Australian Government

Commonwealth Superannuation Corporation

SuperStream standard for contributions:

CSS/PSS SuperStream Alternative File Format Extended (SAFFE) data requirements

Update to Version 1.3

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

Contents

1   Purpose

This document specifies the SuperStream Alternative File Format Extended (SAFFE) for CSS/PSS 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 Commonwealth Superannuation Scheme (CSS) and Public Sector Superannuation Scheme (PSS).

It includes the scheme-specific registration and contribution details necessary to support CSS and PSS data requirements defined by the *Superannuation Act 1976* and the *Superannuation Act 1990*.

This document should be read in conjunction with:

- the **ATO Contributions Message Implementation Guide [MIG] v1.2** (ato.gov.au/Super/SuperStream/ In-detail/Legal-framework/Legislative-instrument/SuperStream-legislation,-standards-and- schedules/)
- the ATO technical guidance documents (softwaredevelopers.ato.gov.au/SSTC/Guidance) in particular the:
    - **Contributions for defined benefits guidance notes v1.1**
    - **SuperStream Alternative File Format guidance v1.0**
    - **International addresses in SuperStream contributions v1.0**
- the **SuperStream standards for contributions taxonomy** (ato.gov.au/Super/SuperStream/In-detail/ Guidance/Taxonomy-files/)
- CSS/PSS Contributions Payment Guide (csc.gov.au/Employers/Resources/Training-notes)

2   SuperStream Alternative File Format Extended (SAFFE) for CSS/PSS

The SuperStream Alternative File Format Extended (SAFFE) for CSS/PSS is a CSS and PSS scheme-specific data file format. It builds on the SuperStream Alternative File Format (SAFF) published by the Australian Taxation Office (ATO) and extends the SAFF with the additional custom fields unique to CSS and PSS.

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

Figure 1 Conceptual representation of the SuperStream Alternative File Format Extended (SAFFE) for CSS/PSS schemes

Figure 2 shows a summary of the fields that make up the SAFFE for CSS/PSS. The fields italicised and in grey are not used by CSS and PSS and the fields shown in the dotted section are the custom requirements unique to CSS and PSS.

Figure 2 Summary of the SAFFE – CSS/PSS

3   Manual submission

Header1 Record
+ Version
+ Negatives supported
+ File ID
+ Line ID

Header Record
+ SourceEntityID
+ SourceEntityIDType
+ SourceElectronicServiceAddress
+ ElectronicErrorMessaging

Sender Details
+ ABN
+ Organisational Name Text
+ Family Name
+ Given Name
+ Other Given Name
+ Email Address
+ Telephone Minimal Number

Payer Details
+ ABN
+ Organisational Name Text
+ BSB Number
+ Account Number
+ Account Name Text

Payee/Receiver Details
+ ABN
+ USI
+ Organisational Name Text
+ TargetElectronicServiceAddress
+ Payment Method Code
+ Transaction Date
+ Payment/Customer
  Reference Number
+ *Bpay Biller Code*
+ Payment Amount
+ BSB Number
+ Account Number
+ Account Name Text

Employer Details
+ ABN
+ Location ID
+ Organisational Name Text
+ Superannuation
  Fund Generated
  Employer Identifier

Super Fund Member Common Details
+ TFN
+ Person Name Title Text
+ *Person Name Suffix Text*
+ Family Name
+ Given Name
+ *Other Given Name*
+ Sex Code
+ Birth Date
+ Address Usage Code
+ Address Details Line 1 Text
+ Address Details Line 2 Text
+ Address Details Line 3 Text
+ *Address Details Line 4 Text*
+ Locality Name Text
+ Postcode Text
+ State or Territory Code
+ Country Code
+ Email Address Text
+ Telephone Minimal Number Landline
+ Telephone Minimal Number Mobile
+ Member Client Identifier
+ Payroll Number Identifier
+ Employment End Date
+ Employment End Reason Text

Super Fund Member Contribution Details
+ Pay Period Start Date
+ Pay Period End Date
+ *Super Guarantee Amount*
+ Award or
  Productivity Amount
+ Personal
  Contributions Amount
+ *Salary Sacrificed Amount*
+ *Voluntary Amount*
+ *Spouse Contributions
  Amount*
+ *Child Contributions Amount*
+ *Other Third Party
  Contributions Amount*

Super Fund Member Registration Details
+ Employment Start Date
+ *At Work Indicator*
+ Annual Salary for
  Benefits Amount
+ Annual Salary for
  Contributions Amount
+ Annual Salary for
  Contributions
  Effective Start Date
+ *Annual Salary for
  Contributions
  Effective End Date*
+ *Annual Salary for
  Insurance Amount*
+ *Weekly Hours
  Worked Number*
+ *Occupation Description*
+ *Insurance Opt Out Indicator*
+ Fund Registration Date
+ *Benefit Category Text*
+ Employment Status Code
+ *Super Contribution
  Commence Date*
+ *Super Contribution
  Cease Date*
+ *Member Registration
  Amendment Reason Text*

