



SAFF
08/16

SuperStream standard for contributions:

PSSap SuperStream Alternative File Format (SAFF) data requirements

Version 1.2

To be used in conjunction with the Data and Payment Standards – Contributions Message
Implementation Guide Version 1 issued by the Australian Taxation Office

Your Government Super at Work

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Version Control

| Version | Effective Date | Description |
|---------|----------------|--|
| 1.0 | 25/02/2016 | Initial release |
| 1.1 | 23/06/2016 | Updated Figure 1 Summary of the SAFF. Includes Payroll Number Identifier and Employment End Date in Super Fund Member Common Details. |
| | | Removed reference to continuous data reporting in section 3.2. Deleted “Contribution data for members must always be reported continuously until a member ceases scheme membership.” |
| | | Updated field 34 Location ID to reference multi-employer clearing house clients. |
| | | Updated field 55 Telephone Minimal Number to a Conditional requirement. Also included additional acceptable values. |
| | | Updated field 56 to a Conditional requirement. Also included additional acceptable values. |
| | | Updated field 57 Member Client Identifier. Corrected requirement for PSSap Member Number and updated character length. |
| | | Updated field 58 Payroll Number Identifier to optional requirement. |
| | | Updated field 59 Employment End Date to optional requirement. |
| | | Updated field 63 Superannuation Guarantee Amount to reference shortfall amounts. Updated reference to PIF fields. |
| | | Updated field 67 Employer Contributions Voluntary Amount to reference additional contributions for PSSap. |
| | | Updated field 74 Annual Salary for Contributions Amount updated to reference FCS. |
| | | Updated section 4 Optional Preferred PSSap Fields to include SAFF field 59 Employment End Date for Trustee reporting and analysis. |
| | | Updated section 5 PIF Fields No Longer Used to remove field 7 Employee Payroll Number and field 39 Employment Cease Date. |
| 1.2 | 18/08/2016 | Updated field 25 Payment Method Code to include “DirectDebit” for the CSC-sponsored clearing house. |
| | | Updated field 26 Transaction Date to include “DirectDebit”. |
| | | Updated field 27 Payment/Customer Reference Number to include “DirectDebit”. |
| | | Updated field 50 Locality Name Text to reference international addresses. |
| | | Updated field 77 Annual Salary for Insurance Amount to include a definition. |
| | | Updated field 83 Employment Status Code to correct the requirement. Data should report the actual employment status and is not related to the calculation of contributions for FCS. |
| | | Inserted appendix to define a PSSap casual member for the purpose of establishing insurance cover eligibility. |

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1 Purpose

This document specifies the SuperStream Alternative File Format (SAFF) for Public Sector Superannuation accumulation plan (PSSap) data requirements that entities must use to comply with the *Superannuation Data and Payment Standards 2012* (more commonly referred to as the SuperStream Standard for Contributions or SuperStream) for members of PSSap.

It includes the scheme-specific registration and contribution details necessary to support the PSSap data requirements defined by the *Superannuation Act 2005*.

This document should be read in conjunction with:

- > the **ATO Contributions Message Implementation Guide [MIG] v1.3** (ato.gov.au/Super/superstream/In-detail/Legal-framework/Legislative-instrument/Superannuation-data-and-payment-standards-and-associated-schedules/)
- > the ATO technical guidance documents (softwaredevelopers.ato.gov.au/SSTC/Guidance) in particular the:
 - > **G015: SuperStream Alternative File Format guidance v1.0**
 - > **G024: International addresses in Superstream contributions v1.0**
- > the ATO Error Code Management document v1.2 (ato.gov.au/Super/superstream/In-detail/Legal-framework/Legislative-instrument/Superannuation-data-and-payment-standards-and-associated-schedules/)
- > the **SuperStream Standards for Contributions Taxonomy** (sbr.gov.au/about-sbr/what-is-sbr/sbr-taxonomy)

2 SuperStream Alternative File Format (SAFF) for PSSap

The SuperStream Alternative File Format (SAFF) for PSSap is composed of fields aligned to the MIG published by the Australian Taxation Office (ATO). Fields included in the PSSap SAFF are:

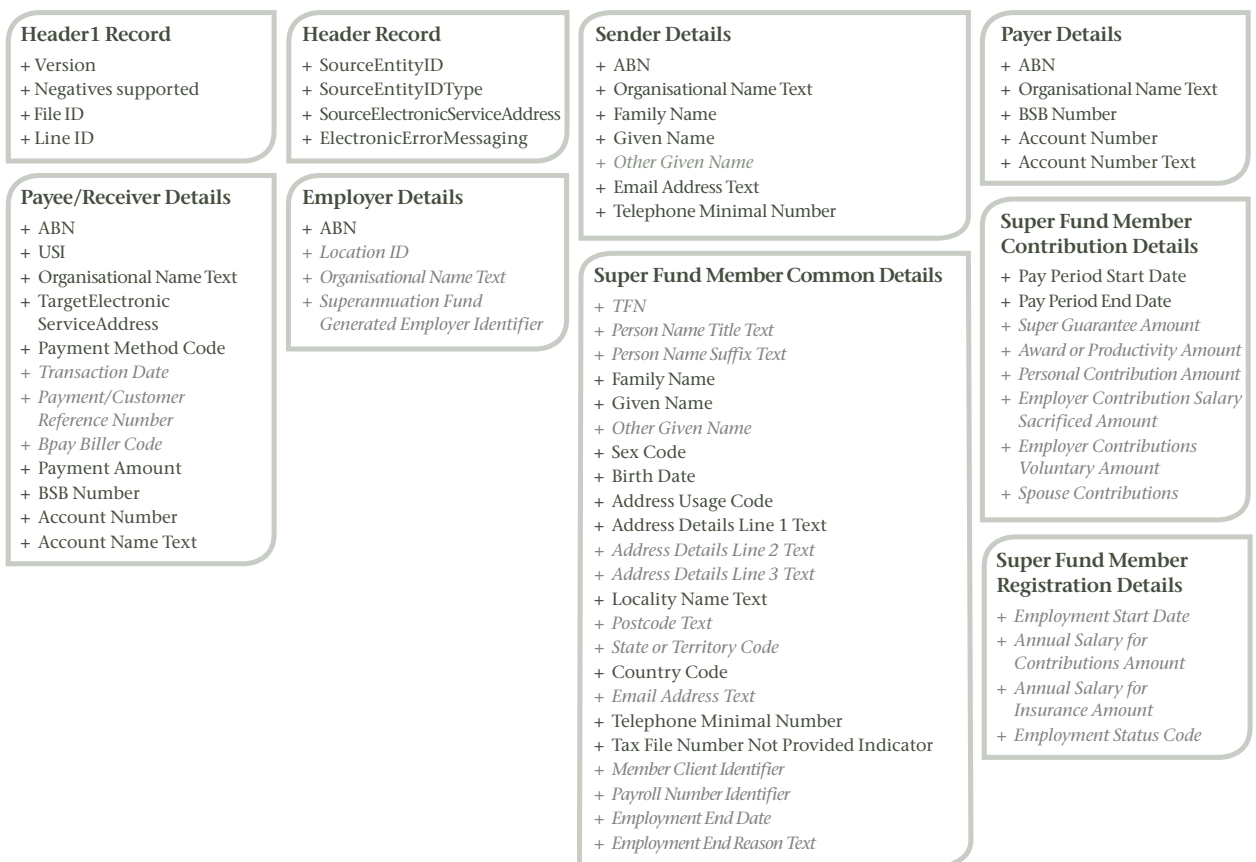
- > those identified as mandatory in the MIG
- and
- > some fields identified as optional in the MIG, however are preferred fields for PSSap (refer to **section 4** for further information). Not all optional fields contained in the SAFF are required for PSSap.

Further information about the SAFF can be found at the ATO developers' website softwaredevelopers.ato.gov.au/

Note the PSSap SAFF supports reporting of multiple pay periods in a single SAFF file.

Figure 1 shows a summary of the fields that make up the SAFF for PSSap. Fields in grey italics are optional or conditional fields, per the MIG. Fields not required for PSSap have been omitted from the diagram.

Figure 1 Summary of the SAFF for PSSap



3 SAFF for PSSap data requirements

3.1 Introduction

The tables below describe the SAFF data requirements for PSSap. The information contained within each of the tables is as follows:

- > **SAFF Field No.:** The position of the field in the SAFF.
- > **SAFF for PSSap Field Name:** The field name defined in the SuperStream Standard.
- > **Instruction/Rule:** The acceptable format and values for the data as prescribed by the SuperStream Standard and/or PSSap requirements.
- > **Payroll Interface File (PIF) Cross Reference:** Provides cross reference to the current Payroll Interface File specification, detailing whether the SAFF field is new, changed or existing and, if it is in the PIF, the field number.

Note, various fields have been included in the PSSap SAFF, which are identified as 'optional' per the MIG. Of these, certain fields may be relevant to PSSap fund administration processes and/or the member's insurance arrangement with PSSap, and will therefore need to be collected from the employer. As such, it is in the best interest of all parties that this information is supplied by the employer through the SAFF file (preferably at point of registration).

To assist, the fields referred to have been indicated as preferred fields for PSSap administration purposes in the tables below. Furthermore, a list of these 'preferred fields' can be found in **section 4** of this document.

Important

We suggest that, wherever possible, the 'optional but preferred' fields be supplied.

These fields are used to calculate such employee entitlements as Income Protection Insurance.

In their absence, a default value will be used. The resulting employee entitlement may then appear on the PSSap member statement, possibly resulting in queries from the member if this is incorrect.

To resolve these, we will seek up to date values from you on a case-by-case basis. To avoid a large volume of such enquiries, we suggest that this data be provided on an ongoing basis.

However, to ensure that the SAFF provided to PSSap is as simple as possible, we have not made their provision mandatory.

3.2 Exception Versus Continuous Reporting of Member Registration Data

PSSap supports both continuous and exception reporting of member registration data. Member registration data includes the Super Fund Member Registration Details and Custom PSSap Registration details sections below. This is the equivalent of the MRR data in XBRL.

Under exception reporting of member registration data, data for a member is only included if there has been a change since it was last reported. If any single element of member registration data needs to be included due to a change, then all member registration details for that member must be populated according to the validation rules for each field.

