



# Super Administration Guide

## Part-time employees

This guide details the rules that payroll and human resources (HR) operations staff need to understand to administer super for employees who work part-time hours.

It covers:

- Which employees are part-time members of our schemes
- What contributions to pay for part-time members
- Reporting for part-time members

## Who do these rules apply to?

These rules apply to regular employees of eligible public sector employers who are contributing members of CSS or PSS, or members of PSSap who have their super calculated based on fortnightly contribution salary (FCS).

You should check the provisions of your enterprise agreement or similar, any individual agreements with employees, and any remuneration tribunal decisions that refer to super in addition to this guide when administering super for your employees.

If your employee is a CSS or PSS contributor and is reducing their hours because of health reasons you should consider their eligibility for a partial invalidity pension (PIP). For more information about PIPs please see **our website**.



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



## CSS Partial Contributors

When a CSS member starts working approved part-time hours, their super contributions won't automatically lower to match their part-time salary. Instead, they will keep contributing as though they were a full-time employee until they become a partial contributor. Once they become a partial contributor their contributions will begin to be adjusted to take their approved working hours into account.

### Who is a partial contributor?

#### Qualifying as a partial contributor

Approved part-time employees become partial contributors in three circumstances:

- 1) If they're a part-time employee on their first day of membership, they will be a partial contributor from their first day of employment.
- 2) Part-time employees will become partial contributors once they have worked part-time hours continuously for more than 12 months. This continuous period is broken if they cease to be an approved part-time employee at any time during the 12 months, but isn't broken if they take leave at a full-time rate.
- 3) Part-time employees will also become partial contributors if a 'certificate in respect of continuity as a part-time employee' (s542) is signed as a likelihood certificate. An employer delegate or approved officer can sign a likelihood certificate if an employee hasn't yet completed 12 months continuous part-time employment, but there is a likelihood that they will. You can't backdate this certificate.

Once an employee becomes a partial contributor, their reported hours and contributions will change from their next salary review.



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**Example:**

Alan is a CSS member who has moved between full-time and part-time hours since he joined his employer on 1 January 2016. His birthday is 17 January. He has the following hours recorded in your payroll system:

Effective Dates	Approved work hours	Full-time hours for position
01/01/2019 – current	30.4	76
20/12/2018 – 27/12/2018	76	76
01/01/2018 – 19/12/2018	30.4	76
01/01/2016 – 31/12/2017	76	76

Alan would become a partial contributor at the salary review for his birthday on 17 January 2020 as this is the first time that he will have worked approved part-time hours continuously for more than 12 months. Up to that point he will remain a full-time member.

### Returning to full-time hours

Once your employee becomes a partial contributor, they stay as a partial contributor until they work full-time hours continuously for more than 12 months. This continuity will be broken if they return to approved part-time hours at any time within the 12 months.

Their salary and reported hours will change back to full-time at the next salary review after they complete the continuous 12 month period.

### Contributions for CSS partial contributors

You will need to adjust contribution amounts to take into account your employee's approved part-time hours at each salary review after they become a partial contributor. The way you adjust the contributions is different for your employee's basic contributions and supplementary contributions.

For partial contributors, you first need to calculate the basic contribution that would have been payable if your employee was working full-time hours (i.e. using the full-time equivalent salary). Once you know the full-time super contribution amount you should adjust it using the formula  $\frac{A \times B}{C}$ , where:

**A** is the basic contribution that would have been payable if your employee was a full-time contributor.

**B** is the total number of hours worked during the last review period, and

**C** is the full-time equivalent (FTE) hours for the position during the previous year. You can get this by multiplying the number of working days in the review period by the daily FTE hours for the position.

Super salaries for partial contributors are always the full-time equivalent

You can only take approved part-time hours into account from the date they became a partial contributor. This means that if your employee became a partial contributor during the review period, you should calculate B as the sum of

- the full-time equivalent hours for their position from the last review date to the day that they became a partial contributor, and
- the approved part-time hours from the date they became a partial contributor to the current review date.

You will need to take into account any changes to the full-time hours for your employee's position when calculating C.

### The CSS part time calculator

The **CSS part-time calculator** simplifies the process of calculating contribution amounts for CSS partial contributors. You should keep a copy of each calculator used on your employee's personnel file, and send a copy to [employer.service@csc.gov.au](mailto:employer.service@csc.gov.au) along with the other paperwork you complete at the birthday review.

### Reporting for CSS partial contributors

You need to complete the **Certificate in respect of continuity as a part-time member (S542)** when your employee first becomes a CSS partial contributor. You also have the option of completing this form as a likelihood certificate, but it's only effective on or from the day the certificate is signed.

You also need to complete the **Advice in respect of hours worked by a CSS part-time member who is a 'partial contributor' (S551)** at each salary review after your employee becomes a partial contributor (including at the first salary review).

You should send a copy of the S542 and S551 to [employer.service@csc.gov.au](mailto:employer.service@csc.gov.au) and keep the original in your employee's personnel file.

## Part-time PSS and PSSap (FCS) members

A PSS or PSSap (FCS) member's hours for super are based solely on the hours worked on their last birthday. The hours don't change between salary reviews.

**Example:** Sherry is a PSS member. At her 2019 birthday her approved hours were 40 hours per fortnight. If she were to change to full-time hours at any point during the year, her contributions would continue to be based on 40 hours per fortnight until her next salary review.

Member contributions for PSS part-timers are calculated as:

$$\text{Fortnightly full time equivalent salary} \times \frac{\text{fortnightly hours worked at last birthday}}{\text{Full time hours for the position at last birthday}} \times \text{contribution percentage}$$

To calculate the productivity contribution<sup>1</sup> you first need to determine the fortnightly amount that would be payable if the member were a full timer. The fortnightly payment is calculated as:

$$\text{Fortnightly full time equivalent productivity contribution} \times \frac{\text{fortnightly hours worked at last birthday}}{\text{Full time hours for the position at last birthday}}$$

Employer contributions for PSSap (FCS) part-timers are calculated as:

$$\text{Fortnightly full time equivalent salary} \times \frac{\text{fortnightly hours worked at last birthday}}{\text{Full time hours for the position at last birthday}} \times 15.4\%$$

You don't need to complete any forms to report hours for PSS or PSSap (FCS) part-timers. Hours for PSS part-timers are reported through the fortnightly pay file, and we don't need you to report hours for PSSap part-timers at all.

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<sup>1</sup> Also known as Employer Productivity Superannuation Contribution or EPSC