



Australian Government

ComSuper

The Payroll Interface File Specifications

**A document detailing the data capture of
superannuation information from payroll systems for
members of:**

The Commonwealth Superannuation Scheme (CSS)

The Public Sector Superannuation (PSS) Scheme

**The Public Sector Superannuation accumulation plan
(PSSap)**

Version: 1.3.1

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Table of Amendments

All questions regarding the content of this document, including any changes, should be referred to:

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Date	Part affected	How affected	Author
07/12/2004	Schedule 5	Inserted	D Blackman
	6.2.2	Reference to Schedule 5 inserted in membership number (field 6).	D Blackman
23/12/2004	6.2.2	Replaced field name "Previous Surname" with "Previous Family Name" in field 14.	D Blackman
	6.2.5	Replaced field name "Salary for Super Effective Date" with "Annual and/or Notional Salary for Super Effective Date" in field 26.	D Blackman
	6.2.6	Deleted "This field should be space-filled for a member of the PSS accumulation plan whose ordinary time earnings are used to calculate the employer basic contribution" from the <i>Rules</i> in field 32. Inserted "Additionally, this information may be used for insurance purposes on behalf of members of the PSS accumulation plan" into <i>Rules</i> in field 32.	D Blackman
	6.2.8	Inserted part, including field 53, base annual salary for insurance.	D Blackman
	6.3	Inserted field 53, base annual salary for insurance	D Blackman
	6.4	Replaced "Agency ID" from line 2 of table with "Employer ID". Replaced "Employer Productivity Superannuation Contribution" from line 8 of table with "Employer Basic Contributions (also known as productivity or EPSC)".	D Blackman
	10.	In the definition of casual employee changed and definition of base annual salary inserted.	A.McCurdy

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12/01/2005	6.2.1	Inserted "please refer to 'contact us' section for contact details".	A.McCurdy
	6.2.6 – 32	Replaced "P,F,C, for part-time, full-time and casual members" with P,F,C, for part-time, full-time and casual employees".	A.McCurdy
	6.2.6 – 38	Deleted "This field should be zero filled if either: A member has not had a period of leave without pay in their employment history or the member is currently on a period of leave without pay where contributions are not payable and has not yet returned from that period of leave. To: Replaced: This field should contain the date the member will be ceasing their LWOP. (this will be a future date) Field should be zero filled if: a member has not had a period of leave without pay in their employment history.	A.McCurdy
	6.2.8	Removed "for insurance" from the Field Name	A.McCurdy
	10	Changed the definition for Fill-Time employees and Part-Time employees	A.McCurdy
06/01/2006	1	Updated introduction	S.Nocera
	4	Updated new superannuation data reporting requirements	S.Nocera
	6	Inserted "the Public Sector Superannuation Accumulation Plan (PSSAP)	S.Nocera
	6.1	Replaced Payroll Run Number with Payroll Run Number (n/a). Changed format from alphanumeric to zero-filled.	S.Nocera
	6.2.1 - 2	Change format to zero-filled. Change acceptable values to "any numeric value". Change description to "This field is no longer a requirement within the Payroll Interface File and should be zero-filled".	S.Nocera
	6.2.2 – 4	Replaced field name "Pay Centre Number" with "Pay Centre ID"	S.Nocera
	6.2.2 – 6	Inserted "This field should be zero-filled if the member number is not known.	S.Nocera
	6.2.2 – 10	Replaced Rule for Changing Surname with "Changing Family Name"	S.Nocera
	6.2.2 – 11	Replaced mention of "surname" with "family name"	S.Nocera
	6.2.2. – 12	Replaced mention of "surname" with "family name"	S.Nocera
6.2.2 – 14	Amended entire specification for "Previous family name"	S.Nocera	
6.2.3 – 15	Inserted rules for "Temporary (non-ongoing) employees – Contract Renewal" and "Temporary Transfer"	S.Nocera	

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	6.2.3 – 16	Changed description to “ This is the later of the date that the member either commenced in the scheme or last recommenced in the scheme in relation to the member’s employment with the current employer. This date may be different to the employment start date. ComSuper holds the original scheme commencement date for a member.”	S.Nocera
	6.2.4 – 20	Updated description “Salary sacrifice contributions do not apply to members of the PSS and CSS. This field should be zero-filled for these members.”	S.Nocera
11/01/2006	6.2.5 – 26	Amended description to “...This should generally be the later of the scheme commencement date, the member’s birthday or when changing employment status from or to casual.” Added rules “Nil Change” and “Temporary Transfer”.	S.Nocera
	6.2.5 - 27	Changed Field Name “Ordinary Time Earnings” to “Fortnightly Ordinary Time Earnings”. Changed format to: “Right justified, padded with leading zeros and a leading negative sign if required”. Changed acceptable values to -999999999 to 999999999. Remove rule “new requirement”.	S.Nocera
	6.2.5 – 28	Changed Field Name “ Casual Salary Payment” to “Fortnightly Casual Salary Payment”.	S.Nocera
	6.2.5 – 31	Inserted rule “Temporary Transfer”.	S.Nocera
	6.2.6 - 36	Added to description: “This field should be zero-filled for full-time and casual employees.	S.Nocera
	6.2.6 – 37	Added to description: “ Only the current LWOP period should be reported. Past LWIOP dates are not required.” Added rule “Maximum Benefit Limit (MBL) – PSS members”.	S.Nocera
	6.2.6 – 39	Added to description “Following the introduction of new choice of fund legislation, from 1 July 2006, members of the PSS accumulation plan may choose to opt out of the fund. For further information on this topic please visit www.finance.gov.au/super/employer.html	S.Nocera
	6.2.6 – 40	Added to description: “.or membership.” Inserted in rule “Choice of fund” – “From 1 July 2006 members of the PSS accumulation plan may choose to opt out of the fund. For further information on this topic please visit www.finance.gov.au/super/employer.html .	S.Nocera
	6.2.8 – 53	Added to description: “For part-time employees, you should report the part-time salary. The base annual salary is not required for casual employees.	S.Nocera

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	6.2.8 – 53	Added to description: "For part-time employees, you should report the part-time salary. The base annual salary is not required for casual employees.	S.Nocera
	6.2.8 – 54	Added additional field name " Employment Type" and specifications.	S.Nocera
	6.2.8 – 55	Added additional field name "Current Term of Employment Start Date" and specifications	S.Nocera
	6.2.8 – 56	Added additional field name "Current Term of Employment End Date" and specifications	S.Nocera
	6.3	Amended : Payroll Run Number format to: "zero-filled". Field Name "Pay Centre Number" to "Pay Centre ID". Previous Surname format to "space-filled". Field Name " Ordinary Time Earnings" to "Fortnightly Ordinary Time Earnings". Fortnightly Ordinary Time Earnings format to " numeric, right justified, padded with leading zeros and leading negative sign if required". Field Name "Casual Salary Payment" to "Fortnightly Casual Salary Payment". Added: additional field 54 "Employment Type" Field 55 "Current Term of Employment Start Date" Field 56 " Current Term of Employment End Date".	S.Nocera
	7	Updated "Data Transmission to ComSuper".	S.Nocera
	8	Updated "Payment Methods"	S.Nocera
	9	Updated "ComSuper News" to "Employer News"	S.Nocera
	10	Added: "Maximum Benefit Limit MBL)" "Public Sector Superannuation Plan (PSSAP)"	S.Nocera
	Schedule 1	Entered additional name title codes	S.Nocera
12/01/2006	6.2.6 – 32	Inserted additional reference "Refer to schedule 6 of this document for details on reporting of part-time employees."	S.Nocera
	6.2.6 – 33	Amended rule – CSS members to include "For details on changing employment status in the CSS, please refer to schedule 6 of this document." Inserted additional rule "Temporary Transfer"	S.Nocera

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	6.2.6 – 35	Amended rule – CSS members to include “Refer to schedule 6 of this document for details on reporting of part-time employees.”	S.Nocera
	6.2.8 – 53	Added to description “If a member is in receipt of allowances that would be payable on sick leave, they should be included in the base annual salary.”	S.Nocera
	6.4	Changed format of payroll run number to “zero-filled”	S.Nocera
	8	Amended 2 nd paragraph to: “Payment by direct debit is expected to be available shortly. For more information please contact the Employer Help Desk on (02) 6272 9993 or email employer.help@comsuper.gov.au .”	S.Nocera
	9	Added “ <i>Superannuation Act 2005</i> , supporting trust deed and rules (PSS legislation)” to Australian legislation .	S.Nocera
	Schedule 6	Inserted schedule 6 “Reporting Changes of Employment Status and Hours for Part-Time Employees”	S.Nocera
17/01/2006	6.2.2 – 6	Added APS Commission contact details	S.Nocera
	6.2.2 – 9	Added example “ DR for Doctor”	S.Nocera
	6.2.5 – 27	Removed rule “new requirement” and incorporated into description Added rule “Monthly Employers”	S.Nocera
	6.2.5 – 28	Added rule “Monthly Employers”	S.Nocera
	6.2.5 – 29	Added rule “Monthly Employers”	S.Nocera
	6.2.6 – 36	Added rule “Temporary Transfer”	S.Nocera
	6.3	Changed field name “Previous Surname” to “Previous Family Name (n/a)”	S.Nocera
	10	Added “existing interest”	S.Nocera
2/02/2006	All	Changed “PSSAP” to “PSSap” and “PSS Accumulation Plan” to “PSS accumulation plan” to reflect correct branding	S.Nocera
	6.2.5 - 26	Added rule “Joining a new Agency”	S.Nocera
	6.2.5 - 31	Added rule “Joining a new Agency”	S.Nocera
	6.2.6 - 33	Added rule “Joining a new Agency”	S.Nocera
	6.2.6 – 36	Added rule “Joining a new Agency”	S.Nocera

16/4/08	6.2.2 – 5	Added rule for “PSS Choice”	S. Stidworthy
	6.2.2 – 9	Updated Format for Name Title to only left justified and all upper case	S. Stidworthy
	6.2.3 - 15	Added rule for “PSS Choice”	S. Stidworthy
	6.2.3 – 16	Added rule for “PSS Choice”	S. Stidworthy
	6.2.4 – 17	Added to Rules information regarding how to retrieve overpayments in the PSSap.	S. Stidworthy
	6.2.4 – 18	Added to Rules information regarding how to retrieve overpayments in the PSSap. Added rule “Former MBL members”	S. Stidworthy
	6.2.4 – 19	Update to the wording in negative contributions	S. Stidworthy
	6.2.4 – 20	Update to the wording in negative contributions	S. Stidworthy
	6.2.4 – 21	Update to the wording in negative contributions	S. Stidworthy
	6.2.5 – 24	Added rule “PSS Choice”	S. Stidworthy
	6.2.5 – 26	Added rule “PSS Choice”	S. Stidworthy
	6.2.5 – 27	Change made to the wording in description	S. Stidworthy
	6.2.5 – 30	Change made to Rules for CSS members and PSS Members	S. Stidworthy
	6.2.5 – 33	Added rule “PSS Choice”	S. Stidworthy
	6.2.5 – 36	Added rule “PSS Choice”	S. Stidworthy
	6.2.6 – 39	Added PSS choice in description Added rule “PSS Choice”	S. Stidworthy
	6.2.6 – 40	Amended wording in Rule choice of Fund. Added rule “PSS Choice”	S. Stidworthy
	6.2.7 – 55	Added rule “PSS Choice”	S. Stidworthy

1. Introduction

On behalf of ARIA, the schemes trustees, ComSuper administers the Public Sector Superannuation accumulation plan (PSSap), the Public Sector Superannuation (PSS) Scheme and the Commonwealth Superannuation Scheme (CSS). These schemes apply to employees of the Australian Public Service (APS) and approved authorities.

The CSS closed to new members from 1 July 1990 following the introduction of the Public Sector Superannuation (PSS) Scheme.

On 30 June 2005, the PSS scheme was closed to new members and replaced by simpler accumulation arrangements.

From 1 July 2005, the PSS accumulation plan is the scheme that is open to new Australian Government employees.

From 1 July 2008 contributing members of the PSS may opt out of the PSS and join the PSSap if they belong to an eligible employer.

2. Purpose of this document

The purpose of this document is to provide employers with the specifications for the Payroll Interface File under the new superannuation data reporting requirements for all three schemes.

