Employer Portal Release Notes

Release December 2025

Table Of Contents

1 Overview

Key Feature Deliveries

- **Add a new employee** - A new feature to allow employers to easily onboard a new employee

> (i) **SuperChoice SMSF ESA Closing 5th May 2026**
>
> The SuperChoice Electronic Service Address (ESA) service **Smsf@Superchoice.com.au** will be discontinued as at **5th May 2026.**
> SuperChoice will shortly be emailing all SMSFs who were registered for the service; providing advanced warning of the closure, advising the SMSF that they need to select a new SMSF ESA provider and to inform any Employer making contributions to their SMSF of their new SMSF ESA provider.
> In the run up to 5th May, SuperChoice will add warnings to the Portal for members that are still using the SuperChoice SMSF ESA. After 5th May, contributions to SMSFs using the ESA will be blocked.

The SuperChoice Employer Portal will not be available as follows:

UAT:

Thursday 20 November, 2025 12pm– 4:00pm (AEDT)

Production:

Tuesday 2 December, 2025 8:00pm – 11:00pm (AEDT)

UAT:

Friday 21 November, 2025, 11:00am – 1:00pm (AEDT) - 12:00am – 3:00am (GMT)

Production:

Wednesday 3 December, 2025 11:00am – 1:00pm (AEDT) - 12:00am – 3:00am (GMT)

1.0.1 Employer Portal Indicative Release Dates

Note that these release dates are subject to change

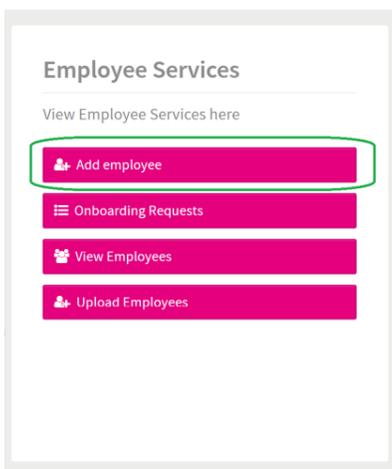UK deployments are 2 days later than Australian deployments

Release	UAT	Production
January	Tuesday 16-Dec	Tuesday 13-Jan
February	Tuesday 20-Jan	Tuesday 3-Feb
March	Tuesday 17-Feb	Tuesday 3-Mar
April	Tuesday 17-Mar	Tuesday 31-Mar
May	Tuesday 21-Apr	Tuesday 5-May
June	Tuesday 19-May	Tuesday 2-Jun
July	Tuesday 23-Jun	Tuesday 7-Jul
August	Tuesday 21-Jul	Tuesday 4-Aug
September	Tuesday 18-Aug	Tuesday 1-Sep
October	Tuesday 15-Sep	Tuesday 29-Sep
November	Tuesday 20-Oct	Tuesday 3-Nov
December	Tuesday 17-Nov	Tuesday 1-Dec

2 User Impact

For employee onboarding a simple method to add an employee has been introduced. The employer presses the "Add employee" button and then enters some basic details and presses "Send invite". This shows a toast then automatically sends a welcome email to the new employee to log in to the employee portal.

2.1 Assumptions

- The user must be linked to a role with the new Add Employee permission to see the new feature.
- The employer must have employee services enabled.
- If the user is linked to only one employer then the employer selection is not shown
- If an existing employee is matched to the new employee then a warning will be shown allowing the user to either cancel or proceed with creating a new employee
- All entered data is validated up front.
- Add Employee always creates a new employee record (never updates an existing one).
- The welcome email content uses the existing template and includes Given Name, Last Name, and Employer Name (no new template design required).
- Email delivery status is shown in the email viewer.
- The newly created employee should be able to be viewed in the member maintenance form.
- Only one employee can be added at a time - for bulk upload the employer should continue to use the file based approach.
- The added employee is shown in file history with an "Add Employee" file name.
- The file will always be submitted - can never be in transition (i.e. member match, validation errors, unsubmitted).
- Employee portal onboarding remains unchanged; this feature only initiates it.

Employee Services

View Employee Services here

- 👤 Add employee
- ☰ Onboarding Requests
- 👥 View Employees
- 👤 Upload Employees

Add employee

The new employee will be emailed a link to verify their identity, before completing the information required to start their job.

Employer

Select Employer ▾ ❓

Personal details

Given name ❓   **Last name** ❓

Date of birth

DD / MM / YYYY ❓

Contact details

Mobile ❓

Email ❓

Cancel   Send invite

Add employee

The new employee will be emailed a link to verify their identity, before completing the information required to start their job.

Employer

A CONDO & J.A CONDO [58377028226] ▾ ❓

Personal details

Given name   **Last name**

Joe ❓   Bloggs ❓

Date of birth

20 / 9 / 2002 ❓

Contact details

Mobile

❓

Email

blah ❓

⚠ The following validation errors have occurred:

E-mail Address must be in a valid format.

Cancel   Send invite

3 Enhancements

Users now see reports based on whether their role has been assigned permission to a specific report. Roles that already have Reports (v2) access have been auto assigned the reports below. If a user does not have a role with permission to a report then they will not see that report.

New Permissions	Auto assigned
Submissions (reporting)	✅
Money (reporting)	✅
Payments (reporting)	✅
Fund responses (reporting)	✅
Analytics (reporting)	✅
Gateway (reporting)	❌

4 Validation And Rule Changes

New validations for Add Employee have been added.

No changes

5 Defects Fixed

Various	☐ Employee ☐ Contribution ☐ Member ☐ STP ☐ Gateway ☑ Reporting	Various reporting bugs	1. The money fields are not showing the amounts correctly for single batch (multiple members) scenario. 2. File total contribution, file name, payment reference number columns are not populating in Payments…All report 3. Entering a date using the keyboard disables search 4. When a validation error is triggered on a date and backspace is used, text box loses focus 5. MROR responses for SUPER.GEN.CNTRBTN.13 and SUPER.GEN.GEN.22 were not being shown in reporting 6. The sidebar was not responsive to the screen size or design. This has been fixed. 7. Horizontal scrollbar disappears when navigating away in full screen to a custom filter 8. Hide/Show fields horizontal display is not fully shown 9. After collapsing the sidebar, the sign + does not change back to - even though floating menu is not expanded.
🇬🇧 **EPRT-22886**	☐ Employee ☑ Contribution ☐ Member ☐ STP ☐ Gateway ☐ Reporting	Failure to send an email to due to expired attachments was not logged as a failure	If an email failed to be sent because there was a problem with the attachments (e.g. expired) then the email wasn't shown in the email viewer as a failed email.