

## Australian Superstream User Guide



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### Introduction: Australian Superstream Compliant Upload Files

As of the 30 June 2015 (for employers with 20 or more employees) and 30 June 2016 (for employers with 19 or less employees) Australian employers must make super contributions on behalf of their employees by submitting data and payments electronically in a consistent and simplified manner. As a part of this reform further employer and employee information is to be provided to clearing houses and superannuation providers.

Currently there are six Superstream upload file formats, these are; Mercer, Sunsuper, School Online, Hesta, Christian Super and QSuper. If you use an alternative clearing house they may accept one of the current file formats. If not, please contact PCSchool to discuss the possibility of creating a new file format.

## Compulsory Fields

Before generating any superstream file it is important that all compulsory fields are completed correctly. Most fields are items that will already be completed for your standard payroll. The compulsory fields for each clearing house are indicated by the tick below their name.

### Staff View Compulsory Fields (Personal Tab)

**Path:** Payroll > Staff View > Address Tab

		Mercer	SCH Online	Christian	Sunsuper	QSuper	Heista
1.	Given Name	✓	✓	✓	✓	✓	✓
2.	Middle Name				✓	✓	✓
3.	Surname	✓	✓	✓	✓	✓	✓
4.	Gender		✓	✓	✓	✓	✓
5.	Date Arrived		✓	✓	✓	✓	✓
6.	Date Left (only if the employee has left)		✓	✓	✓	✓	✓
7.	Birth Date		✓	✓	✓	✓	✓

### Staff View Compulsory Fields (Address Tab)

**Path:** Payroll > Staff View > Address Tab

		Mercer	SCH Online	Christian	Sunsuper	QSuper	Heista
1.	Salutation		✓	✓	✓	✓	✓
2.	Status					✓	✓
3.	Resident Address		✓	✓	✓	✓	✓
4.	Resident Address Line 2		✓	✓	✓	✓	✓
5.	Town		✓	✓	✓	✓	✓
6.	State		✓	✓	✓	✓	✓
7.	Resid. Post Code		✓	✓	✓	✓	✓
8.	Country		✓		✓	✓	✓
9.	Phone		✓		✓	✓	✓
10.	Mobile				✓	✓	✓
11.	Email Work		✓		✓	✓	✓

**Employee View Compulsory Fields (Pay Detail Tab)**

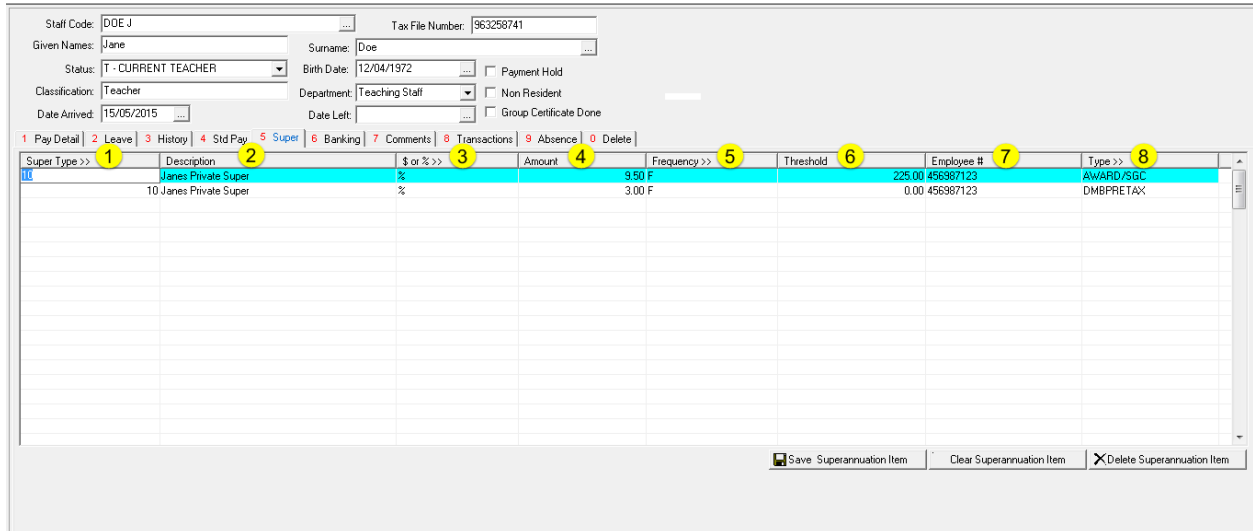
**Path:** Payroll > Employee View > Pay Detail Tab

