



# The facts about

## Types of employment and the PSSap

### Who should read this

Employers who want to understand what employment status option to select when using the Employer Services Online Eligibility Determiner.

### What is in this fact sheet?

- > When will I need to select an employment status option?
- > What employment status options will be presented?
- > What do these terms mean?
- > Where can you get more information?

### What you should know upfront

It is important that you read the disclaimer at the end of this fact sheet. Before making any decisions, please read the PSSap Product Disclosure Statement and consider seeking advice from a licensed professional such as a financial planner, accountant or solicitor.

### When will I need to select an employment status option?

You will need to select an employment status option when an existing membership in one of the schemes is identified for your new employee. When you are satisfied that the membership record in the list presented is for your new employee, you should select that record from the list (please take extreme care in ensuring you are selecting the correct membership record). You will then be required to respond to the question 'What type of employment will this member have?' from a drop down list of alternatives. The question refers to the new employee's employment with you.

### What employment status options will be presented?

The employment status options that will present in the drop down list will vary depending on the scheme and membership status for the selected record. The possible options that will be presented are as follows.

If your new employee has a current PSSap membership:

- > Permanent
- > Temporary

If your new employee is a **CSS non-contributor** (that is, a CSS preserved benefit member):

- > Permanent
- > Full-time temporary
- > Part-time temporary or casual

If your new employee is a current **CSS contributor**:

- > Permanent continuous service
- > Permanent concurrent employment
- > Full-time temporary continuous service
- > Other temporary employment

If your new employee is a current **PSSdb member**:

- > Permanent continuous service\*
- > Other permanent employment
- > Temporary continuous service\*
- > Other temporary employment

(\*Please note: employment status options of 'Permanent continuous service' and 'Temporary continuous service' are not applicable to PSSdb preserved benefit members and should not be selected if your new employee indicates he/she has a PSSdb preserved benefit – choose either of the other two options).

## What do these terms mean?

### Permanent

A permanent or ongoing employee is one whose terms of engagement are effectively 'open ended' (that is, there is no set end date or end event to the terms of engagement).

### Temporary

A temporary or non-ongoing employee is one whose terms of engagement specify an end date or end event, that is, the employee has been hired:

- > for a fixed period; or
- > for the duration of a specified task; or
- > to perform duties that are irregular or intermittent (temporary employees engaged on this particular basis are more commonly referred to as casual employees).

### Full time

The employee will work the hours your agency has defined as the standard or 'full time' hours.

### Part time

The employee will be working less than the standard or 'full-time' hours defined by your agency.

### Continuous service

The employee has transferred from another agency to work in your agency without a break in employment. This would also apply if your new employee had arranged to work with your agency before leaving the first agency, then takes a break before taking up employment with your agency.

### Concurrent employment

If your new employee is working in two or more different positions for agencies at the one time. These may be two or more positions with your agency or in a position with another agency and also in a position with your agency.

### Other permanent and other temporary

Any employment arrangement that isn't covered by the other options available.

## Where can you get more information?

Read the PSSap Product Disclosure Statement

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#### Warning - This Document Contains General Advice or Information Only

Any advice in this document has been prepared without taking account of your personal objectives, financial situation or needs. Because of this, you should, before acting on any advice in this document, consider the appropriateness of the advice, having regard to your objectives, financial situation and needs.

You may wish to consult a licensed financial planner to do this.

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