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 PSSap Contribution Report is available through the Employer area of the PSSap website. 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.

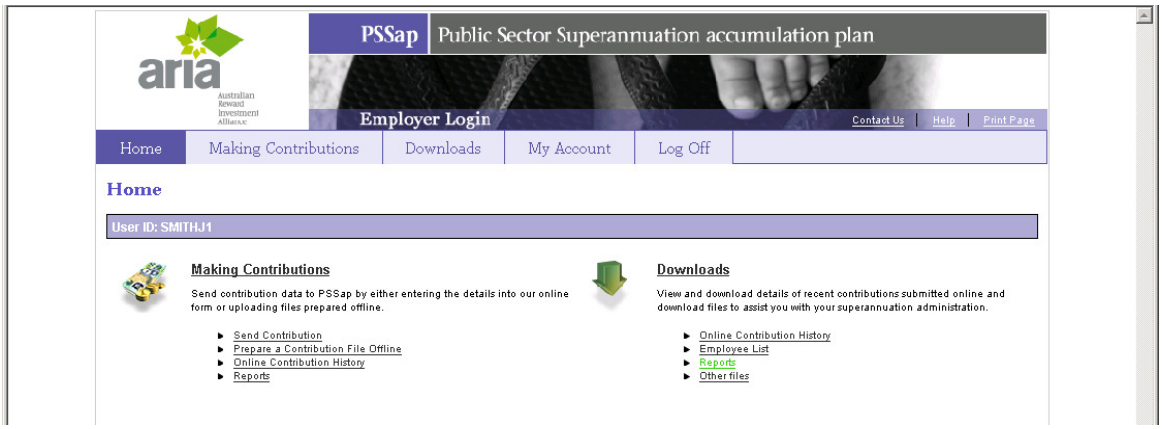
A summary report template for FCS agencies is also available through the PSSap website so that agencies can quickly identify if there has been an employer contribution shortfall. This report is the PSSap Shortfall Due Report.

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.

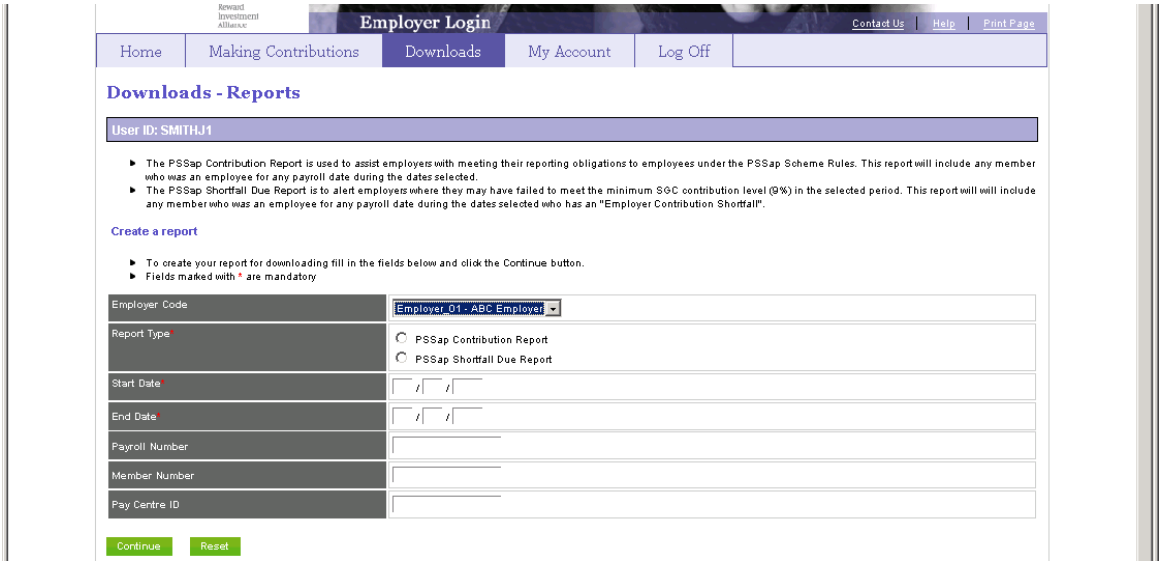
2. Navigating

Click on the Reports link under Downloads.



3. Generating the reports

3.1. Order report



Select the radio button next to either PSSap Contribution Report or PSSap Shortfall Due Report.

- Enter Start Date and End Date. Usually run for a quarter. Eg: 1/10/2011-31/12/2011.
- [Optional] Enter Payroll Number for an individual member; OR
- [Optional] Enter Member Number for an individual member; OR
- [Optional] Enter Pay Centre Id. The name of the pay centre needs to be to same as that entered in the grid (that is, this is an alpha field not a numeric field)

Select “Continue”

3.2. Download Report

Wait until the report finishes generating and the screen below appears:

Select the relevant link to download the file in Text, CSV or PDF format.

Open or Save the file at the prompt.

4. Paying and submitting data for any shortfalls

Any shortfalls must be reported through the “Employer Shortfall Contribution” column on the grid in the Employer area of the PSSap website and paid through the normal data submission process within 28 days of the end of the quarter.