

Release Notes

MicrOpay Version 9.3 SP4 /MicrOpay ESP Version 9.0

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Introduction

MicrOpay

This release includes:






- Changes to *New/Edit Employees Maintenance* (see page 5):
 - Employee Changes from MicrOpay Service can now be implemented using the Edit Employee Wizard
 - A few changes to Employee Onboarding.
- New format for *in-product Notifications* (see page 3).
- Changes and fixes related to *STP2 reporting* (see page 8).

For more information about these and other release items, refer to *What's in this MicrOpay release?* (see page 3)

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	
	The item applies to all country payroll databases.
	The item applies to Australian payroll databases.
	The item applies to New Zealand payroll databases.
	The item applies to Other country payroll databases.
	The item applies to a change for STP2. STP2 changes affect Australian payroll only.

For our Payroll Online customers

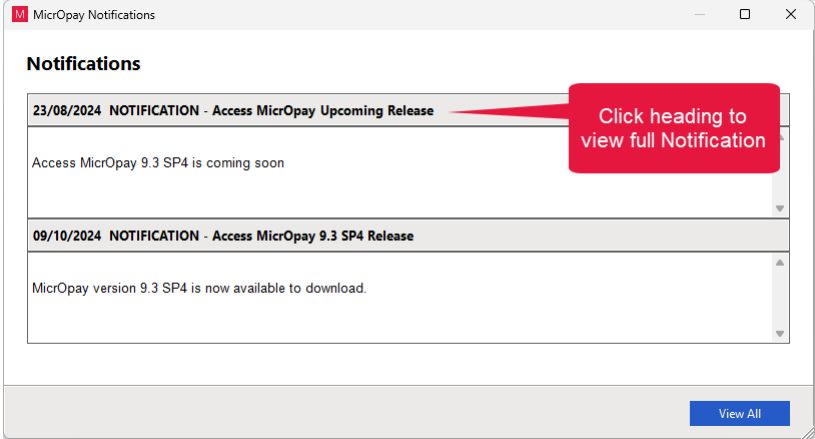
Please note that installation and upgrade of MicrOpay and MicrOpay ESP are managed as part of our service to you. You can disregard any comments or instructions that refer to downloading and installing software upgrades.

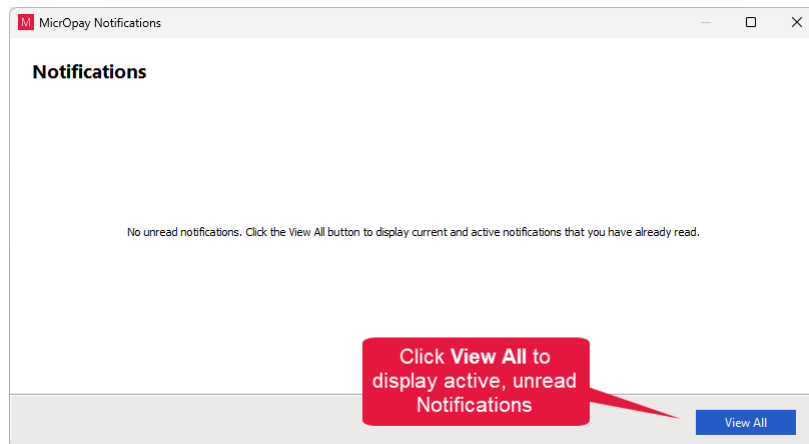


Before updating your MicrOpay software, both the **Payroll** and the **Common** database **must** be backed up. More information about database backup is available in the Knowledge Base article:

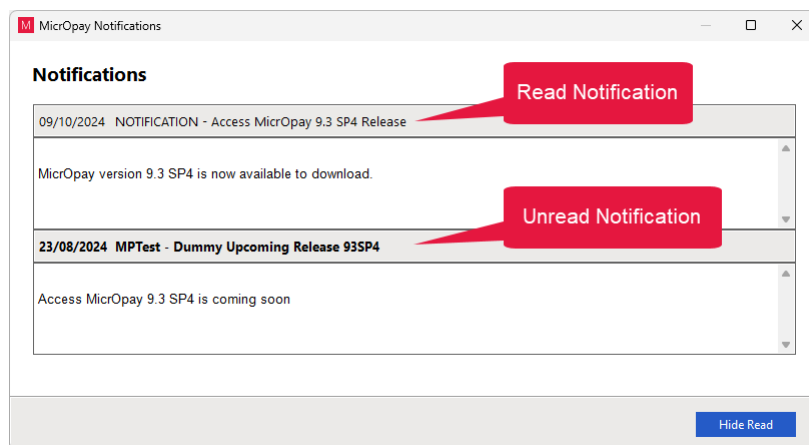
How do I Back and Restore?

What's in the MicrOpay 9.3 SP4 release?

