CHANGE IN HOURS WORKED (CIHW) RETIREMENT SCHEME



If you're an employer, you can use this form to let us know about the change in hours worked (e.g. full-time to part-time, or part-time to full-time) by an employee who is also a member of the Active Super Retirement scheme.

You can complete this form by typing directly onto it, or by using a black pen and CAPITAL letters. Use a (√) to mark boxes.

You can advise the change in hours worked by:

- · Providing a full-time salary for an employee working full-time; or
- Providing both a full-time and part-time salary for an employee working part-time; or
- · Providing the full-time hours that would have been worked and the actual part-time hours worked for an employee working part-time; or
- Providing the new salary ratio for an employee working part-time i.e. (part-time salary/full-time salary = salary ratio (to four decimal places))

Changing hours worked will have an effect on the employee's entitlements and the amount of contributions payable to the scheme, so this advice should be remitted as soon as possible to ensure it appears on your next monthly contribution due report.

1. EMPLOYEE DETAILS

1.	
Given name(s)	
Family name	
Member no.	Payroll no.
Full-time salary or hours worked	Part-time salary or hours worked
New salary ratio	
Start date (DD MM YYYY)	End date (DD MM YYYY)
2.	
Given name(s)	
Family name	
Member no.	Payroll no.
Full-time salary or hours worked	Part-time salary or hours worked
New salary ratio	
Start date (DD MM YYYY)	End date (DD MM YYYY)
3.	
Given name(s)	
Family name	
Member no.	Payroll no.
Full-time salary or hours worked	Part-time salary or hours worked
New salary ratio	
Start date (DD MM YYYY)	End date (DD MM YYYY)



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Privacy Collection Statement

The information provided on this form is collected by LGSS Pty Limited (ABN 68 078 003 497) as Trustee for Local Government Super (ABN 28 901 371 321) ('Active Super') for the purposes of administering member accounts and providing services to members associated with fund membership. If you do not provide the requested information, Active Super may not be able to perform these services. Member personal information may be shared with our administrator, other superannuation trustees and other service providers, in order to be able to provide our services to members. We may provide information to government, regulatory or other bodies if required by law. For further information about how we manage and protect personal member information, please refer to our privacy policy available at activesuper.com.au/privacy-policy or by calling us on 1300 547 873. It sets out how we use the information we hold about members, how they can access and correct the information, how they may complain about a breach of privacy and our process for resolving privacy related enquiries and complaints.

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