

# SAFF Checklist

## SAFF Upload Data Requirements

### MEMBER

#### Mandatory Fields

- TFN – AH3
- Title – AI3
- First Name – AL3
- Surname – AK3
- Sex – AN3
- DOB – AO3
- Address – AQ3-AT3
- Suburb – AU3
- Post Code – AV3
- State - AW3
- Country code – AX3
- Employment Start Date – BP3
- Date Joined Fund – BZ3

#### Optional Fields (recommended)

- Email – AY3
- Contact Number – AZ3 or BA3
- Payroll Number – BC3
- Occupation – BX3
- Member Number – BB3

### EMPLOYER (AD-AG)

#### Mandatory Fields

- ABN - F3 and M3 and AD3
- Trading Name – G3 and N3 and AF3
- Contact First Name - I3
- Contact Surname - H3
- Email Address - K3
- Contact Number – L3

### Exiting Members (BP-CE)

#### Mandatory fields

- Employment End Date - BD3
- Employment End Reason – BE3

### FUND (APRA)

#### Mandatory Fields

- Fund ABN (Recommended for Fund identification) – R3
- Fund USI – S3
- Fund Name – T3

### FUND (SMSF – Self Managed Super Funds)

#### Mandatory fields

- SMSF Fund ABN – R3
- ESA (electronic service address) – U3
- BSB – AA3
- Account number – AB3
- Account name – AC3

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## During pay periods

- The work you do in the payroll system each day and week will control the ease and the success of monthly and quarterly contribution remittances
- For example, for BAU payroll maintenance processes, action when:
  - Adding an Employer and related Employees to the centralised payroll system
  - When employee / member details change

Process	Required Update	Action	Checked
1. Producing a SAFF File	Creating a contribution file in SAFF Format	Check that all mandatory labels are populated (refer to columns A1 to D1 with correct Labels – refer to SAFF User Guide)	
2. Producing a SAFF File	Creating a contribution file in SAFF Format	Check that all mandatory fields has data populated (refer to columns F, G, H, I, K, L, M, N, O, P, Q, S, T, V, Z, AA, AB, AC, AD, AF, AK, AL, AN, AO, AP, AQ, AU, AX, BF, BG, BZ )	
3. Contributions	Populating Contributions Fields	Check that contributions are populated for Accum or DB members where applicable:  ACCUM (refer to columns BH to BO) DB (refer to columns CF to CL)	
4. SMSF Maintenance	SMSF Bank Details	Check SAFF file that ESA and bank details are populated when paying contributions to SMSF (refer to Columns U, AA, AB & AC)	

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Process	Required Update	Action	Checked
5. Contact Details Maintenance	Correct Formatted Contact Numbers	Check SAFF file that contact numbers are correctly formatted to 10 numeric characters with no spacing between digits_(refer to Columns L, AZ & BA)	
6. Contribution Maintenance	Pay Period End and Start Date	Check the SAFF file that the Pay Period Start and End Date is the same for all contributions (refer to columns BF and BG)	
7. Fund Maintenance	Fund USI	Check SAFF file that the USI is correctly formatted (refer to column S)	
8. Member Maintenance	Exit Date (where applicable)	Check SAFF file that member exit date is not future dated past the Pay Period End Date (refer to Column BD) and that exit reason is also populated	
9. Member Maintenance	Exit Date (where applicable)	Check SAFF file that member exit date is not identical to their start date, and if similar make exit date a calendar day later (refer to Column BD)	
10. Member Maintenance	Exit Reason Record	Check SAFF file that Exit Reason does not exceed 20 characters (refer to Column BE) and that exit date is also populated	
11. Member Maintenance	Date Joined Company and Fund Registration Date	Check SAFF file that Date Joined Company and Fund Registration Date is populated for all employees. For employees who are not new employees and Date Joined Company is unknown, use generic date of start of Pay Period in both fields (refer to Columns BP & BZ)	

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Process	Required Update	Action	Checked
12. Member Maintenance	Address Usage Code	Check that Address sage code of RES or POS has been populated (refer to Column AP)	
13. Member Maintenance	Postcode and Country Code	Check that Postcode is numeric and formatted to 4 digits and Country Code is set to "au" (refer to columns AV and AX)	