3. Contact us

All enquiries related to this document should be directed to:

Employer Technical Support Officer

Telephone: (02) 6272 9993

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4. New superannuation data reporting requirements

For the implementation of the PSS accumulation plan, ComSuper purchased software to provide an online superannuation service to employers. From 1 July 2005 this online superannuation service allowed employers to submit, correct and validate superannuation data using a secure online login.

The introduction of the online superannuation service signified a move towards true continuous reporting in a single file (the Payroll Interface File) from 1 July 2005.

Following changes to superannuation legislation effective from 1 July 2008, ComSuper has released some updates to the Payroll Interface File that was originally introduced on 1 July 2005.

ComSuper expects employers to implement the new Payroll Interface File from 1 July 2008.

5. Background to the Payroll Interface File

The PSS and CSS legislation allows ARIA to rely on information provided by employers or former employers in respect of members of the PSS and CSS. Please be aware that when ARIA provide member statements and benefit estimates or pay benefits, they are usually relying on the information provided by employers through the Payroll Interface File.

5.1 Inclusions

The specifications for the Payroll Interface File have been built around ComSuper's corporate goals. We want to continue to provide high quality but low cost administration services to members and employers alike. In particular, the Payroll Interface File should:

- enable straight-through processing, which should allow almost instant application of data to members' records as well as reducing the work required to correct superannuation data after it has been applied to a member's record
- reduce the time taken to reconcile payments and data
- allow employers to run individualised superannuation reports through the online superannuation service, which could include error reports, anniversary salary reports and short-payment reports.

Data captured in the Payroll Interface File will cover:

- employer details
- member details
- contributions paid
- supporting superannuation salary details
- employment details, including employment status
- member contact details.

The Payroll Interface File, if submitted in full, should discharge an employer's requirement to provide quarterly reports to ComSuper on behalf of members of the PSS accumulation plan.

5.2 Exclusions

The Payroll Interface File is not designed to be used to:

- pay or report the employer superannuation liability contributions on behalf of PSS or CSS members
- pay or report salary sacrifice for PSS or CSS members
- pay or report spouse contributions on behalf of a member
- pay or report the government co-contribution on behalf of a member
- pay or report surcharge debts on behalf of members
- pay or report any fees or charges
- report investment switching for member investment choice purposes

- change or apply for insurance on behalf of a member.

The Payroll Interface File will not provide reports for employers, but the data will be compiled to allow employers to generate reports through the online superannuation service.

6. The Payroll Interface File

The Payroll Interface File includes transactions for every employee of an agency or approved authority, who is a current member of either the Public Sector Superannuation accumulation plan (PSSap), the Public Sector Superannuation (PSS) Scheme or the Commonwealth Superannuation Scheme (CSS).

The Payroll Interface File is broken into three main parts. They are:

- the Header—begins a file and includes information about the employer
- the Body—contains one detailed line of data on behalf of every member within the agency or approved authority
- the Trailer—includes information about the number of transactions and the total amount of contribution for each scheme.

The contribution information provided in the Payroll Interface File should also reflect the money paid by the employer to ComSuper.

6.1 Payroll Interface File—Header

Every Payroll Interface File requires a header that indicates the beginning of the file. The size of the Header Record is 1024 bytes and the structure is detailed below:

Field Name	Width	Format	Value
Employer (Agency) ID	20	Alphanumeric	
Payroll Run Number (n/a)	15	Zero-filled	
Pay Day	8	Numeric	YYYYMMDD
Filler	981	Space-filled	Blank
Total Bytes	1024		

6.2 Payroll Interface File—Body (fields and definitions)

The Body of the Payroll Interface File must contain a line of data for each employee who is currently a member of the PSSap, PSS or CSS.

Each field listed must be populated in accordance with the instructions and the detailed descriptions provided below.

6.2.1 Employer Details

<i>Field number:</i>	1
<i>Field name:</i>	Employer ID
<i>Field start:</i>	1
<i>Field finish:</i>	20
<i>Field length:</i>	20 alphanumeric characters
<i>Format:</i>	Left justified and space-filled
<i>Acceptable values:</i>	Values as provided by ComSuper – please refer to “contact us” section for contact details.
<i>Description:</i>	A unique employer identifier that is issued by ComSuper. The Employer ID is used to ensure that the data is applied to members on behalf of the correct employer. The numeric ID issued by ComSuper for access to Employer Services Online should not be used in this field.
<i>Reference:</i>	None
<i>Examples:</i>	DEFENCE for the Department of Defence
<i>Rules:</i>	
<i>Changing the Employer ID</i>	Employers should contact Employer Help before changing or amending an Employer ID otherwise the file will fail to import.

Field number: 2

Field name: **Payroll Run Number**

Field start: 21

Field finish: 35

Format: Zero-filled

Field length: 15 numeric characters

Acceptable values: Any numeric value

Description: This field is no longer a requirement within the Payroll Interface File and should be zero-filled.

Reference: None

Examples:

Rules:

<i>Field number:</i>	3
<i>Field name:</i>	Pay day
<i>Field start:</i>	36
<i>Field finish:</i>	43
<i>Format:</i>	YYYYMMDD
<i>Field length:</i>	8 numeric characters
<i>Acceptable Values:</i>	Any valid date on or after 1 July 2005
<i>Description:</i>	<p>The payday to which the Payroll Interface File relates.</p> <p>For members of either the PSS or the CSS, this will generally be the actual date of the fortnightly public service payday.</p> <p>However, for members of the PSS accumulation plan, this is the day the member receives a salary or wage payment.</p>
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	20051007 20051010
<i>Rules:</i>	
<i>Leave without pay</i>	For members of the PSS accumulation plan, if contributions are payable for a period of leave without pay, the payday used should be the day that the member would have ordinarily received a payment.

6.2.2 Member Details

<i>Field number:</i>	4
<i>Field name:</i>	Pay Centre ID
<i>Field start:</i>	44
<i>Field finish:</i>	53
<i>Format:</i>	Left justified and space-filled
<i>Acceptable values:</i>	Any alphanumeric value accepted
<i>Field length:</i>	10 alphanumeric characters
<i>Description:</i>	Some employers break up processing work into smaller groups or pay centres. ComSuper will use this field to identify where to direct processing queries or feedback.
<i>Reference:</i>	None
<i>Examples:</i>	COMSUPER08
<i>Rules:</i>	
<i>Employers without individual pay centres</i>	Employers that do not have individual pay centres should zero-fill this field. This field should not be left blank.
<i>Changing or Adding Pay Centres</i>	Employers should contact Employer Help if they wish to create a new pay centre or amend an existing one.

<i>Field number:</i>	5
<i>Field name:</i>	Scheme ID
<i>Field start:</i>	54
<i>Field finish:</i>	58
<i>Format:</i>	Left justified, upper-case
<i>Field length:</i>	5 alphabetic characters—no spaces or delimiters
<i>Acceptable values:</i>	CSSDB = member of the CSS PSSDB = member of the PSS PSSAP = member of the PSS accumulation plan
<i>Description:</i>	A field that identifies the member's scheme and where any contributions should be paid. This field must be populated correctly for all members.
<i>Reference:</i>	
<i>Examples:</i>	See acceptable values above
<i>Rules:</i>	

<i>Field number:</i>	6
<i>Field name:</i>	Membership Number
<i>Field start:</i>	59
<i>Field finish:</i>	68
<i>Format:</i>	Right justified and padded with leading zeros—no spaces or delimiters
<i>Field length:</i>	10 numeric characters
<i>Acceptable values:</i>	From 0000000001 to 9999999999
<i>Description:</i>	A unique member identification number used for ComSuper’s administration purposes
<i>Reference:</i>	See Schedule 4—AGS Number algorithm, and Schedule 5—Membership number algorithm
<i>Examples:</i>	
<i>Rules:</i>	
<i>Members of either the PSS defined benefit plan or the CSS</i>	<p>Employers should use the member’s Australian Government Staff (AGS) number padded with leading zeros. AGS numbers are available from the Australian Public Service (APS) Commission. The APS Commission can be contacted on (02) 6272 3609 or employmentadvice@apsc.gov.au .</p> <p>The AGS number must be provided as the membership number for members of either the PSS or the CSS.</p>
<i>Members of the PSS accumulation plan</i>	<p>This is a 10-character number issued by ComSuper to employers on behalf of members of the PSS accumulation plan. This number is not essential to start a member through the Payroll Interface File, but should be used as soon as it is known by the employer. This field should be zero-filled if the number is not known.</p> <p>This 10-character number will not change for a member of the PSS accumulation plan, even if he/she re-enters membership at a later date unless that member has claimed their benefit.</p>

<i>Field number:</i>	7
<i>Field name:</i>	Employee Payroll Number
<i>Field start:</i>	69
<i>Field finish:</i>	83
<i>Format:</i>	Left justified and space-filled
<i>Field length:</i>	15 alphanumeric characters
<i>Acceptable values:</i>	Any unique alphanumeric identifier generated through the payroll system
<i>Description:</i>	An identification number generated by the employer's payroll system for each employee—this may or may not be the same as the Membership Number or the AGS number.
<i>Reference:</i>	
<i>Examples:</i>	74008910 89567729 1000DB-8999947
<i>Rules:</i>	
<i>PSS Choice</i>	Members that have opted out of the PSS and joined the PSSap can have the same payroll ID for both memberships.
<i>AGS Numbers</i>	If the member's AGS number is also used as the Employee Payroll Number, it should be repeated here.

<i>Field number:</i>	8
<i>Field name:</i>	Tax File Number
<i>Field start:</i>	84
<i>Field finish:</i>	92
<i>Format:</i>	No delimiters
<i>Field length:</i>	9 numeric characters
<i>Acceptable values:</i>	Any valid tax file number (TFN) issued by the ATO to the member or space-filled or zero-filled (see rules below)
<i>Description:</i>	The member's tax file number as issued by the Australian Taxation Office (ATO).
<i>Reference:</i>	The ATO's TFN algorithm
<i>Examples:</i>	000000000
<i>Rules:</i>	
<i>TFN not available</i>	If the member's TFN is not known or available, employers should space-fill this field
<i>TFN refused</i>	Members may refuse to provide their TFN for superannuation purposes. If this happens, employers should report 000000000

<i>Field number:</i>	9
<i>Field name:</i>	Name title
<i>Field start:</i>	93
<i>Field finish:</i>	104
<i>Format:</i>	Left justified and all upper case
<i>Field length:</i>	12 alpha characters
<i>Acceptable values:</i>	See Schedule 1—Commonly used name title codes
<i>Description:</i>	A title used to address a member in a social context, which could be either over the phone, in writing, or in person
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	PROF for Professor DR for Doctor
<i>Rules:</i>	

<i>Field number:</i>	10
<i>Field name:</i>	Family name
<i>Field start:</i>	105
<i>Field finish:</i>	144
<i>Format:</i>	Left justified and either: (i) all upper-case (ii) upper-case first character, rest lower-case (iii) in the format normally written
<i>Field length:</i>	40 characters
<i>Acceptable values:</i>	Any alpha text (including spaces, apostrophes and hyphens), but no commas or brackets
<i>Description:</i>	The family name (or surname) of the member that uniquely identifies that person when used in conjunction with the member's given name(s) and date of birth.
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	SMITH McGregor Reeves-Smith O'Donnell
<i>Rules:</i>	
<i>Members with only one name</i>	If a member only has one name, this should be used in the family name field.
<i>Changing family name</i>	Employers should avoid changing a member's family name, given name(s), and/or date of birth in the same pay period as this could lead to difficulties in identifying the member and will delay the processing of the Payroll Interface File.

<i>Field number:</i>	11
<i>Field name:</i>	Given name(s)
<i>Field start:</i>	145
<i>Field finish:</i>	184
<i>Format:</i>	Left justified, each name separated by a single space and either: <ul style="list-style-type: none">(i) all upper-case(ii) upper-case first character of each name, rest lower-case(iii) in the format normally written
<i>Field length:</i>	40 characters
<i>Acceptable values:</i>	Any alpha text (including spaces, apostrophes and hyphens), but no commas or brackets.
<i>Description:</i>	The given name(s) of the member that uniquely identify that person when used in conjunction with the member's surname and date of birth.
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	DANIEL GLENN Andrea Kerri-Ann Mary-Anne
<i>Rules:</i>	
<i>Multiple given names</i>	If a member has more than one given name, all given names should be reported in full wherever possible.
<i>Members with only one name</i>	If a member only has one name, this should be used in the family name field.
<i>Changing given name(s)</i>	Employers should avoid changing a member's family name, given name(s), and/or date of birth in the same pay period as this could lead to difficulties in identifying the member and will delay the processing of the Payroll Interface File.

