

NEST employer factsheet

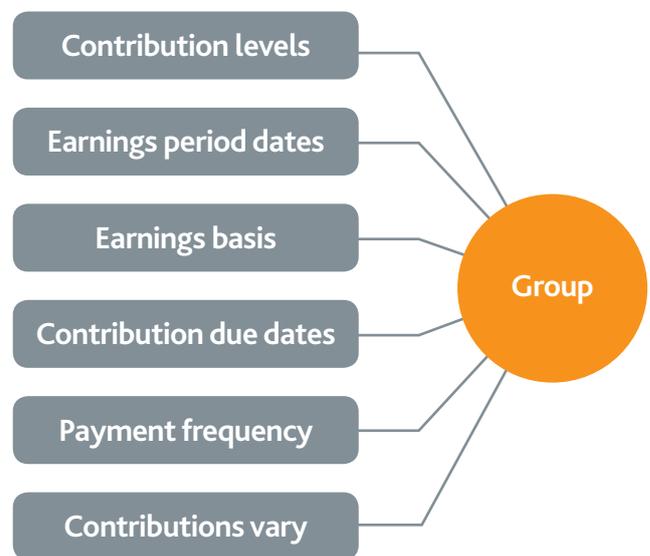
Ideas on how to organise groups

What is a group?

When you enrol workers in NEST you'll need to put them in a group. This means you must have at least one group.

A group defines all of the following for the members it contains:

- your choice of contribution levels
- the earnings basis
- how often you send contributions to NEST
- the dates that decide the earnings periods
- the dates when NEST will receive your contributions for the earnings periods
- whether you expect contributions to vary from period to period.



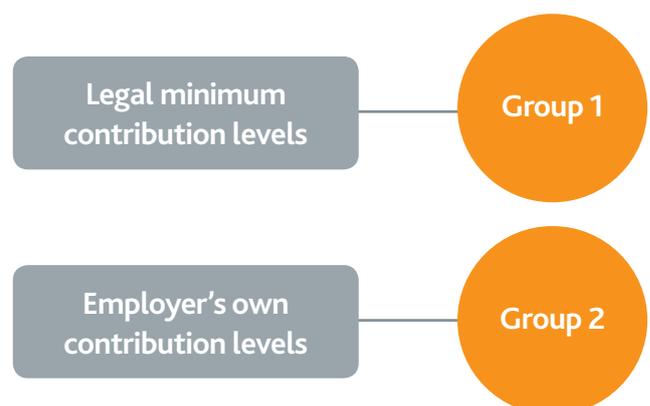
How many groups do you need?

That depends on whether any of the above will differ for some of your workers.

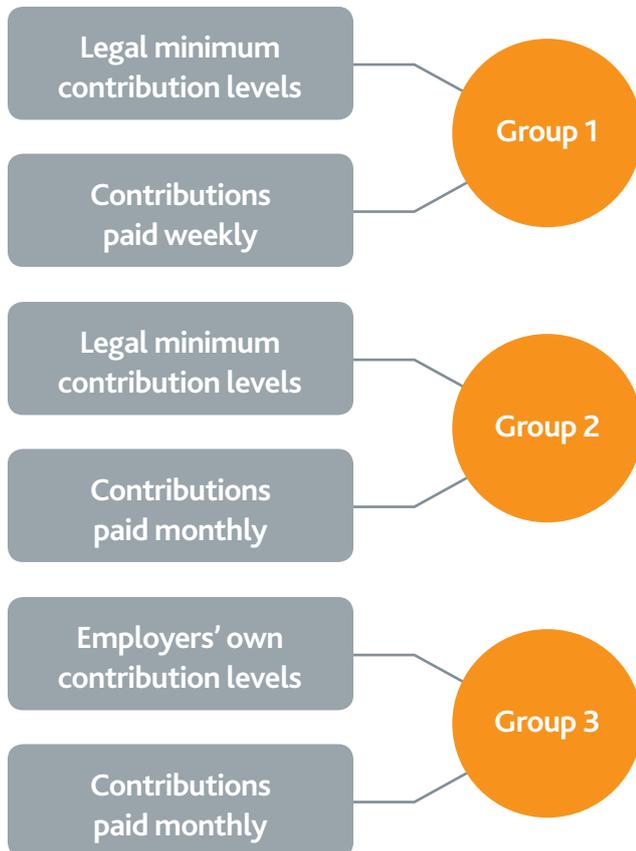
For example, if you treat everyone the same way you could put all your workers in one group. But if you intend to have different contribution levels for some workers you'll need one group for each contribution level¹.

The more variation you want the more groups you'll need to set up.

