



## CASPER Payroll Common Questions

### **Employee Setup Common Questions**

#### **What are the Required Fields for setting up Employees?**

When setting up new employees you need to make sure that you have all the relevant information for the fields below before entering the employee details. The mandatory fields are highlighted in yellow.

Code (employee number/code)  
Surname  
GivenNames  
Address1  
Suburb  
Postcode  
Country  
PostAddress1  
PostSuburb  
PostPostCode  
PostCountry  
DateOfBirth  
PayType (W=Wage, S=Salary C=Casual, T=Timesheet)  
PayMode (P=Payslip, C=Cheque, E=Eft, B=Bank transfer)  
Paygroup  
AwardCode  
RateCode  
StandardHours  
TaxFileNumber  
TaxTableNo  
DateStarted  
CurrentStartDate

#### **Trying to setup an account and get an Error?**

There is a link to in the payroll.ini file that is telling the application that an accounting package exists. Please look for the "UseVision" setting in the payroll.ini file, and make sure that it is set to 0.

#### **How to setup for the HELP component to be a separate figure on payslips and history for employees?**

You need to go to System Admin, tax tables and edit tax table 30. Enter the details the same as the below details

You then need to the following:

- in Pay types add a new deduction called HELP and set it as a tax Type with a link to tax table 30 (sample below)

Then go to each employee with HELP and

- Change the tax scale to scale 2 (this will tax them at the standard tax rate)

- Attach the new deduction for HELP with a zero amount. The amount is not relevant as the tax table calculation overrides this.

#### **How to set up multiple bank accounts for an employee?**

Multiple bank accounts can be set up for each employee.

Multiple bank accounts are setup via "EFT Deductions". Check that you have a deduction code available for this (eg. "BANK2", "BANK3", "BANKx" etc). If you do not, just go into the pay types, click on the deductions tab, and add a new deduction masterfile. Then go into the employee screen, click on the tables tab and the deductions tab. Attach the deduction to the employee, clicking on the "Eft" checkbox will enable this as an Electronic Funds Transfer deduction and you will be able to enter the employee's bank details. These EFT deductions will then be included in the EFT file created during a payrun.

**The standard pay on an employee is incorrect?**

Check that the standard hours on the employee is the same as that on the award. If these are different, the standard pay will be proportioned accordingly.

**If an employee is on leave without pay for a few weeks, what is the best way to activate this?**

There are a couple of ways to do this :

On the employee screen, click on the bottom "Pay Method" tab, and change "Pay Employee" to "No". It is also suggested that you add a reminder to change the employee back to "Yes" after the time has expired.

OR

On the employee screen, click on the bottom "Status/Dates" tab, and change the "Date Paid To" to the week ending before the employee gets back. For example, if the employee will return to work on 14/09/2006, set her date paid to to "13/09/2006". If you do it this way, you don't need to remember to reactivate the employee as you would have to if you changed "Pay Employee" to no in the first method above.

This will be setup as a deduction and attached to the employee. There is 2 ways. The deduction is to use the To Date for when the deduction will stop or the 'Remaining Amount' on deduction and the deduction will stop once the amount has been reached.

You can also use the reminder note to warn the operator to check with the employee as to when the deduction is to be stopped.

**Awards, Rates and Groups Common Questions****When do award lines get attached to employees?**

When an employee is saved, it will attach the award allowances, deductions and on-cost lines to the employee if the employee does not already have those lines attached. It will not overwrite or change amounts or details on lines that already exist on the employee (regardless of what the "Force" flag is set on the award).

**Does attach only attach lines on this tab?**

When the attach button is clicked, ALL lines are attached to employees for this award and not just the lines on the current tab e.g. if you are on the Award allowances tab and click attach, Allowance, Deduction and On-cost lines will be attached to employees under this award.

**When should attach be clicked?**

When an award is saved, it will NOT automatically update the allowances attached to employees under that award. You MUST click on the [Attach] button to do this. When [Attach] is clicked, it will automatically attach the award's lines to the employee if they do not exist on the employee (it will use the Employee Amount on the Award line as the employee's standard payment amount). In addition to this, if Force is ticked on the Award line, it will change the employee line amounts to the same as the employee allowance amount on the award and overwrite any existing employee figure.

