

SuperStream Alternative File Format (SAFF)

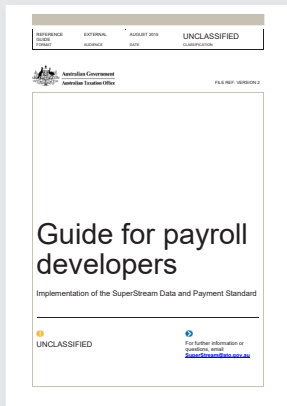
Supplementary information for creating contributions data

Combined Aware Super accumulation and defined benefit data

This document contains additional information about creating contributions data using the *SuperStream Alternative File Format (SAFF)* in conjunction with our clearing house, SuperChoice.

Important reference documents

The following documents along with this supplementary document contain important details for your IT staff or payroll provider about creating a SAFF file for use with SuperChoice:



Australian Taxation Office (ATO) SuperStream alternative file format guidance

Visit: <http://softwaredevelopers.ato.gov.au/contributions>

Accept the disclaimer when the page first appears

Select: 4. SuperStream alternative file format

Important things to note

Consider the following notes when preparing your contributions data using the SAFF file format:

- 1 The SAFF file format has 133 columns. All columns must be present, although only 38 columns require data.
- 2 Data is required in **two sections** when joining new employees as members:
 - a) Most information goes into the **Super Fund Member Common** section
 - b) Some additional information goes into the **Super Fund Member registration** section.
- 3 The first row must contain Header Values exactly as specified by the ATO and SuperChoice.
- 4 Section headings and column headings must be provided, and they must match the ATO sample file.

Sections

Consider the following section requirements when preparing your contributions data using the SAFF file format.

Section	Purpose
Header	This section should be left blank
Sender	This section should be left blank
Payer	This section should be left blank
Payee/Receiver	<p>The Unique Superannuation Identifier (USI) field is required in this section to identify the superannuation fund product of each employee.</p> <p>Aware Super has 2 USI:</p> <ul style="list-style-type: none"> Accumulation – 53226460365001 Defined Benefit – 53226460365003 <p>One row should be entered for an employee per USI where that employee has both accumulation and defined benefit contributions</p>
Employer	This section is used to identify you – the employer.
Super Fund Member Common	<p>This section contains fields and is used to identify the employee for whom the contribution is paid.</p> <p>This section should be completed on every file.</p>
Super Fund Member Contributions	This is used to identify contributions details
Super Fund Member Registration	<p>This section is only required when joining a new employee as a member; or for an existing employee who is already an Aware Super member but has changed employers to you.</p> <p>This section should be combined with the "Super Fund Member Common" section.</p>
Defined Benefit Contributions	This is used to identify defined benefit contributions details only.
Defined Benefit Registration	<p>This section is used to provide changes for a defined benefit employee, including those defined benefit members who transfer from one employer to another.</p> <p>This section should be combined with the "Super Fund Member Common" section.</p> <p>While this is not a closed scheme, the only form of new entrant is:</p> <ul style="list-style-type: none"> an eligible Health Super division accumulation member who applied to the Trustee who is accepted to join Division C, and who wants to submit defined benefit contributions. <p>In this instance, this section is to be used to provide the details about a new entrant.</p>

Fields

Consider the following field requirements when preparing your contributions data using the SAFF file format.

Required Y/N

Mandatory	You must provide this information. If it is not provided, the file will be rejected.
Optional	It is useful if you include this information, but it is not mandatory.
Conditional	The field has a rule linked to another field and depends on the information you provide, e.g. column R (ABN) must be provided if the fund is an SMSF, otherwise column S (USI) must be provided.

Important: Some fields listed here may be considered optional by the ATO and/or SuperChoice, however they are considered mandatory by us in order to process your contributions data.



1. Payer/Receiver section

This section provides information about which funds will receive the member contributions.