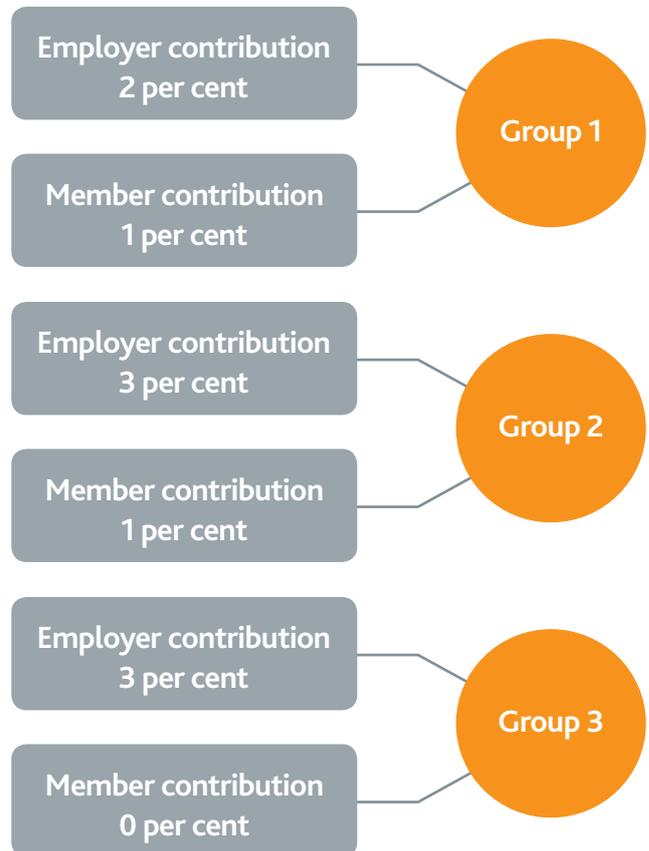
In this example two groups are set up because they use different contribution levels. For members in Group 1 both employer and member contributions are based on minimum levels. For Group 2 both employer and member levels are set by the employer and must be at least the minimum levels.



In this example another group has been added. Groups 1 and 2 share the same minimum contribution levels but contributions are paid at different frequencies. Group 3 uses a different contribution level even though the frequency is the same as Group 2.



In this example all groups have contribution levels set by the employer but the actual levels are different. This might apply if you want to pay different contributions for different groups of workers perhaps based on their job roles.



FAQs about groups

How many different groups can I have?

You can have as many groups as you want. It's a good idea to think about how you want to organise your workers and how many different groups you need before you start enrolling workers.

Can I have more than one group with the same settings?

Yes. You can use groups to separate workers even if they have the same conditions. For example, you can set up groups for different workers based on their location, business division, length of service or salary.

Where are groups used?

You use groups to organise your workers when you enrol them in NEST. You must have at least one group set up before you can enrol any workers.

What if I need more groups?

You can add groups at any time. If you need to move members from one group to another you can do that too. You can usually do this whenever you want but there might be times when you have to wait until the end of an earnings period. This is especially the case if you have any outstanding contributions for that group.

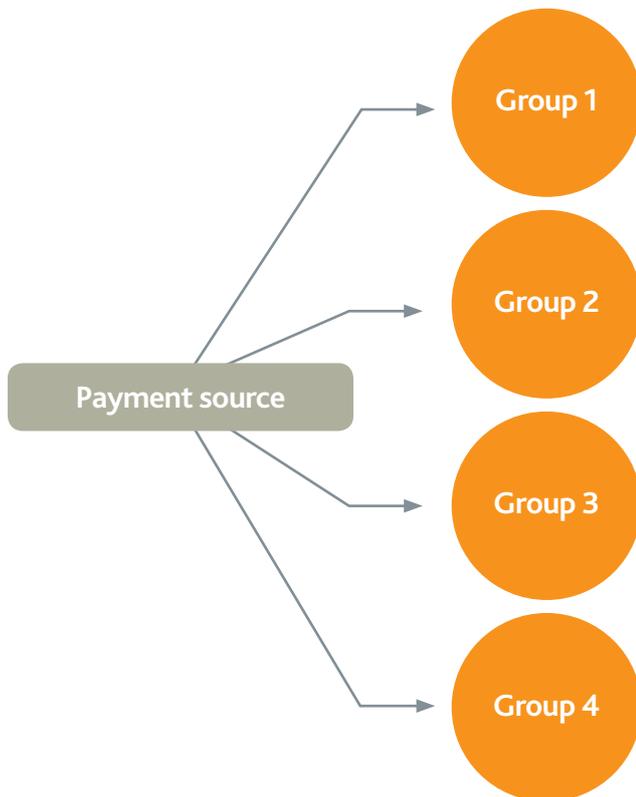
What if I need fewer groups?

You can remove a group but only when it has no members. This means you'll need to move all the members from the group you want to delete to another one before you can close that group.

Can I change the name of a group?

Yes. When you set up your first group the name will automatically be set to 'My Group'. You can change this to whatever you want. If you've got more than one group you'll need to give them each a different name.

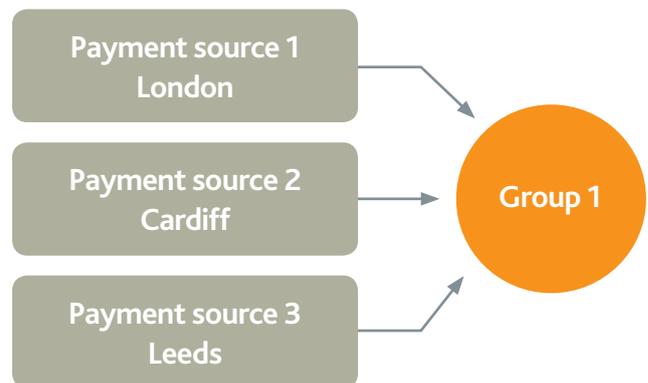
In this example one payment source is used to pay contributions for four different groups.



Do different groups have to use a different payment source?

No. It's up to you how many payment sources you use. You can use one source for all groups or any combination of payment sources and groups.

In this example all members are in one group but because they work at different locations the contributions are paid from different payment sources.



¹ It's your responsibility to make sure that any differences between groups meet any legal obligations such as those covered by discrimination legislation.