

Payday Super in Jobpac - Setup and Processing Guide

User Manual | Version 1.0

This guide explains how to **set up and process Payday Super payments in Jobpac**, including selecting a payment method and completing required configuration.

It is designed to help payroll users understand the new Payday Super requirements and ensure super contributions are processed accurately and efficiently within the system.

This guide covers:

- **Payment Methods Overview**
 - **Pre-Requisite Setup (Super Funds)**
 - **Method 1: Existing Super Clearing House**
 - **Method 2 - OZEDI Instant Super Clearing House**
 - **Further Information & References**
-

Payment Methods Overview

Super payments can be made using one of the two methods below. Choose the method that best suits your organisation - you can only use one.

Method 1

Existing Super Clearing House

Extract the QuickSuper report and upload via your clearing house of choice (AusSuper, CBUS, etc.)

Method 2

OZEDI Integration

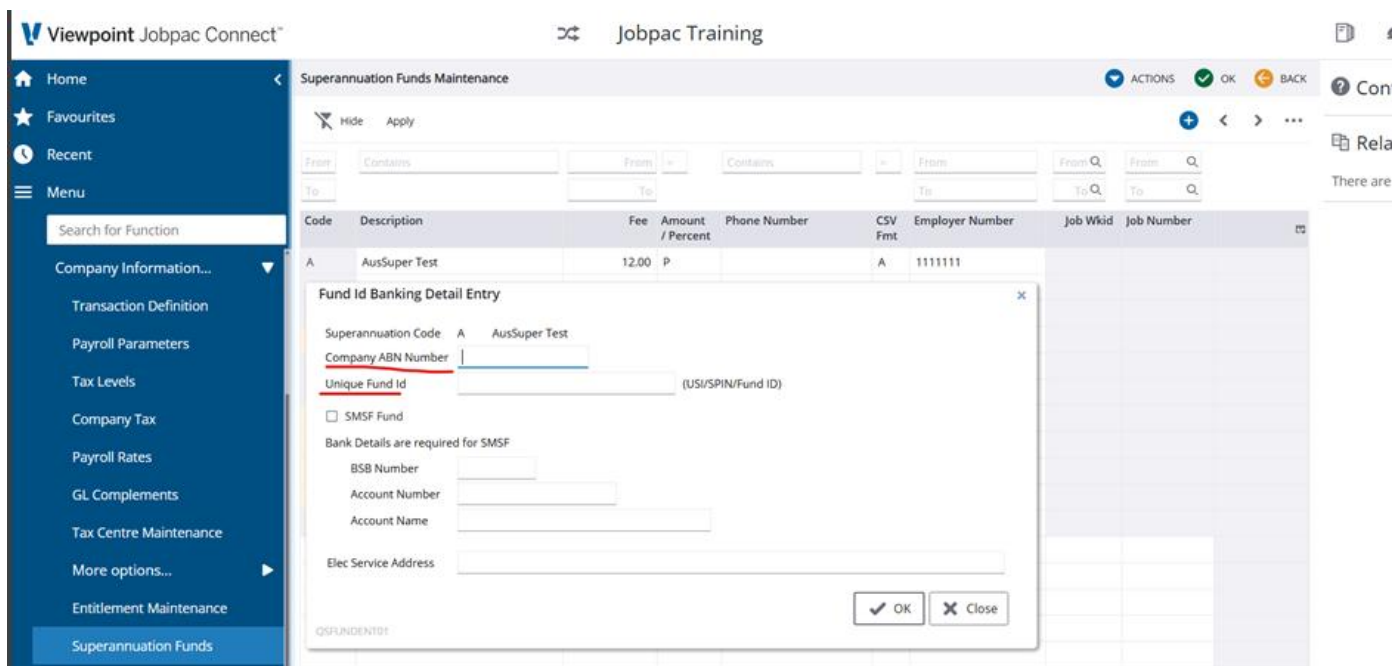
New OZEDI integration, similar to how STP lodgements are made you can opt for this option to submit super payments after the pay run via an API integration.

Pre-Requisite Setup (Super Funds)

Regardless of which payment method you choose, the following configuration must be completed before processing payments.

1. Company Information > Superannuation Funds (Required Setup)

- Ensure all super funds and SMSFs are set up with their relevant **ABN, USI, or ESA (for SMSFs)**
- Confirm details are correct to prevent payment rejections under either method
- Right-click the super fund > **Banking Detail** and enter the fund ID accordingly



The screenshot shows the 'Superannuation Funds Maintenance' screen in Viewpoint Jobpac Connect. A table lists super funds with columns for Code, Description, Fee, Amount / Percent, Phone Number, CSV Fmt, Employer Number, Job Wkid, and Job Number. One fund, 'AusSuper Test', is highlighted. A 'Fund Id Banking Detail Entry' dialog box is open, showing fields for Superannuation Code (A), Company ABN Number, Unique Fund Id (USI/SPIN/Fund ID), and checkboxes for SMSF Fund and Bank Details required for SMSF. The dialog also includes fields for BSB Number, Account Number, Account Name, and Elec Service Address, along with OK and Close buttons.

