

STP Phase 2 Reporting Checklist

Payment type	STP Phase 2
Allowance – accommodation – domestic, amount does not exceed ATO reasonable amount	Not reported
Allowance – accommodation – domestic, amount exceeds ATO reasonable amount	Travel allowances (allowance type RD)
Allowance – accommodation – overseas, for business purposes	Other allowances (allowance type OD) with the description G1 (general)
Allowance – accommodation – overseas, for private purposes	Other allowances (allowance type OD) with the description ND (non-deductible)
Allowance – car – flat rate	Other allowances (allowance type OD) with the description V1 (Private vehicle)
Allowance – cents per km - for a car in excess of the ATO rate for business related travel.	Cents per km allowance (allowance type CD)
Allowance – cents per km – for a car up to the ATO rate for business related travel	Cents per km allowance (allowance type CD)
Allowance – cents per km – for private travel such as travel between home and work.	Other allowances (allowance type OD) with the description ND (non-deductible)
Allowance – cents per km – for vehicles other than a car such as a motorbike or van.	Other allowances (allowance type OD) with the description V1 (Private vehicle)
Allowance – confined spaces	Task allowances (allowance type KN)
Allowance – danger	Task allowances (allowance type KN)
Allowance – dirt	Task allowances (allowance type KN)
Allowance – district	Task allowances (allowance type KN)
Allowance – driving licence	Qualification and certification allowances (allowance type QN)
Allowance – equipment – where equipment is supplied by employee for business purposes	Tool allowances (Allowance type TD)
Allowance – first aid	Task allowances (allowance type KN)
Allowance – freezer	Task allowances (allowance type KN)
Allowance – height	Task allowances (allowance type KN)
Allowance – higher duties	Task allowances (allowance type KN)
Allowance – home office equipment	Other allowances (allowance type OD) with the description H1 (Home office)
Allowance – industry	Task allowances (allowance type KN)

STP Phase 2 Reporting Checklist

Allowance – Internet	Other allowances (allowance type OD) with the description H1 (Home office)
Allowance – laundry – for cleaning of approved uniforms in excess of the ATO approved limit.	Laundry allowance (allowance type LD)
Allowance – Laundry – for cleaning of approved uniforms up to the ATO approved limit	Laundry allowance (allowance type LD)
Allowance – laundry – for the cost of laundering deductible conventional clothing	Other allowances (allowance type OD) with the description G1 (general)
Allowance – laundry – for the cost of laundering uniforms for private purposes	Other allowances (allowance type OD) with the description ND (non-deductible)
Allowance – leading hand	Task allowances (allowance type KN)
Allowance – liquor licence	Qualification and certification allowances (allowance type QN)
Allowance – living away from home (FBT)	Not reported – but may form part of RFBA
Allowance – locality	Task allowances (allowance type KN)
Allowance – loss of licence	Qualification and certification allowances (allowance type QN)
Allowance – meals and incidentals – domestic, amount does not exceed ATO reasonable amount.	Not reported
Allowance – meals and incidentals – domestic, amount exceeds ATO reasonable amount	Travel allowances (allowance type RD)
Allowance – meals and incidentals – overseas, amount exceeds ATO reasonable amount	Travel allowances (allowance type RD)
Allowance – on call – ordinary hours	Task allowances (allowance type KN)
Allowance – on call – outside ordinary hours	Overtime
Allowance – overtime meals – amount does not exceed the ATO reasonable amount	Not reported
Allowance – overtime meals – amount exceeds the ATO reasonable amount	Overtime meal allowance
Allowance – recognition of skill level	Task allowances (allowance type KN)
Allowance – secondment	Task allowances (allowance type KN)

STP Phase 2 Reporting Checklist

Allowance – site	Task allowances (allowance type KN)
Allowance – supervisor	Task allowances (allowance type KN)
Allowance – tools of trade	Tool allowances (allowance type TD)
Allowance – transport – for private purposes	Other allowances (allowance type OD) with the description ND (non-deductible)
Allowance – transport – payments for the cost of transport for business related travel traceable to a historical award in force on 29 October 1986	Award transport payments (allowance type AD)
Allowance – transport – payments for the cost of transport for business related travel not traceable to a historical award in force on 29 October 1986	Other allowances (allowance type OD) with the description T1 (fares)
Allowance – travel – for private purposes	Other allowances (allowance type OD) with the description ND (non-deductible)
Allowance – travel – part day	Other allowances (allowance type OD) with the description ND (non-deductible)
Allowance – travel time – ordinary hours	Gross
Allowance – travel time – outside ordinary hours	Overtime
Allowance – wet weather	Task allowances (allowance type KN)
Allowance – working with children check	Qualification and certification allowances (allowance type QN)
Back pay – total is below Lump sum E threshold	The payment type that matches the payment. For example, back pay of ordinary pay = gross, back pay of higher duties allowance = task allowance (allowance type KN).
Back pay – accrued less than 12 months before date of payment	The payment type that matches the payment. For example, back pay of ordinary pay = gross, back pay of higher duties allowance = task allowance (allowance type KN).
Back pay – accrued more than 12 months before date of payment	Lump sum E
Bonus – Christmas	Bonus and commission
Bonus – ex-gratia, in respect of ordinary hours of work	Bonus and commission
Bonus – paid to employee that has resigned to encourage withdrawal of resignation	Return to work payment (Lump sum W)
Bonus – paid to end industrial action	Return to work payment (Lump sum W)

