



Retirement Scheme

Change in Hours Worked (CIHW)

Please complete in capital letters and in BLACK INK only

This form is used to advise a change in the basis of employment for a member of the Retirement Scheme i.e. Full-time to Part-time, Part-time to Full-time and Part-time to Part-time (different hours worked)

You may advise the change in hours worked by using either of the following methods:

- Provide both a Full-time and Part-time salary; or
- Provide the Full-time hours that would have been worked and the actual Part-time hours worked; or
- Provide the new salary ratio i.e. (part-time salary / full-time salary = salary ratio {to 4 decimal places})

Changing hours worked will have an effect on the member's entitlements and the amount of contributions payable to the scheme, therefore this advice should be remitted promptly to ensure it appears on your next monthly contribution due report.

Surname	First Name	Member number	Payroll number	Full-time salary or hours worked	Part-time salary or hours worked	New Salary ratio	Start date	End date (if known)

Employer name <input style="width: 90%;" type="text"/>	Reporting Centre code <input style="width: 90%;" type="text"/>
I certify that the details given are true and complete	
Signature of authorised officer <input style="width: 80%;" type="text"/>	Date (dd/mm/yyyy) <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/>
Name of authorised officer <input style="width: 80%;" type="text"/>	Contact phone no <input style="width: 10%;" type="text"/> <input style="width: 70%;" type="text"/>

Where to send this form/enquiries

Local Government Super
 PO Box N835
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 website: www.lgsuper.com.au

Phone: 1800 636 441 (toll free)
 8.30 am – 5.00 pm, Mon – Fri
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 enquiries: employerservices@lgsuper.com.au

