## Let's tackle super payments together!



For further assistance, email employers@lgiasuper.com.au We're with you every step of the way.











## Get ready with your super payments checklist

## Tick the boxes below to sort your super!

		To do
\$	Register for the LGIAsuper clearing house Sign up and add the LGIAsuper clearing house as a new creditor.	done
	Chat with your payroll provider  Provide SAFF specifications to your payroll provider and ask whether any changes need to be made to your payroll system.	done
	Make sure all your data is clean  Ensure all your employee details are up-to-date and in the correct format. LGIAsuper will help you capture all the required information.	done
	Test your SAFF Send test file to employers@lgiasuper.com.au in preparation for the first pay cycle.	done
808	Check in with LGIAsuper  The LGIAsuper Employer Services Team will provide training to your payroll team. Do payroll staff require further training? Are all your needs being met?	done
\$	Start making contributions  Work with the LGIAsuper Employer Services Team who will provide specialised support for you and your payroll team over 2 pay cycles before 'go-live.'	done

If you've got any further questions, call 1800 444 396 or email employers@lgiasuper.com.au

Whatever you need, we're here to help.



