

WorkDESK

software

The screenshot displays the WorkDESK software interface, which is a recruitment management system. The main window is titled 'XYZ Recruitment' and contains several data-rich sections:

- Work Roster [15]:** A grid showing candidate availability for various jobs. The grid has columns for dates (14, 15, 16, 17, 18) and rows for different job roles. Candidates are marked as available with green squares and unavailable with red squares.
- My Candidates [100]:** A list of candidate profiles, including names, phone numbers, and email addresses. The list is filtered by 'All' and 'Shots'.
- My Clients [11]:** A list of client companies, including 'AETNA', 'AMERICAN ASSOCIATION', and 'AMERICAN ASSOCIATION'. Each entry includes a contact name and address.
- My Job Orders [10]:** A list of job orders, including 'Recruitment Specialist', 'Recruitment Specialist', and 'Recruitment Specialist'. Each entry includes a job title, client name, and status.

The interface also features a search bar at the top, a navigation menu on the left, and a status bar at the bottom. The overall design is functional and data-oriented, typical of a business management software application.

WorkDESK
payday Super

YOU REQUIRE SOFTWARE VERSION 12.5116 at initial install. Higher numbered versions may be required beyond the initial installation version.

IF YOU DO NOT HAVE A CURRENT MONTHLY ACCESS LICENCE OF THE SOFTWARE YOU WILL NOT BE GRANTED ACCESS TO CRITICAL UPDATES AND YOUR DATA WILL BE IN READ ONLY MODE.

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Payday Super Manual

About Payday Super

Changes to how employers calculate, pay and report super guarantee under Payday Super from 1 July 2026.

Payday Super is a change to how you calculate and when you pay your employees' super guarantee. From 1 July 2026 you must pay employees their super guarantee on payday, at the same time as their salary and wages.

Super guarantee is:

- calculated as 12% of an employee's qualifying earnings (QE), which is a new term that brings together ordinary time earnings (OTE) and other payments
- paid to an employees' super fund on payday and received by the super fund within 7 business days (unless an extended timeframe applies, such as for new employees).

You are encouraged to read this information directly from the ATO pages. Here is a link to publicly available information that sets out your obligations.

[About Payday Super – Superannuation Changes | Australian Taxation Office](#)

What is changing

Deadline for super payments

Now

Super guarantee payments must be received by a super fund within 28 days of the end of the quarter, but can be paid more frequently e.g. monthly. The due date for the period ending 30 June 2026 is **28 July**.

From 1 July 2026

Super guarantee payments must be paid to an employees' super fund at the same time as paying qualifying earnings (QE), on payday, and received by the super fund within 7 business days. There are some exceptions to the 7-day deadline, such as for new employees.

This ATO resource has examples and explanations you must become familiar with. [Payment deadlines for Payday Super | Australian Taxation Office](#). On this page you will learn what is a 'business day'.

Acquaint yourself with the super guarantee charge. This is where and how the ATO is going to get you for non-compliance. [The new super guarantee charge | Australian Taxation Office](#).

Paying faster with the New Payments Platform

From 1 July 2026 you, or your service provider, can use the New Payments Platform (NPP) to make contributions. It increases the speed and efficiency of payments to super funds. Using the NPP, contributions made through payroll systems or clearing houses could be received by the super fund on the same day you make the payment.

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OZEDI, the organization you have been using to process your STP submissions is an NPP provider. Here is an information link should you wish to explore this avenue.

<https://www.namich.com.au/paydaysuper/download/OZEDI%20Superannuation%20Service%20Dashboard%20Quick%20Start%20Guide%20Namich%20v2.4.6.a.pdf>

One of the enhancements in this WorkDESK Software Update is the output, during Payroll Update, of super contributions in a SAFF file format. SAFF stands for “SuperStream Alternative File Format” mandated by the ATO and OZEDI. WorkDESK will commence generating these files each payrun after you install this new WorkDESK version.

Establish if your existing Clearing House is able to accept your SAFF file. If they cannot, you will need to find an alternative provider to distribute your Super payments. **The existing report your WorkDESK system has used to provide information containing Super contributions will not be available after 30 June 2026.**

Explaining Qualifying Earnings

Qualifying Earnings are the types of payments made to employees that are used to calculate the super guarantee (SG) under Payday Super.

