

Superannuation

- ADF

ADF Superannuation -
Commonwealth Super
Corporation (CSC)
Notifications

ADF Superannuation -
General Processing

ADF Transacting CSC
Queries



Process View for ADF Retrospective Payroll Request Process

Managed by Director Pay & Administration Centre - Victoria



Table of Content

Overview: ADF Retrospective Payroll Request Process.....	2
Does a Payroll Request Span Go Live?.....	3
Rename and Submit Request to PCS for processing	4
Complete Initial Processing for Retro Transactions	5
Complete Relevant Calculator and PMKeyS Entries	5
Check Results of Retro Transaction.....	6
s22	
Appendix	9
Process Roles	9
P&OS - Payroll Assurance Improvement	9
PAC-NSW	9
PCS - Complex Payroll Processing.....	9
Supporting material	9
Allowance Deduction Calculator.....	9
Super Calculator.....	9
s22	
	9
	9
	9
	9
	10

Overview: ADF Retrospective Payroll Request Process

Authority	
Process Owner	Assistant Secretary People Systems and Payroll Services
Process Manager	Director Pay & Administration Centre - Victoria
Status	Final
Date Last Modified	08/08/24
Scheduled Review Date	08/08/26

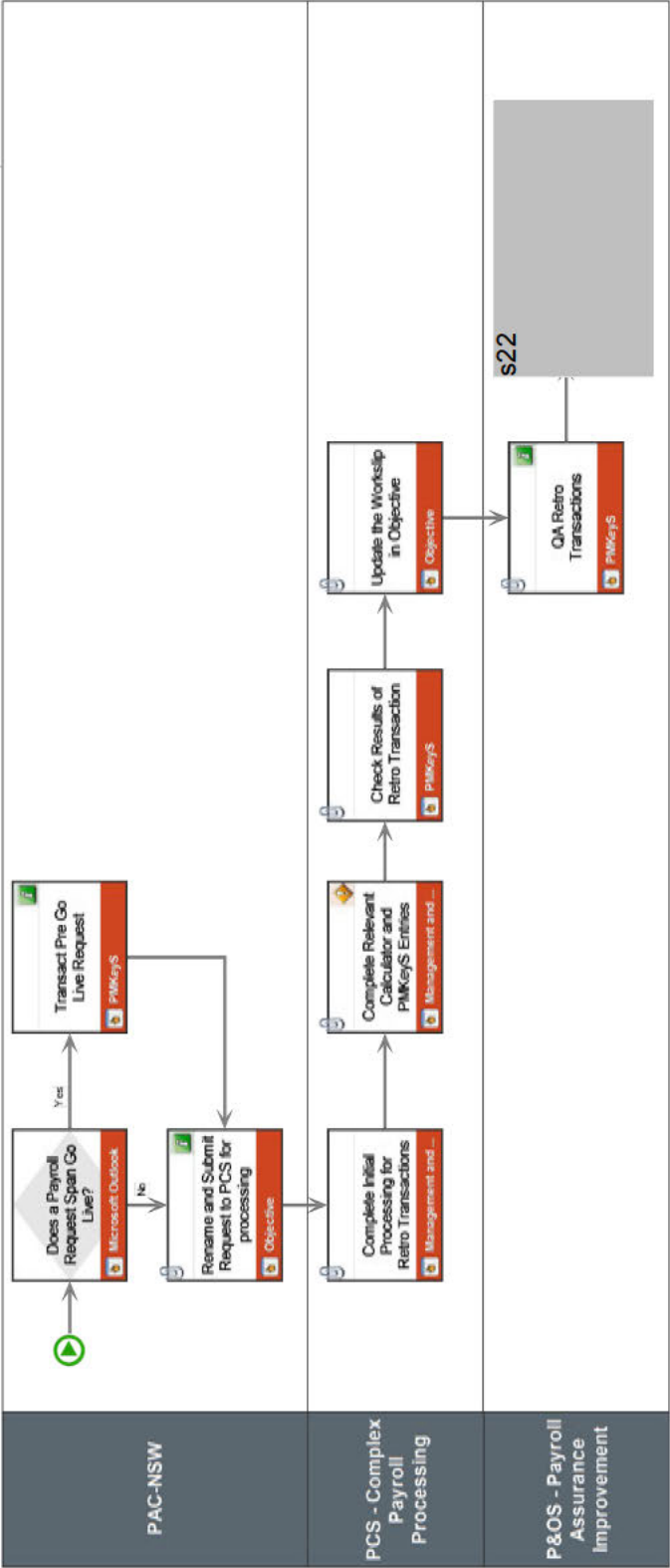
Diagram Help

Overview

This business process outlines the steps required to complete a retrospective transaction for a military member. A retrospective transaction request has an effective commencement date prior to the PMKeyS Release 1a go live date of 10 August 2017.

