

Or

MemberID	FirstName	LastName	DOB	Title	Gender	Address	Suburb	State	PostCode	Country	EmploymentStart	EmploymentType	TFN	SGCont	SalSac	MbrCont	EmpTermDate	PhoneNbr	EmailAddr	SPINID	FundName	ABN
325764079	John	Smith	3/08/1945	Mr	Male	6 Challis Place	Liverpool	NSW	2170	Australia	1/08/2012	Full Time	111222134	120	0	0		291234567	test@as.com.au			
325764080	Sally	Smith	3/07/1940	Ms	Female	5/657 Smithson Rd	Liverpool	NSW	2170	Australia	1/08/2012	Full Time	111222142	320	88	0		291234567	test@as.com.au			
	Kelly-Anne	Test	8/01/1972	Ms	Female	145 Ping St	Epping	NSW	2121	Australia	1/07/2012	Part Time	321321321	123	0	50		02 66664444	test@as.com.au			
325764082	Corvette	Smith-Jones	8/12/1963	Ms	Female	57 James Rd	Rhodes	NSW	2138	Australia	1/08/2012	Full Time	111222169	123	0	0		291234567	test@as.com.au			
325764083	Jo	Holden	15/02/1990	Ms	Female	742 Test Street	Parramatta	NSW	2150	Australia	1/08/2012	Full Time	111222177	319	0	30.5		291234567	test@as.com.au			
325764084	Grant	Mercedes	1/02/1965	Mr	Male	72 Greg Street	Parramatta	NSW	2150	Australia	1/08/2012	Full Time	111222185	245	44	0		291234567	test@as.com.au			
325764085	Tony	VW	23/05/1975	Mr	Male	6 Charles Place	Liverpool	NSW	2170	Australia	1/08/2012	Full Time	111222193	120	0	80		291234567	test@as.com.au			
325764086	Audi	Hills	3/07/1960	Ms	Female	56 Hammers Rd	Liverpool	NSW	2170	Australia	1/08/2012	Full Time	111222205	119	0	0		291234567	test@as.com.au			
325764087	Florance	Fiat	8/01/1953	Ms	Female	57 Chance Street	Rhodes	NSW	2138	Australia	1/08/2012	Full Time	111222213	216	0	0		291234567	test@as.com.au			
11111	Terry	Ford	1/02/1965	Mr	Male	22 Greg Street	Parramatta	NSW	2150	Australia	1/08/2012	Part Time	111222248	123	50	70		291234567	test@as.com.au	AMP0195AU		76514770399
22222	Lamborghini	Jenkins	23/05/1975	Ms	Female	6 Talbot Place	Liverpool	NSW	2170	Australia	1/08/2012	Full Time	111222256	275.45	0	0		291234567	test@as.com.au	HST0100AU		64971749321
33333	Ferrari	Hogan	3/07/1960	Ms	Female	536 Hammers Rd	Liverpool	NSW	2170	Australia	1/08/2012	Full Time	111222299	435.86	64.5	0		291234567	test@as.com.au	TOW0395AU		20891605180
44444	Porsche	Hills	8/01/1973	Mr	Male	557 Chance Street	Rhodes	NSW	2138	Australia	1/08/2012	Full Time	111222264	415	0	95.23		291234567	test@as.com.au	TOW0395AU		

\*if one address field is used then all must be populated

\*Represents Mandatory Fields

<b>Member Number*</b> (mandatory for choice members only)	numeric/alpha
<b>Members Given Names*</b>	alpha
<b>Members Surname*</b>	alpha
<b>Members Title</b>	alpha
<b>Members Gender</b>	alpha
<b>Date of Birth*</b>	numeric
<b>Tax File Number</b>	numeric
<b>Payroll Number</b>	numeric/alpha
<b>Pay Frequency</b>	alpha
<b>Number of Pays</b>	numeric
<b>Employer Contribution*</b>	numeric
<b>Salary Sacrifice (Additional Employer Contribution)*</b>	numeric
<b>Member Voluntary Contribution*</b>	numeric
<b>Employment Category (full-time, casual, etc)</b>	alpha
<b>Employment Commencement Date*</b>	numeric
<b>Employment Termination Date*</b>	numeric
<b>Street Address*</b>	numeric/alpha
<b>Street Address 2</b>	numeric/alpha
<b>Suburb*</b>	alpha
<b>State*</b>	alpha
<b>Postcode*</b>	numeric
<b>Phone Number</b>	numeric
<b>Mobile Phone Number</b>	numeric
<b>Email Address</b>	numeric/alpha
<b>Fund Name</b> (choice members only)	alpha
<b>Fund ABN*</b> (choice members only) or <b>Fund SPIN ID*</b> (choice members only)	numeric/alpha

\*default members should be numeric values only

\*Minimum of 2 characters required (Initial not accepted)

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A validation check will be displayed the first time a member is added to SCH-Online if this field is **NOT provided**

\*if DOB is **not** included for all members - the file will be **rejected**

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\*if one address field is used then all must be populated - except for **Street Address 2**

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Recommend using **ABN** and **SPIN ID** as fund identifiers and **not** map this field

A comprehensive list is shown on our website - however you can also search for relevant ABN numbers using the following website: <http://abr.business.gov.au/>

A comprehensive list is shown on our website - however you can also search for relevant SPIN numbers using the following website: <http://www.spindirectory.com.au/spin/search.jsp>

\*with ABN or SPIN ID, both are encouraged but only one of the two fields is required

### Important Information

- Always save your file in one of the following formats CSV/XLS/TXT/XLSX - (CSV preferred)
- Each field must have its own column
- A character can separate date details, as long as it's the same for the entire column (eg slash / comma, or full stop.)
- Must be one line per member [ie, all information for a member must be contained on the one line (row)]
- All blank rows (with no information) and 'subtotal' or 'total' rows must be removed from the file
- Ensure all file corrections are also corrected in your payroll system - so next month's contribution reflects accurately
- Remember that the file format must be consistent each month, otherwise the file will need to be re-mapped