<i>Field number:</i>	12
<i>Field name:</i>	Date of Birth
<i>Field start:</i>	185
<i>Field finish:</i>	192
<i>Format:</i>	YYYYMMDD
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	Any valid, correctly formatted date
<i>Description:</i>	The member's date of birth as it appears on the member's birth certificate
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	19840126 19390910
<i>Rules:</i>	
<i>Changing date of birth</i>	Employers should avoid changing a member's family name, given name(s), and/or date of birth in the same pay period as this could lead to difficulties in identifying the member and will delay the processing of the Payroll Interface File.
<i>Maximum and minimum ages</i>	A member may not contribute to the PSS or CSS if he or she is aged 75 years or over

<i>Field number:</i>	13
<i>Field name:</i>	Sex
<i>Field start:</i>	193
<i>Field finish:</i>	193
<i>Format:</i>	Uppercase—no spaces, no delimiters
<i>Field length:</i>	1 alphabetic character
<i>Acceptable values:</i>	M for male, F for female—no other characters will be accepted
<i>Description:</i>	The member's sex
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	See acceptable values above
<i>Rules:</i>	

Field number: 14

Field name: **Previous family name**

Field start: 194

Field finish: 233

Format: Space-filled

Field length: 40 characters

Acceptable values: Any alpha text

Description: This field is no longer a requirement within the Payroll Interface File and should be space-filled.

Reference: None

Examples:

Rules:

6.2.3 Commencement information

<i>Field number:</i>	15
<i>Field name:</i>	Employment Start Date
<i>Field start:</i>	234
<i>Field finish:</i>	241
<i>Format:</i>	YYYYMMDD
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	Any valid, correctly formatted date
<i>Description:</i>	This is the date that the member started employment with the current employer—it may be different to the Scheme Commencement Date (detailed below).
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	19760701 20051207
<i>Rules:</i>	
<i>Temporary (non-ongoing) employees – Contract Renewal</i>	For temporary (non-ongoing) employees who have extended and/or renewed an employment contract, the employment start date to be reported should be the original date the member commenced employment. A new employment contract start date should <u>not</u> be reported here.
<i>Temporary Transfer</i>	For members who have returned from temporary transfer at another agency or approved authority, the employment start date should be the date the member returned to employment with the current employer.
<i>PSS Choice</i>	For members that opted out of the PSS and joined the PSSap please use the original employment start date for the PSSap membership.

<i>Field number:</i>	16
<i>Field name:</i>	Scheme Commencement Date
<i>Field start:</i>	242
<i>Field finish:</i>	249
<i>Format:</i>	YYYYMMDD
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	Any valid, correctly formatted date
<i>Description:</i>	This is the later of the date that the member either commenced in the scheme or last recommenced in the scheme in relation to the member's employment with the current employer. This date may be different to the Employment Start Date. ComSuper holds the original scheme commencement date for a member.
<i>Reference:</i>	Australian Standard, AS 4590–1999. Training notes on membership eligibility and scheme commencement dates are available from http://employer.pss-css.gov.au
<i>Examples:</i>	19760701 19981207
<i>Rules:</i>	
<i>Permanent (ongoing) employees</i>	For permanent (ongoing) employees, this will be the later of the date that the member either: <ul style="list-style-type: none"> ▪ commenced permanent employment or ▪ recommenced permanent employment or ▪ transferred to the current employer (if already a current member). <p>A permanent (ongoing) employee becomes a member automatically and will not need to elect to become a member.</p>
<i>Temporary (non-ongoing) employees</i>	For temporary (non-ongoing) employees, this will be the later of the date: <ul style="list-style-type: none"> ▪ the member elected to become a member or ▪ the date that the election took effect. <p>An election to become a member would need to be completed by an employee before he or she could become a member in respect of temporary (non-ongoing) employment.</p>
<i>PSS Choice</i>	For PSS members that have opted out of the PSS and are joining the PSSap please use the day after opt out as the scheme commencement date for PSSap.

6.2.4 Current Contribution Information

<i>Field number:</i>	17
<i>Field name:</i>	Member Contribution
<i>Field start:</i>	250
<i>Field finish:</i>	257
<i>Format:</i>	Right justified and padded with leading zeros and leading negative sign if required (see Rules below)
<i>Field length:</i>	8 alphanumeric characters
<i>Acceptable values:</i>	From -9999999 to 99999999
<i>Description:</i>	The total amount, including any adjustment, of the member's personal contributions paid from his or her after-tax (net) salary or earnings
<i>Reference:</i>	Training notes covering how to calculate member or employer contributions are available from http://employer.pss-css.gov.au
<i>Examples:</i>	\$85.34 would be reported as 00008534 Negative \$85.34 would be reported as -0008534
<i>Rules:</i>	
<i>CSS and PSS</i>	If the total amount reported here for any given member is negative, the amount should be reported with a leading minus sign. Negative amounts in member contributions are only permitted in the PSS and the CSS.
<i>PSS accumulation plan</i>	Employers cannot perform negative adjustments through the payroll system. If an overpayment has been made to a member please complete the form "Request to refund of over paid contributions from the PSS accumulation plan" which can be found at http://employer.pss-css.gov.au/forms_publications/other_forms.shtml
<i>Employees aged 75 or over</i>	Member contributions are not payable for employees who have reached their 75 th birthday. Membership should cease when a member turns 75.

<i>Field number:</i>	18
<i>Field name:</i>	Employer Basic Contribution
<i>Field start:</i>	258
<i>Field finish:</i>	265
<i>Format:</i>	Right justified and padded with leading zeros and leading negative sign if required (see Rules below)
<i>Field length:</i>	8 alphanumeric characters
<i>Acceptable values:</i>	From -9999999 to 99999999
<i>Description:</i>	<p>For members of the PSS, this is the total amount, including any adjustment, of the member's basic employer contribution.</p> <p>For members of either the PSS or the CSS, this is the total amount of any productivity contributions—also known as the Employer Productivity Superannuation Contribution (EPSC).</p>
<i>Reference:</i>	<p>Refer to http://employer.pss-css.gov.au/pages/epsc.htm for the current EPSC rates.</p> <p>Training notes that cover the calculation of employer basic contributions for members of the PSS accumulation plan are available from http://employer.pss-css.gov.au.</p>
<i>Examples:</i>	<p>\$85.34 would be reported as 00008534</p> <p>Negative \$85.34 would be reported as -0008534</p>
<i>Rules:</i>	
<i>CSS and PSS</i>	If the total amount reported here for any given member is negative, the amount should be reported with a leading minus sign. Negative amounts in employer contributions are only permitted in the PSS and the CSS.
<i>PSS accumulation plan</i>	Employers cannot perform negative adjustments through the payroll system. If an overpayment has been made to a member please complete the form "Request for refund of over paid contributions from the PSS accumulation plan" which can be found at http://employer.pss-css.gov.au/forms_publications/other_forms.shtml
<i>Employees aged 70 years or older</i>	<p>Employer contributions are not payable for employees who have reached their 70th birthday. All employer contributions should cease when a member turns 70.</p> <p>This rule does not apply to payments of the employer superannuation liability contributions. Please contact ComSuper for more information.</p>
<i>Former MBL members</i>	From 1 January 2008 for members who had previously reached their MBL, employer basic contributions must be paid even if member contributions have not recommenced.

<i>Field number:</i>	19
<i>Field name:</i>	Employer Additional Contribution
<i>Field start:</i>	266
<i>Field finish:</i>	273
<i>Format:</i>	Right justified and padded with leading zeros—no spaces, negatives, or delimiters
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	From 00000000 to 99999999
<i>Description:</i>	<p>For members of the PSS accumulation plan, this is the total amount, including any adjustment, of any additional employer contributions for this pay. This could be agreed through a certified agreement, AWA, or other written agreement between the member and the employer.</p> <p>Employer additional contributions should not include salary sacrifice amounts as these should be reported separately.</p> <p>Employer additional contributions do not apply to members of the PSS or the CSS. This field should be zero-filled for these members.</p>
<i>Reference:</i>	None
<i>Examples:</i>	\$185.34 would be reported as 00018534
<i>Rules:</i>	
<i>Negative contributions</i>	Employers cannot perform negative adjustments through the payroll system. If an overpayment has been made to a member please complete the form "Request for refund of over paid contributions from the PSS accumulation plan" which can be found at http://employer.pss-css.gov.au/forms_publications/other_forms.shtml
<i>Employees aged 70 years or older</i>	Employer contributions are not payable for employees who have reached their 70 th birthday. All employer contributions should cease when a member turns 70.

<i>Field number:</i>	20
<i>Field name:</i>	Salary Sacrifice Contribution
<i>Field start:</i>	274
<i>Field finish:</i>	281
<i>Format:</i>	Right justified and padded with leading zeros—no spaces, negatives, or delimiters
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	From 00000000 to 99999999
<i>Description:</i>	<p>For members of the PSS accumulation plan, this is the total amount, including any adjustment, of any salary sacrifice contributions paid directly by the employer into the PSS.</p> <p>Salary sacrifice contributions do not apply to members of the PSS and CSS. This field should be zero-filled for these members.</p>
<i>Reference:</i>	None
<i>Examples:</i>	\$185.34 would be reported as 00018534
<i>Rules:</i>	
<i>Negative contributions</i>	Employers cannot perform negative adjustments through the payroll system. If an overpayment has been made to a member please complete the form “Request for refund of over paid contributions from the PSS accumulation plan” which can be found at http://employer.pss-css.gov.au/forms_publications/other_forms.shtml
<i>Employees aged 70 years or older</i>	Employer contributions, including salary sacrifice contributions, are not payable for employees who have reached their 70 th birthday. All employer contributions should cease when a member turns 70.

<i>Field number:</i>	21
<i>Field name:</i>	Employer Shortfall Contribution
<i>Field start:</i>	282
<i>Field finish:</i>	289
<i>Format:</i>	Right justified and padded with leading zeros—no spaces, negatives, or delimiters
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	From 00000000 to 99999999
<i>Description:</i>	<p>For a member of the PSS accumulation plan, this is the total amount of the employer shortfall contribution for this pay.</p> <p>Employer shortfall contributions top up the total employer contributions paid to the PSS if they are less than 9% of the member's ordinary time earnings.</p> <p>An employer shortfall contribution is required to be paid within 28 days of the end of any quarter where the total employer contributions paid to the PSS for that quarter are less than 9% of the member's ordinary time earnings.</p> <p>Employer shortfall contributions do not apply to members of the PSS or the CSS. This field should be zero-filled for these members.</p>
<i>Reference:</i>	More information about employer shortfall contributions can be found at http://employer.pss-css.gov.au .
<i>Examples:</i>	\$138.14 would be reported as 00013814
<i>Rules:</i>	
<i>Negative contributions</i>	Employers cannot perform negative adjustments through the payroll system. If an overpayment has been made to a member please complete the form "Request for refund of over paid contributions from the PSS accumulation plan" which can be found at http://employer.pss-css.gov.au/forms_publications/other_forms.shtml
<i>Members aged 70 and over</i>	<p>Employer contributions are not payable for employees who have reached their 70th birthday. All employer contributions should cease when a member turns 70.</p> <p>However, employer shortfall contributions may still be paid on behalf of a member who is over 70 years of age to cover any shortfall from any quarter before the member's 70th birthday.</p>

<i>Field number:</i>	22
<i>Field name:</i>	ADIC Payment
<i>Field start:</i>	290
<i>Field finish:</i>	297
<i>Format:</i>	Right justified, padded with leading zeros and a leading negative sign if required
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	From -9999999 to 99999999
<i>Description:</i>	<p>For a member of the PSS, this is the total amount, including any adjustment, of any payment for additional death or invalidity cover (ADIC) for this pay.</p> <p>ADIC is not applicable for members of either the PSS accumulation plan or the CSS. This field should be zero-filled for these members.</p>
<i>Reference:</i>	
<i>Examples:</i>	<p>\$13.84 would be reported as 00001384</p> <p>Negative \$13.84 would be reported as -0001384</p>
<i>Rules:</i>	
<i>Proportion of payments</i>	50% of the standard premium for ADIC is payable by the employer. The member is responsible for paying the remaining portion of the standard premium plus any additional loading from their after-tax salary
<i>Employees aged 60 years or older</i>	ADIC is not applicable for members who have reached their 60 th birthday. All ADIC payments should cease when a member turns 60.

