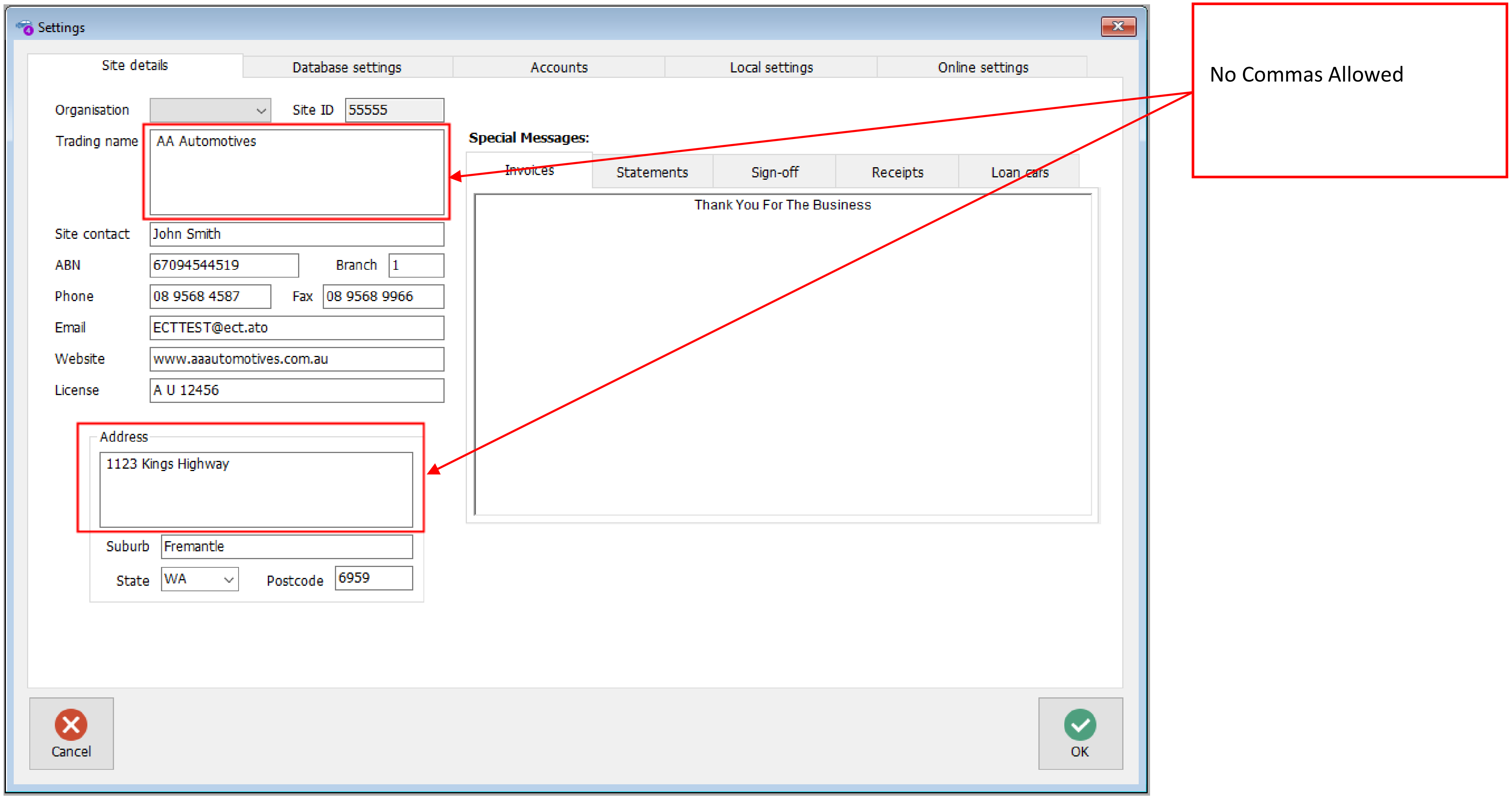
Payroll Checklist

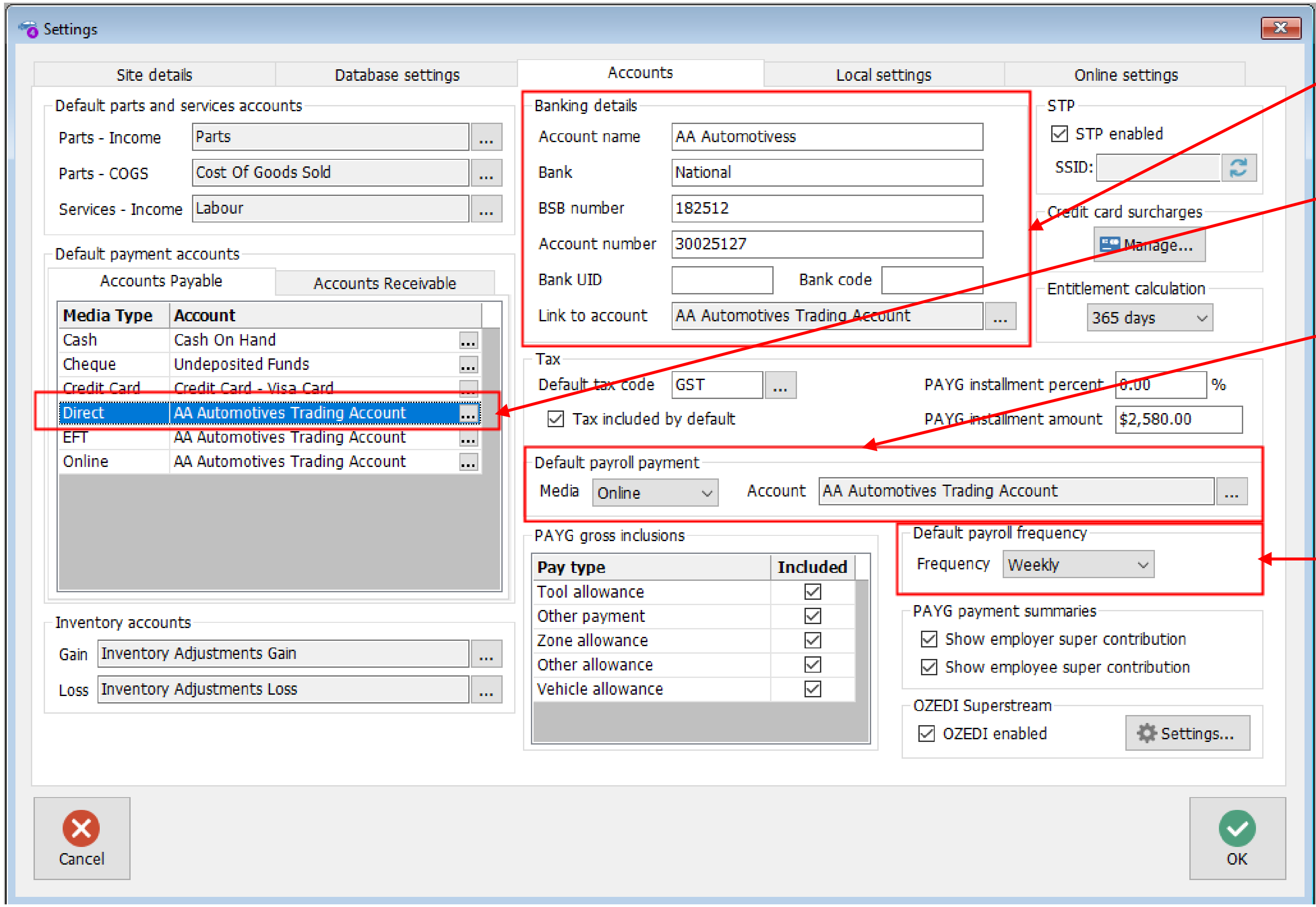
This document covers areas in Automation that need to be filled out with the correct information for Payroll STP and Super to work correctly.

Site Settings – Details:



Payroll Checklist

Site Settings - Accounts



All Banking Details Except Bank UID And Code To be Filled Out.

