

File Specifications document for the:

**AGEST 'Excel' Format
(Microsoft Excel file)**

This format is suitable for any employer wishing to submit contributions to AGEST as a Microsoft Excel file.

Version 1.1

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Any enquiries, please email employers@agest.com.au or contact us on 1300 724 378.

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1. Purpose of this document

This document provides specifications for employers to create a report from their payroll system in AGEST's 'Excel' file format.

2. Who should use this format

This format is suitable for all employers, but particularly those who will find it easier to export data from their payroll system into an excel file or might already contribute to other super funds administered by Pillar Administration (the company used by AGEST to manage the day to day operations of the fund) using this file format.

3. Important information about contributing to AGEST

3.1 No Negative Values accepted

AGEST will not accept contribution reports from employers that contain NEGATIVE values. Such files will be returned to the employer for correction and resubmission.

If you need to recover overpaid contributions to AGEST, you will need to:

- 1) **produce an exceptions report from their payroll system that can be presented to AGEST for processing.**

The exceptions report would need to contain sufficient information for AGEST to identify the employee and the contributions that were overpaid and need to be refunded.

- 2) **Employers may raise negative amounts on an individual ad-hoc basis with AGEST.**

We have a form for this on our website.

The exceptions report or individual requests may be provided to AGEST at the time of submitting your 'positive' contributions file or sent separately. AGEST will return the amounts recoverable directly to you.

3.2 Amount paid must equal your report total

Your contribution to AGESt each payday must equal the *TOTAL OF YOUR POSITIVE CONTRIBUTIONS* for that pay period.

This means that you cannot offset your payments to AGESt by any negative amounts you seek to recover.

For example,	Employee 1	+\$100	} The positive values add up to \$300
	Employee 2	+\$200	
	Employee 3	-\$100	
	Report Total:	+\$200	

In the example above, you must pay \$300.00 to AGESt. This will allow the positive contributions you have reported to be processed and distributed to members accounts immediately.

Any overpayments/refunds will be returned directly to you.

Please note that as per item 4.1, the above example would not be an acceptable file to send to AGESt as the negative value can not be included in your report. The example is only included to demonstrate how funds are to be paid to AGESt.

4. General Information about contributing to AGESt

You should be familiar with the following issues when providing contributions and reports to AGESt

4.1 Privacy

AGESt complies with the National Privacy Principles. Our full Privacy Policy is available on our website: www.agesst.com.au

Under mutual privacy obligations we ask that you notify your employees that you will disclose to AGESt personal information that is necessary to administer their AGESt membership. For example, AGESt requires a mailing address to be provided for each new member so that we can confirm membership details with the employee. Our specifications, later in this document, detail the information we must receive to be able to process your contributions.

4.2 New Members

An employee is **not** required to complete an AGESt Membership Application form to join AGESt. New members can be accepted into AGESt based on information provided in your reporting.

AGESt will issue a welcome letter and Product Disclosure Statement (PDS) to a new member after you have paid their first contribution and provided basic personal and contact details.

The AGESt welcome pack seeks to make members fully aware of AGESt. It includes an application form so that the member can provide other important information that you are unable to report. *For example*, the member's nominated beneficiaries.

4.3 Modifications to this file format

AGESt will contact you and/or your payroll system provider if any changes become necessary to your AGESt reporting. You should not alter your AGESt reporting on the basis of advice from any party other than AGESt.

4.4 Contributions received in good faith

AGESt is not in a position to assess the correctness of contributions you pay and report. We receive and process all your contributions in 'good faith'.

In the event that contributions are paid incorrectly, you are able to request a refund of those contributions. Providing those funds are available and subject to our Trust Deed's requirements and legislative obligations, AGESt will return overpaid contributions to you.

5. Specification Instructions

5.1 The File Structure

This file format is made up of 2 components:

- The Header (static values)
- The Body (data records)

Please do not include a Trailer or 'Total' line in this file.

5.2 Multiple Employer Codes

In the case where contributions are required to be submitted for multiple employer codes in the single file (eg. from a clearing house), a new tab is to be created for each employer code required. The data on each tab must follow the same file structure as detailed for a single return (ie. contain a header and body) and the name of each tab must be set to the employer code relevant for that tab.

