



# PSSap employer AOL

## November 2016

The purpose of this user guide is to navigate through the PSSap Super Employer Acuity Online (“AOL”).

Use this guide when you are required to perform the below in AOL:

- Search and view employee details
- View employer details
- Manage employer users
- Upload and view employer contribution information



Commonwealth  
Superannuation  
Corporation

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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

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## Section 1: Home

Search for an employee and quick links to tasks that can be performed.

### Employees

Search for  
employee

Go

### Hyperlinks

Below are the Hyperlinks instead of selecting individual tabs.

#### Employees

Lookup employees and view their details and contributions

- Employee search

#### My account

Manage your account

- Employer contact details
- Manage users

#### Contributions

Log into the PSSap clearing house or upload a file directly

- PSSap clearing house
- Contribution file upload
- Contribution file upload history

## Section 2: Employees

### Employee Search

To search for an employee enter one of the following details into the Search for employee field.

- Surname
- Given name
- Date of birth
- Member number (Client ID)

The search can be filtered further by selecting the following options:

- Active members only;
- or
- Active and terminated members

<p>Search for employee <input type="text"/></p> <p>Display members <input checked="" type="radio"/> Active members only <input type="radio"/> Active and terminated members</p>
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## Employee Display

Member #	Payroll ID	Name	Date of Birth	Employed From	Account Name	Status
Client ID	Payroll ID	Client name	Client DOB	Employment start dates	Account type	Active Terminated

## Employee Details

Field	Details
Employment Details	Member number (Client ID)
	TFN (can be updated by employer)
	Payroll number
	Date of employment
Personal Details	Last name
	First name
	DOB
	Gender
Address Details	Mailing address
	Residential address
Contact Details	Phone
	Mobile
	Work email

## Export Employee Details

Information from the employee details screen can be exported into the following format:

- PDF
- Excel

In **Export** field select Excel Format and press **Go**.

The screenshot shows a form with an 'Export' label on the left. A dropdown menu is open, showing 'Excel Format' selected and 'PDF Format' as an alternative. To the right of the dropdown is a blue 'Go' button.

Click on **Save as** and save in your personal folder.

The screenshot shows a save dialog box with the text 'Do you want to save Employeeedetails.pdf'. A 'Save' button is highlighted, and a context menu is open over it, with 'Save as' selected. Other options in the menu are 'Save' and 'Save and open'.

Click on **Open** to view file.

The screenshot shows a notification bar with the text 'The Employeeedetails.pdf download has completed.' On the right side of the bar are three buttons: 'Open', 'Open folder', and 'View downloads'.

## Section 3: My Account

### My User Details

Complete the below fields and press **Save** if correct, **Cancel** if incorrect.

Title *	<input type="text"/>
Given names *	<input type="text"/>
Surname *	<input type="text"/>
Work phone number	<input type="text"/>
Mobile phone number	<input type="text"/>
Fax number	<input type="text"/>
Email address *	<input type="text"/>
Category *	<input type="text"/>
Job title *	<input type="text"/>

## Update password

Complete the fields below and press **Save**.

Please enter your details below and click the **Save changes** button.

Old Password *	<input type="password"/>
New Password *	<input type="password"/>
Confirm Password *	<input type="password"/>

- Your password must be at least 8 characters including at least one number, one uppercase letter, one lowercase letter and one symbol character
- Your password is case sensitive and it must be entered exactly as it is displayed (eg. if your password is 123zbe, entering 123ZBE will not be accepted)
- For added protection, you should change your password regularly
- You should treat your password as you would any password - keep it secret from others

## Section 4: Employer Details

### Employer business details

This information is unique to the employer. The employer is unable to update/edit this information through AOL. They must call the Service Centre to update these details:

- Employer name
- Employer code
- ABN/ACN

### Employer contact details

The employer is able to update/edit this information through AOL:

- Address
- Telephone
- Mobile
- Fax
- Email

## Section 5: Manage Users

This screen shows all users who are authorised to access the employer account in AOL. A user can be added or deleted.

Title *	<input type="text"/>
Given names *	<input type="text"/>
Surname *	<input type="text"/>
Work phone number	<input type="text"/>
Mobile phone number	<input type="text"/>
Fax number	<input type="text"/>
Email address *	<input type="text"/>
Category *	<input type="text"/>
Job title *	<input type="text"/>

- ATO Contact
- CEO
- Client Relationship Manager
- Correspondence Contact (inc Email)
- Payroll Contact
- Payroll Manager
- SuperStream

## Section 6: Contributions

This screen will allow you to upload a contribution file.

1. Enter the correct Pay period date range
2. Press the **'Select contribution file'** button
3. In the pop up file browser window, browse and select the contribution file for uploading
4. Press the **'Upload'** button

The screenshot shows the 'Contribution file upload' page. The breadcrumb trail is 'Home > Contribution file upload'. The main heading is 'Make contributions'. The 'Pay period' is set from '01/11/2016' to '17/11/2016'. Below this is a 'Select contribution file' button. A file named '10364\_PAP\_D5500875\_P20161121\_V3010000\_R2.txt' is listed. The 'Upload' button is highlighted with a red box. There are also 'Back' and 'Next' buttons at the bottom.

