



Sending the *Super Choice* form as an inclusion

Tutorial for Attaché Payroll
with Attaché Alex

June 2005

Introduction

From July 2005, employers in Australia are required to let employees choose which fund their superannuation guarantee contributions are paid into. This change is commonly referred to as Super Choice.

To assist employees, the ATO has made available a *Standard Choice form* that can be given to employees to record their choice.

If you use the Attaché Alex document delivery service, you can easily distribute the Standard Choice form to employees as an **inclusion** to their pay advice. Employees can then print the form, complete their details in the bottom section and return it to you.

This tutorial describes how to create an Alex inclusion from the ATO's Standard Choice form and then send it to employees with their pay advices.

The main tasks in this tutorial are:

- 1 Get the Standard Choice form, in Word format, from the ATO website and complete your company's details in the top section of the form.
- 2 Create an Alex inclusion of the Standard Choice form.
- 3 Send the inclusion with employee pay advices.

Get the Standard Choice form

The Standard Choice form is available to download in Word format from the Superannuation area of the ATO website at www.ato.gov.au. (The ATO's reference number for this document is NAT 13080-03.2005.)

- 1 Download the [Microsoft Word template \(DOT, 180kb\)](#) version of the Standard Choice form and save it to your hard drive.
- 2 In Word, enter your company's details in the top section of the form, *Part A Employer to complete*.
- 3 Save the document in the usual way but do not close it.

What is an Alex inclusion?

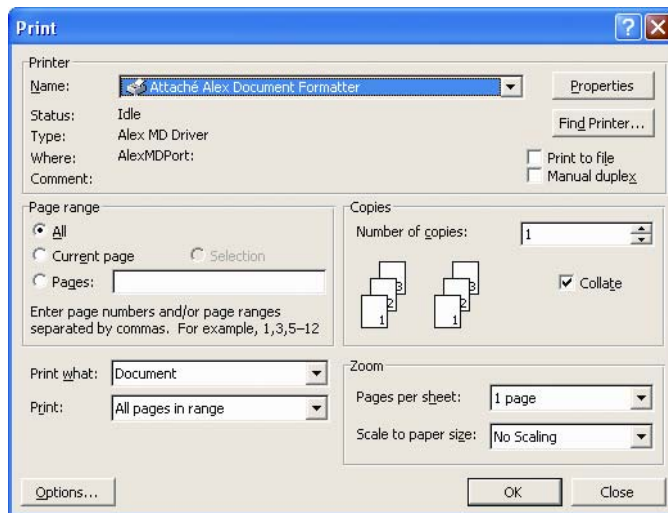
When you send documents via Alex, you can add extra pages created outside your Attaché system. These extra pages - call inclusions - can be added to individual documents or to batches. Each inclusion consists of one or more A4 pages and is sent at a modest extra charge.

To send inclusions, you need Business Partner version 26 (or later) or Attaché Catapult version 6 (or later) (both February 2005) and the May 2005 release of AlexConnect.

Create the Alex inclusion

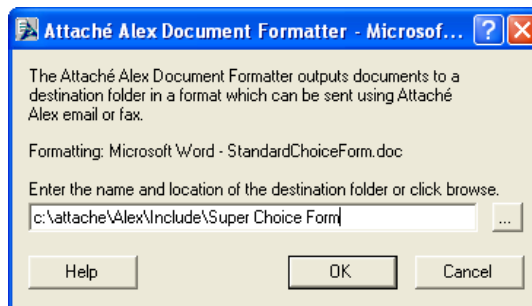
To turn the Standard Choice form into an inclusion that can be sent with Alex documents:

- 1 With the Standard Choice form open in Word, choose **File | Print** to open the Print dialog box.
- 2 Click the printer icon near the top of the dialog box, choose **Attaché Alex Document Formatter** and then click **OK**



- 3 The Document Formatter asks for the name of a folder, where it will format and store the inclusion (rather than printing it).

Edit the displayed folder name so that it ends with **\Include** followed by a name for the inclusion. For example, **c:\attache\Alex\Include\Super Choice Form**. (The folder needs to be in the Alex\Include folder in your Attaché program folder.)



- 4 The Document Formatter tells you that the folder doesn't exist and asks if you want to create it. Click **Yes**.

The Document Formatter creates the inclusion and stores it in the folder.

The inclusion is now ready to be added to your pay advices for sending to employees.

Send the inclusion with your pay advices

Inclusions can be added before the pay advice document, after it, or both. You specify which inclusion to use by selecting the name of the folder containing the inclusion. Attaché Alex sends the inclusion to every employee for whom an Alex delivery address has been set up.

Employee delivery addresses

To send payroll documents via Attaché Alex you need to set up delivery addresses for each of your employees.

For information about how to set up employee delivery addresses see the *Attaché Alex User Guide*, available from the Resources area of the Attaché Alex website at www.attacheonline.com/alex.

To add the Standard Form inclusion to a batch of employee pay advices

- 1 In Attaché Payroll, process your pays in the usual way.
- 2 Page Down to the Print Pay Advices screen (third screen).
- 3 Click in the *After Document* field at the bottom of the screen and choose **Find (F2)** to display a list of all your inclusions.
- 4 Double-click the inclusion called Super Choice Form, which we created in the previous task. (If you have many inclusions, you may need to press Page Down to locate it.)

The inclusion name is now shown in the *After Document* field.



- 5 Choose **Print (F9)** to dispatch the pay advices with the Super Choice Form included.