Under continuous reporting of member registration data, all registration data should be reported by all members who have contribution data in that pay period according to the validation rules for each field.

3.3 Header 1 Record

The Header 1 Record information is used to validate the file formatting only.

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | | PIF Cross Reference | |
|----------------|---------------------------|---------------------------------------|-------------------------|--------------|---------------------|-----------|
| | | | | | Status | PIF Field |
| 1 | Version | Version | Requirement | Mandatory | New | - |
| | | | Data Type | String | | |
| | | | Length | 3 characters | | |
| | | | Acceptable PSSap values | "1.0" | | |
| 2 | Negatives Supported | Negatives Supported | Requirement | Mandatory | New | - |
| | | | Data Type | Boolean | | |
| | | | Length | 5 characters | | |
| | | | Acceptable PSSap values | "FALSE" | | |
| 3 | File ID | See SAFF guidelines | | | New | - |
| 4 | Line ID | See SAFF guidelines | | | New | - |

3.4 Header Record

The Header information is used to validate the file formatting only.

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | | PIF Cross Reference | |
|----------------|--------------------------------|---------------------------------------|-------------------|--|---------------------|-----------|
| | | | | | Status | PIF Field |
| 5 | SourceEntityID | See MIG & Contributions Taxonomy | | | New | - |
| 6 | SourceEntityIDType | See MIG & Contributions Taxonomy | | | New | - |
| 7 | SourceElectronicServiceAddress | See MIG & Contributions Taxonomy | | | New | - |
| 8 | ElectronicError Messaging | See MIG & Contributions Taxonomy | | | New | - |

3.5 Sender Details

The contact details provided for the sender will be used for communication with the employer. It is recommended employers provide generic payroll team information or the details of the appropriate contact person to address any issues.

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | | PIF Cross Reference | |
|----------------|---------------------------|---------------------------------------|-------------------|--|---------------------|-----------|
| | | | | | Status | PIF Field |
| 9 | ABN | See MIG & Contributions Taxonomy | | | New | - |
| 10 | Organisational Name Text | See MIG & Contributions Taxonomy | | | New | - |
| 11 | Family Name | See MIG & Contributions Taxonomy | | | New | - |
| 12 | Given Name | See MIG & Contributions Taxonomy | | | New | - |
| 13 | Other Given Name | See MIG & Contributions Taxonomy | | | New | - |
| 14 | Email Address Text | See MIG & Contributions Taxonomy | | | New | - |
| 15 | Telephone Minimal Number | See MIG & Contributions Taxonomy | | | New | - |

*Note, fields indicated are mandatory requirements, unless otherwise indicated.

3.6 Payer Details

The Payer information will be used to return incorrect payments.

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | PIF Cross Reference | |
|----------------|---------------------------|---------------------------------------|-------------------|---------------------|-----------|
| | | | | Status | PIF Field |
| 16 | ABN | See MIG & Contributions Taxonomy | | New | - |
| 17 | Organisational Name Text | See MIG & Contributions Taxonomy | | New | - |
| 18 | BSB Number | See MIG & Contributions Taxonomy | | New | - |
| 19 | Account Number | See MIG & Contributions Taxonomy | | New | - |
| 20 | Account Name Text | See MIG & Contributions Taxonomy | | New | - |

3.7 Payee/Receiver Details

The Payee/Receiver information will be used to reconcile data and payments.

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | PIF Cross Reference | | |
|----------------|-----------------------------------|---------------------------------------|--------------------------------|---|-----------|---|
| | | | | Status | PIF Field | |
| 21 | ABN | See MIG & Contributions Taxonomy | | New | - | |
| 22 | USI | See MIG & Contributions Taxonomy | | New | - | |
| 23 | Organisational Name Text | See MIG & Contributions Taxonomy | | New | - | |
| 24 | TargetElectronic ServiceAddress | See MIG & Contributions Taxonomy | | New | - | |
| 25 | Payment Method Code | Payment Method Code | Requirement | Mandatory | New | - |
| | | | Data Type | String | | |
| | | | Length | 12 characters | | |
| | | | Acceptable PSSap values | "DirectCredit", "DirectDebit" or "BPAY" | | |
| 26 | Transaction Date | See MIG & Contributions Taxonomy | Requirement | Conditional – Mandatory if Payment Type = "DirectCredit", "DirectDebit" or "BPAY" | New | - |
| 27 | Payment/Customer Reference Number | See MIG & Contributions Taxonomy | Requirement | Conditional – Mandatory if Payment Type = "DirectCredit", "DirectDebit" or "BPAY" | New | - |
| 28 | BPAY Biller Code | See MIG & Contributions Taxonomy | Requirement | Conditional – Mandatory if Payment Type = "BPAY" | New | - |
| 29 | Payment Amount | See MIG & Contributions Taxonomy | | New | - | |
| 30 | BSB Number | See MIG & Contributions Taxonomy | | New | - | |
| 31 | Account Number | See MIG & Contributions Taxonomy | | New | - | |
| 32 | Account Name Text | See MIG & Contributions Taxonomy | | New | - | |

*Note, fields indicated are mandatory requirements, unless otherwise indicated.

