

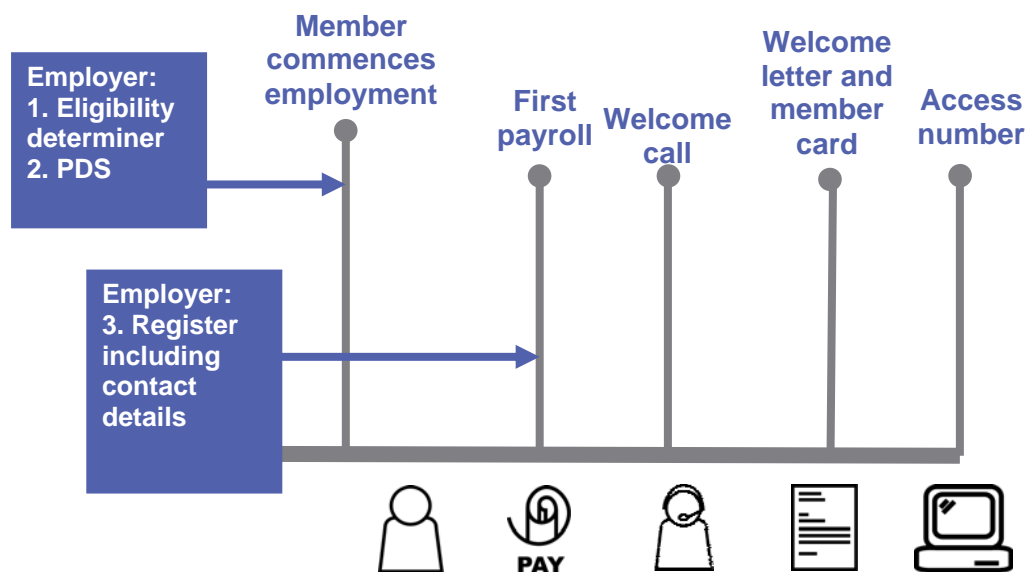


# Employer quickguide

## Commencing new members

### What to do when a new employee starts

Getting off to a good start – how to save time in the future



#### STEP 1: On commencing employment – once choice of fund has been established.

Explain to the employee that you, as the employer, are required to contribute to superannuation for them and as a consequence, they need to join a superannuation fund so that contributions can be made.

Find out if the person is already a member of either the PSS or CSS so that you are able to more easily determine which scheme they should belong to. If the person has had a previous membership with the PSS or CSS, ask them if they have also been known by a previous name.

As part of your recruitment process, you can use the eligibility determiner to assess which fund the member should join. Using the eligibility determiner you can perform a search on the employee at [www.aria.gov.au](http://www.aria.gov.au) under **Employer centre**.

Once you have determined that the employee is eligible to join the PSSap you will be able to obtain a unique PSSap number for the new member by clicking on the 'add' button in the eligibility determiner. This will allow you to input the employee's personal details and will generate a new PSSap number.

**Note:** Do not use the electronic eligibility determiner for an employee you know has recently claimed a benefit. You will need to contact us in relation to these employees as the eligibility determiner may not give you the correct result.

Ensure that the employer receives a PSSap Product Disclosure Statement (PDS) which are available online at [www.pssap.gov.au](http://www.pssap.gov.au) under **Forms and publications**.

For information on your employer responsibilities please refer to the PSSap Employer Training manual at [http://employer.pss-css.gov.au/learning\\_centre/training\\_notes.shtml](http://employer.pss-css.gov.au/learning_centre/training_notes.shtml)