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# **1. STP Portal Dashboard & Functions**

The EmployerPay Portal is a secure compliant solution to submit Single Touch Payroll data to the ATO.

🖓 Dashboard 🗯 STPVI Submission History 🚨 Upload a new STPVI	1 Title I Maintain Employers S Upload a new STP V2 File I STP V2 Submission History
	Welcome to the Single Touch Payroll Portal         The Single Touch Payroll Portal allows Employers to;         Upload a new Pay Event file         Review the history of your Single Touch Payroll submissions         View the status of current submissions sent to the Australian         View the Australian Taxation Office responses to your payroll         Watch this video for more information.         STP Qutck Guide ①
Single Touch Payroll You can upload and view your Pay Event file for your employees below: Upload a new STP v1 File  3	Maintenance You can add users and maintain employer and user details:  Employer Details  Itser Details

- The **Navigation** menu provides access to Portal functions in a droplist.
- For quick access the **toolbar** provides the same Portal functions as on the Navigation menu. If the toolbar is not visible, click the small chevron to the right of your login name.
- Upload an **STP v1** File, view previously uploaded STP v1 files and enables a status check of your submissions to the ATO
- **NEW** Upload a **STP v2** File, view previously uploaded STP v2 files and enables a status check of your submissions to the ATO.
  - Maintain and updates details about your business and Payroll software, and update details about your user account, and setup new users if you have the appropriate level of access

## 2. High-level Overview of STP Process



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#### What should you do, if you encounter validation issues at Step 4?

The STP Portal validates the STP file generated by the Payroll Software against the ATO's STP rules and highlights any issues to the user:

- If an Error validation is encountered, you will need to correct the issue in your Payroll Software and a new STP file created and uploaded.
- If a Warning validation is encountered, you may decide whether to correct. For clarity, you are permitted to submit a file with warnings.

#### How long will it take for the ATO to complete Step 6?

• The ATO should send a Confirmation Receipt within around 5 minutes, although the duration can be longer if the ATO system is unavailable due to planned / unplanned outage.

#### How long will it take for the ATO to complete Step 7?

 The ATO should fully process your submission and send the outcome within 24 hours, although the duration can be up-to 72 hours particular for large Employer submissions and during periods when the ATO is processing high-volumes (i.e. end of financial year).

#### What outcomes will be presented in the Portal at Step 8, and what should you do?

- As the STP Portal completes validation before submission to the ATO at Step 4, the vast majority of the ATO responses will be a Success Submission, in which case no further action is required.
- In a small number of scenarios, the ATO may return either an Error or Warning message, in which case you should review the ATO message and take the relevant corrective action in your Payroll Software.

### 3. What is new in STP 2 & Continued STP 1 Support

The ATO has enhanced STP to include broader and more granular data in a new STP file format (<u>Single</u> <u>Touch Payroll Phase 2 employer reporting guidelines</u>)

The SuperChoice Portal has new **STP v2 File Upload** and **STP v2 Submission History** functions which operate exactly the same as STP v1 with the following differences:

- The portal display has been enhanced to display the new v2 data fields
- The final submission page has been streamlined so as to present the declaration as a pop-up
- Your Payroll Provider Product ID and BMS Details are now maintained at an Employer level which will be accessible via Employer Maintenance in the upcoming August 2022 release.

Other than a label update, there are no changes to STP 1. Employers will be able to continue to use STP 1 for as long as they need to.

## 4. Upload a new STP 1 or STP 2 File

The EmployerPay Portal enables you to upload STP v1 and v2 files exported from your Payroll System.



The first step in the process is to generate the STP v1 or v2 file from your payroll system. Save the generated file on your desktop or in a folder you can access easily.

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The next step is to bring this file into the Portal – by using the appropriate **Upload a new STP** v1 File or **Upload a new STP v2 File** function for your file.

You can access this function from:



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The Single Touch Payroll panel

b The toolbar, or

The Navigation menu.



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The screen displays which allows selection of the file to upload:

Select Pay Cycle:	Employer Matching Exceptions:	Employee Matching Exceptions:	Validation Issues:	Review:
lease select a file to upload				
Select File to upload				
				Next

3

Click the Select File to upload button and browse for the saved file.

If you are sure the file selection is correct, click Next

The Portal automatically begins to validate the file's information. First it validates the employer ABN, then the Employee information.

#### **Employer Matching Exceptions**

If there is a mismatch between the ABN in the STP file and the ABN you (as the logged in user) are registered against, then you will receive the following error message

If your user account has not been provided with access to the employer then contact your Administrator to be provided access.

Select Pay Cycle:	Employer Matching Exceptions:	Employee Matching Exceptions:	Validation issues:	Review:
Θ				
Invalid file format - STPv2 wi An employer in this file is un	ith minimium elements populated xml:au.com.s known. You are not authorised to resolve this iss	uperchoice.gridservices.matching.exception.Resource.	olveEmployerExceptionPermi	ssionException:

#### **Validation Issues**

If there is no Employer Matching Exception, the Portal validates the data for compliance with the ATO STP Business & Data rules (applicable to your STP file version).

