# MYOB Exo Employer Services

Australian Edition

2021.09

Release Notes



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# Introduction

## What's New in this Release?

The 2021.09 release updates Exo Payroll for the Single Touch Payroll expansion, also called STP Phase 2, that comes into effect from 1 January 2022. It also improves password security.

The purpose of this document is to provide essential information on the installation and use of this release:

- The **Installation** section provides an overview of the installation process, including pre-installation requirements and post-installation steps.
- The **New Features** section describes all new features introduced in this release.
- The Resolved Issues section describes all issues that have been addressed by this release.
- The **Known Issues** section details any issues in this release that have been identified as requiring attention.

**Need assistance?** If you have any questions or you need assistance with installing this update, please contact your MYOB Accredited Business Partner. Alternatively, the answers to most common installation issues can be found on the <a href="MYOB Exo Employer Services AU Knowledgebase">MYOB Exo Employer Services AU Knowledgebase</a>.

# Installation

## **Pre-Install Requirements**

Requirements for PCs running Exo Employer Services components are detailed in the Minimum System Requirements document, available on the MYOB website.

# **Installing Exo Employer Services**

Information on installing and upgrading MYOB Exo Employer Services is maintained on the MYOB Enterprise Knowledgebase. See the following articles:

- <u>Upgrading MYOB Exo Employer Services Online</u>
- <u>Upgrading MYOB Exo Employer Services Manually (Australia)</u>
- How do I run Network.exe?

Note: Check the Known Issues section on page 22 for any known installation issues.

#### Check the Release

After the installation is complete, the version numbers of all MYOB Exo Employer Services applications should be as follows:

Application	Version
MYOB Exo Employer Services	2021.09
MYOB Exo Payroll	2021.09
MYOB Exo Employee Information	2021.09
MYOB Exo Time and Attendance	2021.09
Runtime Files	09.00.0000.7423

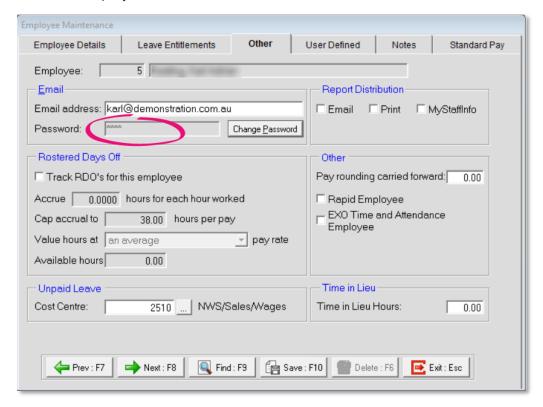
To check that this release installed successfully, check that the versions displayed on the About window (**Help menu > About**) match the versions listed here.

## **New Features**

#### **Password Enhancements**

This release improves password security.

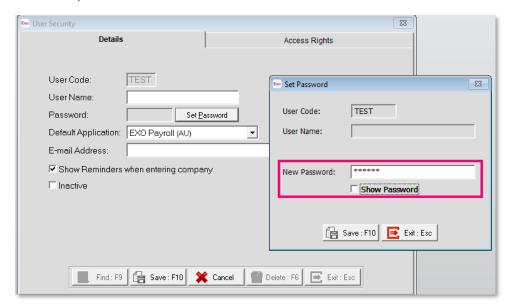
Passwords are now displayed as asterisks on the Payroll Audit report and on the **Other** tab of the Employee Maintenance screen.



Additionally, if a user clicks **Change Password**, a new **Change Password** window opens, where they can set a new password for the employee.



The User Security screen no longer displays a user's password. If an administrator needs to change a user's password, they can click **Set Password** to open the **Set Password** window. After saving a new password, the administrator can no longer see the user's password.



## Single Touch Payroll Phase 2

This release updates Exo Payroll for the Single Touch Payroll expansion, also called STP Phase 2, that comes into effect from 1 January 2022. Under STP Phase 2, more information is reported to the ATO; however, the way you submit STP returns has not changed:

- You still submit STP returns as part of the pay cycle.
- Due dates for pay events are still on or before pay day unless you are eligible for a reporting concession.
- Your taxation and superannuation obligations remain the same.
- Your end of year finalisation requirements remain the same.

