MYOB PayGlobal Release Notes

v4.62.0.0

Prepared by
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Contents

Introduction

These PayGlobal release notes describe the software enhancements and issues resolved between the current **PayGlobal 4.62.0.0** release version and the previous PayGlobal 4.61.0.0 release version.

If you are upgrading from an earlier version than PayGlobal 4.61.0.0, then you need to download and read the relevant release notes from the website.

Disclaimer

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Enhancements

This chapter describes software enhancements in this release version.

Enhancements - All Countries

This section describes generic software enhancements in this release version. Country-specific software enhancements are described in separate sections.

Ability to add Work Visa Number for employees

PayGlobal now allows the ability to enter an employee's work visa number in the Employee Visa screen. This feature is available for all countries.

For those customers who are already or planning to use Workforce Management, then it is highly recommended that PayGlobal and Workforce Management visa records are updated with the appropriate visa number for Working Holiday Maker employees. Doing so will allow changes or additions to visa details that have been entered into Workforce Management to be automatically updated in PayGlobal.

Choosing not to add visa numbers to the employee visa records in PayGlobal will result in the creation of employee notes requiring action by the Payroll Administrator whenever Working Holiday Maker employee's details are changed in Workforce Management.

Ability to edit Employee status for Workforce Management enabled employees

If this feature is enabled for a company (through the presence of a feature flag), PayGlobal disables the editing of several fields for a Workforce Management enabled employee. Previously included in this list of fields was Employee Status (on the Employee Contract tab in the PayGlobal user interface).

This Employee Status field is now enabled for editing, even if the employee is Workforce Management enabled.

Import Multi-week work patterns from Workforce Management

For Workforce Management enabled employees which are associated to a weekly Pay Period who have Workforce Management employee standard hours which commence on a Monday, it will be possible to align PayGlobal to Workforce Management multi-week work pattern using Import Employee Work Profile from Workforce Management. The correct Profiled hours will be determined from the multi-week work pattern based on the date provided. In NZ, these patterns will also be stored as a series of single week definition of week records.

For more information, please read PayGlobal help and the Workforce Management PayGlobal Payroll Guide.

Improved Close Pay performance

Some of the database queries that run during the Close Pay processes have been updated to reduce the time it takes to close a pay.

This improvement is expected to be most noticeable on larger databases with many years of historical data.

Enhancements - Country-specific

Enhancements – Australia

This section describes Australia-specific software enhancements in this release version.

Single Touch Payroll - Phase 2 (STPv4)

PayGlobal is now an official STP Phase 2 digital service provider.

The mandatory start date for STP Phase 2 was *supposed* to be 1 January 2022.

However, MYOB received a deferral date of 31 August 2022 for many of its products.

Meaning; that unless your organisation has obtained an independent deferral from the ATO; your organisation needs to submit its **first** STP Phase 2 compliant submission **on/before 1 September 2022**.

In STP Phase 2, 'what' you report changes. 'How' you report data to the ATO remains the same. The expansion in the data to be reported, impacts the configuration of certain allowances and deduction records.

It is expected that most of our Australian customers are already on a minimum of v4.59.0.0 and have completed all STP Phase 2 data preparation tasks. These tasks MUST be completed BEFORE you turn-on the STP v4 service.

IMPORTANT: *All Payers must now be identified via an Internal Companies record. If you previously had no internal company records, you must create at least one. This change is necessary to ensure there are no unexpected performance issues with the amount of new data being retrieved.*

Reporting Backpay data clarification

Some ATO documentation has the following statements:

- *If there are several different payment types to be paid in arrears, they cannot be bundled into one single "back pay" code and processed through payroll.*
- *….STP Phase 2 require the components of the back payment to be separately itemised*

This could be interpreted as all back payments needing to be reported against respective ATO Reporting categories; e.g. backpay on leave taken due to a pay rise.

The ATO has clarified to PayGlobal that amounts for back payment of remuneration that accrued, or was payable,

- **less than 12 months** before the date of payment **are to be reported separately**.
- **more than 12 months** before the date of payment are to be reported only as Lump sum E

How does this impact on your Allowance setups

The change is highlighted

Back pay type	Tax Override Type	ATO Reporting Category	ATO Reporting Subcategory	Reported in STP as
Ordinary/Normal Hours worked – Backpay less than 12months	Bonus	Blank	Blank	Gross Payments
Ordinary/Normal Hours worked – Backpay more than 12months	Lump Sum in arrears	Blank	Blank	Lump Sum E
Separately itemised allowance – back pay less than 12 months	Bonus	Must not be blank	Must be set in respective of the ATO reporting category	Dependant on the ATO reporting category and subcategories, i.e. ■ Paid Leave ■ Allowance Type ■ Overtime ■ Bonus ■ Commission ■ Director Fees ■ ExemptForeignIncome
Separately itemised – back pay more than 12 months	Lump Sum in arrears	Must be blank	Must be blank	Lump Sum E

