



Australian  
Reward  
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Alliance

# CSS Advice in respect of hours worked by a CSS part time member who is a 'partial contributor'<sup>1</sup>

## Superannuation (Approved Part-time Employees) Regulations

### SECTION A – Member details

YOUR NAME Surname	<input type="text"/>
Given name/s	<input type="text"/>
AGS numbers	<input type="text"/>

### SECTION B: To be completed when a member becomes a partial contributor

Has a Form S542 been signed?  YES  NO [See Super Circular 1987/10, paras S6C & 8 and CSS Training Notes-Permanent Part-Time Membership]

Full-time hours of position  
occupied:  Hours  Minutes per fortnight

Date member commenced  
Permanent Part-time Employment:  DAY /  MONTH /  YEAR

Approved part-time hours at date of  
becoming a partial contributor:  Hours  Minutes per fortnight

Date member became  
'partial contributor'  
[See Note 1]:  DAY /  MONTH /  YEAR

Full time salary rate: \$  [For superannuation purposes  
as at last anniversary]

## Section C: To be completed each time approved hours of duty as a partial contributor are varied [See: Note 2]

Occurrence	Variation							
Previous full time hours	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Hours <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> Minutes per fortnight						
New full time hours (if applicable)	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Hours <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> Minutes per fortnight						
Previous part-time hours of duty	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Hours <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> Minutes per fortnight						
New part-time hours of duty	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Hours <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> Minutes per fortnight						
Date new hours of duty commenced	<table border="0" style="margin: auto;"> <tr> <td style="text-align: center; font-size: small;">DAY</td> <td style="text-align: center; font-size: small;">MONTH</td> <td style="text-align: center; font-size: small;">YEAR</td> </tr> <tr> <td style="text-align: center;"><input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></td> <td style="text-align: center;"><input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></td> <td style="text-align: center;"><input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></td> </tr> </table>		DAY	MONTH	YEAR	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
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Authorised by								
FULL NAME	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>							
Telephone number:	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>						
SIGNATURE	<input style="width: 100%; height: 40px; border: 1px solid black;" type="text"/>							
DATE	<table border="0" style="margin: auto;"> <tr> <td style="text-align: center; font-size: small;">DAY</td> <td style="text-align: center; font-size: small;">MONTH</td> <td style="text-align: center; font-size: small;">YEAR</td> </tr> <tr> <td style="text-align: center;"><input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></td> <td style="text-align: center;"><input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></td> <td style="text-align: center;"><input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></td> </tr> </table>		DAY	MONTH	YEAR	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
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*[Notes on completion of this form are included in the Explanatory Notes on page 3]*

# Explanatory Notes—S551—CSS

“**Partial Contributor**” is defined in the Superannuation (*Approved Part-time*) Regulations as meaning:

- (a) an eligible employee who became, on his or her first day of service, an approved part-time employee and has continued to be, and is, such a part-time employee;
- (b) an eligible employee (other than an eligible employee referred to in paragraph (a)) who is an approved part-time employee and:
  - (i) who has been an approved part-time employee for a continuous period of more than 12 months; or
  - (ii) in respect of whom **ARIA**, being satisfied that there is a likelihood that the eligible employee will continue to be an approved part-time employee for a continuous period that, together with the immediately preceding period (if any) during which the eligible employee has continuously been an approved part-time employee, will exceed a period of 12 months, has given a certificate to that effect specifying the day (not being a day earlier than the day on which the certificate is given) on which the first-mentioned period is to commence; and
- (c) an eligible employee who:
  - (i) is, and has been for a continuous period of not more than 12 months, employed on a full-time basis; and
  - (ii) was, immediately before that period a person to whom paragraph (a) or (b) of this definition applied.

**See also:** Paragraph 6 of Superannuation Circular 1987/10—‘*Superannuation Arrangements for Permanent Part-time Employees*’, and CSS Training Notes—Permanent Part-Time Membership

**Note 1:** Sections A and B should be completed either on the date form S542 is signed, or twelve months from the date of commencement of part-time hours.

**Note 2:** Section C should be completed in the following situations:

- > **Variation** in the recorded part-time hours where the member is a partial contributor; or
- > **Conversion** from part-time hours to full-time hours where the member is a partial contributor; or
- > **Conversion** from full-time hours to part-time hours where the member is still a partial contributor [See subclause (c) above]; or
- > **Variation** in the full-time hours where the member is already a partial contributor (such as when an agency changes from a 73.5 hour to a 76 hour per fortnight base).

**Note 3:** Complete as an original form each time there is a variation and forward **Original** to:

CSS, PO Box 22, BELCONNEN, ACT, 2616

Retain a copy on member’s personal file for record purposes.