**Will attach reactivate employee lines?**

If an line is disabled on an employee, the "attach" process will not re-enable it. If however a line is DELETED from an employee, the attach process will re-attach a new line to the employee and enable it.

**When should the force option be used?**

The use of the force button is very important and should only be used for bulk updates.

The Employee Amount should only be set on the Award lines (allowances, deductions, oncosts) if you always want the amount in this field to become the amount for existing employees, for new employees and when attaching a totally new line to employees.

**Should I fill in Employee amount on award lines?**

An example for leaving the Employee Amount zero on the award would be, the employee can get a meal allowance which is a standard amount of \$10 when they are eligible to be paid for Meals but it is zero until you want to pay the allowance. Another example would be a Bonus where it is only paid to selected employees or varied via timesheets on a random basis.

## **Super and Salary Sacrifice Common Questions**

### **Salary Sacrifice Super to another Super Fund**

Super oncost pay types can only be linked to one employee contribution deduction. The super report uses this deduction to determine what is to show in the employee contribution column. Therefore ideally, each super pay type should have its own specific employee contribution deduction pay type.

For example, say there is a super oncost called SUNSUPER. There should be a salary sacrifice deduction pay type called "SUNSUPER-SS" (or something similar). The SUNSUPER oncost type would therefore have its "employee contribution deduction" set to "SUNSUPER-SS".

Having a generic "SS SUPER" would work okay until you have an employee whose oncost super fund differs from the deduction super fund.

### **Does Employee salary sacrifice for superannuation get included in the employer superannuation**

The superannuation contribution is based on the notional earnings base. This is equivalent to ordinary time earnings. This includes allowances and bonuses but not overtime payments nor lump sum payments on termination of employment. It is based on actual earnings.

If these have been reduced by way of an effective salary sacrifice arrangement then the contribution is generally based on the actual earnings after the salary sacrifice reduction. Please check your award and/or EBAs for your companies specific arrangements.

### **How to treat Salary Sacrifice Option or keep the pre-tax deduction?**

Generally pre tax deductions allow a salary sacrifice which will not affect the employee average rate of pay and On costs can be used where average rate of pay is not important. We suggest you use a pre-tax deduction where possible.

On a gross of \$800 for 40 hours the rate is \$20  
A pre-tax deduction of \$100 would show on a payslip as  
 $40 * 20 = 800$  less 100 less tax etc = net

For an on-cost salary sacrifice,  
Salary sacrifice is \$100  
Gross = \$700 for 40hours would show a rate of \$17.50

The tax is the same but the presentation to an employee will change.

If the employee has timesheets which use the average rate of pay the pretax deduction is best.

### **How to setup superannuation employee only contributions.**

If an employee has a personal superannuation contribution but the employer contribution has been stopped, the Employer Oncost should be set to zero percent and NOT made inactive. If the oncost is made inactive the superannuation contributions report may exclude the employee contribution because they are linked together.

### **Why would a new superannuation fund not appear on the superannuation reports?**

The OnCost for the Superannuation reports must have an OnCost Type of "Super" to be included in the reports. Edit the OnCost Paytype and rerun the report. Also check the following in Casper.

On the deduction pay type, make sure the following is filled in:

Deduction Type: Superannuation  
Employer Super Oncost: <insert oncost code for super fund>

On the oncost (super) pay type, make sure the following is filled in:  
Empl Contrib Deduction: <insert deduction code for employee contribution>

### **Why is the employee super fund number not appearing on the super report?**

The field on this report is used from the Employee - Tax/Dates Screen. The field Superannuation Membership No is the reportable field not the oncost in pay types.

