



## MLC EmployerPay

### Managing refunds

#### **Who**

Users with a Viewer, Clerical and Approver user profile can perform this action.

#### ***Refund from a fund***

Sometimes, the super fund may need to refund contributions you've made because the employee is no longer a member of the fund or the accompanying data is invalid, preventing the contribution from being processed.



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## Receiving a Fund Refund Notification

The MLC EmployerPay portal will send an automated email notification when a refund has been received from the fund or from PayClear.


What you can expect when a fund issues a contribution refund:

- The refund will be deposited into your organisation's bank account from the fund.
- An email notification of each individual refund amount will be sent to the email address your organisation has nominated in the MLC EmployerPay database.
- Further information about the refund will be sent to you from the fund via MLC EmployerPay. For example, the employee it relates to and the reason for the refund will be visible in the initial contribution.

**Note:** This email provides the individual refund amount, the super fund returning the amount and the payment reference number. It will not include any member/employee information in either the email heading or body of the text.

## Logging in

1. You've received a Refund Payment Notification. Click the **View** button.



### Fund Refund Notification

Dear [Name],

This is to let you know that based on your recent submission, a fund has returned payment to your specified refund account.

Please click on the below link to view additional information.

Refund details:

Refund from fund: [Name]

Amount refunded to you: \$829.71

Using payment reference: [Reference]

Batch details:

Total expected: \$3991189.03

Total received: \$3991189.03

Submission Date: 2024-02-23 07:59:03

Employer Name: [Name]

ABN: [ABN]

[View](#)

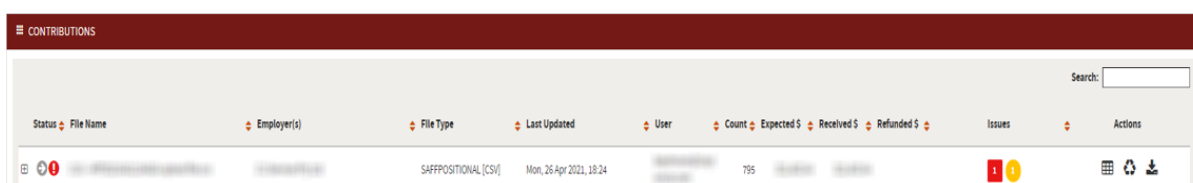
The Log In page will display.

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- Log in to the portal.

The *Contributions History* screen will display all contributions you've submitted through MLC EmployerPay.



Status	File Name	Employer(s)	File Type	Last Updated	User	Count	Expected \$	Received \$	Refunded \$	Issues	Actions
			SAFFPOSITIONAL (CSV)	Mon, 26 Apr 2021, 18:24		795				1	

### Examining the refund

Files that have a contribution response with an error and show a subsequent contribution refund amount will have a 'Fund Error Response' Status. Refunds are indicated with a red box counter under the **Issues** column and an amount in the **Refunded \$** column.

- In the **Contributions History** screen, you can filter for individual files that include refunds.

Select the following filters and click **Apply Filter**:

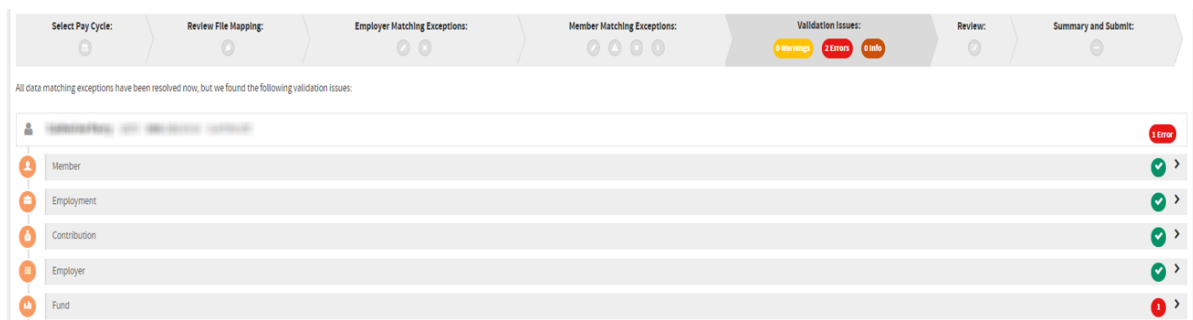
- Status = Fund Error Response
- Date Filters = Choose timeframe

Files with refunds are listed in the contribution history results.