3.8 Employer Details

The employer information is used to match the SAFF file to the correct employer.

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | | PIF Cross Reference | |
|----------------|---|---|----------------------------------|---------------------------|---------------------|------------------------|
| | | | | | Status | PIF Field |
| 33 | ABN | Employer ABN | See MIG & Contributions Taxonomy | | New | - |
| 34 | Location ID | Location ID Must be provided if you have registered as a multiple-employer client with a clearing house and have multiple businesses/departments sharing the same ABN. Not required for single-employer clearing house clients. | Requirement | Optional | Changed | Body - 4 |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | String | | |
| | | | Maximum Length | 20 characters | | |
| | | | Acceptable PSSap values | "a - z", "A - Z", "0 - 9" | | |
| 35 | Organisational Name Text | Employer Name The full name of the member's employer. | Requirement | Mandatory | Changed | Header - 1 Body - 1 |
| | | | Data Type | String | | |
| | | | Maximum Length | 200 characters | | |
| | | | Acceptable PSSap values | "a - z", "A - Z", space | | |
| 36 | Superannuation Fund Generated Employer Identifier | Agency/ Employer ID The agency/employer ID is a unique identifier issued to an employer by PSSap in order to submit contribution data. This numeric ID is used by PSSap to ensure member data is applied on behalf of the correct employer. | Requirement | Optional | New | - |
| | | | Preference for PSSap | Preferred | | |
| | | | Data Type | String | | |
| | | | Length | 5 characters | | |
| | | | Acceptable PSSap values | "0 - 9" | | |

3.9 Super Fund Member Common Details

The Super Fund Member Common Details are used to identify the member and match their details to an existing record. Where the field is not applicable or is not used by PSSap, leave blank.

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | | PIF Cross Reference | |
|----------------|---------------------------|---|--------------------------------|---|---------------------|-----------|
| | | | | | Status | PIF Field |
| 37 | TFN | Tax File Number The member's Tax File Number (TFN) as issued by the Australian Taxation Office (ATO). | Requirement | Conditional <i>Mandatory when member contributions are made (Personal Contributions Amount > 0)</i> | Existing | Body - 8 |
| | | | Data Type | String | | |
| | | | Length | 9 characters | | |
| | | | Acceptable PSSap values | "0 - 9" | | |
| 38 | Person Name Title Text | Name Title The member's name title, used when addressing them by name, whether by mail, phone or in person. | Requirement | Optional | Changed | Body - 9 |
| | | | Preference for PSSap | Preferred | | |
| | | | Data Type | String | | |
| | | | Maximum Length | 12 characters | | |
| | | | Acceptable PSSap values | "a - z", "A - Z", space | | |

*Note, fields indicated are mandatory requirements, unless otherwise indicated.

Table continued on next page

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | | PIF Cross Reference | |
|----------------|-----------------------------|--|--------------------------------|---|---------------------|-----------|
| | | | | | Status | PIF Field |
| 39 | Person Name Suffix Text | Name Suffix The member's name suffix, used when addressing them by name, whether by mail, phone or in person. | Requirement | Optional | New | - |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | String | | |
| | | | Maximum Length | 12 characters | | |
| | | | Acceptable PSSap values | "a - z", "A - Z", space | | |
| 40 | Family Name | Family Name The member's family name or surname. | Requirement | Mandatory | Changed | Body - 10 |
| | | | Data Type | String | | |
| | | | Maximum Length | 40 characters | | |
| | | | Acceptable PSSap values | "a - z", "A - Z", space, " ' ", " _ " | | |
| 41 | Given Name | Given Name(s) The member's given name(s). | Requirement | Mandatory | Changed | Body - 11 |
| | | | Data Type | String | | |
| | | | Maximum Length | 40 characters | | |
| | | | Acceptable PSSap values | "a - z", "A - Z", space, " ' ", " _ " | | |
| 42 | Other Given Name | Other Given Name(s) The member's other given name(s). | Requirement | Optional | New | - |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | String | | |
| | | | Maximum Length | 40 characters | | |
| | | | Acceptable PSSap values | "a - z", "A - Z", space, " ' ", " _ " | | |
| 43 | Sex Code | Sex Code A code representing the member's chromosomal, gonadal and anatomical characteristics associated with biological sex. 1 - Male 2 - Female 3 - Intersex or Indeterminate 0 - Not stated or inadequately described | Requirement | Mandatory | Changed | Body - 13 |
| | | | Data Type | String | | |
| | | | Length | 1 character | | |
| | | | Acceptable PSSap values | "0 - 3" | | |
| 44 | Birth Date | Date of Birth The member's date of birth as it appears on the member's birth certificate. | Requirement | Mandatory | Changed | Body - 12 |
| | | | Data Type | Date | | |
| | | | Length | 10 characters | | |
| | | | Format | YYYY-MM-DD | | |
| | | | Acceptable PSSap values | "0 - 9", "-" | | |
| 45 | Address Usage Code | See MIG & Contributions Taxonomy | | | New | - |
| 46 | Address Details Line 1 Text | Address Line 1 The first line of the member's residential or postal address. | Requirement | Mandatory | Existing | Body - 41 |
| | | | Data Type | String | | |
| | | | Maximum Length | 50 characters | | |
| | | | Acceptable PSSap values | "a - z", "A - Z", "0 - 9", space, " ' ", " _ ", " / " | | |

*Note, fields indicated are mandatory requirements, unless otherwise indicated.

