

Updating Superannuation Percentage in Jobpac

The super guaranteed percentage will be increased to 12% from 1 July 2025 and onwards. Please refer to the [Super Guarantee](#) table from the Australian Tax Office.

Summary:

There are four main areas in Jobpac you will require to update the percentage.

1. Employee Maintenance
2. Superannuation Funds Maintenance
3. Super (ERC) transaction codes
4. Payroll Parameter

Details Step:

1. Employee Maintenance – Allowance and Deductions (Update only if an Employee has special Superannuation Rate, if NOT leave it blank)

NOTE: If the Superannuation rate is left blank from this screen will automatically populate the rate set up in the transaction code associated with the super fund. You can update the superfund rate in the allowance and deductions table via the 2 options below.

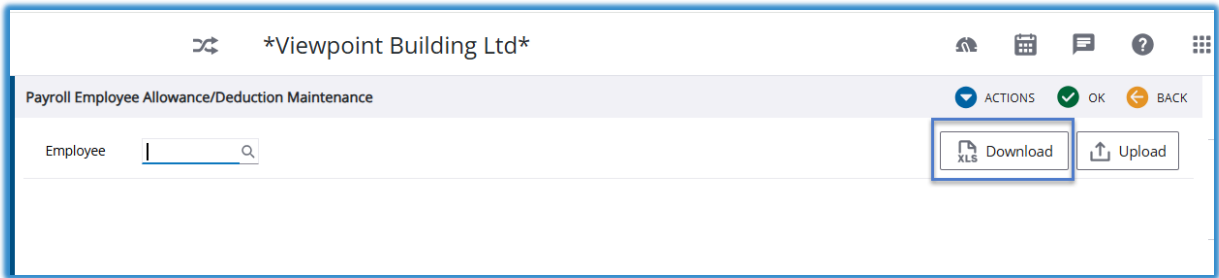
Option 1.1 Manual Option - Navigate to: **Payroll > Employee Information > select each Employee > click Actions > Select Allowance/Deduction > select Super code > change the rate > click OK**

Trans No.	D/A	Description	A/M	Bal Y/N	Post Jobs	Rate/ Amount	P/A/S	Auto Occur	This Perd Occur	Balance Owing	Wkid	Job	Cost Code	CT	GL Account	Prim Super TC
S05	ERC	Rest	A	N	N	11.0000	S	1.00	1.00							

Trans: Auto/Man: Bal: Post Jobs: Rate / Amount: P/A/S:
 Auto Occur: This Period Occur: Balance Owing: Prim Super Trans Code:
 Work Id: Job: Cost Centre: GL Account:

Option 1.2 Upload option:

1.2.1 Navigate to: **Payroll > Employee Information > Allowance and Deduction > click Download**

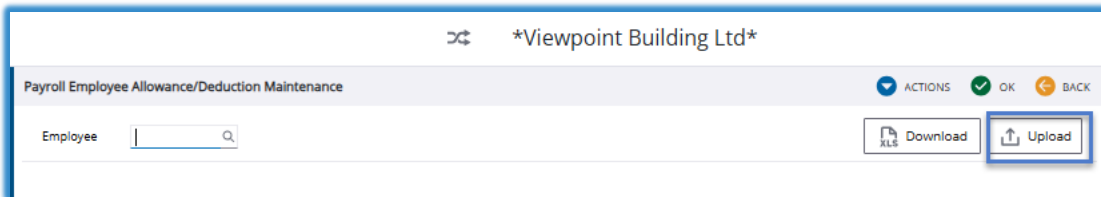


1.2.2. Update the Rate/Amount Column in the downloaded file.

Filter the transaction code/Transaction type corresponding to the Superannuation and update the % value in Column N.