### **How do I setup super payments via eft file**

Below is the steps on how to setup super payments via an eft file you need to do the following:

- Go into Maintenance->Banks,Accounts,Eft Types and click on the Eft Types tab
- Enter a new eft type for each distinct super payments eft file. For example, enter an eft type of "SUNSUPER" for the sunsuper super file.
- Click the Process Contra Entry box ONLY if a contra entry is required in the eft file.
- Go into Maintenance->Super Fund.
- For each super fund that requires an eft file, tick "Process Eft's as separate file" and enter the eft type for that super fund (as entered into the eft types grid).
- Go into the Pay Types screen.
- For each deduction or oncost that is to be placed in a super eft file, ensure that the Super Fund is filled in.
- On each employee, check that the super deductions and oncosts which are to be sent via eft file have Eft ticked, and the correct bank account details

### **How do I setup Reportable Employer Superannuation?**

In Casper to allow for this there are 2 places where you can designate Reportable Employer Superannuation Contributions:

1. Pay Types - Deductions
2. Pay Types - On Costs

If an employee receives a payment into their superannuation fund that is paid either by a salary sacrifice (before tax) deduction or via an Oncost and that payment is over their prescribed Superannuation Guarantee Contribution (SGC - typically 9%) then the excess over the SGC must be shown on the employee payment summary.

In most cases this means that the Salary sacrifice deductions must have the Reportable Employer Superannuation Contribution box ticked on the deduction prior to running the Payment Summaries. The same applies to On Costs that exceed the SGC.

### **Payrun Common Questions**

#### **My Pay cycle description needs to be changed how can I do this.**

Use the LOCK option, highlight the pay cycle and click EDIT. Change the description and save.

#### **Why are emailed payslips showing different to the History copy?**

The layout chosen when doing the email may have been different to the history selection. Check the layout set up in Pay group.

#### **After running a payrun and selecting No to update I cannot see the pay cycle in the Update Payrun menu option?**

The likely reason is that when you are running the pay, you are answering "No" to the "Do you wish to lock this Paygroup" question when you exit the payrun. If you answer No, it will stop the payrun from being updated via the menu. You MUST answer "Yes" in order to update the payrun later from the payrun menu. If after locking the paygroup via the payrun you decide that you need to make amendments to the payroll data (eg. modify timesheets), you can always unlock the pay via the Payrun->"Lock/Unlock Paygroup" option so you can make those amendments.

The reason for this is to prevent people from running a pay, adding or amending data, and then trying to update the payrun without actually running a pay with those amendments.

#### **Why is an employee excluded from a payrun?**

Check the following:

- employee is tagged for non payment
- employees standard hours=0
- there is no allocation line attached for a wage or salary employee
- there are no timesheets added for casual or timesheet employee
- the date on timesheets/variations is not within pay period
- the employee's paid to/prepaid date is not correct
- the rate table is not correct for that employee.

Check the paid up to date on the employee is correct. The pay is calculated from the day after the paid to date.

### **Updated the payrun by accident so how to get the Payrun Reports not yet printed?**

The reports can be printed after an update providing the reports do not have YTD figures. If they do have YTD figures they will appear as double on your reports.

1. Stop anyone from accessing Pay Enquiry and Payrun.
2. Go to the reports menu and select the reports required (individually or by job stream).
3. Enter the paygroup required for each report.

### **The Tax on an employee does not appear correct?**

Tax is calculated on the number of periods entered in the timesheet data entry window. If the number of pay periods has not been entered, the payrun taxes for one pay period. Check that timesheets don't have manual tax figures. For salary sacrifice deductions, is the before tax box ticked. Check the tax tables are correct.

Does the employee have some specified tax options set such as:

- Add tax deduction
- Tax reduction set
- Wrong tax table set
- Dependant declaration set

### **Some timesheets have not been included in the payrun?**

Ensure the Effective date on the transactions is before the payrun "paid up to" date.

### **A Deduction is not being deducted?**

Check that the deduction masterfile is set to be enabled in Pay Types. Ensure the deduction is attached to the employee and is enabled. Does the deduction have a date range which excludes the current pay period or a remaining figure of zero.

### **Allowance is not being deducted?**

Check that the allowance masterfile is set to be enabled in Pay Types. Ensure the allowance is attached to the employee and is enabled. Does the allowance have a date range which excludes the current pay period or a remaining figure of zero.

### **Pay corrections?**

Paying additional money (e.g. overtime after a pay has been updated) can be done via a special pay, a reversal and repayment or via a timesheet in the next payrun. You can separate payslip number to show a difference between the normal pay (payslip0) and a correction or addition.

### **How can I skip a pay period?**

There may be some instances where a business closes down for a period of time and all employees have been prepaid up to a certain date. In this instance you cannot run a pay because nothing will be found to update. To move the pay period on to the next required pay date go to System Admin, Status and Pay Groups and change the Paid to date on each group affected.

