



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

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Corporation

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Commonwealth Superannuation Corporation (CSC) ABN: 48 882 817 243, AFSL: 238069, RSEL: L0001397

Defence Force
Retirement and Death
Benefits Scheme
ABN: 39 798 362 763

Australian Defence
Force Superannuation
ABN: 90 302 247 344
RSE: R1077063

Commonwealth
Superannuation Scheme
ABN: 19 415 776 361
RSE: R1004649

Public Sector
Superannuation
accumulation plan
ABN: 65 127 917 725
RSE: R1004601

Military Superannuation
and Benefits Scheme
ABN: 50 925 523 120
RSE: R1000306

Australian Defence
Force Cover
ABN: 64 250 674 722

Public Sector
Superannuation Scheme
ABN: 74 172 177 893
RSE: R1004595

1922 Scheme
DFRB Scheme
PNG Scheme
DFSPB
CSC retirement income

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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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 Belconnen ACT 2616
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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 PSSap whose ordinary time earnings are used to calculate the employer basic contribution" from the Rules in field 32. Inserted "Additionally, this information may be used for insurance purposes on behalf of members of PSSap" into Rules 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
	12/01/2005	6.2.1	Inserted "please refer to 'contact us' section for contact details".
12/01/2005	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." 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 Full-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

Date	Part affected	How affected	Author
11/01/2006	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
	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 PSS and CSS. This field should be zero-filled for these members."	S.Nocera
	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 9999999999. 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 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 PSSap may choose to opt out of the Fund. For further information on this topic please visit 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
	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

Date	Part affected	How affected	Author
12/01/2006	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
	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 CSS, please refer to Schedule 6 of this document.” Inserted additional rule “Temporary Transfer”.	S.Nocera
	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 2nd 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

Date	Part affected	How affected	Author
2/02/2006	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
	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
16/4/2008	6.2.6 – 36	Added rule “Joining a new Agency”.	S.Nocera
	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 PSSap.	S. Stidworthy
	6.2.4 – 18	Added to Rules information regarding how to retrieve overpayments in 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”. Amended wording in Rule choice of Fund.	S. Stidworthy
	6.2.6 – 40	Added rule “PSS Choice”.	S. Stidworthy
	6.2.7 – 55	Added rule “PSS Choice”.	S. Stidworthy
	27/02/2012	All	Removed all references to PSSap, PSS accumulation plan and added zero filling to the PIF Spec fields that reference PSSap.
Schedule 5		Removal of Schedule 5 – Membership number algorithm . No longer relevant as PSSap related. Schedule 6 becomes Schedule 5 .	G.Kladnig

1. Introduction

On behalf of the Commonwealth Superannuation Corporation (CSC), the schemes trustees, ComSuper administers 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.

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

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

From 1 July 2005, the PSS accumulation plan (PSSap) is the scheme that is open to new Australian Government employees. This plan is administered by Pillar from 11 February 2012.

From 1 July 2008 contributing members of PSS may opt out of PSS and join 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 Support and Data Integrity team

Telephone: **1300 338 240**

Facsimile: (02) 6272 9996

E-mail: **dataadmin@comsuper.gov.au**

4. Superannuation data reporting requirements

For the implementation of PSSap, 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 CSC to rely on information provided by employers or former employers in respect of members of PSS and CSS. Please be aware that when CSC 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.

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.

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 (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 1,024 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 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

Field Number 1	
Field name	Employer ID
Field start	1
Field finish	20
Field length	20 alphanumeric characters.
Format	Left justified and space-filled.
Acceptable values	Values as provided by ComSuper – please refer to “contact us” section for contact details.
Description	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 (ESO) should not be used in this field.
Reference	None
Examples	DEFENCE for the Department of Defence.
Rules	Changing the Employer ID Employers should contact Employer Support 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
Field length	15 numeric characters.
Format	Zero-filled.
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	None
Rules	None

Field Number 3	
Field name	Pay day
Field start	36
Field finish	43
Field length	8 numeric characters.
Format	YYYYMMDD
Acceptable values	Any valid date on or after 1 July 2005.
Description	The payday to which the Payroll Interface File relates. For members of either PSS or CSS, this will generally be the actual date of the fortnightly public service payday.
Reference	Australian Standard, AS 4590–1999.
Examples	20051007 20051010
Rules	None

6.2.2 Member details

Field Number 4	
Field name	Pay Centre ID
Field start	44
Field finish	53
Field length	10 alphanumeric characters.
Format	Left justified and space-filled.
Acceptable values	Any alphanumeric value accepted.
Description	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.
Reference	None
Examples	COMSUPER08
Rules	Employers without individual pay centres Employers that do not have individual pay centres should zero-fill this field. This field should not be left blank. Changing or Adding Pay Centres Employers should contact Employer Support if they wish to create a new pay centre or amend an existing one.

