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Is your agency changing its name?

Please let us know if your agency is changing its name (for whatever reason, including a merger or branching off from a large agency) so we can update the details in employer services online (ESO). If you don't send us details of your new agency, you won't be able to submit the contributions grid to us and there will be a delay in submitting super files.

If the agency name changes, we will need a letter on your new agency letterhead with the following information:

- > the new name of the agency
- > the date of the change e.g. the date the agency started or the date of merge
- > the contact name, phone number and email address for the person responsible for submitting super data and the contact person for the change to the agency details
- > the employer liability rates (supplied by the Department of Finance and Deregulation)
- > the data submission method
- > the payroll system the agency will be using.

You can email the letter to employer.service@comsuper.gov.au or fax to 02 6272 9996.

Current topics

Remember to update payroll with EPSC and liability rates

Please remember to update your payroll system with the new 2009/10 employer productivity superannuation contributions (EPSC) and liability rates. You need to use the new rates to make sure PSS and CSS members receive the correct pay amount and reconciliation totals are correct.

We have now updated the EPSC and employer liability rates on ESO. If you have any queries, please contact **1300 338 240**.

Submitting PSSap contributions

It's important that you send us accurate PSSap contributions so we can allocate it to the member's account. If the data and contribution files don't match, we won't be able to allocate it and the member might miss out on investment earnings (PSSap is valued in units).

Both employers and ARIA are bound by the *Superannuation Industry (Supervision) Act 1993* (SIS Act) to make sure contributions are allocated to a member's account within a 28 day period.

If you would like more information on reporting contributions, contact employer services on **1300 338 240**.

PSSap

PSS

CSS

Don't forget – we changed our email address in February

Please remember that the employer help email address is no longer active and you will only receive a bounce back email the first time you send an email to this address.

You can now send your emails to the employer service desk at employer.service@comsuper.gov.au.

What's new

ADIC premiums are reducing for PSS members

On 3 September 2009 (pay 5) the fortnightly additional death and invalidity cover (ADIC) premiums will reduce – this means you will need to adjust the premium amounts before you submit data for this pay period.

Members who have taken out ADIC will now pay a lower premium following our recent negotiation with AIA Australia Limited – the insurance company who underwrites ADIC.

We will send your agency a list of the affected members during August. If you need more information on these changes, please contact employer services on 1300 338 240.

ESO update

Come along to our next user group meeting

We are holding our third ESO user group meeting on 22 September 2009 from 9.30am to 11.00am in the ComSuper theatre – Unit 4 Cameron Offices, Chandler St, Belconnen ACT 2617.

This meeting will give you the opportunity to ask questions about any difficulties you are having with ESO and help you understand any error and warning messages that appear.

If you would like to find out more about payroll, we are also holding a one-hour question and answer session at the end of the ESO user group meeting.

If you or your employees would like to come along to either (or both) of these sessions, please email the names of people attending and any topics or questions you would like to discuss to employer.relationship.managers@comsuper.gov.au.

We have had many calls from interstate agencies, interested in a phone link-up to the ESO user group meetings, and we are now looking at ways we can offer this to you in the future.

Contact details



Employer service desk

Email employer.service@comsuper.gov.au
Phone 1300 338 240
Fax 02 6272 9996
Web www.aria.gov.au (select Employer centre)

At Work for You

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

- > If there is something you would like covered in Employer News email employer.service@comsuper.gov.au
- > If you would like to receive Employer News email employer.service@comsuper.gov.au

At Work for You

Would you like a free solution to help your employees understand and manage their super?

ARIA offers free in-house super workshops to all government agencies and departments. These workshops will give you and your employees valuable information about super. Our At Work for You workshops cover topics such as retirement and resignation options, other ways to contribute, how super is taxed, insurance, investment options and managing super before retirement.

If you would like to arrange a workshop, please, call 02 6263 6999 or email atworkforemployers@aria.gov.au.

You can let your employees know that we also offer public workshops for members in capital cities around Australia.

Signing up is easy. You can register to attend a public workshop by going to the relevant super fund website, go to **Learning centre** and select **At Work for You workshops** then follow the prompts.

Upcoming public workshops

City	Date and time	Scheme
Melbourne	19 August 9.30 am	CSS
Melbourne	19 August 2.00 pm	PSS
Melbourne	20 August 9.30 am	PSSap
Darwin	2 September 9.30 am	CSS
Darwin	2 September 2.00 pm	PSS
Sydney	16 September 9.30 am	CSS
Sydney	16 September 2.00 pm	PSS