

Payroll

The following document will show you how to set up and use the payroll system in C9
Payroll is broken down into multiple stages these being;

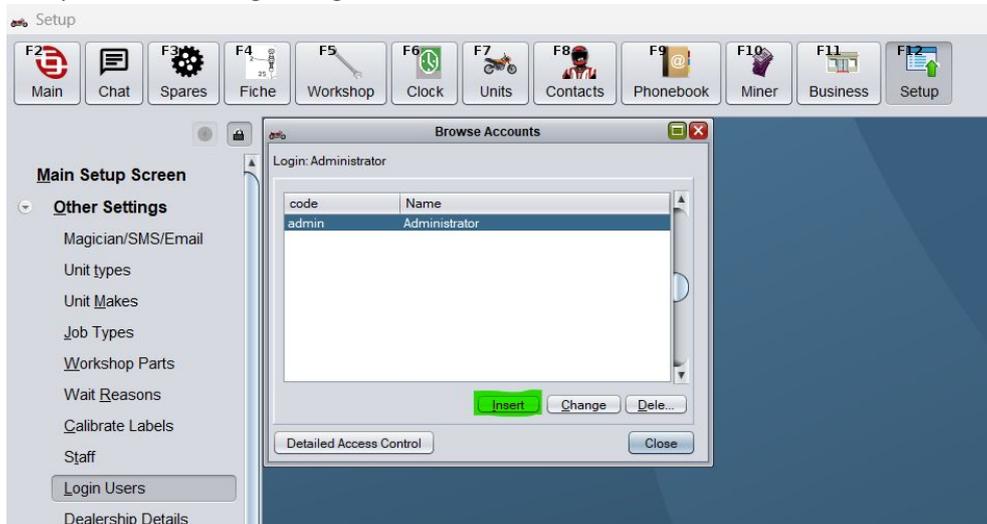
1. Initial setup
2. Setting up staff to be paid plus things to be done before first pay run
3. Routine Pay Run including Single Touch Payroll

1. Initial setup

Gaining access to payroll in your C9 system

As the person who is doing payroll you will need to have access to this functionality in the system but do not want others to be able to.

If you do not already have your own C9 login you can create one by going
Setup > Other Settings > Login Users. Insert

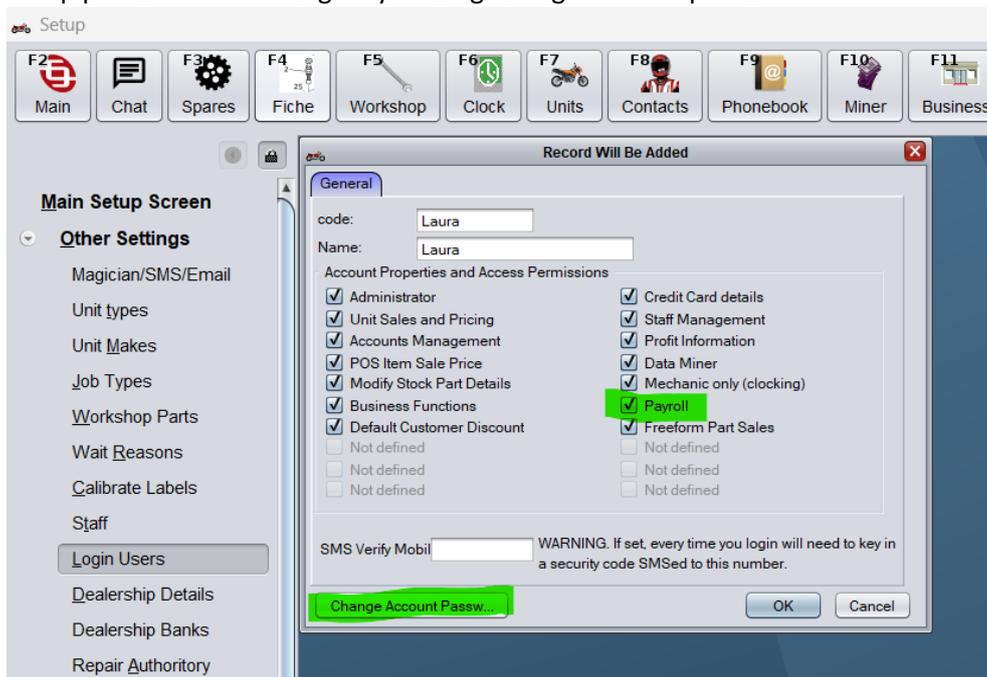


Code will be the login you use to get into C9.

Name is the name of the login

Select all boxes to give full access being sure to select payroll

Setup password for this login by clicking Change account password



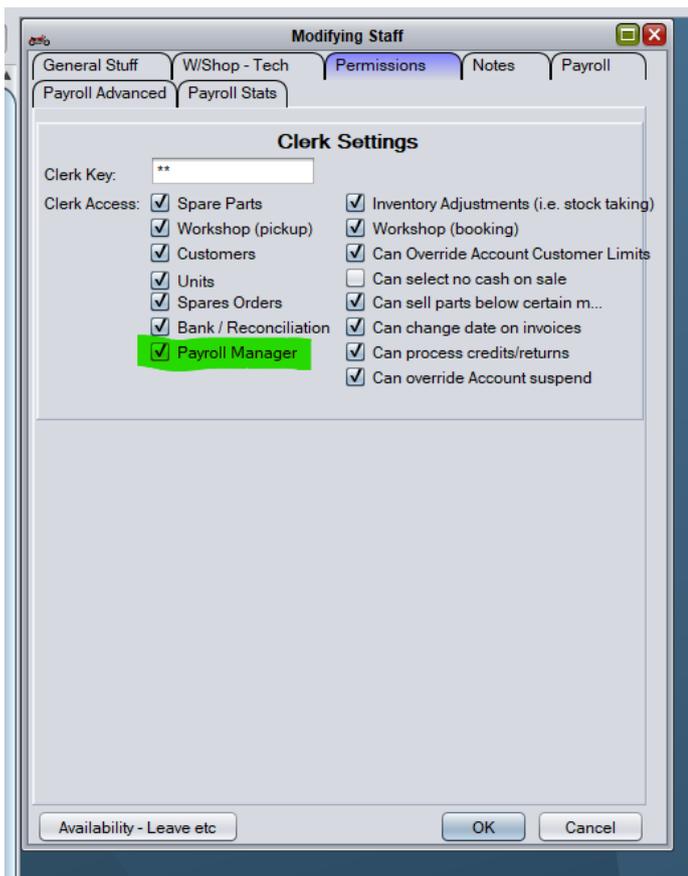
Once you have done this log out of C9 and log back in with your new account

Setting up Permission to send Single Touch Payroll data

Single Touch Payroll requires a declaration of who is sending the information to the ATO. This creates a new clerk key permission to track this. So payroll management works on two permission levels.

