

## End of financial year dates

The end of the financial year is less than 6 weeks away. To help you with your end-of-year planning, we've provided some important dates for you to diarise.

To claim a tax deduction for the 07/08 financial year, the following deadlines apply:

- 30 June 2008 – All cheques and EFTs for contributions need to be received by this date. Our Administrator will accept cheques at their reception area until 2.00pm.
- 20 June 2008 – For those employers using the Super Clearing House (SCH), contributions need to be received by this date.

Supporting documentation for cheque payments and EFT payments should be sent at the time the transaction is made/cheque is issued.

**Note:** If you wish to claim a tax deduction for the 07/08 financial year, you must adhere to the above deadlines. To meet your SG obligations however, you have until 28 July 2008.

For more information or assistance, please contact the Customer Service Centre on 1800 555 024.

## Simple strategies on super

Superannuation industry bodies are urging Australians to focus on contributing to super and ignore recent short-term market fluctuations.

The Australian Institute of Superannuation Trustees has called on the Government to provide more incentives to boost retirement incomes (including the call to make salary sacrifice compulsory) and have highlighted salary sacrifice and the Co-contribution scheme as favourable strategies for most people.

Salary sacrifice contributions are contributions made from your pre-tax salary. Depending on your salary and the amount of the contributions you make, this may help reduce the amount of income tax you pay, in addition to boosting your retirement income.

To find out more about the different superannuation strategies available and our free informative workplace seminars, please refer to the contact details below.

Source: The Age, [www.theage.com.au](http://www.theage.com.au), Salary sacrificed urged

## Public holiday – operating hrs

Our Customer Service Centre will be closed on the Queen's Birthday public holiday, 9 June 2008. The Centre will then return to normal operating hours, 8.00am to 10.00pm (AEST) weekdays.



## Around town

AESuper was proud to attend the recent Annual QRTSA Presidents Dinner, held on Monday, 21 April.

The event, of which AESuper was a joint sponsor, provided a great opportunity to meet some of the QRTSA members and continue our involvement with the industry.

For more information on upcoming QRTSA events, visit [www.qrtsa.com.au](http://www.qrtsa.com.au)

## Ordinary Time Earnings (OTE)

From 1 July 2008, rules governing the calculation of superannuation contributions are changing. We have included a handy factsheet (overleaf) outlining the changes.

## Have your details changed?

When your contact details change (including contact person or email address), please let us know so we can continue to keep you informed.

You can use any of the below convenient methods:

- Email – [info@aesuper.com.au](mailto:info@aesuper.com.au)
- Fax – 1300 880 168
- Online via employer online services or by our form, available online

## Employer Hotline

Phone: 1800 555 024  
Fax: 1300 880 168  
E-mail: [info@aesuper.com.au](mailto:info@aesuper.com.au)  
Website: [www.aesuper.com.au](http://www.aesuper.com.au)

## Our Sales and Service Team

(Representatives of eo Pty Ltd AFSL 232501)  
Robert Wilson 07 3335 5504 Business Development Manager  
Ian Chisholm 03 8605 4431 National Sales Manager



# Super factsheet

## Ordinary Time Earnings (OTE)

From 1 July 2008, all Superannuation Guarantee (SG) contributions must be calculated using ordinary time earnings (OTE) as the earnings base. Employers must pay SG contributions equal to at least 9%. Depending on the work circumstances of the employee, the earnings base may consist of different elements. The new law ensures consistency for all employees. Employers can use the table below to work out which type of payments make up OTE.

Ordinary time earnings (OTE)	Not ordinary time earnings (OTE)
Allowances paid (other than reimbursement of expenses)	Accrued annual leave, long service leave and sick leave paid as lump sum on termination
Casual loading	Annual leave loading
Commission	Benefits subject to FBT (fringe benefits tax)
Directors' fees	Bonuses that do not relate to specific performance criteria (eg Christmas bonuses)
Government wage subsidies (e.g. Jobstart)	Maternity/paternity leave payments
Other bonuses	Other payments made by an employer on termination of employment
Over-award payments	Overtime
Pay for annual holiday leave	Payments in lieu of notice
Pay for long service leave taken	Redundancy payments
Pay for sick leave taken.	Reimbursement of expenses (e.g. travel costs)
Payments to a contractor who is an employee under SG Administration Act 1992 (labour portion only)	Top-up payments (e.g. when serving on jury duty or with Reserve payments)
Workers compensation payments (including top-up payments), where work is performed	Workers compensation payments including top-up payments when no work is performed
Shift loading	

The Australian Taxation Office (ATO) has released a comprehensive checklist for employers, available below. For more information, visit [www.ato.gov.au](http://www.ato.gov.au) or call 13 10 20.

Preparation checklist for employers for 1 July changes	✓
Have you reviewed the earnings base for all your employees to ensure that you are calculating your super contributions based on OTE?	
Have you reviewed the checklist on the Tax Office website ( <a href="http://www.ato.gov.au">www.ato.gov.au</a> ) to identify what is included and excluded from ordinary time earnings? You should use this checklist to update any software or payroll systems you are using as the Tax Office will not be issuing electronic media specifications for OTE.	
If you are paying your employees bonuses, are you including bonuses when calculating the super guarantee (some exceptions do apply e.g. Christmas bonuses)?	
If you are paying your employees allowances, are you including allowances when calculating the super guarantee (there are exceptions for reimbursements or fully expended allowances)?	
If you are paying your employees commissions, are you including these when calculating the SG?	
Have you considered the cost impact on your business, if you are required to increase your contributions?	
Do you have the correct systems in place to handle a change in your super contributions?	
Do you have a strategy in place to inform your employees of possible changes to their super contributions?	