

Entering Contributions Online

USER GUIDE

Employer Services Online



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How to Log in

TO ACCESS THE SECURE EMPLOYER AREA OF THE WEBSITE, INCLUDING SUBMITTING A CONTRIBUTION RETURN ONLINE, USE THE USERNAME AND PASSWORD WE HAVE SENT TO YOU.

Go to <http://www.pssap.gov.au/>

1. Click "for employers" link

The screenshot shows the ARIA website homepage. The navigation menu on the left includes: Your account, Members (with a Login button), Not registered (with a Register button), and For employers (circled in red and pointed to by a blue arrow with the number '1'). Below the navigation menu are links for About us, Compare us, Joining, Contributions, Investments, Insurance, Withdrawing your super, Learning centre, and Fact sheets, forms and publications.

The main content area includes an alert banner: **Alert** Pillar Administration will be responsible for PSSap member services from 11 February 2012. Latest news and updates. Member Services Online will be unavailable until 27 February 2012 – Service availability.

Below the alert banner are four columns of content:

- Welcome:** We provide superannuation products and services to employees of the Australian Government and participating employers. We understand your employment conditions and aim to deliver consistent returns and useful services, all at a competitive cost to you.
- Choose your lifestage:** 18 - 25, 26 - 44, 45 - 54, 55 +, For your family.
- Quick links:** Product Disclosure Statement, Super co-contributions, Annual Reports, Daily unit prices, Aspire, Super workshops, Contact us, BPAY.
- Our latest news:** Survey prize winners (22 December 2011), Aspire issue 16 now available (15 December 2011), PSSap transition Announcement (7 February 2012), FAQs - PSSap scheme administration outsourcing (7 February 2012).

At the bottom, there are three promotional boxes: a 5-year platinum performance award (2007-2012), a blue box with a white arrow, and a box with a line graph and the text 'Find out more here'.

2. Click the **Employers PSSap 'log in'** link.

1

Employer Administration Centre

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Home / Employer services online (ESO)

Employer services online (ESO) for PSSap

ESO is designed to help you with the administration of your PSSap members.

Use this area to:

- Log on to Employer Services Online (ESO)
- View known system issues and system maintenance schedule.

Please note that from 11 February 2012 Pillar Administration will be responsible for PSSap employer services. Agencies can call Pillar on 1300 308 806.

Scheduled outages

Due to the PSSap outsourcing, PSSap Employer Services Online will be unavailable from 5.00pm Tuesday 7 February and is expected to resume 9.00am Monday 27 February 2012.

We apologise for any inconvenience.

Known issues and system availability can be viewed on our System availability page.

3. Type your User ID, Password and Visual verification code in the appropriate fields and click on the 'Login' button

To reset your password please contact Pillar Administration on 1300 308 806 or email employers@pssap.com.au

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Employer Login

Contact Us Help Print Page

Login to PSSap Employer Online

User ID

Password (case sensitive)

Visual verification

Please enter the letters and numbers that appear to the right (not case sensitive).

Too hard to read? Refresh image

Login

This is a secure site and all data transmitted will be encrypted to protect your details. Automatically time-out after a period of inactivity.

Are you using PSSap employer online for the first time?

Contact Us

Forgotten your password?

Contact Us

Your Government Super at Work

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Note: It is recommended only one user updating the grid at a time to ensure that all changes made are saved.

Home page and navigation

THE HOME PAGE SHOWS ICONS FOR EACH PART OF THE SECURE EMPLOYER AREA.

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PSSap Public Sector Superannuation accumulation plan

Employer Login [Contact Us](#) [Help](#) [Print Page](#)

Home Making Contributions Downloads Employer My Account Log Off

Home

Making Contributions
Send contribution data to PSSap by either entering the details into our online form or uploading files prepared offline.

- ▶ [Send Contribution](#)
- ▶ [Prepare a Contribution File Offline](#)
- ▶ [Online Contribution History](#)

Downloads
View and download details of recent contributions submitted online and download files to assist you with your superannuation administration.

