

Feature

The process for
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Medical and
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(CMAPS) forms

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The process for PSS Confidential Medical and Personal Statement (CMAPS) forms

We require a CMAPS form each time you employ a PSS member previously employed with an eligible employer. If you are issuing a new AGS number for PSS membership then a new CMAPS form must be completed by the employee.

A new CMAPS form is not required for:

- > members who have continuous employment, for example, they have left one agency as an ongoing employee and have commenced new employment which was arranged prior to ceasing previous employment.
- > members who have commenced employment with a new agency on the next working day – following cessation of employment with the previous employer
- > where you have not issued a new AGS number for PSS membership.

Why is it important to complete a CMAPS form?

We require PSS members to complete a CMAPS form and forward it to their personnel section within 14 days of becoming a member.

The answers they provide will help determine whether the health of the member is sufficiently sound that they could be expected to complete three years membership without taking excessive sick leave. If the health of the member is not considered sufficiently sound then the member will be determined a Limited Benefits Member (LBM).

What should you do?

You should let your employees (that are PSS members) know that the form must be returned within 14 days. After 14 days, if the form has not been returned, the PSS member will be an LBM until the form has been received and assessed. This will impact a member's entitlement to an invalidity or death benefit.

PSSap

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CSS

If the form has not been returned within the 14 day period you should email us at cmaps@comsuper.gov.au

If you do not let us know that a member has not completed their CMAPS form you may be held responsible for:

- > the incorrect calculation of additional death and invalidity cover
- > incorrect information on their information statements about their medical status
- > the payment of an LBM benefit entitlement on death or invalidity in the first three years of membership.

When you receive the form

You will need to assess the form once you receive it from your employee. If the employee has provided a 'yes' answer to anything on the form it should be sent to us for final assessment.

If you assess the CMAPS form and find the employee has not answered 'yes' to anything on the form, please date stamp and retain the form on the employee's personnel file. We will request a copy of the form where an invalidity or death benefit claim is made.

Be aware of your responsibilities

We will be conducting an audit on CMAPS forms, based on an appropriate sample size of employers, beginning the end of August 2008. At this time you may be contacted and asked to provide copies of CMAPS forms for employees who have joined PSS in the last three years.

It is your responsibility to place employees in the right scheme and this is essential to ensure members receive the correct insurance coverage and future death or invalidity benefits.

You should always use the Employer Services Online (ESO) eligibility determiner when assessing which scheme an employee should go to. If you are in doubt please call the employer help desk and the staff there will be able to assist you.

Frequently Asked Questions

Q. Is 0% the new default contribution rate for the PSS and CSS?

A. No, the default contribution rate remains at 5%. If an employee wishes to contribute at 0% they must elect this option. To change their rate of contribution an employee must complete a **PSS Change my super contribution rate** form at www.pss.gov.au

Q. Is Ordinary Time Earnings (OTE) the way that we provide our salaries for superannuation when we do birthday reviews?

A. No. For employees that are PSS and CSS members you still need to base birthday reviews on fortnightly contribution salary (FCS).

For employees that are PSSap members and are not on OTE (as stipulated in a certified agreement or individual agreement) they default to FCS and you are still required to calculate birthday reviews.

OTE is required for reporting purposes only to ensure at least 9% of a member's OTE has been met.

Q. I have an employee who has a PSS preserved benefit and does not wish to re-join the PSS, can I immediately put them in the PSSap?

A. No. The member must recommence membership with the PSS before they can cease their membership. Once membership of the PSS has recommenced they can then elect to leave the PSS and join another superannuation fund. In most cases this will be the PSSap (if the employer is a participant of the PSSap).

Q. Do you have training notes and quick guides to assist us with the new legislative changes from 1 July 2008?

A. Yes. Go to www.aria.gov.au and follow the links to the employer administration centre and then to the learning centre. Here you will find training notes and quickguides that will assist you with the new changes.

Employer workshops

We have completed all workshops for employers outlining the 1 July 2008 legislative changes. We thank employers for the time that they took out from their busy schedules to attend. A total of 970 participants attended sessions in Canberra, Sydney, Melbourne, Brisbane, Perth, Adelaide, Hobart and Townsville.

Employer Training

We are currently working on an employer training schedule for the new financial year. If you have a requirement for training please email employer.help@comsuper.gov.au with your details. This will assist us in planning for your agencies training requirements and needs.

Upcoming AWFY member/public workshops

To help your employees understand their scheme and how these new legislative changes might affect them we can visit your workplace to conduct a member workshop. 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 register for these sessions via their scheme website (there are more dates available on the scheme websites).

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 12.00pm	PSSap
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 12.00pm	PSSap
Alice Springs	Crowne Plaza	14 August at 2.00pm	PSS
Canberra	Rydges Lakeside	18 August 9.30am	PSS
Canberra	Rydges Lakeside	19 August 9.30am	PSSap
Canberra	Rydges Lakeside	20 August 9.30am	CSS
Brisbane	Hilton	18 September at 9.30am	CSS
Brisbane	Hilton	18 September at 2.00pm	PSS
Melbourne	Mantra	15 October at 9.30am	CSS
Melbourne	Mantra	15 October at 2.00pm	PSS
Canberra	Rydges Lakeside	21 October at 9.30am	PSS
Canberra	Rydges Lakeside	22 October at 9.30am	CSS
Hobart	Hotel Grand Chancellor	28 October at 9.00am	CSS
Hobart	Hotel Grand Chancellor	28 October at 11.30am	PSS
Hobart	Hotel Grand Chancellor	29 October at 9.00am	PSSap
Launceston	Hotel Grand Chancellor	30 October at 9.00am	CSS
Launceston	Hotel Grand Chancellor	30 October at 11.30am	PSS
Launceston	Hotel Grand Chancellor	30 October at 2.00pm	PSSap

Updated training notes and quickguides

The employer administration centre has been updated to reflect the new July 2008 changes in our training notes and quickguides. Please keep up-to-date by using our current training materials (just check the date they were published).

There are also new updated paper based versions of the eligibility determiner on our website.

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

ESO Update

Changes have been made to ESO errors and warnings to reflect the new legislative changes. Should you require assistance with correcting any validations please contact Employer Help.

A new ESO training manual will be available on the website shortly. This will include a list of current ESO errors and warnings.