

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



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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. 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

- If you use MYOB, you can visit accountingpower.com.au/sunsuper to download the free AccountingPower software, which may help extract a file that is easily uploaded into *Employer Online*.
- 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**.

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Field Heading Name	Field Length	Example Text & Format	Comments	Display Priority
USI	16	STA0100AU or 6571439489001	Previously known as Fund ID, fund code, clearing house code or SPIN. Must be alpha-numeric	Mandatory if using Sunsuper clearing house
PayrollID	15	1234	Employees payroll number	Preferred
MemberID	9	900123456	Sunsuper member number	Preferred if employee has a member number
	15	000123456789100	Choice member number	
FamilyName	30	Johnson	Text only	Mandatory
GivenNames	30	Mary-Lou	Text only	Mandatory
OtherGivenNames		Elizabeth	Text only	Preferred if applicable
Title		Mrs	Text only	Preferred
NameSuffix		Snr	Text only	Supply if applicable
DOB	10	1/01/1970	Preferred format is DD/MM/YYYY	Mandatory
Gender	1	F	Text only	Mandatory
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
Address Type²		RES	POS = Postal address RES = Residential address	Mandatory
Address1	30	1 Sample Street	If data is entered in this field, then Suburb, State & Postcode must also be completed	Mandatory
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
Locality (Suburb)	28	Milton	If data is entered in this field, then Address1, State & Postcode must also be completed	Mandatory
State	3	Qld	Only mandatory if country is Australia	Mandatory
PostCode	4	4564	Only mandatory if country is Australia	Mandatory
Country		Australia		Mandatory
TFN	9	123456789	Mandatory unless employee has elected not to provide TFN to the fund or has not provided it for employment purposes	Mandatory³
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
Mobile		0404 000 000	Mobile or Landline is mandatory	Mandatory if landline not provided
Landline		07 3333 0000	Mobile or Landline is mandatory	Mandatory if mobile not provided

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 for obligations regarding your employee's tax file numbers.