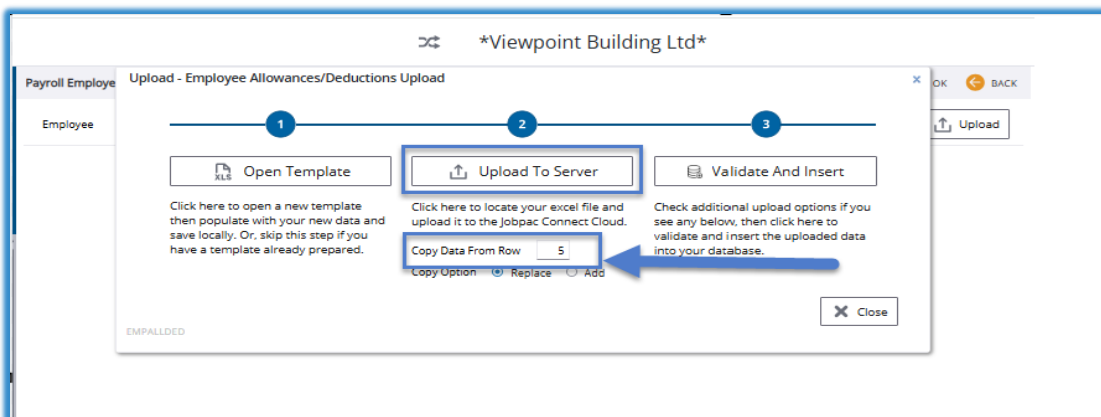
Work Id	Employee Code	Employee Name	Transaction Code	Costing Work Id	Job No	Cost Code	Cost Type	GL Account	Transaction Type	Auto/Manual	Pay Against Balance	Post to Jobs	Rate / Amount	Rate Type	Balance Owing
1.0 NMG	8 AMG	70 A	3 AMG	3.0 N	6 AMG	8 AMG	2 AMG	30 AMG	3 A	1 A	1 A	1 A	15.2 N	1 A	15.2 N
5	518 EMP03	Employee 3	501		0				ERC	M	N	N	12.0000	S	0.00
6	518 EMP04	Employee 4	501		0				ERC	A	N	N	12.0000	S	0.00

1.2.3 Navigate to: **Payroll > Employee Information > Allowance and Deduction > click Upload.**

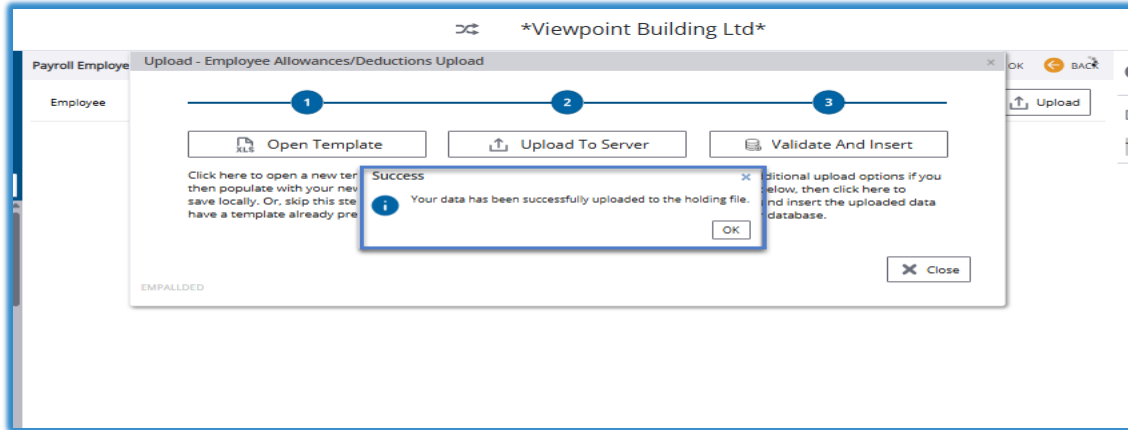


1.2.4 Click upload to Server to browse for the file in your saved folder. If using an edited downloaded file from the download, ensure that the "copy data column" field correspond to the first transaction row of the upload file.

