Single Touch Payroll

PAYROLL REPORTING MANUAL

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Single Touch Payroll

User Instructions

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Company: Entire Software Pty Ltd

Contents

Glossary

ABN	Australian Business Number
ATO	Australian Taxation Office
BMS	Business Management Software
DSP	Digital Service Provider
EOFY	End of Financial Year
SBR	Standard Business Reporting
STP	Single Touch Payroll
TFN	Tax File Number
YTD	Year to Date
SSP	Sending Service Provider
ebMS3	ATO Required Protocol for Message exchange
ATO Required File Formats	XML

Definitions

This table provides definitions for key terms used in this document.

Pay event	Whenever an employer makes a payment to an employee that is subject to withholding they are required to lodge a pay event message with the ATO on or before the date the payment is made. This includes where the amount of withholding is nil (for example where the employees gross income is below the tax free threshold) and where the employee has no net pay (for example: where the employee is repaying an advance or overpayment to the employer, voluntarily foregoing their net pay). The Pay event reports employee YTD gross payments, tax withheld, allowances, deductions and superannuation liability information for each individual employee reported.
Update event	This is the business term used in the document to refer to the mechanism which allows an employer to report changes to an employee's YTD amounts via STP. Please Note: There is no provision in EntireHR to reverse the Pay Run process. Due to this, Update Event is not applicable in EntireHR. Any adjustments in Pay run are only allowed in the future pay runs followed by a standard process of reporting a new Pay event.
STP Report(ing)	This is the generic name for reporting either the submission of either a pay event or update event.
Submission ID	It must be unique across your ABN, Branch ID and BMS identifier. If requesting a full file replacement, use the submission ID of the initial Pay Event to submit message being replaced.

	EntireHR is generating submission Id as per below formula:- *("WE" + "_" + Week Ending Date "_" + Pay run Batch Number)* *For Example: WE_10062018_123*
Branch Code	This is used to identify the correct branch of an organisation for the PAYGW obligation. If the Payer does not have a branch number, this must be set to 1. EntireHR is default set to Branch Code equal to 1 Per Software License. If any company have ATO designated Branch Code then please let Entire Software support team know to update the same for SBR reporting.
BMS Code	This is allocated to each instance of a payroll solution and allows multiple payroll reports submitted separately to be allocated to the same payee. It must be unique within an ABN/branch. *EntireHR has created this number as per below formula:-* Entire allocated Company Code + "_" + Branch Code. For Ex. Daxtra Recruitment company code is "DXT" & Branch code is 1 then BMS ID = DXT_1
Who Is BMS?	Entire Software Pty Ltd
Who Is SSP	Ozedi Pty Ltd
Who Is Digital Service Provider?	Entire Software Pty Ltd
Regular pay cycle	Employee Year to Date pay data reporting as per Pay Run Employees only
Financial Year Last Week Reporting	Year to Date figures will get reported only for employees who have earned during the year.

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What is Single Touch Payroll?

STP is a government initiative to streamline business reporting obligations.

Employers or their intermediary will be able to report payments such as salaries and wages, pay as you go (PAYG) withholding and super information directly to the ATO from their payroll solution, at the same time they pay their employees.

Entire Software is to provide STP through SBR2 – ebMS3.

Employers with 20 or more employees will need to report through STP from 1 July 2018 under the law.

Payroll Payments

Regular Pay Cycle

  i. An Employer is required to report to the ATO, all payments on or before the payday, through a pay event.

  ii. EntireHR is submitting the Payment date via STP to ATO as per the regular pay run date.

  iii. The report includes each employee with an amount subject to withholding in that regular pay cycle.

  iv. The report includes information for pay run employees only.

  v. EntireHR reporting includes the YTD values of gross salary or wages, allowances, deductions and PAYG withholding for each employee included in that pay event.

      1. These YTD amounts may be less than a previous report (for example, recovery of a current year overpayment).

      2. These YTD amounts cannot be negative.

  vi. The employer reports period gross salary or wages and PAYG withholding for all employee payments included in that pay event.

  vii. EntireHR is reporting employee YTD Superannuation including current regular Pay Week Superannuation. On the reporting of Superannuation cut-off week via STP, ATO will get updated as per employee YTD guaranteed Superannuation.

  viii. Any Employee who is not included in the cut off week STP reporting will get updated in the ATO system as soon as employee work in the future. If employee has never worked again then ATO will get employee year to date information in the last week of financial year.

  ix. All payees must have either a TFN or ABN reported.

  x. A pay event must contain at least one employee record.

  xi. A pay event can only include one record per employee, per payee payroll ID.

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Allowances and Deductions

EntireHR reports specific types of allowances and deductions separately on the Employment Income Statement, as they currently are on the employer payment summary. However, for STP, the separately itemized allowances and deductions are to be grouped and reported by category. These amounts may be used for income tax return prefill.

Below Table is showing details of ATO provided Allowances & Deductions categories for STP:-

Codes defined by ATO for Allowances/Deductions		
Drag a column here to group by this column.		
Type	Code	Description
Allowance	Car	Car expense allowance.
Allowance	Transport	Award transport payments up to reasonable amounts.
Allowance	Travel	Domestic or overseas travel allowance above the reasonable limit and all overseas accommodation allowances.
Allowance	Laundry	Laundry allowances.
Allowance	Meals	Award overtime meal allowance.
Allowance	Other	All other allowances for expected deductible expenses.
Deduction	Fees	Fees.
Deduction	Workplace Giving	Workplace Giving.

ATO Provided itemized Allowances _Deductions

Full File Replacement

A full file replacement provides the ability for an employer to replace the latest pay event file that was sent to the ATO in error or contains significant corrupt data.

1. Full file replacement may only be used to replace the latest pay event which can either be for a regular pay cycle or an out of cycle payment.
2. The full file replacement must contain the submission ID of the pay event to be replaced.
3. A full file replacement cannot be submitted if any employee information submitted in the original pay event file has been changed by a subsequent pay or update event.
4. An update event cannot be replaced.

To replace the already submitted file due to any reason, please select the below Flag to true. This notifies to ATO to override the already submitted file for the week with latest submission.

