

# Release Notes

## MicrOpay Version 9.3 SP3 /MicrOpay ESP Version 9.0

### Contents

<b>Introduction.....</b>	<b>1</b>
<b>What's in the MicrOpay 9.3 SP3 release?.....</b>	<b>3</b>
<b>After you upgrade .....</b>	<b>7</b>
<b>How do I set up costing split for leave accruals?.....</b>	<b>9</b>

### Introduction

#### MicrOpay

The main purpose of MicrOpay 9.3 SP3 is to release *New Zealand tax changes that take effect from 31 July, 2024* (see page 3). However it also includes:

- A change to *disable automatic sign to MicrOpay* (see page 5) in the Payroll Online environment (hosted and outsourcing customers).
- Details of an issue related to *leave accrual hours* (see page 5) retrieved in IQs and General Ledger Leave Liability batches.
- Several other changes and fixes related to Australian payroll processing.

Tax changes that do not coincide with the start of a new financial year are an unusual event. To ensure that customers processing New Zealand payroll are taxing their New Zealand employees correctly, MicrOpay should be upgraded to 9.3 SP3 on or before 31 July. If you are a Payroll Online customer, MicrOpay will be upgraded to 9.3 SP3 in the evening of 26 July, 2024.



Please note that this upgrade affects ALL Payroll Online customers, even if you only process Australian payroll.






If you are an On Premise customer who:

- Processes Australian and New Zealand payroll, your payroll databases should be upgraded prior to 31 July.
- Processes Australian payroll only, MicrOpay should be upgraded to 9.3 SP3 as soon as is practical.

## MicrOpay ESP

There are no functional or software changes for MicrOpay ESP in this release and, on this occasion, no MicrOpay ESP upgrade file to be installed. This means that after MicrOpay is upgraded, your MicrOpay and MicrOpay ESP software version numbers will be different.

Refer to After you upgrade to check the software and database version numbers for both products.

Key	
 ALL	The item applies to all country payroll databases.
 AU	The item applies to Australian payroll databases.
 NZ	The item applies to New Zealand payroll databases.
 OTH	The item applies to Other country payroll databases.
 STP 2	The item applies to a change for STP2. STP2 changes affect Australian payroll only.

### For our Payroll Online customers



Please note that installation and upgrade of MicrOpay and MicrOpay ESP are managed as part of our service to you. You can disregard any comments or instructions that refer to downloading and installing software upgrades.



Before updating your MicrOpay software, both the **Payroll** and the **Common** database **must** be backed up. More information about database backup is available in the Knowledge Base article:

*How do I Backup and Restore?*

## What's in the MicrOpay 9.3 SP3 release?

	<b>New Zealand Tax Changes (applicable from 31 July 2024)</b>																		
	<p>Please note that the listed tax changes are installed and <b>are effective as soon as MicrOpay is upgraded 9.3 SP3</b>. This is different to the usual process for tax changes, which typically are associated with the end of financial year and do not take effect until Change Tax Year is run in MicrOpay. Refer below for more information about when to upgrade.</p>																		
<p><b>Income range changes</b></p> <p>MicrOpay tax scales in New Zealand databases are updated to reflect the new income ranges, which take effect from 31 July 2024. Tax rates have not changed. These changes affect tax scales with the Codes <i>M</i>, <i>ME</i>, <i>S</i>, <i>SB</i>, <i>SH</i> and <i>ST</i>.</p> <table border="1" data-bbox="300 801 1337 1167"> <thead> <tr> <th>Income ranges up to 30 July 2024</th> <th>New income ranges from 31 July 2024</th> <th>Tax Rate</th> </tr> </thead> <tbody> <tr> <td>\$0 - \$14 000</td> <td>\$0 - \$15 600</td> <td>10.5%</td> </tr> <tr> <td>\$14 001 - \$48 000</td> <td>\$15 601 - \$53 500</td> <td>17.5%</td> </tr> <tr> <td>\$48 001 - \$70 000</td> <td>\$53 501 - \$78 100</td> <td>30%</td> </tr> <tr> <td>\$70 001 - \$180 000</td> <td>\$78 101 - \$180 000</td> <td>33%</td> </tr> <tr> <td>\$180 001 and over</td> <td>\$180 001 and over</td> <td>39%</td> </tr> </tbody> </table> <p>Due to the new income ranges, the descriptions associated with the several Tax Scale Codes are also updated. In <b>Payroll &gt; Maintenance &gt; Tax &gt; Tax Scales</b>:</p> <ul style="list-style-type: none"> <li>▪ Tax Scale Code <i>S</i> is now described as <i>Secondary Income from \$15 601 to \$53 500</i>.</li> <li>▪ Tax Scale Code <i>SB</i> is now described as <i>Secondary Income up to \$15 600</i>.</li> <li>▪ Tax Scale Code <i>SH</i> is now described as <i>Secondary Income from \$53 501 to \$78 100</i>.</li> <li>▪ Tax Scale Code <i>ST</i> is now described as <i>Secondary Income from \$78 100 to \$180 000</i>.</li> </ul> <p><b>When should you upgrade?</b></p> <p>The new income ranges apply from 31 July 2024. This means that MicrOpay should be upgraded to 9.3 SP3 before that date, to ensure that any transactions processed from 31 July are taxed correctly.</p> <p><b>Payroll Online (Hosted) Customers</b></p> <p>The Payroll Online environment will be upgraded in the evening of 26 July 2024. Ideally, processing of the last pay period ending on or before that date should be completed prior to the upgrade. Transactions processed after 26 July will be taxed according to updated income ranges.</p>		Income ranges up to 30 July 2024	New income ranges from 31 July 2024	Tax Rate	\$0 - \$14 000	\$0 - \$15 600	10.5%	\$14 001 - \$48 000	\$15 601 - \$53 500	17.5%	\$48 001 - \$70 000	\$53 501 - \$78 100	30%	\$70 001 - \$180 000	\$78 101 - \$180 000	33%	\$180 001 and over	\$180 001 and over	39%
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## On-premises (Desktop) Customers

MicrOpay should be upgraded to 9.3 SP3 before 31 July 2024. If it is not upgraded by that date, transactions processed from 31 July until the upgrade is installed may be overtaxed.

AU

## Payroll Company details

### Payroll Company ABN and Branch Number now locked after transaction(s) created

A Payroll Company's **ABN** and **Branch Number** fields are now disabled if there are transactions created for employees of that Payroll Company.

The screenshot shows a software window titled "Edit Payroll Company 'MicrOpay Holdings' (Payer)". The window is divided into several sections: "Payroll Company (Payer)", "Physical Address", "Postal Address", "Contact Details", "Creditor Details", "Default Super Fund", and "ATO Details". The "ATO Details" section is highlighted, showing the "Use an ABN" radio button selected, with the ABN field containing "48105222188". The "Use a WEN" radio button is unselected, and the "Branch Number" field is disabled, showing "1". The "ATO EFT Code" is "481052221880101010", and the "Registered Employer for WHM" checkbox is unselected. At the bottom of the window, a message states "This ABN and Branch Number have been reported in an STP Pay Event".

### Why did we make this change?

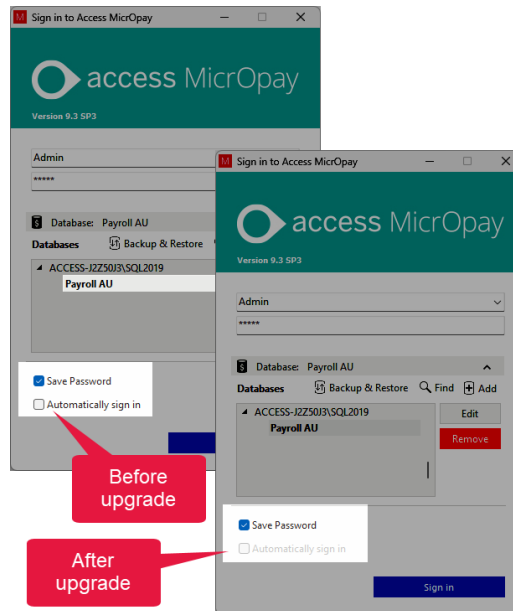
A Payroll Company's ABN and Branch Number are used in STP reporting events to identify the Payer to the ATO. Changing a Payroll Company's ABN or Branch Number then continuing to report STP events can make it appear as if a new payer is submitting STP events, resulting in duplicated employee income statements.