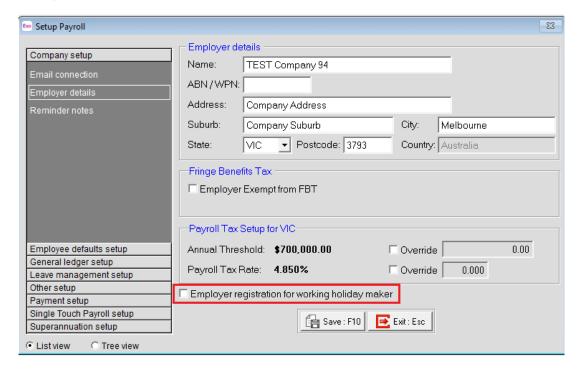
For more information, see <u>"Expanding Single Touch Payroll (Phase 2)" on the ATO</u> website.

Also, this guide provides details on what you need to know before and after you upgrade to version 2021.09 or newer: <u>STP Phase 2- Customer Guide - AU</u>

## **Updating Employer Details**

If you are an employer that is registered for Working Holiday Makers, in the 2021.09 and latest versions you'll have to update in the system the Employer details by navigating to Setup EXO Payroll menu, Company Setup and Employer Details. For more details about "Employers of Holiday Makers" see:

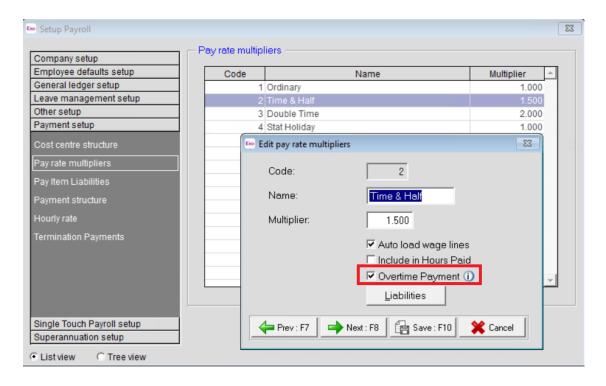
https://www.ato.gov.au/Business/Your-workers/In-detail/Employers-of-working-holiday-makers/



## **Updating Payment Setup**

The payments related to overtime will have to be reported separately in the new STP Phase 2.

In Exo Employer Services, this option has been added into the Pay rate multiplier screen, under Setup Payroll and on the Allowance Maintenance screen (see page 9).



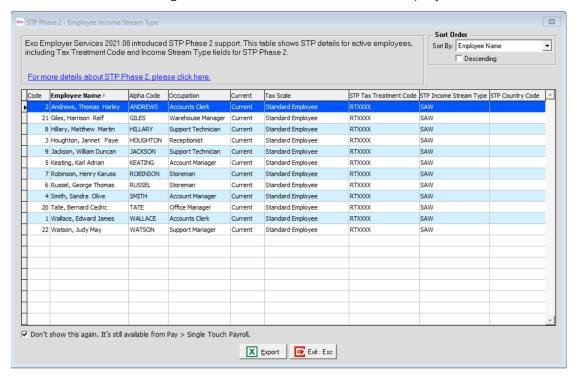
## **Updating Employees**

Employees now require an *income stream type*, which is a further level of classification under their tax scale—the options available for an employee's income stream type depend on their tax scale setting. A *country code* must also be supplied for employees with the following income stream types:

- IAA (Inbound Assignees to Australia)
- WHM (Working Holiday Maker)

The system now assigns employees a *Tax Treatment Code*, which is reported via Single Touch Payroll. An employee's Tax Treatment Code is assigned based on their settings in the Tax Classification section of the Employee Maintenance window (see page 7).

