

FuturePlus
Financial
Services



(ABN 90 080 972 630)

**EMPLOYER ONLINE
STANDARD FILE FORMATS GUIDE
ENERGY INDUSTRIES SUPERANNUATION SCHEMES**

VERSION 2

TABLE OF CONTENTS

1	GENERAL DESCRIPTION	1
1.1	PURPOSE	1
1.2	ASSISTANCE.....	1
2	STANDARD FORMATS.....	2
2.1	CONTRIBUTION FILE.....	2
2.1.1	Header Record	2
2.1.2	Data Record	3
2.1.3	Contribution File Format - Header Record.....	5
2.1.4	Contribution File Format - Data Record.....	6
2.2	ANNUAL SALARY	8
2.2.1	Header Record	8
2.2.2	Data Record	8
2.2.3	Annual Salary File Format - Header Record	9
2.2.4	Annual Salary File Format - Data Record	9
3	APPENDIX.....	10

1 GENERAL DESCRIPTION

1.1 Purpose

FuturePlus will provide the administration of the Energy Industries Superannuation Schemes from 1 July 2005. As part of this internalising of the administration, FuturePlus will update to the “Classic administration system” which is a proven client centric system.

One of the main features of the Classic system is the ability for employers to provide information via a secure website. This development is known as Employer Online and allows employers to submit electronic files through the internet and enables employers to modify member’s records through live real time processing of Online forms.

To access Employer Online connect to the employer section of the Energy Industries Superannuation Schemes website and click on the Employer Online button.

The purpose of this document is to define the Employer Online standard file formats that employers should use to provide electronic files of member information for each scheme.

This document includes the standard file formats including adding new members, contributions and annual salary advice from employers for the following schemes:

- Energy Industries - Division A, B, E, N and Division D

1.2 Assistance

Should you require assistance in providing electronic files in the standard file format please e-mail your query to employeronline@eisuper.com.au

2 STANDARD FORMATS

A key requisite to the efficient use of the standard file formats is that each employer will have to provide a separate file for each plan for whom they have members. Therefore if an employer has members in multiple plans then they must provide one file per plan.

There are two standard file formats:

- Contribution
- Annual salary

In addition to the specific data format, a file needs to have a header record. It may be possible to create an electronic report from your payroll system in the data format required including the header record, but the header record may need to be added manually after the report has been produced.

If the header record needs to be added manually, once the report is produced, download the report into excel for the manual insertion of the header record. Insert a line at the beginning of the report and add the required information into the fields (Field 1 = Column A). The file can then be saved as a CSV file. Excel files can be saved in a CSV format via Excel File, Save As, Save as Type, CSV (Comma delimited) (*.csv) with a unique name.

Electronic files should be submitted to FuturePlus as a CSV file through the Employer Online website.

2.1 Contribution File

The Contribution File format has been defined in such a way as to be used for multiple business processes:

- Matching data. Minimum member details are required to allow data matching to occur against the FuturePlus system i.e. to validate the member has a record in one of our schemes and their details are correct.
- Contributions. The main purpose of the file is to enable the employer to remit contributions electronically. The file format allows for contribution types for all plans.
- New members. Additional details can be included in the file by the employer to enable new member records to be created.
- Exit members. Employers will use this file to advise of a member's termination of employment.

2.1.1 Header Record

The Contribution file requires a header line which is the first line of the file above the Data Record.

All files remitted by employers require the first 5 fields of the header record. If the file is only for data matching and cleansing, the header record requires only the first 5 fields.

Field 1	Employer reporting centre code – unique employer reference
Field 2	Plan Indicator – refer to Appendix
Field 3	Effective date – for contribution file this date is the end payroll period date .
Field 4	Count of members in file – total of records in file.
Field 5	File Type i.e. CONT for Contribution File (includes matching and new member).
Field 6	Version number
Field 7	Blank Field

If the file contains contribution information, a value is required in at least one of the fields 8 to 17, as well as field 18.