Work Id	Employee Code	Employee Name	Transaction Code	Costing Work Id	Job No	Cost Code	Cost Type	GL Account	Transaction Type	Auto/Manual	Pay Against Balance	Post to Jobs	Rate / Amount	Rate Type	Balance Owing
1.0 NMG	8 AMG	70 A	3 AMG	3.0 N	6 AMG	8 AMG	2 AMG	30 AMG	3 A	1 A	1 A	1 A	15.2 N	1 A	15.2 N
5	518 EMP03	Employee 3	501		0				ERC	M	N	N	12.0000	S	0.00
6	518 EMP04	Employee 4	501		0				ERC	A	N	N	12.0000	S	0.00

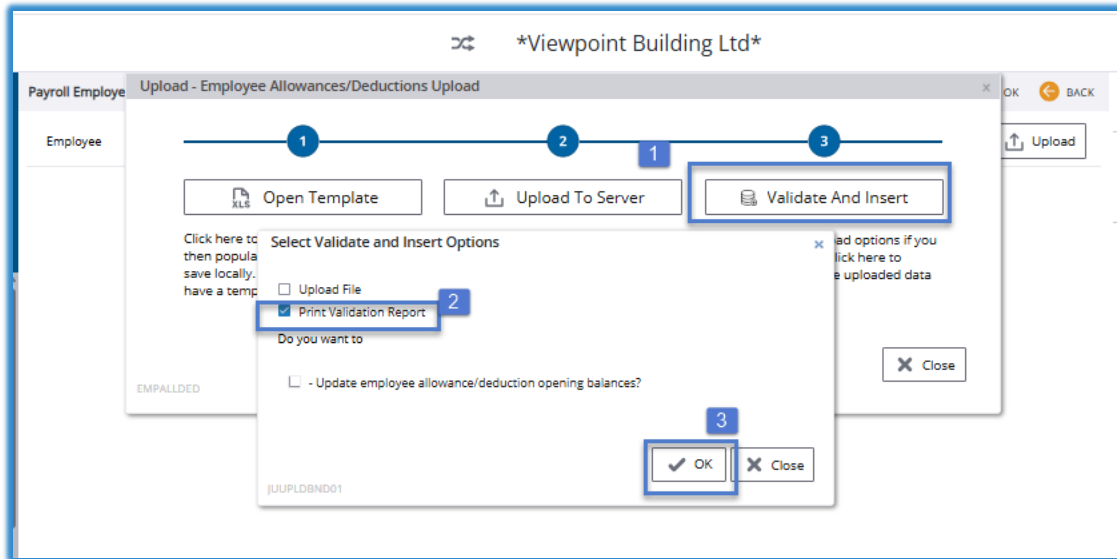


If successful, the below message will appear.

