

Generating the PSSap Quarterly Contribution Report and the PSSap Quarterly Shortfall Due (report)

1. Background

According to the PSSap Rules which govern the scheme, employers must tell members how much superannuation they have contributed to the PSSap on the member's behalf whether they use Fortnightly Contributions Salary (FCS) or Ordinary Time Earnings (OTE).

The employer must state in writing and at least quarterly:

- the amount of basic employer contributions paid to the PSSap for that member, and
- any additional employer contributions paid to the PSSap for that member (as well as any salary sacrifice contributions paid, which are considered also to be employer contributions for these reporting purposes.) (Note: Where the superannuation salary is based on FCS this amount must not include any employer contribution shortfall paid in the previous quarter)

and for members whose superannuation salary is FCS,

- the report must be expressed both in dollars and cents and as a percentage of the member's OTE for the quarter

If the total employer contributions (basic plus additional) for a member whose superannuation salary is FCS are less than 9% of the employee's OTE, the employer must also tell the member the amount of the employer contribution shortfall.

To enable employers to report to members easily, the template for this report is available through Employer Services Online. This is the PSSap Quarterly Contribution Report. You will need to post out to the member the individual sheet that is generated for each person for whom contributions have been paid in the quarter. To aid this process, the member's mailing address (as provided by the agency or member) will appear in the address block.

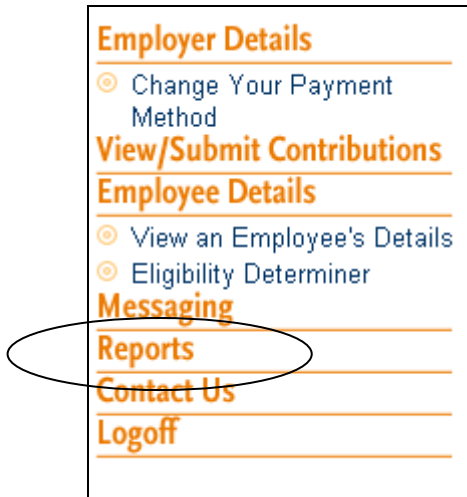
A summary report template for FCS agencies is also available through ESO so that agencies can quickly identify if there has been an employer contribution shortfall. This report is the PSSap Quarterly Shortfall Due.

The reports that you generate will be based on information provided to us by your agency as part of its fortnightly data submission through ESO. **It is important that employers report correct information if they want to rely on the report that is generated.**

All of the pays for the quarter must be submitted before the report will calculate correctly.

2. Navigating

Click on the REPORTS button on the left of the screen.



When navigating around REPORTS, don't use the "back" button on the browser as this will take you out of the system. Click on the list of options under REPORTS and the option will turn to orange for you to select.

3. Generating the reports

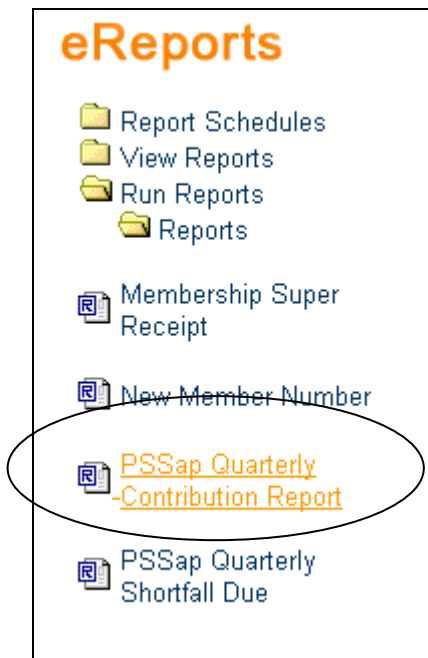
3.1 The RUN REPORTS (with a submenu of REPORTS) screens

Step 1 - Click on (e)REPORTS, then on the REPORTS sub-menu.



3.2 The PSSAP QUARTERLY CONTRIBUTION REPORT screens sub-menu

Step 2 - Click on the PSSAP QUARTERLY CONTRIBUTION REPORT text. It will highlight in orange as you move the cursor over it for selection.