## **Termination Common Questions**

### **How do I process on Eligible Termination Payment**

There are 2 steps:

1. Enter a timesheet that uses the Redundancy Timesheet Pay Type for the amount and tax for the employee
  - a. This can be done via Timesheets or by using the Data Entry/Termination Timesheets
  - b. If you use the Termination timesheets option then it is a guide to the things to consider and the ETP tab is used .when saved, this creates timesheet that can be edited via the normal timesheets form.
2. The ETP details need to be entered via the Data Entry/Employee ETP etails. As a minimum, the tax deduction needs to be entered on this screen otherwise you will get a message during the payrun and at Payment summary time that the Lump Sum C does not equal the ETP tax.

**The below description may assist when doing termination pays in Casper.**

### **Termination Types**

Type 8 - LumpSumA is used

- . for unused long service leave that accrued after 15 August 1978 but before 18 August 1993; or
- . for unused holiday pay and other leave related payments that accrued before 18 August 1993; or
- . for unused long service leave accrued after 15 August 1978, or unused holiday pay or related payments, where the amount was paid because employment ceased under an approved early retirement scheme, because of invalidity or because of bona fide redundancy.

All of this amount is taxable, but the maximum rate of tax is 30% plus the applicable Medicare levy rate.

Type 9 - LumpSum B is used for unused long service leave which accrued before 16 August 1978. Only 5% of this amount is taxable.

Type 14 - LumpSum D represents a tax-free bona fide redundancy payment or approved early retirement scheme payment. This amount is not taxable and should not be included on your income tax return.

Type 10 - Is used for any eligible termination payment (ETP) cash lump sum on termination of employment and will be printed on the separate ETP payment summary showing full details of the payment.

Lump Sum E - This is for a back payment which accrued more than 12 months ago. All of this amount is taxable, but a tax rebate (also known as a tax offset) may be available. This is NOT a type. You select LumpSum E on the Other Details tab of the timesheet type.

Type 11 - This type is used to pay Accruals since Aug 93 which are included in the overall gross and not shown separately.

### **Other Common Questions**

**How to setup a New Company - To add a new payroll company to your login list or attaching a backup copy.**

1. You need to have the file saved in the Data folder under Casper Payroll.
2. On the login menu go to the security option at the top menu and add a new company for your user login via the User Companies tab.
3. Search for the Payrollxxxx.mdb file (e.g. PayrollSchool.mdb)
4. Give it a name for the menu e.g. School Payroll.
5. Enable the company by ticking the box.
6. Click the save button and then exit out of the screen.

When you go back to your login list your company will appear.

### **How to setup another user in Casper?**

You can add as many users as you like into payroll, and determine which parts of the payroll they need access to.

To add a new user, do the following :

- From the Company Login screen, choose the "Security" menu option.
- Go to the first blank line - Enter a username
- Click "Enabled"
- Enter the user's full name
- Click on the button in the user access column and tick the areas the user has access to, then click save to exit the user access screen.
- Click on the button in the password column to enter a password for that user.

Once you have added a user, you need to specify which companies the user has access to:

- In the security screen, click the User Companies tab
- enter the username (the one you just added above)
- enter the data path to the payroll database (this will be the same as what you already are using for your current payroll username)
- enter a company name or just leave the default
- tick the Enabled column After performing these steps, you should be able to login with the new username.

**What are other oncosts suppose to be calculated on. Are they calculated on Standard plus Salary Sacrifice also?**

It could be simply that the processing priority on the oncost pay types are incorrect. The processing priority ensures that oncosts are calculated in the correct order so that if one oncost is dependent on another, it calculates them in the correct order.

So, if the salary sacrifice oncost needs to be calculated first, it should have a priority of 0 (highest priority), and the oncosts which use the salary sacrifice oncost in its calculations would have a priority of say 9 (lowest priority).

If there are no priorities set on the oncost pay types, it will process them in an arbitrary order, probably the order they appear on the employee.

**When a zip file is downloaded from FTP site or sent via email what procedure is to be done.**

If the file is an upgrade e.g. Payroll4.2.11.zip this just needs to be extracted into the same folder as the payroll.exe. This will overwrite the existing payroll.exe.