Table continued on next page

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | | PIF Cross Reference | |
|----------------|-----------------------------|---|--------------------------------|--|---------------------|-----------|
| | | | | | Status | PIF Field |
| 47 | Address Details Line 2 Text | Address Line 2 The second line of the member's residential or postal address. | Requirement | Optional | Existing | Body - 42 |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | String | | |
| | | | Maximum Length | 50 characters | | |
| | | | Acceptable PSSap values | "a-z", "A-Z", "0-9", space, " ", "-", "/" | | |
| 48 | Address Details Line 3 Text | Address Line 3 The third line of the member's residential or postal address. Generally used for overseas addresses. | Requirement | Optional | Existing | Body - 43 |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | String | | |
| | | | Maximum Length | 50 characters | | |
| | | | Acceptable PSSap values | "a-z", "A-Z", "0-9", space, " ", "-", "/" | | |
| 49 | Address Details Line 4 Text | Not used by PSSap | Leave blank | | - | - |
| 50 | Locality Name Text | Suburb/Town The name of the suburb, town or geographical location in the member's residential or postal address. For international addresses, report "OVERSEAS" in this field. | Requirement | Mandatory | Existing | Body - 44 |
| | | | Data Type | String | | |
| | | | Maximum Length | 50 characters | | |
| | | | Acceptable PSSap values | "a-z", "A-Z", " - " space, | | |
| 51 | Postcode Text | Postcode The Australian postcode in the member's residential or postal address. | Requirement | Conditional <i>Mandatory if Country Code = "au"</i> | Existing | Body - 46 |
| | | | Data Type | String | | |
| | | | Length | 4 characters | | |
| | | | Acceptable PSSap values | "0-9" | | |
| 52 | State or Territory Code | State Code The Australian abbreviation for the State or Territory in the member's residential or postal address. | Requirement | Conditional <i>Mandatory if Country Code = "au"</i> | Changed | Body - 45 |
| | | | Data Type | String | | |
| | | | Maximum Length | 3 characters | | |
| | | | Acceptable PSSap values | "ACT", "NSW", "NT", "TAS", "AAT", "QLD", "SA", "VIC", "WA" | | |
| 53 | Country Code | Country Code The two character country code specified in International Standard, ISO 3166-1. | Requirement | Mandatory | Changed | Body - 47 |
| | | | Data Type | String | | |
| | | | Length | 2 characters | | |
| | | | Acceptable PSSap values | "a-z" | | |
| 54 | Email Address Text | Email Address The member's work or personal email address to send electronic member communication. | Requirement | Optional | Existing | Body - 48 |
| | | | Preference for PSSap | Preferred | Existing | Body - 49 |
| | | | Data Type | String | | |
| | | | Maximum Length | 250 characters | | |
| | | | Acceptable PSSap values | "a-z", "A-Z", "0-9", "@", "-", ".", "_" | | |

*Note, fields indicated are mandatory requirements, unless otherwise indicated.

Table continued on next page

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | | PIF Cross Reference | |
|----------------|-----------------------------------|---|--------------------------------|--|----------------------|------------------------|
| | | | | | Status | PIF Field |
| 55 | Telephone Minimal Number Landline | Landline Number The member's work or personal telephone number. | Requirement | Conditional - Mandatory if employee has provided it. | Existing Existing | Body - 50 Body - 51 |
| | | | Data Type | String | | |
| | | | Maximum Length | 16 characters | | |
| | | | Acceptable PSSap values | "0 - 9", "-", "(,)", " " | | |
| 56 | Telephone Minimal Number Mobile | Mobile Number The member's mobile telephone number. | Requirement | Conditional - Mandatory if employee has provided it. | Existing | Body - 52 |
| | | | Data Type | String | | |
| | | | Maximum Length | 16 characters | | |
| | | | Acceptable PSSap values | "0 - 9", "-", "(,)", " " | | |
| 57 | Member Client Identifier | PSSap Member Number The unique member number issued by PSSap. Please provide this where available. You may leave blank if joining a new member with PSSap or are unsure of employee's membership number. | Requirement | Optional | Changed | Body - 6 |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | String | | |
| | | | Length | 10 characters | | |
| | | | Acceptable PSSap values | "0 - 9" | | |
| 58 | Payroll Number Identifier | Employee Payroll Number Number allocated by the Payer's payroll system to identify an employee. | Requirement | Optional | Existing | Body - 7 |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | String | | |
| | | | Length | 20 characters | | |
| | | | Acceptable PSSap values | "0 - 9" | | |
| 59 | Employment End Date | Employment Cease Date The date the employee's employment has ended. If this date is supplied it indicates that this will be the final contribution paid by the employer for this recipient. | Requirement | Optional | Existing | Body - 39 |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | Date | | |
| | | | Length | 10 characters | | |
| | | | Format | YYYY-MM-DD | | |
| | | | Acceptable PSSap values | "0-9", "-" | | |
| 60 | Employment End Reason Text | Cessation Reason Code A code that is used to identify the reason for a member ceasing employment or scheme membership. 1 - Retirement, Resignation, Dismissal, or Retrenchment 2 - Approved invalidity retirement 3 - Death of member 4 - Transfer to another participating employer 5 - Opting out through choice-of-fund legislation 6 - Incorrectly commenced membership | Requirement | Optional | Existing | Body - 40 |
| | | | Preference for PSSap | Preferred | | |
| | | | Data Type | String | | |
| | | | Length | 1 character | | |
| | | | Acceptable PSSap values | "1 - 6" | | |

*Note, fields indicated are mandatory requirements, unless otherwise indicated.