On upgrading MYOB Exo Employer Services to 2021.09, default values will be entered for employees' income stream types and tax treatment codes. The first time you open Exo Employer Services after upgrading to 2021.09, a window will appear, showing you an overview of the changes that have been made to each employee record:



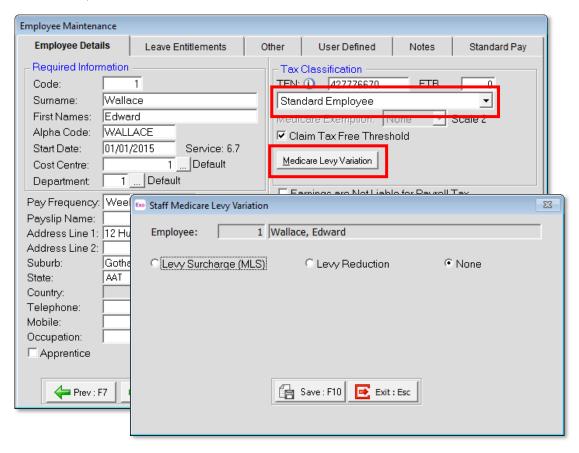
This window shows all current employees and any employees who were terminated after 1 July 2021. Check each employee's details, and if you need to change their income stream type or country code, go to the Standard Pay tab of the Employee Maintenance window and update them—see page 9.

Note: You can open this window again by selecting Single Touch Payroll > STP Phase 2 – Employee Income Stream Type from the Pay menu.

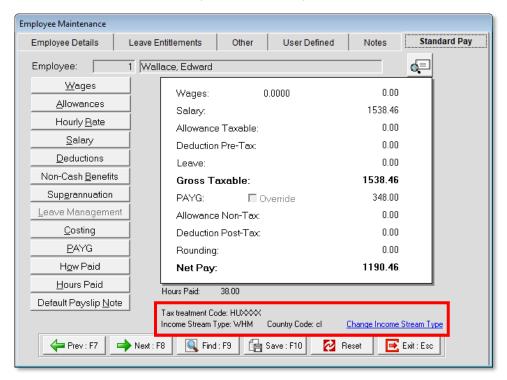
#### **Employee Tax Classification**

Update STP details for individual employees' records on the Employee Maintenance window. The following updates have been made to the Employee Details tab:

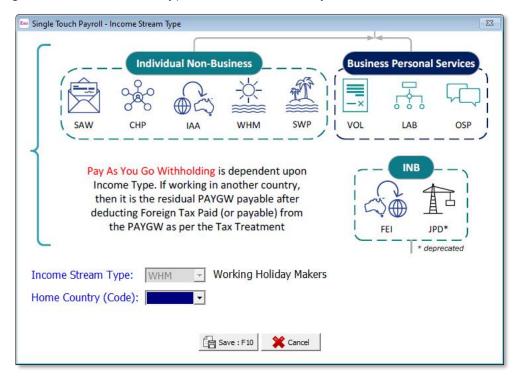
- New options for "Actors, variety artists and entertainers" and "Seasonal Worker Programme" have been added to the tax scale dropdown under Tax Classification.
- A new Medicare Levy Variation button has been added. Clicking this button
  opens the new Staff Medicare Levy Variation window, where you can specify a
  levy surcharge or levy reduction for the employee. (The window defaults to
  None.)



On the Standard Pay tab, fields have been added to display the employee's **Tax Treatment Code**, **Income Stream Type** and **Country Code** (if required):



Clicking the **Change Income Stream Type** link displays a new screen where you can change the Income Stream Type and enter a Country Code:



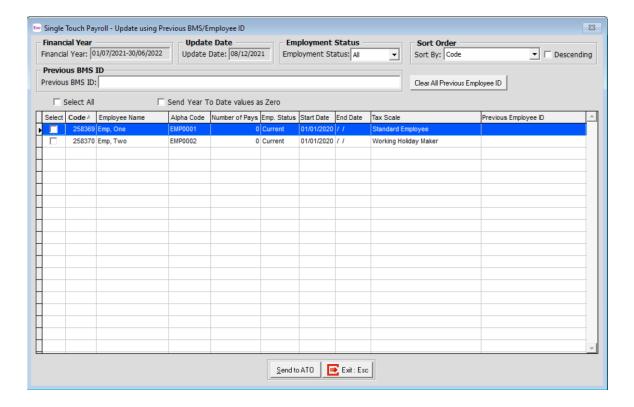
The available options in the **Income Stream Type** dropdown change depending on the Tax Classification selected on the Employee Details tab. The **Home Country (Code)** dropdown is only available for Income Stream Types that require one.

#### Updating Employees' BMS or Employee ID

In some cases, it may be necessary to update employees' STP data after their employee ID code has changed or after the business management system (BMS) used to manage them has changed. These cases include:

- If an employee is rehired under a new employee code.
- If an employer changes payroll systems and assigns new employee codes in a new system.
- If an employer moves employees from one database location to another, where the same system is still used but employee codes change.
- If an employer needs to change existing employee payroll IDs for other reasons.