s22

s47E(d)



Description:

This business process outlines the steps required to complete a retrospective transaction for a military member. s22

s22

This means payroll adjustments s22 are required to be manually calculated by PCS prior to entry into PMKeyS. Therefore, all retrospective transaction requests are to be transferred by the Payroll Administration Centres (PACs) to PCS - Complex Payroll Processing for processing

s47E(d)

Authority

Process Owner: Assistant Secretary People Systems and Payroll Services

Process Manager: Director Pay & Administration Centre - Victoria

Responsible, Accountable, Consult, Inform (RACI)

The responsibility assignment matrix has the four key responsibilities along the top and the process step down the left-hand column. Each cell holds the roles that have responsibility for the process step.

	Responsible	Consults	Informs
Does a Payroll Request Span Go Live?	PAC-NSW		
Transact Pre Go Live Request	PAC-NSW		
Rename and Submit Request to PCS for processing	PAC-NSW		PCS - Complex Payroll Processing
Complete Initial Processing for Retro Transactions	PCS - Complex Payroll Processing		
Complete Relevant Calculator and PMKeyS Entries	PCS - Complex Payroll Processing		
Check Results of Retro Transaction	PCS - Complex Payroll Processing		
QA Retro Transactions	P&OS - Payroll Assurance Improvement		

s22

DOES A PAYROLL REQUEST SPAN GO LIVE?

Enabling System: Microsoft Outlook

Supporting Systems: Smartforms

Description:

s22

RENAME AND SUBMIT REQUEST TO PCS FOR PROCESSING

NOTE		
	Description	ePAC codes
s22	s22	s22
	s22	
	Commence, Cease, Vary DFRDB transaction	
	Superannuation Election transaction	
	DFRDB Reduction transaction	
	Commence DFRDB at Enlistment	
	s22	

Enabling System: Objective**Supporting Systems: Microsoft Outlook****Description:**

1. Rename the request (Email: Subject or DPAC: Folder) in accordance with the below naming convention and table.
 - s22
2. Transfer the retrospective task to s47E(d) prior to the cut-off to ensure processing is completed prior to the payroll finalisation via the following:
 - s47E(d)
 -

Work Instruction:

DPAC OBJECTIVE WORKFLOW ACTIONING A TASK IN WORKFLOW

This Business Procedure details the process to complete a workflow task within the Objective Workflow. The Objective Workflow is a workload allocation method that allocates work directly to the appropriate transactional team for processing.

COMPLETE INITIAL PROCESSING FOR RETRO TRANSACTIONS

s22

1. Check to determine if this request has been received previously or if it is an amendment of a request that has been actioned previously. Once this has been determined, the request for manual calculation can be completed.
2. Check the member's Job Standard Hours in PMKeyS to ascertain if the member is on Part Time Leave Without pay or is a SERCAT6 member.
 - *Menu Path: Human Resources > Administer Workforce > Administer Workforce (AUS) > Use > Job Data (CG)*
3. Check the **ADFPAY Historical Reporting** on the Management and Analysis Reporting Solution (MARS) powered by the HR Data Warehouse (HRDW) to confirm:
 - what payments if any the member has received,
 - if the member is in receipt of any allowances that are incompatible with this transaction, and
 - if the member was on a pay restriction at the time.
4. Tax zone details are to be checked in both PMKeyS and the MARS to ensure the correct taxation treatment is applied.
 - Tax Zone Days Summary Task can be used to view tax zone data.

s22

COMPLETE RELEVANT CALCULATOR AND PMKEYS ENTRIES

CAUTION

Where transactions have a flow on effect i.e.: Change of Categorisation that may impact entitlements such as District Allowance / Separation Allowance, these entitlements are to be reassessed and manual adjustments calculated and processed as applicable.

Enabling System: Management and Analysis Reporting Solution (MARS)

Supporting Systems: Microsoft Excel, PMKeyS

Description:

1. After confirmation of transaction requirements, historical salary rates and rates of allowances are to be accessed through the HRDW System Table Viewer on MARS.
2. Enter transaction details in to the relevant manual calculator.