6.2.5 Supporting Information – used to calculate contributions

<i>Field number:</i>	23
<i>Field name:</i>	Ordinary Time Earnings (OTE) or Fortnightly Contribution Salary (FCS) Flag
<i>Field start:</i>	298
<i>Field finish:</i>	300
<i>Format:</i>	No delimiters or spaces—this field should be zero-filled for members of the PSS and CSS.
<i>Field length:</i>	3 alphanumeric characters
<i>Acceptable values:</i>	OTE for members using ordinary time earnings FCS for members using the default salary
<i>Description:</i>	<p>This is a three-character code that identifies whether ordinary time earnings (OTE) or the default salary for super (FCS) is used to calculate the basic employer contributions on behalf of this member.</p> <p>This field should be zero-filled for members of the PSS or the CSS.</p>
<i>Reference:</i>	None
<i>Examples:</i>	OTE FCS
<i>Rules:</i>	
<i>Determining salary</i>	<p>For members of the PSS accumulation plan, the ordinary time earnings, as defined in the <i>Superannuation Guarantee (Administration) Act 1992</i>, is used to calculate the 15.4% employer basic contribution if specifically mentioned as the salary for super in either:</p> <ul style="list-style-type: none">(i) the member’s certified agreement, AWA, remuneration determination or(ii) a written agreement if the member is not covered by any of the above. <p>In all other cases, the contribution will be calculated using the salary for super that would have applied if the member were in the PSS.</p>

<i>Field number:</i>	24
<i>Field name:</i>	Annual Salary for Super
<i>Field start:</i>	301
<i>Field finish:</i>	310
<i>Format:</i>	Reported in cents, right justified and padded with leading zeros—no spaces or delimiters
<i>Field length:</i>	10 numeric characters
<i>Acceptable values:</i>	From 0000000000 to 9999999999
<i>Description:</i>	<p>The full-time superannuation salary (rounded to the nearest dollar) calculated in accordance with the scheme rules and applicable on the most recent of the member's:</p> <ul style="list-style-type: none"> ▪ scheme commencement date ▪ last birthday or ▪ last change of status from casual to full-time or part-time. <p>The calculation of the Annual Salary for Super is different to the calculation of Notional Salary for Super for casual members.</p>
<i>Reference:</i>	For training notes on how to calculate the member's annual salary, please visit http://employers.pss-css.gov.au .
<i>Examples:</i>	\$42 895 would be reported as 0004289500
<i>Rules:</i>	
<i>Members using OTE in the PSS accumulation plan</i>	Employers should zero-fill this field for members of the PSS accumulation plan who are using Ordinary Time Earnings (OTE) to calculate the employer contributions.
<i>Casual members</i>	Employers should zero-fill this field for casual members
<i>PSS Choice</i>	A new PSS accumulation plan commencing salary should be reported for members that have joined the PSS accumulation plan from opting out of the PSS.

<i>Field number:</i>	25
<i>Field name:</i>	Notional Salary for Super
<i>Field start:</i>	311
<i>Field finish:</i>	320
<i>Format:</i>	Reported in cents, right justified and padded with leading zeros—no spaces or delimiters
<i>Field length:</i>	10 numeric characters
<i>Acceptable values:</i>	From 0000000000 to 9999999999
<i>Description:</i>	<p>The notional full-time annual superannuation salary (rounded to the nearest dollar) calculated in accordance with the scheme rules and applicable on the most recent of the member's:</p> <ul style="list-style-type: none"> ▪ scheme commencement date ▪ last birthday or ▪ last change of status from full-time or part-time to casual in the case of casual employees. <p>The calculation of the Notional Salary for Super for casual members is different to the calculation of the Annual Salary for Super.</p> <p>Specific rules apply to members in receipt of a partial invalidity pension (PIP): please visit http://employers.pss-css.gov.au for more information.</p>
<i>Reference:</i>	For training notes on how to calculate the member's notional salary, please visit http://employers.pss-css.gov.au .
<i>Examples:</i>	\$42 895 would be reported as 0004289500
<i>Rules:</i>	
<i>Members using OTE in the PSS accumulation plan</i>	Employers should zero-fill this field for members of the PSS accumulation plan who are using Ordinary Time Earnings (OTE) to calculate the employer contributions.
<i>Full-time or part-time members not receiving a PIP</i>	Employers should zero-fill this field for full-time or part-time members who are not receiving a Partial Invalidity Pension.

<i>Field number:</i>	26
<i>Field name:</i>	Annual and/or Notional Salary for Super Effective Date
<i>Field start:</i>	321
<i>Field finish:</i>	328
<i>Format:</i>	YYYYMMDD
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	Any valid, correctly formatted date
<i>Description:</i>	This is the date that the member's most recent annual or notional salary for super took effect. This should generally be the later of the scheme commencement date, the member's birthday or when changing employment status from or to casual.
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	20050826
<i>Rules:</i>	
<i>Retrospective changes</i>	Retrospective changes to a member's salary for superannuation can be made for the most recent salary change only. For amendments to salary earlier than this, please contact ComSuper.
<i>Nil Change</i>	Where a birthday salary has remained unchanged from the previous review, the annual salary for super effective date should be updated to the new birthday date.
<i>Temporary Transfer</i>	For members who have returned from temporary transfer at another agency or approved authority, the salary for super effective date should be updated to the date the member returned to employment with the current employer.
<i>Joining a new Agency</i>	For members who have transferred to a new Agency, the salary for super effective date should be the date the member has commenced at the new Agency.
<i>PSS Choice</i>	For members that have opted out of the PSS and joined PSSap, the salary for super effective date should match the PSSap scheme commencement date.

<i>Field number:</i>	27
<i>Field name:</i>	Fortnightly Ordinary Time Earnings
<i>Field start:</i>	329
<i>Field finish:</i>	338
<i>Format:</i>	Right justified, padded with leading zeros and a leading negative sign if required.
<i>Field length:</i>	10 numeric characters
<i>Acceptable values:</i>	From -999999999 to 999999999
<i>Description:</i>	<p>The member's ordinary time earnings for the given pay day calculated in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> and any determinations or rulings issued by the Australian Taxation Office (ATO).</p> <p>This information will be mandatory from 1 July 2008 for all members, including members of the PSS and CSS.</p>
<i>Reference:</i>	SG legislation and ATO determinations
<i>Examples:</i>	<p>\$4 289.50 should be reported as 0000428950</p> <p>Negative \$4 289.50 should be reported as -000428950</p>
<i>Rules:</i>	
<i>Monthly Employers</i>	Employers reporting on a monthly pay cycle should include all pay periods represented within that month.

<i>Field number:</i>	28
<i>Field name:</i>	Fortnightly Casual Salary Payment
<i>Field start:</i>	339
<i>Field finish:</i>	348
<i>Format:</i>	Reported in cents, right justified and padded with leading zeros—no spaces, negatives, or delimiters
<i>Field length:</i>	10 numeric characters
<i>Acceptable values:</i>	From 0000000000 to 9999999999
<i>Description:</i>	<p>The amount of salary for superannuation purposes that was, or is to be, paid to a casual member on this pay day.</p> <p>This field should be zero-filled for part-time or full-time employees and members of the PSS accumulation plan that use ordinary time earnings (OTE) for the calculation of their employer basic contribution.</p>
<i>Reference:</i>	For detailed training notes about the calculation of casual salary payments, please visit http://employers.pss-css.gov.au .
<i>Examples:</i>	\$4 289.50 would be reported as 0000428950
<i>Rules:</i>	
<i>Monthly Employers</i>	Employers reporting on a monthly pay cycle should include all pay periods represented within that month.

<i>Field number:</i>	29
<i>Field name:</i>	Contribution Due Days
<i>Field start:</i>	349
<i>Field finish:</i>	350
<i>Format:</i>	Right justified and padded with leading zeros—no spaces, negatives, or delimiters
<i>Field length:</i>	2 numeric characters
<i>Acceptable values:</i>	00 to 99
<i>Description:</i>	<p>The number of contribution due days (public service pay days) covered in the fortnightly casual salary payment being reported. There will usually be only one contribution due day, but could be more than one in some cases.</p> <p>This field is only applicable to casual members of the PSS. This field should be zero-filled if not applicable to the member.</p>
<i>Reference:</i>	None
<i>Examples:</i>	00 01
<i>Rules:</i>	
<i>Monthly Employers</i>	Employers reporting on a monthly pay cycle should ensure that the contribution due days accurately represent the number of public service paydays the casual salary payment is for.

<i>Field number:</i>	30
<i>Field name:</i>	Percentage Rate
<i>Field start:</i>	351
<i>Field finish:</i>	352
<i>Format:</i>	Right justified and padded with leading zeros—no spaces, negatives, or delimiters
<i>Field length:</i>	2 numeric characters
<i>Acceptable values:</i>	From 00 to 99
<i>Description:</i>	The nominated percentage rate of the member’s current personal contributions for a member of the PSS or the CSS. This field should be zero-filled for members of the PSS accumulation plan.
<i>Reference:</i>	For information on the calculation of contributions and percentage rates, please visit http://employer.pss-css.gov.au .
<i>Examples:</i>	02 for 2% 05 for 5% 10 for 10%
<i>Rules:</i>	
<i>CSS members</i>	This field should be 0% or 5% or over as a whole percentage rate.. For a CSS member paying more than 5% as a whole percentage rate, that whole percentage rate should be reported. For a member that has nominated an amount of contributions that is not a whole percentage rate, 05 should be reported in this field. 1 – 4% is not allowed in the CSS
<i>PSS members</i>	A member of the PSS may choose to contribute at 0% or any whole percentage rate between, and including, 2 to 10%. A member of the PSS cannot contribute at more than 10%. 1% is not allowed in the PSS.

<i>Field number:</i>	31
<i>Field name:</i>	Percentage Rate—Effective Date
<i>Field start:</i>	353
<i>Field finish:</i>	360
<i>Format:</i>	YYYYMMDD
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	Any valid, correctly formatted date
<i>Description:</i>	<p>This is the date that the member's most recent percentage rate change took effect.</p> <p>This should be the actual date of the election to vary the rate of contributions.</p> <p>This field should be zero-filled for members of the PSS accumulation plan.</p>
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	20050701 20051207
<i>Rules:</i>	
<i>Retrospective changes</i>	Retrospective changes to percentage rates can be made for the most recent change only. For amendments to earlier percentage rates, please contact ComSuper.
<i>Temporary Transfer</i>	For members who have returned from temporary transfer at another agency or approved authority, the percentage rate effective date should be updated to the date the member returned to employment with the current employer.
<i>Joining a new Agency</i>	For members who have transferred to a new Agency, the percentage rate effective date should be the date the member has commenced at the new Agency.

6.2.6 Employment Details

<i>Field number:</i>	32
<i>Field name:</i>	Employment Status
<i>Field start:</i>	361
<i>Field finish:</i>	361
<i>Format:</i>	Uppercase, no spaces or delimiters
<i>Field length:</i>	1 alphabetic character
<i>Acceptable values:</i>	P for part-time employees F for full-time employees C for casual employees
<i>Description:</i>	A single-character field that is used to identify whether a member's employment is part-time, full-time, or casual.
<i>Reference:</i>	Refer to schedule 6 of this document for details on reporting of part-time employees. For training notes that cover employment status for superannuation purposes, please visit http://employer.pss-css.gov.au .
<i>Examples:</i>	See acceptable values above
<i>Rules:</i>	
<i>CSS members</i>	Members of the CSS cannot be casual employees nor can they be temporary part-time employees. Additionally, CSS members ordinarily have to qualify before being recognised as having changed employment status. Refer to schedule 6 of this document for details on reporting for these members.
<i>PSS accumulation plan members</i>	This field will be used to assist Employer Help staff in understanding how an employer has calculated employer basic contributions. The definition of a casual member, used in the calculation of employer basic contributions to the PSS accumulation plan, is the same as that used for members of the PSS. Additionally, this information may be used for insurance purposes on behalf of members of the PSS accumulation plan.