Field 8	Total Member post tax contributions - the total of values in field 8 of the data record. All schemes.
Field 9	Total Salary Sacrifice (pre tax top up) contributions - the total of values in field 9 of the data record. All schemes - effective from 1/10/2005 for Division B and D.
Field 10	Total SG contributions - the total of values in field 10 of the data record. Accumulation Schemes only.
Field 11	Total Spouse contributions - the total of values in field 11 of the data record. Accumulation Schemes only.
Field 12	Total Award Based contributions - the total of values in field 12 of the data record. Only used by a few employers. This field currently applies to some Energy Industries employers only – all schemes.
Field 13	Total Defined/Retirement employer contributions - the total of values in field 13 of the data record.
Field 14	Total Defined/Retirement basic benefit contributions - the total of values in field 14 of the data record. Division B and D
Field 15	Total Defined/Retirement pre tax contributions - the total of values in field 14 of the data record. Division B and D. Effective from 1/4/2006. (new field)
Field 16	Total Div C post tax top up contributions - the total of values in field 15 of the data record. Division B and D. Effective from 1/10/2005. (new field)
Field 17	Total Additional Employer contributions - the total of values in field 13 of the data record. Does not apply to Energy Industries employers. (new field).
Field 18	Total of all contributions - the total of values in fields 8 to 17 of the header record.

2.1.2 Data Record

The first 7 fields of the format are the basic member information that will be the standard fields used in each file. Fields 1 to 7 and 18 to 24 will also be the matching criteria for the data matching and cleansing process with field's 2 to 5 mandatory. The fields are:

Field 1	Account (member) number - scheme member's unique identifier
Field 2	Payroll number - employee's work payroll number
Field 3	Surname - employee's surname
Field 4	Given names - employee's given names
Field 5	Date of birth – employee's date of birth
Field 6	Gender - M for male; F for female
Field 7	Date of birth confirmation - Y for Yes original documentation sighted or N for No. Refer to Appendix for types of original documents or “certified copy” that is acceptable

Fields 8 to 17 are contribution fields and a value is required in at least one of these fields:

Field 8	Member post tax contributions – this field applies to all schemes and is for after tax employee contributions. Negative amounts are only allowed if the file is for Division B or D.
Field 9	Salary sacrifice contributions – also known as optional employer contributions and are pre tax contributions. All schemes (effective from 1/10/2005 for DIV B and D as pre tax top up).
Field 10	SG contributions – compulsory employer contributions, accumulation schemes only .
Field 11	Spouse contributions - only made from after tax income, accumulation schemes only .
Field 12	Award Based contributions – this field currently applies to some Energy Industries employers and is additional pre tax contributions an employer may pay under an industrial agreement or award (mandated), including members over age 70. All schemes .
Field 13	Defined/Retirement employer contributions. Division B and D - negative amounts are allowed.
Field 14	Defined/Retirement basic benefit contributions. Division B and D - negative amounts are allowed.
Field 15	Defined/Retirement pre tax contributions. Division B and D . Effective from 1/4/2006. (new field)
Field 16	Div C post tax top up contributions. Division B and D . Effective from 1/10/2005. (new field)
Field 17	Additional employer contributions – additional pre tax contributions an employer may pay. Does not apply to Energy Industries employers. (new field)

Fields 18 to 26 are new member fields:

Field 18	Address 1 - postal address line 1
Field 19	Address 2 - postal address line 2
Field 20	Address 3 - postal address line 3
Field 21	Suburb – if the country is not Australia, this field is blank.
Field 22	State – if the country is not Australia, this field is blank.
Field 23	Country – if the country is Australia, leave blank.
Field 24	Postcode – if the country is not Australia, this field is blank.
Field 25	Date joined employer – is the date the employee commenced working for the employer.
Field 26	TFN (tax file number) – only to be completed if the employee has authorised the employer to provide the number to the super scheme.

Fields 27 to 28 are for exit flagging.

Field 27	Date ceased employment – required for all schemes.
Field 28	Exit reason - text only (preferred).

