

# Super Clearing House Online User Guide

## Overview

Super Clearing House Online (SCH Online) is a Superstream compliant, online, electronic payment facility which provides employers the ability to distribute superannuation contributions to various superannuation funds chosen by staff with one simple payment. SCH Online integrates fully with legalsuper's EmployerAccess, so it's easy to make super contributions and manage employee details.

### BENEFITS OF USING SUPERSTREAM

- Simplify your contribution process by making just the one payment to multiple funds - you make one secure electronic transaction and SCH Online distributes the contributions to your employees' nominated funds.
- Using a clearing house service can minimise the time and paperwork involved in paying contributions to numerous funds.
- You can obtain a record of your contribution history whenever you need it.
- Easy payments via EFT, BPAY, or Authorised Bank Transfer (ABT)

[LEARN MORE AT ATO.GOV.AU](#)

### WHAT IS IN THIS GUIDE?

This is a step-by-step guide to assist employers using the SCH Online through legalsuper's EmployerAccess.

- Register for EmployerAccess and SCH Online
- Direct Entry of contribution advice
- Payroll Upload of contribution advice
- Adding an employee

### IMPORTANT DOCUMENTS

#### SCH ONLINE PRODUCT DISCLOSURE STATEMENT (PDS)



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PDF

This Product Disclosure Statement (PDS) describes 'The Superannuation Clearing House - Online' product (SCH-Online) which is accessed through legalsuper's Employer portal. This is important information you should consider before making a decision to use this product.



DOWNLOAD  
PDF

#### FINANCIAL SERVICES GUIDE (FSG)

Financial Services Guide (FSG) Download PDF This FSG is designed to assist you in deciding whether to use any of the services offered in this guide.

TO VIEW ALL DOCUMENTS [CLICK HERE](#)

### WE'RE HERE TO HELP

Speak to a legalsuper representative:

1800 060 312

Contact SCH Online:

1300 855 935

[sch-online.com.au](http://sch-online.com.au)

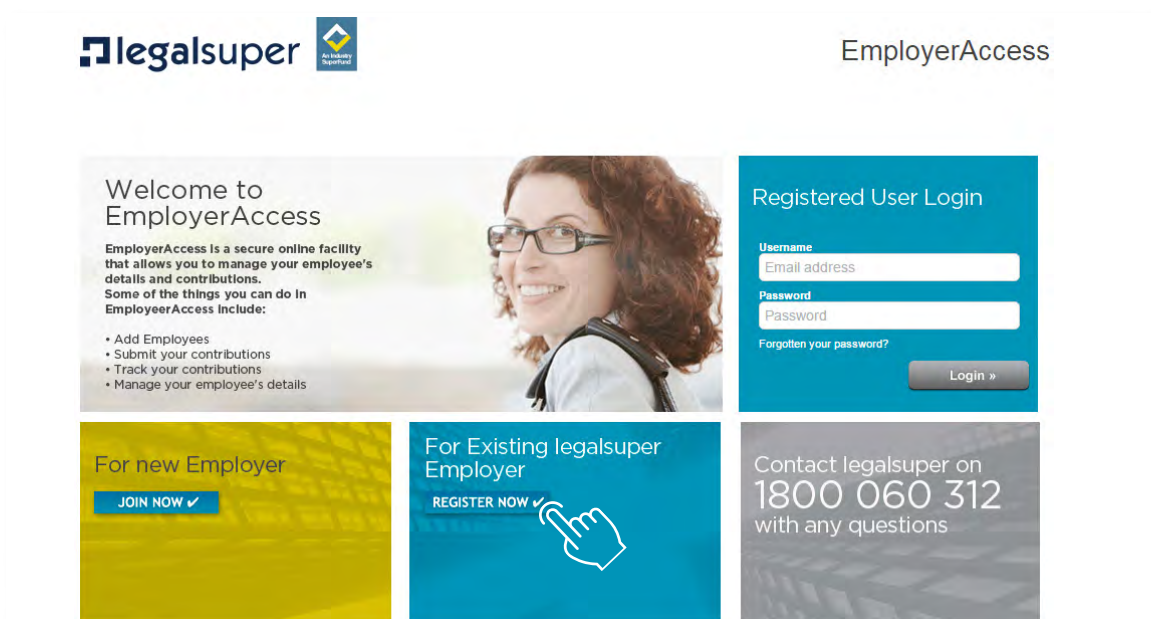
# Follow the below step - by - step guide for assistance in setting up and using SCH Online.

## 1.

Click **Login** as an Employer at [legalsuper.com.au](http://legalsuper.com.au), you can use your email address as your username. Don't worry if you have forgotten your password, you can reset it online or by calling us on **1800 060 312**

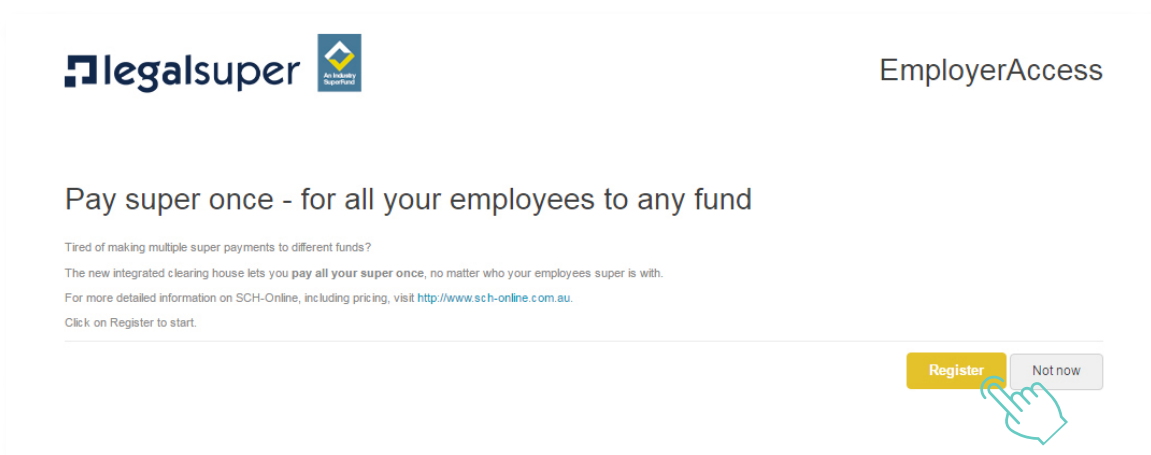
**OR**

If you have not yet registered for EmployerAccess, click **Register Now** to register as an employer

