



# SuperCalc

## Superannuation Salary Calculator

### Product Walkthrough

SuperCalc is a web based application designed to automate the calculation of employee superannuation salary reviews for the Commonwealth superannuation schemes – namely the Commonwealth Superannuation Scheme (CSS), the Public Service Superannuation scheme (PSS, or PSSDB) and the Public Service Superannuation Accumulation Plan scheme (PSSAP) under the Fortnightly Contributions Salary (FCS) methodology.

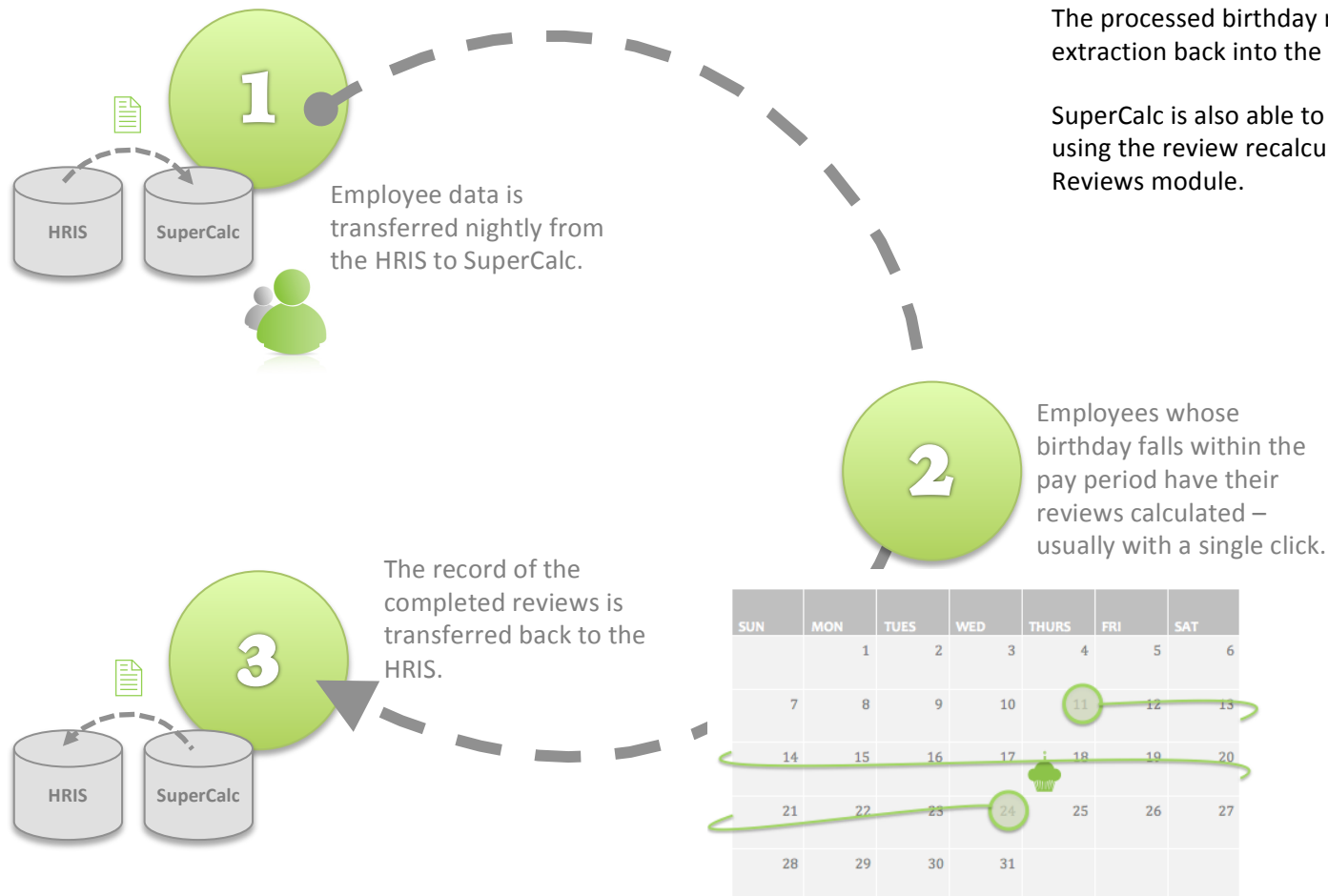
## SuperCalc and your HRIS – How it Works

Employee data from the HRIS is transferred to SuperCalc on a nightly schedule. Cubicle4 will provide a comprehensive data extract guide that details all elements of the data integration and assistance with the data integration.

