

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](https://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)



DOWNLOAD
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.

FINANCIAL SERVICES GUIDE (FSG)



DOWNLOAD
PDF

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:

Contact SCH Online:

☎ 1800 060 312

☎ 1300 855 935

🌐 sch-online.com.au

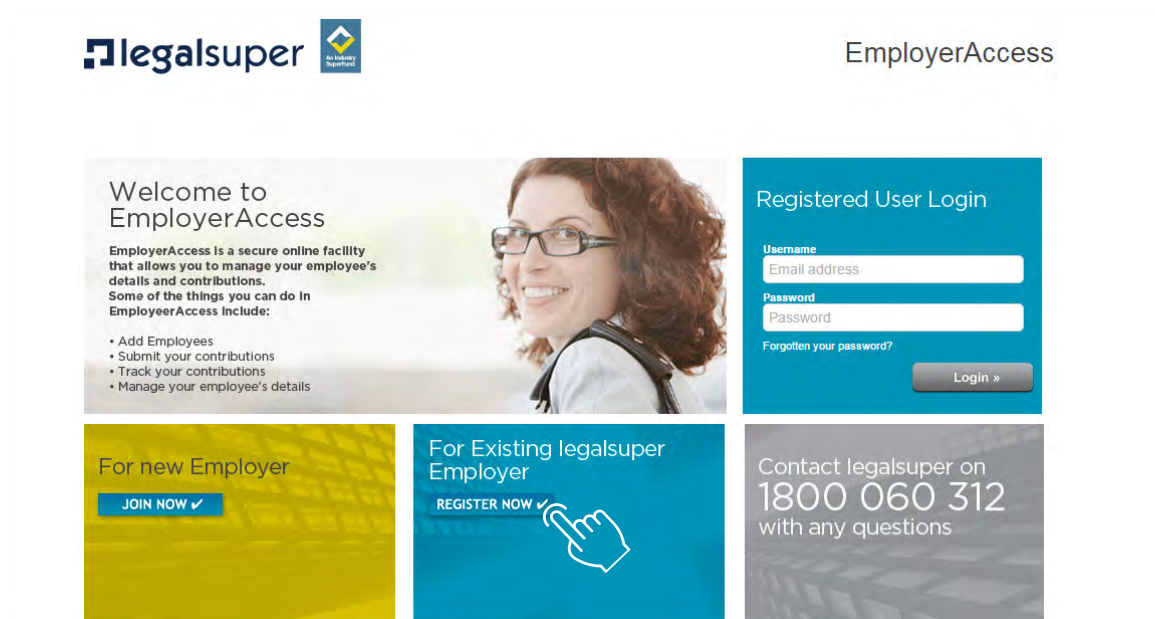
Follow the below step - by - step guide for assistance in setting up and using SCH Online.

1.

Click **Login** as an Employer at legalsuper.com.au, 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**

