Trimble

Jobpac Connect™

Pay Day Super

User Manual

Version: 4.0

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Overview

This guide outlines how to configure, process, and manage superannuation payments alongside payroll in Jobpac Connect under the new Payday Super requirements. It is intended for payroll users who need to ensure super contributions are processed accurately and on time.

Super payments can be made using one of two methods:

Method	Description
1. Existing Super Clearing House	Extract a QuickSuper report and upload it manually through your clearing house of choice (e.g. AustralianSuper, Cbus).
2. OZEDI Instant Super Clearing House	Submit super payments directly after the pay run using a SAFF file, similar to how STP lodgements are made. Further detail will be released by OZEDI.

**You only need to adopt one method. However, the prerequisite setup below is common to both and must be completed first.*

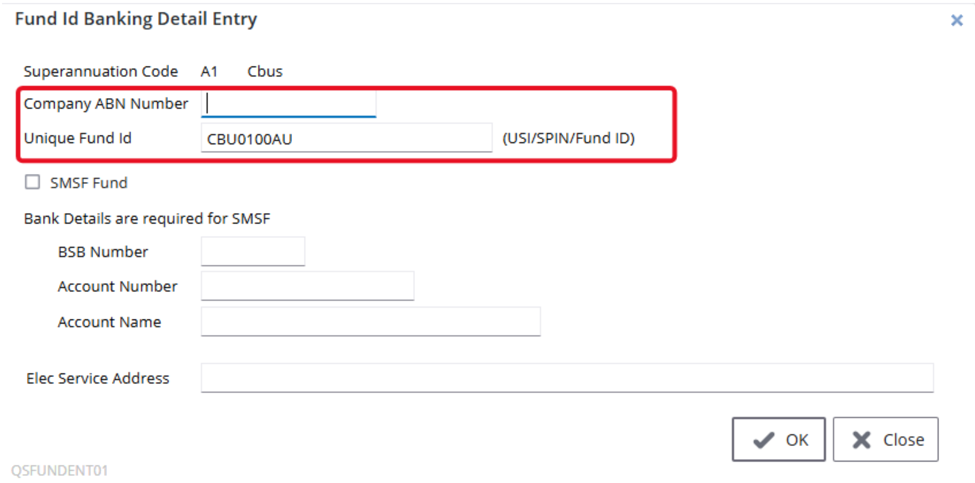
Prerequisite Setup (Required for Both Methods)

Navigation:

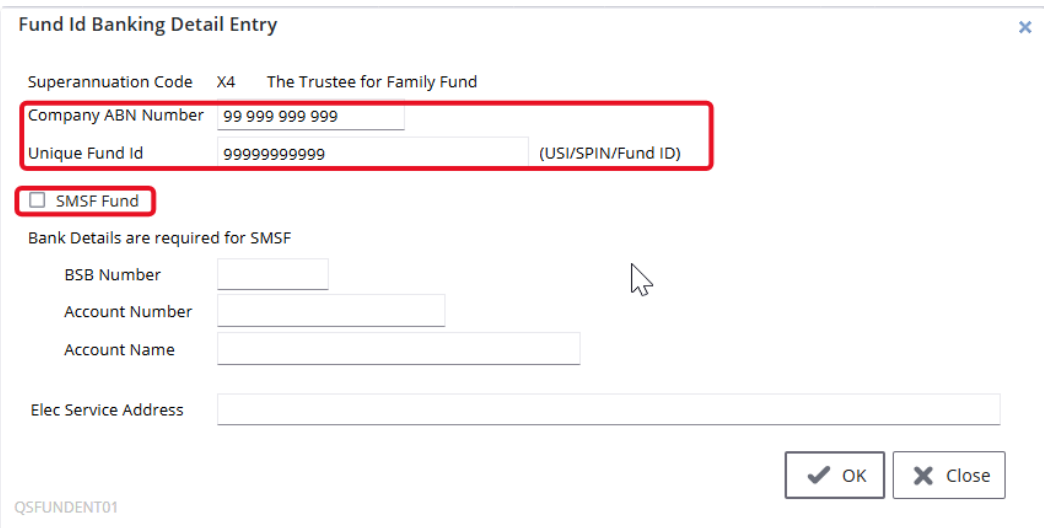
Payroll>Company Information > Superannuation Funds>Right click>Banking Detail-Fund ID

1.1 Set Up Super Funds with ABN/USI

- Ensure every super fund (non-SMSF) is set up with its correct USI (ABN is optional can be blank).