- ▶ [Online Contribution History](#)
- ▶ [Employee List](#)
- ▶ [Reports](#)
- ▶ [Other files](#)

Employer
Select a registered employer's user account to act on behalf of, View and amend details in relation to that account.

- ▶ [Select Account](#)
- ▶ [Employer Details](#)
- ▶ [Selected User Details](#)

My Account
View and amend details in relation to your online account, and change your password.

- ▶ [My User Details](#)
- ▶ [Change Password](#)

Log Off
Log out of the secure employer area.

Your Government Super at Work

Note: this is a secure site you will not be able to you the forward and back buttons on your browser



Complete a contribution return online

Get started

1. Under Making contributions - Select **Send Contribution** from the navigation bar or home page options.
2. This will take you to step 1 of 4, select employer code from drop down box
3. Select **Contribution data** method (the way you want to enter your data):
 - **Complete an empty grid**— this option should be used if you are not uploading a file – this option is most suitable for a smaller number (e.g. <20) of employee payments)
 - **Upload a file** -This will be used if you are uploading a PIF file - most suitable for a larger number (e.g. >20) of employee payments. *See The Payroll Interface File Specifications*
 - **Continue with previously saved data** - this option is used if you have loaded a file but have not yet completed the steps to submission
 - **Copy a previous contribution return** - The option should be used if you are copying from a previous completed return.
4. Click **Continue**.

Please note: as website contribution data is updated at the end of each business day, you may send contributions for only one Pay Period on any given day.

The screenshot illustrates the process of completing a contribution return online on the PSSap website. It is divided into two parts: the home page and the 'Making Contributions - Send Contribution - Step 1 of 4' form.

Home Page:

- Navigation Bar:** Home, Making Contributions, Downloads, Employer, My Account, Log Off.
- Home Section:** Send Contribution, Prepare a Contribution File Offline, Online Contribution History.
- User ID:** LACEY
- Making Contributions:** Send contribution data to PSSap by either entering the details into our online form or uploading files prepared offline.
 - Send Contribution
 - Prepare a Contribution File Offline
 - Online Contribution History
- Downloads:** View and download details of recent contributions submitted online and download files to assist you with your superannuation administration.
 - Online Contribution History
 - Employee List
 - Reports
 - Other files
- Employer:** Select a registered employer's us amend details in relation to that ac.
 - Select Account
 - Employer Details
 - Selected User Details
- My Account:** View and amend details in relation password.
 - My User Details
 - Change Password

Making Contributions - Send Contribution - Step 1 of 4:

- User ID:** LACEYS Acting on Behalf of TESTER187
- Transaction Type:** Contribution Return
- Instructions:** Click the **Continue** button to start your contribution return.
- Employer Code:** 1234-ABCD
- Pay Period End Date:** 28 / 10 / 2011
- Contribution Period:** Fortnightly
- Contribution Data:** [Please select an option to start with]
 - Empty grid
 - Upload a file
 - Continue with saved data
 - Copy a previous contribution return
- Buttons:** Continue, Reset, Cancel

Footer: Your Government Super at Work. Legal, Privacy, Security. © 2012 Pillar Administration. All Rights Reserved.

Completing the Grid

THERE ARE FIVE TABS IN THE GRID

1) Contributions

- (a) If you are using the empty grid this tab will allow you to manually type the information.
- (b) If you are using a PIF file / Continue with previously saved data / Copy a previous contribution return you will see the contributions in the grid under the Contributions tab after the file is uploaded.