Field Number 5	
Field name	Scheme ID
Field start	54
Field finish	58
Field length	5 alphabetic characters – no spaces or delimiters.
Format	Left justified, upper-case.
Acceptable values	CSSDB = member of CSS. PSSDB = member of PSS.
Description	A field that identifies the member's scheme and where any contributions should be paid. This field must be populated correctly for all members.
Reference	None
Examples	See acceptable values above.
Rules	None

Field Number 6	
Field name	Membership Number
Field start	59
Field finish	68
Field length	10 numeric characters.
Format	Right justified and padded with leading zeros – no spaces or delimiters.
Acceptable values	From 0000000001 to 9999999999.
Description	A unique member identification number used for ComSuper's administration purposes.
Reference	See Schedule 4 – AGS Number algorithm, and Schedule 5 – Membership number algorithm.

Field Number 6	
Examples	None
Rules	Members of either the PSS defined benefit plan or CSS 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 The AGS number must be provided as the membership number for members of either PSS or CSS.

Field Number 7	
Field name	Employee Payroll Number
Field start	69
Field finish	83
Field length	15 alphanumeric characters.
Format	Left justified and space-filled.
Acceptable values	Any unique alphanumeric identifier generated through the payroll system.
Description	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.
Reference	None
Examples	74008910 89567729 1000DB-8999947
Rules	PSS Choice Members that have opted out of PSS and joined PSSap can have the same payroll ID for both memberships. AGS Numbers If the member's AGS number is also used as the Employee Payroll Number, it should be repeated here.

Field Number 8	
Field name	Tax File Number
Field start	84
Field finish	92
Field length	9 numeric characters.
Format	No delimiters.
Acceptable values	Any valid Tax File Number (TFN) issued by the ATO to the member or space-filled or zero-filled (see rules below).
Description	The member's Tax File Number as issued by the Australian Taxation Office (ATO).
Reference	The ATO's TFN algorithm.
Examples	000000000

Field Number 8	
Rules	<p>TFN not available If the member's TFN is not known or available, employers should space-fill this field.</p> <p>TFN refused Members may refuse to provide their TFN for superannuation purposes. If this happens, employers should report 000000000.</p>

Field Number 10	
Rules	<p>Members with only one name If a member only has one name, this should be used in the family name field.</p> <p>Changing family name 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.</p>

Field Number 9	
Field name	Name title
Field start	93
Field finish	104
Field length	12 alpha characters.
Format	Left justified and all upper case.
Acceptable values	See Schedule 1 – Commonly used name title codes.
Description	A title used to address a member in a social context, which could be either over the phone, in writing, or in person.
Reference	Australian Standard, AS 4590–1999.
Examples	PROF for Professor DR for Doctor
Rules	None

Field Number 11	
Field name	Given name(s)
Field start	145
Field finish	184
Field length	40 characters.
Format	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, rest lower-case iii. in the format normally written.
Acceptable values	Any alpha text (including spaces, apostrophes and hyphens), but no commas or brackets.
Description	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.
Reference	Australian Standard, AS 4590–1999.
Examples	DANIEL GLENN Andrea Kerri-Ann Mary-Anne
Rules	<p>Multiple given names If a member has more than one given name, all given names should be reported in full wherever possible.</p> <p>Members with only one name If a member only has one name, this should be used in the family name field.</p> <p>Changing given name(s) 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.</p>

Field Number 10	
Field name	Family name
Field start	105
Field finish	144
Field length	40 characters.
Format	Left justified and either: <ul style="list-style-type: none"> i. all upper-case ii. upper-case first character, rest lower-case iii. in the format normally written.
Acceptable values	Any alpha text (including spaces, apostrophes and hyphens), but no commas or brackets.
Description	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.
Reference	Australian Standard, AS 4590–1999.
Examples	SMITH McGregor Reeves-Smith O'Donnell

Field Number 12	
Field name	Date of Birth
Field start	185
Field finish	192
Field length	8 numeric characters.
Format	YYYYMMDD
Acceptable values	Any valid, correctly formatted date.
Description	The member's date of birth as it appears on the member's birth certificate.
Reference	Australian Standard, AS 4590–1999.
Examples	19840126 19390910
Rules	<p>Changing date of birth 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.</p> <p>Maximum and minimum ages A member may not contribute to PSS or CSS if he or she is aged 75 years or over.</p>

Field Number 13	
Field name	Sex
Field start	193
Field finish	193
Field length	1 alphabetic character.
Format	Uppercase – no spaces, no delimiters.
Acceptable values	M for male, F for female – no other characters will be accepted.
Description	The member's sex.
Reference	Australian Standard, AS 4590–1999.
Examples	See acceptable values above.
Rules	None

Field Number 14	
Field name	Previous family name
Field start	194
Field finish	233
Field length	40 characters.
Format	Space-filled.
Acceptable values	Any alpha text.
Description	This field is no longer a requirement within the Payroll Interface File and should be space-filled.

