



Electronic Data Exchange Specification

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Document Control

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Change Register

| Version Number | Date | Changes |
|----------------|----------|--|
| 5.3 | 23/07/08 | <ul style="list-style-type: none"> • Introduction section removed • Section 1.3 <ul style="list-style-type: none"> ○ Important Notes added indicating which data records are required for GESB and non GESB contributions • Section 2.3 (ID16) <ul style="list-style-type: none"> ○ (ID16) GESB Number field updated to 'Membership Number' field. The format of this field has changed from 9(7) to X15. ○ (ID 16-39) Position of data record for fields 16-39 updated to reflect change in field size of data record 16. ○ (ID33) Scheme Identifier field updated to Fund Identifier. Additional user information inserted with regards to GESB and Non GESB contributions ○ (ID34) Additional user information added to clarify that Interest contributions can only be supplied for GESB superannuation funds. |
| 5.4 | 31/07/08 | <ul style="list-style-type: none"> • Section 3 <ul style="list-style-type: none"> ○ Notes added to clarify that return advice data will not be provided for contributions destined to non GESB superannuation funds. |
| 5.5 | 02/05/14 | <ul style="list-style-type: none"> • Section 2.3 <ul style="list-style-type: none"> ○ The following fields updated to be MANDATORY for contributions to non GESB superannuation funds: <ul style="list-style-type: none"> ▪ Gender, Address Line 1, Suburb, State, Postcode ○ Additional explanatory information provided for the Employee Appointment Type and Occupation Code fields ○ Allowable 'special' characters listed for Location, Location ID and Cost Centre ID fields |

| Version Number | Date | Changes |
|----------------|----------|---|
| 5.6 | 26/02/16 | <ul style="list-style-type: none">• Section 2.3<ul style="list-style-type: none">○ Field 33: User Information section updated to reflect GESB's recommended guidance to employers on how to cater for APRA fund USI values. Note, this update has not changed the physical specification, rather the update provides further information to employers on how to cater for USI values. |
| 5.7 | Dd/mm/yy | <ul style="list-style-type: none">• Update to remove references to Accumulation Funds |
| 5.8 | 19/07/22 | <ul style="list-style-type: none">• Additional user information added for the 'Telephone Number – Mobile' field. |

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1 Data File Structure and Record Formats

This section provides details of the necessary structure and format for contribution data files sent to GESB. It also outlines the format conventions used for the underlying data elements.

1.1 Data File Structure

A data file consists of three main parts:

- a) A File Header record indicating the start of the file. It identifies the Source Code, the Remittance Date, and the Source Type.
- b) A batch of contribution data for each agency provided by the source.
- c) A File Trailer record indicating the end of the file. It contains a count of the batches (count of agencies) included in the overall data file.

Each batch of contribution data within a data file consists of:

- d) An Agency Header record indicating the start of the batch of data. It identifies the Remitting Group and the Payroll Date concerned.
- e) One or more data records containing detailed information, pertaining to individual employees. Importantly:
 - i) Employers and payroll bureaux must use the “Source Type ‘P’” Data Record definitions outlined in Section 3.3.
 - ii) Package administrators must use the “Source Type ‘O’” Data Record definitions outlined in Section 3.4
 - iii) Separate data records will need to be provided for an employee if there is more than one contribution type or scheme.
 - iv) If an employee is a member of more than one scheme under different staff or employee numbers, then a separate record must be supplied for each employee number.
- f) An Agency Trailer record indicating the end of the batch of data. It contains a count of the Data records and a total of contributions for the batch.

1.2 Data File Format

Data files must be of fixed length format.

1.3 Record Format

Outlined below are the format conventions used in the data field definitions shown in Section 3 and 4.

In the Format Description:

- 9** = Numeric.
- 9.9** = Numeric with a decimal point.
- X** = Alphanumeric (including spaces and special characters).

The figure inside the brackets shows the **length of the field**.

Default values: 9 fields must be set to zeros.
 X fields must be set to spaces.

All numeric fields (9) are to be right justified with leading zeros. Negative values are not acceptable except where the field format is specified to allow negatives as indicated in Sections 3 and 4. Where a negative value is provided the negative sign must be the first character in the field.

All alphanumeric fields (X) are to be upper case, left justified with trailing spaces (unless specified otherwise).

Date fields are treated as a 10 character alphanumeric field. The default value for such fields is space filled.

Information for optional fields shown in *italics* is to be provided, if available. Where information is not available appropriate default values (eg, spaces or zeros) are to be provided.

Important Notes

1. All data records not marked in italics are **mandatory for contributions to GESB superannuation funds**.
2. All data records shown in bold are mandatory for contributions to non GESB superannuation funds. All other data records are optional for non GESB superannuation funds.