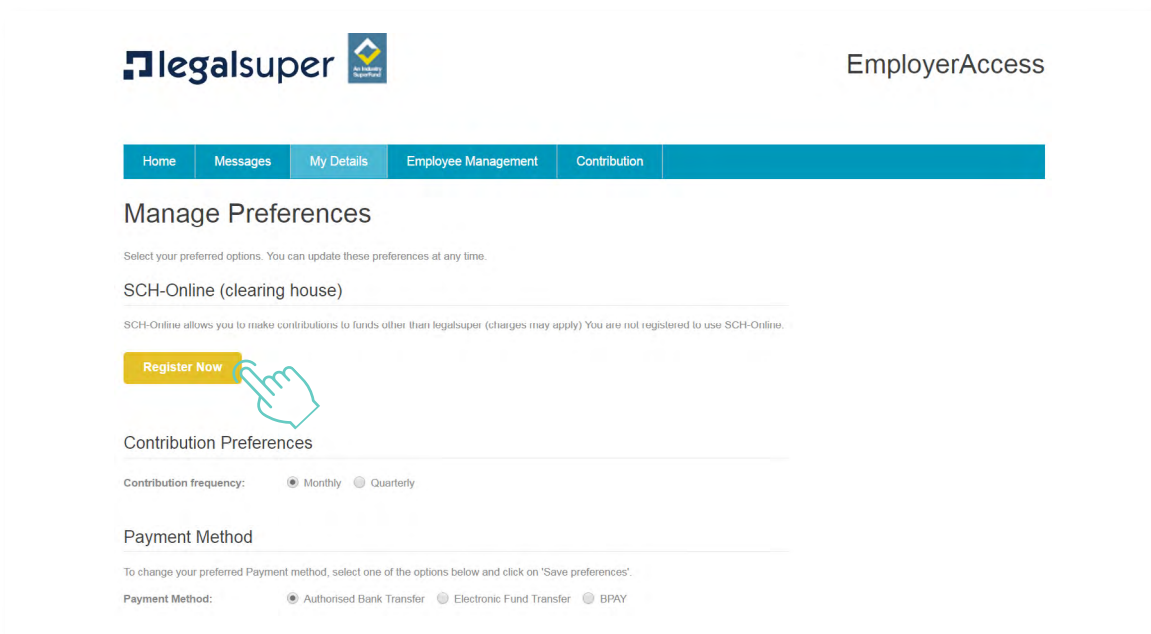
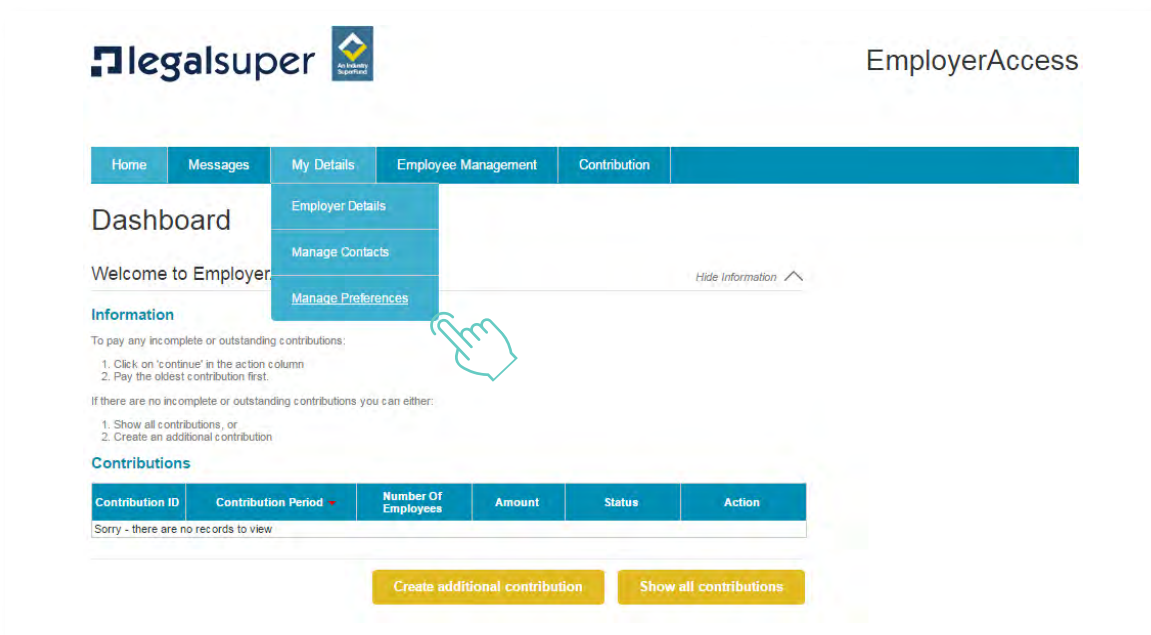


## 2.

Once logged in, you will see a pop up screen to register for SCH online. Click on **Register** to join and manage your preferences.



If the pop up does not appear, you can click on **My Details** and **Manage preferences**, then the SCH Online **Register Now** button.



# 3.

Enter your ABN and bank account details. If your information is pre-populated, ensure all details are correct. Ensure that you read the Product Disclosure Statement (PDS) and Financial Services Guide (FSG) for SCH online. [Click the tick box](#) to acknowledge payment through SCH online, and if you agree to the Terms and Conditions, click [Submit](#).



The easiest way to pay your super.  
Because you only pay once.

## The Superannuation Clearing House

You can pay multiple super funds through SCH-Online with a single payment.  
SCH-Online is not recommended or provided by legalsuper.  
You should read the PDS to decide whether this product suits your needs.  
As described in the PDS, contributions made via SCH-Online may take additional time to reach the destination fund. [Charges](#) may apply when you make contributions to funds other than legalsuper.  
SCH-Online integrates fully with legalsuper EmployerAccess, so it's easy to make super contributions and manage employee details.

### SCH-Online information

- [SCH-Online - FSG](#)
- [SCH-Online-PDS](#)

### ABN

You must provide your ABN to use SCH-Online.

ABN \*

### Bank account details

You must provide your bank account details to use SCH-Online.  
We will refund any money returned by super funds to this account.  
If you pay by Authorised Bank Transfer, the account you enter here must be the same as the account you make payments from.

BSB \*

Account number \*

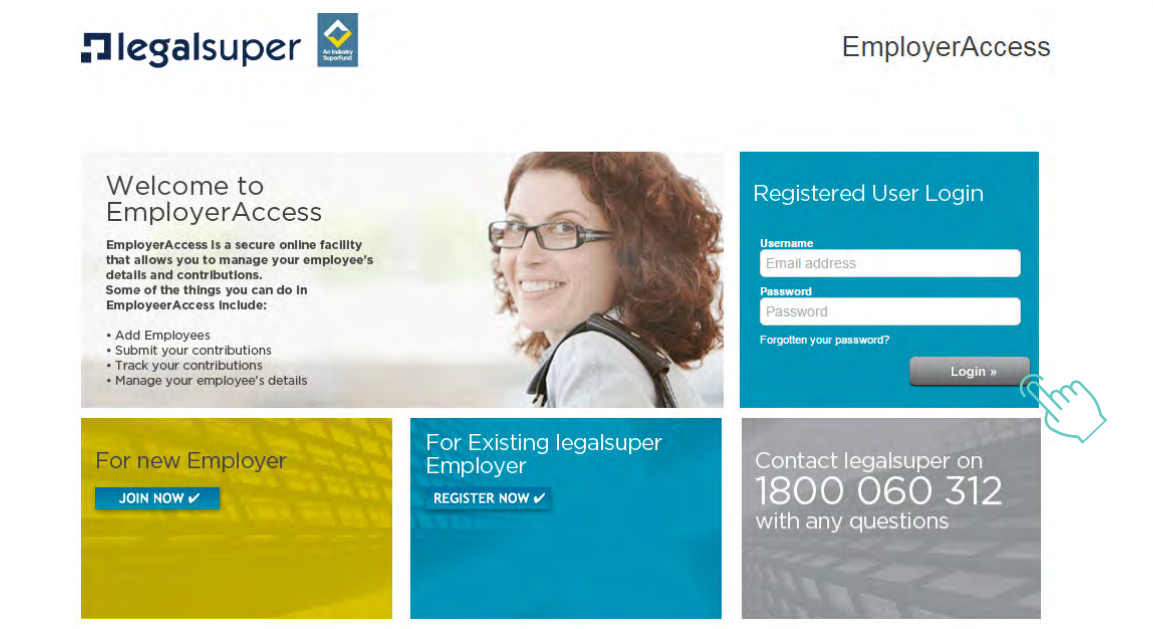
Account name \*

Email (for refund notification) \*

I wish to pay super contributions through SCH-Online and acknowledge I have read the Product Disclosure Statement and agree to the Terms and Conditions it contains.