Field Number 14	
Reference	None
Examples	None
Rules	None

6.2.3 Commencement information

Field Number 15	
Field name	Employment Start Date
Field start	234
Field finish	241
Field length	8 numeric characters.
Format	YYYYMMDD
Acceptable values	Any valid, correctly formatted date.
Description	This is the date that the member started employment with the current employer– it may be different to the Scheme Commencement Date (detailed below).
Reference	Australian Standard, AS 4590–1999.
Examples	19760701 20051207
Rules	<p>Temporary (non-ongoing) employees – Contract Renewal 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 not be reported here.</p> <p>Temporary Transfer 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.</p>

Field Number 16	
Field name	Scheme Commencement Date
Field start	242
Field finish	249
Field length	8 numeric characters.
Format	YYYYMMDD
Acceptable values	Any valid, correctly formatted date.

Field Number 16	
Description	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.
Reference	Australian Standard, AS 4590–1999. Training notes on membership eligibility and scheme commencement dates are available from employer.pss-css.gov.au
Examples	19760701 19981207
Rules	<p>Permanent (ongoing) employees For permanent (ongoing) employees, this will be the later of the date that the member either:</p> <ul style="list-style-type: none"> commenced permanent employment <p>or</p> <ul style="list-style-type: none"> recommenced permanent employment <p>or</p> <ul style="list-style-type: none"> 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> <p>Temporary (non-ongoing) employees For temporary (non-ongoing) employees, this will be the later of the date:</p> <ul style="list-style-type: none"> the member elected to become a member <p>or</p> <ul style="list-style-type: none"> 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>

6.2.4 Current contribution information

Field Number 17	
Rules	<p>CSS and PSS If the total amount reported here for any given member is negative, the amount should be reported with a leading minus sign.</p> <p>Employees aged 75 or over Member contributions are not payable for employees who have reached their 75th birthday. Membership should cease when a member turns 75.</p>

Field Number 18	
Field name	Employer Basic Contribution
Field start	258
Field finish	265
Field length	8 alphanumeric characters.
Format	Right justified and padded with leading zeros and leading negative sign if required (see Rules below).
Acceptable values	From -9999999 to 99999999.
Description	For members of either PSS or CSS, this is the total amount of any productivity contributions – also known as the Employer Productivity Superannuation Contribution (EPSC).
Reference	<p>Refer to eac.csc.gov.au/your-toolkit/rates-and-formulas/ for the current EPSC rates.</p> <p>Training notes that cover the calculation of employer basic contributions for members of PSSap are available from employer.pss-css.gov.au</p>
Examples	<p>\$85.34 would be reported as 00008534.</p> <p>Negative \$85.34 would be reported as -0008534.</p>

Field Number 18	
Rules	<p>CSS and PSS</p> <p>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 PSS and CSS.</p> <p>Employees aged 70 years or older</p> <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> <p>Former MBL members</p> <p>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.</p>

Field Number 19	
Field name	Employer Additional Contribution
Field start	266
Field finish	273
Field length	8 numeric characters.
Format	Zero-filled.
Acceptable values	00000000
Description	This field is no longer a requirement within the Payroll Interface File and should be zero-filled.
Reference	None
Examples	None
Rules	None

Field Number 20	
Field name	Salary Sacrifice Contribution
Field start	274
Field finish	281
Field length	8 numeric characters.
Format	Zero-filled.
Acceptable values	00000000
Description	This field is no longer a requirement within the Payroll Interface File and should be zero-filled.
Reference	None
Examples	None
Rules	None

Field Number 21	
Field name	Employer Shortfall Contribution
Field start	282
Field finish	289
Field length	8 numeric characters.
Format	Zero-filled.
Acceptable values	00000000
Description	This field is no longer a requirement within the Payroll Interface File and should be zero-filled.
Reference	None
Examples	None
Rules	None

Field Number 22	
Field name	ADIC Payment
Field start	290
Field finish	297
Field length	8 numeric characters.
Format	Right justified, padded with leading zeros and a leading negative sign if required.
Acceptable values	From -9999999 to 99999999.

Field Number 22	
Description	<p>For a member of 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 CSS. This field should be zero-filled for these members.</p>
Reference	None
Examples	<p>\$13.84 would be reported as 00001384. Negative \$13.84 would be reported as -0001384.</p>
Rules	<p>Proportion of payments</p> <p>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.</p> <p>Employees aged 60 years or older</p> <p>ADIC is not applicable for members who have reached their 60th birthday. All ADIC payments should cease when a member turns 60.</p>

6.2.5 Supporting information – used to calculate contributions

Field Number 23	
Field name	Ordinary Time Earnings (OTE) or Fortnightly Contribution Salary (FCS) Flag
Field start	298
Field finish	300
Field length	3 alphanumeric characters.
Format	No delimiters or spaces – this field should be zero-filled for members of PSS and CSS.
Acceptable values	000
Description	This field is no longer a requirement within the Payroll Interface File and should be zero-filled.
Reference	None
Examples	None
Rules	None

Field Number 24	
Field name	Annual Salary for Super
Field start	301
Field finish	310
Field length	10 numeric characters.
Format	Reported in cents, right justified and padded with leading zeros – no spaces or delimiters.
Acceptable values	From 0000000000 to 9999999999.