Defined Benefit Contributions Details
+ *Defined Benefit Member
  Pre Tax Contribution*
+ *Defined Benefit Member
  Post Tax Contribution*
+ *Defined Benefit Notional
  Member Pre Tax
  Contribution*
+ *Defined Benefit Notional
  Member Post Tax
  Contribution*
+ *Defined Benefit
  Employer Contribution*
+ Defined Benefit Notional
  Employer Contribution
+ Ordinary Time Earnings
+ Actual Periodic Salary or
  Wages Earned
+ *Superannuable
  Allowances*
+ *Notional Superannuable
  Allowances*
+ *Service Fraction*
+ *Service Fraction
  Effective Date*
+ *Full Time Hours*
+ *Contracted Hours*
+ *Actual Hours Paid*
+ Employee Location
  Identifier

Defined Benefit Registration Details
+ *Service Fraction*
+ *Service Fraction Start Date*
+ *Service Fraction End Date*
+ *Defined Benefit Employer Rate*
+ *Defined Benefit Employer Rate Start Date*
+ *Defined Benefit Employer Rate End Date*
+ Defined Benefit Member Rate
+ Defined Benefit Member Rate Start Date
+ *Defined Benefit Member Rate End Date*
+ *Defined Benefit Annual Salary 1*
+ *Defined Benefit Annual Salary 1 Start Date*
+ *Defined Benefit Annual Salary 1 End Date*
+ *Defined Benefit Annual Salary 2*
+ *Defined Benefit Annual Salary 2 Start Date*
+ *Defined Benefit Annual Salary 2 End Date*
+ *Defined Benefit Annual Salary 3*
+ *Defined Benefit Annual Salary 3 Start Date*
+ *Defined Benefit Annual Salary 3 End Date*
+ *Defined Benefit Annual Salary 4*
+ *Defined Benefit Annual Salary 4 Start Date*
+ *Defined Benefit Annual Salary 4 End Date*
+ *Defined Benefit Annual Salary 5*
+ *Defined Benefit Annual Salary 5 Start Date*
+ *Defined Benefit Annual Salary 5 End Date*
+ Leave Without Pay Code
+ Leave Without Pay Start Date
+ Leave Without Pay End Date
+ *Annual Salary for Insurance Effective Date*
+ *Annual Salary for Benefits Effective Date*
+ Employee Status Effective Date
+ *Employee Benefit Category Effective Date*
+ *Employee Location Identifier*
+ *Employee Location Identifier Start Date*
+ *Employee Location Identifier End Date*

Custom CSS/PSS Contribution Details
+ ADIC Payment
+ Contribution Due Days
+ Negative ADIC Payment
+ Negative Employer
  Productivity Superannuation
  Contribution (EPSC)
+ Negative Member
  Contribution

Custom CSS/PSS Registration Details
+ Full Time Hours
+ Part Time Hours
+ Part Time Hours
  Effective Date
+ Member Registration Pay
  Period Start Date
+ Member Registration Pay
  Period End Date

for CSS/PSS

The requirements in this document apply equally to data that is entered into a SAFFE file and data that is entered manually into the CSS/PSS ESO Portal. Employers who enter data into a portal for CSS/PSS should use this document to understand the requirements for that data and note the business rules that will be applied to that data (see the **CSS/PSS data population guide**).

4　SAFFE for CSS/PSS data requirements

4.1 Introduction

The tables below describe the SAFFE data requirements for CSS/PSS. The information contained within each of the tables is as follows:

- **SAFFE Field No.:** The position of the field in the SAFFE.
- **SAFFE for CSS/PSS Field Name:** The field name defined in the SuperStream Standard.
- **CSS/PSS Business Term and/or Definition:** The term used by CSS/PSS to describe the term defined by the SuperStream Standard, and a brief definition of the term.
- **Instruction/Rule:** The acceptable format and values for the data as prescribed by the SuperStream Standard and/or CSS/PSS requirements.

4.2 Exception Versus Continuous Reporting of Member Registration Data

CSS/PSS supports both continuous and exception reporting of member registration data. Member registration data includes the Super Fund Member Registration Details, Defined Benefit Registration Details and Custom CSS/PSS Registration Details sections below. This is the equivalent of the MRR data from the XBRL specification.

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 fields 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 for all members who have contribution data in that pay period according to the validation rules for each field.

Contribution data for members must always be reported continuously until a member ceases scheme membership.

4.3 Header 1 Record

The Header 1 Record information is used to validate the file formatting only and will not be validated by or displayed in Employer Services Online (ESO).

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule	
1	Version	Version	Requirement	Mandatory
			Data Type	String
			Length	3 characters
			Acceptable CSS/PSS values	"1.0"
2	Negatives Supported	Negatives Supported	Requirement	Mandatory
			Data Type	Boolean
			Length	4 characters
			Acceptable CSS/PSS values	"TRUE"
3	File ID	See SAFF guidelines		
4	Line ID	See SAFF guidelines		

4.4 Header Record

The Header information is used to validate the file formatting only and will not be validated by or displayed in ESO.

