Employer Direct User Guide

Issued July 2023
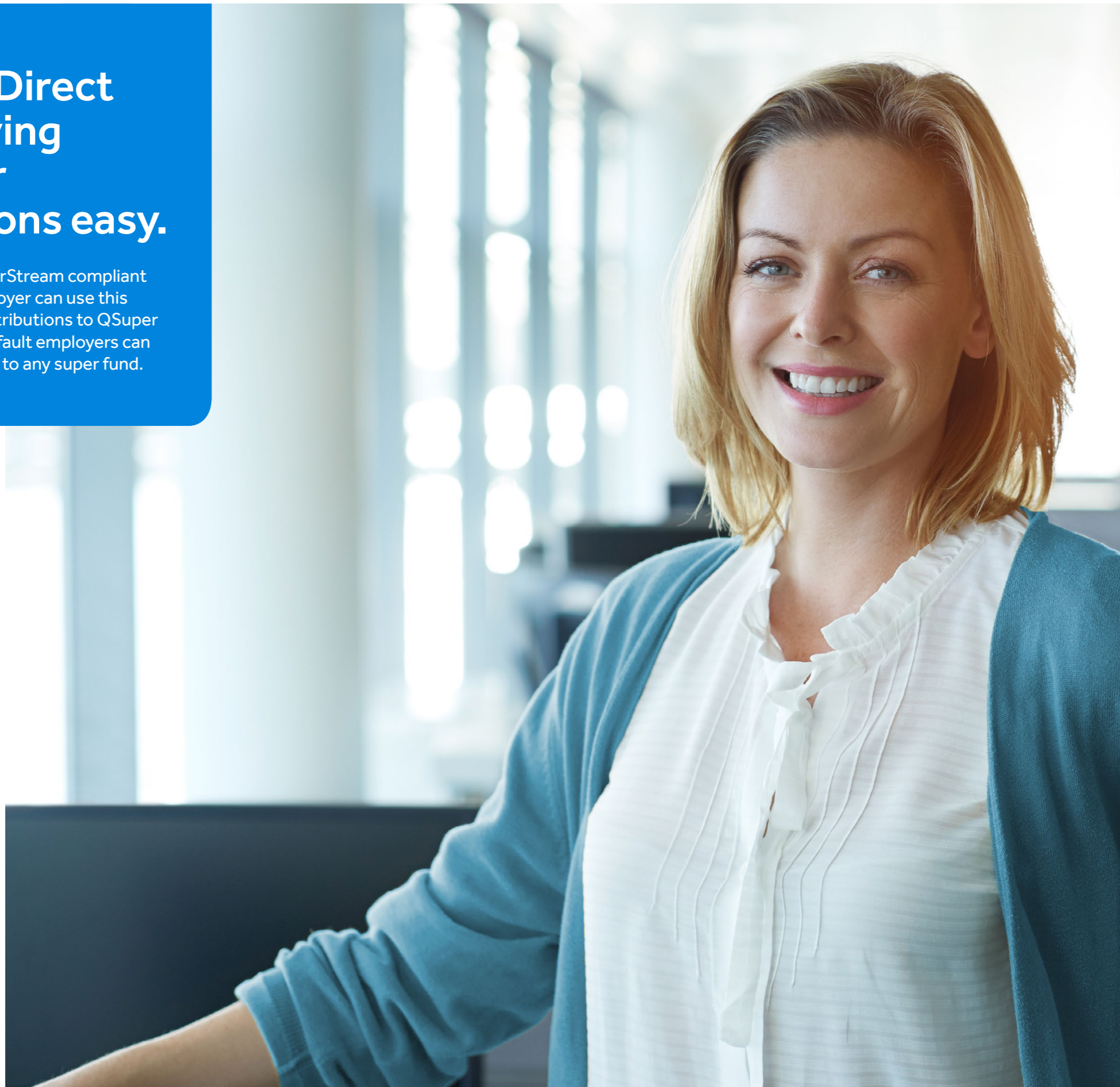
QSuper

Part of Australian Retirement Trust

Employer Direct makes paying your super contributions easy.

