



# Employer quickguide

## Ceasing members

There are no departmental reports to complete in the PSSap when a PSSap member ceases.

All an employer is required to do is cease a PSSap member correctly on their payroll for employers using a Payroll Interface File (PIF). Employers reporting data manually through Employer Services Online (ESO) should go directly to the contribution grid and cease the member by selecting the 'F' button on the left hand side of the member's name. The cessation reason should be selected from the drop down menu and the cease date entered.

Once ComSuper receives the ceasing information we will contact the member directly.

Employer Services

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