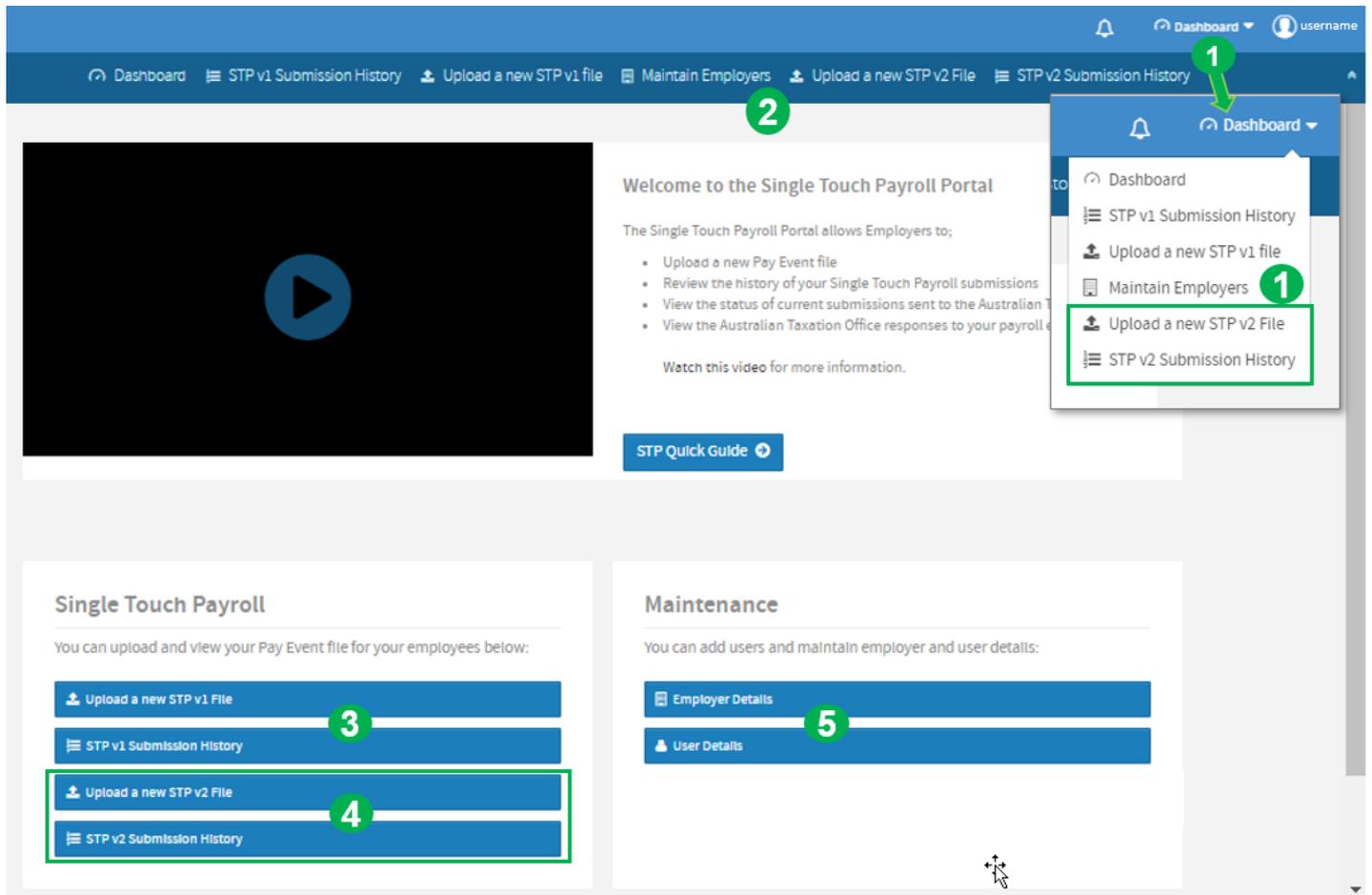


1. STP Portal Dashboard & Functions

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



- 1 The **Navigation** menu provides access to Portal functions in a droplist.
- 2 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. 
- 3 Upload an **STP v1** File, view previously uploaded STP v1 files and enables a status check of your submissions to the ATO
- 4 **NEW** Upload a **STP v2** File, view previously uploaded STP v2 files and enables a status check of your submissions to the ATO.
- 5 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



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 ([Single Touch Payroll Phase 2 employer reporting guidelines](#))

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.