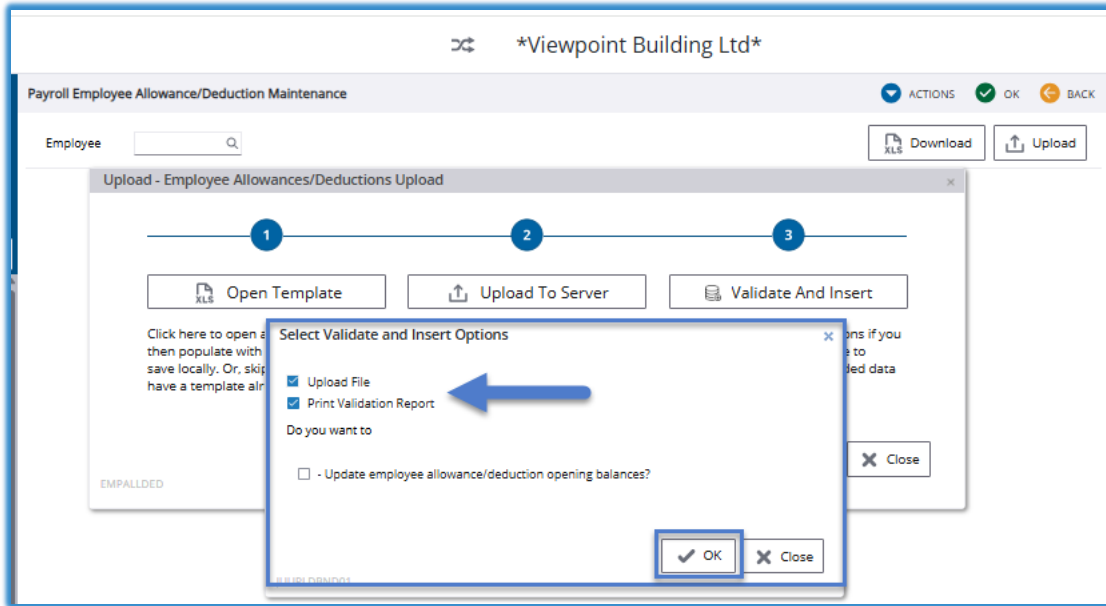


1.2.5 Click Validate and Insert to load into Jobpac.

To check for upload error, tick print validation report then click ok. An error report will be generated.



If the error report is blank, re-upload the file by ticking **Upload file**, **Print Validation** Report then click **Ok**.



2. Superannuation Funds Maintenance

Navigate to: *Payroll > Company Information > Superannuation Funds > update percentage per fund > click OK*

Code	Description	Fee	Amount / Percent	Phone Number	CSV Fmt	Employer Number	Job Wkid	Job Number
01	Cbus	12.00	P		Q			
02	AMP Super	12.00	P		Q	VIEWPOINT		
03	Australian Super	12.00	P		Q	VIEWPOINT		
04	Test Super	12.00	P		Q	VIEWPOINT		
05	Rest Super	11.50	P		A	VIEWPOINT		

3. Super (ERC) transaction codes

NOTE: You can run the 'Company Transaction Report' to identify all the super transaction codes. i.e., Transaction Type= "ERC"

Navigate to: *Payroll > Company Information > More Options > Company Transaction Rep*

Option 3.1. Manual option

Navigate to: **Payroll > Company Information > Transaction Definition > select Superfund transaction code > Click Action > Select Modify > Update rate > click OK**

Transaction Code Maintenance ACTIONS OK BACK

Transaction Code S05 Group Mode EXAMINE

Transaction Type ERC
 Description Rest Super Short Name Rest
 Include Super, Calculation ERC/ACC Code 05 Column 1
 Include RDO Calculation Cashing Out Leave Type Annual Leave Long Service Leave Personal Leave
 Include LSL Calculation Include in Leave Accrual Calculation (Note: Will be checked for Tran Type = NT and other Tran Types included in sys parm HNPQRS)
 Default for Payroll Processing Employer Super Related
 GL Account Number 10003204 Prevent Expense Account Default Affix (N/P/S) N
 Multiplier Job Required (N/O/Y) N Keep History
 Default Cost Code Default Cost Type

Allowance/Deduction/Tax Adj/ERC Details
 Group Tax Code 08 Get Rate from Job Parameters
 Rate 12.0000 Type (A/P/S/G/L/C/H) S
 ERC Liability G/L 10009521 Affix (N/P/S) N

Allowances/Lump Sums/Foreign Income
 Payroll Tax Code 0 Pre Tax Deduction
 Taxable
 STP Other Leave Code (NT/ACT/LEV)
 STP Allow/Deduct Code (ALL/DED/ACT)
 LLD STP Code Paid Leave Overtime Unused Leave N/A

Option 3.2. Upload option

3.2.1 Navigate to: **Payroll > Company Information > Transaction Definition > click Download**

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Transaction Code Maintenance ACTIONS OK BACK

