



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.

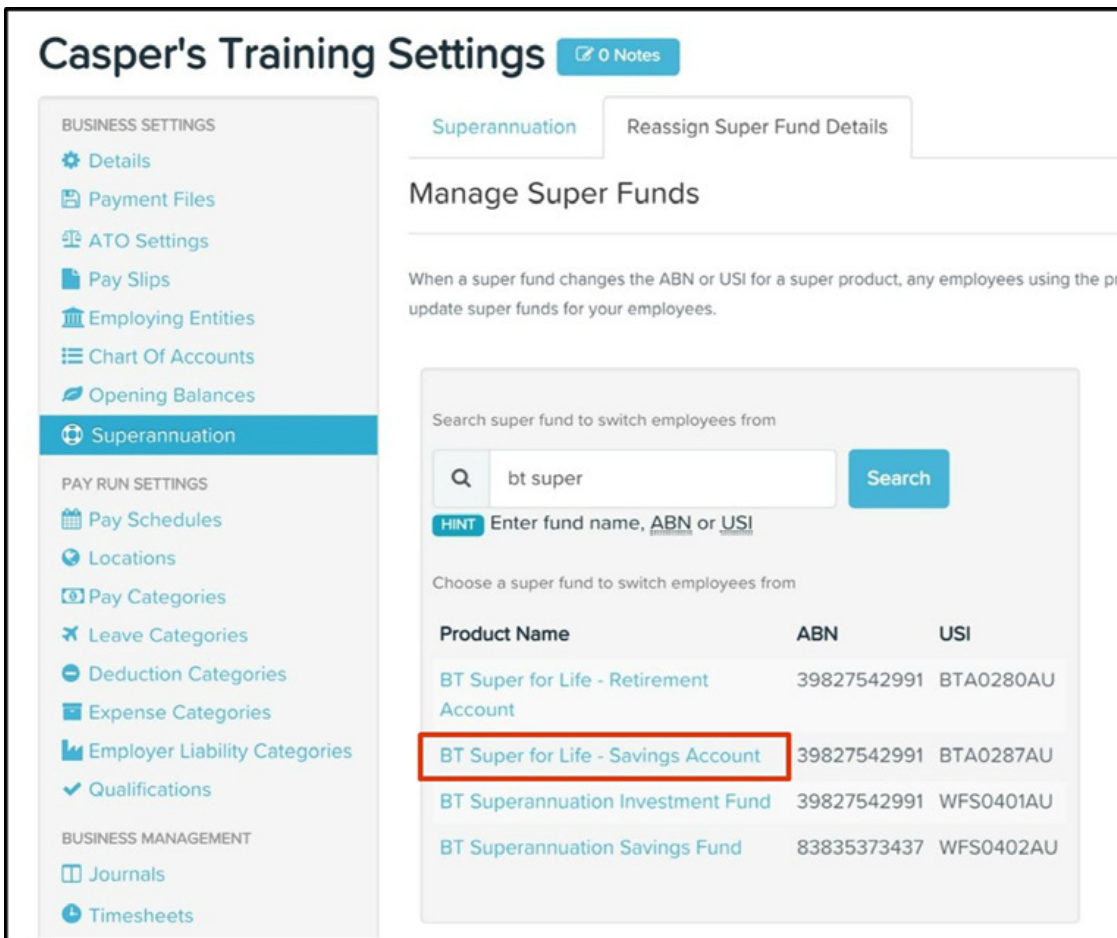
Fund name	USI (from Wednesday 14 September 2022)
Brighter Super	QLG0001AU

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.