Transitioning to STP v4

Upgrading from a version older than v4.59.0.0

Please refer to the following documents available from https://my.payglobal.com/downloads :

▪ MYOB PayGlobal STP Phase 2 Customer Guide
▪ MYOB PayGlobal STP Phase 2 Transition Manual

IMPORTANT: *Changing your allowance/deduction record configuration may impact Award and/or Payroll Rules.*
We recommend engaging with Professional Services for assistance.

Upgrading from v4.59.0.0

▪ Any *Allowance* records used for **non-Superannuation Salary Sacrifice purposes** will require the "Salary Sacrifice" field to be set to **Yes.**
  For more details go to https://my.payglobal.com/downloads and read:
    o Release Notes v4.60.0.0
    o MYOB PayGlobal STP Phase 2 Transition Manual
▪ All *Allowance* records with a Tax Override Type "Lump sum in arrears" must have an ATO Reporting Category or ATO Reporting Subcategory fields left blank otherwise the "Gross" will be incorrectly reported. This is because Backpays for payments owing from more than 12 months ago are to be reported only as Lump Sum E, not separately itemised allowances.
  For more details go to https://my.payglobal.com/downloads and read:
    o MYOB PayGlobal STP Phase 2 Transition Manual – "Backpays"
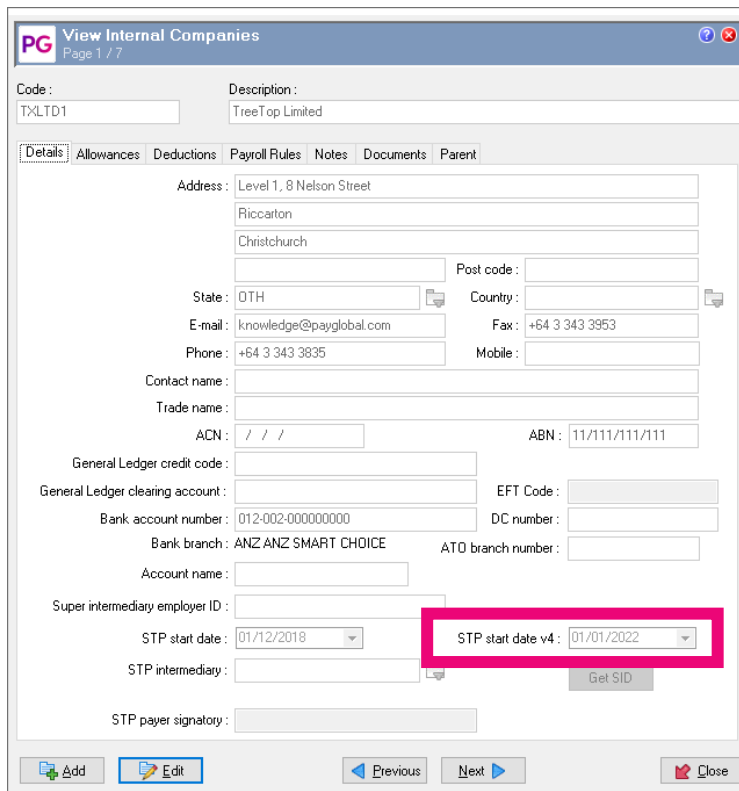▪ Decide when to turn-on STP v4

Upgrading from v4.60 or v4.61

▪ All *Allowance* records with a Tax Override Type "Lump sum in arrears" must have an ATO Reporting Category or ATO Reporting Subcategory fields left blank otherwise the "Gross" will be incorrectly reported.
  This is because Backpays for payments owing from more than 12 months ago are to be reported only as Lump Sum E, not separately itemised allowances.
  For more details go to https://my.payglobal.com/downloads and read:
    o MYOB PayGlobal STP Phase 2 Transition Manual "Backpays"
▪ Decide when to turn-on STP v4

![MYOB logo]

Turning on STP v4

To turn on STP v4; you must set the **STP start date v4** field on the *Internal Companies* record for each unique Payer.

If you have the same ABN and Branch number on multiple Internal Company records, when you set the date on one of them, that date is automatically added to all other records with the same ABN and Branch number.

