



Asteron for business

User guide for Asteron EASE™

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Part of the
Suncorp Group

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Welcome to Asteron WealthSolutions

WealthSolutions, incorporating Asteron EASE (Employer Administration Super Exchange), is our online facility offering you a quick, secure and convenient way to administer your employer super obligations.

Easy to navigate, Asteron EASE is our ‘clearing house’ and is accessed through Wealth Solutions. Asteron EASE can be integrated with your payroll, simplifying the contributions payment process. If your employees have chosen to take advantage of ‘choice’ you can use Asteron EASE to submit contributions to their chosen fund.

What is Asteron EASE?

Our online administration system and payment solution – Asteron EASE (technically known as a ‘superannuation clearing house’) removes the hassle when it comes to managing your employees’ super, especially if you’re paying super to multiple funds.

With the introduction of the SuperStream reforms, employers will need to provide compliant data to Super Funds, Asteron EASE is our compliant solution to making it easy for employers to meet the employee super data standards requirements.

With Asteron EASE you can:

- View and manage your super information all in one place online, anytime.
- Enjoy fast and reliable payment processing straight into your employees’ super accounts.
- Make your super contributions by direct debit from your bank or by direct credit to ours.
- Easily set up an Optimum account or another super fund for new employees when they join your company.
- Quickly update employee details such as salary, address, and tax file numbers.

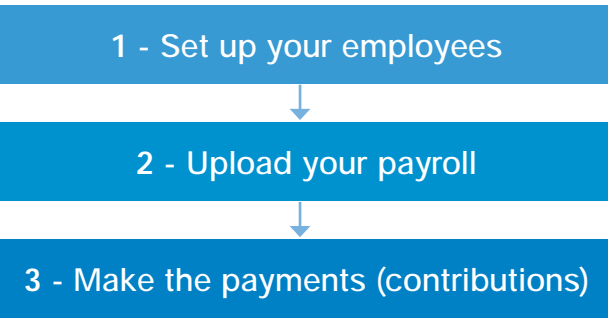
- Pay your employees’ super contributions including multiple super funds at the touch of a button.
- Painlessly delete your employees from your company when they leave your company.
- Get access in one convenient location to reporting for employees in your plan and those who’ve chosen another super fund.

What if an employee wants their super contributions paid to another account?

Under ‘Super Choice’ legislation, your employees (if eligible) can choose where they want their compulsory employer contributions paid. If they want them paid to a fund other than Optimum, you won’t have to run around and make separate payments to each different fund. Asteron EASE lets you make contributions to as many different complying funds as you need to.

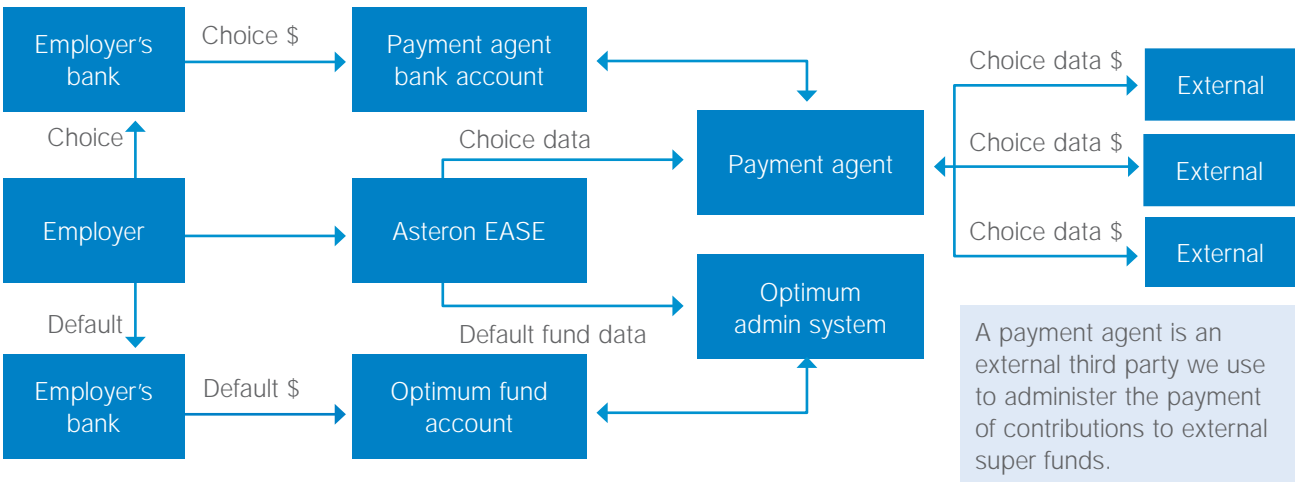
How does Asteron EASE work?

Asteron EASE (or Employer Administration Super Exchange) is our online superannuation clearing house facility. Simply this is how it works:



How do I make contributions?

This illustration below shows how contributions are made using Asteron EASE:



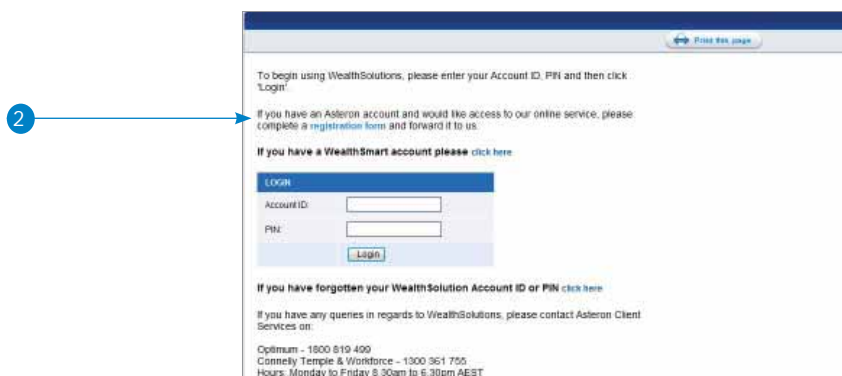
Becoming an Asteron EASE user

Applying for access

To start using Asteron EASE, you first need to complete a registration form and send it to us.

A copy of this form can download by visiting the WealthSolutions login page, clicking on the registration form hyperlink and selecting 'Employer'.

1. You can access the WealthSolutions login page at asteronlife.com.au.



2. When completing your registration, you can:

- select the options within WealthSolutions to suit your needs
- set the appropriate level of access for your employees
- authorise us to debit your bank account (if submitting contributions via direct debit).

Levels of access

The table below may help you in deciding the level of access you want to give your employees:

Access level	What employees can do
Employer authorised – full access	<ul style="list-style-type: none">• Perform all functions
Employer authorised – restricted access	<ul style="list-style-type: none">• Create/upload contributions and payroll files• Change employer details• Add/change/exit members can't submit/authorise contribution schedules

Where to send your completed WealthSolutions registration form

Please send your completed form to us by:

Mail: Asteron Life Customer Service Centre
GPO Box 1576
Sydney NSW 2001

Fax: 02 8275 3108

Once we've processed your application, we'll send you an account ID and PIN. Please ensure you've provided all required information and signed the form.

Using your payroll with Asteron EASE

Asteron EASE can accept a file generated by your payroll program and automatically enter the details into the contribution schedule. If you want to use this facility, you'll need to provide us with a sample of an extract from your payroll file, to ensure that we're able to interpret the data in your payroll file and match it to our system's requirements.

You can send a sample of your payroll file by:

- email to super@asteron.com.au
- CD or
- USB memory key.

When providing a sample of your payroll, please include the name and version of the software you use (eg, MYOB version 2.1).

Your payroll file must be in either a 'delimited' or 'fixed length' format. A quick way to see if it's in the required format is to try and open it in Notepad. If you can correctly see all the details, then it should be in one of the above formats. If you can't correctly see the information, try and save it in a different format in your payroll program (eg CSV, Tab Delimited). If your payroll program automatically saves a file in Excel or in another spreadsheet program format, try and save the file in a CSV or Tab delimited format. For further information on setting up this facility, call us on 1800 035 435.

Getting started with Asteron EASE

Logging on

Once you've received your account ID and PIN, you can begin using Asteron EASE to administer your employer super plan.

To begin using the system, go to asteron.com.au and click 'WealthSolutions login', which will take you to a screen that looks like this:

1. Enter your account ID and PIN

2. Click the 'Login' button

At the login page:

1. Enter your account ID and PIN
2. Click the 'Login' button

The first time you log in you'll be prompted to change your PIN. Please ensure you keep your PIN in a safe place.

Changing your PIN

To change your PIN when you first login, simply:

1. Type in your current PIN
2. Type in your new PIN twice
3. Press the 'Change PIN' button.

(Please note: all PINs must contain a minimum of six characters.)

PIN tip

When creating a PIN, we recommend you use mixed words that contain a combination of alpha, numeric and non-numeric characters. To make your PIN more secure, avoid using words that are in the dictionary, eg 'flower'. Please remember that PINs are case-sensitive. For example, the system interprets 'ASTERON' and 'asteron' as different PINs.

You can change your PIN at any time by clicking on 'Reset PIN' from the menu.

Confirming your company details

Upon entering the WealthSolutions secure website, you'll be provided with your employer details and last login information.

Please note: If two or more people have access to the one Employer account, you must perform an additional step of clicking on Access Account under the Authority menu and selecting the appropriate link.

The screenshot shows the 'Employer Details' form in the WealthSolutions system. The form is titled 'Employer Details' and includes a 'Personal Details' sub-header. On the left, there is an 'Employer Menu' with links: 'Authority History', 'Contributions History', 'Contributions Schedule', and 'Contributions History'. Below this is a 'General Links' section with 'Useful Documents' and 'Contact Us'. A red 'Important Information' box states: 'Due to our obligations under Anti-Money Laundering / Counter-Terrorism Financing, you will need to supply a residential address for all new employees and existing employees when you update their member details.' The main form fields are: 'Name' (text), 'Street address' (text with a 'Post Office Box' dropdown), 'Suburb/City' (text), 'State' (dropdown, currently 'WA'), 'Postcode' (text), 'Country' (dropdown, currently 'AUSTRALIA'), 'Postal address' (text with a 'Locked Bag' dropdown), 'Suburb/City' (text), 'State' (dropdown, currently 'WA'), 'Postcode' (text), 'Country' (dropdown, currently 'AUSTRALIA'), 'Day time phone' (text), 'After hours phone' (text with 'Please Update' placeholder), 'Fax' (text with 'Please Update' placeholder), 'Email' (text with 'Please Update' placeholder), and 'Mobile' (text with 'Please Update' placeholder). At the bottom right, there is a 'Print Details' link.

What if your details are wrong?

To update your details, enter the correct information in the 'Employer details' screen and then click on 'Update details'.

Important information:

There is some information that you can't change online, such as your company's name. If you want to change your company's name, please send a copy of the Certificate of Registration of Change of Company Name to us.

Getting started with Asteron EASE (continued)

Changing your display preferences

WealthSolutions offers you the added flexibility of changing the way information is displayed to suit the needs of you and your business. Click the 'Change preferences' button displayed under 'Other' from the menu on the left-hand side of the screen to conveniently update your website display preferences.

You can change your:

- default start page or
- set a date range for correspondence to be displayed.

Setting your preferences is easy. Simply change the details you require and click on the 'Save preferences' button.

*Spouse contributions - Please note when contributing via BPAY, the BPAY Customer Reference Number (CRN) directs us to the person's account where the contribution will be paid. If making a Spouse Contribution for an employee into their spouse's superannuation account, your employee will need to provide you with their spouse's BPAY CRN, which you will need to quote when contributing.