		Mercer	SCH Online	Christian	Sunsuper	QSuper	Heista
1	Tax File Number – Employees individual tax file number.		✓	✓	✓	✓	✓
2	Given Name.	✓	✓	✓	✓	✓	✓
3	Surname.	✓	✓	✓	✓	✓	✓
4	Birth Date.		✓	✓	✓	✓	✓
5	Date Arrived		✓	✓	✓	✓	✓
6	Date Left		✓	✓	✓	✓	✓
7	Type of Employment		✓	✓	✓	✓	✓
8	Pay Frequency			✓			
9	Payroll Number – this is the employees payroll number set by your school. If you do not have payroll numbers this field can be left blank and the teacher# will be used for the payroll number. (The teacher# can be viewed in the staff code pop-up selection box). <b>DO NOT</b> use this field for the employees super identification number.	✓		✓	✓	✓	✓
10	Annual Salary				✓	✓	✓
11	Default Entity					✓	✓
12	Default Entity Description					✓	✓

### Employee View Compulsory Fields (Super Tab)

**Path:** Payroll > Employee View > Super Tab

It is compulsory to fill in all of fields so the super is applicable to the employees pay. If information is updated in this super tab it will not appear on a report until it is issued in a payroll run.

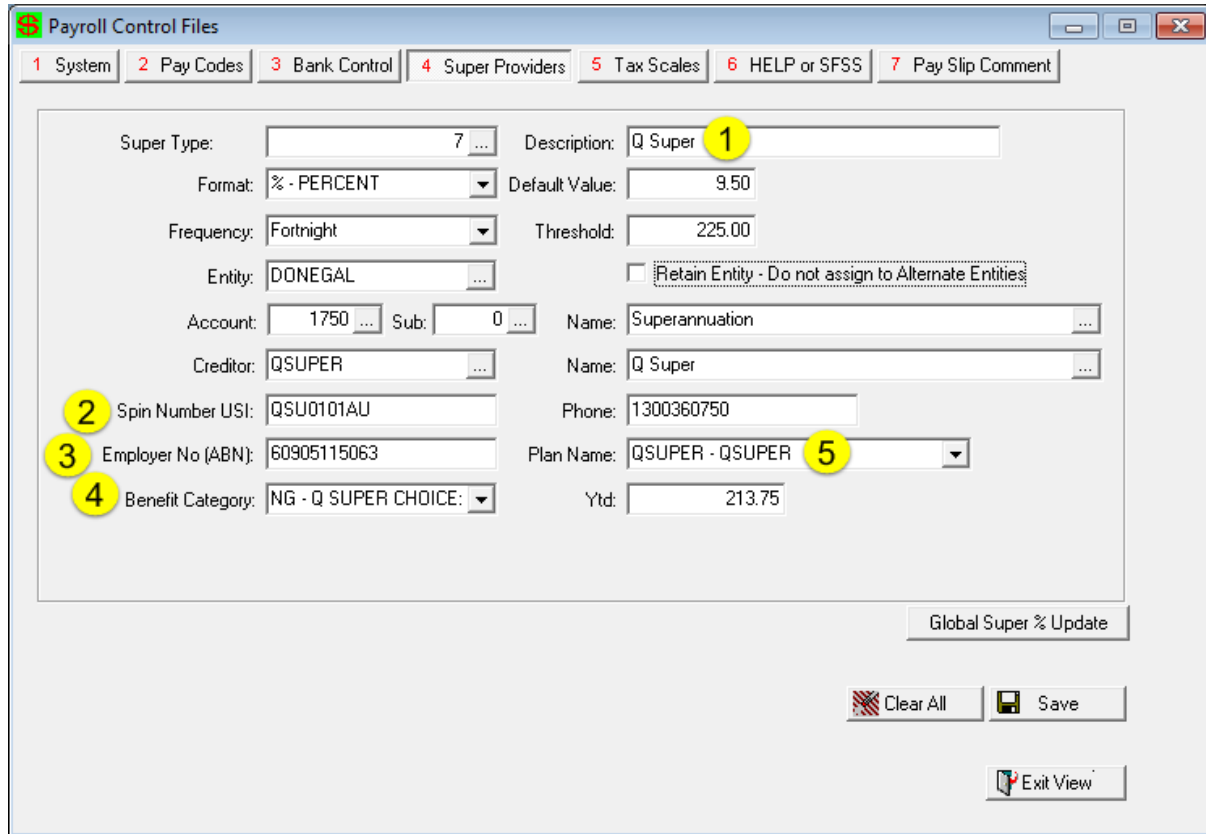


		Mercer	SCH Online	Christian	Sunsuper	QSuper	Heista
1.	Super Type – links the employee to the super provider. Super providers must be set up in the payroll control files before they are able to be selected for the employee.						
2.	Description – this defaults from the super type and is set up in payroll control files.						
3.	\$ or % - Currently the AWARD?SGC super is set to 9.5% and this should be the default for compulsory payments. Additional super payments can be made based on your award or the employees request. You will need to know if they wish to contribute a percentage of their income or a dollar figure.						
4.	Amount – Either the percentage or dollar amount to be contributed.						
5.	Frequency – How often the super is calculated -						
6.	Threshold – Only used for monthly super contributions and should be set at \$450 per month.						
7.	Employee # - this is the employee number that the super fund identifies the employee by. The employee may have different employee identification numbers for different super types and funds. If you are unsure of these you will need to check with the super providers.	✓	✓	✓	✓	✓	✓
8.	Type – There are three different options to select from. AWARD/SGC – compulsory contribution by employer. DMPRETAX – for SSCC (award type for a closed super fund). SALSAC – voluntary contribution made by the employee.	✓	✓	✓	✓	✓	✓