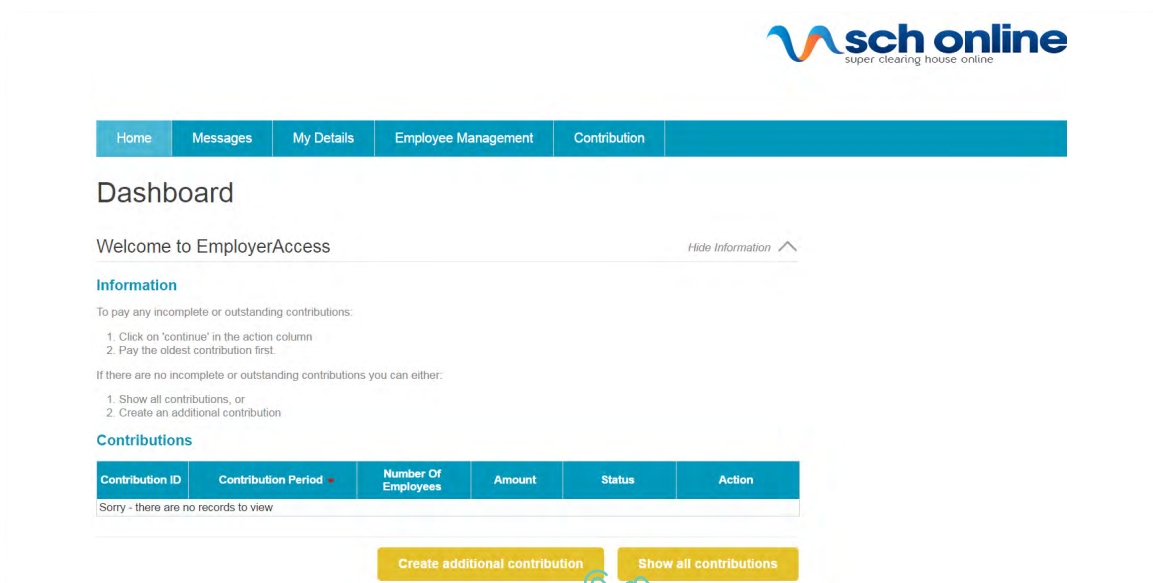
# 4.

You will then be prompted to login a second time, using your email address as your username.



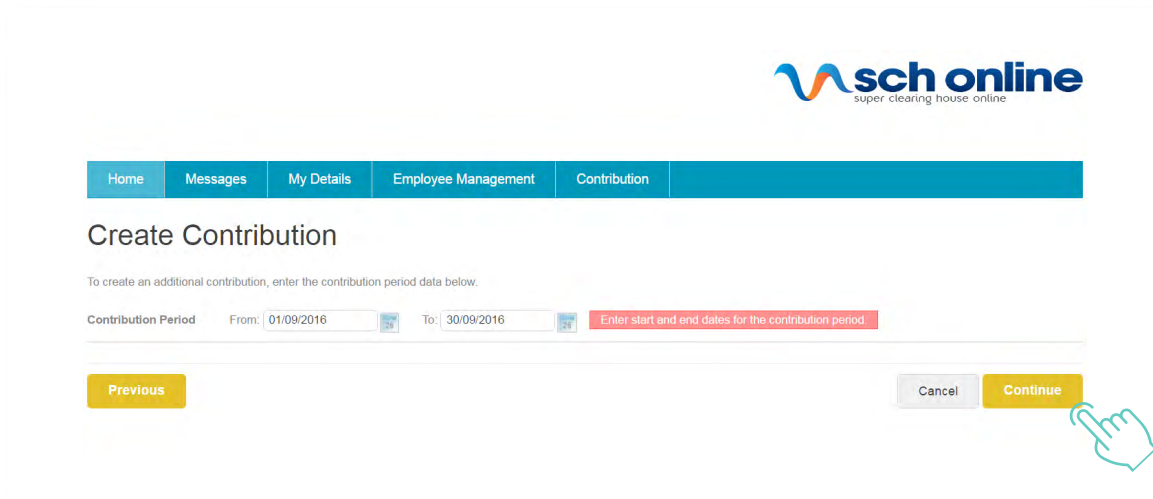
# 5.

You will then see the SCH online logo in the top right hand corner of the page. Clicking on **Create additional contribution** will allow you to make contributions for a new pay period.



# 6.

Nominate the contribution period by entering the 'From' and 'To' dates and clicking **Continue**.

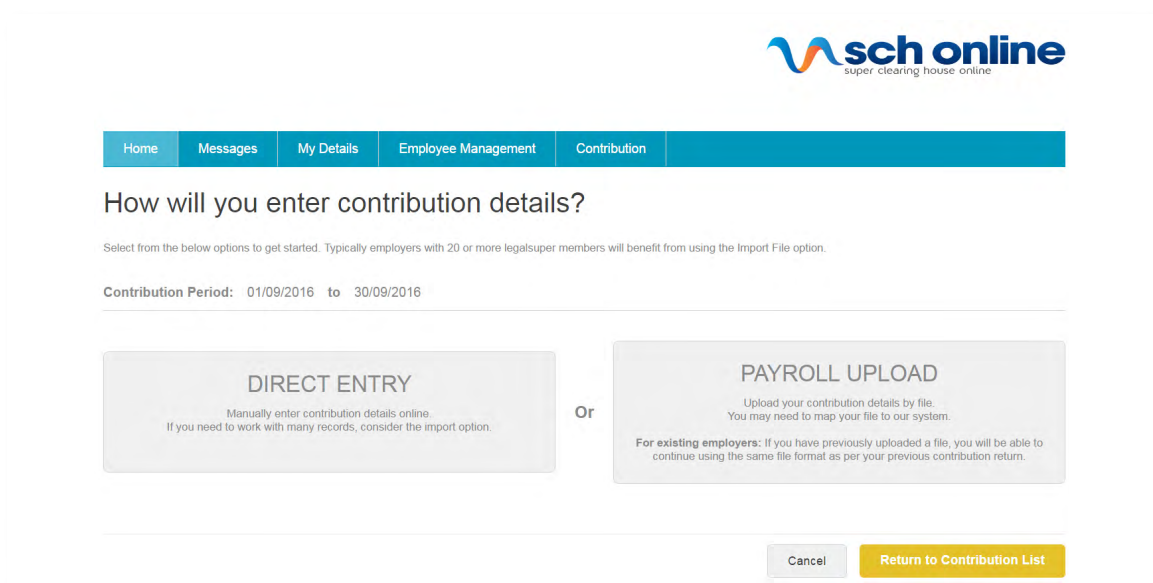


# 7.

To upload a payroll file click on **Payroll Upload** on the right hand side of the screen and move on to **page 12** to follow the instructions. Employers with 20 or more legalsuper members may benefit from using the Payroll Upload option.

