

# Employer Super Resource Guide

2024/2025

**super helpful**



# Let's go

**Helping your business worry less about super  
– and your team get more from it.**

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# Aware Super: a profit-for-members fund for all

## Super impact

As a fund with \$170b in funds under management\*, we know the impact we can make for our members – and it's a responsibility we don't take lightly, not ever.

## Super helpful

As one of Australia's largest profit-for-members superannuation funds^, we always remember whose money it is and whose future we're looking after. Our 1.1m+ members. These are the people who inspire what we do and how we do it, every day.

For us, that means being super helpful in ways our members want, and sometimes in ways they don't expect.

## Our services

### Ready to help

We make super easier with help that's there when you need it.

As well as our tools and support, we're here for any questions your people might have, so you can get on with business.



### Service that means something

With you, we'll work to identify and bring real benefits to your people.



### Dedicated support team

With dedicated priority support and simple technology, we make super simpler for employers – so your teams can focus on your core business, helping you to succeed.

Visit [aware.com.au/campaigns/working-with-employers](https://aware.com.au/campaigns/working-with-employers) to find out more.



### Regular updates

to keep you up-to-date with super and your obligations.



\* As of January 2024

^ Based on the DEXXAR Industry Market Share Report June 2023 (includes VicSuper which is part of Aware Super)

# Super help and guidance

## Extra help and guidance for your employees along the way

Support in the workplace helps your team, and your business.

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### Off to a helpful start

When you join an employee with Aware Super we'll provide them with their new account details, as well as tips and tools to get their super off to a great start.



### Education

Self-guided or guided by us. It's your choice. Covers everything from the basics and beyond, for wherever you're at.

- In-person education events
- Online events
- On-demand webinars
- Download **Your super helpful guide** (PDF, 2.5MB)
- Investment market update



### Super healthy benefits\*

Insured members and their families have confidential access to expert care, at no extra cost:

- Dietitians and exercise physiologists
- Psychiatrists and clinical psychologists
- Grief support counsellors

[Learn more](#)

## Advice for members

### Extra help and guidance – at no extra cost<sup>†\*\*</sup>

As an Aware member, your employees have access to our superannuation advice planners, and because we're run for our members, most of this support is available at no extra cost.<sup>\*\*</sup>

We also help people with tailored advice to help achieve retirement and broader goals. The service is provided by qualified financial planners. There is a fee for the service which is based on the complexity of the advice.



For more on our help and guidance, go to [aware.com.au/member/support-and-guidance](https://aware.com.au/member/support-and-guidance)

<sup>†</sup>TAL Life Limited (ABN 70 050 109 450) provide access to the services through their third-party providers: The dietitians, exercise physiologists, psychiatrists, and psychologists - provided by Teladoc Health (ABN 49 147 387 666) The grief support counsellors - provided by Assure Programs, Ingeus Australia Pty Ltd (ABN 87 152 509 370)

<sup>\*\*</sup>Members can get advice about their Aware Super accounts at no extra cost, or advice on their broader needs for a fee

**Helping your team  
get more from  
their super.**

Members can call us  
on 1300 650 873 or  
visit [aware.com.au](https://aware.com.au)



# Your obligations

## Choice of fund

Where new starters are eligible to choose their super fund, an employer must provide them with a Superannuation standard choice form within 28 days of commencement.

### MySuper and the employer default fund

All employers need to have a nominated (default) fund which offers an APRA approved MySuper product.

At Aware Super, we offer MySuper Lifecycle. This solution tailors our members' investment mix to their age. From growth investments when they're younger, to defensive assets as they get closer to retiring.

Where your new employee has not provided their super details, you may need to check with the ATO for an existing super fund, called a 'stapled super fund'. If the ATO is unable to identify a stapled fund, you may pay into your default super fund.

Once they've let you know their decision, you have two months to start paying contributions to that fund.

### Your Future, Your Super

Member stapling means working Australians will be tied to one super fund for life – unless they choose otherwise. To learn more, head to [aware.com.au/employer](https://aware.com.au/employer)

Employers who nominate Aware Super as their default fund can download the latest standard choice form\* from our website. Otherwise you can find it on the [ATO website](https://ato.gov.au).