Employer Direct is a SuperStream compliant clearing house. Any employer can use this portal to make super contributions to QSuper accounts, and QSuper default employers can use it make contributions to any super fund.

Register now

Any employer, big or small, can use the Employer Direct portal to pay their employees' super contributions.

Many super funds and payroll software providers offer SuperStream compliant clearing houses and we will accept contributions from any of these. You will need the correct Unique Superannuation Identifier (USI), and the employee's QSuper account details.

See the Fund's Statement of Compliance for more information.

QSuper default employers enjoy full Employer Direct access. This means they submit contributions in one batch and make one simple payment.

To find out more, call **1300 367 845** or email **employer@qsuper.qld.gov.au**

Making super contributions

Employer Direct data requirements

Please review the **SAFF contribution file** example and your relevant **Super Contribution Data Guide** before submitting contributions through Employer Direct.

Direct credit payments must be made the same day the file data is sent. The **'Payment Reference'** must match the **'Summary & Submit'** screen.

You can choose your own payment reference by editing the field before submitting.

Uploading a contribution file

1. Select **'Upload a new superannuation file'** from the **Dashboard**
2. Choose the relevant pay cycle or select **'Use dates in File'**
3. Use the **'Select File to upload'** button to navigate your file directory and select your file
4. Click **'Next'** to commence the upload
5. Resolve any **employer matching exceptions** by choosing the correct employer
6. Resolve any **member matching exceptions** by choosing the correct member record
7. Review and correct any **validation issues** in either the **'Validation Issues'** or **'Review'** (grid) screens (refer to your relevant **super contribution data guide** for more information)
8. When your file is ready, and all errors are cleared, click **'Next'** and move to the **'Summary and Submit'** screen
9. Review the payment summary, ensuring the file balances with your payroll system, then select **'Confirm and Send'**
10. If you have not set up Direct Debit[1] arrangements, then make your payment using the **Direct Credit or BPAY®** details provided on the **'Summary & Submit'** screen.

Make a manual contribution

Not recommended for employers with more than 20 employee contributions

This option will create a contribution batch prefilled with your current members' data stored on Employer Direct.

1. Select **'Manually key a contribution'** from the **Dashboard**
2. Choose or enter the pay cycle for your contributions
3. Enter a **new filename** with an identifier of your choosing (e.g. pay cycle number)
4. Click **'Next'**
5. Resolve any **employer matching exceptions** by choosing the correct employer
6. In the **'Review'** screen you will need to enter the super contribution amounts for your employees
   Click **'Add Member'** to enter details for any new employees with your organisation
7. When your file is ready, and all errors are cleared, select **'Next'** and move to the **'Summary and Submit'** screen
8. Review the payment summary, ensuring the file balances with your payroll system. Click **'Confirm and Send'**
9. If you have not set up Direct Debit[1] arrangements, then make your payment using the **Direct Credit or BPAY®** details provided on the **'Summary & Submit'** screen.

The **save and hold** function will lock your file for editing while you organise payment. The file can only be unlocked by the same user.

Re-use a previous contribution

This option will duplicate a submitted batch with the same contribution values prefilled. It will only load the data and contributions of current members as stored in Employer Direct.

1. Select **'Re-use a previous contribution file'** from the **Dashboard**
2. Enter the pay cycle for your contributions
3. Select the previous contribution file that you wish to reuse
4. Enter a **new filename** with an identifier of your choosing (e.g. pay cycle number)
5. In the **'Review'** screen, you will need to ensure the super contributions amounts for your employees are still correct for the current pay cycle
   Click **'Add Member'** to enter details for any new employees with your organisation
6. When your file is ready, and all errors are cleared, click **'Next'** and move to the **'Summary and Submit'** screen
7. Review the payment summary, ensuring the file balances with your payroll system, then select **'Confirm and Send'**
8. If you have not set up Direct Debit[1] arrangements, then make your payment using the **Direct Credit or BPAY®** details provided on the **'Summary & Submit'** screen.