- Login level to define which logins to c9 can access payroll data overall
- Clerk key level for providing authority to submit payroll data

To give yourself permission to submit STP go Business > Payroll > Staff and select yourself and click Change In the permissions tab check the box that says Payroll Declarations and click OK



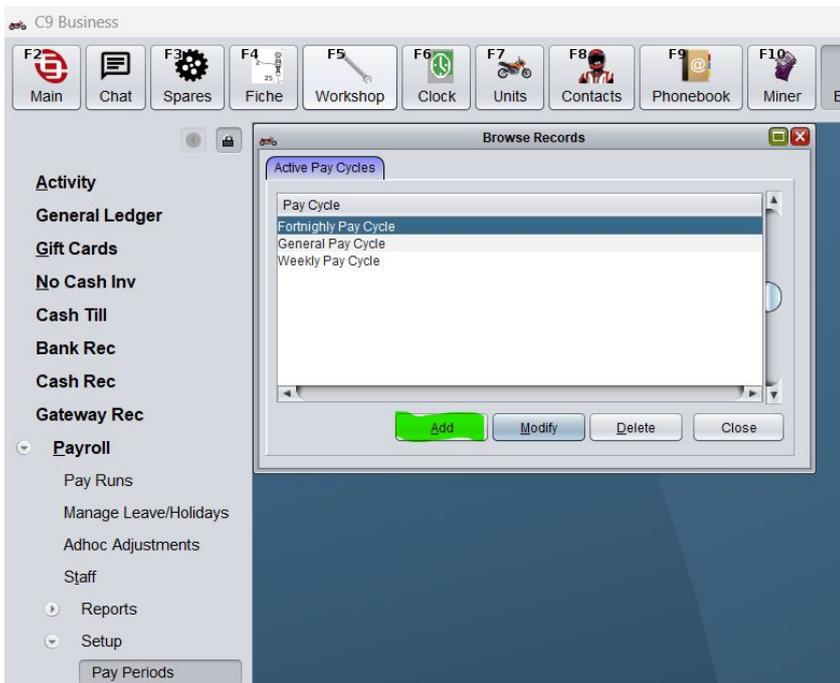
Setup pay periods/pay run cycle

Need to configure how often pay runs occur. Typically, there is only need for one pay run by C9 has the ability to configure more.. Pay runs define;

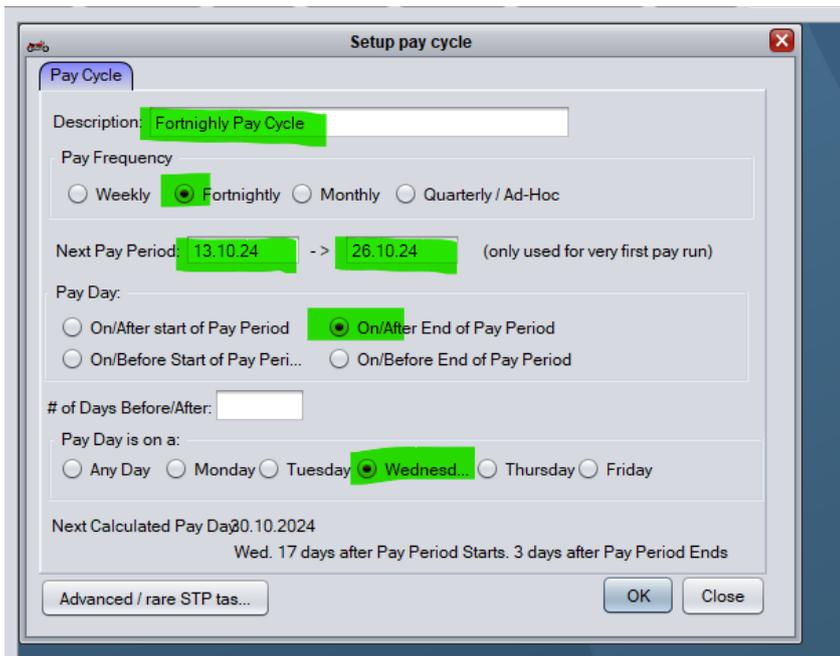
- Type: weekly, fortnightly or monthly
- And when payday is with respect to a pay cycle. A pay cycle for example might be Wednesday to Wednesday but pay day is the Thursday after Wednesday. Pay days can occur before, during or after a pay run. You can also set what days of the week a pay run can occur so for monthly pay cycles where say the 1st of a month falls on different days you can say, the first Tuesday, Wed or Thur of the month