Each employee whose birthday falls within the current pay period will have his or her review processed by a payroll officer or automatically by the configurable rules engine.

The processed birthday reviews within SuperCalc are then available for extraction back into the HRIS.

SuperCalc is also able to perform retrospective reviews at any point in time using the review recalculation functionality available within the Completed Reviews module.



## System Module - Birthday Review Listing

The Birthday Review Listing screen is the home page of the application and enables reviewers to view and select the employees who require reviews during a given day range (typically the current pay period).

### Process Review

The reviewer selects the review to process, which then loads the Display Review screen with the complete salary review calculated – the review display also includes a breakdown of all relevant salary changes. Alternatively, SuperCalc can be configured to process specific employee profiles automatically with no input from a reviewer.

### Reviews Due

The period for which the reviews are displayed can be modified using the Reviews Due panel. A range of up to one full year can be displayed.

### Filter Results

The Filter Results panel acts as a real-time search for the reviews that are in the data table. As you type, the reviews in the listing are limited to match the search criteria.

### Calculate Review

A reviewer can choose to calculate the review for any employee whose data is in the system by entering their personnel number or name into the autocomplete box.

### Bulk Review Calculation

Reviewers can perform a bulk calculation of all superannuation birthday reviews within a date range. This process provides an extractable report of what the calculations would be if completed within SuperCalc (the review is not actually completed – it is a draft only). This feature is very useful for performing ‘parallel pay’ style testing prior to implementation.

The screenshot displays the SuperCalc Superannuation Salary Calculator interface. The main heading is "SuperCalc Superannuation Salary Calculator". The navigation menu includes "Birthday Reviews", "Build Review", "Completed Reviews", "Manage Certificates", and "Administration". The "Reviews Due" panel shows a date range of "13-03-2014" to "26-03-2014". The "Filter Results" panel includes fields for "Personnel Number", "First Name", "Surname", "Scheme", and "Clear". The "Calculate Review" panel includes fields for "Personnel Number" and "Review Date". The "Birthday Review Listing" table shows 51 reviews due from 13 Mar 2014 to 26 Mar 2014. The table columns are: Personnel Number, First Name, Surname, Birthday, Scheme, IFA?, PIP?, and Casual?. The table data is as follows:

Personnel Number	First Name	Surname	Birthday	Scheme	IFA?	PIP?	Casual?
070010002	REATHA	ROSARIO	20 Mar	PSS	No	No	No
0700010802	HARRIET	PECK	20 Mar	PSS	No	No	No
0700032531	MARIS	WILSON	25 Mar	PSS	No	No	No
0700032532	HUE	COBB	19 Mar	PSS	No	No	No
0700100000	GEORGIANA	RICH	26 Mar	CSS	No	No	No
0700100001	ALAINE	DALE	26 Mar	CSS	No	No	No
0700100002	MARX	THORNTON	19 Mar	CSS	No	No	No
0700100003	EUSEBIA	CARTER	14 Mar	CSS	No	No	No
0700100010	ROSE	KNOX	15 Mar	CSS	No	No	No
0700100020	STEFANY	FIELDS	20 Mar	CSS	No	No	No
0700100030	JACQULYN	REESE	17 Mar	CSS	No	No	No
0700100040	JULIANA	SANTANA	20 Mar	CSS	No	No	No
0700100050	SHANICE	HALEY	23 Mar	CSS	No	No	No
0700100060	GRACIELA	HOLDER	18 Mar	CSS	No	No	No
0700100070	DELBERT	PENA	16 Mar	CSS	No	No	No
0700100080	DONNETTE	SPENCER	21 Mar	CSS	No	No	No
0700100100	THALIA	LANG	21 Mar	CSS	No	No	No
0700100200	ERINN	WALTERS	15 Mar	CSS	No	No	No
0700100300	JOHNE	JOYCE	18 Mar	CSS	No	No	No
0700100400	ILDA	MEYER	21 Mar	CSS	No	No	No
0700100500	KATHALEEN	BOONE	22 Mar	CSS	No	No	No
0700100700	JEWEL	BOOKER	20 Mar	CSS	No	No	No
0700100800	ORLANDO	BRIDGES	16 Mar	CSS	No	No	No

## System Module - Display Review

The Display Review module shows the completed review calculation for the chosen employee in the 'Current Review Summary' section. This is the final superannuation salary for the employee – all calculated for you in a single click.