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1 View Direct Debit details in **Employer Details** in Employer Direct portal.

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Reporting on super payments

Our portal provides employers with complete **SuperStream** reporting functions. You can retrieve **SuperStream** response messages as they are received from any superannuation fund, and either view onscreen or download these messages.

Reports

The **'Reports'** button, available from the **Dashboard**, provides employers with the ability to search and filter super payments, and retrieve SuperStream responses from superannuation funds.

Filters

Date filters: Choose either a pre-set filter or choose a date range. These dates refer to the date that the files were submitted.

Message type: Contributions messages provide outcome responses regarding the successful/unsuccessful receipt of funds and fund data.

Member messages: Provide outcome responses regarding the successful/unsuccessful matching of member data. These messages also contain fund **member numbers**.

Feedback

No feedback: No response received from the fund. This may change as SuperStream data is updated.

Info: Usually indicates successful processing of members' contributions. This may include **new fund member numbers**.

Error: Indicates unsuccessful processing of members' contributions and should be accompanied by **refund**.

Warning: Indicates successful processing of members' contributions with minor data discrepancies. This may include **corrected fund member numbers**.

Other filters: You may use the other available filters to identify responses for specific employees or from specific funds.

View report output

Group messages by: You may choose to sort the data by certain criteria before selecting **'Search'**. **'Date Initiated'** is the default option.

On screen: Once the data is generated, you can select the box displaying the number of messages for either member or contributions. This will open a table where you can select individuals for more information.

Download: You can download the same data as a CSV by selecting the **download** button on the far right of the output line. This will offer the option to download **'With Responses'** to see response messages. This will allow you to extract **fund member numbers** to update your payroll system.

> SuperStream response messages and payment statuses are also available from the **'Contribution History'** screen after each super batch has been submitted.

Payments

The **Payments** button, available on the **Dashboard**, allows employers to view the details and payment processing status of submitted superannuation batches. This screen can also help you identify **refunded monies** or **dishonoured payments**.

Payment screen filters

The payment screen filters can assist in narrowing your superannuation batch search before selecting **'Search'**.

Viewing Payment Search Output

Once your search results are displayed, you can **expand** and minimize the details using the **plus** and **minus** symbols.

Refer to the **status** displayed to determine if the batch has been processed, and if there are any returned monies.

Status	Description
Employer Batch Submitted	Details the total batch payment you have made to the superannuation clearing house, and the date and status of this transfer.
Employer Payments Cleared	Shows the date the funds have cleared with the clearing house.
SMSF Payment Cleared	Shows the status of each Self-Managed Super Fund payment included in the batch. Payments are groups and not per employee.
APRA Fund Payment Sent	Shows the status of each APRA-regulated superannuation fund payment included in the batch. Payments are grouped and not per employee.
Default Fund Payment Sent	Shows the status of each default superannuation fund payment included in the batch. Payments are grouped and not per employee.
SUBSIDY	Refers to monies transferred to a defined benefit (Queensland Government only).
Returned or dishonoured payments	May be found using the Payment screen. Expand all **fund payment sent** boxes and select **Ctrl+F**. Search for a $ amount or payment reference if provided. A red 'X' will indicate a failed payment.
Self-managed super funds	Do not have to provide SuperStream responses but may sometimes provide incorrect error messages. Please always check you have received a refund to your bank account with any errors you receive.

> SuperStream message requirements for super funds are set out by the **Australian Taxation Office**. If you require additional information regarding a message, you must contact the super fund who supplied the message.

Managing employee details

Our portal is more than just a way to make your super payments. It's also a database to store and maintain each of your employee's **SuperStream** data.

This guide will explain how you can use this database to make it easier for you to meet your super obligations.

Add member

You can add your employee's super membership details to the Employer Direct database by either:

Uploading a file

If you upload your contributions, the portal will automatically create a member record based on the data in your file.

Manually keying in a contribution

To add members to a manual file, you must select the **'Add Member'** button below the contribution grid.