<i>Field number:</i>	33
<i>Field name:</i>	Employment Status—Effective Date
<i>Field start:</i>	362
<i>Field finish:</i>	369
<i>Format:</i>	YYYYMMDD and no spaces or delimiters
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	Any valid, correctly formatted date
<i>Description:</i>	This is the date that the member's most recent employment status took effect. This should generally be on the member's birthday, scheme commencement date, or when changing employment status from or to casual.
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	20050701
<i>Rules:</i>	
<i>CSS members</i>	CSS members ordinarily have to qualify before being recognised as having changed employment status. For details on changing employment status in the CSS, please refer to schedule 6 of this document.
<i>Retrospective changes</i>	Retrospective changes to employment status can be made for the most recent change only. For amendments to employment status earlier than this, please contact ComSuper.
<i>Temporary Transfer</i>	For members who have returned from temporary transfer at another agency or approved authority, the employment status effective date should be updated to the date the member returned to employment with the current employer.
<i>Joining a new Agency</i>	For members who have transferred to a new Agency, the employment status effective date should be the date the member has commenced at the new Agency.
<i>PSS Choice</i>	For members that have opted out of the PSS and joined PSSap, the employment status effective date should match the PSSap scheme commencement date.

<i>Field number:</i>	34
<i>Field name:</i>	Full-time Hours
<i>Field start:</i>	370
<i>Field finish:</i>	375
<i>Format:</i>	HHHHMM, right justified and padded with leading zeros if necessary—no spaces or delimiters This field should be zero-filled for casual members.
<i>Field length:</i>	6 numeric characters
<i>Acceptable values:</i>	000100 to 999959
<i>Description:</i>	The standard fortnightly full-time hours applying to the member's position. The full-time hours for the position should be reported even if the member is part-time.
<i>Reference:</i>	For information on the calculation of full-time and part-time hours, please visit http://employer.pss-css.gov.au .
<i>Examples:</i>	007330 for 73 hours and 30 minutes 007500 for 75 hours 007800 for 78 hours
<i>Rules:</i>	

<i>Field number:</i>	35
<i>Field name:</i>	Part-time Hours
<i>Field start:</i>	376
<i>Field finish:</i>	381
<i>Format:</i>	HHHHMM, right justified and padded with leading zeros if necessary—no spaces or delimiters
<i>Field length:</i>	6 numeric characters
<i>Acceptable values:</i>	From 000000 to 999959
<i>Description:</i>	<p>The fortnightly part-time hours applying to the member's position. With the exception of members of the CSS (see rules below for CSS members), the part-time hours that should be reported here are the later of either:</p> <ul style="list-style-type: none">▪ the part-time hours (if any) on commencement to the scheme▪ the part-time hours (if any) applicable on the member's most recent birthday. <p>This field should be zero-filled for full-time or casual members.</p>
<i>Reference:</i>	For information on the calculation of full-time and part-time hours, please visit http://employer.pss-css.gov.au .
<i>Examples:</i>	003645 for 36 hours and 45 minutes 003730 for 37 hours and 30 minutes 003900 for 39 hours
<i>Rules:</i>	
<i>CSS members</i>	The calculation of part-time hours for CSS members is complex. Please refer to schedule 6 of this document for details on reporting of part-time employees.
<i>PSS Choice</i>	For PSS members that have opted out of the PSS and are joining the PSS accumulation plan please report the applicable hours at scheme commencement date.

<i>Field number:</i>	36
<i>Field name:</i>	Part-time Hours—Effective Date
<i>Field start:</i>	382
<i>Field finish:</i>	389
<i>Format:</i>	YYYYMMDD and no spaces or delimiters
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	Any valid, correctly formatted date
<i>Description:</i>	<p>This is the date that the member’s most recent part-time or full-time hours for superannuation took effect.</p> <p>The part-time hours effective date should generally be the later of the scheme commencement date, the member’s birthday or a change of employment status from casual to part-time.</p> <p>Refer to schedule 6 of this document for further details on reporting of part-time members.</p> <p>This field should be zero-filled for full-time or casual employees.</p>
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	20050701
<i>Rules:</i>	
<i>Retrospective changes</i>	Retrospective changes to part-time or full-time hours can be made for the most recent change only. For amendments earlier than this, please contact ComSuper.
<i>Temporary Transfer</i>	For members who have returned from temporary transfer at another agency or approved authority, the part-time hours effective date should be updated to the date the member returned to employment with the current employer.
<i>Joining a new Agency</i>	For members who have transferred to a new Agency, the part-time hours effective date should be the date the member has commenced at the new Agency.
<i>PSS Choice</i>	For PSS members that have opted out of the PSS and are joining the PSSap please use the day after opt out as the scheme commencement date for PSSap.

<i>Field number:</i>	37
<i>Field name:</i>	LWOP (contributions not payable) – Start Date
<i>Field start:</i>	390
<i>Field finish:</i>	397
<i>Format:</i>	YYYYMMDD and no spaces or delimiters This field should be zero-filled if the member does not have a period of LWOP in his or her current employment history.
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	Any valid, correctly formatted date (or zero-filled)
<i>Description:</i>	This is the date that the member's most recent period of leave without pay (LWOP), where contributions were not payable, started. Only the current LWOP period should be reported. Past LWOP dates are not required.
<i>Reference:</i>	Training notes covering leave without pay in the PSSAP, PSS and the CSS are available from http://employer.pss-css.gov.au .
<i>Examples:</i>	20050701
<i>Rules:</i>	
<i>Transferred members</i>	The current employer is not required to report any periods of leave without pay in relation to an earlier period of employment with a different participating employer.
<i>Maximum Benefit Limit (MBL) – PSS Members</i>	PSS members who have reached their MBL should no longer be reported on LWOP. ComSuper will notify an employer and the member when a member has reached their MBL and when contributions should cease. The administration of these members will be dealt with outside of the Payroll Interface File. Continue to include these members in the PIF each pay with zero amounts for Member and Employer Basic Contributions.

<i>Field number:</i>	38
<i>Field name:</i>	LWOP (contributions not payable)—End Date
<i>Field start:</i>	398
<i>Field finish:</i>	405
<i>Format:</i>	YYYYMMDD and no spaces or delimiters This field should be zero-filled if either: <ul style="list-style-type: none">▪ a member has not had a period of leave without pay in their employment history or▪ the member is currently on a period of leave without pay where contributions are not payable and has not yet returned from that period of leave.
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	Any valid, correctly formatted date
<i>Description:</i>	This is the date that the member's most recent period of leave without pay (LWOP), where contributions were not payable, finished or is due to finish.
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	20050731
<i>Rules:</i>	
<i>Transferred members</i>	The current employer is not required to report any periods of leave without pay in relation to earlier employment with a different participating employer.

<i>Field number:</i>	39
<i>Field name:</i>	Employment Cease Date
<i>Field start:</i>	406
<i>Field finish:</i>	413
<i>Format:</i>	YYYYMMDD and no spaces or delimiters This field should be zero-filled if not applicable.
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	Any valid, correctly formatted date
<i>Description:</i>	<p>This is the date that the member ceased (or terminated) employment with his or her current employer or ceased membership.</p> <p>A member may cease employment through resignation, dismissal, retrenchment, invalidity, death, or transfer to another participating employer.</p> <p>Following the introduction of new choice of fund legislation, from 1 July 2006, members of the PSS accumulation plan may choose to opt out of the fund. For further information on this topic please visit www.finance.gov.au/super/employer.html.</p> <p>From 1 July 2008 members of the PSS can opt out of the PSS, this will cease their membership in the PSS.</p>
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	20050731
<i>Rules:</i>	
<i>Casual members</i>	Specific rules cover when a casual member of the PSS is deemed to have ceased employment for superannuation purposes. For training notes on this topic, please visit http://employer.pss-css.gov.au .
<i>PSS Choice</i>	The employment cease date for members that have opted out of the PSS should be the date the member signed the election form or the date they submitted the form to the personnel section if submitted after the pay period has finished.

<i>Field number:</i>	40
<i>Field name:</i>	Cessation Reason Code
<i>Field start:</i>	414
<i>Field finish:</i>	415
<i>Format:</i>	No spaces or delimiters
<i>Field length:</i>	2 numeric characters
<i>Acceptable values:</i>	01 = Retirement, Resignation, Dismissal, or Retrenchment 02 = Approved invalidity retirement 03 = Death of member 04 = Transfer to another participating employer 05 = Opting out through choice-of-fund legislation* 06 = Incorrectly commenced membership
<i>Description:</i>	A double-character field that is used to identify the reason for a member ceasing employment or membership
<i>Reference:</i>	None
<i>Examples:</i>	01 for a resignation 04 for a transfer to another participating employer
<i>Rules:</i>	
<i>Member not ceased</i>	If a member has not ceased employment or membership, this field should be zero-filled. The field should not be left blank or filled with spaces or delimiters.
<i>Choice-of-fund</i>	From 1 July 2006 members of the PSS accumulation plan may choose to opt out of the fund. For further information on this topic please visit www.finance.gov.au/super/employer.html .
<i>PSS Choice</i>	From 1 July 2008 members of the PSS can opt out of membership in the PSS, the code 05 above should be used to cease these memberships.

6.2.7 Member Contact Information

<i>Field number:</i>	41
<i>Field name:</i>	Address Line 1
<i>Field start:</i>	416
<i>Field finish:</i>	455
<i>Format:</i>	<p>Left justified, free text—each item of the address line should be separated by a single space and any alpha characters should be upper-case.</p> <p>This field should be space-filled if an address is not known or the member has refused to provide it.</p>
<i>Field length:</i>	40 alphanumeric characters
<i>Acceptable values:</i>	See Schedule 2 for common abbreviations for street types or space-filled if an address is either unknown or a member has refused to provide it.
<i>Description:</i>	<p>The first line of the member's address. This should include either:</p> <ul style="list-style-type: none">▪ the member's unit number and property name (if applicable)▪ the member's house number and street address, in any other case.
<i>Reference:</i>	Australian Standard, AS 4590–1999, Australia Post Address Presentation Standards
<i>Examples:</i>	UNIT 198 HAMPTON APARTMENTS 146 MARINE PDE 10 SUSSEX STREET
<i>Rules:</i>	
<i>Privacy legislation</i>	Please note that some members may refuse to allow employers to report address details to ARIA (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

<i>Field number:</i>	42
<i>Field name:</i>	Address Line 2
<i>Field start:</i>	456
<i>Field finish:</i>	495
<i>Format:</i>	<p>Left justified, free text—each item of the address line should be separated by a single space and any alpha characters should be upper-case.</p> <p>This field should be space-filled if an address is not known or the member has refused to provide it.</p>
<i>Field length:</i>	40 alphanumeric characters
<i>Acceptable values:</i>	Any free text—not including commas. See Schedule 2 for common abbreviations for street types or space-fill if an address is either unknown or a member has refused to provide it
<i>Description:</i>	<p>If the member's unit number and building name are listed in the address line 1, this line should contain the member's house number and street address.</p> <p>Otherwise, this should contain any other identifying information, but it should not include the suburb/town, the state/territory, or postcode.</p>
<i>Reference:</i>	Australian Standard, AS 4590–1999, Australia Post Address Presentation Standards
<i>Examples:</i>	146 MARINE PDE 10 SUSSEX STREET
<i>Rules:</i>	
<i>Privacy legislation</i>	Please note that some members may refuse to allow employers to report address details to ARIA (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

<i>Field number:</i>	43
<i>Field name:</i>	Address Line 3
<i>Field start:</i>	496
<i>Field finish:</i>	535
<i>Format:</i>	<p>Left justified, free text—each item of the address line should be separated by a single space and any alpha characters should be upper-case.</p> <p>This field should be space-filled if an address is not known or the member has refused to provide it.</p>
<i>Field length:</i>	40 alphanumeric characters
<i>Acceptable values:</i>	Any free text—not including commas. See Schedule 2 for common abbreviations for street types or space-fill if an address is either unknown or a member has refused to provide it
<i>Description:</i>	<p>This should only contain the city, state code, and postcode for overseas addresses only.</p> <p>This field should not include the suburb/town, the state/territory, or postcode of an address within Australia.</p>
<i>Reference:</i>	Australian Standard, AS 4590–1999, Australia Post Address Presentation Standards
<i>Examples:</i>	
<i>Rules:</i>	
<i>Privacy legislation</i>	Please note that some members may refuse to allow employers to report address details to ARIA (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