**Payroll Control Files (Super Providers Tab)**

**Path:** System > Payroll Control Files > Super Tab

It is important that each super type has a unique SPIN Number / USI. Super providers that have multiple plans can use unique spin numbers for each plan. In this case you will need to create a super type for each Spin Number / USI.



		Mercer	SCH Online	Christian	Sunsuper	QSuper	Heista
1.	Description – this is only used if the plan name is left blank.		✓			✓	✓
2.	Spin Number USI – (unique superannuation identifier) is a unique code to identify the super provider plans. Super providers can have multiple plans and therefore multiple spin numbers. It is important to check with the super providers the appropriate spin numbers for your employees plan(s). Private funds may not have a spin number and in this case this field may be left blank.	✓	✓		✓	✓	✓
3.	Employer No (ABN) – This is the super providers Australian Business Number. This is a secondary identifier to the spin number and is the main identifier for private funds.		✓			✓	✓
4.	Benefit Category – left blank this will default to the main benefit category AP. However if you are making 'choice' contributions you will need to change this category to the one specified by the super provider. New codes can be set up under the supbranch type in Maintenance codes.					✓	✓
5.	Plan Name – used to identify the fund name. New plan names can be set up under the supplan type in Maintenance codes. If left blank this will default to the description in point 1.	✓	✓		✓	✓	✓

### Payroll Control Files (Super Providers Tab)

**Path:** Payroll > Payroll Generation > Submit Super Tab

		Mercer	Heista	SCH Online	Christian	Sunsuper	QSuper
1.	Include all Not Submitted Payments Since this date – normally set to the start of the month but can be altered to date required.						✓
2.	Proposed Superannuation Cutoff Date – normally set to the end of the month but can be altered to the date required.						✓
3.	ABN – this defaults from the system file.						✓
4.	Trading As – this defaults from the system file.						✓
5.	Contact Given Name – Enter in as appropriate.						✓
6.	Contact Surname – Enter in as appropriate.						✓
7.	Phone – defaults from the system file.						✓
8.	Email – Enter in as appropriate.						✓
9.	Bank Account for Refunds – Select the appropriate bank account. This will add the account name, BSB and account number into the upload file from the positing account linked to this bank.						✓



## Generating Superstream Upload File

You can generate the superstream file as many times and for any period you wish. It is a quick and simple process that is normally completed at the end of a payroll month.