**Too many attempts locks you out of CASPER?**

Due to too many attempts to log in to CASPER by a user, CASPER locks the user out of the CASPER Payroll program. This is to ensure that someone that knows another person's user name cannot keep trying passwords for an number of attempts. To unlock the software for this user you will have to get the system manager to reset your login in CASPER to have no invalid login attempts. This is done via System Admin Menu then choose Security and change the login via the Usernames screen.

**Difference between Timesheet & Casual Employee?**

The difference between timesheet and casual employees is that casual employees do not accrue leave.

Both of these types require a timesheet to be entered for the employee before the employee will be included in a Payrun.

**How to Delete Employees?**

Employees can be deleted via the "Period Eng -> Delete Employee" pull down menu option. The "Delete Employees" window allows you to delete employees based on their termination date or date paid to.

To delete employees that were mistakenly added to payroll (or for some other reason) set their termination date in opening balances (System Admin -> Add opening balances) to say 1/1/1990. You will need to select the employee's via their surname, because an employee number lookup is not available in the Opening Balances window. Once you have entered a termination date on all the employees you wish to delete, go to the Period End -> Delete Employees menu option. Ensure "Terminated" is selected, and put in a date of 2/1/1990. Click on the "Show Employees" button and it should show only those employees that you wish to delete. You can then click on the "Delete All" button, or select the row(s) and click on "Delete Selected".

**Do passwords for payroll users expire?**

Yes, payroll passwords expire after 180 days. The user will get a warning at login after 150 days indicating that they should change their password.

If they do not change their password, and 180 days has passed, it will lock them out of the system.

**I would like to find out when or who made a change to an employee's masterfile?**

You can run the Employee Audit Report. This will show you all the data entry changes for the given date range, indicating the date/time it was changed and the user involved. If you know roughly when the account information was entered (ie. a rough date range), the report will be much shorter.

**How can I export a set of journals from that can be used by our accounting package?**

The journals are stored for each payrun in the database and tracked/marked when they are exported.

The export is available directly to some accounting packages as part of the payrun or can be extracted as a text file as a separate process.

**EFT Common Questions**

**Which EFT date should I use?**

The eft date does not need to be tied to the payrun or system date. The eft date can be tied to the paid to date, system date, or manually specified when you run the pay. You can choose the way it works by changing a setting in the Status table.

### **EFT File Not Being Created**

There is a few things that need to be check that makes the EFT work or not work.

1. The folder specified in the INI file does exist.
2. User has access to write to the folder.
3. On the status and paygroups maintenance (system admin) on the Options tab, that the Use Electronic Funds Transfer is ticked.
4. Check that the Paygroup (Eft/Payrun) subtab and see what the setting is for the Use Paygroup eft details (normally this is not ticked but if it is then all the details must be filled in).
5. Check the EFT setting on employees to ensure they have the EFT flag set.
6. Check also that there is at least one EFT type set up via the top maintenance menu Banks/Accounts/EFT types.

### **Why is the date in the eft files incorrect?**

If the "Eft date to use" option in the status screen is set to anything other than "Manual", it will ignore any eft date entered in the payrun parameters screen. Either set the "Eft date to use" to Manual, if you would like to enter the a manual eft date every time you want to run a pay, or use "System" or "Paid to" if you want a fixed date each pay.

### **Can I create multiple EFT files?**

A seperate EFT file can be created for each Paygroup.

You must first add an EFT Type by going to the maintenance menu and click Banks, Accounts & Eft Types tab then click on the Eft Types tab.

Once you have added the EFT Code got to the Paygroup in System Admin, Status & Paygroups and enter the EFT Type for this paygroup in the EFT Type field.

### **Why does my EFT file not include all employees?**

Employee may not be set up as an EFT Type or they may not have sufficient pay to be posted to the bank.

### **When does the ABA file get created?**

The ABA file is regenerated each time a payrun is done. Once you see the message that the ABA file has been created during the payrun it is ready for sending as long as you are happy with the figures. You DO NOT need to update the payrun for the ABA to be created.

If the payrun needs correcting you can rerun the payrun and this will regenerate the ABA file ready to send.