Col	Column heading	Required Y/N	Notes
R	ABN	Conditional	Only required where the super fund is a SMSF. It must match the ABN registered for that SMSF. If entered, leave column S (USI) blank.
S	USI	Conditional Aware Super Accumulation – 53226460365001 Aware Super Defined Benefit – 53226460365003	Required for all super funds except SMSFs. If entered, leave column R (ABN) blank. Where you have contributions for both accumulation and defined benefit for the same employee, you MUST enter one row per USI into the file.
U	TargetElectronicService Address	Conditional	Used where the super fund is a SMSF to identify the messaging provider. It must be completed if column R (ABN) is entered. The target electronic service address is selected by the SMSF trustee (usually the employee) and they are responsible for providing it to you.

2. Employer section

This section provides information about the employer who is sending the contributions.

Col	Column heading	Required Y/N	Notes
AD	ABN	Conditional	The employer's ABN (usually you). It must match the ABN registered for that employer.
AE	Location ID	Optional	The employee's work site location as a code or name.
AF	Organisational Name Text	Optional	The full name of the employer.
AG	Superannuation Fund Generated Employer Identifier	Mandatory	This is your Aware Super employer code. This is extremely important if you are registered as a multiple employer client within SuperChoice, to ensure we can identify each employer correctly. This should be recorded in SuperChoice under the 'Manage Funds' section within Employer Maintenance and is called Fund Employer Number (FEN).

3. Super Fund Member Common section

This section provides common information about your employees.

Col	Column heading	Required Y/N	Notes
AH	TFN	Conditional	If TFN has been supplied by your employee, then you are obliged to provide it.
AI	Person Name Title Text	Optional	Indicates a person's position (e.g. Dr) or used to greet a person formally (e.g. Mr).
AJ	Person Name Suffix text	Optional	Awards, honours or any other kind of denominations a person has been granted to appear after their name (e.g. AM). Please refer to Section 3.9 Super Fund Member Common Details in the SuperStream standard for contributions document.
AK	Family Name	Mandatory	The employee's last name or surname.
AL	Given Name	Mandatory	The employee's first name.
AM	Other Given Name	Optional	The employee's middle name.
AN	Sex Code	Optional	The gender of the employee: 1 – Male 2 – Female 3 – Intersex or Indeterminate 0 – Not stated or inadequately defined. If the field is left blank the value will default to 0 – 'not stated or inadequately described'.

3. Super Fund Member Common section (continued)

Col	Column heading	Required Y/N	Notes
AO	Birth Date	Mandatory	The year, month and day the employee was born.
AP	Address Usage Code	Optional	Values are either "RES" if residential address is given or "POS" if postal address is given. If value is not provided, then the field will default to "RES".
AQ	Address Details Line 1 Text	Mandatory	First line of the employee's address. Usually the street address (e.g. 15 Elm Street). If it is a unit, use the format <unit number>/<street number> e.g. 2/15 Elm Street.
AR	Address Details Line 2 Text	Optional	Second line of the employee's address if applicable e.g. a building name like "Sunnyvale residences"
AS	Address Details Line 3 Text	Optional	Normally used for overseas addresses.
AT	Address Details Line 4 Text	Optional	Normally used for overseas addresses.
AU	Locality Name Text	Conditional	Usually the suburb or town. Applicable for Australian addresses only.
AV	Postcode Text	Conditional	If provided, the postcode and state must be a valid combination in the list published by Australia Post. Applicable for Australian addresses only.
AW	State or Territory Code	Conditional	If provided, the postcode and state must be a valid combination in the list published by Australia Post. Applicable for Australian addresses only.
AX	Country Code	Conditional	This represents the country code as prescribed by AS4590 and inherited from ISO 3166. Use AU for Australia.
AY	E-mail Address Text	Conditional	If the employee has supplied their personal email address than you are obliged to provide it (do not include an employee's company email address).
AZ	Telephone Minimal Number Landline	Conditional	If the employee has supplied their personal fixed- line phone number than you are obliged to provide it.
BA	Telephone Minimal Number Mobile	Conditional	If the employee has supplied their personal mobile phone number than you are obliged to provide it.
BB	Member Client Identifier	Mandatory	<p>Unique membership number issued by the employee's super fund to identify them. It is important to provide this where available. You may enter NEW if you are joining a new employee with Aware Super.</p> <p>Enter UNKNOWN if you have not been provided a membership number by your employee.</p> <p>NOTE: Once a member number is generated or advised by us, you should update this field.</p>
BC	Payroll Number Identifier	Mandatory	Number allocated by the Payer payroll system (the employer) to identify a payee (the employee).
BD	Employment End Date	Conditional	This date must be supplied if the employee's employment with you ended (terminated). It indicates that this will be the final contribution paid by the employer for this employee.
BE	Employment End Reason Text	Optional	<p>The general reason why the employee's employment with you ended. Valid codes are:</p> <p>V – Voluntary cessation</p> <p>I – Ill health</p> <p>D – Deceased</p> <p>R – Redundancy</p> <p>F – Dismissal</p> <p>C – Contract cessation</p> <p>T – Transfer</p>

