

January 2017

At Sunsuper we make super, super simple for employers. We're all about helping you easily manage your super commitments so you can get on with growing your business.

Sunsuper offers a range of payment methods including; direct debit, BPAY® and EFT to provide flexibility in how you send us your contribution details and money.

Simply register as a Sunsuper "participating" employer to streamline your super payment and do everything securely using *Employer Online*. By registering, you will also have the opportunity to access to Sunsuper clearing house.* Sunsuper clearing house takes the hassle out of managing contribution transactions with one simple, secure payment regardless of which super fund your employees' are with.



Of course you are still able to make payments to Sunsuper if you aren't registered with us. Simply call our dedicated employer team on **13 11 84**, Monday to Friday from 8:00am - 6:30pm AEST, to find out more.

Make payments and manage your employees' details using *Employer Online*

Take the first step to making your Superannuation Guarantee (SG) obligations super simple.

Register your company's details online at [sunsuper.com.au/employers/pay-super-online/employer-online](https://www.sunsuper.com.au/employers/pay-super-online/employer-online)

Once registered, you'll be issued a new Sunsuper employer number. Make sure you keep a record of this number. To access *Employer Online*, simply log on using your Sunsuper employer number and the password we email you.

Employer Online gives you the freedom to enter and pay contributions in one fully encrypted, password-protected, SuperStream compliant online service. It also allows you to:

- run and print reports,
- check online transaction history,
- create different user access levels,
- update your payment method online, and
- upgrade to Sunsuper clearing house.

As a Sunsuper employer you'll also get access to ongoing support and education with:

- quarterly employer newsletters,
- payment reminders, and
- free information seminars for both you and your employees.

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Payment options

Payment options	Direct Debit	BPAY [®]	EFT	Features	How to start
Employer Online	✓	✓		<ul style="list-style-type: none"> pay contributions for existing Sunsuper members, add new employees', create new member accounts for employees who have not made a choice, update employees' details, and SuperStream compliant. 	Register online at sunsuper.com.au/employers/pay-super-online/
Sunsuper clearing house	✓	✓	✓	<ul style="list-style-type: none"> make one single transaction for all of your employees - whether they're Sunsuper members or not, free when you select Sunsuper as your default fund, and SuperStream compliant. 	Log on to <i>Employer Online</i> , select <i>Upgrade</i> and complete the <i>Sunsuper clearing house enrolment form</i>

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*Eligibility includes: enrolled for Sunsuper's Employer Online and have nominated Sunsuper as your default fund.

How to make payments

To make payments in Employer Online you can use:

- Web Input: enter employees' contributions via a contribution grid, OR
- Web Upload: upload a payroll file direct from your payroll system

How to use Web Input

1. Login to Employer Online
2. Create a new contribution period
3. Once you have created a new period, a list of your current employees will appear. Simply enter the amount to be paid for each employee - totals are calculated automatically
4. Once you have entered all your amounts, click next and a total amount will be displayed for final approval
5. Once you click Submit your payment instructions will be displayed. If you have chosen direct debit that amount will be debited from your nominated bank account and distributed to each employee's Sunsuper account.

It's important to note that you must submit your payment via your financial institution the same day as submitting the contribution grid.

How to use Web Upload

Please call our employer team on **13 11 84**, Monday to Friday from 8:00am - 6:30pm AEST, to find out more about Web Upload and whether it is suitable to you.

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Payment frequency options

- quarterly,
- monthly,
- fortnightly, OR
- weekly.

When do I need to make my payments to Sunsuper?

As an employer you are required to make all Superannuation Guarantee (SG) payments by the 28th day of the month after each quarter.

When will payments be allocated?

	Direct Debit	BPAY [®]	EFT	Features
Employer Online	✓			One of the benefits of paying by Direct Debit is that it's easy to make sure you meet any payment deadlines. All you need to do is submit your grid before 3pm on the business day you want the contribution to be allocated and we'll do the rest.
		✓		For BPAY you will need to be mindful of your financial institutions processing time-frames. We recommend you allow at least three business days for payments to be received. Unit prices apply to all contributions; please refer to your Product Disclosure Statement for details..
Sunsuper clearing house*	✓	✓	✓	Sunsuper clearing house processing times vary. We recommend you allow at least 5 business days for payments to be received. For more information on clearing house processing times please refer to the Sunsuper clearing house PDS.

We're here to Help

Our dedicated employer team is here to support you with everything super related. From understanding legislation to assistance with making your payments, our team can help. Please call us on **13 11 84**, Monday to Friday from 8:00am - 6:30pm AEST, or contact us online at sunsuper.com.au/contactus.

Disclaimer and disclosure.

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