

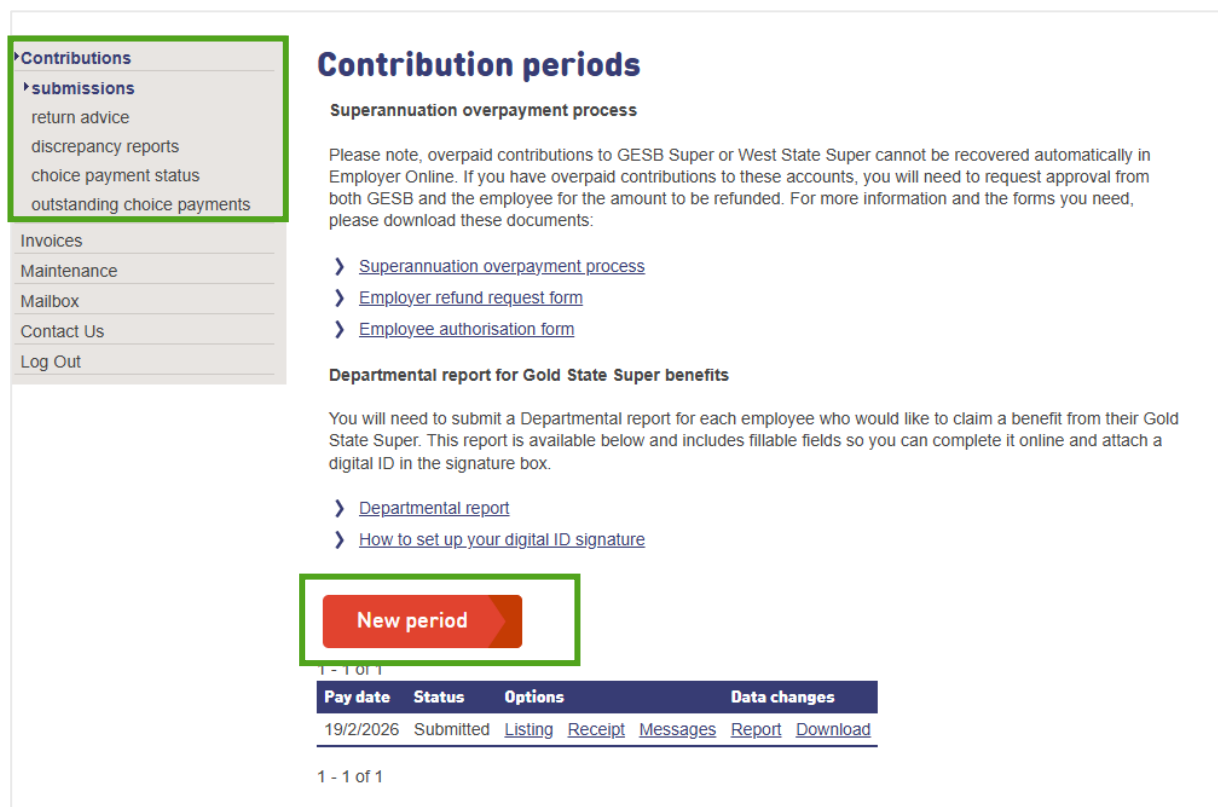


Creating a contractor in Employer Online

Creating a contractor in Employer Online

First log into Employer online with the specific employer code – this example used WA police 300000.

1. Under **Contributions** on the left-hand side, select the **submissions** drop-down. This will bring up the “Contribution periods” window.
2. From the “Contribution periods” window, select the **New period** button



Contributions

- submissions**
- return advice
- discrepancy reports
- choice payment status
- outstanding choice payments

Invoices

Maintenance

Mailbox

Contact Us

Log Out

Contribution periods

Superannuation overpayment process

Please note, overpaid contributions to GESB Super or West State Super cannot be recovered automatically in Employer Online. If you have overpaid contributions to these accounts, you will need to request approval from both GESB and the employee for the amount to be refunded. For more information and the forms you need, please download these documents:

- > [Superannuation overpayment process](#)
- > [Employer refund request form](#)
- > [Employee authorisation form](#)

Departmental report for Gold State Super benefits

You will need to submit a Departmental report for each employee who would like to claim a benefit from their Gold State Super. This report is available below and includes fillable fields so you can complete it online and attach a digital ID in the signature box.