2.1.3 Contribution File Format - Header Record

Field No.	Field name	Max length	Type	Formatting comments	Contribution	New member	Exit
1	Employer reporting centre code	8	Text		Mandatory	Mandatory	Mandatory
2	Plan indicator	8	Text	refer Appendix for Indicator	Mandatory	Mandatory	Mandatory
3	Effective date	10	Date	DD/MM/CCYY	Mandatory	Mandatory	Mandatory
4	Count of members in file	8	Num	No commas, no "\$", no decimal places	Mandatory	Mandatory	Mandatory
5	File Type	6	Text	CONT for contribution file	Mandatory	Mandatory	Mandatory
6	Format Version No.	4	Num	2	Mandatory		
7	Blank field						
8	Total Member post tax contributions	11	Num	No commas, no "\$", 2 decimal places only	Mandatory if a value in field 8		
9	Total Salary Sacrifice (pre tax top up) cont	11	Num	No commas, no "\$", 2 decimal places only	Mandatory if a value in field 9		
10	Total SG contributions	11	Num	No commas, no "\$", 2 decimal places only	Mandatory if a value in field 10		
11	Total Spouse contribution	11	Num	No commas, no "\$", 2 decimal places only	Mandatory if a value in field 11		
12	Total Award Based employer contribution	11	Num	No commas, no "\$", 2 decimal places only	Mandatory if a value in field 12		
13	Total Defined/Retirement employer contribution	11	Num	No commas, no "\$", 2 decimal places only	Mandatory if a value in field 13		
14	Total Defined/Retirement basic benefit	11	Num	No commas, no "\$", 2 decimal places only	Mandatory if a value in field 14		
15	Total Defined/Retirement pre tax employer contribution	11	Num	No commas, no "\$", 2 decimal places only	Mandatory if a value in field 15		
16	Total Defined/Retirement post tax top up contribution	11	Num	No commas, no "\$", 2 decimal places only	Mandatory if a value in field 16		
17	Total Additional employer contribution (FPS)	11	Num	No commas, no "\$", 2 decimal places only	Mandatory if a value in field 17		
18	Total of all contributions (Total)	11	Num	No commas, no "\$", 2 decimal places only	Mandatory – total of fields 8 - 17		

Fields (1- 5) are required for the matching process.

2.1.4 Contribution File Format - Data Record

Field no.	Field name	Max length	Type	Formatting comments	Contribution	New member	Exit
1	Account (member) number	8	Num	Right aligned, no zero's, no spaces	Preferred		Preferred
2	Payroll number	25	Text		Mandatory	Mandatory	Mandatory
3	Surname	45	Text	Upper or lower case ok, include mixed case	Mandatory	Mandatory	Mandatory
4	Given names	45	Text	Upper or lower case ok, include mixed case	Mandatory	Mandatory	Mandatory
5	Date of birth	10	Date	DD/MM/CCYY	Preferred	Mandatory	Preferred
6	Gender	1	Text	M or F	Preferred	Mandatory	Preferred
7	Date of Birth - confirm	1	Text	Y or N		Preferred	
8	Member post tax contribution	11	Num	No commas, no "\$", 2 decimal places only, #			
9	Salary Sacrifice (pre tax top up) contribution	11	Num	No commas, no "\$", 2 decimal places only			
10	SG contribution	11	Num	No commas, no "\$", 2 decimal places only			
11	Spouse contribution	11	Num	No commas, no "\$", 2 decimal places only	An amount		
12	Award Based employer contribution	11	Num	No commas, no "\$", 2 decimal places only	is required		
13	Defined/Retirement employer contribution	11	Num	No commas, no "\$", 2 decimal places only, #	in at least		
14	Defined/Retirement basic benefit	11	Num	No commas, no "\$", 2 decimal places only, #	one of the		
15	Defined/Retirement pre tax contribution	11	Num	No commas, no "\$", 2 decimal places only	fields 8-17		
16	Div C post tax top up contribution	11	Num	No commas, no "\$", 2 decimal places only			
17	Additional employer contribution (FPS)	11	Num	No commas, no "\$", 2 decimal places only			
18	Address 1	45	Text	Text only, no punctuation		Mandatory	
19	Address 2	45	Text	Text only, no punctuation		Optional	
20	Address 3	45	Text	Text only, no punctuation		Optional	
21	Suburb	45	Text	Text only, no punctuation, if country not Australia - leave blank		Mandatory if country Australia	
22	State	45	Text	Abbreviations accepted, if country not Australia - leave blank		Mandatory if country Australia	
23	Country	45	Text	If Australia leave blank		Mandatory if NOT Australia	
24	Postcode	4	Num	If country not Australia - leave blank		if country Australia	
25	Date joined employer	10	Date	DD/MM/CCYY		Mandatory	
26	TFN	9	Num	numeric characters only		Optional	
27	Date ceased employment	10	Date	DD/MM/CCYY			Mandatory
28	Exit reason	12	Text	Resignation, Retirement, Retrenchment, Invalidity, Death			Preferred

Fields (1-6 and 18-24) are required for the matching process. Fields 2-5 are mandatory.

