

**Attaché Payroll and Attaché Alex
June 2004**

Sending payment summaries by email or fax

Overview

Updates to Attaché Payroll released over the past twelve months and culminating with version 1.x5.300 in June 2004 have facilitated the delivery of custom employee notifications via email and fax. The latest release includes Payment Summaries, with Pay Advices being released in May 2003 and Super Guarantee Reports in December 2003.

In making electronic delivery of these important documents available to Payroll users, Attaché has provided flexibility, efficiency and savings to every Payroll user. As well, we have given you the ability to design Pay Advices and Super Guarantee Reports which meet your requirements and a range of Payment Summaries to suit your various distribution needs.

Payment Summaries – A Special Case

Payment Summaries are different to Pay Advices and Super Guarantee Reports in that their design and layout are dictated by the Australian Taxation Office and consequentially you do not have the ability to modify them.

However, to ensure that you have the right Summary for the right method of delivery, we have provided three different layouts:

Type	Description	Email	Fax	Print
Single Page	Traditional single sheet with Tax Return Copy, Payee Copy and Notice to Payee all on one page. Great to print and post or hand-deliver and also excellent for plain paper fax but not optimised for email.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Two Page	Two sheets with Tax Return Copy on one sheet and Payee Copy and Notice to Payee on the second. OK to print and post or hand-deliver. Good to fax and acceptable for email.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Three Page	Three sheets with Tax Return Copy, Payee Copy and Notice to Payee each on a separate sheet. Not recommended for print (too much paper). Acceptable for fax (although charged as three pages) and optimised for email .	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Payment Summaries - Email, Fax or Print?

In deciding whether to email, fax or print your Payment Summaries, you need to consider not only the costs and benefits to the business of each method, but also the possible costs and benefits to employees.

Consider the following table showing the costs and benefits of Email and Fax over Print.

	Benefits	Costs
Employer	<ul style="list-style-type: none"> • Security and privacy • Reduced costs of stationery • No printing, folding, stuffing • No envelopes to address • Ease of distribution • No stamps or courier costs • Reduced workload for pay officer • Reduced workload for line managers • Ease of reprint, resend • Proof of receipt 	<ul style="list-style-type: none"> • Price of email or fax*
Employee	<ul style="list-style-type: none"> • Increased security • Ease of access • Convenient • Ability to store electronically • Ability to reprint 	<ul style="list-style-type: none"> • Email or fax address • Printing

* Currently 50 cents per email and 55 cents per fax plus 22 cents for each additional page.

Are electronic payment summaries legal?

Generally, under pay as you go (PAYG) withholding, a payer must give each of their employees and other workers a payment summary detailing payments made and amounts withheld for a financial year.

While payment summaries have traditionally been provided to these payees on paper, either using Tax Office forms or by printing them on plain paper, they may now be provided to certain payees electronically, provided that ATO instructions are adhered to.

The following questions and answers are provided by the Australian Taxation Office:

- ***Do payers need to obtain their payees' consent to send their payment summary to them electronically?***

Yes, payers who intend to provide payment summaries to their payees electronically must obtain the consent of each payee.

- ***Do payers need to tell their payees that they have provided their payment summaries electronically?***

Yes, payers must tell their payees that the payment summaries are available and ensure that payees know how to access and print them. Printed payment summaries should be of letter quality print or laser printed.

- **Do payers need to provide paper payment summaries?**

Payers will need to continue to be able to provide paper payment summaries where payees request them.

- **Do payers have an obligation to protect the security of payment summary information?**

Yes, payers will need to ensure the method chosen to distribute electronic payment summaries to payees is secure enough to meet payer's obligations under privacy and taxation legislation to protect tax file numbers and other information belonging to payees.

Source: "PAYG withholding guide no. 4 - providing payment summaries electronically" from the ATO web site at <http://www.ato.gov.au/businesses/content.asp?doc=/content/34901.htm>

Sending payment summaries by email or fax

Now that you have decided to send payment summaries electronically you need to do the following to ensure that you have the right software and that you have met your legal obligations.

1. Upgrade to version 1.x5.300

You need this version to facilitate the creation of electronic Payment Summaries and to give you access to the new two- and three- page layouts.

2. Upgrade to the latest AlexConnect

The latest AlexConnect allows you to set up Payment Summary delivery options for each of your employees to ensure that the document is delivered in the right format and with appropriate security.

3. Test your software

To ensure that you have everything in place ready for end-of-year, you should do a few test runs with the new Payroll and AlexConnect software. You can do this with either a copy of your live data or with Attaché sample Payroll data.

