

# HR Remuneration & Benefits

Superannuation Packaging Authority Form  
Instruction Guide



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

Create change

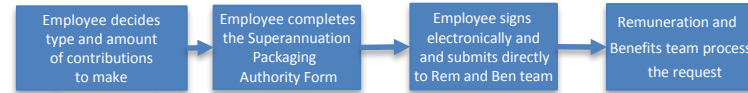
## What has changed?

- The Salary Packaging Authority form has been replaced by the Superannuation Packaging Authority form.
- This form is an **editable PDF document** that gives authority for all types of contributions processed by the Remuneration and Benefits team.
- The staff member can **fill** in and **sign** the form digitally using **Adobe Acrobat Reader**.
- The form can then be **submitted** directly to the Remuneration and Benefits team for processing.

## What are Digital signatures or Digital IDs?

- Digital signatures are like electronic “fingerprints.”
- They are like regular hand drawn signatures, except that they are unique to every person that creates them in the digital world.
- Digital signatures take the form of a coded message, which securely associates a signer with a document that they have signed electronically.

## Process



## What you will need to fill in the form electronically

- You will need access to a computer.
- You will need Adobe Acrobat Reader DC or Adobe Acrobat Reader.
- If you are filling in this form on a UQ owned computer, it is very likely that you will have Acrobat DC installed on your computer.
- If you are filling in this form on a home computer, or an Android or iOS mobile device, then you can download Adobe Acrobat for free using this link - <https://get.adobe.com/reader>



## Instructions

### 1. Employee Information Section

- **Given Name/s** – Please type in your First Name/s.
- **Surname** – Please type in your Last Name.
- **Employee Number** – If you are unsure of this number, please lookup on MyAurion to get your employee number.
- **Position Title** – Please indicate the title of your position that you are requesting contributions be updated on.

### 2. Standard Arrangement Section

- **Member Contribution** – Please tick this box and select from the drop down list if you wish to change your member contribution to pre-tax or post-tax.

### 3. Voluntary Additional Contributions Section

- **Voluntary Contribution** – Please tick this box and select from the drop down list if you wish to commence, amend or cease a voluntary contribution arrangement.
- **Pre-Tax or Post-Tax** – Please tick the box/es to indicate whether your contributions are to be pre-tax or post-tax. NOTE: you are able to use this form to request BOTH at the same time.
- **Details** – Please enter an amount or percentage in the free-format box for each contribution, and select if instructions are until further notice or specify an end date.


## New Form

**Superannuation Contributions Authority Form**

1

2

3



**INSTRUCTIONS**

- Where possible, please complete using Adobe Acrobat reader and sign digitally in the signature field. Once signed, the form can no longer be edited.

**PERSONAL DETAILS**

Given Name/s:	Surname:
Employee Number:	Position Title:

I note that the University recommends that employees seek independent financial advice regarding superannuation. Having considered the University's recommendation, I submit the following request for my superannuation arrangements.

The University is required to report on the employee's ATO Payment Summary all contributions to superannuation made by the employee under a salary sacrifice arrangement. Please see link to the ATO website for full details [www.ato.gov.au](http://www.ato.gov.au) – Search for reportable employer super contributions.

Further, salary sacrifice does not reduce a liability for HELP or SPSS. You may wish to increase your tax deduction to offset this. Please see link to the ATO website for full details [www.ato.gov.au](http://www.ato.gov.au) – Search for Withholding Declaration

**MEMBER CONTRIBUTIONS**

Please pay my member contribution Not applicable

- If you are in receipt of SG contributions, the above does not apply

**VOLUNTARY ADDITIONAL CONTRIBUTIONS**

I would like to Not applicable a voluntary contribution arrangement.

☐ Pre-tax contributions \_\_\_\_\_ per fortnight

☒ \$ % (choose one)

until further notice

☐ Post-tax contributions \_\_\_\_\_ per fortnight

☐ \$ % (choose one)

until \_\_\_\_\_

☐ \$ % (choose one)

dd/mm/yyyy

Signature of Employee:	Date: dd/mm/yyyy
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Email the completed form to: [super@uq.edu.au](mailto:super@uq.edu.au)

OR

CLICK HERE TO SUBMIT

<b>Remuneration and Benefits Staff to complete</b>	
Entered by:	Checked by:

December 2017

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version5

## 4. Digitally sign and submit the form


- **Signature of Employee** – It is preferred that the employee sign the document electronically using a Digital Signature. Please refer to the process of creating a Digital Signature and signing documents in the next page.
- **Submit** – It is preferred that the employee submit the completed form to the Remuneration and Benefits team by clicking on the 'CLICK HERE TO SUBMIT' button. Alternatively, please save the form and email it to [super@uq.edu.au](mailto:super@uq.edu.au)

4

**Superannuation Contributions Authority Form**

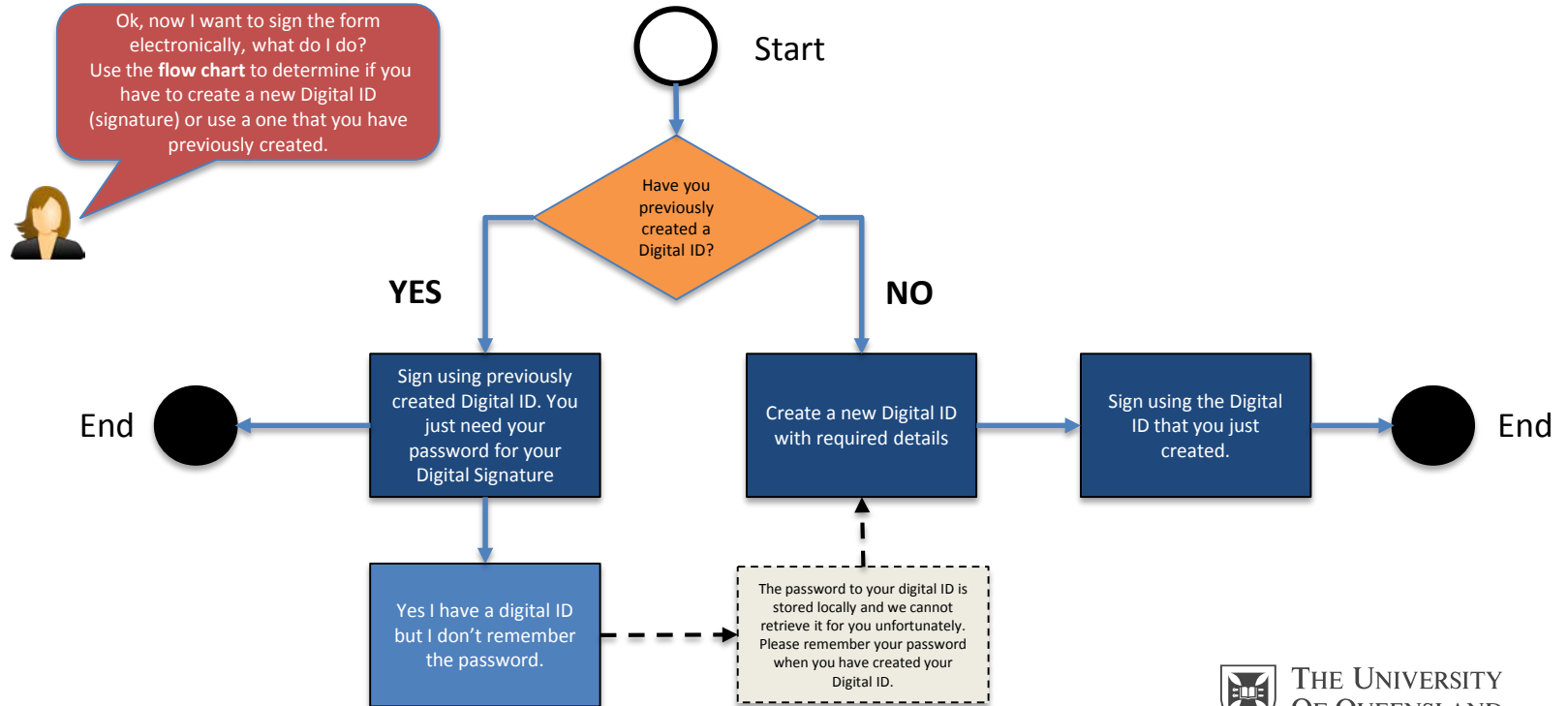
INSTRUCTIONS

- Where possible, please complete using Adobe Acrobat reader and sign digitally in the signature field. Once signed, the form can no longer be edited.
- Please do not save this file locally, as this form is subject to change.