Field 12 is for **Award Based contributions** resulting from industrial agreements and awards. Applies to Energy Australia and Integral Energy

If plan Division B or D, a negative is allowed in these fields and if present, it is a floating negative on the left of the most significant digit

Plan A example

Z43000,EIDivA,31/05/2004,4,CONT,,,50,250,1281.08,150,,,,,1731.08,,,,,
6451213,4525z,Barnes,Jill,12/03/1982,f,y,,100,230.45,,,,,
.7841,Jones,Brendan,16/05/1974,m,,,250.63,,,,,2/14 White Ave,,,Newtown,NSW,,2128,5/08/2004,,
64512134,4546,Farr,Betty,15/06/1952,f,,50,,300,,,,,11 White Lane,,,Glebe,NSW,,2244,,,21/10/2004,dismissal
2456322,100963,Fogg,Phil,4/04/1975,m,,,150,500,150,,,,,53 Red Rd,,,Brighton,NSW,,2172,1/09/2004,,

Plan B example

Z43000,EIDivB,30/04/2005,5,CONT,,,963.37,450,,,,2326.74,4140.10,200,199.99,,8280.2,,,,,
5453214,9876,Vu,Joan,30/03/1952,f,,112.5,,,,,225,90,,,,,
4123123,1213,Smith,John,30/03/1952,m,,500,450,,,,,1000,150,,,,,
4596123,1234,Arnott,Fred,15/10/1954,m,y,100,,,,,600,175,200,,,,,
,457a,Lee,Brenda,2/04/1969,f,n,50.16,,,,,100.32,75.33,,,,,2 Black Street,,,Glebe,NSW,,2122,,,,
5006523,6325,Zahar,Zoltan,29/01/1958,m,,200.71,,,,,401.42,350.66,,199.99,,,,,6/09/2004,resignation

2.2 Annual Salary

The Annual Salary file format has the same first seven fields as the Contribution File format. Superable salaries are only required for Divisions B and D for their Salary Review Day (SRD). There are only three periods when Salary files are required, 1 for Division B (SRD 31/12) and 2 for Division D (SRD 9/2 and 28/7).

2.2.1 Header Record

The Annual Salary file requires a header line which is the first line of the file above the Data Record.

Field 1	Employer reporting centre code – unique employer reference
Field 2	Plan Indicator – refer to Appendix
Field 3	Effective date –for annual salary purposes this date is the Salary Review Day (SRD).
Field 4	Count of members in file – total of records in file.
Field 5	File Type i.e. SALARY for Annual Salary File.

2.2.2 Data Record

The first 7 fields of the format are the basic member information that will be required for each file. The fields are:

Field 1	Account (member) number - scheme member's unique identifier
Field 2	Payroll number - employee's work payroll number
Field 3	Surname - employee's surname
Field 4	Given names - employee's given names
Field 5	Date of birth – employee's date of birth
Field 6	Gender - M for male; F for female
Field 7	Date of birth confirmation - Y for Yes original documentation sighted or N for No. Refer to Appendix for types of original documents or "Certified copy" that is acceptable
Field 8	Full-time (or attributed full-time) superable salary at the Salary Review Day paid in whole dollars – this is the employee's full-time or if the employee is part-time their attributed full-time superable salary at their SRD (refer to Appendix for dates). Values only, no formulae.
Field 9	Part-time superable salary at the Salary Review Day paid in whole dollars. If the member is full-time leave this field blank. Values only, no formulae.
Field 10	A calculated value i.e. Part-time salary / Full-time salary = Salary Ratio. Values only, no formulae.
Field 11	The date that the new salary ratio commenced e.g. the date that the member changed their hours of work.