IMPORTANT: *You must ensure all STP Phase 2 preparation tasks are completed **before** the date you set falls. Otherwise, you may need to send the ATO additional Update Events as you discover YTD amounts incorrectly reported in MyGov.*

Starting STP v4 part-way through a tax year

The ATO recommend that if you are transitioning to STP Phase 2 part through a tax year to send an Update Event before completing a pay with a pay date on/after the STP v4 Start Date.

This is OPTIONAL. The ATO use this as means aligning your YTD data from the last pay period using the STP v3 (2018) service with the new STP v4 (2020) service format.

If you don't do this, it just takes the ATO longer to align your YTD data correctly.

Due to the amount of change the concept of Disaggregation Gross has introduced the ATO are expecting your YTD values to be accurately reported, this may involve correction of historical pay data. We recommend engaging with Professional Services for assistance.

Starting STP v4 on 1st July 2022

Starting STP at the beginning of a tax year, reduces the potential need to correct historical pay data for tax years 2021/22 or older.

There is no need to send the ATO an Update Event to commence using STP v4 services

Additional STPv4 Start Date notes:

- On upgrade, the **STP v4 start date** is empty
- Post upgrade, users can set the **STP v4 start date**, the date <u>cannot</u> be before 1 Jan 2022.
- Pay Events with a submission date on/after the STP v4 start date are generated in v4 format and sent to the v4 service
- Pay Events with a submission date before the STP v4 start date are generated in v3 format and sent to the v3 service.
- Pay Events sent to v3 that are in flight at time of STP v4 start date and subsequently error but are resendable and are resend date is on/after STP v4 Start date, are resent in v4 format and sent to the v4 service.
- Update or Finalisation Events for the current tax year with a submission date on/after the STP v4 start date are generated in v4 format and sent to the v4 service.
- Update or Finalisation Events for a previous tax year use the STP v4 start date to determine which tax year v4 applies to, e.g., 23 March 2022 = Tax year 2021/22.
  - Finalisations relating to tax year 2021/22 or future YTDs submitted after the v4 start date are generated in v4 format and sent to the v4 service
  - Finalisations relating to earlier (historic) tax years, i.e., 2020/21, 2019/20 and 2018/19, continue to be generated in v3 format and sent to the v3 service

STP Manager Tool improvements

Viewing Submissions

Currently, submission data is still only viewable after sending.

However, the submission date filter in the STP Manager Tool has been extended to allow:

- Custom date ranges
- Previous tax year
- Current tax year, as well as selecting previous and current tax years.

The *Custom date* range filter values do not get saved between sessions.
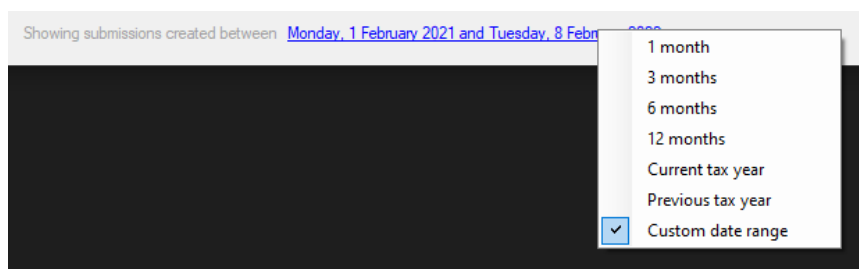
The content of the submission has also been modified to reflect the data now sent in STP v4.
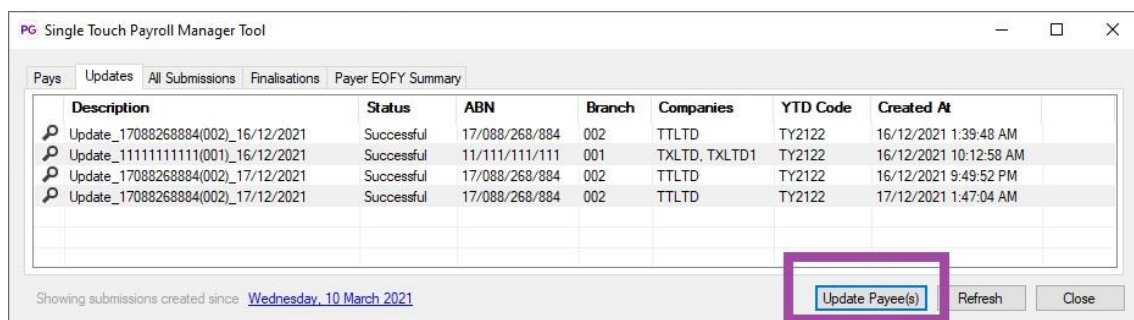
Pay Event Submissions

There are no changes to how Pay Event submissions are sent under STP Phase 2.

