

FOR EMPLOYERS

Your super responsibilities

As an employer, you're required to provide your employees with a minimum level of superannuation to help them save for retirement.

Who should I pay super?

Generally, you must pay super to an employee on top of their wages if:

- > you pay them \$450 or more (before tax) in a calendar month
- > they are over 18 years old (or under 18 and work at least 30 hours per week)
- > employed on a full-time, part-time or casual basis (including those who are working in Australia temporarily).

You may also need to pay SG for some contractors. Visit ato.gov.au for more on super and contractors.

How much do you need to pay?

The minimum you must pay is currently 9.5% of the employee's ordinary time earnings. This is known as the Super Guarantee, or SG. If your employees are covered by an award or employment agreement which specifies a higher super contribution than 9.5%, you must pay the higher amount.

For help to work out if you need to pay a higher amount because of an award, you can call Fair Work Australia on **1300 799 675** or visit fwc.gov.au

Using ordinary time earnings to calculate SG

For employees with straightforward terms and conditions of employment, working out ordinary time earnings should be simple. But for more complex salary arrangements - with loadings, allowances or commissions for example - working out ordinary time earnings becomes a little more involved.

SG is calculated on ordinary time earnings, while the SG charge is calculated on salary and wages. See the table 'Salary and wages and ordinary time earnings checklist' over the page for more on this.

The checklist on the following page shows the payments that count as salary or wages and ordinary time earnings. It's a summary and provides general guidance only. For more detailed information, please call the Australian Taxation Office (ATO) on **13 10 20** or go to ato.gov.au

Using the maximum contribution base to calculate SG

There's a limit to the amount of employee earnings that you have to pay SG on for an individual employee. This is known as the maximum contribution base and for the 2018/19 financial year, the maximum contribution base is \$54,030 a quarter (or \$216,120 a year).

For employees whose ordinary time earnings are higher than the maximum contribution base, you may still contribute based on 9.5% of ordinary time earnings.

However, unless they are required under an award or agreement, the extra contributions are not compulsory and you should keep in mind concessional contribution limits.

Example

For the 2018/19 financial year, the maximum contribution base is \$216,120 a year (or \$54,030 a quarter). So, for an employee whose ordinary time earnings are \$220,000 a year, an employer can choose to pay SG contributions of either \$20,900 or \$20,531 as calculated below:

1. Using 9.50% of ordinary time earnings:

$$9.50\% \times \$220,000 = \mathbf{\$20,900}$$

2. Using the maximum contribution base:

$$9.50\% \times \$216,120 = \mathbf{\$20,531.40}$$

When to pay super

You pay super for eligible employees calculated from the day they start with you. You must make the payments at least four times a year, by the quarterly due dates.

ATO quarterly due dates for super payments

Payments made by the ATO SG contribution deadline below can be claimed as a tax deduction.

Payment period	SG contribution deadline	SG statement and SG charge due
1 Jul to 30 Sep	28 Oct	28 Nov
1 Oct to 31 Dec	28 Jan	28 Feb
1 Jan to 31 Mar	28 Apr	28 May
1 Apr to 30 Jun	28 Jul	28 Aug

If you don't meet the SG contribution deadline, you'll have to lodge an SG statement the following month by the due date. You'll also have to pay the ATO's SG charge, which is made up of:

- > the SG shortfall amounts, calculated based on salary and wages rather than on ordinary time earnings (payments made after the contributions' deadline may reduce the SG charge you need to pay)
- > interest on the outstanding amount, and
- > an administration fee.

Unlike SG contributions made on time, you're not able to claim a tax deduction for the SG charge.

The SG charge must be paid to the ATO, not to AustralianSuper through the usual channels. You can download the SG charge statement and work out how much you need to pay for each employee using the SG charge statement and calculator tool from the ATO's website at ato.gov.au

Further penalties will also apply if you don't lodge the SG statement and pay the SG charge by the due date.