Qualifying Earnings (QE) includes:

- ordinary time earnings (OTE), i.e. payments for ordinary hours of work, including certain types of paid leave, allowances, bonuses and lump sum payments (see [List of payments that are ordinary time earnings | Australian Taxation Office](#)).
- All commissions paid to an employee
- Salary sacrifice amounts that would qualify as QE had they not been sacrificed to superannuation
- Earnings paid to workers who fall under the expanded definition of employee, including payments to independent contractors paid mainly for their labour.

What does QE mean for employers

From 1 July 2026 all employers will use qualifying earnings (QE) as the base to calculate both the SG amount and the super guarantee charge (SGC).

Before 1 July 2026	From 1 July 2026
Calculate SG as 12% of eligible employees' ordinary time earnings	Calculate SG as 12% of eligible employees' qualifying earnings.
Pay super at least once a quarter	Pay super at the same time as qualifying earnings on pay day.
Report super liability in STP (what WorkDESK does for you)	Report both QE and super liability in STP (what WorkDESK will do for you)

Why both QE and super liability are reported

QE replaces OTE as the base for calculating an employer's SG payments.

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An employer may have additional obligations to pay super under an industrial instrument, such as an award or agreement. These amounts may not be QE but can continue to be reported as super liability in STP.

What Payments are qualifying earnings

This is important. You must familiarise yourself with the information the ATO has provided on this page – it is your responsibility to translate your business relationship with your employee payments to comply with the legislation. Use this information to confirm the selections in your data of how WorkDESK will treat QE and SG calculation of super after 30 June 2026.

[What payments are qualifying earnings | Australian Taxation Office](#)

What happens the first time you login after installing the update

The first time you log into one of your companies the software will do the following automatically:

- Add a prompt “**Add to Qualified Earnings ?**” and a drop down response to Allowances, Billing Multipliers and Rate Book rows. The setting you had for “Add to OTE for Super ?” will be copied across from OTE to QE. Prior to your first payrun after 30 June 2026 you must review all of these QE responses to conform with the changed legislation you read about in the previous heading. **Mandatory**.
- A Verified flag has been added to the Employee Super allowance record. The software inspected the employee’s Super Ledger entries and if it sees two or more recent payment entries after 30 December, it will have set Verified to selected (ticked). More about Verified later.
- Installed a new flag, **qe_cutover**, that will be set **true** when you perform the Payroll End of Year process. More about this flag later.

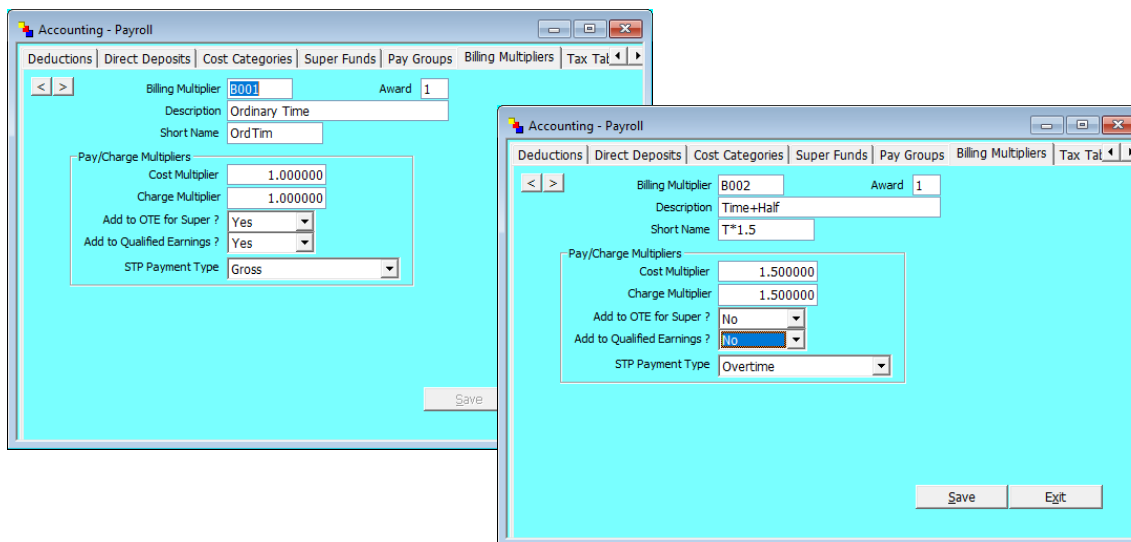
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First steps after installation