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ABN 69 079 137 518

User Preferences

The following options allow you set various preferences for your account

Page to appear at first login
Employer Details ▾

The following options allow you to set the date range for correspondence

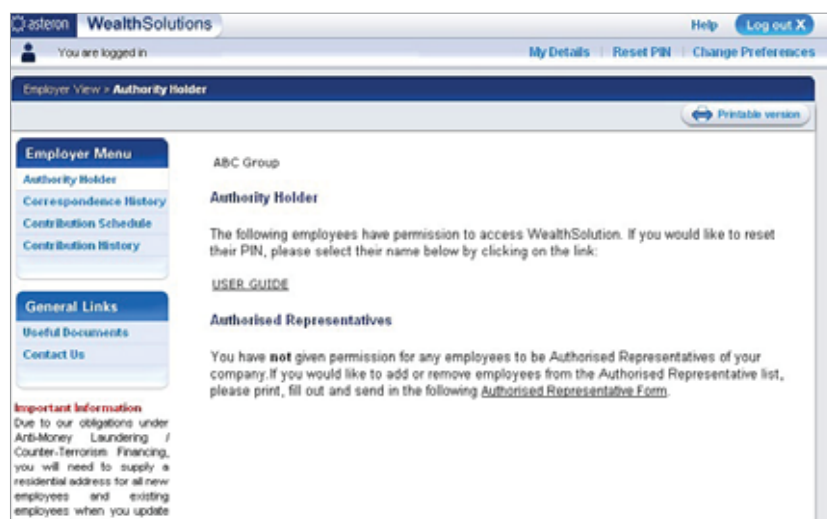
Calendar Year	Correspondence History	
<input checked="" type="radio"/>	Financial Year	Last Month
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Information on your transaction details is available only for dates after 1 July 2005. To obtain information on your account prior to this date, please contact Asteron Client Services, Monday to Friday, 8.30am - 6.30pm (Sydney time) on 1800 819 499.

Access to your employer account

You can easily view the details of employees who have access to your account by clicking on 'Authority holder' on the left-hand side under the Employer Menu.

This screen displays all currently defined authority holders for your organisation. It contains two sections:



1. Authorised company representative details (Authorised representatives)

Employees who are authorised company representatives are listed.

2. Employee access details (Authority holders)

This section lists employees who are authorised to access Asteron EASE at the employer level (eg, to make contributions for members of the fund).

Adding or removing authorised employees







If you need to remove an authorised employee, the employer signatory will need to tell us in writing (fax or email is acceptable). To add a new authorised employee, complete a WealthSolutions registration form. In urgent situations, we recommend you call us.

Changing your employees' access

You can change the level of access for your employees or remove their access by completing a WealthSolutions registration form and sending it to us.

Making online contributions

Within WealthSolutions you can administer your super obligations using Asteron EASE (Employer Administration Super Exchange). Beginning at the WealthSolutions home page, follow the steps below to make a contribution:

Step	Page(s)
1. Select 'Contribution Schedule' A new window will open.	11
	
2. Add new members Add the details of any new members to your default fund or a choice fund.	12 – 19
	
3. Process choice elections If any members have exercised choice you'll need to link the choice fund to your plan and transfer their membership.	39 – 42
	
4. Update current members' details Make any changes to your current employees' details.	28 – 32
	
5. Prepare and transmit your contribution batch Refer to the section titled 'Making contributions'. Enter the contribution amounts on screen or through file upload and then 'transmit' the batch.	20 – 27
	
6. Provide exit details Notify us of members who've left the company.	33 – 39
	
7. Submit payment for your contribution If you've elected to pay via direct credit, please login to your bank's facility and submit payment for the contribution. If you've elected direct debit, will be debited your account automatically.	27

Accessing your employer plan details

To start, simply click on the 'Contribution Schedule' button under the Employer menu on the left-hand side of the screen.

A new screen will open. From here you can navigate using the menu icons on the left hand side of the screen.

Making online contributions (continued)

Adding new members

Existing members in your plan will already be loaded into the system. To add new members, go to the toolbar on the left and select 'Members', then 'New members'. The following screen will display.

The screenshot shows the Asteron web interface. The top header includes the Asteron logo, a 'Welcome' message, and links for 'Help' and 'Logout'. A left-hand navigation menu lists: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'New Member Application Status Summary'. Below this, it says 'New Members for' followed by a search bar. A row of buttons includes 'Return', 'Add', 'Refresh', 'Today's Members', 'Upload Members', 'Sequential Completion', and 'Bulk Completion'. Below these buttons is a table with columns: 'Last Name', 'First Name', 'Birth Date', 'Fund', and 'Status'. Another row of buttons is positioned below the table. At the bottom, a copyright notice reads: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited.'

Adding new members on-screen

If you only have a small number of new members to add, it's probably easier to add them on-screen. Just click on the 'Add' button.

Only one fund selected

After selecting 'Add', you'll be sent directly to the 'New member application' page which looks like this.

The screenshot shows the Asteron web interface for the 'New Member Application' page. The top header and left navigation menu are identical to the previous screenshot. The main content area is titled 'New Member Application'. Below this, it says 'Member for' followed by a search bar. A row of buttons includes 'Return', 'Submit Now', 'Submit Later', 'Select Fund', and 'Clear All Values'. Below these buttons, a note states: 'Note: All highlighted fields are mandatory'. The form fields are: 'Fund' (with a dropdown menu showing 'OPTIMUMCORP - OPTIMUM CORPORATE SUPER'), 'Title' (with a dropdown menu showing '<Please select>'), 'Given Names' (text input), 'Last Name' (text input), 'Residential Address' (text input), 'Address Line 2' (text input), 'Suburb' (text input), and 'State' (with a dropdown menu showing '<Please select>').

More than one fund selected

When you select 'Add' a different page will display where you choose the fund you want to add the member to from a drop down list.

The screenshot shows the Asteron web interface. The header includes the Asteron logo and a navigation bar with 'Welcome', 'Help', and 'Logout'. A left sidebar contains a menu with options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'New Member Application - Select Fund'. It features a 'Member for' field, three buttons ('Return', 'Continue', 'New Fund'), and a message: 'Your default fund(s) are at the top of the list below.' Below this is a section titled 'Fund for New Member Application' containing a dropdown menu with the text '<Please select a fund>'. The footer contains the copyright notice: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

Choose the fund from the drop down list and then click on 'Continue'. If you want to select a new choice fund to add the member to, follow the instructions below.

Adding a new Choice fund

Click on the 'New Fund' icon and this page will display.

The screenshot shows the Asteron web interface for the 'Choice of Fund Search' page. The header and sidebar are identical to the previous screenshot. The main content area is titled 'Choice of Fund Search' and includes a sub-header 'Search for Choice Fund'. It features a 'Return' button and a 'Search' button. Below these is a section titled 'Please enter one of the following identifiers:' with four input fields labeled 'USI', 'SPIN', 'ABN', and 'SFN'. The footer contains the same copyright notice: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

Note: The 'New Fund' icon will only display when the first choice fund has been added to your plan. To add a new choice fund for the first time, read the steps under the section titled 'Choice members'.

Making online contributions (continued)

Enter the USI, SPIN, ABN or SFN of the fund and then select 'Search'. This page will display.

If you have an employer account with the choice fund and you know your employer account number, you should enter this number in the 'Fund Employer Number' field. Otherwise leave it blank.

Important points

Does the choice fund accept employer contributions?

Before adding a choice fund, you should make sure that the fund is able to accept employer contributions. This information is displayed on this page along with other useful information on the fund.

Adding a Self Managed Super Fund

If the choice fund you are adding is a Self Managed Super Fund, you will also need to indicate which payment method is accepted by that fund – direct credit or cheque. If you select direct credit, you'll need to provide the email address and bank account details of the fund. If you select cheque you'll need to provide the address of the fund.

Next select the 'Link' button and the fund will now be available for selection in the fund drop down list. You can navigate back to this page by selecting 'Return'.

If you have payroll mapping set up, you should now read the section titled 'Maintaining your payroll system'.

New member application page

This is where you enter the new member's details. Compulsory fields are bolded and you will need to provide this information to be able to save the member record. Some examples are:

- Title
- Given name
- Last name
- Gender
- Date of birth
- Residential address (not postal address)
- Tax file number
- Date commenced employment

Note: Less fields are required for choice members.

New Member Application

Member for

Return Submit Now Submit Later Select Fund Clear All Values

Note: All highlighted fields are mandatory

Fund OPTIMUMCORP - OPTIMUM CORPORATE SUPER

Title <Please select>

Given Names

Last Name

Once you've entered the details, select 'Submit now' and the new member's details will be saved.

Important

If you've missed any fields or entered information incorrectly, a reminder will display on screen to enter that information before you can proceed. For example if you provide a postal address instead of a residential address, or you do not provide a date of birth.

Adding new members by payroll file upload

Asteron EASE allows you to conveniently upload a payroll file to make changes to your plan. If you don't have this facility and would like to use it, please call us on 1800 035 435.

If we've set this facility up for you, and you're ready to add new members, just click on 'Members' then 'New members' from the main page to begin.

New Member Application Status Summary

New Members for

Return Add Refresh Today's Members Upload Members Sequential Completion Bulk Completion

Last Name	First Name	Birth Date	Fund	Status

Return Add Refresh Today's Members Upload Members Sequential Completion Bulk Completion

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SuperChoice Services Pty Limited

From here, select 'Upload members' and you'll be directed to the 'New member file upload' screen.

Making online contributions (continued)

The screenshot shows the Asteron web application interface. At the top left is the Asteron logo. Below it is a navigation menu with links: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'New Member File Upload' and 'Payroll File for ABC Group'. It contains three buttons: 'Return', 'Test', and 'Upload'. Below these buttons is a 'File to Upload' section with a 'Browse...' button. There are four dropdown menus for configuration: 'Records for Existing Members' (set to '<ignore errors>'), 'Records for Exited Members' (set to '<create new members>'), 'Results Display' (set to '<First 5>'), and 'Error Display' (set to '<First 20>'). A 'For Test only' dropdown is set to '<Do not display warnings>'. At the bottom, a copyright notice reads: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

There are a few settings here you can choose:


- Whether records for existing members are errors or are ignored
- Whether records for exited members create a new account, are errors, or are ignored
- How many results to display – first 5 or all records
- How many errors to display – first 20 or all records
- If you 'test' the upload in the following step, how you want this to operate – whether you want to display warnings or not display warnings.

If you have your payroll file saved on your local drive and ready to upload, just click on the 'Browse' button to select your file.

Setting up the Electronic Service Address for a Self Managed Super Fund (SMSF)

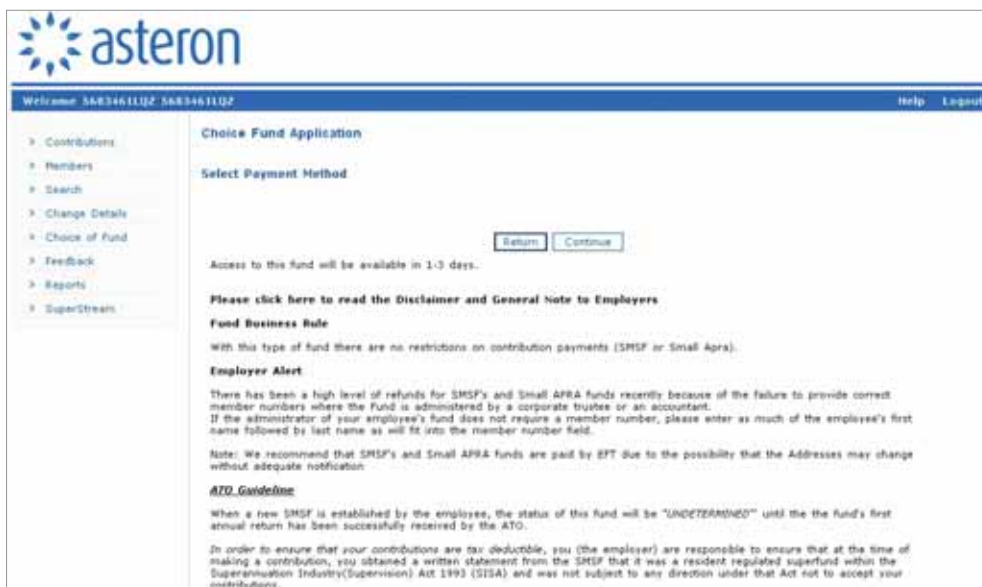
All SMSF's are required to register for an ESA, the below functionality allows you to enter the ESA and EFT details so contributions can be made to a nominated SMSF.

