AustralianSuper

Five checks before you submit Payday Super contributions

Reduce errors, avoid rework and keep contributions on track.

1. Check employee details

Confirm employee information is complete and up to date to help ensure contributions are processed and allocated correctly. Avoid using placeholder information. If an optional field can't be completed accurately, leave it blank. Check:

- ☐ Full name
- ☐ Date of birth
- ☐ Residential address
- ☐ Member number
- ☐ TFN (if the employee has provided it)

Tip: If an employee updates their details with you, remind them to update them directly with their super fund too. Most super funds cannot accept member detail changes from employers.

2. Validate super fund details

Check employee super fund information has been recorded correctly to help keep contributions moving smoothly and reduce the risk of rejected records. Check:

- ☐ Super fund name
- ☐ Member number
- ☐ Unique Superannuation Identifier (USI)
- ☐ Employee choice of fund information
- ☐ For Self-Managed Super Funds (SMSFs): ABN and Electronic Service Address (ESA) details are recorded correctly

3. Review contribution information

Before submitting, confirm contribution information is correct and contribution data matches the payment being submitted. Check:

- ☐ Contribution period start and end dates
- ☐ Contribution type (super guarantee, salary sacrifice, personal contributions or other employer contributions)
- ☐ Contribution amount

4. Keep business details consistent

Business details should be consistent across your payroll software, clearing house and AustralianSuper employer records to help avoid processing delays. Check:

- ☐ Business name
- ☐ ABN (must be the same ABN used to report Single Touch Payroll)
- ☐ Employer ID
- ☐ Banking information

Don't forget: If AustralianSuper is your default fund, make sure your default fund registration details are recorded in your payroll system or clearing house. This helps ensure employees who choose to join AustralianSuper receive the right information and support.

5. Know your payment deadlines

Super contributions, along with accurate and complete contribution data, must be paid at the same time you pay salary and wages. Contributions must generally reach the employees' super funds within 7 business days of payday, or 20 business days for new employees and employees who have changed super funds. This allows for processing time through clearing houses. Once received, the super fund must allocate contributions to members' accounts (or return them if they can't be allocated due to missing or incorrect member or payment details) within 3 business days.

Remember: State and territory-wide public holidays are not business days for Payday Super deadlines. Regional and local public holidays still count as business days.

Learn more

Scan the QR code or visit **australiansuper.com/payday-super**

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