Small business Handbook

Your guide for managing super.

Sometimes super can seem complicated. At Sunsuper, we help more than 100,000 businesses across Australia to meet their super obligations by making the process easy and flexible. Plus if you ever need to talk to an expert, our team is only a phone call away.

- Selecting Sunsuper
- Additional resources
- Join Sunsuper Employer online

Follow these easy steps to make sure you’ve got everything sorted.

1. Check you’re paying super to all eligible employees
2. Check you’re paying the right amount
3. Check you’re paying on time
4. Check if you need to offer choice
5. Check you’re paying the right way
6. Provide the right information
7. Keep an accurate record
8. Claim a tax deduction
9. Help your employees get their super sorted
Pay super to all eligible employees

Eligible employees
Most of your employees should be covered by the Superannuation Guarantee (SG) legislation.
- SG is the minimum amount you pay to an eligible employee on top of their wages.

Generally, employees who are paid $450 or more (before tax) in a calendar month and work on a full-time, part-time, or casual basis should receive super contributions.

Employees may not qualify for SG payments if they are under 18 or a private or domestic worker and work less than 30 hours per week.

You are required to pay SG for permanent and casual employees where they are:
- at least 18 years old or under 18 and working at least 30 hours / week, and
- earning at least $450 / month before tax.

Get help determining your employees eligibility with the ATO’s SG eligibility decision tool.

Pay the right amount

Amount to pay
The amount of super you must pay employees is set out by law. This is currently set at 9.5% of each employee's ordinary time earnings.
- 'Ordinary time earnings' (OTE) is generally what employees earn for 'ordinary' hours of work, including over-award payments, commissions, certain allowances, and paid leave, but not including overtime in most cases.

Use the ATO checklist to help calculate OTE

The SG rate will increase to 10% on 1 July 2021, and then continue to increase until it reaches 12% on 1 July 2025.
Find out more about the SG rate increase

Additional contributions
Some of your employees may ask you to pay an extra portion of their salary or wages into super, either on a before tax (salary sacrifice) or after tax (member voluntary) basis.

If you have employees over the age of 65, a Work Test declaration may be required before salary sacrifice and member voluntary contributions can be accepted by the fund.

There are some employees who are exempt under the SG legislation.
Employees can easily find out if adding a little extra into their super could reduce their income tax, or get them a government co-contribution payment, and help them achieve their dream retirement.

Employees can use this calculator.
Pay on time

Staying on top of payment deadlines and other dates is important as missing a payment could result in a fine.

ći You must pay SG at least four times a year by the quarterly due dates.
If you don’t pay the SG on time, you may have to pay a fine.

When to pay

For SG contributions, we recommend making monthly payments. Employers that are not required to contribute on a monthly basis under an award or industrial agreement can choose to make quarterly contributions.

<table>
<thead>
<tr>
<th>SG quarter</th>
<th>Date payment due</th>
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<tbody>
<tr>
<td>1 July – 30 September</td>
<td>28 October</td>
</tr>
<tr>
<td>1 October – 31 December</td>
<td>28 January</td>
</tr>
<tr>
<td>1 January – 31 March</td>
<td>28 April</td>
</tr>
<tr>
<td>1 April – 30 June</td>
<td>28 July</td>
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</tbody>
</table>

What happens if you miss your SG payments?

At Sunsuper, we’ll do everything we can to help you make payment deadlines.

If you miss the deadlines, you may have to pay an SG charge. Unfortunately, this charge isn’t tax deductible.

While we do accept the payment of Super Guarantee contributions after the due date, you will still be liable to pay the superannuation guarantee charge to the ATO.

Also, please be aware that even if you are audited by the ATO, Sunsuper is unable to return your late payment.

Find out more about how the ATO deal with missed and late payments.

Offer choice of fund

Most employees have the right to choose which super fund will receive their SG contributions.

When you employ new staff, you’ll need to check if they are eligible to choose a super fund.

Generally, you need to offer your employees a choice of super fund if they are:

• employed under a federal award
• employed under a former state award (known as NAPSA)
• employed under an award or industrial agreement that does not require super contributions
• not employed under any state award or industrial agreement.

Sometimes, contractors can also be regarded as eligible employees for super purposes.

If you’re unsure what award or industrial agreement covers your employee visit fairwork.gov.au
Pay the right way

SuperStream
Since 1 July 2016, all employers have been required to send contribution data and payments in an electronic format the fund is willing to accept. For Sunsuper, this excludes paper, email, and cheque methods of payment and data supply.

If you have multiple employees with different super funds, Sunsuper clearing house takes the hassle and hours of repetitive work out of making multiple payments. You can make one single transaction for all of your employees - whether they’re a Sunsuper member or not.

Learn more about the Sunsuper clearing house

Provide the right information

Provide Tax file numbers
Providing your employees’ tax file numbers (TFNs) is very important.

When an employee has given you their TFN, the law requires that you pass it on to their super fund. It is generally required that you do this when you next make a contribution for any employee who has given you their TFN.

However, if you receive an employee’s TFN within 14 days of sending your contribution, then you have up to 14 days from receiving the TFN to pass it on to the fund.