Whilst it is business as usual for you moving towards 1 July 2026 there are some critical steps you must accomplish prior to 1st July.

Review Billing Multipliers



Read the section describing [Qualifying Earnings](#).

To access this screen, select Accounting → Payroll → Billing Multipliers.

Drop down option	Purpose
Yes	Earnings against this item is included in Qualifying Earnings (QE). The result is super will be calculated and reported in STP at L and the QE will be reported at Q.
No	Not required to be included in QE. No super calculated.
Ord-only	Contact Support. (included for backward compatibility – should not be used after 30 June 2026).
Industrial	Employer has an industrial obligation to pay super on overtime. This is a special case and not 'normal'. The result is super will be calculated and reported in STP at L but not included in Q. The STP Payment Type must remain as Overtime.

You must review all Billing Multipliers. There are four elements for each “Award”, award 1 being the default. Billing Multipliers provide up to 4 rates of pay in a timesheet and have been superseded by the more flexible Rate Books which provide up to 10 rates.

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Review Rate Books

The screenshot shows the 'Rate Book Template' window with the following fields:

- Rate code: FITTER
- Description: Fitter
- Pay/Charge Basis: Amount
- Default Pay: 0.0000
- Overhead Basis: Job Order %
- Default Min Charge: 0.0000
- Cost Category: C

The 'Rates' table is as follows:

Rate Description	PAY	Charge	Overhead	OTE?	QE?	OhAcc	Type	STP Payment Typ
1 Normal Time	23.0000	34.0000	19.0000	Ord only	Ord only	Yes		Gross
2 Time and Half	42.9800	54.8600	10.0000	No	Industrial	Yes		Overtime
3 Double Time	46.0000	68.0000	10.0000	No	No	Yes		Overtime
4 Public Holiday	28.0000	41.0000	10.0000	Ord only	Ord only	No		Gross
5 Night Shift	44.8600	54.6900	10.0000	Ord only	Ord only	No		Gross
6 Evening Shift	45.9700	75.8700	10.0000	Ord only	Ord only	Yes		Gross
7 Saturday	45.9800	90.2900	10.0000	Ord only	Ord only	Yes		Gross
8 Sunday	52.6700	106.8753	10.0000	Ord only	Ord only	Yes		Gross
9 Supervisor Allow	2.5300	4.9865	0.0000	Yes	Yes	Yes	Per Hour	AD (Award Tra
10 Meal All	12.3500	14.3500	0.0000	No	No	No	Per Day	Bonuses and C

Read the section describing [Qualifying Earnings](#).

To access this screen, select System → Miscellaneous Maintenance → Rate Book Template.

Drop down option	Purpose
Yes	Earnings against this item is included in Qualifying Earnings (QE). The result is super will be calculated and reported in STP at L and the QE will be reported at Q.
No	Not required to be included in QE. No super calculated.
Ord-only	Contact Support. (included for backward compatibility – should not be used after 30 June 2026).
Industrial	Employer has an industrial obligation to pay super on overtime. This is a special case and not 'normal'. The result is super will be calculated and reported in STP at L but not included in Q. The STP Payment Type must remain as Overtime.

Printing a list of Rate Books

You must review all Rate Books. To obtain a list of Rate Books in the system, select Reports → Client and Accounts Receivable Reports → Masterlists → Rate Books. Run two copies of the report:

- Without Client Rate Books selected
- With Client Rate Books.