The only changes are to the payload content and which ATO service the submissions are sent to.
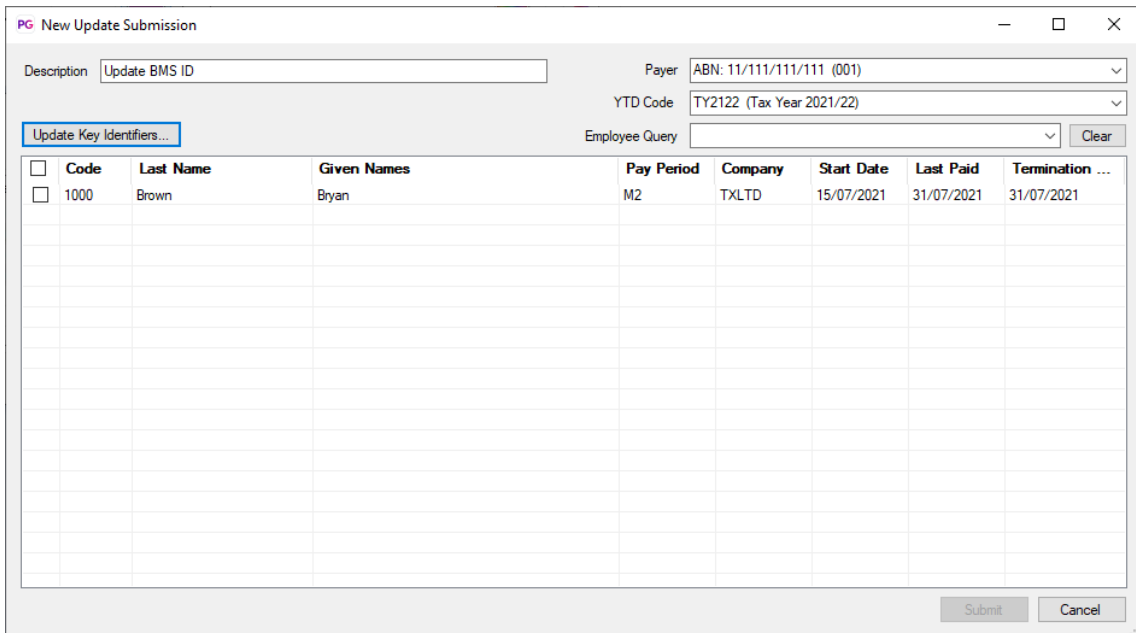
Update submissions

Update Payee(s) button

The STP Manager Tool shows a new button called Update Payee(s). This replaces the

New Update Submission form

When you click the **Update Payee(s)** button, the *New Update Submission* form has two new features

1. YTD code field – see **Updating a previous tax year**
2. Update Key Identifiers button – see **Transferring Payee YTD amounts**

The Employee grid can also show which employee(s) have been finalised. This is indicated use the "Final" column. The "Final" does not display by default. Right click the column header row to show/hide this column.

> **Note:** *The "Final" column is designed to be a STP v4 feature. Finalisations made where the STP v3 service is used may not accurately indicate if an employee was finalised or not.*

Updating a previous tax year

In previous PayGlobal versions, the *Updates tab* could only be used to create submissions for the current tax year. This could often cause issues for customers if the new tax year had started before the customer had completed all pays/corrections etc. for the tax year about to end.

Customers no longer need to follow the steps involved in finalising or re-finalising.

When you enter the *New Update Submission* form you can now select any tax year from the YTD code field in which you had STP enabled and make an update submission for all or subsets of employees for the selected payer/tax year.

> **Note:** *Submitting an update event for Payer you have already finalised will undo the finalisation. See **Undoing a Finalisation** for more details*

Transferring Payee YTD amounts

The ATO uses the BMS ID and Payroll IDs reported with each STP submission like a serial number. It identifies the relationship between employers, employees, and the software product/software product instance the data has come from.

When employees change payers within the PayGlobal database or the environment that the payroll data is stored in, this impacts the BMS ID and in some cases the Payroll ID too.

In STP phase 1, changes to BMS IDs and/or Payroll IDs resulted in employee(s) having multiple payment summary records with MyGov and YTD values being incorrect due to some DSPs not catering for the zeroing out method for reporting changes.

