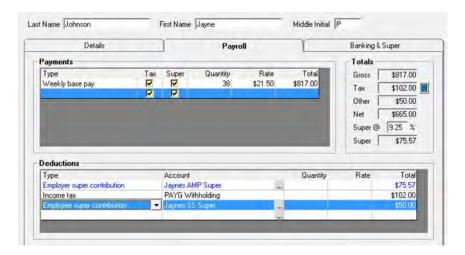
Employee Salary Sacrifice Setup

Account: It is suggested that you setup a separate current liabilities account for an employee's super contribution (SS) and label it as an SS account ie: Jaynes SS Account Sun Corp. By allocating the contributions to a separate account you have the ability to look at the transaction detail by running a transaction report by account.

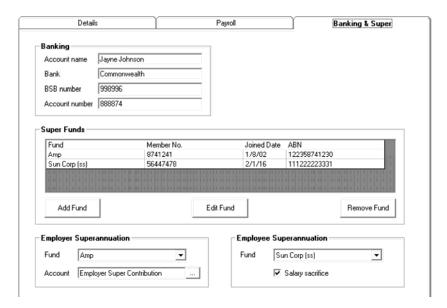
Employee Setup: It is imperative that the payroll parameters are set correctly on the employee form.

Payroll



In the above example Jayne is contributing \$50.00 per week toward her own Sun Super fund which means she will not pay tax on the contribution so if tax has already been calculated including the contribution it must be re-calculated by selecting the calculator icon adjacent to the tax field. Deductions now become \$102 (Tax on \$817-\$50 = \$767) + \$50 (Super SS) = \$152. Gross \$817 - \$152 = \$665 net. The employee's contribution must be allocated to Employee Super Contribution from the drop down list of deduction types.

Banking & Super

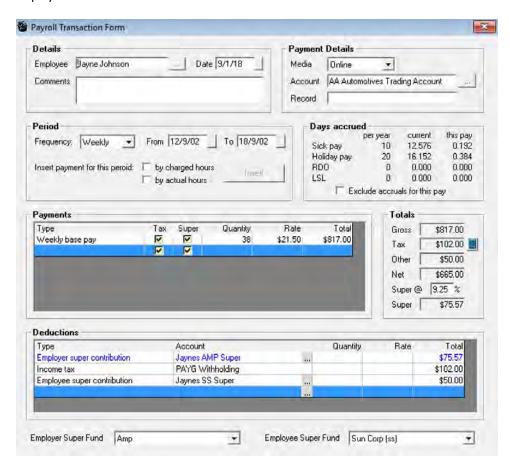


Select the Banking & Super tab from the employee form, add the fund the employees SS contributions are going to be paid to, this could be the same fund as the employer if the employee decides to contribute to the same, however to track the contributions you will need to add another fund with the same name with the

addition of an SS label so you can track the individual postings. **Note:** From this form select the salary sacrifice option.

Transacting

From payroll select new, select the employee, the default payroll details entered on the employee form will display



If all is correct simply process, any alterations remember to recalculate the tax deduction.

Reporting

Reports / Payroll / Super Contributions



Report displays in summary format contributions allocated by employee to each individual super fund.

Reports / Transaction Reports / Transactions By Account



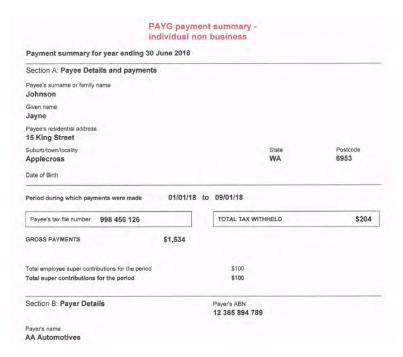
To view the detail over any period, go to reports and run a transaction report for the account over the date range required.

Tax Reporting

Setup: To report on employees contributions go to file / site settings / accounts, over on the right hand side of the display you will see two reporting options under PAYG Payment Summaries, deselect the employer contributions option, leaving employee flagged.



PAYG Payment Summary



Printing a PAYG Payment Summary from Reports / Payroll will display the reportable value, the statistics on this report will be reflected in the EMPDUPE file format.