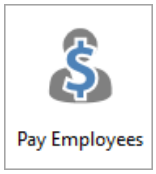
Pay Employees

Last Modified on 10/10/2024 11:23 am AEST



The instructions in this article relate to ***Pay Employees.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Pay employees allows for an employee to be setup with Gross Wages, Tax and Superannuation details to be regularly generated. This will create the required transactions to pay the employee (net wages), ATO (withholding tax) and the Superannuation company (superannuation).

Pay Employees | Security

To access the ***Pay Employees***, the user must have permission set to 'Allow' for *Pay Employees* under the 'Payments' category in ***Security Setup***.

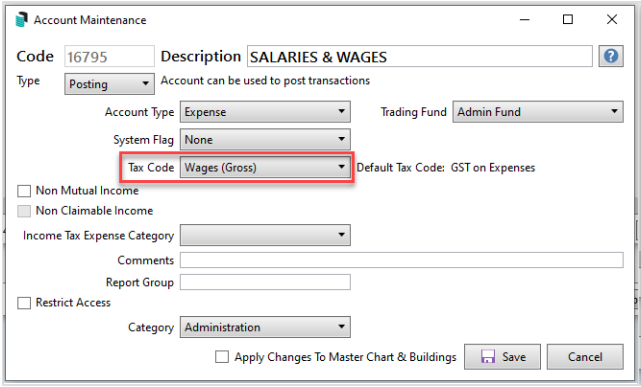
Payment of Wages

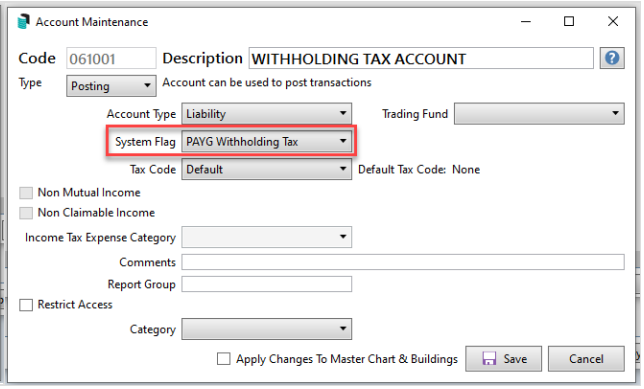
If there is an employee to be paid by the Building / Plan, the following should be reviewed prior to adding an employee:

1. ***Building Information***
    - Update for *'Registered for BAS / IAS (GST)'* to Yes.
    - Update PAYG Withholding to be Monthly / Quarterly for remitting of tax for the employee to the Australian Taxation Office (ATO),
2. ***Account Maintenance***

- Wages expense code - must have tax code: Wages (Gross) for reporting at W1 on the BAS.
- Withholding Tax account (06100*) to be correctly set as a system account: PAYG Withholding Tax.
- Tax on Wages will automatically be applied to generated Tax amounts for reporting at W2 on the BAS based on the amount recorded as Tax Withheld in the Pay Employees.

3. ***Creditor Maintenance***
   - Setup creditor accounts for Employee, Superannuation and ATO. Ensure to setup the Tax code correctly as advised by your accountant / tax agent.





Pay Employees Status

1. Search or select ***Pay Employees***.
2. Select from options:
   - Current building: Ensures only the employees for the current selected building (noted at the top of the window) are processed.
   - My Buildings (Account Manager): To select an individual Account Manager name and the properties they are listed for.
   - Management Office: Select from drop down if being used.
   - All Buildings: All currently active buildings in the portfolio.
3. Select from filters
   - Show all to see all setup employees.
   - Show due only to see only those with a next pay date that is in the past and not yet been processed.

Add Employee to Current Building

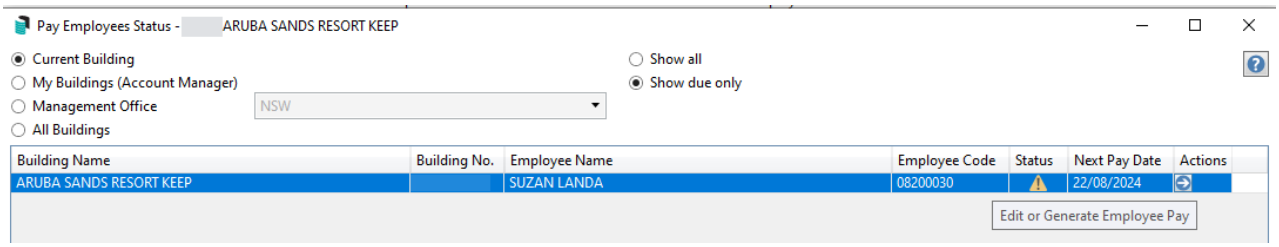
1. Navigate to the Building using the Building Selector.
2. Search or select ***Pay Employees***.
3. Select '*Add Employee to Current Building*'.

- Complete all fields, then select save.

NOTE: Wages expense account must be set tax type 'Wages (Gross)' to be able to be selected in the Gross Pay and / or Overtime fields. Tax Withheld will reported on the BAS as W2.

Edit / Generate Employee Pay

1. Search or select ***Pay Employees***.
2. Show 'Due only'.
3. Select the Employee for wages to be generated or edited.
4. Select the arrow to 'Edit or Generate Employee Pay'.



5. Update details if just requiring an 'Edit'
6. Select 'Generate' to process pay based on the displayed details, click 'Yes' if prompted to review the date
7. Select 'Yes' to save changes or the 'Save' button
8. Select Close.