Table continued on next page

3.10 Super Fund Member Contribution Details

The Super Fund Member Contribution Details section contains information about the member’s contribution. PSSap contribution fields are mandatory and must be continuously reported until a member ceases scheme membership.

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | | PIF Cross Reference | |
|----------------|---------------------------------|---|--------------------------------|---|---------------------|------------------------|
| | | | | | Status | PIF Field |
| 61 | Pay Period Start Date | Contribution Pay Period Start Date The pay period start date the contributions relate to. | Requirement | Mandatory | New | - |
| | | | Data Type | Date | | |
| | | | Length | 10 characters | | |
| | | | Format | YYYY-MM-DD | | |
| | | | Acceptable PSSap values | “0 – 9”, “-” | | |
| 62 | Pay Period End Date | Contribution Pay Period End Date The pay period end date the contributions relate to. | Requirement | Mandatory | New | - |
| | | | Data Type | Date | | |
| | | | Length | 10 characters | | |
| | | | Format | YYYY-MM-DD | | |
| | | | Acceptable PSSap values | “0 – 9”, “-” | | |
| 63 | Superannuation Guarantee Amount | SG Contributions Contribution made by an employer for the benefit of an employee as mandated by super guarantee legislation. Any shortfall amount should be reported here. Value will default to ‘0’ if not provided. | Requirement | Optional | Changed | Body – 18 Body – 21 |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | Money | | |
| | | | Maximum Length | 10 characters | | |
| | | | Format | XXXXXXXX.XX | | |
| | | | Acceptable PSSap values | “0 – 9”, “.” Negatives not allowed “0.00” if not applicable | | |
| | | | Example | \$13.84 would be “13.84” or \$50 would be “50.00” | | |
| 64 | Award or Productivity Amount | Award or Productivity Contributions Contribution made by an employer for the benefit of an employee as mandated by an award or other industrial agreement. Value will default to ‘0’ if not provided. | Requirement | Optional | Changed | Body – 19 |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | Money | | |
| | | | Maximum Length | 10 characters | | |
| | | | Format | XXXXXXXX.XX | | |
| | | | Acceptable PSSap values | “0 – 9”, “.” Negatives not allowed “0.00” if not applicable | | |
| | | | Example | \$13.84 would be “13.84” or \$50 would be “50.00” | | |

*Note, fields indicated are mandatory requirements, unless otherwise indicated.

Table continued on next page

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | | PIF Cross Reference | |
|----------------|---|--|--------------------------------|---|---------------------|-----------|
| | | | | | Status | PIF Field |
| 65 | Personal Contributions Amount | <p>Member Contributions</p> <p>The total amount of the member's personal contributions paid from their after-tax (net) salary or earnings.</p> <p>Value will default to '0' if not provided.</p> | Requirement | Optional | Changed | Body - 17 |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | Money | | |
| | | | Maximum Length | 10 characters | | |
| | | | Format | XXXXXXXX.XX | | |
| | | | Acceptable PSSap values | "0 - 9", "." Negatives not allowed "0.00" if not applicable | | |
| | | | Example | \$13.84 would be "13.84" or \$50 would be "50.00" | | |
| 66 | Employer Contributions Salary Sacrificed Amount | <p>Salary Sacrifice Contributions</p> <p>Contributions made by an employer on the behalf of the member as a voluntary amount deducted from their pre-tax salary or earnings.</p> <p>Value will default to '0' if not provided.</p> | Requirement | Optional | Changed | Body - 20 |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | Money | | |
| | | | Maximum Length | 10 characters | | |
| | | | Format | XXXXXXXX.XX | | |
| | | | Acceptable PSSap values | "0 - 9", "." Negatives not allowed "0.00" if not applicable | | |
| | | | Example | \$13.84 would be "13.84" or \$50 would be "50.00" | | |
| 67 | Employer Contributions Voluntary Amount | <p>Voluntary (Additional) Contributions</p> <p>Employer contributions which are not mandated employer contributions.</p> <p>Any additional contributions above the basic 15.4% should be reported here.</p> <p>Value will default to '0' if not provided.</p> | Requirement | Optional | Existing | Body - 19 |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | Money | | |
| | | | Maximum Length | 10 characters | | |
| | | | Format | XXXXXXXX.XX | | |
| | | | Acceptable PSSap values | "0 - 9", "." Negatives not allowed "0.00" if not applicable | | |
| | | | Example | \$13.84 would be "13.84" or \$50 would be "50.00" | | |
| 68 | Spouse Contributions Amount | <p>Eligible Spouse Contributions</p> <p>A contribution made to the fund by a spouse of a member of the fund.</p> <p>Value will default to '0' if not provided.</p> | Requirement | Optional | New | - |
| | | | Preference for PSSap | Optional | | |
| | | | Data Type | Money | | |
| | | | Maximum Length | 10 characters | | |
| | | | Format | XXXXXXXX.XX | | |
| | | | Acceptable PSSap values | "0 - 9", "." Negatives not allowed "0.00" if not applicable | | |
| | | | Example | \$13.84 would be "13.84" or \$50 would be "50.00" | | |

*Note, fields indicated are mandatory requirements, unless otherwise indicated.

