

How to top up your super through payroll

Here's a step-by-step guide on how to make before-tax and after-tax contributions to your super through payroll.

What's this about?

- Topping up your super can be easy.
- Extra contributions can make a difference.
- Shout out if you need help.

Step 1. Find the form

The form can be found in two ways:

1 Qantas Super's website

- Go to qantassuper.com.au
- Click on 'Resources'
- Click on 'Forms'
- Click on 'Superannuation Contribution Authority Form (online form)'. This will take you to the online payroll forms page on The Terminal (Qantas intranet)
- Scroll down to 'Superannuation', and click on 'Superannuation Contribution Authority Form'

OR

2 The Terminal

- Go to The Terminal (Qantas intranet)
- In the search bar, type 'Online payroll forms' and click on the link in the search results
- Scroll down to 'Superannuation', and click on 'Superannuation Contribution Authority Form'

The Terminal > My Employment > Forms > Online Payroll Forms


Online Payroll Forms

Payroll Services has launched a program to migrate all paper payroll forms to online. Online forms are an electronic form which can only be accessible through The Terminal. It offers the following benefits:

- Online application via The Terminal – no more paper forms and forms will not be lost.
- Can access anywhere, anytime.
- It's dynamic. Only relevant sections will be displayed based on your input.
- Auto population of your basic details based on your eQ HR record
- Allow data to be validated before submission.
- Allow upload of images and files as attachment.
- Auto notification sent to you after you submit the form and when your request has been actioned.
- Allow progress tracking and system audit.

The following forms are now available, these forms will no longer be accepted as a paper form.

Review the general [FAQs](#) or [FAQS for managers](#)

These forms are to be used by employees who are paid by Qantas Payroll Services only.
Qantaslink employees, please visit your forms page or Qantaslink Finance.

Payroll Forms	All Leave Types
Payroll Deduction Authority	Annual Leave
Private Vehicle Claim Form	Annual Leave Cash Out Form (in conjunction with taking leave)
ASU Meal Allowance Form	Purchase Annual Leave Scheme
Authority to Pay Overtime Form	Long Service Leave
new Ad-hoc Allowance Form	LSL Cash Out Form
Higher Duties Form - for all duration	Application to take LSL in advance
Weekly Attendance Sheet	Parental Leave
Workplace Giving Authorisation Form	Parental Leave Form
SumTotal Access Request Form	Leave Without Pay
 	Leave Without Pay for 1 Month or Less Form
Groundstar	Leave Without Pay for More Than 1 Month Form
GroundStar Contract Roster Change Form	Special Leave
GroundStar Short Term Secondment Form	Special Leave Application Form
Superannuation	
Superannuation Contribution Authority Form	
Superannuation Standard Choice Form	

Click on the link →

Step 2. Enter your details



Superannuation Contribution Authority Form

Purpose: Complete this form if you wish to change your current superannuation contribution arrangement.

This online form will display the relevant sections as you progress. Available options will differ based on your selections and information provided.

If you have any questions, please contact Qantas People Services on 1300 303 411 or email peopleservices@qantas.com.au.

Click [here](#) for an explanation of terms on this form.

Your Details

Your name, work phone and work email address have been pre-populated based on your login to the Terminal. If this information is not correct, please make necessary changes.

This information is sourced from eQ, therefore you should update the details [there](#) too.

Staff Number	<input type="text"/>	*	Pay Group	<	<input type="text"/>	*	▼
					Check Your Payslip for Your PayGroup		
Employee Name	<input type="text"/>		Work Phone		<input type="text"/>	*	
Work Email Address	<input type="text"/>		Best Contact Number		<input type="text"/>		
Super Fund	<input type="radio"/>	Qantas Superannuation Plan - Division	Select...	▼			
	<input type="radio"/>	Choice of Fund*					
	* If you are electing Choice of Fund for the first time, please use the Standard Choice Form.						

This is on your payslip

If you don't know which division you're in, call the Qantas Super Helpline on 1300 362 967

Step 3. Specify if you're making salary sacrifice or post-tax contributions

If you're in Divisions 3A, 5, 6, 7, 10 or Gateway (Accumulation divisions)

What do you want to change? Select multiples if required.