- For superannuation use the Super Calculator.
 - For allowances use the Allowance Deduction Calculator.
3. The calculated result, positive or negative will then be entered into PMKeyS into the current Calendar using the One Off Earnings (Positive Input) Task.

s22

CHECK RESULTS OF RETRO TRANSACTION

Enabling System: PMKeyS

Description:

1. Complete a Pay Calculation using the One Off Pay Calculation Task (ADO).
2. Following a Pay Calculation, access Results by Calendar Group to confirm the transaction has applied.

s22

Appendix

PROCESS ROLES

P&OS - PAYROLL ASSURANCE IMPROVEMENT

This team supports PAC Victoria's reporting requirements and payroll finalisation processes. The team also administers and processes s22

PAC-NSW

The Pay and Administration Centre - New South Wales (PAC-NSW) is a Directorate of the People Systems and Payroll Services Branch (PS&PS). PAC-NSW delivers service excellence through efficient and effective assurance and processing of pay, leave and personnel administration functions for the Australian Defence Organisation s22

PCS - COMPLEX PAYROLL PROCESSING

The Complex Payroll Processing team undertakes complex ADF transactional investigations including manual calculations that pre-date Defence One. The Team provides payroll services to ADF personnel on long term overseas postings, Resident Medical Officers and Officers and Instructors of Cadets. The team also administers the Military Superannuation and Benefits Scheme (MSBS) Retention Benefit.

SUPPORTING MATERIAL

ALLOWANCE DEDUCTION CALCULATOR

s47E(d)

SUPER CALCULATOR

s47E(d)

GLOSSARY

s22

s22





Process View for ADF Transacting CSC Queries

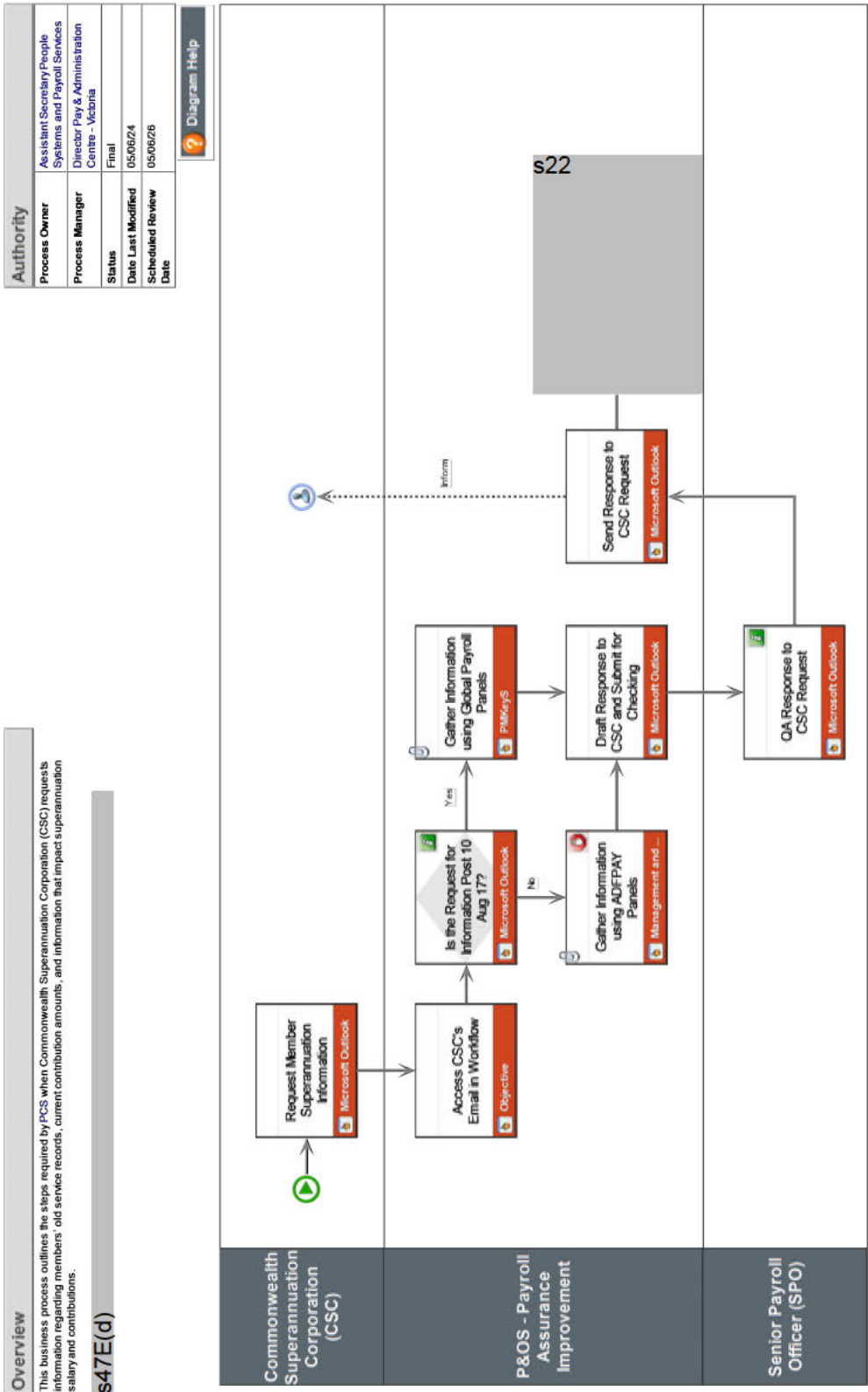
Managed by Director Pay & Administration Centre - Victoria



