

Payroll, made easy Part 6 EOFY Processing

Session FAQs



Which report do you recommend running for Step 1 (review employee details)

The Employee Details Report, in the payroll platform, is best to capture that data.

Can you please confirm if FBT can be added to an update event in lieu of a Pay event – I cannot seem to access the Pay events through STP

Yes, you can add RFB in an update event. See more information [here](#).

How can I see if a client is using the HR+PY platform?

If your client has HR, you can determine if they are connected to Payroll via Settings > Add Ons which should show the connected payroll system
You might also see this on the invoices which should bill clients for HR and Payroll on individual lines

If I have a payroll to run on 28 June, but super EOFY is due this Friday will it capture all super entitlement payments for EOFY?

The superannuation payments report will pick up all super amounts from finalised pay runs with a paid date before the date you submit the batch.

What about if I can from another payroll system and entered YTD figure's as far as variance?

For information on how to handle the move from another payroll system, please see: [Transition options available with STP reporting | Payroll Guide](#)

Can I be sent Part 1, 2, 3, 4 payroll webinars?

Please view them [here](#).

If there is an issue STP reporting that has not been resolved, yet it was working previously then just stopped, what do we need to do? EH Support said its an ATO issue, ATO said its an EH issue because the STP works for every other entity (total = 6, only 1 has the issue)

If you have already raised a ticket with our support team please follow this up. If not, please raise a ticket using the Support button in the platform.

Payroll, made easy Reportable Fringe Benefits

Session FAQs



"Create update Event" Do I click on Create earning reset event? As this is the only drop down option

You should be able to click on the blue 'Create Update Event' button to then create and proceed. See [Creating & Lodging an Update Event](#).

Should the Create but don't lodge an Update event be done only after the 'final' pay in June processed in June, or can we handle anytime to check things say after the May Pay run?

You can create an update event prior to the final pay run, but you would complete the finalisation event process after the final pay.

We are showing a reconciliation difference equivalent to the Pre-Tax Deductions. Does this sound correct?

Yes, this scenario is covered in [this article](#), under the heading 'What are my next steps if there is a positive variance?'

Is a finalisation event automatically created each time an employee is terminated throughout the financial year?

Yes, when an employee is terminated in the payroll platform, they are automatically marked as 'is final' in the subsequent STP event

What date do you do EOFY by - on the last day of June or into July - I cant recall cut off date?

The finalisation declaration is due by the 14th July. We have also provided dates about EOFY on the payroll dashboard.

We have a final payroll event on 30th of June that covers a week in the new financial year. Will employment hero update the super rate to 11% automatically for that week?

The super rate will be updated for any pay run created with a date paid on or after 1 July.

RFBT is different to reportable employer super contributions (super salary sacrifice), correct?

Yes, RFBT refers to Reportable Fringe Benefit Tax amounts. See [here](#) for more information.

Payroll, made easy Reportable Fringe Benefits

Session FAQs



How do we find the RFB amounts for employees?

These will need to be calculated outside of the payroll platform and then entered during the EOFY process.

We are a not for profit so have the benefit of salary packaging which we outsource. I've entered the RFB but we also have one employee where we pay the salary package superannuation as part of the package which is also outsourced. How do I record this amount?

Salary sacrifice amounts can be set up as a one off deduction or ongoing pay run inclusion. The instructions can be found here: [Employee re-occurring or once-off pay run deduction inclusions | Payroll Web Platform](#). For details on how to classify the deduction category appropriately, read: [Deduction category classification options defined | Payroll Guide](#)

Where to get foreign tax paid if we have a foreign employee?

These figures will need to be calculated outside of the payroll platform. Please see [the article](#) for more on foreign tax paid employees or speak to your accountant/the ATO.

We changed system halfway through the year and had our old payroll numbers come across and used as an external id for STP reporting. The new employees do not have this external id. How do we remove the old payroll numbers for the new financial year?

You can update the employees' STP Payroll ID if the business BMS ID has also been changed. For more information, see Scenario 2, Option 2 in [Transition options available with STP reporting | Payroll Guide](#)

We have an employee who is salary sacrificing a motor vehicle, however when we do the reconciliation, it is not showing as a pre-tax deduction?

