

Temporary Staff Superannuation Salary Sacrifice

What is a salary sacrifice?

A superannuation salary sacrifice is the reduction of pre-tax earnings in favour of an equal employer contribution into superannuation. Hays will pay this to your superannuation fund in addition to the superannuation guarantee employer contribution.

How much may I sacrifice?

You may salary sacrifice a fixed dollar amount or a percentage of your gross pay. Please be advised that Hays recommends that you seek professional financial advice in this regard due to the taxation implications of exceeding the ATO's concessional contributions limits.

Terms & conditions

- All temporary employees may sacrifice pre-tax earnings into superannuation
- The amount sacrificed should be a fixed dollar amount per weekly pay cycle or an ongoing percentage of the gross pay. If a fixed dollar amount is chosen and the advised sacrifice amount is greater than the gross pay no salary sacrifice will occur
- A single salary sacrifice will be applied per pay week. If two timesheets are submitted for payment in the same week the sacrifice shall only occur once
- Superannuation contributions, including the salary sacrifice component are remitted to the appropriate superannuation fund 28 days after the calendar month in which the salary sacrifice occurred

Name _____

DOB _____ Temp ID _____

Expected weekly earnings \$ _____

Salary sacrifice amount \$ _____ or;

Salary sacrifice percentage _____ %

I wish for the salary sacrifice to be deducted from my pay affecting all payments from: _____
(Day) (Month) (Year)

I accept this offer and acknowledge that:

- Acceptance of this arrangement is on the proviso that the fund is a resident complying regulated superannuation fund; payment and data requirements of the fund can be successfully administered by Hays
- Superannuation salary sacrifice arrangement is only available if the 'Hays Temporary Staff Superannuation Salary Sacrifice' form has been completed and signed prior to my knowledge of an entitlement to receive a specified payment. The payroll officer must be notified prior to payment being made to ensure that the contribution is made from pre-tax and not after tax salary
- I accept full responsibility for the impact that this will have on my financial circumstances and agree that Hays has no liability for my taxation or any other outcomes resulting from entering into this arrangement
- I accept that by electing to make pre-tax contributions as part of this salary sacrifice arrangement my wages may be less than provided for under the relevant industrial award rates and where this occurs, I accept that Hays will have no liability in respect of that shortfall

Employee signature _____ **Date** _____

Cancel salary sacrifice

I would hereby like to cancel my salary sacrifice payments affecting all payments from: _____
(Day) (Month) (Year)

Employee signature _____ **Date** _____