

# Becoming a Rest employer





# Contents

**You're in good hands with Rest . . . . . 5**

**Which Rest product is right for my business? . . . . . 6**

**Some more great reasons to choose Rest . . . . . 7**

**Getting started. . . . . 8**

**What's it like to be a Rest employer? . . . . . 9**

**3 more ways we make things easier. . . . . 10**

**Other useful things to know . . . . . 12**

**Privacy statement . . . . . 14**

This booklet will help you decide if Rest is right for you. If you prefer to talk things through, just give us a call.



**Get sorted over the phone**

Chat to one of our employer specialists on **1300 305 775**

This guide contains important information for employers choosing Rest Super or Rest Corporate as their superannuation fund. It outlines the key features and benefits, employer obligations and how employers can contribute to Rest.

Please read this guide in conjunction with the Financial Services Guide (FSG) and the relevant Product Disclosure Statement (PDS) before joining Rest. If you have any questions or would like a copy of the FSG and PDS, call Rest on 1300 305 775, or chat with us online via Live Chat or visit [rest.com.au](http://rest.com.au). This information is current as at April 2019 but may be subject to change.

This information is provided by Retail Employees Superannuation Pty Ltd ABN 39 001 987 739 as Trustee of Rest (Retail Employees Superannuation Trust ABN 62 653 671 394). As we have not taken into account your circumstances, please consider whether this information meets your needs. Go online for a PDS to consider before deciding. Rest has no relationships that might influence our advice to you. Rest does not pay or receive commissions. Rest Super or Rest Corporate members join the Retail Employees Superannuation Trust (Rest) ABN 62 653 671 394.



# You're in good hands with Rest

At Rest, we understand that running a business can be difficult enough without the added worry of meeting your super obligations. That's why we like to keep things easy and hassle-free. This booklet tells you more about the benefits of becoming a Rest employer; and how we can make your business day that little bit easier.

## A bit about Rest

We help around 170,000 businesses – across all types of industries – manage their super obligations. With around 2 million members and \$55 billion in funds under management\*, we're one of the largest industry super funds in Australia.

Rest is all about making things simpler and more efficient for you. You have access to an online portal that lets you easily manage your employee contributions – freeing up your time to focus on more important things.

We're also about keeping your employees happy; with easy-to-understand super products, handy online tools, and exclusive member benefits.

## Benefits

**As a Rest employer you can enjoy:**

- **Efficiency.** EmployerAccess portal provides everything you need to manage your super obligations online – and get it done quickly and efficiently.
- **Choice.** We understand you have a lot to juggle in your working week. So we let you choose how you'd like to submit and pay your contributions.
- **Simplicity.** If you need to pay into multiple super funds, we'll streamline that for you. We provide you with access to a third party online platform – at no cost to you – so you can submit a single file for your Rest and non-Rest members.
- **Support.** Anytime you need a hand, our Employer Specialists are here to help.

\* as at April 2019

# Which Rest product is right for my business?

Rest offers a choice of products for employers: Rest Super and Rest Corporate. Here's a quick comparison.

Rest's products			
	What is it?	It's suitable for:	Can anyone join?
Rest Super			
	<b>Rest Super</b> is a low-cost, award-winning^ super product that provides automatic default insurance cover to members. It's available as a MySuper default option.	<ul style="list-style-type: none"><li>- Full-time employees</li><li>- Part-time employees</li><li>- Casual employees</li><li>- Self-employed</li></ul>	Employers: yes Members: yes
Rest Corporate			
	<b>Rest Corporate</b> is a business product with salary-based insurance for employees. It's also available as a MySuper default option (subject to eligibility).	<ul style="list-style-type: none"><li>- Employers with 10 or more employees</li><li>- Permanent employees and Fixed Term Contractors working a minimum of 15 hours a week</li></ul>	Employers: yes (subject to eligibility)  Members: must be invited to join Rest Corporate by their employer

## What's MySuper?

MySuper is a simple and low-cost super product that employers can choose as their 'default' super fund. These products were introduced by the Government to help employers access information about easily-comparable superannuation product features.

^ For more information on the above ratings and awards, see [rest.com.au/ourawards](https://rest.com.au/ourawards). Ratings, awards or investment returns are only one factor that you should consider when deciding how to invest your super. Past performance is not an indication of future performance.

## Some more great reasons to choose Rest

Do you want your employees to enjoy hassle-free super that's easy to manage, and comes with a bunch of useful benefits? Here's a list of Rest services and features.



### Competitive long-term performance

Rest is focused on delivering competitive returns over the long term to help build member's retirement savings.

Our default Core Strategy investment option is a strong performer. Remember past performance is not an indicator of future performance.



### Investment options

Rest gives members a range of investment options to choose from, including Core Strategy. Each one invests in different types of assets, so members can choose depending on how they view their risk-and-return.



### Portable when changing jobs

Rest Super is open to everyone, so members can often take Rest Super with them when they change jobs, or move to a new industry.



### Hello happier, healthier workplaces.

The AIA Vitality program within our Rest App motivates employees to improve and maintain their health by rewarding them for staying active. These rewards and benefits range from \$5 weekly vouchers to gym discounts to help them reach their goals.