You must provide certain member data as per Australian government requirements, however, you should aim to provide as many details as possible.

> **Mandatory member details**
> - Tax file number (if provided)
> - Employee's full name
> - Sex
> - Date of birth
> - Residential address
> - Phone number
> - Super fund ABN
> - Super fund USI
> - Payroll number (if no tax file number).

Edit member

Employers must maintain up-to-date employee information in the portal. You can edit employee member details by either:

Uploading a file

When you upload new employee details on your superannuation file, our portal will match and update the database records based in this new information.

You may be asked to confirm when **key data** is amended for an employee via the **member matching process**.

Manually keying in a contribution

This method will populate a grid of your employees. You can either edit each employee's details in the grid or click the **'View Member Contribution'** button on the employee's grid line. This will bring up the member's details form and you may edit and save their details.

> You can prevent terminated employees from re-populating in your grid by entering an employment end-date on their line in the grid.
>
> You can always re-activate this member by searching for their details in the **'Add Member'** screen.

Employer and User Maintenance

> The **maintenance** options on our portal let you update details about your employer and portal users for your business.

Employer maintenance

The **'Maintain Employers'** button, available on the **Dashboard**, allows users to view or update details about your business.

Search for the relevant business and select the correct result.

Employer details

Employer Master[1] users can edit the following:

- **Contact details** for the payroll representative of the employer.
- **Address details** of the employer headquarters. May be physical or postal address of the organisation.

Save all changes before leaving the page.

> This information will replace any employer details on your upload file, and will be included in super contribution submissions.

Payment details

This section records the preferred super payment method and bank details for your employer.

Employer Master users can edit the following:

- **Payment method** of either direct credit or direct debit
- **Direct Debit account** is the account where money will be debited when the payment method is direct debit
- **Refund to employer bank account** is the account where super refunds/returns will be deposited. This must be supplied by all employers.

Changes made to the **payment details** will not update already submitted files. Money will be returned to the account on record **at the time of submission**.

Manage funds

This section details any default super fund arrangements, and allows you to enter **self-managed super fund** details manually.

Adding an SMSF

1. Click **'Add SMSF'**
2. Enter the ABN, Electronic Service Address (ESA), and bank details provided by your employee and click **'Save'**.

Employer Direct will validate SMSFs against the Australian Business Register, and will populate compliance status and fund names automatically.

> If any SMSF details change, the entry must be deleted and a new entry made.

Schedule pay cycles

This section gives you the option to track the pay cycles due for submission. This section will replace the dates in your upload file if you choose the default cycle option at upload.

The Employer Solutions Team can assist you with managing this section.

Users and user groups

This section shows you the users and user groups associated with an employer.

User can be assigned to the employer as individuals or a group may be created with multiple users, which is then assigned to the employer/s.

The Employer Solutions team can assist you with managing user groups.

Employer preferences

The employer preference details the file upload format required for your super files. This section also allows you to modify the tabs you see in the contribution grid.

Employer user roles

✅ **Access**   👁 **View only**   ❌ **No access**

Function	Employer Master	Employer Admin	Employer Clerical	Read Only
Edit and delete users	✅	❌	❌	❌
Change employer contact details	✅	✅	❌	👁
Edit bank account details	✅	👁	❌	❌
Edit files	✅	✅	✅	👁
Submit files for payment	✅	✅	❌	❌
Create reports	✅	✅	✅	✅

User maintenance

The **'Maintain Users'** button, available on the Dashboard, allows you to view, add, or update the users associated with your employer.

Creating new users

If you have an access level of **Employer Master**, you can add new users for Employer Direct.

1. Select **'Add User'** from the user maintenance screen

2. Enter the user ID and user's name, then select a user role from the table above

3. Enter contact details

4. Make sure your employer user group is showing in the **'User Group Access'** section. If the **'User Groups'** list is empty, click **'Add/Remove User Groups'** to add your user group. Click **'Save'** once complete to save the new user details.

Managing users

The maintenance section lets you update details about your user account. You can also set up new users if your access level is **Employer Master**.