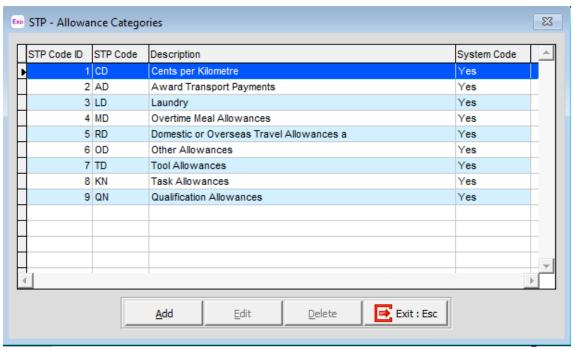
To update employees in these cases, select **Single Touch Payroll > Update using Previous BMS/Employee ID** from the Pay menu. This opens the following window:



## **Updating Allowances**

Allowances are categorised differently for reporting under STP Phase 2. This release adds new Allowance options, so that Exo Payroll can determine the correct category for each allowance.

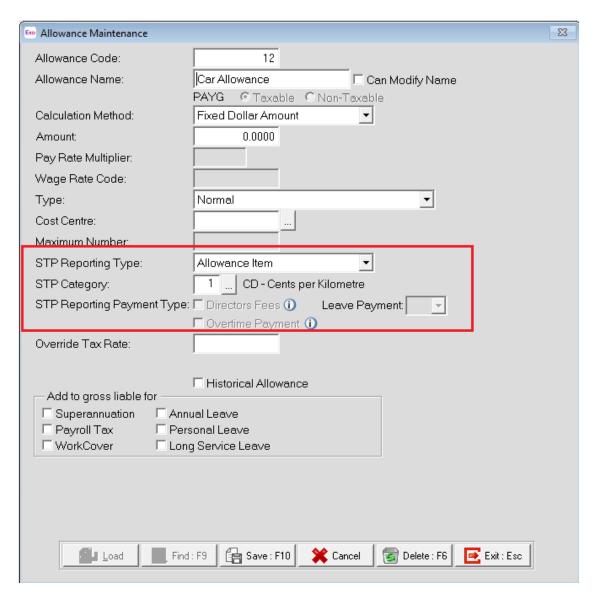
This release adds new default Allowance Categories for Tool, Task and Qualification Allowances. (Allowance Categories are maintained at **Maintenance menu > Single Touch Payroll > Allowance Category**.)



The Allowance Maintenance window has been updated as follows:

- Renamed the **STP Reporting Type** "Include in gross earnings" to "Ordinary Salary and Wages"
- Renamed the **STP Reporting Type** "Show Separately" to "Allowance Item"
- A new "Return to Work Payment" option is available for the STP Reporting
   Type
- A new **STP Reporting Payment Type** section has been added. This section contains:
  - Directors Fees tick this checkbox if the Allowance relates to fees paid to the director of a company, or someone who performs the duties of the director of a company.
  - o **Overtime Payment** tick this checkbox if the Allowance relates to payment outside of an employee's normal hours of work.
  - Leave Payment for Allowances that relate to the payment of leave, this dropdown lets you categorise the leave payment as one of:
    - Cash out of leave in advance
    - Unused leave on termination
    - Workers' compensation
    - Ancillary and defence leave
    - Other paid leave

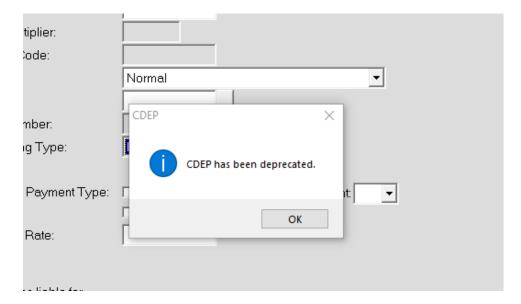
**Note:** When an allowance that relates to paying leave is used, any Leave Balances require to be manually adjusted accordingly.



Note: Not every allowance can be automatically mapped to a valid STP Reporting Type and STP Payment Type. Post upgrade to version 2021.09 or latest you are strongly advised to review the settings of all your allowances and adjust as necessary.