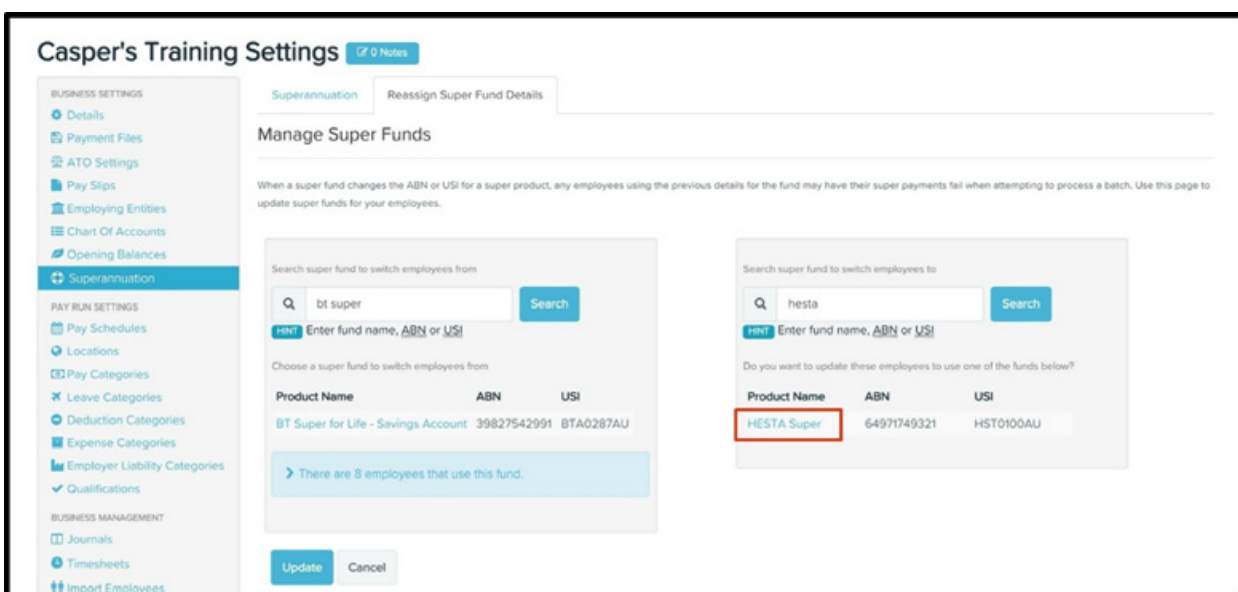
Re-assign an employee's super

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.

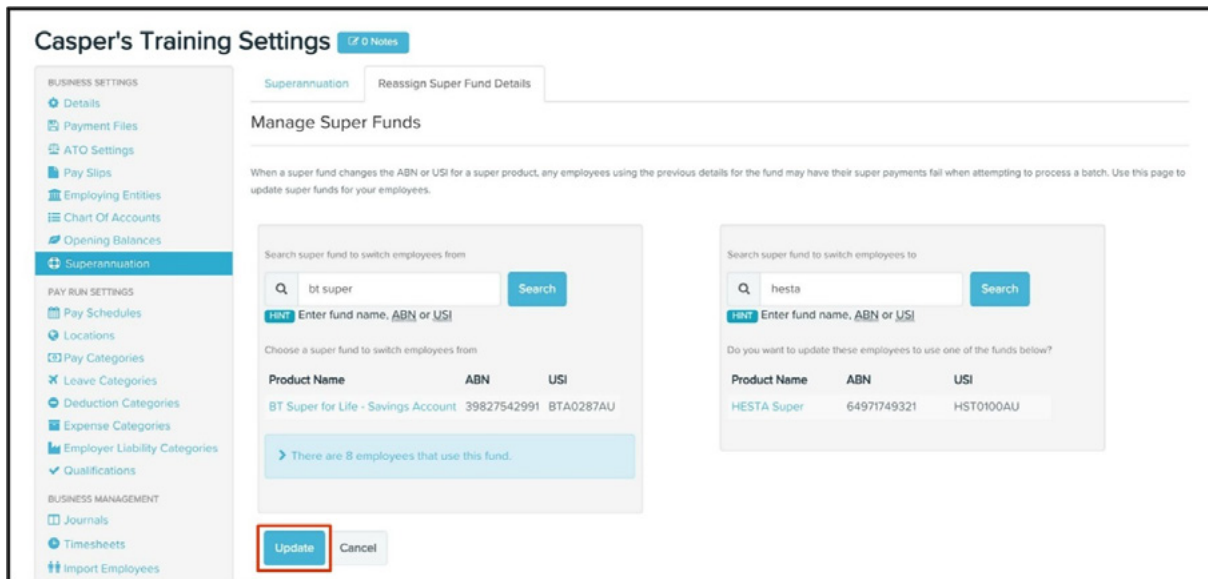


- Where it asks you to enter the name of the super fund to switch employees to (where in the screenshot example it shows Hesta) enter Brighter Super and click the **Search** button.
- Click on Brighter Super where it comes up under Product name.