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule	CSS/PSS Business Rule Reference Code
5	SourceEntityID	See MIG & Contributions Taxonomy		
6	SourceEntityIDType	See MIG & Contributions Taxonomy		
7	SourceElectronic ServiceAddress	See MIG & Contributions Taxonomy		
8	ElectronicError Messaging	See MIG & Contributions Taxonomy		

4.5 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. The Sender information will be visible in ESO.

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule	CSS/PSS Business Rule Reference Code
9	ABN	See MIG & Contributions Taxonomy		
10	Organisational Name Text	See MIG & Contributions Taxonomy		
11	Family Name	See MIG & Contributions Taxonomy		
12	Given Name	See MIG & Contributions Taxonomy		
13	Other Given Name	See MIG & Contributions Taxonomy		
14	Email Address Text	See MIG & Contributions Taxonomy		
15	Telephone Minimal Number	See MIG & Contributions Taxonomy		

4.6 Payer Details

The Payer information will be used to return incorrect payments and will be visible in ESO.

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
16	ABN	See MIG & Contributions Taxonomy			
17	Organisational Name Text	See MIG & Contributions Taxonomy			
18	BSB Number	See MIG & Contributions Taxonomy			
19	Account Number	See MIG & Contributions Taxonomy			
20	Account Name Text	See MIG & Contributions Taxonomy			

4.7 Payee/Receiver Details

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

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
21	ABN	See MIG & Contributions Taxonomy			
22	USI	See MIG & Contributions Taxonomy			
23	Organisational Name Text	See MIG & Contributions Taxonomy			
24	TargetElectronic ServiceAddress	See MIG & Contributions Taxonomy			
25	Payment Method Code	Payment Method Code	Requirement	See MIG & Contributions Taxonomy	
			Data Type	String	
			Length	12 characters	
			Acceptable CSS/PSS values	"DirectCredit"	
26	Transaction Date	See MIG & Contributions Taxonomy			
27	Payment/Customer Reference Number	See MIG & Contributions Taxonomy			
28	BPAY Biller Code	Not used by CSS/PSS	Leave blank		N/A
29	Payment Amount	See MIG & Contributions Taxonomy			
30	BSB Number	See MIG & Contributions Taxonomy			
31	Account Number	See MIG & Contributions Taxonomy			
32	Account Name Text	See MIG & Contributions Taxonomy			

4.8 Employer Details

The employer information is used to match the SAFFE file to the correct employer in ESO.

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
33	ABN	Employer ABN	See MIG & Contributions Taxonomy		
34	Location ID	Pay Centre ID The sub-component of the employer organisational structure in which the employee sits.	Requirement	Optional	
			Data Type	String	
			Maximum Length	20 characters	
			Acceptable CSS/PSS values	"a – z", "A – Z", "0 – 9"	

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
35	Organisational Name Text	Employer Name The full name of the member's employer.	Requirement	Mandatory	
			Data Type	String	
			Maximum Length	200 characters	
			Acceptable CSS/PSS 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 CSS/PSS in order to submit contribution data and access Employer Services Online. This numeric ID is used by CSS/PSS to ensure member data is applied on behalf of the correct employer.	Requirement	Mandatory	
			Data Type	String	
			Length	5 characters	
			Acceptable CSS/PSS values	"0 – 9"	

4.9 Super Fund Member Common Details

The Super Fund Member Common Details are used to identify the member and match their details to an existing ESO record. Where the field is not applicable or is not used by CSS/PSS, leave blank. The fields that are applicable to CSS/PSS will appear in ESO.

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
37	TFN	Tax File Number The member's Tax File Number (TFN) as issued by the Australian Taxation Office (ATO).	Requirement	Conditional *Mandatory when member contributions are made (Personal Contributions Amount > 0)*	TFN–1 TFN–2
			Data Type	String	
			Length	9 characters	
			Acceptable CSS/PSS 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	TITLE–1
			Data Type	String	
			Maximum Length	12 characters	
			Acceptable CSS/PSS values	"a – z", "A – Z", space	
39	Person Name Suffix Text	Not used by CSS/PSS	Leave blank		N/A

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
40	Family Name	Family Name The member's family name or surname.	Requirement	Mandatory	FNAME–1 FNAME–2 FNAME–3
			Data Type	String	
			Maximum Length	40 characters	
			Acceptable CSS/PSS values	"a – z", "A – Z", space, " ' ", " – "	
41	Given Name	Given Name(s) The member's given name(s).	Requirement	Mandatory	GNAME–1 GNAME–2 GNAME–3
			Data Type	String	
			Maximum Length	40 characters	
			Acceptable CSS/PSS values	"a – z", "A – Z", space, " ' ", " – "	
42	Other Given Name	Not used by CSS/PSS	Leave blank		N/A
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	SEX–1 SEX–2
			Data Type	String	
			Length	1 character	
			Acceptable CSS/PSS 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	DOB–1 DOB–2
			Data Type	Date	
			Length	10 characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/PSS values	"0 – 9", "–"	
45	Address Usage Code	See MIG & Contributions Taxonomy			
46	Address Details Line 1 Text	Address Line 1 The first line of the member's residential or postal address.	Requirement	Mandatory	ADDRESS–1 ADDRESS–2 ADDRESS–3
			Data Type	String	
			Maximum Length	50 characters	
			Acceptable CSS/PSS values	"a – z", "A – Z", "0 – 9", space, " ' ", " – ", " / "	
47	Address Details Line 2 Text	Address Line 2 The second line of the member's residential or postal address.	Requirement	Optional	ADDRESS–4
			Data Type	String	
			Maximum Length	50 characters	
			Acceptable CSS/PSS values	"a – z", "A – Z", "0 – 9", space, " ' ", " – ", " / "	

