



What is SuperPay?

SuperPay is MYOB's feature that allows employers to pay employee superannuation contributions directly from MYOB to their super funds.

👉 Instead of logging into separate super portals, SuperPay lets you:


- Calculate super in payroll
- Pay super in bulk
- Track payment status

from one place.

Why SuperPay is Important

Using SuperPay in MYOB helps you to:

- ✓ Pay super on time
- ✓ Avoid missing or late super payments
- ✓ Reduce manual work
- ✓ Maintain compliance with super laws
- ✓ Track paid & unpaid super easily

 In Australia, paying super correctly and on time is mandatory.



How SuperPay Works

1. Payroll calculates super amounts
2. Super amounts are stored as payroll liability
3. SuperPay collects these amounts
4. MYOB sends payment to employee super funds
5. 📌 SuperPay pays super, it does not calculate it.



Steps to Pay Super Using SuperPay in MYOB

◆ Part A: One-Time SuperPay Setup

1 Open MYOB

Open your MYOB company file.

2 Go to Payroll Settings

Navigate to Payroll → Payroll Settings.

3 Set Up Superannuation Funds

Add:

- Employee super fund details
- Employer default fund (if required)

4 Enable SuperPay

Turn on SuperPay and link your business bank account.

◆ Part B: Pay Super Using SuperPay

5 Go to Payroll → Pay Superannuation

Open the Pay Super section.

6 Review Super Amounts

Check super amounts payable for each employee.

7 Select Super Payments

Choose the super payments you want to pay.

8 Confirm Payment Details

Verify:

- Bank account
- Payment date
- Total amount

9 Submit SuperPay Payment

Click Submit / Pay Super.

10 Track Payment Status

Check status as:





- Submitted
- Processing
- Paid



What Happens After SuperPay?

- After paying super using SuperPay:
- Super liability is reduced
- Payment status is updated
- Payment record is stored
- Compliance is maintained

Common Mistakes to Avoid

-  Paying super without processing payroll
-  Incorrect super fund details
-  Paying wrong period super
-  Ignoring failed or rejected payments

Important Concept (Theory Tip)

- Super expense is recorded during payroll
- SuperPay only pays the outstanding super liability
- Paying super does not create expense again