Table continued on next page

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | PIF Cross Reference | |
|----------------|--|---------------------------------------|-------------------|---------------------|-----------|
| | | | | Status | PIF Field |
| 69 | Child Contributions Amount | Not used by PSSap | Leave blank | - | - |
| 70 | Other Third Party Contributions Amount | Not used by PSSap | Leave blank | - | - |

3.11 Super Fund Member Registration Details

The Super Fund Member Registration Details section contains the supplementary information to support the member's contributory information. Where the field is not applicable or is not used by PSSap, leave blank. Member registration data may be reported by exception, where data is only included if there has been a change since it was last reported OR continuously reported for all members until a member ceases scheme membership.

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | | PIF Cross Reference | |
|----------------|--|--|--------------------------------|---|---------------------|-----------|
| | | | | | Status | PIF Field |
| 71 | Employment Start Date | Employment Start Date The date the member commenced in, or transferred to an agency. | Requirement | Optional | Changed | Body - 15 |
| | | | Preference for PSSap | Preferred | | |
| | | | Data Type | Date | | |
| | | | Length | 10 characters | | |
| | | | Format | YYYY-MM-DD | | |
| | | | Acceptable PSSap values | "0 - 9", "-" | | |
| 72 | At Work Indicator | Not used by PSSap | Leave blank | | - | - |
| 73 | Annual Salary for Benefits Amount | Not used by PSSap | Leave blank | | - | - |
| 74 | Annual Salary for Contributions Amount | Annual Salary The salary used to calculate contributions amounts for members on Fortnightly Contribution Salary (FCS). | Requirement | Optional | Changed | Body - 24 |
| | | | Preference for PSSap | Preferred | | |
| | | | Data Type | Money | | |
| | | | Maximum Length | 10 characters | | |
| | | | Format | XXXXXXXX.XX | | |
| | | | Acceptable PSSap values | "0 - 9", "." Negatives not allowed "0.00" if not applicable | | |
| 75 | Annual Salary for Contributions Effective Start Date | Not used by PSSap | Leave blank | | - | - |
| 76 | Annual Salary for Contributions Effective End Date | Not used by PSSap | Leave blank | | - | - |

*Note, fields indicated are mandatory requirements, unless otherwise indicated.

Table continued on next page

| SAFF Field No. | SAFF for PSSap Field Name | PSSap Business Term and/or Definition | Instruction/Rule* | | PIF Cross Reference | |
|----------------|---|---|--------------------------------|--|---------------------|-----------|
| | | | | | Status | PIF Field |
| 77 | Annual Salary for Insurance Amount | <p>Base Annual Salary</p> <p>The salary used to calculate member's income protection cover entitlements.</p> <p>This is the annual base salary from which the employer would calculate sick leave payments for the member. This is different to superannuation salary concepts and should change whenever the member has a change in annual base salary for sick leave purposes. If a member is in receipt of allowances that would be payable on sick leave, they should be included in the base annual salary.</p> <p>For part-time employees, you should report the part-time salary.</p> <p>The base annual salary is not required for casual employees.</p> | Requirement | Optional | Changed | Body - 53 |
| | | | Preference for PSSap | Preferred | | |
| | | | Data Type | Money | | |
| | | | Length | 10 characters | | |
| | | | Format | XXXXXXXX.XX | | |
| | | | Acceptable PSSap values | <p>"0 - 9", "."</p> <p>Negatives not allowed</p> <p>"0.00" if not applicable</p> | | |
| 78 | Weekly Hours Worked Number | Not used by PSSap | Leave blank | | - | - |
| 79 | Occupation Description | Not used by PSSap | Leave blank | | - | - |
| 80 | Insurance Opt Out Indicator | Not used by PSSap | Leave blank | | - | - |
| 81 | Fund Registration Date | Not used by PSSap | Leave blank | | - | - |
| 82 | Benefit Category Text | Not used by PSSap | Leave blank | | - | - |
| 83 | Employment Status Code | <p>Employment Status</p> <p>Required to determine member's eligibility for insurance cover on commencement of PSSap membership.</p> <p>The employment status reported should be the actual employment status and is not related to contribution calculations for Fortnightly Contribution Salary (FCS). Any change to employment status should be updated in the payday it occurs.</p> <p>Note the reporting of a casual employee must be based on the PSSap definition of a casual member and not as defined in employment conditions. See Appendix for further information.</p> | Requirement | Optional | Changed | Body - 32 |
| | | | Preference for PSSap | Preferred | | |
| | | | Data Type | String | | |
| | | | Maximum Length | 10 characters | | |
| | | | Acceptable PSSap values | <p>"Casual", "Full time", "Part time"</p> <p>Note: "Contractor" status not allowed</p> | | |
| | | | | | | |
| 84 | Super Contribution Commence Date | Not used by PSSap | Leave blank | | - | - |
| 85 | Super Contribution Cease Date | Not used by PSSap | Leave blank | | - | - |
| 86 | Member Registration Amendment Reason Text | Not used by PSSap | Leave blank | | - | - |

*Note, fields indicated are mandatory requirements, unless otherwise indicated.