Field Number 24	
Description	<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 <p>or</p> <ul style="list-style-type: none"> • 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>
Reference	For training notes on how to calculate the member's annual salary, please visit employer.pss-css.gov.au

Field Number 24	
Examples	\$42,895 would be reported as 0004289500.
Rules	Casual members Employers should zero-fill this field for casual members.

Field Number 25	
Field name	Notional Salary for Super
Field start	311
Field finish	320
Field length	10 numeric characters.
Format	Reported in cents, right justified and padded with leading zeros – no spaces or delimiters.
Acceptable values	From 0000000000 to 9999999999.
Description	<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 <p>or</p> <ul style="list-style-type: none"> • 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 employer.pss-css.gov.au for more information.</p>
Reference	For training notes on how to calculate the member's annual salary, please visit employer.pss-css.gov.au
Examples	\$42,895 would be reported as 0004289500.
Rules	Full-time or part-time members not receiving a PIP Employers should zero-fill this field for full-time or part-time members who are not receiving a Partial Invalidity Pension.

Field Number 26	
Field name	Annual and/or Notional Salary for Super Effective Date
Field start	321
Field finish	328
Field length	8 numeric characters.
Format	YYYYMMDD
Acceptable values	Any valid, correctly formatted date.
Description	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.
Reference	Australian Standard, AS 4590–1999.
Examples	20050826
Rules	<p>Retrospective changes 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.</p> <p>Nil Change 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.</p> <p>Temporary Transfer 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.</p> <p>Joining a new Agency 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.</p>

Field Number 27	
Field name	Fortnightly Ordinary Time Earnings
Field start	329
Field finish	338
Field length	10 numeric characters.
Format	Right justified, padded with leading zeros and a leading negative sign if required.
Acceptable values	From -999999999 to 999999999.
Description	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).

Field Number 27	
	This information will be mandatory from 1 July 2008 for all members, including members of PSS and CSS.
Reference	SG legislation and ATO determinations.
Examples	<p>\$4,289.50 should be reported as 0000428950.</p> <p>Negative \$4,289.50 should be reported as -000428950.</p>
Rules	Monthly Employers Employers reporting on a monthly pay cycle should include all pay periods represented within that month.

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

Field Number 29	
Field name	Contribution Due Days
Field start	349
Field finish	350
Field length	2 numeric characters.
Format	Right justified and padded with leading zeros – no spaces, negatives, or delimiters.
Acceptable values	00 to 99.
Description	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

Field Number 29	
	<p>contribution due day, but could be more than one in some cases.</p> <p>This field is only applicable to casual members of PSS. This field should be zero-filled if not applicable to the member.</p>
Reference	None
Examples	00 01
Rules	<p>Monthly Employers Employers reporting on a monthly pay cycle should include all pay periods represented within that month.</p>

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

Field Number 31	
Field name	Percentage Rate – Effective Date
Field start	353
Field finish	360
Field length	8 numeric characters.
Format	YYYYMMDD
Acceptable values	Any valid, correctly formatted date.
Description	<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>
Reference	Australian Standard, AS 4590–1999.
Examples	20050701 20051207
Rules	<p>Retrospective changes Retrospective changes to percentage rates can be made for the most recent change only. For amendments to earlier percentage rates, please contact ComSuper.</p> <p>Temporary Transfer 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.</p> <p>Joining a new Agency 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.</p>

6.2.6 Employment details

Field Number 32	
Field name	Employment Status
Field start	361
Field finish	361
Field length	1 alphabetic character.
Format	Uppercase, no spaces or delimiters.
Acceptable values	P for part-time employees. F for full-time employees. C for casual employees.
Description	A single-character field that is used to identify whether a member's employment is part-time, full-time, or casual.
Reference	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 employer.pss-css.gov.au
Examples	See acceptable values above.
Rules	<p>CSS members Members of CSS cannot be casual employees nor can they be temporary part-time employees.</p> <p>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.</p>

Field Number 33	
Field name	Employment Status – Effective Date
Field start	362
Field finish	369
Field length	8 numeric characters.
Format	YYYYMMDD and no spaces or delimiters.
Acceptable values	Any valid, correctly formatted date.
Description	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.
Reference	Australian Standard, AS 4590–1999.
Examples	20050701

Field Number 33	
Rules	<p>CSS members CSS members ordinarily have to qualify before being recognised as having changed employment status. For details on changing employment status in CSS, please refer to Schedule 6 of this document.</p> <p>Retrospective changes 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.</p> <p>Temporary Transfer 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.</p> <p>Joining a new Agency 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.</p>