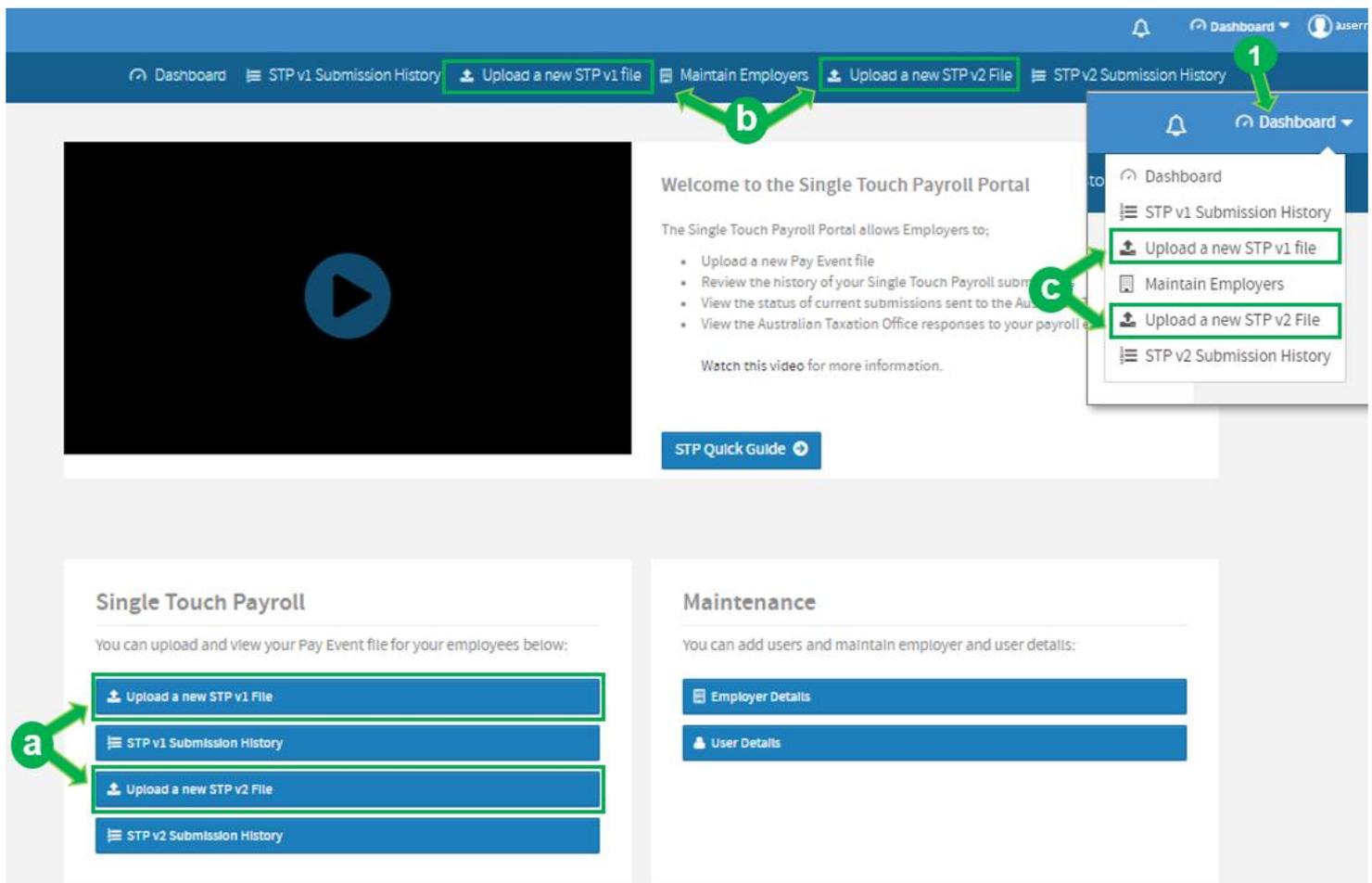
4. Upload a new STP 1 or STP 2 File

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

- 1** 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.
- 2** 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:

- a** The Single Touch Payroll panel
- b** The toolbar, or
- c** The Navigation menu.