While testing you can send a reasonable number of emails to your registered Alex email address free of charge. However, you will be charged for emails to other addresses and faxes. Your registered Alex email address is the one set up in Senders Properties in the Employee Delivery Address Manager (**Tools | Company | Alexconnect | Employee Delivery Address**).

If your registered Alex email address is one such as Admin@mycompany.com.au that is used for Accounts (Invoices, Orders, Remittances, etc) we strongly suggest that you register a different address such as Payroll@mycompany.com.au for all Payroll documents. This will enable you to block access to the online payroll documents from non-authorized staff and ensure that you fulfil the ATO's security requirements.

4. Survey your employees

... payers who intend to provide payment summaries to their payees electronically must obtain the consent of each payee.

PAYG withholding guide no. 4 - providing payment summaries electronically

To ensure that you have correct information and to comply with ATO regulations, you need to survey your employees to ascertain their preferred delivery method and to gather information relating to delivery addresses and 'passwords'. Sample documents to assist with this are available from the General Documentation area of the CBP Members website (www.attachesoftware.com/cbpmembers).

5. Enter employee addresses in the employee delivery address manager

Even if you already send Pay Advices and Super Guarantee Reports via Alex, you will need to set up a new delivery address for each employee to receive Payment Summaries. When you do this be sure to change the default document type from All to Payment Summary and enter the email address and unlock code requested by the employee. You will note that Payment Summaries are Locked documents which require an 'unlock code' (password). This is to ensure the privacy and security required by the ATO.

Tip

To speed up creating new records in the employee delivery address manager, use copy (Ctrl-C) and paste (Ctrl-V) to create a copy of an existing address, then double-click to edit.

Warning!

Fax or email to generic work fax machines or email addresses may contravene ATO privacy and security requirements.

For the technologically minded

If you are feeling pretty confident and are not at all technologically challenged, you can use XML Export and Import to very quickly create new records for all employees. All you have to do is use the XML export function in the Employee Delivery Address Manager to export the existing addresses to an XML file.

Open the resulting file in a basic editor which **does not** recognise XML (such as Notepad or WordPad) and edit the records to reflect your new information. Once you have made all of the required changes, import the resulting file.

Please be aware that the imported records will be appended to the address list – so it is important to only have **new** entries in the file. Also, Payments Summaries must have the correct document type and authorisation fields as shown below:

```
<?xml version="1.0"?>
<DocumentDelivery>
  <Employee>
    <Location></Location>
    <Code>ADEJ</Code>
    <Document>
      <Active>True</Active>
      <Type>Employee Payment Summary</Type>
      <Method>Email</Method>
      <Copy>1</Copy>
      <Name>Joe Adelino</Name>
      <Address>gerardb@attachesoftware.com</Address>
      <DeliveryNotify>False</DeliveryNotify>
      <SenderName>&lt;Default Sender Name&gt;</SenderName>
      <LDAuthRequired>True</LDAuthRequired>
      <LDSender>ADEJ</LDSender>
      <LDRecipient>27051953</LDRecipient>
    </Document>
  </Employee>
</DocumentDelivery>
```

6. Printing Payment Summaries

After you have completed all your testing and setups you are ready to create and print your Payment Summaries. During the printing stage you will be asked to confirm that all payment summaries printed correctly before continuing. As some of the payment summaries will be emails or faxes you do not get a hard copy locally so you may not be sure that they 'printed correctly'. Following is a suggestion for checking that the emails and faxes send correctly.

Before printing payment summaries ensure that you have an AlexQ attending the current document folder and pause the queue. If you do not normally run a que or do not have one running now, simply go to **Tools | Company | Alexconnect | Delivery Queue Manager**. Press Stop to pause the queue.

Now print your payment summaries. Once the Payment summaries are printed and before answering the question "Did Payment Summaries Print Correctly?", switch (Alt-Tab) to the paused AlexQ and see that the right number of documents are in the queue.

If the right number of documents are in the queue, Start the queue and allow the documents to be sent via Alex. Once the queue is empty, return to Payroll and answer Yes. If you want extra confirmation, sign in to the Alex secure site (www.attacheonline.com/alex) and do a document search list.

If all of the documents do not appear in the queue or you cannot send from the queue when you re-start it then you should say no to "Did Payment Summaries Print Correctly?", correct the problem and print again.

7. Sending the right Payment Summary forms

When you print payment summaries you can choose between one-, two- and three-page documents (explained on page 1). By default, three-page payment summaries will be created. While this is appropriate for email, you may wish to change to one- or two-page forms when printing or faxing.