2.2.3 Annual Salary File Format - Header Record

Field No.	Field Name	Max length	Type	Formatting comments
1	Employer reporting centre code	8	Text	
2	Plan indicator	8	Text	refer Appendix for Indicator
3	Effective (SRD) date	10	Date	DD/MM/CCYY
4	Count of members in file	8	Num	No commas, no "\$", no decimal places
5	File Type	6	Text	SALARY for Annual Salary file

2.2.4 Annual Salary File Format - Data Record

Field no.	Field name	Max length	Type	Formatting comments	Required: Division B	Required: Division D
1	Account (member) number	8	Num	Right aligned, no zero's, no spaces	Mandatory	Mandatory
2	Payroll number	25	Text		Mandatory	Mandatory
3	Surname	45	Text	Upper or lower case ok, include mixed case	Mandatory	Mandatory
4	Given names	45	Text	Upper or lower case ok, include mixed case	Mandatory	Mandatory
5	Date of birth	10	Date	DD/MM/CCYY	Mandatory	
6	Gender	1	Text	M or F	Preferred	
7	Date of Birth - confirm	1	Text	Y or N	Optional	
8	Full-time salary at SRD	11	Num	No commas, no "\$", no decimal places	Mandatory	Mandatory
9	Part-time salary at SRD	11	Num	No commas, no "\$", no decimal places	* Mandatory	* Mandatory
10	Salary ratio	6	Num	No commas, no "\$", 4 decimal places, example: 1.2345	Mandatory	
11	New ratio start date	10	Date	DD/MM/CCYY	Mandatory if salary ratio < 1	

* If the member is a part-time employee, the field is mandatory.

Num Fields should include only the required values, they should not include any formulae.

Plan B example

```
Z43000,EIDivB,31/12/2004,5,SALARY,,,,,
5453214,9876,Vu,Joan,30/03/1952,f,,74628,,1.0000,
4123123,1213,Smith,John,30/03/1952,m,,150000,,1.0000,
4596123,1234,Arnott,Fred,15/10/1954,m,y,42500,,1.0000,
6014235,457a,Lee,Brenda,2/04/1969,f,n,35123,17562,0.5000,25/08/2004
5006523,6325,Zahar,Zoltan,29/01/1958,m,,98453,,1.0000,
```

3 APPENDIX

Code	Description
SRD Dates Division B Division D	Salary Review Day 31/12/CCYY 09/02/CCYY (members born 1 July to 31 December), and 28/07/CCYY (members born 1 January to 30 June)
Date of Birth Documentation that is acceptable:	Must have sighted an Original or a Certified Copy of one of the following: Birth certificate Current driver's license Current passport Statutory Declaration Certificate of Australian citizenship (if it contains the date of birth)
Effective Date	In the header record or File Header page on the website. The effective date is the end payroll period date in a contribution file, for the annual salary file it is the SRD, for other files it is the date the file was created.
Exit Reason Death Discharge Dismissal Invalidity Resignation Retirement Retrenchment	An employee dies in service. An employee is discharged from employment. An employee is dismissed from employment. An invalidity exit occurs when an employee ceases employment due, either directly or indirectly, to permanent physical or mental illness (not caused by any act or default of the member to produce that illness), and is unable to perform the work being done prior to the illness. To voluntarily choose to cease employer before reaching the age of 55 years (as regards the Basic Benefit), or before the early retirement age (as Div B) To cease employment on or after reaching the age of 55 years (as regards the Basic Benefit), or on or after the early retirement age (as regards Div B). Where a member's service is compulsorily terminated, or the member accepts an offer of retrenchment on specific retrenchment grounds.
Full-time Salary	The attributed full-time annual salary paid in whole dollars to Division B and D members at a specific date (SRD).
New Ratio Start Date	The date that the new salary ratio commenced e.g. the date the member changed their hours of work
Numeric Fields	Should be right aligned, not zero or space filled, Do not use 1000 separators (,)

Code	Description
Part-time Salary	The part-time annual superable salary paid in whole dollars to Division B and D members at their SRD If the member is full-time this field should be left blank.
Plan Indicators EIDIVA EIDIVB EIDIVD EIDIVE EIDIVN	Energy Industries Division A (Accumulation) Energy Industries Division B (Retirement) Energy Industries Division D (Defined Benefit) Energy Industries Division E (Executive) Energy Industries Division N (Electrical Contractors)
Salary Ratio	A calculated value i.e. Part-time salary / Full-time salary = Salary Ratio (to 4 decimal places with 0.00005 rounded up). Full-time = 1.0000, Part-time = less than 1 but greater than 0.1000.