

Employer quickguide

Continuous service and membership numbers

When a new employee commences at your agency, the employee may be able to continue their scheme membership from a previous period of service (i.e. retain the same membership number, along with some other important membership information). If continuous service does occur, certain member data has to be used for the new employment.

When continuous service applies

PSS		
Permanent ongoing member has permanently ceased previous employment	New employment arranged before cessation.	Continuous service
	New employment arranged after cessation.	New membership (if eligible)
Member on leave without pay from previous employer	If leave granted to work at new employer.	Continuous service
	If already on leave, then gains new employment.	New membership (if eligible)
CSS		
Member has permanently ceased previous employment	New employment arranged before cessation	Continuous service
	New employment arranged after cessation.	New membership (if eligible)
Member on leave without pay from previous employer		Continuous Service – leave without pay must cease (but may join PSS or PSSap if new employment precludes membership of the CSS)

Remember that some employment conditions may stop the membership from continuing, i.e. part-time temporary or casual employees cannot contribute to the CSS (see the **Membership Eligibility** Quick guide for details).

Choice rules may also preclude some members from continuous service provisions. With the introduction of 'choice of fund' on 1 July 2006 some continuous service rules have changed. You should refer to the Eligibility Determiner for this information.

PSS

Members in the PSS who have been offered temporary non-ongoing employment must be offered 'choice of fund'. The continuous service rules will only apply if the member has chosen the PSS as their choice of fund or they have defaulted to the PSS by the first payday.

PSSap

For PSSap members who are employed under Fortnightly Contributions Salary (FCS,) continuous service rules will only apply if the member has chosen the PSSap as their choice of fund or they have defaulted to the PSSap.

PSSap members on Ordinary Time Earnings (OTE) do not use continuous service rules. The employer pays the employer contribution based on the OTE earned in each pay period.

Continuous service

If continuous service applies, the following membership data will need to be used from the previous employment:

- > The **AGS Number** for PSS and CSS members or the PSSap member number (for PSSap members).
- > The **Salary for superannuation** applicable from the previous birthday.
- > The Approved **hours for superannuation** applicable from the previous birthday (refer to CSS part-time members Quick guide and PSS part-time members Quick guide for further information).
- > The **Contributory Percentage Rate** for PSS and CSS members however, the member can change their percentage rate at any time if they wish.
- > The voluntary contribution amount for PSSap if requested.
 - > The **Member Contribution deductions** and **Productivity Contributions** remain at the same rate, unless the member contributions percentage rate has been changed or the Employer Productivity Superannuation Contribution (EPSC) financial year update has occurred for PSS and CSS members.

If continuous service applies, the member is not required to complete a new PSS Confidential Medical and Personal Statement (CMAPS) or a CSS Medical Examination.

In the PSSap, to ensure members are provided with the correct insurance cover, you are required to provide information on a member's permanent ongoing or temporary non-ongoing employment. Contract start and end dates are required for temporary non-ongoing employees.

AGS numbers for PSS and CSS members

In general, a new AGS number is allocated for each new membership. The exception is where continuous service occurs, in which case the previous AGS number is retained.

While employers may use their own employee payroll IDs for each employee, ComSuper continues to use the AGS number as the PSS and CSS membership number. The ComSuper AGS number does not have to be the same as the payroll number/employee ID.

New AGS numbers can be obtained from the APS Commission by calling 02 6202 3712 or email apsed@apsc.gov.au

PSSap member numbers

Members of the PSSap can reuse the same membership number throughout their eligible employment. This is provided the member has not transferred their funds to another superannuation fund. However, agencies will need to provide a new payroll ID for the member for each employment. PSSap numbers are obtained at commencement through the eligibility determiner on **Employer Services Online**.

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