**OR**

To enter the data directly, click on **Direct Entry** on the left hand side of the screen and move to **page 7** to follow instructions.



# SCH Online

## Direct Entry

# 1.

## DIRECT ENTRY

Manually type in the contribution amounts, directly in to the relevant columns for all legalsuper employees. If your employees are not listed, see instructions on **how to add an employee on page 21**.

Member ID	Surname	Given Name	Date of birth	TFN	SG contribution	Salary sacrifice	Member contribution	Employer Additional	Total	Action
326352251	Briant	Patty	07/09/1976	No	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	edit
326352252	Farigne	Gemima	03/10/1951	No	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	edit
326352253	Kaur	Lalitha	03/11/1990	No	\$25.00	\$100.00	\$0.00	\$0.00	\$125.00	edit
326352249	Smith	Fred	01/01/1986	No	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00	edit
326352255	Yeung	Chen	22/02/1961	No	\$65.00	\$0.00	\$0.00	\$0.00	\$65.00	edit

# 2.

For any employees that have choice of fund outside of legalsuper, click on **Other Fund Employees** on the right hand tab, or you can click on the bottom right hand button titled **Check other fund contributions**.

**Even if you do not pay to any superannuation funds outside of legalsuper**, you must go to the Other Fund Employees tab or click on **Check other fund contributions** to continue.

**sch online**  
super clearing house online

Home Messages My Details Employee Management Contribution

### Contribution Details

Use the grid below to enter contribution amounts, then continue to payment options.

**Contribution: 1836582389 01/09/2016 to 31/10/2016**

Member ID  Given name(s)  Surname  Payroll #

Member ID	Surname	Given Name	Date of birth	TFN	SG contribution	Salary sacrifice	Member contribution	Employer Additional	Total	Ac
326352251	Briant	Patty	07/09/1976	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	edit
326352252	Farigne	Gemima	65 03/10/1951	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	edit
326352253	Kaur	Lalitha	03/11/1990	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	edit
326352249	Smith	Fred	01/01/1986	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	edit
326352255	Yeung	Chen	22/02/1961	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	edit
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



# 3.

## DIRECT ENTRY

**Add in any payment amounts for employees with other funds.** If you do not have any employees in other funds, no records will show. If you need to add employees for another fund, click **add employee** and **see instructions on page 21**.

Once you have added and checked all contribution details, click **Continue**

### Contribution Details

[Edit Contribution \(Grid\)](#) | [Summary](#) | [Payment](#) | [Complete](#)

Use the grid below to enter contribution amounts, then continue to payment options.

**Contribution: 1836582389 01/09/2016 to 31/10/2016**

Member ID  Given name(s)  Surname  Payroll #  [Filter](#)

legalsuper Employees (5) \$475.00 | **Other Fund Employees (1) \$50.00** | [Manage Accounts](#)

Member ID	Fund name	Surname	Given Name	Date of birth	TFN	SG contribution	Salary sacrifice	Member contribution	Employer Award	Empl Additi
33698769	AustralianSuper	McBaron	less	01/02/1981	No	\$50.00	\$0.00	\$0.00	\$0.00	
<b>Total:</b>						<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

[add employee](#) [load contribution](#)

[Previous](#) [Cancel](#) [Save](#) [Continue](#)

# 4.

## DIRECT ENTRY

The contribution summary page will load. Check the relevant members and populated amounts. If the details are correct, click **Continue to Payment Details**.

[Home](#) | [Messages](#) | [My Details](#) | [Employee Management](#) | **Contribution**

### Contribution Summary

[Edit Contribution \(Grid\)](#) | **Summary** | [Payment](#) | [Complete](#)

Contribution 1836582389 01/09/2016 to 31/10/2016 [Export](#)

Employees being paid in this contribution: 0

Total payable amounts in this contribution (Payment Amount): \$0.00 [view less](#)

[Clear contribution details and start over](#) [Upload another file](#) [Adjust contribution detail](#) [Continue to Payment Details](#)

# 5.

## DIRECT ENTRY

On the **Payment Options** screen, select your preferred payment method. You can choose between an Authorised Bank Transfer (direct debit), Electronic Funds Transfer (EFT), or BPay. After you have selected your preferred method, click **Confirm Payment**.

Home Messages My Details Employee Management Contribution


### Payment Options

Edit Contribution (Grid) Summary **Payment** Complete

Your payment details for this contribution are displayed below:  
To change your preferred payment method, select the relevant payment tab.  
To complete your contribution, click 'Confirm Payment'.

Payment method  Authorised Bank Transfer  Electronic Fund Transfer  BPAY

#### BPAY Details

	Biller code	178954
	Ref	200008579

**What is BPAY?**

To pay by BPAY go to your bank or financial institution's webpage and enter the information provided in the following Payment Confirmation page.

#### Contribution payment details

Master Contribution ID	CH2018365623896
Contributions payable to legalsuper	\$0.00
Contributions payable to other funds	\$0.00
Superannuation Clearing House charges	0.00 Inc. GST <a href="#">i</a>
Subtotal	\$0.00
Charges covered by legalsuper	0.00 <a href="#">i</a>
Payment Amount	\$0.00

Remember this payment choice for next time

Return to contribution summary Cancel **Confirm Payment**

# 6.

## DIRECT ENTRY

A pop up will appear confirming that you will commit to making the super payment. Click **Continue** to if you wish to proceed.

Authorised Bank Transfer  Electronic Fund Transfer  **BPAY**

### Payment Confirmation

954 You are committing to make a superannuation payment of \$6,132.39. Do you wish to proceed?

008579

**Cancel** **Continue**

**BPAY**  
nd er  
onfin

## 7.

## DIRECT ENTRY

The **Payment Confirmation** screen outlines your contribution payment. You can print a copy of the details for your own records, or click **finish**. You will be emailed a copy of the remittance advice.

Home Messages My Details Employee Management Contribution

## Payment Confirmation

Contribution (5/6) Payment Complete

Thank you for authorising the payment of your contribution. The payment will be deducted from your account on the payment date you have indicated. Contributions will be applied to your employee's account when payment has been received and processed.

A payment confirmation has been emailed to you.

### Contribution details

Employer name	FAKE				
Employer ID	200008579				
Contribution period	01/09/2016 to 30/09/2016				
SCH Online Contribution ID	CH2018333787060				
Submission date	28/09/2016				

	Contribution ID	No. of employees	Contributions	SCH-Online charges (inc. GST)	Amount
legalsuper	1833378706	5	\$6,132.39	\$0.00	\$6,132.39
Other funds	N/A	0	\$0.00	\$2.95	\$2.95
				Refund from legalsuper	\$2.95
				<b>Total payable:</b>	<b>\$6,132.39</b>

### Payment details

Payment method: BPAY

**Telephone & Internet Banking – BPAY®**  
 Contact your bank or financial institution to make this payment from your cheque, savings, debit, or transaction account. More info: [www.bpay.com.au](http://www.bpay.com.au)  
 © Registered to BPAY Pty Ltd ABN 69 079 137 518

Biller code: 178954

Ref\*: 200008579

Amount due\*: \$6,132.39

Make another contribution Print Finish

You have now successfully completed submitting your contribution advice via SCH Online.