5.3 AGESt's reporting requirements

The specifications on the next few pages include a column titled "Mandatory for AGESt". This column confirms whether, for AGESt's purposes a field within the Payroll Interface File is either:

- **MANDATORY (marked as 'YES')**

This is the fields that must contain data for every employee within your report to ensure that AGESt can:

- > *recognise the source of contributions received;*
- > *accurately record the payment period associated with contributions received;*
- > *identify the account of an existing member to whom contributions are to be processed;*
- > *establish an account and process contributions for a new member;*
- > *write to a new member and inform them of their AGESt membership*
- > *correctly record the type of contributions received.*

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- **NON - MANDATORY (marked as 'NO')**
This data does not need to appear for every employee within the report to allow AGEST to accept and process your contributions. These fields enable AGEST to maintain complete and up-to-date records for your employees and for your contributions.
- **CONDITIONAL (marked as 'C')**
This data is only mandatory under certain conditions. Please check the 'AGEST Specification' column for details on the condition for the relevant field.

6. File Specifications

6.1 Header

Row containing static values to provides the following data records with column headings. Please use the heading values specified in 'AGEST Specification' column.

Area	Column	Field Name	Format/Value	AGEST Specification	Mandatory for AGEST	Field Width
Header (First line of file)	A	Employer Code	Alpha-numeric	To be input as: Employer Code	YES	NA
	B	Pay Period End Date	Alpha-numeric	To be input as: Pay Period End Date	YES	NA
	C	Employee Payroll Number	Alpha-numeric	To be input as: Employee Payroll Number	YES	NA
	D	Family Name	Alpha-numeric	To be input as: Family Name	YES	NA
	E	Given Name	Alpha-numeric	To be input as: Given Name	YES	NA
	F	Date of Birth	Alpha-numeric	To be input as: Date of Birth	YES	NA
	G	Gender	Alpha-numeric	To be input as: Gender	YES	NA
	H	New Member Identifier	Alpha-numeric	To be input as: New Member Identifier	YES	NA
	I	Employer Contributions	Alpha-numeric	To be input as: Employer Contributions	YES	NA
	J	Personal (after-tax) contributions	Alpha-numeric	To be input as: Personal Contributions	YES	NA
	K	Salary Sacrifice (before-tax) contributions	Alpha-numeric	To be input as: Salary Sacrifice Contributions	YES	NA
	L	DOB Proven	Alpha-numeric	To be input as: DOB Proven	YES	NA
	M	Member Number	Alpha-numeric	To be input as: Member Number	YES	NA
	N	Address Line 1	Alpha-numeric	To be input as: Address Line 1	YES	NA
	O	Address Line 2	Alpha-numeric	To be input as: Address Line 2	YES	NA
	P	Address Line 3	Alpha-numeric	To be input as: Address Line 3	YES	NA
	Q	Suburb	Alpha-numeric	To be input as: Suburb	YES	NA
	R	State	Alpha-numeric	To be input as: State	YES	NA
	S	Postcode	Alpha-numeric	To be input as: Postcode	YES	NA
	T	Country Code	Alpha-numeric	To be input as: Country Code	YES	NA
U	Employee Start Date	Alpha-numeric	To be input as: Employee Start Date	YES	NA	
V	Tax File Number	Alpha-numeric	To be input as: Tax File Number	YES	NA	