In this part of ESO, the current screen will show the button displayed in blue and the non-current screen buttons will be orange.



3.3 The RUN OR SCHEDULE REPORT screen (this is the one you will need to actually generate a report)

Step 3 - Click on the RUN OR SCHEDULE REPORT button.

View Schedule **Run or Schedule Report** **Previous Runs**

Create a new PSSap Quarterly Contribution Report

PSSap Quarterly Contribution Report

Start Date:

End Date:

Payroll Number:

Membership Number:

Pay Centre:

Run this Report: Now
 every
starting from

Step 4 - In the fields provided enter:

- the start and end dates for the period for which you want to generate the report. As this report is to be run quarterly, the first period would be 1/7/2005 to 30/9/2005
- payroll number if you wish to generate the report for an individual
- membership number if you wish to generate the report for an individual
- pay centre if you wish to generate the report just for one pay centre – the name of the pay centre needs to be the same as that entered in the grid (that is, this is an alpha field not a numeric field)
- You can then choose to run the report “Now” or set a recurring date starting from a date you specify.

Step 5 - Press SAVE at the bottom of the screen.

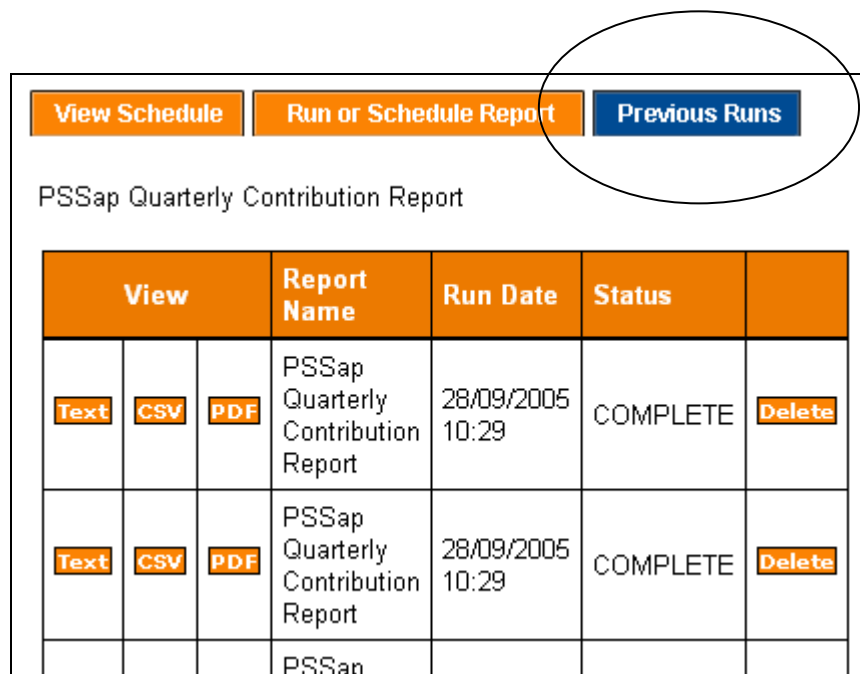
The report will be run as soon as possible, often within a few moments if you take the “Now” option.

Step 6 - To view the report after it has been generated, go to “PREVIOUS RUNS” and select your report.

3.4 PREVIOUS RUNS screen

To view the report listing and print the report out once generated, go to the PREVIOUS RUNS screen to pick up the report you have generated.

Note: If there are no contributions for a person a result will not display.



The screenshot shows a web interface with three buttons at the top: 'View Schedule', 'Run or Schedule Report', and 'Previous Runs'. The 'Previous Runs' button is highlighted with a blue background and circled in red. Below the buttons is the title 'PSSap Quarterly Contribution Report'. A table displays the following data:

View			Report Name	Run Date	Status	
Text	CSV	PDF	PSSap Quarterly Contribution Report	28/09/2005 10:29	COMPLETE	Delete
Text	CSV	PDF	PSSap Quarterly Contribution Report	28/09/2005 10:29	COMPLETE	Delete
			PSSap			

This table displays all reports generated. Reports can be displayed in text, csv or pdf formats and printed from the application you select.