- For SMSFs (Self-Managed Super Funds):
  - Enter the ABN (no spaces) in the USI field.
  - Method 1 “Q”: Do not tick the **SMSF** checkbox.
    Method 2 “A”: You may trial enabling the **SMSF** tick and entering the banking information.



Note

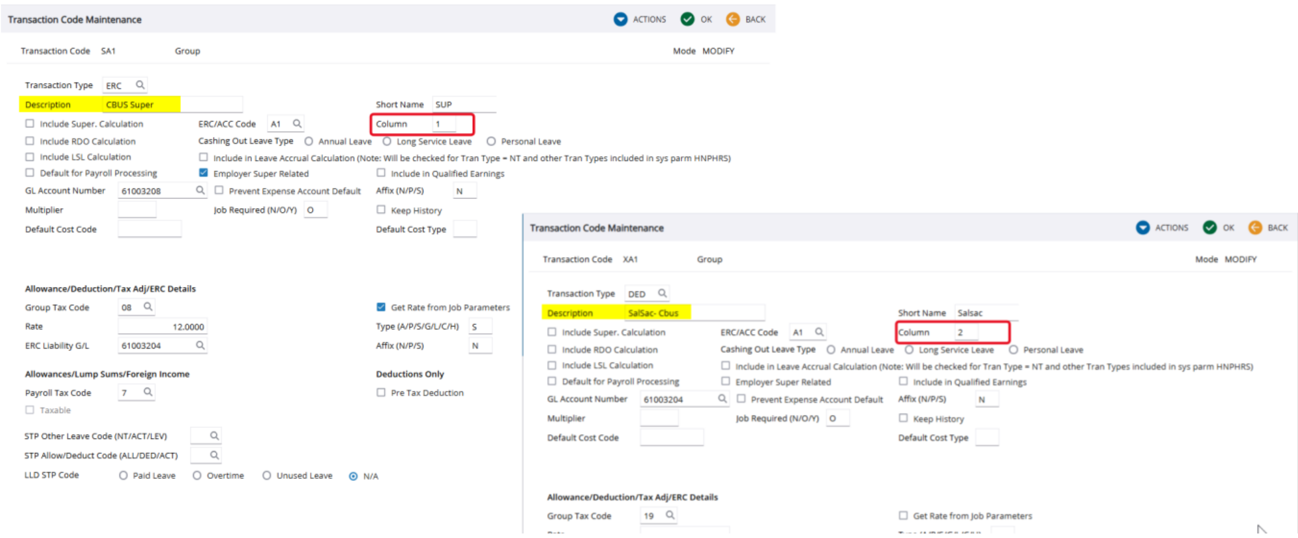
Ensure the correct bank details for the SMSF are also added in the Super Clearing warehouse (Not Jobpac) if the SMSF is not ticked.

This prevents payment rejections under either Method 1.

