

# The Fund Selection process

Fund Selection allows eligible South Australian public sector employees to direct their South Australian Government employer contributions to a complying super fund of their choice.

This process flow is designed to help you understand your role in Fund Selection. It should be read in conjunction with Employer Guide: Fund Selection for the South Australian Public Sector.

## Employer's Human Resources Team

### New employee

A new employee starts, including an employee returning after a break in service  
**Use the Checklist: Is the employee eligible?**

Provide the new employee with Fund Selection Notice immediately

### Existing employee

An existing employee requests a Fund Selection Notice  
**Use the Checklist: Is the employee eligible?**

Provide a Fund Selection Notice within 28 days

### Non-compliant fund

You become aware that you can no longer contribute to a fund, or a fund is non-compliant

If this applies and the employee does not return a new Fund Selection Notice within 14 days of being provided the form, the contributions will default to Triple S

You receive a Fund Selection Notice, and assess the employee's eligibility  
**Use the Checklist: Has the Fund Selection Notice been completed correctly?**

A valid fund selection has been made when the employee has correctly completed the approved Fund Selection Notice and provided the necessary information

The form is valid, which means a fund selection has been made

The form needs minor amendments which can be made and accepted by the employee and HR

The form is not valid and the employee is advised to resubmit a valid form

HR team completes Section 6 of the Fund Selection Notice and provides this notice to payroll as soon as possible

## Payroll (Shared Services, other centralised payroll teams, internal payroll teams)

Ensure contributions to the selected fund, including any applicable salary sacrifice contributions, commence within two months of the date the fund selection was made. In the interim, contributions will continue to the employee's existing fund (e.g. Triple S)

Notify Super SA of an employee's fund selection within 14 days of the first contribution to the selected fund (via the contribution remittance process)