## **Holidays and Leave Common Questions**

### **Holiday deductions short by 1 week?**

The number of deductions to be deducted from an employee's pay is calculated as one deduction for any basic pay plus a deduction for each week of holiday pay. Check the pay periods entered for this employee in Timesheet entry.

### **Holiday loading not paid?**

When the holiday transaction is entered, make sure the calculate loading "question" was answered correctly. Check the rate on the transaction, it should include the loading.

### **Holiday loading being taxed?**

Check the tax table to ensure the non-taxable loading limit is set correctly and the loading has been entered with the transaction type i.e. holidays on loading. Check the loading YTD on the employee, if this exceeds the non-taxable limit then the loading will be taxed normally.

### **Leave is being deducted from the wrong accrual?**

Make sure the timesheet is setup with the correct pay type number this determines if Holiday, Sick, Other etc are updated in a payrun.

### **What triggers leave accruals to be calculated?**

The Holiday, Sick and LSL accruals are triggered by the Award. The days per year must be set on the Award and the employee must be Salary, Wage or Timesheet. Casuals do not get accruals. The leave accruals on the employees are stored in hours. The leave is accrued on all Basic timesheet types plus any type that has the 'Include in Basic' ticked on the Timesheet PayType (2nd tab)

### **Why Paternity leave does not appear under history or leave history?**

If paternity leave doesn't appear under history or leave history you need to check the following:

If you want it separate then you have to add a timesheet pay type that has a type=sick leave and marked as one of the 5 other leave types.

If you don't have a specific Other Leave type = paternity then it will probably just be the last Other type which is generally called 'Other'.

As long as the timesheet is set to be Sick then it will go into the leave history.

If it hasn't been marked this way to date then it will just be in the History.

If the timesheets you have used to date is changed now, it will only put new entries into the leave history (it doesn't go back and add old entries).

### **How do you pay employee LSL to be cashed out without taking it?**

Need to enter a timesheet for the LSL payout.

Enter the timesheet for the LSL using a Pay Type set as LSL.

We suggest the dates on the timesheet should be before the current pay period so that it doesn't reduce the standard pay.

There is a prepaid date on the timesheet. It can be set as the day before the current pay period so the employee does not get a paid to date in the future after the payrun update. The pay periods on the timesheet pay period/tax may have to be changed or manually tax the LSL.

## **FBT Common Questions**

### **How do I do FBT Year End Rollover**

Here are some tips to help you:

1. Do an end-of-year rollover by going to Period End ' FBT Close Off. This will move all the fringe benefit amounts into the appropriate boxes for the June Payment Summaries.
2. Check that the deduction amounts are now correct (if you didn't close off Last Years FBT, you may have to adjust the numbers manually):
  - (a) Go to System Admin ' Add Opening Balances ' Tables ' Deductions. The amounts for the 12 months to 31st March should now be in the "Pre-Cutoff YTD" column.
  - (b) If any cars are involved, you will have to calculate the taxable value (based upon either the Statutory Formula or the Actual Usage method) and insert it into the appropriate "Pre-Cutoff YTD" box.
3. Make sure that your gross-up factors are correct. The rate is normally 2.0647 (Type 1), but some benefits (such as house mortgages and loans) should use the Type 2 rate of 1.8692. To do this, go to Pay Types ' Deductions; then select each fringe benefit code and check that the fringe benefit deduction box is selected and that the FBT rate is correct.

### **Printed off employee FBT report and the employees are showing zero or incorrect balances.**

The FBT rollover needs to be done prior to running the report otherwise the report shows last years FBT Totals.

### **Is the Post Cutoff YTD amount the figure that will print on payment summaries.**

Yes the Post Cutoff YTD figure is the amount that will print on payment summaries.