## **CDEP Payments**

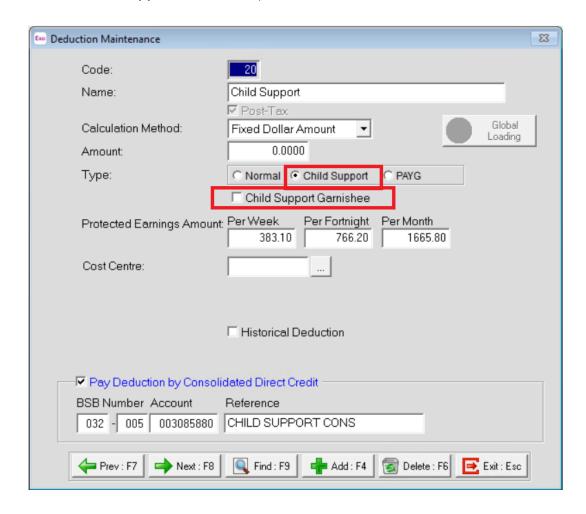
CDEP values are no longer reportable in STP Phase 2.



# **Updating Deductions**

As with Allowances, Deductions have new options so they can be categorised appropriately for reporting under STP Phase 2.

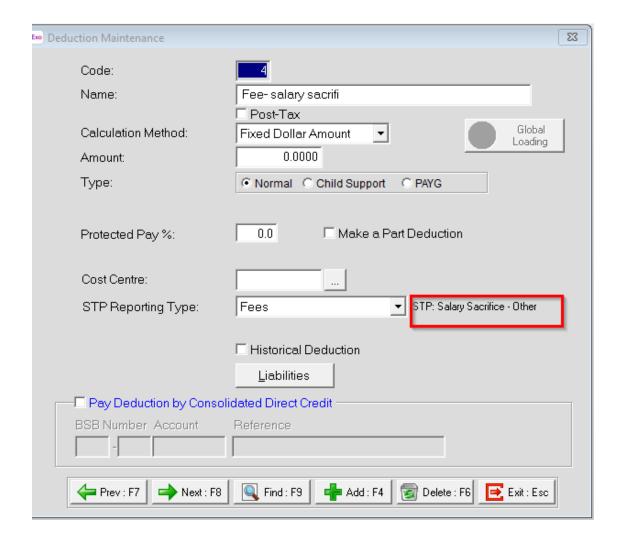
A new Child Support Garnishee option is available on Deductions:



This option is available if "Child Support" is selected for the **Type**. Tick this checkbox for child support payments where a garnishee notice has been issued by the ATO.

A new **STP Reporting Type** "Salary Sacrifice - Other" has been implemented to report other employee benefits to the ATO.

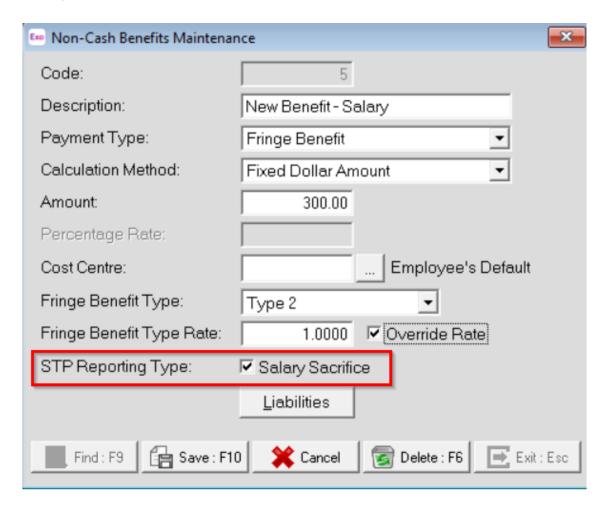
Also, any pre-tax deduction of type "Fee" or "Workplace Giving" will be reported to the ATO under the "Salary Sacrifice - Other" category.



## **Updating Non-Cash Benefits**

The Non-Cash Benefits Maintenance window has been updated with new options so they can be categorised appropriately for reporting under STP Phase 2.

