

Sage WageEasy Reversing out of 1 SGL Super fund to another

The first item we must check is that employee file contains the original super details:

Number: 123	▼ Name: Abbott, Steve	Add Edit	Delete E-mai Cose
General Employment	Superannuation		2014/2015 🔫
Career Organisation Leave Payments	Fund Name Host-Plus Host-Plus	Member No. 879456123 879456123	Amount Type [Award] Employer (Award) \$100.00 Salary Sectifice
Tax Alowance Union Banking WorkCover ATO Summaries			

Once this has been established we will use a supplementary pay slip to process the adjustments.

Go to File | Maintenance | Supplementary Pay slip. Select Yes and select the employee requiring adjustment.

Supplements	ary Pay Slip	2					
Number: 123	•	• Name	Abbott, Steve	Insert	Edit Delete	Clear	Close
Time She	eet - V	Veekl	у			PF	E: 8 Feb 2015
Date	Start	Finish	Department	Base Pay Rate	ЗаБ	Hours	Shift Total
2/2/2015 Mon	09:00	13:00	Qid:Brisbane:Gen	55 0DOK		4:00	4:00
	13:30	17:06	Qid:Brisbane:Gen	55 000K		3:36	7:36
/2/2015 Tue	09:00	13:00	Qld:Brisbane:Gen	55 DDOK		4:00	4:00
	13:30	17:06	Qid:Brisbane:Gen	55 000K		3:36	7:36
/2/2015 Wed	09:00	13:00	Qld:Brisbane:Gen	55 000K		4:00	4:00
	13:30	17:06	Old:Brisbane:Gen	55 000K		3:36	7:36
							38:00
Timesheet is	valid and re	ady to say	/e				
Reminders	(Active)			·			
heck years of so	ervice histor	v to recon	rile LSL		9/10	J2011	e
,		,			-1		

Sage WageEasy– Reversing out of 1 SGL Super fund to another **Prepared by:** Sage WageEasy Support Last updated: 04/03/16 Page 1 of 3

This Factsheet has been prepared with the intention of providing you with accurate, consistent and clear information on how to use or set up Sage WageEasy to meet particular circumstances. Any award information or interpretation contained in this Factsheet is based on information provided to us and we recommend consulting the relevant Award or EBA and/or obtaining professional advice from your industry association to verify this information.

Clear any times that appear on the timesheet and select Next

Remove any items that appear at allowances then go to the Superannuation dot

🕎 Supplementary Pay Si	ip						• ×
Number: 123	 Name 	: Abbott, St	eve 🔻	Add Edit	Delete	Clear Close) 9
Adjustments ·	Allow	ances				PPE: 8	3 Feb 2015
Туре	Unit	Amount	Description	∆ Туре	Units	Before Tax	After Tax
Pay	38:00	\$1,054.85	😕 Bonus	Each F	Pay 1	\$0.00	\$0.00
Allowances	3.00	\$6.84	🖁 Car Allowance	Each P	Pay 1	\$0.00	\$30.00
Award Hours	0.00	\$0.00	🖁 Laundry Allow	Each F	Pay 1	\$6.84	\$0.00
Make-up Pay	0.00	\$0.00					
Leave	0:00	\$0.00					
Leave Without Pay	0.00	\$0.00					
WorkCover	0.00	\$0.00					
Termination	0.00	\$0.00					
Lump Sum	0.00	\$0.00					
Tax	1.00	\$189.69					
Unions	1.00	\$0.00					
Superannuation	2.00	\$200.21					
Banking	1.00	\$802.00					
Messages	0.00	\$0.00					
Notes	0.00	\$0.00					
						\$6.84	\$30.00
				Save		Back	Next

Double click to open up the award super line:

Eund Name:	Host-Plus (Superann	uation Guarantee)	
Amount:	-100.21		

Input a minus amount equal to the amount you wish to transfer over to the new fund to adjust the amount out of the old fund that appears there in error and select OK

Sage WageEasy– Reversing out of 1 SGL Super fund to another **Prepared by:** Sage WageEasy Support Last updated: 04/03/16 Page 2 of 3

This Factsheet has been prepared with the intention of providing you with accurate, consistent and clear information on how to use or set up Sage WageEasy to meet particular circumstances. Any award information or interpretation contained in this Factsheet is based on information provided to us and we recommend consulting the relevant Award or EBA and/or obtaining professional advice from your industry association to verify this information.



Go next to view the payslip:

🖅 Supplementary Pay Slip				
Page Width 100% Print First Prevous Next	Last Close			
Pay Slip			FFE	: 8 Feb 2015
				^
Sieve Abbott PD Box 1124 Balwyn Vic3103 Australia		Abbo Great I 2 Feb 20	tt, Steve (123) Company Australia ABN 40071007320 015 to 8 Feb 2015 Ceneral Office Page: 1 of 1	E
Abbott, Steve (123) And Fallon 127 Strandburg stand Americania Gaugey for this This star	100062	Great Comp	any Australia	
2 Feb 2015 to 8 Feb 2015	Quantity	Rate Ho	urs Amount	
Selary Taulus Dava			00.00	
Tax (including \$20,00 adjustment)			\$0.00	
Net			\$0.D0	
Superannuation Guarantee - Host Plus [976456123]			-\$100.21	
Leave Bitterit	ACCARG Ent let 20.10+2 20.10+2	Transforcent Totals onder Pay: Trans Additione/Deductions (affe- tiel Pay: Oxperamisation (Awad): Oxperamisation (Steplayer Superamisation (Steplayer Superamisation (Steplayer)	40.00 40.00 40.00 40.00 40.00 40.00 0: 40.00 cmice: 40.00	
	10	-		-
		Save	Back	

If this is ok, select Save.

Go back to the employee file and back to Payments | Superannuation. Double click on the Award Super line and input the new details and select ok:

879456123		
		*
Employer Compulsory (Aw	ard)	
[Award]	Amount Is %	
(Award)	Amount is %	
	Employer Compulsory (Aw	Employer Compulsory (Award) [Award] [Award]

Sage WageEasy– Reversing out of 1 SGL Super fund to another **Prepared by:** Sage WageEasy Support Last updated: 04/03/16 Page 3 of 3

This Factsheet has been prepared with the intention of providing you with accurate, consistent and clear information on how to use or set up Sage WageEasy to meet particular circumstances. Any award information or interpretation contained in this Factsheet is based on information provided to us and we recommend consulting the relevant Award or EBA and/or obtaining professional advice from your industry association to verify this information.