

File Specifications document for the:

**AGEST 'Comsuper PIF' format
(fixed length text file)**

This format is suitable for any employer wishing to extract data from their payroll system for transmission to AGEST, but particularly those employers who contribute to Comsuper for the CSS, PSS and PSSAP superannuation schemes.

Version 1.4

(as at Wednesday, 14 September 2011)

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1. Purpose of this document

This document provides specifications for employers to create a report from their payroll system using a slightly modified version of the Comsuper Payroll Interface File format for AGEST.

2. Who should use this format

This format is suitable for any employer wishing to extract data from their payroll system for transmission to AGEST, but particularly those employers who contribute to Comsuper for the CSS, PSS and PSSAP superannuation schemes.

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.agemt.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 and Terminated Members

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.

Terminated Members

A terminated employee should only appear in the file output if there are contributions being reported for the employee in that particular pay run or you are simply notifying the fund of the termination date (if there are no contributions due in the pay period).

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

Please note that it may assist you to have a copy of the ComSuper Payroll Interface File Specifications document for reference. A copy is available at:
http://employer.pss-css.gov.au/reporting/new_requirements.htm.

5.1 The File Structure

This file format is made up of 3 components:

- The Header
- The Body
- The Trailer

To use this PIF file format for AGEST, we require one additional field to be added to the HEADER Line.

The field we require to be added to the Header is '*pay period start date*'. This will ensure that your file can be loaded directly into our administration system without any manual intervention. This field is detailed in the full specifications (section 7.3).

The **BODY** and the **TRAILER** parts of the file will generally be constructed using the same requirements noted by ComSuper in regards to:

- *field names;*
- *field start and end positions;*
- *field formats.*
- *field lengths; and*
- *acceptable values*

If the ComSuper document highlights different rules or requirements for a particular field depending on which of their schemes (ie CSS, PSS Defined Benefit or PSS Accumulation Plan) the information is for, then our (AGEST's) requirements will be the same as those noted for the PSS Accumulation Plan, unless our specifications state otherwise.

5.2 AGEST's reporting requirements

The specifications on the next few pages also 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.*

- **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.

- **NOT REQUIRED (Marked as 'X')**

These fields are not applicable to AGEST and any data recorded in them will be ignored by AGEST.

You should space-fill or zero-fill these fields as noted in the specifications below.

Using the 'Comsuper Payroll Interface File (PIF)' for AGEST

6. File Specifications

You will need to review the ComSuper Payroll Interface File Specifications document while working through the AGEST specifications below. A copy is available at: http://employer.pss-css.gov.au/reporting/new_requirements.htm..

6.1 Header

Area	Field Name	Format / Value	AGEST Specification	Mandatory for AGEST	Position Start	Position End	Position Length
HEADER	Employer (Agency) ID*	Alpha-numeric - Left Justified	Use your appropriate AGEST Employer Number, for example: 8700110 or APSATSMPP or P01519	YES	1	20	20
	Payroll Run Number	Numeric - Right Justified and Padded with Leading Zeros	Same as ComSuper specifications.	NO	21	35	15
	Payday	Numeric - YYYYMMDD	The end of the Pay Period to which the file relates.	YES	36	43	8
	Pay Period Start Date	Numeric - YYYYMMDD	The start of the Pay Period to which the file relates.	YES	44	51	8
	FILLER	(Space fill)			52	1024	973

This field is not listed in the ComSuper Payroll Interface Specifications. AGEST requires this field to enable reports in this format to be loaded directly into our administration system.