### Selecting File Superstream File Type and Save Location

**Path:** Payroll > Payroll Generation > Submit Super Tab

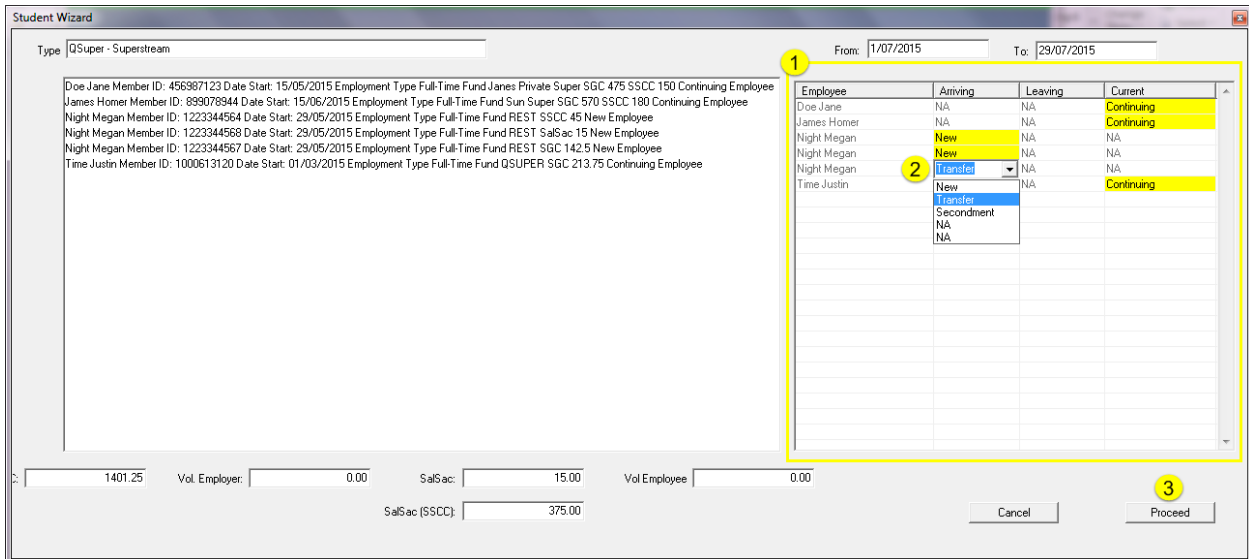
The screenshot shows the 'Payroll Generation' window with the 'Submit Super' tab selected. The interface is divided into several sections:

- Navigation Bar:** 1 Generate Now | 2 Edit Generated | 3 Pre Issue Reports | 4 Issue Pay | 5 Pay Slip General Comment | 6 Delete a Pay | 7 Submit Super
- Select Date:**
  - 1 Include all not submitted payments since this date: 1 Jul, 2015
  - 2 Proposed Superannuation Cutoff Date: 29 Jul, 2015
  - 3 Last Super Submission: 30 Jun, 2015
- Employer Detail:**
  - ABN: 340 918 110 69
  - Trading As: Com-Assist Solutions Pty Ltd
  - Address: PO BOX 322
  - Town: Yeppoon
  - Code: 4703
  - Contact Given Name: Kerry (3)
  - Contact Surname: Gray (4)
  - Phone: 07 49395995
  - Fax: 07 49 39 33 15
  - Email: accounts@pcschool.net (5)
  - Bank Account for Refunds: MY Bank (6)
- Export File Settings:**
  - File Name: ABA Files\Super 20150729.csv (8)
  - File Type: QSuper - Superstream (7)
- File Ref. No:** 1
- Create File (9)** button
- Exit View** button

1.	Include all Not Submitted Payments Since this date – normally set to the start of the month but can be altered to date required.
2.	Proposed Superannuation Cutoff Date – normally set to the end of the month but can be altered to the date required.
3.	Contact Given Name – Enter in as appropriate.
4.	Contact Surname – Enter in as appropriate.
5.	Email – Enter in as appropriate.
6.	Bank Account for Refunds – Select the appropriate bank account.
7.	File Type – select the appropriate file type for your superannuation clearing house.
8.	File Name – click on the box at the end of this field to select the location that you would like to save the Superstream file. Once you have generated this file you will be able to select the file from this location to upload to your super clearing house.
9.	Create File – once all fields have been filled in appropriately click to move onto the next step.

### File Overview and Selection of Arrival and Departure Fields (Heista and QSuper Only)

The pop-up screen below will appear with an overview of the contribution amounts for the period. This is your chance to check the contribution details are correct before finalising the file. The box located on the right will only appear for Heista and QSuper files. Please see below for additional requirements for both of the files. If you are happy with the details click proceed.



1.	Heista and QSuper files require further details regarding arriving and departing employees. Before proceeding this information must be completed.
2.	Arriving/Leaving Employees – select the most appropriate reason for each arriving and leaving employee from the drop down box. This must be completed for the form to generate.
3.	Proceed.

### Confirmation of Prepared File.

A pop-up box will appear confirming that the file is prepared. If you are unhappy with the file select cancel otherwise select;

Yes - the File Ref No will increase by one and the last super submission date will alter to the cut off date of this period.

Or

No – the file reference numbers and last super submission date will remain the same.