Note: Employer Online will not accept data files with incomplete mandatory fields.

1.4 Non-Fortnightly Pay Periods

Each pay period must be treated as a separate batch with a corresponding batch header and trailer. This means that consolidated files that include more than one pay period (eg, weekly), must be provided as separate batches.

2 Definitions for Data Being Sent

All data files should include the following key parts:

A File Header,

An Agency Header,

One or more data records for each employee;

An Agency Trailer; and

A File Trailer.

This section provides specific details of data fields that must be included in each of the key parts of the data file.

2.1 File Header Record

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|-----------|--------------------------|---------------|-----------------|-------------------------------|-------------------|---|
| 1 | Record Identifier | X(3) "FHD" | 001 - 003 | Value in File Header Record | GESB | The element in each record identifies the data type and the record type of the record concerned. |
| 2 | Source Code | X(7) | 004 - 010 | | GESB | A seven-character code allocated by GESB indicating the "source" provider of the data. |
| 3 | Remittance Date | X(10) | 011 - 020 | DD/MM/YYYY | Source | The date on which the data was generated by the provider. |
| 4 | Source Type | X(1) | 021 - 021 | | Employer | Value to indicate the type of source providing the data. This will allow GESB to use appropriate formats for processing the received contribution data. |
| | | "P" | | Payroll Source | | A Payroll Source is any source acting on behalf of one or more agencies for the purposes of maintaining all payroll details and supplying superannuation contribution data for the employees of those agencies. |
| | | "O" | | Other (Package Administrator) | | An Other Source is a source engaged for the purpose of providing contribution data on behalf of employees of one or more agencies (typically through a salary packaging arrangement) whilst not directly involved in maintaining payroll information. |

2.2 Agency Header Record

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|----------------------|---------------|-----------|-------------------------------------|------------|--|
| 1 | Record Identifier | X(3) "AHD" | 001 - 003 | Value in Agency Batch Header Record | GESB | The element in each record identifies the data type and the record type of the record concerned. |
| 2 | Remitting Group Code | X(6) | 004 - 009 | | GESB | <p>A six-digit code indicating the remitting group employing the employee and the group on whose payroll the member appears. This code is allocated by GESB.</p> <p>Note: <i>Employers who provide payroll data for agencies that are required to concurrently fund their superannuation liabilities, must provide details for these agencies under a separate batch header, trailer and Remitting Group Code (which will be provided by GESB). This is necessary for the maintenance and accurate determination of superannuation liabilities for concurrently funded (recoup) agencies.</i></p> |
| 3 | Payroll Date | X(10) | 010 - 019 | DD/MM/YYYY | Employer | The date on which the member was actually paid. |

2.3 Data Record – Source Type “P” (Payroll Source)

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|-----------------------------|---------------|-----------|----------------------|------------|---|
| 1 | Record Identifier | X(3) "DAT" | 001 - 003 | Value on Data Record | GESB | The element in each record identifies the data type and the record type of the record concerned |
| 2 | Remitting Group Code | X(6) | 004 - 009 | | GESB | <p>A six-digit code indicating the remitting group employing the employee and the group on whose payroll the member appears. This code is allocated by GESB.</p> <p><i>Note: Employers who provide payroll data for agencies that are required to concurrently fund their superannuation liabilities, must provide details for these agencies under a separate batch header, trailer and Remitting Group Code (which will be provided by the GESB). This is necessary for the maintenance and accurate determination of superannuation liabilities for concurrently funded (recoup) agencies.</i></p> |
| 3 | Payroll Date | X(10) | 010 - 019 | DD/MM/YYYY | Employer | The date on which the member was actually paid. |
| 4 | Surname | X(30) | 020 - 049 | | Employer | The employee's surname as recorded on the employer's records and as notified to the Australian Taxation Office. |
| 5 | First Name | X(30) | 050 - 079 | | Employer | The first name of the employee as recorded on the employer's records and as notified to the Australian Taxation Office. |
| 6 | Other Names | X(30) | 080 - 109 | | Employer | <p>The remaining names of the employee as recorded on the employer's records and as notified to the Australian Taxation Office. Names are to be separated by a single space</p> |