2. Superannuation Transaction Codes

Configure superannuation transaction codes to ensure amounts are reported correctly in QuickSuper/SAFF extract files.

These settings control how super contributions are allocated and reported in extract files.

Required Transaction Code Settings

Setting	Value
Column Setup — Employer Contribution	1
Column Setup — Pre-Tax Sal Sacrifice	2
Column Setup — Post-Tax Sal Sacrifice	3
Group Tax Code — Employer Contribution	8
Group Tax Code — Sal Sacrifice	19

All other fields in the transaction code setup can remain unchanged



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Transaction Code Maintenance

ACTIONS

OK

BACK

Transaction Code AS1

Group

Mode EXAMINE

Transaction Type ERC

Description Aus Super

Short Name AUSSUPER

ERC/ACC Code 03

Column 1

☐ Include Super. Calculation
 ☐ Include RDO Calculation
 ☐ Include LSL Calculation
 ☐ Default for Payroll Processing

☐ Prevent Expense Account Default
 ☐ Keep History

GL Account Number 10009521

Multiplier

Default Cost Code

Cashing Out Leave Type

☒ Annual Leave
 ☐ Long Service Leave
 ☐ Personal Leave

☐ Include in Leave Accrual Calculation (Note: Will be checked for Tran Type = NT and other Tran Types included in sys parm HNPQRS)
 ☐ Employer Super Related

Job Required (N/O/Y) O

Affix (N/P/S) N

Default Cost Type

Allowance/Deduction/Tax Adj/ERC Details

Group Tax Code 08

Rate 12.0000

ERC Liability G/L 10003204

☐ Get Rate from Job Parameters

Type (A/P/S/G/L/C/H) S

Affix (N/P/S) N

Allowances/Lump Sums/Foreign Income

Payroll Tax Code 7

☐ Taxable

STP Other Leave Code (NT/ACT/LEV)

STP Allow/Deduct Code (ALL/DED/ACT)

Deductions Only

☐ Pre Tax Deduction

LLD STP Code

☐ Paid Leave
 ☐ Overtime
 ☐ Unused Leave
 ☒ N/A

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Method 1: Existing Super Clearing House

To make super payments via your existing clearing house, complete the following steps in order.

1 Setup

Company Information > SuperFund

- Set the file format for your clearing house
- Enter your **Employer Number** (from your clearing house account) against all super funds

Viewpoint Jobpac Connect™ Jobpac Training

Superannuation Funds Maintenance

Hide Apply Apply filters

Code	Description	Fee	Amount / Percent	Phone Number	CSV Fmt	Employer Number	Job Wkid	Job Number
A	AusSuper Test	12.00	P		Q	HERE		
A1	AustralianSuper	12.00	P		Q	HERE		
01	Cbus	12.00	P		Q	HERE		
02	Host Plus	12.00	P		Q	HERE		
03	AusSuper (SG Guarantee)	12.00	P		Q	HERE		
04	Rest Super	12.00	P		Q	HERE		
05	Retirement Super	12.00	P		Q	HERE		
06	AMP Fund	12.00	P		Q	HERE		
87	TEST	12.00	P		Q	HERE		
96	New Code		P		Q	HERE		
99	SMSF		P		Q	HERE		

Legend: Missing QuickSuper Fund Id

CSV File Format: C=Cbus, P=PLUM, Q=QuickSuper, S=Click, A=SAFF

Using SAFF format?

