



SAFF
08/16

SuperStream standard for contributions:

PSSap SuperStream Alternative File Format (SAFF) data requirements

Version 1.2

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

Your Government Super at Work

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Version Control

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

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1 Purpose

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

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

This document should be read in conjunction with:

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

2 SuperStream Alternative File Format (SAFF) for PSSap

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

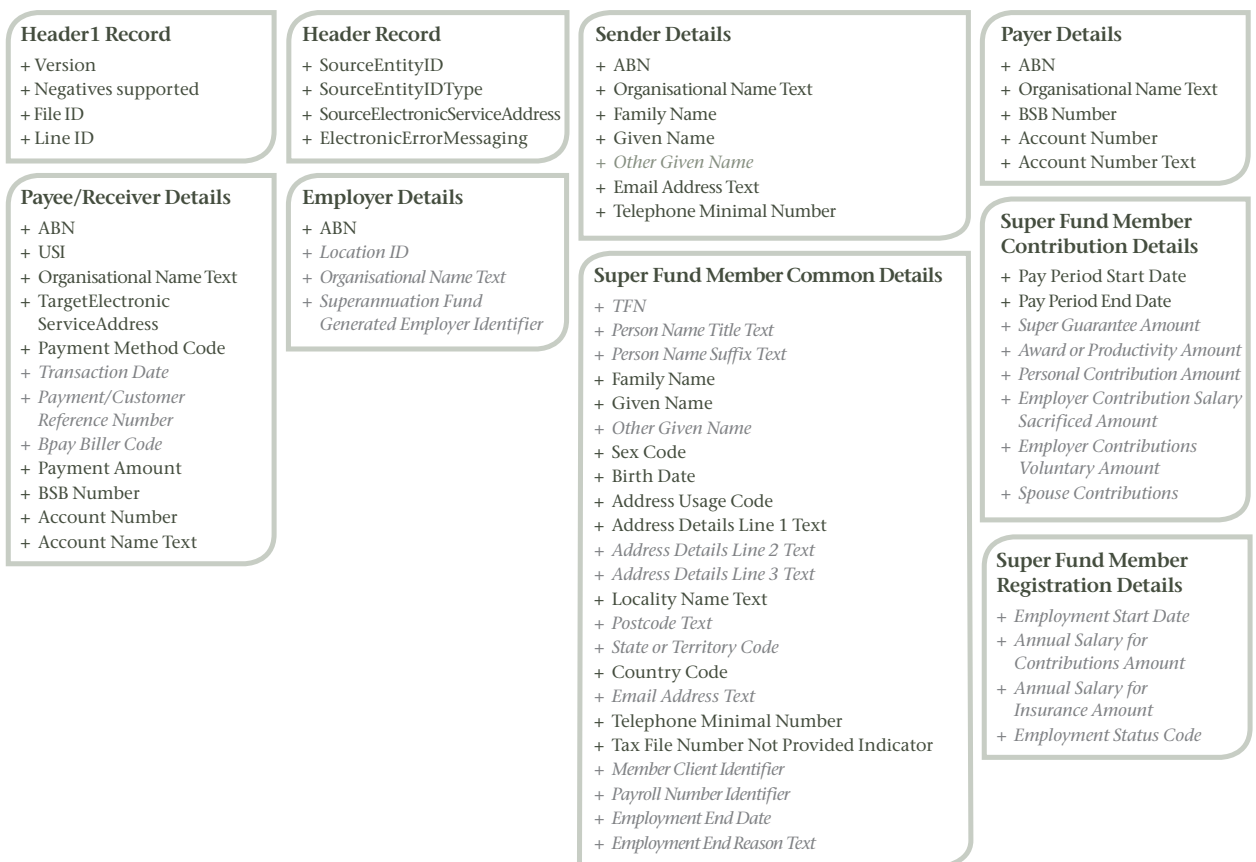
- > those identified as mandatory in the MIG
- and
- > some fields identified as optional in the MIG, however are preferred fields for PSSap (refer to **section 4** for further information). Not all optional fields contained in the SAFF are required for PSSap.

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

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

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

Figure 1 Summary of the SAFF for PSSap



3 SAFF for PSSap data requirements

3.1 Introduction

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

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

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

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

Important

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

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

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

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

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

3.2 Exception Versus Continuous Reporting of Member Registration Data

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

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

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

3.3 Header 1 Record

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

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

3.4 Header Record

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

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

3.5 Sender Details

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

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

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

3.6 Payer Details

The Payer information will be used to return incorrect payments.

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

3.7 Payee/Receiver Details

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

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

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

3.8 Employer Details

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

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

3.9 Super Fund Member Common Details

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

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

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

Table continued on next page

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

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

Table continued on next page

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

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

Table continued on next page

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

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

Table continued on next page

3.10 Super Fund Member Contribution Details

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

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

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

Table continued on next page

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

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

Table continued on next page

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

3.11 Super Fund Member Registration Details

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

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

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

Table continued on next page

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

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

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

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

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

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

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

5 PIF Fields no longer used

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

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

6 Additional information

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

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

Appendix A – Definition of a casual for PSSap

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

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

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

A casual employee includes the following:


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

A regular member includes:

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

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