For other contributions

The timeframe to make other payments is different from when you need to pay SG contributions.

You need to pay an employee's other contributions within 28 days of the end of the month in which the amount was deducted from the employee's pay. For example, if an after-tax contribution was deducted in March, you'd need to make the payment by 28 April.

Reporting super contributions

To help improve the fairness of an employee's eligibility for various Government initiatives – like seniors and pensioners tax offset, HELP repayment and low income super – you need to report on certain super payments you make on behalf of employees.

Generally speaking, you need to list certain super contributions on an employee's PAYG Payment Summary if the employee has 'capacity to influence' the amount or the way it is contributed, in a way that reduces assessable income. For example:

- › Salary sacrifice contributions your employee has asked you to make from their before-tax pay.
- › Additional employer contributions that your employee has specifically negotiated with you.

For example, if an employee negotiates 14% super, then the 9.5% SG contribution isn't reportable but the remaining 4.5% is. However, if additional SG contributions are as a result of a collective agreement or award and not specifically negotiated by an individual employee for themselves, then the extra is not reportable.

Alternatively, if the employee asks you to make extra contributions from their after-tax income, these are not reportable because it will not affect their assessable income.

Providing Tax File Numbers (TFNs)

When an employee starts work with your company, they usually complete an ATO form that contains the employee's TFN. Once they have given you this form, you must pass their TFN on to us:

- › within 14 days of the employee giving you the form, or
- › when you make the first SG contribution on their behalf.

You may be fined \$2,100 if you're late providing an employee's TFN.

Privacy laws do not allow you to give us a copy of the ATO's TFN form but specifically allow you to pass details of the TFN itself onto your employee's super fund.

Salary and wages and ordinary time earnings checklist*

Payment types	Counted as:	
	salary or wages?	ordinary time earnings?
Awards and agreements		
No ordinary hours of work stipulated	Yes	Yes
Overtime where an agreement overrides an award to remove distinction between ordinary and other hours	Yes	Yes
Other overtime	Yes	No
Piece-rates – no ordinary hours of work	Yes	Yes
Shift-loadings – casual	Yes	Yes
Allowances		
Danger allowance	Yes	Yes
Expense allowance expected to be fully used	No	No
On-call allowance for doctors in relation to ordinary hours of work	Yes	Yes
Retention allowance	Yes	Yes
Unconditional extra payments	Yes	Yes
Payment of expenses		
General reimbursement	No	No
Petty cash	No	No
Travel costs	No	No
Unfair dismissal payments	No	No
Workers' compensation – not working	No	No
Workers' compensation – returned to work	Yes	Yes
Leave payments		
Ancillary leave (jury duty, defence forces reserves leave)	No*	No
Annual leave, sick leave or long service leave	Yes	Yes
Parental leave (maternity, paternity, adoption)	No*	No
Termination payments		
In lieu of notice	Yes	Yes
Unused annual leave	Yes	No
Unused long service leave	Yes	No
Unused sick leave	Yes	No
Bonuses		
Bonus relating to overtime only	Yes	No
Christmas	Yes	Yes
Ex-gratia but relating to ordinary hours of work	Yes	Yes
Performance	Yes	Yes

* While not part of salary or wages for SG calculations, these may be salary or wages for income tax purposes.

Source: ato.gov.au

For more information

For further information, contact the ATO on **13 10 20** between 8am and 6pm AEST/AEDT weekdays or visit ato.gov.au/super



This fact sheet was issued in November 2018 by AustralianSuper Pty Ltd ABN 94 006 457 987 AFSL 233788, Trustee of AustralianSuper ABN 65 714 394 898 and may contain general financial advice that does not take into account your personal objectives, situation or needs. Employers should source technical/professional advice that meets their own needs and addresses their own obligations and specific circumstances. Before making a decision about AustralianSuper, consider your financial requirements and read the Product Disclosure Statement, available at australiansuper.com/pds or by calling **1300 300 273**.