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Reconciling contribution data and payments

It is important that the member contribution details you send through ESO match the payments you send for that member. If the details match the contribution paid, we can invest the funds on the member's behalf as soon as possible.

We are unable to immediately correct allocation of contributions to members where there is a discrepancy, if there is not enough contribution money to match the data sent to us for a payday; or for example, if there is too much money with no data to account for it, we can't allocate it to those members.

We are unable to:

- > Transfer funds between schemes. If contributions are paid to the incorrect scheme we will refund the money to your agency. We must then wait for it to be re-sent to the correct account in order for contributions to be allocated to members.
- > Transfer an overpayment of funds in the PSSap, from one payday to resolve an underpayment in another payday.

Due to the nature of payroll it is not always possible to avoid a reconciliation error, however it is your responsibility to promptly investigate what has occurred and notify Employer Services as soon as possible.

Reconciliation errors can occur for several reasons:

- > incorrect Lodgement Reference Numbers (LRNs) are used and as a result money is paid to the wrong account/s
- > negative adjustments for PSS and CSS are not correctly processed
- > negative adjustments are attempted for PSSap and are not permitted
- > new employees, contributions are not reported through ESO but funds are paid
- > members are deleted from ESO to remove errors and submit data but funds are still sent.

To ensure accuracy, you must reconcile contributions to scheme and contribution type.

Please email reconciliations@comsuper.gov.au for PSS and CSS discrepancies.

Please email pssapcontributions@comsuper.gov.au for PSSap discrepancies or refund requests.

To help ensure any issues are dealt with quickly, please keep us up to date regarding personnel changes in your area.

2008 budget changes

Due to budget cuts recently announced by the Federal Government, some APS agencies may be considering exiting members from our schemes as a result of redundancies and restructuring.

It is important that agencies considering staff reductions contact us before they approach their staff members. Our administrator ComSuper can work with you to manage any bulk exits. To help with member estimates, we can send a standard bulk estimate form that allows agencies to provide the data we need.

It is better if benefit applications can be returned to us in bulk, as this will allow us to schedule the processing of these estimates based on your needs and our workload.

For more information, please contact Jon Hale, Business Manager APS Payments and Entitlements on 02 6272 9197 or Lyn Williamson, APS Payments and Entitlements on 02 6272 9184. You can also email us at APSRedundancies@comsuper.gov.au

Member addresses

Please remind members to update their addresses through Member Services Online or for PIF agencies through your payroll and manual agencies through Employer Service Online, in preparation for our Annual Member Statement mailout pack later this year.

TFN reminder

We have a number of outstanding PSSap member Tax File Numbers. We are fast approaching the end of the financial year at which time PSSap members will be taxed on their concessional contributions. Concessional contributions include employer contributions and any salary sacrifice amounts. If we don't have a member's TFN, we will not be able to accept their after-tax member contributions. In addition, employer and any salary sacrifice contributions will be taxed at the top marginal tax rate.

If you would like a list of the PSSap members who are yet to provide their TFN at your workplace, please contact Employer Services.

PSSap quarterly contribution report

Recently there have been some questions around the quarterly report information that has been extracted from ESO. Please remember the reports are based on the OTE data that is submitted through ESO. If this information is incorrect then the report will also be incorrect.

If you need assistance with the OTE data which was submitted through ESO for a particular quarter, please contact our technical support officers on 02 6272 9993.

Stop press!

Removal of differential treatment of same-sex couples in 2008 Federal Budget

Legislation to remove differential treatment of same-sex couples and their children will be introduced in a number of areas including superannuation.

The Australian Government has announced that amendments to super will be effective as of 1 July 2008.

At this time, full details of this proposal are not available, however, once the necessary legislative and/or rule amendments are finalised we will inform you through the **Employer News**.

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Can PSS/CSS members salary sacrifice contributions into the scheme?

No, they are not able to salary sacrifice payments into the PSS or CSS.