| Id | Field Description | Format | Position | Information | Data Owner | User information | |
|-----------|----------------------------------|---------------|-----------------|--------------------|-------------------|--|---|
| 7 | Date Of Birth | X(10) | 110 - 119 | DD/MM/YYYY | Employer | The employee's date of birth as recorded on the employer's records and verified by an extract or original birth certificate. | |
| 8 | <i>Title</i> | X(5) | 120 - 124 | Optional Field | Employer | The employee's title as recorded on the employer's records. | |
| 9 | Gender | X(1) | 125 - 125 | "M" or "F" | Employer | The employee's gender as recorded on the employer's records. | |
| 10 | Address Line 1 | X(30) | 126 - 155 | | Employer | This line must contain the number and name of the street or thoroughfare or number of a private box or locked bag. Double spacing is not acceptable in any part of an address. | |
| | <i>Address Line 2</i> | X(30) | 156 - 185 | | | | |
| | <i>Address Line 3</i> | X(30) | 186 - 215 | | | | |
| | Suburb | X(30) | 216 - 245 | | | | Suburb name |
| | State | X(3) | 246 - 248 | | | | State initials that must be used are: WA, SA, NT, NSW, ACT, VIC, TAS, QLD or OTH (Other) for non Australian addresses |
| | Postcode | 9(4) | 249 - 252 | | | | As provided by Australia Post. For overseas addresses always fill with 9999. |
| | <i>Country</i> | X(30) | 253 - 282 | Optional Field | | Only provide if NOT Australia | |
| 11 | <i>Telephone Number - Work</i> | X(15) | 283 - 297 | Optional Field | Employer | The contact telephone number of an employee at their place of work | |
| 12 | <i>Telephone Number - Home</i> | X(15) | 298 - 312 | Optional Field | Employer | The contact telephone number of an employee at their normal abode. | |
| 13 | <i>Telephone Number - Mobile</i> | X(15) | 313 - 327 | Optional Field | Employer | The Australian mobile telephone number of an employee. Example: 0411321654 | |

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|-----------|---------------------------|---------------|-----------------|---|-------------------|--|
| 14 | <i>Email address</i> | X(76) | 328 - 403 | Optional Field | Employer | The contact email address of an employee. |
| 15 | <i>Tax File Number</i> | X(9) | 404 - 412 | Optional Field | Employer | The employee's tax file number. |
| 16 | Membership Number | X(15) | 413 - 427 | | Employer | <p>The employee's membership number with their nominated superannuation fund.</p> <p>For contributions to GESB Superannuation Funds; This field must be filled with zeros if the membership number is not known but must be updated once the number has been provided by GESB.</p> <p>For contributions to non GESB Superannuation Funds; The membership number field MUST contain the employee's membership number with their nominated superannuation fund.</p> |
| 17 | Staff Id | X(10) | 428 - 437 | Alpha/numeric with leading zeros and no trailing spaces - right justified | Employer | The number by which the employee is identified on the employer's records. |
| 18 | Date Commenced Employment | X(10) | 438 - 447 | DD/MM/YYYY | Employer | The employee's commencement date of the current period of employment with the employer. |

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|---------------------------|--------|-----------|---|------------|--|
| 19 | <i>Movement Type</i> | X(3) | 448 - 450 | Optional field <i>Note: If movement has occurred this field is mandatory</i> | Employer | <p>The movement type codes must be used to describe a change in an employee's employment situation.</p> <p>Valid Movement Types are based on the codes defined in the Human Resource Minimum Obligatory Information Requirements (HR MOIR) document produced by the Public Sector Management Office and dated September 2005. These are as follow:</p> <ul style="list-style-type: none"> S01 - Promotion to another public sector agency S02 - Transferred to another public sector agency S03 - Redeployment to another public sector agency S04 - Secondment to another public sector agency S06 - Resigned S07 - Retirement S08 - Deceased S09 - Dismissed S10 - Disability/Invalid Retirement S11 - Voluntary Redundancy S12 - Cessation of a fixed term contract S99 - Other reason for separation |
| 20 | <i>Movement Date From</i> | X(10) | 451 - 460 | Optional field <i>Note: If movement has occurred this field is mandatory</i> DD/MM/YYYY | Employer | <p>The date an employee separates from their current agency or temporarily alters their employment status. (This includes termination, transfers and commencement of secondment).</p> |

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|---------------------------------|----------|-----------|--|------------|--|
| 21 | <i>Movement Date To</i> | X(10) | 461 - 470 | Optional Field DD/MM/YYYY | Employer | Where the employee movement is of a temporary nature (such as where an employee is seconded to another organisation, either public or private sector), this date may be supplied to indicate the employee's anticipated date of return to full service with the agency |
| 22 | <i>Transferred Organisation</i> | X(30) | 471 - 500 | Optional Field (Only if name of new organisation is not known) | Employer | For secondment or transfer, give the name of the organisation, either public or private sector, to which the employee is being seconded or transferred. |
| 23 | Base Remuneration | -9(8).99 | 501 - 512 | | Employer | <p>The remuneration received by way of salary or wages for the current pay period, that is payable to the member in the member's capacity as an employee:</p> <ul style="list-style-type: none"> • <i>INCLUDING any packaged remuneration and allowances,</i> • EXCLUDING any GSS allowances as these are reported separately in Field 26. <p><i>Note: For employees who are in leave trade-off arrangements, this field also EXCLUDES any amounts paid as an increase in normal pay or as a lump sum payment resulting from the leave trade off.</i></p> |

