



Employer quickguide

PSS members ceasing scheme membership – administration arrangements

When a member of the PSS elects to cease membership of the scheme, the following should take place:

1. The member must leave the PSS to take up membership in the PSSap (where the employer is an eligible employer for the purposes of PSSap membership).
 - > Use the cessation code relevant to their payroll system to indicate an opt out of fund. You must also sign the member's **Election to cease PSS membership** form and fill in the relevant employer information. Please fax this form to ComSuper ASAP.
 - > Next start the employee's membership in the PSSap. You may not be able to use the eligibility determiner to start this member, if this is the case, Employer Services will assist you in obtaining a PSSap membership number. Please call 02 6272 9993 and have all the following details available:
 - > Member's name
 - > date of birth
 - > salary (base salary and OTE or FCS)
 - > employment start date and type
 - > address
 - > email address
 - > phone numbers.

To assist us in setting up the member record, we will also ask you to fax the **Election to cease PSS membership** form to ComSuper at the same time.

 - > You may experience an error on submission of your payroll file. If this happens Employer Services will assist your agency in submitting your file for the relevant payday. However, you will need to ensure you have reconciled your contribution data and payments first. We must receive the **Election to cease PSS membership** form prior to data submission.

2. When a PSS member elects to cease PSS membership and then opts out of the PSSap.
 - > In this circumstance, you will also have to cease membership of the PSSap in the same payday. You do not need to set up a PSSap membership. You must contact Employer Services for assistance in submitting your pay file.

What contributions are payable when a member of the PSS elects to cease membership and joins the PSSap?

When an employer has to cease membership in the PSS (and will not be a member of the PSS on the payday) a contribution is not due. When you start the member in the PSSap, a full contribution will be payable, unless a member then opts out of the PSSap and is not a member of the PSSap on the payday. The contribution will then be payable to the employee's elected Super fund.

Instructions for employers excluded from PSSap membership

A PSS member who elects to cease PSS membership (and is employed by an agency that does not have PSSap membership) can leave the PSS and join a superannuation fund of choice.

You must cease the member by using the new cessation opt out of fund code.

You also need to sign the **Election to cease PSS membership** form (election to cease membership in the PSS) and fax it to ComSuper immediately. If the member is not a member of the PSS on the payday, a contribution is not due in the PSS.

For an election to be valid when ceasing membership in the PSS, the member must be a contributing member and not be on leave without pay, not to count as service.