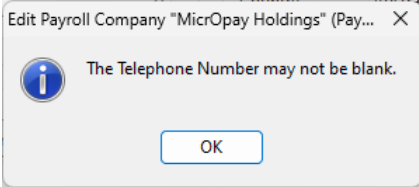
	General
ALL	<h3>New display format for Notifications</h3> <p>We've updated the Notifications window so that messages are easier to view, especially when there are multiple, unread Notifications.</p>  <p>The Notifications window still pops up automatically when a new Notification is posted, but the window now displays a list of all active, unread Notifications instead the latest message only.</p> <ul style="list-style-type: none">• A heading and brief summary is displayed for each Notification in the list view.• Click a Notification heading in the list to open a new browser window and load the full message.• The default list view displays unread Notifications only. Click the View All button to view both read and unread Notifications.• When View All is clicked, it's replaced by the Hide Read button. Use Hide Read to hide Notifications you have viewed from the list.• You can still click the bell icon in the MicrOpay menu bar to open Notifications window. If there are no unread Notifications, a message is displayed in the window. Clicking View All displays any active, viewed Notifications.



- Unread Notifications have bold headings. As soon as a Notification is viewed, the heading changes to regular font and it is hidden from the default view when the Notifications window is refreshed.



- Notifications to Payroll Online (Hosted) customers now include clickable links. Previously, these links could only be viewed by copying the link text and pasting into a browser window opened outside of the Payroll Online environment.

	Payroll Company
STP 2	<p>Telephone is now a mandatory field for Payroll Companies</p> <p>The Telephone number field in the Payroll Company record is now a mandatory field. This addresses an issue that caused STP events to fail validation because the payer contact telephone number was missing. Refer to the related item under <i>STP2 Reporting</i> (see page 8) for more information.</p> <p>After upgrade, if Telephone is blank for any, existing Payroll Companies, the following message is displayed the next time those records are opened.</p> 

	Employee Maintenance
ALL	New/Edt Employees Maintenance
	<p>Employee rate changes sent from third parties now reflected in Employee Enquiries</p> <p>Rate changes sent to MicrOpay from third parties and processed/implemented using New/Edit Employees maintenance (Australian databases) or New Employees Maintenance (New Zealand) are now reflected in the Rate Changes tab in Employee Enquiries.</p> <p>For changes implemented from New/Edit Employees maintenance, the Rate Changes tab of Employee Enquiries includes a Reason column:</p> <ul style="list-style-type: none"> • In Australian databases, the Reason column will show: <ul style="list-style-type: none"> ▪ <i>New/Edit Employees Maintenance (New)</i> if the rate change is because a new employee was added using the New Employee Wizard. ▪ <i>New/Edit Employees Maintenance (Update)</i> if the rate change is made to an existing employee using the Edit Employee Wizard. • In New Zealand databases, the Reason column displays <i>New Employees Maintenance</i> for new employees added via the New Employee Wizard <p>Please note:</p>

- Rates were correctly updated in the employee record but were not shown in the **Rate Changes** tab.
- The **Rate Changes** tab/grid is only displayed in the **Single Employee** view of Employee Enquiries.

Marital Status field added to Personal Details in New and Edit Employee wizards

In Australian payroll databases, the *Personal Details* page in both the New and Edit Employee wizard now includes a **Marital Status** field. This field allows Marital Status to be added or updated for employees, when sent to MicrOpay from a third party system via the Web API.

New employees and employee changes sent by MicrOpay Service now appear in New/Edit Employees Maintenance

Previously, employee information sent to MicrOpay from third parties using the MicrOpay Service was only available to viewed and implemented using Implement HR Changes (Implement eHR). From this version, data sent using the MicrOpay Service now also appears in and can be processed from New/Edit Employees Maintenance.

When employee data is sent via the MicrOpay Service, the **Source** column in New/Edit Employees Maintenance will show *MicrOpay Service*.

Please note that Implement HR Changes is still available. Sent changes will be displayed in both Implement HR Changes and New/Edit Employees Maintenance, although users are able to review and/or update a wider range of fields in New/Edit Employees Maintenance before changes are implemented.

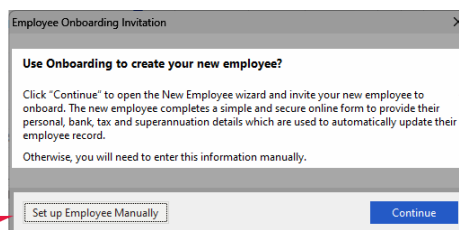
AU

Employee Onboarding

We've made a few changes to the Employee Onboarding screens and process

- **Re-labelled buttons in the Employee Onboarding Invitation pop-up in Employee Maintenance**

The **Onboarding** and **Skip** buttons in the *Employee Onboarding Invitation* window have been re-labelled **Continue** and **Set up Employee Manually**. We've also refined the message wording and moved the buttons around a bit.



