



# Paid Parental Leave

Paid Parental Leave was introduced in Australia in July 2011, and provides for employers to continue paying staff in return for a subsidy from CentreLink.

## Providing for Paid Parental Leave in SmoothPay

### 1) create a Paid Parental Leave code

The screenshot shows the 'Leave codes' form in SmoothPay. The 'Codes' tab is selected. On the left, a list of leave codes is shown, with 'PPL' selected. The main form fields are:

- Abbreviation: PPL
- Description: Paid Parental Leave
- Category: Paid Parental Leave
- How often?: No accrual
- Cost centre: Leave account
- Options:
  - Inactive
  - Show balance on employee payslips?
  - Balance never reduces?
  - Leave without pay?
  - Include in Super calculations?
  - Counts towards Rostered Day Off?

NOTE you are not required to make super contributions in respect of the employee's Parental Leave Pay (though it does not prevent you making such contributions).

### 2) Pay the employee using the new code in *Staff..Pay..Leave*:

The screenshot shows the 'Staff..Pay..Leave' form in SmoothPay. The 'Pay' tab is selected. The 'Leave Taken' sub-tab is active. The form displays the following details for a Paid Parental Leave payment:

Date	23.08.2011
Type	PPL Paid Parental Leave
Units	1.000
Rate	589.400000
Value	589.40

NOTE: make sure your employee is NOT on fixed salary, otherwise the value will automatically change to their salary amount. Also, make sure you remove any ordinary time (unless they were at work)

Their payslip will look similar to this:

Christine Carpenter c/- SmoothPay Ltd VIC 1235		Pay for Period ending Pay day Pay group	1 Week 23-Aug-11 25-Aug-11 Kitchen	
Tax code: Tax free threshold, No LL				
<b>Time</b>	<b>Date</b>	<b>Units</b>	<b>Rate</b>	<b>Value</b>
Paid Parental Leave	23-Aug-11	1.00	589.40	589.40 <b>589.40</b>
<b>Deductions</b>				
PAYG				61.00 <b>61.00</b>

For further information please visit this CentreLink web page:  
[Paid Parental Leave scheme for employers](#)

## Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.