

# File specifications for Sunsuper clearing house and *Employer Online* web upload

Last updated: May 2020

One of the benefits of having Sunsuper as your default superannuation provider is access to our Employer Online and clearing house services (for eligible employers). These facilities allow you to streamline your contribution payment and account administration process and, when used together, can assist you to meet your SuperStream obligations.

SuperStream may require that you provide additional member data. We have outlined these fields on the following page. Providing this data also helps us process your contributions more quickly.

## Upload a file direct from your payroll system

We can accept many different file formats, including the ATO's SuperStream Alternative File Format (SAFF). Simply generate your file from your payroll system with a separate column for each field. Though headings aren't mandatory, we encourage you to use them.

Once you have a test file ready please provide a **sample** superannuation file by emailing it, along with your employer number, to [clearinghouse@sunsuper.com.au](mailto:clearinghouse@sunsuper.com.au). If you are unable to provide sample data in your file, please upload it through our secure [Contact Us](#) page on our website. We will attempt to configure your account to read your test file, and will then contact you with a response.

## Tips for making your contributions quicker and easier

- ✓ File needs to be saved in a **.txt**, **.csv**, **.xls** or **.xlsx** file format.
- ✓ Files over 10MB should be uploaded in a compressed zip folder.
- ✓ Display one employee per line, with a separate column for each piece of information.
- ✓ If you are using Excel to open your **.csv** file, you may find that you encounter problems with numbers longer than 11 digits. To avoid this, please ensure you do not open the file prior to uploading to Employer Online. You can still make changes to your data once it appears in the contributions wizard.

## We're here to help

If you have any further questions regarding Sunsuper clearing house or Employer Online, please call us on **1800 316 585**.

| Field Heading Name     | Field Length | Example Text & Format                 | Comments  | Display Priority                                  |
|------------------------|--------------|---------------------------------------|---|---|
| <b>USI<sup>1</sup></b> | <b>16</b>    | <b>STA0100AU or<br/>6571439489001</b> | <b>Previously known as Fund ID, fund code, clearing house code or SPIN. Must be alpha-numeric</b> | <b>Mandatory if using Sunsuper clearing house</b> |
| PayrollID              | 15           | 1234                                  | Employees payroll number  | Preferred   |
| MemberID               | 9<br>15      | 900123456<br>000123456789100          | Sunsuper member number Choice member number   | Preferred if employee has a member number         |
| <b>FamilyName</b>      | <b>30</b>    | <b>Johnson</b>                        | <b>Text only</b>  | <b>Mandatory</b>                                  |
| <b>GivenNames</b>      | <b>30</b>    | <b>Mary-Lou</b>                       | <b>Text only</b>  | <b>Mandatory</b>                                  |
| OtherGivenNames        |              | Elizabeth                             | Text only   | Preferred if applicable                           |
| Title                  |              | Mrs                                   | Text only   | Preferred   |

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| Field Heading Name              | Field Length | Example Text & Format  | Comments   | Display Priority                          |
|---------------------------------|--------------|------------------------|--|---|
| NameSuffix                      |              | Snr                    | Text only  | Supply if applicable                      |
| <b>DOB</b>                      | <b>10</b>    | <b>1/01/1970</b>       | <b>Preferred format is DD/MM/YYYY</b>  | <b>Mandatory</b>                          |
| <b>Gender</b>                   | <b>1</b>     | <b>F</b>               | <b>Text only</b>   | <b>Mandatory</b>                          |
| Superannuation Guarantee Amount | 10           | 150.26                 | Employer SG contribution   | Supply if applicable                      |
| Salary Sacrifice                | 10           |                        | Salary Sacrifice   | Supply if applicable                      |
| Personal Contributions Amount   | 10           | 0.00                   | Member Voluntary contribution  | Supply if applicable                      |
| Employer Award                  | 10           | 120.00                 | Employer Award   | Supply if applicable                      |
| Employer Voluntary              | 10           | 50.00                  | Employer Extra   | Supply if applicable                      |
| <b>Address Type<sup>2</sup></b> |              | <b>RES</b>             | <b>POS = Postal address RES = Residential address</b>  | <b>Mandatory</b>                          |
| <b>Address1</b>                 | <b>30</b>    | <b>1 Sample Street</b> | <b>If data is entered in this field, then Suburb, State &amp; Postcode must also be completed</b>                          | <b>Mandatory</b>                          |
| Address2                        | 30           |                        | If data is entered in this field, then Suburb, State & Postcode must also be completed                                     | Supply if applicable                      |
| Address3                        | 30           |                        | If data is entered in this field, then Suburb, State & Postcode must also be completed                                     | Supply if applicable                      |
| Address4                        | 30           |                        | If data is entered in this field, then Suburb, State & Postcode must also be completed                                     | Supply if applicable                      |
| <b>Locality (Suburb)</b>        | <b>28</b>    | <b>Milton</b>          | <b>If data is entered in this field, then Address1, State &amp; Postcode must also be completed</b>                        | <b>Mandatory</b>                          |
| <b>State</b>                    | <b>3</b>     | <b>Qld</b>             | <b>Only mandatory if country is Australia</b>  | <b>Mandatory</b>                          |
| <b>PostCode</b>                 | <b>4</b>     | <b>4564</b>            | <b>Only mandatory if country is Australia</b>  | <b>Mandatory</b>                          |
| <b>Country</b>                  |              | <b>Australia</b>       |  | <b>Mandatory</b>                          |
| <b>TFN</b>                      | <b>9</b>     | <b>123456789</b>       | <b>Mandatory unless employee has elected not to provide TFN to the fund or has not provided it for employment purposes</b> | <b>Mandatory<sup>3</sup></b>              |
| EmploymentStartDate             | 10           | 1/01/2014              | Preferred format is DD/MM/YYYY   | Preferred                                 |
| AnnualSalaryForInsurance        |              | 60000.00               | Should not be in currency format   | Preferred                                 |
| EmploymentEndDate               | 10           | 15/03/2014             | Preferred format is DD/MM/YYYY   | Preferred if applicable                   |
| EmploymentStatus                | 30           | Full-time              | Preferably displayed as either: Part-Time, Full-Time or Casual   | Preferred                                 |
| Email                           |              | email@address.com      |  | Preferred                                 |
| <b>Mobile</b>                   |              | <b>0404 000 000</b>    | <b>Mobile or Landline is mandatory</b>   | <b>Mandatory if landline not provided</b> |
| <b>Landline</b>                 |              | <b>07 3333 0000</b>    | <b>Mobile or Landline is mandatory</b>   | <b>Mandatory if mobile not provided</b>   |

1. This column is only required for Sunsuper clearing house employers. If you are not registered to pay external contributions leave this column blank or remove it.

2. To comply with SuperStream, you must provide the employee's residential address with each payment. Sunsuper can still accept the payment if a postal address is provided.

3. Refer to [ato.gov.au](http://ato.gov.au) for obligations regarding your employee's tax file numbers.