PERSONAL DETAILS	
Given Name/s:	Surname:
Employee Number:	Position Title:
<p><small>I note that the University recommends that employees seek independent financial advice regarding superannuation. Having considered the University's recommendation, I submit the following request for my superannuation arrangements.</small></p> <p><small>The University is required to report on the employee's ATO Payment Summary all contributions to superannuation made by the employee under a salary sacrifice arrangement. Please see link to the ATO website for full details <a href="http://www.ato.gov.au">www.ato.gov.au</a> – Search for reportable employer super contributions.</small></p> <p><small>Further, salary sacrifice does not reduce a liability for HELP or SFSS. You may wish to increase your tax deduction to offset this. Please see link to the ATO website for full details <a href="http://www.ato.gov.au">www.ato.gov.au</a> – Search for Withholding Declaration</small></p>	
MEMBER CONTRIBUTIONS	
<p>Please pay my member contribution    Not applicable</p> <ul style="list-style-type: none"> <li>• If you are in receipt of SG contributions, the above does not apply</li> </ul>	
VOLUNTARY ADDITIONAL CONTRIBUTIONS	
<p>I would like to    Not applicable    a voluntary contribution arrangement.</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Pre-tax contributions    per fortnight             <input type="checkbox"/> Post-tax contributions    per fortnight         </div> <div> <input checked="" type="radio"/>    until further notice                       \$    % (choose one)             <input type="radio"/>    until    /dd/mm/yyyy                       c    % (choose one)         </div> </div>	
<p><b>Employee Signature:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Signature of Employee: _____</p> </div> <div style="width: 35%;"> <p>Date: _____</p> </div> </div> <p style="text-align: center;">Email the completed form to: <a href="mailto:super@uq.edu.au">super@uq.edu.au</a></p> <p style="text-align: center;">OR</p> <p style="text-align: center; background-color: #2e8b57; color: white; padding: 5px; display: inline-block;">CLICK HERE TO SUBMIT</p>	
<p><small>Remuneration and services team to complete</small></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Entered by: _____</p> </div> <div style="width: 45%;"> <p>Checked by: _____</p> </div> </div>	

## Digital Signatures Explained



## Creating a new Digital ID and signing the form in Adobe Acrobat Reader Pro

**Employee Signature:**

Signature of Employee:  Date:

**1** Start. Click on the Electronic signature fields on the new form

**2** Digital ID Configuration Required

This signature field requires a digital signature identity.

Would you like to configure one now?

**1**

**2** 1. Click on "Configure Digital ID" to create your new electronic signature.

**3** Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or tokens. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- ☐ Use a Signature Creation Device  
Configure a smart card or token connected to your computer
- ☐ Use a Digital ID from a file  
Import an existing Digital ID that you have obtained as a file
- ☒ **Create a new Digital ID**  
Create your self-signed Digital ID

**3** 2. Select the "Create a new Digital ID" option and click on "Continue".

**4** Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- ☒ **Save to File**  
Save the Digital ID to a file in your computer
- ☐ Save to Windows Certificate Store  
Save the Digital ID to Windows Certificate Store to be shared with other applications

**4** 3. Choose "Save to file" option.

**5** Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

**5** Fill in Digital Identity details. Retain the Key Algorithm as 2048-bit RSA.

Name: Timothy Dalton  
Organizational Unit: MIS  
Organization Name: Business Intelligence  
Email Address: t.dalton@uq.edu.au  
Country/Region: AU - AUSTRALIA  
Key Algorithm: 2048-bit RSA  
Use Digital ID for: Digital Signatures

**6** Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location: C:\Users\ujtdalton\AppData\Roaming\Adobe\Acrobat\

**6** Type in a password for your Digital ID. Remember this password, you will need it when you sign later. Click "Save" to save this signature.

Apply a password to protect the Digital ID:

Confirm the password:

## Signing using an existing Digital ID in Adobe Acrobat Reader Pro

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Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

John Abraham (Digital ID file)

Issued by: John Abraham, Expires: 2022.04.18

View Details

1

This is a signature that was created previously

2

Continue

1.

Note that you already have created your electronic signature earlier.

2.

Click **Continue**.

8

Sign as "John Abraham"

Appearance: Standard Text

Create

John Abraham

Digitally signed by John Abraham

Date: 2017.04.19 14:23:35 +10'00'

☐ Lock document after signing

View Certificate Details

Review document content that may affect signing

3

Review

Enter the Digital ID PIN or Password...

Back

Sign

3.


Enter the password for your Digital ID.

9

Employee Signature:

Signature of Employee:	John Abraham	Digitally signed by John Abraham Date: 2017.08.24 15:52:51 +10'00'	Date:	
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Form has been signed digitally. Save this document before emailing it.

 THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

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