- > [Departmental report](#)
- > [How to set up your digital ID signature](#)

New period

Pay date	Status	Options	Data changes
19/2/2026	Submitted	Listing Receipt Messages Report Download	

1 - 1 of 1

3. The “Create new period” window will appear. Click the **Cancel** button to bring up the grid
 - Note: Clicking the **OK** button will ask you to upload a contribution file

Create new period

The last contribution period was from 26/1/2026 to 19/2/2026.
The next contribution period will be:

Pay date: 5/3/2026

Import from payroll:

OK

Cancel

4. Once the contribution grid appears, click the **New employee** button along the top to load the “Employee search” window

Save Submit New employee Revert to saved Import Print Report Messages report Close

Column: _____

Row: _____

There are no rows to show. Search where: _____ starts with: _____ Search now

Errors: Warnings: New Members: Finalised: Host: Choice: Contributions: Apply

	Contributions				Employment Details			Gold State Super Details	Messages
	WSS member	WSS packaged	WSS employer	Interest	GESB Super or other: member	GESB Super or other: packaged	GESB Super or other: employer	Total	
GESB funds total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Choice funds total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Grand Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

5. On the “Employee search” window, click the **New employee** button if you’re adding in a contractor for the first time.
- Note: If you’re searching for a contractor that was previously added into the system, you’ll just need to enter their details and click the **SEARCH** button.

Employee search

You can check if an employee exists in Employer Online by searching for their name below. To add a new employee, please select the new employee button below the search box.

Family name

Given names

SEARCH

Matches

Department ID	Payroll number	Family name	Title	Given names	Birth date
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New employee

6. From the “Fund search” window, click the **Choose** link to select the relevant super fund that the contractor is going to have their contribution paid to from the list or search for the fund using the search functionality.

Fund Search

Search using ABN, USI or part of the fund name [SEARCH](#)

OR

[Show all funds from my fund list](#)

OR

[Show public funds not on my list](#)

OR

[Add a new Self Managed Fund](#)


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USI	SPIN	Product Name	Superannuation Fund Number	Australian Business Number	Choose	Paid to Fund Name	Paid to Fund ABN
				23822832677	Choose	FINCH FAMILY SUPERANNUATION FUND	23822832677
				28095922025	Choose	HAMON SUPERANNUATION FUND	28095922025
				41431020104	Choose	DALEVIEW SUPERANNUATION FUND	41431020104
				48144742607	Choose	RAPID SUPERFUND	48144742607
				62410627945	Choose	SKITALY SUPERFUND	62410627945
				63971651047	Choose	CULLEN SUPERANNUATION FUND	63971651047
				71950508646	Choose	HART SUPERANNUATION FUND	71950508646
				86354627143	Choose	PJ AND CL HEALDGROVE SUPERANNUATION FUND	86354627143
				92613781243	Choose	TRAYNOR FAMILY SUPERANNUATION FUND	92613781243
RES0104AU	RES0104AU	Acumen	131166940	62653671394	Choose	Acumen	62653671394
		ALLANSONJ SUPER FUND		62968658875	Choose	ALLANSONJ SUPER FUND	62968658875
PTC0133AU	PTC0133AU	AMG Super	508264006	30099320583	Choose	AMG Super	30099320583
		ANEWHID SUPERANNUATION FUND		84786658157	Choose	THE TRUSTEE FOR ANEWHID SUPERANNUATION FUND	84786658157
		ANTHONY SMITH SUPERANNUATION FUND		98220218200	Choose	ANTHONY SMITH SUPERANNUATION FUND	98220218200
83810127567801		ANZ AUSTRALIAN STAFF SUPERANNUATION SCHEME		83810127567	Choose	ANZ AUSTRALIAN STAFF SUPERANNUATION SCHEME	83810127567
ANZ0326AU	ANZ0326AU	ANZ OneAnswer Personal Super - Nil Entry Fee	138559947	61808189263	Choose	ANZ OneAnswer Personal Super - Nil Entry Fee	61808189263
MMF2076AU	MMF2076AU	ANZ Smart Choice Super		61808189263	Choose	ANZ Smart Choice Super	61808189263
		AQUIP SUPERANNUATION		57102271005	Choose	AQUIP SUPERANNUATION	57102271005
		ARORA FAMILY SUPERANNUATION FUND		61875691170	Choose	ARORA FAMILY SUPERANNUATION FUND	61875691170
90194410365004	ASG0020AU	Asgard eWRAP Super Account	262047944	90194410365	Choose	Asgard eWRAP Super Account	90194410365
90194410365005		Asgard Infinity eWRAP Super Account		90194410365	Choose	Asgard Infinity eWRAP Super Account	90194410365
AET0100AU	AET0100AU	Australian Ethical Retail Superannuation Fund	479444982	49633667743	Choose	Australian Ethical Retail Superannuation Fund	49633667743