Transition into Single Touch Payroll

Employer already using EntireHR from the beginning of Financial Year

xii. An employer may start STP reporting at any time throughout a financial year.

xiii. The business rules for transitioning into STP are:

1. Employers must be registered for PAYG withholding prior to submitting their first pay event.
2. An employer who provides STP reports for employees (active/inactive and terminated) through STP will have met their reporting obligations (as long as the final declaration is provided) and will not have to provide a payment summary.
3. An employer may report all employees being paid and inactive/terminated employees YTD information in the first pay event.
4. An employer may report YTD amounts for all employees being paid in the first regular pay cycle, through a pay event and provide a payment summary and payment summary annual report, for terminated and inactive employees.
5. An employer may begin STP reporting employee amounts, from zero in a pay event and provide a payment summary and a payment summary annual report to the ATO, for prior amounts not reported through STP.

xiv. Activity statement transition process will include:

1. PAYG withholding section will be removed from the activity statement for large withholders who report via STP.
2. From July 2018 for small and medium withholders, the ATO will prefill the activity statement with employer period PAYG withholding and gross payment amounts, reported in the pay event for activity statements.
3. The employer will need to change the activity statement prefill amount, to include withholding amounts not reported via STP.

xv. If the first STP report contains employee withholding details and this is not a TFN declaration, then do not populate the employee declaration.

xvi. For Further information, Please contact ATO.

Employer started using EntireHR during the Financial Year

1. There are times when an employer, already STP reporting, changes their BMS during a financial year. The rules and scenarios outline how to transition from one BMS to another.

2. Finalise employees reported under the original BMS (Old Software). The new BMS (Entire Software) must have a different BMS ID to the original BMS. On the online MyGov Portal, employee will see different sections per BMS reported. This process is exactly same as generating 2 Payment summaries in a year to employee.

Commencement of a new employee

On commencement of a new employee, an employer will need to report the commencement date and a TFN declaration to the ATO. The pay event includes information from the TFN declaration form provided by EntireHR on web portal.

Existing electronic TFN declaration services/channels – SBR and Business Portal
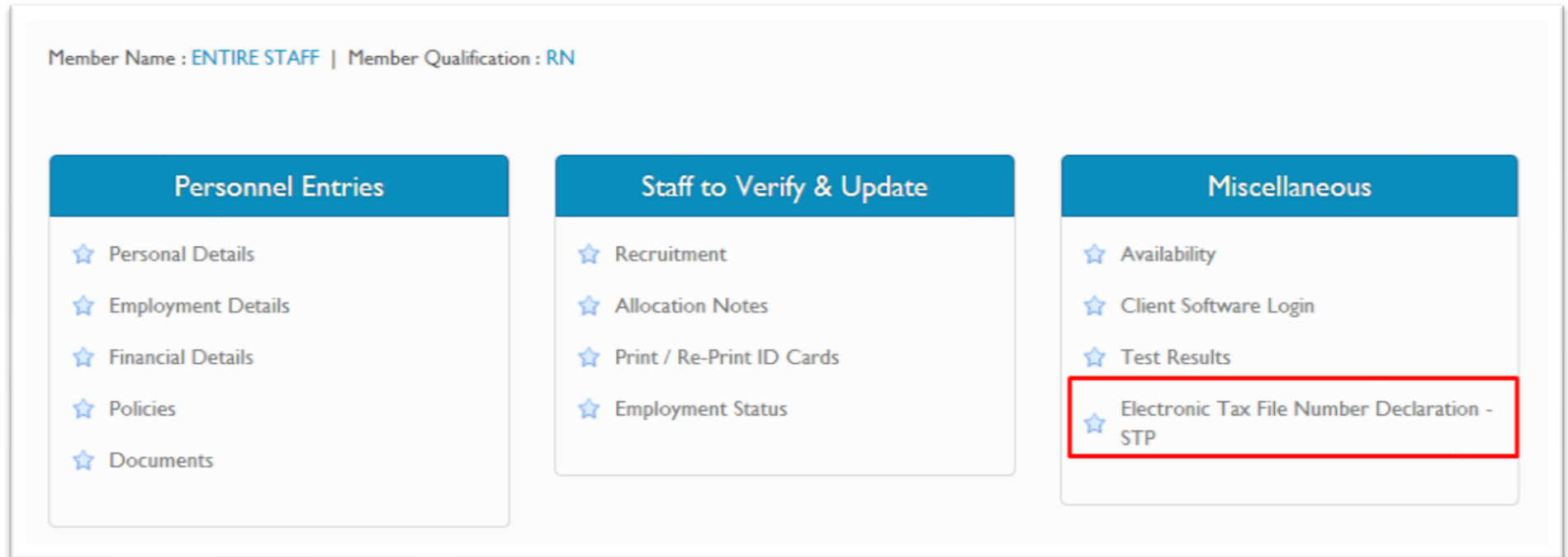
    xvii.   If existing processes are used to report TFN declaration, the employee withholding detail fields do not need to be included in the pay event.

<u>EntireHR Supports the below method to generate TFN Declaration File to upload from Business Portal</u>
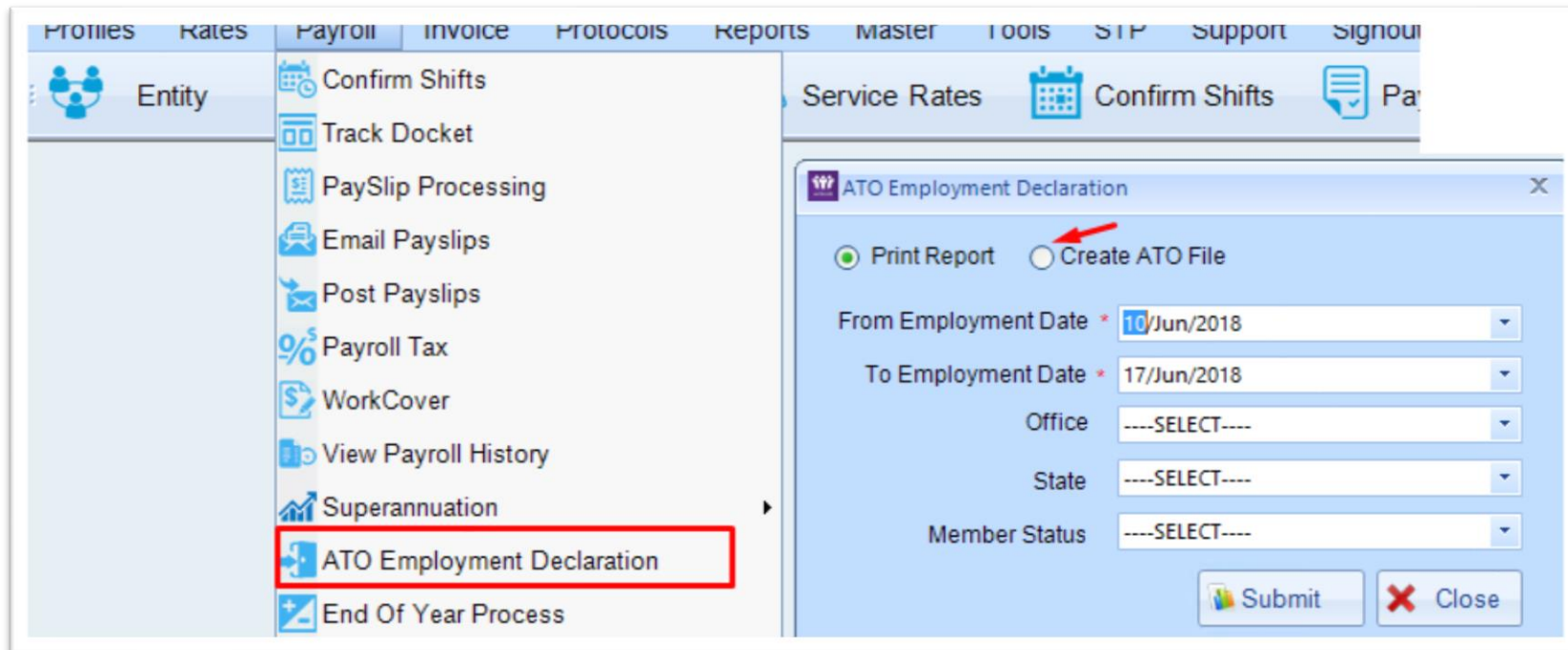
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TFN declaration in a pay event including the employee declaration.