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|---------------------------|---------|-----------|-------------|------------|--|
| 24 | Notional GSS Remuneration | 9(9).99 | 513 - 524 | | Employer | <p>The remuneration that is ordinarily paid to the employee, by way of salary or wages, payable in cash in their capacity as an employee, but EXCLUDING:</p> <ul style="list-style-type: none"> • allowances (which are reported separately in their own field); and • any packaged remuneration components (only if they are reported in their own field). <p>This field generally reflects the employee's true substantive base pay as defined by the member's employer (including changes resulting from Enterprise or Workplace agreements). However, there are some unique circumstances where this may change, as outlined below.</p> <p><i>Note: This may be different to the Base Remuneration figure (as per the definition in Field Id 23 above) which reflects the actual payment made for a given pay period.</i></p> <p><i>For employees in purchased or sabbatical leave arrangements, the true notional remuneration should be reflected in this field, ie, the higher remuneration the employee would receive if they were not in purchased or sabbatical leave arrangements.</i></p> <p><i>For employees who are in leave trade-off arrangements, this field EXCLUDES any amounts paid as an increase in normal pay or as a lump sum payment resulting from the leave trade off.</i></p> <p><i>For part-time employees, the true substantive base remuneration relating to their contract FTE should be reported. However, if a part-time employee works additional hours above their normal (contract) hours and providing the extra time is paid under their existing staff Id as additional hours worked (ie, not paid as over-time), then this field includes the value of the extra hours paid.</i></p> |

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|--------------------------------|----------|-----------|--|------------|--|
| 25 | <i>Packaged Remuneration</i> | -9(5).99 | 525 - 533 | Optional field that can be used for employees who are salary packaging | Employer | <p>Where an employee voluntarily fore-goes (or 'sacrifices') part of their cash salary in return for the employer paying for certain items on their behalf (in untaxed payments), the packaged remuneration represents the cash equivalent of all these payments for the current pay period. This may be different to the actual packaged contribution made for a given pay period.</p> <p><i>Note: The value of any non-cash benefit provided to an employee that can not be taken in cash (eg, a motor vehicle provided to a senior executive) should not be included in this field.</i></p> |
| 26 | GSS Allowances | 9(6).99 | 534 - 542 | | Employer | Any allowance that is acceptable for GSS purposes (Refer Salaries and Allowances Guide) and is payable for the current pay period. |
| 27 | <i>Notional GSS Allowances</i> | 9(6).99 | 543 - 551 | Optional Field (This field is only required when a member is on Leave Without Pay) | Employer | <p>Any acceptable GSS allowances that are ordinarily payable for each pay period, ie. not ad- hoc/ irregular allowances (Refer Salaries and Allowances Guide.) The value of these allowances should be reported for the duration of the period of LWOP.</p> <p>This field should not be populated when reporting GSS allowances in Field 26 above.</p> |

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|-------------------|--------|-----------|---|------------|---|
| 28 | % FTE | 9(3) | 552 - 554 | | Employer | <p>The % FTE is the ratio of actual hours worked (excluding overtime) during the reference period to normal award or agreed hours of a full-time employee under the award or agreement.</p> <p>For part-time employees, the %FTE relating to their contract hours must be reported. However, if a part-time employee works additional hours above their normal (contract) hours and providing the extra time is paid under their existing staff Id as additional hours worked (ie, not paid as over-time), then this field includes the additional %FTE value of the extra hours worked.</p> <p>For employees who terminate or commence leave without pay within a pay period, ie. they only work a part period, GESB still requires their normal contract FTE reported. For example, should a full time employee terminate midway through a pay period, then 100%, not 50% for FTE should be reported.</p> <p><i>Note: insert 3 zeros (ie. 000) for casual employees</i></p> |
| 29 | Employee Status | X(2) | 555 - 556 | This field is mandatory for new members. Subsequent changes will not necessarily be acknowledged or actioned by GESB. | Employer | <p>As currently reported under HR MOIR.</p> <p>FT = Full Time FT employees are those (permanent, fixed- term contract, casual, contract or sessional) who normally work agreed or award hours for a full- time employee in their occupation. If agreed or award hours do not apply, employees should be regarded as full-time if they ordinarily work 35 hours or more a week.</p> <p>PT = Part Time PT employees are those who are not full- time as defined above.</p> |