## **End of Year/Month Common Questions**

**Below are some comment questions which may be asked while doing End of Year for Casper Payroll.**

- Q. Where do you look to see when an employee has been issued a payment summary?  
A. On the Status/Dates tab on the employee there is an issued date at the top right of the form.
- Q. Do I have to run an End of Month or is this covered with End of Year?  
A. End of Month is covered with the End of Year Procedures. If you have already run an End of Month it is okay as well.
- Q. If we lodge electronically via ECI client is the create magnetic media datafile only option?  
A. The magnetic media datafile (ie EMPDUPE) is the file that is set to the ATO via the ECI client. So it MUST be done otherwise you will get a previous file.
- Q. ATO ECI software is not allowing the EMPDUPE file to be lodged. The message "The ATO could not accept the file as you are not authorised to return files for the ABN contained in the file".  
A. Check that the supplier payment summary details screen under Status and Paygroups - Payment Summary screen is your company details that have been registered with the ATO.
- Q. Checking data file show zero totals for the EMPDUPE file.  
A. If you multiple paygroups and you have set the EMPDUPE file ID as 01 in Status and Pay Groups – Pay Group – Payment Summary screen it creates a file called EMPDUPE.A01. If this does occur you need to use the Browse button to find this file as it defaults automatically to EMPDUPE only. If you only have 1 paygroup the EMPDUPE file 01 field needs to be blank.
- Q. A casual staff was being excluded from the data file?  
A. Need to check that the Payment Type on the employee is set to Employee and not Labour Hire.
- Q. Can I change the dates on the payment summary to appear as 30th June?  
A. No. The ATO requires that the dates printed on the payment summaries are as per the payment details on the employee. (The heading on the payment summary does state that the summary is for payments up to the 30th June). Also the date on the bottom of the payment summary defaults to the date the payment summary is printed.
- Q. How do I setup Casper so I can continue doing payruns before doing Payment Summaries?  
A. Make a copy of the database as a backup and attach this to your login as another company. Then process EOY in your live company and continue to process pays normally. To attach the Company do the following steps below:
- Go to Company Login and click on the security menu.
  - Click on the User Companies tab and then click on the new button.
  - Select your username from the dropdown.
  - Enter the data path to the payroll database (this will be the same as what you already are using for your current payroll username)
  - Enter a company name e.g. C.S. Packages EOY
  - Make sure the enabled field is ticked.
  - Click the save button and then when you go back in the company will appear on your menu.
  - Tick the Enabled column. After performing these steps, you should be able to login with the new username.
- Q. Can you go back and change payment summaries if there is an error?  
A. If you have sent payment summaries to the ATO you must follow ATO procedure to provide replacement summaries and a replacement file. If you have not sent the file you can recreate/reprint the payment summaries.
- Q. Can you run payment summaries for selected employees? I ran out of printer cartridge half way through and don't want to have to print them all again?  
A. You can select specific employees on the Payment Summary screen or select all employees to the screen and then select a range of pages to print?
- Q. Is there any way I can email payment summaries but not print payment summaries that are not to be emailed.  
A. If you do not want to print the remaining payment summaries, you will need to tick "Email" but select the "Screen" option. It will still print them, but only to the screen.

- Q What about someone who asks me to email theirs to them again, and I only want to send one but don't want the rest to reprint??
- A If you want to email just one person, all you need to do is select them in the "Select employees to process" box.
- Q. Where do I report FBT in payroll?
- A. FBT is reported on before tax deductions or oncosts. If FBT has not been set during the year the opening Balances screen has pre-cutoff and post-cutoff amounts on deductions and oncosts. The pre-cutoff amount is the amount that will print on payment summaries.
- Q. An employee has a computer salary sacrifice but it is showing as an FBT amount which it shouldn't. This is causing the FBT amount to show incorrectly on the payment summary report. How can it be changed?
- A. The On Cost or Deduction Pay Types may be set as a Fringe benefit oncost. You need to untick this option and it will not appear on the payment summaries.
- Q. The FBT Reconciliation report includes superannuation and the ATO do not require this to be reported on the payment summaries.  
Is there a way to exclude it without going in to each individual file?
- A. Check the super oncost pay type. There is a "Fringe Benefit" tickbox there. If you make sure that it is NOT ticked, it will be removed from the fbt's.
- Q. How do I change the Authorised Person which prints on the bottom of the payment summary?
- A. This can be changed by going to System Admin Menu, clicking on Status and Pay Groups. Click on the Pay Group tab and then click on the Payment Summary tab. You then need to choose the paygroup, then to change the Authorised Person you need to click on the Authorised Person field which is under the Employer Contact Details.
- Q. Payment Summary Report does not agree with Counts and Totals screen as it is out by a few dollars?
- A. This may be caused by the rounding of cents. Make sure you are looking at the Payment Summary report grand totals that shows the (no cents) in brackets.
- Q. Employee YTD & History Reconciliation Report has different figures on it than the employee gross YTD. Why would this be?
- A. The history report is a list of what is in the Employee history. The report cannot be used to equate to the Gross on the payment summaries unless the employee has no exclusions and no non taxable items.
- Q. How do I get Salary Sacrifice super deductions which are set up as an oncost appear on the payment summaries?
- A. You must make sure that the Reportable Employer Super Contribution box is ticked for this to appear.
- Q. Can't get deductions to print on payment summaries.
- A. The ATO no longer requires deductions to appear on payment summaries. If you have Union Fess the Deduction Type needs to be changed to have Union/Prof Development.