EntireHR provides the ability for internal staff to make declaration on behalf of employee. This can be found in the Miscellaneous tile of the members card as shown in the image below

Member Name : ENTIRE STAFF | Member Qualification : RN

Personnel Entries

- ☆ Personal Details
- ☆ Employment Details
- ☆ Financial Details
- ☆ Policies
- ☆ Documents

Staff to Verify & Update

- ☆ Recruitment
- ☆ Allocation Notes
- ☆ Print / Re-Print ID Cards
- ☆ Employment Status

Miscellaneous

- ☆ Availability
- ☆ Client Software Login
- ☆ Test Results
- ☆ Electronic Tax File Number Declaration - STP

On Submit TFN Declaration, system will record member details to include in next STP transmission to ATO. After successful submission of files to ATO via STP, system will lock the member TFN declaration screen.

EntireHR defined STP Status Definition during the process run for submission

Status Name	Status Description

STP Data Error	When system failed to process STP submission data for ATO Files creation
STP File Error	When system failed to create STP submission ATO Files due to any reason
STP File Success	When System passed the step of creating ATO XML Files
STP Validate Error	When system failed to validate the format of ATO compatible required Files
STP Validate Success	When system passed the validation step of ATO compatible required Files
STP Submission Error	Error in ATO Files Submission to SSP via application programming interfaces.
STP Submission Success	Success in ATO Files Submission to SSP via application programming interfaces.
STP Response Error	System failed to receive the submission response from SSP due to any reason
STP Response Received	System has successfully received the response from ATO via SSP.
STP Completed	System has successfully transmitted files to ATO with Successful transmission
STP Data Success	ATO has approved the submitted data.

STP

+ Add New Reason Status

Edit	Reason Status
✏	STP DATA ERROR
✏	STP FILE ERROR
✏	STP FILE SUCCESS
✏	STP VALIDATE ERROR
✏	STP VALIDATE SUCCESS
✏	STP SUBMISSION ERROR
✏	STP SUBMISSION SUCCESS
✏	STP RESPONSE ERROR
✏	STP RESPONSE RECEIVED
✏	STP COMPLETED
✏	STP DATA SUCCESS

Understanding Roles

This section defines the roles of each party potentially involved in the end to end process. Each role below is classified as a "Sender" (S) and/or an "AUSkey Owner" (AO).

S = Sender (Declarer): This is the entity that must make a declaration because it is making the decision to send the payroll information to the Commissioner.

AO = AUSkey Owner: This is the entity that is directly connected to ATO systems (the last "hop") and as such requires use of their AUSkey as a means to successfully transmit the report.

During the STP transmission using EntireHR, details of involved parties roles are:-

    a.   Employer: Sender making Declaration to ATO
    b.   Entire Software: BMS / DSP for providing software to create ATO required files.
    c.   SSP (Sending Service Provider): AO (For Ex. Ozedi, Message Xchange etc.)

Declarations Rule by ATO

The ATO requires a declaration indicating the information contained within the payroll report is true and correct. This declaration must be made by the sender (declarer).

To make a declaration, the sender must be aware of two things:
1. The statement they are making, and
2. That it becomes a declaration by them 'signing' it.
EntireHR is using SSP for data transmission service, so it is must for Entire Software to show the below declaration rule to user for STP process.

DecType	Code	Declaration Statement	Signing Statement
Employer Sending Service Provider	ESSP	**Note:** declaration and signing statement wording is subject to change until Operational Framework requirements are confirmed. The declaration an employer (or authorised employee) must declare when submitting using a sending service provider is: "I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration."	The text describing the way that they are 'making' the declaration by 'signing' it in a particular way shall include reference to signing it with the credentials the user used to login (providing a unique user identifier) and the AUSkey of the sending service provider. For example: "Tick this box to sign the declaration with the credentials you used to login and to authorise lodgement with your approved sending service provider's AUSkey." The user identifier must allow the AUSkey owner or an external auditor to uniquely identify the individual who made the declaration. The identifier used can be specified by the AUSkey owner providing it allows for the identification of the individual who made the declaration. Examples of suitable identifiers include a user login (userid), a full name, or an email address. A statement "Tick this box to sign this declaration" would not be acceptable as it does not identify the mechanism through which the individual is signing the declaration.

EntireHR Declaration Screen

Declarations

Please read the below declarations carefully before accepting them and then proceed further for STP submission.

☐ I am notifying the ATO that: OZEDI Holdings Pty Ltd provides my business with lodgment transaction services

☐ I am notifying the ATO that: my business, for the purposes of its transactions with the ATO via the SBR channel, sends (and receives) those transactions to (and from

☐ I declare the information transmitted in this payroll report is true and correct and I am authorised to make this declaration.

Authorize Lodgement using below Sending Service Provider's Signatory Details

☐ Tick this box to sign the declaration with the credentials you used to login and to authorise lodgement with Ozedi's AUSkey .

End of Year /STP Masters Settings

It is important to setup EntireHR masters impacting STP process for each employer. Entire Software holds no responsibility in case of incorrect STP submission due to master settings. The below are the important masters to review before starting the process first time:-

Allowances Master

Appear Separately on Group certificates:

1. Gross Amount includes allowances by Default. If any allowance ticked as appear separately then system will reduce the allowance amount from gross amount & declare it separately on payment summary or for STP submission.