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
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	ADDRESS–5
			Data Type	String	
			Maximum Length	50 characters	
			Acceptable CSS/PSS values	"a – z", "A – Z", "0 – 9", space, " ' ", " – ", " / "	
49	Address Details Line 4 Text	Not used by CSS/PSS	Leave blank		N/A
50	Locality Name Text	Suburb/Town The name of the suburb, town or geographical location in the member's residential or postal address.	Requirement	Mandatory	
			Data Type	String	
			Maximum Length	50 characters	
			Acceptable CSS/PSS values	"a – z", "A – Z", space, " – "	
51	Postcode Text	Postcode The Australian postcode in the member's residential or postal address.	Requirement	Conditional *Mandatory if Country Code = "au"*	
			Data Type	String	
			Length	4 characters	
			Acceptable CSS/PSS 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 *Mandatory if Country Code = "au"*	
			Data Type	String	
			Maximum Length	3 characters	
			Acceptable CSS/PSS 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	
			Data Type	String	
			Length	2 characters	
			Acceptable CSS/PSS values	"a – z"	
54	Email Address Text	Email Address The member's work or personal email address to send electronic member communication. Please provide if known.	Requirement	Optional	
			Data Type	String	
			Maximum Length	250 characters	
			Acceptable CSS/PSS values	"a – z", "A – Z", "0 – 9", "@", "_", ".", " – "	

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
55	Telephone Minimal Number Landline	Landline Number The member's work or personal telephone number. It can include the country/area/dialing code.	Requirement	Mandatory	
			Data Type	String	
			Maximum Length	16 characters	
			Acceptable CSS/ PSS values	"0 – 9"	
56	Telephone Minimal Number Mobile	Mobile Number The member's mobile number.	Requirement	Optional	
			Data Type	String	
			Maximum Length	16 characters	
			Acceptable CSS/ PSS values	"0 – 9"	
57	Member Client Identifier	Membership Number The unique Australian Government Service (AGS) number issued by the Australian Public Service Commission (APSC) and is used as the membership number for CSS and PSS.	Requirement	Mandatory	MEMNUM–1 MEMNUM–2
			Data Type	String	
			Length	8 characters	
			Acceptable CSS/ PSS values	"0 – 9"	
58	Payroll Number Identifier	Employee Payroll Number The employee payroll identification number generated by the employer's payroll system for each employee.	Requirement	Mandatory	
			Data Type	String	
			Maximum Length	20 characters	
			Acceptable CSS/ PSS values	"a – z", "A – Z", "0 – 9", "–"	
59	Employment End Date	Employment Cease Date The date a member ceases (or terminates) employment or scheme membership.	Requirement	Conditional *Mandatory if Cessation Reason Code ≠ NULL*	CEASEDATE–1 CEASEDATE–2 CEASEDATE–3 CEASEDATE–4 CEASEDATE–5
			Data Type	Date	
			Length	10 characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/ PSS values	"0 – 9", " – "	

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
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	Conditional *Mandatory if Employment Cease Date ≠ NULL*	CREASON–1 CREASON–2 CREASON–3
			Data Type	String	
			Length	1 character	
			Acceptable CSS/PSS values	"1 – 6"	

4.10 Super Fund Member Contribution Details

The Super Fund Member Contribution Details section contains information about the member's contribution. Where the field is not used by CSS/PSS, leave blank. The fields that are applicable to CSS/PSS will appear in ESO. CSS/PSS contribution fields are mandatory and must be continuously reported until a member ceases scheme membership.

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
61	Pay Period Start Date	Pay Period Start Date The pay period start date the contributions relate to. This is the 'public service' payday date which is equal to each succeeding alternate Thursday from 5 July 1990.	Requirement	Mandatory	
			Data Type	Date	
			Length	10 characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/PSS values	"0 – 9", "–"	
62	Pay Period End Date	Pay Period End Date The pay period end date the contributions relate to. This is the day before 'public service' payday date which is equal to each succeeding alternate Wednesday from 4 July 1990.	Requirement	Mandatory	
			Data Type	Date	
			Length	10 characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/PSS values	"0 – 9", "–"	
63	Superannuation Guarantee Amount	Not used by CSS/PSS	Leave blank		N/A