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6.2 Body(Data Records)

Area	Field No.	Field Name	Format / Value	AGEST Rules	Mandatory for AGEST	Position Start	Position End	Position Length
EMPLOYER DETAILS	1	Employer (Agency) ID	Alpha/Num - Left Justified	Use your appropriate AGEST Employer Number. for example: 8700110 or APSATSMPP or P01519	YES	1	20	20
	2	Payroll Run Number	Numeric - Right Justified and Padded with Leading Zeros	Same as ComSuper specifications.	NO	21	35	15
	3	Pay Day	Numeric - YYYYMMDD	The end of the Pay Period to which the file relates.	YES	36	43	8
MEMBER DETAILS	4	Pay Centre Number	Alpha/Num - left justified	Same as ComSuper specifications.	NO	44	53	10
	5	Scheme ID	Alpha - left justified	To be input as: AGEST	YES	54	58	5
	6	Membership Number	Numeric - right justified, padded with leading zeroes.	Report AGEST Member Number (6 or 7 char number if known) otherwise report Payroll Number or AGS Number	NO	59	68	10
	7	Employee Payroll Number	Alpha/Num - left justified	Report Employees Payroll or AGS Number even if reported in the field above.	YES	69	83	15
	8	Tax File Number	Numeric	Supply in accordance with legislative requirements	YES	84	92	9
	9	Name Title	Alpha/Num - left justified	Same as ComSuper specifications.	NO	93	104	12
	10	Family Name	Alpha/Num- left justified	Same as ComSuper specifications.	YES	105	144	40
	11	Given Name(s)	Alpha/Num - left justified, each name separated by one space	Same as ComSuper specifications.	YES	145	184	40
	12	Date of Birth	Numeric – YYYYMMDD	Same as ComSuper specifications.	YES	185	192	8
	13	Gender	Alpha	Same as ComSuper specifications.	YES	193	193	1
	14	Previous Surname	Alpha/Num - left justified	Same as ComSuper specifications.	NO	194	233	40
	15	Employment Start Date	Numeric – YYYYMMDD	Same as ComSuper specifications.	NO	234	241	8
	16	Scheme Comm Date	Numeric – YYYYMMDD	The later of the date that the employee commenced employment or elected to join AGEST	NO	242	249	8
CURRENT CONTRIBUTION INFORMATION	17	Member Contribution*	Numeric, right justified, padded with zeros	Contributions from the members after tax salary	YES	250	257	8
	18	Employer Basic Contribution*	Numeric, right justified, padded with zeros	Your compulsory employer contribution to AGEST	YES	258	265	8
	19	Employer Additional Contribution*	Numeric, right justified, padded with zeros	Same as ComSuper specifications.	YES	266	273	8
	20	Salary Sacrifice Contribution*	Numeric, right justified, padded with zeros	Salary Sacrifice contributions from the members before tax salary	YES	274	281	8
	21	Emp Shortfall Contrib'n	<i>This field does not apply to, and will be ignored by AGEST. You should zero-fill this field.</i>		X	282	289	8
	22	ADIC Payment	<i>This field does not apply to, and will be ignored by AGEST. You should zero-fill this field.</i>		X	290	297	8

* Negative contributions are not to be reported – See Section 6 of this document for details.