4. Super Fund Member Contributions section

This section provides information about the accumulation contributions for applicable employees.

Col	Column heading	Required Y/N	Notes
BF	Pay Period Start Date	Mandatory	Start date of the pay period the contributions relate to.
BG	Pay Period End Date	Mandatory	End date of the pay period the contributions relate to.
BH	Superannuation Guarantee Amount	Optional	Contribution made by an employer for the benefit of an employee as mandated by super guarantee legislation. HINT: This data field was known as SGC under our previous file format.
BI	Award or Productivity Amount	Optional	Contributions made by an employer for the benefit of an employee as mandated by an award or other industrial agreement.
BJ	Personal Contributions Amount	Optional	Additional employee contributions (after-tax). HINT: This data field was known as <i>Additional Employee</i> under our previous file format.
BK	Salary Sacrificed Amount	Optional	Additional employer contributions including Salary Sacrifice (before-tax). HINT: This data field was known as <i>Additional Employer</i> under our previous file format.

5. Super Fund Member Registration section – adding new members and changes to member details

This section provides information about joining a new employee as an Aware Super member. It is also used to make changes for an existing employee, including those employees who are already an Aware Super member but have changed employers to you.

Note: If you do not have data to enter into this section of the file (i.e. there are no new members or changes for existing members for the contribution period) then all fields (including monetary fields) must be left blank.

Col	Column heading	Required Y/N	Notes
BP	Employment Start Date	Conditional	The date the employee's employment started with your company. You must enter this date for all NEW employees identified in column BB (Member Client Identifier). HINT: This data field was known as <i>Date Joined Service</i> under our previous file format.
BV	Annual Salary for Insurance Amount	Optional	An employee's annual remuneration received from personal exertion, including base salary, bonuses, fees, regular overtime, commission and fringe benefits, but not including investment income, income received from deferred compensation plans, disability income policies or retirement plans and income not derived from personal exertion.
BW	Weekly Hours Worked Number	Optional	The employee's usual hours of work per week.
BX	Occupation Description	Optional	The employee's occupation as a 6 digit ANZSCO code.
CB	Employment Status Code	Optional	The employee's employment status as a code: F/T – Full Time P/T – Part Time CO – Contractor CA – Casual

6. Defined Benefit Contributions section

This section provides information about **defined benefit** contributions for applicable employees.

Col	Column heading	Required Y/N	Notes
CG	Defined Benefit Member Post Tax Contribution	Mandatory	Member defined benefit contribution amount paid from after-tax salary. This contribution amount is linked to the rate in column DB (Defined Benefit Member Rate). HINT: This data field was known as <i>Employee Contribution</i> under our previous file format.
CH	Defined Benefit Employer Contribution	Mandatory	An amount paid by the employer to fund the defined benefit. This contribution amount is linked to the rate in column CY (Defined Benefit Employer Rate). HINT: This data field was known as <i>Employer Contribution</i> under our previous file format.

