



File Import User Guide for Employers



Contents

- 01** What is Import File
- 02** Prepare your file for import
- 03** Map your imported file
- 04** Define file structure
- 05** Define date and money formats
- 06** Match data fields
- 07** Upload file to complete process



- Home
- Messages
- My details
- Employee management
- Contribution processing

How will you enter contribution details?

Select from the below options to get started. Large employers should upload the bulk of their member details using the Import File method.

Contribution Period: 01/01/2014 to 31/01/2014

Our new Import File option allows you to upload the details of all of your employees at once. It saves time and reduces errors.

1/7

NEXT

MANUAL GRID

Manually enter contribution details online.
If you need to work with many records, consider the import option.

Or

IMPORT FILE

Upload your contribution details by file.
You may need to map your file to our system.
Suitable for many employees.

Cancel

Return to Contributions grid

Rest

- Home
- Messages
- My details
- Employee management
- Contribution processing


Map contribution file for import

Before you can import a contribution file, you must map your import file to our system.


View the online tutorial or download the Import File user guide.

Step 1. Click 'Browse' to find the file on your computer.


My contribution file


Browse... 

My rows are separated by:

NewLine 

My columns are separated by:

Comma 

 Prepare your contribution file for import by firstly 'mapping fields'. Your file must be either a .txt or .csv file type.

Note: make sure you keep this file because you're going to need it again after you've mapped the file.

PREV 2/7 NEXT

Rest

Home

Messages

My details

Employee management

Contribution processing

Map contribution file for import

Before you can import a contribution file, you must map your import file to our system.

View the online tutorial or download the Import File user guide.

Step 1. Click 'Browse' to find the file on your computer.

My contribution file

ea help file.txt

Browse...

My rows are separated by:

NewLine

My columns are separated by:

Comma

To map your file select how the data in rows and columns are arranged so that the File Preview matches your file.

Hint: for columns use 'comma' for a .csv file and 'tab' for a .txt file, for rows use 'tab' or 'new line'.

PREV

3/7

NEXT

File preview

Row 1	gender	title	surname	first name	dob	tfn	address 1	adress 2	suburb	state	postcode	country	employment type	salary	sg	sal	sac	personal
2	male	mr	blue	bob	1/01/1978	123456782	100 GEORGE ST		SYDNEY	NSW	2000	Australia	full time	36000				
3	male	mrs	green	sally	1/02/1969	123456782	150 COLLINS ST		MELBOURNE	VIC	3000	Australia	full time	45000				
4	male	ms	red	joan	1/03/1985	123456782	200 ANN ST		BRISBANE	QLD	4000	Australia	full time	26000				

My contribution file: ea help file.txt ⓘ

My rows are separated by:

My columns are separated by:

File preview

Row 1	gender	title	surname	first name	dob	tfn	address 1	adress 2	suburb	state	postcode	country	employment type	salary	sg	sal	sac	personal
2	male	mr	blue	bob	1/01/1978	123456782	100 GEORGE ST		SYDNEY	NSW	2000	Australia	full time	36000				
3	male	mrs	green	sally	1/02/1969	123456782	150 COLLINS ST		MELBOURNE	VIC	3000	Australia	full time	45000				
4	male	ms	red	joan	1/03/1985	123456782	200 ANN ST		BRISBANE	QLD	4000	Australia	full time	26000				

Step 2. File structure.

My file has headers in row: My file doesn't have a header row

Data in my file starts in row:

Indicate whether you've labelled your columns with a header row so that it knows at which row your data begins. If you haven't got a header row, leave it blank.

PREV

4/7

NEXT

Step 3. Date and Money formats.

Date formats in my file: ⓘ

Money formats:

Rest

Row 1	gender	title	surname	first name	dob	tfn	address 1	adress 2	suburb	state	postcode	country	employment type	salary	sg	sal	sac	personal
2	male	mr	blue	bob	1/01/1978	123456782	100 GEORGE ST		SYDNEY	NSW	2000	Australia	full time	36000				
3	male	mrs	green	sally	1/02/1969	123456782	150 COLLINS ST		MELBOURNE	VIC	3000	Australia	full time	45000				
4	male	ms	red	joan	1/03/1985	123456782	200 ANN ST		BRISBANE	QLD	4000	Australia	full time	26000				

Step 2. File structure.

My file has headers in row: My file doesn't have a header row

Data in my file starts in row:

Step 3. Date and Money formats.

Date formats in my file: ⓘ

Money formats:

You need to indicate what date and money formats you've used in your file to ensure that our numbering format matches yours.

PREV

5/7

NEXT

Previous

Cancel

Continue

[Home](#) | [Terms of use](#) | [Privacy Policy & Collection Statement](#) | [FAQs](#) | [Contact us](#) |

Trustee: Retail Employees Superannuation Pty Limited ABN: 39 001 987 739. AFSL 24 0003
Fund: Retail Employees Superannuation Trust ABN: 62 653 671 394.

Rest



Map contribution file for import

Before you can import a contribution file, you must map your import file to our system.

For each of your column headings, select the corresponding system field from the list below.

To ensure that your data has been understood correctly, you need to match up the fields in the drop down menu so that it corresponds to the correct column.

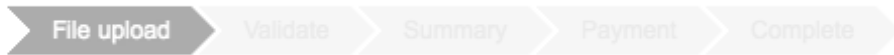
PREV 6/7 NEXT

Your File's Columns	(examples)	Our fields
gender	(male, male)	Gender
title	(mr, mrs)	Title
surname	(blue, green)	Surname
first name	(bob, sally)	Given name
dob	(1/01/1978, 1/02/1969)	Date of birth
tfn	(123456782, 123456782)	TFN
address 1	(100 GEORGE ST, 150 COLLINS ST)	Street Address 1
adress 2		-- Not Mapped --
suburb	(SYDNEY, MELBOURNE)	Suburb
state	(NSW, VIC)	State

Rest

- Home
- Messages
- My details
- Employee management
- Contribution processing

Upload Contribution File



To upload your contribution file:

1. Click 'Browse' to find your file on your computer
2. Click 'Submit' to upload the contribution file

Please remove any totals or extra data at the bottom of your file before uploading.

Please make sure your file contains the following information: State must be one of NSW, VIC, QLD, SA, WA, NT, TAS, ACT.

Click the 'Browse' button to choose the file to upload.

no file selected

Now that you've mapped your file, it's time to upload it to complete the process. Once you do this, your file will be ready for contributions processing.

PREV 7/7 FINISH

Previous

Cancel

Submit



The information in this document doesn't take into account your circumstances. So, before acting on it, you should consider whether it is appropriate for you. Before making any decision about Rest products, please read the relevant Product Disclosure Statement at rest.com.au or call 1300 305 775. Rest has no relationships that might influence our advice to you. Rest does not pay or receive commissions. This information is provided by Retail Employees Superannuation Pty Ltd ABN 39 001 987 789 as Trustee of Rest (Retail Employees Superannuation Trust ABN 62 653 671 394).