In STP phase 2, the ATO has added two new fields to STP which can be used to report replacement of BMS ID and/or payroll IDs as an alternative option for transferring YTD amounts.
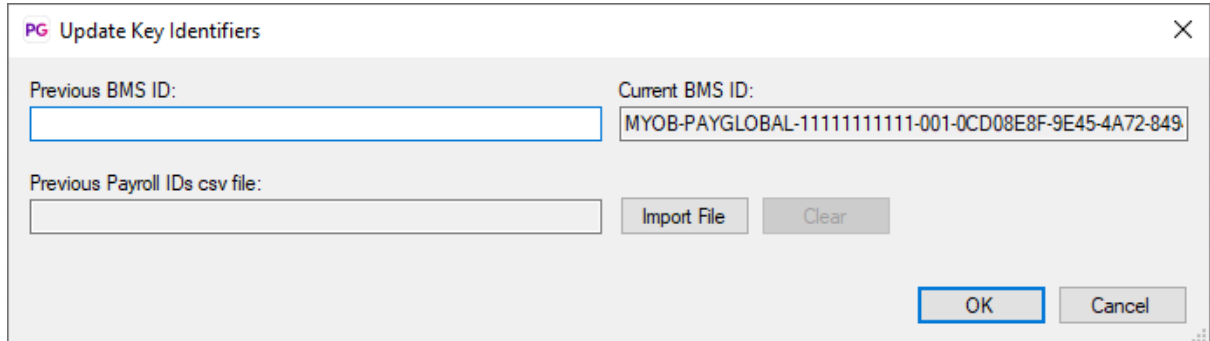
- Previous BMS ID
- Previous payroll ID(s)

PayGlobal supports reporting of previous BMS IDs and Payroll IDs via the Updates tab in the STP Manager Tool. The Updates tab has new button called Update Payee(s).

As a PayGlobal customer, you would report these changes under the following scenarios:

- Your organisation started using PayGlobal part-way through a financial year AND you imported your YTD amounts from your legacy payroll system.
  This impacts the product and possibly the payer identifiers within the BMS ID
- Your organisation has multiple PayGlobal databases where employee record(s) and related YTD amounts have moved between databases.
  This may impact the Payer and/or GUID identifiers within the BMS ID
- Your organisation has multiple payers (i.e. multiple internal company records with different ABN/ATO branch numbers) where employee record(s) and related YTD amounts have moved between payers.
  This impacts the Payer identifier within the BMS ID
- You have replaced the character set on one or more employee records using Synchronisation or SQL script.
  This impacts the Payroll ID reported to STP
- You have used PayGlobal's Edit Entity Codes to change the Employee code on the Employees entity
  This impacts the Payroll ID reported to STP

When you click the **Update Key Identifiers** button on the *New Update Submission* form, a new form called **Update Key Identifiers** form.
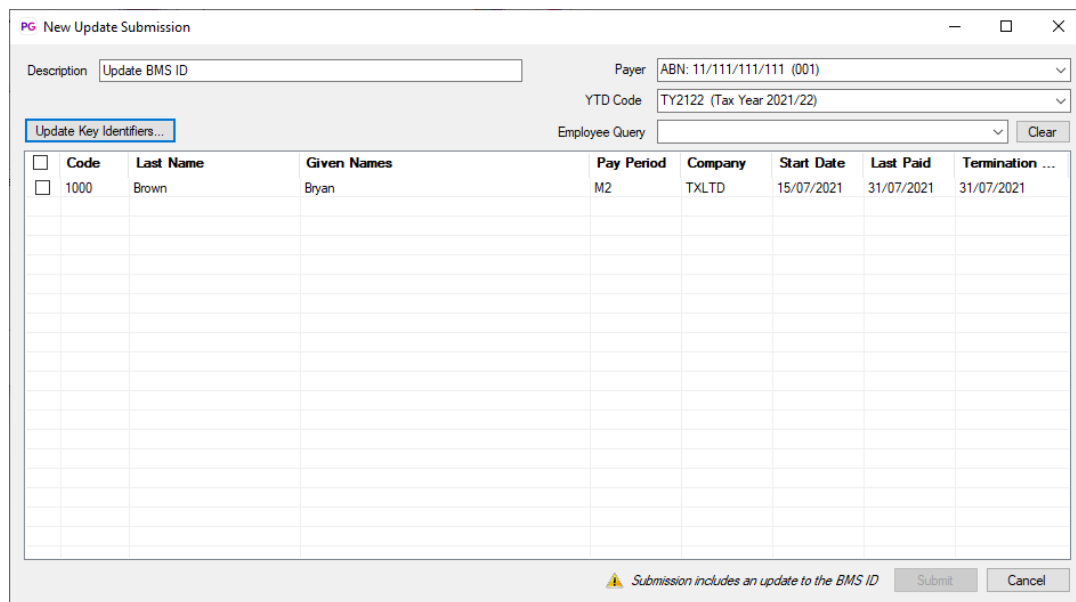

Previous BMS ID

In the *Previous BMS ID* field of the enter the BMS ID that is being replaced by the BMS ID referenced in the *Current BMS ID* field.