You set these up by going

Business > Payroll > Setup > Pay Periods. Add



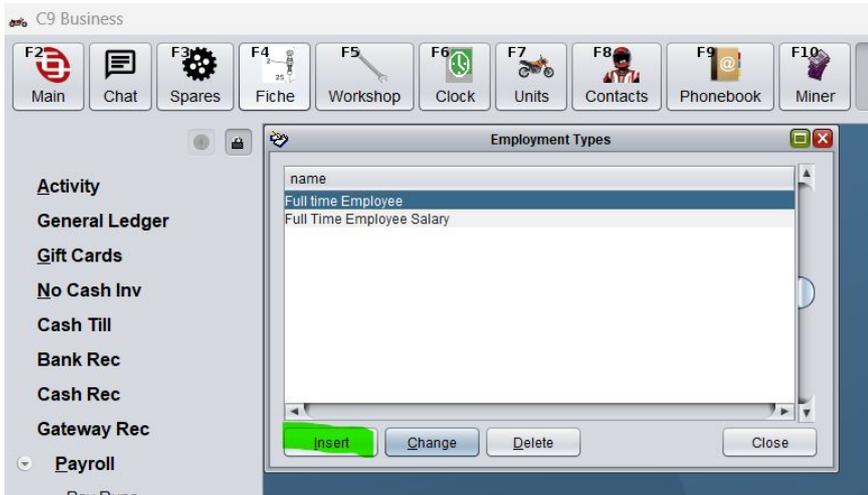
Fill out all details and click OK



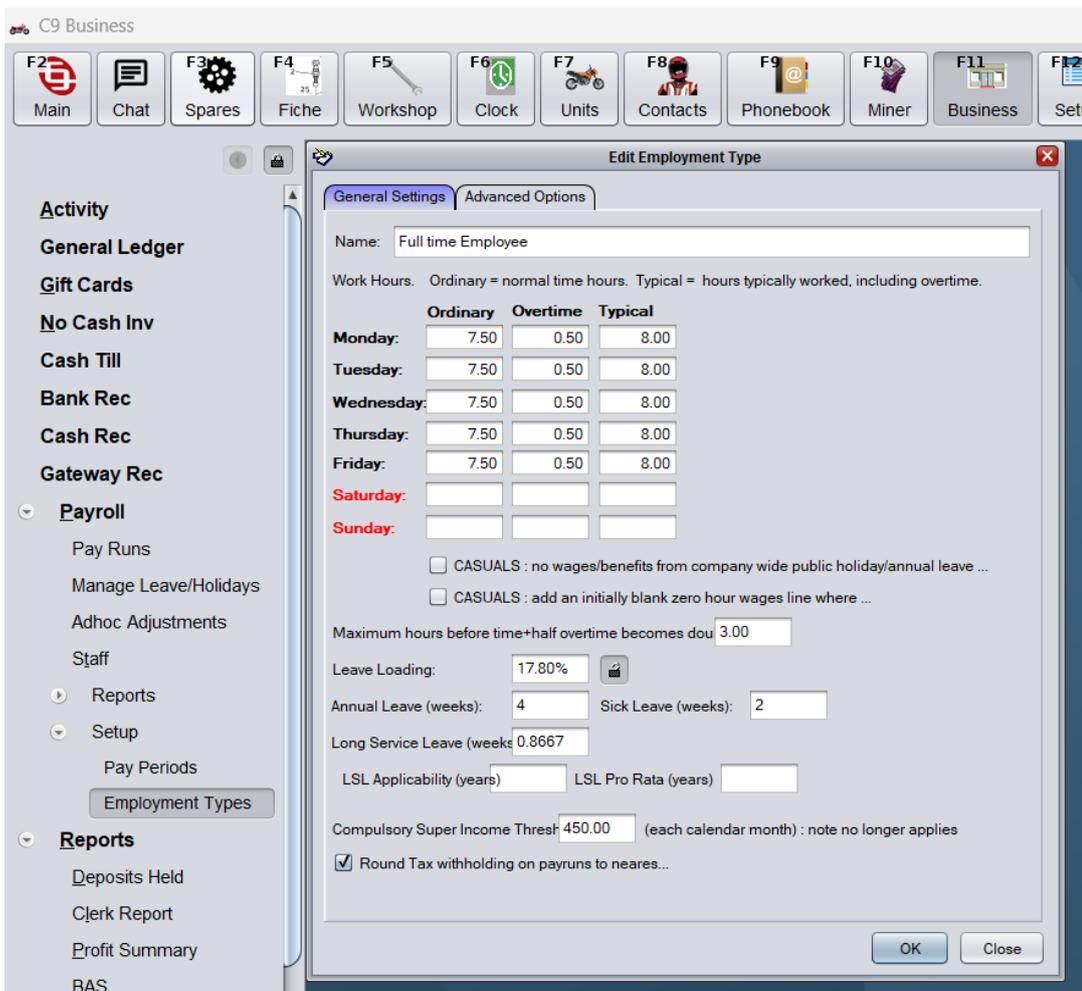
Set up Employment Types

Business > Payroll > Setup > Employment Types

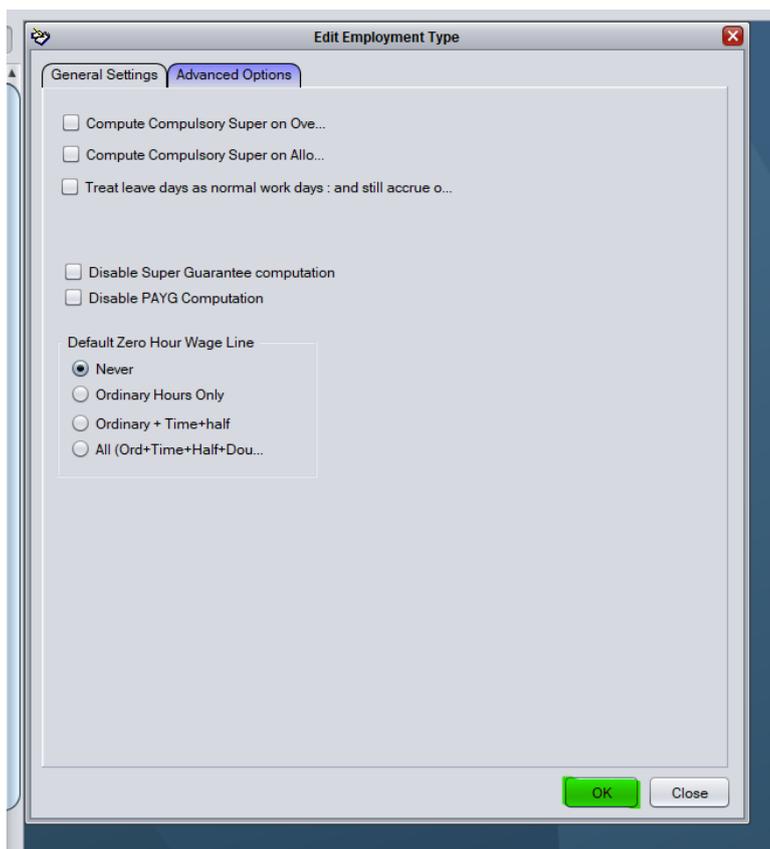
Set up employment types such as full time, permanent part time, salary etc. by clicking Insert



Fill out the following. If staff working the employment type do not always work a Saturday leave Saturday as 0 (blank) you can always add these hours manually by doing an Adhoc Adjustment during the pay run



Click over to Advanced options tab. Select boxes as required and click OK



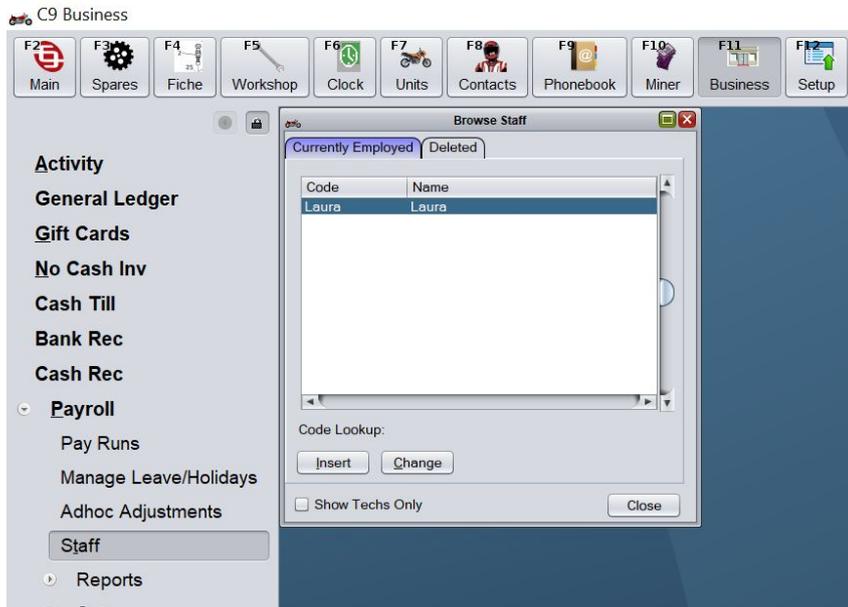
2. Setting up staff to be paid plus things to be done before first pay run

Setting up staff

Business > Payroll > Staff

Add a new staff member by clicking insert.

If Staff member is already in system but you need to update details to do payroll in C9 click Change



Fill out details as required.

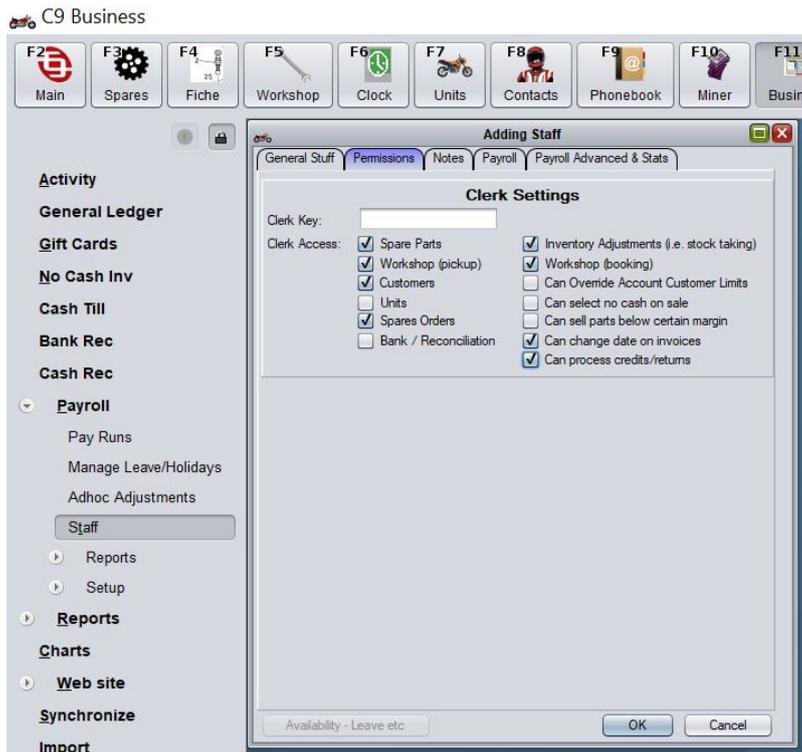
For Single Touch Payroll it is essential you complete correct full name and address in this section

Phone number, email and date of birth will also be sent to ATO as part of single touch payroll

In the staff type section, if the employee is a mechanic, even if they also work in another department such as parts etc., make sure you select them as a mechanic on this screen so as you can select them as the mechanic on job cards

The screenshot shows the 'Modifying Staff' window in the C9 Business software. The window has several tabs: 'General Staff', 'W/Shop - Tech', 'Permissions', 'Notes', and 'Payroll'. The 'General Staff' tab is active. Below the tabs, there are two sub-tabs: 'Payroll Advanced' and 'Payroll Stats'. The 'Payroll Advanced' sub-tab is active. The form contains the following fields:
Code: Laura | Screen Name: Laura
Laura | | Baff
First Name | Middle Name | Last Name
DOB: 8/2/1987
Address 1: 2 Fake St | Town: Brunswick
Address 2: | State / PC: VIC | 3056
Phone 1: 0370644000 | Phone 2: |
Email: |
Employment Status
 Currently Employed (Active) | Not Currently Employed (Deleted)
Staff Type
 Not Set
 1st Year Appre... | 2nd Year Apprent... | 3rd Year Apprenti...
 4th Year Apprent... | Qualified Technic... | Foreman /Wshop Mana...
 Admin | Spares | Sales
Availability - Leave etc | OK | Cancel

If this is a new staff member who has not been added to the system prior, click over to Permissions and select appropriate permissions. Add Clerk Key as required



Click over to Payroll, select appropriate Pay Cycle and Work Arrangement that you set up in the previous steps. Fill out the rest of the details.