If you don’t provide your employees’ TFNs, they may pay more tax on their super than necessary and they won’t be able to make any voluntary contributions.

Your TFN responsibilities are to:

- accept TFNs from your employee,
- respect the privacy of employees who quote you their TFN, and
- pass on their TFN when you next make a contribution to the employee’s superannuation fund.

Learn more about Employer Online

Register for Employer Online

A step by step video guide to paying super with Employer Online.

Or, you can register with Sunsuper and use Employer Online to pay your employees’ super by direct debit, EFT or BPAY®. It’s an easy way to pay and manage payments, securely online.

Learn more about Employer Online

Register for Employer Online

A step by step video guide to paying super with Employer Online.

Pay the right way
Manage your business

Keep a record

You are required to keep records that explain your super transactions, including documents that show how you calculated the amount of super you paid for each employee.

Records need to be easily accessible and kept in English, or in a format easily converted. Records must be kept for five years.

Claim a tax deduction

You can claim a tax deduction for super payments you make for employees in the financial year you make them. Contributions are considered paid when the super fund receives them; it’s not enough that the money has left your bank account.

We suggest that you pay before 17 June to allow sufficient time for the funds to be transferred.

Help your employees get their super sorted

Help your employees get their super sorted regardless of whether they’re just starting out or preparing for retirement. This easy-to-use guide helps you in assisting your employees understand and make the most of their superannuation.

Download the employee toolkit

Mobile app

Your employees can download and setup the Sunsuper app to manage their future money.

Download the mobile app

Calculators

We have a range of calculators to help your employees make the most of their super. After all, it’s their future money.

View the calculators

Forms and documents

Forms and documents for your employees to manage their super.

For new starters

- Standard choice of Fund Form
- Join Sunsuper online
- Why choose Sunsuper video
- How Sunsuper compares
- Sunsuper for life PDS

For all employees

- Find your other super
- Combine your super
- Choose an investment strategy
- Nominate a beneficiary
- Get a Government boost
- Make an extra contribution
- Get some financial advice
- Take your super with you

For retiring employees

- How to access your super
Selecting Sunsuper

Before you offer your employee the option to choose a super fund, the ATO requires that you have a fund you will pay their super into if they can’t or don’t choose their own fund. This fund is called your employer-nominated or default fund.

Deciding who to partner with for your default fund is an important decision for both your business and your employees. You need administration ease and operational value. More than just a superannuation partner, Sunsuper offers benefits and services to engage your employees and help you get back to running your business faster.

We manage more than $64 billion in retirement savings for more than one million members\(^1\). We also help more than 100,000 businesses across the country manage their super obligations through a range of products and services that are designed to make managing employees’ superannuation easy and efficient.

With more than 700 staff based in offices right across the nation, our purpose is to inspire and empower Australians to fulfil their retirement dreams. Being a profit-for-members fund means our customers sit at the heart of everything we do. Sunsuper has no shareholders to pay, which means all profits are returned to members through low fees and industry-leading services.

**Best Superannuation Fund Manager... again!**

Sunsuper has been awarded *Money* magazine’s Best Super Fund Manager and Best Featured Pension Fund 2018 and 2019 for being the best of the best when it comes to superannuation. We have also been recognised as the super Fund of the Year by Chant West, Super Review and Conexus Financial all for the second year in a row, and as SuperRatings’ My Choice Super of the Year\(^2\).
Additional resources

Paying with Employer Online
Use Sunsuper Employer Online to pay your employees’ super by direct debit or BPAY®. It’s an easy way to pay and manage payments, securely online.

A step by step video guide to paying super with Employer Online.
Learn more about Employer Online
Register for Employer Online

Paying with Sunsuper clearing house
If you have multiple employees with different super funds, Sunsuper clearing house takes the hassle and hours of repetitive work out of making numerous payments. You can make one single transaction for all of your employees – whether they’re a Sunsuper member or not.

Watch the video to find out more
Learn more about Sunsuper clearing house

Forms and documents
For everything from changing your company details to making a change to your employee super details.

Download a range of Sunsuper forms and documents.

Events and seminars
Throughout the year, we hold a range of employer events and seminars to keep you informed about changes in superannuation legislation.
We have experts on hand to answer any questions you might have on employee financial well being, investment markets and Sunsuper’s employer solutions.

View our calendar of events

Important numbers
Fund ABN 98 503 137 921
MySuper authorised 98 503 137 921 996
SPIN SSR 0100 AU
USI 98503137921001
SFN 150 374 940

Get help with your employer obligations
Help is only a phone call away.
13 11 84

1. As at April 2019.
2. For ratings and awards information refer to sunsuper.com.au/ratingsagencies.
Past Performance is not a reliable indication of future performance.

This document has been prepared and issued by Sunsuper Pty Ltd (ABN 88 010 720 840) (AFSL 228975), the trustee and issuer of the Sunsuper Superannuation Fund (ABN 98 503 137 921) (‘Sunsuper’). While it has been prepared with all reasonable care, no responsibility or liability is accepted for any errors or omissions or misstatement however caused.

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