- Take note of the total amount refunded in the **Refunded \$** column.
- For more information about how the refunded amount is made up and the issues that have resulted you can drill down into the detail. You have the option to:
  - Click on the Grid icon in the **Actions** column or
  - Click on the File name

### Locating error details

- After clicking through to the submission, the validation issues will be displayed. You can identify members whose contribution has been prevented from being processed and have had refunds and various other issues that have been reported by the Super Funds.
- To view the refund reason, click on the > next to the red counter under "Fund."



Select Pay Cycle:	Review File Mapping:	Employer Matching Exceptions:	Member Matching Exceptions:	Validation Issues:	Review:	Summary and Submit:
				5 warnings 2 errors 6 info		

All data matching exceptions have been resolved now, but we found the following validation issues:

Member	✓	>
Employment	✓	>
Contribution	✓	>
Employer	✓	>
Fund	1	>

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#### Viewing the reason for the refund

The **Fund** tab will display a red border around the field in which the error occurred.

1. Place your pointer and hover directly over the field to read the pop-up message. This will provide you with the reason for the refund.
  - **Note, you can download a report to view all the messages. Click on the Download button at the bottom of the page.**
2. You may have to speak directly with the employee to discuss what new information is needed to repay the contribution.

Fund	
ABN	61808189263
Fund Name	ANZ Smart Choice Super
BSB No.	012003
Account Name	ONEPATH CUSTODIANS PTY LIMITED
USI	MMF2076AU
ESA	<a href="https://ws.qvalent.com/services/messaging/ebMS/...">https://ws.qvalent.com/services/messaging/ebMS/...</a>
Account No.	836458628
Fund Status	ACTIVE

inactive A refund of \$841.72 has been issued with PRN SB17TH202007220061

#### Investigating a refund through the reporting function

To get more information about the refund you can run a report.

1. In the **Reports** function, set the following filters and:
  - Message Type = Contributions
  - Feedback Severity = Error
2. Enter the Payment Reference Number (PRN) from the refund notification email in the **Payment Ref No** field or leave blank to search all refunds for the given date range. Click **Search**

**FILTER MESSAGES BY: LAST 30 DAYS \***

Date Filters Last 30 Days	Message Type Contributions	Feedback Severity Error	Employer 1 selected
Fund Name All selected	SMSF Name All selected	Conversation Id	
Employee Status All selected	Employment Type All selected	Location Id	Benefit Category
Fund Employer No.			
Member No.	Member Surname	Member Firstname	Date of Birth
Payroll No.			
Payment Ref. No.	Individual Amount	Batch Amount	

**GROUP MESSAGES BY**

☒ Date Initiated
 ☐ Payment Ref. No.
 ☐ Feedback Severity
 ☐ Message Type
 ☐ Employer
 ☐ Fund Name
 ☐ Employee Status
 ☐ Location Id
 ☐ Benefit Category
 ☐ Member No.

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The filtered messages summary will be displayed. A value in the Refund Amount column indicates a refund.

Showing 1 to 1 of 1 entries

Search:

Date Initiated	No. of Member Events	No. of Contributions	Super Guarantee \$	Personal Contribution \$	Salary Sacrifice \$	Other Amounts Total \$	Total Contribution \$	No. of Refunds	Refund Amount \$
09 Jan 2024	0	1	1,940.40				1,940.40	1	1,940.40

3. Click on the error line for the identified refund.

The Contribution Records summary for the selected error displays.

CONTRIBUTION RECORDS

Showing 1 to 1 of 1 entries

Search:

Family Name	Given Name	Date of Birth	Payroll No.	Fund Name	Member No.	Super Guarantee \$	Personal Contribution \$	Total Contribution \$	Payment Ref. No.	Total Contribution \$
				MLC MasterKey Business Super (including MLC MasterKey Personal Super)		1,940.40		1,940.40		

First Previous 1 Next Last

4. Click again to expand the contribution record.

You now have the details required to investigate and resolve the refunded contribution. The Feedback section at the top of the page provides details of the error response.

#### Feedback

Standard Response Code	SUPER.GEN.GEN.22
Short Description	No Longer a member of Superannuation entity.
Refund Amount (\$)	1940.40
Refund Payment Total (\$)	1940.4
Refund Payment Reference Number	

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5. To download a report, go back to the message summary and click the download icon

Showing 1 to 1 of 1 entries

Search:

Date Initiated	No. of Member Events	No. of Contributions	Super Guarantee \$	Personal Contribution \$	Salary Sacrifice \$	Other Amounts Total \$	Total Contribution \$	No. of Refunds	Refund Amount \$	
09 Jan 2024	0	1	1,940.40				1,940.40	1	1,940.40	

Refer to **Appendix: Refund error messages** for error response codes you may encounter.