1.2 Map Superannuation Transaction Codes

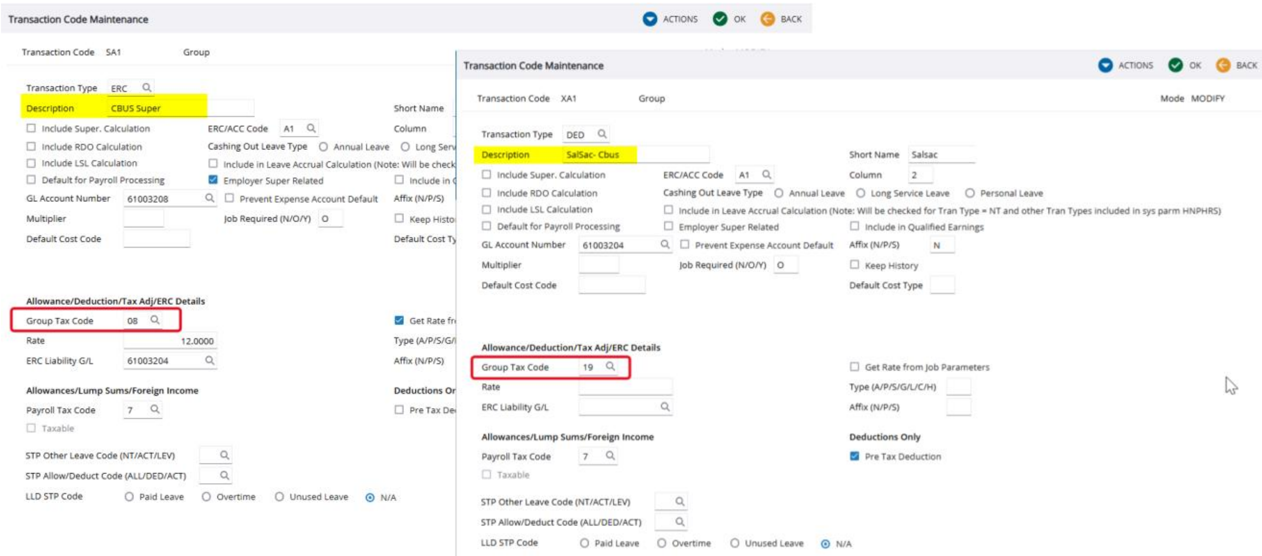
Correct mapping ensures amounts populate accurately on the QuickSuper/SAFF extract reports.

Column Setup:



Column	Contribution Type
1	Employer Contribution
2	Pre-Tax Salary Sacrifice
3	Post-Tax Salary Sacrifice

Group Tax Code:



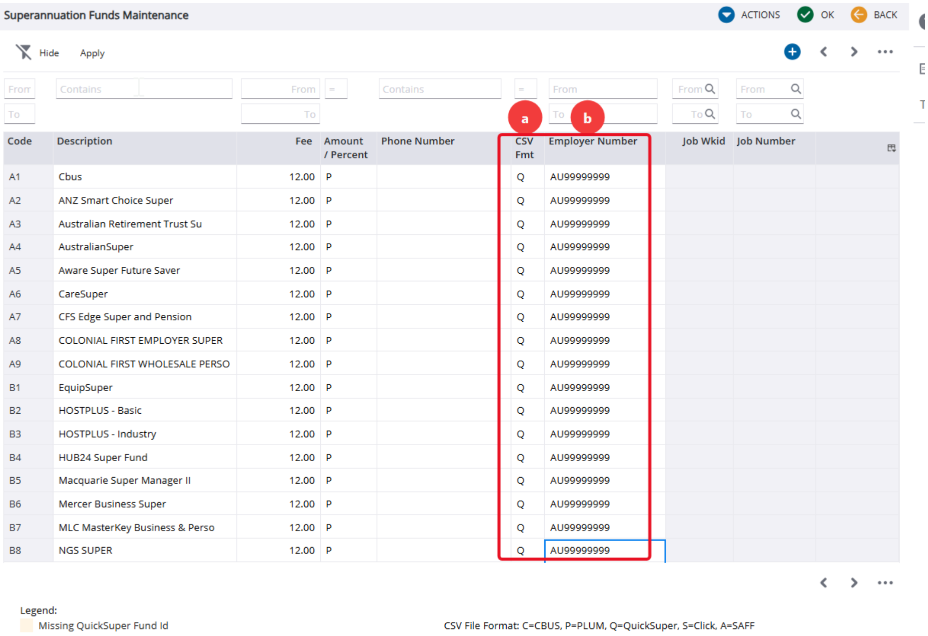
Code	Contribution Type
8	Employer Contribution
19	Salary Sacrifice

***All other fields in the transaction code setup can remain as-is.*

Method 1: Existing Super Clearing House (e.g. AustralianSuper, Cbus, Etc)

Setup

1. Navigation: Payroll> Company Information > Super Fund set the file format to match your clearing house.
   a) Set the CSV format to "Q".
   b) Enter your Employer Number (obtained from your clearing house account management) against all super funds.