Reports can also be deleted as required.

The table shows the following columns:

- NEXT RUN DUE - the date and time of the next scheduled report
- LAST RUN – the date the previous report of this type was run
- RUN EVERY – shows you how often this report type is scheduled to run

There are also a number of buttons within the table that have the following functions:

- EDIT – takes you to the previously entered parameters and allows you to change them
- DELETE - will delete a scheduled report for one run only
- PARAMS (parameters) - will display the columns mentioned above under the earlier dot points as well as the following information for particular scheduled report :
 - the date range in which the schedule has been set up
 - the fields that will be displayed on the report

3.5 The VIEW SCHEDULE screen

This screen lists in a table the reports you have scheduled for the PSSap Quarterly Contribution Report. They will be run automatically according to the schedule you have entered.

View Schedule			Run or Schedule Report		Previous Runs		
PSSap Quarterly Contribution Report							
			Next Run Due	Last Run	Run Every		Viewable by
Edit	Delete	Params	22/10/2005 00:00	22/09/2005 00:00	1	Months	10215

It should only take a short while to generate the report. You will not see any indication of the report being generated on the screen.

If a table becomes lengthy, it will display on two screens. You can move between these screens with the “Next” and “Previous” buttons at the bottom of the screen.

3.6 The PSSAP QUARTERLY SHORTFALL DUE (report) screen

This is the summary report that you will need to see if any shortfalls need to be paid by your agency for the quarter.

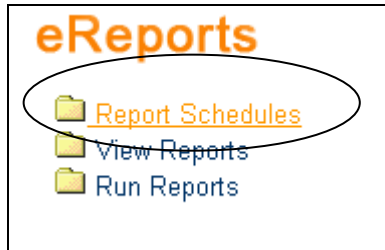
Click on the PSSAP QUARTERLY SHORTFALL DUE text. It will highlight in orange as you move the cursor over it for selection.



This report is generated in exactly the same way as that discussed in 3.1 to 3.3.

4. The REPORT SCHEDULES screen

Click on REPORT SCHEDULES under (e)REPORTS



This screen lists in a table the reports you have scheduled. They will be run automatically according to the schedule you have entered. You just need to print them out.

			Name	Next Run Due	Last Run	Run Every	Viewable by
Edit	Delete	Params	PSSap Quarterly Shortfall Due	29/09/2005 00:00	22/09/2005 00:00	1 Weeks	10215
Edit	Delete	Params	PSSap Quarterly Contribution Report	22/10/2005 00:00	22/09/2005 00:00	1 Months	10215
Edit	Delete	Params	PSSap Quarterly Shortfall Due	22/10/2005 00:00	22/09/2005 00:00	1 Months	10215

The table shows the following columns:

- NAME - the name of the scheduled report
- NEXT RUN DUE - the date and time of the next scheduled report
- LAST RUN – the date the previous report of this type was run
- RUN EVERY – shows you how often this report type is scheduled to run

There are also a number of buttons within the table that have the following functions:

- EDIT – takes you to the previously entered parameters and allows you to change them
- DELETE - will delete a scheduled report for one run only
- PARAMS (parameters) - will display the columns mentioned above under the earlier dot points as well as the following information for particular scheduled report :
 - the date range in which the schedule has been set up
 - the fields that will be displayed on the report

5. The *VIEW REPORTS* screen

This view displays a table of the reports that have been previously been generated, and allows you to view and print them in various formats.



The columns in the table are:

- REPORT NAME
- RUN DATE
- STATUS (the status will be “complete” if the report has been successfully generated)

There are also buttons built into the table as follows:

- TEXT– allows you to view a flat text file of the report
- CSV – this opens the file in a spreadsheet
- PDF – opens the file as a single sheet per member which can be printed off
- DELETE – allows you to delete a previously generated report

6. *Paying and submitting data for any shortfalls*

Any shortfalls must be reported through the “Employer Shortfall Contribution” column on the grid in ESO and pay that shortfall through their normal data submission process within 28 days of the end of the quarter.