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Area	Field No.	Field Name	Format	AGEST Specification	Mandatory for AGEST	Position Start	Position End	Position Length
SUPPORTING INFORMATION	23	OTE Salary Flag		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	298	300	3
	24	Annual Salary for Super		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	301	310	10
	25	Notional Salary for Super		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	311	320	10
	26	Salary for Super Date		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	321	328	8
	27	Ordinary Times Earnings		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	329	338	10
	28	Casual Salary Payment		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	339	348	10
	29	Contribution Due Days		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	349	350	2
	30	% Rate		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	351	352	2
	31	% Rate – Effective Date		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	353	360	8
	EMPLOYMENT DETAILS	32	Employment Status	Alpha	Same as ComSuper specifications.	NO	361	361
33		Employment Status – Effective Date	Numeric	Same as ComSuper specifications.	NO	362	369	8
34		Full Time Hours		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	370	375	6
35		Part Time (PT) Hours		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	376	381	8
36		PT Hours – Eff Date		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	382	389	8
37		LWOP -Start Date		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	390	397	8
38		LWOP - End Date		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	398	405	8
39		Employment Cease Date	Numeric	The date the employee ceased with this employer	NO	406	413	8
40		Cessation Reason Code	Numeric	Same as ComSuper specifications.	NO	414	415	2
MEMBER CONTACT INFORMATION		41	Address Line 1	Alpha/Num - left justified	Same as ComSuper specifications.	YES	416	455
	42	Address Line 2	Alpha/Num - left justified	Same as ComSuper specifications.	YES	456	495	40
	43	Address Line 3	Alpha/Num - left justified	Same as ComSuper specifications.	YES	496	535	40
	44	Suburb / Town	Alpha/Num - left justified	Same as ComSuper specifications.	YES	536	581	46
	45	State Code	Alpha	Same as ComSuper specifications.	YES	582	584	3
	46	Post Code	Alpha/Num - left justified	Same as ComSuper specifications.	YES	585	588	4
	47	Country	Alpha/Num - left justified	Same as ComSuper specifications.	YES	589	628	40
	48	Work Email Address	Alpha/Num - left justified	Same as ComSuper specifications.	NO	629	708	80
	49	Personal Email Address	Alpha/Num - left justified	Same as ComSuper specifications.	NO	709	788	80
	50	Work Telephone Number	Alpha/Num - left justified	Same as ComSuper specifications.	NO	789	807	19
	51	Home Telephone No.	Alpha/Num - left justified	Same as ComSuper specifications.	NO	808	826	19
	52	Mobile Telephone No.	Alpha/Num - left justified	Same as ComSuper specifications.	NO	827	845	19
INSURANCE DETAILS	53	Base Annual Salary		<i>This field does not apply to, and will be ignored by AGEST. You should space-fill this field.</i>	X	846	855	10
		FILLER	(Space fill)			856	1024	169

Using the ‘Comsuper Payroll Interface File (PIF)’ for AGEST

6.3 Trailer

Area	Field Name	Format / Value	AGEST Rules	Mandatory for AGEST	Position Start	Position End	Position Length
TRAILER	Employer (Agency) ID	Alpha/Num - left justified	Use the appropriate AGEST Employer Number	YES	1	20	20
	Payroll Run Number	Alpha/Num - left justified	See ComSuper specifications	NO	21	35	15
	Payday	Numeric - YYYYMMDD	The end of the Pay Period to which the file relates.	YES	36	43	8
	Total Number of data records	Numeric, right justified, padded with zeros	Same as ComSuper specifications.	YES	44	56	13
	Total Member Contributions*	Numeric, right justified, padded with zeros	Same as ComSuper specifications.	YES	57	71	15
	Total Employer Basic Contributions*	Numeric, right justified, padded with zeros	Same as ComSuper specifications.	YES	72	86	15
	Total Employer Productivity Benefit Cont's	Numeric, right justified, padded with zeros	Same as ComSuper specifications.	NO	87	101	15
	Total Employer Additional Contributions*	Numeric, right justified, padded with zeros	Same as ComSuper specifications.	YES	102	116	15
	Total Salary Sacrifice Contributions*	Numeric, right justified, padded with zeros	Same as ComSuper specifications.	YES	117	131	15
	Total Emp Shortfall Contributions	<i>This field does not apply to, and will be ignored by AGEST. You should zero-fill this field.</i>		X	132	146	15
	Total ADIC Payments	<i>This field does not apply to, and will be ignored by AGEST. You should zero-fill this field.</i>		X	147	161	15
FILLER	(Space fill)			162	1024	863	

* Negative contributions are not to be reported in the same report as positive contributions – See Section 6 of this document for details.

6.4 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	Full description	Code
AUSTRALIA	AU	IRAQ	IQ
AUSTRIA	AT	JAPAN	JP
CAMBODIA	KH	NEW ZEALAND	NZ
GERMANY	DE	UNITED KINGDOM	GB
INDONESIA	ID	UNITED STATUS	US

Latest Version Changes

Version 1.3 – published 4 June 2008

- Added Terminated Members summary to section 4.2.
- Corrected Sample text file (separate download) to include an employer number at the start of the file rather than an employer name.

Version 1.4 – published 14 September 2011

- Gender updated to be a mandatory field.