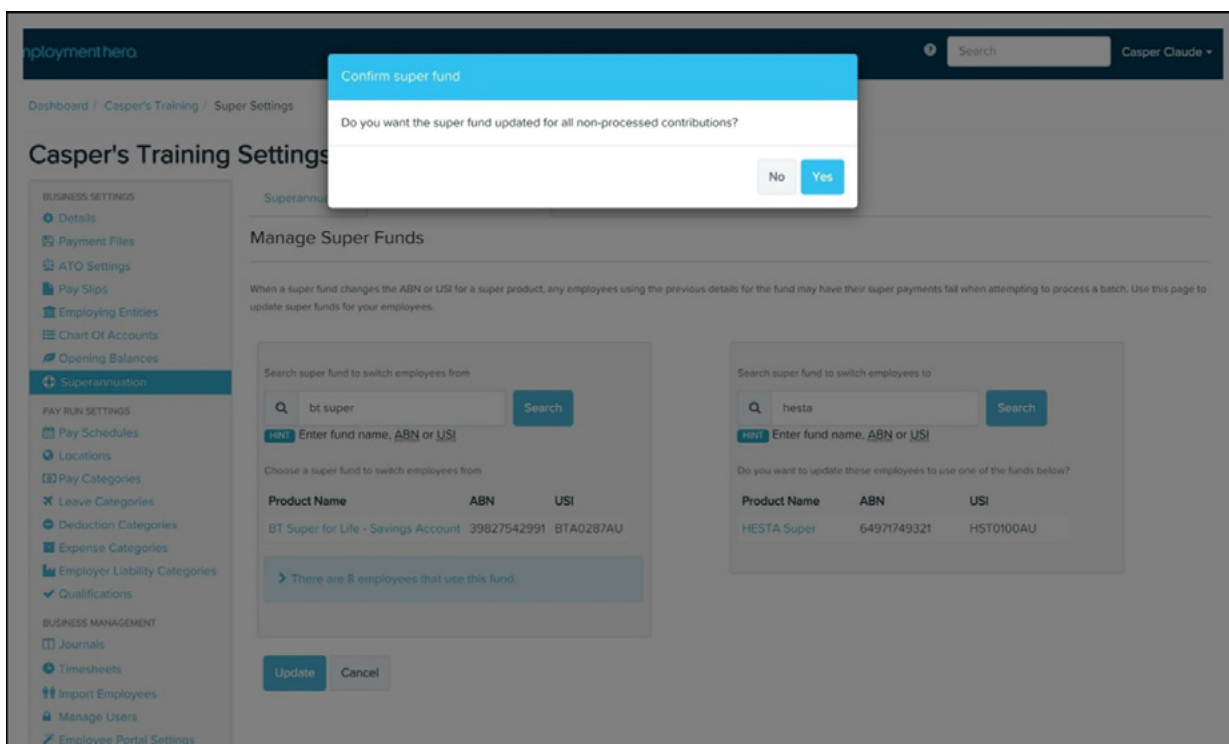


Info sheet | Guide to updating Energy Super details to Brighter Super details in Employment Hero August 2022

10. Click the Update button.



11. Click the Yes button.



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](#).

T 1800 444 396 E employer@brightersuper.com.au W brightersuper.com.au GPO Box 264 Brisbane Qld 4001

LGIAsuper Trustee (ABN 94 085 088 484; AFS Licence No. 230511) as trustee for LGIAsuper (ABN 23 053 121 564), trading as Brighter Super. References to Brighter Super may refer to the Trustee or LGIAsuper as the context requires. Brighter Super products are issued by the Trustee on behalf of LGIAsuper.