To begin go to 'Choice of Fund' and select Link to 'Choice Fund'.



The screenshot shows the Asteron web interface. The header includes the Asteron logo and a navigation bar with 'Welcome', 'Help', and 'Logout'. A left sidebar contains a menu with links: 'Contributions', 'Members', 'Search', 'Change Details', 'Choice of Fund', 'Feedback', 'Reports', and 'SuperStream'. The main content area is titled 'Choice of Fund Search' and contains a 'Search for Choice Fund' section. Below this is a 'Return' button and a 'Search' button. A prompt reads 'Please enter one of the following identifiers:'. Below the prompt are four input fields labeled 'USI', 'SPIN', 'ABN', and 'SFN'. At the bottom of the page, a copyright notice states 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

After you selected the Choice of Fund to link to you will be asked to select the payment method, select 'EFT' and continue.



The screenshot shows the Asteron web interface for the 'Choice Fund Application' page. The header includes the Asteron logo and a navigation bar with 'Welcome 56834611Q2 56834611Q2', 'Help', and 'Logout'. A left sidebar contains a menu with links: 'Contributions', 'Members', 'Search', 'Change Details', 'Choice of Fund', 'Feedback', 'Reports', and 'SuperStream'. The main content area is titled 'Choice Fund Application' and contains a 'Select Payment Method' section. Below this is a 'Return' button and a 'Continue' button. A message states 'Access to this fund will be available in 1-3 days..'. A link is provided: 'Please click here to read the Disclaimer and General Note to Employers'. A section titled 'Fund Business Rule' states 'With this type of fund there are no restrictions on contribution payments (SMSF or Small APRA)'. An 'Employer Alert' section contains a warning about refunds and a note about EFT payments. An 'ATO Guidance' section states 'When a new SMSF is established by the employee, the status of this fund will be "UNDETERMINED" until the the fund's first annual return has been successfully received by the ATO.' and 'In order to ensure that your contributions are tax deductible, you (the employer) are responsible to ensure that at the time of making a contribution, you obtained a written statement from the SMSF that it was a resident regulated superfund within the Superannuation Industry(Supervision) Act 1993 (SISA) and was not subject to any direction under that Act not to accept your contributions.'

Making online contributions (continued)

Next you will be asked to enter the ESA and banking details, once complete press 'Request' and you will then be asked to verify the request and re-enter the Fund's bank account details, once complete press 'continue'.

These details are now available in your Choice of Fund Fund Information.

The screenshot shows the Asteron 'Choice Fund Application' page. The left sidebar contains a menu with options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Choice Fund Application' and 'EFT Payment'. It features a 'Return' button and a 'Request' button. Below these is a note: 'note: All highlighted fields are mandatory.' The form contains the following fields: Fund ABN (15975260425), Fund Name (THE TRUSTEE FOR ABC SUPERANNUATION FUND), Fund Employer Number (987654321), Fund: EFT Details, and Fund: E-mail Address (userguide@userguide.com.au).

Testing the upload

You now have the choice of either testing the upload, or going straight to upload. The benefit of testing the file first is that you'll be able to identify any errors in the file and correct them before uploading it, which is much faster. You might need to make the corrections in your payroll system too, to avoid receiving the same errors in future.

If you select the 'Test' button the following screen will display.

In this case there were no errors so the test was successful. You can now select 'Return' to go back to the previous screen.

The screenshot shows the Asteron 'New Member Upload Results' page. The left sidebar contains a menu with options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'New Member Upload Results' and 'New Members for: ABC GROUP'. It features a 'Return' button. Below this is a message: 'TEST UPLOAD ONLY. New members will not be updated.' A table displays the upload results:

New Members upload file	UserGuide1.csv
Records in File	2
Records placed on Edit Queue	2
Ignored Records	0
Records with cleared field(s)	2

What happens if any errors are identified?

If the system identifies any errors, a message will be displayed on screen to explain what the error is. You will be able to go back to your payroll file and make the necessary changes before uploading it.

For example, if you forgot to include the member's surname in the upload file, you would see the following message on screen.

The screenshot shows the Asteron web interface. The header includes the Asteron logo and the text 'Welcome ABC GROUP' with 'Help' and 'Logout' links. A left-hand navigation menu lists: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'New Member Upload Errors' and 'New Members for ABC GROUP'. It features a 'Return' button. Below this, a message states: 'TEST UPLOAD ONLY. New members will not be updated. Errors/Warnings were detected.' A table displays upload statistics for 'UserGuide1.csv':

New Members upload file	UserGuide1.csv
Records in File	2
Ignored records	0
Error records	1
Records with cleared field(s)	1

It's just a matter of going back to your payroll file and adding in the member's surname before uploading.

Uploading the file

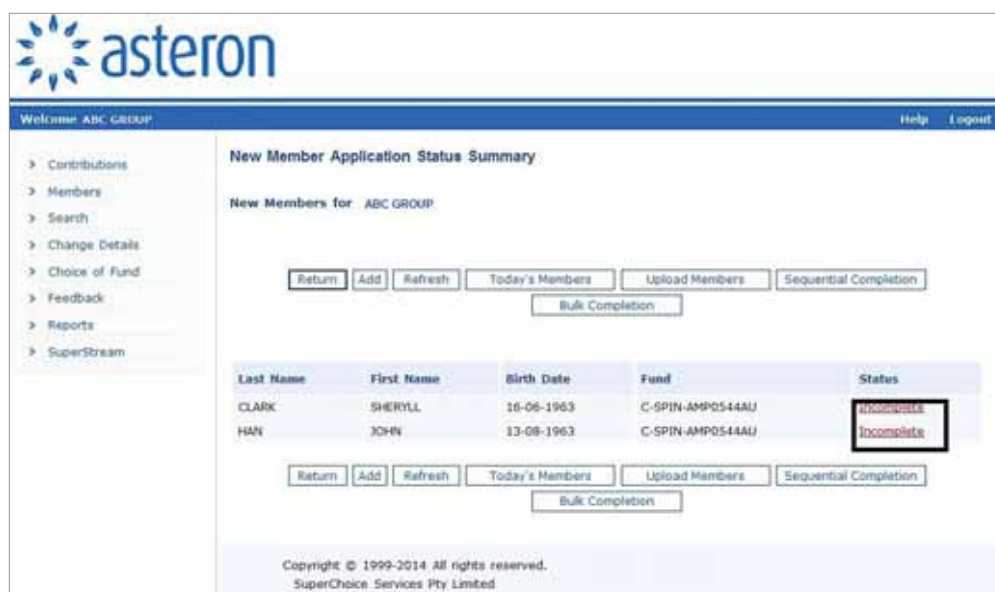
Now that you're ready to upload the file containing your new members, click on the 'Browse' button to select the file and then 'Upload' and the following screen will display.

The screenshot shows the Asteron web interface after a successful upload. The header and navigation menu are identical to the previous screen. The main content area is titled 'New Member Upload Results' and 'New Members for ABC GROUP'. It features three buttons: 'Return', 'Yes', and 'No'. Below these, a message asks: 'Are you sure you want to upload these new members?'. A table displays upload statistics for 'UserGuide1.csv':

New Members upload file	UserGuide1.csv
Records in File	2
Records placed on Edit Queue	2
Ignored Records	0
Records with cleared field(s)	2

Making online contributions (continued)

This shows the details of the new members you're about to create. If this is correct, select 'Yes' and this screen will display.



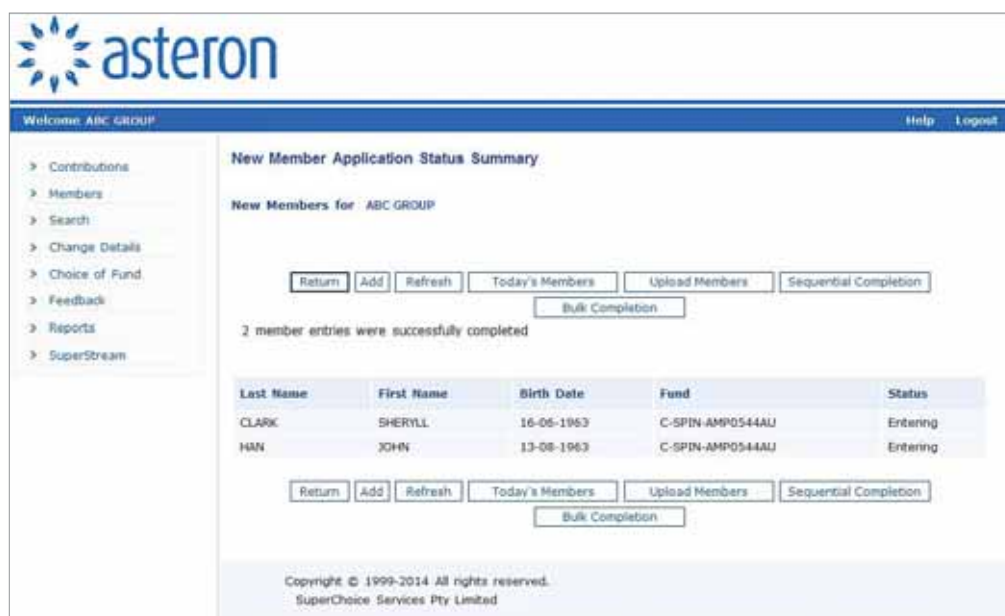
The screenshot shows the Asteron web interface. The header includes the Asteron logo and a navigation menu on the left with options like Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'New Member Application Status Summary' and shows 'New Members for ABC GROUP'. There are buttons for Return, Add, Refresh, Today's Members, Upload Members, Sequential Completion, and Bulk Completion. A table lists two members: CLARK SHERYLL and HAN JOHN, both with a status of 'Incomplete'. The status 'Incomplete' is highlighted with a red box in the original image. The footer contains copyright information for SuperChoice Services Pty Limited.

Last Name	First Name	Birth Date	Fund	Status
CLARK	SHERYLL	16-06-1963	C-SPIN-AMP0544AU	Incomplete
HAN	JOHN	13-08-1963	C-SPIN-AMP0544AU	Incomplete

You'll notice the status next to the member's name is 'Incomplete'. This means that the system has 'staged' the member accounts that are about to be created. You can now choose one of the following options:

- 'Bulk completion' and the system will attempt to finish the creation of the member accounts for you; or
- 'Sequential completion' to step through each member one by one to check their details and finish the creation of the member accounts yourself.

If you select 'Bulk completion' the following screen will display.



The screenshot shows the same Asteron web interface, but the status of the two members has changed from 'Incomplete' to 'Entering'. A message above the table states '2 member entries were successfully completed'. The 'Bulk Completion' button was selected in the previous step. The table now shows CLARK SHERYLL and HAN JOHN with a status of 'Entering'. The footer contains the same copyright information for SuperChoice Services Pty Limited.

Last Name	First Name	Birth Date	Fund	Status
CLARK	SHERYLL	16-06-1963	C-SPIN-AMP0544AU	Entering
HAN	JOHN	13-08-1963	C-SPIN-AMP0544AU	Entering

You'll notice that the status column has changed from 'Incomplete' to 'Entering'. The member has been successfully added to your plan

Important

If the status remains as 'Incomplete' after you have attempted 'Bulk Completion', this means that some information still needs to be provided to finish the creation of the member account. For example their membership category or whether they were 'At work' on the day they commenced employment.

If this happens, just select 'Sequential Completion' to step through each member account to provide the missing information and then 'Submit now'.