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

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

4 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.

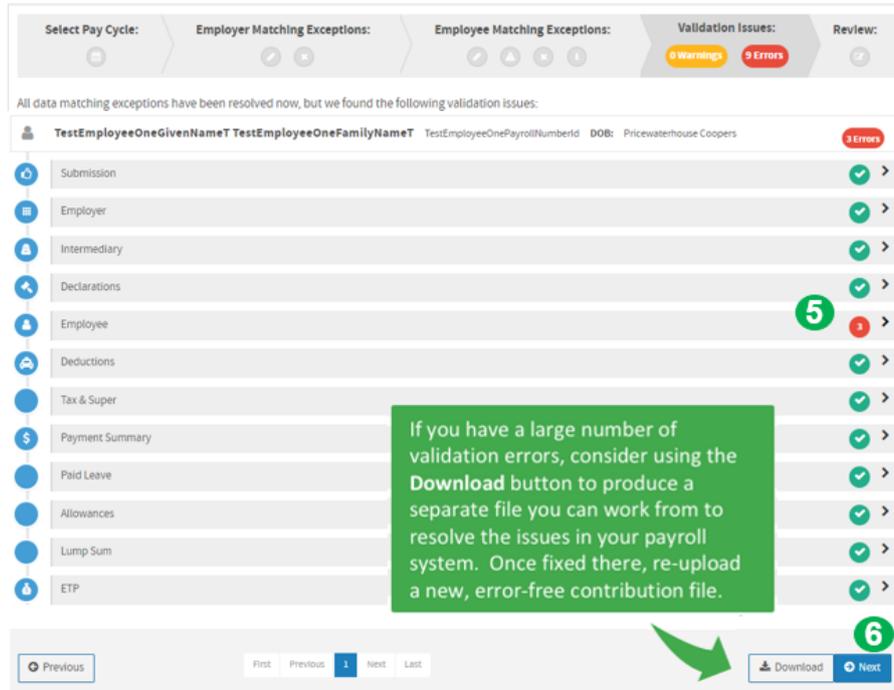
Employer Matching Exceptions

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.

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).



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.

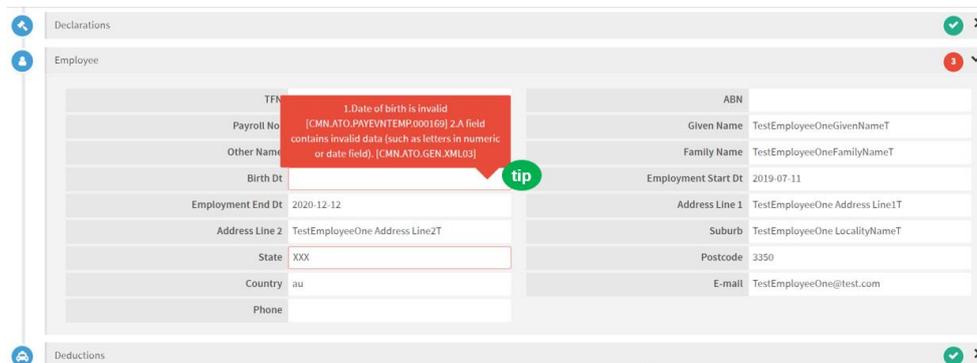
0 Warnings You can submit a STP file with warning validations.

1 Error 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)

5 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.

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



6 Click the **Next** button to launch the **Review** screen

Review

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

a Use the tabs to view data by type. Tabs with data issues are highlighted



IMPORTANT - SuperChoice always sends to the ATO the data exactly as provided in the STP file and the latest submission is displayed correctly online.

But care is required when viewing older prior STP 2 submissions online, as data on tabs Employer, Submission, Intermediary, Declaration, Employee, Deductions, Tax & Super, and corresponding fields on All always present the latest YTD or latest submission information.