Accounts Payable, Media Direct, To Be Assigned To The Business Trading Account.

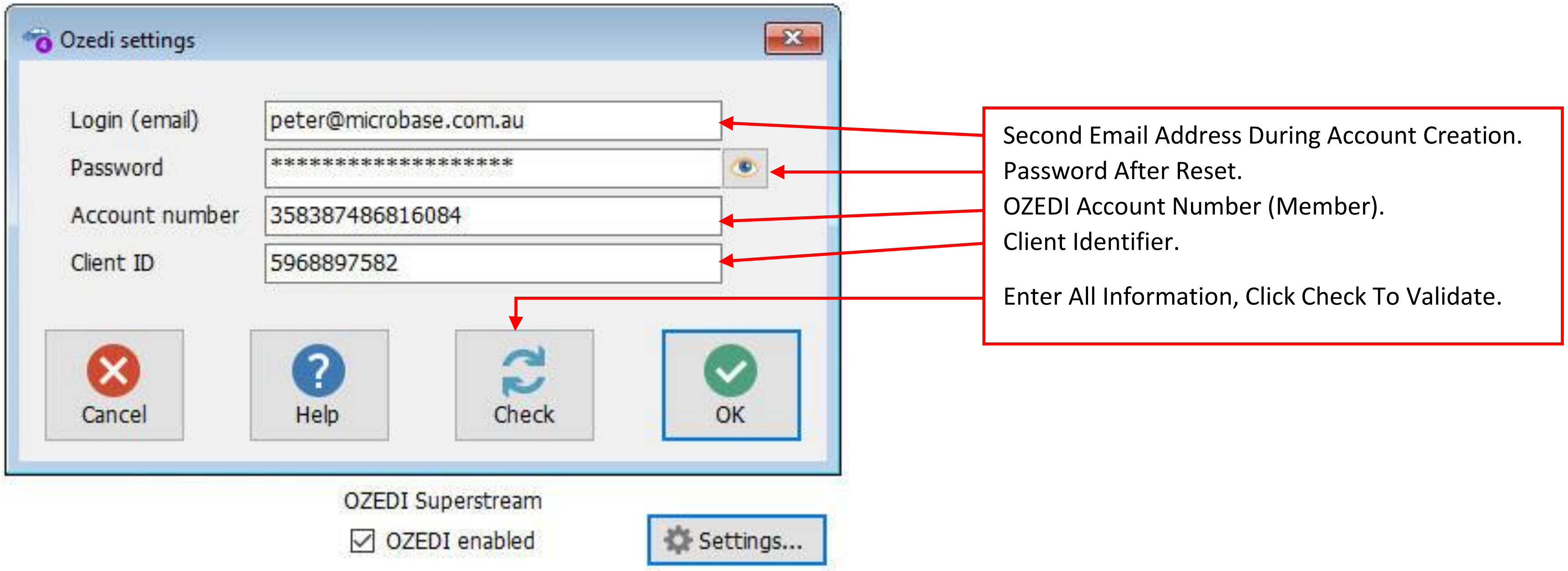
Default Payroll Account, Media Set To Online, Account Set To Business Trading Account.

Default Payroll Frequency Can Be Set To Either:

Weekly
Fortnightly
Monthly
Quarterly

Based On The Business Pay Frequency.