### Online account access

If your employees want to see how their super is tracking, there's an easy way to find out. The MemberAccess portal is a secure website where they can view their balance, update their details, learn more about their investment, and manage their insurance cover.



### Useful resources

We want to keep our employers and members in-the-know. So we provide plenty of free resources, blogs and tools to help you really understand how your super works – and more importantly, how to get the most out of it.



### Insurance cover

Rest Super and Rest Corporate members are generally automatically covered for insurance by default. We provide our members with the flexibility to tweak their insurance to suit their circumstances.



### Competitive fees

At Rest, we take a profit-to-members approach. This means we structure our fees in order to cover costs (and not to make a profit for shareholders).



### Rest App

We've developed the Rest App – so your employees can securely access all their need-to-know super information on the go.



### Member benefits\*\*

Everyone likes a bonus, so Rest rewards members with a bunch of value-added benefits like low-cost everyday banking products, health insurance, savings on travel insurance, experiences and gift discounts.



### Live chat

Your employees can get their questions answered via our live chat service Monday to Friday 8am-10pm, Saturday 9am-6pm and Sunday 10am-6pm (AEST).

\*\* The services referred to on this page are offered and provided by third parties, not the Trustee. The Trustee is not responsible for the products or services, views or actions of these organisations. You should use your own judgement before taking up any product or service offered by a third party. You should ensure that you know, and understand, the terms and conditions which will apply to the provision of such products or services from the third party. The Trustee does not accept liability for any loss or damage incurred by any person as a result of using products or services provided by these third parties. For full terms and conditions on these benefits visit [rest.com.au/memberbenefits](https://rest.com.au/memberbenefits)

# Getting started

**At Rest, we know you're busy running your business and don't have time to sit on the phone, or fill out endless forms, we make it easy to join with an online process – it's simple, fast and hassle-free.**

## Simple steps to join Rest

01

### Have these details handy.

When joining, you'll need:

- your ABN and contact details
- your bank account details (BSB, account number and account name), if you want to pay by authorised bank transfer
- your employees' details and/or Rest member numbers

02

### Jump on our website.

Go to our website:

**[rest.com.au/Employer](https://rest.com.au/Employer)**

- Click on the Join Rest button at bottom of the page.
- Choose the description that best fits your business, and follow the easy prompts.

03

### If you're joining Rest Super:

You can complete everything online. Once you've set up your email address and password, we'll send you an activation email.

Then you'll be good-to-go. You can start making super contributions straight away via EmployerAccess, our secure website.

### If you're joining Rest Corporate:

You'll be prompted to fill out an application form online. Once you've sent this to us, a Rest Business Development Manager will be in contact within two business days to finalise your registration. Sorted!



### One thing to note:

As part of the sign-up process, you'll be asked to read the Product Disclosure Statement (PDS) and other useful documents. It's important you take time to do this, so you fully understand what Rest is offering you. We'll provide these online – but if you'd like to take a look now, you can also download them from our website.

- Financial Services Guide
- Rest Super Product Disclosure Statement (PDS)
- Rest Corporate Product Disclosure Statement (PDS)

# What's it like to be a Rest employer?

**In a nutshell, super easy.**

**EmployerAccess online portal helps manage all your super obligations. And if you need any help, we're always on hand to answer your questions.**

## **EmployerAccess lets you:**

- add new or current Rest members to your employer account,
- change or update your business or employee details
- choose your preferred payment method – BPAY®, Authorised Bank Transfer (ABT) or Electronic Funds Transfer (EFT)
- notify us when an employee finishes up, or comes back to work for you
- create ad hoc contributions if you need to
- set up 'salary sacrifice' arrangements with your employees
- add multiple employer contacts with varying levels of authorised access
- view and export your contribution and employee history (creating useful reports)
- use one file for all Rest and non-Rest members via access to a third party clearing house (at no cost).

® Registered to BPAY Pty Ltd ABN 69 079 137 518

## **How to add employees to Rest**

When adding employees to your employer account, it's important to provide their full details, so we can keep in touch with them about their super.

For each employee, we'll need their:

- Full name (if you are unsure of the spelling, please check – otherwise your employee will need to provide us with certified ID in order to change it)
- date of birth
- gender
- personal email address
- home address

- mobile number
- tax file number (TFN)
- member number (if they are an existing Rest member)
- which Rest product they belong to (either Rest Super or Rest Corporate)

If you're a **Rest Corporate** employer, we'll also need other additional information (such as salary and occupational category) for insurance calculations.

## **What happens next**

When you create a new member account for an employee, we'll send them a welcome pack that asks them to:

- visit **rest.com.au**, and register for **MemberAccess**, the secure member website. Once they've logged into MemberAccess, they can update their details, explore their insurance and investment options, and sign up to receive eStatements.
- download the relevant Product Disclosure Statement and Financial Services Guide, and accept the terms and conditions of Rest membership.

Your employees also need to know when their insurance cover kicks in. To let them know their cover has started, we'll get in touch with them when:

- we receive your first Superannuation contribution for them (for Rest Super)
- or the date you created their new account (for Rest Corporate).