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|---------------------------|--------|----------|--|------------|---|
| 30 | Employee Appointment Type | X(1) | 557 557 | This field is mandatory for new members or for members that have a new employment record. Subsequent changes will not necessarily be acknowledged or actioned by GESB. | Employer | <p>As currently reported under HR MOIR.</p> <p>P = Permanent Employed for an indefinite period of time usually under the terms and conditions of a relevant Award/Agreement.</p> <p>T = Fixed Term (Other) A person, not being a trainee, employed for a finite period of time usually under the terms and conditions of a relevant Award/Agreement.</p> <p>E = Fixed Term (Trainee) Employed under a recognised traineeship.</p> <p>C = Casual A person paid on an hourly rate and receiving a special loading, in lieu of leave entitlements. Usually covered under the terms and conditions of a relevant Award/Agreement.</p> <p>S = Sessional Employed to work for session periods</p> <p>B = Board Member A person who is paid sitting fees as a member of a board.</p> <p>O = Other A person who does not fit into any of the above categories.</p> |
| 31 | Period of Contract | X(1) | 558 558 | Mandatory for new members employed on a fixed term contract. | Employer | <p>As currently reported under HR MOIR.</p> <p>1 = 3 months or less 2 = Greater than 3 and less than or equal to 6 months 3 = Greater than 6 and less than or equal to 12 months 4 = Greater than 12 and less than or equal to 36 months 5 = Finite duration greater than 36 months</p> |

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|------------------------|--------|-----------|--|------------|---|
| 32 | Occupation Code | X(5) | 559 563 | This field is mandatory for new members or for members that have a new employment record. Subsequent changes will not necessarily be acknowledged or actioned by GESB. | Employer | <p>The classification codes as currently reported under HR MOIR to the Department of Premier and Cabinet will be used in this field.</p> <p>The four digit code will have a single character prefix to identify the code type. Initially for Agencies using ASCO codes this will be an A. Agencies using the new ANZSCO codes will prefix the four digit code with a Z.</p> <p>i.e. A1211 will indicate ASCO code 1211 (Finance Managers) and Z1211 will indicate ANZSCO code 1211 (Aquaculture Farmers)</p> |
| 33 | Fund Identifier | X(50) | 564 - 613 | | Employer | <p>For contributions to GESB Superannuation funds;</p> <ul style="list-style-type: none"> • Gold State Super = GSS <p>For contributions to non GESB Superannuation (i.e. 'Choice') funds;</p> <ul style="list-style-type: none"> • Please provide a unique fund identifier for each different super fund contained within the submission. <p>Important Note: If multiple contributions are being sent to the same superannuation fund – they must all contain the same fund identifier value.</p> <p>GESB recommends employers use the following identifiers for contributions to <u>non GESB Superannuation funds</u>:</p> <ul style="list-style-type: none"> • APRA Regulated Funds: Use the funds Unique Superannuation Identifier (USI) value. Super funds had |

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|--------------------------|--------|-----------|-------------|------------|--|
| | | | | | | <p>two options to choose from when creating their USI:</p> <ol style="list-style-type: none"> 1. Use the funds existing Superannuation Product Identification Number (SPIN): SPIN's are 9 characters in length and may contain alphanumeric values. For example: Australian Super has a SPIN of 'STA0100AU'. 2. Use super fund ABN + 3 digits: Therefore, this value would be 14 characters in length and contain only numeric values. For example: First State Superannuation Scheme has a value of '53226460365001' <p>Note: If employers have one field in the payroll system for storing USI values, the field will need to allow a value up to 14 characters in length and contain alphanumeric values.</p> <ul style="list-style-type: none"> • Self-Managed Super Funds (SMSF): Use the SMSF Australian Business Number (ABN). Each SMSF must be assigned with their own unique ABN. ABN's are 11 characters in length and may contain numbers only. |
| 34 | Contribution Type | X(2) | 614 - 615 | | Employer | <p>SG = Superannuation Guarantee contributions based on the employee's base remuneration or wage (including packaged amounts) and acceptable allowances for the current payroll date.</p> <p>ME = After tax personal contributions deducted from the employee's salary or wage for the current payroll date.</p> <p>PA = Pre-tax contributions for the current payroll date resulting from a salary sacrifice agreement between the employee and the employer.</p> <p>IN = Interest payable on delayed contributions under section 25(1) of the State Superannuation Act 2000.</p> |