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
64	Award or Productivity Amount	Employer Productivity Superannuation Contributions (EPSC) The total amount of productivity contributions the employer has paid on behalf of the member.	Requirement	Mandatory	EPSC–1 EPSC–2 EPSC–3 EPSC–4 EPSC–5 EPSC–6 EPSC–7 EPSC–8 EPSC-9
			Data Type	Money	
			Maximum Length	10 characters	
			Format	XXXXXXX.XX	
			Acceptable CSS/PSS values	"0 – 9", "." Negatives not allowed "0.00" if not applicable	
			Example	$173.84 would be "173.84" or $500 would be "500.00"	
65	Personal Contributions Amount	Member Contributions The total amount of the member's personal contributions paid from their after-tax (net) salary or earnings.	Requirement	Mandatory	CONTS–1 CONTS–2 CONTS–3 CONTS–4 CONTS–5 CONTS–6 CONTS–7 CONTS–8 CONTS–9
			Data Type	Money	
			Maximum Length	10 characters	
			Format	XXXXXXX.XX	
			Acceptable CSS/PSS 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	Salary Sacrificed Amount	Not used by CSS/PSS	Leave blank		N/A
67	Voluntary Amount	Not used by CSS/PSS	Leave blank		N/A
68	Spouse Contributions Amount	Not used by CSS/PSS	Leave blank		N/A
69	Child Contributions Amount	Not used by CSS/PSS	Leave blank		N/A
70	Other Third Party Contributions Amount	Not used by CSS/PSS	Leave blank		N/A

4.11 Super Fund Member Registration Details

The Super Fund Member Registration Details section contains the supplementary information to support the member's contributory information, in particular, those used in benefit calculations. Where the field is not applicable or is not used by CSS/PSS, leave blank. Fields applicable to CSS/PSS will appear in ESO. 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.

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
71	Employment Start Date	Employment Start Date The date the member commenced in, or transferred to an agency.	Requirement	Mandatory	ESTARDATE–1 ESTARDATE–2
			Data Type	Date	
			Length	10 characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/PSS values	"0 – 9", "–"	
72	At Work Indicator	Not used by CSS/PSS	Leave blank		N/A
73	Annual Salary for Benefits Amount	Notional Salary for Superannuation The annual superannuation salary for casual PSS members or the benefit salary for approved Partial Invalidity Pensioners (PIP).	Requirement	Conditional *Mandatory if Employment Status = "Casual" or member is on approved PIP*	NSAL–1 NSAL–2 NSAL–3 NSAL–4 NSAL–5 NSAL-6
			Data Type	Money	
			Maximum Length	10 characters	
			Format	XXXXXXX.XX	
			Acceptable CSS/PSS values	"0 – 9", "."	
			Example	$94,713.84 would be "94713.84" or $50000 would be "50000.00"	
74	Annual Salary for Contributions Amount	Annual Salary for Superannuation The annual superannuation salary for full time and part time members.	Requirement	Conditional *Mandatory if Employment Status = "Full time" or "Part time"*	ASAL–1 ASAL–2 ASAL–3 ASAL–4 ASAL–5 ASAL–6
			Data Type	Money	
			Maximum Length	10 characters	
			Format	XXXXXXX.XX	
			Acceptable CSS/PSS values	"0 – 9", "."	
			Example	$94,713.84 would be "94713.84" or $50000 would be "50000.00"	

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
75	Annual Salary for Contributions Effective Start Date	Annual/Notional Salary for Superannuation Effective Date Full or part time members: The effective date of the latest annual salary for super change. Casual members: The effective date of the latest notional salary for super change.	Requirement	Mandatory	SALDATE–1 SALDATE–2 SALDATE–3 SALDATE–4
			Data Type	Date	
			Length	10 characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/PSS values	"0 – 9", "–"	
76	Annual Salary for Contributions Effective End Date	Not used by CSS/PSS	Leave blank		N/A
77	Annual Salary for Insurance Amount	Not used by CSS/PSS	Leave blank		N/A
78	Weekly Hours Worked Number	Not used by CSS/PSS	Leave blank		N/A
79	Occupation Description	Not used by CSS/PSS	Leave blank		N/A
80	Insurance Opt Out Indicator	Not used by CSS/PSS	Leave blank		N/A
81	Fund Registration Date	Scheme Commencement Date The date the member is eligible to recommence scheme membership (this may be different to the employment start date).	Requirement	Mandatory	COMDATE–1
			Data Type	Date	
			Length	10 characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/PSS values	"0 – 9", "–"	
82	Benefit Category Text	Not used by CSS/PSS	Leave blank		N/A
83	Employment Status Code	Employment Status The member's employment status for superannuation purposes. (This may be different to the actual employment status).	Requirement	Mandatory	EMPSTAT–1 EMPSTAT–2 EMPSTAT–3 EMPSTAT–4
			Data Type	String	
			Maximum Length	10 characters	
			Acceptable CSS/PSS values	"Casual", "Full time", "Part time" Note: "Contractor" status not allowed	
84	Super Contribution Commence Date	Not used by CSS/PSS	Leave blank		N/A
85	Super Contribution Cease Date	Not used by CSS/PSS	Leave blank		N/A
86	Member Registration Amendment Reason Text	Not used by CSS/PSS	Leave blank		N/A

4.12 Defined Benefits Contribution Details

The Defined Benefits Contribution Details section contains the harmonised contribution information as published in the **Contributions for defined benefits guidance notes**. Where the field is not used by CSS/PSS, leave the field blank. The fields that are applicable to CSS/PSS will appear in ESO. CSS/PSS contribution fields are mandatory and must be continuously reported until a member ceases scheme membership.