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XYZ Recruitment												
List Rate Books												
Code	Rate	Book	Description	Pay	Charge	Pay/Charge	Basis	OTE	QE	OA	Overhead	Basis
Rate	Description									Type	On1/CP1	On2/CP2
ACCNT	Accountant		Amount							Rate Book %		0.0000
Normal			86.5500	106.9500	Yes	Yes	Yes	Yes	Yes		4.0000	0.0000
Afternoon			92.4500	112.8500	Yes	Yes	Yes	Yes	Yes		4.0000	0.0000
Night			106.8500	125.1800	Yes	Yes	Yes	Yes	Yes		4.0000	0.0000
Pub Holi			95.0000	112.8500	Yes	Yes	Yes	Yes	Yes	per Week	4.0000	0.0000
Saturday			88.9400	112.8500	Yes	Yes	Yes	Yes	Yes	Amount	4.0000	0.0000
Sunday			91.6500	112.8500	Yes	Yes	Yes	Yes	Yes	per Hour	4.0000	0.0000
Supervisor	Allow		15.6800	23.4700	Yes	Yes	Yes	Yes	Yes	per Day	0.0000	0.0000
BOILMAK	Boiler Maker		Amount							Rate Book %		0.0000
Normal Time			15.0000	25.0000	Yes	Yes	Yes	Yes	Yes		0.0000	0.0000

Review Allowances

Read the section describing [Qualifying Earnings](#).

To access this screen, select Accounting → Payroll → Allowances.

Drop down option	Purpose
Yes	Earnings against this item is included in Qualifying Earnings (QE). The result is super will be calculated and reported in STP at L and the QE will be reported at Q.
No	Not required to be included in QE. No super calculated.
Ord only	Contact Support. (included for backward compatibility – should not be used after 30 June 2026).
Industrial	Employer has an industrial obligation to pay super on overtime. This is a special case and not ‘normal’. The result is super will be calculated and reported in STP at L but not included in Q. The STP Payment Type must remain as Overtime.

Printing a list of Allowances

You must review all Allowances. To obtain a list of Allowances in the system, select Reports → Payroll → Other → Allowance/Deductions Masterlist. Print the range from ‘Start’ to ‘A999’.

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Review Super Funds

Note: After 1 July 2026, you cannot pay any employee, cannot, where the Super details for that employee have not been collected, included in their file and verified. The ATO will apply significant financial penalties for non-compliance.

We have mentioned that from the first payrun after you installed the Payday Super WorkDESK version, we are including a SAFF file in the ATO/OZEDI required format, comprising 133 columns. The report will contain one row per employee SG super and an additional row if the employee has a Salary Sacrifice.

In addition to the contribution amount from the payrun calculations, there are three additional places the system derives mandatory information from when reporting employee super contributions.

- Super Fund
- Fund Info (clicking the Fund Info button on the Super Fund screen)
- Employee Super Allowance.

Super Fund

The screenshot shows the 'Accounting - Payroll' window with the 'Super Funds' tab selected. The main menu includes 'Payrun', 'Allowances', 'Deductions', 'Direct Deposits', 'Cost Categories', 'Super Funds', 'Pay Groups', and 'Billing'. The 'Super Funds' screen displays the following information:

- Fund Code: S800
- Short Name: VisSup
- Description: Vision Super
- Subject to Work Cover:
- Subject to Payroll Tax:
- Pay Advice Print Group: [Empty]
- Pay / Deduct Basis: Super
- Superannuation: Percentage
- Accrual Basis: [Empty]
- Default Accrual Rate: 12.00
- Monthly Threshold: 0.00
- Annual QE Ceiling (MCB): 250000.00
- Fund Code: 2
- Kinetic Fund?: No
- After Tax Deduction?:
- Pay during Holidays?: No
- General Ledger code: 112.00
- G L code to Credit: 784.00

Buttons at the bottom: Fund Info, Save, Exit.

Select Accounting → Payroll → Super Funds. If your database is 12.2 format, your Fund Codes will be prefix 'A'. 12.3 format is 'S' as shown. The view shown here is how the screen will appear **after** payroll end of year has been completed. The Annual QE Ceiling maximum contribution base will be set during payroll end of year. At the time of preparation of this document, the ATO has yet to publish the indexed figure for 2026-2027 year.

