

Onboarding – Superannuation Choice of Fund

Introduction

This guide describes how to specify Superannuation Choice of Fund options in the Onboarding form.

Procedure

Log in to SSO

1. Click on the **Onboarding** tile.



2. Click on **Personal Details** and select **Super Choice of Fund**.



3. Select the option appropriate to your personal choice and situation.

Please make a selection

- I am an existing UniSuper member and would like the University to contribute to my UniSuper fund.
- I would like to join UniSuper.
- I would like to nominate an alternative superannuation fund.
- I will advise the University of my choice of superannuation fund within 14 days of commencement.

Option 1: I am an existing UniSuper member and would like the University to contribute to my UniSuper fund

4. **(Optional)** if you know your UniSuper fund type, please indicate it here.

Please make a selection

- I am an existing UniSuper member and would like the University to contribute to my UniSuper fund.
- I would like to join UniSuper.
- I would like to nominate an alternative superannuation fund.
- I will advise the University of my choice of superannuation fund within 14 days of commencement.

Superannuation Details

Please specify your UniSuper fund type if you know it (optional)

- Accumulation
- Defined Benefit Fund

5. Click **Save**.

Option 2: I would like to join UniSuper

4. Take note of the links and additional information.

Please make a selection

- I am an existing UniSuper member and would like the University to contribute to my UniSuper fund.
- I would like to join UniSuper.
- I would like to nominate an alternative superannuation fund.
- I will advise the University of my choice of superannuation fund within 14 days of commencement.

Superannuation Details

More information and the [Accumulation 1 Product Disclosure Statement \(PDS\)](#) is available at unisuper.com.au. The University of Adelaide will set up your account with UniSuper, so at this stage there is nothing you need to do. If you'd like to make changes to your account, please download, complete and return to UniSuper the Changing your default options form provided with the PDS. Or once your account is set up you can log in at unisuper.com.au and make changes online. We suggest reading the Accumulation 1 PDS and seeking financial advice before making any changes to your super account.

If you have questions about UniSuper, your contributions or need help with your paperwork, you can make an appointment with your UniSuper on-campus consultant who can provide free, general advice. For more information, visit unisuper.com.au/campusbookings or contact our superannuation consultant at unisuper.com.au.

If you choose to have your employer contributions paid to UniSuper and aren't already a UniSuper member, your new account will be set up in their Accumulation 1 product. If you'd like to join UniSuper's Defined Benefit Division (DBD) and are eligible, you can opt in within 2 years of commencing in your role.

It's important to note, if you are an existing UniSuper Defined Benefit Division (DBD) member, you may not be eligible to choose the super fund to which the super contributions are made, and we may be required to pay the super contributions to UniSuper.

5. Click **Save**.

Option 3: I would like to nominate an alternative Superannuation fund

4. Specify whether you are nominating an APRA superannuation fund or Retirement Savings Account or a Self-Managed Super Fund.

Please make a selection

- I am an existing UniSuper member and would like the University to contribute to my UniSuper fund.
- I would like to join UniSuper.
- I would like to nominate an alternative superannuation fund.
- I will advise the University of my choice of superannuation fund within 14 days of commencement.

Superannuation Details

Please specify your alternative super fund type

- Australian Prudential Regulation Authority (APRA) superannuation fund or Retirement Savings Account (RSA)
- Self-Managed Super Fund (SMSF)

Your recent superannuation fund account details can be accessed via your myGov account <https://my.gov.au/>.

Option 3a: Australian Prudential Regulation Authority (APRA) superannuation fund or Retirement Savings Account (RSA)

5. Search for your fund’s ABN (Australian Business Number) by clicking the magnifying glass.

Please make a selection

- I am an existing UniSuper member and would like the University to contribute to my UniSuper fund.
- I would like to join UniSuper.
- I would like to nominate an alternative superannuation fund.
- I will advise the University of my choice of superannuation fund within 14 days of commencement.