Exclude from Payment Summary:

1. Gross Amount includes allowances by Default. If any allowance ticked as excluded then system will reduce the allowance amount from gross amount & also will not declare on payment summary or for STP submission.

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Additions / Deductions Master

Type	Code	Description	Amount Type	$ or %	Once Off	PAYG Exempted	Super Payable	Include in Payment Summary	Emp. Super Contribution	Appear Separately on Group Certificates
Cont...	Contains:	Contains:	Contai...	Eq	Con...	Contains:	Contains:	Contains:	Contains:	Contains:
Addition	ADJUSTPAY	Adjustment	$	0.00	True	False	False	True	False	False
Addition	CAR	KM	$	0.00	True	True	False	False	False	True
Addition	PAY ADJUST	Payroll Adjustment	$	0.00	True	False	False	True	False	False
Addition	PAY ADJUST 1	Payroll Adjustment one	$	0.00	True	False	False	True	False	False
Addition	PAY ADJUST 2	Payroll Adjustment two	$	0.00	True	False	False	True	False	False
Addition	PAY ADJUST 3	Payroll Adjustment three	$	0.00	True	False	False	True	False	False
Addition	PAY ADJUST 4	Payroll Adjustment four	$	0.00	True	False	False	True	False	False
Addition	PAY ADJUST 5	Payroll Adjustment five	$	0.00	True	False	False	True	False	False
Addition	PAY ADJUST 6	Payroll Adjustment six	$	0.00	True	False	False	True	False	False
Addition	PETROL	Petrol Money	$	0.00	True	True	True	False	False	False
Addition	POLICEREF	Police Check Refund	$	0.00	True	True	True	False	False	False
Addition	REPAY	Repayment Loan	$	0.00	False	True	False	False	False	False
Addition	REPAYMENT	Repay Overpayment	$	0.00	False	True	False	False	False	False
Addition	REV ADMIN FEE	REVERSAL OF ADMIN FEE	$	2.00	True	True	True	False	False	False

<u>Appear Separately on Group certificates:</u>

    Gross Amount does not include additions by Default. If any addition ticked as appear separately then system will declare it separately on payment summary or for STP submission but will not change the Gross Amount.

<u>Include in Payment Summary:</u>

    Gross Amount does not include additions by Default. If any addition ticked as "included" then system will declare it in payment summary or for STP submission with the Gross Amount.

<u>Employer Super Contribution:</u>

    This is applicable only for Salary Sacrifice Deduction. This is required to declare separately on Payment Summary & STP submission. Gross Amount will get deducted for declarations purposes & will declare this amount separately to ATO.

Allowances Mapping

The master allows you to map ATO provided allowances / Deductions listed on the left hand side in the below screenshot to your EntireHR allowances, additions & deductions listed in the right hand side of screen.

To access the allowances mapping master, please access under STP menu shown below.
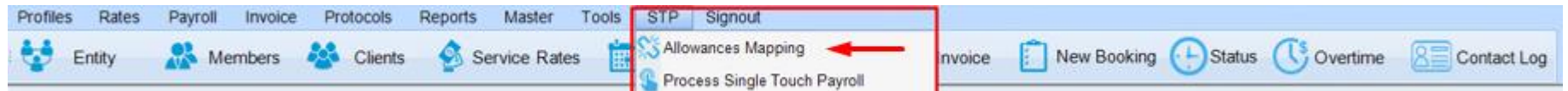
Single Touch Payroll Allowance Codes Mapping

Codes defined by ATO for Allowances/Deductions

Type	Code	Description
Allowance	Car	Car expense allowance.
Allowance	Transport	Award transport payments up to reasonable amounts.
Allowance	Travel	Domestic or overseas travel allowance above the reasonable limit and all overseas accommodation allowances.
Allowance	Laundry	Laundry allowances.
Allowance	Meals	Award overtime meal allowance.
Allowance	Other	All other allowances for expected deductible expenses.
Deduction	Fees	Fees.
Deduction	Workplace Giving	Workplace Giving.

ATO Provided itemized Allowances _Deductions

Codes available in Entire HR for Allowances/Additions/Deductions

Type	Code	Description
Addition	CAR	KM
Allowance	CAR ALL	Travel paid at 79Cents Per KM
Allowance	MEAL ALL	MEAL ALLOWANCES

Employer EntireHR Master Codes in the Allowances _Additions / Deductions master.

EntireHR to ATO Allowance Codes mapped Details

ATO Allowance Code	EntireHR Allowance Type	EntireHR Allowance Code	EntireHR Allowance Description
Car	Addition	CAR	KM
Car	Allowance	CAR ALL	Travel paid at 79Cents Per KM
Meals	Allowance	MEAL ALL	MEAL ALLOWANCES

Important Note:

1. The master above is showing allowances & additions in the right hand side on the basis of below flag.

a. Allowances Master

b. Additions / Deductions Master

2. The relationship of allowances mapping can be one to one or one to many. For ex. You can map Car allowance defined by ATO to EntireHR set Car &Travel both.
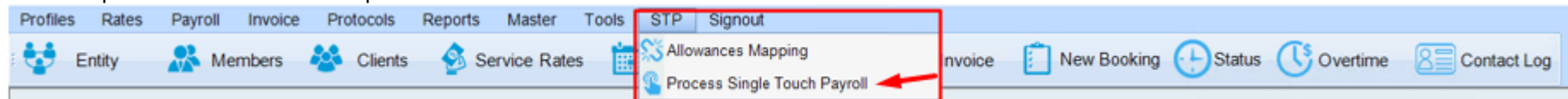
For Example:

Single Touch Payroll Process Run

It is a step by step process. Please follow the below sequence to perform STP for a regular pay cycle.

NEW PAY EVENT SUBMISSION

Start the process from the below Option:-

Step 1

Select Period Ending Date for STP Submission. On click of dropdown below, you will see the listing of current financial year processed period ending dates along with current STP process status.

The below screenshot shows Period Ending Date selection along with STP Status

Screen Parameters Details:-

1. Period Ending Date: Regular or Financial year Pay Run Date.

2. Period Start Date: Default as per Weekly or Fortnightly pay run duration set in system

3. Submission ID: System generated unique identifier for STP Submission. Please use this Identifier for any STP related communication to ATO

4. Resubmit Pay event: This is needed when you would like to resubmit the already submitted STP for a period due to any reason. For Example: If an Employer has done a mistake in the pay process & submitted the same to ATO. Then after, if Entire Software is reversing the pay run as per Employer requests then it is a mandatory requirement to resubmit the Pay Event. In this scenario, Employer has to tick this flag so that ATO system will override old STP files with new one.

