

Setting Up Super Salary Sacrifice in MYOB – Step by Step Process

Setting up a Salary Sacrifice Superannuation category allows contributions to be paid into each employee's superannuation fund even if each of them has different contribution amounts.

1. Select 'Lists' from the top of the screen and choose 'Payroll Category' and then 'Superannuation'
2. Click the zoom arrow next to Salary Sacrifice. The superannuation information appears.
3. Select the linked superannuation payable account if not already selected
4. Click the 'User – entered amount per pay period' calculation basis
5. Click EMPLOYEE tab at the bottom and select the employees who are involved in sacrificing some of their salary towards superannuation. Click OK.
6. Click OK and return to the Payroll Category window.

Adjust the Employee card for salary sacrifice

1. From the Cards list in the Cards Command Centre, click on the Employee tab and choose the employee to be adjusted
2. Click on the Payroll Details tab and select 'Standard Pay' on the left hand side
3. Click in the Amount column next to Salary Sacrifice and enter as a negative amount

Exclude Salary Sacrifice portion from the Superannuation Guarantee

1. Set up an additional wage Superannuation Guarantee category which excludes the amount of salary sacrifice
2. Name this new category 'Super Guarantee Excl Sal Sac', link the expense account 'Superannuation Expense', link the payable account 'Superannuation Liability'
3. Contribution type – choose Superannuation Guarantee (expense). Tick 'Print on Pay Advice'. Calculation basis – Equals 9% of Gross Wages.
4. Indicate any exclusions eg. exclude the first \$100 of eligible wages from calculations. Click 'No limit'.
5. Choose the employee tab on the bottom and assign the category to the relevant employees.

Salary sacrifice super and the payment summary

To prepare your end of financial year payment summaries for your employees who make salary sacrifice contributions to their super funds.

1. In the 'Set up Payment Summary' fields window – select 'Gross Payments' in the 'Payment Summary' field column
2. Select 'Salary Sacrifice' in the 'Select Payroll Categories'.

Ph: 07 5596 5758