### **Why don't my payment summaries match by YTD reconciliation**

The audit log reveals the following timing:

26/6/06 9:08am - end of year was run

27/6/06 11:37am - pay cycle 11 was run and updated

This means that pay cycle 11 would have been included in the current year's (2007) ytd figures, and hence it would have been excluded from the 2006 payment summaries. That is, the ytd figures in casper will include from pay cycle 11 onwards.

The eft date for pay cycle 11 was 27/6/2006, so you should find that if you run the history reports from 27/6/2006 to 30/6/2007, the history report figures will match the ytd figures on the employees.

### **What are reportable employer superannuation contributions?**

Reportable employer superannuation contributions are those contributions you make for an employee where all of the following apply:

- Your employee influenced the rate or amount of super you contribute for them.
- The contributions are additional to the compulsory contributions you must make under any of the following:
  - . the superannuation guarantee law
  - . an industrial agreement
  - . the trust deed or governing rules of a super fund
  - . a federal, state or territory law.

### **Where is this set up in Casper?**

In Casper to allow for this there are 2 places where you can designate Reportable Employer Superannuation Contributions:

1. Pay Types - Deductions
2. Pay Types - On Costs

If an employee receives a payment into their superannuation fund that is paid either by a salary sacrifice (before tax) deduction or via an Oncost and that payment is over their prescribed Superannuation Guarantee Contribution (SGC - typically 9%) then the excess over the SGC must be shown on the employee payment summary.

In most cases this means that the Salary sacrifice deductions must have the Reportable Employer Superannuation Contribution box ticked on the deduction prior to running the Payment Summaries. The same applies to On Costs that exceed the SGC.

### **What about salary sacrifice arrangements?**

Under an effective salary sacrifice arrangement, your employee agrees that you will make extra super contributions for them in return for a reduced amount of salary or wages. These extra contributions are reportable employer superannuation contributions.

An effective salary sacrifice arrangement is an agreement where an employee agrees to forego part of their future salary or wages in return for you providing them with benefits of a similar value. You cannot enter into an effective salary sacrifice arrangement to substitute benefits for salary or wages your employee has already earned.

Employees can receive a range of benefits under an effective salary sacrifice arrangement. Generally, benefits provided to employees are subject to fringe benefits tax (FBT) and are already reported on the employee's payment summary. These are called reportable fringe benefits. However, super contributions are not benefits that are subject to the fringe benefits rules and previously were not reported on an employee's payment summary.

The new requirements to report the extra employer super contributions do not change how salary sacrifice arrangements or employer super contributions are treated. It is simply that extra contributions you make for an employee must be reported on your employee's payment summary along with any reportable fringe benefits.

### **Are reportable employer superannuation contributions just the salary sacrifice amount?**

If you make extra employer contributions to a super fund for an employee, generally the extra amount will be a reportable employer superannuation contribution. If you can show that it was a compulsory contribution or it was not influenced by your employee, part or all of the contribution will not be a reportable employer superannuation contribution.

### **Contributions that are not reportable employer superannuation contributions?**

If you can show that your employee did not, and could not, influence the amount of super you contributed for them, they are not reportable employer superannuation contributions. Compulsory contributions that you must make for your employee are not reportable employer superannuation contributions.

This includes contributions you must make under:

- . a collectively negotiated industrial agreement
- . the superannuation guarantee law
- . federal, state or territory law, or the trust deed or governing rules of a super fund.

For more information go to the ATO website [www.ato.gov.au/business/](http://www.ato.gov.au/business/)