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|---------------------------------|----------|-----------|----------------|------------|---|
| | | | | | | <p>**Important Note** The Interest (IN) contribution type may only be supplied for a contribution to a GESB based superannuation fund.</p> |
| 35 | Contribution Amount | -9(5).99 | 616 - 624 | | Employer | The contribution amount for scheme and contribution type for the current payroll date. |
| 36 | <i>Contribution Source Name</i> | X(30) | 625 - 654 | Optional Field | GESB | Name of the source that will be providing the member's contribution data. This field is used when details of an employee's superannuation contributions are no longer being provided by the payroll provider. The name of the new provider of contribution data (usually a package administrator) should be supplied in this field. |
| 37 | <i>Location</i> | X(40) | 655 - 694 | Optional Field | Employer | A field which allows the employer to identify the place of work of the employee. Allowable special characters: (-A-Z0-9 ~!@#\$\$%^&*() +'=. < > / ? : \ [] { }) |
| 38 | <i>Location ID</i> | X(6) | 695 - 700 | Optional Field | Employer | This is an identifier provided by the Agency for reporting purposes. Allowable special characters: (-A-Z0-9 ~!@#\$\$%^&*() +'=. < > / ? : \ [] { }) |
| 39 | <i>Cost Centre ID</i> | X(15) | 701 - 715 | Optional Field | Employer | This is an identifier provided by the Agency for reporting purposes. Allowable special characters: (-A-Z0-9 ~!@#\$\$%^&*() +'=. < > / ? : \ [] { }) |
| | <i>Filler</i> | | 716 - 720 | | | |

Important notes concerning GSS members:

Whilst a GSS member is an employee, a data record for that member should be provided every pay period, irrespective of whether the employee was paid on the pay period being reported (eg, paid in advance, any leave without pay movement type).

The only reasons a data record would not be provided for a GSS member are if:

- The member is a casual employee who will not be paid in the pay period being reported or,
- Either a 'Separated to Another WA Public Sector Agency' or 'Separated from the WA Public Sector' movement type was reported for the member in the previous pay period.

If there are no deductions for a GSS member (as they are on leave and have been paid in advance, or on leave without pay) a member's data record must still be provided. The record should continue to show the member's correct Notional Remuneration and FTE details, whilst reporting Base Remuneration and deductions of \$0.00.

2.4 Data Record – Source Type “O” (Other Data Source – Package Administrators)

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|----------------------|---------------|-----------|----------------------|------------|--|
| 1 | Record Identifier | X(3) "DAT" | 001 - 003 | Value on Data Record | GESB | The element in each record identifies the data type and the record type of the record concerned |
| 2 | Remitting Group Code | X(6) | 004 - 009 | | GESB | <p>A six-digit code indicating the remitting group employing the employee and the group on whose payroll the member appears.</p> <p>This code is allocated by GESB.</p> <p><i>Note: Employers who provide payroll data for agencies that are required to concurrently fund their superannuation liabilities, must provide details for these agencies under a separate batch header, trailer and Remitting Group Code (which will be provided by the GESB). This is necessary for the maintenance and accurate determination of superannuation liabilities for concurrently funded (recoup) agencies.</i></p> |
| 3 | Payroll Date | X(10) | 010 - 019 | DD/MM/YYYY | Employer | The date on which the member was actually paid. |
| 4 | Surname | X(30) | 020 - 049 | | Employer | The employee's surname as recorded on the employer's records and as notified to the Australian Taxation Office. |
| 5 | First Name | X(30) | 050 - 079 | | Employer | The first name of the employee as recorded on the employer's records and as notified to the Australian Taxation Office. |

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|------------------------|----------|-----------|----------------|------------|---|
| 6 | Other Names | X(30) | 080 - 109 | | Employer | The remaining names of the employee as recorded on the employer's records and as notified to the Australian Taxation Office. Names are to be separated by a single space |
| 7 | Date Of Birth | X(10) | 110 - 119 | DD/MM/YYYY | Employer | The employee's date of birth as recorded on the employer's records and verified by an extract or original birth certificate. |
| 8 | <i>Title</i> | X(5) | 120 - 124 | Optional Field | Employer | The employee's title as recorded on the employer's records. |
| 9 | Gender | X(1) | 125 - 125 | "M" or "F" | Employer | The employee's gender as recorded on the employer's records and as notified to the GESB. |
| 10 | <i>Tax File Number</i> | X(9) | 126 - 134 | Optional Field | Employer | The employee's tax file number. |
| 11 | GESB Number | 9(7) | 135 - 141 | | GESB | The GESB allocated unique superannuation number for each employee in the public sector. This number can be found under "Member Search" in Employer Online. |
| 12 | Scheme Identifier | X(50) | 142 - 191 | | Employer | Currently: <ul style="list-style-type: none"> • Gold State Super = GSS Additional schemes may be added in the future. |
| 13 | Contribution Amount | -9(5).99 | 192 - 200 | | Employer | The contribution amount for each scheme and contribution type combination for the current payroll date.. |
| | Filler | X(100) | 201 - 300 | | | |