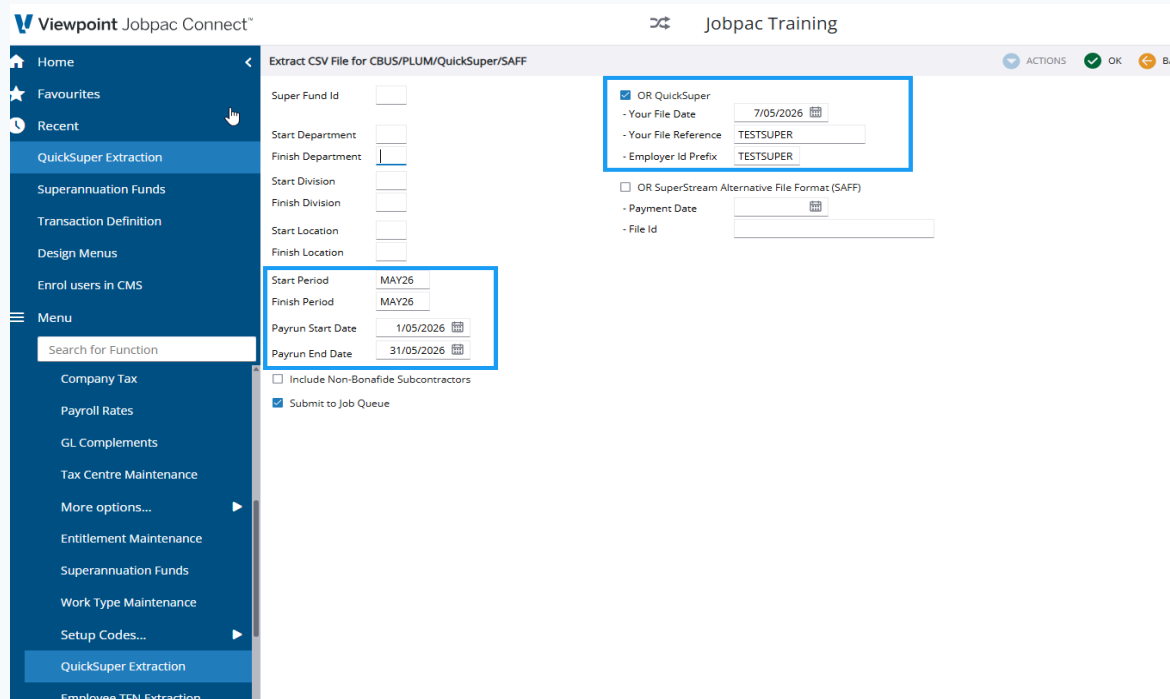
Ensure the Superannuation Fund CSV Format setting is set to **"A" (SAFF)** in this step.

2

Extract

Company Information > QuickSuper Extraction

- Enter the accounting period and **Payrun PAY DATE** (*not payroll from/to date*)
- Select “**OR QuickSuper**” with file payment date and reference



3

Upload

Login to your clearing house and upload the file

- Upload the file **without modification**
- If formatting adjustments are required, your clearing house will prompt you

Note:

Jobpac cannot control or pre-emptively adjust clearing house formatting. For suggestions or improvements, use the [Suggestion Box](#)

Multiple Pay Runs on the Same Pay Date

⚠ Important - read before extracting your QuickSuper file

The QuickSuper file is **cumulative for each pay date**.

- If multiple pay runs are executed on the same pay date, always extract the file **at the end of the day after all pay runs are complete**
- **Example (correct):**
Multiple pay runs on 15 May → process all pay runs → extract QuickSuper once for 15/5/26–15/5/26 → file includes all pay runs for that date
- **Example (incorrect - risk of double payment):**
Pay run #1 completed on 15/5/26 → QuickSuper extracted → Pay run #2 completed on the same date → QuickSuper extracted again → file includes Pay #1 and #2, causing duplication and requiring manual intervention

Method 2 - OZEDI Instant Super Clearing House

If Method 2 is selected, the file format must be set to SAFF and submissions are completed via the OZEDI API integration.

1

Setup

Company Information > Superannuation Fund

- Change the CSV format to **"A" (SAFF)**.
- Enter your **Employer Number** (from your clearing house account) against all super funds

Further Information & References

The following resources provide additional guidance on Payday Super and Single Touch Payroll (STP) reporting requirements.

Further information & resources

[Release notes \(1 Feb 2026\): Streamlining Payments with SAFF & OZEDI](#)

[BuildingPoint Support Portal Payday Super Guide Hub](#)

[OZEDI Superannuation webinar & Payday Super integration info](#)

The following resources from the ATO provide guidance on Payday Super requirements and STP reporting obligations:

ATO Resources

Payday Super Resource Centre

The ATO's central hub for all Payday Super guidance, including employer obligations, timelines, and compliance information.

Link: [ATO About Payday Super](#)

STP Phase 2 Reporting — Quick Reference Guide

A concise reference guide from the ATO covering STP Phase 2 reporting requirements, data fields, and submission obligations.

Link: [STP Phase 2 reporting – Quick reference guide](#)

✔ You're ready to process Payday Super payments when:

- ✔ Super fund setup is complete and all required details are configured
- ✔ Superannuation transaction codes are correctly mapped
- ✔ Your selected payment method (Clearing House or OZEDI) is configured
- ✔ You can successfully extract or submit super payments without errors