Table of Content

Overview: ADF Transacting CSC Queries	2
Request Member Superannuation Information	3
Access CSC's Email in Workflow	4
s22	
Gather Information using ADFPAY Panels	4
Draft Response to CSC and Submit for Checking	5
QA Response to CSC Request	5
Send Response to CSC Request	6
s22	
Gather Information using Global Payroll Panels	6
Appendix	8
Policies	8
Military Superannuation and Benefits Act 1991	8
PACMAN Ch 2 Pt 1 Div 3 - Superannuation	8
Process Roles	8
Commonwealth Superannuation Corporation (CSC)	8
P&OS - Payroll Assurance Improvement	8
Senior Payroll Officer (SPO)	8
Glossary	8
CSC	8
s22	8
.....	8

Overview: ADF Transacting CSC Queries



Description:

This business process outlines the steps required by PCS when Commonwealth Superannuation Corporation (CSC) requests information regarding members' old service records, current contribution amounts, and information that impact superannuation salary and contributions.

s47E(d)

Authority

Process Owner: Assistant Secretary People Systems and Payroll Services

Process Manager: Director Pay & Administration Centre - Victoria

Responsible, Accountable, Consult, Inform (RACI)

The responsibility assignment matrix has the four key responsibilities along the top and the process step down the left-hand column. Each cell holds the roles that have responsibility for the process step.

	Responsible	Consults	Informs
Request Member Superannuation Information	Commonwealth Superannuation Corporation (CSC)		P&OS - Payroll Assurance Improvement
Access CSC's Email in Workflow	P&OS - Payroll Assurance Improvement		
s22			
Gather Information using Global Payroll Panels	P&OS - Payroll Assurance Improvement		
Gather Information using ADFPAY Panels	P&OS - Payroll Assurance Improvement		
Draft Response to CSC and Submit for Checking	P&OS - Payroll Assurance Improvement		Senior Payroll Officer (SPO)
QA Response to CSC Request	Senior Payroll Officer (SPO)		P&OS - Payroll Assurance Improvement
Send Response to CSC Request	P&OS - Payroll Assurance Improvement		Commonwealth Superannuation Corporation (CSC)

s22

REQUEST MEMBER SUPERANNUATION INFORMATION

Enabling System: Microsoft Outlook

Description:

Request information relating to member's service, superannuation, periods of service, superannuation salary, periods of leave without pay, or member contribution amounts by emailing the s47E(d)

ACCESS CSC'S EMAIL IN WORKFLOW

Enabling System: Objective**Description:**

To access CSC's request for information email, navigate to the Objective Workflow Link using the below menu path:

s47E(d)

s22

GATHER INFORMATION USING ADFPAY PANELS

s22

Enabling System: Management and Analysis Reporting Solution (MARS)**Description:**

Use the ADFPAY Panels to Support CSC Request work instruction to identify and navigate the ADFPAY inquiry panels that can be used to provide information CSC may require.

Work Instruction:

ADFPAY PANELS TO SUPPORT CSC REQUEST

Use this work instruction to identify and navigate a number of inquiry panels in ADFPAY (MARS) that can be used to provide information CSC may require.

For information on:

1. s22
2. **Superannuation Salary** navigate to Superannuation Variation s47E(d) to view the member's superannuation salary, contribution rates, and variations to these rates throughout the member's period of service.
3. s22
4. **DFRDB Fortnightly Contributions** navigate to DFRDB s47E(d)

s47E(d) to view the amounts that members have paid for certain periods and for CSC to confirm whether correct amounts have been received or paid.

5. **MSBS Fortnightly Contributions** navigate to MSBS s47E(d)

to view the amounts that members have paid for certain periods and for CSC to confirm whether correct amounts have been received or paid. This also provides the fortnightly Productivity Benefit employer contribution amounts.