When you click OK, the `Update Key Identifiers` form will close, and you will be returned to the `New Update Submission` page.

A warning message indicating the submission includes a BMS ID change will be displayed.

The Submit button will remain disabled until you select which employees in the grid this change applies to.

Previous Payroll ID

PayGlobal supports the reporting of payroll ID corrections via an STP Update Event.

The STP Manager Tool provides the ability to import a simple CSV file via the **Update Key Identifiers** feature.

Import files must adhere to the following conditions:

- The file name must start with **STPEmployeePreviousIDs**
- The file type/file name extension must be .csv.
- The file must contain the fields: PreviousEmployeeCode,EmployeeCode
- Each field on every row must be populated
- The file must be stored in the PayGlobal data directory's Import folder.

Finalisation submissions

As part of your EOFY processes you can still choose to create a Finalisation Submission via either the *Finalisations* tab or the *Payer EOFY Summary* tab.

Bulk finalisation of payers is now easier to do via the **Finalisations tab**.

The *Payer EOFY Summary* tab is now best used for viewing the Finalisation status of each tax year/payer and completing any outstanding Finalisation actions.

Finalisations tab

The Finalisation tab has two new field:

- Finalise Payer(s)
- Finalise Payee(s)

Finalise Payer(s)

Finalise Payer(s) allows you to finalise one or more payers at a time.

When you click this button, it opens the New Finalisation form just like it did when you clicked the New Finalisation button prior to v4.62

The New Finalisation form now also provides the ability to see a Payer's finalisation state for a given tax year. This is to support the finalisations for subsets of payees – See **Finalise Payee(s).**

> **Note:** *The finalise state check is designed to be a STP v4 feature and records the final submission for every employee. These numbers will become more accurate as every employee is included in a STP v4 submission. Errored submissions are ignored.*

Messaging about a Payer's finalisation state is as follows:

- STP v3 submission:
  - o If no existing finalisations found: No warning or message
  - o Any finalisation submission found PayGlobal shows a warning: *[Warning] There is already a full finalisation for this year*
- STP v4 submission:
  - o If no existing finalisations found, or there are open pays - No warning or message is displayed
  - o If there are no open pays, and the last submission is a finalisation for **all employees** PayGlobal shows a warning:
    [Warning] All employees have been finalised.
  - o If there are no open pays, but a finalisation submission is not the last submission for all employee PayGlobal shows an information message:
    [Warning] x / y employees have been finalised.

Note: If you get X / Y message it may be more convenient to use the Finalise Payee(s) feature to finalise the outstanding employees. Because a re-finalising the 'x' employees may lead to those employees having the tax status in MyGov reverted to 'Not Tax ready'

Finalise Payee(s)

Finalise Payee(s) is a new feature that allows you to submit a finalisation for a **subset** of employees belonging to a specific payer and tax year.

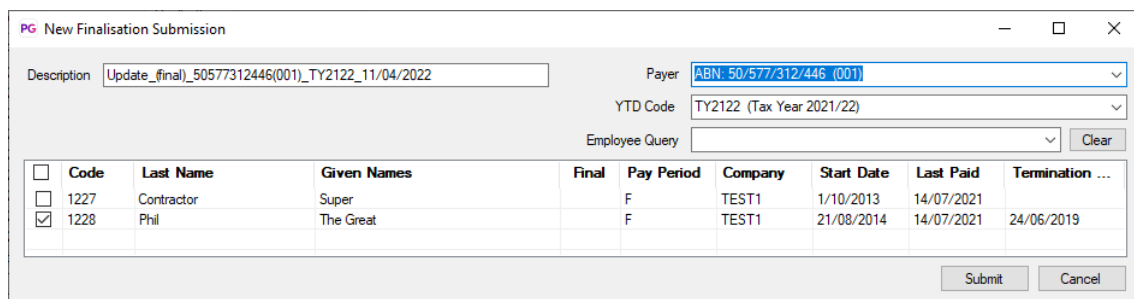You will find this option useful for:

▪ Employees that leave your organisation part-way through a tax year that wish to complete their tax returns early, e.g., those departing Australia.

▪ Employees that need corrections made to a previous tax year, e.g., the ability to re-finalise some employees but not all.

When you click the **Finalise Payee(s)** button the *New Finalisation Submission* form opens.