Printing a list of Super Fund Allowances

You can get a list of the super funds in you system from Reports → Payroll → Other → Allowance/ Deductions Masterlist. (12.2, A600 – A999 typical; 12.3 S200 – S999).

Fund Info

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Mandatory.

Cycle through **all** your Super Funds and click on the Fund Info button to obtain the above screen.

There are only two Fund Types (APRA and SMSF). To successfully use the SAFF output to meet your Payday Super obligations this information must be 100% correct. Anything else will result in your contribution not reaching the employee super fund in the required time limit, and this has significant financial penalties for you as an employer.

APRA

The screenshot shows a 'Fund Info' dialog box with the following fields and values:

- Allowance: S201
- Name: Australian Retirement Trust
- Fund Title: (empty)
- Address 1: (empty)
- Address 2: (empty)
- Address 3: (empty)
- Post Code: (empty)
- Phone: (empty)
- Fax: (empty)
- Web: (empty)
- Fund Employer ID: (empty)
- Fund Type: APRA
- USI Code: 60905115063003
- ABN: 60905115063
- SPIN Code: (empty)
- Contact: (empty)
- Contact Email: (empty)
- Electronic Service Address: (empty)
- B/S/B: (empty)
- Acc No: (empty)
- Acc Name: (empty)

This is a regular fund and the most common type.

USI code	Mandatory
ABN	Mandatory
Name	Mandatory. Do not include any commas in the name.

Everything else is not used in the SAFF reporting.

Government Non-Regulated Super Fund

If one of your employees uses a Fund that is a type "State Government Non-Regulated Super Fund, enter it as an APRA fund type, with the correct ABN and USI.

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SMSF

A Self Managed Super Fund may be required by some of your employees. There is very specific information you must obtain from your employee **prior to their first pay**.

ABN	Mandatory.
Name	Mandatory. Do not include any commas in the name.
Electronic Service Address	Mandatory.
B/S/B	Mandatory.
Account Number	Mandatory.
Account Name	Mandatory.

Employee Super Allowance

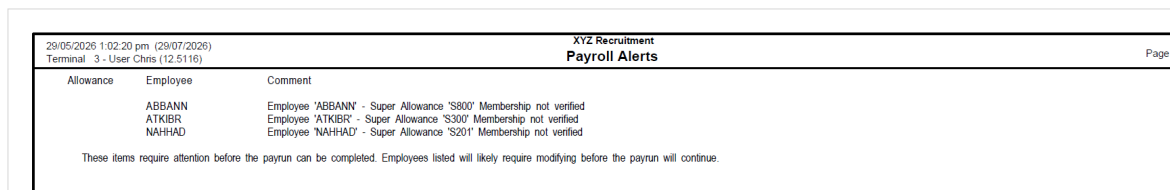
This screen now includes a Verified flag. During first login, the system scanned the employee Super Ledger entries and if it could establish a payment history (Super End of Period) it makes the assumption that payments have been made and received successfully by your Clearing House.

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From your first Payrun after 30 June 2026 and ongoing the Payrun will stop at the completion of the Payrun calculations and produce a Payroll Alerts Report of any employee that meets any of these conditions:

- Does not have a Super Allowance
- Super Allowance does not have a Member Number
- Verified flag is not selected (ticked).



Allowance	Employee	Comment
	ABBANN	Employee 'ABBANN' - Super Allowance 'S800' Membership not verified
	ATKIBR	Employee 'ATKIBR' - Super Allowance 'S300' Membership not verified
	NAHHAD	Employee 'NAHHAD' - Super Allowance 'S201' Membership not verified

These items require attention before the payrun can be completed. Employees listed will likely require modifying before the payrun will continue.

The Payrun will close. Giving you a chance to either correct the missing information or exclude the employee by setting “Pay Required ?” to “No”, and continuing the Payrun process for the correctly configured employees. Pays you run prior to 30 June will not block on missing member number or Verified flag.

Conclusion – after 30 June 2026, you cannot pay an employee who does not have a valid, verified Super Fund (ATO requirement). This highlights the importance of improved On Boarding procedures.

You do need to prepare your data moving towards 30 June so you have a smooth transition into Payday Super on 1 July.