### Standard choice form details

<b>Fund name:</b>	Aware Super
<b>Superannuation product name:</b>	Aware Super – Future Saver
<b>USI:</b>	53226460365001
<b>Fund ABN:</b>	53226460365
<b>Trustee:</b>	Aware Super Pty Ltd
<b>Member numbers:</b>	Employees can refer to the home page of their Aware app, annual statement, welcome letter or call our Member Centre.
<b>Phone number:</b>	1300 650 873
<b>Website:</b>	<a href="https://aware.com.au">aware.com.au</a>

# Superannuation Guarantee (SG)

Use Ordinary Time Earnings (OTE) to work out SG contributions.

This applies even if employee awards have a different earnings base.

Calculate SG with this formula:  
SG contribution =  
OTE x SG contribution rate (11.5%)



OTE is the total of your employee's earnings includes:

- ordinary hours of work
- over-award payments, shift loading, commissions and bonuses
- payments for leave taken
- salary sacrificed amounts.

In some circumstances overtime may form part of OTE, for more information please refer to ATO website. Payments for leave upon termination, or reimbursed expenses.

If you are covered by the Aware Super Act, you need to pay SG on parental and eligible community service leave (such as jury service). Check the relevant Award.

The maximum contribution base for 2024/25 is \$65,070 a quarter.

If an employee earns more than this a quarter, you don't need to make contributions for earnings over that limit. However, you can or might need to make contributions above 11.5% of this amount. These are treated as additional employer contributions.

For more on OTE, visit [ato.gov.au/law](https://ato.gov.au/law) and enter 'SGR 2009/2' in the search box.

Your employees no longer need to earn \$450 per month to be eligible for super.

Employers have to pay super contributions of 11.5% of an employee's ordinary time earnings when an employee is: over 18 years, or. under 18 years and works over 30 hours a week.

## Exclusions for SG contributions

There are times when you don't need to pay SG for your employees.

For more on exclusions go to [ato.gov.au/business](https://ato.gov.au/business)

# Quarterly SG contribution payment dates 2024/2025

SG contributions need to be paid to a complying super fund at least every quarter.

If the payment due date falls on a weekend or public holiday, the ATO allows you to make payment by the next business day.

If the quarterly due date for payment falls on a weekend, SG quarterly contribution becomes due on the following business day.

Missing the due date might make you liable for the Super guarantee charge (SGC) – see [ato.gov.au](https://ato.gov.au).

You can make payments more often so long as your total SG obligation for the quarter is paid on time.

SG quarter	Due date for payment of SG
1 July – 30 September	28 October
1 October – 31 December	28 January
1 January – 31 March	28 April
1 April – 30 June	28 July

Note: Contributions received by the Fund after 30 June will not be shown on your employee's Benefit Statement for that financial year.

Superannuation Guarantee (SG)	SG rate
Financial year 2024/2025	11.5%

Under Government legislation, the SG rate will continue to increase by 0.5% each year, up to 12% on 1 July 2025.

# Super helpful basics

## Before-tax contributions

These contributions are calculated from your employee's before-tax salary

Type of contribution	Description	Maximum age an employee can receive contributions
Superannuation Guarantee (SG)	Currently 11.5% of Ordinary Time Earnings (OTE) See page 6 for details	N/A
Additional employer contributions	Contributions above the SG rate (per award or agreement)	Up to age 74 <sup>†</sup> unless a higher age limit is listed in award or agreement
Salary sacrifice	Contributions on top of SG, as specified by your employee	Up to age 74 <sup>†</sup>

See the super contributions your team can receive or make (caps apply, see page 8).

## After-tax contributions

These contributions are paid from your employee's after-tax salary

Type of contribution	Description	Maximum age an employee can receive contributions
Personal contributions	Extra, regular or one-off payments not claimed as a tax deduction	Up to age 74 <sup>†</sup>
Eligible spouse contributions	Paid by a member's spouse on their behalf – cannot be made through payroll	Up to age 74 <sup>†</sup> for the receiving spouse

\* Employees aged between 67 & 75 no longer need to meet either the work test or work test exemption to make or receive non-concessional super contributions and salary sacrificed contributions. Employees will only need to meet the work test to claim personal super contribution deductions.