6.2 Data Record

Area	Column	Field Name	Format/Value	AGEST Specification	Mandatory for AGEST	Field Width
(2 nd Line of file through to 2 nd Last Line of File)	A	Employer Code	Alpha-numeric	Employer Code	YES	25
	B	Pay Period End Date	Date (Excel Date Field) – DD/MM/YYYY.	Pay Period End Date	YES	10
	C	Employee Payroll Number	Alpha-numeric	Member's payroll number	YES	10
	D	Family Name	Alpha-numeric	NA	YES	80
	E	Given Name	Alpha-numeric	NA	YES	30
	F	Date of Birth	Date (Excel Date Field) – DD/MM/YYYY.	NA	YES	10
	G	Gender	Alpha-numeric	F = Female M = Male	YES	1
	H	New Member / Terminated Member Identifier	Alpha-numeric	N = New Member T = Terminated Member as at Contribution Date. Mandatory in the case of a member termination or new member.	C	2
	I	Employer Contributions	Numeric	Do not show decimal places (eg \$123.45 will show as 00012345). At least one of these three contribution fields must be completed, unless registering a member termination (in which case ensure the 'New Member /Terminated Member Identifier field is populated with a 'T').	C	8
	J	Personal (after-tax) contributions	Numeric	Do not show decimal places (eg \$123.45 will show as 00012345). At least one of these three contribution fields must be completed, unless registering a member termination (in which case ensure the 'New Member /Terminated Member Identifier field is populated with a 'T').	C	8
	K	Salary Sacrifice (before-tax) contributions	Numeric	Do not show decimal places (eg \$123.45 will show as 00012345). At least one of these three contribution fields must be completed, unless registering a member termination (in which case ensure the 'New Member /Terminated Member Identifier field is populated with a 'T').	C	8
	L	DOB Proven	Alpha-numeric	Y = Birth Certificate or Similar sighted	NO	1
	M	Member Number	Numeric	Report AGEST Member Number (6/7 character Number if known)	NO	25
	N	Address Line 1	Alpha-numeric	Mandatory for new members.	C	38
	O	Address Line 2	Alpha-numeric	Mandatory for new members (where relevant)	C	38
	P	Address Line 3	Alpha-numeric	Mandatory for new members (where relevant)	C	38
	Q	Suburb	Alpha-numeric	Mandatory for new members.	C	50
	R	State	Alpha-numeric	Mandatory for new members.	C	3
	S	Postcode	Alpha-numeric	Mandatory for new members.	C	10
	T	Country Code	Alpha-numeric	See list (6.4) for the complete Country Code listing. Blanks will be considered 'Australia'.	C	3
U	Employee Start Date	Date (Excel Date Field) – DD/MM/YYYY.	Mandatory for new members.	C	10	
V	Tax File Number	Numeric – Padded with leading zeroes.	Mandatory for new members.	C	9	

6.4 Country Codes

The following list contains all the country codes that will be accepted by AGEST. Please utilise these codes to complete the 'Country Code' field of this file format. Please note that a blank Country Code will be considered as 'Australia' by default.

This list is also available in Excel format below:

CODE	DESCRIPTION
AD	Andorra
AE	United Arab Emirates
AF	Afghanistan
AG	Antigua and Barbuda
AI	Anguilla
AL	Albania
AM	Armenia
AN	Netherlands Antilles
AO	Angola
AQ	Antarctica
AR	Argentina
AS	American Samoa
AT	Austria
AU	Australia
AW	Aruba
AX	Åland Islands
AZ	Azerbaijan
BA	Bosnia and Herzegovina
BB	Barbados
BD	Bangladesh
BE	Belgium
BF	Burkina Faso
BG	Bulgaria
BH	Bahrain
BI	Burundi
BJ	Benin
BM	Bermuda
BN	Brunei Darussalam
BO	Bolivia
BR	Brazil
BS	Bahamas
BT	Bhutan
BV	Bouvet Island
BW	Botswana
BY	Belarus
BZ	Belize
CA	Canada
CC	Cocos (Keeling) Islands
CD	Congo, The Democratic Republic Of the
CF	Central African Republic

CG	Congo
CH	Switzerland
CI	Cote D' Ivoire
CK	Cook Islands
CL	Chile
CM	Cameroon
CN	China
CO	Colombia
CR	Costa Rica
CS	Serbia and Montenegro
CU	Cuba
CV	Cape Verde
CX	Christmas Island
CY	Cyprus
CZ	Czech Republic
DE	Germany
DJ	Djibouti
DK	Denmark
DM	Dominica
DO	Dominican Republic
DZ	Algeria
EC	Ecuador
EE	Estonia
EG	Egypt
EH	Western Sahara
ER	Eritrea
ES	Spain
ET	Ethiopia
FI	Finland
FJ	Fiji
FK	Falkland Islands (Malvinas)
FM	Micronesia, Federated States Of
FO	Faroe Islands
FR	France
FX	France, Metropolitan
GA	Gabon
GB	United Kingdom
GD	Grenada
GE	Georgia
GF	French Guiana
GG	Guernsey
GH	Ghana