Member Verification Request (MVR)

From 1 July 2026 the ATO is introducing a new SuperStream message that allows a payroll solution to verify an employee’s super fund details are valid and can be accepted by their super fund before the contribution is made. It functions as a “pre-flight check” confirming that employee and fund details match to an active account and that the fund can receive a contribution.

MVR will be the first Service WorkDESK (cloud) will be providing, allowing WorkDESK Users (you) to add to their current Software Licence Subscription.

MVR is intended to sit alongside new onboarding steps as part of the new WorkDESK (cloud) — think of the MVR as a standard part of employee onboarding, sitting alongside collecting a TFN and bank details along with verifying credentials supplied.

In a nutshell, MVR will reach out via our gateway and place an MVR request in the cloud. Funds are being required by the ATO to respond to an MVR request within 24 hours – which is what our cloud service will patiently look for responses to your requests.

Once confirmation is received, WorkDESK (cloud) will reach down into WorkDESK (desktop) and switch on the Verified flag in the employees super fund details.

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Start NOW

Mandatory!!

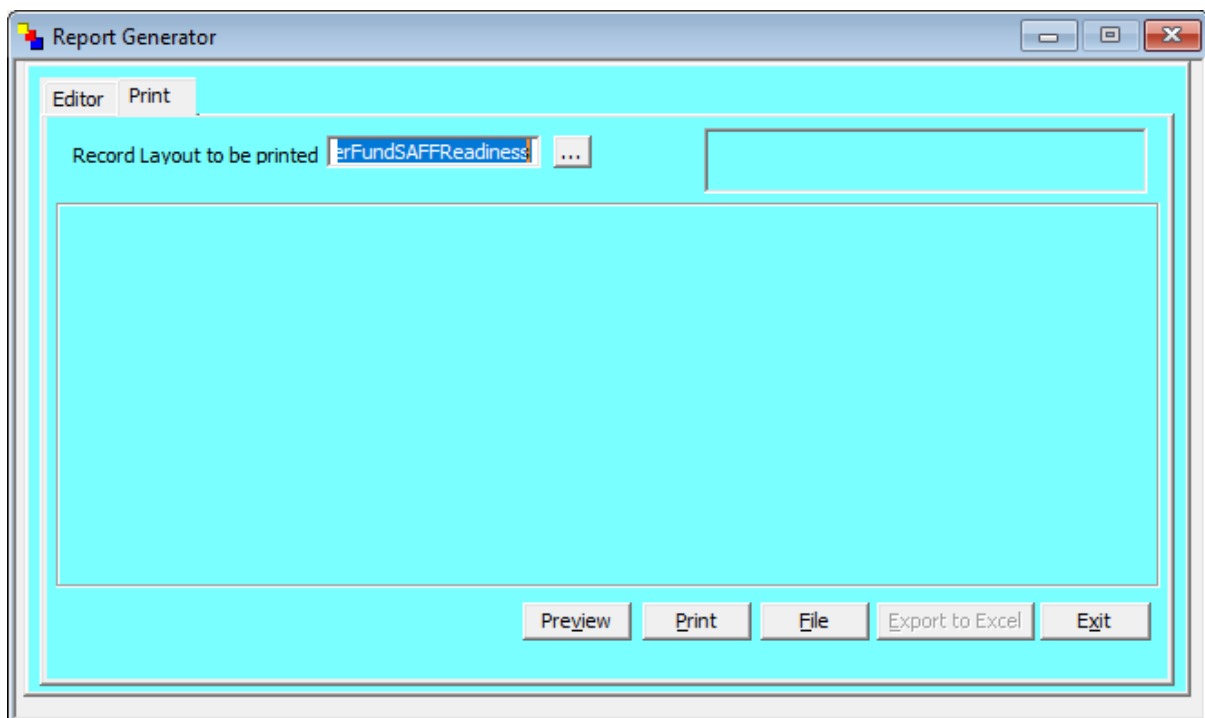
Getting your Super Funds and Super Fund Info pages correct is a BIG task. You need to put plan together today – plan how to validate the Fund Info as described in **Review Super Funds** in this document.

