



Staff Services Online To Setup or Change Voluntary Super Contributions

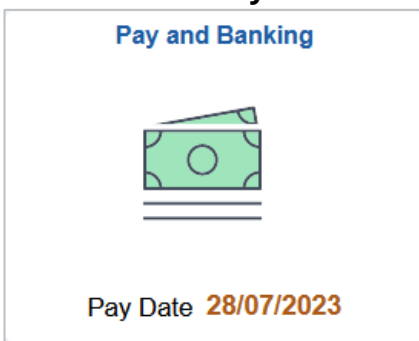
Introduction

This guide assists Staff on how to Setup or Change Voluntary Superannuation Contributions in Staff Services Online (SSO).

Procedure

Log into SSO

1. Click on the **Pay and Banking** tile.



Voluntary Super Contributions

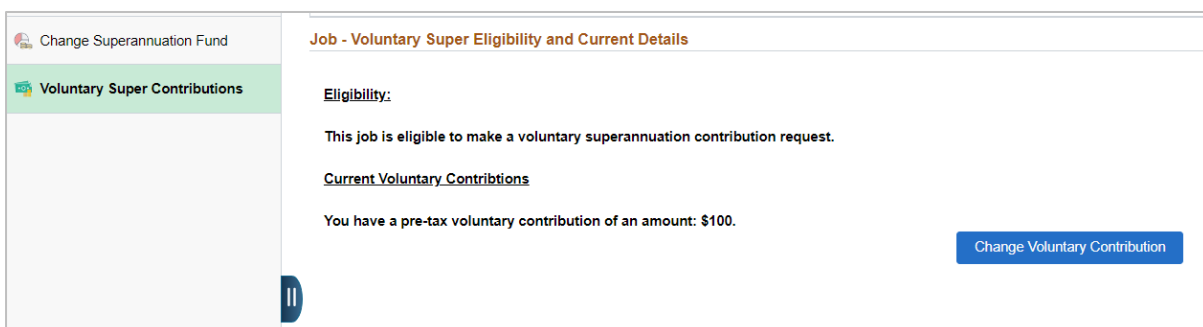
Click on **Voluntary Super Contributions** to see if you are eligible.

Eligibility – Indicates if you are eligible to make a voluntary contribution

Current Voluntary Contributions - Indicates whether you currently have voluntary contributions.

If you change your Superannuation Plan, any Voluntary Contributions that you may have will be ended and will need to be submitted after you have changed to your new Superannuation Plan.

You can change your Voluntary Contributions once per pay period.



If you have an existing Voluntary Contribution, you will have the option to change the amount or end it.

Cancel
Voluntary Superannuation Contribution Details
Save

Instructions

Voluntary Contribution changes are applicable from the pay period on which the change requested is updated in the system.

Please note you can request only one change per pay period.

You can select either of the below options

- If you have an existing Voluntary Contribution. You can choose to end the existing contribution. Choose this only if you want to end all voluntary contributions
- Add/Change Voluntary Contributions : Select this option if you want to start a new Voluntary Contribution or change an existing Voluntary Contribution

Current Voluntary Contribution Details

You have a pre-tax voluntary contribution of an amount: \$100.

Please make a selection

Change Voluntary Contributions
 End Voluntary Contribution

New Voluntary Contribution Details

Is it a Pre or After Tax Contribution

Amount

Percentage

(Please enter either an amount or a percentage.)

If you do not have an existing Voluntary Contribution, you will have the option to initiate one. by clicking on 'Change Voluntary Contribution'

Change Superannuation Fund
Job - Voluntary Super Eligibility and Current Details

Change Superannuation Fund

Voluntary Super Contributions

Eligibility:

This job is eligible to make a voluntary superannuation contribution request.

Current Voluntary Contributions

You do not have a voluntary superannuation contribution.

Change Voluntary Contribution

Select the voluntary option and complete the required information.

Cancel
Voluntary Superannuation Contribution Details
Save

Instructions

Voluntary Contribution changes are applicable from the pay period on which the change requested is updated in the system.

Please note you can request only one change per pay period.

You can select either of the below options

- If you have an existing Voluntary Contribution. You can choose to end the existing contribution. Choose this only if you want to end all voluntary contributions
- Add/Change Voluntary Contributions : Select this option if you want to start a new Voluntary Contribution or change an existing Voluntary Contribution

Current Voluntary Contribution Details

You do not have a voluntary superannuation contribution.

Please make a selection

Change Voluntary Contributions
 End Voluntary Contribution

New Voluntary Contribution Details

Is it a Pre or After Tax Contribution

Amount

Percentage

(Please enter either an amount or a percentage.)

You can select **After Tax** or **Pre-Tax** Voluntary Contributions.

Voluntary Superannuation Contribution Details

Instructions

Voluntary Contribution changes are applicable from the pay period on which the change requested is updated in the system.

Please note you can request only one change per pay period.

You can select either of the below options

- If you have an existing Voluntary Contribution. You can choose to end the existing contribution. Choose this only if you want to end all voluntary contributions
- Add/Change Voluntary Contributions : Select this option if you want to start a new Voluntary Contribution or change an existing Voluntary Contribution

Current Voluntary Contribution Details

You have a pre-tax voluntary contribution of an amount: \$470.

Please make a selection

Change Voluntary Contributions
 End Voluntary Contribution

New Voluntary Contribution Details

Is it a Pre or After Tax Contribution
Amount
Percentage

(Please enter either an amount or a percentage.)

Continuing and Fixed Term staff can then enter EITHER a \$ Amount or a Percentage, **casual staff can only enter a Percentage.** After entering the amount/percentage please 'Save' the page.

Voluntary Superannuation Contribution Details

Instructions

Voluntary Contribution changes are applicable from the pay period on which the change requested is updated in the system.

Please note you can request only one change per pay period.

You can select either of the below options

- If you have an existing Voluntary Contribution. You can choose to end the existing contribution. Choose this only if you want to end all voluntary contributions
- Add/Change Voluntary Contributions : Select this option if you want to start a new Voluntary Contribution or change an existing Voluntary Contribution

Current Voluntary Contribution Details

You have a pre-tax voluntary contribution of an amount: \$470.

Please make a selection

Change Voluntary Contributions
 End Voluntary Contribution

New Voluntary Contribution Details

Is it a Pre or After Tax Contribution

Amount
Percentage

(Please enter either an amount or a percentage.)

You will receive an **email** advising you that your Superannuation changes have been processed and confirming when the changes will be effective.

Dear

The voluntary superannuation change request submitted by you has been processed successfully.

Request Type: Change Voluntary Contributions

New Contribution: A pre tax contribution of an amount \$

The changes would start from Payment Date:

The University of Adelaide, AUSTRALIA 5005

Note: Please do not reply to this email. This mailbox does not allow incoming messages.

Contact Us

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