

SmoothPay provides support for Superannuation subsidies and contributions as described in this document. *The facilities offered are subject to change, so please check for later versions.*

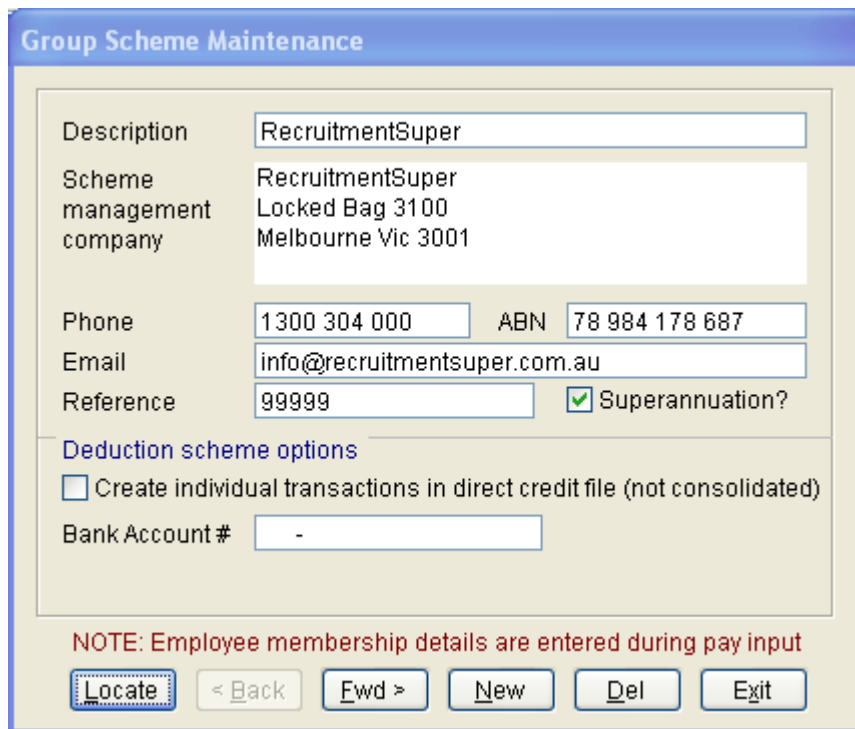
In this release, SmoothPay provides the following:

- Employer's Superannuation contributions (e.g. 8.4% of earnings)
- Employee contributions (e.g. 6% of earnings)

## Setting up your super scheme/s

Each scheme must be created as a Group Scheme in *Payroll Codes..Group Schemes*.

An example:



**Group Scheme Maintenance**

Description: RecruitmentSuper

Scheme management company: RecruitmentSuper  
Locked Bag 3100  
Melbourne Vic 3001

Phone: 1300 304 000    ABN: 78 984 178 687

Email: info@recruitmentsuper.com.au

Reference: 99999     Superannuation?

**Deduction scheme options**

Create individual transactions in direct credit file (not consolidated)

Bank Account #: -

**NOTE: Employee membership details are entered during pay input**

Locate    < Back    Fwd >    New    Del    Exit

The entries made here are very important, as they are used when creating the superannuation contributions CSV file each month.

**Description** must be the correct name of the superannuation scheme

**Scheme management company** info must be the correct scheme company name and address

**Phone and email** should be entered

**Reference** must be your company ID with the superannuation scheme

**Superannuation** flag must be ticked

You should only enter the bank account number if you will be paying superannuation contributions by direct credit each pay period (from SmoothPay's direct credit file).

You may (and quite likely will) have more than one superannuation scheme.