<i>Field number:</i>	44
<i>Field name:</i>	Suburb/Town
<i>Field start:</i>	536
<i>Field finish:</i>	581
<i>Format:</i>	<p>Left justified, free text—each item of the address line should be separated by a single space and all alpha characters should be upper-case.</p> <p>This field should be space-filled if an address is not known or the member has refused to provide it.</p> <p>No commas should be reported in the address.</p>
<i>Field length:</i>	46 alphanumeric characters
<i>Acceptable values:</i>	Any combination of alphanumeric characters
<i>Description:</i>	This should contain the name of either the suburb or town in the member's address. This should only include suburb name for Australian addresses. International addresses should use address line 3 to report the international city, state and postcode.
<i>Reference:</i>	Australian Standard, AS 4590–1999, Australia Post Address Presentation Standards
<i>Examples:</i>	BELCONNEN BORROWA NORTH RYDE
<i>Rules:</i>	
<i>Privacy legislation</i>	Please note that some members may refuse to allow employers to report address details to ARIA (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

<i>Field number:</i>	45
<i>Field name:</i>	State Code
<i>Field start:</i>	582
<i>Field finish:</i>	584
<i>Format:</i>	<p>Left justified, free text—each item of the address line should be separated by a single space and all alpha characters should be upper-case.</p> <p>This field should be space-filled if either:</p> <ul style="list-style-type: none">▪ an overseas address is reported▪ an address is not known▪ the member has refused to provide an address.
<i>Field length:</i>	3 alphabetic characters
<i>Acceptable values:</i>	<p>ACT for Australian Capital Territory</p> <p>NSW for New South Wales, Lord Howe Island, and Norfolk Island</p> <p>NT for Northern Territory</p> <p>QLD for Queensland</p> <p>SA for South Australia</p> <p>TAS for Tasmania, Australian Antarctic Territory and Territory of Heard Islands and McDonald Islands</p> <p>VIC for Victoria</p> <p>WA for Western Australia, Christmas Island, and Cocos (Keeling) Islands</p>
<i>Description:</i>	This should contain the appropriate abbreviation for the state or territory (if in Australia) in the member's address.
<i>Reference:</i>	Australian Standard, AS 4590–1999, Australia Post Address Presentation Standards
<i>Examples:</i>	See acceptable values above
<i>Rules:</i>	
<i>Privacy legislation</i>	Please note that some members may refuse to allow employers to report address details to ARIA (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

<i>Field number:</i>	46
<i>Field name:</i>	Post Code
<i>Field start:</i>	585
<i>Field finish:</i>	588
<i>Format:</i>	Left justified, free text—each item of the address line should be separated by a single space and all alpha characters should be upper-case
<i>Field length:</i>	4 alphanumeric characters (accommodates Australian postcodes)
<i>Acceptable values:</i>	<p>Any combination of alphanumeric characters representing a valid Australian postcode. International postcodes should be reported in address line 3.</p> <p>Additionally, the following post codes should be used where applicable:</p> <p>2898 for Lord Howe Island</p> <p>2899 for Norfolk Island</p> <p>6798 for Christmas Island</p> <p>6799 for Cocos (Keeling) Islands</p> <p>7150 for the Territory of Heard Islands and McDonald Islands</p> <p>7151 for Australian Antarctic Territory</p>
<i>Description:</i>	This should contain the appropriate post code given in the member's address.
<i>Reference:</i>	Australia Post Address Presentation Standards
<i>Examples:</i>	2615 for Fraser ACT
<i>Rules:</i>	
<i>Privacy legislation</i>	Please note that some members may refuse to allow employers to report address details to ARIA (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

<i>Field number:</i>	47
<i>Field name:</i>	Country
<i>Field start:</i>	589
<i>Field finish:</i>	628
<i>Format:</i>	Left justified—alphabetic characters should be upper-case.
<i>Field length:</i>	40 alphabetic characters
<i>Acceptable values:</i>	See Schedule 3 for a list of valid country codes
<i>Description:</i>	This should be either: <ul style="list-style-type: none">▪ the full name of the country in the member’s address▪ the 2-character (alpha-2) country code given in International Standard, ISO 3166-1.
<i>Reference:</i>	International Standard, ISO 3166-1 (Alpha-2), Australia Post Address Presentation Standards
<i>Examples:</i>	AT for Austria AU for Australia IRAN, ISLAMIC REPUBLIC OF
<i>Rules:</i>	
<i>Privacy legislation</i>	Please note that some members may refuse to allow employers to report address details to ARIA (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

<i>Field number:</i>	48
<i>Field name:</i>	Work E-mail Address
<i>Field start:</i>	629
<i>Field finish:</i>	708
<i>Format:</i>	Left justified, free text—the e-mail address should appear in as it is written, with the same use of upper and lower case characters as appears in the e-mail address
<i>Field length:</i>	80 alphanumeric characters
<i>Acceptable values:</i>	Any combination of alphanumeric characters
<i>Description:</i>	This should contain the member's work e-mail address.
<i>Examples:</i>	john.smith@comsuper.gov.au michael.smith1@comsuper.gov.au
<i>Rules:</i>	
<i>Privacy legislation</i>	Please note that some members may refuse to allow employers to report address details to ARIA (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

<i>Field number:</i>	49
<i>Field name:</i>	Home E-mail Address
<i>Field start:</i>	709
<i>Field finish:</i>	788
<i>Format:</i>	Left justified, free text—the e-mail address should appear in as it is written, with the same use of upper and lower case as appears in the e-mail address
<i>Field length:</i>	80 Alphanumeric characters
<i>Acceptable values:</i>	Any combination of alphanumeric characters
<i>Description:</i>	This should contain the member's private e-mail address if available.
<i>Reference:</i>	None
<i>Examples:</i>	john.smith@hotmail.com.au michael.smith1@hotmail.com.au
<i>Rules:</i>	
<i>Privacy legislation</i>	Please note that some members may refuse to allow employers to report address details to ARIA (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

<i>Field number:</i>	50
<i>Field name:</i>	Work Telephone Number
<i>Field start:</i>	789
<i>Field finish:</i>	807
<i>Format:</i>	<p>Left justified, free text—the contact telephone number should include:</p> <ul style="list-style-type: none">▪ the appropriate dialling code from within Australia▪ the international calling code (0011, 0018, etc) replaced with +▪ spaces separating the telephone number prefixes such as area code and country code—do not include country code for Australian telephone numbers. <p>If this telephone number is not available or the member has refused to provide it, this field should be space-filled.</p>
<i>Field length:</i>	19 alphanumeric characters—accepts all known numbers, including country and area codes
<i>Acceptable values:</i>	Any combination of alphanumeric characters
<i>Description:</i>	This should contain the member’s work telephone number (if available).
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	<p>use 02 62729993 for (02) 6272 9993</p> <p>use 02 6258PETE for (02) 6258 PETE</p> <p>use +4822 8904445 for +48 (22) 890 4445 (in this example the country and area codes are for Warsaw, Poland)</p>
<i>Rules:</i>	
Privacy legislation	Please note that some members may refuse to allow employers to report address details to ARIA (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

<i>Field number:</i>	51
<i>Field name:</i>	Home Telephone Number
<i>Field start:</i>	808
<i>Field finish:</i>	826
<i>Format:</i>	<p>Left justified, free text—the contact telephone number should include:</p> <ul style="list-style-type: none">▪ the appropriate dialling code from within Australia▪ the international calling code (0011, 0018, etc) replaced with +▪ spaces separating the telephone number prefixes such as area code and country code—do not include country code for Australian telephone numbers. <p>If this telephone number is not available or the member has refused to provide it, this field should be space-filled.</p>
<i>Field length:</i>	19 alphanumeric characters—accepts all known numbers, including country and area codes
<i>Acceptable values:</i>	Any combination of alphanumeric characters
<i>Description:</i>	This should contain the member’s home telephone number (if available).
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	use 02 62729993 for (02) 6272 9993 use 02 6258PETE for (02) 6258 PETE use +4822 8904445 for +48 (22) 890 4445 (in this example the country and area codes are for Warsaw, Poland)
<i>Rules:</i>	
<i>Privacy legislation</i>	Please note that some members may refuse to allow employers to report address details to ARIA (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

<i>Field number:</i>	52
<i>Field name:</i>	Mobile Telephone Number
<i>Field start:</i>	827
<i>Field finish:</i>	845
<i>Format:</i>	<p>Left justified, free text—the contact telephone number should include:</p> <ul style="list-style-type: none">▪ the appropriate dialling code from within Australia▪ the international calling code (0011, 0018, etc) replaced with +▪ spaces separating the telephone number prefixes such as area code and country code—do not include the country code for Australian telephone numbers. <p>If this telephone number is not available or the member has refused to provide it, this field should be space-filled.</p>
<i>Field length:</i>	19 alphanumeric characters—accepts all known numbers, including country and area codes
<i>Acceptable values:</i>	Any combination of alphanumeric characters
<i>Description:</i>	This should contain the member’s mobile number (if any)
<i>Reference:</i>	Australian Standard, AS 4590–1999
<i>Examples:</i>	<p>use 0411 658258 for 0411 658 258</p> <p>use +48602 358399 for +48 (602) 358 399 (in this example the country and mobile codes are for Poland)</p>
<i>Rules:</i>	
<i>Privacy legislation</i>	Please note that some members may refuse to allow employers to report address details to ARIA (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

6.2.8 Insurance details

<i>Field number:</i>	53
<i>Field name:</i>	Base annual salary
<i>Field start:</i>	846
<i>Field finish:</i>	855
<i>Format:</i>	Reported in cents, right justified and padded with leading zeros—no spaces, negatives, or delimiters
<i>Field length:</i>	10 numeric characters
<i>Acceptable values:</i>	From 0000000000 to 9999999999
<i>Description:</i>	<p>The annual base salary from which the employer would calculate sick leave payments for this 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.</p> <p>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> <p>This salary is required for insurance purposes for members of the PSS accumulation plan only.</p>
<i>Reference:</i>	
<i>Examples:</i>	\$42 895.00 would be reported as 0004289500
<i>Rules:</i>	
<i>Members of the CSS and PSS</i>	Employers should zero-fill this field for members of the CSS and PSS.

<i>Field number:</i>	54
<i>Field name:</i>	Employment Type
<i>Field start:</i>	856
<i>Field finish:</i>	856
<i>Format:</i>	Uppercase, no spaces or delimiters
<i>Field length:</i>	1 alphabetic character
<i>Acceptable values:</i>	P for permanent (ongoing) employee T for temporary (non-ongoing) employee
<i>Description:</i>	A single character field that is used to identify whether an employee is permanent (ongoing) or temporary (non-ongoing). The employment type is required for members of the PSS accumulation plan only.
<i>Reference:</i>	None
<i>Examples:</i>	See acceptable values above
<i>Rules:</i>	
<i>Members of the CSS and PSS</i>	Employers should space-fill this field for members of the PSS and CSS.

<i>Field number:</i>	55
<i>Field name:</i>	Current Term of Employment Start Date
<i>Field start:</i>	857
<i>Field finish:</i>	864
<i>Format:</i>	YYYYMMDD
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	Any valid, correctly formatted date
<i>Description:</i>	<p>This is the date the member's current contract commenced. This may differ to the member's employment start date.</p> <p>This information is required for insurance purposes for members of the PSS accumulation plan only.</p>
<i>Reference:</i>	Australian Standard, AS 4590-1999
<i>Examples:</i>	20050701
<i>Rules:</i>	
<i>Members of the CSS and PSS</i>	Employers should zero-fill this field for members of the PSS and CSS.
<i>Contract Renewals/Extensions</i>	Any change to a current contract, for example, an extension of a current contract, should be reported with a new current term of employment start date and end date.
<i>PSS Choice</i>	For members that have opted out of the PSS and joined PSSap, the current term of employment start date should match the PSSap scheme commencement date even though the current contract may have commenced earlier.