Most fields should be self explanatory. For non obvious ones.

- C9 needs wages or salary. Salary is yearly income which is paid as is irrespective of hours etc.
- Wages is paid hourly so pay depends on hours worked, holidays taken etc.
- Claim tax free threshold, if this is only job then this should be checked

For Single touch payroll it is essential to have

***Tax File Number**

***TFN declaration signed and date of signature. (Might be different to when they actually started)**

***Employment Start Date (When adding new employee)**

***Residency Status**

***Employment Status; Full time/part time/casual**

For staff leaving, make sure you key in Employment Finish Date and select a Reason. This is necessary anyway for computing severance pay, but this information is important for STP too

Modifying Staff

General Staff | W/Shop - Tech | Permissions | Notes | Payroll

Payroll Advanced | Payroll Stats

Pay Cycle: Fortnightly Pay Cycle

Work Arrangement: Full time Employee

TFN: 12345678910 **Onboarding**

ABN:

TFN Declaration Signed: Yes No

Date Declaration was Signed: 1.4.19

Employment Start Date: 1.4.19 Finish: ... Reason: -- Not Specified --

Resident Non Resident (Working Holiday) Non Resident

Closely Held Empl... Death Beneficiary

Resident only: Claim Tax Free Thres... Country:

Full Time Part Time Casual

Annual Salary: 0.00 OR Hourly Wages: 35.00

Tool Allowance: 0.00 (paid as is every pay run)

Superfund Name:

Super Fund ID:

Super Member ID:

Bank Details

BSB: Acc No:

Acc Name:

Availability - Leave etc

OK Cancel

Click over to Payroll Advanced tab

If you want to email Payslips you will need to select this here

Medicare levy surcharge will auto estimate surcharge based on income. Otherwise you can disable to force % to be removed completely (i.e. non resident without dependents).

For Single Touch Payroll it is essential to fill in HECS/HELP or Student Loan information (if they have a HECS/HELP or student loan debt)

Additional tax withholding.. To increase / decrease the amount of withholding. Note, this will be baked into the base withholding and will not show as an additional line

OK to save

Modifying Staff

General Staff | W/Shop - Tech | Permissions | Notes | Payroll

Payroll Advanced | Payroll Stats

Pay Slip Notification

Print Email None

Medicare Levy

Au... Auto (No addition...)

No Surchar... Surcharge: Manually Withhol 0.00

Full Exemption (i.e. non resident with no depen...)

Half Exemption

Medicare Reduction

Au... With Spouse With # Dependents 0

HECS/HELP etc

Au... Auto (No addition...)

None Manually Withhold 0.00

Has a Student Financial Supplement Scheme Lo...

STP Tax Treatment:

Tax Table to Use:

Estimated Annual Income:

(For withholding calculation only. Leave blank to autocalculate)

Additional Tax Withholding -5.00

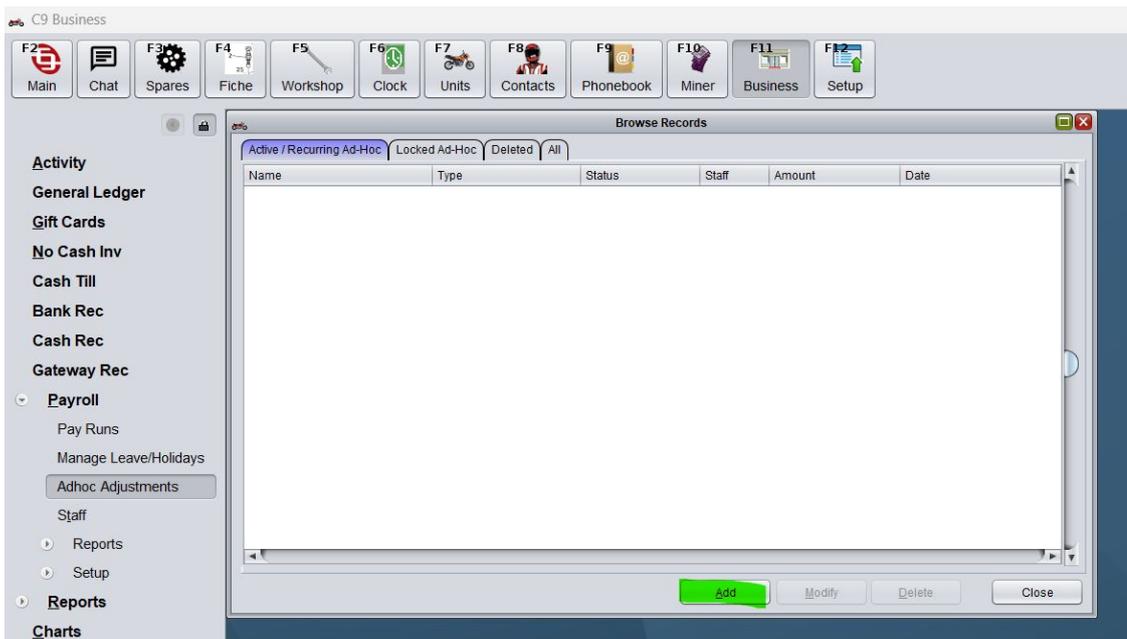
PayRun to sync onboarding info via Single Touch ...

Availability - Leave etc

OK Cancel

Inputting leave that staff have already accumulated in previous payroll system

Business > Payroll > Adhoc Adjustments. Add



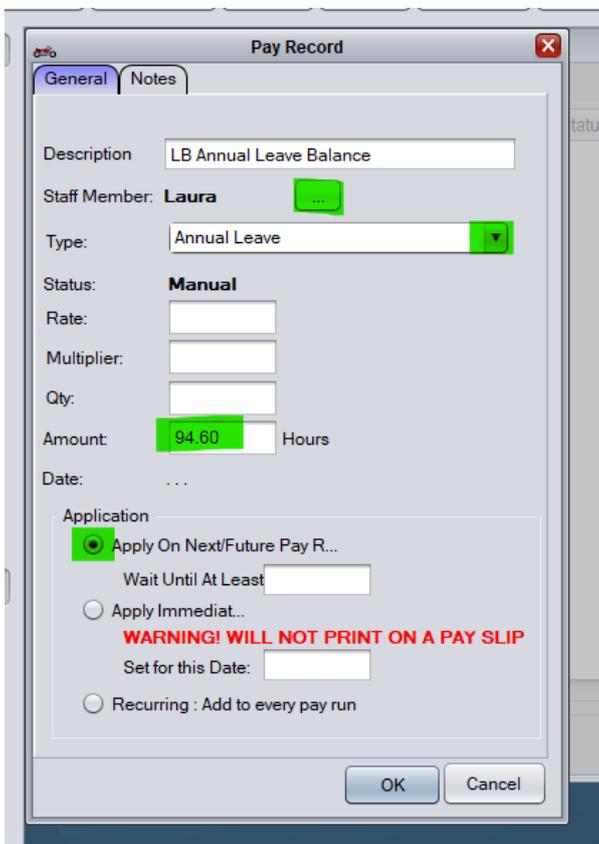
Fill in description and select staff member by clicking on the box

From the drop down menu select Annual Leave, Sick Leave, Long Service Leave.. Whichever you are inputting.