Making contributions

There are two ways of making contributions. You can either enter the contributions on screen or upload a payroll file. If you would like to use the upload facility, please call us on 1800 035 435.

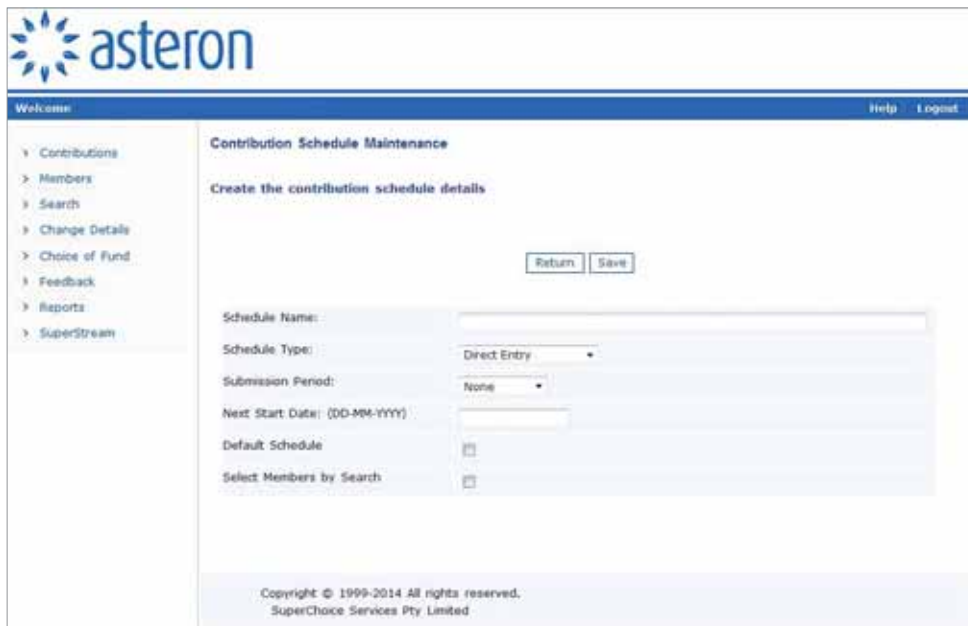
Creating a new contribution schedule

If this is the first time you're making contributions, you'll need to create a template for your contribution schedule. To begin, simply click on the 'Contributions' button on the left hand side toolbar.

The screenshot displays the Asteron web application interface. At the top left is the Asteron logo. A navigation menu on the left lists: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Contribution Status' and shows a 'Contribution Summary for "ABC Group"'. Below this are buttons for 'Return', 'Add', 'Refresh', '12 Months Batches', and 'All Batches'. A warning message states: 'You should submit ALL choice-of-fund contributions at least 2 weeks before the Super Guarantee deadline. For batches that include contributions to Choice Funds, the status "Confirmed" means only that the contributions have been forwarded to the Choice Fund.' Below the warning is a table with columns: 'Create Batch', 'Contribution Schedule', 'Period', and 'Status'. The table contains one row with the same five buttons as above. At the bottom, a copyright notice reads: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

Making online contributions (continued)

From here, select 'Add' under the 'Contribution schedule' heading and the following screen will display.



The screenshot shows the Asteron web interface. The header includes the Asteron logo and a navigation bar with 'Welcome', 'Help', and 'Logout'. A left sidebar contains a menu with 'Contributions' (selected), 'Members', 'Search', 'Change Details', 'Choice of Fund', 'Feedback', 'Reports', and 'SuperStream'. The main content area is titled 'Contribution Schedule Maintenance' and 'Create the contribution schedule details'. It features a 'Return' and 'Save' button at the top. Below are several form fields: 'Schedule Name' (text input), 'Schedule Type' (dropdown menu showing 'Direct Entry'), 'Submission Period' (dropdown menu showing 'None'), 'Next Start Date: (DD-MM-YYYY)' (text input), 'Default Schedule' (checkbox), and 'Select Members by Search' (checkbox). The footer contains the copyright notice: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

Then fill in the following fields:

1. Enter a name for your contribution schedule (eg NSW employees)
2. Choose either 'Direct entry' or 'Payroll file transfer' from the drop down list. Note that if you want to use the payroll file upload function, we will need to set this up for you first.
3. Select the submission period (eg weekly/fortnightly/monthly)
4. Enter the next start date
5. Then select the 'Default Schedule' tickbox if you want to have all future members automatically added to the schedule
6. Then 'Select members by search' if you want to add members individually to the schedule.

Important

There can only be one default schedule. Any new members must be added to other schedules manually.

If you select 'Direct entry' the following screen will display.

asteron

Welcome Help Logout

- > Contributions
- > Members
- > Search
- > Change Details
- > Choice of Fund
- > Feedback
- > Reports
- > SuperStream

Select Members

Select members for Contribution Schedule 'NSW'

Return Save Select All

Members in Schedule	Member Name	Member	Payroll No	Fund
<input type="checkbox"/>				OPTIMUMCORP

You can then either select members one by one by ticking the box next to their name, or click the 'Select all' button.

Then select 'Save' and the contribution schedule will be saved.

Then select 'Contributions' from the toolbar on the left hand side and you will navigate back to the Contribution status screen.

asteron

Welcome Help Logout

- > Contributions
- > Members
- > Search
- > Change Details
- > Choice of Fund
- > Feedback
- > Reports
- > SuperStream

Contribution Status

Contribution Summary for 'ABC Group'

Return Add Refresh 12 Months Batches All Batches

You should submit ALL choice-of-fund contributions at least 2 weeks before the Super Guarantee deadline.

For Batches that include contributions to Choice Funds, the status 'Confirmed' means only that the contributions have been forwarded to the Choice Fund.

Create Batch	Contribution Schedule	Period	Status
Begin	UserGuide Direct Entry (default schedule)		

Return Add Refresh 12 Months Batches All Batches

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You now have a saved contribution schedule to use each time you make your contributions.

Note: If you want to setup a different contribution template, for example one with a different group of employees or a different submission period, you just need to follow the steps above to create a new template. You can then choose either template when submitting contributions.

Making online contributions (continued)

What do the different schedules look like?

Direct entry (or on screen) schedules look like this



Payroll file upload schedules look like this



Entering contributions on-screen

Simply navigate to the 'Contributions' screen and select 'Begin' under 'Create batch'. Then follow the steps below.

Enter the contribution details for each member in the relevant fields then select 'Save and continue'.

Understanding the contribution schedule fields

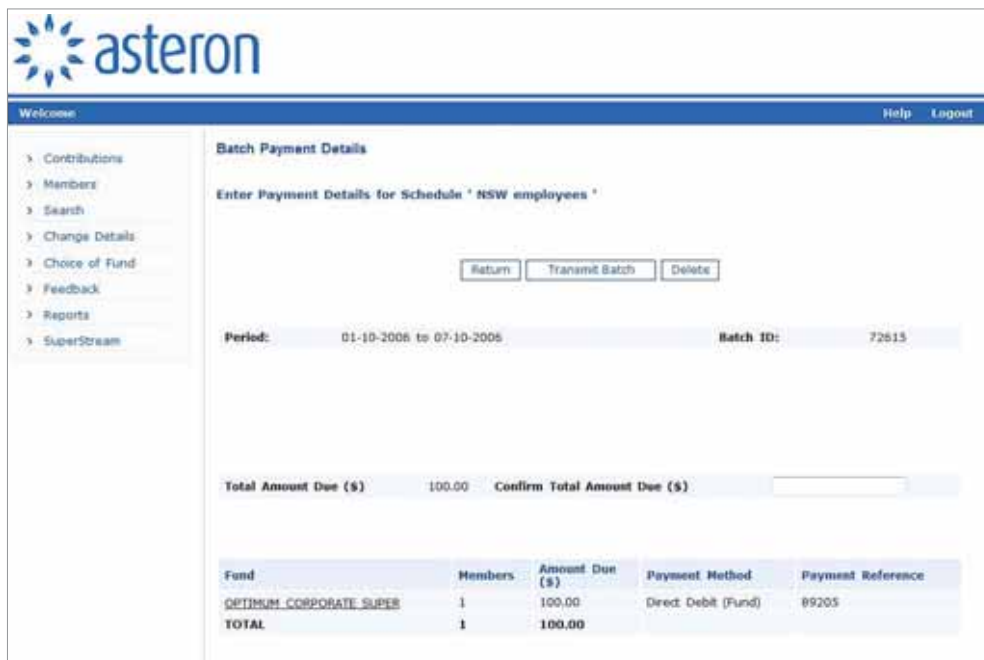
It's important to understand each of the contribution categories to ensure your members' contributions are entered correctly (and therefore processed correctly). The table below outlines what each contribution category represents.

Category	Contribution type
SGC	Refers to the standard compulsory employer contributions you are required to make, either super guarantee (SG) or award.
Employer additional	Refers to employer contributions over and above employer compulsory contributions.
Member voluntary	Additional contributions made by the employee from their after-tax income and processed by the employer on the employee's behalf. This type of contribution is also referred to as a non-concessional contribution.
Salary sacrifice	Additional contributions made by the employee from pre-tax income and processed by the employer on the employee's behalf.
Employer Offsets	Refers to additional contributions you make if you reimburse your employees' accounts for various expenses (such as insurance premiums, member fees or contributions tax).

Setting default payment amounts

If you regularly submit the same contribution amounts for your employees and you want these to be pre-populated on screen for next time, just select the tickbox 'Set as defaults'.

Next the 'Batch payment details' page will display.



The screenshot shows the Asteron web interface. The top navigation bar includes 'Welcome', 'Help', and 'Logout'. The left sidebar contains links for Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Batch Payment Details' and contains the text 'Enter Payment Details for Schedule * NSW employees *'. Below this text are three buttons: 'Return', 'Transmit Batch', and 'Delete'. The 'Period' is set to '01-10-2006 to 07-10-2006' and the 'Batch ID' is '72615'. The 'Total Amount Due (\$)' is '100.00'. Below this is a confirmation section with 'Confirm Total Amount Due (\$)' and an empty input field. At the bottom is a table with the following data:

Fund	Members	Amount Due (\$)	Payment Method	Payment Reference
OPTIMUM CORPORATE SUPER	1	100.00	Direct Debit (Fund)	89205
TOTAL	1	100.00		

Important

You should check the contribution 'period' on this screen before proceeding. If it is incorrect, you should 'Delete' the contribution batch and create a new batch with the correct period. Just read the steps under the heading 'Creating a new contribution schedule'.

Submitting the contribution batch

Confirm the total amount due by entering this in the box above and select 'Transmit batch'. The confirmation page will be displayed.

Note: Only 'full access' users have access to perform this function. Users with 'restricted access' are able to prepare and save contribution schedules but they cannot 'transmit' the batch.

Now read the steps under the section titled 'Submitting payment for your contribution'.

Making online contributions (continued)

Submitting contributions using payroll file upload

Asteron EASE also allows you to conveniently upload a payroll file to make contributions. If you don't have this facility and would like to use it, please call us on 1800 035 435.

If we've set this facility up for you, and you're ready to go, just follow the steps below.



Contribution Status

Contribution Summary for

[Return](#) [Add](#) [Refresh](#) [12 Months Batches](#) [All Batches](#)

You should submit ALL choice-of-fund contributions at least 2 weeks before the Super Guarantee deadline.

For Batches that include contributions to Choice Funds, the status 'Confirmed' means only that the contributions have been forwarded to the Choice Fund.