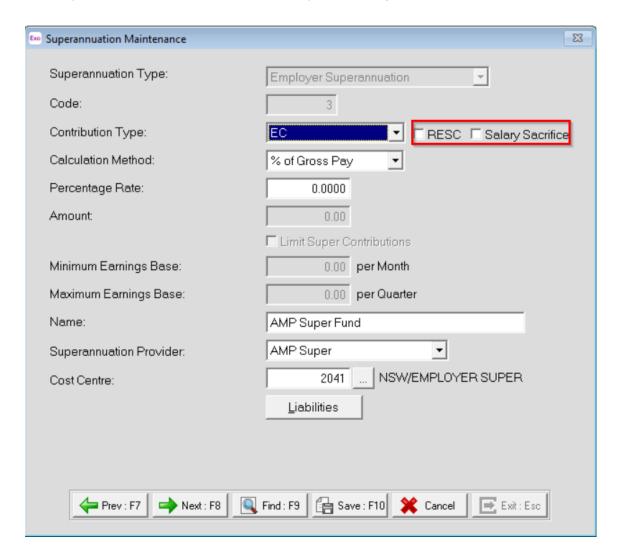
A new **STP Reporting Type** "Salary Sacrifice" has been implemented to report other employee benefits to the ATO.



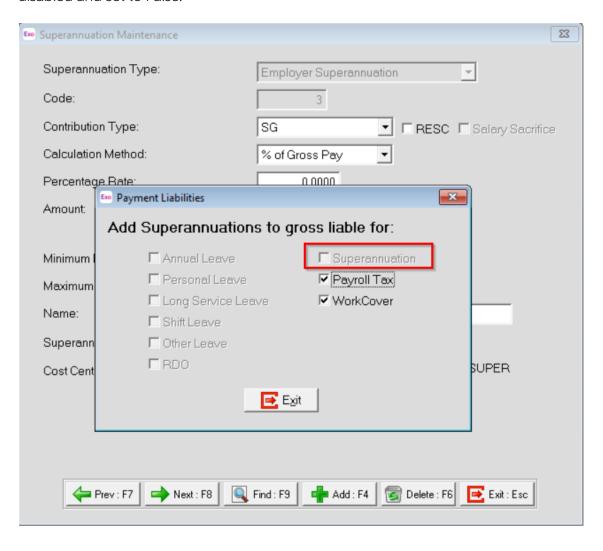
## Updating Employer/Employee Superannuation

The Superannuation Maintenance window has been updated with new options so they can be categorised appropriately for reporting under STP Phase 2.

A new option "Salary Sacrifice" has been implemented to report to the ATO the employee's benefits that are part of a salary sacrifice agreement.

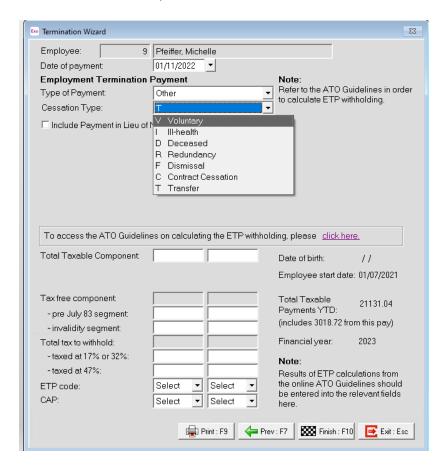


From version 2021.09 and later, Payment Liabilities options for SG contribution type are disabled and set to False:



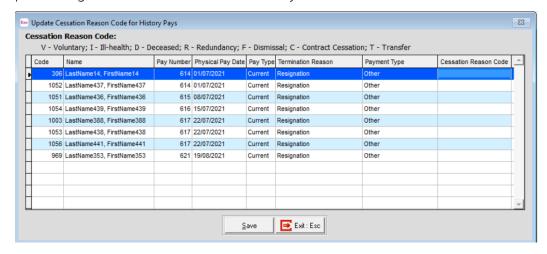
## **Updating Termination wizard**

The Termination wizard has been updated, and the **Cessation Type** must be provided when a termination is processed.



