



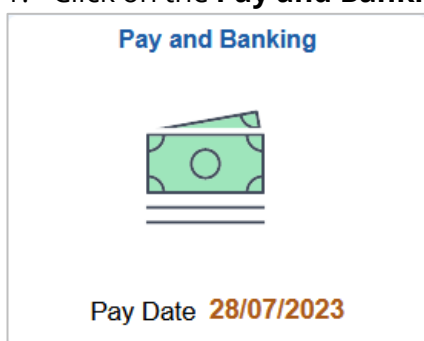
Introduction

This guide assists Staff on how to change your Superannuation Fund and Voluntary Contributions in Staff Services Online (SSO).

Procedure

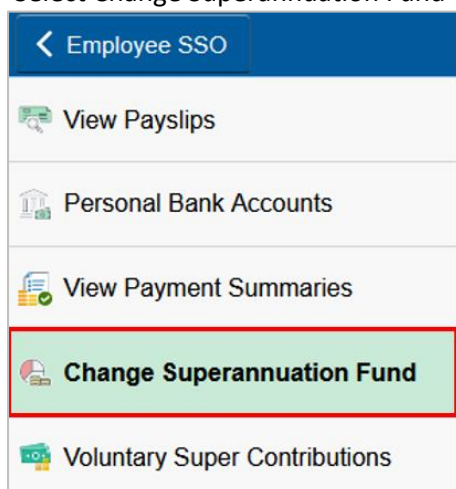
Log into SSO

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



2. **To Change your Superannuation Fund**

Select Change Superannuation Fund



You will see your current Superannuation Fund and the Date it is Effective From.

Current Superannuation Details

Current Plan Effective From 12/09/2016
Current Superannuation Fund Unisuper Ltd

Voluntary Super Contributions

Any voluntary super contributions will cease at the time your Superannuation Plan changes. If you still intend to make voluntary contributions, please go to the Voluntary Super Contributions menu and submit changes once your superannuation plan has been successfully updated.

[Change Superannuation Plan](#)

Choice of Fund

Depending on which Superannuation Fund you are currently on, you have a choice to either join UniSuper or an alternative Superannuation Fund.

If you are on UniSuper as a DBD (Defined Benefit Division) member, then you are not permitted to change your Superannuation Fund.

You can only request to change your Superannuation Plan once every 12 months so if you try within 12 months you will see the message below.

Change Superannuation Fund

Current Superannuation Details

Current Plan Effective From 25/03/2023
Current Superannuation Fund AUSTRALIANSUPER

[Change Superannuation Plan](#)

You cannot make a request to change your superannuation plan within 12 months of your last change. You cannot proceed with a superannuation change request currently. Please contact the HR Service Center to proceed.

[OK](#)

Australian Prudential Regulation Authority (APRA) or Retirement Savings Account (RSA) Fund

To Select Australian Prudential Regulation Authority (APRA) or Retirement Savings Account (RSA) Fund.

New Superannuation Plan

[Cancel](#) [Submit](#)

Please make a selection

I would like to join UniSuper
 I would like to nominate an alternative superannuation fund.

Please specify your alternative super fund type

APRA or RSA Fund
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 [Q](#)

Unique Superannuation Identifier [Q](#)

Membership Number

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

Click on the Target Fund ABN lookup and input either the **ABN** or **Fund Name** to search. If you do not know the correct name, changing the Target Fund Name search parameter to “contains” as shown below may help.

[Cancel](#) **Lookup**

Search for: Target Fund ABN

Search Criteria

Target Fund ABN = 0

Target Fund Name contains HOST

[Search](#) [Clear](#)

Search Results

1 row

Target Fund ABN	Target Fund Name
68657495890	THE TRUSTEE FOR HOST PLUS SUPERANNUATION FUND

Click on the Unique Superannuation Identifier lookup to select your fund.

[Cancel](#) **New Superannuation Plan** [Submit](#)

Please make a selection

I would like to join UniSuper

I would like to nominate an alternative superannuation fund.

Please specify your alternative super fund type

APRA or RSA Fund

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/>.

Input your Membership Number.

[Cancel](#) **New Superannuation Plan** [Submit](#)

Please make a selection

I would like to join UniSuper

I would like to nominate an alternative superannuation fund.

Please specify your alternative super fund type

APRA or RSA Fund

Australian Prudential Regulation Authority (APRA) superannuation fund or Retirement Savings Account (RSA)

Self-Managed Super Fund(SMSF)

Nominate your APRA Fund or RSA

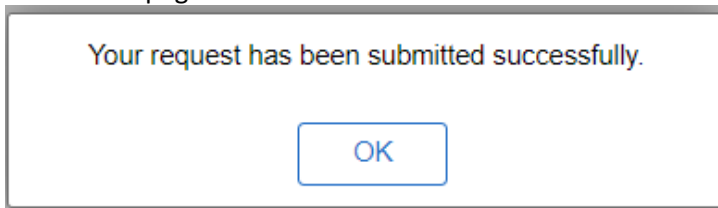
Target Fund ABN 68657495890

Unique Superannuation Identifier HOS0100AU

Membership Number 123456789

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

Submit the page.



Self- Managed Super Fund (SMSF)

To Select Self-Managed Super Fund (SMSF) follow the instructions below and attach the required documents.

[Cancel](#) **New Superannuation Plan** [Submit](#)

Please make a selection

I would like to join UniSuper

I would like to nominate an alternative superannuation fund.

Please specify your alternative super fund type

APRA or RSA Fund

Australian Prudential Regulation Authority (APRA) superannuation fund or Retirement Savings Account (RSA)

Self-Managed Super Fund(SMSF)

Upload Supporting Documents

Please upload the following supporting documentation:

- A document confirming the SMSF is an ATO regulated super fund.
- A letter from the trustee confirming that the fund will accept contributions from your employer.
- A document providing the following SMSF details:
 - Fund ABN
 - E-Service Address (ESA)
 - Bank Account Number and BSB

You can locate and print a copy of the compliance status for your SMSF by searching using the ABN or fund name in the Super Fund Lookup service at <http://superfundlookup.gov.au/>

[Add Attachment](#)

Please note that only .jpeg, .jpg and .pdf files upto 10 MB are accepted.

Attachments

No Attachments Found.

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

Contact Us

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