Any new employees will appear on the top section of the screen under "Other Employee(s)". You will be able to manually add them by clicking on the green 'Add New Employee' button

Making Contributions - Send Contribution - Step 2 of 4

User ID: Pillar

Transaction Type: Contribution Return
 Employer Code: ABCD
 Pay Period End Date: 20/02/2012
 Contribution Period: Fortnightly

1

Contributions No Errors | Salary No Errors | Member Details No Errors | Contact Details No Errors | Employment Details No Errors

Enter Contribution Data

0 Other Employee(s)
 To add an employee, click the "Add Employee" button

Search For Employee in Grid | Add Employee

22 Current Employee(s) | Currently Viewing Page 1 of 3

Member No.	Name	Payroll ID	Member Contribution (\$)	Employer Basic Contribution (\$)	Employer Additional Contribution (\$)	Salary Sacrifice Contribution (\$)	Employer Shortfall Contribution (\$)	OTE or FCS flag?	
1111111111	ONE, John	11111						[Select]	Include
2222222222	TWO, Mary	22222						[Select]	Include

a

b

1111111111	ONE, John	1111111111		50.00	323.20			FCS	Remove
2222222222	TWO, Mary	2222222222			406.68			FCS	Remove

2) Salary

This tab will show the latest salary information. If there isn't any information on the PIF, it will show the information stored in our administration system. If you have manually added employees in the contribution tab, their information will be required to be updated.

Making Contributions - Send Contribution - Step 2 of 4

User ID: Pillar

Transaction Type: Contribution Return
 Employer Code: ABCD
 Pay Period End Date: 20/02/2012
 Contribution Period: Fortnightly

2

Contributions No Errors | Salary No Errors | Member Details Data Errors: 2 | Contact Details No Errors | Employment Details Data Errors: 28

Enter Salary Data

1694 Other Employee(s) | Currently Viewing Page 2 of 170

Member No.	Name	Annual Salary for Super (\$)	Notional Salary for Super (\$)	Salary for Super Effective Date (\$)	Fortnightly Ordinary time Earnings (\$)	Fortnightly Casual Salary Payment (\$)	Base Annual Salary (\$)	
1111111111	ONE, John		49,856.00	11/08/2011	2,324.60	2,229.87		remove
2222222222	TWO, Mary	68,660.00		13/05/2011	2,399.31		62,582.00	remove

3) Employee Details

This tab will show the employees details. If you have manually added employees, you will be required to updated the data in this tab.

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Employer Login Contact Us Help Print Page

Home Making Contributions Downloads Employer My Account Log Off

Making Contributions - Send Contribution - Step 2 of 4

User ID: Pillar

Transaction Type: Contribution Return

Employer Code: ABCD

Pay Period End Date: 20/02/2012

Contribution Period: Fortnightly

- ▶ Enter/Edit your employees' contribution amounts in the appropriate field(s) below.
- ▶ To save a draft of your data, click the **Save for Later** button.
- ▶ To add a new employee to your list, click on the **Add New Employee** button.
- ▶ When all contributions are entered, click the **Continue** button.
- ▶ Please note that we are prohibited by law from accepting any non-concessional (e.g. after-tax) contributions for any members for whom we do not hold a valid Tax File Number. You can supply Tax File Numbers online while completing your contribution return on the Member Details tab.

Contributions No Errors Salary No Errors **Member Details No Errors** Contact Details No Errors Employment Details No Errors

Enter Member Details

1691 Other Employee(s) Currently Viewing Page 2 of 170

Member No.	Name	DOB	Pay Center ID	TFN	Name Title	Sex	Previous Family Name	Scheme Commence Date	Delete
1111111111	ONE, John	01/01/1971	1111111	Valid	MR	Male		01/01/2001	 remove
2222222222	TWO, Mary	02/02/1972	2222222	Valid	MIS	Female		32/02/2002	 remove

4) Contact Detail

This tab shows the employees contact details

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Employer Login Contact Us Help Print Page

Home Making Contributions Downloads Employer My Account Log Off

Making Contributions - Send Contribution - Step 2 of 4

User ID: Pillar

Transaction Type: Contribution Return

Employer Code: ABCD

Pay Period End Date: 31/08/2011

Contribution Period: Fortnightly

- ▶ Enter/Edit your employees' contribution amounts in the appropriate field(s) below.
- ▶ To save a draft of your data, click the **Save for Later** button.
- ▶ To add a new employee to your list, click on the **Add New Employee** button.
- ▶ When all contributions are entered, click the **Continue** button.
- ▶ Please note that we are prohibited by law from accepting any non-concessional (e.g. after-tax) contributions for any members for whom we do not hold a valid Tax File Number. You can supply Tax File Numbers online while completing your contribution return on the Member Details tab.