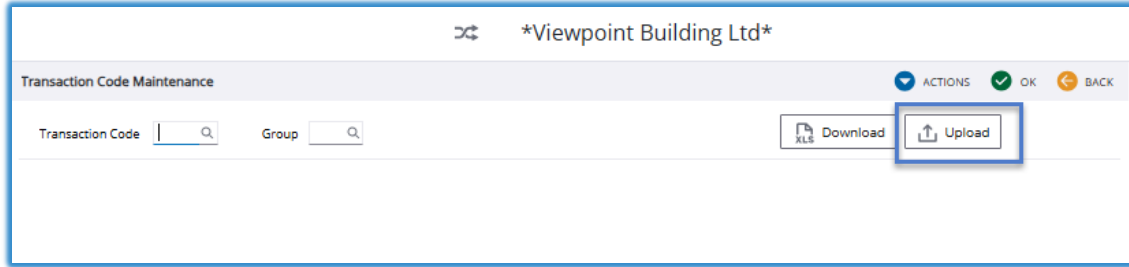
Transaction Code Group

Download Upload

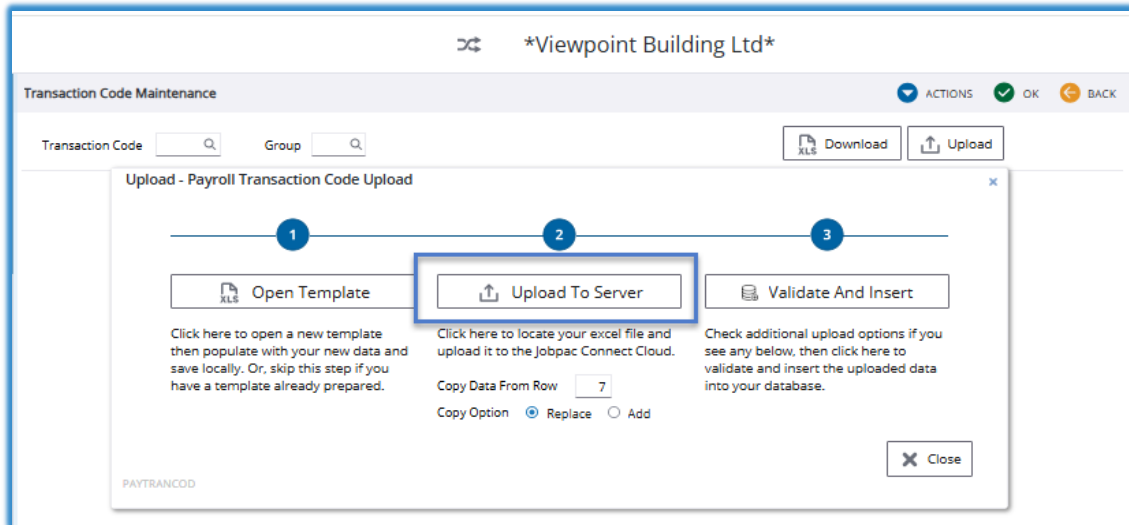
3.2.2 Update the Rate Column (Column X) in the downloaded file.

Work Code	Code	Type	Description	Calculation	Payroll	Column	Super	Person	Expense	A/P/S	Multiplier	Required	History	Code	Type	Rate	Rate	Rate
918 S05	ERC	Class	SUPER	N	N	N	N	Y	10009521	N	N	0.0000	O	N	N	12.0000	12.0000	12.0000
918 S02	ERC	JAMP Super	Super	N	N	N	N	Y	10009521	N	N	0.0000	O	N	N	12.0000	12.0000	12.0000
918 S03	ERC	Australian Super	super	N	N	N	N	Y	10009521	N	N	0.0000	O	N	N	12.0000	12.0000	12.0000
918 S04	ERC	Rest Super Fund T011 Sup		N	N	N	N	Y	10009521	N	N	0.0000	O	N	N	12.0000	12.0000	12.0000
918 S05	ERC	Rest Super	Rest	N	N	N	N	Y	10003204	N	N	0.0000	N	N	N	11.5000	11.5000	11.5000

