FNPF Payroll File Specification for Contribution Schedule Submission

1 Description

The document defines the format and specifications of the electronic contribution schedule file as required by FNPF. The specification is divided in to four (4) parts:

1. File Title
2. File Header Record
3. File Detail Record
4. File Footer Record

2 Electronic Contribution Schedule File Description

2.1 File Title

The title of the electronic contribution file is to be in compliance to the following specifications.

NAME	DESCRIPTION	COMMENTS
File Delimiter	~ (Tilde)	
Name of the File	CS_MMYYYY_OrgRefNo_CSCode.txt	• CS – must all start with the letters 'CS' • MM – Two digit contribution month (where 01 = 'January', 02 = 'February', etc) • YYYY – Four digit contribution year • OrgRefNo – The Employer Reference Number administered by FNPF for the Employer • CSCode – is the CS code administered by FNPF for the Employer. This is **CS-01** by default e.g. CS_012014_10300B_CS-01.txt
File Extension	.txt	

2.2 File Header Record

The File Header for the Electronic Contribution Schedule is to be in compliance to the following specifications.

All fields are mandatory.

Field Position	Field Description	Data Type	Comments
1	Header Identifier	STRING(2)	Constant. Value = '01'
2	Contribution Month - MM	STRING(2)	Two digit ***contribution*** month (i.e. 01 = 'January', 02 = 'February', etc)
3	Contribution Year - YYYY	STRING(4)	Four digit ***contribution*** year
4	Wages Paid Month – MM	STRING(2)	Two digit ***wages*** month (i.e. 01 = 'January', 02 = 'February', etc)
5	Wages Paid Year - YYYY	STRING(4)	Four digit ***wages*** year
6	Contribution Type	STRING(15)	Depending on the contribution schedule type. This can be any of the following: • Compulsory • Voluntary Compulsory is for normal employers submitting contributions for Members The Voluntary Contribution type is to be used by organizations who are authorized by FNPF, to receive contributions for Voluntary Members on behalf of FNPF.
7	Org Ref No	STRING(14)	The Employer Identity number provided to Employers by FNPF
8	Org Name	STRING(275)	Organization Name as registered with FNPF
9	Org Trade Name	STRING(275)	Organization Trade Name. *If not different then this will be the same as the Organization Name*

Field Position	Field Description	Data Type	Comments
10	CS Code	STRING(4)	The CS code administered by FNPF for the Employer. This is CS-01 by default *This code is to distinguish a contribution schedule submitted by an Employer where the Employer submits more than one contribution Schedule.*
11	Submission Date	DD/MM/YYYY	The submission date. E.g. '10/02/2014'
12	Total Contribution Amount	NUMERIC(11,2)	The sum of all contribution amounts paid for the CS in numeric. E.g. 13240.98
13	Total Number of Employees Reported in CS	INT	The total number of Employees or Members reported in the CS
14	Total Wages Paid	NUMERIC(11,2)	The sum of all gross wages paid in numeric. E.g. 13240.98

For Example:

```
01~05~2014~04~2014~Compulsory~10300V~WEST VILLAS LIMITED~WEST VILLAS LIMITED~1~30/05/2014~160.00~2~1000.00
```

2.3 File Detail Record

The File Header for the Electronic Contribution Schedule is to be in compliance to the following specifications.

All fields marked with an asterisk (*) are mandatory.