Contributions No Errors Salary No Errors Member Details No Errors **Contact Details No Errors** Employment Details No Errors

Enter Contact Details Data

180 Other Employee(s) Currently Viewing Page 1 of 18

Member No.	Name	Address	Work Email Address Personal Email Address	Phones	Edit / Delete
1111111111	ONE, John		ONEjohn@hotmail.com 	Wk: Hom: Mob:	 remove

5) Employment details

This tab allows you to update employment related data by clicking on the 'f' button

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Employer Login Contact Us Help Print Page

Home Making Contributions Downloads Employer My Account Log Off

Making Contributions - Send Contribution - Step 2 of 4

User ID: Pillar

Transaction Type: Contribution Return

Employer Code: ABCD

Pay Period End Date: 31/08/2011

Contribution Period: Fortnightly

- ▶ Enter/Edit your employees' contribution amounts in the appropriate field(s) below.
- ▶ To save a draft of your data, click the **Save for Later** button.
- ▶ To add a new employee to your list, click on the **Add New Employee** button.
- ▶ When all contributions are entered, click the **Continue** button.
- ▶ Please note that we are prohibited by law from accepting any non-concessional (e.g. after-tax) contributions for any members for whom we do not hold a valid Tax File Number. You can supply Tax File Numbers online while completing your contribution return on the Member Details tab.

Contributions No Errors Salary No Errors Member Details No Errors Contact Details No Errors **Employment Details No Errors**

Enter Employment Details Data

180 Other Employee(s) Currently Viewing Page 1 of 18

Member No.	Name	Employment Start Date	Employment Status Eff Date	Full Time Hours	Part Time Hours	LWOP (contributions not payable)	Employment Cessation	Employment Type	Current Term of Employment	Edit / Delete
11111111111	ONE, John	01/01/2001	Casual 01/01/2010		Hours: Eff Date:	Start: End:	Date: Code:	Temporary	Start:01/01/2001 End:31/12/2099	remove

Note: If you see errors on any tab these will need to be fixed before you can submit the file. Please proceed to 'Fixing errors'. If there are no errors proceed to 'Submitting a file'.

Extra Information

➤ The employee lines in the grid may appear in three different colours.

1) Green - data is correct

1111111111	ONE, John	1111111111	50.00	323.20				FCS	Remove
------------	-----------	------------	-------	--------	--	--	--	-----	--------

2) Grey - no contribution details have been entered for this employee

1111111111	ONE, John	11111						[Select]	Include
------------	-----------	-------	--	--	--	--	--	----------	---------

3) Pink - Employee has errors

1111111111 Errors	ONE, John	01/01/1971	0000000000	Valid	MS	Male		01/01/2011	remove
----------------------	-----------	------------	------------	-------	----	------	--	------------	--------

➤ There are 2 parts to the grid
 a) *Other Employees*- employees who are new, have no association with your employer code or have ceased
 b) *Current employees*- This will show all employees that are associated to the employer code that you have selected.

a

b

➤ You can search for an employee in the grid by selecting the "Search for Employee in Grid" button