The Review Summary section of the page lists the basic details for the member and the details of the review.

The Salary Points listing table shows each change in salary or salary review point throughout the review period, the member's superannuation salary (including each salary component), the reason(s) for the salary change and also, if relevant, the AWOTE maintained salary at this point in time.

The screenshot displays the SuperCalc Superannuation Salary Calculator interface. The page title is "SuperCalc Superannuation Salary Calculator" and the URL is "https://supercalc.cubicle4.com/superannuation/Superannuation.html#BirthdayReview:0700032531%5E2014-03-25". The main content area is titled "Birthday Review :: MARIS WILSON APS6".

**Member Details**

Personnel Number	Start Date	End Date	Review Date	Review Date
0700032531	26 Mar 2013	26 Mar 2013	25 Mar 2013	25 Mar 2014

**Review Range**

Start Date	End Date
26 Mar 2013	25 Mar 2014

**Previous Superannuation Salary**

Salary for Superannuation	Base Salary	Higher Duties Allowance	Shift Allowances	Other Allowances	Calculation Method
\$88,893.00	\$76,110.00	\$0.00	\$12,783.00	\$0.00	Standard

**Current Review Summary**

Salary for Superannuation	Base Salary	Higher Duties Allowance	Shift Allowances	Other Allowances	Calculation Method
\$105,740.17	\$81,698.68	\$6,374.49	\$15,471.00	\$2,196.00	AWOTE Maintained

**Superannuation Scheme**

Scheme	Scheme Start Date
PSS	11 Oct 1992

**Review Notifications**

Info: Member has approved records and will qualify for allowance RESTRICTION on 24 Apr 2014 [Create Certificate](#)

**Salary Points**

Reference Date	Superannuation Salary	Base Salary	Higher Duties Allowance	Shift Allowances	Other Allowances	Reason	Maintained Salary
17 Mar 2014	\$94,700.00	\$80,744.00	\$0.00	\$13,956.00	\$0.00	Allowance Reverted	\$105,740.17
12 Mar 2014	\$97,888.00	\$80,744.00	\$0.00	\$14,948.00	\$2,196.00	Pay Period Shift Review	\$105,740.17
28 Feb 2014	\$97,888.00	\$80,744.00	\$0.00	\$14,948.00	\$2,196.00	HDA Reverted	\$105,740.17
26 Feb 2014	\$104,721.00	\$80,744.00	\$6,300.00	\$15,481.00	\$2,196.00	Pay Period Shift Review	\$105,740.17
12 Feb 2014	\$104,643.00	\$80,744.00	\$6,300.00	\$15,403.00	\$2,196.00	Pay Period Shift Review	\$105,740.17
29 Jan 2014	\$104,711.00	\$80,744.00	\$6,300.00	\$15,471.00	\$2,196.00	Pay Period Shift Review	No
27 Jan 2014	\$104,183.00	\$80,744.00	\$6,300.00	\$14,943.00	\$2,196.00	Qualified for HDA	No
15 Jan 2014	\$98,446.00	\$80,744.00	\$0.00	\$15,506.00	\$2,196.00	Pay Period Shift Review	\$100,876.68

### Complete Review

Choosing this option will finalise the review as displayed on the screen and save it as a completed review.

### Edit Review

This action allows the reviewer to edit the inputs that have been used to calculate the member's superannuation salary using the *Build / Edit Review* module – for example a reviewer could add in an allowance period that is known to be missing from the source HRIS data.

### Override Review

This action allows the reviewer to modify the end result of the superannuation salary. This differs from the Edit Review action in that the inputs of the review are unmodified. The original inputs are kept as part of the audit tracking capability.

### Review Notifications

The Review Notifications section alerts the reviewer to considerations that should be taken into account when performing the review. For example, the likelihood of a member qualifying for an allowance is shown here if relevant.

## System Module - Detailed Salary Display

The Detailed Salary Display (accessed by selecting the 'Show Details' button from the Review Display) presents a comprehensive snapshot of the member and the basis for their calculated salary.

This report is suitable for storage in the organisation's document management system as a record of the salary review.