4 SAFF fields which are not mandatory (per MIG) but required for PSSap

Fields in the MIG are indicated as either: mandatory, optional or conditional. Certain fields which are flagged as optional, may include information which will be required for additional purposes such as PSSap fund administration processes and/or the member's insurance arrangement with PSSap, and will therefore need to be collected from the employer. As such, it is in the best interest of all parties that this information is supplied by the employer through the SAFF file (preferably at point of registration).

The fields referred to are listed below. In the interests of efficiency it is advised that the employer provide this information.

| SAFF Field No. | SAFF for PSSap Field Name | Purpose of Information |
|----------------|---|---|
| 36 | Superannuation Fund Generated Employer Identifier | Trustee reporting and analysis |
| 38 | Person Name Title Text | Title used in correspondence with member |
| 54 | Email Address Text | Facilitate communications with member |
| 59 | Employment End Date | Trustee reporting and analysis |
| 60 | Employment End Reason Text | Trustee reporting and analysis |
| 74 | Annual Salary for Contributions Amount | Trustee reporting and analysis |
| 77 | Annual Salary for Insurance Amount | Calculation of income protection benefits |
| 83 | Employment Status Code | Insurance cover eligibility |

**Note, fields indicated are mandatory requirements, unless otherwise indicated.*

5 PIF Fields no longer used

The Payroll Interface File (PIF) is the PSSap superannuation data submission format preceding the SAFF. A number of fields included in the PIF are no longer relevant and should not be included in the SAFF. These fields are:

| Area | Field Number | Field Name |
|-------------------------------|---------------------------|---|
| Header | | Payroll Run Number |
| | | Pay Day |
| | | Filler |
| Body – Employer Details | 2 | Payroll Run Number |
| | 3 | Pay Day |
| Body – Member Details | 5 | Scheme ID |
| | 14 | Previous Family Name |
| | 16 | Scheme Commencement Date |
| | 21 | Employer Shortfall Contribution |
| | 22 | ADIC Payment |
| Body – Supporting information | 23 | Ordinary Time Earnings (OTE) or Fortnightly Contributions Salary (FCS) Flag |
| | 25 | Notional Salary for Super |
| | 26 | Salary for Super Effective Date |
| | 27 | Fortnightly Ordinary Time Earnings |
| | 28 | Fortnightly Casual Salary Payment |
| | 29 | Contribution Due Days |
| | 30 | Percentage Rate |
| | 31 | Percentage Rate – Effective Date |
| | Body – Employment Details | 33 |
| 34 | | Full-time Hours |
| 35 | | Part-time Hours |
| 36 | | Part-time Hours – Effective Date |
| 37 | | LWOP (contributions not payable) – Start Date |
| 38 | | LWOP (contributions not payable) – End Date |
| Insurance Details | 54 | Employment Type |
| | 55 | Current Term of Employment Start Date |
| | 56 | Current Term of Employment End Date |
| | 57 | Filler |
| Trailer | | Employer ID |
| | | Payroll Run Number |
| | | Pay Day |
| | | Total Number of data records |
| | | Total Member Contributions |
| | | Total Employer Basic Contributions for PSSap |
| | | Total Employer Basic Contributions (also known as productivity or EPSC) for PSS and CSS |
| | | Total Employer Additional Contributions |
| | | Total Salary Sacrifice Contributions |
| | | Total Employer Shortfall Contributions |
| | | Total ADIC Payments |
| | | Filler |

6 Additional information

More information about SuperStream is available on eac.csc.gov.au

You can contact the SuperStream team by email strongersuper@admin.csc.gov.au or phone on **1300 338 240** and select **option 5**.

Appendix A – Definition of a casual for PSSap

The PSSap definition of a casual must be used to determine casual member status for a PSSap member.

Failure to accurately categorise casual members may result in a member being ineligible to claim on insurance cover.

A casual member for the purposes of PSSap is anyone who is not a regular member.

A casual employee includes the following:


- > all temporary or non-ongoing part-time staff who are employed for less than three months and/or do not have access to sick and recreation leave
- > all temporary or non-ongoing full-time staff whose period of employment is less than three months
- > staff employed on an ad hoc basis, eg relief teachers
- > staff employed on a per diem basis, ie those who receive a set amount for each day or part-day that they work.

A regular member includes:

- > all permanent or ongoing staff (including part-timers)
- > all temporary or non-ongoing full-time who are employed for at least three months
- > all temporary or non-ongoing part-time staff who are employed for at least three months and are entitled to recreation and sick leave
- > all full-time and part-time statutory office holders.

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