In the Amount field input the number of hours they have already accumulated.

In the application box leave selected "Apply on next/Future Pay Run"

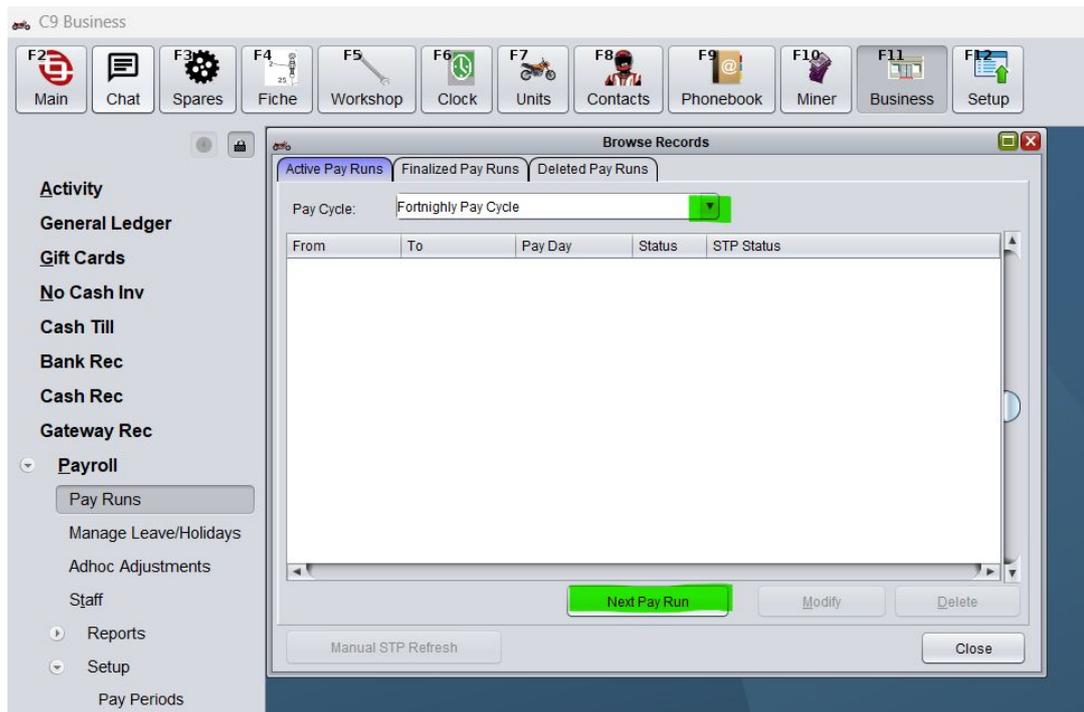
OK to save. Repeat for all leave types for all staff



3. Routine Pay Run

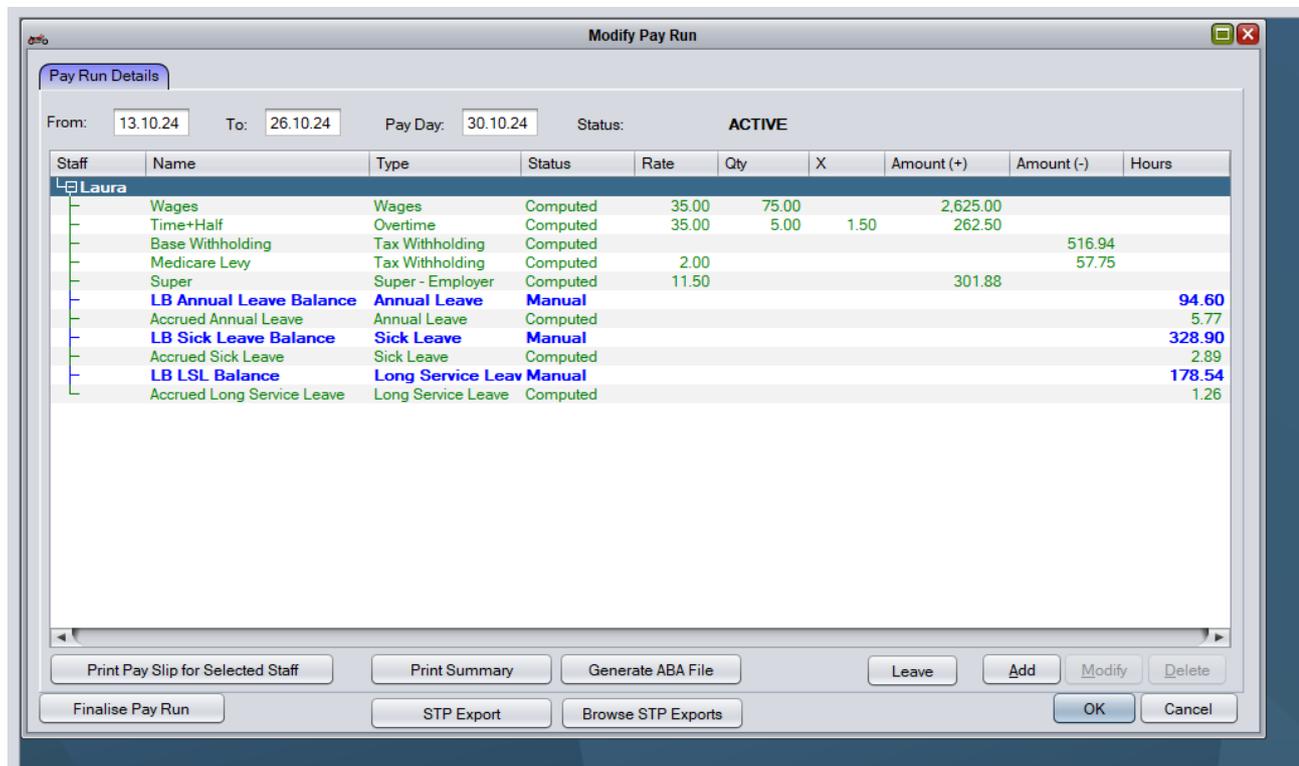
Business > Payroll > Pay Runs

From the drop-down menu select the pay cycle you would like to run and click Next Pay Run



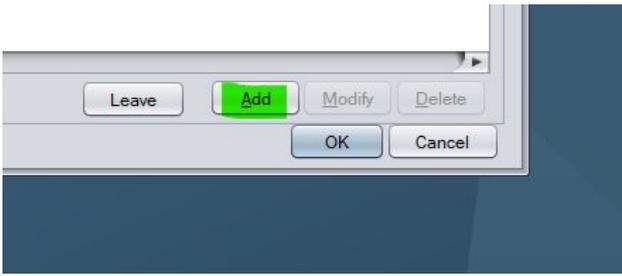
You will then see the summary of the pays pop up.

NB; this will be everyone's pay, broken down by person. I just only have one employee set up in this pay cycle



Adding adjustments. i.e. Saturday work, Sales commission etc.