Once these steps have been finalised, simply make one payment of the whole amount to SCH Online via your preferred payment method.

The contributions will then be distributed to the various superannuation funds.

**For further questions or help, please don't hesitate to contact us.**

Speak to a legalsuper representative: **1800 060 312**

Contact SCH Online: **1300 855 935**

[sch-online.com.au](http://sch-online.com.au)

# SCH Online

## Payroll Upload

### 1.

#### PAYROLL UPLOAD

If your file is already in the ATO's 'Standard Alternative File Format' then select SAFF file on the left hand side. For more information about SAFF files, visit [ato.gov.au](http://ato.gov.au).

If you do not have a SAFF file, click **Other File** on the right hand side.

### 2.

#### PAYROLL UPLOAD

Mapping your contribution file allows the clearing house system to accurately read the data from your files. Click on 'browse' to select your file and go through to File Mapping.

# 3.

File mapping happens in five steps. Use the [SCH online Example File](#) on the final page of this document for further assistance with file-mapping requirements.

### Step 3a:

Browse your computer to find and import your file. This will display under file preview.

Row #	Firstname	Surname	TFN	Street	Suburb	State	Postcode	DOB	Gender	SG	Mbr#	SUPERFUND	ABN	SPIN
2	Fred	Smith	125375394	Very	Hupbert	VIC	3876	1/01/1986	M	1999	30345	ABC	8523396748	ABC100AU
3	Patty	Briant	345567890	Albere	Lacorssay	VIC	3997	7/09/1976	F	876.98	2228997	HESTA	649717321	HST0110AI
4	Gemima	Farigne	163856215	Strong	sheid plain	NSW	2887	3/10/1951		2013.02	501958	legalsuper	60346078879	LIS0100AU
5	Lalitha	Kaur	529874123	Willow	condaetner	WA	6096	3/11/1990		169.9	30356987	legalsuper	60346078879	LIS0100AU
6	Chen	Yeung	852963745	Marshelle	Lorem	SA	8076	22/02/1961	M	1073.49	7485321	legalsuper	60346078879	LIS0100AU
7														

### Step 3b:

Specify your file structure. Input numbers to indicate whether there is a header, and on what row the data starts.

### Step 3c:

Enter the date and money format which you used in your file. This must match for the file information to be extracted correctly.

Step 2. Your file structure.

My file has headers in row:   My file doesn't have a header row

Data in my file starts in row:

Step 3. Date and Money formats.

Date formats in my file:  ?


Money formats:

**Step 3d:**

Map your file columns on the left with the SCH system required fields on the right. Check that your data matches the far right column (eg. First name = Given Name) For any fields which read 'Not Mapped' click on the field to bring up a list of options.

**Please note that not all fields are mandatory.**

Use the **SCH online Example File** on the final page of this document for further assistance with file-mapping requirements. The highlighted fields in the example file are the mandatory fields.



Home
Messages
My Details
Employee Management
Contribution

## Map your contribution file for import

Before you can import a contribution file, you must map your import file to our system.  
For each of your column headings, select the corresponding system field from the drop down options.

Your File's Columns	(examples)	Our fields	
Firstname	(Fred, Patty)	-- Not Mapped --	✘
Surname	(Smith, Briant)	Surname	✘
TFN	(125375394, 345567890)	TFN	✘
Street	(Very, Albere)	-- Not Mapped --	✘
Suburb	(Hupbert, Lacorssay)	Suburb	✘
State	(VIC, VIC)	State	✘
Postcode	(3876, 3997)	Postcode	✘
DOB	(1/01/1986, 7/09/1976)	Date of birth	✘
Gender	(M, F)	Gender	✘
SG	(1999, 876.98)	-- Not Mapped --	✘
Mbr#	(30345, 2228997)	-- Not Mapped --	✘
SUPERFUND	(ABC, HESTA)	-- Not Mapped --	✘
ABN	(8523396748, 649717321)	ABN	✘
SPIN	(ABC100AU, HST0110AI)	USI	✘

Previous
Cancel
Continue

**Step 3e:**

Choose the corresponding field. If your option is not shown, you can select **Show extended fields** in the top right hand corner. Once complete, click **Confirm** in the bottom right hand.

**sch online**  
super clearing house online

**Mapping: "Firstname"**

Show Extended Fields

**Employee Details**

Title	Date of birth	TFN	Suburb
Surname	Gender	Street Address 1	State
<b>Given name</b>	Email address	Street Address 2	Postcode
	Phone number		Country
	Mobile number		

**Employment Details**

Payroll number	Occupation	Employment type
Employee satisfies work test (if > 65)	Location	
Employment Start Date	Termination date	
	Annual Salary (for Insurance)	

**Employee Fund Details**

Member ID	USI	Fund ESA
	ABN	Fund Name
		Classification

SUPERFUND	(ABC, HESTA)	-- Not Mapped --	✘
ABN	(8523396748, 649717321)	ABN	✘
SPIN	(ABC100AU, HST0110AI)	USI	✘

**Previous** **Cancel** **Continue**

## 4.

## PAYROLL UPLOAD

You will be prompted to review and re-confirm the mapping. Once you are satisfied that the fields are matching, click **confirm** again.

**sch online**  
super clearing house online

Home Messages My Details Employee Management Contribution

### Confirm field Mappings

Review and confirm your file mappings below.  
For each of your column headings, select our corresponding system field from the drop down options.

Your File's Columns	(examples)	Our fields
Firstname	(Fred, Patty)	(Given name)
Surname	(Smith, Briant)	(Surname)
TFN	(125375394, 345567890)	(TFN)
Street	(Very, Albere)	(Street Address 1)
Suburb	(Hubbert, Lacrossay)	(Suburb)
State	(VIC, VIC)	(State)
Postcode	(3876, 3997)	(Postal code)
DOB	(1/01/1986, 7/09/1976)	(Date of birth)
Gender	(M, F)	(Gender)
SG	(1999, 876.98)	(SG contribution)
Mbr#	(30345, 2228997)	(Member ID)
SUPERFUND	(ABC, HESTA)	(Fund Name)
ABN	(8523396748, 649717321)	(ABN)
SPIN	(ABC100AU, HST0110AI)	(USI)

Previous Cancel Confirm

## 5.

## PAYROLL UPLOAD

Review your confirmation and click 'Edit Mapping' if you need to make changes. Click **Proceed to Contributions** to begin the contributions process.

Home Messages My Details Employee Management Contribution

### File Mapping Complete

You have successfully created file mapping details. Please review these below.  
If you wish to change these, please click on "Edit Mappings" below.

Your File's Columns	(examples)	Our fields
Firstname	(Fred, Patty)	(Given name)
Surname	(Smith, Briant)	(Surname)
TFN	(125375394, 345567890)	(TFN)
Street	(Very, Albere)	(Street Address 1)
Suburb	(Hubbert, Lacrossay)	(Suburb)
State	(VIC, VIC)	(State)
Postcode	(3876, 3997)	(Postal code)
DOB	(1/01/1986, 7/09/1976)	(Date of birth)
Gender	(M, F)	(Gender)
SG	(1999, 876.98)	(SG contribution)
Mbr#	(30345, 2228997)	(Member ID)
SUPERFUND	(ABC, HESTA)	(Fund Name)
ABN	(8523396748, 649717321)	(ABN)
SPIN	(ABC100AU, HST0110AI)	(USI)

Edit Mappings Proceed to Contribution



## 6.

## PAYROLL UPLOAD

Click **'Choose file'** to select a payroll file to load. Once selected, click **Submit**.