- Change or Commence my Concessional (Pre-Tax / Salary Sacrifice) Contributions <
- Cancel my Concessional (Pre-Tax / Salary Sacrifice) Contributions <
- Change or Commence/Cancel my Non-Concessional (Post-Tax) Contributions <

Select this options to make salary sacrifice contributions

Select to make contributions from your post-tax (after-tax) salary

OR

If you're in Division 1, 2 or 3 (Defined benefit divisions)

Complete this form if you want to make additional contributions **on top** of the compulsory Member Contributions you may already be making.

What do you want to change? Select multiples if required.

- Change or Commence/Cancel my Concessional (Pre-Tax / Salary Sacrifice) Contributions <
- Change or Commence/Cancel my Non-Concessional (Post-Tax) Contributions <
- Change my Compulsory Member Contributions <

Select to make extra salary sacrifice contributions

Select to make extra contributions from your post-tax (after-tax) salary

Select to change pre and post compulsory contributions

Elect Compulsory Member Contributions (Pre / Post Tax)

I elect to contribute my compulsory member contributions:

- pre-tax <
- post-tax

Select to change your compulsory contributions to pre tax or post tax

Step 4. Enter how much you'd like to contribute

If you're salary sacrificing

Enter the amount you'd like to make PER PAY and for how long

Change or Cancel Concessional (Pre-Tax / Salary Sacrifice) Contributions

Please note the amount specified below will be in addition to my applicable compulsory contributions. Please take into consideration any existing deductions you may have when making this decision.

I nominate a % of my applicable salary OR \$ per pay ←

Only fill in the pay period section if you want this to activate for a specific period. Otherwise we will apply the amount or % that you have elected above. Click [here](#) to view the Payroll Calendar.

From the pay period commencing on or after 

To the pay period ending on or after 

Voluntary concessional contributions will then cease.

Cancel my voluntary concessional contributions.

Complete this part if you only want to make contributions for a certain period of time

Enter a % of salary, or enter a dollar amount PER PAY.

 Important note for Division 5 and 6

You need to include your employer's super contribution to the amount you'd like to salary sacrifice. For example, if you'd like salary sacrifice 4% and your employer contribution is 9.5%, you need to enter 13.5%. To find out what your employer contribution is, call People Services on 1300 303 411.

If you're making post-tax contributions

Change or Cancel Non-Concessional (Post-Tax) Contributions

I nominate a % of my applicable salary per pay period.

Cancel my Non-Concessional Contributions

Enter the % of salary you'd like deducted from your post-tax pay.

Step 5. Submit your form

Read the declaration, tick the box and hit Submit.

Employee Declarations

I declare that:

- I have read and understood the explanation of [Terms](#) on this form.
- I agree to forgo part of my future entitlement to salary in return for concessional contributions into my superannuation fund.
- I understand and acknowledge the impact of this request on my salary and compulsory member contributions.
- I acknowledge that it is my responsibility to monitor my contributions and whether they have reached or exceeded the **concessional and non-concessional contribution caps**.
- I authorise my employer to make my contributions in accordance with the amounts specified above each pay period (if entered) and remit them to my current superannuation fund.
- I authorise my employer to adjust the amount of my contributions as shown above in the event I change my pay cycle or to meet the legislative minimum superannuation requirements.
- This advice supersedes any previous instructions in relation to my contributions.
- I understand this authority will remain in place until it is varied by agreement with my employer, or in the case of my compulsory member contributions, my eligibility to make these pre-tax changes in which case these contributions will only be made on a post-tax basis.

Tick to acknowledge you have read and understood the above declarations.

Submit

Tick the box and hit the Submit button.



Congratulations!

You are on your way to making a difference to your super savings!

Contact us

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Issued by Qantas Superannuation Limited ABN 47 003 806 960 AFSL 288330
(Trustee, we, our, us) as trustee for the Qantas Superannuation Plan ABN 41 272 198 829
(Qantas Super). February 2018