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/ or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
87	Defined Benefit Member Pre Tax Contribution	Not used by CSS/PSS	Leave blank		N/A
88	Defined Benefit Member Post Tax Contribution	Not used by CSS/PSS	Leave blank		N/A
89	Defined Benefit Employer Contribution	Not used by CSS/PSS	Leave blank		N/A
90	Defined Benefit Notional Member Pre Tax Contribution	Not used by CSS/PSS	Leave blank		N/A
91	Defined Benefit Notional Member Post Tax Contribution	Not used by CSS/PSS	Leave blank		N/A
92	Defined Benefit Notional Employer Contribution	Employer Liability The employer liability contribution amount calculated by the employer based on actuarial advice provided by the Department of Finance Superannuation Branch.	Requirement	Mandatory	
			Data Type	String	
			Maximum Length	10 characters	
			Format	XXXXXXX.XX or -XXXXXX.XX	
			Acceptable CSS/ PSS values	"0 – 9", ".", "–" Negatives allowed "0.00" if not applicable	
			Example	$713.84 would be "713.84" or $500 would be "500.00"	
93	Ordinary Time Earnings	Fortnightly Ordinary Time Earnings Base The member's fortnightly ordinary time earnings and sacrificed ordinary time earnings amounts for the given pay day calculated in accordance with the *Superannuation Guarantee (Administration) Act 1992* and any determinations or rulings issued by the Australian Taxation Office (ATO).	Requirement	Mandatory	FOTE–1
			Data Type	String	
			Maximum Length	10 characters	
			Format	XXXXXXX.XX or -XXXXXX.XX	
			Acceptable CSS/ PSS values	"0 – 9", ".", "–" Negatives allowed "0.00" if not applicable	
			Example	$13.84 would be "13.84" or $50 would be "50.00"	

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/ or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
94	Actual Periodic Salary or Wages Earned	Fortnightly Casual Salary Payment The amount the member actually earned in the fortnight, excluding payments for overtime, compensation or reimbursement of expenses. The contributions to be paid by the member and the employer are based on this amount.	Requirement	Mandatory	FCS–1 FCS–2
			Data Type	String	
			Maximum Length	10 characters	
			Format	XXXXXXX.XX	
			Acceptable CSS/ PSS values	"0 – 9", "." No negatives "0.00" if not applicable *Applicable if Employment Status = "Casual"*	
			Example	$13.84 would be "13.84" or $50 would be "50.00"	
95	Superannuable Allowances Paid	Not used by CSS/PSS	Leave blank		N/A
96	Notional Superannuable Allowances	Not used by CSS/PSS	Leave blank		N/A
97	Service Fraction	Not used by CSS/PSS	Leave blank		N/A
98	Service Fraction Effective Date	Not used by CSS/PSS	Leave blank		N/A
99	Full Time Hours	Not used by CSS/PSS	Leave blank		N/A
100	Contracted Hours	Not used by CSS/PSS	Leave blank		N/A
101	Actual Hours Paid	Not used by CSS/PSS	Leave blank		N/A
102	Employee Location Identifier	Pay Centre ID The sub-component of the employer organisational structure in which the employee sits.	Requirement	Optional	
			Data Type	String	
			Maximum Length	20 characters	
			Acceptable CSS/ PSS values	"a – z", "A – Z", "0 – 9"	

4.13 Defined Benefit Registration Details

The Defined Benefit Registration Details section contains the harmonised registration information as published in the Contributions for defined benefits guidance notes in particular, those used in benefit calculations. Where the field is not applicable or is not used by CSS/PSS, leave the field blank. The fields that are applicable to CSS/PSS will appear in ESO. 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.