Field Number 34	
Field name	Full-time Hours
Field start	370
Field finish	375
Field length	6 numeric characters.
Format	HHHHMM, right justified and padded with leading zeros if necessary– no spaces or delimiters. This field should be zero-filled for casual members.
Acceptable values	000000 to 999959.
Description	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.
Reference	For information on the calculation of full-time and part-time hours, please visit employer.pss-css.gov.au
Examples	007330 for 73 hours and 30 minutes. 007500 for 75 hours. 007800 for 78 hours.
Rules	None

Field Number 35	
Field name	Part-time Hours
Field start	376
Field finish	381
Field length	6 numeric characters.
Format	HHHHMM, right justified and padded with leading zeros if necessary – no spaces or delimiters.
Acceptable values	000100 to 999959.
Description	<p>The fortnightly part-time hours applying to the member's position. With the exception of members of CSS (see rules below for CSS members),</p> <ul style="list-style-type: none"> the part-time hours that should be reported here are the later of either: the part-time hours (if any) on commencement to the scheme <p>the part-time hours (if any) applicable on the member's most recent birthday.</p> <p>This field should be zero-filled for full-time or casual members.</p>
Reference	For information on the calculation of full-time and part-time hours, please visit employer.pss-css.gov.au
Examples	003645 for 36 hours and 45 minutes. 003730 for 37 hours and 30 minutes. 003900 for 39 hours.
Rules	<p>CSS members</p> <p>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.</p>

Field Number 36	
Field name	Part-time Hours – Effective Date
Field start	382
Field finish	389
Field length	8 numeric characters.
Format	YYYYMMDD and no spaces or delimiters.
Acceptable values	Any valid, correctly formatted date.

Field Number 36	
Description	<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>
Reference	Australian Standard, AS 4590–1999.
Examples	20050701
Rules	<p>Retrospective changes</p> <p>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.</p> <p>Temporary Transfer 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.</p> <p>Joining a new Agency 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.</p>

Field Number 37	
Field name	LWOP (contributions not payable) – Start Date
Field start	390
Field finish	397
Field length	8 numeric characters.
Format	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.
Acceptable values	Any valid, correctly formatted date (or zero-filled).
Description	<p>This is the date that the member's most recent period of leave without pay (LWOP), where contributions were not payable, started.</p> <p>Only the current LWOP period should be reported. Past LWOP dates are not required.</p>
Reference	Training notes covering leave without pay in PSS and CSS are available from employer.pss-css.gov.au
Examples	20050701

Field Number 37	
Rules	<p>Transferred members 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.</p> <p>Maximum Benefit Limit (MBL) – PSS Members 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.</p> <p>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.</p>

Field Number 38	
Field name	LWOP (contributions not payable) – End Date
Field start	398
Field finish	405
Field length	8 numeric characters.
Format	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.
Acceptable values	Any valid, correctly formatted date.
Description	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.
Reference	Australian Standard, AS 4590–1999.
Examples	20050731
Rules	<p>Transferred members The current employer is not required to report any periods of leave without pay in relation to earlier employment with a different participating employer.</p>

Field Number 39	
Field name	Employment Cease Date
Field start	406
Field finish	413
Field length	8 numeric characters.

Field Number 39	
Format	YYYYMMDD and no spaces or delimiters. This field should be zero-filled if not applicable.
Acceptable values	Any valid, correctly formatted date.
Description	<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>From 1 July 2008 members of PSS can opt out of PSS, this will cease their membership in PSS.</p>
Reference	Australian Standard, AS 4590–1999.
Examples	20050731
Rules	<p>Casual members Specific rules cover when a casual member of PSS is deemed to have ceased employment for superannuation purposes. For training notes on this topic, please visit employer.pss-css.gov.au</p> <p>PSS Choice The employment cease date for members that have opted out of 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.</p>

Field Number 40	
Field name	Cessation Reason Code
Field start	414
Field finish	415
Field length	2 numeric characters.
Format	No spaces or delimiters.
Acceptable values	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
Description	A double-character field that is used to identify the reason for a member ceasing employment or membership.
Reference	None

Field Number 40	
Examples	01 for a resignation. 04 for a transfer to another participating employer.
Rules	<p>Member not ceased 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.</p> <p>PSS Choice From 1 July 2008 members of PSS can opt out of membership in PSS, the code 05 above should be used to cease these memberships.</p>

6.2.7 Member contact information

Field Number 41	
Field name	Address Line 1
Field start	416
Field finish	455
Field length	40 alphanumeric characters.
Format	<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>
Acceptable values	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.
Description	<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.
Reference	Australian Standard, AS 4590–1999, Australia Post Address Presentation Standards.
Examples	UNIT 198 HAMPTON APARTMENTS 146 MARINE PDE 10 SUSSEX STREET
Rules	<p>Privacy legislation Please note that some members may refuse to allow employers to report address details to CSC (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i>.</p>

Field Number 42	
Field name	Address Line 2
Field start	456
Field finish	495
Field length	40 alphanumeric characters.
Format	<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>
Acceptable values	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.
Description	<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>
Reference	Australian Standard, AS 4590–1999, Australia Post Address Presentation Standards.
Examples	146 MARINE PDE 10 SUSSEX STREET
Rules	<p>Privacy legislation Please note that some members may refuse to allow employers to report address details to CSC (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i>.</p>

Field Number 43	
Field name	Address Line 3
Field start	496
Field finish	535
Field length	40 alphanumeric characters
Format	<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>
Acceptable values	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.