† Contributions must be received by the super fund within 28 days following the end of month in which the individual turns 75, or they cannot be accepted.

# Government co-contribution

Employees who make after-tax personal contributions might be eligible for a government co-contribution of up to \$500 a year.

To be eligible for the 2024/25 financial year, they need to:

- earn less than \$60,400 pa (assessable income plus total reportable super contributions and reportable fringe benefits),
- make a personal contribution between 1 July 2024 and 30 June 2025,
- earn at least 10% of their gross total income from running a business or as an employee or both,
- not be the holder of a temporary visa at any time during the financial year (unless they're a New Zealand citizen),
- be less than age 71 at the end of the financial year,
- lodge an income tax return for the financial year,
- have a total super balance less than the general transfer balance cap on 30 June of the previous financial year, and
- not have contributed more than your non-concessional (after-tax) contributions cap in the 2024/25 financial year.

The maximum co-contribution reduces for every dollar of income over \$45,400 pa, phasing out completely if their total income is over \$60,400 pa.

The ATO matches your employees' tax returns with information from the super fund to decide eligibility.

If eligible, the ATO pays the co-contribution into your employees' super the next financial year. Usually, this is paid directly into the super fund that received the personal contribution.

## Contribution caps

This shows the caps which apply to before-tax and after-tax contributions. For the ATO, the date the super fund received the contribution decides which financial year it falls into.

	Types of contributions	2024/25 contributions cap
Before-tax contributions	<ul style="list-style-type: none"><li>• Superannuation Guarantee (SG)</li><li>• Additional employer contributions</li><li>• Salary sacrifice</li><li>• SG received via the ATO</li><li>• Personal deductible contributions</li></ul>	\$30,000 pa* †
After-tax contributions	<ul style="list-style-type: none"><li>• Personal contributions</li><li>• Eligible spouse contributions</li></ul>	\$120,000 pa or if employee is 74 on 1 July, \$360,000 over three years‡
Others	<ul style="list-style-type: none"><li>• Rollovers</li><li>• Government co-contribution Low income super tax offset (LISTO)</li></ul>	Not counted towards the contribution caps

\* Contributions made into super for employees age 75 and over are deductible to the extent the contribution is mandated under SG legislation or an award or agreement.

† You may be able to carry forward your unused concessional contributions cap amounts up to 5 years to contribute above this limit (if available & eligible).

‡ Subject to conditions



## Before-tax contributions

Before-tax (often called concessional) contributions include SG, salary sacrifice and personal deductible contributions. The yearly contribution cap applies across all super accounts a person might have.

- These are generally taxed at a rate of 15%, or 30% if the individual has an adjusted taxable income over \$250,000.
- SG and salary sacrifice contributions from different employers all count towards the yearly cap. This is also true for before-tax contributions and 'notional employer contributions' to defined benefit funds.
- Special rules may apply to defined benefit employees.
- Any before-tax contributions over the cap are taxed at your employee's marginal rate less 15% tax offset.
- If a super fund doesn't have your employee's TFN, before-tax contributions will generally be taxed at the top marginal tax rate plus the Medicare levy.

## Personal deductible contributions

Members under the age of 67 (including employees and self-employed) may be able to claim a tax deduction for their personal contributions. For members aged 67–74, the work test\* will need to be met in order to claim a tax deduction for personal contributions. These will be treated as before-tax contributions.

These will be treated as before-tax contributions.

## After-tax contributions

After-tax (often called non-concessional) contributions include contributions made through payroll from an employee's after-tax salary.

Employees under 75 on 1 July might be able to use the 'bring forward' rule to make three years' worth of contributions in one year.

To contribute \$360,000, their total super balance needs to have been below \$1.66 million on 30 June of the previous financial year. To contribute up to \$240,000, this balance needs to be between \$1.66 million and \$1.78 million.