This scenario is discussed in the [EOFY Reconciliation Guide](#) under the heading 'What are my next steps if there is a positive variance?' As per STP Phase 2, pre-tax deductions can only be classified as Salary Sacrifice (Superannuation) or Salary Sacrifice (Other Employee Benefits) so we recommend reviewing the deduction category settings.

is that wage update ALL awards?

Yes, as per [Fair Work](#) the award minimum wage will be updated. Our payroll compliance team will update the in-built awards accordingly.

I have a payrun to process on 5-7-23. Can I process this if my EOFY is not completed for 22-23?

Yes, the finalisation process will split based on paid date ie. if paid in July 2023 then it will sit in the 23/24 FY

Payroll, made easy Reportable Fringe Benefits

Session FAQs



Is the the cut off for super the 23rd June for this FY?

If you want super contributions to be included in the 2022-23 financial year (for tax deduct-ability) the contributions need to reach the super funds by 30 June 2023. If you're using Beam automated super payments, your super batch will need to be successfully uploaded/paid by 3.30pm AEST 23 June 2023. Superannuation contributions paid after this date may or may not be received by the superannuation fund by the 30 June 2023 cut off and if they aren't then they'll be included in the 2023-24 financial year.

We process super payments in arrears so we will process our May's super in June. Is that okay?

The due date for each super quarter is the 28th of the month following the quarter, e.g. Apr-June super payments are due by the 28th July. You are able to process the payments more frequently as long as the due dates are met.

Are there written instructions on how to run a complete EOFY from start to finish we can follow please?

Yes, please see STP: [Processing finalisation events using the EOFY Wizard](#)

Our pay cycle will end on July 2nd. With the rate increase in the award will our team members get paid the full cycle at their old rate or will it partially apply the new rate for the 1st and 2nd and the remaining at old rate?

Any changes to pay rates will apply from the first pay run with a paid date after the 1st July.

Our pay date would be 27th June. Can I process super after that but before 1st July?

The super batch can be processed at any time before the due date however, if you want super contributions to be included in the 2022-23 financial year (for tax deduct-ability) the contributions need to reach the super funds by 30 June 2023.

We use both payroll and HR platform, where should we upload the new rate (salary and also rate above award)?

In order for the rates to be consistent on both platforms, you would update in HR and then that would sync to payroll. You can enter the override amount there also

Payroll, made easy Reportable Fringe Benefits

Session FAQs



When do my variance check in the YTD report there was no variance until last pay run and now I have noticed there is a variance now. After checking noticed that in the Allowance column everything is flagged red. Does that mean so allowance is not set up correctly?

This question is difficult to answer without being able to see the event details however, we recommend following the steps in the [EOFY Reconciliation Guide](#) particularly the section around reviewing your pay category classifications. If you are still unable to resolve the variance please raise a support ticket.

When I look at Reports > STP and I can see all of the events for the FY, I have one which is 'FAILED'. How should this be treated/corrected during these EOFY Steps?

Please see: [Managing failed or partially successful STP events](#).

For STP lodgement, when it's having error saying multiple employing entities while there are few staff having employing entities incorrect but in their profile it's correct input. how do we fix it?

It may be necessary to review your STP settings to ensure you are lodging as the intermediary to multiple employing entities. If this does not resolve the error please raise a support ticket and include as much information as possible.

We pay weekly and our first pay in July will be week starting 25 Jun ending 1 July and paid on 4 July which super rate will apply?

The super rate change is based on the paid date so any pay runs paid in the new FY (post 1st July) will include the new rate.

Can I run the YTD report anytime?

Yes, this can be exported from any STP Event at any time.

If an employee was terminated and was marked as final in STP, however we reactivated him (he returned to work with us after he was terminated), will an update STP event over ride the final which was previously lodge?

This will depend on whether the previous employee profile was reactivated or if they were added as a new employee. If they were reactivated you will be able to continue lodging STP and then finalise them with your other active employees.