Home Messages My Details Employee Management Contribution

### Upload Contribution File

File upload Complete Validate Summary Payment

To upload your contribution file:

1. Click 'Browse' to find your file on your computer
2. Click 'Submit' to upload the contribution file

If your file includes payments to a fund other than legalsuper you must include Fund Name, ABN or SPIN in the relevant rows.  
Please remove any totals or extra data at the bottom of your file before uploading.  
Please make sure your file contains a value for Address1, Suburb, State, Postcode for all rows to be updated. State must be one of NSW, VIC, QLD, SA, WA, NT, TAS, ACT.  
Click the 'Browse' button to choose the file for upload

Choose File No file chosen

Previous Cancel Submit

## 7.

## PAYROLL UPLOAD

Once the upload is complete, you will be presented with a validation screen. You will need to amend any information from the highlighted fields. Once you have amended the highlighted fields, click **Reprocess this record** to be taken to the next record which needs validation.

Home Messages My Details Employee Management Contribution

### Processing Contribution Records

File upload Complete Validate Summary Payment

Contribution 1833376706 01/09/2016 to 30/09/2016

Prefer to work offline? You can download a corrections file when processing is complete. [Download Corrections File](#)

Processing records 5 of 5 ... record(s) needing validation: 5 [Cancel processing](#)

**This record requires your attention**

FRED SMITH Unidentified Member ABC 1 issue(s) need attention

**Fund Details**

Member ID  ✘  
Fund Name  ✘  
USI  ✘  
ABN  ✘

**Search Funds**

[Search](#)

Your search did not locate any fund. Please check your details and search again.  
If you cannot find your fund, you can add a new fund using the button below.

[Add new Self Managed Super Fund \(SMSF\)](#) [Use default fund](#)

Ignore Record (contribution values will not be added, no attempt to update the member record will be made) [Reprocess this record](#)

## 8.

## PAYROLL UPLOAD

After the data validation process has been completed, the **Contribution Summary** page will load. Check the relevant members and populated amounts. If the details are correct, click **Continue to Payment Details**.

## 9.

## PAYROLL UPLOAD

If there is missing data in the files you have uploaded, the below screen will appear. Certain data is mandatory under the SuperStream data standards, for more information see the **ATO website**. Select the tick box to acknowledge the missing files and select **Continue to Payment Details**.

Member ID	First name	Last name	Key Data Missing
326352249	Fred	Smith	TFN, Phone Number
326352251	Patty	Briant	TFN, Phone Number
326352252	Gemina	Farigne	TFN, Phone Number
326352253	Lalitha	Kaur	TFN, Phone Number
326352255	Chen	Yeung	TFN, Phone Number

## 10.

## PAYROLL UPLOAD

On the **Payment Options** screen, select your preferred payment method. You can choose between an Authorised Bank Transfer (direct debit), Electronic Funds Transfer (EFT), or BPay. After you have selected your preferred method, click **Confirm Payment**.

**sch online**  
super clearing house online

Home Messages My Details Employee Management Contribution

## Payment Options

File Upload Upload Summary **Payment**

Your payment details for this contribution are displayed below:  
To change your preferred payment method, select the relevant payment tab.  
To complete your contribution, click 'Confirm Payment'.

Payment method  Authorised Bank Transfer  Electronic Fund Transfer  BPAY

### EFT Details

Fund BSB	033-469
Account number	200008579
Payment Reference Number	2018333767060 <a href="#">change</a>

**What is Electronic Fund Transfer?**

To pay by EFT go to your bank or financial institution's webpage and enter the information provided in the following Payment Confirmation page.

### Contribution payment details

Master Contribution ID	CH2018333767060
Contributions payable to legalsuper	\$6,132.39
Contributions payable to other funds	\$0.00
Superannuation Clearing House charges	\$2.95 Inc. GST <a href="#">i</a>
Subtotal	\$6,135.34
Charges covered by legalsuper	\$2.95 <a href="#">i</a>
Payment Amount	\$6,132.39

Return to contribution summary Cancel **Confirm Payment**

## 11.

## PAYROLL UPLOAD

A pop up will appear confirming that you will commit to making the super payment. Click **Continue** to proceed.

Authorised Bank Transfer  Electronic Fund Transfer  BPAY

**Payment Confirmation**

You are committing to make a superannuation payment of \$6,132.39. Do you wish to proceed?

Cancel **Continue**

# 12.

## PAYROLL UPLOAD

The **Payment Confirmation** screen outlines your contribution payment. You can print a copy of the details for your own records, or click **finish**. You will be emailed a copy of the remittance advice.

**sch online**  
super clearing house online

Home Messages My Details Employee Management **Contribution**

### Payment Confirmation

[Back](#)
[Summary](#)
[Payment](#)
[Complete](#)

Thank you for authorising the payment of your contribution. The payment will be deducted from your account on the payment date you have indicated. Contributions will be applied to your employee's account when payment has been received and processed.

A payment confirmation has been emailed to you.


#### Contribution details

Employer name	FAKE		
Employer ID	200008579		
Contribution period	01/09/2016 to 30/09/2016		
SCH Online Contribution ID	CH2018333767080		
Submission date	28/09/2016		

	Contribution ID	No. of employees	Contributions	SCH-Online charges (inc. GST)	Amount
legalsuper	1833376708	5	\$6,132.39	\$0.00	\$6,132.39
Other funds	N/A	0	\$0.00	\$2.95	\$2.95
				Refund from legalsuper	\$2.95
				<b>Total payable:</b>	<b>\$6,132.39</b>

#### Payment details

Payment method	BPAY
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**Telephone & Internet Banking - BPAY®**  
 Contact your bank or financial institution to make this payment from your cheque, savings, debit, or transaction account. More info: [www.bpay.com.au](http://www.bpay.com.au)  
 © Registered to BPAY Pty Ltd ABN 69 079 137 518

Billier code	178954
Ref *	200008579
Amount due *	\$6,132.39

[Make another contribution](#)
[Print](#)
[Finish](#)

You have now successfully completed submitting your contribution advice via SCH Online.

Once these steps have been finalised, simply make one payment of the whole amount to SCH Online via your preferred payment method.

The contributions will then be distributed to the various superannuation funds.

## For further questions or help, please don't hesitate to contact us.

Speak to a legalsuper representative: **1800 060 312**

Contact SCH Online: **1300 855 935**

[sch-online.com.au](http://sch-online.com.au)

# SCH Online

## Adding an Employee

# 1.

### ADDING AN EMPLOYEE

From the home screen, click on **Employee Management** and then **Add employee**

The screenshot shows the 'Employee Management' section of the SCH Online interface. The navigation bar includes 'Home', 'Messages', 'My Details', 'Employee Management', and 'Contribution'. Under 'Employee Management', there are two options: 'Manage Employees' and 'Add employee'. Below this, there is a section for 'Incomplete Contributions' with a search filter and a table of contributions. The table has columns for Contribution ID, Contribution Period, Number Of Employees, Amount, Status, and Action. Two contributions are listed: one for \$6,132.39 and another for \$0.00. At the bottom, there are 'Cancel' and 'Create additional contribution' buttons.