8. Notifying employees that payment summaries are available

... payers must tell their payees that the payment summaries are available and ensure that payees know how to access and print them. Printed payment summaries should be of letter quality print or laser printed.

PAYG withholding guide no. 4 - providing payment summaries electronically

When you send a pay advice via Alex email, the employee will receive an email advising them that their Payment Summary is available at the 'click of a button'.

A confidential document has been sent to you.

Sender:	Attache Sample Company
Sender address:	paymaster@attache.com.au
Recipient:	George Andrews
Recipient address:	georgea@bigpond.com
Document type:	Payment Summary
Document number:	ANDG 2002

[Click here](#) to get the document.

The online Payment Summary contains buttons and instructions to assist in viewing and printing.

... payers will need to ensure the method chosen to distribute electronic payment summaries to payees is secure enough to meet payer's obligations under privacy and taxation legislation to protect tax file numbers and other information belonging to payees.

PAYG withholding guide no. 4 - providing payment summaries electronically

To ensure the security and privacy of the TFN and other information, the Payment Summary is protected by a password. The employee will be advised that this is a Confidential document and they must enter the unlock code provided by the sender and then press View.

9. Re-Printing Payment Summaries

If an employee deletes their email or has difficulty printing the Payment Summary they can request that you reprint it and then either email them a copy or give them a hard copy.

Payers will need to continue to be able to provide paper payment summaries where payees request them.

PAYG withholding guide no. 4 - providing payment summaries electronically

To reprint Payment Summaries select **Period End | Payroll | Payment Summaries | Print Payment Summaries**. Enter the original payment summary date and starting tax year and tick Re-Print Payment Summaries. Page down and enter the (Location and) Employee Code Range.

Page Down again to the Output screen. If you are resending as an email (and the employee's email address is still set up in the Employee Delivery Address Manager,) select Print (F9). If you wish to create a hard copy, change Output to *Printer only*, select your Printer (F6) and Print (F9). Or, you can enter a different email address or fax number to output the document.

10. Following up

To ensure that all of your employees receive their Payment Summaries within the statutory 14 days you should track the notification emails using either the Alex website or through your regular Alex Exception Reports.

Tracking documents on the web

To track documents on the web, go to www.attacheonline.com/alex and sign in using your registered Alex sender address and password. (If you do not know or have forgotten your password, click the [Forgot your password](#) link and request a password reset. This will normally happen within 60 minutes but could take up to 24 hours.)

Select the criteria for the documents you want to list and press List Now. You can see a full list of all documents which meet your criteria. To view only those unopened emails and undeliverable faxes, set your selection criteria to *Not opened by the recipient*.



Using exception reports

If you do not want to go to the web to track documents, you can have Alex Exception reports emailed to you on a regular basis. By default, Alex will send you a weekly list of any undelivered faxes and unopened emails. You can have

the list sent daily, weekly, monthly or not at all. The bottom of each Exception report tells you how to unsubscribe or change how frequently you receive them.

See the sample exception report below.

You should follow-up any employees who have not received their Payment Summary within the time required by law. You may need to print and hand-deliver or post Payment Summaries to these employees.



Report details

Period 07/06/2004 to 13/06/2004
Name Pay Master
Address paymaster@attache.com.au
VIP 100000

Report log

Faxes — undeliverable (07/06/2004 to 13/06/2004)
No undeliverable faxes

Emails — unopened (07/06/2004 to 13/06/2004)

To	Address	Sent	Doc type	Doc no	No of Days
Jenny Baron	jennyb@attache.com.au	11/06/04	Payment Summary	BARJ 2002	3
Luke Barton	lukeb@attache.com.au	11/06/04	Payment Summary	BARL 2002	3
Ted Goodman	tedg@attache.com.au	11/06/04	Payment Summary	GOOT 2002	3
Harry Johnson	harryj@attache.com.au	11/06/04	Payment Summary	JOHH 2002	3
Sue Roberts	suer@attache.com.au	11/06/04	Payment Summary	ROBS 2002	3
Andrew Sullivan	andrews@attache.com.au	11/06/04	Payment Summary	SULA 2002	3

Emails — unopened (31/05/2004 to 06/06/2004)*
No unopened emails

* Unopened email reports include the week prior to the reporting period.

Regards,



Attaché Software Australia Pty. Limited

If you wish to unsubscribe from this service or you wish to change your reporting options, go to www.attacheonline.com/alex, sign in and select **Exception reports** from the Account Management menu.