6. Defined Benefit Contributions section (continued)

Col	Column heading	Required Y/N	Notes
CM	Actual Periodic Salary or Wages Earned	Mandatory	<p>The actual gross salary as determined and advised by the employer each pay period.</p> <p>This includes the base rate of pay, and allowances which are ordinarily payable regularly and periodically (including shift and roster related payments), including certificate/qualification allowances and higher duties allowances for at least a 52 week period.</p> <p>Allowances that are excluded include reimbursement type allowances (e.g. uniform expense and travel allowances), and any allowances which are ordinarily not paid over a 52 week cycle or do not flow from regular rostered duty.</p> <p>HINT: This data field was known as <i>Salary</i> under our previous file format.</p>
CP	Service Fraction	Mandatory	<p>The ratio of actual hours to full-time hours during the contribution period (i.e. field CT/field CR). Expressed as a decimal</p> <ul style="list-style-type: none"> • 0 = not working • 1 = fulltime • any other decimal is a % of fulltime, (can be up to 3 decimal places e.g. 0.532) <p>HINT: This data field was known as <i>Service Proportion</i> under our previous file format.</p>
CQ	Service Fraction Effective Date	Mandatory	<p>This should be used to show the effective date of column CP (Service Fraction).</p> <p>This should be the same as per field BG (Pay Period End Date).</p> <p>HINT: If submitting monthly, this date should be the last day of the month.</p>
CR	Full Time Hours	Mandatory	<p>The number of hours stipulated in the award/workplace agreement for a full-time position calculated for the contribution period.</p> <p>E.g. the award or workplace agreement for a full-time position is 38 hours per week and the contribution period is equal to two weeks, then Full Time Hours = 76.</p>
CS	Contracted Hours	Mandatory	<p>The number of hours stipulated in writing between the employee and the employer calculated for the contribution period.</p> <p>E.g. the employment arrangement states the employee is to work 20 hours each week and the contribution period is equal to two weeks, then Contracted Hours = 40.</p>
CT	Actual Hours Paid	Mandatory	<p>The number of hours (excluding overtime) that the employee worked during the contribution period.</p> <p>E.g. If the employee is contracted to work 20 hours per week normally, the contribution period is equal to two weeks and the employee worked an extra shift of 5 hours within the contribution period, then Actual Hours Paid = 45.</p>

7. Defined Benefit Registration section – adding new employees and changing existing employee details

This section provides information about joining a **new** employee as a **defined benefit** member, and making changes for an employee with an existing defined benefit account, including those members who transfer from one employer to another and have approval to continue their defined benefit fund.

Note: New defined benefit memberships can only be created with prior Trustee approval for employees who meet certain eligibility criteria.

Note: If you do not have data to enter into this section of the file (i.e. there are no new members or changes to existing members for the contribution period) then all fields (including monetary fields) must be left blank.

Col	Column heading	Required Y/N	Notes
CU	Employee Location Identifier	Optional	The employee's department location as a code or name.
CV	Service Fraction	Conditional	<p>The ratio of contracted hours to full-time hours during the contribution period. Expressed as a decimal:</p> <ul style="list-style-type: none"> • 0 = not working • 1 = fulltime • any other decimal is a % of fulltime, (can be up to 3 decimal places e.g. 0.532) <p>This field should only be entered when there is a change to an employee's service fraction.</p>
CW	Service Fraction Start Date	Conditional	This field should only be entered when there is a change to an employee's service fraction in column CV (Service Fraction).
CX	Service Fraction End Date	Conditional	This field should only be entered when there is a change to an employee's service fraction in column CV (Service Fraction).