1. Select **'User Details'** from the maintenance section or the **'Maintain Users'** link in the navigation bar

2. From the list, select the user ID you wish to update

3. Update any required changes using the tabs at the top of the screen to navigate to each section. Click **'Save'** to save changes.

Super Contributions Data Guide

Default and non-Queensland Government employers

The Employer Direct portal is compliant with SuperStream legislation. This contribution data guide outlines the data requirements of the fields within the Superannuation Alternative File Format (SAFF). Please see our SAFF contribution file example for the correct file upload formats.

Employer Direct prefills some data, so we don't need all the fields to be completed. Some funds do not accept data in certain fields. Please refer to our key below and the data table for more information.

Data requirement legend

🔵 **Mandatory information**
*indicates only mandatory for QSuper default employers

🟢 **Mandatory in certain circumstances**

🔵 **Optional information**

CSV Column	SAFF Heading	Requirements for QSuper Employer Direct portal		
Superannuation details				
R	ABN	QSuper	60905115063	
		Other Funds	See choice of fund form	
S	USI	QSuper	60905115063002	For arrangements paid to QSuper as the default account
			60905115063001	For employees contributing under open fund arrangements (non-default)
		Other APRA Super Funds	See choice of fund form	For arrangements paid to choice funds
		Leave this field blank for self-managed super funds (SMSF)		
U	Target Electronic Service Address	Required for self-managed super funds (SMSF). See choice of fund form		
AA	BSB Number			
AB	Account Number			
AC	Account Name Text			
Employee personal details				
AH	TFN	Employee tax file numbers must be provided to super funds where the employee has supplied this to the employer		

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Optional information

AI	Person Name Title Text	Accepted values: Mr, Mrs, Ms, Miss, Mx, Dr, Professor			
AK	Family Name	Employee surname			
AL	Given Name	Employee first name/s			
AM	Other Given Name	Employee middle name/s			

AN	Sex Code	Type	Male	Female	Intersex	Not Stated
		Accepted Values	1	2	3	0
			M	F		
			Male	Female	Intersex	Unknown

AO	Birth Date	Employee date of birth: YYYY-MM-DD	
AP	Address Usage Code	Type	Accepted Values
		Residential Address	RES
		Postal Address	POS
		If employee's residential address is known to employer, it must be provided.	
AQ	Address Details Line 1 Text	Employee address – first line	
AR	Address Details Line 2 Text		
AS	Address Details Line 3 Text	Provide if relevant Used for international addresses	
AT	Address Details Line 4 Text		
AU	Locality Name Text	Employee address – city, suburb or town	
AV	Postcode Text	Employee address – Australian postcode	
AW	State or Territory Code	Employee address – Australia state or territory Accepted values: ACT, NSW, NT, TAS, QLD, SA, VIC, WA, AAT	

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Optional information

AX	Country Code	Employee address – country ISO 3166 two-character codes only; e.g. au, gb, nz, in		
AY	E-mail Address Text	Employee's preferred email address		
AZ	Telephone Minimal Number Landline	Must provide either landline or mobile for all employees Must be 10 digits It is a legislative requirement for an employer to supply if they have this on record		
BA	Telephone Minimal Number Mobile	Must provide either landline or mobile for all employees Must be 10 digits It is a legislative requirement for an employer to supply if they have this on record		
BB	Member Client Identifier	Employee's super fund member number if provided Leave blank for new QSuper account holders		
BC	Payroll Number Identifier	Employee unique payroll number		
BD	*Employment End Date	Employee employment end-date Required when Employment End Reason provided		
BE	*Employment End Reason Text	Reason	Accepted Value	
		Resignation	LW	
		Deceased	LD	
		Ill Health	LZ	
		Dismissal	LF	
		Other	LR	
		Must be provided for QSuper account holders upon termination		