2.5 Agency Trailer Record

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|-------------------------|---------------|-----------|--------------------------------------|------------|---|
| 1 | Record Identifier (DAT) | X(3) "ATR" | 001 - 003 | Value in Agency Batch Trailer Record | GESB | The element in each record identifies the data type and the record type of the record concerned |
| 2 | Remitting Group Code | X(6) | 004 - 009 | | GESB | <p>A six-digit code indicating the remitting group employing the employee and the group on whose payroll the member appears. This code is allocated by the GESB.</p> <p><i>Employers who provide payroll data for agencies that are required to concurrently fund their superannuation liabilities, must provide details for these agencies under a separate batch header, trailer and Remitting Group Code (which will be provided by the GESB). This is necessary for the maintenance and accurate determination of superannuation liabilities for concurrently funded (recoup) agencies.</i></p> |
| 3 | Record Count | 9(6) | 010 - 015 | | Employer | A count of the data records between the header and trailer records. |
| 4 | Total Contributions | -9(8).99 | 016 - 027 | | Employer | A total of the field Contribution Amount . |

2.6 File Trailer Record

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|-------------------------|---------------|-----------|-------------------------------|------------|---|
| 1 | Record Identifier (DAT) | X(3) "FTR" | 001 - 003 | Value in Field Trailer Record | GESB | The element in each record identifies the data type and the record type of the record concerned |
| 2 | Source Code | X(7) | 004 - 010 | | GESB | A seven character code allocated by the GESB indicating the "source" provider of the data |
| 3 | Remittance Date | X(10) | 011 - 020 | | Source | The date on which the data was generated by the provider |
| 4 | Agency Count | 9(6) | 021 - 026 | | Source | The total number of agencies on file. |

3 Return File Structure and Record Formats

GESB will send a return data file back to the data provider via Employer Online as part of the normal processing cycle. * **Note***: Return advice data will not be provided for any contributions made to non GESB superannuation funds. This file contains GESB numbers for new members (or corrected GESB number for existing members) and any changes to contribution deductions for Gold State Super or Pension scheme members.

This section provides details of the structure and format for Return Files sent to data providers. It also outlines the general conventions used in the format of all underlying data elements.

3.1 Return File Structure

Similar to the data file sent to GESB, the Return File consists of three main parts, comprising:

- a) A Return File Header record indicating the start of the file. It identifies the Record Identifier (FHD), the Source Code, and the Remittance Date;
- b) A batch of contribution data for each agency provided by the source; and

- c) A Return File Trailer record indicating the end of the file. It contains the Record Identifier (FTR), Source Code, Remittance Date and the Agency Count (number of agencies included in the overall data file).

Each batch of contribution data within a Return File consists of:

- d) An Agency Header record indicating the start of the batch of data within the data file. It includes the Record Identifier (AHD), Remitting Group Code and the Effective Date.
- e) One or more data records containing detailed information, pertaining to individual employees.
- f) An Agency Trailer record which indicates the end of the batch of data within the data file. It contains the Record Identifier (ATR), Remitting Group Code and Record Count.

4 Return File Data Definitions

4.1 Return File Header Record

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|-------------------|---------------|-----------|--|------------|--|
| 1 | Record Identifier | X(3) "FHD" | 001 - 003 | Value in the Return File Header Record | GESB | The element in each record identifies the data type and the record type of the record concerned. |
| 2 | Source Code | X(7) | 004 - 010 | | GESB | A code indicating that GESB is the source of the return data. |
| 3 | Remittance Date | X(10) | 011 - 020 | DD/MM/YYYY | GESB | The date which the return data was created for return to the source. |

4.2 Return File Agency Header Record

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|-----------|--------------------------|---------------|-----------------|--|-------------------|---|
| 1 | Record Identifier | X(3) "AHD" | 001 - 003 | Value in Return Agency Batch Header Record | GESB | The element in each record identifies the data type and the record type of the record concerned. |
| 2 | Remitting Group Code | X(6) | 004 - 009 | | GESB | A six-digit code allocated by GESB indicating the remitting group employing the employees for which data is being returned. |
| 3 | Effective Date | X(10) | 010 - 019 | DD/MM/YYYY | GESB | The fortnight ending date to which the new contributions apply. The new contributions should be implemented by the provider at the nearest pay date on or before this date. |

