

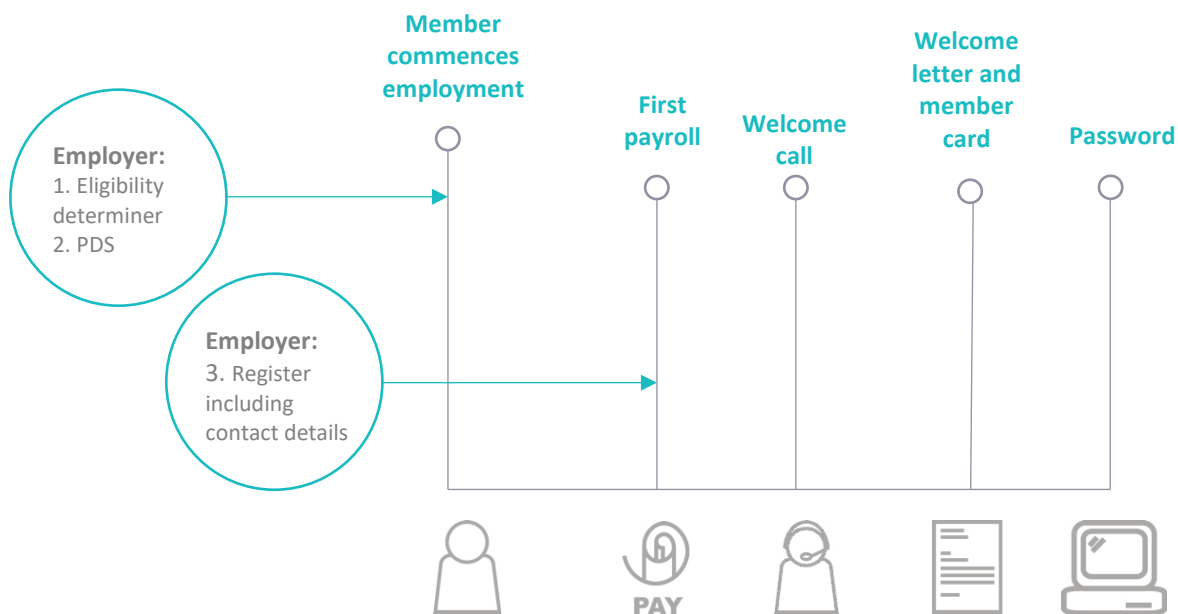


Employer quick guide – PSSap

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.



Commonwealth
Superannuation
Corporation

The information provided in this form is general advice only and has been prepared without taking account of your personal objectives, financial situation or needs. Before acting on any such general advice, you should consider the appropriateness of the advice, having regard to your own objectives, financial situation and needs. You may wish to consult a licensed financial advisor. You should obtain a copy of the relevant Product Disclosure Statement (PDS) and consider its contents before making any decision regarding your super.

Commonwealth Superannuation Corporation (CSC) ABN: 48 882 817 243, AFSL: 238069, RSEL: L0001397

Defence Force
Retirement and Death
Benefits Scheme
ABN: 39 798 362 763

Australian Defence
Force Superannuation
ABN: 90 302 247 344
RSE: R1077063

Commonwealth
Superannuation Scheme
ABN: 19 415 776 361
RSE: R1004649

Public Sector
Superannuation
accumulation plan
ABN: 65 127 917 725
RSE: R1004601

Military Superannuation
and Benefits Scheme
ABN: 50 925 523 120
RSE: R1000306

Australian Defence
Force Cover
ABN: 64 250 674 722

Public Sector
Superannuation Scheme
ABN: 74 172 177 893
RSE: R1004595

1922 Scheme
DFRB Scheme
PNG Scheme
DFSPB
CSC retirement income

Find out if the person is already a member of either PSS or CSS so that it is simpler for you to determine which scheme they should belong to. If the person has had a previous membership with 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 **Employer Services Online login area which can be accessed via eac.csc.gov.au**

Once you have determined that the employee is eligible to join 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 employee receives a **PSSap Product Disclosure Statement (PDS)** available online at **pssap.gov.au** under **Forms & publications**.

For information on your employer responsibilities please refer to the **PSSap Employer Training manual** at **eac.csc.gov.au**



Email
employer.service@csc.gov.au



Phone
1300 338 240



Fax
(02) 6275 7010



Post
Employer Service
GPO Box 2252
Canberra ACT 2601



Web
csc.gov.au



Overseas Callers
+61 2 6275 7000