Staff Connect

Self Service User Guide

Tax Declaration & Variation

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Document Version	1.01

Contents

1. OVERVIEW

Use this form to add or change your:
- Tax file Number (If it was not supplied on employment)
- Tax Indicator
- Study and Training Support Loans (STSL), effective 1 July 2019, is the combined compulsory repayment of the following historical educations loans consisting of:
  - Higher Education Loan Program (HELP) indicator
  - Student Start-up Loan (SSL) indicator or
  - Student Financial Supplement Scheme (SFSS) loan indicator which is also referred to as a Financial Supplement Debt (FSD).
  - VET Student Loan (VSL)
  - Student Financial Supplement Scheme (SFSS)
  - Trade Support Loan (TSL).
  - ABSTUDY Student Start-up Loan (ABSTUDY SSL)

For more information about the appropriate Tax Indictor, or STSL payment options please visit the ATO website www.ato.gov.au.

Each time you open this form it will be pre-populated with your relevant tax values stored in the payroll system. If you have not yet supplied a Tax File Number (TFN) during your recruitment process, then the form will also allow you to enter that value. The form **WILL NOT** display your TFN if you have already supplied it.

If you are filling in this form to change just one item, then leave the other pre-populated values as they are. For example, if you are filling in the form to advise your pre-existing STSL debt has ceased then you do not have to change your **Tax Indicator** value (or any other field values).

2. QUICK START

The following steps are a basic guide to creating and submitting a Tax Declaration & Variation form:

1. Log into Staff Connect and create a new Tax Declaration & Variation form
   - Dashboard → My Forms → Tax Declaration & Variation
2. Click **Next**
3. If your **Tax Indicator** needs to be changed, then select a value in the drop-down box.
4. **STSL Debt** - Do you have a Study and Training Support Loans (STSL) Debt? If you need to make a change to the pre-existing value then select either 'Yes' or 'No' in the drop-down box.
5. **Calculation Method** - What is your applicable taxation calculation method? If you need to make a change to the pre-existing value then select one of the options from the drop-down list.
6. **Amount/Percentage** – Only if you chose 'Current Earnings+Amount' or '+Percent' in '6. Calculation Method' above then enter **either** the amount or percentage.
7. Click on the **Submit** check box to submit the Tax Declaration & Variation form, this will **Save** your form

8. Click on the **Submit** check box and click on **Save**
9. Add any additional information in the message field and click **Submit**

3. TAX DECLARATION AND VARIATION FORM

To create a new Tax Declaration & Variation in Staff Connect:

1. Select **My Forms** from the **Dashboard** dropdown menu.
2. Click the +**Add** button
3. Start typing **"Tax Declaration"** in the **bottom search bar**.
4. Select the **Tax Declaration & Variation** form from the search result list
5. Click **Next**
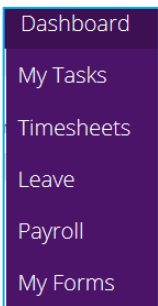
6. **Review** your **Employee Details** and ensure all information is correct.
7. Review the pre-populated values on the rest of the form and determine only the values that you
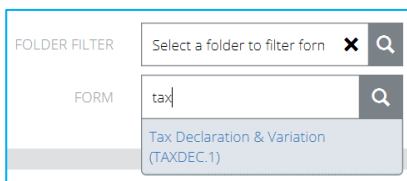

   wish to change.
8. Only if your **Tax Indicator** needs to be changed, then select a value in the drop-down box.

9. If you are unclear about the correct indicator to select then please refer to the ATO website (www.ato.gov.au).

10. **STSL Debt** - Do you have a Study and Training Support Loans (STSL) Debt? If you need to make a change to the pre-existing value then select either 'Yes' or 'No' in the drop-down box.

11. **Calculation Method -** What is your applicable taxation calculation method? If you need to make a change to the pre-existing value then select one of the options from the drop-down list.

    - **Current Pay Earnings** means you are taxed as per ATO rates against your current earnings.
    - **Cur Pay Earning** + **Amount** means you are taxed as per the ATO rates against your current earnings **plus** an additional dollar amount of your choice.
    - **Cur Pay Earning** + **Percentage** means you are taxed as per the ATO rates against your current earnings **plus** an additional percentage of your earnings of your choice.

