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Invalidity update

PIP help sheets are now online

You will now find [partial invalidity pension \(PIP\) help sheets](#) on the employer website – you can use these to make sure you get the medical information you need to lodge a PIP application or review on behalf of a member.

Please give the help sheets and report requests to all medical practitioners, including treating practitioners, specialists and approved medical assessors. You can find the PIP application and review help sheets at http://employer.pss-css.gov.au/learning_centre/invalidity.html.

We've updated the list of approved medical practitioners

If you believe an employee may be eligible to retire on medical grounds, you'll need to refer them to an approved medical practitioner (AMP). You will notice we've updated the list of AMP contacts on the invalidity web page – you can find the latest contact details at http://employer.pss-css.gov.au/learning_centre/invalidity.html.

FAQ's

Importing ADIC data using PIF

Have you had trouble importing ADIC data with a minus adjustment when you report through Payroll Interface File (PIF)?

This happens when the formatting of the PIF text file is corrupt, causing the import process to fail.

If your agency has a minus adjustment of ADIC that you need to action, you should make sure the amounts are larger than the total for any given payday and spread the minus adjustment over several pays so you can import the PIF.

If your agency has processed a pay period and have had cut off (so you can't make the adjustment in payroll) email employer.service@comsuper.gov.au. Data administrators will need to make a manual adjustment to the PIF file so you can import the data.

- > 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

PSSap

PSS

CSS

What to do when you're processing a members death

When a contributing member dies there are a few things you'll need to do to make sure you process the application properly.

Here are a number of pointers to help you with the application process:

- > Email employer.service@comsuper.gov.au and let us know about the member's death.
- > Find out if the member has a spouse, partner or representative who is handling the estate.
- > If the deceased member has a spouse, you will need to give them a **CSS or PSS Spouse (or spouse and children) of deceased member benefit application form Part 1**. They will need to complete this form and include a copy of their Marriage Certificate.
- > If the deceased member was in a defacto or same sex relationship, the partner will need to fill in a **CSS or PSS Spouse (or spouse and children) of deceased member benefit application form Part 1**. They will need to supply two statutory declarations and other supporting documents with their application.
- > Once the spouse or partner has filled in the benefit application form, you need to fill in the departmental report (page 9 and 10). You can fax the completed application form to **02 6272 9815**.
- > If the deceased member has no spouse or partner, you will need to complete a departmental report and forward it with salary history to ComSuper.
- > Once the delegate has received the application form they will determine if a benefit estimate can be sent to the spouse or partner.

Remember, if there are any problems with supplying an estimate, the delegate will notify the personnel section in your agency.

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

Location	Date and time	Scheme
Adelaide Hotel Grand Chancellor (previously Holiday Inn)	14 October 9.30 am	CSS
Adelaide Hotel Grand Chancellor (previously Holiday Inn)	14 October 2.00 pm	PSS
Canberra Rydges Capital Hill	22 October 9.30 am	PSSap

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