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Starting off well with new employees

When it comes to your new employees' superannuation there is a lot to remember when they first start work with you. Here are some hints to keep in mind when you are setting up a new or returning member in our schemes.

CSS

- > Use the **Eligibility Determiner** to decide if the employee is eligible to join the CSS.
- > If it is an option for your new employee to elect to join the CSS you must offer them choice of funds which should include the CSS.
- > Give **all** new employees a CSS product disclosure statement either as a hard copy or refer them to it at www.css.gov.au
- > If they choose to join give them an **Application to become an eligible employee of the CSS (S20)** from www.css.gov.au The election form is not required for permanent/ongoing employees.
- > Be sure to provide us with the employees accurate home address and contact details when they join so we can contact them in the future.

PSS

- > Use the **Eligibility Determiner** to decide if the employee is eligible to join the PSS.
- > If it is an option for your new employee to elect to join the PSS you must offer them choice of fund which should include the PSS.
- > Give **all** new employees a PSS product disclosure statement either as a hard copy or refer them to it at www.pss.gov.au
- > If you have a new employee who recommences in the PSS please make sure you give them a copy of the **Confidential Medical and Personal Statement (CMAPS) form**, which can be ordered online or downloaded from www.pss.gov.au.
- > When an employee rejoins the PSS with a new AGS number, **they must** complete a new **CMAPS form**, or they are deemed as a limited benefits member. The details in the form are taken into consideration for the next three years. This includes employees who default to the PSS when no choice of fund has been made.
- > If they choose to join the PSS give them an **Election to become a member (SE4)** form from www.pss.gov.au The election form is not required for permanent/ongoing employees with a preserved membership.
- > Be sure to provide us with the employees accurate home address and contact details when they join so we can contact them in the future.

PSSap

PSS

CSS

PSSap

- > Your new employee can join the PSSap or chose to join another fund, unless your agency has a particular exclusion declaration or the employee is (or has been) a member of the CSS or PSS.
- > Use the **Eligibility Determiner** to decide if the employee can join the PSSap. The **Eligibility Determiner** will also provide your employees with a new or pre-existing PSSap membership number.
- > If your new employee is eligible to join the PSSap you must offer them choice of fund which should include the PSSap.
- > If the employee chooses to join another fund, and your system cannot place them in that fund on the first payday, you cannot use the PSSap as a default fund.
- > Give **all** new employees a PSSap product disclosure statement either as a hard copy or refer them to it at www.pss.gov.au If the employee chooses to become a member of the PSSap, explain that scheme membership includes compulsory basic death and invalidity insurance cover. They will also have basic income protection insurance, which they can opt out of (if they do this within 60 days no fees will be deducted, and any fees already deducted will be re-credited). For more information please refer to the PSSap Employer training manual, available on the Employer Administration Centre website.
- > Be sure to provide us with the employees accurate home address and contact details when they join, and tell them they will be sent a welcome letter.

These hints have been provided as a guide to assist you with the process of setting up a new or returning member in our schemes. For further information email employer.help@comsuper.gov.au

*Clarification of September Employer News feature on contributions for members 75 years and older

As covered in the last issue of **Employer news**, employer contributions for members aged 75 and older can only be accepted into the CSS and PSSap if they are mandated employer contributions.

Employer contributions which are paid through an agreement not signed by an Industrial Authority, are not considered to be 'mandated' contributions under the SIS Regulations. Therefore, Collective Agreements not signed by an Industrial Authority do not satisfy the SIS Regulations which allow ARIA to accept employer contributions into the CSS or PSSap from Age 75.

Coming up

Would you be interested in attending an ESO user group forum? If so, please email your details to employer.help@comsuper.gov.au

Top tips

- > When an employee moves from one APS employer to another, the releasing payroll should code this as a transfer. However, in many cases it is coded as a release which results in a cease date incorrectly appearing on the member's record. As contributions continue to be received, the system assumes that the releasing payroll is still paying the employee. It is up to the releasing employer to make sure they correctly update the member's status to prevent billing issues.
- > When an employee is on a temporary transfer between agencies, it is best for the employer to remove them from their pay system. If the employee isn't removed it creates billing issues. Again, it is up to the releasing employer to make sure they correctly update the member's status to prevent billing issues.
- > When an employee rejoins the PSS with a new AGS number, they need to complete a new **Confidential Medical and Personal Statement (CMAPS)** form. The details in the form are taken into consideration for the next three years.
- > If you have a new employee who recommences in the PSS please make sure you give them a copy of the PSS PDS or direct them to it at www.pss.gov.au

At Work for You in 2009

We are taking in-house workshop bookings for next year. The calendar is already filling fast, so contact us to check availability, email atworkforemployers@aria.gov.au

Here is a list of upcoming public workshops your employees can also attend. Registration is via the scheme website.

Our public workshop dates for 2009 will be put on the scheme websites in mid-January.

City	Location	Date and time	Scheme
Canberra	Rydges Lakeside	5 November at 9.30am	CSS
Canberra	Rydges Lakeside	5 November at 2pm	PSS
Adelaide	Holiday Inn	12 November at 9.30am	CSS
Sydney	Medina Executive	19 November at 9.30am	CSS
Sydney	Medina Executive	19 November at 2.00pm	PSS
Perth	Crowne Plaza	26 November at 9.30am	CSS
Perth	Crowne Plaza	26 November at 2.00pm	PSS
Canberra	Rydges Lakeside	2 December at 9.30am	PSSap
Canberra	Rydges Lakeside	3 December at 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

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

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