5. Staff Submitting data on behalf of Payer: Logged in user who is declaring employee's pay to ATO. By Default, it is a logged in user name.

6. Payer Declaration Date: It is a date of signing the above declaration & submitting the pay run.

7. Payment Date by Entity: This is a date of payment to employees. By Default, system shows the date of finalizing the pay run but it can be changed from the screen as per Employer payment rules.

8. Is this week's Payroll is the final Payroll of this financial year: This is an automatic prefilled flag set according to the Payroll Financial year settings. If true tells to ATO to close the books of financial year & report all members year to date details to ATO who have worked during the year.

9. Declarations: It is must to read & agree all declaration shown above for the STP Submission.

Step 2

Once screen data has been entered, Press Next button to move to the next step of Data processing & File Creation.

1. **Check STP Date Settings: Optional Step to print a report to view STP settings before Submission. Report sample shown below.**

STP Settings Detail Report

Master, Allowances and Addition / Deduction Mapping in Pending

Current STP Settings

SSP Detail

Sender Name	Ozedi
ABN	49312855881
Company Name	Ozedi Holdings Pty Ltd
ATO Registration Number	78698790798
Status	A
Content Type	application/json
Message Type	Message
Submit Message Type	Submit.003.00
Update Message Type	Submit.003.00
Test Authentication API	stp.ozedi.sandpit.com
Test Post Call Upload API	stp.ozedi.sandpit.com
Test Get Original Message Status Call	stp.ozedi.sandpit.com
Test Get Response Header Call API	stp.ozedi.sandpit.com
Test Get Response Payload Call API	stp.ozedi.sandpit.com
Production Authentication API	https://dashboard-api.ozedi.com.au/api/authenticate
Production Post Upload Call API	https://dashboard-api.ozedi.com.au/api/message
Production Get Original Message Stat	https://dashboard-api.ozedi.com.au/api/message/status
Production Get Response Header Call	https://dashboard-api.ozedi.com.au/api/message
Production Get Response Payload Cal	https://dashboard-api.ozedi.com.au/api/message/payload
Provided Client ID For API Call	13729565

BMS Settings Detail

BMS Id	C4U_1
Event Declaration Type	EPS
Owner Auskey	
Declaration User	POONAM
Provider Authentication ID	api@entiresoftware.com
Default Location	
BMS Product ID	365466
BMS ABN	30142088917
BMS Name	EntireHR
BMS Product Version	Professional
Run In Test Environment	No

Default Declaration Detail

S No.	Declaration Text
1	I am notifying the ATO that: OZEDI Holdings Pty Ltd provides my business with lodgment transaction services

2. **Check TFN, Member Name & Member Address: This is a mandatory step to ensure successful STP transmission.**

Invalid TFN,Member's Name and Address Detail

Invalid TFN

ID	Member Name	Tax File Number
83757	RON MATTHEW	46031872
83980	Steven Jack	434987243

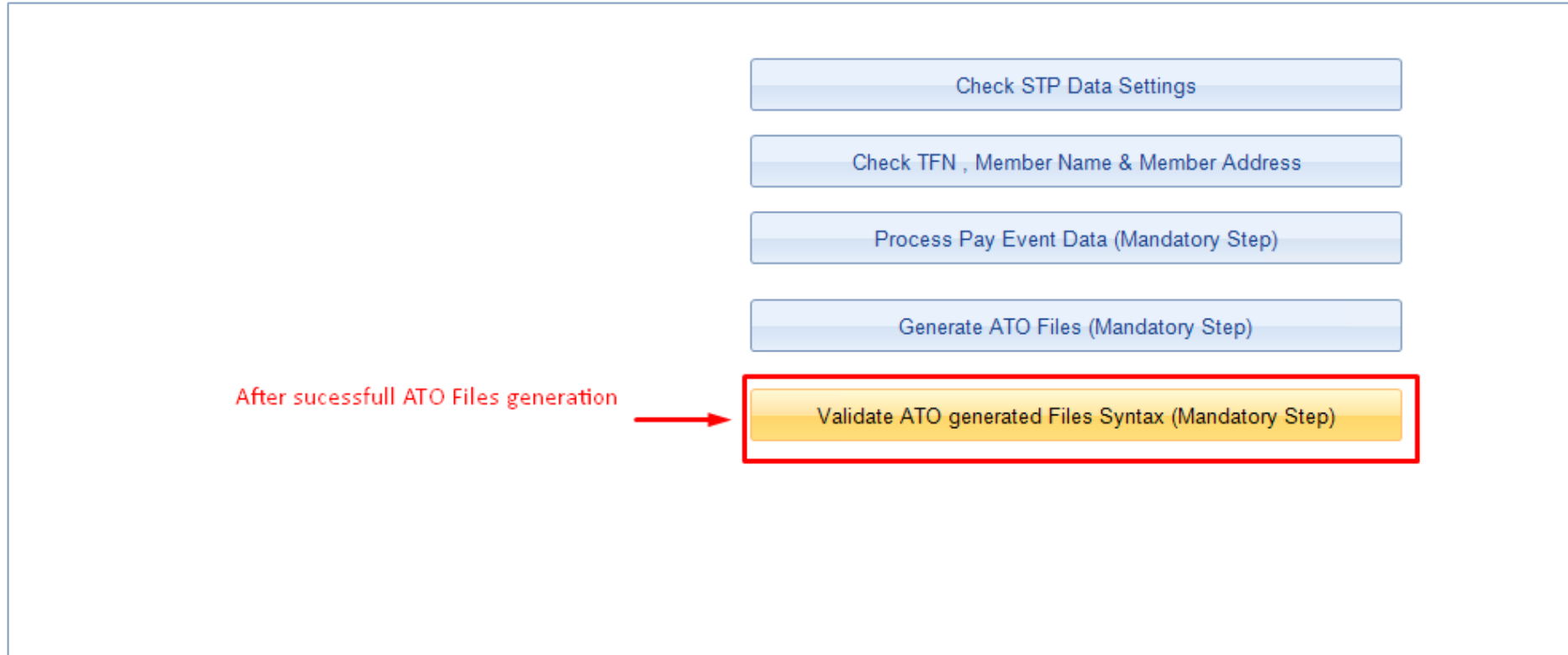### Invalid Member's Name

ID	Member Name

Invalid Address

ID	Member Name	Missing Detail

3. **Process Pay Event Data (Mandatory Step): At this step, system calls the back end program to extract all Pay Run employees Year to Data figures.**
There are 2 outcomes after its execution:-

   a. Data Successfully Created:- After successful processing of Pay Event Data, next mandatory step of "Generate ATO Files" will get activated & the status of STP Submission process will change to "Date generated Successfully".