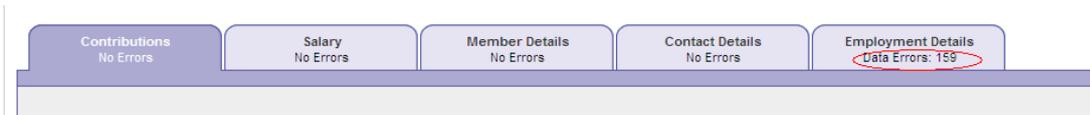
➤ There are 8 buttons on the bottom of the page



- Continue** - If there are no errors the continue button will take you to the next step.
- Save for later** - This allows you to save and return at a later time.
- Edit** - The edit button returns to the "making contributions-sending contributions- step 1 of 4" page
- Cancel** - The Cancel button returns you to the "home" page.
- Next error** - When in a tab that has errors, this will take you to the next error that requires fixing. Note, this button will only display when there are errors in the grid.
- Error messages** - Provides a list of all errors and warnings
- Validate this page** - Validates current page and displays any errors or warning that may require fixing.
- Validate All Data**- Required to perform further validates once data has been altered to ensure that the update made is correct and does not cause any further errors/warning. Validates all data and displays any errors or warning that may require fixing

Fixing errors

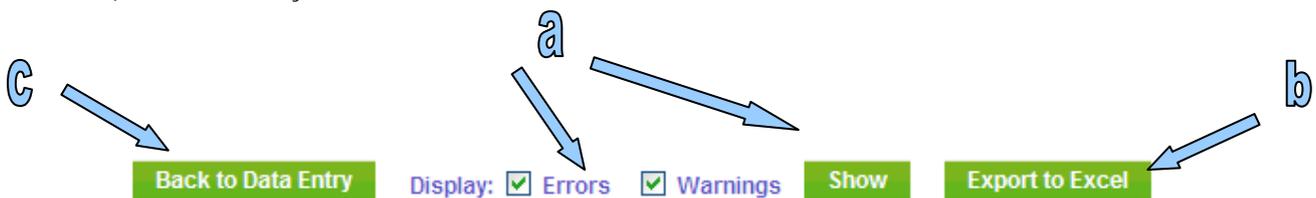
1. If you see errors in one of the five tabs they will need to be fixed before the file can proceed.



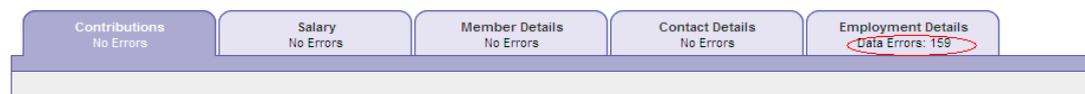
2. You can click on the 'Error messages' to give you a list of all the errors on the file



- a) You can then sort the warnings and errors by selecting the tick box and selecting "show"
- b) You can also export errors/warnings to an excel document by selecting "export to excel"
- c) Click "back to entry" to return to the main screen.



3. When you click on the tab that has "Data errors"



4. The employees with errors will be shaded a pink colour and there will be an 'i' button
If you click on the 'i' button a new screen will appear

1111111111 Errors	ONE, John	01/01/1971	0000000000	Valid	MS	Male		01/01/2011	 remove
----------------------	-----------	------------	------------	-------	----	------	--	------------	---

5. The errors will appear in a red box on the bottom of the page, depending on the error you can the details correct on the table above this box

- a) Once errors are corrected select the 'Validate' button, this will clear all errors out of the red box
- b) Once all errors are cleared select the 'save changes and return' button

Please note this button does not save information if you are to exit the site, you will still need to select "save for later" on the main screen

Note: If you are unable to correct the error from this page you may have to correct it from the PIF file and re upload file