Superannuation Funds Maintenance

Code	Description	Fee	Amount / Percent	Phone Number	CSV Fmt	Employer Number	Job Wkid	Job Number
A1	Cbus	12.00	P		Q	AU99999999		
A2	ANZ Smart Choice Super	12.00	P		Q	AU99999999		
A3	Australian Retirement Trust Su	12.00	P		Q	AU99999999		
A4	AustralianSuper	12.00	P		Q	AU99999999		
A5	Aware Super Future Saver	12.00	P		Q	AU99999999		
A6	CareSuper	12.00	P		Q	AU99999999		
A7	CFS Edge Super and Pension	12.00	P		Q	AU99999999		
A8	COLONIAL FIRST EMPLOYER SUPER	12.00	P		Q	AU99999999		
A9	COLONIAL FIRST WHOLESALE PERSO	12.00	P		Q	AU99999999		
B1	EquipSuper	12.00	P		Q	AU99999999		
B2	HOSTPLUS - Basic	12.00	P		Q	AU99999999		
B3	HOSTPLUS - Industry	12.00	P		Q	AU99999999		
B4	HUB24 Super Fund	12.00	P		Q	AU99999999		
B5	Macquarie Super Manager II	12.00	P		Q	AU99999999		
B6	Mercer Business Super	12.00	P		Q	AU99999999		
B7	MLC MasterKey Business & Perso	12.00	P		Q	AU99999999		
B8	NGS SUPER	12.00	P		Q	AU99999999		

Legend:
Missing QuickSuper Fund Id

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

   c) If there are errors, you can also review parameters below (though these may not be mandatory)

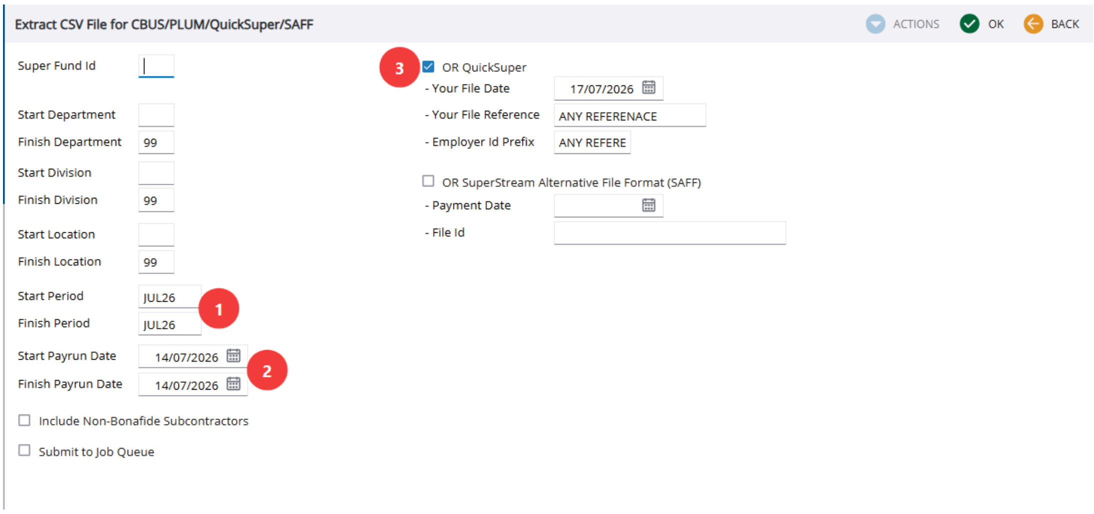
      QCKEMP: Employer ID as registered within Quick Super

      QCKSUP: QuickSuper Parameters

Extracting the QuickSuper File

Navigation:

Payroll> Company Information > QuickSuper Extraction



1. Enter the Accounting Period and
2. the Payrun Pay Date - not the payroll From & To dates.
3. Select "QuickSuper" and enter the file payment date and reference.
4. Once extraction is complete, log in to your clearing house and upload the file without changes.
    - If minor formatting adjustments are needed, your clearing house will prompt you. Date format can typically be pre-configured to match in the AustralianSuper or Cbus upload settings (not in Jobpac).