<i>Field number:</i>	56
<i>Field name:</i>	Current Term of Employment End Date
<i>Field start:</i>	865
<i>Field finish:</i>	872
<i>Format:</i>	YYYYMMDD
<i>Field length:</i>	8 numeric characters
<i>Acceptable values:</i>	Any valid, correctly formatted date
<i>Description:</i>	<p>This is the date the member's current contract is due to end.</p> <p>This date is required for insurance purposes for members of the PSS accumulation plan only.</p>
<i>Reference:</i>	Australian Standard, AS 4590-1999
<i>Examples:</i>	20051007
<i>Rules:</i>	
<i>Members of the CSS and PSS</i>	Employers should zero-fill this field for members of the PSS and CSS.

6.3 Payroll Interface File – Body (overview)

Area		Field Name	Width	Format	Value	CSS	PSS	PSSA	
Employer details	1	Employer ID	20	Alpha/Num, left justified	As supplied by ComSuper.	Y	Y	Y	
	2	Payroll Run Number (n/a)	15	zero-filled		Y	Y	Y	
	3	Pay Day	8	Numeric	YYYYMMDD	Y	Y	Y	
Member details	4	Pay Centre ID	10	Alpha/Num, left justified		Y	Y	Y	
	5	Scheme ID	5	Alpha, left justified	PSSAP, CSSDB or PSSDB only.	Y	Y	Y	
	6	Membership Number	10	Num, right justified, padded with leading zeros.	Contains 8 char AGS number for DB schemes. Contains 10 char member number for Accumulation scheme.	Y	Y	Y	
	7	Employee Payroll Number	15	Alpha/Num, left justified and space filled		Y	Y	Y	
	8	Tax File Number	9	Numeric		Y	Y	Y	
	9	Name title	12	Alpha/Num, left justified	Refer App 1 Member Title Table	Y	Y	Y	
	10	Family Name	40	Characters, left justified		Y	Y	Y	
	11	Given Name(s)	40	Alpha/Num, left justified, each name separated by one space		Y	Y	Y	
	12	Date of Birth	8	Numeric	YYYYMMDD	Y	Y	Y	
	13	Sex	1	Alpha	M or F	Y	Y	Y	
	14	Previous Family Name (n/a)	40	space-filled		Y	Y	Y	
	15	Employment Start Date	8	Numeric	YYYYMMDD	Y	Y	Y	
	16	Scheme Commencement Date	8	Numeric	YYYYMMDD	Y	Y	Y	
	Current Contribution Information	17	Member Contribution	8	Alpha/Num, right justified, padded with zeros and leading negative sign if required.	If no deduction report 00000000.	Y	Y	Y
		18	Employer Basic Contribution	8	Alpha/Num, right justified, padded with leading zeros and/or leading negative sign if required.	If no deduction report 00000000.	Y	Y	Y
19		Employer Additional Contribution	8	Numeric, right justified, padded with zeros.	If no deduction report 00000000.	N/A	N/A	Y	
20		Salary Sacrifice Contribution	8	Numeric, right justified, padded with zeros.	If no deduction report 00000000.	N/A	N/A	Y	
21		Employer Shortfall Contribution	8	Numeric, right justified, padded with zeros.	If no deduction report 00000000.	N/A	N/A	Y	
22		ADIC Payment	8	Alpha/Num, right justified, padded with zeros and leading negative sign if required.	If no deduction report 00000000.	N/A	Y	N/A	
Supporting Information	23	Ordinary Time Earnings (OTE) or Fortnightly Contribution Salary (FCS) Flag	3	Alpha/Num – no spaces or delimiters – zero-filled if not applicable to member	OTE, FCS, 000	N/A	N/A	Y	
	24	Annual Salary for Super	10	Numeric, right justified, padded with zeros – zero-filled if not applicable		Y	Y	Y	
	25	Notional Salary for Super	10	Numeric, right justified, padded with zeros – zero-filled if not applicable		Y	Y	Y	
	26	Salary for Super Effective Date	8	Numeric	YYYYMMDD	Y	Y	Y	
	27	Fortnightly Ordinary Time Earnings	10	Numeric, right justified, padded with zeros and leading negative sign if required.		Y	Y	Y	
	28	Fortnightly Casual Salary Payment	10	Numeric, right justified, padded with zeros.		N/A	Y	Y	
	29	Contribution Due Days	2	Numeric, right justified		N/A	Y	N/A	

Area	Field Name	Width	Format	Value	CSS	PSS	PSSA
	30 Percentage Rate	2	Numeric, right justified		Y	Y	N/A
	31 Percentage Rate – Effective Date	8	Numeric	YYYYMMDD	Y	Y	N/A
Employment Details	32 Employment Status	1	Alpha	F, P, or C only	Y	Y	Y
	33 Employment Status – Effective Date	8	Num	YYYYMMDD	Y	Y	Y
	34 Full-time Hours	6	Numeric, right justified, padded with leading zeros		Y	Y	Y
	35 Part-time Hours	6	Numeric, right justified, padded with leading zeros		Y	Y	Y
	36 Part-time Hours – Effective Date	8	Numeric	YYYYMMDD	Y	Y	Y
	37 LWOP (contributions not payable) – Start Date.	8	Numeric	YYYYMMDD	Y	Y	Y
	38 LWOP (contributions not payable) – End Date.	8	Numeric	YYYYMMDD	Y	Y	Y
	39 Employment Cease Date	8	Numeric	YYYYMMDD	Y	Y	Y
	40 Cessation Reason Code	2	Numeric		Y	Y	Y
Member Contact Information	41 Address Line 1	40	Alpha/Num		Y	Y	Y
	42 Address Line 2	40	Alpha/Num		Y	Y	Y
	43 Address Line 3	40	Alpha/Num		Y	Y	Y
	44 Suburb / Town	46	Alpha/Num		Y	Y	Y
	45 State Code	3	Alpha		Y	Y	Y
	46 Post Code	4	Alpha/Num		Y	Y	Y
	47 Country	40	Alpha	Full country name	Y	Y	Y
	48 Work E-Mail Address	80	Alpha/Num		Y	Y	Y
	49 Personal E-Mail Address	80	Alpha/Num		Y	Y	Y
	50 Work Telephone Number	19	Alpha/Num		Y	Y	Y
	51 Home Telephone Number	19	Alpha/Num		Y	Y	Y
	52 Mobile Telephone Number	19	Alpha/Num		Y	Y	Y
Insurance details	53 Base Annual Salary	10	Numeric	Zero-fill for PSSDB and CSSDB members	N/A	N/A	Y
	54 Employment Type	1	Alpha	P or T only	N/A	N/A	Y
	55 Current Term of Employment Start Date	8	Numeric	YYYYMMDD	N/A	N/A	Y
	56 Current Term of Employment End Date	8	Numeric	YYYYMMDD	N/A	N/A	Y
	57 Filler	152	Char	Padded with blank characters.	Y	Y	Y
	Total Bytes	1024					

Y = applicable to members of this scheme N/A = non-applicable to members of this scheme

6.4 Payroll Interface File—Trailer

The ComSuper Payroll Interface File will require a trailer to indicate the end of the file. Included in the trailer is a transaction count, used to ensure ComSuper receives all payroll data transactions.

Also included are totals for all of the contribution categories so that employers and ComSuper can make sure that the data has been accurately delivered and received.

Field Name	Width	Format	Value
Employer ID	20	Alpha/Num, left justified	
Payroll Run Number (n/a)	15	Zero-filled	
Pay Day	8	Num	YYYYMMDD
Total Number of data records	13	Num, right justified, padded with leading zeros	
Total Member Contributions	15	Num, right justified, padded with leading zeros	
Total Employer Basic Contributions for PSS accumulation plan	15	Num, right justified, padded with leading zeros	
Total Employer Basic Contributions (also known as productivity or EPSC) for PSS and CSS	15	Num, right justified, padded with leading zeros	
Total Employer Additional Contributions	15	Num, right justified, padded with leading zeros	
Total Salary Sacrifice Contributions	15	Num, right justified, padded with leading zeros	
Total Employer Shortfall Contributions	15	Num, right justified, padded with leading zeros	
Total ADIC Payments	15	Num, right justified, padded with leading zeros	
Filler	863	Char	Spaces
Total Bytes	1024		

7. Data Transmission to ComSuper

ComSuper requires employers to submit and validate all superannuation data in the Payroll Interface File format through the secure online superannuation service known as Employer Services Online (ESO). ESO is accessed through <http://employer.pss-css.gov.au>.

Detailed training notes are also available at this site to assist payroll processing staff with the use of ESO.

8. Payment methods

Employers may currently forward payment of member and employer contributions via direct credit or cheque. Bank account and Lodgement Reference Number details may be obtained by contacting Employer Help on 02 6272 9993 or employer.help@comsuper.gov.au.

9. Further reading

The information provided in this document is not fully comprehensive. For many of the data fields in the Payroll Interface File, complex rules govern how the value is determined and may place restrictions on what is reported.

Additionally, some of the data fields have been standardised as much as possible in accordance with standards applying to the interchange of client information.

Suggested further reading includes:

Australian and International Standards

Australian Standard, 4212–1994

Australian Standard, AS 4590–1999

International Standard, ISO 3166–1

Australian legislation

Privacy Act 1988, especially the Information Privacy Principles

Superannuation Act 1976 and regulations (CSS legislation)

Superannuation Act 1990, supporting trust deed and rules (PSS legislation)

Superannuation Act 2005, supporting trust deed and rules (PSSap legislation)

Superannuation Guarantee (Administration) Act 1992, especially related to the definition of ordinary time earnings.

Employer News

On behalf of ARIA, ComSuper publishes a monthly newsletter (Employer News) for employers, including payroll and human resource staff. Many of these are available online from <http://employer.pss-css.gov.au>.

Training Notes

Comprehensive training notes are available for the PSSap, PSS and CSS at <http://employer.pss-css.gov.au>.

10. Glossary of terms used in this document

Term used	Explanation
Casual employee	<p>For the purposes of the PSS, an employee who:</p> <ul style="list-style-type: none"> ▪ is a temporary (non-ongoing) employee ▪ is working less than full-time hours and ▪ is in receipt of loading in lieu of leave entitlements. <p>For PSS accumulation plan members, this information assists in identifying whether or not the casual salary payment is to be used to calculate the employer basic contribution. Additionally, this information may be used for insurance purposes on behalf of members of the PSS accumulation plan.</p> <p>Casual employees cannot be members of the CSS.</p>
Commonwealth Superannuation Scheme (CSS)	<p>The superannuation scheme established by the <i>Superannuation Act 1976</i> and the associated regulations and determinations.</p> <p>From 1 July 1976, the CSS superseded the superannuation arrangements established under the <i>Superannuation Act 1922</i>.</p> <p>The CSS closed to new members from 1 July 1990.</p>
Employer superannuation liability contributions	<p>An amount paid by an employer that represents the notional cost per employee for membership of either the PSS or the CSS. This is not paid into the PSS fund, but is instead moved back into the Consolidated Revenue Fund.</p>
Existing interest	<p>An employee would have an existing interest in the PSS or CSS if he/she is a current member of the PSS or CSS, has a PSS or CSS preserved benefit, has a PSS deferred benefit or is a PSS or CSS invalidity pensioner.</p>
Full-time employee	<p>Generally for the purposes of the PSS & CSS, an employee who:</p> <ul style="list-style-type: none"> ▪ is a permanent (ongoing) or temporary (non-ongoing) employee and ▪ is working full-time hours.
Government Co-contribution	<p>An Australian Government initiative to encourage people to invest money in superannuation. The incentive relies on the government matching some or all of a member's personal (undeducted) contributions to a superannuation fund.</p>
Insurance	<p>In relation to members of the PSS accumulation plan, this is an insurance plan that provides for extra superannuation benefits to be paid in the event of either the member's:</p> <ul style="list-style-type: none"> ▪ retirement on grounds of total permanent incapacity ▪ total temporary disablement ▪ death.
Maximum Benefit Limit (MBL)	<p>An upper limit that is placed on a benefit that may be paid to a PSS member.</p>

