

Changes in hours worked

Which scheme?

SSS Please complete part 1 of this form

SASS Please complete part 2 of this form

What to do

- Use this form to tell us when a member changes employment status so that the accrual of entitlements and contribution rates (if applicable) can be adjusted.
- Use separate parts of the form for each scheme. Part 1 is for SSS members, part 2 is for SASS members.
- Give your employer details and ensure the form is certified by an authorised officer in the box provided.
- Send the completed form to: State Super GPO Box 2181 Melbourne VIC 3001, or email: SASS – SASS_Conts@mercer.com and for SSS - SSS_Contributions@mercer.com

You can use this form, or you can extract it from your database to be sent either by e-business or as a paper copy printout.

Enquiries

Check your *Employer Easy Reference Guide* or contact your employer support officer on 1300 142 708 or via email: STC_Employer@mercer.com

The *Employer Easy Reference Guide* is available on our website: www.statesuper.nsw.gov.au

Definitions

Salary

Is the annual rate payable to an employee for doing their job. It does not include:

- overtime, bonuses or allowances in lieu of overtime
- relieving or higher duties allowance (paid or likely to be paid continuously for less than 12 months)
- expense allowances, allowances for travelling, subsistence or other expenses
- rent, housing or quarters allowance
- equipment allowance
- shift allowance (except to the extent determined in accordance with the Regulations to the Act).

Attributed full-time salary

In the case of part-time employees, it is the annual amount that would be payable to a full-time employee in the same position. In the case of full-time employees, it is their annual salary.

Part-time status

Is when an employee is in part-time employment with a salary paid as a percentage of the full-time salary. The percentage paid is the same as the percentage of time worked compared to the full-time job in the same classification.

If you need help with this form

Contact your Employer Support Officer between 8:30am and 5:30pm AEST from Mon-Fri on 1300 142 708 or email STC_Employer@mercer.com

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				Attributed	Reason for change in hours worked please tick (see below for further information)				End date
Employee's given names	Employee's family name	Member number	Payroll number	full-time annual salary (show in all cases)	(a) Permanent part-time (PPT)	(b) Returning to full-time hours from PPT		Start date	(only required for PTLWOP option c)

Reason for change in hours worked

- (a) Commencement of permanent part-time employment (PPT).
- **(b)** Recommencement to full-time employment after a period of permanent part-time employment.
- (c) Commencement of part-time leave without pay (PTLWOP) for a period of less than 3 months*.

*Please note: If option (c) is selected,

- complete 'End date' in the above table
- ensure employee and employer completes SSS Form 536 LWOP (part-time or full-time) member's election form. The employee must elect whether they wish to be treated as a part-time employee or a full-time employee for superannuation purposes. If no election is received, the employee is automatically treated as a full-time employee during a period of part-time leave without pay and will maintain their units this option can also be advised by submitting an Update Member Details (UMD) form via data entry in the employer web login. Where a member wishes to elect for reduced units or the employer/fund requires formalisation of the leave agreement, the SSS 536 form must be used.

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Part 2 Changes in hours worked - SASS								
Employee's given names	Employee's family name	Member number	Payroll number	Attributed full-time annual salary (show	Part-time annual	Date/s change will be effective		
p				in all cases)	salary	from	to (if known)	

Employer code	Employer name		
I certify that the particulars gi	ven are true and complete.		
rooming mar me parmediane g.			
. comy mar mo paracalare g.	•	Signature of authorised officer	
Name	•	Signature of authorised officer	Date

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