Contribution ID	Contribution Period	Number Of Employees	Amount	Status	Action
1833376706	01 Sep 16 - 30 Sep 16	5	\$6,132.39	Awaiting payment	Summary/Payment
1836582389	01 Sep 16 - 31 Oct 16	0	\$0.00	Awaiting payment	Summary/Payment

OR

From the **Contributions Details** screen, click on **add employee** in the bottom left of the screen

The screenshot shows the 'Contributions Details' screen for contribution 1836582389. The navigation bar includes 'Home', 'Messages', 'My Details', 'Employee Management', and 'Contribution'. Below the navigation bar, there are tabs for 'Edit Contribution (Grid)', 'Summary', 'Payment', and 'Complete'. The main content area shows the contribution details and a table of employees. The table has columns for Member ID, Surname, Given Name, Date of birth, TFN, SG contribution, Salary sacrifice, Member contribution, Employer Additional, Total, and Action. There are five employees listed, all with \$0.00 contributions. At the bottom, there are 'add employee' and 'load contribution' buttons, along with 'Previous', 'Cancel', 'Save', and 'Check other fund contributions' buttons.

Member ID	Surname	Given Name	Date of birth	TFN	SG contribution	Salary sacrifice	Member contribution	Employer Additional	Total	Action
326352251	Briant	Patty	07/09/1976	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	edit
326352252	Farigne	Gemima	03/10/1951	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	edit
326352253	Kaur	Lalitha	03/11/1990	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	edit
326352249	Smith	Fred	01/01/1986	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	edit
326352255	Yeung	Chen	22/02/1961	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	edit
					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

# 2.

## ADDING AN EMPLOYEE

Click on **legalsuper** or **Another fund**. If you elected legalsuper, move to **step 4**. If you elected another fund, type in the superannuation fund name, ABN or USI, then click **Search**

### Add Employee

To add a new employee, enter the required information below. If the new employee is already a member of the fund, please enter their Member ID. The Member ID is on the employee's superannuation statement.

**Fund Details**

Member fund \*  legalsuper  Another fund

**Search Funds**

**Basic employee details**

Member ID \*

Title

Given name

Surname \*

Gender

Date of birth

TFN

# 3.

## ADDING AN EMPLOYEE

Select the correct fund and then click **Choose this fund**

### Fund Details

Member fund \*  legalsuper  Another fund

**Search Funds**

Name	ABN	USI
AustralianSuper	65714394898	STA0100AU
AustralianSuper Corporate (use SPINSTA0100AU instead)	70742900857	MAF0100AU

Fund Name: AustralianSuper  
Fund ABN: 65714394898  
Fund USI: STA0100AU

# 4.

## ADDING AN EMPLOYEE

If your employee is with another superannuation fund, input the Your **employer ID** for the other superannuation fund.

Input the **Basic employee details** and then click **Next**

To add a new employee, enter the required information below. If the new employee is already a member of the fund, please enter their Member ID. The Member ID is on the employee's superannuation statement.





### Fund Details

Member fund \*  legalsuper  Another fund

### Other fund details

Fund name AustralianSuper   
USI STA0100AU  
Fund ABN 65714394898  
Your employer ID for this fund

### Basic employee details

Member ID *	<input type="text" value="33698769"/>	
Title	<input type="text" value="Miss"/>	
Given name	<input type="text" value="tess"/>	
Surname *	<input type="text" value="McBaron"/>	
Gender	<input type="text" value="FEMALE"/>	
Date of birth	<input type="text" value="01/02/1981"/>	
TFN	<input type="text"/>	

# 5.

## ADDING AN EMPLOYEE

Add the employees **Contact details** and click **Create employee**. Ensure you input the employees details and not your own personal or business details.

Home Messages My Details Employee Management Contribution

### Add Employee

Create a new membership record for this employee.

#### Fund Details

Fund name	AustralianSuper
USI	STA0100AU
Fund ABN	65714394898

Your employer ID for this fund

#### Basic employee details

Member ID	33698769
Title	Miss
Given name	tess
Surname	McBaron
Gender	FEMALE
Date of birth	01/02/1981
TFN	not provided

#### Contact details

Street address 1	<input type="text" value="141 Zahene La"/>	
Street address 2	<input type="text"/>	
Address - Suburb	<input type="text" value="Melbourne"/>	
Address - State	<input type="text" value="Victoria"/>	
Address - Postcode	<input type="text" value="3000"/>	
Country	<input type="text" value="AUSTRALIA"/>	
Phone number	<input type="text"/>	
Mobile number	<input type="text"/>	
Email address	<input type="text"/>	

#### Employment details

Employment start date *	<input type="text" value="01/09/2016"/>	
Contribution redirection date *	<input type="text" value="01/09/2016"/>	

Previous **Create employee**



# 6.

## ADDING AN EMPLOYEE

You will be alerted of any missing mandatory information. If there is missing information, you will be asked tick the box to acknowledge missing mandatory information before you can click **Create employee**. For more information on SuperStream Mandatory Data, visit [ato.gov.au](http://ato.gov.au)

Street address 1	141 Zahene La
Street address 2	
Address - Suburb	Melbourne
Address - State	Victoria
Address - Postcode	3000
Country	AUSTRALIA
Phone number	
Mobile number	
Email address	




### Employment details

Employment start date *	01/09/2016
Contribution redirection date *	01/09/2016

### SuperStream Mandatory Member Data Not Supplied - Warning

Under the Superannuation Data and Payment Standards (also known as SuperStream) an employer is required to provide certain mandatory employee data elements to a super fund when registering new employees and/or when making contributions for their employees.

Fields not provided for this employee are:

-  TFN
-  Phone number
-  Mobile number

In order to proceed you must acknowledge the following.

I acknowledge that where SuperStream mandatory data elements are missing, despite the employer making reasonable efforts to obtain this information, we are unable to make this information available at this time.



