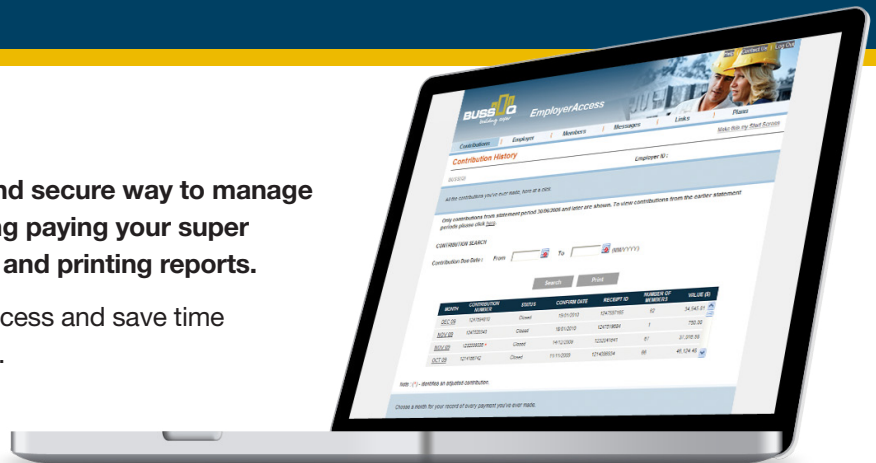


# EMPLOYERACCESS

## TOP TIPS

EmployerAccess is a super convenient and secure way to manage your super administration online, including paying your super contributions, updating employee details and printing reports.

To help you get the most out of EmployerAccess and save time on pay days, we've come up with a few tips.



### TIP 1

#### LINK YOUR PAYROLL FILE TO EMPLOYERACCESS

Did you know you can feed superannuation data direct from your payroll file into BUSS(Q) via our EmployerAccess link? Many of our larger employers (with 20 plus employees) use this option to great advantage. Take the time to set it up now, to save you time in the future.

Make it easy on yourself and contact your local Employer Representative to get this working for you. Our dedicated IT specialist will help you with the setup process each step of the way.

### TIP 2

#### ENSURE YOU ENTER FULL INFORMATION

Incomplete or incorrect data can cause problems when loading your data. Compliance and legal issues mean there are some “must have” details we need in order to accept your file and keep the data accurate.

- **Date of Birth.** There are age limits for super contributions. We must have a valid date of birth for all members on your remittance.
- **Tax File Number.** No TFN can mean your employee may pay more tax on their contributions and any after-tax contributions can be rejected as well.
- **Salary Sacrifice** contributions now need to be reported on the End-of-Year Payment Summary for each employee. Record them as you go.
- **Start dates matter.** Do you need to back-pay contributions? Remember, you can only back-pay as far back as the date in the employees “date employment commenced” field.
- **Address details.** Help us keep in touch with our members. If one of your employees moves house, simply update their new address details when you process your contribution return on line.



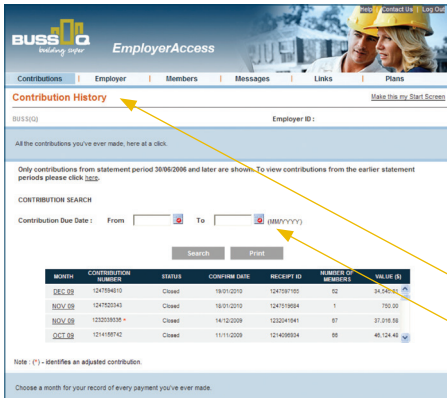


### TIP 3

## MAKE SURE YOU TELL US WHEN AN EMPLOYEE HAS LEFT YOUR ORGANISATION

Terminate employees online by giving us their termination date and we'll remove them off your file.

To terminate a member, simply click on the terminate button next to the members details here. Then enter the relevant termination date along with the reason they are leaving and hit save.



### TIP 4

## USE OUR REPORTING FUNCTION

Make hard-work history. Our reporting function allows you to create reports detailing past payments.

- Step 1. Click on the 'Contributions' down box and choose contribution history.
- Step 2. Enter the time period that you wish to check your contributions for , eg 1 July 2008 to 30 June 2009, and hit the search button to bring up the information. You may then print this information for your records if you wish.

### TIP 5

## CHOOSE THE PAYMENT OPTION THAT SUITS YOUR BUSINESS NEEDS

What payment method works best for you? EFT? BPay? Self initiated Direct Debit? It's your choice. BUSS(Q) offers employers the flexibility to choose the payment method that best suits your business needs.

## SOME ADDITIONAL TIPS TO HELP YOU GET THE MOST FROM YOUR INTERNET CONNECTION

- Ensure your browser doesn't block pop-ups.
- Having a Yahoo or Sensis search bar enabled means you may be using their default pop-up blockers as well, so it's good to check this too.
- Using an unusual browser? We find Internet Explorer links best to BUSS(Q) online services
- Interrupted when you are joining or registering as a new company? Make use of the "save and come back later" button at the very bottom of the page to avoid duplicating data.

**If you have any questions about using EmployerAccess, please feel free to contact your local BUSS(Q) Employer Representative by calling us on FREECALL 1800 657 216 and we'll be happy to help you.**

### IMPORTANT INFORMATION

The advice supplied in this fact sheet is general advice only and does not take into account or consider your personal objectives, financial situation or needs. Before acting on this information, you should consider the appropriateness of the information to your individual needs or seek independent advice from a properly qualified professional. BUSS(Q) has partnered with Money Solutions to offer BUSS(Q) members financial advice in relation to their superannuation at no extra cost to the member, as the cost for this advice is included in the fund's administration fees. Before acquisition of a BUSS(Q) product, a Product Disclosure Statement should be obtained. A copy of BUSS(Q)'s Financial Services Guide and Product Disclosure Statements may be downloaded from the BUSS(Q) website [www.bussq.com.au](http://www.bussq.com.au) or you can request a copy by contacting BUSS(Q) on FREECALL 1800 657 216. Licence and registration numbers for: BUSS(Queensland) Pty Ltd ABN 15 065 081 281; AFS Licence 237860; BUSS(Q) ABN 85 571 332 201.