   b. Date Processing failed: This outcome is rare. In this scenario, please contact Entire Software Development Team.
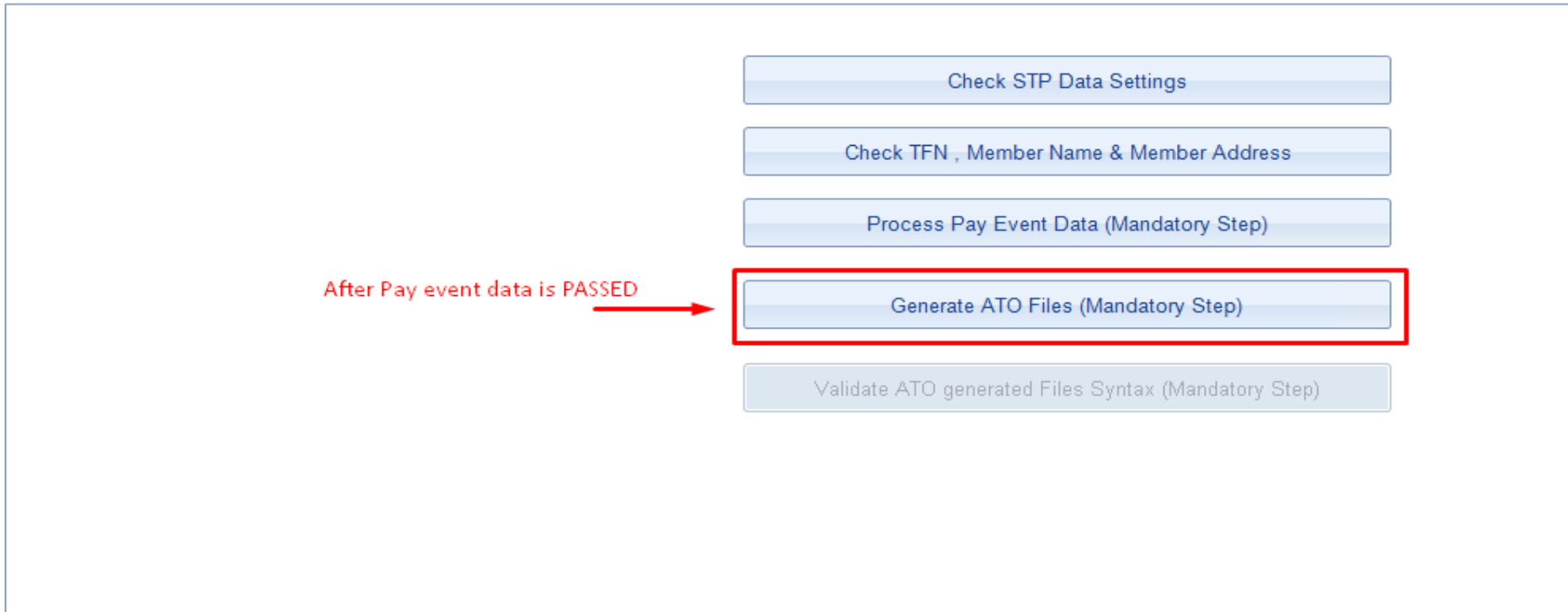
4. **Generate ATO Files (Mandatory Step):** At this step, system will create ATO required XML Header & Employees files at the set system directory location. On success, next step of "Validating ATO generated Files syntax" will get enabled & STP submission status will change to "Files Generated Successfully"

Check STP Data Settings

Check TFN , Member Name & Member Address

Process Pay Event Data (Mandatory Step)

Generate ATO Files (Mandatory Step)

After sucessfull ATO Files generation ➔ Validate ATO generated Files Syntax (Mandatory Step)

Pay Event Submission Last action Status   : Files generated successfully   Last action message   : Files generated successfully

To view all generated files, click the link "Files generatedsuccessfully" as shown above. On click, system will take you to the physical file location as shown below:-

5. **Final step before the submission – Validate ATO generated Files Syntax (Mandatory Step):** Till now, ATO Files has been generated by EntireHR. Next step is to validate the created files according to ATO standards to ensure correct files format submission. To do this step, the system calls the backend programs to go through all created files in system directory.

