

SUPERANNUATION PROCEDURE

PURPOSE

This procedure outlines the manner in which Monash University ('us', 'our' or 'we') meets its superannuation obligations to all employees. UniSuper is the required recipient fund for superannuation purposes under the relevant Enterprise Agreements. UniSuper is the industry super fund dedicated to employees working in the higher education and research sector.

SCOPE

This procedure applies to academic, professional, casual, sessional and trades and services employees, herein collectively referred to as 'you' for the purpose of this procedure.

PROCEDURE STATEMENT

1. Superannuation obligations

- 1.1 We are required to make superannuation contributions equivalent to 17% of superannuable salary into UniSuper's Defined Benefit Division/Accumulation 2 scheme if you are employed in one of the following designated superannuable classifications:
 - Employees who are appointed from recurrent funds on a fraction on 0.5 or greater and who hold (i) a continuing appointment; (ii) a single fixed-term appointment for two or more years; or (iii) who have been employed on continuous fixed-term appointments for five consecutive years.
 - Fixed-term research-only employees who, following 29 January 2010 have reached the years of continuous service outlined in [clause 27\(d\)](#) of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 are eligible to make an application for membership into UniSuper's Defined Benefit Division/Accumulation 2 scheme. If you wish to apply, you should email a completed UniSuper Defined Benefit/Accumulation 2 application form to pay-admin@monash.edu.
- 1.2 If you are a fixed-term research-only employee who has at least twelve months' continuous service, you are eligible to apply for membership on the same basis as continuing employees subject to us being satisfied that full and adequate provision is included in the funding arrangements for the position such that the full employer contribution can be met from other than recurrent funds of the University. Refer to [clause 27\(c\)](#) of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014. You should discuss this option with your immediate supervisor.
- 1.3 If you are not listed in the above classifications, you are eligible to apply for 17% superannuation subject to the availability of funding. You should discuss this option with your immediate supervisor, who should seek advice from their Finance Manager and/or HR Business Partner.
- 1.4 If you do not qualify for 17% superannuation, we are obliged to make applicable superannuation contributions (subject to [minimum thresholds](#)) to UniSuper's Accumulation 1 scheme in line with the Federal Government mandated Superannuation Guarantee, which is currently 9.5% of superannuable salary.
- 1.5 You should note that legislative reference to Choice of Fund does not apply to our employees as the relevant Enterprise Agreements nominate UniSuper as the required recipient fund for superannuation contributions. Further information regarding eligibility for choice of fund can be found on the [ATO website](#).

2. Commencement of employment

- 2.1 If you are a new employee, you are required to make an application to join the appropriate superannuation scheme with UniSuper from your first day of work. You should refer to your employment contract to find out which superannuation scheme is available to you. You will be sent a link with your induction instructions to the relevant [Product Disclosure Statement](#) which contains the application form. It is your responsibility to return the completed superannuation membership forms to pay-admin@monash.edu prior to the commencement of employment.
- 2.2 After a new member record is established in the UniSuper system, UniSuper will issue membership details including information on the superannuation scheme to you.
- 2.3 If you are an existing UniSuper member who is new to Monash, you should email your existing UniSuper membership number to pay-admin@monash.edu. An updated membership form should be completed if any of the following have changed: level of superannuation contributions (9.5% - 17% or vice versa), insurance, investment options or preferred beneficiaries.
- 2.4 If you are interested in rolling over superannuation balances to UniSuper, you should complete the [rollover form](#) available from the UniSuper website.

3. UniSuper accounts

Accumulation 1

- 3.1 This account is where contributions are made by us to all employees who qualify for superannuation contributions but who are not eligible for membership of the Defined Benefit Division/Accumulation 2 scheme. Contributions are made in line with the Federal Government mandated [Superannuation Guarantee](#), which is currently 9.5% of superannuable salary.
- 3.2 Accumulation style superannuation funds give you the choice as to how your super balance is invested. Superannuation balances are influenced by the amount of contributions members make and the performance of investment markets.

Defined Benefit Division

- 3.3 If you are eligible for 17% superannuation, you are initially enrolled in the Defined Benefit Division. You receive a lump sum benefit on retirement based on a predetermined formula. This formula is based on your superannuable salary, service fraction, contribution factor, lump sum factor (age) and years of membership.
- 3.4 If you are eligible for 17% superannuation, you are deemed to have become a member of UniSuper's Defined Benefit Division when the Trustee (UniSuper) accepts a contribution notwithstanding that a membership application form may not have been returned.