# 2 more ways we make things easier

Meeting your super obligations is important – but we know there are other things you'd rather be doing. That's why we focus on making the process faster and more efficient.

01

## Submitting your contributions (it's fast)

If you need to make contributions to multiple super funds, we'll take the hassle out of it for you. Rest provides access to a third-party clearing house via EmployerAccess and at no cost to you. This will enable you to submit a single file for your Rest and non Rest members.

02

## Paying your contributions (it's flexible)

When it comes to paying your contributions, we let you do it your way. There are three options:

**ABT** – You can pay your contributions through direct debits from your bank account. Just choose when, enter your bank details and click the 'pay' button - this sends a message to your bank to transfer the money from your account to Rest. This gives you control over the total amount of the contribution, and the day the transfer will take place.

**BPAY** – You can pay your contributions using BPAY. Once you've submitted your contribution details in EmployerAccess, a BPAY reference will be generated. Then you simply use your phone or internet banking to make your BPAY payment.

**EFT** – You can pay your contributions electronically through your online banking. EFT payment details are generated for you when you elect to pay with this option in EmployerAccess. It is important to include the reference details provided so that we can match your contribution.



### **Not sure which payment option to choose?**

If you'd like a hand choosing the best payment option for your business, the team at Rest is here to help.

**Q Live Chat at [rest.com.au](https://rest.com.au)**  
Monday to Friday 8am – 10pm  
Saturday 9am – 6pm and  
Sunday 10am-6pm AEST

**1300 305 775**  
Monday to Friday 8am – 8pm



# Other useful things to know

As an employer, there can be a lot to get your head around when it comes to the superannuation regime. Plus you're expected to keep up with the changes that get introduced from time to time.

At Rest, we like to explain everything in plain English. The following section provides a handy run-down on some of the key points, along with some of our tips.

## What's the Superannuation Guarantee (SG)?

Superannuation Guarantee (SG) is the official term for compulsory superannuation contributions made by employers on behalf of their employees.

Every employer – including sole operators – must contribute the equivalent of 10.5% of an employee's ordinary time earnings (typically wages or salary).

Under the SG legislation, employers must pay contributions for eligible employees at least quarterly. The Australian Taxation Office (ATO), which enforces this legislation, may apply a penalty (the SG charge) if employers don't make specified super contributions (as required) on behalf of their employees by the due date. This is 28 days after each quarter.

**Our tip:** Rest encourages monthly payments. This aims to help employers avoid incurring any potential penalties for late payment. It also benefits employees, as the contribution will be invested earlier and more regularly.

## Can employees choose their fund?

It's important to check if your employees can choose. If they can, provide them with a 'Standard Choice' Form. If employees can't or haven't made their choice, you would pay their super to the default fund you've chosen as an employer.

Employees **may be able to choose their super fund** if they are:

- employed under a federal award
- employed under a former State award, now known as a 'notional agreement preserving state award'
- employed under another award or agreement that does not require super support, or
- are not employed under any state award or industrial agreement (including contractors paid principally for their labour).

Employees are **generally not eligible to choose a super fund** if:

- you pay super for them under a State industrial award, a preserved state agreement, or a federal industrial agreement such as an Australian Workplace Agreement (AWA) or
- they are in a defined benefit fund, or are a member who has already reached a certain level of benefit in the applicable defined benefit fund.

## Need-to-know

As an employer, you're responsible for identifying which employees are eligible for Choice of Fund on the basis of their employment circumstances and offering them a choice of fund.

For those employees who are eligible, you must provide a 'Standard choice' form to them within 28 days of their start date. If your employee does not choose a fund, you must pay their super contributions into the fund you have nominated as your default fund.



You can find more information about choice of fund by visiting [ato.gov.au/business](https://ato.gov.au/business)

## Do I need to nominate a MySuper fund?

Yes. MySuper was created by the Government to make default funds simpler and more transparent. They are required to have certain features, which makes it easier for employers and members to compare funds.

Since January 2014, employers are required to choose a MySuper authorised fund as their default super fund. Employers could then pay super contributions to that fund if any employees don't choose their own fund or if they are not eligible to choose their own fund.

Rest obtained its MySuper authorisation back in July 2013. Employers can choose either Rest Super or Rest Corporate as its MySuper default fund.

## How to make Rest your default fund

You can nominate either Rest Super or Rest Corporate as your default fund. Your choice might depend on the type of employees you have and the information contained in our PDS (see p6, 'Which Rest product is right for my business?')

If you have any questions about making Rest your default fund, just get in touch with our team. We'll be happy to help.

## Talk to us online

 **Live chat at [rest.com.au](https://rest.com.au)**  
Monday to Friday 8am – 10pm  
Saturday 9am – 6pm and  
Sunday 10am – 6pm AEST

## Or try us on the phone

 **1300 305 775**  
Monday to Friday 8am – 8pm



## What is a 'default' fund?

A default fund is your nominated fund that you pay employees' super contributions to if they can't or don't choose their own fund.