The outcome of this validation are:-
   a. Passed: Move to final step of validated files submission to ATO
   b. Failed: Please contact Entire Software with details of error.
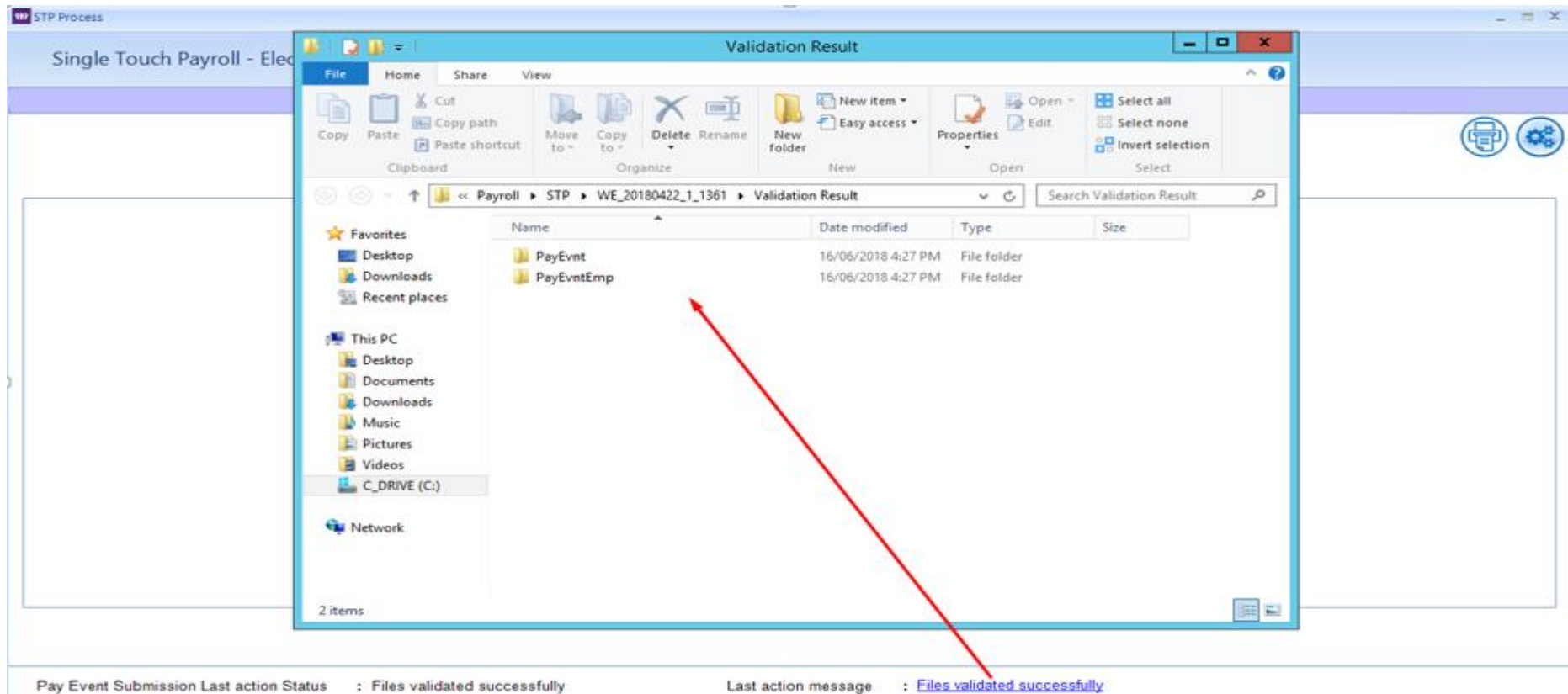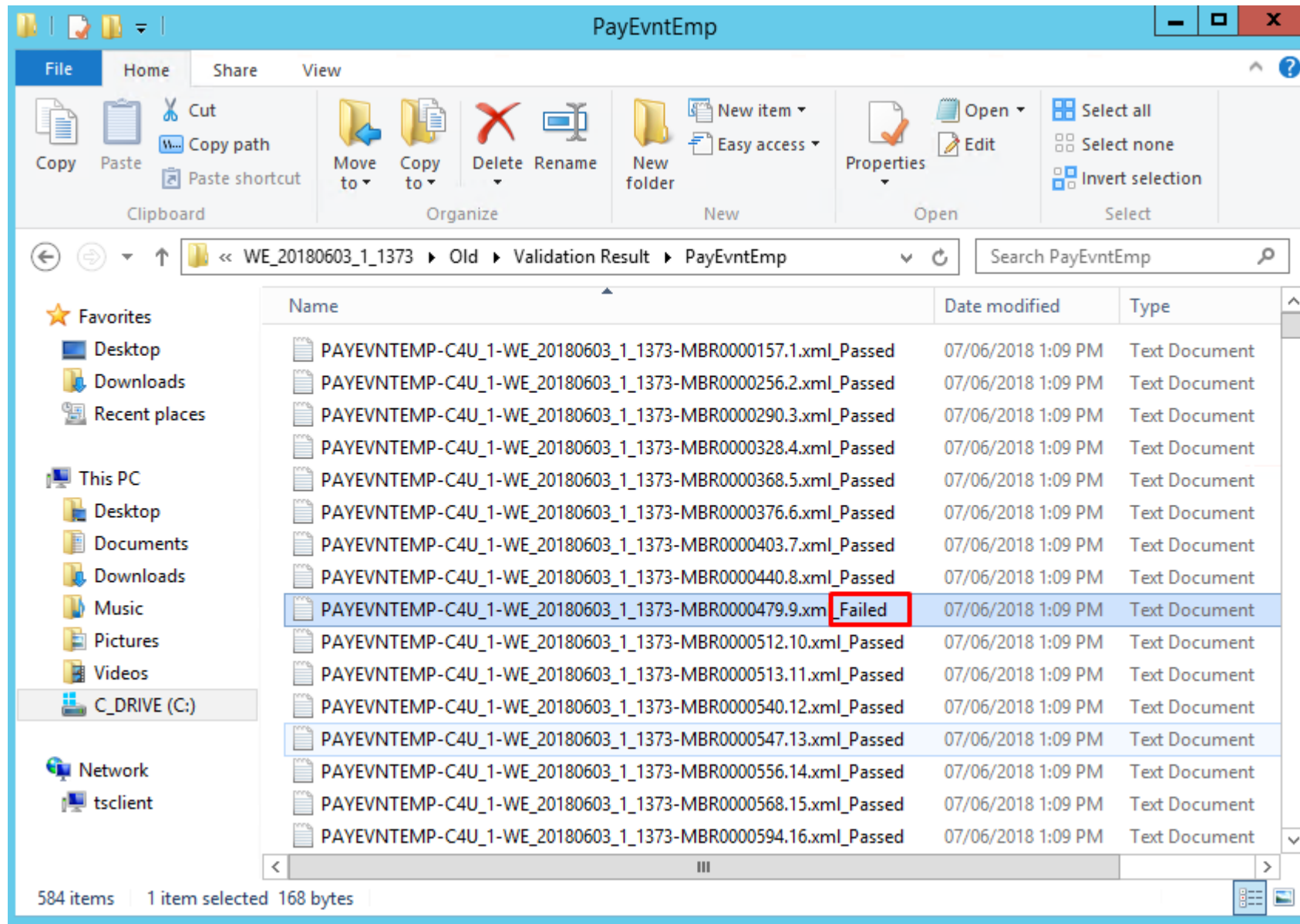
Step 3

Submit validated files to SSP for ATO submission (Mandatory Step)
On the below screenshot, Submission Response time is blank. Once the Submit button below is selected, the system will show an ATO response message. Please refer to the Details of Message Submission Responses on page 33 for an explanation of each response.

Step 3: Submit ATO Files to Data Service Provider (Ozedi)

Submit Validated Files to SSP for ATO Submission (Mandatory Step)

Response of the Files Submitted to Data Service Provider - Ozedi

Response Details

Status:
Description:
Message ID:
Message Created:
Message ABN:
Message Type:
Message Uuid:
Poll Count:
Last time Polled:
Message Status:

Pay Event Submission Last action Status   : Files validated successfully   Last action message   : Files validated successfully

Submission Responses

1. **Queued**
   If the Message response is set to Queued then it means ATO files has been put in Queue to SSP for pushing to ATO Database.

2. **Pushed**
   If the Message response is set to Pushed then it means ATO files has been successfully pushed to ATO from SSP& waiting for their verification.

3. **Responded**
   On every poll to get response, system shows the API status as responded.

4. **Transmission Unsuccessful**
   This is anerror response received from ATO along with details of errors. Please refer to error details & push the files back to ATO. Please note: you may need to generate the files & push it back again until it gets successful.

5. **Transmission Successful**
   This is a positive response received from ATO. This means all files have been passed & successfully transmitted for further data checks.