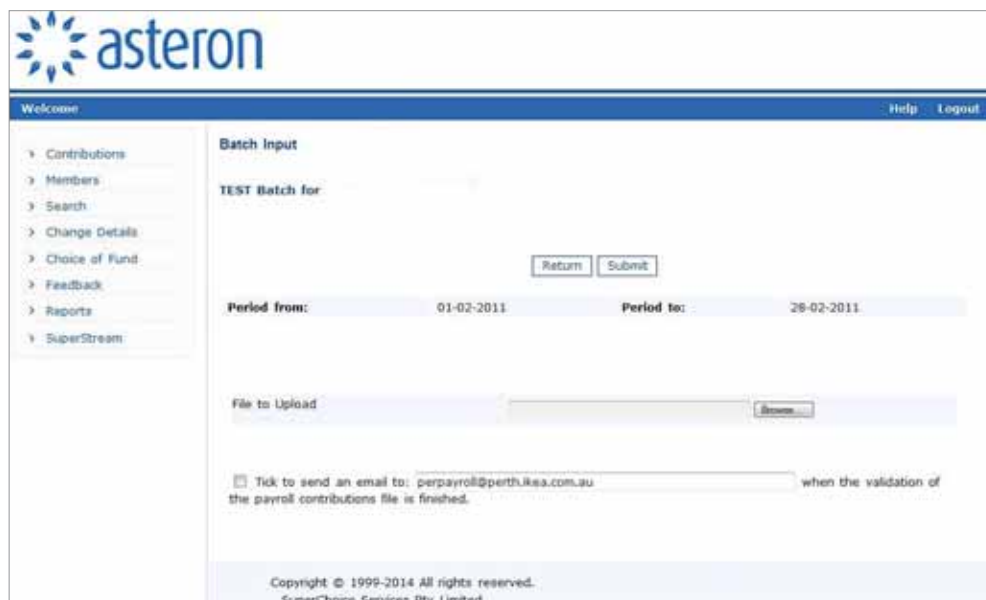
Create Batch	Contribution Schedule	Period	Status
Begin	 All Employees (default schedule)	01-01-2011 to 02-01-2011	Submitted
		01-01-2011 to 30-01-2011	Submitted
		03-01-2011 to 04-01-2011	Submitted
		31-01-2011 to 13-02-2011	Submitted
Begin	 TEST	01-01-2011 to 31-01-2011	Input error

[Return](#) [Add](#) [Refresh](#) [12 Months Batches](#) [All Batches](#)

From this screen select the 'Begin' button next to the icon with the red arrow



This icon indicates that you're using the payroll upload function.



Batch Input

TEST Batch for

[Return](#) [Submit](#)

Period from: 01-02-2011 **Period to:** 28-02-2011

File to Upload [Browse](#)

☐ Tick to send an email to: when the validation of the payroll contributions file is finished.

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On this screen, click on the 'Browse' icon to select the file you want to upload. You'll notice that by checking the box next to your email address you can choose to receive an email confirmation that the file was validated correctly. Then select 'Submit'.



Welcome Help Logout

- > Contributions
- > Members
- > Search
- > Change Details
- > Choice of Fund
- > Feedback
- > Reports
- > SuperStream

Contribution Status


Contribution Summary for

You should submit ALL choice-of-fund contributions at least 2 weeks before the Super Guarantee deadline.

For Batches that include contributions to Choice Funds, the status 'Confirmed' means only that the contributions have been forwarded to the Choice Fund.

Create Batch	Contribution Schedule	Period	Status
<input type="button" value="Begin"/>	 All Employees (default schedule)	01-01-2011 to 02-01-2011	Submitted
		01-01-2011 to 30-01-2011	Submitted
		03-01-2011 to 04-01-2011	Submitted
		31-01-2011 to 13-02-2011	Submitted
<input type="button" value="Begin"/>	 TEST	01-01-2011 to 31-01-2011	Input error

This screen confirms that the file is in the process of being validated. Once it's been validated and you click on refresh, this screen will display.



Welcome Help Logout




- > Contributions
- > Members
- > Search
- > Change Details
- > Choice of Fund
- > Feedback
- > Reports
- > SuperStream

Contribution Status

Contribution Summary for

You should submit ALL choice-of-fund contributions at least 2 weeks before the Super Guarantee deadline.

For Batches that include contributions to Choice Funds, the status 'Confirmed' means only that the contributions have been forwarded to the Choice Fund.

Create Batch	Contribution Schedule	Period	Status
<input type="button" value="Begin"/>	 All Employees (default schedule)	01-01-2011 to 02-01-2011	Submitted
		01-01-2011 to 30-01-2011	Submitted
		03-01-2011 to 04-01-2011	Submitted
		31-01-2011 to 13-02-2011	Submitted
		14-02-2011 to 27-02-2011	Ready for Submission
<input type="button" value="Begin"/>	 NSW employees	01-10-2006 to 07-10-2006	Submitted
<input type="button" value="Begin"/>	 TEST	01-01-2011 to 31-01-2011	Input error

The status of the contribution batch is now displayed on screen. If it has been validated correctly with no errors, the status will display as 'Ready for submission'. You will be able to proceed to the next step.

If the status displays as 'Input error' this means you will need to make some changes to your payroll file before proceeding. Just click on the status and a new page will display. Then select 'View errors' and a new page will display with a description of what the error is, allowing you to correct it in your payroll file before uploading again.

Then click on the status and the following screen will display.

Making online contributions (continued)

The screenshot shows the Asteron web interface. The header includes the Asteron logo and 'Welcome' text. A sidebar on the left lists navigation options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Batch Payment Details' and contains the text 'Enter Payment Details for Schedule * NSW employees *'. Below this text are three buttons: 'Return', 'Transmit Batch', and 'Delete'. Further down, it displays 'Period: 01-10-2006 to 07-10-2006' and 'Batch ID: 72615'. At the bottom of the main content area, there is a section for 'Total Amount Due (\$)' showing '100.00' and a 'Confirm Total Amount Due (\$)' field. Below this is a table with headers: Fund, Members, Amount Due (\$), Payment Method, and Payment Reference.

Submitting the contribution batch

Confirm the total amount due by entering this in the box above and select 'Transmit batch'. The confirmation page will be displayed.

Note: Only 'full access' users have access to perform this function. Users with 'restricted access' are able to prepare and save contribution schedules but they cannot 'transmit' the batch.

Now read the steps under the section titled 'Submitting payment for your contribution'.

Submitting payment for your contribution

Payment methods

Direct credit

If you've selected direct credit as your payment method, you should now click on the 'Payment instructions' button. A new screen will display showing the BSB, account number and payment reference number for your payment.

Next, login to your bank's website to submit the payment using these details.

Important information for direct credit

It's important that you provide the payment reference number when you submit the payment through your bank. Not providing this information may delay the processing of your contribution.

Direct debit

If you've selected direct debit, there's nothing more you need to do. Your nominated bank account will be automatically debited for the amount of your contribution.

Important information for direct debit

You can't change your bank account details online. If you want to change your bank account details, please complete a new Direct Debit Request form and send it to us.

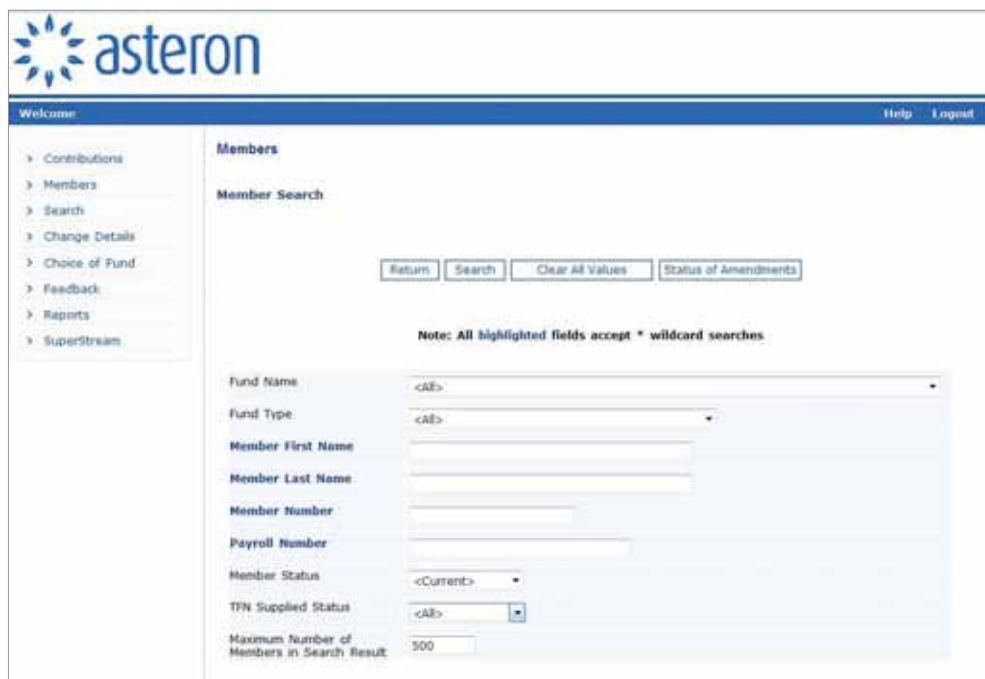
Warning: Once contributions have been submitted, data in the files can't be changed. If you've made a mistake or you need to change anything, please call us immediately on 1800 035 435.

Updating your members' details

There are two ways to update your members' details. You can enter the changes on screen or upload a payroll file.

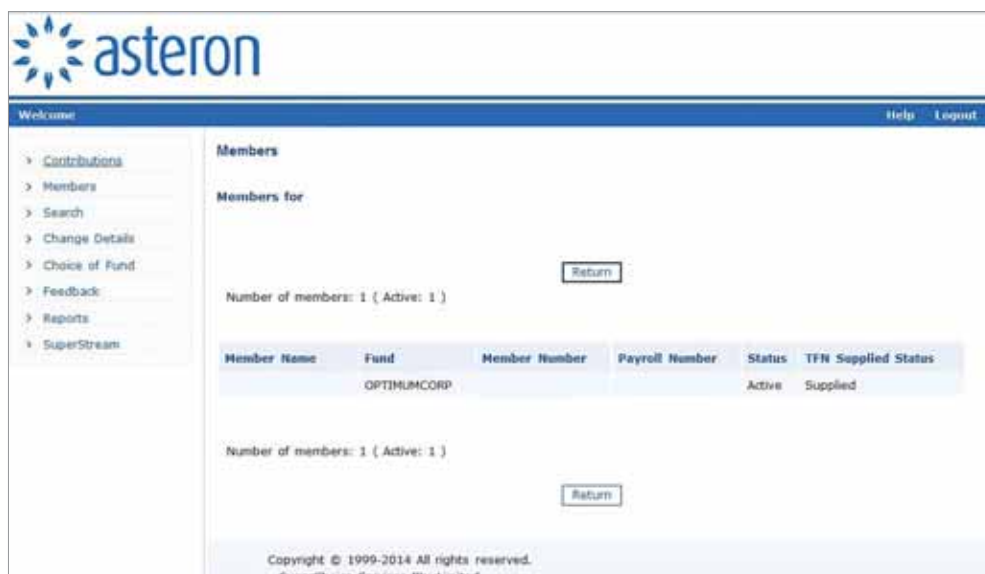
Updating members on screen

To make changes on screen, just click on 'Change Details' then 'Members' on the left hand side toolbar. The following page will display.



The screenshot shows the Asteron web application interface. On the left is a navigation menu with links: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Members' and contains a 'Member Search' section. At the top of this section are buttons for 'Return', 'Search', 'Clear All Values', and 'Status of Amendments'. Below these buttons is a note: 'Note: All highlighted fields accept * wildcard searches'. The search form includes several fields: 'Fund Name' (dropdown menu), 'Fund Type' (dropdown menu), 'Member First Name' (text input), 'Member Last Name' (text input), 'Member Number' (text input), 'Payroll Number' (text input), 'Member Status' (dropdown menu), 'TFN Supplied Status' (dropdown menu), and 'Maximum Number of Members in Search Result' (text input with the value '500').

Then enter the member's name, member number or payroll number and select 'Search'. The following screen will display.