File-Mapping Example File

MemberID	FirstName	LastName	DOB	Title	Gender	Address	Suburb	State	Postcode	Country	EmploymentStart	EmploymentType	FN	SEcont	SAInsc	Empadd	MbrCont	Termination	Landline Phone#	Mobile	Email Address	FundUS	FundName	FundABN	Fund ESN	
325764879	John	Smith	3/09/1945	Mr	Male	6 Galaxis Place	Liverpool	NSW	2170	Australia	1/08/2012	Full time	111222134	120	0	0	0	0	02 93234567	0491 234 567	test@abc.com.au		Sample SMSF	999999999999	MARQUARE SMSF	
325764880	Sally	Smith	3/07/1940	Ms	Female	5/657 Smithson Rd	Liverpool	NSW	2121	Australia	1/07/2012	Part time	321321214	123	88	100	0	25	50	02 66664444	0491 234 567	test@abc.com.au		Test SMSF	98765432101	AUSPOS1 SMSF
325764882	Kelly-Anne	Smith-Jones	9/12/1963	Ms	Female	145 Ping St	Erping	NSW	2138	Australia	1/08/2012	Full time	111222169	123	0	0	0	0	0	02 66664444	0491 234 567	test@abc.com.au				
325764883	Jo	Holder	15/02/1990	Ms	Female	742 Test Street	Perth	NSW	2150	Australia	1/08/2012	Full time	111222177	319	0	0	0	30.5	0	02 66664444	0491 234 567	test@abc.com.au				
325764884	Gary	Webster	15/02/1985	Mr	Male	22 Grog Street	Perth	NSW	2150	Australia	1/08/2012	Full time	111222185	245	44	0	0	50	0	02 66664444	0491 234 567	test@abc.com.au				
325764885	Tom	Webster	3/02/1975	Mr	Male	57 Charles Hill Rd	Liverpool	NSW	2170	Australia	1/08/2012	Full time	111222202	110	0	100	0	0	02 66664444	0491 234 567	test@abc.com.au					
325764886	Tom	Hill	3/02/1963	Mr	Male	57 Charles Hill Rd	Liverpool	NSW	2170	Australia	1/08/2012	Full time	111222202	110	0	0	0	0	02 66664444	0491 234 567	test@abc.com.au					
325764887	Terri	Ford	1/02/1965	Mr	Female	57 Charles Street	Perth	NSW	2150	Australia	1/08/2012	Part time	111222218	212	0	25	0	0	02 66664444	0491 234 567	test@abc.com.au					
22222	Lamborghini	Hogan	23/05/1975	Mr	Male	67 Elliot Place	Perth	NSW	2170	Australia	1/08/2012	Full time	111222228	123	50	0	0	70	0	02 66664444	0491 234 567	test@abc.com.au				
33333	Ferrari	Hogan	3/02/1960	Mr	Female	538 Homers Rd	Liverpool	NSW	2170	Australia	1/08/2012	Full time	111222229	475	86	64.5	0	0	0	02 66664444	0491 234 567	test@abc.com.au				
44444	Porsche	Hills	9/01/1973	Mr	Male	537 Grace Street	Rhodes	NSW	2138	Australia	1/08/2012	Full time	111222264	415	0	45	52.3	0	02 66664444	0491 234 567	test@abc.com.au					

Represents Mandatory Mapping Fields

Character limit per field

Date Requirements

Each contribution column is optional for mapping, however you must map each contribution column for which data exists in your file.

You can map a column for both Landline & Mobile number. A contact number (either landline or mobile number) should be supplied for each member.

It is mandatory to map one of US or ABN fields to our system. US is used to identify ABN equivalent client firms; ABN is used to identify SMSF related funds. Refer to below "Data Requirements" for rules (pdf) for further information.

Field	Default Fund*	Data Requirements	Description (and/or the error message that will appear to users when an error is identified)
Member Number - CHOICE funds*	35	numeric/alpha	No restrictions on special characters. ** , * , and spaces are not permitted
Member Given Names	35	alpha	Can only contain letters, spaces, comma and " , ' , and %"
Members Surname	35	alpha	Can only contain letters, spaces, comma and " , ' , and %"
Members Title	35	alpha	Can only contain letters, spaces, comma and " , ' , and %"
Members Gender*	35	enum	Must be "M", "F", "U", "D", "P", or "T" only
Date of Birth*	35	numeric	All dates must be the same as the date format selected during the file mapping process
Tax File Number*	35	numeric	Spaces and " " are not permitted. numbers only
Payroll Number	35	numeric/alpha	All keyboard characters except: \ ,   ,   , " , and double spacing
Number of Pairs	35	numeric	single/double digit number only
Employer Contribution	35	numeric	Don't include "5" sign, numeric and decimal values only
Salary Sacrifice	35	numeric	Don't include "5" sign, numeric and decimal values only
Member Voluntary Contribution	35	numeric	Don't include "5" sign, numeric and decimal values only
Employment Category (full-time, casual, etc)	35	enum	Must not contain numbers, commas or any special characters
Employment commencement Date	35	date	All dates must be the same as the date format selected during the file mapping process
Employment Termination Date	35	date	Date cannot be 31 before a member's commencement date, 2) a date in the future
Street Address 1	35	numeric/alpha	All keyboard characters except: \ ,   ,   , " , and double spacing
Street Address 2	35	numeric/alpha	All keyboard characters except: \ ,   ,   , " , and double spacing
Suburb*	35	alpha	Must not contain numbers, commas or any special characters
State*	35	enum	System will only accept NSW, VIC, QLD, TAS, ACT, SA, WA or NT
Postcode*	4	numeric	Can only contain numerical values
Internal Address	35	numeric	If a member has an internal Address - only the fields "Address Line 1" and "Country" should be populated in the file or their record
Phone Number*	35	numeric	Can only contain numerical values (can contain single spacing)
Mobile Phone Number*	35	numeric	Can only contain numerical values (can contain single spacing)
Email Address	35	numeric/alpha	Must contain the @ symbol
Fund US (Unique Superannuation Identifier)*	20	numeric/alpha	Spaces & special characters are not allowed. numbers & letters only.
Fund Name	50	numeric/alpha	Must not contain commas or any special characters
Fund ABN*	11	numeric	Spaces & special characters are not allowed. numbers only
Fund ESA (Electronic Service Address)	35	numeric/alpha	Must not contain commas or any special characters

Important Information

- \* Always save your file in one of the following formats CSV/XLS/XLSX/XT - (CSV preferred)
- \* Each field must have its own column
- \* A character can separate date details, as long as it's the same for the entire column (eg slash / comma , or full stop .)
- \* File must have one line per member (ie, all information for a member must be contained on the one line (row))
- \* All blank rows (with no information) and spaces or tabs must be removed from the one line (row)
- \* Special characters are also accepted in your payroll system - so long as your spreadsheet reflects accurately
- \* Remember that the format must be consistent each month, otherwise the file will need to be re-mapped

Other general information to be aware of that can cause issues:

1. Members First name contains less than 2 characters or is missing
2. Members Last name contains less than 2 characters or is missing
3. Members DOB is missing, not in the date format nominated in your file mapping
4. Members DOB is less than 13 years before or greater than 120 years before today
5. The contribution record contains a negative value (eg, SMSAC, EMPADD, MBRCONT)

OPTIONAL: Used for identification of choice target funds.

OPTIONAL: Provided for contributions to an SMSF (Self Managed Superannuation Fund) and is optional for contributions to an APRA-regulated fund. The ABN for the superannuation fund to which contributions are to be paid.

OPTIONAL: Provided for contributions to an SMSF and may become mandatory in future.

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OPTIONAL: Provided for contributions to an SMSF and may become mandatory in future.

# Need help?

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## FIND OUT MORE ABOUT HOW THIS SERVICE WORKS

### Contact SCH Online:

 1300 855 935  
 [sch-online.com.au](https://sch-online.com.au)

### Speak to a legalsuper representative:

 1800 060 312       [legalsuper.com.au](https://legalsuper.com.au)       [mail@legalsuper.com.au](mailto:mail@legalsuper.com.au)

## IMPORTANT NOTE:

Superannuation Clearing House Pty Limited (ABN 15 086 576 721) (SCH Online), not Legal Super Pty Ltd, provides these clearing house services.

You should obtain a Product Disclosure Statement (PDS) from SCH Online before accessing any services provided by SCH Online. As described in the PDS, contributions made via SCH Online may take additional time to reach the destination fund. Charges may apply.

You should consider seeking independent advice before deciding to access these services to determine if they are suitable for your particular circumstances. Legal Super Pty Ltd does not accept responsibility or liability for any loss or damage caused by any product or service provided by SCH Online. Legal Super Pty Ltd does not receive any commissions for promoting SCH Online products or services or when a Legal Super Pty Ltd member or contributing employer uses a SCH Online product.