

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

The screenshot shows the 'Payroll' tab of the employee setup form for Jayne Johnson. It is divided into three main sections: Payments, Deductions, and Totals.

Payments:

Type	Tax	Super	Quantity	Rate	Total
Weekly base pay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	38	\$21.50	\$817.00

Deductions:

Type	Account	Quantity	Rate	Total
Employer super contribution	Jaynes AMP Super			\$75.57
Income tax	PAYG Withholding			\$102.00
Employee super contribution	Jaynes SS Super			\$50.00

Totals:

Gross	\$817.00
Tax	\$102.00
Other	\$50.00
Net	\$665.00
Super @	9.25 %
Super	\$75.57

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

The screenshot shows the 'Banking & Super' tab of the employee setup form. It contains three main sections: Banking, Super Funds, and Employer/Employee Superannuation.

Banking:

Account name	Jayne Johnson
Bank	Commonwealth
BSB number	998996
Account number	888874

Super Funds:

Fund	Member No.	Joined Date	ABN
Amp	8741241	1/8/02	122358741230
Sun Corp (ss)	56447478	2/1/16	111222223331

Buttons: Add Fund, Edit Fund, Remove Fund

Employer Superannuation:

Fund: Amp
Account: Employer Super Contribution

Employee Superannuation:

Fund: Sun Corp (ss)
☒ Salary sacrifice

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

Payroll Transaction Form

Details
 Employee: Jayne Johnson Date: 9/1/18
 Comments:

Payment Details
 Media: Online
 Account: AA Automotives Trading Account
 Record:

Period
 Frequency: Weekly From: 12/9/02 To: 18/9/02
 Insert payment for this period: ☐ by charged hours ☐ by actual hours

Days accrued

	per year	current	this pay
Sick pay	10	12.576	0.192
Holiday pay	20	16.152	0.384
RDO	0	0.000	0.000
LSL	0	0.000	0.000

☐ Exclude accruals for this pay

Payments

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Totals

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Deductions

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Employer Super Fund: Amp Employee Super Fund: Sun Corp (ss)

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

Reporting

Reports / Payroll / Super Contributions

AA Automotives
Super Contribution Report
 09/01/2018
 For the period 01/01/18 to 09/01/18.

Employee	Fund	Member No.	Date Joined	Amount
Jayne Johnson	Amp	8741241	1/8/02	\$151.14
	Sun Corp (ss)	58447478	2/1/16	\$100.00
Employee Total				\$251.14
Grand Total				\$251.14

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

Reports / Transaction Reports / Transactions By Account

AA Automotives
Transactions by Account
09/01/2018
All transaction types. Selective accounts. For the period 01/01/18 to 09/01/18.

Account	Date	Type	Reference	Name	Rec	Amount	Balance
Jaynes SS Super							
	Opening					\$0.00	\$0.00
	09/01/18	Payroll				\$50.00	\$50.00
	09/01/18	Payroll				\$50.00	\$100.00
				Account Total		\$100.00	\$100.00
				Grand Total		\$100.00	\$100.00

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.

Tax Default Tax Code <input type="text" value="GST"/> ... <input checked="" type="checkbox"/> Tax Inc. as default Tax year start <input type="text" value="July"/> PAYG Installment <input type="text" value="0"/> %	PAYG Payment Summaries <input type="checkbox"/> Show employer super contribution <input checked="" type="checkbox"/> Show employee super contribution
Credit card surcharges <input type="button" value="Manage..."/>	Default Payroll Payment Media <input type="text" value="Online"/> Account <input type="text" value="AA Automotives Trading Account"/> ...
	Super payment schedule Day/month <input type="text" value=""/> <input type="text" value=""/> Frequency <input type="text" value=""/>

PAYG Payment Summary

PAYG payment summary - individual non business

Payment summary for year ending 30 June 2018

Section A: Payee Details and payments

Payee's surname or family name
Johnson

Given name
Jayne

Payee's residential address
15 King Street

Suburb/town/locality
Applecross

State
WA

Postcode
6953

Date of Birth

Period during which payments were made **01/01/18 to 09/01/18**

Payee's tax file number 998 456 126	TOTAL TAX WITHHELD \$204
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GROSS PAYMENTS **\$1,534**

Total employee super contributions for the period **\$100**

Total super contributions for the period **\$100**

Section B: Payer Details

Payer's ABN
12 365 894 789

Payer's name
AA Automotives

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.