



Employer quick guide – PSS

PSS members ceasing scheme membership – administration arrangements

From 1 July 2008, when a member of the PSS elects to cease membership of the scheme, the following should take place:

1. The member must cease PSS membership to take up membership in the PSSap (where the employer is an eligible employer for the purposes of PSSap membership).
 - Enter the relevant cessation code in your payroll system to indicate an opt out of fund. If your agency reports data manually via Employer Services Online (ESO) you will also need to enter the cessation date and reason in the contribution grid.
 - You must sight the member's **PSS Election to cease membership** form and fill in the relevant employer information. Please fax this form to us ASAP on **02 6272 9816** and mail the original form to GPO Box 2252, Canberra ACT 2601. For an election to be valid when ceasing membership in the PSS, the member must be a contributing member. The member cannot be on leave without pay not to count as service for super purposes.
 - Next start the employee's membership in the PSSap. You may not be able to use the eligibility determiner to start this member, if this is the case, Employer Services will assist you in obtaining a PSSap membership number. Please call **1300 308 806** and have all the following details available:
 - member's name
 - date of birth
 - TFN
 - salary (base salary and OTE or FCS)
 - employment start date and type
 - postal address
 - email address
 - phone numbers.

To assist us in setting up the member record, we will also ask you to confirm you have faxed the **PSS Election to cease membership** form to us.



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

- You may experience an error on submission of your payroll file. If this happens Employer Services will assist your agency in submitting your data for the relevant payday. However, you will need to ensure you have reconciled your contribution data and payments first. We must receive the **PSS Election to cease membership** form prior to data submission.
2. When a PSS member elects to cease PSS membership and then opts out of the PSSap.
- In this circumstance, you will need to set up a PSSap membership and cease the PSSap membership in the same payday. You must contact Employer Services for assistance in submitting your pay file.

What contributions are payable when a member of the PSS elects to cease membership and joins the PSSap?

When an employee elects to cease PSS membership (and will not be a member of the PSS on the payday) a contribution is not due. When you start the member in the PSSap, a full contribution will be payable, unless the member then opts out of the PSSap and is not a member of the PSSap on the payday. The employer contribution will then be payable to the employee's elected super fund.

Instructions for employers excluded from PSSap membership

A PSS member who elects to cease PSS membership (and is employed by an agency that does not have PSSap membership) can leave the PSS and join a superannuation fund of choice.

You must cease the member by using the new cessation opt out of fund code in your payroll system or the ESO contribution grid.

You also need to sign the **PSS Election to cease membership** form (election to cease membership in the PSS) and fax it to us immediately. If the member is not a member of the PSS on the payday, a contribution is not due in the PSS.



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