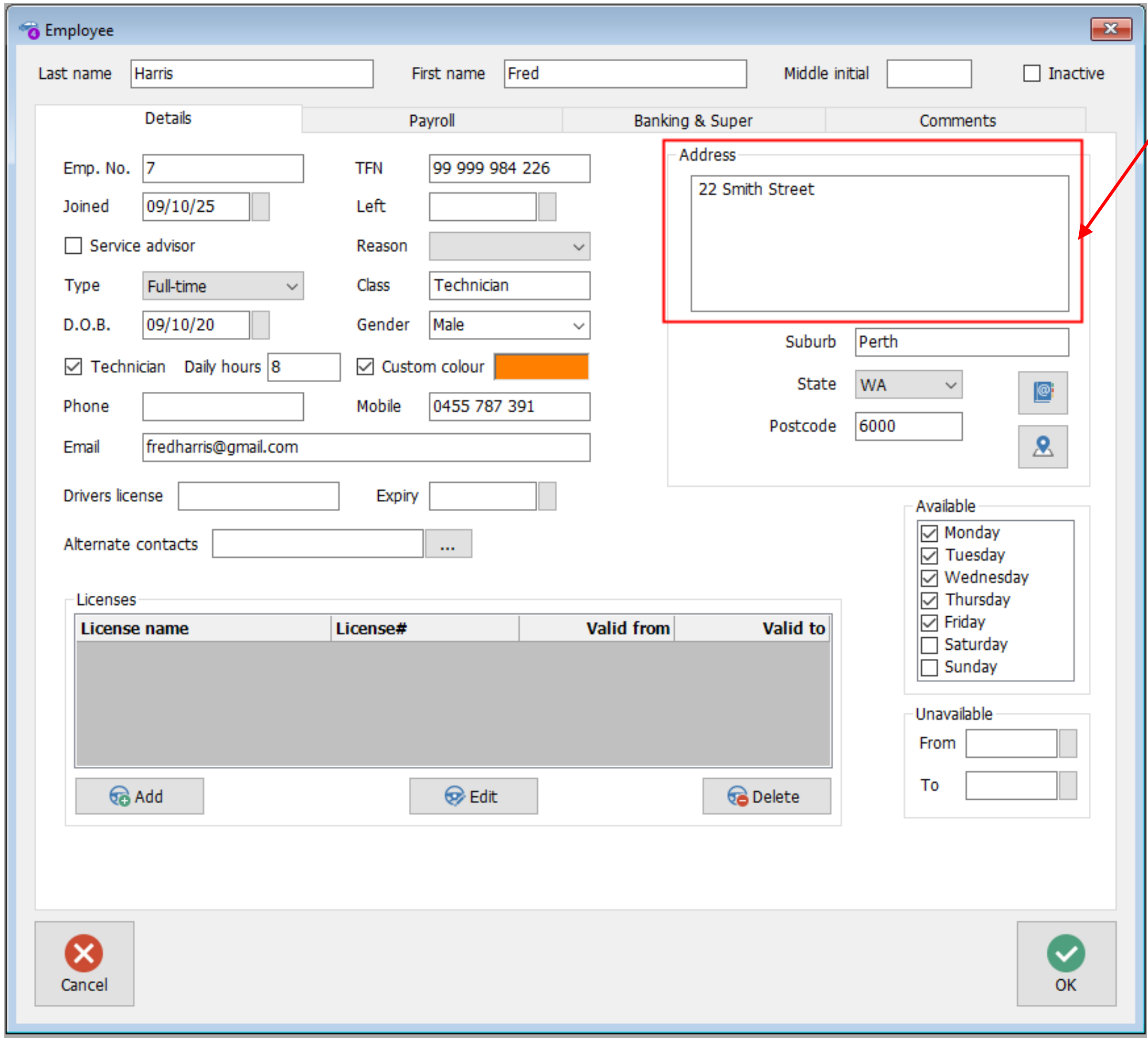
Site Settings – Accounts – OZEDI Superstream – Settings:



Continue To Complete Employees Information:

Payroll Checklist

Lists – Employees: Edit An Employee - Details.