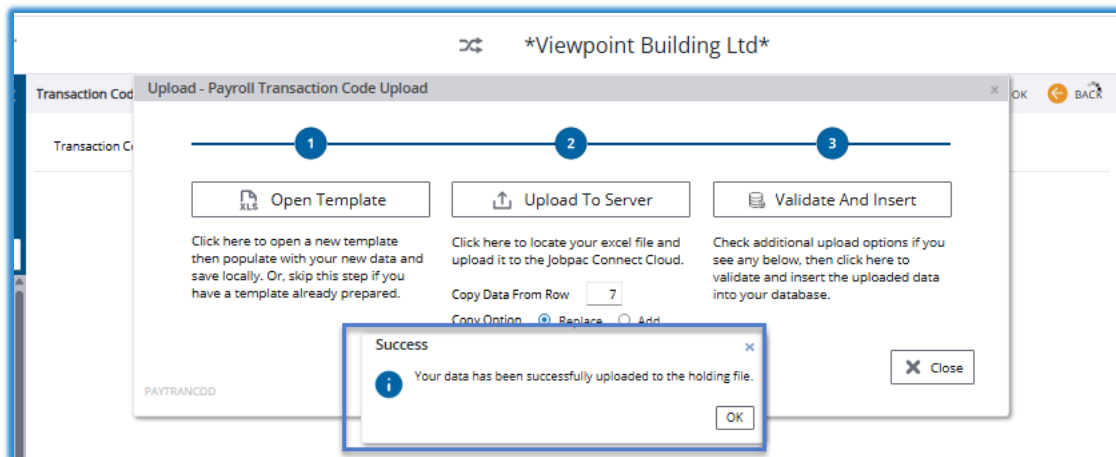
3.2.3 Navigate to: **Payroll > Company Information > Transaction Definition > click Upload.**



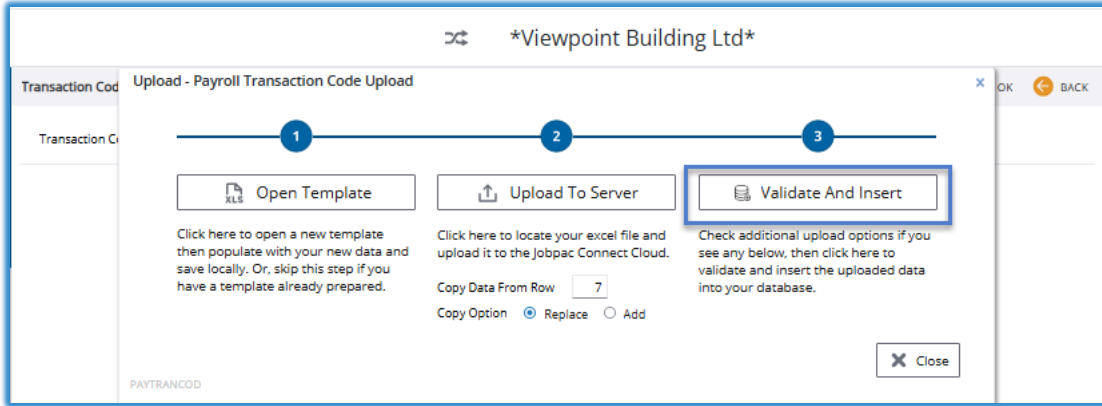
1.2.4 Click upload to Server to browse for the file in your saved folder.



If successful, the below message will appear.



3.2.5 Click Validate and Insert to load into Jobpac.



4. Payroll Parameter

Navigate to: **Payroll > Company Information > Payroll Parameter > Click Action > Select Modify > update Superannuation Contribution % > click OK**