Updated buttons

Refined wording



The *Employee Onboarding Invitation* windows pops up in **Payroll > Maintenance > Employees > Maintenance** when **Add** is clicked to add a new employee.

Click **Continue** to open the New Employee Wizard so you can complete the Onboarding fields and invite the new employee to onboard. Click **Set up Employee Manually** to close the pop-up window and manually add a new employee record.

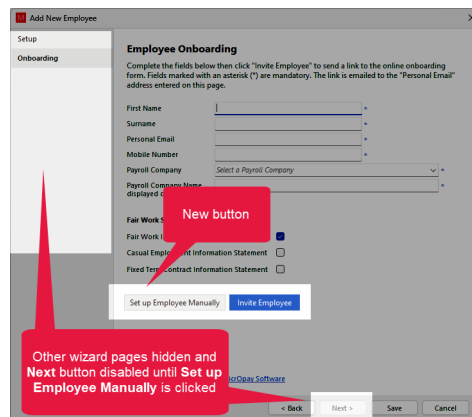
- **New button and behaviour change in New Employee Wizard Onboarding page**

A new button, **Set up Employee Manually**, is added to the *Onboarding* page of the New Employee Wizard.

When a fresh New Employee Wizard is opened:

- Other wizard pages, e.g. TFN Declaration pages, Personal Details are hidden from the left pane of the wizard.
- The **Next** button on the Onboarding page is now disabled until **Set up Employee Manually** is clicked.

until **Set up Employee Manually** is clicked.



If you will not be inviting the employee to onboard, click this button then you can click **Next** to continue completing other pages of the wizard.

Please note:

- If you select **Invite Employee**, the **Next** button on the Onboarding page remains disabled until the new employee returns their Onboarding form or their invite is cancelled and **Set Employee Up Manually** is clicked instead.
- On upgrade, the new button is displayed on any in-progress new employees but does not disable the **Next** button.

	<h2>Reports (Including IQs)</h2>
AU	<p>New, standard IQ report extracts employee transaction values within period end date range</p> <p>A new, standard IQ report called <i>IQ-EmpTransDt - Employee Transactions between Period End Dates</i> is added in this release. This IQ extracts employee transaction information generated between two pay period end dates.</p>
ALL	<p>IQ report IQB RET003 can now be run for dates in previous financial years</p> <p>The IQ report <i>IQB RET003 - Payroll Employee Transaction Total Details (Report)</i> can now be run using Period End Date From and/or Period End Date To parameters from a previous financial year.</p>
ALL	<p>Payroll Report display issue causing Additions and Deductions codes to be duplicated now corrected</p> <p>When the Additions/Deductions codes listed in the report totals was split by a page break, the codes displayed at the bottom of the first page could be duplicated at the top of the next page. Please note, this was a display issue only, the duplicated codes did not affect the value of report totals.</p> <p>Now, when there are too many Additions/Deductions codes to display before the page break, they will be kept together and displayed on the next page. In some cases, this may cause a blank page to be inserted into the report.</p>

STP 2	<h2>STP2 Reporting</h2>
	<p>This release addresses the following issues with reporting STP pay events:</p> <ul style="list-style-type: none"> <p>Issue affecting reporting of PAYGW and ETP tax for employees with multiple income types corrected</p> <p>When an employee is terminated, and they have:</p> <ul style="list-style-type: none"> Income reported against multiple income types in that year, and Their termination has a taxable ETP component, <p>In the STP pay event the ETP tax value now reduces the PAYG value of the income type the employee held when they terminated. Previously, the ETP value reduced the PAYG value of all income types reported for that employee in the year.</p> <p>Please note that this issue did not affect how tax was calculated for the termination, only how it was reported through STP2.</p>

	<ul style="list-style-type: none"> • STP2 Validation error caused by missing Payroll Company Telephone number corrected <p>This release corrects an issue that caused STP pay events to fail validation at the STP Gateway with a payer error message that starts:</p> <p style="padding-left: 40px;"><i>Gateway Error: Failed Validation Electronic content in namespace...</i></p> <p>This happened when no contact telephone number was recorded for the reporting Payroll Company. Please note:</p> <ul style="list-style-type: none"> ▪ This issue could also cause a misleading error to be displayed for individual employees in the pay event details, regarding an ETP with a payment date in different year to the pay/update date for STP2. ▪ We've updated the Payroll Company record so that contact Telephone is now mandatory, please see the related item in the <i>Payroll Company section</i> page 5 of these notes.
	<p>STP Adjustment</p>
	<p>Lump Sum E value reported in a previous year can now be adjusted to zero</p> <p>Behaviour of the STP Adjustment window has been adjusted to permit a Lump Sum E value reported in a previous financial to either be:</p> <ul style="list-style-type: none"> • zeroed out • adjusted to \$1200 or more. <p>Previously, selecting Lump Sum E for a previous year caused a message that the value had already posted so it could only be zeroed out. Trying to adjust the value to zero caused a further message that Lump Sum E amount can only be \$1200 or more.</p>

