

## Feature

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## Employer workshops for May and June

### Reminder about employer workshops – voluntary contributions and option to cease PSS membership

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

### Workshops will be held in the following 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 can now make voluntary (0%) contributions; and
- > PSS members will have the 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:

These sessions will outline administration arrangements for:

- > voluntary (0%) contributions for PSS and CSS members; and
- > PSS member's 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.

These workshops are free of charge.

PSSap

PSS

CSS

# Employer workshops for May and June (cont.)

Location	Dates and Times	Venue	Time
Hobart	Wednesday 7 and Thursday 8 May	To be advised. Employers will be contacted directly with venue details.	TBA
Sydney	Monday 19, Tuesday 20 and Wednesday 21 May	> 19 and 20 May at Holiday Inn, Darling Harbour, 68 Harbour St Sydney, 2000 > 21 May (to be advised).	General session at 9am and 1.30pm Admin/Payroll session at 11am
Melbourne	Monday 26, Tuesday 27 and Wednesday 28 May	> 26 and 27 May at Batman's Hill on Collins, 623 Collins St, Melbourne > 28 May at Customs * 1010 La Trobe St, Melbourne	General session at 9am and 1.30pm Admin/Payroll session at 11am
Adelaide	Monday 2, Tuesday 3 and Wednesday 4 June	> 2 and 3 June at ABS Waymouth St, Adelaide > 4 June at ABC* 85 North East Road, Collinswood	General session at 9am and 1.30pm Admin/Payroll session at 11am
Perth	Thursday 5 and Friday 6 June	To be advised. Employers will be contacted directly with venue details.	TBA
Brisbane	Monday 16 and Tuesday 17 June	Medina Executive Brisbane, 15 Ivory Lane Brisbane, QLD 4000	General session at 9am and 1.30pm Admin/Payroll session at 11am
Canberra	Tuesday May 27, Tuesday 3 June, Tuesday 10 June, Tuesday 17 June and Tuesday 24 June	ComSuper, Chandler St Offices, Cnr Chandler and Cameron Sts, Belconnen	General session at 9am and 1.30pm Admin/Payroll session at 11am
Darwin	To be advised	To be advised. Employers will be contacted directly with venue details	

## \*Seating is limited

The session format will be two morning sessions for general information followed by one afternoon session for administration and payroll information. This will allow those participants who wish to attend both sessions.

To register your interest in our workshops email [employer.help@comsuper.gov.au](mailto:employer.help@comsuper.gov.au)

Please include the participants' names, date and preferred time if applicable. In most cases the workshop will be within the Central Business District of each city.

Employer Services staff will contact participants prior to the sessions to confirm details.

Please note that at this time, ComSuper is unable to conduct individual agency workshops due to time constraints.

## New Quick guides are now available on the ESO website

Quick guides for employers are now available on the website for your reference. The Quick guides are designed as a quick reference point, while the Training notes are useful if you need greater detail.

The Quick guides available cover a number of useful topics and include:

Part-time members, Tax File Numbers and Salary Reductions, as well as a number of scheme specific topics.

To see the quick guides visit the Employer website under Learning centre.

## FAQs

### Ceasing members – FAQs

**Q. Our employee is ceasing membership of the CSS and is not working on the payday. Is the employer required to make a contribution for the days worked in the pay period?**

A. No, the employer is not required to make a contribution if the member does not work on the payday. This rule also applies in the PSS and the PSSap. However in the PSSap the employer may still be required to pay a shortfall if they have not met the shortfall requirements for the quarter. This is covered in the PSSap training notes.

**Q. When I look at the departmental report it tells me to fill in the last three variations. What does this mean?**

A. The last three variations are the last three times that the member's money has changed. There is a Quick guide on the Employer webpage that provides you with examples that will assist you with filling in a departmental report.

**Q. What documents other than the benefit form CD-A3-CSS does an employer need to supply for a member who is ceasing CSS membership under Transition to Retirement?**

A. An employer needs to provide a letter with the Benefit application stating the reason why the member is ceasing membership of the CSS i.e. the member is ceasing due to changing from full-time to temporary part-time employment or they are opting out to become a member of the employer sponsored fund which pays greater than 9% SG.

**Q. What other documents does an employer need to supply for a member who is ceasing employment due to Invalidity or Retrenchment?**

A. The employer will need to provide a Retirement Instrument that is signed by their delegate, stating that the member has been retired under the relevant section of the Public Service Act and the date of retirement.

## ESO update

### Please take note of warnings

It is important to check warning messages before transmitting data

It is important to check all warning messages you may have received before transmitting data. These messages will not stop data from coming through to us, however some of these warnings *do* have an impact on a member's record and you should be aware that some warnings will appear as errors in the future.

Here are some examples of warning messages that recently have not been actioned correctly:

#### Message 0608

**This member is inactive. Please make sure you are using the correct member number.**

This warning message means that the member has a preserved or inactive record in our database and therefore money is being paid to the wrong account. There are more than 3000 records that are currently in this situation.

To resolve this issue, you will need to determine whether the new employee has come directly from another agency, or whether their membership is from previous employment. The eligibility determiner will assist in determining the correct membership to use.

Where contributions are paid to a preserved record a new membership is not created. This means the member will not receive a contributing member information statement.

## Message 0601

This person's member number is <number>

This warning message gives employers the correct member number to use, instead of an incorrect membership number. Not actioning this warning means that money will be paid incorrectly.

To resolve this issue, you will need to click on the membership number for the relevant member in the contributions grid. This will allow you to then input the correct membership number.

Please ensure that you also update the membership number in your payroll system to reflect the correct membership number.

## Message 0501

This member is in <scheme> on our system – please make sure you are using the correct scheme

This warning message advises employers if a member has a record in another scheme in our system. It reiterates the importance of using the eligibility determiner to check if a member has a previous membership in one of our schemes.

To resolve this issue, you will need to determine exactly which scheme the employee was in and re-commence their membership in the correct scheme. The Employer Services Team will also be able to check any eligibility issues directly from our database.

You may at times get this warning for CSS members who have left and are now returning under special arrangements such as taking up employment as temporary part-time or casual employees. If they have elected or defaulted to the PSS or PSSap (depending on their status at that time) you will need to contact the Employer Services Team for assistance.

## Message 3901

Employment Cease Date entered is in the future

This warning message means that a future date has been entered for a member's cessation. Effective dates in the future are not permitted.

To resolve this issue, please ensure the cessation date is the actual date the member ceases and is within the pay period being submitted.

Checking your warnings prior to data submission will actually assist you in ensuring that the data is accurate. This will help ensure that we have correct member records for future benefits. If you need clarification of any warning messages, please contact the Employer Help Desk and we will be happy to assist you.

## Public member workshops – May and June 2008

City	Location	Date and time	Scheme
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
Adelaide	Holiday Inn	4 June at 9.30am	CSS
Adelaide	Holiday Inn	4 June at 2.00pm	PSS
Canberra	ComSuper Offices	18 June at 9.30am	CSS
Canberra	ComSuper Offices	19 June at 2.00pm	PSS

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

## Contact details



### Employer Help Desk

Email [employer.help@comsuper.gov.au](mailto:employer.help@comsuper.gov.au)  
 Phone 02 6272 9993  
 Fax 02 6272 9816  
 Web [www.aria.gov.au](http://www.aria.gov.au)  
 (select Employer Centre)

### At Work for You

Email [atworkforemployers@aria.gov.au](mailto:atworkforemployers@aria.gov.au)  
 Phone 02 6263 6999