File Upload Field Requirements

Field	Field Length	Data Type	Data Requirements
Employee Details			
Members Given Names*	40	alpha	*Value may contain alphabetic characters, apostrophe, hyphen, space, period, left and right parentheses. A value containing other characters will result in the file being rejected.*
Members Surname*	40	alpha	*Value may contain alphabetic characters, apostrophe, hyphen, space, period, left and right parentheses. A value containing other characters will result in the file being rejected.*
Members Title	12	alpha	List of accepted values below
Members Gender*	1	alpha	The gender of the employee. Must be one of the following values: ☐ '1' - Male ☐ '2' - Female ☐ '3' - Intersex or Indeterminate ☐ '0' - Not stated or inadequately described
Date of Birth*	11	numeric/alpha	All dates must be the same format which is selected during the File Mapping process
Tax File Number	9	numeric	Spaces and "-" are not permitted, numbers only
Street Address*	50	numeric/alpha	*Accepts alpha, numeric and / only. Remove the all others characters and double spacing*
Street Address 2	50	numeric/alpha	*Accepts alpha, numeric and / only. Remove the all others characters and double spacing*
Street Address 3	50	numeric/alpha	*Accepts alpha, numeric and / only. Remove the all others characters and double spacing*
Street Address 4	50	numeric/alpha	*Accepts alpha, numeric and / only. Remove the all others characters and double spacing*
Suburb*	50	alpha	*Accepts alpha only.*
State*	3	alpha	Australian state or territory. Valid values are: 'AAT', 'ACT', 'NSW', 'NT', 'QLD', 'SA', 'TAS', 'VIC', 'WA'.
Postcode*	4	numeric	Can only contain numerical values
Country	2	alpha	If a member has an International Address - only the fields "Address Line 1" and "Country" need to be populated
Phone Number	12	numeric	Can only contain numerical values (can contain single spacing)
Mobile Phone Number	10	numeric	Can only contain numerical values (can contain single spacing)
Email Address	60	numeric/alpha	Must contain the "@" symbol
Address Usage Code	3	alpha	RES - Residential, TEM - Temporary accommodation, BUS - Business, DEL - Delivery address, POS - Postal or correspondence address, CNT - General contact, including when using a 3rd party as contact, PMT - Address to be used for payment purposes
Other Names	40	alpha	*Only alpha and (- are accepted.*
Suffix	5	alpha	List of accepted values in spec
Employment Details			
Payroll Number	10	numeric/alpha	All keyboard characters except , \ | . [ ] , ' " and Double spacing
Employment Start Date	11	numeric/alpha	All dates must be the same format which is selected during the File Mapping process
Employment Termination Date	11	numeric/alpha	All dates must be the same format which is selected during the File Mapping process
Employee satisfies work test (if >65)	3	alpha	Must be blank, Y, N, Yes or No
At Work Indicator	3	alpha	Must be blank, Y, N, Yes or No
Occupation	80	alpha/numeric	Person Demographic Details Occupation Description. No limits on this field
Location	20		
Location - Start Date	11	numeric/alpha	All dates must be the same format which is selected during the File Mapping process
Location - End Date	11	numeric/alpha	All dates must be the same format which is selected during the File Mapping process
Weekly Hours Worked	No Limit	numeric	No limits on this field
Employment Type	10	alpha	Casual = employees whose employment status is casual, Contractor = employees whose employment status is as a contractor, Full Time = employees whose employment status is full time, Part Time = employees whose employment status is pull time
Termination Reason	80	alpha	No limits on this field
Annual Salary (for Insurance)	No Limit	numeric	Superannuation Fund Details Annual Salary For Insurance Amount. No limit on this field
Annual Salary (for Contributions)	No Limit	numeric	Superannuation Fund Details Annual Salary For Contributions Amount. No limit on this field
Annual Salary (for Benefits)	No Limit	numeric	Superannuation Fund Details Annual Salary For Benefits Amount. No limit on this field
Salary (Insurance) - Effective Date	11	numeric/alpha	All dates must be the same format which is selected during the File Mapping process
Salary (Benefits) - Effective Date	11	numeric/alpha	All dates must be the same format which is selected during the File Mapping process
Salary (Contributions) - Start Date	11	numeric/alpha	All dates must be the same format which is selected during the File Mapping process
Salary (Contributions) - End Date	11	numeric/alpha	All dates must be the same format which is selected during the File Mapping process
Employee Fund Details			
Member Number - choice fund only*	15	numeric/alpha	*Accepts alpha, numeric and / only. Remove the all others characters and spacing*
USI (Unique Superannuation Identifier) - choice members only*	14	alpha/numeric	MUST be provided for contributions to an APRA-regulated choice fund. This replaces the Superannuation Product Identification Number (SPIN) previously used to identify many public or corporate funds. If an exact match cannot be identified you will be alerted during file processing.
