

FWA Super Compliance Check List

A client was recently audited by Fair Work Australia (FWA) for 2010 Modern Award Compliance. To prevent “FWA Discussions” with your organisation, it is required **on payslips** to:

- Print super accrued for the pay period
- Print the NUMBER and name of super fund that contribution will be made.

This is contrary to FWA web site which does not state this is mandatory – or their help desk line which redirects all Superannuation enquires to the ATO – which said it is not a requirement of the ATO (but it is a requirement of FWA!).

The legislation is:

Regulation 3.46 (5) of Chapter 3 - Part 3-6 - Employer obligations in relation employee records and pay slips of the Fair Work Regulations 2009 specifically provides:

3.46(5) If the employer is required to make superannuation contributions for the benefit of the employee, the pay slip must include:

(a) the amount of each contribution that the employee made during the period to which the pay slip relates, and the name and number, of any fund to which the contribution was made; or;

(b) the amounts of contributions that the employer is liable to make in relation to the period to which the pay slip relates, and the name and number, of any fund to which the contributions will be made.

FWA clarified that the super fund number can be either Superannuation Fund Number (SFN) and/or Australian Business Number (ABN).

Your Action Required:

- (i) Most infoware clients are already printing Superannuation Accruals on the Payslip.
- If you are not, then go to Change Payroll Features {6,P,3} and on second screen set Y to the Super Accruals on payslip.

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                P A Y R O L L   P A R A M E T E R S (Cont)

Payslip/EFT Parameters                                Roster Parameters
EB Pay Date Offset.....:      1.                    Post Roster in Summary.....:  .
EB Details From Branch...: Y.                       Ignore Duty Roster No.....:  .
Print Accruals On Payslip: Y.                       Roll Dates on Suspended...:  .
Super Accruals On Payslip: Y.
YTD Gross/Tax On Payslip.: Y.

Terminate Pay Parameters
Date for Initial Accruals: 010705.
Set Select for Payment?...: N.

Calc & Post Tax Parameters
Allow Main Emp for Tax Cal: Y.
Extra Tax Times Weeks Pay.: Y.
Min Mthly Pay for Super...: 450.00.
Superannuation Rounding...: .05.

Other Report Parameters
Budget Rounding per Job...: .10.
    
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(ii) You need either the ABN or Super Fund Number (SFN) that uniquely identifies each super fund. This is NOT the Policy Number of the Employer.

➤ Go to Super Master Maintenance {6,6,A}

Update each record and enter either the ABN or SFN into the Description field.

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                S U P E R A N N U A T I O N   M A S T E R   F I L E

Code.....: SS.
Description.....: Sunsuper ABN:88010720840
    
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➤ Go to Allowance code Maintenance {6,3}

If there are any allowance codes set up for Salary Sacrifice or Employee Contributions to Super Funds, then the Allowance Descriptions should also be updated to include either the ABN or SFN.

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                A L L O W A N C E   C O D E   M A I N T E N A N C E

Award Code.....: 1.                                Company.....:  .
Allowance Code.....: SS .                          Creditor.....:  .
Description.....: Sunsuper ABN: 88010720840 Employee Contrb.
Standard Amount.....: .000.                        Hourly Accrual Figures
per week/hour etc....: U.                          Holiday.....:  .
    
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(iii) Sick Entitlement

- Make sure all SI* Sick Allowance codes setup in Allowance Maintenance {6,3} are now called “*Sick/Personal Leave*”.

Modern Award entitlement for sick or personal leave pay is now 10 days per year. Make sure that you are accruing this correctly.



Remember if you operate a second restricted payroll area to do the above in the Restricted payroll area too.

SUPER GUARANTEE ACT

From 1 January 2005 you no longer have to provide your employees with quarterly superannuation reports.

While you no longer have to report, continuing to do so may help you manage employee relationships and staff enquiries, especially since infoware already has the ability to report the Super PAID on the subsequent payslip issued for each employee after payment, in place.

The changes do not affect employers who are covered under workplace legislation, awards or agreements that require superannuation contributions to be reported on payslips.

Note: **the reporting of PAYMENT of super on payslips does NOT meet FWA requirements** of Reporting super accruals applicable for the payment period of payslip.

Any questions contact: support@satsof.com.au

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