Superannuation contribution details

BF	**Pay Period Start Date**	Either provided in file or selected in Employer Direct YYYY-MM-DD
BG	**Pay Period End Date**	Either provided in file or selected in Employer Direct YYYY-MM-DD
BH	**$ Super Guarantee Amount**	Superannuation guarantee employer contributions
BJ	**$ Personal Contributions Amount**	Post tax employee voluntary contributions
BK	**$ Salary Sacrificed Amount**	Pre-tax employee voluntary contributions
BL	**$ Voluntary Amount**	Employer contributions in addition to superannuation guarantee contributions
BP	***Employment Start Date**	Employee employment start date YYYY-MM-DD
BV	**$ Annual Salary for Insurance Amount**	Employee annual salary for superannuation purposes Required for all non-casual employees with QSuper Accumulation accounts. This is a 'static' annual superannuable salary for each non-casual employee, defined as base salary plus allowances approved by the Governor in Council (if applicable), and exclusive of any adjustments for periodic errors.
BX	**Occupation Description**	The Australian Bureau of Statistics, Australian & New Zealand Standard of Occupations (six-digit code) is preferred, otherwise free text.
CB	***Employment Status Code**	Full Time, Part Time, Casual or Contractor **Must indicate Casual employees**

		Reason	Accepted Values
CE	***Member Registration Amendment Reason Text**	New Member (default employers)	NM
		Existing Member	EM
		On WorkCover	EW
		LWOP (illness)	EI
		LWOP (Other)	EL
		Must be provided for all QSuper account holders	

Super Contributions Data Guide

Queensland Government employers

The Employer Direct portal is compliant with SuperStream legislation. This contribution data guide outlines the data requirements of the fields within the Superannuation Alternative File Format (SAFF). Please see our SAFF contribution file example for the correct file upload formats.

Employer Direct prefills some data, so not all fields to be completed. Some funds do not accept data in certain fields. Please refer to our key below, and the data table for more information.

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CSV Column	SAFF Heading	Requirements for QSuper Employer Direct portal		
Superannuation details				
R	ABN	QSuper	60905115063	
		Other Funds	See choice of fund form	
S	USI	QSuper	60905115063002	For Queensland Government arrangements paid to QSuper as the default account
			60905115063001	For employees contributing under open fund arrangements (non-government) – non-core government employers only
		Other APRA Super Funds	See choice of fund form	For Queensland Government arrangements paid to choice funds – see Section 15D of *Superannuation (State Public Sector) Act 1990* and non-government arrangements
		Leave this field blank for self-managed super funds (SMSF)		
U	Target Electronic Service Address	Required for self-managed super funds (SMSF). See choice of fund form		
AA	BSB Number			
AB	Account Number			
AC	Account Name Text			

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Left page

Mandatory information
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Mandatory in certain circumstances

Optional information

Employee personal details

AH	TFN	Employee tax file numbers must be provided to super funds where the employee has supplied this to the employer			
AI	Person Name Title Text	Accepted values: Mr, Mrs, Ms, Miss, Mx, Dr, Professor			
AK	Family Name	Employee surname			
AL	Given Name	Employee first name/s			
AM	Other Given Name	Employee middle name/s			
AN	Sex Code	Type	Male	Female	Intersex	Not Stated
		Accepted Values	1	2	3	0
			M	F		
			Male	Female	Intersex	Unknown
AO	Birth Date	Employee date of birth: YYYY-MM-DD			
AP	Address Usage Code	Type	Accepted Values			
		Residential Address	RES			
		Postal Address	POS			
		If employee's residential address is known to employer, it must be provided				
AQ	Address Details Line 1 Text	Employee address – first line			
AR	Address Details Line 2 Text	Provide if relevant Used for international addresses			
AS	Address Details Line 3 Text				
AT	Address Details Line 4 Text				
AU	Locality Name Text	Employee address – city, suburb or town			
AV	Postcode Text	Employee address – Australian postcode			
AW	State or Territory Code	Employee address – Australia state or territory Accepted values: ACT, NSW, NT, TAS, QLD, SA, VIC, WA, AAT			
AX	Country Code	Employee address – country ISO 1366 two-character codes only; e.g. au, gb, nz, in			
AY	E-mail Address Text	Employee's preferred email address			