Fund Name - choice members only*	50	alpha/numeric	Must not contain commas or any special characters
Fund ABN - choice members only*	11	numeric	MUST be provided for contributions to an SMSF (Self Managed Superannuation Fund).
Fund ESA -choice members only*	16	alpha/numeric	The target electronic service address (ESA) is used when contributing to a SMSF.
Date Joined Fund	11	numeric/alpha	All dates must be the same format which is selected during the File Mapping process
Employer Number	20	alpha/numeric	The identifier has been created by the superannuation fund for the purpose of uniquely identifying the employer in the superannuation fund's systems. It will generally not be known by any other party
Contribution Commencement Date	11	numeric/alpha	All dates must be the same format which is selected during the File Mapping process
Contributions Cease Date	11	numeric/alpha	All dates must be the same format which is selected during the File Mapping process
Insurance Opt Out Indicator		numeric	True = Member does want Insurance. False = Member does want Insurance.
Benefit Category Effective Date	11	numeric/alpha	All dates must be the same format which is selected during the File Mapping process
Registration Amendment Reason	4000	alpha/numeric	
Contribution Accounts			
SG Contribution	10	numeric	Positive values only
Salary Sacrifice	10	numeric	Positive values only
Employer Additional	10	numeric	Positive values only
Member Voluntary Contribution	10	numeric	Positive values only
Employer Award Contribution	10	numeric	Positive values only
spouse Contribution	10	numeric	Positive values only
Other 3rd Party Contribution	10	numeric	Positive values only
Child Contribution	10	numeric	Positive values only
Payment Reference Number	18	numeric/alpha	
Important Information			

- *Always save your file in one of the following formats CSV/XLS/XLSX/TXT
- *Each field must have its own column
- *A character can separate date details, as long as it's the same for the entire file (eg slash / comma, or full stop.)
- *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 the file format must be consistent each month, otherwise the file will need to be re-mapped
- *It is mandatory to map one of USI or ABN fields to our system. USI is used to identify APRA-regulated choice funds; ABN is used to identify SMSF choice funds.

Name Title		Name Suffix	
Value	**Description**	**Value**	**Description**
ABBOT	Abbot	BM	Bravery Medal
DR	Doctor	KCVO	Knight Commander of the Royal Victorian Order
MS	Ms	BEM	British Empire Medal
AB	Able Seaman	KG	Knight of the Garter
EARL	Earl	COMDC	Commissioner of Declarations
NURSE	Nurse	AK	Knight of the Order of Australia
ADML	Admiral	CH	Companion of Honour
ENGR	Engineer	KT	Knight of the Thistle
OCDT	Officer Cadet	AC	Companion of the Order of Australia
ACM	Air Chief Marshal	OAM	Medal of the Order of Australia - Order of St John
FR	Father	CV	Cross of Valour
PASTOR	Pastor	MP	Member of Parliament
AIRCDRE	Air Commodore	DCMG	Dame Commander of the Order of Saint Michael and Saint George
FLTLT	Flight Lieutenant	MHA	Member of the House of Assembly