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
103	Service Fraction	Not used by CSS/PSS	Leave blank		N/A
104	Service Fraction Start Date	Not used by CSS/PSS	Leave blank		N/A
105	Service Fraction End Date	Not used by CSS/PSS	Leave blank		N/A
106	Defined Benefit Employer Rate	Not used by CSS/PSS	Leave blank		N/A
107	Defined Benefit Employer Rate Start Date	Not used by CSS/PSS	Leave blank		N/A
108	Defined Benefit Employer Rate End Date	Not used by CSS/PSS	Leave blank		N/A
109	Defined Benefit Member Rate	Percentage Rate. The member's contribution rate as a percentage of the superannuable salary.	Requirement	Mandatory	RATE–1 RATE–2 RATE–3 RATE–4 RATE–5
			Data Type	String	
			Length	4 characters	
			Format	X.XX	
			Acceptable CSS/PSS values	"0 – 9", "."	
			Example	5% should be "0.05"	
110	Defined Benefit Member Rate Start Date	Percentage Rate Effective Date. The actual date the member elects to vary the rate of member contributions.	Requirement	Mandatory	RATEDATE–1 RATEDATE–2 RATEDATE–3 RATEDATE–4
			Data Type	Date	
			Length	10 characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/PSS values	"0 – 9", "–"	
111	Defined Benefit Member Rate End Date	Not used by CSS/PSS	Leave blank		N/A
112	Defined Benefit Annual Salary 1	Not used by CSS/PSS	Leave blank		N/A
113	Defined Benefit Annual Salary 1 Start Date	Not used by CSS/PSS	Leave blank		N/A
114	Defined Benefit Annual Salary 1 End Date	Not used by CSS/PSS	Leave blank		N/A
115	Defined Benefit Annual Salary 2	Not used by CSS/PSS	Leave blank		N/A
116	Defined Benefit Annual Salary 2 Start Date	Not used by CSS/PSS	Leave blank		N/A
117	Defined Benefit Annual Salary 2 End Date	Not used by CSS/PSS	Leave blank		N/A
118	Defined Benefit Annual Salary 3	Not used by CSS/PSS	Leave blank		N/A
119	Defined Benefit Annual Salary 3 Start Date	Not used by CSS/PSS	Leave blank		N/A
120	Defined Benefit Annual Salary 3 End Date	Not used by CSS/PSS	Leave blank		N/A

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
121	Defined Benefit Annual Salary 4	Not used by CSS/PSS	Leave blank		N/A
122	Defined Benefit Annual Salary 4 Start Date	Not used by CSS/PSS	Leave blank		N/A
123	Defined Benefit Annual Salary 4 End Date	Not used by CSS/PSS	Leave blank		N/A
124	Defined Benefit Annual Salary 5	Not used by CSS/PSS	Leave blank		N/A
125	Defined Benefit Annual Salary 5 Start Date	Not used by CSS/PSS	Leave blank		N/A
126	Defined Benefit Annual Salary 5 End Date	Not used by CSS/PSS	Leave blank		N/A
127	Leave Without Pay Code	Leave Without Pay (LWOP) Code A code used to identify the reason for Leave With Out Pay Not To Count As Service (LWOPNTCAS). 3 – Maternity/Paternity (Unpaid) 6 – Miscellaneous (Unpaid)	Requirement	Conditional *Mandatory if LWOP Start Date or LWOP End Date ≠ NULL*	LWOP–1 LWOP–2
			Data Type	String	
			Length	1 character	
			Acceptable CSS/PSS values	"3" or "6" *Note: "1", "2", "4" and "5" not allowed*	
128	Leave Without Pay Code Start Date	LWOP Start Date The current Leave Without Pay Not To Count As Service (LWOPNTCAS) start date.	Requirement	Conditional *Mandatory if LWOP Code or LWOP End Date ≠ NULL*	LWOPS–1 LWOPS–2 LWOPS–3 LWOPS–4 LWOPS–5 LWOPS–6 LWOPS–7
			Data Type	Date	
			Length	10 characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/PSS values	"0 – 9", "–"	
129	Leave Without Pay Code End Date	LWOP End Date The current Leave Without Pay Not To Count As Service (LWOPNTCAS) end date.	Requirement	Conditional *Mandatory if LWOP Code or LWOP Start Date ≠ NULL*	LWOPE–1 LWOPE–2
			Data Type	Date	
			Length	10 characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/PSS values	"0 – 9", "–"	
130	Annual Salary for Insurance Effective Date	Not used by CSS/PSS	Leave blank		N/A
131	Annual Salary for Benefits Effective Date	Not used by CSS/PSS	Leave blank		N/A

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
132	Employee Status Effective Date	Employment Status Effective Date The date the member's most recent employment status took effect subject to scheme rules.	Requirement	Mandatory	EMPDATE–1 EMPDATE–2 EMPDATE–3 EMPDATE–4 EMPDATE–5
			Data Type	Date	
			Length	10 characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/PSS values	"0 – 9", "–"	
133	Employee Benefit Category Effective Date	Not used by CSS/PSS	Leave blank		N/A
134	Employee Location Identifier	Not used by CSS/PSS	Leave blank		N/A
135	Employee Location Identifier Start Date	Not used by CSS/PSS	Leave blank		N/A
136	Employee Location Identifier End Date	Not used by CSS/PSS	Leave blank		N/A

4.14 Custom CSS/PSS Contribution Details

The Custom CSS/PSS Contribution Details section contains the customised CSS/PSS information used by CSS/PSS. These fields will appear in ESO. CSS/PSS contribution fields are mandatory and must be continuously reported until a member ceases scheme membership.