Field Number 43	
Description	This should only contain the city, state code, and postcode for overseas addresses only. This field should not include the suburb/town, the state/territory, or postcode of an address within Australia.
Reference	Australian Standard, AS 4590–1999, Australia Post Address Presentation Standards.
Examples	None
Rules	Privacy legislation Please note that some members may refuse to allow employers to report address details to CSC (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

Field Number 44	
Field name	Suburb/Town
Field start	536
Field finish	581
Field length	46 alphanumeric characters.
Format	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. This field should be space-filled if an address is not known or the member has refused to provide it. No commas should be reported in the address.
Acceptable values	Any combination of alphanumeric characters.
Description	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.
Reference	Australian Standard, AS 4590–1999, Australia Post Address Presentation Standards.
Examples	BELCONNEN BOOROWA NORTH RYDE
Rules	Privacy legislation Please note that some members may refuse to allow employers to report address details to CSC (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

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

Field Number 46	
Field name	Post Code
Field start	585
Field finish	588
Field length	4 alphanumeric characters (accommodates Australian postcodes).
Format	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.
Acceptable values	Any combination of alphanumeric characters representing a valid Australian postcode. International

Field Number 46	
	<p>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. 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>
Description	This should contain the appropriate postcode given in the member's address.
Reference	Australia Post Address Presentation Standards.
Examples	2615 for Fraser ACT.
Rules	<p>Privacy legislation</p> <p>Please note that some members may refuse to allow employers to report address details to CSC (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i>.</p>

Field Number 47	
Field name	Country
Field start	589
Field finish	628
Field length	40 alphabetic characters.
Format	Left justified – alphabetic characters should be upper-case.
Acceptable values	See Schedule 3 for a list of valid country codes.
Description	<p>This should be either:</p> <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.
Reference	International Standard, ISO 3166-1 (Alpha-2), Australia Post Address Presentation Standards.
Examples	AT for Austria. AU for Australia. IRAN, ISLAMIC REPUBLIC OF.
Rules	<p>Privacy legislation</p> <p>Please note that some members may refuse to allow employers to report address details to CSC (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i>.</p>

Field Number 48	
Field name	Work Email Address
Field start	629
Field finish	708
Field length	80 alphanumeric characters.
Format	Left justified, free text – the email address should appear in as it is written, with the same use of upper and lower case characters as appears in the email address.
Acceptable values	Any combination of alphanumeric characters.
Description	This should contain the member's work email address.
Reference	None
Examples	john.smith@comsuper.gov.au michael.smith1@comsuper.gov.au
Rules	<p>Privacy legislation</p> <p>Please note that some members may refuse to allow employers to report address details to CSC (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i>.</p>

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

Field Number 50	
Field name	Work Telephone Number
Field start	789
Field finish	807
Field length	19 alphanumeric characters – accepts all known numbers, including country and area codes.
Format	<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>
Acceptable values	Any combination of alphanumeric characters.
Description	This should contain the member’s work telephone number (if available).
Reference	Australian Standard, AS 4590–1999.
Examples	<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>
Rules	<p>Privacy legislation</p> <p>Please note that some members may refuse to allow employers to report address details to CSC (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i>.</p>

Field Number 51	
Field name	Home Telephone Number
Field start	808
Field finish	826
Field length	19 alphanumeric characters – accepts all known numbers, including country and area codes.

Field Number 51	
Format	<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>
Acceptable values	Any combination of alphanumeric characters.
Description	This should contain the member’s home telephone number (if available).
Reference	Australian Standard, AS 4590–1999.
Examples	<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>
Rules	<p>Privacy legislation</p> <p>Please note that some members may refuse to allow employers to report address details to CSC (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i>.</p>

Field Number 52	
Field name	Mobile Telephone Number
Field start	827
Field finish	845
Field length	19 alphanumeric characters – accepts all known numbers, including country and area codes.
Format	<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>
Acceptable values	Any combination of alphanumeric characters.

Field Number 52	
Description	This should contain the member's mobile number (if any).
Reference	Australian Standard, AS 4590–1999.
Examples	use 0411 658258 for 0411 658 258 use +48602 358399 for +48 (602) 358 399 (in this example the country and mobile codes are for Poland).
Rules	Privacy legislation Please note that some members may refuse to allow employers to report address details to CSC (and therefore ComSuper) under the Information Privacy Principles (IPPs) contained in the <i>Privacy Act 1988</i> .