ALL

## Payroll Online (Hosted and Outsourcing) Environment

### Auto sign in option disabled in Payroll Online Environment

The **Automatically sign in** checkbox is now disabled in the MicrOpay Sign In window, for Hosted and Outsourcing customers using MicrOpay in the Payroll Online environment. If the checkbox was ticked, on upgrade it is unticked before the option is disabled.



ALL

## Leave

### Leave accrual hours for cost-split leave types now correctly retrieved for use in IQ reports and General Ledger Leave Liability Batches

An issue that caused database table `_iptblEmployeeLeaveAccrual` to be populated with inconsistent leave accrual hours is now corrected. The values stored in this table are retrieved by the *IQB-LLV Leave Liability Variance* report and in General Ledger Leave Liability Batches. When leave classes were set up to cost split, the accrual hours saved to this table did not reflect the actual leave accrued.



Please note that this issue:

- Was corrected in our previous release, MicrOpay version 9.3 SP2.
- Did not affect calculation of employee leave entitlements. Employee leave balances were correctly updated with accrued hours.
- Affected accruals for leave classes that were set up to cost split.

If you cost split leave, please refer to *How do I set up costing split for leave accruals?* (see page 9) then review the costing split set up on your leave classes to ensure that all applicable hour types, leave types and leave reasons are selected.

AU	Employee Maintenance
	New Employee Wizard
	<p><b>Issue causing STP validation error for Contractors with TFN addressed</b></p> <p>When using the New Employee Wizard to add a new Contractor with a TFN Declaration, their payment type now defaults to Labour Hire, instead of Voluntary Agreement.</p> <p>This addresses an issue that caused the error <i>Income Stream code VOL must be provided when Voluntary Agreement Employment Basis used</i>, when submitting an STP event that included the new employee.</p>
	Implement HR Changes
	<p><b>eHR Pre-Implement report display tidied up</b></p> <p>Following the release of MicrOpay 9.3 SP2, the eHR Pre-Implement report displayed a number of records, unrelated to Implement HR Changes, at the end of the report output. These records related to the new Onboarding feature introduced in that release and will no longer appear in the eHR Pre-Implement report.</p>

## After you upgrade

### For our Payroll Online customers

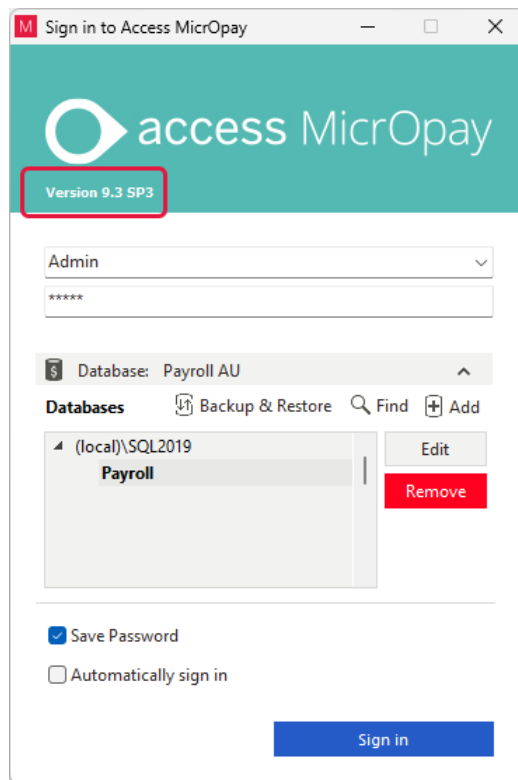
Please note that installation and upgrade of MicrOpay and MicrOpay ESP are managed as part of our service to you. You can disregard any comments or instructions that refer to downloading and installing software upgrades.