### Birthday Review / Salary Point Summary

The details in the Birthday Review and Salary Point Summary sections contain an overview of the member's details and their final calculated salary similar to that shown in the Display Review module.

### Salary Point Details

The Salary Point Details section contains detailed information for each movement in salary throughout the review period or required salary check point. For each salary point, a breakdown of the member's base salary, higher duties eligibility, allowance recognitions (including not yet recognised allowances), shift qualification status (with breakdown) and maintained salary are shown as at that point in time.

### Member History

The full set of data input to the superannuation review calculation is also listed for complete transparency. For a standard review, this will be a copy of the transactional data from the HRIS extract for this member. For a manual review, these records are the inputs to the calculation that have been created/edited by the reviewer.

Superannuation Review for 0700100810  
<https://supercalc.cubicle4.com/superannuation/rest/reviews/display/0700100810/2014-03-18>

**Salary Point Details ::**

**Salary Point #1 (01 Jan 2014)**  
 Salary for Superannuation: \$45,787.50 | Salary Change Reason: Base Salary Changed  
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**Superannuation Salary**

Salary for Superannuation	\$45,787.50
Base Salary	\$38,625.00
Higher Duties Allowance	\$3,000.00
Shift Allowances	\$0.00
Other Allowances	\$4,162.50
Calculation Method	Standard

**Base Salary**  
*Base Salary consists of Basic Salary Paid plus recognised Salary Allowances.*

Basic Salary Paid	\$38,625.00
Salary Allowances	\$0.00
Total Base Salary	\$38,625.00

**Salary Allowances Recognition**

Allowance	Amount	Recognition	Recognised Between	Received Between
No relevant salary allowance periods.				

**Higher Duties**

Recognition	Qualified
Recognised Between	27 Sep 2013 and 27 Jul 2014
Allowance Received Between	27 Sep 2012 and 27 Jul 2014
Superable Allowance Amount	\$3,000.00
Paid Amount	\$3,000.00

**Shift Allowances**  
 No relevant shift allowances.

**Other Allowances Recognition**

Allowance	Amount	Recognition	Recognised Between	Received Between	Certificate Commenced	File Reference	Notes
SERVICE	\$4,162.50	Automatic	27 Jan 2013 and 27 Mar 2014	27 Jan 2013 and 27 Mar 2014			

## System Module - Build / Edit Review

The Build / Edit Review functionality enables a user to build an employee superannuation salary review from the beginning or to edit an existing review and to change any of the member history inputs.

Every aspect of the employee's history can be edited (all with an appropriate audit trail) to ensure that the data accurately reflects the employee's actual history if there are discrepancies with what is held in the HRIS.

The screenshot displays the 'Build Review' form in a web browser. The browser address bar shows the URL: <https://supercalc.cubicle4.com/superannuation/Superannuation.html#BuildReview:new>. The page header includes the 'SuperCalc Superannuation Salary Calculator' logo and navigation tabs for 'Birthday Reviews', 'Build Review', 'Completed Reviews', 'Manage Certificates', and 'Administration'. The main content area is titled 'Enter Review Inputs ::' and includes a sub-header: 'Manually add/edit review inputs or use the Upload Review Inputs to upload a review'. There are two buttons: 'Upload Review Inputs :: Upload a review' and 'Browse'. The form is divided into three main sections: 'Member Details', 'Review Range', and 'Previous Superannuation Salary'. The 'Member Details' section includes fields for Personnel Number, First Name, Surname, Birth Day, First Day of Service, Last Day of Service, Individual Agreement?, Casual?, and PIP?. The 'Review Range' section includes Review Start, Review End, and Superannuation Scheme Details (Scheme: CSS, Scheme Start Date). The 'Previous Superannuation Salary' section includes Review Date, Base Salary, Higher Duties Allowance, Shift Allowances, Other Allowances, and Salary for Superannuation. Below the form is an 'Add/Update ::' section with 'Start Date' and 'End Date' fields (31-12-9999), a 'Classification' dropdown (APS), and an 'Annual Rate' field. To the right is a 'Base Salary ::' section with a table for existing records. The table has columns: Start Date, End Date, Classification, Annual Rate, Edit, and Delete. The table currently shows 'No records'.