6.2.8 Insurance details

Field Number 53	
Field name	Base annual salary
Field start	846
Field finish	855
Field length	10 numeric characters.
Format	Zero-filled.
Acceptable values	0000000000
Description	This field is no longer a requirement within the Payroll Interface File and should be zero-filled.
Reference	None
Examples	None
Rules	Members of CSS and PSS Employers should zero-fill this field for members of CSS and PSS.

Field Number 54	
Field name	Employment Type
Field start	856
Field finish	856
Field length	1 alphabetic character.
Format	Space-filled.
Acceptable values	
Description	This field is no longer a requirement within the Payroll Interface File and should be space-filled.
Reference	None
Examples	None

Field Number 54	
Rules	Members of CSS and PSS Employers should space-fill this field for members of CSS and PSS.

Field Number 55	
Field name	Current Term of Employment Start Date
Field start	857
Field finish	864
Field length	8 numeric characters.
Format	Zero-filled.
Acceptable values	00000000
Description	This field is no longer a requirement within the Payroll Interface File and should be zero-filled.
Reference	Australian Standard, AS 4590-1999.
Examples	20050701
Rules	Members of CSS and PSS Employers should zero-fill this field for members of CSS and PSS.

Field Number 56	
Field name	Current Term of Employment End Date
Field start	865
Field finish	872
Field length	8 numeric characters.
Format	Zero-filled.
Acceptable values	00000000
Description	This field is no longer a requirement within the Payroll Interface File and should be zero-filled.
Reference	Australian Standard, AS 4590-1999.
Examples	None.
Rules	Members of CSS and PSS Employers should zero-fill this field for members of CSS and PSS.

6.3 Payroll Interface File – Body (overview)

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

Area	Field Name	Width	Format	Value	CSS	PSS		
	31	Percentage Rate – Effective Date	8	Numeric.	YYYYMMDD	Y	Y	
Employment details	32	Employment Status	1	Alpha.	F, P, or C only.	Y	Y	
	33	Employment Status – Effective Date	8	Num.	YYYYMMDD	Y	Y	
	34	Full-time Hours	6	Numeric, right justified, padded with leading zeros.		Y	Y	
	35	Part-time Hours	6	Numeric, right justified, padded with leading zeros.		Y	Y	
	36	Part-time Hours – Effective Date	8	Numeric.	YYYYMMDD	Y	Y	
	37	LWOP (contributions not payable) – Start Date.	8	Numeric.	YYYYMMDD	Y	Y	
	38	LWOP (contributions not payable) – End Date.	8	Numeric.	YYYYMMDD	Y	Y	
	39	Employment Cease Date	8	Numeric.	YYYYMMDD	Y	Y	
	40	Cessation Reason Code	2	Numeric.		Y	Y	
Member contact information	41	Address Line 1	40	Alpha/Num.		Y	Y	
	42	Address Line 2	40	Alpha/Num.		Y	Y	
	43	Address Line 3	40	Alpha/Num.		Y	Y	
	44	Suburb / Town	46	Alpha/Num.		Y	Y	
	45	State Code	3	Alpha.		Y	Y	
	46	Post Code	4	Alpha/Num.		Y	Y	
	47	Country	40	Alpha.	Full country name.	Y	Y	
	48	Work E-Mail Address	80	Alpha/Num.		Y	Y	
	49	Personal E-Mail Address	80	Alpha/Num.		Y	Y	
	50	Work Telephone Number	19	Alpha/Num.		Y	Y	
	51	Home Telephone Number	19	Alpha/Num.		Y	Y	
	52	Mobile Telephone Number	19	Alpha/Num.		Y	Y	
Insurance details	53	Base Annual Salary	10	Zero-filled.	Zero-fill for PSSDB and CSSDB members.	N/A	N/A	
	54	Employment Type	1	Space-filled.	P or T only.	N/A	N/A	
	55	Current Term of Employment Start Date	8	Zero-filled.	YYYYMMDD	N/A	N/A	
	56	Current Term of Employment End Date	8	Zero-filled.	YYYYMMDD	N/A	N/A	
	57	Filler	152	Char.	Padded with blank characters.	Y	Y	
Total Bytes	1,024	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 (no longer applicable)	15	Zero-filled.	
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 (no longer applicable)	15	Zero-filled.	
Total Salary Sacrifice Contributions (no longer applicable)	15	Zero-filled.	
Total Employer Shortfall Contributions (no longer applicable)	15	Zero-filled.	
Total ADIC Payments	15	Num, right justified, padded with leading zeros.	
Filler	863	Char.	Spaces
Total Bytes		1,024	

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 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 1300 338 240 or employer.service@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 CSC, ComSuper publishes a monthly newsletter (Employer News) for employers, including payroll and human resource staff. Many of these are available online from employer.pss-css.gov.au

Training notes

Comprehensive training notes are available for PSS and CSS at employer.pss-css.gov.au