Aside from the form title, this form has the same Payer, Tax year, and Employee selection features as the *New Update Submission* form.
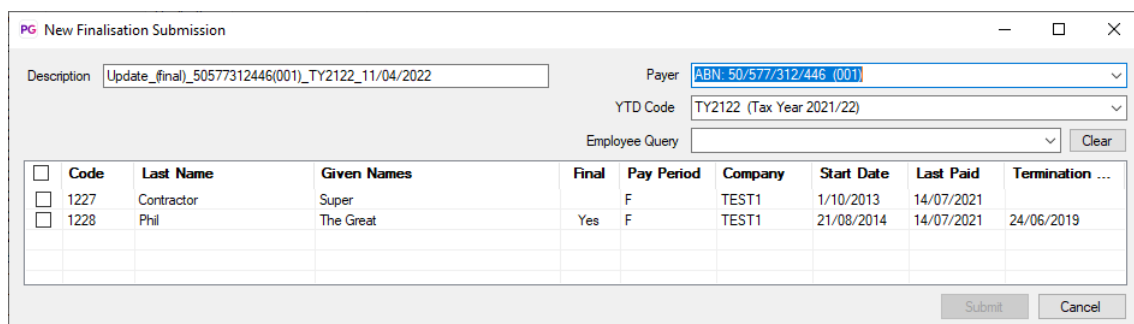
If you do not set a Description, PayGlobal will assign a default Description of:

Update_(final)_<Payer's ABN (ATO Branch Number)_<YTDCode>_<SubmissionDate>

The "Final" column indicates whether PayGlobal can determine if a Finalisation Submission for the Payer, Tax year, Employee combination has already been submitted.

The "Final" column does not display by default. Right-click the column header row to show/hide this column.

> **Note:** *The "Final" column is designed to be a STP v4 feature. The column will be hidden if a submission is being made using the STPv3 service.*
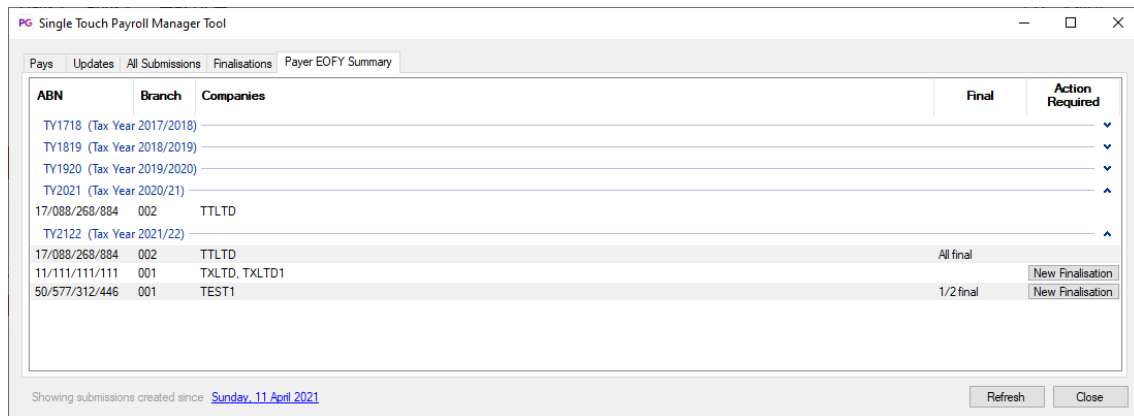
Payer EOFY Summary tab

The Payer EOFY Summary tab has a new column called "Final".

> **Note:** *The "Final" column is designed to be a STP v4 feature. The column will be blank for Finalisations made using the STPv3 service.*

For Finalisations that have or will be created used the STP v4 service, the "Final" column displays the following:

- <blank> – for payers yet to send any finalisations for a give tax year.
- "All final" – for payers where the **last** submission for each employee of the given tax year was a finalisation.
- "X / Y" – for Payers that used the new **Finalise Payee(s)** feature. X representing the number of employees that have been finalised and Y representing the total number of employees paid by the payer in the given tax year

Undoing a Finalisation

Prior to v4.61 PayGlobal did not support the ability undo Finalisation submissions for previous tax years. Meaning, it was not possible to use PayGlobal to advise the ATO that a finalisation had been sent too early/by mistake if the tax year had only just rolled over.

In v4.61 and beyond, sending an Update submission for ANY tax year/payer/payee combination changes the Finalisation flag to false.

> **Note:** *"ANY" tax year being no older than 2018/19 as this was pre-STP time.*

Other STP Quality/Technical improvements

Internal Company ATO Branch Numbers can only contain numeric characters

The ATO branch number can only be up to a 3-digit numeric value e.g., 001, 002, etc. A branch number of 0 is also not permitted.