Start Date	End Date	Classification	Annual Rate	Edit	Delete
No records					

## System Module - Completed Reviews

The Completed Reviews functionality allows a reviewer to view all salary review calculations that have been completed within the system. This screen is also the access point for the retrospective review facility for both individual members and as a bulk operation.

A reviewer may also extract reports on the reviews completed within a specified period from this screen. This extract can be easily customised to a format suitable to load the review records back into your HRIS.

### Search Reviews

A reviewer can search for any review completed within the application using the Search Reviews panel. The search criteria can be either a manually specified *Date Range*, a *Pay Period* range or an individual employee.

### Recalculate Reviews

The Recalculate Review feature enables a reviewer to perform a superannuation birthday review for any previous birthday.

### Bulk Recalculate

The bulk recalculation facility enables a reviewer to recalculate all reviews across a date range and be notified which (if any) of the reviews would have a different superannuation salary if they were calculated now. This is aimed at detecting retrospective data changes (e.g. a back-dated application for higher duties) that affect superannuation.

The screenshot displays the 'Completed Reviews Listing' in the SuperCalc Superannuation Salary Calculator. The interface includes a navigation bar with options like 'Birthday Reviews', 'Build Review', 'Completed Reviews', 'Manage Certificates', and 'Administration'. Below the navigation bar, there are search and filter panels for 'Search Reviews ::' and 'Bulk Recalculate ::'. The main area shows a table of completed reviews with columns for Personnel Number, First Name, Surname, Reference Date, Superannuation Salary, Base Salary, Higher Duties Allowance, Shift Allowances, Other Allowances, Action Date, Reviewed By, Calculation Type, and Calculation Method. A 'Download Report' button is visible above the table.

Personnel Number	First Name	Surname	Reference Date	Superannuation Salary	Base Salary	Higher Duties Allowance	Shift Allowances	Other Allowances	Action Date	Reviewed By	Calculation Type	Calculation Method
0601100000	MYUNG	MARQUEZ	28 Feb 2014	\$80,517.00	\$80,517.00	\$0.00	\$0.00	\$0.00	10 Mar 2014	SYSTEM	Auto Processed	Standard
0602100000	ALANNA	BATTLE	01 Mar 2014	\$78,568.00	\$78,568.00	\$0.00	\$0.00	\$0.00	10 Mar 2014	SYSTEM	Auto Processed	Standard
0600100070	NICHOLLE	CAMPOS	03 Mar 2014	\$32,862.00	\$32,862.00	\$0.00	\$0.00	\$0.00	10 Mar 2014	SYSTEM	Auto Processed	Standard
0600100080	RANDALL	BARNES	04 Mar 2014	\$51,823.00	\$51,823.00	\$0.00	\$0.00	\$0.00	10 Mar 2014	SYSTEM	Auto Processed	Standard
0600100001	GALE	ALLEN	04 Mar 2014	\$87,923.00	\$87,923.00	\$0.00	\$0.00	\$0.00	10 Mar 2014	SYSTEM	Auto Processed	Standard
0600100003	REBECCA	CHANDLER	04 Mar 2014	\$96,244.00	\$96,244.00	\$0.00	\$0.00	\$0.00	10 Mar 2014	SYSTEM	Auto Processed	Standard
0600200000	SUZANNA	CRANE	04 Mar 2014	\$48,915.00	\$48,915.00	\$0.00	\$0.00	\$0.00	10 Mar 2014	SYSTEM	Auto Processed	Standard
0603100000	TROY	CARLSON	04 Mar 2014	\$76,444.00	\$76,444.00	\$0.00	\$0.00	\$0.00	10 Mar 2014	SYSTEM	Auto Processed	Standard
0605100000	CHARA	BOWERS	05 Mar 2014	\$79,844.00	\$79,844.00	\$0.00	\$0.00	\$0.00	10 Mar 2014	SYSTEM	Auto Processed	Standard
0600100002	JC	FRENCH	06 Mar 2014	\$79,259.00	\$79,259.00	\$0.00	\$0.00	\$0.00	10 Mar 2014	SYSTEM	Auto Processed	Standard

## System Module - Certificate Management

The Manage Certificates screen allows a reviewer to search and/or browse a record of existing allowance certificates and to create/edit new certificate records.

The presence of a certificate within SuperCalc prompts the calculation instance to recognise the allowance (as a likelihood eligibility) even though the employee has not yet qualified.

