

GUIDE TO UPDATING ENERGY SUPER DETAILS TO BRIGHTER SUPER DETAILS IN EMPLOYMENT HERO

As part of the transition of Energy Super to Brighter Super, the Energy Super Unique Superannuation Identifier (USI) will change to Brighter Super's USI.

If you don't update these details in Employment Hero your employees' super payments will fail.

Fund name	USI (from Wednesday 14 September 2022]
Brighter Super	QLG0001AU

The information below shows how you can use the 'Reassign Super fund' function in Employment Hero to make bulk updates to employee super fund details. This will ensure that the payroll platform has the correct super details.

Re-assign an employee's super

Use the procedure below to walk you through how to re-assign an employee's super fund:

- 1. Log into your Employment Hero Payroll platform
- 2. Click the Business Settings menu
- 3. Click the Payroll Settings submenu
- 4. Click the Superannuation button
- 5. Click the Re-assign Super Fund Details tab
- 6. Where it asks you to enter the name of the super fund to switch employees from (where in the screenshot it shows bt super) enter Energy Super and click the Search button
- 7. Click on Energy Super where it comes up under Product name.

Info sheet | Guide to updating Energy Super details to Brighter Super details in Employment Hero August 2022

USINESS SETTINGS	Superannuation Reassign	n Super Fund Details		
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Leave Categories	Product Name	ABN	USI	
Deduction Categories Expense Categories	BT Super for Life - Retiremen Account	t 39827542991	BTA0280AU	
Employer Liability Categories	BT Super for Life - Savings A	ccount 39827542991	BTA0287AU	
Qualifications	BT Superannuation Investme	nt Fund 39827542991	WFS0401AU	

- 8. Where it asks you to enter the name of the super fund to switch employees to (where in the screenshot example it shows Hesta) enter Brighter Super and click the **Search** button.
- 9. Click on Brighter Super where it comes up under Product name.

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Pay Categories	Choose a super fund to swit	ch employees from		Do you want to update	e these employees to us	e one of the funds below?
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Expense Categories						
Employer Liability Categories	> There are 8 employ	yees that use this fund.				
Qualifications						
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10. Click the Update button.

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Locations						
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11. Click the Yes button.

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shboard / Casper's Training / Su	Do you want the super fund updated for all non-processed cor	tributions?	
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BUSINESS SETTINGS	Superannul	NO Yes	
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Pay Slips	When a super fund changes the ABN or USI for a super product, any employees using the pro-	evious details for the fund may have their super payments fail when attempting to proc	ess a batch. Use this pa
Employing Entities	update super funds for your employees.		
Opening Balances			
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Pay Schedules	Enter fund name, ABN or USI	Enter fund name, ABN or USI	
O Locations			
X Leave Categories	Product Name ABN USI	Product Name ABN USI	
Deduction Categories	BT Super for Life - Savings Account 39827542991 BTA0287AU	HESTA Super 64971749321 HST0100AU	
Expense Categories			
Employer Liability Categories	> There are 8 employees that use this fund.		
 Qualifications 			
USINESS MANAGEMENT			
Timesheets	Update Cancel		
Import Employees			
Manage Users			
Z Employee Portal Settings			

Warning

Any employee file changes, such as re-assigning an employee's super fund, needs undertaking from the HR platform. If you change an employee's super fund details on the payroll platform, the existing super fund data in the HR platform will override your changes once the two platforms conduct a data sync.

Employment Hero recommends that if you do re-assign an employee's super fund in payroll, you immediately **change the employees' file** in the HR platform.

More information

You can find more information about reassigning an employees super fund on the Employment Hero website.

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