7. Once you’ve selected the super fund to receive the contributions, the “New Employee Details” window will appear

8. Enter in the relevant details for the contractor before clicking the **Ok** button to return the contribution grid

New Employee Details

The following error(s) were detected:
 **This TFN is invalid.**

Please fill in the following fields.
 Note that required fields are highlighted in **bold**.

Deeming Details	
Member client identifier: 123456	Address line 1: 150 ST GEORGES TCE
Payroll number: CONTRACTOR	Address line 2:
Scheme ID: AMG Super	Address line 3:
SPIN: PTC0133AU	Postcode: 6000
ABN: 30099320583	Locality: PERTH
SFN: 508264006	State or territory: WA
Family name: SMITH	Country: AUSTRALIA
Given names: JOHN	TFN:
Birth date: 13/4/1993	Employment start date: 1/3/2026
Title: Mister	Email address: 123@EDU.COM
Sex code: Male	Home phone:
	Mobile phone:

9. Once back on the contribution grid, you will now see the contractor added with the option to allocate contributions to

- Note: the member will only be added the Employer Online database only once a contribution has been paid

Last saved by UAT_PRS on 16/04/2026 15:59. Total errors 0. Total warnings 1.

Payroll number	Scheme ID	Family name	Given names	Member client identifier	Contributions		Interest	GESB Super or other: member	GESB Super or other: packaged	GESB Super or other: employer	Total	Salary
					WSS member	WSS packaged						
1	F D I CONTRACTOR	Australian Retirement Trust Super Savings	SMITH JOHN	123456	0.00	0.00	0.00	0.00	0.00	15222.00	15222.00	
GESB funds total					0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Choice funds total					0.00	0.00	0.00	0.00	0.00	15222.00	15222.00	
Grand Total					0.00	0.00	0.00	0.00	0.00	15222.00	15222.00	

Searching for a contractor in Employer Online

- Repeat steps 1-4 from the **Creating a contractor in Employer Online** section above
- Instead of clicking the **New employee** button, this time to search for a contractor already added to the Employer Online database, you will just need to enter in the Family name and Given names search fields, before clicking the **SEARCH** button

Employee search

You can check if an employee exists in Employer Online by searching for their name below. To add a new employee, please select the new employee button below the search box.

Family name

Given names

SEARCH

Matches

Department ID	Payroll number	Family name	Title	Given names	Birth date
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New employee **Cancel**

- From the “Found Members” window, click the **select** link to choose the applicable membership to pay contributions towards

Found Members

Please select a membership from the table
or create a new membership for the employee.
Exited members are highlighted in red.

Payroll number: [REDACTED]
Family name: [REDACTED]
Given names: [REDACTED]
Department ID: MAIN

Memberships

Scheme ID	Member client identifier
select [REDACTED] SUPERANNUATION FUND	000008162
select West State	[REDACTED]

[New Membership](#) [Cancel](#)

- This will then take you back to the contribution grid to proceed with the allocation of contributions, like in step 9 from the **Creating a contractor in Employer Online** section above