These checks will be made on entering/updating the ATO branch number for an internal company.

Date effective "Employment Basis Code"

To derive the correct "Employment Basis Code" from historical pay data the following items were added to the **EmployeeHistory** table:

Field name	Type (Size)	Source
EmployeeStatusCode	Varchar(12)	Employee.EmployeeStatusCode *(Employee status field on the Employee record, Employee Contract tab)*
RebateTotals	Numeric (9,2)	Employee.RebateTotals (Total Rebates field on the Employee record, Employee Tax tab)
HECSDebt	Bit	Employee.HECSDebt (STSL field on the Employee record, Employee Tax tab)
QuestionSpouse	Bit	Employee.SpouseQuestion (Do you have a spouse? On the Employee record, Medicare tab)
QuestionWeeklyIncome	Bit	Employee.QuestionWeeklyIncome (Is your income less than the weekly threshold? On the Employee record, Medicare tab)
DependentChildren	Int	Employee.DependentChildren (Do you have dependent children? On the Employee record, Medicare tab)
TermReasonCode	Varchar(12)	Employee.TermReasonCode (Termination Reason field on the Employee record, Dates tab) Note: On closing a pay this field is populated from the Termination Reason on the Termination transaction in the pay.

These fields will be set to NULL on upgrade.

These fields will be populated when we close a pay.

If there is a need to populate the historical pays - This will be dependent on when you turn on STP v4, you will need to engage with Professional Services to assist in that process.

Performance Improvement for STP v3

The generation of submissions created using the STP v3 service has been improved. This will be most noticeable on submissions with large amounts of data.

Recording which employee has been finalised

In order to provide the ability to see which employees are finalised via the STP Manager Tool, the database schema records the Submission Type, Submission ID and SubmissionStatus from the employees last submission for all employees that have been paid for the payer and year to date. Each finalisation submission also records whether it was for all employees or a sub-selection of them.

Workforce Management Changes

Employee Exports

The Employee Export to Workforce Management – AUS report (PGPRMISC063B) has been updated to include the exporting of Visa Numbers for employees with current Working Holiday Maker visa details. Additionally, the report has been changed to ensure that address data is not duplicated within the CSV export.

Issues Resolved

This chapter describes issues resolved in this release version.

There are only Australia specific issues fixed in this release.

Australian specific issues

STP reporting incorrect Commencement/Cessation dates for rehired employees

Details

When creating a finalisation event for a previous tax year where an employee had been terminated and rehired, the finalisation would not always display the correct Commencement and Cessation dates to reflect that an employee had been rehired. This was due the dates being sourced from the Employee record in some cases and the EmployeeHistory table in others. Ultimately, reporting the correct dates required the user to manually edit the employee record to show the employment dates for the payer being reported on.

Resolution:

This has been resolved for STP Phase 2 (v4) only.

Commencement and Cessation dates are now always pulled from the EmployeeHistory table.

Only changes to tax years that will still utilise the STP Phase 1 (v3) services will require users to manually change the Employee record Start Date or Termination Date to report the correct employment period for a previous payer regardless of which tax year is being reported.

Reference Number: PGDEV-5653

STP Lump Sum E payments not respecting reporting threshold

Details

Lump Sum E was being reported irrespective of the reporting threshold ($1200.00)

Resolution:

Lump Sum E now respects the reporting threshold. This means only amounts greater than or equal to $1200.00 are reported in STP submissions, both for Phase 1 (v3) and Phase 2 (v4).

Reference Number: PGDEV-5926

Supported versions and environments

Compatible environments continuously change based on the developments in manufacturers' environments that are outside the control of MYOB.

MYOB actively manages the compatibility of MYOB PayGlobal with various environments.

The following sections outline the supported versions of MYOB PayGlobal products and the minimum environments they need to run.

Employee Self-Service (ESS)

The current minimum supported version is v5.2.0.

Self Service 3.x and 4.x series are **no longer** supported.

If you are using an unsupported version, please contact your account manager so that we can help you upgrade to a more recent, supported version.

Minimum Supported Environments

The minimum operating systems PayGlobal required is:

- Desktop Operating System - Windows 8.1
- Server Operating System - Windows Server 2012
- SQL Server 2014 (SP3)

  *Note: Support for SQL Server 2012 is also still supported but this expires **July 2022**.*

- .NET Framework – It is recommended that latest version of .NET Framework run time is installed.
- Transport Layer Security (TLS) - TLS 1.2 is recommended but PayGlobal will fall back if the Operating System doesn't enable TLS1.2.

For more information, please see **MYOB PayGlobal Infrastructure and Components** available from https://my.payglobal.com/downloads