

Adding a Superannuation Fund

Introduction

With the introduction of choice of super funds additional super funds may need to be setup in Pay2k.

This document gives an overview of the steps needed to set up a new super fund and link an employee to it for pay processing. If you require instructions on how to enter this information into Pay2k refer to the Pay2k Training Manual which is available for download from our website at: <http://www.humandedge.biz/pay2k/tmlogin.asp>

Points to Remember

- Each super fund only needs to be entered once.
- A super fund can be used by multiple transaction type codes.
- A transaction type code can only be linked to one super fund.

Step by Step

Follow the steps in the table below to setup a new super fund and link the employee to it.

Step	Action
1.	Go to MAINTENANCE ▶ SUPERANNUATION FUNDS .
2.	Check if the super fund is already listed. If not add it.
3.	Go to MAINTENANCE ▶ TRANSACTION TYPES .
4.	Check if all the super transactions you need for this fund are listed. If not add the transaction codes you need for this super fund.
5.	Go to MAINTENANCE ▶ HUMAN RESOURCES ▶ EMPLOYEE DETAILS . Call up the employee and check if they have this superannuation fund listed on their Super Funds tab with their membership details. If not edit their record and enter this information.
6.	Go to MAINTENANCE ▶ AUTOPAY DETAILS .
7.	Check the employees pay information. Ensure that their autopay information lists the transaction type codes for the super fund they belong to.
8.	The employee is linked to the super fund for pay processing. The next time the employee is added to the current pay it will use this information.