

Release Notes Access WageEasy Version 8.1.0.8767

For our Payroll Online customers

Installation and upgrade of Access WageEasy is managed as part of our service to you. You can disregard any comments or instructions that refer to downloading and installing software upgrades.

What's in this Release?

- A brand-new **Onboarding** feature for streamlining the process of adding new employees to WageEasy
- o STP2 reporting
 - Reporting grid 'View Details' update
 - Payment rounding to 2 decimal places
- o SAP Business One V10 general ledger integration
- Superannuation Fund screen add ABN and USI
- Updates for Licensing & Support contact in product
- Diagnostic/error reporting
 - o program change to reduce diagnostic frequency
 - o update for reporting to Support
- New Company File setup ensure Lookup tables are populated (bug fix)
- o Update to Release installation inclusions clean up (Desktop)
- o Updated Sample Company databases
- New Zealand tax for ME Tax Table (IETC Independent earner tax credit) update

A new **Onboarding** feature has been introduced in WageEasy which streamlines the process of adding new employees to payroll by inviting a new employee to provide their personal, contact, tax, bank and super information via a secure, online form. As the employee is provides this information themselves, it results in

- Much less manual data entry to add the new employee to payroll
- Reduced risk of incorrect data being entered.

The Employee **Onboarding** also assists in meeting employer **FairWork** obligations by including required employment information statements to the new employee to review and accept.



On upgrade, by default, all databases are set to 'Opt-In' to Onboarding *File>Company Details>Other>Onboarding*



Company Details

For successful onboarding, certain Company Details are required

Field	Description
Company Name/Trading Name	Identifies your company in the onboarding invitation email.
Contact Name	The name of the Company Contact for onboarding invitations.
Email Address	The email address that new employees can use if assistance with onboarding is required. This email address is included in onboarding invitations.
Phone Number	The Phone Number for inclusion in onboarding invitations.

An **Onboarding** invite is sent to the New Employee. The new employee receives an email inviting them to setup and enter their pay information.

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	Onboarding M	aintenance								
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		•				Mobile Number	0409999999			•
						Company Name displayed on invitation	Great Company Australia			
						Fair Work Statement: *				
						Fair Work Informat	ion Statement	Wage Fa	sy Payroll	×
						Casual Employmen	Information Statement	Onboa	rding has be	en sent.
						For more information, go	to WageEasy Software		ОК	
							Inv	ite Employee		ancel



Onboarding Information from the new employee's completed form is submitted to WageEasy and updates their record in the New Employee Wizard. You then review the onboarding record and enter any information required to create a basic employee record.

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STP2 reporting Reporting grid 'View Details' update

Reinstated the 'View Details' Pay Event Details drill down on individual past reported pay events

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Payment rounding to 2 decimal places

Correction to reporting of pay components so that all payments are rounded to 2 decimal places as per STPs reporting requirements

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ed Date	Payment Date	Run Date Time Stamp	PPE	Pay Frequency	Gross Taxable	Gross (STP)	PRYDW (Tax)	Net Status		
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SAP Business One V10 General Ledger integration

The export file format for SAP Business One V10, required SQL Server 2019 and dll files has been added.

🛒 Ge	neral Ledger Configuration	? ×
General Ledger Con General Ledger Con Export Format Translation Table Configuration	General General Ledger Export Format ort Format Export Format: Islation Table Export Format: figuration ? AGeneral Ledger Custom Configuration Database Server Host: Database Name:	? ×
Asset Accounts Liability Accounts Expense Accounts	Database User Name:	Close
	Close	

Superannuation Fund screen update

To assist with Onboarding, the Superannuation Fund screen now includes Customisation option to show fund ABN and USI. Print report available.

🕎 Superannuation					? ×
Superannuation - Add	Edit	Delete	Print	E-mail Close	
Fund Name				ABN	USI
AMP C.A.R.E. Club Plus Goldman Sachs & JBWere Superannuation Host-Plus Insurance Justified Super MLC Nexis REST	Customiz Columns ABN Email Id USI WWWWAddr	ation	×	55697537183 41102584120	556975371830 5985210 <mark>5</mark> 82
Super Duper Super				4852002365	369852147
The Trustee For Australian Ethical Retai				49633667743	

Support Contact

• Removal of Support Email details in product

All references to the now obsolete Support email address

(APAC.support.wageeasy@theaccessgroup.com.au) have been removed from

- Help > WageEasy on the Web > Email Support
- Help > WageEasy on the Web > Email Feedback

All Support now passes through to the Customer Portal



• Update to licensing email – in product and registration form

		ige Lus	sy Payron Musi	lana
	Serial No		Office Use Only	05 Sep 2024
	24617-09795	-09083		
Vage Easy Payroll HR Licensing Wizard		×	4-14-7-19-19-26-7-19-19-19-7-7-7-19-8- (4 Nov 2024) (1F7ABFE6-FB04-4	19-14-8-14-19-8-14-8-19-14-8- 47E9-AC7D-4EDDBE118BFB)
Print Registration Form			Australia	
			Australia	
rint/Reprint the registration form.			ABN: 4007100	07326
The registration form for this Company will be printed when you cli	ick the Next button.		tive employees (EBA Unlicensed)	Exp:4/11/24
Please email the form to WageEasy.Licencing@theaccessgroup	o.com			
			P/Code:	3102
			neeasv@theaccessgroup.com	
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			estert 5	
			nployees requested, you will be involced harge up to the next March 31st (if applic	for these employees cable).
			r confirmation and signature prior to the ntil such time as we receive full payment	issue of an invoice. Your
Don't print the Company Registration Form				
< Back	Next >	Cancel	nit specified in the Purchase Order by en as are applicable to the increased emplo	itering into an additional yee limit.
		Once use on	de la companya de la	
	Serial No:	34121-62386-3	39229	
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		manager and the second of the second se	terre emproyees (Ebri Officended)	