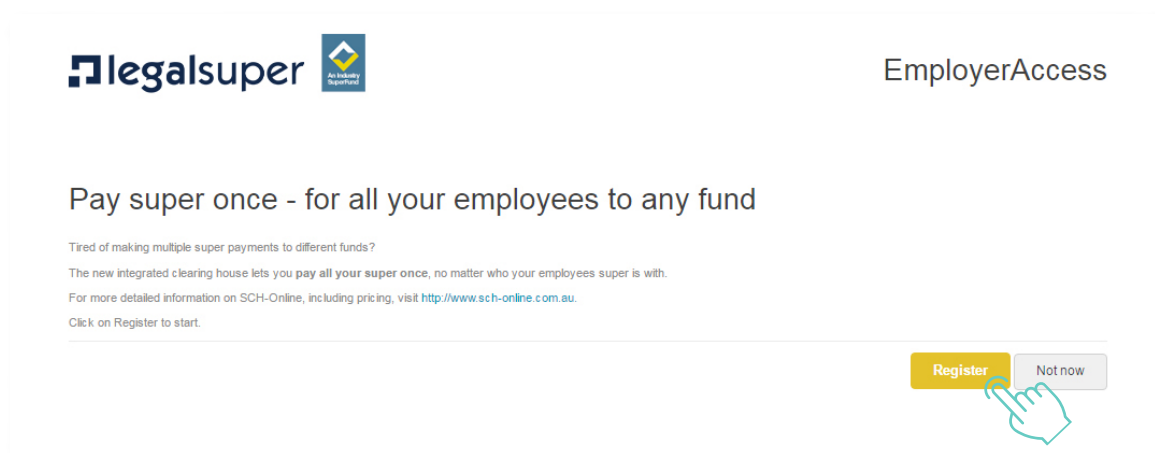
OR

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

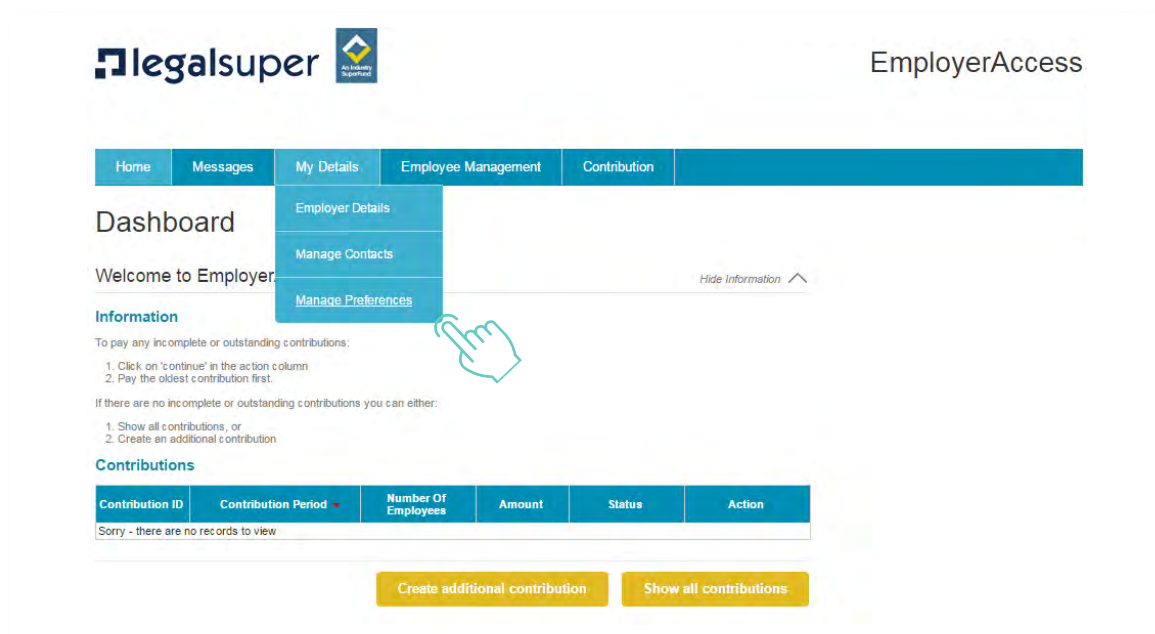



2.

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.



legalsuper  EmployerAccess

Home Messages **My Details** Employee Management Contribution

Dashboard

Welcome to EmployerAccess [Hide Information](#)

Information

To pay any incomplete or outstanding contributions:

1. Click on 'continue' in the action column
2. Pay the oldest contribution first.

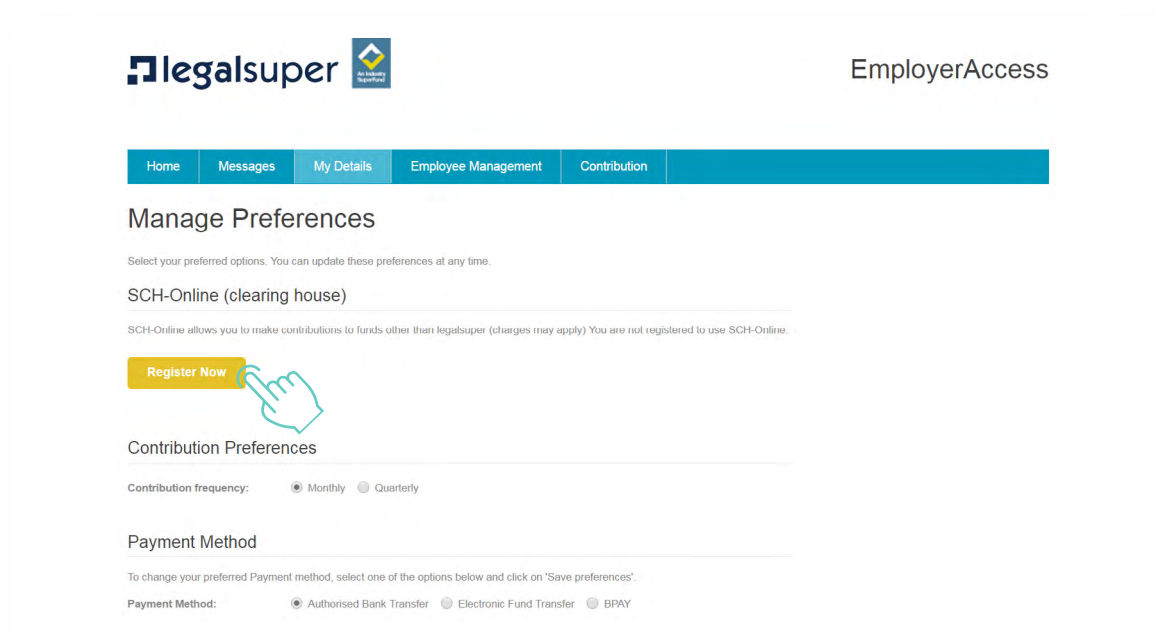
If there are no incomplete or outstanding contributions you can either:


1. Show all contributions, or
2. Create an additional contribution

Contributions

Contribution ID	Contribution Period	Number Of Employees	Amount	Status	Action
Sorry - there are no records to view					

[Create additional contribution](#) [Show all contributions](#)



legalsuper  EmployerAccess

Home Messages **My Details** Employee Management Contribution

Manage Preferences

Select your preferred options. You can update these preferences at any time.

SCH-Online (clearing house)

SCH-Online allows you to make contributions to funds other than legalsuper (charges may apply) You are not registered to use SCH-Online.

[Register Now](#)

Contribution Preferences

Contribution frequency: ☒ Monthly ☐ Quarterly


Payment Method

To change your preferred Payment method, select one of the options below and click on 'Save preferences'.

Payment Method: ☒ Authorised Bank Transfer ☐ Electronic Fund Transfer ☐ BPAY

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.

legalsuper ACTIVITY SUPPORT

EmployerAccess

Welcome to EmployerAccess

EmployerAccess is a secure online facility that allows you to manage your employee's details and contributions. Some of the things you can do in EmployerAccess include:

- Add Employees
- Submit your contributions
- Track your contributions
- Manage your employee's details

Registered User Login

Username
Email address

Password
Password

Forgotten your password?

Login »

For new Employer
JOIN NOW ✓

For Existing legalsuper Employer
REGISTER NOW ✓

Contact legalsuper on 1800 060 312 with any questions

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.

sch online
super clearing house online

Home Messages My Details Employee Management Contribution

Dashboard

Welcome to EmployerAccess Hide Information

Information

To pay any incomplete or outstanding contributions:

1. Click on 'continue' in the action column
2. Pay the oldest contribution first.

If there are no incomplete or outstanding contributions you can either:

1. Show all contributions, or
2. Create an additional contribution

Contributions

Contribution ID	Contribution Period	Number Of Employees	Amount	Status	Action
Sorry - there are no records to view					

Create additional contribution Show all contributions

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

sch online
super clearing house online

Home Messages My Details Employee Management Contribution

How will you enter contribution details?

Select from the below options to get started. Typically employers with 20 or more legalsuper members will benefit from using the Import File option.

Contribution Period: 01/09/2016 to 31/10/2016

DIRECT ENTRY

Manually enter contribution details online.
If you need to work with many records, consider the Import option.

Or

PAYROLL UPLOAD

Upload your contribution details by file.
You may need to map your file to our system.

For existing employers: If you have previously uploaded a file, you will be able to continue using the same file format as per your previous contribution return.

Cancel Return to Contribution List

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**.

sch online
super clearing house online

Home Messages My Details Employee Management Contribution

Contribution Details

Edit Contribution (Grid) Summary Payment Complete

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

Contribution: 1836582628 01/09/2016 to 31/10/2016

Member ID Given name(s) Surname Payroll # **Filter**

legalsuper Employees (5) \$420.00 Other Fund Employees (0) \$0.00 **Manage Accounts**


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.

DIRECT ENTRY

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.



super clearing house online

Home
Messages
My Details
Employee Management
Contribution

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) \$0.00
Other Fund Employees (1) \$0.00

Manage Accounts

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	

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

Previous

Cancel

Save

Check other fund contributions

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 Addit
33698769	AustralianSuper	McBaron	Iess	01/02/1981	No	\$50.00	\$0.00	\$0.00	\$0.00	
Total:						\$50.00	\$0.00	\$0.00	\$0.00	

[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**.