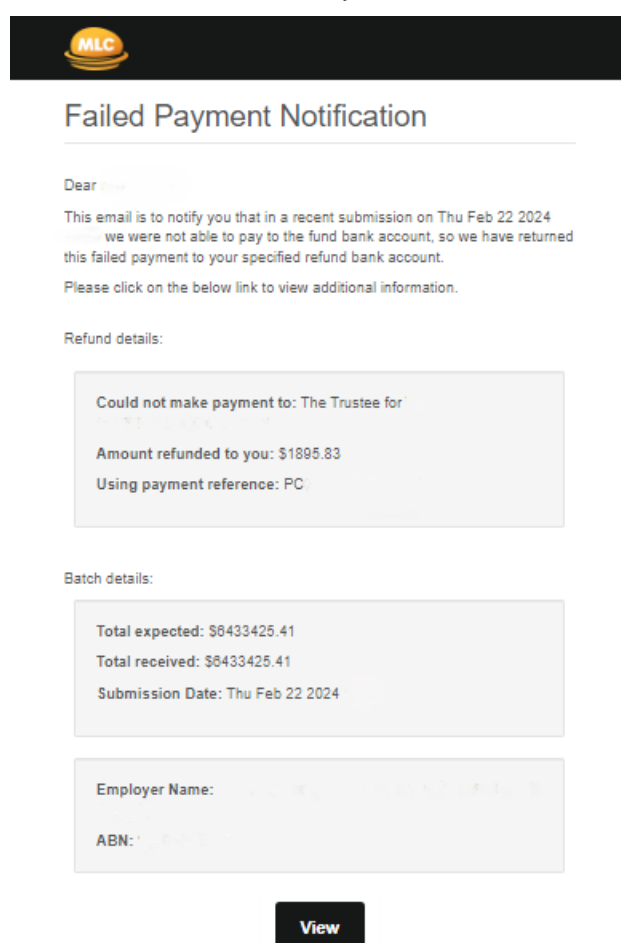
## Receiving Failed Payment Notification

### Refund from Payclear

If a payment is unable to be sent to a fund due to the fund being closed or the SMSF bank details being incorrect, your bank account may have a refund with a PRN beginning with PC – XXXXXX.

This is a direct bounce back from the bank.

You've received a Failed Payment Notification. Click the **View** button



The screenshot shows an email titled "Failed Payment Notification" from MLC. The email content includes:

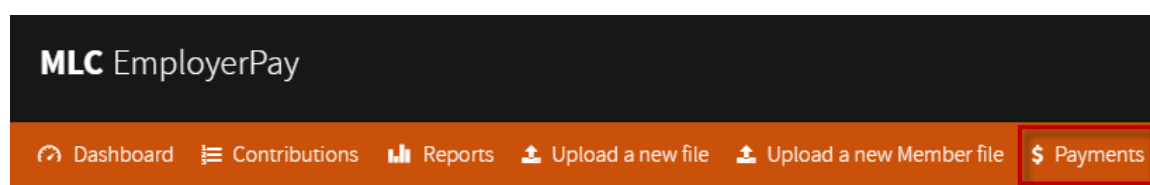
- Greeting: Dear [Name]
- Message: "This email is to notify you that in a recent submission on Thu Feb 22 2024 [Name] we were not able to pay to the fund bank account, so we have returned this failed payment to your specified refund bank account. Please click on the below link to view additional information."
- Refund details:
  - Could not make payment to: The Trustee for [Name]
  - Amount refunded to you: \$1895.83
  - Using payment reference: PC [Name]
- Batch details:
  - Total expected: \$6433425.41
  - Total received: \$6433425.41
  - Submission Date: Thu Feb 22 2024
- Employer Name: [Name]
- ABN: [Name]

At the bottom of the email content is a "View" button.

The notification will provide which super fund or SMSF the payment was made to, the amount returned and the payment reference.

If you are unsure who or what this refund is for, you'll need to check the payments history reporting

1. Log in to MLC EmployerPay.
2. Click on **\$ Payments** in the Quick links toolbar.



The screenshot shows the MLC EmployerPay Quick links toolbar. The toolbar includes the following links: Dashboard, Contributions, Reports, Upload a new file, Upload a new Member file, and **\$ Payments** (highlighted with a red box).