4.3 Return File Data Record

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|-----------|--------------------------|---------------|-----------------|----------------------|-------------------|--|
| 1 | Record Identifier | X(3) "DAT" | 001 - 003 | Value on Data Record | GESB | The element in each record identifies the data type and the record type of the record concerned |
| 2 | Remitting Group Code | X(6) | 004 - 009 | | GESB | A six-digit code allocated by GESB indicating the remitting group employing the employee for which data is being returned. |

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|-----------|--------------------------|---------------|-----------------|---|-------------------|---|
| 3 | Staff Id | X(10) | 010 - 019 | Alpha/numeric with leading zeros and no trailing spaces - right justified | Employer | The number by which the employee is identified on the employer's records and which has been notified to the GESB. |
| 4 | GESB Number | 9(7) | 020 - 026 | | GESB | The GESB allocated unique superannuation number for each employee in the public sector. |
| 5 | New Contribution | 9(6).99 | 027 - 035 | | GESB | The new contribution, as calculated by GESB, expected for a GSS or Pension Scheme member as at the effective date. |
| 6 | Contribution Rate | 9(2) | 036 - 037 | | GESB | The contribution rate as elected by a GSS member as at the effective date. |
| 7 | GSS Indicator | X(1) | 038 - 038 | "Y" or "N" | GESB | An indicator of whether the employee is currently a member of GSS. |
| 8 | Date Of Birth | X(10) | 039 - 048 | DD/MM/YYYY | Employer | The employee's date of birth as recorded on GESB records and verified by an extract or original birth certificate, or as reported by member's previous employer. |
| 9 | <i>Location</i> | X(40) | 049 - 088 | Optional Field | Employer | A field which allows the employer to identify the place of work of the employee. |
| 10 | Surname | X(30) | 089 - 118 | | Employer | The employee's surname as recorded on GESB records. |
| 11 | First Name | X(30) | 119 - 148 | | Employer | The first name of the employee as recorded on GESB records. |
| 12 | Other Names | X(30) | 149 - 178 | | Employer | The remaining names of the employee as recorded on the employer's records and as notified to the Australian Taxation Office. Names are to be separated by a single space |
| 13 | <i>Title</i> | X(5) | 179 - 183 | Optional Field | Employer | The employee's title as recorded on GESB records. |

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|-----------|--------------------------|---------------|-----------------|--------------------|-------------------|---|
| 14 | Gender | X(1) | 184 - 184 | "M" or "F" | Employer | The employee's gender as recorded on GESB records. |
| 15 | Relevant Remuneration | 9(9).99 | 185 - 196 | | Employer | The relevant remuneration for the employee on which the new contribution to be paid was calculated. This is used for GSS and Pension scheme members only. |
| 16 | Original Contribution | 9(6).99 | 197 - 205 | | Employer | The original contribution deducted by the employer for a GSS or Pension Scheme member. |
| 17 | Not in use | 9(6).99 | 206 - 214 | | | This field is for future use |
| 18 | Not in use | 9(6).99 | 215 - 223 | | | This field is for future use |
| | Filler | X(77) | 224 - 300 | | | |

4.4 Return Agency Trailer Record

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|-----------|--------------------------|---------------|-----------------|--|-------------------|--|
| 1 | Record Identifier (DAT) | X(3) "ATR" | 001 - 003 | Value in Return File Agency Batch Trailer Record | GESB | The element in each record identifies the data type and the record type of the record concerned |
| 2 | Remitting Group Code | X(6) | 004 - 009 | | GESB | A six digit code indicating the remitting group employing the employee for which data is being returned. The code is that allocated by the GESB. |
| 3 | Record Count | 9(6) | 010 - 015 | | GESB | A count of the data records between the header and trailer records. |
| 4 | Not in use | 9(9).99 | 016 - 027 | | | This field is for future use |
| 5 | Not in use | 9(9).99 | 028 - 039 | | | This field is for future use |

4.5 Return File Trailer Record

| Id | Field Description | Format | Position | Information | Data Owner | User information |
|----|-------------------------|---------------|-----------|-------------------------------------|------------|---|
| 1 | Record Identifier (DAT) | X(3) "FTR" | 001 - 003 | Value in Return File Trailer Record | GESB | The element in each record identifies the data type and the record type of the record concerned |
| 2 | Source Code | X(7) | 004 - 010 | | GESB | A code indicating that GESB is the source of the return data. |
| 3 | Remittance Date | X(10) | 011 - 020 | DD/MM/YYYY | GESB | The date on which the data was created for return to the source. |
| 4 | Agency Count | 9(6) | 021 - 026 | | GESB | The number of agencies for which the return data has been supplied. |

5 Need Help?

If you should have any queries relating to this specification, please contact your Employer Relationship Manager during business hours.