

Payroll Template

NOTES

- The file has been created as a **comma separated value (.csv)** file so that you can open in Microsoft Excel.
- An asterisk * indicates that the field is mandatory.
- If a field has a NULL value then leave as blank.
- "SG" means Superannuation Guarantee Contributions
- Once all information has been entered, when the file is saved always click **Yes** to retain the current format.

DATA FORMATTING

Field Name	Column	Comments
Pay Period End Date	A	Enter date in the format of dd/mm/yyyy.
Employer Name	B	Employer name.
Employer Code	C	Employer code.
Member Number	D	Employee's fund membership number. If adding a new employee leave blank.
Payroll Number	E	Employee's fund membership number. If adding a new employee leave blank.
*Title	F	Employee's title. This is a mandatory field
*First Name	G	Employee's first name. This is a mandatory field.
*Last Name	H	Employee's last name. This is a mandatory field.
*Date of Birth	I	Enter date in the format of dd/mm/yyyy. This is a mandatory field.
*Gender	J	Enter M or F. This is a mandatory field.

Field Name	Column	Comments
*Date Joined Employer	K	Enter date in the format of dd/mm/yyyy. This is a mandatory field.
*Address1	L	Employee's address. This is a mandatory field.
Address2	M	
Address3	N	
*Suburb	O	Employee's suburb. This is a mandatory field.
*State	P	Employee's state. This is a mandatory field.
*Postcode	Q	Employee's postcode. This is a mandatory field.
*Country	R	Employee's country. Type in the full name. View below for a list of countries. This is a mandatory field.
Home Phone	S	Employee's home phone number.
Mobile	T	Employee's mobile number.
Work Phone	U	Employee's work phone number.
TFN	V	The employee's tax file number.
SG	W	Enter value as 0.00 with no dollar signs to 2 decimal places. If number ends in zero this will truncate.
Salary Sacrifice	X	Enter value as 0.00 with no dollar signs to 2 decimal places. If number ends in zero this will truncate.
Member Personal Contributions Y		Enter value as 0.00 with no dollar signs to 2

Field Name	Column	Comments
		decimal places. If number ends in zero this will truncate.
Terminated	Z	Enter a T if the employee has left employment.