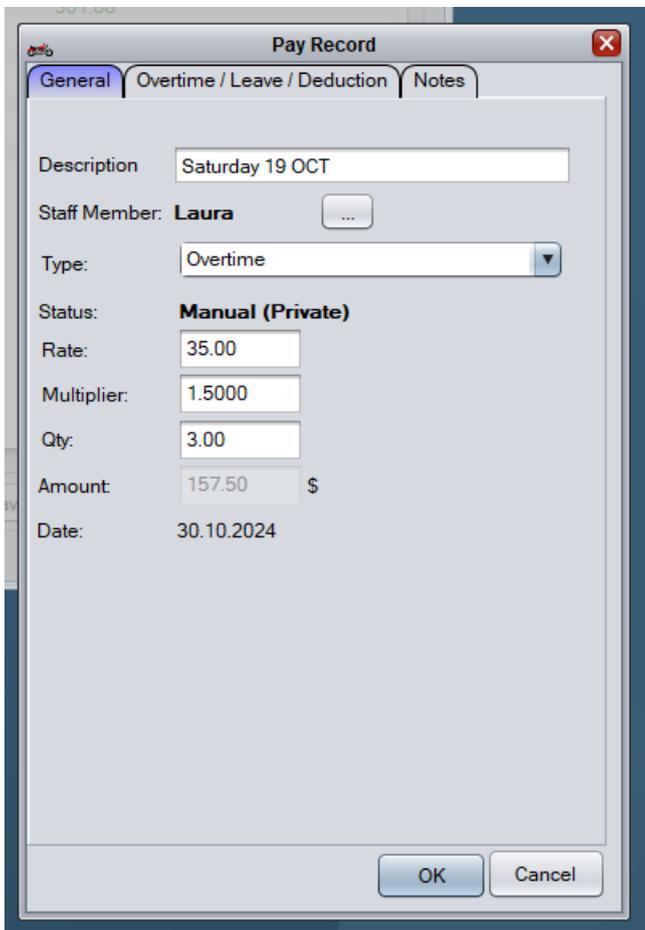
Highlight the Employee you want to add to and then click Add (Bottom RH)



By highlighting the Employee before clicking Add it would automatically have selected the correct staff

Fill in the description and from the drop down select Type, i.e. "Overtime" for Saturday work, "Commission" for Sales commission etc. from the drop-down menu

Under "Rate" put their hourly rate. "Multiplier" put 1.5 for time and a half, 2 for double time etc. Under "Qty" put hour many hours at that rate

A screenshot of the 'Pay Record' dialog box. The dialog has three tabs: 'General', 'Overtime / Leave / Deduction', and 'Notes'. The 'General' tab is selected. The fields are: Description: 'Saturday 19 OCT'; Staff Member: 'Laura' with a selection button; Type: 'Overtime' in a dropdown menu; Status: 'Manual (Private)'; Rate: '35.00'; Multiplier: '1.5000'; Qty: '3.00'; Amount: '157.50' with a '\$' symbol; Date: '30.10.2024'. At the bottom are 'OK' and 'Cancel' buttons.

For commission do the same as above but enter the amount of commission the staff member is to receive as opposed to hours

The screenshot shows a 'Pay Record' dialog box with the following fields:

- Description: September Commission
- Staff Member: Laura
- Type: Commission
- Status: Manual (Private)
- Rate: [Empty]
- Multiplier: [Empty]
- Qty: [Empty]
- Amount: 350.00 \$
- Date: 30.10.2024

Buttons: OK, Cancel

Note; If you wanted to add the commissions / any of the above before the pay run this can be done through Business > Payroll > Adhoc Adjustments

Add
 Very similar to the above but in here you will need to select the Staff Member
 You also have the option to delay the Adhoc for a future Payrun by entering a date in the Apply On Next/Future Pay run section. If you want this to go on this Pay Cycle leave blank.

The screenshot shows a 'Pay Record' dialog box with the following fields:

- Description: October Commission
- Staff Member: Laura
- Type: Commission
- Status: Manual
- Rate: [Empty]
- Multiplier: [Empty]
- Qty: [Empty]
- Amount: 274.00 \$
- Date: ...

Application section:

- Apply On Next/Future Pay R...
 Wait Until At Least 1.11.2024
- Apply Immediat...
WARNING! WILL NOT PRINT ON A PAY SLIP
 Set for this Date: [Empty]
- Recurring : Add to every pay run

Buttons: OK, Cancel

Adding recurring adjustments i.e. Additional Super

Business > Payroll > Adhoc Adjustments

Add

Again, very similar to the above but select Recurring

Pay Record

General Notes

Description: Extra Super Contribution

Staff Member: Laura

Type: Super - Voluntary

Status: Manual

Rate: []

Multiplier: []

Qty: []

Amount: -25.00 \$

Date: []

Application

Apply On Next/Future Pay R...
Wait Until At Least []

Apply Immediat..

WARNING! WILL NOT PRINT ON A PAY SLIP

Set for this Date: []

Recurring : Add to every pay run

OK Cancel

Adding Leave

Go back to the Payrun

Business > Payroll > Payrun. Highlight the Payrun you are working on and click Modify

C9 Business

Main Chat Spares Fiche Workshop Clock Units Contacts Phonebook Miner Business Setup

Activity

General Ledger

Gift Cards

No Cash Inv

Cash Till

Bank Rec

Cash Rec

Gateway Rec

Payroll

Pay Runs

Manage Leave/Holidays

Adhoc Adjustments

Staff

Reports

Setup

Pay Periods

Browse Records

Active Pay Runs Finalized Pay Runs Deleted Pay Runs

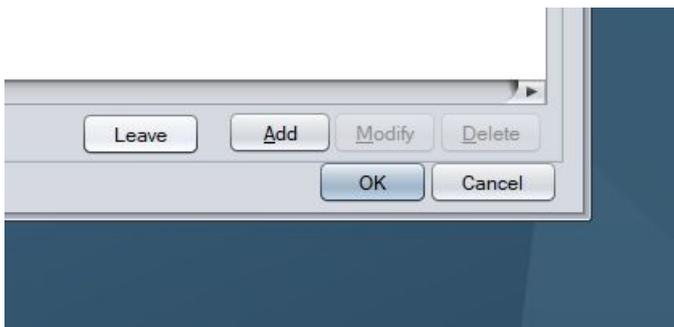
Pay Cycle: Fortnightly Pay Cycle

From	To	Pay Day	Status	STP Status
13.10.24	26.10.24	30.10.24		

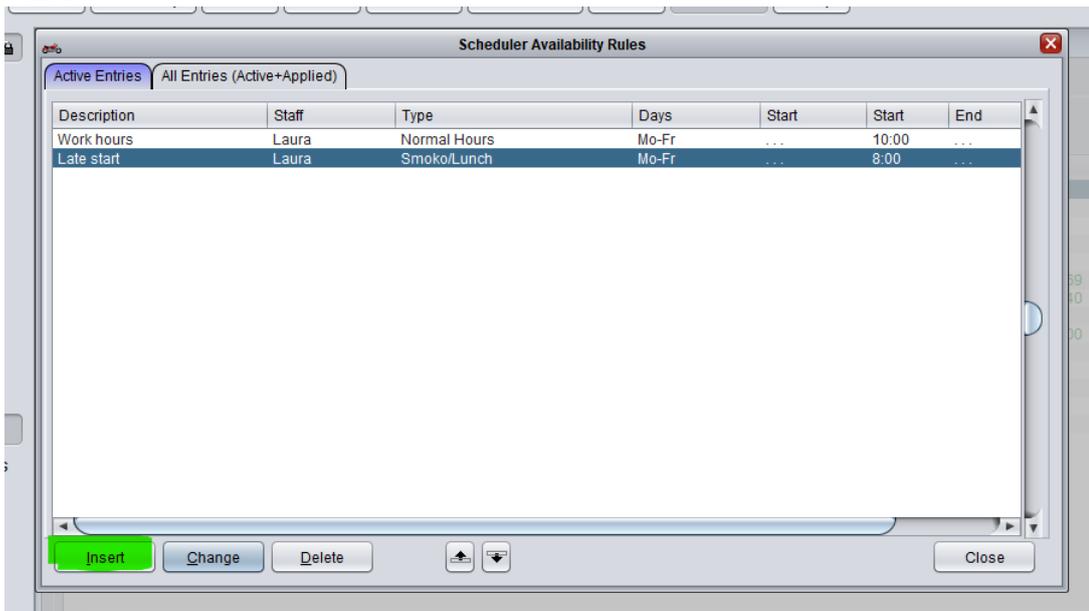
Next Pay Run **Modify** Delete

Manual STP Refresh Close

No need to highlight the staff member first. Just click Leave (Bottom RH)



