

New Employee Checklist

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

Employee name _____

- Explain that the employee has to join a superannuation fund because you have a legal obligation to contribute to superannuation for them. If the employee is permanent/ongoing they must join the PSS Scheme. There are restrictions on which temporary/non-ongoing employees can join the PSS Scheme: check your training notes for details. If they can't join the PSS Scheme, 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 PSSdb – if yes, recommence in the appropriate defined benefit arrangements (see 'Eligibility Determiner'). If there is no existing interest in a defined benefit, commence 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 commencing 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) \$ _____
- Load the employee details into Employer Services Online.
- Have the employee sign this form to confirm the amount of personal contributions to be deducted from their pay and sent to ComSuper.

Employee's signature:..... Date:.../.../....