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[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, Electronic Funds Transfer (EFT), or BPay. After you have selected your preferred method, click **Confirm Payment**.

The screenshot shows the 'Payment Options' screen. At the top is a navigation bar with links: Home, Messages, My Details, Employee Management, and Contribution. Below the navigation bar is a breadcrumb trail: Edit Contribution (Grid) > Summary > **Payment** > Complete. A message states: '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'.'

The 'Payment method' section has two radio buttons: **Electronic Fund Transfer** (selected) and BPAY.

The 'EFT Details' section includes input fields for 'Fund BSB', 'Account number', and 'Payment Reference Number'. A callout box titled 'What is Electronic Fund Transfer?' explains that users should go to their bank's website to enter information for EFT.

The 'Contribution payment details' section contains a table with the following data:

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 ⓘ
Subtotal	\$0.00
Charges covered by legalsuper	0.00 ⓘ
Payment Amount	\$0.00

At the bottom right, there is a checkbox labeled 'Remember this payment choice for next time'. At the bottom left is a button 'Return to contribution summary'. At the bottom right are two buttons: 'Cancel' and '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.

The screenshot shows a 'Payment Confirmation' pop-up dialog. It has a close button (X) in the top right corner. The text inside reads: 'You are committing to make a superannuation payment of \$6,132.39. Do you wish to proceed?'. At the bottom are two buttons: 'Cancel' and 'Continue'. The 'Continue' button has a small icon of a mountain peak. In the background, the 'Payment Options' screen is visible, showing the 'BPAY' radio button selected.

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 \(5/6\)](#)
[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	CH2018333767060				
Submission date	28/09/2016				

	Contribution ID	No. of employees	Contributions	SCH-Online charges (inc. GST)	Amount
legalsuper	1833376706	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
Total payable:					\$6,132.39

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
 © Registered to BPAY Pty Ltd ABN 69 079 137 518

Billers 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

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.

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

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super clearing house online

Home Messages My Details Employee Management Contribution

How will you enter contribution details?

Select from the below options to get started. Typically employers with 20 or more legalsuper members will benefit from using the Import File option.

Contribution Period: 01/09/2016 to 30/09/2016

SAFF FILE

Upload a file in the SuperStream alternative file format (SAFF). If your file is not in this ATO-prescribed format you should use 'Other File' upload option

Or

OTHER FILE

Upload your contribution details by file. You may need to map your file to our system.

For existing employers: If you have previously uploaded a file, you will be able to continue using the same file format as per your previous contribution return.

Cancel Return to Contribution List

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.

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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.

Step 1. Click 'Browse' to find the file on your computer.

My contribution file

Select the Record (rows) delimiter:

Select the Column delimiter:

3.

PAYROLL UPLOAD

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.

[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.

Step 1. Click 'Browse' to find the file on your computer.

My contribution file [Browse](#)

File preview

Row 1	Firstname	Surname	TFN	Street	Suburb	State	Postcode	DOB	Gender	SG	Mbr#	SUPERFUND	ABN	SPIN
2	Fred	Smith	125375394	Very	Hupbert	VIC	3876	1/01/1996	M	1999	30345	ABC	8523396748	ABC100AU
3	Patty	Briant	345567890	Albere	Lac orssay	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	condeetner	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:


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

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.



super clearing house online

Mapping: "Firstname"

☐ Show Extended Fields

Employee Details

Title	Date of birth	TFN	Suburb
Surname	Gender	Street Address 1	State
Given name	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	(Hubert, Lacorssay)	(Suburb)
State	(VIC, VIC)	(State)
Postcode	(3876, 3997)	(Postal code)
DOB	(1/01/1966, 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	(Hubert, Lacorssay)	(Suburb)
State	(VIC, VIC)	(State)
Postcode	(3876, 3997)	(Postal code)
DOB	(1/01/1966, 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**.

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.

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**.