⚠ Important — Multiple Pay Runs on the Same Pay Date

The QuickSuper file is cumulative. If more than one pay run is processed for the same pay date, run all pay runs for that date first, then extract the QuickSuper file at the end of day.

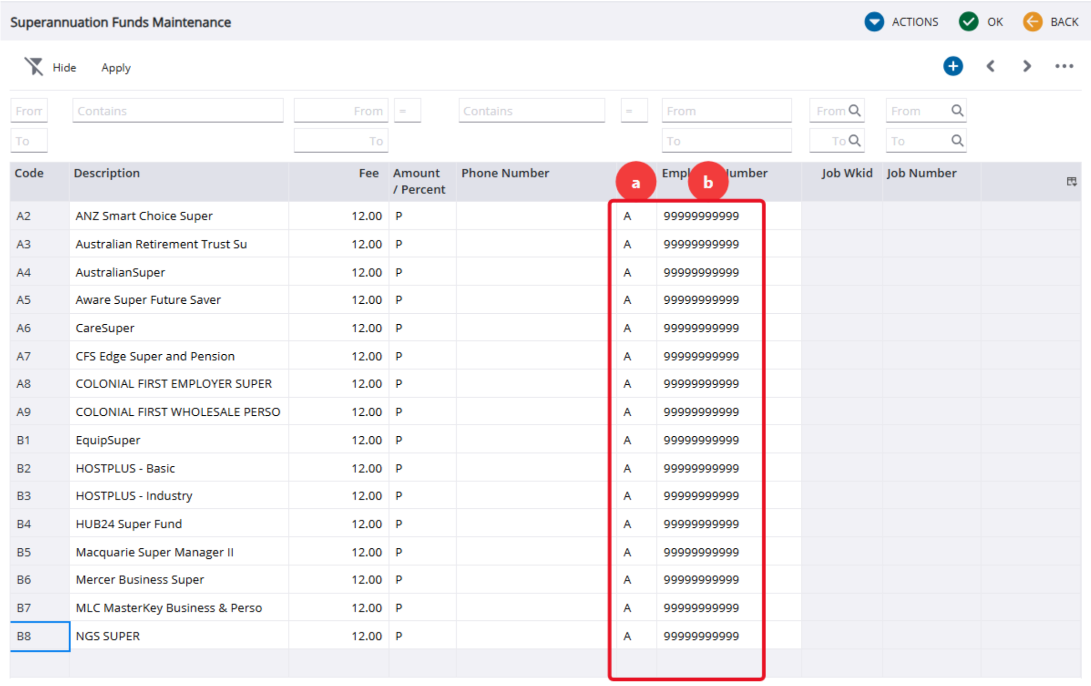
Example: two pay runs are processed on 15/5/26 — complete both pay runs first, then extract the QuickSuper file using pay date range 15/5/26–15/5/26 so both pay runs are captured correctly. Risk of double payment: if the file is extracted after Pay Run #1 and again after Pay Run #2 (same date), the second extraction will include values from both pay runs, duplicating the first payment. If this occurs, manual intervention is required.