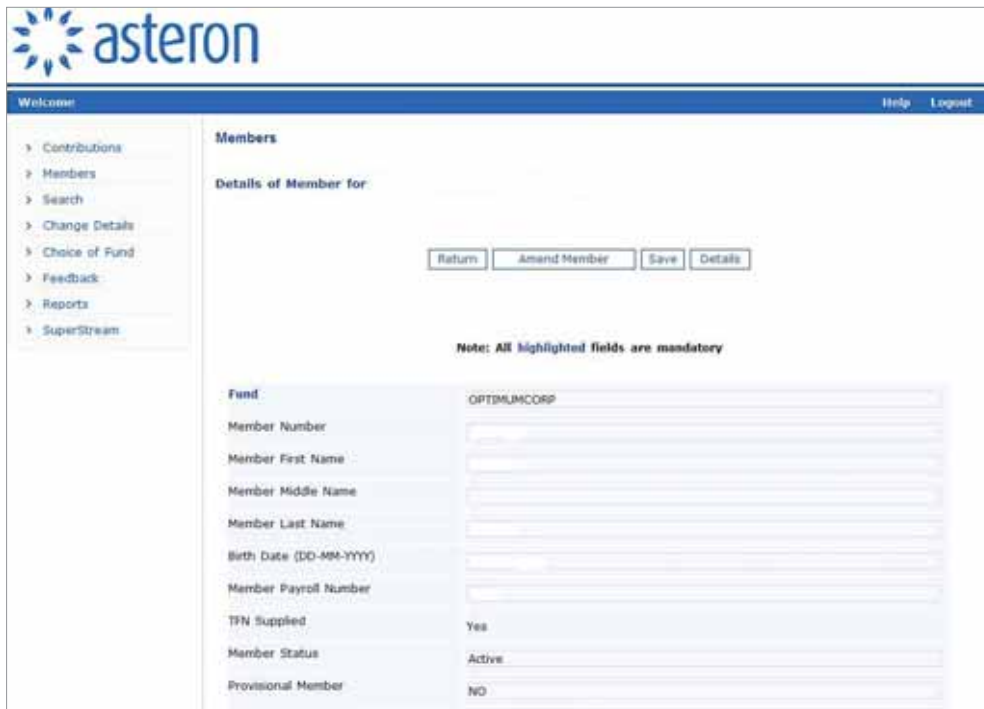
The screenshot shows the Asteron web application interface displaying search results. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Members' and contains a 'Members for' section. At the top of this section is a 'Return' button. Below the button, it says 'Number of members: 1 (Active: 1)'. A table displays the search results:

Member Name	Fund	Member Number	Payroll Number	Status	TFN Supplied Status
	OPTIMUMCORP			Active	Supplied

Below the table, it says 'Number of members: 1 (Active: 1)'. At the bottom of the page, there is a 'Return' button and a copyright notice: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

Making online contributions (continued)

Select the member's name and this screen will display.



The screenshot shows the Asteron EASE web interface. At the top is the Asteron logo. Below it is a navigation bar with 'Welcome' on the left and 'Help' and 'Logout' on the right. A left-hand menu contains links: 'Contributions', 'Members', 'Search', 'Change Details', 'Choice of Fund', 'Feedback', 'Reports', and 'SuperStream'. The main content area is titled 'Members' and 'Details of Member for'. It features four buttons: 'Return', 'Amend Member', 'Save', and 'Details'. Below these buttons is a note: 'Note: All highlighted fields are mandatory'. The form fields are as follows:

Fund	
Fund	OPTIMUMCORP
Member Number	
Member First Name	
Member Middle Name	
Member Last Name	
Birth Date (DD-MM-YYYY)	
Member Payroll Number	
TFN Supplied	Yes
Member Status	Active
Provisional Member	NO

Then select 'Amend member' and you will be able to update their details on screen. After you have finished, select 'Submit' and the changes will be saved.

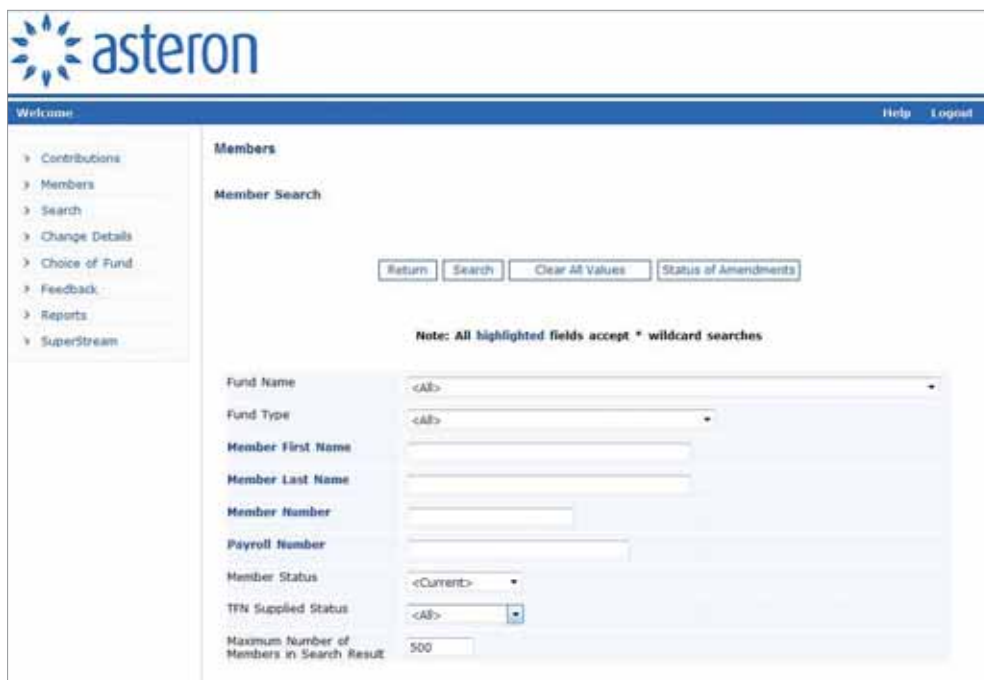
Important

Some member details, such as name and date of birth, cannot be updated on the web because we require additional documentation from the member. If these changes need to be made, please ask the member to call us on 1800 819 499.

Updating members by uploading a payroll file

Asteron EASE allows you to conveniently upload a payroll file to update member accounts. If you don't have this facility and would like to use it, please call us on 1800 035 435.

If we've set this facility up for you, and you're ready to go, just click on 'Change details' then 'Members' from the main page to begin. The following screen will display.



The screenshot shows the Asteron web application interface. At the top is the Asteron logo. Below it is a navigation bar with 'Welcome' and 'Help' 'Logout'. A left sidebar contains a menu with options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Members' and 'Member Search'. It features a search form with buttons for 'Return', 'Search', 'Clear All Values', and 'Status of Amendments'. A note states: 'Note: All highlighted fields accept * wildcard searches'. The search criteria include: Fund Name (dropdown), Fund Type (dropdown), Member First Name (text input), Member Last Name (text input), Member Number (text input), Payroll Number (text input), Member Status (dropdown), TPN Supplied Status (dropdown), and Maximum Number of Members in Search Result (text input set to 500).

Next select 'Upload amendments' and this screen will display.



The screenshot shows the Asteron web application interface for the 'Member Amendment File Upload' page. The top navigation bar shows 'Welcome ABC GROUP' and 'Help' 'Logout'. The left sidebar menu is expanded to show 'Change Details' with sub-options: Employer, Funds, Members, and Payroll. The main content area is titled 'Member Amendment File Upload' and 'Payroll File for ABC GROUP'. It includes buttons for 'Return', 'Test', and 'Upload'. The upload options are: File to Upload (with a 'Browse...' button), Records for New Members (dropdown set to '<All errors>'), Upload Options (dropdown set to '<Upload correct entries, edit the rest>'), Results Display (dropdown set to '<First 5>'), and Error Display (dropdown set to '<First 20>'). At the bottom, there is a checkbox labeled 'Tick to send an email to:' followed by a text input field and the text 'when the validation of amendments upload is finished.'

Making online contributions (continued)

There are a few settings here you can choose:

- Whether records for new members are errors or are ignored
- How many results to display – first 5 or all records
- How many errors to display – first 20 or all records

Then click on the 'Browse' icon to select the file you want to upload.

Testing the upload

You now have the choice of either testing the upload, or going straight to upload. The benefit of testing the file first is that you'll be able to identify any errors in the file and correct them before uploading it, which is much faster.

If you select the 'Test' button the following screen will display.



The screenshot shows the Asteron web interface. At the top is the Asteron logo. Below it is a navigation bar with 'Welcome ABC GROUP' on the left and 'Help' and 'Logout' on the right. A sidebar on the left contains a list of menu items: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Member Amendment Upload Results' and 'Member Amendments for ABC GROUP'. It features a 'Return' button. Below this, a message states 'TEST UPLOAD ONLY. Member amendments will not be uploaded.' A table displays the upload results for the file 'UserGuide1.csv'. The table has two columns: the description of the record type and the count. The rows are: 'Member Amendments upload file' (2), 'Records in File' (2), 'Records processed as Amendments' (2), 'Records placed on Edit Queue' (0), and 'Records with no Amendments' (0). At the bottom, it says 'The results are:'.

Member Amendments	
upload file	UserGuide1.csv
Records in File	2
Records processed as Amendments	2
Records placed on Edit Queue	0
Records with no Amendments	0

The results of the test are displayed at the bottom of the screen.

What happens if any errors are identified?

If the system identifies any errors, a message will be displayed on screen to explain what the error is. You will be able to go back to your payroll file and make the necessary changes before uploading it.

Uploading the file

Now that you're ready to upload the file containing your amendments, click on 'Return' and you'll navigate back to the previous page.

Member Amendment File Upload

Payroll File for: ABC GROUP

Return Test Upload

File to Upload

Records for New Members: <are errors>

Upload Options: <Upload correct entries, edit the rest>

Results Display: <First 5>

Error Display: <First 20>

☐ Tick to send an email to: [redacted] when the validation of amendments upload is finished.

Repeat the steps to attach your payroll file and select 'Upload' - the following screen will display.

Member Amendment Upload Results

Member Amendments for: ABC GROUP

Return Yes No

Are you sure you want to upload these amendments?

Member Amendments upload file	UserGuide1.csv
Records in File	2
Records processed as Amendments	2
Records placed on Edit Queue	0
Records with no Amendments	0

The results are:

Your amendments have been saved.

Making online contributions (continued)

Exiting a member

There are also two ways to exit a member from your plan. You can make the changes on screen or upload a payroll file.

Important

Final contributions

Before you exit a member, please make sure you've submitted all their contributions. Once they've been exited you won't be able to submit any more contributions for them.

Entering exit details on screen

To provide this information on screen, simply go to 'Members' then 'Exit members' on the left hand side toolbar. The following screen will display.

The screenshot shows the Asteron web application interface. The top navigation bar includes the Asteron logo, a 'Welcome' message, and links for 'Help' and 'Logout'. A left-hand sidebar contains a menu with options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Status of Member Exits'. It features a section 'Members for' with a row of buttons: 'Return', 'Exit Member', 'Refresh', 'Contributions', and 'Today's Exits'. Below this, a message states: 'No further contributions can be made once a member is exited. Click 'Contributions' to submit any final contributions.' A table with the following headers is displayed: 'Member Name', 'Fund', 'Member Number', 'Payroll Number', and 'Status'. Below the table is another row of buttons: 'Return', 'Exit Member', 'Refresh', 'Contributions', and 'Today's Exits'. At the bottom, a copyright notice reads: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

Select 'Exit member' and this will display.