Superannuation Details

Please specify your alternative super fund type

- Australian Prudential Regulation Authority (APRA) superannuation fund or Retirement Savings Account (RSA)
- Self-Managed Super Fund (SMSF)

Nominate your APRA Fund or RSA

Target Fund ABN

Unique Superannuation Identifier

Membership Number

Your recent superannuation fund account details can be accessed via your myGov account <https://my.gov.au/>.

6. Search by ABN or Name* and click the Search button.

*if searching for Name, change the search criteria parameter to “contains” from “begins with”.

Search for: Target Fund ABN

Search Criteria

Target Fund ABN =

Target Fund Name contains

7. Click on the appropriate Search Result to select it, which will fill out the ABN field.

▼ Search Results

Target Fund ABN	Target Fund Name
94615635536	UNIVERSITY OF ADELAIDE SUPERANNUATION SCHEME A 1985

1 row

8. Search for your Fund’s USI by clicking the magnifying glass.

Nominate your APRA Fund or RSA

Target Fund ABN

Unique Superannuation Identifier

Membership Number

Your recent superannuation fund account details can be accessed via your myGov account <https://my.gov.au/>.

9. The USI search results default to those records that match the ABN selected above. Click on the appropriate search result to select it.

Search for: Unique Superannuation Identifier

▼ Search Criteria

Target Fund ABN 94615635536

Unique Superannuation Identfr

Product Name

▼ Search Results

Unique Superannuation Identfr	Product Name
94615635536001	The University of Adelaide Superannuation Scheme A 1985

1 row

10. Enter your Membership Number into the field (leaving the Membership Number blank may result in the creation of a new superannuation account).

Nominate your APRA Fund or RSA

Target Fund ABN

Unique Superannuation Identifier

Membership Number

Your recent superannuation fund account details can be accessed via your myGov account <https://my.gov.au/>.

11. Click **Save**.

Option 3b: Self-Managed Super Fund (SMSF)

- 5. Take note of, and gather, the supporting documentation required for the nomination of a Self-Managed Super Fund.

- 6. Attach the required supporting documentation using the Add Attachment button, following the prompts. Please note that only .jpeg, .jpg and .pdf files are accepted, up to 10 MB in size.

- 7. Click the Add Attachment button.

- 8. Click on the My Device icon.



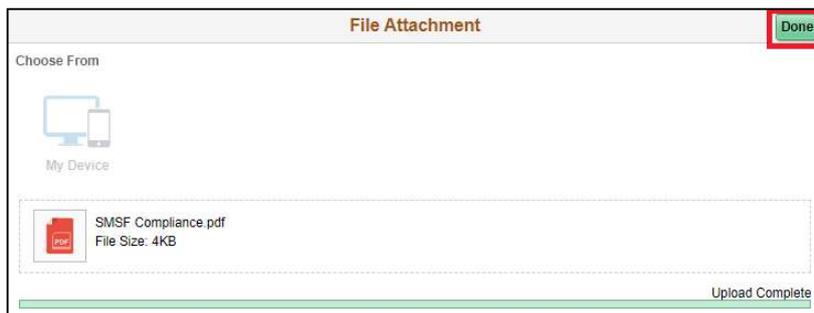
- 9. Select the file to upload (files must be selected for upload one at a time).

Name	Date modified	Type	Size
▼ Today (3)			
SMSF Compliance.pdf	20/10/2021 9:56 PM	Adobe Acrobat D...	5 KB
SMSF Account Details.pdf	20/10/2021 9:50 PM	Adobe Acrobat D...	5 KB
SMSF Trustee Letter.pdf	20/10/2021 9:50 PM	Adobe Acrobat D...	5 KB

10. Click the Upload button.



11. Once the upload has completed, click the Done button.



12. Repeat steps #7 to #11 until all necessary documentation has been attached.

Attachments		3 rows
Attached File	View Attachment	
SMSF_Compliance.pdf	<input type="button" value="View Attachment"/>	<input type="button" value="−"/>
SMSF_Trustee_Letter.pdf	<input type="button" value="View Attachment"/>	<input type="button" value="−"/>
SMSF_Account_Details.pdf	<input type="button" value="View Attachment"/>	<input type="button" value="−"/>

13. Click **Save**.

Contact us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au