	<p>Transactions and Processing</p>
<p>NZ</p>	<p>Payroll Giving tax credit no longer reported in Payday Filing if Payroll Giving deduction is not processed</p> <p>When an employee's standard deduction for Payroll Giving is deleted from a timesheet transaction, the Payroll Giving tax credit will not be reported in the Payday Filing Employee Information file. This corrects an issue where the tax credit was still reported even though the employee's Payroll Giving deduction was not processed.</p>

<p>ALL</p>	<p>Back pay rates no longer rounded to two decimal places in reports</p> <p>When the rates used to calculate a back pay use four decimal places, the rate displayed in pay advices and the Transaction Report will also display to four decimal places. Previously, the rate displayed in these reports was being rounded to two decimal places, which made it appear as if there was a discrepancy between the rate used and the amount calculated.</p>
<p>AU</p>	<p>EFT Export</p>
	<p>If the EFT Export window is opened with the Default checkbox is ticked, to load the user's default settings saved for the window, the following error is no longer displayed when generating the file. This could occur if the Pay Frequency selection was not updated before generating EFT.</p> <div data-bbox="759 797 1019 1039" data-label="Image"> </div>

After you upgrade

For our Payroll Online customers

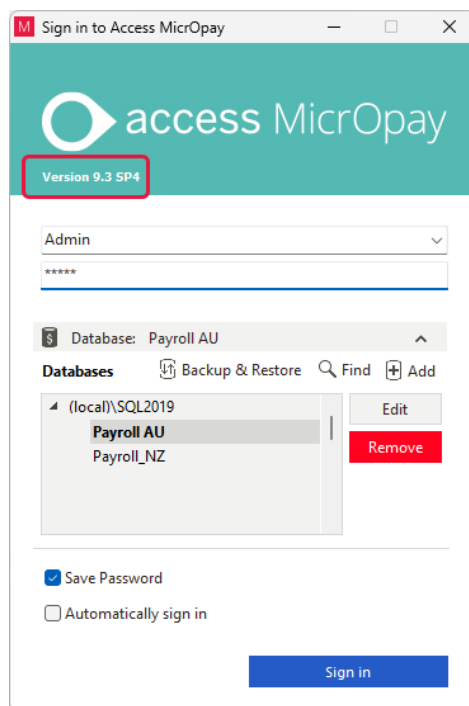
Please note that installation and upgrade of MicrOpay and MicrOpay ESP are managed as part of our service to you. You can disregard any comments or instructions that refer to downloading and installing software upgrades.

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 SP4**.

The version number is displayed on the MicrOpay login window.

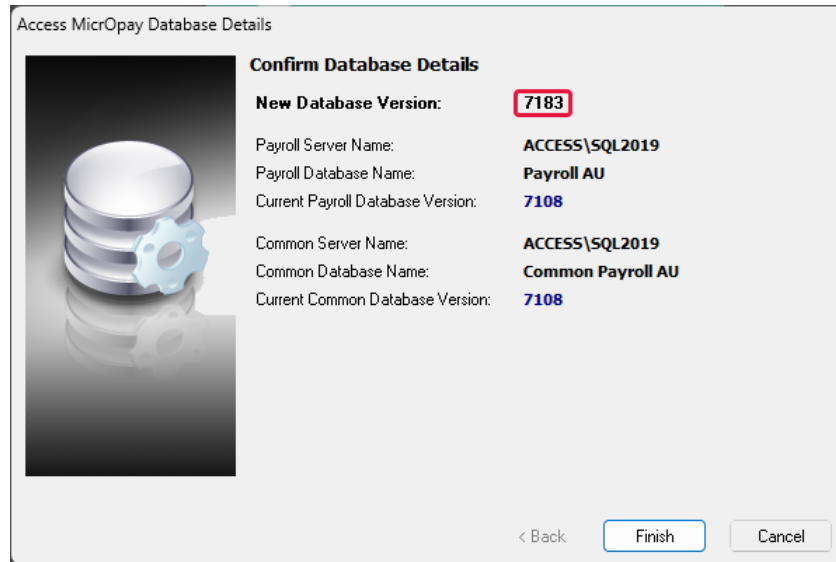


After you have signed in, you can check the version number by going to **Help > About**.

To check the MicrOpay database version

Your new database version number after the upgrade should be **7183**.

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 SP4.

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 **DB7183**.