

Attaché Masterclass: Processing Superannuation

Overview:

Superannuation impacts almost every aspect of your payroll and with the new compliance requirement where you need to pay superannuation on the same day as the employee's pay day, it is vital to get your super processing right.

Designed for new and existing payroll users, this session will take you through the configuration of your pay elements, super funds and employee files, and the impacts of Payday Super with your regular payroll operations.

What do you need to know?

The course assumes confidence in Attaché navigation and that you have an existing understanding of payroll principles and system configuration.

Delivery Method

Webinar delivered via the GoTo Webinar platform.

Duration

2 hours.

What does this course cover:

Introduction to Processing Super

- Understand the super workflow and the impact of Payday Super on the current payroll operations.

System Configuration

- Setting up super funds.
- Employer contribution codes for SG, Additional Super, RESC.
- Employee super sacrifice codes.
- Reviewing and updating pay elements with Payday Super-related requirements.

Superannuation Process

- Super process workflow.
- Manage processed super transactions.
- Troubleshoot and resolve errors and warning messages.

Reports

- Superannuation reports.
- STP reports.
- Review reports to reconcile.

Course Outline

Objectives:

- ✓ Understand super processing in Attaché and the impact of Payday Super on your regular payroll process.
- ✓ Learn to set up new super funds including self-managed super funds.
- ✓ Manage both employer and employee super contributions.
- ✓ Review your employees and system settings to ensure compliance.
- ✓ Learn to troubleshoot any errors encountered during super processing.
- ✓ Become proficient in superannuation processing.