## Company setup

You should identify your default superannuation scheme in *Company Setup..Options*, as in the following example:

**Company and Payroll options Setup**

General | Bank | Payslips | **Options** | Timesheets | Holidays Act

Country: Australia

Timeclock type: None

Copy IRD efile to: [ ]

Timeclock file: [ ]

Analyse earnings by Account and/or Job, Link to General Ledger  
 Rates/amounts are entered inclusive of GST for registered employees  
 Show terminated employees in Control Centre  
 Exit 'Print Options Menu' immediately after printing  
 Use previous pay as template if no Standard Pay established  
 Send payslips by email (requires add-in)  
 Enter dates during time input  
 Email error messages to the HelpDesk  
 Suppress "normal hours" checking in Pay Input

Easy read screens  
 SSCWT and IR346  
 HPS/HAPI import

Main super scheme: RecruitmentSuper

Casual employee leave charged to: Default cost centre (as per Ledger Setup)

Save  
 Cancel  
 Print  
 Ledger setup  
 Registration  
 Security  
 Tax rates  
 ACC Premiums  
 Startup Options  
 Email Setup

This will be used as the default Superannuation Scheme should none be specified on the employee's standard pay.

## Employee setup

Each employee's standard pay should contain an 'Employer Calculation' DEDUCTION (which is linked to one of your superannuation schemes) to identify the scheme the employee belongs to. This has no effect on the employee's net pay or payslip - it is simply an identification mechanism.

In the absence of any such record, the default company superannuation scheme will be applied. This does not mean you can just rely on the default setting, as without the group scheme membership record created for the employee, the monthly superannuation contributions file will identify the employee's Member ID as 'NEW'.

**HANDY TIP:** An option to clone employee pay entries and settings when creating new employees is available - saving a lot of time setting up superannuation schemes etc. This option is available in Company Setup..Options.

A typical deduction code (in Payroll Codes..Deductions) is as follows:

**Deduction Maintenance**

Deduction code:   Inactive

Description:

Method of calculation:

Group scheme:

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GST method:  (applies only to regd employees)

Stop GST to GL?  (set only if GST has already been accrued in GL)

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Ledger account:

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Employer calc:  (employer calculation only - does not affect employee's net pay. Useful for subsidies etc)

NOTE: Rates/amounts are entered when this code is used during pay input

The 'Earnings \* rate' option permits fine-tuning of the deduction so that it is applied to specific earning types (such as Ordinary time only etc) by using the *Fine-tuning* options.

*Employer calc* option must be ticked to identify this as a subsidy amount only (it then has no effect on the employee's net pay or payslip).

A typical employee deduction entry (Pay Input..Deductions, or F7) is as follows:

**Deductions Entry for**

Description	Units	Rate	Value
RecruitmentSu	626.25	0.090000	56.36

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Deduction Line Editor

	Units	Rate/Amount
Deduction code: <input type="text" value="RSUPER"/>	<input type="text" value="626.25"/>	<input type="text" value="0.090000"/>
Comment: <input type="text"/>	Value: <input type="text" value="56.36"/>	

Calculation method: Employer, Earnings \* rate

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Group scheme membership details

RecruitmentSuper Particulars

This is a reducing balance deduction, and the balance owed is \$

-Prioritised Deductions (Protected and priority amounts may reduce depending on net pay value)

Priority:  Rate/Amount attempted:   Protected net pay

In this version, the Rate/Amount attempted is entirely optional as this the current superannuation reporting tool limits output based on earnings in the month, and always calculates at the percentage you specify (e.g. .084). The Employer Calculation report in Standard Pays will provide a schedule of superannuation contributions for the pay period, if you choose to print them).

## Employee contributions

Each employee's contribution is entered again as a DEDUCTION in the Pay Input..F7 (Deductions) screen. Again, this deduction must be linked to the correct group scheme in order to be included in the monthly schedule. These deductions must not be marked as Employer Calculations. If an employee contribution deduction is NOT PRESENT, then the employee will be regarded as EXEMPT.

## Monthly Contributions CSV file and report

To generate a CSV file and report for the month, choose **Returns..Superannuation Schedule** from the reports list:



Report Options

For pay days up to

Output file: C:\WORK\SMOOTH\PAY\COMPANY.005\rsuper.csv

*Feel free to contact our HelpDesk if you have any questions or suggestions for improving this HelpNote.*