Company Registration Form

Diagnostic reporting

• Diagnostic reporting send to Support change

Diagnostics reports are now to be sent via the Support Portal rather than emailed.

https://accessgroup.my.site.com/Support/s/login/

Wage Easy has detected an anomaly in your system To help our support team work with you to maintain the highest level of system integrity, please > Close this message > From File>Maintenance>Database>Maintenance, complete the Wizard, taking a backup of your database when prompted and tick to Compact. Once complete, continue using WageEasy and if the diagnostic recurs, please raise a case with Support by dicking the Support button below.
To help our support team work with you to maintain the highest level of system integrity, please > Close this message > From File>Maintenance>Database>Maintenance, complete the Wizard, taking a backup of your database when prompted and tick to Compact. Once complete, continue using WageEasy and if the diagnostic recurs, please raise a case with Support by clicking the Support button below.
Print Support Close Details <<
Whilst the following message may seem cryptic, it is extremely valuable to our team and will assist us to diagnose and rectify the anomaly. We thank you for taking the time to let us know. Support Services has detected: EAccessViolation: Access violation at address 00000000. Read of address 00000000

• Diagnostic error minimisation – Awards

Diagnostic errors often occur when screens are closed before they have finished loading. Awards are an area where these are especially prevalent, more so when the operator is 'speedy'.



New Company File setup – ensure Lookup tables are populated (bug fix)

When a New Company (database) is created, Lookup Tables need to be added. Lookup Country is mandatory for successful STP2 reporting. Lookup Tables

LookupCountry

- LookupEmploymentType
- LookupGender
- LookupMaritalStatus
- LookupState
- LookupTitle

Release installation inclusions clean up

Desktop release, old PDL files have been removed from the default file folder (C:\Users\Public\Documents\Wage Easy Payroll\Association Data\Australia) included with the release.

Local Disk (C:) \rightarrow Users \rightarrow Public \rightarrow Public Documents \rightarrow Wage Easy	Payroll > Assoc	iation Data > Australia
\overleftrightarrow $\widehat{\mathbb{H}}$ \mathbb{N} Sort \sim \equiv View \sim \cdots		
Name	Туре	Size
General Retail Industry Award 2020.Pdl	PDL File	11,199 KB
General Retail Industry Award 2020_2024-25_UPDATE.PdI	PDL File	795 KB
Hospitality Industry General Award 2020 Junior_2024-25_UPDATE.Pdl	PDL File	22 KB
Hospitality Industry General Award 2020.Pdl	PDL File	14,428 KB
Hospitality Industry General Award 2020_2024-25_UPDATE.Pdl	PDL File	884 KB
Modern Awards Base,Pdl	PDL File	1,508 KB
Registered & Licensed Clubs Award 2020.Pdl	PDL File	18,842 KB
Registered & Licensed Clubs Award 2020_2024-25_UPDATE.Pdl	PDL File	1,169 KB
Restaurant Industry Award 2020.PdI	PDL File	7,948 KB
Restaurant Industry Award 2020_2024-25_UPDATE.PdI	PDL File	464 KB
Sample.Pdl	PDL File	598 KB
E Standard Pays.Pdl	PDL File	214 KB
Tax Tables.Pdl	PDL File	883 KB
Tax Tables_2024-25_UPDATE.Pdl	PDL File	52 KB

New Zealand ME Tax Table calculation update

Special handling added for tax codes ME and ML no longer required anymore with 31 July 2024 changes with standard tax table configuration now able to handle.

Edit Tax Table Details (New Zealand Tax) ? X								
Add Edit De	lete							
Tax Table Emplo	yees							
Description:	ME (Main Income Ii	ETC)						
Weekly Tax Free Amount:	\$0.00	<u>E</u> ffe	tive Date:	31	/07/2024	-		
Tax <u>C</u> ode:	ME					-		
📃 Student Loan T	ax Table							
Flat Rate Threshold	\$0.00	Flat I Pero	Rate entage		0.	00%		
Weekly Earnings (x)) Less Than \$	a		b				
	\$300.00		0.1210		0.00	000		
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	\$1,346.15		0.3160		1.49.60)58 I		
	\$1,501.92		0.3160		149.6058			
	\$2,736.19		0.3460		194.66	535		
			OK		Capo	-		
					Curic			



After the upgrade is installed, you should check that the correct software and database versions are displayed. If the latest version numbers are not as displayed below, Access WageEasy may not have been successfully upgraded.

To check the version of Access WageEasy



The version number is displayed on the bottom right-hand corner of the main Access WageEasy screen.



Your new database version number after the upgrade will be 8.1.0.8767



After you have upgraded and opened your database, you can also check the version number by going to *Help > About Wage Easy Payroll*.

Knowledge Base

For further general information on this update, check out **Knowledge Base** and benefit from **anytime access to an extensive knowledge base** of FAQs and product support queries to assist with your payroll processing.

Access Knowledge Base