



Advice in respect of hours worked by a CSS part-time member who is a 'partial contributor'¹

Superannuation (Approved Part-time Employees) Regulations

A Member details

Reference number (AGS)

Surname

Given name(s)

B To be completed when a member becomes a partial contributor

Has a Form S542 been signed? Yes No
See Super Circular 1987/10, paras S6C and 8 and CSS Training Notes – Permanent Part-Time Membership

Full-time hours of position occupied: ^H^H hours ^M^M minutes per fortnight

Date member commenced Permanent Part-time Employment: ^D^D / ^M^M / ^Y^Y^Y^Y

Approved part-time hours at date of becoming a partial contributor: ^H^H hours ^M^M minutes per fortnight

Date member became 'partial contributor' (See Note 1): ^D^D / ^M^M / ^Y^Y^Y^Y

Full-time salary rate: \$
For superannuation purposes as at last anniversary



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



To be completed each time approved hours of duty as a partial contributor are varied (See Note 2)

Approved part-time hours at date of becoming a partial contributor:

Occurrence

Previous full-time hours

^H ^H hours

^M ^M minutes per fortnight

New full-time hours (if applicable)

^H ^H hours

^M ^M minutes per fortnight

Previous part-time hours of duty

^H ^H hours

^M ^M minutes per fortnight

New part-time hours of duty

^H ^H hours

^M ^M minutes per fortnight

Date new hours of duty commenced

^D ^D / ^M ^M / ^Y ^Y ^Y ^Y

Authorised by

FULL NAME(S)

Phone



Sign

SIGNATURE

Date signed

^D ^D / ^M ^M / ^Y ^Y ^Y ^Y



Important: Notes on completion of this form are included in the Explanatory notes on page 3.

Explanatory notes

S551–CSS

Partial Contributor is defined in the Superannuation (Approved Part–time) Regulations as meaning:

- (a) an eligible employee who became, on his or her first day of service, an approved part–time employee and has continued to be, and is, such a part–time employee;
 - (b) an eligible employee (other than an eligible employee referred to in paragraph (a)) who is an approved part–time employee and:
 - (i) who has been an approved part–time employee for a continuous period of more than 12 months;
 - or
 - (ii) in respect of whom the Commonwealth Superannuation Corporation (CSC), being satisfied that there is a likelihood that the eligible employee will continue to be an approved part–time employee for a continuous period that, together with the immediately preceding period (if any) during which the eligible employee has continuously been an approved part–time employee, will exceed a period of 12 months, has given a certificate to that effect specifying the day (not being a day earlier than the day on which the certificate is given) on which the first–mentioned period is to commence;
- and
- (c) an eligible employee who:
 - (i) is, and has been for a continuous period of not more than 12 months, employed on a full–time basis;
 - and
 - (ii) was, immediately before that period a person to whom paragraph (a) or (b) of this definition applied.

See also Paragraph 6 of Superannuation Circular 1987/10 – *Superannuation Arrangements for Permanent Part–time Employees* and **CSS Training Notes – Permanent Part–Time Membership**

Note 1

Sections A and B should be completed either on the date form **S542** is signed, or twelve months from the date of commencement of part–time hours.

Note 2

Section C should be completed in the following situations:

- **Variation** in the recorded part–time hours where the member is a partial contributor;
- or
- **Conversion** from part–time hours to full–time hours where the member is a partial contributor;
- or
- **Conversion** from full–time hours to part–time hours where the member is still a partial contributor (See subclause (c) above);
- or
- **Variation** in the full–time hours where the member is already a partial contributor (such as when an agency changes from a 73.5 hour to a 76 hour per fortnight base).

Note 3

Complete as an original form each time there is a variation and forward Original to:

CSS
GPO Box 2252
Canberra City ACT 2601

Retain a copy on member’s personal file for record purposes.

How can I get more information?



EMAIL employer.service@csc.gov.au

PHONE 1300 338 240

FAX 02 6275 7010

MAIL Employer Service
GPO Box 2252
Canberra ACT 2601

WEB csc.gov.au

End Form



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