



Employer quickguide

PSS members ceasing scheme membership – administration arrangements

From 1 July 2008, when a member of the PSS elects to cease membership of the scheme, the following should take place:

1. The member must cease PSS membership to take up membership in the PSSap (where the employer is an eligible employer for the purposes of PSSap membership).
 - > Enter the relevant cessation code in your payroll system to indicate an opt out of fund. If your agency reports data manually via Employer Services Online (ESO) you will also need to enter the cessation date and reason in the contribution grid.
 - > You must sight the member's **PSS Election to cease membership** form and fill in the relevant employer information. Please fax this form to ComSuper ASAP on **02 6272 9816** and mail the original form to PO Box 22, Belconnen ACT 2616. For an election to be valid when ceasing membership in the PSS, the member must be a contributing member. The member cannot be on leave without pay not to count as service for super purposes.
 - > 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 **1300 338 240** and have all the following details available:
 - > member's name
 - > date of birth
 - > TFN
 - > salary (base salary and OTE or FCS)
 - > employment start date and type
 - > postal address
 - > email address
 - > phone numbers.

To assist us in setting up the member record, we will also ask you to confirm you have faxed the **PSS Election to cease membership** form to ComSuper.

- > You may experience an error on submission of your payroll file. If this happens Employer Services will assist your agency in submitting your data for the relevant payday. However, you will need to ensure you have reconciled your contribution data and payments first. We must receive the **PSS Election to cease 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 need to set up a PSSap membership and cease the PSSap membership in the same payday. 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 employee elects to cease PSS membership (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 the member then opts out of the PSSap and is not a member of the PSSap on the payday. The employer 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 in your payroll system or the ESO contribution grid.

You also need to sign the **PSS Election to cease 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.