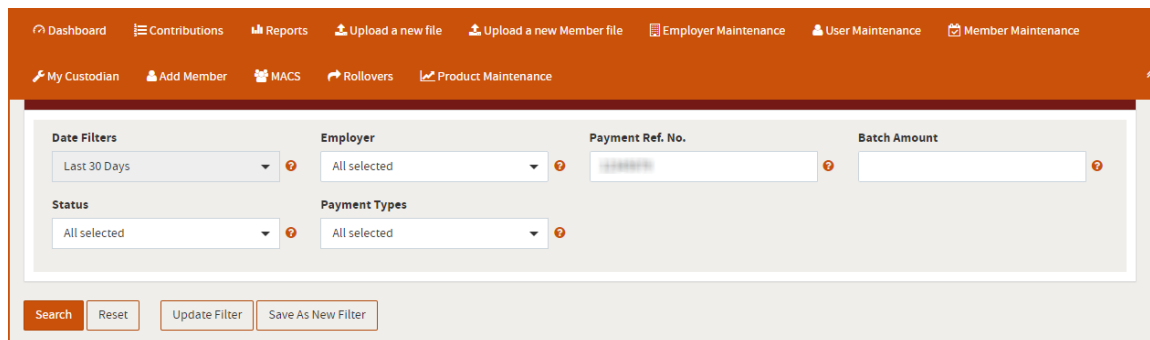


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The Payments History Reporting Screen will display.

- Enter the Payment Reference Number (PRN) shown on the Bank Statement or the notification email in the **Payment Ref No** field. and click **Search**.



Your filtered messages will display.

- In the **Status** column you'll see there is a red X. This indicates that there has been a refund or issue with the payment.
- Click the + expand button on the left side of the page to display more information.

Batch No.	Employer	Amount \$	Payment Reference No.	Date	Payment Type	Status	Actions
1272458	[REDACTED]	[REDACTED]	[REDACTED]	31 Mar 2021	Direct Credit	X	[Expand]

- Click the + expand button for **SMSF Payment Sent** and **APRA Fund Payment Sent** to view all payments sent and to see any refunds (those with a X).

[Expand]	Employer Batch Submitted	[REDACTED]	[REDACTED]
[Expand]	Employer Payments Cleared	[REDACTED]	[REDACTED]
[Expand]	APRA Fund Payment Sent	[REDACTED]	[REDACTED]
[Expand]	SMSF Payment Sent	[REDACTED]	[REDACTED]

These refunds will match the amount received in your refund bank account.

- Click the + expand button for the **SMSF Payment Sent** tab to see the name of the fund.

[Expand]	The Power to Invest Fund (Private Investment Fund)	2,373.67	[REDACTED]	07 Apr 2021	Direct Credit	X	[Expand]
[Expand]	The Power to Invest Fund (Private Investment Fund)	2,015.71	[REDACTED]	02 Apr 2021	Direct Credit	✓	[Expand]
[Expand]	The Power to Invest Fund (Private Investment Fund)	2,065.71	[REDACTED]	02 Apr 2021	Direct Credit	✓	[Expand]

- Follow the standard refund process to resubmit these payments correctly and update your payroll with all new details for future use.

## Email Notifications

To view all email notifications that have been sent, click on the Emails tab under Reports from the dashboard screen

### Reports

You can view and search previous payments and contributions:



You can view emails sent for within a given date range, for fund refund notifications the information will provide the employees payroll number, name, and email address.

View email	Resend	Status	Email type	To	Sent	Payroll number	First name	Last name	Date of birth	Employee email	Employer name	Subject
✓		✓	Fund refund notification		07/03/2024							Refund Payment Notification

Note: Manual refunds may be sent to you which will not appear here. This occurs where the super fund has returned the money to SuperChoice instead of the employer. The refund may be due to a fund closure or an SMSF bank account is incorrect or has been closed.

### Appendix: Refund error messages

The following table outlines the SuperStream standard refund error response codes you may encounter and recommended actions.

Follow your internal processes to correct errors in your payroll system.

**Note:** You can enter a manual one-off contribution in MLC EmployerPay, if required

Error Code	Detailed Description	Correct by...
SUPER.GEN.GEN.21	Member not found with supplied information	Contact the member/employee for updated fund information
SUPER.GEN.CNTRBTN.8	Eligibility issue preventing the contribution being processed. Contact superannuation entity for details	Contact the member/employee to advise them their fund does not accept multiple contribution types and update member/employee information as instructed
SUPER.GEN.CNTRBTN.5	Member TFN required for this contribution	Contact member/employee for updated information and correct
SUPER.GEN.GEN.21	Member not found with supplied information	Contact the employer for instructions and correct
SUPER.GEN.GEN.4	Mandatory data element not supplied	Contact the employee for the missing information and correct
SUPER.GEN.GEN.22	No longer a member of Superannuation entity	Contact the employee for the missing information and correct

MLC EmployerPay is provided by SuperChoice Services Pty Limited (ACN 109 509 739) (SuperChoice) and its affiliate, PayClear Services Pty Ltd (ACN 124 852 320) AFSL 314357 (PayClear).

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