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Employer workshops for May and June

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Find out how these latest legislative changes (effective 1 July 2008) will affect you and your employees by attending our workshops. The workshops will be available in all major capital cities in May and June 2008.

Workshops will be held in two formats:

General information sessions:

These sessions will provide a general outline of PSS and CSS members' new options from 1 July 2008:

- > PSS and CSS members will be able to make voluntary (0%) contributions; and
- > PSS members' option to cease membership.

Information will also be provided on Ordinary Time Earnings (OTE) reporting requirements for PSS and CSS members from 1 July 2008.

Administration and payroll information sessions:

Will outline administration arrangements for:

- > voluntary (0%) contributions for PSS and CSS members
- > PSS members' option to cease membership.

These sessions will also provide information on OTE reporting requirements for PSS and CSS members from 1 July 2008 and new validations for submission of files and errors and warnings.

Employer workshops for May and June

These information workshops are free.

Location	Dates
Hobart	Wednesday 7 and Thursday 8 May
Sydney	Monday 19, Tuesday 20 and Wednesday 21 May
Melbourne	Monday 26, Tuesday 27 and Wednesday 28 May
Adelaide	Monday 2, Tuesday 3 and Wednesday 4 June
Perth	Thursday 5 and Friday 6 June
Brisbane	Monday 16 and Tuesday 17 June
Canberra	Tuesday May 27, Tuesday 3 June, Tuesday 10 June, Tuesday 17 June and Tuesday 24 June
Darwin	TBA

Three sessions are scheduled daily with the exception of Canberra. The session format will include two morning sessions for general information, followed by one afternoon session for administration and payroll information. This will allow participants to attend both sessions back to back if they wish.

To register your interest in our workshops email employer.help@comsuper.gov.au

Please include participants' names and preferred date. The May edition of Employer News will provide more details on sessions including locations and times. In most cases the workshop will be within the Central Business District of each capital city.

Canberra sessions will be conducted at ComSuper, Unit 4, Chandler Street, Belconnen. Employer Services staff will contact participants prior to the sessions to confirm details.

Current topics

BPAY available for PSSap members to make contributions

As we approach the end of the financial year members may want to make additional contributions to qualify for the government Super Co-Contribution.

To help with this process, please remind your employees (that are PSSap members) they are able to make member contributions to their PSSap account using BPAY.

PSSap members simply need to logon to **Your account** at www.pss.gov.au to receive a BPAY number which they can then use to pay a contribution via their bank or financial institution. If PSSap members don't have an access number they need to call us on **1300 725 171**.

Here's the four step process for PSSap members:

1. Go to **Your account**
2. Log onto **Your account**, using access number
3. Click on **Contributions** and follow the prompts to generate a BPAY and Customer Reference Number
4. Then pay a contribution via BPAY.

Keeping member's addresses up-to-date

Throughout the year, we have a number of important messages to communicate to all scheme members.

To ensure we can communicate with all our members when we need to, it is important that the addresses we have for members are up-to-date and correct. You can provide us with a member's latest address through Employer Services Online (ESO) as part of your fortnightly data submission.

We will use the address you provide to communicate with members unless they have updated with us directly in the last six months through Member Services Online (MSO), our contact centre or via email/letter to advise otherwise.

Please note that members who have requested Member Statements electronically will continue to receive this via the email address provided to us.

What's new

New employer training notes online

We have recently updated the website with Training notes on a range of issues. These online tools are designed to make your job easier and they are once again available for your use.

The training notes provide you with an overview on PSSap, PSS and CSS topics.

You can find the training notes under the **Learning centre** then select **Training notes**.

Coming up

Quarterly report to PSSap members due

At the end of each quarter, you are required to tell your PSSap members how much you have paid to the PSSap on their behalf. This includes basic contributions, any additional employer contributions and salary sacrifice amounts. The total amount must be expressed in dollars and cents, and as a percentage of OTE.

If the total is less than 9% of OTE, you must tell the member the difference, in both dollars and cents, between the amount you have contributed based on FCS salaries and the amount they are entitled to.

Reporting to ARIA

Any shortfall amount must also be reported to ARIA. To save you time and effort, we use the information you send us each payday through Employer Services Online (ESO) to create this report, so you do not need to do anything.

All the help you need is online

To make reporting easy, ESO can generate the required reports for you. You will also find useful guides, along with templates for both the **Quarterly Contributions Report** and **Quarterly Shortfall Report** at ESO.

The reports that ESO generates are based on information provided to us by your agency in the fortnightly data submission. This is another reason why it is important that all the pays for the previous quarter, and any other information such as fortnightly OTE values, are submitted accurately and in a timely way.

You can access the quarterly reporting templates through ESO, in the Employer Centre at www.aria.gov.au. If you require any further assistance, just email or call us – our contact details are at the end of this newsletter.

Eligibility determiner issues rectified

Issues with the eligibility determiner search function have now been rectified and you will now be able to search the eligibility determiner using dates of birth.

We apologise for any inconvenience this has caused and thank you for your patience.

AWFY update

AWFY member public workshop dates for April and May

The AWFY calendar for the first half of 2008 has filled up fast with our presenters traveling as far as Hobart and Perth to host seminars for scheme members.

As always if you would like us to visit your workplace to conduct a member workshop you will need to contact us as soon as possible. We are now booking for July to December – just call us on **02 6263 6999** or email **atworkforemployers@aria.gov.au**

If you don't have training facilities at your place of work, you can let your employees know about our upcoming public workshops.

City	Location	Date and time	Scheme
Hobart	Hotel Grand Chancellor	3 April at 9.30am	CSS
Hobart	Hotel Grand Chancellor	3 April at 2.00pm	PSS
Canberra	ComSuper Offices	9 April at 9.30am	CSS
Canberra	ComSuper Offices	10 April at 9.30am	PSS
Canberra	ComSuper Offices	11 April at 9.00am	PSSap
Perth	Crowne Plaza	16 April at 9.30am	CSS
Perth	Crowne Plaza	16 April at 2.00pm	PSS
Melbourne	Pacific International Hotel	29 April at 2.00pm	PSSap
Melbourne	Pacific International Hotel	30 April at 9.30am	CSS
Melbourne	Pacific International Hotel	30 April at 2.00pm	PSS
Sydney	Medina Executive Haymarket	20 May at 2.00pm	PSSap
Sydney	Medina Executive	21 May at 9.30am	CSS
Sydney	Medina Executive	21 May at 2.00pm	PSS

Places are limited so please ensure that employees book through their scheme website via the 'Free super workshops' link.

Help us to help you with agency changes

If your agency is experiencing changes (such as restructuring or redundancies) it is helpful to let us know as soon as possible.

By calling Employer Services we can plan ahead to provide services to you and your employees more efficiently including providing benefit estimates and paying benefits.

Contact details



Employer Help Desk

Email employer.help@comsuper.gov.au
Phone 02 6272 9993
Fax 02 6272 9816
Web www.aria.gov.au
(select Employer Centre)

At Work for You

Email atworkforemployers@aria.gov.au
Phone 02 6263 6999