Method 2: OZEDI Instant Super Clearing House (SAFF File)

Setup

If you elect to use Method 2, the file format must be changed to SAFF:

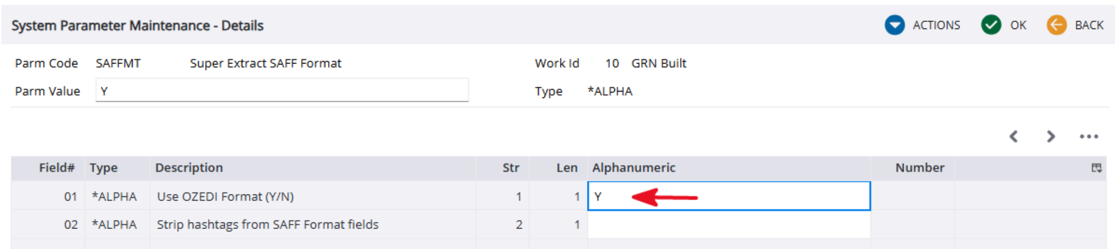
1. Navigation: Payroll> Company Information > Superannuation Fund
    - Change the file format to "A".
    - Set the Employer Number to your company ABN (no spaces).



Superannuation Funds Maintenance

Code	Description	Fee	Amount / Percent	Phone Number	a	Employer Number (b)	Job Wkid	Job Number
A2	ANZ Smart Choice Super	12.00	P		A	99999999999		
A3	Australian Retirement Trust Su	12.00	P		A	99999999999		
A4	AustralianSuper	12.00	P		A	99999999999		
A5	Aware Super Future Saver	12.00	P		A	99999999999		
A6	CareSuper	12.00	P		A	99999999999		
A7	CFS Edge Super and Pension	12.00	P		A	99999999999		
A8	COLONIAL FIRST EMPLOYER SUPER	12.00	P		A	99999999999		
A9	COLONIAL FIRST WHOLESALE PERSO	12.00	P		A	99999999999		
B1	EquipSuper	12.00	P		A	99999999999		
B2	HOSTPLUS - Basic	12.00	P		A	99999999999		
B3	HOSTPLUS - Industry	12.00	P		A	99999999999		
B4	HUB24 Super Fund	12.00	P		A	99999999999		
B5	Macquarie Super Manager II	12.00	P		A	99999999999		
B6	Mercer Business Super	12.00	P		A	99999999999		
B7	MLC MasterKey Business & Perso	12.00	P		A	99999999999		
B8	NGS SUPER	12.00	P		A	99999999999		

2. Add the SAFFMT Parameter:
    - Navigation: System Admin > Maintain Parameter
    - Click "+" and add parameter SAFFMT to the relevant WKID.
    - Set Position 1 = Y.
    - If you don't have access to the System Admin menu, request your Jobpac system administrator complete this step.



System Parameter Maintenance - Details

Parm Code SAFFMT Super Extract SAFF Format — Work Id 10 GRN Built
Parm Value Y — Type *ALPHA

Field#	Type	Description	Str	Len	Alphanumeric	Number
01	*ALPHA	Use OZEDI Format (Y/N)	1	1	Y	
02	*ALPHA	Strip hashtags from SAFF Format fields	2	1		

3. Ask Customers to Contact OZEDI for Client/Form Setup:
    - Contact: Athina Morfis — athina.morfis@ozedi.com.au

- OZEDI will accept the Jobpac output file once the required forms have been completed and returned.

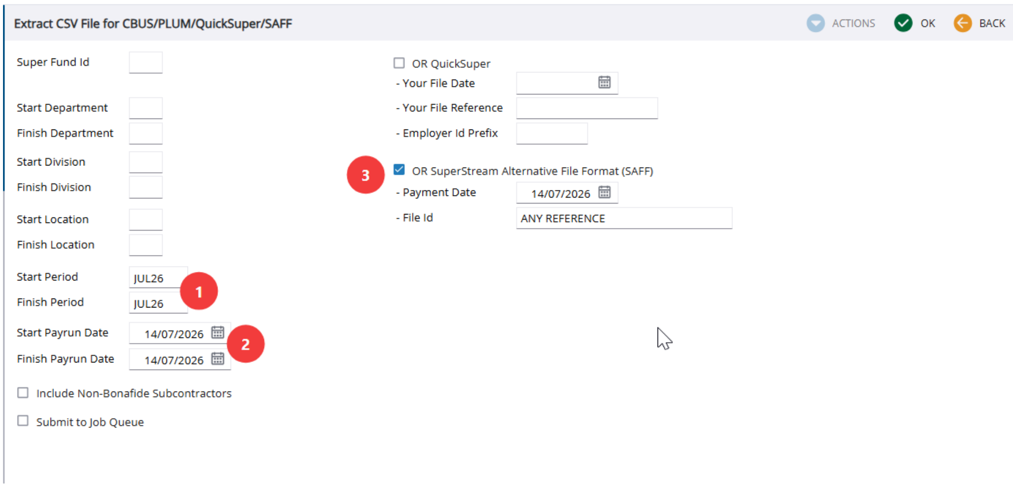
Example email:

*“Could you please reach out to **Athina Morfis** at **athina.morfis@ozedi.com.au** and confirm whether this patch has been applied to your OZEDI environment?*
*Once OZEDI confirms the patch is in place, please rerun the SAFF file for each individual **Pay Run Date** (rather than using a date range) and see if the upload is successful.”*

Extracting the QuickSuper File

Navigation:

Payroll> Company Information > QuickSuper Extraction



1. Enter the Accounting Period and
2. the Payrun Pay Date - not the payroll From & To dates.
3. Select "Super stream Alternative File Format" and enter the file payment date and reference.
4. Once extraction is complete, log in to OZEDI and upload the file without changes.

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The QuickSuper file is cumulative. If more than one pay run is processed for the same pay date, run all pay runs for that date first, then extract the QuickSuper file at the end of day.

Example: two pay runs are processed on 15/5/26 — complete both pay runs first, then extract the QuickSuper file using pay date range 15/5/26–15/5/26 so both pay runs are captured correctly. Risk of double payment: if the file is extracted after Pay Run #1 and again after Pay Run #2 (same date), the second extraction will include values from both pay runs, duplicating the first payment. If this occurs, manual intervention is required.

Quick Reference Checklist

☐ Super funds set up with correct ABN/USI (SMSF: ABN with no spaces, no tick)

☐ Banking Detail Fund IDs entered

☐ Transaction codes mapped (columns 1–3, group tax codes 8 & 19)

☐ Payment method selected (Clearing House or OZEDI/SAFF)

☐ Method 1: File format + Employer Number set; CSV format "Q"

☐ Method 2: File format set to "A"; ABN entered as Employer Number; SAFFMT parameter added; OZEDI forms submitted

Additional Information

OZEDI Superannuation Service Information

We are pleased to have the opportunity to introduce you to OZEDI's Instant Super service which is designed to meet the requirements of Payday Super.

OZEDI's Instant Super was designed to bring a whole new approach to paying superannuation We are different because

- *OZEDI has been managing superannuation data since 2013*
- *OZEDI Instant Super is a simple and easy-to-use superannuation payment solution*
- *NPP payments are instantly confirmed by the super fund bank account – this is your proof of compliance*
- *Multiple payment options including NPP, traditional EFT, Amex, Visa and Mastercard*
- *Your data is secure – it is deleted as soon as processing is completed*
- *OZEDI will never sell, share or otherwise expose any of your employee data*
- *Australian owned and operated with all staff resident in Australia*

Trimble Viewpoint Jobpac / OZEDI Superannuation Service Dashboard Quick Start Guide.
Please follow the steps in this document to register for OZEDI's Superannuation Service:

OZEDI Superannuation Service Dashboard Quick Start Guide

Additional Details Required for Your Registration

Please complete and send it back to OZEDI by reply email as soon as possible:

OZEDI Jobpac Superannuation Client Additional Details

(This is Step 7 in the Quick Start User Guide)

Trimble Viewpoint Jobpac / OZEDI Superannuation Service Dashboard User Guide.

For additional detail on the registration process, please refer to the OZEDI Unified Experience Dashboard User Guide:

OZEDI Unified Experience Dashboard User Guide

OZEDI Superannuation Service Pricing

OZEDI Superannuation Service Pricing and information:

OZEDI User Pricing