### Search Certificates

A reviewer can search for previously created certificate records using the Search Certificates panel.

A reviewer can also search for any previously created certificate for a member by using their personnel number.

### Add/Update Certificates

Reviewers can add a new certificate to the listing as well as edit any details of an existing certificate.

The screenshot shows the SuperCalc Superannuation Salary Calculator interface. The main content area displays a table of certificates with the following data:

Personnel Number	First Name	Surname	Certificate Type	Allowance Type	Commencement Date	Edit	View History	Delete
0700032531	MARIS	WILSON	Allowance	RESTRICTION	25 Mar 2014			
0400010802	KARMA	SMITH	Higher Duties		13 Mar 2014			

The interface also includes a search panel on the left with the following fields:

- Search Certificates ::** Date Range (26-03-2013 to 26-03-2014), Certificate Type (All types), and a Go button.
- Search Certificates ::** Personnel Number and a Go button.
- Add/Update ::** Personnel Number, Commencement Date (13-03-2014), Certificate Type (Higher Duties), File Reference, and Notes.



**SuperCalc Superannuation Salary Calculator**

Administration

Users/Security | AWOTE Rates | Weekly Hours | Absences | Penalty Types | **Allowances** | Classifications | Processing Rules | Reports | Organisation Config | System

**Add/Update ::**

Code\*  
Name\*  
Description  
Start Date\* End Date\*  
31-12-9999  
Disabled?  
Grouping Code  
Annual Rate  
0  
Calculation Factor  
0  
Superable Criteria\*  
Automatic  
Calculation Type\*  
Fixed Amount  
Treatment Type\*  
Allowances  
Add/Update Clear

**Allowance Types ::**  
Select an existing Allowance Type record to edit the details in the Add/Update box.

Code	Name	Description	Start Date	End Date	Disabled?	Grouping Code	Annual Rate	Calculation Factor	Calculation Type	Superable Criteria	Treatment Type	Edit	History	Delete
EFFICIENCY	Efficiency		01 Jan 2000	31 Dec 9999	No	EFFICIENCY	\$1,000.00	0.05	% of Base Salary	Automatic	Allowances			
EXTRADUTY	Extra Duty		01 Jan 2000	31 Dec 9999	No	EXTRADUTY	\$1,000.00	0.20	% of Base and HDA Salary	Conditional	Allowances			
FIRSTAID	First Aid		01 Jan 2007	31 Jul 2010	No	FIRSTAID	\$1,000.00	0.00	Fixed Amount	Automatic	Allowances			
FIRSTAID	First Aid		01 Aug 2010	31 Jul 2011	No	FIRSTAID	\$1,100.00	0.00	Fixed Amount	Automatic	Allowances			
FIRSTAID	First Aid		01 Aug 2011	31 Jul 2012	No	FIRSTAID	\$1,210.00	0.00	Fixed Amount	Automatic	Allowances			
FIRSTAID	First Aid		01 Aug 2012	31 Jul 2013	No	FIRSTAID	\$1,331.00	0.00	Fixed Amount	Automatic	Allowances			
FIRSTAID	First Aid		01 Aug 2013	31 Jul 2014	No	FIRSTAID	\$1,464.00	0.00	Fixed Amount	Automatic	Allowances			
FIRSTAID	First Aid		01 Aug 2014	31 Jul 2015	No	FIRSTAID	\$1,611.00	0.00	Fixed Amount	Automatic	Allowances			
HARDSHIP	Hardship		01 Jan 2007	31 Jul 2010	No	HARDSHIP	\$3,000.00	0.00	Fixed Amount	Conditional	Allowances			

## System Administration

The Administration module allows an organisation to have fine-grained control over how SuperCalc works – all without any coding changes.

Administrators can configure the following sets of information and system functions:

- Users / Security – access to the system and user roles.
- AWOTE Rates – update ABS provided AWOTE rates.
- Organisational Hours Config – manage changes to organisational weekly/fortnightly hours.
- Absence Types – configure absence code reference data.
- Penalty Types – configure penalty rate reference data.
- Allowance Types – configure allowance type reference data.
- Classifications – configure organisation classification levels.
- Schemes – configure super schemes and data mappings.
- Automated Processing Rules – enable review profiles to be processed automatically.
- General Organisational Configuration – configuration settings for your organisation.
- System Functions – perform system functions such as data synchronisation and trigger automatic batch processing.