6. **Data Success**
   This is a final status which denotes for data has been successful updated in ATO System.

Message response Screenshots as sample for reference.

Screenshot: Queued

Response of the Files Submitted to Data Service Provider - Ozedi

Response Details

Status:	
Description:	Upload successful and document created on server. The document header is returned which contains information about the document created on the server.
Message ID:	379
Message Created:	2018-06-13T09:03:33.842+0000
Message ABN:	49312855881
Message Type:	Submit.003.00
Message Uuid:	af9230cd-a47c-4a5d-84cf-e5f6f2f60718@Ozedi
Poll Count:	
Last time Polled:	
Message Status:	QUEUED

ENTIREHR

Screenshot: Pushed

Response of the Files Submitted to Data Service Provider - Ozedi	

Response Header Details

Status:
Description:
Message ID: 379
Message Created: 2018-06-13T09:03:34.000+0000
Message ABN: 49312855881
Message Type: Submit.003.00
Message Uuid: af9230cd-a47c-4a5d-84cf-e5f6f2f60718@Ozedi
Poll Count:
Last time Polled:
Message Status: PUSHED

Response Pay Load Details

Transmission Status :

Screenshot: Transmission Unsuccessful

Response of the Files Submitted to Data Service Provider - Ozedi	

Response Header Details

Status:
Description:
Message ID: 379
Message Created: 2018-06-13T09:03:34.000+0000
Message ABN: 49312855881
Message Type: Submit.003.00
Message Uuid: af9230cd-a47c-4a5d-84cf-e5f6f2f60718@Ozedi
Poll Count: 1
Last time Polled: 2018-06-13T09:04:12.000+0000
Message Status: RESPONDED

Response Pay Load Details

Transmission Status : Transmission Unsuccessful

Open Response File

Click to see Errros in File

On the transmission unsuccessful, the following will happen for further actionYou will get notified automatically from SSP or you can poll through EntireHR as shown below with the error response details. Please see the screenshot below.

Screenshot showing Error Response Details from ATO

Error Code	SBR.GEN.INFO.1
Severity Code	Information
Short Description	Transmission Unsuccessful

Error Code	SBR.GEN.INFO.2
Severity Code	Information
Short Description	Total number of transactions in the transmission is 1

Error Code	SBR.GEN.INFO.4
Severity Code	Information
Short Description	Number of transactions passed authorisation check is 1

Error Code	SBR.GEN.INFO.5
Severity Code	Information
Short Description	Number of transactions failed authorisation check is 0

Error Code	SBR.GEN.INFO.6
Severity Code	Information
Short Description	Number of transactions passed channel validation is 0

Error Code	SBR.GEN.INFO.7
Severity Code	Information
Short Description	Number of transactions failed channel validation is 1

Error Code	SBR.GEN.INFO.10
Severity Code	Information
Short Description	Number of unexpected errors is 0

Error.Code	CMN.ATO.PAYEVNT.000200
SeverityCode	Error
Short Description	The Run Date/Time Stamp cannot be later than the time message received in the channel
Detailed Description	
Location	C4U_1-WE_20180610_1_1375
Location Path	/tns:PAYEVNT/tns:Rp/tns:Payroll/tns:MessageTimestampGenerationDt
Parameter Identifier	RuleIdentifier
Parameter Text	VR.ATO.PAYEVNT.000194

Error.Code	CMN.ATO.GEN.000009
SeverityCode	Error
Short Description	Postcode is required for an Australian address
Detailed Description	
Location	C4U_1-WE_20180610_1_1375-MBR0018005.2309
Location Path	/tns:PAYEVNTEMP/tns:Payee/tns:AddressDetails/tns:PostcodeT
Parameter Identifier	RuleIdentifier
Parameter Text	VR.ATO.PAYEVNTEMP.000154

Final Step

Poll ATO Response for Submission finalisation (Madatory Step)
Please view image below to see how you can poll though EntireHR to get response details
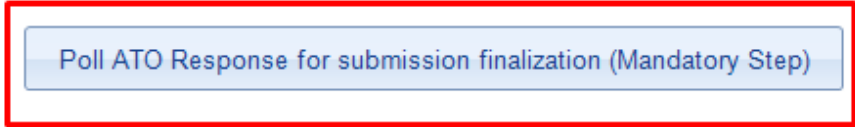
Screenshot showing Error Response details stored in system directory after polling through EntireHR – On click "Open Response File".
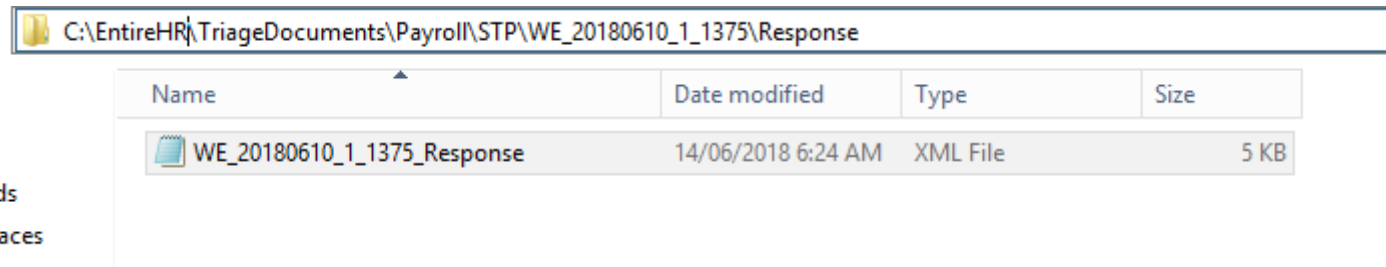
After receiving the error details, please perform the below steps:-

Step 1: If errors are related to employees missing information then please fix all errors or contact Entire Software with details of error.

Step 2: After fixes, return to Step 2 for ATO Files generation and validation. Then continue with the process of files submission until you get "Files Transmission Successful".

Screenshot: Transmission Successful

Response of the Files Submitted to Data Service Provider - Ozedi	
Response Header Details	**Response Pay Load Details**

Status:		Transmission Status :	Transmission Successful
Description:			Open Response File
Message ID:	383		
Message Created:	2018-06-13T20:21:31.000+0000		
Message ABN:	49312855881		
Message Type:	Submit.003.00		
Message Uuid:	bb7b6220-7b47-4052-bd8b-905851284756@Ozedi		
Poll Count:	1		
Last time Polled:	2018-06-13T20:22:12.000+0000		
Message Status:	RESPONDED		

STP Reporting

At any stage of the process after successful data processing step, you can print Year To Date or Period To Date reports for verification process. Details of various reports are shown below:-