Edit All Details Member Id: 2222222 Name: TWO Mary Date Of Birth: 02/02/1972

Family Name	TWO	OTE or FCS Flag?	Please select ...
Given Names	Mary	Annual Salary for Super	
Name Title	Ms	Notional Salary for Super	
Date of Birth	02/02/1972	Salary for Super Effective Date	
Sex	Female	Fortnightly Ordinary time Earnings	
Previous Family Name		Fortnightly Casual Salary Payment	
TFM	Valid	Base Annual Salary	
Scheme Commencement Date	02/02/2001	Employment Start Date	02/02/2001
Pay Centre ID		Employment Status	Please select ...
Payroll Number	2222	Employment Status Effective Date	
Address	2 Two St	Full Time Hours	
Suburb / Post Code	SYDNEY 2000	Part Time Hours	
State	NSW	Part Time Hours Effective Date	
Country	Australia	LWOP Start Date	
Member Contribution (\$)		LWOP End Date	
Employer Basic Contribution (\$)	200.00	Employment Cessation Date	
Employer Additional Contribution (\$)		Reason Code	Please select ...
Salary Sacrifice Contribution		Employment Type	Please select ...
Employer Shortfall Contribution		Current Term of Employment Start Date	
		Current Term of Employment End Date	

Error(s)

- The Ordinary Time Earnings/Fortnightly Contribution Salary Flag is missing. (2302).
- You have not entered a Base Annual Salary for this employee. (5301).
- Employment Status is missing. Valid entries are: 'F' Full-Time, 'P' Part-Time or 'C' Casual. (3201).
- Please enter the date the Employment Status is effective from in the format dd/mm/yyyy (3301).
- Employment Type is missing. Please enter P (permanent) or T (temporary). (5401).

Save Changes & Return Validate Cancel & Return Calculate

6. When you return to the grid and the errors have been corrected the employee row will be green

222222222	TWO, Mary	2222		200.00				FCS	Remove
-----------	-----------	------	--	--------	--	--	--	-----	--------

7. In each tab that has errors you can click on the 'next error' button to find the next error that requires fixing.

Continue Save for Later Edit Cancel **Next Error** Match Messages Error Messages Validate this Page

8. You can also fix some errors from the grid by entering data into the required white box and selecting validate this page.

222222222	TWO, Mary	2222		200.00				FCS	Remove
-----------	-----------	------	--	--------	--	--	--	-----	--------

Continue Save for Later Edit Cancel Next Error Error Messages **Validate this Page** Validate All Data

9. Once all errors are cleared the file is ready for submitting

Note: to avoid error re-occurring next time you submit a file you will need to correct details in the data base/payroll.

If you need further information on error details "Employer services online business rule Validations"

Submitting a file

1. Once you have fixed all the errors you will be able to click on the continue button at the bottom of the screen.



2. The 'Making Contributions-Send Contribution- Step 3 of 4' screen will appear

3. The screen displays the amounts which have been entered

4. In the Payment details section, choose a payment method from the drop down list
Enter the payment amount

5. Click on the 'submit' button

Making Contributions - Send Contribution - Step 3 of 4

User ID: TESTER7

Transaction Type:	Contribution Return
Employer Code:	ABCD
Pay Period End Date:	11/10/2011
Contribution Period:	Every 4 Weeks

Notes:

- ▶ Please confirm that the information you have entered is correct and enter your payment details.
- ▶ To save a draft of your data, click the **Save for Later** button.
- ▶ If you would like to proceed to send the contribution return, click the **Submit** button.
- ▶ If you would like to edit the contribution return details, click on the **Edit** button to return to the previous step.
- ▶ To cancel this process and return to the Home page click the **Cancel** button.
- ▶ Please complete all mandatory fields (marked with *).

Review Data entered

Member Contributions (\$) [OEE]	\$70.67
Employer Basic Contributions (\$) [SG]	\$314.43
Employer Additional Contribution (\$) [After tax]	\$0.00
Salary Sacrifice Contribution [OER]	\$0.00
Employer Shortfall Contribution	\$0.00
Total of all Contribution Amounts (\$)	\$385.10
Total Member Records	1

Enter Payment Details

PAYMENT METHOD (for internal members)	[Select a Payment Method]
Payment Amount for internal members	\$385.10
Payment Amount for external members (This amount will be direct debited)	\$0.00
COMMENTS	

Submit Save for Later Edit Cancel

6. 'Making contributions – Send Contribution – Step 4 of 4' screen will display. This is a confirmation page which may be printed or saved

Transaction Type:	Contribution Return
Employer Code:	ABCD
Pay Period End Date:	21/02/2012
Contribution Period:	Fortnightly

Thank you for submitting your Contribution Return.