The following transactions will be created when a pay is generated.

Employee Creditor

Gross Wages expense = $1,000.00 less - Withholding Tax liability = ($105.00) - Total for Employee Creditor to be paid $895.00

Superannuation Creditor and expense $122.55, payable based on payment method in the selected Creditor account and reference entered.

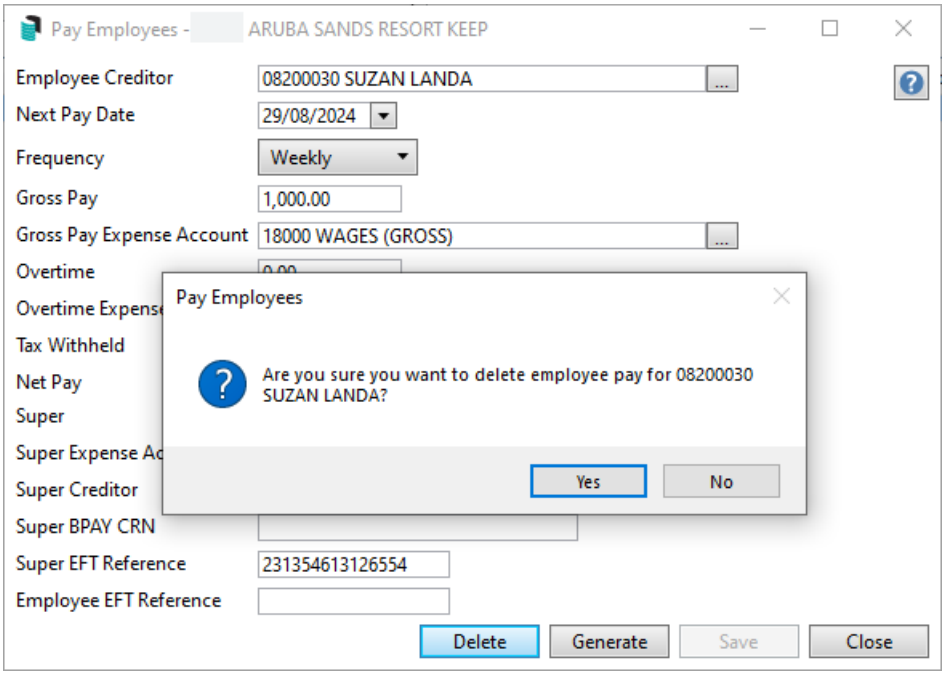
Withholding Tax will be reported as Tax withheld (W2) on the BAS and will be payable to the ATO with the completion of the BAS reporting period. The finalise of the BAS will create the ATO Creditor Invoice and the Withholding Tax Account will be cleared.

Building Name	Date	Account Code	Account Type	Account Description	Amount	Description	Tax Code	Reference
ARUBA SANDS RESORT KEEP	22/08/2024	08200030	Liability	SUZAN LANDA	-1,000.00	Wages 22/08/2024	Not Included In BAS	D0000004
ARUBA SANDS RESORT KEEP	22/08/2024	18000	Expense	WAGES (GROSS)	1,000.00	08200030 - Committed	Wages (Gross)	DA000004
ARUBA SANDS RESORT KEEP	22/08/2024	08200030	Liability	SUZAN LANDA	105.00	PAYG Tax 22/08/2024	Not Included In BAS	D0000005
ARUBA SANDS RESORT KEEP	22/08/2024	061001	Liability	WITHHOLDING TAX ACCOUNT	-105.00	08200030 - Committed	Tax on Wages	DA000005
ARUBA SANDS RESORT KEEP	22/08/2024	08200469	Liability	BDP Superannuation	-122.55	08200030 22/08/2024	Not Included In BAS	D0000006
ARUBA SANDS RESORT KEEP	22/08/2024	18010	Expense	WAGES (SUPERANNUATION)	122.55	08200469 - Committed	Not Included In BAS	DA000006

Follow the normal ***Payments*** process once the pay has been generated or use ***Payment Entry*** to complete an individual payment for the employee and / or superannuation contribution.

Delete Employee

1. Search or select ***Pay Employees***.
2. Select the Employee for wages to be deleted.
3. Select the arrow to open the selected employee record.
4. Select 'Delete' and then 'Yes' to remove the employee.



NOTE: This will only remove the employee record, not previous processed transactions which can be reviewed in ***Local Transactions***.

Pay Employees Status - 58691 STRATAMAX ONLINE HELP

- Current Building
- My Buildings (Account Manager)
- Management Office — QLD
- All Buildings

- Show all
- Show due only

Building Name	Building No.	Employee Name	Employee Code	Status	Next Pay Date	Actions
STRATAMAX ONLINE HELP	58691	STEVE JONES	08200178	!	05/08/2024	

Pay Employees - 58691 STRATAMAX ONLINE HELP

Employee Creditor	08200178 STEVE JONES
Next Pay Date	05/08/2024
Frequency	Fortnightly
Gross Pay	1,850.00
Gross Pay Expense Account	16795 SALARIES & WAGES
Overtime	0.00
Overtime Expense Account	16795 SALARIES & WAGES
Tax Withheld	272.00
Net Pay	1,578.00
Super	194.25
Super Expense Account	16855 SALARIES & WAGES - SUPER.
Super Creditor	08218087 REST SUPERANNUATION
Super BPAY CRN	231233255956633
Super EFT Reference	S Major Super
Employee EFT Reference	Wages

Delete | Generate | Save | Close

Add Employee to Current Building | Close