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Select Pay Cycle:	Employer Matching Exceptions:	Employee Matching Exceptions:	Validation Issues: OWarnings 9 Errors	Review:
data matching exception	ns have been resolved now, but we found the	following validation issues:		
TestEmployeeOne	GivenNameT TestEmployeeOneFamilyNa	meT TestEmployeeOnePayrollNumberId DOB: Price	waterhouse Coopers	3 Errors
Submission				0
Employer				0
Intermediary				0
Declarations				0
Employee			•	J 👩
Deductions				0
Tax & Super				0
Payment Summary		If you have a large number	r of	0
Paid Leave		Download button to prod	uce a	0
Allowances		separate file you can work	from to	0
Lump Sum		system. Once fixed there.	payroll re-upload	0
ETP		a new, error-free contribu	tion file.	0
Previous	First Previous 1 Next	Last	L Downlo	ad O New

If the validation fails, the **Validation Issues** page will display and show a count of the warnings and/or errors in the progress bar at the top of the screen.



You can submit a STP file with warning validations.

You **must** resolve any errors as a file containing validation errors cannot be submitted. Errors may be corrected in your payroll system and a new file generated for upload (The data cannot be corrected in the portal)

Click the arrow to the right of an issue to see the details.



In the example below, the Birth Date and State values are invalid.



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Hover your mouse over the field to see an explanation of the error (shown below).

Employee					e
	TEN	1 Date of birth is invalid	ABN		
	Payroll No	[CMN.ATO.PAYEVNTEMP.000169] 2.A field	Given Name	TestEmployeeOneGivenNameT	
	Other Name	or date field). [CMN.ATO.GEN.XML03]	Family Name	TestEmployeeOneFamilyNameT	
	Birth Dt	tip	Employment Start Dt	2019-07-11	
	Employment End Dt	2020-12-12	Address Line 1	TestEmployeeOne Address Line1T	
	Address Line 2	TestEmployeeOne Address Line2T	Suburb	TestEmployeeOne LocalityNameT	
	State	XXX	Postcode	3350	
	Country	au	E-mail	TestEmployeeOne@test.com	
	Phone				



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#### Review

The Portal will progress to the **Review** screen where you can review the data.

Select	t Pay Cycle:	Emp	loyer Matching Exception	15:	Emp	oyee Matching I	Exceptions:		Validation	ssues:	Review:
is all your dat	ta for the final check before subr	nitting it:									-
bmission 0	Employer Intermedia	y De	clarations Employ	e <sup>o</sup> De	ductions Tax & Super	Payment :	Summary Pai	d Leave Al	lowances	Lump Sum 🔔 ETP	All <sup>©</sup>
w only:	Rows with errors Rows	vith warnin								Search:	
Action 💠	Payroll No.		Family Name		Given Name	Birth Dt	Income Type	ABN	TFN	Previous Payroll No.	<ul> <li>Other Nar</li> </ul>
	TestEmployeeOnePayrol	Numberld	TestEmployeeOneFamil	vNameT T	estEmploveeOneGivenNam	<b>d</b>	IAA				TestEmploy
	TestEmployeeOnePayrol	Numberld	TestEmployeeOneFamil	yNameT T	estEmployeeOneGivenNam	eT	SAW				TestEmploy
	TestEmployeeOnePayrol	Numberld	TestEmployeeOneFamil	yNameT T	estEmployeeOneGivenNam	eT	SWP				TestEmploy
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#### **Confirm and Send**

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After you have completed the review, click the **Confirm and Send** button. (This button will only enable if there are no errors in the STP 2 file).

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The Portal will then present the relevant mandatory ATO Declaration and Signing Statement





Click the Authorise button to submit the STP v2 file the ATO.

After your STP file is submitted, the Portal will return you to the **Submission History** view

For **STP v1** - The final steps of the process are the same but involve an additional screen:

- The review screen **Next** button sends the users to a separate **Summary and Submit** page.
- The **Summary and Submit** presents the ATO Declaration and Signing Statement along with the Payroll Product ID and BMS Details, a check box and **Confirm and Send** button

#### **Payroll Information:**

- Product ID: This is a unique Product ID given by the ATO for the Payroll System.
- BMS Name: This is the product name of the Payroll System.
- BMS Vendor: This is the business or company name of the Payroll System.
- BMS Version: This is the software version of the Payroll System used.

Recommendation - Contact your Payroll Software provider if you are unsure of these details.

# 5. STP Submission History

The **Submission History** view displays all previous submissions and their status. It also provides filtering functionality and Action buttons for viewing, downloading or deleting the uploaded files.