The PSS and CSS can only accept member contributions based on salary for super and deducted from post tax salary. All contributions received are treated as being from a taxed source i.e. that the member has already paid tax on the money. Therefore, no further tax is deducted from this money on receipt or subsequent benefit payment. Any pension entitlements subsequently purchased with these contributions are considered to attract the concessional tax treatment that applies to pension purchased with taxed contributions.

Can a PSSap member salary sacrifice to the PSSap?

Yes, PSSap members can salary sacrifice into the PSSap with their employer's agreement. These amounts are treated as employer contributions and should be entered into the 'salary sacrifice' contribution field in your payroll system or contribution grid in ESO.

Any salary sacrifice payments do not alter the employer's obligation to make basic employer contributions of 15.4% of the member's super salary.

What's new

We have recently updated our online Quick guides to help employers quickly and easily access the information they need. You can now access Quick guides on a range of topics such as Membership eligibility, Casual employees, Salary reductions and Ceasing members. These can be accessed under 'Learning Centre' at Employer Services Online.

ESO update

Incorrect commencement information through the Eligibility Determiner

Often when a PSSap member is commenced through the Eligibility Determiner they are commenced with an incorrect date of birth and/or a misspelling in the name. This record is then reported through to our administration system.

Once the membership is commenced in your payroll system with the correct member details and you attempt to submit the contribution file through ESO, you may receive one or both of the following error messages:

- > 1002—You cannot change the Family Name at the same time as Date of Birth; please only change one this pay;
- > 1003—You cannot change the Family Name at the same time as Given Names; please only change one this pay.

To avoid these errors and ensure accurate data is provided, please take care to enter the correct member details through the eligibility determiner and your payroll system.

From 1 July 2008, members of the CSS and PSS will have the option to reduce their contribution rate to 0%. Also from 1 July 2008, PSS members will be able to cease their membership and join the PSSap.

We are travelling around Australia holding workshops to explain these legislative changes.

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 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 can now make voluntary (0%) contributions; and
- > PSS members will have the option to cease membership and choose another fund.

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

These workshops are free of charge

Location	Dates and Times	Venue	Time
Adelaide	Monday 2, Tuesday 3 and Wednesday 4 June	<ul style="list-style-type: none">> 2 and 3 June at ABS Waymouth St, Adelaide> 4 June at ABC* 85 North East Road, Collinswood	General sessions 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 sessions at 9am and 1.30pm Admin/Payroll session at 11am
Canberra	Tuesday May 27, Tuesday 3, Tuesday 10, Tuesday 17 and Tuesday 24 June	ComSuper, Chandler St Offices, Cnr Chandler and Cameron Sts, Belconnen	General sessions 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

There 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, to attend both sessions.

To register your interest in our workshops email 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.

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.

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

At Work for You member workshop dates for July and August

We have just updated our workshop schedule for the rest of 2008. We will be visiting most states again in the second half of the year.

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 have limited time available for in-house workshops for the rest of the year – 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. Employees can register for these sessions via their scheme website.

City	Location	Date and time	Scheme
Melbourne	Mantra on Russell	23 July at 9.30am	CSS
Melbourne	Mantra on Russell	23 July at 2.00pm	PSS
Townsville	Rydges	29 July at 9.30am	CSS
Townsville	Rydges	29 July at 2.00pm	PSS
Sydney	Medina Executive	5 August at 9.30am	CSS
Sydney	Medina Executive	5 August at 2.00pm	PSS
Darwin	Holiday Inn	12 August at 9.30am	CSS
Darwin	Holiday Inn	12 August at 2.00pm	PSS
Alice Springs	Crowne Plaza	14 August at 9.30am	CSS
Alice Springs	Crowne Plaza	14 August at 2.00pm	PSS
Canberra	Rydges Lakeside	18 August 9.30am	PSS
Canberra	Rydges Lakeside	20 August 9.30am	CSS

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

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