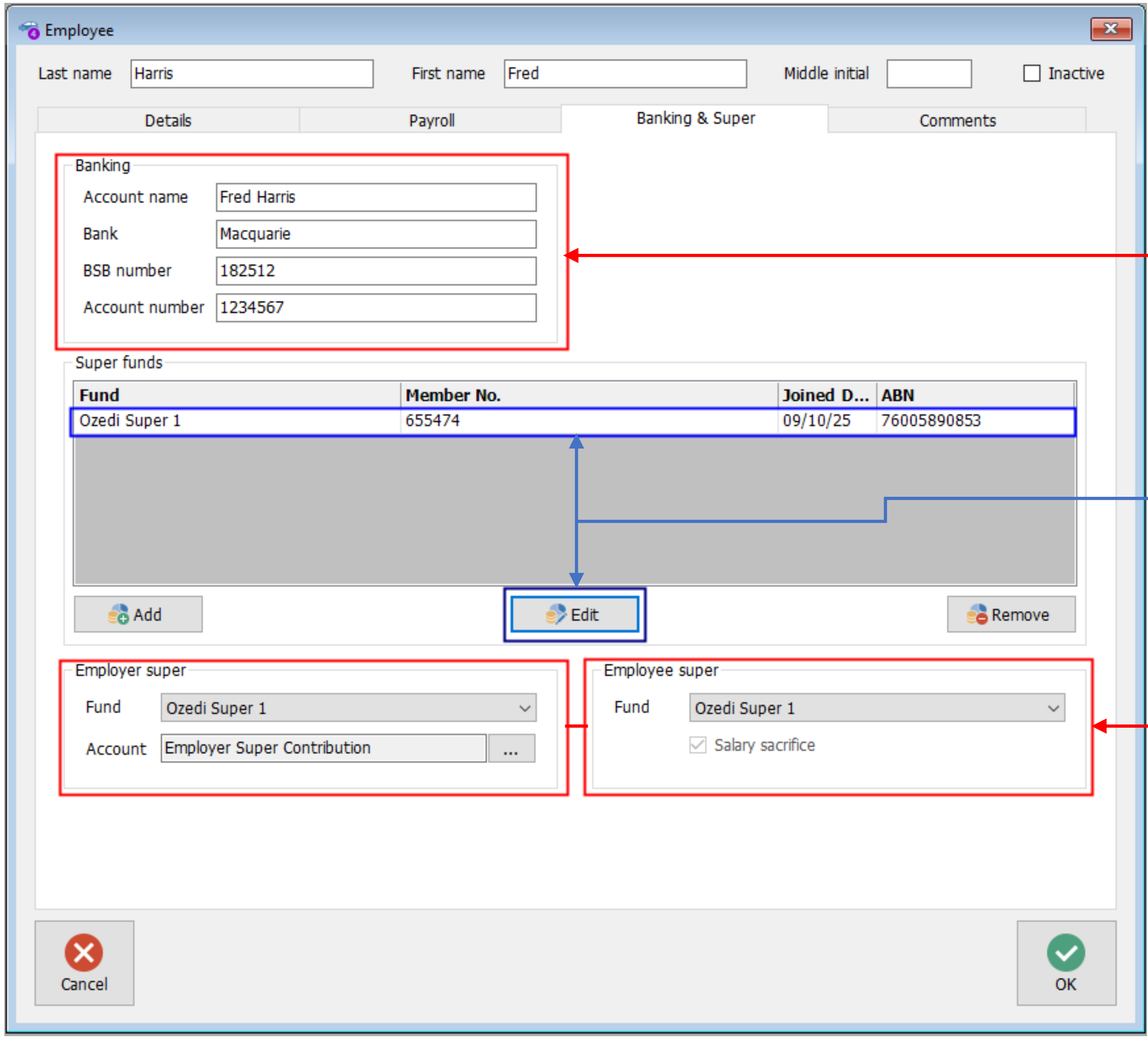


Enter Minimum Employee Details As Per Image.

No Comma's Allowed

Payroll Checklist

Lists – Employees: Edit An Employee – Banking & Super.