SEARCH PAY WIPE MEMBER RECORDS

Use this work instruction when CSC requests information relating to a previous period of service for a member that has been discharged and re-enlisted.

1. Navigate to the archived record using the following menu path: s47E(d)

2. Select the correct financial year and month and locate the member's enlistment record.

3. The information from the pay wipe can be used to determine periods of service, leave without pay, pay group, rank, allowances, and contribution amounts. Within the pay archive, the following shortcuts can be used to find relevant information:

s22

DRAFT RESPONSE TO CSC AND SUBMIT FOR CHECKING

Enabling System: Microsoft Outlook

Description:

1. Draft a response to CSC's information request and include findings gathered from Global Payroll, ADFPAY and/or Pay Wipe Records.
2. Send the draft to a Senior Payroll Officer for review.

QA RESPONSE TO CSC REQUEST

s22

Enabling System: Microsoft Outlook

Description:

Review the draft response and gathered information for accuracy.

SEND RESPONSE TO CSC REQUEST

Enabling System: Microsoft Outlook**Description:**

Reply to CSC's information request.

s22

GATHER INFORMATION USING GLOBAL PAYROLL PANELS

Enabling System: PMKeyS**Description:**

Use the Global Payroll Panels to Support CSC Request work instruction to identify and navigate the Global Payroll inquiry panels that can be used to provide information CSC may require.

Work Instruction:**ADF ABSENCE SUMMARY INQUIRY TASK**

Use this task to search for and retrieve information on a payee's post Go Live Absence Event details in PMKeyS. The page is used to display information for selected Absence Events as well as details on hours (or months for LSL) paid and remaining balances at the time the absence was processed via payroll.

ADO SERVICE RECORD REPORT TASK

Use this task to generate the ADO Service Record Report, which provides a summary of Australian Defence Organisation (ADO) employees' and members' personal and service details.

ADO SUPER PAYMENTS INQUIRY TASK

Use this task to search for and retrieve information on a payee's post Go Live superannuation payment history in PMKeyS Global Payroll (GP).

GLOBAL PAYROLL PANELS TO SUPPORT CSC REQUEST

Use this work instruction to identify and navigate a number of inquiry panels in Global Payroll that can be used to provide information CSC may require.

For information on:

1. **Previous Enlistments** use the ADO Service Record Report Task to view a list of all previous enlistments that the member has performed.
2. **Superannuation Salary / Fortnightly Contributions** use the ADO Super Payments Inquiry Task to view the member's superannuation salary, contribution rates, and variations from go live date of Global Payroll and fortnightly Productivity Benefit employer contribution amounts.
3. **Periods of Leave Without Pay** use the ADF Absence Summary Inquiry Task to view any pay restrictions, which include any periods of LWOP.
 - a. This is relevant to CSC, as members may elect to continue to pay contributions

during periods of Leave Without Pay. The ADF Superannuation Details page should also be checked against the ADF Absence Summary Inquiry as the dates of contributions does not necessarily always the exact same periods (ie.member may only contribute for half of the absence period).

Appendix

POLICIES

MILITARY SUPERANNUATION AND BENEFITS ACT 1991

Act No. 135 of 1991 as amended, taking into account amendments up to Act No. 121 of 2005. An Act to make provision for and in relation to an occupational superannuation scheme for, and the payment of other benefits to, members of the Defence Force, and for related purposes

PACMAN CH 2 PT 1 DIV 3 - SUPERANNUATION

Superannuation

PROCESS ROLES

COMMONWEALTH SUPERANNUATION CORPORATION (CSC)

Commonwealth Superannuation Corporation (CSC) manages and invests the monies of four regulated superannuation schemes: the Public Superannuation Scheme Accumulation Plan (PSSap); the Public Sector Superannuation Scheme (PSS); the Commonwealth Superannuation Scheme (CSS); and the Military Superannuation and Benefits Scheme (MSBS); and administers their relevant Acts and Trust Deeds.

In addition, CSC administers five 'unfunded' superannuation schemes: the Defence Forces Retirement Benefits Scheme (DFRB), the Defence Force Retirement and Death Benefits Scheme (DFRDB), the Defence Force (Superannuation) (Productivity Benefit) Scheme (DFSPB), the 1922 Scheme, and the Papua New Guinea Scheme (PNG).

P&OS - PAYROLL ASSURANCE IMPROVEMENT

This team supports PAC Victoria's reporting requirements and payroll finalisation processes. s22

s22

GLOSSARY

CSC

Commonwealth Super Corporation

s22

s22