



ACHK
10/14

Preparing for SuperStream

These considerations have been developed to help employers implement a solution for CSS and PSS members. It can be used as a guide to understanding employer's SuperStream obligations in conjunction with the ATO's checklist, available at ato.gov.au/super/superstream. All documents referred to in this document will be provided to employers over the coming year.

Your SuperStream lead

- Has developed a business case or other project initiation process as appropriate for your organisation
- Understands your current contractual arrangements with payroll providers, outsource providers and system integrators
- Has involved your business, IT and security teams
- Has got buy in from your executive team
- Has read the **SuperStream Implementation Guide** and **SuperStream Implementation Models** documents

Your payroll system

- Your payroll provider has been supplied with either the **SAFFE Data Specification** or **XBRL Data Specification** document?
- The changes your payroll system is making for SuperStream have been confirmed and they include the ability to record ABN, USI and bank account details for super funds
- The changes your payroll provider is making to your system meet the needs of CSS and PSS
- If you intend to use a clearing house or gateway for your contributions to other funds, your payroll system is capable of producing a file that your clearing house or gateway can accept
- Your payroll system is capable of producing a SAFF file?

Your business processes/procedures

- Procedures have been set up to verify new employees TFNs using EmployerTICK?
The ATO encourages employers to validate an employee's TFN prior to submitting their first contribution.
- The USI for CSS and PSS have been recorded
The USI for CSS is 19415776361001
The USI for PSS is 74172177893001
- Your organisation's ABN is known
This is required to be sent as part of the eBMS message

Your Government Super at Work

Any financial product advice in this document is general advice only and has been prepared without taking account of your personal objectives, financial situation or needs. Before acting on any such general advice, you should consider the appropriateness of the advice, having regard to your own objectives, financial situation or needs. You may wish to consult a licensed financial advisor. You should also obtain a copy of the relevant **Product Disclosure Statement** and consider its contents before making any decision regarding your super.

Commonwealth Superannuation Corporation (CSC) ABN: 48 882 817 243 AFSL: 238069 RSEL: L0001397
Trustee of the Commonwealth Superannuation Scheme (CSS) ABN: 19 415 776 361 RSE: R1004649
and Public Sector Superannuation Scheme (PSS) ABN: 74 172 177 893 RSE: R1004595.

Your outsourcing arrangements (only applicable to employers whose payroll processes are outsourced)

- Your outsourcing company is able to meet the SuperStream standard as it relates to CSS and PSS? That is:
 - > they can send the CSS/PSS specific XBRL fields or produce the SAFFE
 - > they meet your security requirements
- Payment arrangements have been established between yourself and the outsourcer
So that the payment can be made on the same day the contributions are reported
- Your outsourcing company can fulfil its SuperStream obligations in relation to contributions it makes to other superannuation funds

Gateways/clearing houses

- You have selected a clearing house or gateway for your contributions to other superannuation funds
- The clearing house or gateway is compatible with your payroll system
- Your clearing house or gateway will accept SAFF files

Contribution payments

- You have read the **CSS/PSS Contributions Payment Guide**
- You have made arrangements to ensure that all payments are made electronically
- Procedures have been set up to ensure that the payment is submitted on the same day as the information is submitted via XBRL/ebMS
- You know how your PRN will be generated

Testing

- You have read the **CSS/PSS Test and Onboarding User Guide**
- You know when you are scheduled for testing and onboarding for CSS/PSS
- Your payroll provider is ready for your testing and onboarding for CSS/PSS

Security

- Your Information Technology Security Advisor is involved
- If you are using a clearing house or gateway, they offer a two step authorisation process
- If you are using a clearing house or gateway, they conform to the data sovereignty requirements

 **EMAIL**
members@css.gov.au
members@pss.gov.au

 **WEB**
css.gov.au
pss.gov.au

 **PHONE**
CSS: 1300 000 277
PSS: 1300 000 377

 **OVERSEAS CALLERS**
CSS: +61 2 6272 9621
PSS: +61 2 6272 9622

 **POST**
CSS/PSS
GPO Box 2252
Canberra ACT 2601

 **FAX**
CSS: (02) 6272 9612
PSS: (02) 6272 9613