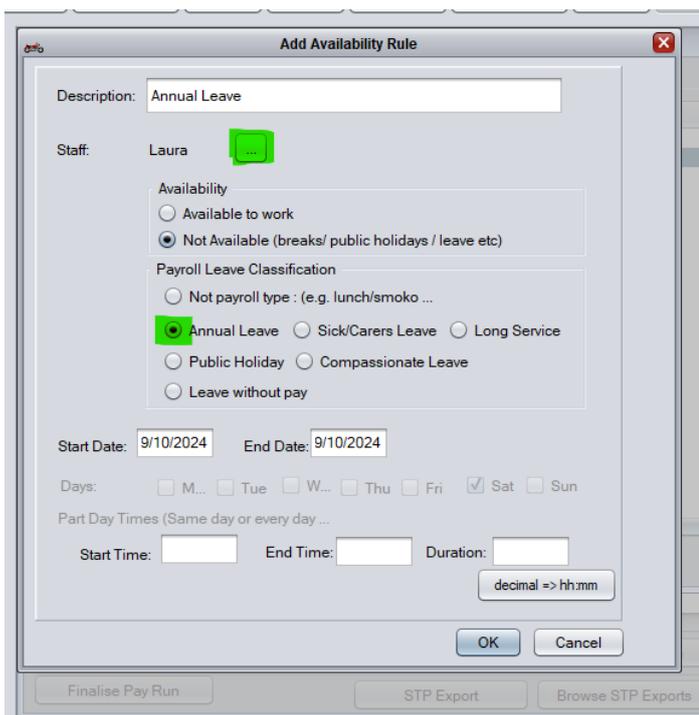
Insert



Fill in description and add select staff member -For company wide leave i.e. Public Holiday, leave set as ****ALL****

Select type of leave under Payroll Leave Classification

As long as it is at least one full days leave just fill out Start Date and End Date. No need to put in Start Time, End Time or Duration. Click OK



If it is a part days leave. i.e. went home sick you can add Start Time as time they went home and End time as time they were scheduled to finish work that day. Then press Tab this will calculate the hours for you.

Alternatively you can just put the number of hours in the Duration field.. This will back fill Start Time and End Time

Click OK

Add Availability Rule

Description: Went home Early

Staff: Laura

Availability

Available to work

Not Available (breaks/ public holidays / leave etc)

Payroll Leave Classification

Not payroll type : (e.g. lunch/smoko ...)

Annual Leave Sick/Carers Leave Long Service

Public Holiday Compassionate Leave

Leave without pay

Start Date: 2/10/2024 End Date: 2/10/2024

Days: M... Tue W... Thu Fri Sat Sun

Part Day Times (Same day or every day ...)

Start Time: 12:00:00 End Time: 17:00:00 Duration: 5:00:00

decimal => hh:mm

OK Cancel

Now that you have done all your adjustments and leave you can finalise your pay run.

Finalising Pay Run

If you aren't there already go

Business > Payroll > Payrun. Highlight the Payrun you are working on and click Modify

C9 Business

F2 Main F3 Chat F4 Spares F5 Fiche F6 Workshop F7 Clock F8 Units F9 Contacts F10 Phonebook F11 Miner F12 Business Setup

Activity

General Ledger

Gift Cards

No Cash Inv

Cash Till

Bank Rec

Cash Rec

Gateway Rec

Payroll

Pay Runs

Manage Leave/Holidays

Adhoc Adjustments

Staff

Reports

Setup

Pay Periods

Browse Records

Active Pay Runs Finalized Pay Runs Deleted Pay Runs

Pay Cycle: Fortnightly Pay Cycle

From	To	Pay Day	Status	STP Status
13.10.24	26.10.24	30.10.24		

Next Pay Run Modify Delete

Manual STP Refresh Close

Look over the Pays. You might want to Print Pay Slip for Selected Staff and /or Print Summary to double check

Modify Pay Run

Pay Run Details

From: 13.10.24 To: 26.10.24 Pay Day: 30.10.24 Status: **ACTIVE**

Staff	Name	Type	Status	Rate	Qty	X	Amount (+)	Amount (-)	Hours
Laura	Wages	Wages	Computed	35.00	70.50		2,467.50		
	Annual Leave	Wages	Computed	35.00					
	Sick Leave 22.10.24	Wages	Computed	35.00	5.00		175.00		
	Saturday 19 OCT	Overtime	Manual (Private)	35.00	3.00	1.50	157.50		
	Time+Half	Overtime	Computed	35.00	4.50	1.50	236.25		
	Annual Leave Loading	Overtime	Computed	35.00		0.18			
	September Commission	Commission	Manual (Private)				350.00		
	Base Withholding	Tax Withholding	Computed					659.07	
	Medicare Levy	Tax Withholding	Computed	2.00				67.23	
	Super	Super - Employer	Computed	11.50			344.14		
	Extra Super Contribution	Super - Voluntary	Computed					25.00	
	LB Annual Leave Balance	Annual Leave	Manual						94.60
	Accrued Annual Leave	Annual Leave	Computed						5.77
	LB Sick Leave Balance	Sick Leave	Manual						328.90
	Accrued Sick Leave	Sick Leave	Computed						2.89
	Used Sick Leave 22.10.24	Sick Leave	Computed						-5.00
	LB LSL Balance	Long Service Leave	Manual						178.54
	Accrued Long Service Leave	Long Service Leave	Computed						1.26

Buttons: **Print Pay Slip for Selected Staff**, **Print Summary**, Generate ABA File, Leave, Add, Modify, Delete, Finalise Pay Run, STP Export, Browse STP Exports, OK, Cancel

When you are happy with the pays click Finalise Pay Run (Bottom LH)

Buttons: Print Pay Slip for Selected Staff, Print, Finalise Pay Run, STP

You will then be asked if you want to Print / Email all Pay Slips

Submitting Single Touch Payroll on Payrun

On completion of a payrun. C9 will pop a screen to request transmission of payrun data to ATO.

You will need to enter your clerk key first then click on declaration checkbox, click on Continue. Then click on nag to confirm this and you are done.

Single Touch Payroll Export

Single Touch Payroll Payrun Export

Tick the box below to sign the declaration with the credentials you used to login and to authorise lodgement with OzEDI's AUSkey

I am notifying the ATO that:

- * C9 Software provides my business with lodgment transaction services; and
- * my business, for the purposes of its transactions with the ATO via the SBR channel sends (and receives) those transactions to (and from) the ATO via C9 Software + OzEDI

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

Signed: Laura
Laura

Period: 13.10.24 26.10.24

Final Pay for Financial Year: NO

Branch: 1

Advanced

Sync Method: Default Submit Submit (Replace) Update

Staff: Staff on this payrun only
 All staff in period with this paycycle
 All staff in period

Timestamp: EOFY Tax Ready

Endpoint: PROD

Review STP Report

Unlock

Continue Cancel

Click over to the Finalized Pay Runs tab and you will see STP status for that pay run as SENT

Check back in an hour or so and It should have changed to "OK"