The screenshot shows the Asteron web application interface for the 'Member Exits Search' screen. The top navigation bar includes the Asteron logo, a 'Welcome' message, and links for 'Help' and 'Logout'. A left-hand sidebar contains a menu with options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Member Exits Search'. It features a section 'Member Search' with a row of buttons: 'Return', 'Search', and 'Clear All Values'. Below this, a note states: 'Note: All highlighted fields accept * wildcard searches'. A search form is displayed with the following fields: 'Fund Name' (a dropdown menu showing 'CAL'), 'Member First Name', 'Member Last Name', 'Member Number', 'Payroll Number', and 'Maximum Number of Members in Search Result' (a text input field with the value '500').

Then enter the member's name, member number or payroll number and select 'Search'. The following screen will display.



Welcome

HelpLogout

> Contributions

> Members

> Search

> Change Details

> Choice of Fund

> Feedback

> Reports

> SuperStream

Member Exits

Selected Members for

Return

To exit a member, click on the member name.

Member Name	Fund	Member Number	Payroll Number	Status
SMITH, A. L.	OPTIMUMCORP		880	Active

Return

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Making online contributions (continued)

Select the member's name and this screen will display.

The screenshot shows the Asteron web application interface. At the top is the Asteron logo. Below it is a navigation bar with 'Welcome', 'Help', and 'Logout'. A left-hand menu contains links for Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Exit Member'. It includes a warning message: 'Warning: Once you exit this member no more contributions will be accepted for the member! Click 'Contributions' to submit any final contributions.' Below the warning are four buttons: 'Return', 'Exit Member', 'Exit Later', and 'Contributions'. A note states 'Note: All highlighted fields are mandatory'. The form fields include 'Fund' (with 'OPTIMUMCORP' selected), 'Member Number', 'Given Names', 'Last Name', 'Payroll Number', 'Date Left Employment (dd-mm-yyyy)', and 'Exit Reason' (with a dropdown menu showing 'Please select...').

Enter the following information:

1. Date left employment
2. Exit reason
3. The member's current postal address (if known).

When entering the exit reason, you're able to choose one of the following:

- Retired
- Choice of fund
- Death
- Retrenchment
- Resignation
- Invalidity

Then select 'Exit member' and this screen will display.

Confirm Member Exit

Exit Member for

Warning: No more contributions will be accepted for this member if you exit this member!

Return Yes No

Do you really want to exit this member?

Fund

Member Number

Given Names

Last Name

Payroll Number

Date Left Employment (dd-mm-yyyy) 01/05/2014

Exit Reason Choice of Fund

Residential Address

Address 2

Suburb

State

Postcode

Country

Telephone Number { }

Email

A final warning message will display reminding you that once you exit the member you will not be able to submit any contributions for them.

To proceed, select 'Yes' and the exit will be processed.

Exiting members by uploading a payroll file

Asteron EASE allows you to conveniently upload a payroll file to exit a member or members from your plan. If you don't have this facility and would like to use it, please call us on 1800 035 435.

If we've set this facility up for you, and you're ready to go, just click on 'Members' then 'Exit members' from the main page to begin. The following screen will display.

Status of Member Exits

Members for ABC GROUP

Return Exit Member Refresh Contributions Today's Exits Upload Exits

Sequential Completion Bulk Completion

No further contributions can be made once a member is exited. Click 'Contributions' to submit any final contributions.

* Members with status 'Exit Waiting' still have incomplete contributions. These members will be exited once their contributions have been finalised. Click the 'Exit Waiting' status for more details.

Member Name	Fund	Member Number	Payroll Number	Status
HALF, SALLY	C-CONNELLYD01	654321	111111	Exit Waiting

Return Exit Member Refresh Contributions Today's Exits Upload Exits

Sequential Completion Bulk Completion

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Making online contributions (continued)

Now click on 'Upload exits' and this screen will display.

There are a few settings here you can choose from:

- Whether unrecognised records are ignored or create an error
- Whether members who already exited are ignored or create an error
- Upload options: upload only if all entries are correct, or upload correct entries and correct the rest, or edit all entries
- How many results to display: first 5 or all records
- How many errors to display: first 20 or all records

Then click on 'Browse' to select the file you want to upload.

Important

In your payroll file, you will need to provide the 'date left employment' and 'exit reason code'. Please refer to the table below to obtain the correct code.

Exit reason	Code
Resignation	LFT
Choice of fund	CHO
Retired	RET
Retrenchment	MOV
Invalidity	INV
Death	DED

Testing the upload

You now have the choice of either testing the upload, or going straight to upload. The benefit of testing the file first is that you'll be able to identify any errors in the file and correct them before uploading it, which is much faster. You might need to make the corrections in your payroll system too, to avoid receiving the same errors in future.

If you select the 'Test' button the following screen will display.

Member Exit Upload Results

Member exits for: ABC GROUP

[Return](#)

TEST UPLOAD ONLY. Exits will not be updated.

Member Exit upload file	UserGuide1.csv
Records in File	2
Records processed as Exits	2
Records placed on Edit Queue	0
Ignored Records	0

The results are:

Rec #	Line #	Fund	Mem. No	Pay. No	Member Name	Result
1	1	C-SPIN-AMPO544AU	33018620	1934	CLARK, SHERYLL	Exit Correct
2	2	C-SPIN-AMPO544AU	940824853	1956	HAN, JOHN	Exit Correct

In this example the test was successful and you can now progress to uploading the exit details. Just click on 'Return' to go back to the previous screen.

Member Exit Upload Results

Member exits for: ABC GROUP

[Return](#)

TEST UPLOAD ONLY. Exits will not be updated.

Member Exit upload file	UserGuide1.csv
Records in File	2
Records processed as Exits	2
Records placed on Edit Queue	0
Ignored Records	0

The results are:

Rec #	Line #	Fund	Mem. No	Pay. No	Member Name	Result
1	1	C-SPIN-AMPO544AU	33018620	1934	CLARK, SHERYLL	Exit Correct
2	2	C-SPIN-AMPO544AU	940824853	1956	HAN, JOHN	Exit Correct

Making online contributions (continued)

Then select 'Browse' to attach your payroll file, and then 'Upload'.

The screenshot shows the Asteron web interface. The header includes the Asteron logo and a navigation bar with 'Welcome: ABC GROUP', 'Help', and 'Logout'. A left sidebar contains a menu with options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Member Exit Upload Results' and 'Member exits for: ABC GROUP'. It features three buttons: 'Return', 'Yes' (highlighted with a red box), and 'No'. Below the buttons is a warning message: 'Warning: No further contributions will be accepted for a member once a member is exited. Are you sure you want to exit all members that have their exit details correctly completed?'. A table displays the upload results for 'UserGuide1.csv':

Member Exit upload file	UserGuide1.csv
Records in File	2
Records processed as Exits	2
Records placed on Edit Queue	0
Ignored Records	0

Below the table, it says 'The results are:' followed by a table header with columns: Rec #, Line #, Fund, Mem. No, Pay. No, Member Name, and Result.

A final warning message will display reminding you that once you exit the member you will not be able to submit any contributions for them.

To proceed, select 'Yes' and the exit will be processed.

Choice members

What to do if a member exercises choice

If a member has exercised choice, you can easily administer this online. Just follow the steps below.

Important

Bank account details for choice contributions

It's important that we have your bank details recorded if you're making choice contributions. This is so we can refund the contribution to you if it is rejected by the receiving fund. Contributions may be rejected for a variety of reasons, for example if the member did not have an active account with the fund.

If this happens, we'll contact you and let you know the reason why the contribution was rejected (to the extent that we can from the information provided by the other fund) and we'll credit the contribution back into your bank account.

If we don't already have your bank details, you'll need to provide these before you're able to process choice contributions in your plan.

First, the fund needs to be added to your list of choice funds. To do this, just go to 'Choice of fund' then 'Link to choice fund' on the left hand side toolbar.

The screenshot shows the Asteron web interface. At the top is the Asteron logo. Below it is a navigation menu on the left with options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Choice of Fund Search' and 'Search for Choice Fund'. It contains a 'Return' button and a 'Search' button. Below these is a section titled 'Please enter one of the following identifiers:' with four input fields labeled USI, SPIN, ABN, and SFN. At the bottom, there is a copyright notice: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

Enter the fund details and select 'Search'. The 'Link to fund' page will display.

The screenshot shows the Asteron web interface. At the top is the Asteron logo. Below it is a navigation menu on the left with options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Link to Fund' and 'Link to Choice Fund'. It contains a 'Return' button and a 'Link' button. Below these is a section titled 'Please click here to read the Disclaimer and General Note to Employers'. This is followed by a section titled 'Fund Business Rule' which states: 'This fund is an Approved Deposit Fund and cannot accept employer superannuation contributions.' Below this is a section titled 'Employer Alert' which states: 'Making contribution payments to an Approved Deposit Fund will result in the fund returning the money after some delay. The obligation to meet with the Superannuation Guarantee time frame still rests with the employer.' This is followed by a section titled 'Employer Options' which states: '(a) Talk to your employee about choosing a superannuation product which can accept regular contributions such as your default fund.' Below this is a section titled 'For further information please contact Asteron.' At the bottom, there is a section titled 'Please ensure that you select the correct Fund, as an incorrect selection may result in significant delays to contribution payments. Contact the Fund if in doubt.' and a final section titled 'After you have entered the details, click 'Link' to add this Choice Fund to your list of available funds.'

Making online contributions (continued)

Important

Before adding a choice fund, you should make sure that the fund is able to accept employer contributions. This information is displayed on this page along with other useful information on the fund.

If you want to proceed, just click on 'Link' and the fund will be automatically added to your list of choice funds.

Now if the member already exists in the system as a member in your default fund, you need to transfer the member from the default fund to the choice fund. Just go to 'Members' then 'Transfer members' and this screen will display.

The screenshot shows the Asteron web interface. The top navigation bar includes the Asteron logo, a 'Welcome' message, and links for 'Help' and 'Logout'. A left-hand menu lists various functions: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Member Choice Fund Transfers' and contains a 'Member Search' section. This section includes a 'Return' button, a 'Search' button, and a 'Clear All Values' button. Below these buttons is a note: 'Note: All highlighted fields accept * wildcard searches'. The search form includes fields for 'Fund Name' (with a dropdown menu showing 'All'), 'Member First Name', 'Member Last Name', 'Member Number', 'Payroll Number', and 'Maximum Number of Members in Search Result' (set to 500). At the bottom of the page, there is a copyright notice: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

Enter the member's details and select 'Search'. Then click on the member's name and this screen will display.

The screenshot shows the Asteron web interface for the 'Transfer Member' function. The top navigation bar is identical to the previous screenshot. The left-hand menu is also the same. The main content area is titled 'Transfer Member' and contains a 'Transfer Member for' section. This section includes a 'Warning: No further contributions can be made to the current fund once a member is transferred. Click 'Contributions' to submit any final contributions.' Below the warning are three buttons: 'Return', 'Transfer member', and 'Contributions'. A note states: 'For self-managed super funds (SMSFs), if the administrator of the SMSF does not require a member number, please enter as much of the employee's first name followed by last name as will fit into the member number field.' Another note mentions 'Tax File Numbers: Since July 1st 2007, it is your responsibility to give a Tax File Number (TFN) to the Choice super fund within 14 days of it being quoted to you by your employee. If the selected Choice super fund can receive TFNs electronically, you can deliver the TFN through this clearing service, by entering it below. You can send or re-send a member's TFN, or change its Supplied Status at any time using the Change Member Details function.' At the bottom of the page, there is a note: 'Note: All highlighted fields are mandatory'. The form includes a 'Fund' field.