10. Glossary of terms used in this document

Term used	Explanation
Casual employee	For the purposes of PSS, an employee who: <ul style="list-style-type: none"> • is a temporary (non-ongoing) employee • is working less than full-time hours • is in receipt of loading in lieu of leave entitlements. Casual employees cannot be members of CSS.
Commonwealth Superannuation Scheme (CSS)	The superannuation scheme established by the <i>Superannuation Act 1976</i> and the associated regulations and determinations. From 1 July 1976, CSS superseded the superannuation arrangements established under the <i>Superannuation Act 1922</i> . CSS closed to new members from 1 July 1990.
Employer superannuation liability contributions	An amount paid by an employer that represents the notional cost per employee for membership of either PSS or CSS. This is not paid into the PSS Fund, but is instead moved back into the Consolidated Revenue Fund.
Existing interest	An employee would have an existing interest in PSS or CSS if he/she is a current member of PSS or CSS or CSS preserved benefit, has a PSS deferred benefit or is a PSS or CSS invalidity pensioner.
Full-time employee	Generally for the purposes of PSS & CSS, an employee who: <ul style="list-style-type: none"> • is a permanent (ongoing) or temporary (non-ongoing) employee and • is working full-time hours.
Government Co-contribution	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.
Maximum Benefit Limit (MBL)	An upper limit that is placed on a benefit that may be paid to a PSS member
Participating employer	The Commonwealth or an approved authority as defined in the respective: <ul style="list-style-type: none"> • <i>Superannuation Act 1990</i> for the purposes of PSS, or <i>Superannuation Act 1976</i> for the purposes of CSS.
Part-time employee	Generally for the purposes of PSS & CSS, an employee who: <ul style="list-style-type: none"> • is a permanent (ongoing) or temporary (non-ongoing) employee • is working less than full-time hours • is not in receipt of loading in lieu of leave entitlements • temporary (non-ongoing) part-time employees cannot be members of CSS.
Payroll Interface File	A single file containing the superannuation information of every employee who is a member of either PSS or CSS. This file is reported by employers every payday and replaces the CCD and SED files.
Public Sector Superannuation (PSS) scheme Public Sector Superannuation accumulation plan (PSSap)	The superannuation scheme established by the <i>Superannuation Act 1990</i> and the associated rules and determinations. PSS commenced from 1 July 1990 replacing CSS for new employees of the Australian Public Service (APS) and approved authorities. PSS closed to most new members from 1 July 2005. New members from that date will join PSSap. The superannuation scheme established under the <i>Superannuation Act 2005</i> and the associated rules and determinations. From 1 July 2005 new employees of the Australian Public Service (APS) and approved authorities who elect, or are required to join, PSS will join PSSap. PSS closed to most new members from 1 July 2005.

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
Admiral	ADML
Air Marshall	AM
Ambassador	AMBSR
Associate Professor	ASSOC PROF
Brigadier	BRIG
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
Sergeant	SGT
Sir	SIR
Squadron Leader	SQNLDR
Sister	SR
Superintendent	SUPT

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
Alley	ALLY
Avenue	AVE
Boulevard	BVD
Circuit	CCT
Close	CL
Court	CT
Crescent	CRES
Drive	DR
Highway	HWY
Lane	LANE
Park	PARK
Place	PL
Road	RD
Square	SQ
Street	ST
Terrace	TCE
Walk	WALK
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
Australia	AU
Austria	AT
Cambodia	KH
Germany	DE
Indonesia	ID
Iraq	IQ
Japan	JP
New Zealand	NZ
United Kingdom	GB
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:

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

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 – 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 Support Desk on **1300 338 240** or email employer.service@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 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.

In 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 \$34,598 and on the next birthday is \$36,754.

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.

$$\begin{aligned} \mathbf{A} &= \$36,754 \div 26 \times 5\% \\ &= \$70.70 \end{aligned}$$

$$\begin{aligned} \mathbf{B} &= 126 \text{ working days (25.1.05 to 19.7.05)} \times 7.35 \text{ hours} \\ &= 926.10 \text{ hours} \\ &+ \\ &69 \text{ working days (20.7.05 to 24.10.05)} \times 5 \text{ hours} \\ &= 345 \text{ hours} \\ &+ \\ &66 \text{ working days (25.10.05 to 24.1.06)} \times 5.5 \text{ hours} \\ &= 363 \text{ hours} \\ &= 1,634.10 \text{ hours} \end{aligned}$$

$$\begin{aligned} \mathbf{C} &= 7.35 \text{ hours} \times 261 \text{ days} \\ &= 1,918.35 \text{ hours} \end{aligned}$$

$$\begin{aligned} \mathbf{Contribution} &= \$70.70 \times 1,634.10 \div 1,918.35 \\ &= \$60.30 \text{ per fortnight} \end{aligned}$$

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.

PSS 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.

There are no qualifying periods in 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.

PSS members in receipt of Partial Invalidation 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 PSSap.



Email
employer.service@csc.gov.au



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