Field Position	Field Description	Data Type	Comments
1.	File Detail Record Identifier*	STRING(2)	Constant. Value = '02'
2.	FNPF ID*	STRING(14)	The Member reference number assigned to an FNPF Member
3.	First Name*	STRING(90)	
4.	Middle Name	STRING(90)	
5.	Last Name*	STRING(90)	
6.	TIN*	STRING(10)	The Tax Identification Number of the Member
7.	Compulsory / Voluntary Contribution Amount*	NUMERIC(11, 2)	Contribution amount in numeric, i.e. 113.23 *This is the stipulated contributions owed to the Member, which is 16% of the Gross Monthly salary (8% from the Member and 8% from the Employer)*
8.	Employer Additional Contribution Amount	NUMERIC(11, 2)	Employer Additional Contribution Amount in numeric, i.e.11.20 *This is only applicable if there is an additional contribution paid to the Member from the Employer, in addition to the mandated 16% (i.e. refer to item 7 above).*
9.	Employee Additional Contribution Amount	NUMERIC(11, 2)	Employee Additional Contribution Amount in numeric, i.e. 2312.21 *This is only applicable if there is an additional contribution paid by the Member in addition to the mandated 16% (i.e. refer to item 7 above)*
10.	Total Contribution Amount*	NUMERIC(11, 2)	Total Contribution Amount in numeric, i.e. 41.21

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Field Position	Field Description	Data Type	Comments
			This is the sum of items, 7, 8 & 9
11.	Monthly Gross Salary*	NUMERIC(11, 2)	The monthly gross Salary of the member in numeric, i.e. 123.21 *This is only applicable for Compulsory Contribution Schedules.*
12.	Employment Status*	STRING(50)	The Employment Status can be any of the following: • 'ACTV' – Active, i.e. Members who are currently employed and being paid. • 'LEAV' – On Leave, i.e. Members on unpaid leave. • 'TRMD' – Terminated, i.e. This refers to employees who are no longer employed by the Employer *This is only applicable for Compulsory Contribution Schedules.*
13.	Employment Status Date*	DD/MM/YYYY	The Employment Status Date is the date on which the Employment status comes in to effect. *This is only applicable for Compulsory Contribution Schedules.*
14.	Occupation Code	STRING(4)	This is the occupation code as stipulated by Fiji Standard Classification of Occupations 2007. *This is only applicable for Compulsory Contribution Schedules.* *This will be made available on the FNPF Website in the coming weeks.* *In the meantime, this is available on request to pmo@fnpf.com.fj*
15.	Payment Frequency	STRING(50)	The Payment Frequency can be any of the following: • 'DILY' – Daily, i.e. Members who are paid Daily. • 'WEEK' – Weekly, i.e. Members who are paid Weekly.

Field Position	Field Description	Data Type	Comments
			• 'BIMT' – Bi-Monthly, i.e. Members who are paid Bi-Monthly • 'FRNT' – Fortnightly, i.e. Members who are paid Fortnightly • 'MNTH' –Monthly, i.e. Members who are paid Monthly

Items marked with * are mandatory items

For Example:

```
02~2213123~ROMIKA~PRITIKA~KUMARI~~80.00~0~0~80.00~500.00~ACTV~01/01/2010~~FRNT
02~1221321~ADI~SEKOULA~MAINAYAU~~80.00~0~0~80.00~500.00~ACTV~01/04/2013~~FRNT
```

2.4 File Footer Record

Field Position	Field Description	Data Type	Comments
1	Footer Identifier	STRING(2)	Constant. Value = '09'
2	Total Number of records in file	INT	This is the count of the total number of rows in the file. This includes the header and footer rows.

For Example:

```
09~4
```

3 File Validations

FNPF will reject the file if the basic file format is not as per the specifications outlined in this document.

NOTE: Any discrepancies with the file submitted to FNPF will be reverted to the Employer for rectification.

~END~

Sample Electronic Contribution Schedule Header, Detail & Footer

```
01~05~2014~04~2014~Compulsory~10300V~WEST VILLAS LIMITED~WEST VILLAS LIMITED~1~30/05/2014~160.00~2~1000.00
02~2213123~ROMIKA~PRITIKA~KUMARI~~80.00~0~0~80.00~500.00~ACTV~01/01/2010~~FRNT
02~1221321~ADI~SEKOULA~MAINAYAU~~80.00~0~0~80.00~500.00~ACTV~01/04/2013~~FRNT
09~4
```