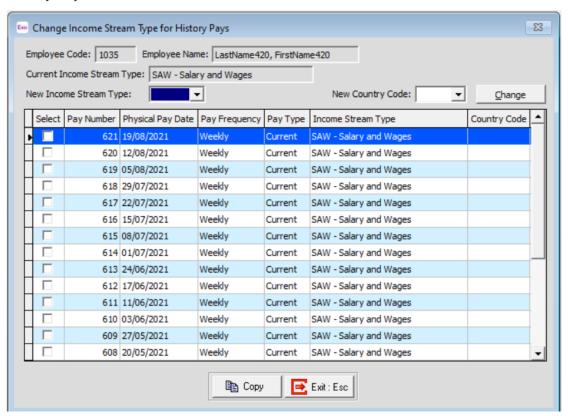
#### **Note:** Please note that this is a mandatory field to report in STP phase 2.

To support the transition to reporting to ATO after upgrading to 2021.09, we've created in Exo Employer Services a screen to update the Cessation Reason for any employees terminated before the upgrade to 2021.09. This will be required before processing the Finalisation for the current year.



### Change Income Stream Type for History Pays

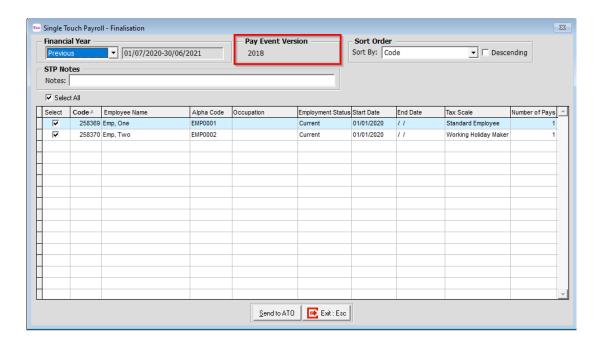
A new utility has been created to allow the user to update the reported Income Stream Type after submitting to ATO in the new Exo Employer Services version 2021.09. The utility can be access via Pay> Single Touch Payroll> Update Income Stream Type of History Pays.



**Note:** After upgrading Exo Employer Services to 2021.09, check and update your employees' **Income Stream Type** for previous pays. In STP Phase 2, you can configure Exo Employer Services to report multiple income streams for an employee. For example, an employee might change from WHM to SAW in the middle of 2021. In STP Phase 2, the report will show the employee with the YTD amounts split between both the WHM and SAW income streams.

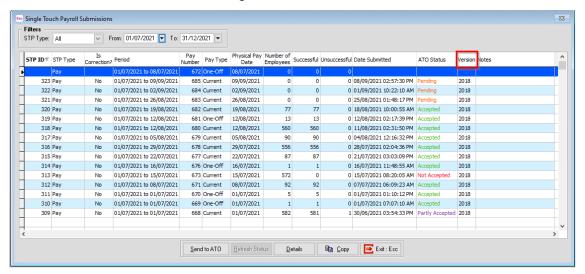
## Finalising Year-End Details

A new **Pay Event Version** field is displayed on the Single Touch Payroll – Finalisation window. This tells you the version of Single Touch Payroll the finalisation event will be submitted under: 2018 (original STP version) or 2020 (STP Phase 2).



### **Updating Single Touch Payroll Submission**

Single Touch Payroll Submissions window will display an additional column with the Version of the STP events: 2018 (original STP version) or 2020 (STP Phase 2)



# **Resolved Issues**

The following issues have been addressed in this release:

Problem Record	Description
CE00008551	The issue with the Gross figure on the BAS report not including non-taxable allowances has been fixed. From this version onward any non-taxable Allowances with a STP Reporting Type "Allowance item" will be included in the Gross figure.
CE00017943	The issue when the user posts a pay to Exo Business and the month is incomplete, has been fixed. Now, the user can choose to cancel out of the Posting process.

## **Known Issues**

The following issue has been identified in this release.

#### Error 2066 in a networked environment

A FoxPro error, "2066/Index file [filename].CDX is corrupt. Please rebuild it", can occur:

- On network systems with a Server 2008 operating system and workstations running Windows Vista, Windows 7 or 2008 Terminal Server.
- On peer-to-peer networks where the server/workstation runs Windows Vista or Windows 7, and one or more other workstations also run Windows Vista or Windows 7 operating system.

For more information on this issue and its suggested workarounds, see the following support articles:

- Fixing an error 2066 message
- Error 2066: "Index file [filename].CDX is corrupt. Please rebuild it" in a networked environment