12. In the **Amount/Percentage** field if, in the step above, you have selected **Cur Pay earnings** + **Amount** or **Cur Pay earnings** + **Percentage** then enter an amount **OR** a percentage in the response field. If you enter 15 into this field it will either be $15 or 15% depending on the **Calculation Method** you selected above. You cannot enter anything in this field if you select **Current Pay Earnings**. If you select **Cur Pay Earning** +**Amount** or **Cur Pay Earning** +**Percentage** and do not enter an amount or percentage you will get the following error.
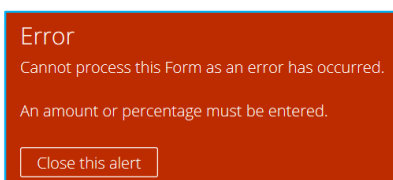
13. Click on the **Submit** check box to submit the Tax Declaration & Variation form, this will **Save** your form.

14. Click on the **Submit** check box and click on the **Submit** button**.**

15. Add any additional information in the message field however do not rely on this field to seek clarification of an option you have chosen. If you are unsure what to submit seek advice from the ATO website (www.ato.gov.au). If you remain unsure then contact HR prior to submitting the form. *Remember you can save a form, close it and return to it at any time.*

16. Click **Submit**

17. This form will be submitted to Payroll for review and entered into the HR payroll system.

4.   TRACKING PARTIALLY AND COMPLETED FORMS

Ensuring the form is saved at each step

At any time during form completion you can click the Save button. This will ensure that if the form is not complete at any given time it is saved for future editing. Clicking the Next or Previous buttons also takes a snapshot save of the form at that point in time. If a **Save** has been taken then the user can safely log out of Staff Connect and resume the form completion at a later time.

Retuning to a Saved form

Log into Staff Connect

1. Select the Dashboard menu
2. Select My Forms
3. Click on Pending (it is the default selected)
4. Any form in progress is then available to be chosen
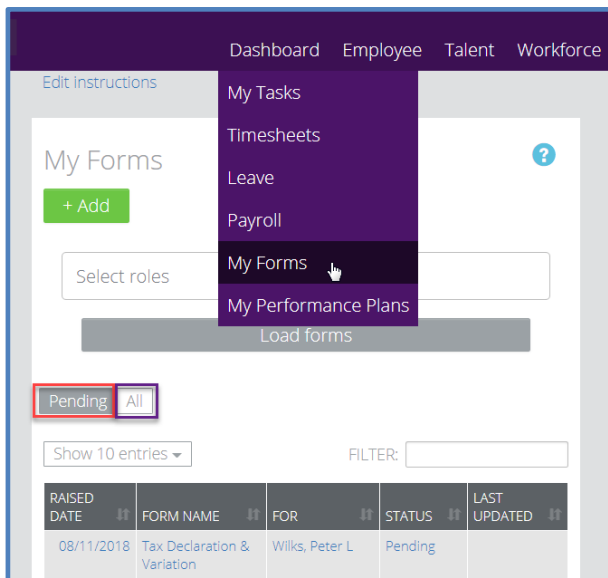
Checking the Progress of Forms (Workflow)

As per the above screen shot select the:

1. **All filter** next to the **Pending filter**
2. Forms with a Status of Pending or Send will be displayed

5.   SCENARIOS

Ceasing the STSL debt repayment only

When the STSL debt repayment is to cease raise the **Tax Declaration and Variation** form as per the above guide then follow the below steps:

1. As the form is pre-populated with your existing details you only need to change the value on the STSL Debt drop down box from "Yes" to "No".
2. All other fields can remain as they are
3. Click on the **Submit** check box to submit the Tax Declaration & Variation form, this will **Save** your form
4. Click on the **Submit** check box and click on **Save**
5. Add any additional information in the message field and click **Submit**

Changing the Tax Indicator Only

1. As the form is pre-populated, the tax indicator currently on record will already be on the form.
2. You only need to change the value from the **Tax Indicator** drop down list.
3. If you are unclear about the correct indicator to select then please refer to the ATO website (www.ato.gov.au).
4. All other fields can remain as they are.
5. Click on the **Submit** check box to submit the Tax Declaration & Variation form, this will **Save** your form
6. Click on the **Submit** check box and click on **Save**

6.   VERSION CONTROL

Date	Version	Impact	Notes	Author
13/08/2024	1.01	Minor	Update content, and reference Study and Training Support Loans (STSL)	Jay Alino

Document end.