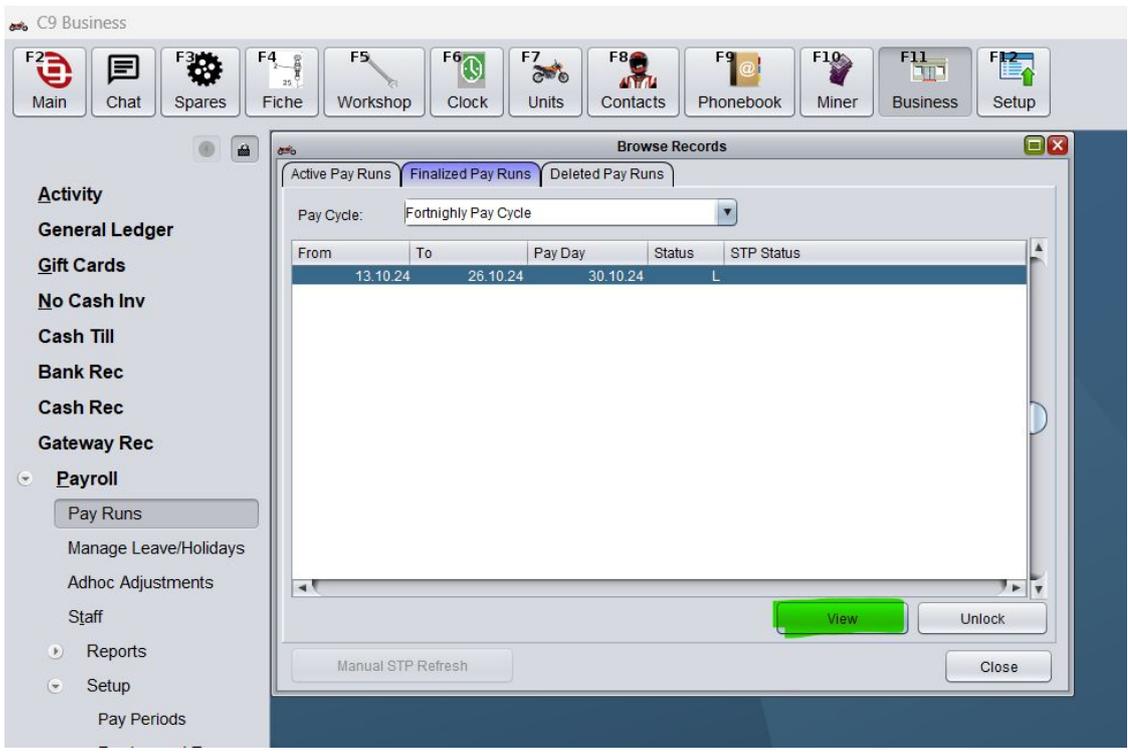
Browse Records

Active Pay Runs Finalized Pay Runs Deleted Pay Runs

Pay Cycle: Fortnightly Pay Cycle

From	To	Pay Day	Status	STP Status
27.5.19	2.6.19	29.5.19	L	OK
3.6.19	9.6.19	5.6.19	L	Sent

You can manually send STP data if for some reason you don't do it on payrun finalization. To do this go Business > Payroll > Pay Runs. Finalized Pay Runs and Highlight pay run which needs exporting and click View



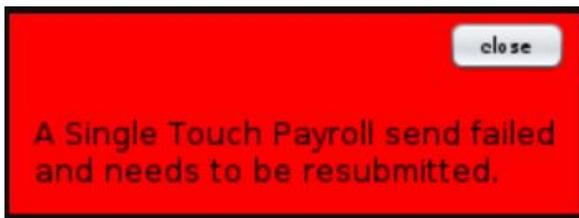
From here click on STP export to manually send/resend



Eventually ATO systems will reply to c9 and c9 will update the payrun's STP status to either OK or Error. This happens automatically in the background and can take from a few minutes to a few days to complete.

Dealing with errors or issues related to Single Touch Payroll

If ATO reply with an error, c9 alerts will nag this. i.e;



To view errors go

Business > Payroll > Pay Runs and find payrun whose STP status is Error. View it and click on Browse STP Export to see history.

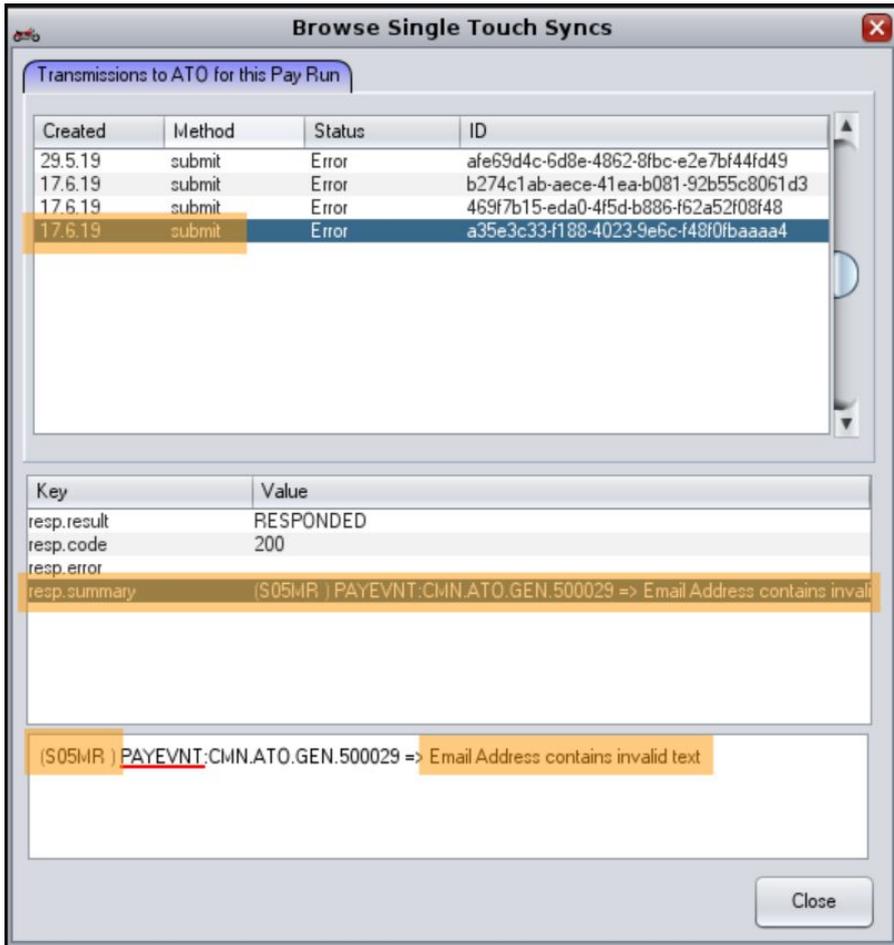


The screenshot shows a software window titled "Modify Pay Run" with a sub-tab "Pay Run Details". The window displays payroll information for a staff member named Laura. The status is "LOCKED". The pay run covers the period from 13.10.24 to 26.10.24, with a pay day of 30.10.24. The table below lists various payroll items, their types, statuses, rates, quantities, and amounts.

Staff	Name	Type	Status	Rate	Qty	X	Amount (+)	Amount (-)	Hours
Laura	Wages	Wages	Computed	35.00	70.50		2,467.50		
	Annual Leave	Wages	Computed	35.00					
	Sick Leave 22.10.24	Wages	Computed	35.00	5.00		175.00		
	Saturday 19 OCT	Overtime	Manual (Prive)	35.00	3.00	1.50	157.50		
	Time+Half	Overtime	Computed	35.00	4.50	1.50	236.25		
	Annual Leave Loading	Overtime	Computed	35.00		0.18			
	September Commission	Commission	Manual (Prive)				350.00		
	Base Withholding	Tax Withholding	Computed					659.07	
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	LB Annual Leave Balance	Annual Leave	Manual						94.60
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	Accrued Sick Leave	Sick Leave	Computed						2.89
	Used Sick Leave 22.10.24	Sick Leave	Computed						-5.00
	LB LSL Balance	Long Service Leav	Manual						178.54
	Accrued Long Service Leave	Long Service Leave	Computed						1.26

At the bottom of the window, there are several buttons: "Print Pay Slip for Selected Staff", "Print Summary", "Generate ABA File", "Leave", "Add", "Modify", "Delete", "Finalise Pay Run", "STP Export", "Browse STP Exports" (highlighted in green), "OK", and "Cancel".

In below screenshot, We can see that email address for staff member with code of S05MR is invalid. Repair will involve double checking their details and fixing their email address before resubmitting.



This should be all for c9 STP2 Payroll. Any further questions please contact Support