In dummy runs, we have established that there is no way to edit a SAFF file after it has been created. This means you must at least validate each SAFF file prior to commencing the next payrun. Because, if the file validation check with your clearing house fails, you will have to restore prior to payrun, fix up any errors the clearing house gives in their report, and run the payrun again until you get a clean upload.

SuperFundSAFFReadiness

Included in the Upgrade Kit is the report SuperFundSAFFReadiness. Export this report to excel it will show you which Super Allowances Codes have Super Fund Info that does not conform to the ARPA/SMSF requirement.

To run the report, select Reports → Report Generator → Print and type in or select SuperFundSAFFReadiness



Sample output:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Fund Code	Fund Name	Fund Type	ABN	USI	ESA	BSB	Account No	Account Name	Issue		
2	A801	AMP Flexible Lifetin		78421957449	AMP0195AU					Fund Type blank or OTHER - must be APRA or SMSF		
3	A807	MLC Masterkey Sup		70732426024	70732426024103					Fund Type blank or OTHER - must be APRA or SMSF		

These two funds do not have the correct type of fund (as stated in 'Issue' column). Providing the ABN and USI are correct, all that is required in this case is to set the fund type to APRA. Make the

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edit and run the report again. Once the report is empty of fund information you would be ready to submit the next pay generated SAFF report to your clearing house for validation.

Note – the report cannot validate ABN, USI or SMSF required data. You must do that with the resources available to you from your clearing house, or the ATO provided web page <https://superfundlookup.gov.au>.

This web page is run by the ATO. It's the authoritative public register of super funds' SuperStream/registration details. What it gives you: search by ABN, USI, or fund name, fund status (e.g. complying/registered), ABN, and for APRA funds the USI(s) and product names so you can match where the employee funds have been going with your existing super report.

I recommend you establish if your clearing house can test a file for you, and get them to test the files you generate from each payrun until you are confident you have the data correct.

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30 June 2026

Things you must do:

- Employees must receive their last net pay on or before 30 June. If not, you must pay it in the next financial year, and yes, Payday Super rules will apply. The ATO will be watching!
- You cannot run a payrun with the pay to date a date after 30 June 2026 in this configuration of WorkDESK (we call it pre-QE-cutover).
- Before you can run payroll end of year (required before first July pay) you must complete your last Super end of Period/Quarter. You will not be able to make any super adjustments after 30 June. Always have your data entry date set to 30 June 2026.
- Make sure you have submitted every outstanding STP file for prior payruns.
- Reconcile your payrun data.
- Backup your end of year data.
- Generate STP Final and Submit.
- Backup.
- Payroll End of Year.
- Your data has now transitioned to Payday Super and qe-cutover is true. You cannot do a payrun with the payrun to date less than 1 July 2026. You may use a timesheet date prior to 1 July 2026 if required.

What's new in July?

The screenshot shows the 'Accounting - Payroll' window with the 'PAYRUN INSTRUCTIONS' tab selected. The interface includes a menu bar with options like 'Payrun', 'Allowances', 'Deductions', 'Direct Deposits', 'Cost Categories', 'Super Funds', 'Pay Groups', and 'Bill'. The main area contains several input fields and checkboxes:

- Payroll Type:** Casual
- Pay Group:** (empty)
- Adjustment Payrun:**
- Incl Hol Pay:**
- Payment Method:** All Pay Types
- Payrun from Date:** 28/06/2026
- Payrun to Date:** 04/07/2026
- Allowance Cost Override:**
- Pay Advice:** DEMPYAT
- Cheque:** (empty)
- Super Payment Date:** 05/07/2026
- Bank Processing Date:** 05/07/2026

At the bottom, there is a 'PDFCreator' button and 'Proceed' and 'Exit' buttons. To the right of the instructions, there are two empty tables with 'From' and 'To' columns.

- Super Payment Date and Bank Processing dates – be mindful of the ATO deadline for payment of Super.
- The SAFF file contains your contribution information and the file can be located in your temp\sys\Audit\SAFF\A folder if you are logged into your first company on the login screen (usually). Support can help you find the file or you can use Admin Manager screen.

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