

February 2019

I currently pay my employee's super through AustSafe Super's Employer Online, what happens after the merger?

What you need to do:

1. Log on to Sunsuper *Employer Online* when we send you your log on details in late March 2019. When you first log on, you'll need to select your payment option by going to the Payment tab via Settings. Your payment instructions will display in *Employer Online* when you submit your contribution, including Sunsuper's bank account, Direct Debit and BPAY® instructions. Please note these will be different to those used to pay to AustSafe Super.
2. From 30 March 2019, provide our **Selecting Sunsuper form** to any new employees who want to join Sunsuper.

When will I get access to Sunsuper *Employer Online*?

In late March 2019, you'll receive two emails; one with your new username and one with your temporary password.

When do I need to begin submitting member contributions to Sunsuper?

You will be able to commence submitting contributions to Sunsuper from 30 March 2019.

Will the AustSafe Super Unique Superannuation Identifier (USI) change with the transfer of the fund to Sunsuper?

Yes, the AustSafe Super USI will need to change to the Sunsuper USI which is **98 503 137 921 001** from 30 March 2019.

What happens to my employees' member numbers?

Because the numbering conventions differ, your AustSafe Super employees will be given new member numbers when they're transferred to Sunsuper.

Do I need to update to Sunsuper member numbers if I load contribution files?

No, you do not need to do this as your employees that are AustSafe Super members will be identified using tax file numbers and other personal data on your contribution file.

You can log on to *Employer Online* to find your employees' member numbers, once they've been created by Sunsuper. This may take a few days after the merger on 30 March.

We recommend you update your payroll system, however it's not compulsory.

What if I don't update the member number in my payroll files to the new Sunsuper member number?

If a Sunsuper member number is not used, we will be able to match the employee details to the correct Sunsuper account using other data and process the contribution accordingly

My Payroll software (MYOB, Reckon) requires member numbers when creating new records

With the introduction of SuperStream, provision of a member number is no longer mandatory. If your payroll system requires a member number, we recommend that you enter a dummy number. You can log on to *Employer Online* to find your employees' member numbers, once they've been created by Sunsuper. This may take a few days after the merger on 30 March.