The details have been uploaded into our system and members' contributions will be allocated upon receipt of your payment.

Please complete your payment by following the Payment Instructions shown below.

- ▶ If you would like to verify that we have received your contribution data, simply have a look at the [Online Contribution History](#) page.
- ▶ If you would like to save a copy of the contribution data for your records, please use the **Save a Copy** button below.
- ▶ If you would like to keep a copy of this confirmation please [print this page](#).

Summary of Data Submitted

Member Contribution (\$) [OEE]	\$0.00
Employer Basic Contribution (\$) [SG]	\$500.00
Employer Additional Contribution (\$) [After tax]	\$0.00
Salary Sacrifice Contribution [OER]	\$0.00
Employer Shortfall Contribution	\$0.00
Total of all Contribution Amounts (\$)	\$500.00
Total Member Records	1

Payment Instructions

Payment Method	EFT/Direct Deposit
Payment Amount	\$500.00
EXPECTED PAYMENT DATE	21/02/2012
INSTRUCTIONS	Contact your bank, credit union or building society to transfer money from your account using the following details: Account Name: PSSap BSB 092-009 Account No. 117352 Transaction Description/Reference:

Submitted Tuesday, 21 February 2012 12:11:27 PM (AEDST)

[Print This Page](#) [Save a Copy](#)

Search/Add new Employee

Search employee

To add an employee you can either complete the required details in the payroll system to create new member on the PIF file or:

1. Add the member on the grid by Selecting 'Add New Employee'

Contributions No Errors | Salary No Errors | Member Details No Errors | Contact Details No Errors | Employment Details No Errors

Enter Contribution Data

0 New Employee(s)

To add a new employee, click the "Add New Employee" button

Add New Employee

0 Current Employee(s) | Currently Viewing Page 1 of 0

Member No.	Name	Pay Centre ID	Member Contributions (\$)	Employer Basic Contribution (\$)	Employer Additional Contribution (\$)	Salary Sacrifice Contribution	Employer Shortfall Contribution	OTE or FCS flag?	
------------	------	---------------	---------------------------	----------------------------------	---------------------------------------	-------------------------------	---------------------------------	------------------	--

GO TO PAGE: [v]

Continue | Save for Later | Edit | Cancel | Validate this Page | Validate All Data

2. Complete all or some of the Employees details and select search

Making Contributions - Send Contribution - New Employee

Notes:

- ▶ Use this section to search for existing PSSAP members that you would like to add to your 'Enter Contribution Data' form.
- ▶ When you have entered your search criteria, click the **Search** button.
- ▶ Please complete at least one search field
- ▶ To cancel this process and return to Online Data Entry click the **Cancel** button.
- ▶ If the employee you want to add is not found in the search results, click the **Add New Member** button.

Member Number: 11111111

Surname: ONE

Initial: J

Date Of Birth [DD/MM/YYYY]: 01 / 01 / 1971

Search | Cancel

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- If employee has an existing account employee details will appear, tick box add as employee, then "Add selected employee"
- If employee does not have an account, click "add new employee"

Member Number	<input type="text" value="111111111"/>
Surname	<input type="text" value="ONE"/>
Initial	<input type="text" value="J"/>
Date Of Birth [DD/MM/YYYY]	<input type="text" value="01"/> / <input type="text" value="01"/> / <input type="text" value="1971"/>

3

Search Results

Member No.	Surname	Given Name(s)	Date of Birth	Add as employee
111111111	ONE	John	01/01/1971	<input type="checkbox"/>

