

SGC in Sybiz Vision Pay

Please note that information in this document may have changed since this document's creation. Document Creation Date: October 2003

Quarterly Superannuation Guarantee (SG) takes effect from 1 July 2003. From this date you will need to:

- Calculate an amount equal to 9% of each of your eligible employees' earnings.
- Pay this amount to a complying superannuation provider at least every quarter.
- Report details of the contributions to your employees in writing at least once each quarter.
- Keep a record of all contributions made.
- Keep a record of when, what and how you reported to your employees.

If you currently make more frequent contributions due to the conditions of your fund, an award obligation, a workplace agreement or through personal choice, you should continue to do so.

Reporting

If you make contributions to an accumulation fund or a retirement savings account (defined benefits funds are excluded) you must report to your employees in writing at least once a quarter.

When to report

You must report within thirty days of the final contribution being made for the quarter. For example, if you made your last contribution on 30 September, the report will be due by 30 October, or, if your last contribution is made on 28 October, the report will be due 27 November. You may choose to report every time you make a contribution.

What to report

Reporting requirements have been introduced to inform employees on the superannuation that has been paid on their behalf. The written report must include:

- the amount of contributions you have made; and
- the name of the superannuation provider and, if possible, their contact phone number.
- the employee's account or membership number (if known).

Report to Print

If you have Sybiz Vision Pay 3.3, then you can print the Super Summary for Employees. This report defines the employee's name and pay details to show a total amount for that employee for superannuation contributions. It also shows the fund name and membership number of the superannuation fund you are contributing to. There are other reporting methods which can be found on the ATO Website at <http://www.ato.gov.au/super>.