Note tabs on Payment Summary, Paid Leave, Allowance, Lump Sum, ETP display historic data at time of submission.

On each tab, use the **Show only** checkboxes to filter the rows:

b Show only: Rows with errors Rows with warnings

c Use the **Search** box to search for particular records. Click the yellow symbol for search tips, as shown.

d Cells with **Errors** or **Warnings** are highlighted. Hover your mouse over the field to see an explanation of the error.

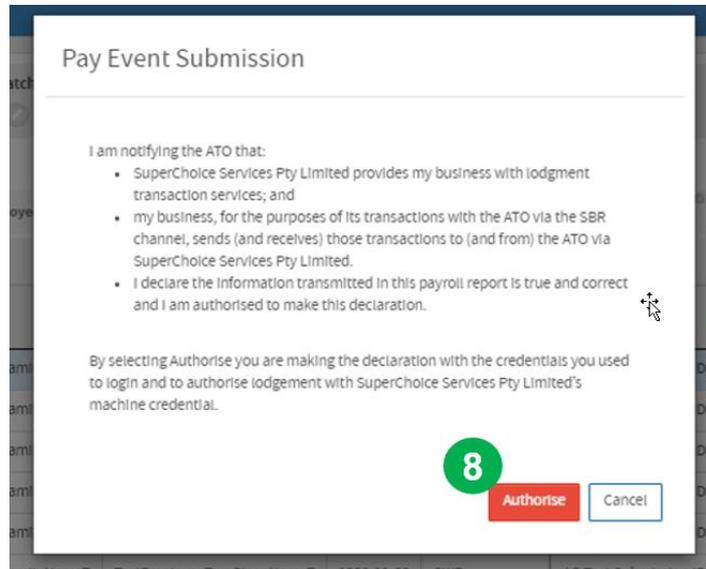
e **Download** from the Review Screen will download the displayed data not the original STP file

If you need to check specific data elements on prior submissions, it is recommended to download the original file from Submission History not from the Review page.

Confirm and Send

- 7** 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).

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



- 8** Click the **Authorise** button to submit the STP v2 file to 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.

Depending on the file version you uploaded, you will need to access the appropriate **STP v1 Submission History** or **STP v2 Submission History**

Feature	Icon	Description
Filter Panel	n/a	Filter the contents of the grid below using Status, Dates and/or Employer selections.
Help icon		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	 	<p>These icons indicate the status of the contribution file upload, and update dynamically if changes are made to the file. See full list below</p> <p> Indicates STP data in the file have been successfully processed by ATO.</p> <p> Indicates there are errors to resolve. Files cannot be submitted while there are errors.</p>
Issues icons	 	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	 	<p>Various actions can be performed on a contribution file, depending on its status:</p> <p> View the contents of the file at the Review stage of the upload process.</p> <p> Download a copy of the original STP file uploaded from your Payroll System.</p> <p> Delete this file (displays only if the file has not been submitted).</p>

STP Status Icons

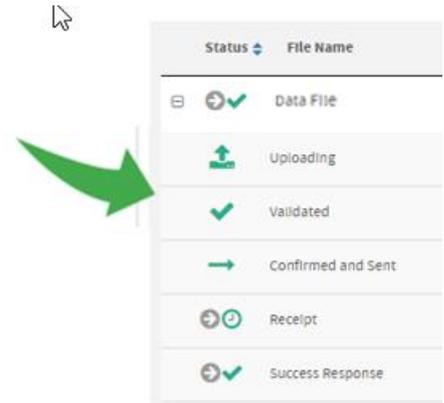
The STP Submission History view displays numerous icons that provide information about the status and progress of your submissions.

Status Icon	Status Wording	Explanation
	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.
	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.
	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.
	Confirmed & Sent	The STP file has been submitted and forwarded to the ATO.
	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.
	Warning Response	The ATO has responded with a warning business response.
	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

Submission Audit

On the **History** screen you can click the  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
	No Issues	No grid validations exist within the file.
	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.
	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.
	ATO Warnings	The ATO has responded with warnings. Review the warnings and update within your payroll as required.
	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.