4

- If this is a brand new member you will need to complete Employees details, click Save

Personal Details	
Payroll No.	<input type="text" value="1111111"/>
Surname	<input type="text" value="ONE"/>
Given Names	<input type="text" value="John"/>
Date Of Birth [DD/MM/YYYY]	<input type="text" value="01"/> / <input type="text" value="01"/> / <input type="text" value="1971"/>
Name Title	<input type="text" value="Mr"/>
Sex	<input type="text" value="Male"/>
Employee Start Date [DD/MM/YYYY]	<input type="text" value="01"/> / <input type="text" value="01"/> / <input type="text" value="2001"/>
Scheme Commencement Date [DD/MM/YYYY]	<input type="text" value="01"/> / <input type="text" value="01"/> / <input type="text" value="2001"/>
Employment Status	<input type="text" value="[[Select employment status]]"/>
Tax File Number	
TFN	<input type="text" value="111"/> <input type="text" value="111"/> <input type="text" value="111"/>
Contact Details	
Address Line 1	<input type="text" value="1 Bridge St"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Suburb	<input type="text" value="WOLLONGONG"/>
State	<input type="text" value="NSW"/>
Postcode	<input type="text" value="2000"/>
Country	<input type="text" value="AUSTRALIA"/>
Home Phone	<input type="text"/>
Daytime / Work Phone	<input type="text"/>
Mobile Phone	<input type="text" value="111111111"/>
Work Email	<input type="text"/>
Home Email	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

5

- New member will be added / created.

Contributions No Errors	Salary No Errors	Member Details No Errors	Contact Details No Errors	Employment Details No Errors					
Enter Contribution Data									
1 New Employee(s) Currently Viewing Page 1 of 1									
Member No.	Name	Pay Centre ID	Member Contributions (\$)	Employer Basic Contribution (\$)	Employer Additional Contribution (\$)	Salary Sacrifice Contribution	Employer Shortfall Contribution	OTE or FCS flag?	
613736781637500	ONE, John		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="[Select]"/>	<input type="button" value="edit"/> <input type="button" value="Remove"/>
<input type="button" value="Add New Employee"/>								GO TO PAGE: <input type="text" value="1"/>	

Terminate employee

To terminate an employee you can either complete the required details on the employee line on the PIF file See *the Payroll Interface File Specifications* or

1. To update an terminated employee on the grid select "Employment details tab"
2. Click "i" button in employee row, a new screen will appear.

3. Under "Employment Cessation Date" enter date and under "reason code" select reason from the drop down box
4. Select "Save Changes & Return" button

5. Employee will show as terminated on the grid

1 Current Employee(s)										Currently Viewing Page 1 of 1	
Member No.	Name	Employment Start Date	Employment Status	Full Time Hours	Part Time Hours	LWOP (contributions not payable)	Employment Cessation	Employment Type	Current Term of Employment		
11111111	ONE, John	01/01/2001	Full time 01/01/2001	75	Hours: Eff Date:	Start: End:	Date:01/01/2012 Code:01	Permanent	Start: End:		

View online contribution history

You can download or view full details of online contribution returns that you have submitted in the last 12 months.

1. Select **Making Contributions then Online Contribution History** from the navigation bar or home page options.

The screenshot shows the PSSap Employer Login page. The navigation bar includes links for Home, Making Contributions, Downloads, Employer, My Account, and Log Off. The main content area is divided into sections: Making Contributions, Downloads, Employer, My Account, and Log Off. The 'Making Contributions' section contains links for Send Contribution, Prepare a Contribution File Offline, and Online Contribution History. The 'Downloads' section contains links for Online Contribution History, Employee List, Reports, and Other files. A blue arrow points to the 'Online Contribution History' link in the navigation bar, and another blue arrow points to the 'Online Contribution History' link in the 'Making Contributions' section. A green arrow points to the 'Downloads' section.