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GI	Gibraltar
GL	Greenland
GM	Gambia
GN	Guinea
GP	Guadeloupe
GQ	Equatorial Guinea
GR	Greece
GS	South Georgia and the South Sandwich Islands
GT	Guatemala
GU	Guam
GW	Guinea-Bissau
GY	Guyana
HK	Hong Kong
HM	Heard Island and McDonald Islands
HN	Honduras
HR	Croatia
HT	Haiti
HU	Hungary
IC	Channel Islands
ID	Indonesia
IE	Ireland
IL	Israel
IM	Isle of Man
IN	India
IO	British Indian Ocean Territory
IQ	Iraq
IR	Iran, Islamic Republic of
IS	Iceland
IT	Italy
JE	Jersey
JM	Jamaica
JO	Jordan
JP	Japan
KE	Kenya
KG	Kyrgyzstan
KH	Cambodia
KI	Kiribati
KM	Comoros
KN	Saint Kitts and Nevis
KP	Korea, Democratic People's Republic of
KR	Korea, Republic Of
KW	Kuwait
KY	Cayman Islands
KZ	Kazakhstan
LA	Lao People's Democratic Republic
LB	Lebanon
LC	Saint Lucia

LI	Liechtenstein
LK	Sri Lanka
LR	Liberia
LS	Lesotho
LT	Lithuania
LU	Luxembourg
LV	Latvia
LY	Libyan Arab Jamahiriya
MA	Morocco
MC	Monaco
MD	Moldova, Republic of
MG	Madagascar
MH	Marshall Islands
MK	Macedonia, The Former Yugoslav Republic of
ML	Mali
MM	Myanmar
MN	Mongolia
MO	Macau
MP	Northern Mariana Islands
MQ	Martinique
MR	Mauritania
MS	Montserrat
MT	Malta
MU	Mauritius
MV	Maldives
MW	Malawi
MX	Mexico
MY	Malaysia
MZ	Mozambique
NA	Namibia
NC	New Caledonia
NE	Niger
NF	Norfolk Island
NG	Nigeria
NI	Nicaragua
NL	Netherlands
NO	Norway
NP	Nepal
NR	Nauru
NU	Niue
NZ	New Zealand
OM	Oman
PA	Panama
PE	Peru
PF	French Polynesia
PG	Papua New Guinea
PH	Philippines
PK	Pakistan

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PL	Poland
PM	Saint Pierre and Miquelon
PN	Pitcairn
PO	Philippines Other
PR	Puerto Rico
PS	Palestinian Territory, Occupied
PT	Portugal
PW	Palau
PY	Paraguay
QA	Qatar
RE	Réunion
RO	Romania
RU	Russian Federation
RW	Rwanda
SA	Saudi Arabia
SB	Solomon Islands
SC	Seychelles
SD	Sudan
SE	Sweden
SG	Singapore
SH	Saint Helena
SI	Slovenia
SJ	Svalbard and Jan Mayen
SK	Slovakia
SL	Sierra Leone
SM	San Marino
SN	Senegal
SO	Somalia
SR	Suriname
ST	Sao Tome and Principe
SV	El Salvador
SY	Syrian Arab Republic
SZ	Swaziland
TC	Turks and Caicos Islands
TD	Chad
TF	French Southern Territories
TG	Togo
TH	Thailand
TJ	Tajikistan
TK	Tokelau
TL	Timor-Leste
TM	Turkmenistan
TN	Tunisia
TO	Tonga
TP	East Timor
TR	Turkey
TT	Trinidad and Tobago
TV	Tuvalu
TW	Taiwan, Province of China

TZ	Tanzania, United Republic of
UA	Ukraine
UG	Uganda
UK	United Kingdom
UM	United States Minor Outlying Islands
US	United States
UY	Uruguay
UZ	Uzbekistan
VA	Vatican City State (Holy See)
VC	Saint Vincent and the Grenadines
VE	Venezuela
VG	Virgin Islands (British)
VI	Virgin Islands (US)
VN	Vietnam
VU	Vanuatu
WF	Wallis and Futuna Islands
WS	Samoa
YE	Yemen
YT	Mayotte
YU	Yugoslavia
ZA	South Africa
ZM	Zambia
ZR	Zaire
ZW	Zimbabwe