Contribution Summary

File upload | Validate | **Summary** | Warning

Contribution 1833376706 01/09/2016 to 30/09/2016 [Export](#)

Records not paid from latest file:	\$0.00
Failed employee updates from latest file:	0
New employees created by latest file:	5 view
Employee records adjusted by latest file:	0
Employees being paid in this contribution:	5 view
Funds from latest file:	\$6,132.39 view
Total payable amounts in this contribution (Payment Amount):	\$6,132.39 view less

Legal Super:		\$6,132.39
SG contribution		\$6,132.39
Salary sacrifice		\$0.00
Member contribution		\$0.00
Employer Additional		\$0.00

Other funds:		\$0.00
SG contribution		\$0.00
Salary sacrifice		\$0.00
Member contribution		\$0.00
Employer Award		\$0.00
Employer Additional		\$0.00
Spouse Contributions		\$0.00
Child Contributions		\$0.00
Other Third Party Contributions		\$0.00

[Clear contribution details and start over](#) [Upload another file](#) [Adjust contribution detail](#) [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**.

SuperStream Mandatory Member Data Not Supplied - Warning

File upload | Validate | Summary | **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. The table below provides details of the missing mandatory data elements for your employees.

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

Page 1 of 1 View 1 - 5 of 5

Before submitting your SuperStream file you must acknowledge the following:

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

[Return to contribution summary](#) [Continue to Payment Details](#)

10.

PAYROLL UPLOAD

On the **Payment Options** screen, select your preferred payment method. You can choose between an Authorised Bank Transfer, 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

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 ☒ Electronic Fund Transfer ☐ BPAY

EFT Details

Fund BSB
Account number
Payment Reference Number

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
Subtotal	\$6,135.34
Charges covered by legalsuper	\$2.95
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.

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

200008579 Summary Payments **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	CH2018333767060				
Submission date	28/09/2016				

	Contribution ID	No. of employees	Contributions	SCH-Online charges (inc. GST)	Amount
legalsuper	1833376706	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
Total payable:					\$6,132.39

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
© 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

SCH Online

Adding an Employee

1.

ADDING AN EMPLOYEE

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

OR

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

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 [change](#)

USI STA0100AU

Fund ABN 65714394898

Your employer ID for this fund

Basic employee details

Member ID *

Title

Given name

Surname *

Gender

Date of birth

TFN

[Cancel](#) [Next](#)

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	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	📅 ⓘ

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

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.

Back to employee
Create employee



File-Mapping 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 and Mobile numbers. A contact number (either landline or mobile number) should be supplied for each member.**

¹⁴ It is mandatory to map one of USI or ABR fields to our system. USI is used to identify APRA-regulated choice funds; ABR is used to identify SMSF choice funds. Refer to below "Data Requirements" for these fields for further information.

Other general information to be aware of that can cause issues:
 1. Members First name contains less than 2 characters or is missing

- * Each field must have its own column
- * A character can separate data details, as long as it's the same for the entire column (eg slash / comma / full stop)
- * The 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 subtotal / total rows must be removed from the file
- * Ensure all the corrections are also corrected in your payroll system - so next month's contribution reflects accurately
- * Ensure that the file format must be consistent each month, otherwise the file will need to be re-mapped

funds. You should ensure that the correct US\$ for the target fund is provided, however SCH will search for registered funds. If an exact match cannot be identified you will be alerted during file processing.

- | Fund Name | choice members only | numeric/alpha | Must not contain commas or any special characters |
|-----------|---------------------|---------------|---|
| Fund AGN* | choice members only | numeric | Spaces & special characters are not allowed. numbers only |

The target electronic service address is used when contributing to a self-managed super fund



Other general information to be aware of that can cause issues:
 1. Members First name contains less than 2 characters or is missing

- * Each field must have its own column
 - * A character can separate data fields, as long as it's the same for the entire column (eg: slash / comma, or full stop)
 - * All data must be entered exactly as it appears on the form
 - * All data 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 subhead / total rows must be removed from the file
 - * Ensure that the file format must be consistent each month, otherwise the file will need to be re-mapped
 - * Remember that the file format must be consistent each month, otherwise the file will need to be re-mapped
2. Members' total line contains less than 2 characters or is missing
 3. Members' DOB is missing, not in the date format nominated or your file mapping
 4. Members' DOB is less than 15 years before today or greater than 100 years before today
 5. The Contribution record contains a negative value (eg, SASAC, EMPAD, MYBRCONT)

Need help?

FIND OUT MORE ABOUT HOW THIS SERVICE WORKS

Contact SCH Online:

 1300 855 935
 sch-online.com.au

Speak to a legalsuper representative:

 1800 060 312  legalsuper.com.au  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.