STP Phase 2 Reporting Checklist

Bonus – paid to ex-employee to return	Return to work payment (Lump sum W)
Bonus – performance	Bonus and commission
Bonus – referral	Bonus and commission
Bonus – relating entirely to time worked outside ordinary hours	Overtime
Bonus – retention	Bonus and commission
Bonus – sign-on	Bonus and commission
Breach of rest break payment	Gross
Call back payment	Overtime
Commission	Bonus and commission
Directors’ fees – working or non-working director	Directors’ fees
Flexi time – hours worked and taken	Gross
Identifiable overtime component of annualised salary	Overtime
Leave – annual – cashed out in service	Cash out of leave in service (paid leave type C)
Leave – annual – taken	Other paid leave (paid leave type O)
Leave – bereavement	Other paid leave (paid leave type O)
Leave – carer’s	Other paid leave (paid leave type O)
Leave – community service	Ancillary and defence leave (paid leave type A)
Leave – compassionate	Other paid leave (paid leave type O)
Leave – defence	Ancillary and defence leave (paid leave type A)
Leave – domestic violence	Other paid leave (paid leave type O)
Leave – family	Other paid leave (paid leave type O)
Leave – firefighting service	Ancillary and defence leave (paid leave type A)
Leave – gardening	Other paid leave (paid leave type O)
Leave – jury duty	Ancillary and defence leave (paid leave type A)
Leave – long service – cashed out in service	Cash out of leave in service (paid leave type C)
Leave – long service – taken	Other paid leave (paid leave type O)
Leave – parental – employer paid	Paid parental leave (paid leave type P)
Leave – parental – government paid (GPPL)	Paid parental leave (paid leave type P)
Leave – personal – cashed out in service	Cash out of leave in service (paid leave type C)
Leave – personal – taken	Other paid leave (paid leave type O)
Leave – RSPCA	Ancillary and defence leave (paid leave type A)
Leave – sick	Other paid leave (paid leave type O)

STP Phase 2 Reporting Checklist

Leave – State Emergency Service (SES)	Ancillary and defence leave (paid leave type A)
Leave – study	Other paid leave (paid leave type O)
Leave – paid on termination – annual leave or leave loading accrued after 17 August 1993 paid on a normal termination	Unused leave on termination (paid leave type U)
Leave – paid on termination – long service leave accrued after 17 August 1993 paid on a normal termination	Unused leave on termination (paid leave type U)
Leave – paid on termination – annual leave or leave loading accrued after 17 August 1993, termination for genuine redundancy, invalidity or early retirement scheme reasons	Lump sum A, type code R
Leave – paid on termination – unused annual leave or leave loading paid on termination that accrued before 17 August 1993	Lump sum A, type code T
Leave – paid on termination – long service leave that accrued between 16 August 1978 and 17 August 1993.	Lump sum A, type code T
Leave – paid on termination – long service leave that accrued before 16 August 1978	Lump sum B
Loadings – annual leave loading (demonstrably referable to a loss of overtime)	Overtime
Loadings – annual leave loading (standard)	Leave type O
Loadings – casual loading	Gross
Ordinary hours	Gross
Overtime	Overtime
Penalties – public holiday	Gross
Penalties – shift	Gross
Public holiday - day not worked	Report as if the employee had worked (Gross and any other relevant payment types)
Rostered day off (RDO) – hours cashed out in service	Leave type C
Rostered day off (RDO) – hours taken	Leave type O
Time off in lieu (TOIL) – hours taken	Other paid leave (leave type O)

STP Phase 2 Reporting Checklist

Time off in lieu (TOIL) – hours cashed out in service	Overtime
Travel time – Excess, for travel outside ordinary hours	Overtime
Workers’ compensation – no work is performed	Leave type W
Workers’ compensation – paid after termination	Leave type W
Workers’ compensation – top-up, no work is performed	Leave type W
Workers’ compensation – top-up, work is performed	Gross
Workers’ compensation – work is performed	Gross
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