7. Defined Benefit Registration section – Adding new employees and changing existing employee details (continued)

Col	Column heading	Required Y/N	Notes																								
CY	Defined Benefit Employer Rate	Conditional	<p>A percentage of the employee's superannuable salary. This field should only be entered when there is a change to column DB (Defined Benefit Member Rate).</p> <p>The Defined Benefit Employer Rate is associated with the Defined Benefit Member Rate and is recommended by the Fund's actuary.</p> <p>The recommended rates per Benefit Class are:</p> <table><tr><th>Division</th><th>Member rate</th><th>Employer Rate</th></tr><tr><td>C:0</td><td>0%</td><td>1%</td></tr><tr><td>C:3</td><td>3%</td><td>6%</td></tr><tr><td>C:4</td><td>4%</td><td>6%</td></tr><tr><td>C:6</td><td>6%</td><td>10%</td></tr><tr><td>D:0</td><td>0%</td><td>1%</td></tr><tr><td>D:3.5</td><td>3.5%</td><td>6%</td></tr><tr><td>D:6</td><td>6%</td><td>10%</td></tr></table> <p>HINT: This data field was known as <i>Employer Contribution Rate</i> under our previous file format.</p>	Division	Member rate	Employer Rate	C:0	0%	1%	C:3	3%	6%	C:4	4%	6%	C:6	6%	10%	D:0	0%	1%	D:3.5	3.5%	6%	D:6	6%	10%
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CZ	Defined Benefit Employer Rate Start Date	Conditional	<p>This field should only be entered:</p> <ul style="list-style-type: none">• when there is a change to column CY (Defined Benefit Employer Rate) as a result of a change in column DB (Defined Benefit Member Rate) or• as required by us.																								
DA	Defined Benefit Employer Rate End Date	Conditional	<p>This field should only be entered when there is a change in column CY (Defined Benefit Employer Rate).</p>																								
DB	Defined Benefit Member Rate	Conditional	<p>The member contribution rate as a percentage of superannuable salary.</p> <p>This field should only be entered when there is a change to the Defined Benefit Member Rate that effects a change in column CY (Defined Benefit Employer Rate).</p> <p>The member rate will determine the employer rate.</p> <p>The recommended rates per Benefit Class are:</p> <table><tr><th>Division</th><th>Member rate</th><th>Employer Rate</th></tr><tr><td>C:0</td><td>0%</td><td>1%</td></tr><tr><td>C:3</td><td>3%</td><td>6%</td></tr><tr><td>C:4</td><td>4%</td><td>6%</td></tr><tr><td>C:6</td><td>6%</td><td>10%</td></tr><tr><td>D:0</td><td>0%</td><td>1%</td></tr><tr><td>D:3.5</td><td>3.5%</td><td>6%</td></tr><tr><td>D:6</td><td>6%</td><td>10%</td></tr></table> <p>HINT: This data field was known as <i>Employer Contribution Rate</i> under our previous file format.</p>	Division	Member rate	Employer Rate	C:0	0%	1%	C:3	3%	6%	C:4	4%	6%	C:6	6%	10%	D:0	0%	1%	D:3.5	3.5%	6%	D:6	6%	10%
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DC	Defined Benefit Member Rate Start Date	Conditional	<p>This field should only be entered when there is a change in column DB (Defined Benefit Member Rate).</p>																								
DD	Defined Benefit Member Rate End Date	Conditional	<p>This field should only be entered when there is a change to column DB (Defined Benefit Member Rate).</p>																								
DT	Leave Without Pay Code	Conditional	<p>Provide if an employee is on leave without pay. Please provide it on every file until the employee returns.</p> <p>Indicates that the employee is on a specific category of approved leave without pay granted by the employer.</p> <p>Codes:</p> <ol style="list-style-type: none">1. Sick/Carer's/Personal2. Maternity/Paternity (Paid)3. Maternity/Paternity (Unpaid)4. Compassionate/Bereavement5. Miscellaneous (Paid)6. Miscellaneous (Unpaid)																								

7. Defined Benefit Registration section – Adding new employees and changing existing employee details (continued)

Col	Column heading	Required Y/N	Notes
DU	Leave Without Pay Code Start Date	Conditional	This field should only be used when there is an entry in column DT (Leave Without Pay Code).
DV	Leave Without Pay Code End Date	Conditional	This field should only be used when there is an entry in column DT (Leave Without Pay Code).
EA	Employee Location Identifier	Optional	The employee's business unit location as a code or name.
EB	Employee Location Identifier Start Date	Optional	The employee's start date within the business unit.
EC	Employee Location Identifier End Date	Optional	The employee's end date within the business unit.

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Important information

The clearing house is provided by SuperChoice Services Pty Limited (ACN 109 509 739), Authorised Representative (Number 336522) of PayClear Services Pty Limited (ACN 124 852 320) holder of Australian Financial Services Licence Number 314357. The Superchoice Product Disclosure Statement (PDS) will be provided by SuperChoice at the time of registration. You should consider the PDS before deciding to accept any offer made by PayClear Services to issue the product.

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