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Australian
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Alliance

New employee checklist

When a new employee starts, make sure you tick off everything in this checklist.

Employee's name

GIVEN NAME(S)

SURNAME

- ☐ Explain that the employee has to join a super fund because you have a legal obligation to contribute to super for them. If the employee is permanent/ongoing they must join the PSSap. There are restrictions on which temporary/non-ongoing employees can join the PSSap: check your training notes for details. If they can't join the PSSap, you must make their contributions to another fund.
- ☐ Find out if the employee has an existing interest in a defined benefit in either CSS or PSS – if yes, recommence in the appropriate defined benefit arrangements (see the Eligibility determiner). If there is no existing interest in a defined benefit, begin the employee in PSSap.
- ☐ Explain that members of PSSap are required to have basic death and invalidity insurance cover from which they cannot opt out. They will be provided with basic income protection insurance, but can opt out of this cover or can apply for additional death and invalidity and income protection insurance cover. Full-time and part-time employees must join the plan within 60 days of starting employment if they are to be automatically accepted for basic insurance cover. Casual employees must join within 30 days if they are to be automatically accepted for insurance cover. **Check your training notes for any eligibility restrictions on income protection insurance.**
- ☐ Give **all** new employees (including temporary/non-ongoing employees) a PSSap product disclosure statement
- ☐ Encourage the employee to provide a home contact address when they join and tell them they will be sent a welcome letter.
- ☐ Ask the employee if they want to make personal contributions. If so, how much per pay (in dollars, not as a percentage)

$. ¢ (gross)

- ☐ Have the employee sign this form to confirm the amount of personal contributions to be deducted from their pay and sent to ComSuper.

SIGNATURE

Date signed
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