This screen will appear to show it has been loaded successfully, click **Next**.

The screenshot shows the 'Contribution file upload' page after a successful upload. The breadcrumb trail is 'Home > Contribution file upload'. The main heading is 'Make contributions'. The 'Pay period' is set from '01/11/2016' to '17/11/2016'. Below this is a 'Select contribution file' button. A file named '10364\_PAP\_D5500875\_P20161121\_V3010000\_R2.txt' is listed. The 'Upload' button is highlighted with a red box. There are also 'Back' and 'Next' buttons at the bottom.

This screen will appear to show the file is being uploaded with the Uploading Status displayed.

The screenshot shows the 'Contribution file upload history' page in the PSSap system. The navigation menu includes Home, Contributions, Employees, My account, Employer details, and Manage users. The page title is 'Contribution file upload history'. Below the title, there is a breadcrumb trail: Home > Contribution file upload history. A 'Make contributions >' button is visible. The page displays a table of contributions from 01/07/2016 to 16/11/2016. The table has columns for Submitted, Filename, Reference number, Total, Start date, End date, and Status. A single row is shown with the status 'Received' highlighted in a red box.

Submitted	Filename	Reference number	Total	Start date	End date	Status
16/11/2016	10364_PAP_D5500875_P2016 1121_V3010000_R2.txt	3024	\$30,100.00	01/11/2016	17/11/2016	Received

This screen will appear to show the file is being uploaded with the Uploading Status displayed.

This screenshot is identical to the one above, showing the 'Contribution file upload history' page. The table contains the same data, with the 'Received' status in the final column highlighted by a red box.

Submitted	Filename	Reference number	Total	Start date	End date	Status
16/11/2016	10364_PAP_D5500875_P2016 1121_V3010000_R2.txt	3024	\$30,100.00	01/11/2016	17/11/2016	Received



The Contribution file upload history screen shows a list of all contributions file uploaded. It will not show SuperStream files

Home Contributions Employees My account Employer details Manage users

**PSSap**  
Public Sector Superannuation accumulation plan

## Contribution file upload history

Home > Contribution file upload history

Contribution file upload

Contribution file upload history

Make contributions >

Showing contributions from 01/07/2016 to 16/11/2016 [Search](#)

Submitted	Filename	Reference number	Total	Start date	End date	Status
16/11/2016	10364_PAP_D5500875_P2016 1121_V3010000_R2.txt	3024	\$30,100.00	01/11/2016	17/11/2016	Received

The search link will open up a set of search fields:

Showing contributions from 01/07/2015 to 20/05/2016 [Search](#)

Dates

- All
- Last 30 days
- Current financial year
- Custom date range

[Search](#)

Submitted	Filename	Reference number	Total	Start date	End date	Status
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The user is able to click on a file that has been fully uploaded and translated. This will show the following screen detailing the line items within the contribution file. The user can export the file as PDF or Excel.

The screenshot shows the PSSap web interface. At the top, it identifies the employer as 'SYSTEMS OF THE FUTURE (AUSTRALIA) PTY. LTD.' and includes links for 'About PSSap' and 'Contact PSSap'. The user is logged in, as indicated by the 'Logout' button. The main navigation bar includes 'Home', 'Employees', 'My account', 'Employer details', 'Manage users', and 'Contributions'. The current page is 'Contribution file upload', with a breadcrumb trail 'Home > Contribution file upload'. A sidebar on the left contains 'PSSap', 'Public Sector Superannuation accumulation plan', 'Contribution file upload', and 'Contribution file upload history'. The main content area is titled 'Contribution details' and shows the period '01/08/2016 to 09/08/2016' with a reference number '878'. A search bar is present with the placeholder 'Member number, payroll number or name'. Below this is a table with the following data:

Member number	Payroll number	Surname	Given name(s)	Employer SG	Member voluntary (before tax)	Member voluntary (after tax)	Employee total
R2A-42-18A	888999	Client	Henry	\$9.00	\$60.00	\$50.00	\$119.00
<b>Grand total</b>				<b>\$9.00</b>	<b>\$60.00</b>	<b>\$50.00</b>	<b>\$119.00</b>

Below the table, there is an 'Export' section with a dropdown menu set to 'PDF Format' and a 'Go' button. At the bottom of the main content area, there are 'Back' and 'Payment details' buttons.

If the user clicks the Payment details button, the following summary screen is displayed. The user can export the file as PDF or Excel:

Public Sector Superannuation accumulation plan
Home > Contribution file upload

Contribution file upload
Contribution file upload history

## Contribution payment details

### Employer details

Employer SYSTEMS OF THE FUTURE (AUSTRALIA) PTY. LTD.	File name GUI168187
Ref no 875	Period end date 10/08/2016
Period start date 01/08/2016	
Due date 12/09/2016	

### Payment instructions

### Contribution details

#### Employee summary

Employees contributed to 1	Employees not contributed to 2
	Total employees 3

Employer SG  
Member voluntary (before tax)  
Member voluntary (after tax)  
Payment for contribution period  
**\$350.00**

#### Payment summary

Total payment for contribution period  
**\$350.00**

Export

Go

Back