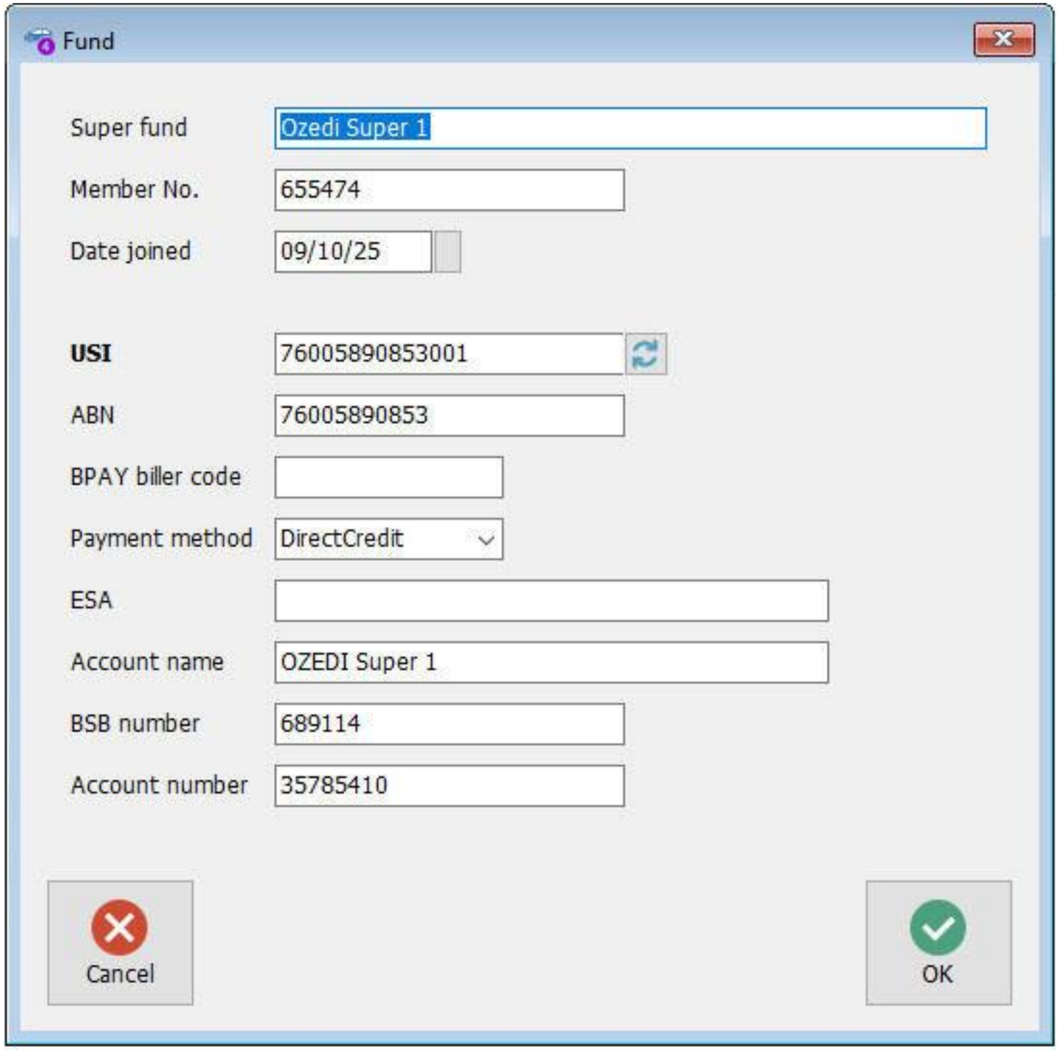
Enter All Employees Bank Details.

Highlight The Super Fund And Click Edit, Fill All Required Details As Per Next Image.

Enter The Employees Super Fund In Both Employer & Employee Fund Fields.

Payroll Checklist

Lists – Employees: Edit An Employee – Banking & Super - **Unique Superannuation Identifier (USI)** Fund.



Standard Super Fund

Enter All Details Of The Employees Super Fund.

Enter Member Number.

Date Joined Is Not Compulsory.

Enter Super Funds USI Number.

Enter Super Funds ABN Number

BPAY Biller Code To Remain Empty.