If the balance is between \$1.78 million and \$1.9 million, an after-tax contribution cap of \$120,000 applies. If the person triggered the bring forward rules in the previous two financial years, they'll be limited to the annual caps at that time.

If an employee's total super on 30 June of the previous financial year equals or exceeds the general transfer balance cap (currently \$1.9 million), their after-tax contributions cap will be nil for the financial year.

There may be tax implications if your employees exceed the cap.

It's the employee's responsibility to manage their cap balances. If they have questions on this, it's best they talk to a financial adviser.



We'll need your employee's TFN to accept after-tax contributions.

\* To meet the work test, you must work at least 40 hours during a consecutive 30-day period in the financial year in which the contributions are made. If you are unable to satisfy the work test you may be able to utilise the once off work test exemption. For full details on the work test & work test exemption please refer to the ATO website.

## Tax on superannuation

### Tax on entry and investment earnings

- Before-tax contributions are generally taxed at a rate of 15%, or 30% if the individual has an adjusted taxable income over \$250,000.
- These include SG, additional employer and salary sacrifice contributions.
- After-tax contributions are tax-free.
- Investment returns in super are only taxed up to a maximum of 15%.
- Extra tax may apply if a TFN isn't provided. By law you need to pass on your employee's TFN to their super fund.

### Tax on withdrawals

Withdrawals from super are tax-free from age 60\*. The taxable component of withdrawals made before 60 may be taxed.

Tax components	Tax treatment 2024/25
Tax-free component	No tax payable
Taxable component – taxed element Under preservation age	20% plus Medicare levy
Age 60 and over	No tax payable (provided the lump sum is withdrawn from a taxed superannuation fund)

\*Subject to satisfying a condition of release.

## Marginal tax rates

This table shows the individual marginal rate thresholds and tax rates for the 2024/25 financial year.

Income level	Marginal tax rate	Tax payable
\$18,200 and below	Nil	Nil
\$18,201 to \$45,000	16%	16c for each \$1 over \$18,200
\$45,001 to \$135,000	30%	\$4,288 plus 30c for each \$1 over \$45,000
\$135,001 to \$190,000	37%	\$31,288 + 37c for each \$1 over \$135,000
\$190,001 and over	45%	\$51,638 + 45c for each \$1 over \$190,000

Note: Medicare levy of 2% is generally payable on top of the rates above.

# Contribution and payment obligations

## All employer paid contributions need to comply with SuperStream legislation.

This means you'll need to:

- make contribution payments electronically
- include mandatory SuperStream data needed to manage your employees' records.

Aware Super's clearing house service, via SuperChoice, meets SuperStream requirements. To become a registered employer, eligible to use this service join here: [employer.aware.com.au/join/abn-check](https://employer.aware.com.au/join/abn-check)

### Want more info?

For more information about our clearing house service, or to check if you are already a registered employer, contact us on **1300 878 737**.

## Opening an account for a new employee

The more complete your employees contact details, the more we can help keep their Super secure, and they'll have more access to our digital tools from day one. Having their mobile number also allows us to turn on two factor authentication.

### To help us keep in touch with our members, we'll need their:

- ✓ Full name
- ✓ Residential address
- ✓ Tax File Number (TFN)
- ✓ Mobile number (this is used for security/two factor authentication)
- ✓ Personal email address
- ✓ Date of birth.


## Opened an account by mistake?

If you open an account in error, you can request a refund within 30 calendar days and receive the full amount back. Anything past this date and the refund will be the lower of the requested refund and the account balance.

# Questions? Great.

## Ready to help

Help that's there when you need it, our friendly team make super easier for you and your business.

 1300 878 737  
Monday to Friday 8:30am–5:30pm

 [aware.com.au/employer/support](https://aware.com.au/employer/support)

## Want more info?

Head to [aware.com.au/employer](https://aware.com.au/employer) for everything you need to know about handling super.

## Forms and guides

For useful forms and guides to help you meet your super obligations, visit [aware.com.au/employer/forms-and-downloads](https://aware.com.au/employer/forms-and-downloads)