



sgc checklist | 2008

Superannuation guarantee charge checklist

From 1 July 2008, ordinary time earnings must be used to calculate superannuation guarantee amounts for your employees to avoid the superannuation guarantee charge. The checklist below is to assist you with the change in requirements and plan for any additional costs.

Item	Yes	No
Have you reviewed the earnings base for all employees to ensure that their super guarantee amounts are being calculated based on ordinary time earnings to avoid the superannuation guarantee charge?		
If you are paying employees bonuses, have you included these bonuses when calculating the super guarantee amounts to avoid the superannuation guarantee charge? (Note that discretionary bonuses, eg Christmas bonus, are not included.)		
If you are paying employees allowances, have you included these allowances when calculating the super guarantee amounts to avoid the superannuation guarantee charge? (Note that reimbursement of expenses and fully expended allowances are not included.)		
If you are paying employees commissions, have you included these commissions when calculating the super guarantee amounts to avoid the superannuation guarantee charge?		
Have you considered the cost impacts on your business if required to increase super guarantee amounts for your employees?		
Have you ensured that your business accounting systems is updated to handle the change in calculating the super guarantee amounts?		
Have you devised and implemented a strategy to inform employees of possible changes to their super guarantee amounts?		

Important: This is not advice. Clients should not act solely on the basis of the material contained in this Bulletin. Items herein are general comments only and do not constitute or convey advice per se. Also changes in legislation may occur quickly. We therefore recommend that our formal advice be sought before acting in any of the areas. The Bulletin is issued as a helpful guide to clients and for their private information. Therefore it should be regarded as confidential and not be made available to any person without our prior approval.