

Superannuation guarantee - your obligations

As an employer you have a legal obligation to pay superannuation for your employees. The amount you must pay is set out in the Super Guarantee law and is currently 9 per cent of each employees' monthly or quarterly ordinary time earnings. Ordinary time earnings are generally what employees earn for their 'ordinary' hours of work and include any over-award payments, commission, allowances, and paid leave, but does not include overtime in most cases.

If you would like more information about ordinary time earnings or how super is calculated you should contact the Australian Taxation Office (ATO) on 13 10 20 or visit their website at www.ato.gov.au.

SG payment due dates

SG quarter	Due date for payment of SG	Due date for payment of quarterly SG charge
1 July - 30 September	28 October	28 November
1 October - 31 December	28 January	28 February
1 January - 31 March	28 April	28 May
1 April - 30 June	28 July	28 August

What happens if you miss your SG payments?

Employers are required to make SG payments on behalf of their employees by certain dates throughout the year. Failing to pay the SG contribution by the deadlines listed above may result in you having to pay an SG charge, which is not tax deductible and will result in an added expense to your business.

Sunsuper does accept the payment of super guarantee contributions after the due date. However, you are still liable to pay the superannuation guarantee charge to the ATO, and please be aware that even if you are audited by the ATO, Sunsuper is unable to return your late payment.

Want to find out more?

To find out more information about SG payments please refer to the Sunsuper *Employer guide*, visit our website at www.sunsuper.com.au or call us on 13 11 84. Alternatively contact the ATO on 13 10 20 or visit their website at www.ato.gov.au.

Additional contributions

Sunsuper accepts additional contributions from you and your employees. If you would like to contribute more than the SG amount or your employees would like to make a salary sacrifice or personal contribution, we are happy to accept these. To find out more information about additional contributions please visit our website at www.sunsuper.com.au or call us on 13 11 84.