Important

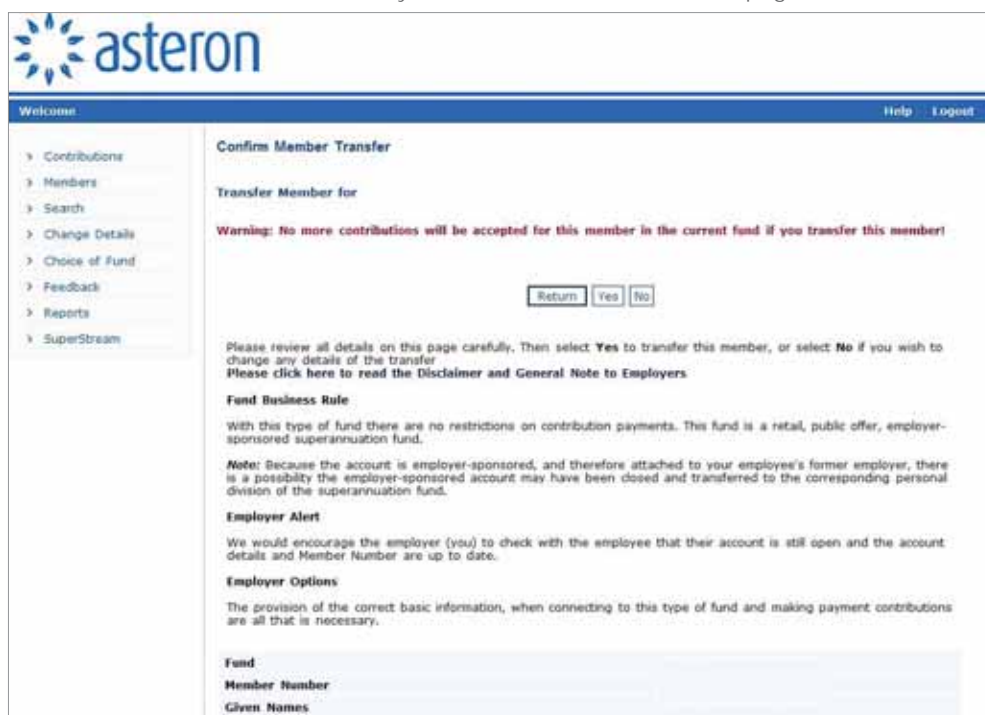
Proceeding past this point effectively exits the member from your default fund and sets them up in the new choice fund. If you have any final contributions to be made to your default fund, you should select the 'Contributions' button and make them now.

Then enter the following information on screen:

- effective date of the transfer
- member's current postal address (if known)
- select the choice fund from the drop down list
- member's account number in the choice fund
- TFN details (you can choose to supply the TFN or confirm that it has already been supplied).

Note: If you choose not to supply the member's TFN and the member has not supplied the TFN to the choice fund themselves, any after tax personal contributions you submit on the member's behalf will be rejected by that fund.

Then select 'Transfer member' and you will see a final confirmation page.



Select 'Yes' and you're finished. Any contributions you make for the member now will be forwarded to the choice fund.

If you have payroll mapping setup, you should now read the section titled 'Maintaining your payroll system'.

Membership in default and external fund

For a member who has exercised choice and has their superannuation guarantee (SG) contributions paid to an external fund, but all other contributions still paid to your default fund, you'll need to set up two memberships – one membership in the default fund, and another under the chosen external fund.

Making online contributions (continued)

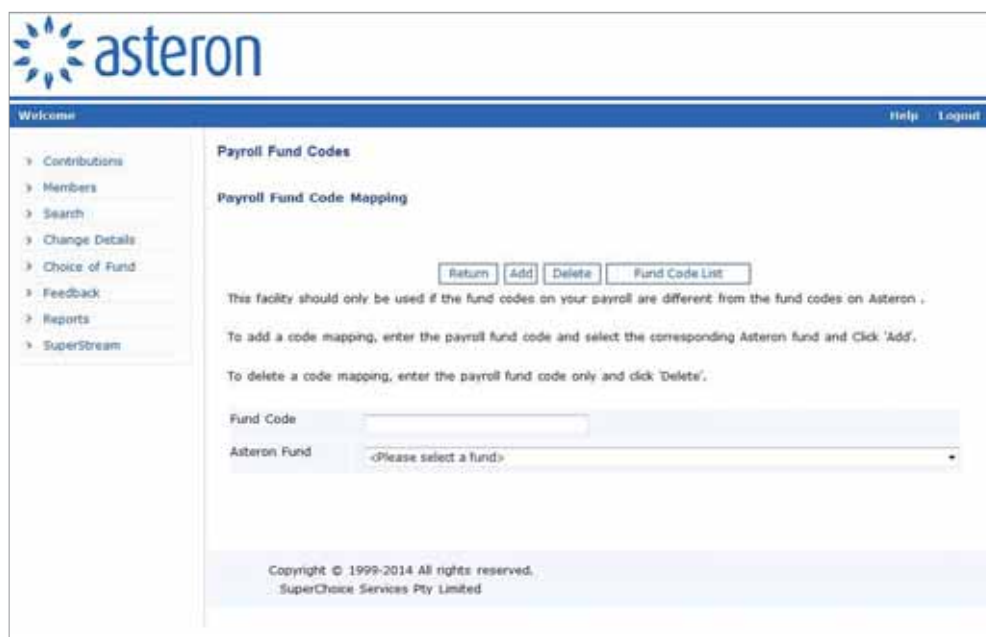
Maintaining your payroll system

If you've added a new choice fund to your plan (either by adding a new member to a choice fund or transferring a member from your default fund to a choice fund), you will need to assign a payroll fund code to the choice fund and then update your payroll system with this code.

This will ensure our system can interpret the correct fund for the member when you next upload your payroll file so contributions are allocated correctly.

To do this, go to 'Choice of fund' then 'Payroll fund codes' from the main menu.

Then click on the fund drop down list. This page will display.



The screenshot shows the Asteron web interface. The top navigation bar includes the Asteron logo, a 'Welcome' message, and links for 'Help' and 'Logout'. A sidebar on the left contains a list of navigation options: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Payroll Fund Codes' and 'Payroll Fund Code Mapping'. It features buttons for 'Return', 'Add', 'Delete', and 'Fund Code List'. Below these buttons, there are instructions: 'This facility should only be used if the fund codes on your payroll are different from the fund codes on Asteron.' and 'To add a code mapping, enter the payroll fund code and select the corresponding Asteron fund and click 'Add''. There is also a section for deleting a code mapping. At the bottom, there are input fields for 'Fund Code' and 'Asteron Fund' (a dropdown menu showing '<Please select a fund>'). The footer contains copyright information: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

Then select the choice fund from the drop down list and enter the payroll code you would like to associate with it in the box above.

Then click on 'Add' and this screen will display.



The screenshot shows the Asteron web interface after clicking 'Add'. The main content area is titled 'Add Payroll Fund Code Mapping'. It features buttons for 'Return', 'Yes', and 'No'. Below these buttons, there is a confirmation message: 'Please check the details of the code mapping. If these are correct, click 'Yes', else click 'No''. A table displays the mapping details:

Payroll Fund Code	Code on Asteron	Fund Name
	C-SPIN-H050100AU	

The footer contains copyright information: 'Copyright © 1999-2014 All rights reserved. SuperChoice Services Pty Limited'.

Select 'Yes' and the payroll code will be associated with the fund.

Finally, you should update your payroll system with this new fund code.

You can easily view the payroll codes you have associated with choice funds at any time. Just go to 'Choice of fund' then 'Payroll fund codes' then 'Fund code list'.



The screenshot shows the Asteron web application interface. At the top is the Asteron logo. Below it is a navigation sidebar with links: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The main content area is titled 'Payroll Fund Codes' and contains a section 'List of Payroll Fund Code Mappings'. Above the table is a 'Return' button. The table has three columns: 'Payroll Fund Code', 'Code on Asteron', and 'Fund Name'. It contains one row of data.

Payroll Fund Code	Code on Asteron	Fund Name
ASTRON	OPTIMUMCORP	OPTIMUM CORPORATE SUPER

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The codes and fund names are displayed on screen.

Note: If you provide the member's account number in your payroll file, remember to update your payroll system with the new choice fund member number.

Viewing your contribution history

You can easily view all contributions submitted through the online system on a historical basis within any given date range. To display this information, select 'Search' from the menu on the left-hand side of the screen. You'll then be able to view the following page.

The contribution history information display can be changed as follows.

The screenshot shows the Asteron web application interface. On the left is a navigation menu with the following items: Contributions, Members, Search, Change Details, Choice of Fund, Feedback, Reports, and SuperStream. The 'Search' item is highlighted with a blue circle and a number '1'. The main content area is titled 'Transaction Search' and 'Search For Transactions'. It contains several search criteria fields: Batch ID, Reference ID, Input Type (dropdown), Contribution Schedule (dropdown), Contribution Status (dropdown), Fund (dropdown), Contribution Amount, Date Sent (dd-mm-yyyy) with a 'to' field, and Maximum number of transactions returned in search list (set to 300). Above these fields are four buttons: Return, Batch Search, Fund Search, and Clear All Values. The 'Batch Search' button is highlighted with a blue circle and a number '2'.

You can search in either one of the following ways:

1. **Search by batch** – this is useful if you want to retrieve the contribution details for all members in a contribution batch
2. **Search by member** – to only report contributions for a particular member.

You can look at the contribution information on screen and also print a report if that's more convenient.

Viewing your correspondence summary

WealthSolutions helps you keep track of the information you've provided by listing all correspondence received by us, along with the status, on your employer account within any given date range. To display this information, select 'Correspondence History' from the Employer Menu on the left-hand side of the screen. You'll then be able to view the following screen.

Employer Menu

- Authority Holder
- Correspondence History**
- Contribution Schedule
- Contribution History

General Links

- Useful Documents
- Contact Us

Important Information
Due to our obligations under Anti-Money Laundering / Counter-Terrorism Financing, you will need to supply a residential address for all new employees and existing employees when you update their member details.

ABC GROUP

Correspondence History

Start Date: 20 May 2013 End Date: 20 May 2014

You can adjust the date range by selecting new values for 'Start Date' and 'End Date' above, and pressing the 'Set Date Range' button.

Set Date Range

Type	Received/Sent	Amount	Status	Date Received/Sent	Date Complete	Method
Contribution	Received	\$13,650.28	Complete	30-04-2014	30-04-2014	Data File
Contribution Matching	Received	\$0.00	Complete	29-04-2014	30-04-2014	Data File
Dishonour	Received	\$126.54	Complete	16-04-2014	24-04-2014	Mail
Contribution	Received	\$8,635.84	Waiting	27-02-2014		Mail

You can change the date range for your correspondence information by changing the start and end dates. To do this:

1. Set the date range by clicking on the appropriate boxes. A drop down box will display the days, years and months to select.
2. Once you've selected the relevant dates, simply click on 'Set date range'.

Award modernisation – impacts on superannuation

As part of its industrial relations reform, the government replaced over 1000 Federal and State Awards with 122 Modern Awards. These Modern Awards came into effect on 1 January 2010.

As well as covering wages and conditions of employment, each Modern Award specifies the super funds which an employer in that industry can use as its default fund, where the employer plan was established after 12 September 2008. For those employees who have not exercised choice of fund, the default fund allows:

- an employer to make compulsory employer (SG and Award) contributions, and employer additional/salary sacrifice contributions, and
- an employee to make personal (after tax) contributions.

Funds available through Asteron are not named in most Modern Awards. If you are considering using an Asteron fund as your default fund, you should consider obtaining advice on whether you are able to select it as your default fund under the relevant Modern Award applying to your industry. The Fair Work Act 2009 imposes penalties on employers who breach a Modern Award.

The Suncorp Group, including Suncorp Portfolio Services Limited, does not warrant or take any responsibility for the appropriateness of any product in meeting your or any employer's obligations under the Modern Awards or other industrial awards or arrangements.

Important note

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Throughout this guide, unless otherwise specified, references to:

- 'we', 'us', and 'Trustee' mean Suncorp Portfolio Services Limited
- 'bank account' means an Australian bank, building society or credit union account
- 'business day' means a Sydney business day on which the banks are open for business in Sydney, New South Wales other than a Saturday, Sunday or public holiday in Sydney
- 'you' means an employer.



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1800 035 435
You can call us Monday to Friday, 8am to 6pm (AEST)



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