Right page

Mandatory information
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Mandatory in certain circumstances

Optional information

AZ	Telephone Minimal Number Landline	Must provide either landline or mobile for all employees	
		Must be 10 digits	
		It is a legislative requirement for an employer to supply if they have this on record	
BA	Telephone Minimal Number Mobile	Must provide either landline or mobile for all employees	
		Must be 10 digits	
		It is a legislative requirement for an employer to supply if they have this on record	
BB	Member Client Identifier	Employee's super fund member number if provided	
		Leave blank for new QSuper account holders	
BC	Payroll Number Identifier	Employee unique payroll number	
BD	*Employment End Date	Employee employment end-date	
		Required when Employment End Reason provided	
BE	*Employment End Reason Text	Reason	Accepted Value
		Leaver Transfer (MOG or Government to Government)	LT
		Resignation	LW
		Deceased	LD
		Ill Health	LZ
		Dismissal	LF
		Other	LR
		Must be provided for QSuper account holders upon termination	

Superannuation contribution details

BF	Pay Period Start Date	Either provided in file or selected in Employer Direct	
		YYYY-MM-DD	
BG	Pay Period End Date	Either provided in file or selected in Employer Direct	
		YYYY-MM-DD	
BH	$ Super Guarantee Amount	Member Type	Data
		QSuper Accumulation	Mandatory employer contributions including employer additional
		QSuper Defined Benefit	Do not use
		Choice fund	Mandatory employer contributions including employer additional

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🔵 **Mandatory information** *indicates only mandatory for QSuper default employers   🟦 **Mandatory in certain circumstances**   ⚪ **Optional information**

		Member Type	Data
BI	**$ Award or Productivity Amount**	QSuper Accumulation	Do not use
		QSuper Defined Benefit	Additional employer contributions such as OTE top-ups
		Choice fund	Do not use
BJ	**$ Personal Contributions Amount**	Member Type	Data
		QSuper Accumulation	For Queensland Government arrangements, all post-tax employee voluntary and member standard contributions. For employers making standard contributions, post-tax employee voluntary contributions.
		QSuper Defined Benefit	Post-tax employee voluntary contributions in addition to member standard contributions.
		Choice fund	All post-tax employee voluntary and standard member contributions
BK	**$ Salary Sacrificed Amount**	Member Type	Data
		QSuper Accumulation	For Queensland Government arrangements, all pre-tax employee voluntary and member standard contributions. For employers making standard contributions, pre-tax employee voluntary contributions.
		QSuper Defined Benefit	Pre-tax employee voluntary contributions in addition to member standard contributions.
		Choice fund	All pre-tax employee voluntary and standard member contributions
BL	**$ Voluntary Amount**	Member Type	Data
		QSuper Accumulation	Employer contributions in addition to mandatory contributions
		QSuper Defined Benefit	Do not use
		Choice fund	Employer contributions in addition to mandatory contributions
BP	***Employment Start Date**	Employee employment start date YYYY-MM-DD	

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🔵 **Mandatory information** *indicates only mandatory for QSuper default employers   🟦 **Mandatory in certain circumstances**   ⚪ **Optional information**

BV	**$ Annual Salary for Insurance Amount**	Required for all non-casual employees with QSuper Accumulation accounts. This is a 'static' annual superannuable salary for each non-casual employee, defined as base salary plus allowances approved by the Governor in Council (if applicable), and exclusive of any adjustments for periodic errors. Refer to Appendix 1 for more information.	
BX	**Occupation Description**	[The Australian Bureau of Statistics, Australian & New Zealand Standard of Occupations](#) (six-digit code) is preferred, otherwise free text.	
CA	***Benefit Category Text**	Category	Accepted Values
		QSuper Accumulation	AP
		QSuper Defined Benefit	DB
		QSuper State Plan	SP
		QSuper Police Plan	PP
		Only required for QSuper default arrangements	
CB	***Employment Status Code**	Full Time, Part Time, Casual or Contractor	
CE	***Member Registration Amendment Reason Text**	Reason	Accepted Values
		New Member (default employers)	NM
		New Transfer (MOG or Government to Government)	NT
		New Secondment (Government to Government)	NS
		Existing Member	EM
		On WorkCover	EW
		LWOP (illness)	EI
		Secondment (for DB members)	ES
		LWOP (Other)	EL
		Must be provided for all QSuper account holders	
CF	***$ Defined Benefit Member Pre-Tax Contribution**	Member Type	Data
		QSuper Accumulation	Pre-tax member standard contributions from employers who make standard contributions.
		QSuper Defined Benefit	Pre-tax member standard contributions