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

### To check the version of MicrOpay

After the upgrade is installed the version number displayed should be *9.3 SP3*.

The version number is displayed on the MicrOpay login window.

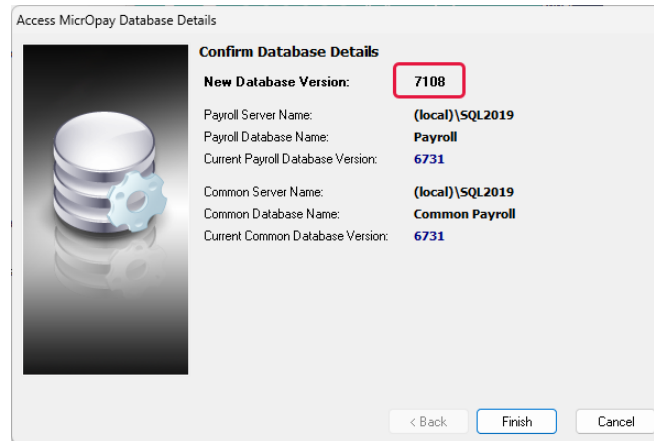


After you have signed in, you can check the version number by going to **Help > About**.

### To check the MicrOpay database version

Your new database version number after the upgrade should be **7108**.

The first time you log in to MicrOpay after installing the upgrade, the payroll and common databases will be updated. You can check the new database version from the Confirm Database Details window.



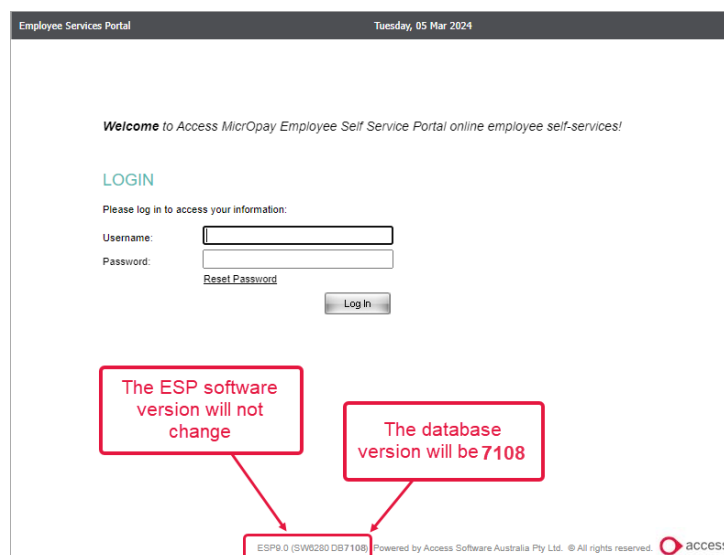
Ensure you click **Finish** to proceed with the database update.

### To check the MicrOpay ESP version

Please note that because there is no MicrOpay ESP upgrade for this release, your MicrOpay and MicrOpay ESP software versions will be different after MicrOpay is upgraded to 9.3 SP3.

Your MicrOpay ESP software version will not change. For example, if your MicrOpay ESP software version was **MicrOpay ESP 9.0 (SW6280)** before MicrOpay was upgraded, it will be the same afterwards.

The database version number refers to the payroll database version, so will be updated to **DB7108**.





# How do I set up costing split for leave accruals?

This article is an extract from a more comprehensive Costing Split guide, which is available in our Knowledge Base. Use the link below to view the Knowledge Base article.