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Depending on the file version you uploaded, you will need to access the appropriate

#### STP v1 Submission History or STP v2 Submission History

II FILTER SUBMISSION H	IISTORY							
Status All selected	• •	ate Filters Past week	• 0	Employer All selected		- 0	Help	
Apply Filter	ilter Panel							
SUBMISSION HISTORY								
Status	Col	umn heading	sorting				Issues Actio	ons
Status 🗢 File Name	Employer(s)	🗢 File Type	Last Updated	User 💠	Count 🛊 Expected	I \$ 🛊 Received \$ 🖨 Refunded	\$ ¢ Issues	Actions
🕀 🕄 🗸 Data File	SuperChoice	API [STP_V2, Pay Event]	Wed, 13 Jan 2021, 00:08	VStest	1		0	
🕀 🛕 Data File	SuperChoice	API [STP_V2, Update]	Tue, 12 Jan 2021, 13:53	VStest	2905		1323 12	⊞ û
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🕀 💽 🗸 Data File	SuperChoice	STP V2 [STP_XML]	Tue, 12 Jan 2021, 00:07	VStest	5		0	⊞• <b>±</b>
Show 10 v entries							Prev	ious 1 Next

Feature	lcon	Description
Filter Panel	n/a	Filter the contents of the grid below using Status, Dates and/or Employer selections.
Help icon	8	Click the Help icon to the left of a field to display a popup of additional information. Click the icon again to close the popup.
Column heading sorting	\$	Sort the contents of the grid according to the order of a particular column. Click the icon to the right of the column name to switch between ascending / descending order.
Status icons		These icons indicate the status of the contribution file upload, and update dynamically if changes are made to the file. See full list below
	€~	Indicates STP data in the file have been successfully processed by ATO.
	A	Indicates there are errors to resolve. Files cannot be submitted while there are errors.
Issues icons	<b>1323</b> 12	A traffic light-style indication of whether there are warnings, errors or the all-clear for the data in your contribution files. Green means your data is validated with no issues, yellow is a warning only, and red indicates errors that must be resolved prior to submission.
Actions icons		Various actions can be performed on a contribution file, depending on its status:
	<b>==</b>	View the contents of the file at the Review stage of the upload process.
	*	Download a copy of the original STP file uploaded from your Payroll System.
	Ŵ	Delete this file (displays only if the file has not been submitted).

The STP Submission History view displays numerous icons that provide information about the status and progress of your submissions.

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Status Icon	Status Wording	Explanation
ش×	Employer Matching Exception	This will occur when the ABN within the file does not match to the ABN that the user is permitted to access. Possible options to resolve include a) review the ABN within your file and confirm it is correct b) create a new employer within the STP Portal (provided you have the appropriate level of access) c) contact your STP Portal administrator.
¢	Processing	The STP Portal is processing the file. This status will be shown whilst the file format is being validated. This is generally a very quick process. If this status persists, there may be an issue with the format validation. To resolve this, delete the file from submission history and load it again.
0	Failed	This will occur if the format of the file is not correct; or if the user does not have permission to access the employer based on the ABN.
A	Validation Exceptions	Validation errors exist within the file. Download the validations from Validation Issues, review and correct the data within your payroll system, generate a new STP file and upload into the STP Portal.
	Ready for Processing	There are no validation errors within the file and it can be submitted to the ATO.
$\rightarrow$	Confirmed & Sent	The STP file has been submitted and forwarded to the ATO.
ÐØ	Receipt	The ATO has acknowledged receipt of the submitted file and forwarded a Technical Receipt.
€~	Success Response	The ATO has provided a successful business response and accepted the data within the submitted STP file.
Θ×	Warning Response	The ATO has responded with a warning business response.
00	Error Response	The ATO has provided an error business response and the entire file has been rejected.
©×	Partial Success Response	The ATO has provided a successful business response for part of the submission and has rejected the remainder.

The portal sends a notification email (to the Employer's contact email in the STP file) if the ATO reports and an Error or Warning

# STP Portal Upload Employer Guide

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## Submission Audit

On the **History** screen you can click the  $\oplus$  at the front of a submission's row to see an expanded timeline of the submission's progress through each status.



## STP Issue Icons

The table below lists the possible issue statuses that an uploaded file may have. This icon is displayed on the right side of the Submission History screen beside each STP file.

Issue Icon	Issue Wording	Required Action
0	No Issues	No grid validations exist within the file.
4	Validation Warnings	Warning validations exist within the grid. Review the warnings, if you are happy with the data, you will be able to submit this to the ATO. Otherwise, change the data within your payroll system, generate a new STP file to upload and submit as an update or full file replacement.
1	Validation Errors	Validation errors exist within the grid. Review the errors, you will not be permitted to submit this file. Change the data within your payroll system and generate a new STP file to upload and submit within the STP Portal.
~	No Issues	The ATO has returned no validation issues.
2	ATO Warnings	The ATO has responded with warnings. Review the warnings and update within your payroll as required.
2	ATO Errors	The ATO has responded with errors. Review the errors and update within your payroll. You will need to correct the data in your payroll system, generate a new STP file and resubmit for the rejected records.
	Employer level or message level error	There is an issue with the submission at an employer or message level. E.g., An incorrect Product ID has been entered. An error message will be displayed when hovering over this icon.

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