PO	Petty Officer	DCB	Dame Commander of the Order of the Bath
AM	Air Marshal	MHR	Member of the House of Representatives
FSGT	Flight Sergeant	DBE	Dame Commander of the Order of the British Empire
PLTOFF	Pilot Officer	MLA	Member of the Legislative Assembly
AVM	Air Vice Marshal	DCVO	Dame Commander of the Royal Victorian Order
FLGOFF	Flying Officer	MLC	Member of the Legislative Council
PTE	Private	AD	Dame of the Order of Australia
AC	Aircraftman	AM	Member of the Order of Australia
GEN	General	DFM	Distinguished Flying Medal
PROF	Professor	MBE	Member of the Order of the British Empire
ACW	Aircraftwoman	DSC	Distinguished Service Cross
GOV	Governor	MC	Military Cross
RABBI	Rabbi	DSM	Distinguished Service Medal
ALD	Alderman	OC	Officer Commanding
GP CAPT	Group Captain	ESQ	Esquire
RADM	Rear Admiral	AO	Officer of the Order of Australia
AMBSR	Ambassador	GC	George Cross
HON	Honourable	OBE	Officer of the Order of the British Empire

Abbreviation	Full	Abbreviation	Full
RECTOR	Rector	JNR	Junior
ARCHBISHOP	Archbishop	OM	Order of Merit
JUDGE	Judge	JP	Justice of the Peace
RSM	Regimental Sergeant Major	QC	Queens Counsel
ARCHDEACON	Archdeacon	KB	Knight Bachelor
JUSTICE	Justice	SNR	Senior
RSM-A	Regimental Sergeant Major Of The Army	KCMG	Knight Commander of the Order of Saint Michael and Saint George
ASSOC PROF	Associate Professor	SC	Star of Courage
LADY	Lady	KCB	Knight Commander of the Order of the Bath
REV	Reverend	VC	Victoria Cross
BARON	Baron	KBE	Knight Commander of the Order of the British Empire
LBDR	Lance Bombardier		
RTHON	Right Honourable		
BARONESS	Baroness		
LCPL	Lance Corporal		
RT REV	Right Reverend		
BISHOP	Bishop		
LAC	Leading Aircraftman		
SMN	Seaman		
BDR	Bombardier		
LACW	Leading Aircraftwoman		
2LT	Second Lieutenant		
BRIG	Brigadier		
LS	Leading Seaman		
SEN	Senator		
BR	Brother		
LT	Lieutenant (Army)		
SNR	Senior		
CDT	Cadet		
LEUT	Lieutenant (Navy)		
SGT	Sergeant		
CANON	Canon		
LTCOL	Lieutenant Colonel		
SIR	Sir		
CAPT	Captain (Army)		
LCDR	Lieutenant Commander		
SR	Sister		
CAPT, RAN	Captain (Navy)		
LTGEN	Lieutenant General		
SISTER SUP	Sister Superior		
CARDNL	Cardinal		
LTGOV	Lieutenant Governor		
SQNLDR	Squadron Leader		
CHAP	Chaplain		
LORD	Lord		
SCDT	Staff Cadet		
CPO	Chief Petty Officer		
MADAM	Madam		
SSGT	Staff Sergeant		
COL	Colonel		
MADAME	Madame		
SM	Station Master		
CMDR	Commander		
MAJ	Major		
SBLT	Sub Lieutenant		
CMM	Commissioner		
MAJGEN	Major General		
SUPT	Superintendent		
CDRE	Commodore		
MGR	Manager		
SWAMI	Swami		
CONST	Constable		
MSTR	Master		
VADM	Vice Admiral		
CONSUL	Consul		
MAYOR	Mayor		
VCE CMNDR	Vice Commander		
CPL	Corporal		
MAYORESS	Mayoress		
VISCOUNT	Viscount		
COUNT	Count		
MIDN	Midshipman		
WOFF	Warrant Officer (Air Force)		
COUNTESS	Countess		
MISS	Miss		
WO	Warrant Officer (Navy)		
DAME	Dame		
MR	Mister		
WO1	Warrant Officer Class 1		
DEACON	Deacon		
MON	Monsignor		
WO2	Warrant Officer Class 2		
DEACONESS	Deaconess		
MOST REV	Most Reverend		
WOFF-AF	Warrant Officer Of The Air Force		
DEAN	Dean		
MTHR	Mother		
WO-N	Warrant Officer Of The Navy		
DEPUTY SUPT	Deputy Superintendent		
MRS	Mrs		
WCDR	Wing Commander		
DIRECTOR	Director		