*Access MicrOpay: How do I split employee costing in MicrOpay?*

## On the Leave Class

All Leave Classes include an **Apply Costing Split** checkbox. Tick the checkbox to turn on Costing Split for the Leave Class.

### Leave based on hours worked

When the leave class is set to **Calculate on Hours Worked** and the **Apply Costing Split** checkbox is ticked, all **Hour Types**, **Other Leave Reasons**, **User Defined Leave** and **Additions** selected are included in the Costing Split.

The screenshot shows the 'Edit Annual Leave' dialog box for the leave class 'HRS4WKS'. The 'Calculate on Hours Worked' checkbox is checked, and the 'Apply Costing Split' checkbox is also checked. A red box highlights the 'Apply Costing Split' checkbox. A red arrow points from a text box to the 'Hour Types', 'Other Leave Reason', 'User Defined Leave', and 'Additions' dropdown menus. The text box contains the text: 'Everything in these fields is included in the Costing Split'. The 'Hour Types' dropdown is set to 'Normal Hours - Normal Rate, Annual Leave Hours, Sick Leave H'. The 'Other Leave Reason' dropdown is set to 'B - BEREAVEMENT, C - CARERS LEAVE, COM - COMPASSIO'. The 'User Defined Leave' dropdown is set to '< All >'. The 'Additions' dropdown is set to '(None)'. The 'Accrual Rate' is set to 7.6923. The 'Entitlement' is set to 152.000000. The 'Units' dropdown is set to 'Hours'. The 'Number' dropdown is set to 1. The 'Per Period' dropdown is set to 'Years'. The 'Standard Entitlement Date' is set to '<No End Date>'. The 'Include Leave Loading in Termination' dropdown is set to 'No'. The 'Next Leave Type' dropdown is set to 'Select an Annual Leave'. The dialog box has 'OK' and 'Cancel' buttons at the bottom.

## Leave that accrues based on entitlement

When the leave class is based on entitlement, the **Hour Types**, **Other Leave Reasons**, **User Defined Leave** and **Additions** fields are usually deactivated. Ticking **Apply Costing Split** activates these fields so you can specify which hours and components are included in the Costing Split.

The screenshot shows the 'Edit Annual Leave' dialog box for a leave class with code '4WKS' and description 'A/L 4 WEEKS PER YEAR'. The 'Calculate on Hours Worked' checkbox is unchecked, and the 'Apply Costing Split' checkbox is checked. Below these, the 'Hour Types', 'Other Leave Reason', 'User Defined Leave', and 'Additions' fields are all set to '< All >'. A red callout box with white text points to these fields, stating: 'These fields are disabled until Apply Costing Split is ticked. Choose the hours and components to include in the Costing Split.' The 'Entitlement' field is set to 4.000000. The 'Per Period' is set to 'Weeks' and 'Years'.

## Grant-based Sick Leave

Sick Leave classes include the **Grant** option. As with leave based on entitlement, the **Hour Types** field, etc. is disabled when **Grant** is selected. When **Apply Costing Split** is ticked, these fields are activated so you can specify the hours and components included in the Costing Split.

The screenshot shows the 'Edit Sick Leave' dialog box for a leave class with code 'SICK2WKSGR' and description 'SICK LEAVE 2 WEEKS GRANT'. The 'Calculate on Hours Worked' checkbox is unchecked, and the 'Apply Costing Split' checkbox is checked. Below these, the 'Hour Types', 'Other Leave Reason', 'User Defined Leave', and 'Additions' fields are all set to '< All >'. A red callout box with white text points to these fields, stating: 'These fields are disabled until Apply Costing Split is ticked. Choose the hours and components to include in the Costing Split.' The 'Entitlement' field is set to 2.000000. The 'Per Period' is set to 'Weeks' and 'Years'.

As well as the entitlement methods mentioned above, User Defined Leave can also be based on shifts worked. **Apply Costing Split** cannot be selected when the entitlement **Method** is *Based on Shifts Worked*.