● **Mandatory information**
*indicates only mandatory for QSuper default employers

● **Mandatory in certain circumstances**

○ **Optional information**

		Member Type	Data
CG	***$ Defined Benefit Member Post-Tax Contribution**	QSuper Accumulation	Post-tax member standard contributions from employers who make standard contributions.
		QSuper Defined Benefit	Post-tax member standard contributions
		Choice fund	Do not use unless specified
		Member Type	**Data**
CH	***$ Defined Benefit Employer Contribution**	QSuper Accumulation	Do not use
		QSuper Defined Benefit	Mandatory employer contributions including employer additional
		Choice fund	Do not use unless specifically required by another fund
CL	***$ Ordinary Time Earnings**	Ordinary time earnings as defined by the Australian Taxation Office for the contribution period for most employers. For employers with Queensland Government arrangements, use the Ordinary time earnings definition as per Queensland Government guidance.	
		Category	**Value**
CM	***$ Actual Periodic Salary or Wages Earned**	AP	Super salary as defined by QSuper for the contribution period
		DB	Super salary as defined by QSuper for 1 July (does not change until first pay cycle of financial year)
		SP & PP	Super salary as defined by QSuper for 1 October (does not change until first full November pay cycle)
		Choice fund	Not required
CN	**Superannuable Allowances Paid**	The amount of shift allowances paid to the employee in the contribution period. This is only applicable to core Queensland Government employers	
CR	***Full-Time Hours**	Number of hours a full-time employee would work during the contribution period e.g. 72.50	
CS	***Contracted Hours**	Number of hours the employee is contracted to work during the contribution period	
CT	***Actual Hours Paid**	Number of hours the employee is paid for during the contribution period	
DB	***Defined Benefit Member Rate**	Member contribution rate as a percentage of super salary (comprehensive Accumulation and Defined Benefit members only)	

Appendix 1: Annual Salary for Insurance

In this field, report the 'Static' annual superannuable salary for each non-casual employee, defined as base salary plus allowances approved by the Governor in Council (if applicable), exclusive of any adjustments for periodic errors.

Changes to the static salary can be applied in the case of:

- Real-time yearly increases and increments
- Back-dated salary increases (as at the point of change – do not include salary adjustments for backdating)
- Salary changes due to promotion
- A Salary for Superannuation Purposes Agreement being put in place between the employee and employer and provided to QSuper.

For part-time employees, the static salary is to be the contracted salary, for example:

- Full-time salary = $100,000.00
- Employee is 0.8 FTE
- Salary to be reported as $80,000.00. No changes to be made to the part-time salary unless a permanent change is made to their contracted hours.

For changes to part-time ratios that occur within a pay period, report the static salary at the commencement of the reporting period.

Not to be pro-rated for employees stopping or starting employment part way through the pay cycle.

A Salary for Superannuation Purposes Agreement that has been put in place between the employee and employer should not change an employee's Annual Salary for Insurance.

IMPORTANT: Salary for insurance purposes

It's important to provide us with salary information for your non-casual employees who have QSuper Accumulation accounts.

Australian Retirement Trust and your employees may inquire about these salaries from time to time to ensure validity, or to request an updated salary.

Visit **qsuper.qld.gov.au/employers**
for more information.

For help with registering for, or using
Employer Direct, contact us.

employer@qsuper.qld.gov.au

1300 367 845

qsuper.qld.gov.au/employers

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