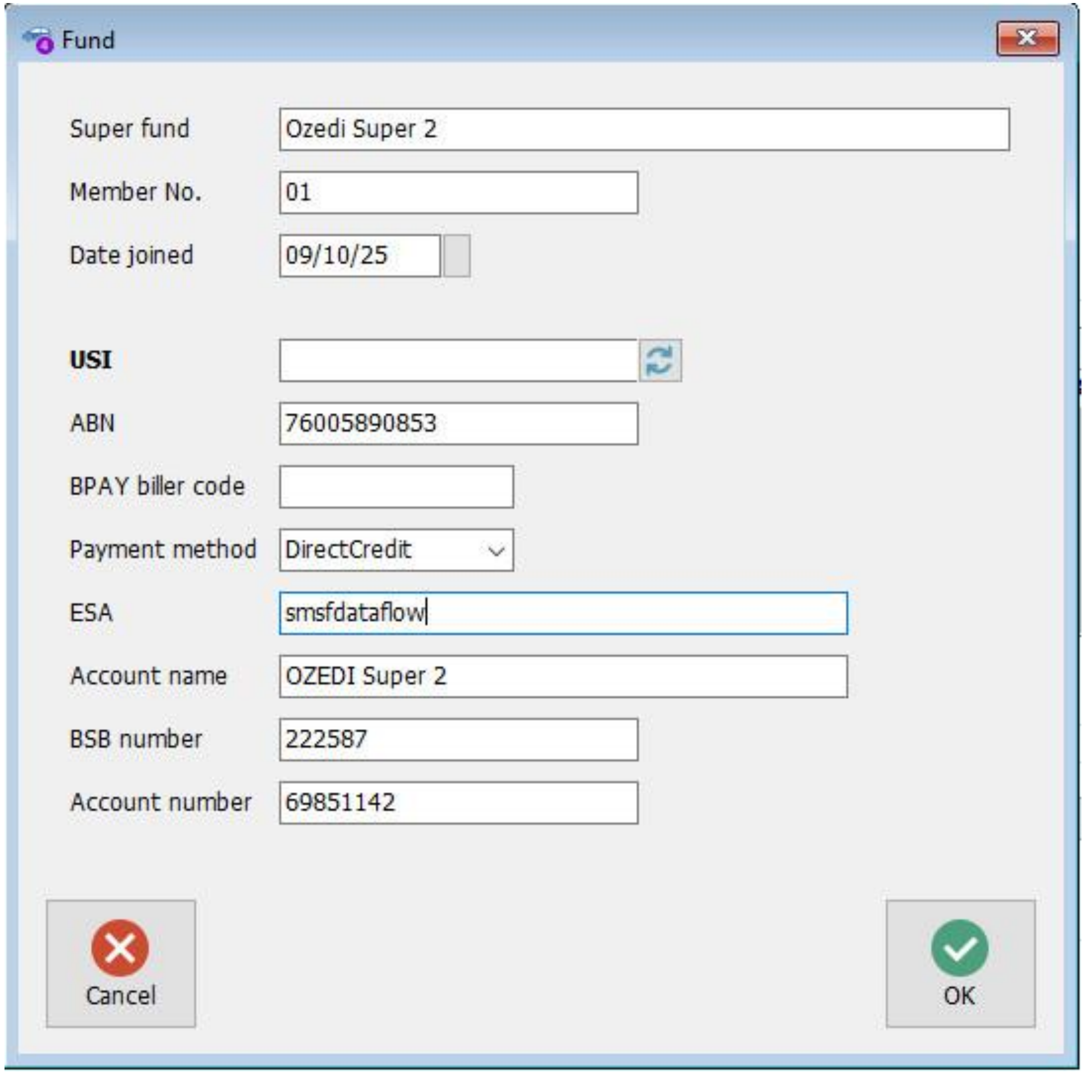
Payment Method = DirectCredit.

At This Point Click On The Button With Blue Arrows At The End Of The USI Number To Validate And Import The BSB & Account Details.

Click OK To Save.

Payroll Checklist

Lists – Employees: Edit An Employee – Banking & Super - **Electronic Service Address (ESA)** Fund.



Self-Managed Super Fund

Enter All Details Of The Employees Super Fund.

Enter 01 or 02 In Member Number.

Date Joined Is Not Compulsory.

USI Number To Remain Empty.

Enter Super Funds ABN Number

BPAY Biller Code To Remain Empty.

Payment Method = DirectCredit

At This Point You Will Be Required To Enter The Account Name, BSB Number & Account Number Manually, You Are Responsible to get The **Correct** details.

Click OK To Save