	QUICK REFERENCE GUIDE
	CREATING A NEW SUPERANNUATION FUND
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We recommend that you setup Superannuation as per the "**Super – Recommended Setup**" example in Marlin inform. It will minimise the maintenance required when adding a new superannuation fund, minimise the clearing entries required when paying contributions to funds, and simplify reconciliation between HR and your GL.

From your Marlin HR menu, select **Help > Marlin inform Instant Answers and News** then click on the Marlin HR Instant Answers tile and select **Super – Recommended Setup** from the index.

1. Create a new Supplier in your General Ledger (if required)

Skip to the next step if you have followed the "Recommended Setup" above, as you will already have a Supplier in the GL (eg. Super To Pay) for clearing contributions for all superannuation funds.

However, if you have chosen to maintain a separate Supplier in Marlin GTX for every Superannuation Fund and to clear each one with a separate supplier payment:
1. Create the new Supplier in Marlin GTX (eg. XYZ Superannuation Co.)
2. In Marlin HR, select System > Suppliers then click on the Refresh Suppliers icon and respond YES to confirm.

Also skip this step if you have setup Marlin HR to post all superannuation contributions to an existing liability account in your GL (eg. Super To Pay) rather than a Supplier and you use Journals to clear the balance.

2. Create a new Payroll Liability Account (if required)

Skip to the next step if you have setup your Superannuation as per the "Recommended Setup" above, as you will already have a Payroll Liability Account in Marlin HR (e.g. Super To Pay) that points to the Superannuation supplier in the GL.

1. Select System > Payroll Liability Accounts
2. Click on the green '+' button to add a new account
3. Enter the Liability Account Name (eg. XYZ Superannuation)
4. If posting contributions to separate Supplier accounts in the GL:
    i. Select the General Ledger Liability Account as 'Creditors Control Account'
    ii. Select the Supplier (eg. XYZ Superannuation Co.)
5. Or, if posting contributions to a common Liability account in the GL:
    i. Select the General Ledger Liability Account (e.g. 'Super To Pay').
6. Click on the Save icon*.*

3. Create a new Superannuation Fund

Each fund must be created as a separate Superannuation Fund in Marlin HR, as must different funds from the same Super fund manager if they have their own USI code used for SuperStream.

1. Select System > Superannuation Funds
2. Click on the green '+' button to add a new fund
3. Enter the Superannuation Fund Name (eg. XYZ Superannuation Fund)
4. Select the Liability Account that you just created in the step above (eg. XYZ Superannuation)
5. Click on the Save icon.

4.   Apply the new Superannuation Fund to the Employee (for Employer contributions)

To use the new Superannuation Fund for Employer contributions:
1. Select Employee Maintenance & enter on the Employee
2. Select the Entitlements tab
3. Select the new Super Fund & enter the Member number (use 111 if not yet known)
4. Enter the Date Joined & the appropriate Rate (%).
5. Click on the Save icon.

5.   Apply the new Superannuation Fund to the Employee (for Employee contributions)

In addition to the Employer contributions, an Employee may also wish part of their wages to be paid into their Superannuation Fund and must advise you whether it is to be a 'before tax' deduction (ie. Salary Sacrifice) or an 'after tax' deduction.
1. You will first need to ensure that the appropriate Deduction type is available:
    i. Select System > Deductions
    ii. If there is no 'Salary Sacrifice' (before tax) or 'Extra Superannuation' (after tax) deduction available:
        1. Click on the green '+' to add a new Deduction
        2. Enter the Deduction Name (eg. 'Salary Sacrifice' or 'Extra Superannuation')
        3. Select 'Applied Before Tax' or 'Applied After Tax' as appropriate
        4. Click on the Save icon.
2. Add the Deduction to the employee:
    i. In Employee Maintenance, open the employee and then the Pay Details tab.
    ii. Click on the green '+ Add' button under the Deductions section
    iii. In the Deduction field, select 'Salary Sacrifice' or 'Extra Superannuation' as appropriate
    iv. In the Liability Account field, select the Payroll Liability Account (e.g. Superannuation To Pay if using the "Recommended Setup", else the one you created in Step 2).
    v. If this fund is <u>not</u> the same one that Employer contributions go to for this employee, you will need to enter the Superannuation Fund Member number (use 111 if not yet known).
    vi. In the General Ledger Expense Account field, select Super Salary Sacrifice (rather than Wages & Salaries or Superannuation) to provide clearer reporting and easier reconciliation).
    vii. Enter the $ Amount to be deducted each pay (if not a regular deduction, enter $0 and manually enter the amount on the payruns before finalising).
    viii. Click on the Save icon.

The ATO deems '<u>before</u> tax' deductions for Superannuation (ie. Salary Sacrifices) to be made by the Employer and these contributions will be included in the Reportable Employer Superannuation Contributions figure on the employee's Payment Summary.