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
137	ADIC Payment	ADIC Payment The total amount of any payment for Additional Death and Invalidity Cover (ADIC) for a pay period.	Requirement	Mandatory	ADIC–1 ADIC–2
			Data Type	Money	
			Maximum Length	10 characters	
			Format	XXXXXXX.XX	
			Acceptable CSS/PSS values	"0 – 9", "." Negatives not allowed "0.00" if not applicable	
			Example	$13.84 would be "13.84" or $50 would be "50.00"	
138	Contribution Due Days	Contribution Due Days The number of public service pay days a casual PSS member's fortnightly casual salary payment covers. There will usually be only one contibution due day, but could be more than one in some cases. The figure is used to determine casual members' benefits.	Requirement	Conditional *Mandatory if Employment Status = "Casual"*	CDD–1
			Data Type	String	
			Length	1 character	
			Acceptable CSS/PSS values	"0 – 5"	

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
139	Negative ADIC Payment	Negative ADIC Payment Adjustments to the Additional Death and Invalidity Cover paid on behalf of the member.	Requirement	Mandatory	NADIC-1 NADIC-2
			Data Type	Money	
			Maximum Length	10 Characters	
			Format	-XXXXXX.XX	
			Acceptable CSS/PSS values	"0-9", ".", "–" Negatives or 0 only "0.00" if not applicable	
			Example	Negative $13.84 would be "-13.84" or negative $50 would be "-50.00"	
140	Negative Employer Productivity Superannuation Contribution (EPSC)	Negative Employer Productivity Superannuation Contribution (EPSC) Adjustments to the productivity contributions the employer has paid on behalf of the member.	Requirement	Mandatory	NEPSC-1 NEPSC-2
			Data Type	Money	
			Maximum Length	10 Characters	
			Format	-XXXXXX.XX	
			Acceptable CSS/PSS values	"0-9", ".", "–" Negatives or 0 only "0.00" if not applicable	
			Example	Negative $13.84 would be "-13.84" or negative $50 would be "-50.00"	
141	Negative Member Contribution	Negative Member Contribution Adjustments to the member's personal contributions paid from their after-tax (net) salary or earnings.	Requirement	Mandatory	NCONTS-1 NCONTS-2 NCONTS-3
			Data Type	Money	
			Maximum Length	10 Characters	
			Format	-XXXXXX.XX	
			Acceptable CSS/PSS values	"0-9", ".", "–" Negatives or 0 only "0.00" if not applicable	
			Example	Negative $13.84 would be "-13.84" or negative $50 would be "-50.00"	

4.15 Custom CSS/PSS Registration Details

The Custom CSS/PSS Registration Details section contains the customised registration information used by CSS/PSS, in particular, those used in benefit calculations. Where the field is not applicable, leave it blank. These fields will appear in ESO. 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.

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
142	Full Time Hours	Full Time Hours The standard fortnightly full time hours applying to the member's position.	Requirement	Conditional *Mandatory if Employment Status ≠ "Casual"*	FTHRS–1 FTHRS–2
			Data Type	String	
			Length	5 characters	
			Format	XX.XX	
			Acceptable CSS/PSS values	"0 – 9", "."	
			Example	Seventy five hours and thirty minutes should be reported as "75.50"	
143	Part Time Hours	Part Time Hours The approved part time hours for the position held by the employee within the agency subject to scheme rules.	Requirement	Conditional *Mandatory if Employment Status = "Part time"*	PTHRS–1 PTHRS–2 PTHRS–3 PTHRS–4 PTHRS–5
			Data Type	String	
			Length	5 characters	
			Format	XX.XX	
			Acceptable CSS/PSS values	"0 – 9", "."	
			Example	Seventeen hours and forty five minutes should be reported as "17.75"	
144	Part Time Hours Effective Date	Part Time Hours Effective Date The date the latest part time hours took effect.	Requirement	Conditional *Mandatory if Employment Status = "Part time"*	PTDATE-1 PTDATE–2 PTDATE–3 PTDATE–4
			Data Type	Date	
			Length	10 characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/PSS values	"0 – 9", "–"	

SAFFE Field No.	SAFFE for CSS/PSS Field Name	CSS/PSS Business Term and/or Definition	Instruction/Rule		CSS/PSS Business Rule Reference Code
145	Member Registration Pay Period Start Date	Member Registration Pay Period Start Date The pay period start date the member registration data relates to. This is the 'public service' payday date which is equal to each succeeding alternate Thursday from 5 July 1990.	Requirement	Mandatory	
			Data Type	Date	
			Length	10 Characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/ PSS values	"0 – 9", "–"	
146	Member Registration Pay Period End Date	Member Registration Pay Period End Date The pay period end date the member registration data relates to. This is the day before 'public service' payday date which is equal to each suceeding alternate Wednesday from 4 July 1990.	Requirement	Mandatory	
			Data Type	Date	
			Length	10 Characters	
			Format	YYYY-MM-DD	
			Acceptable CSS/ PSS values	"0 – 9", "–"	

5 Additional information

Please contact Employer Services on **1300 338 240** or email **employer.service@csc.gov.au** if you need further information or assistance.

Email
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