The Payroll Interface File Specifications

Participating employer	<p>The Commonwealth or an approved authority as defined in the respective:</p> <ul style="list-style-type: none"> ▪ <i>Superannuation Act 1990</i> for the purposes of the PSS, or ▪ <i>Superannuation Act 1976</i> for the purposes of the CSS.
Part-time employee	<p>Generally for the purposes of the PSS & CSS, an employee who:</p> <ul style="list-style-type: none"> ▪ is a permanent (ongoing) or temporary (non-ongoing) employee ▪ is working less than full-time hours and ▪ is not in receipt of loading in lieu of leave entitlements. <p>Temporary (non-ongoing) part-time employees cannot be members of the CSS.</p>
Payroll Interface File	<p>A single file containing the superannuation information of every employee who is a member of either the PSS or CSS. This file is reported by employers every payday and replaces the CCD and SED files.</p>
Public Sector Superannuation accumulation plan (PSSap)	<p>The superannuation scheme established under the <i>Superannuation Act 2005</i> and the associated rules and determinations.</p> <p>From 1 July 2005 new employees of the Australian Public Service (APS) and approved authorities who elect, or are required to join, the PSS will join the PSSap.</p> <p>The PSS closed to most new members from 1 July 2005.</p>
Public Sector Superannuation (PSS) Scheme	<p>The superannuation scheme established by the <i>Superannuation Act 1990</i> and the associated rules and determinations.</p> <p>The PSS commenced from 1 July 1990 replacing the CSS for new employees of the Australian Public Service (APS) and approved authorities.</p> <p>The PSS closed to most new members from 1 July 2005. New members from that date will join the PSS accumulation plan.</p>
Quarterly reports	<p>Under the PSS accumulation plan, employers are required each quarter to report any shortfall between the employer contributions paid to the fund on behalf of a member and 9% of the member's ordinary time earnings (OTE)—the Superannuation Guarantee minimum. Such reports should be sent to the member and to ComSuper.</p>
Spouse contributions	<p>Contributions to a superannuation fund by a spouse of a member of the fund.</p>

Schedule 1—Common name title codes

The table below lists some commonly used name title codes. For a more comprehensive list, see the Australian Standard, AS 4590–1999.

Full name title	Code	Full name title	Code
Admiral	ADML	Sergeant	SGT
Air Marshall	AM	Sir	SIR
Ambassador	AMBSR	Squadron Leader	SQNLDR
Associate Professor	ASSOC PROF	Sister	SR
Brigadier	BRIG	Superintendent	SUPT
Captain	CAPT		
Chaplain	CHAP		
Commander	CMBR		
Commissioner	CMM		
Colonel	COL		
Constable	CONST		
Consul	CONSUL		
Dame	DAME		
Dean	DEAN		
Doctor	DR		
General	GEN		
Group Captain	GP CAPT		
Honourable	HON		
Judge	JUDGE		
Justice	JUSTICE		
Lady	LADY		
Madam	MADAM		
Major General	MAJGEN		
Miss	MISS		
Mr	MR		
Mrs	MRS		
Ms	MS		
Master	MSTR		
Nurse	NURSE		
Professor	PROF		
Reverend	REV		
Right Honourable	RTHON		

Schedule 2—Common abbreviations for street types

The table below lists some commonly used abbreviations for street types. For a more comprehensive list, see the Australian Standard, AS 4590–1999.

Full description	Code	Full description	Code
Alley	ALLY	Lane	LANE
Avenue	AVE	Park	PARK
Boulevard	BVD	Place	PL
Circuit	CCT	Road	RD
Close	CL	Square	SQ
Court	CT	Street	ST
Crescent	CRES	Terrace	TCE
Drive	DR	Walk	WALK
Highway	HWY	Way	WAY

Schedule 3—Country codes

The table below lists some commonly used country codes. For a more comprehensive list, see the International Standard, ISO 3166–1.

Full description	Code	Full description	Code
AUSTRALIA	AU	IRAQ	IQ
AUSTRIA	AT	JAPAN	JP
CAMBODIA	KH	NEW ZEALAND	NZ
GERMANY	DE	UNITED KINGDOM	GB
INDONESIA	ID	UNITED STATES	US

Schedule 4—AGS number algorithm

Australian Government Staff (AGS) numbers are available from the Australian Public Service Commission. It may be useful to use the AGS number algorithm in a pay system to ensure that incorrect numbers cannot be entered.

To determine if an AGS number is valid, use the following calculation:

$$((1^{\text{st}} \text{ digit of the AGS number} * 7) + (2^{\text{nd}} \text{ digit} * 9) + (3^{\text{rd}} \text{ digit} * 10) + (4^{\text{th}} \text{ digit} * 5) + (5^{\text{th}} \text{ digit} * 8) + (6^{\text{th}} \text{ digit} * 4) + (7^{\text{th}} \text{ digit} * 2) + (8^{\text{th}} \text{ digit} * 1))/11$$

If the result is not a whole number, then the AGS number is invalid, for example 31465054 is a valid AGS number whereas 31564054 is an invalid number.

Schedule 5—Membership number algorithm

Membership numbers for PSS accumulation plan members will be available from ComSuper. The membership number will include a check digit determined using the LUHN-10 Algorithm. It may be useful to use the membership number algorithm in a pay system to ensure that incorrect numbers cannot be entered.

To determine if a membership number is valid, use the following calculation:

- Step 1: Individually multiply digits 1, 3, 5, 7 and 9 by 2 and digits 2, 4, 6, 8 and 10 by 1
- Step 2: Construct a check sum by adding each digit given in the results from step 1 together—if any result is two digits, add each digit of the result separately (for example 12 would be 1 + 2)
- Step 3: Divide the check sum by 10

If the final result is a whole number, then the membership number is valid. If the final result is not a whole number, the membership number is invalid.

Example—valid membership number

The membership number is 1234567897

Step 1: Apply the multipliers

Number	1	2	3	4	5	6	7	8	9	7
Multiplier	*2	*1	*2	*1	*2	*1	*2	*1	*2	*1
Result	2	2	6	4	10	6	14	8	18	7

Step 2: Construct the check sum

$$\text{Check sum} = 2 + 2 + 6 + 4 + (1 + 0) + 6 + (1 + 4) + 8 + (1 + 8) + 7 = 50$$

Step 3: Divide the check sum by 10

$$50 \div 10 = 5$$

As the result is a whole number, the membership number is valid. If the result was not a whole number, the membership number would have been invalid.

Please remember that this algorithm only applies to the membership number used for members of the PSS accumulation plan.

Schedule 6-Reporting changes of employment status and hours for part-time employees

The reporting of changes in employment status and hours can be very complex. An explanation of ComSuper requirements is detailed below. For further information please contact the Employer Help Desk on (02) 6272 9993 or email employer.help@comsuper.gov.au .

For part-time employees we expect the following to be reported:

CSS members

A part-time employee must be permanent to be a member of the CSS.

On scheme commencement - report part-time employment status and part-time and full-time equivalent hours effective on this date. There is no qualifying period if a CSS member commences in the fund as an approved permanent part-time employee.

If a CSS member commences in the fund as a full-time employee and then changes status to part-time, they must work continuously part-time for more than 12 months to qualify as a partial contributor.* Contributions continue to be paid at the full-time rate until the birthday following this qualification.

On the birthday following part-time qualification, a part-time ratio of hours should be calculated and reported with the effective date as the birthday. Contributions are then based on this ratio until the next birthday review.

A ratio = B/C

Where

B = the hours worked for superannuation purposes in the twelve months since the last birthday or since commencement if the member is new. Any period up until the member became a partial contributor is counted as full-time hours for superannuation purposes, even though the member may in fact have been working approved part-time hours. Hours worked also includes the hours which would have been worked had members not been on leave, regardless of whether this was paid or unpaid.

*It is possible for a CSS member to qualify as a part-timer prior to the 12 months if a "Certificate in Respect of Continuity As a Part-Time Employee" (s542 form) has been signed stating that the member is likely to be part-time for more than 12 months. This declaration must be signed by an authorised delegate and would be processed manually.

C = the standard full-time hours for the position. This is determined by taking the number of working days in the period (generally 261 but may be 260 or 262) and multiplying it by the full-time hours for the position. There may be occasions where the standard full-time hours for the position have been varied during the period in question and this will need to be taken into account in determining the total full-time hours.

An example of a ratio and contribution calculation is detailed below:

Note A = the 5% contribution which would be payable by the members if they worked on a full-time basis.

Example:

A full time permanent member converted to part-time on 20 July 2004 working 60 hours per fortnight in a position the standard hours of which are 73.5.

On November 2004 the part-time hours are varied to 50 per fortnight and are varied again to 55 per fortnight from 25 October 2005.

The superannuation salary on the birthday on 25 January 2005 is \$34598 and on the next birthday is \$36754.

Birthday 1 - 25 January 2005

The member has not been part-time for more than twelve months by the first birthday on 25 January 2005 and is therefore not a partial contributor.
Contributions will continue to be paid at the full-time rate of \$66.60.

Birthday 2 - 25 January 2006

The member became a partial contributor on 20 July 2005 and contributions on the next birthday will therefore be reduced.

$A = \$36754 \div 26 \times 5\% = \70.70

$B = 126 \text{ working days (25.1.05 to 19.7.05)} \times 7.35 \text{ hours} = 926.10 \text{ hours}$

$69 \text{ working days (20.7.05 to 24.10.05)} \times 5 \text{ hours} = 345 \text{ hours}$

$66 \text{ working days (25.10.05 to 24.1.06)} \times 5.5 \text{ hours} = 363 \text{ hours}$
 $= 1634.10 \text{ hours}$

$C = 7.35 \text{ hours} \times 261 \text{ days} = 1918.35 \text{ hours}$

$\text{Contribution} = \$70.70 \times 1634.10 \div 1918.35 = \$60.30 \text{ per fortnight}$

Please note that the date a member qualifies as a partial contributor, and any subsequent hour changes, should not be reported through the Payroll Interface File. Employers should notify ComSuper of these changes directly.

If a member that has qualified as part-time changes to full-time hours, contributions would continue to be based on part-time hours even though the member is now full-time.

For a part-timer to contribute based on full-time hours they must have worked continuously at full-time hours for more than 12 months. This qualifying date back to full-time should not be reported through the Payroll Interface File.

Once the full-time requirement has been met, contributions are based on the full-time rate from the birthday following this qualification.

If the member reverts back to part-time before the 12 months qualification at full-time is completed, a ratio will then be required at the next birthday.

*It is possible for a CSS member to qualify as a part-timer prior to the 12 months if a "Certificate in Respect of Continuity As a Part-Time Employee" (s542 form) has been signed stating that the member is likely to be part-time for more than 12 months. This declaration must be signed by an authorised delegate and would be processed manually.

PSS members and PSSap members on Fortnightly Contribution Salary (FCS)

On scheme commencement - report part-time status and hours effective on this date. Contributions should be based on these hours until the birthday review.

For PSS members who opt out and join PSSap, the part-time hours and effective date should be updated to reflect the approved hours worked at PSSap scheme commencement.

There are no qualifying periods in the PSS and no part-time hour changes should be reported during the birthday year. On birthday review, if a member has changed hours on that birthday, from the previous birthday, the new hours should be reported. The employment status should be updated to full-time if the member is working full-time hours.

If a PSS member changes from casual employment status to part-time employment, this status change and the applicable hours should be reported as it occurs in the payday following the event.

Compensation leave – Contributions for PSS members on compensation leave should be based on the hours the member was working prior to commencing the compensation period. Therefore the part-time hours to be reported on a member's birthday during a period of compensation leave, should be the approved hours prior to commencement of the leave.

PSSap members on Ordinary Time Earnings

Any part-time hours changes should be reported as they occur with the date of effect as the actual date of the change.

PSS members in Receipt of Partial Invalidity Pension

PSS members who have reduced to part-time hours and are in receipt of a partial invalidity pension in respect of the reduction, must pay member contributions on the reduced hours from the birthday following the reduction.

Therefore, on the birthday, provided they are an approved part-time employee, the member should be reported with a part-time employment status and actual approved part-time hours applicable on this date.

Employers must continue to pay EPSC and employer liability contributions based on the previous full-time hours.

Partial invalidity pensions do not apply to members of the PSSap.