Accumulation 2

- 3.5 If you are eligible for 17% superannuation, you have the option to switch to Accumulation 2 membership within the first twenty four (24) months of joining the Defined Benefit Division. If you are a members of the Defined Benefit Division, you can also make additional voluntary contributions to your Accumulation component.

4. Member (employee) contributions

- 4.1 If you are a member of UniSuper's Defined Benefit Division/Accumulation 2, you contribute member contributions at the standard rate of 7% of superannuable salary. Deductions are made from base salary on a fortnightly basis.
- 4.2 By accepting the employment contract, you authorise us to deduct the default 7% (after-tax) member superannuation contributions.

5. Reduction of member (employee) contributions

- 5.1 You have the option to reduce your 7% member contributions under UniSuper's contribution flexibility arrangements and should note that once you reduce your contributions this cannot be reversed at a later date. Please refer to the UniSuper [fact sheet](#) for more information.
- 5.2 You also have the option to salary package your member (employee) contributions and should refer to the [Salary Packaging Procedure](#) for more information.

6. Voluntary contributions

- 6.1 You can make additional voluntary contributions to UniSuper and should note that these contributions are separate from member (employee) contributions. Both post-tax and pre-tax additional voluntary contributions are made to an accumulation account.
- 6.2 If you wish to make post-tax additional voluntary contributions, you should email your request to pay-admin@monash.edu specifying the amount required, and should ensure you are familiar with the [non-concessional contributions cap](#) prior to doing so.

- 6.3 If you wish to make pre-tax additional voluntary contributions, you should complete the online [Salary Packaging Superannuation form](#) and should ensure you are aware of the [concessional contributions cap](#) prior to doing so.
- 6.4 We strongly recommend if you are planning to reduce or make additional contributions to your superannuation that you seek independent financial planning advice from an accredited financial adviser prior to commencing or amending any superannuation arrangements, particularly as some changes cannot be reversed. Individual circumstances vary and you should not rely on the contents of this procedure without first obtaining such advice.

7. Further information

- 7.1 UniSuper has an on-campus consultant who can provide free general advice and help with UniSuper paperwork or answer questions about superannuation. UniSuper can also provide tailored financial advice on a fee-for-service basis. If you wish to utilise either service, appointments can be made [here](#) on the UniSuper website.
- 7.2 You can also register for a range of free [seminars](#) offered by UniSuper held at different campuses, with some [webinars](#) available online. Other information from UniSuper can be obtained directly by contacting their Helpline on 1800 331 685, or through their [website](#).
- 7.3 For further queries regarding superannuation, please refer to [ask.monash](#) or phone Access HR on 990 20400.

8. Breach of procedure

- 8.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Recurrent Funds	Funds received from Government operating grants or funding from fees paid by or on behalf of students.
Relevant Enterprise Agreement	The Enterprise Agreement that applies to a particular employee. The Monash University Enterprise Agreement (Academic and Professional Staff) 2014 will apply to academic and professional employees at the University and, depending on the services provided by a trades and services employee, the Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009 or the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005 will apply.

ADMINISTRATION

Parent policy	Pay, benefits and entitlements
Supporting policies	<ul style="list-style-type: none"> • Employment conditions • Equal opportunity • Ethics Statement • Integrity and respect • Leave and wellbeing • Probation, performance and promotion • Recruitment and appointment
Supporting procedures	<ul style="list-style-type: none"> • Salary Packaging • Retirement (including pre-retirement)
Supporting documents	<ul style="list-style-type: none"> • Accumulation 1 Product Disclosure Statement • Contribution Flexibility Information and Form • Defined Benefit Division/Accumulation 2 Product Disclosure Statement • Monash University Enterprise Agreement (Academic and Professional Staff) 2014 • Monash University Enterprise Agreement (Trades and Services–Building and Metal Trades) 2009 • Monash University Enterprise Agreement (Trades and Services Staff – Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005 • Rollover form • Salary packaging application - Superannuation • Transferring from Defined Benefit Division to Accumulation 2 Information and Form



Legislation mandating compliance

Responsibility for implementation

Approval body Chief Human Resources Officer

Procedure owner Director HR Services & Analytics

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Content enquiries [ask.monash](https://ask.monash.edu) or phone Monash HR on (03) 990 20400