



Australian Government

Australian Public Service Commission

Australian Public Service 2022 Remuneration Survey Guide and Data Specifications



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Data File Submission due close of business **Wednesday 22 February 2023**

For further information contact: remuneration@apsc.gov.au

Survey and Report Overview

The Australian Public Service (APS) Remuneration Survey (the Survey) is the source of data for the APS Remuneration Report (the Report), an annual snapshot of remuneration across the APS. The Report will provide a breakdown of remuneration across the different classification levels, as well as illustrate the changes from year to year.

Survey data is collected from all APS agencies with employees engaged under the [Public Service Act 1999 \(PS Act\)](#) and reflects remuneration as at 31 December each year. The data collection process involves agencies extracting data from their HR information systems and sending it to the Australian Public Service Commission (the Commission). Once the Commission receives the data, it is checked against the APS Employment Database (APSED) for consistency and compared to each individual agency's Enterprise Agreement or other employment instrument e.g. Public Service Act Determination to ensure the data aligns with that agency's pay classification structure. The Commission works with agencies to address any queries relating to the data until the data can be finalised and an SES officer from the agency has certified their data submission.

In addition to the whole-of-APS Report, each Agency Head receives an Individual Agency Report which compares their agency's remuneration data with the overall APS results.

All data submissions for the Survey are due by **Wednesday 22 February 2023**.

Reporting to the Commission

The Australian Public Service Commission has a statutory responsibility under Section 41(2)(c) of the [Public Service Act 1999 \(PS Act\)](#) to develop, review and evaluate APS workforce management policies and practices, and to maintain appropriate databases. Under Section 44(3) of the PS Act, Agency Heads have an obligation to provide information to the Commissioner to enable accurate reporting on the state of the APS. This includes remuneration data for each APS employee belonging to an agency. The collection of remuneration data is independent of APSED. The Survey is based on a snapshot approach, which means that one row of data is to be supplied for each APS employee who was active in the agency as at **31 December 2022 (the Date of Effect)**.

To ensure that APS-wide reporting is accurate and meaningful, the Commission requires agencies to collect and report on the Data Items defined in the [Data Item Overview](#) of this document.

Privacy

Information collected for the Commission must be treated in accordance with the [Australian Privacy Principles](#) (APPs) of the *Privacy Act 1988* (the Privacy Act). Compliance with these APPs is the responsibility of each agency. In particular, agencies are required to advise employees that they are disclosing employees' information to the Commission. For further information see the Office of the Australian Information Commissioner's website at www.oaic.gov.au.

To assist agencies in ensuring that they comply with the Privacy Act when providing APS employment information, the Commission has prepared a collection notice which is available in the Privacy section of www.apsc.gov.au/aps-remuneration-survey.

Instructions

The following employees must be included:

- all employees (including SES employees or equivalent) employed under sections 22 and 72 of the PS Act
- employees on paid leave
- employees on temporary transfers into your agency, i.e. where your agency is paying the employee
- SES-level employees who are the head of an entity that operates with some degree of independence but is not a separate 'APS Agency' as defined under the PS Act. These entities are also known as Category E agencies.

The following employees must be excluded:

- employees engaged under s22(2)(c) of the PS Act — for duties that are irregular or intermittent (commonly known as casuals)
- employees at the trainee classification (classification code 60 as in the [APSED Manual and Specifications](#))
- locally engaged employees engaged under s74 of the PS Act
- employees on leave without pay (LWOP), including employees on maternity LWOP, on the Date of Effect
- employees on temporary transfer out to another agency on the Date of Effect (as they will be included in the data submission of the other agency)
- employees active in your agency during part of the year but not active on the Date of Effect, and
- Agency Heads as defined by the PS Act and other office holders whose remuneration is set by an independent body (e.g. Remuneration Tribunal as outlined in the [Remuneration Tribunal Determination 2021](#) or [the Remuneration Tribunal \(Departmental Secretaries—Classification Structure and Terms and Conditions\) Determination 2021](#)).

Graduates

Any employee that was a Graduate for more than 90 days during the year must be reported as a Graduate regardless of their classification on the Date of Effect. If they advanced from the Graduate classification before the Date of Effect, please override their current base classification and Base Salary values and report both items as at their last day as a Graduate.

File Submission and format

The file should be sent as a tab delimited file with a '.txt' extension. Excel files with '.xlsx' extensions will also be accepted.

As this is an annual report with a stable set of Data Items it is recommended agencies and/or HR system vendors create a standard report that generates all or many of the Data Items required. For those agencies preparing the report through a manual process, an Excel template to assist agencies without an automated HR system can be downloaded from the Remuneration Survey resources section of www.apsc.gov.au/initiatives-and-programs/workplace-relations/aps-remuneration-survey.

All Remuneration Survey data must be sent to the Commission securely.

- If your agency is on GovLink (a Commonwealth secure Virtual Private Network) you may email data to the Commission as all emails between GovLink agencies are encrypted automatically in transition:
 - Files are to be sent to remuneration@apsc.gov.au and marked Official: Sensitive and Personal Privacy or equivalent. Agencies should keep copies of all files sent to the Commission, to assist in resolving queries and for recordkeeping.
 - To find out if your agency is on GovLink, go to the following link and check the user list: <http://govlink.sge.net/>
- If your agency is not on GovLink (i.e. deals only with unclassified information), please use the secure file sharing service used by your agency to upload APSED movement and snapshot files. This is via a page on GovTEAMS, which is a secure digital collaboration service platform. If you require an invitation to be part of the GovTEAMS file sharing community, please email remuneration@apsc.gov.au.

If your agency uses a shared services arrangement for payroll or employee data, please check with your provider to confirm what remuneration information they can provide to the Commission. Depending on your arrangements your agency may still need to provide additional information if it is not held by the shared services provider. Some common examples include motor vehicle costs or Graduate data.

Data Validation

Agencies must use the specifications in this Guidance and the Remuneration Survey Business Validation Rules to check the data is correct and aligns to the appropriate parameters before submission. A copy of the Business Validation Rules can be downloaded from the Remuneration Survey resources section of www.apsc.gov.au/initiatives-and-programs/workplace-relations/aps-remuneration-survey.

Agencies are also required to ensure alignment of their data to their agency Enterprise Agreement or other employment instrument e.g. Public Service Act Determination.

Once the data submission is received by the Commission, it will be validated and checked for accuracy. This includes checks against the APS Employment Database (APSED), the agency's Enterprise Agreement or other employment instrument, and data from the previous year.

If the validation process identifies any discrepancies, queries will be sent to the agency's contact via email to clarify the result. Upon receiving these queries, agencies will need to correct the data or verify the data is correct by providing explanation in the 'Comments' field (Data Item [55](#)) before **re-submitting** the entire, updated file to the Commission. Agency responses to data queries should be returned to the Commission **within three (3) business days**.

SES Certification

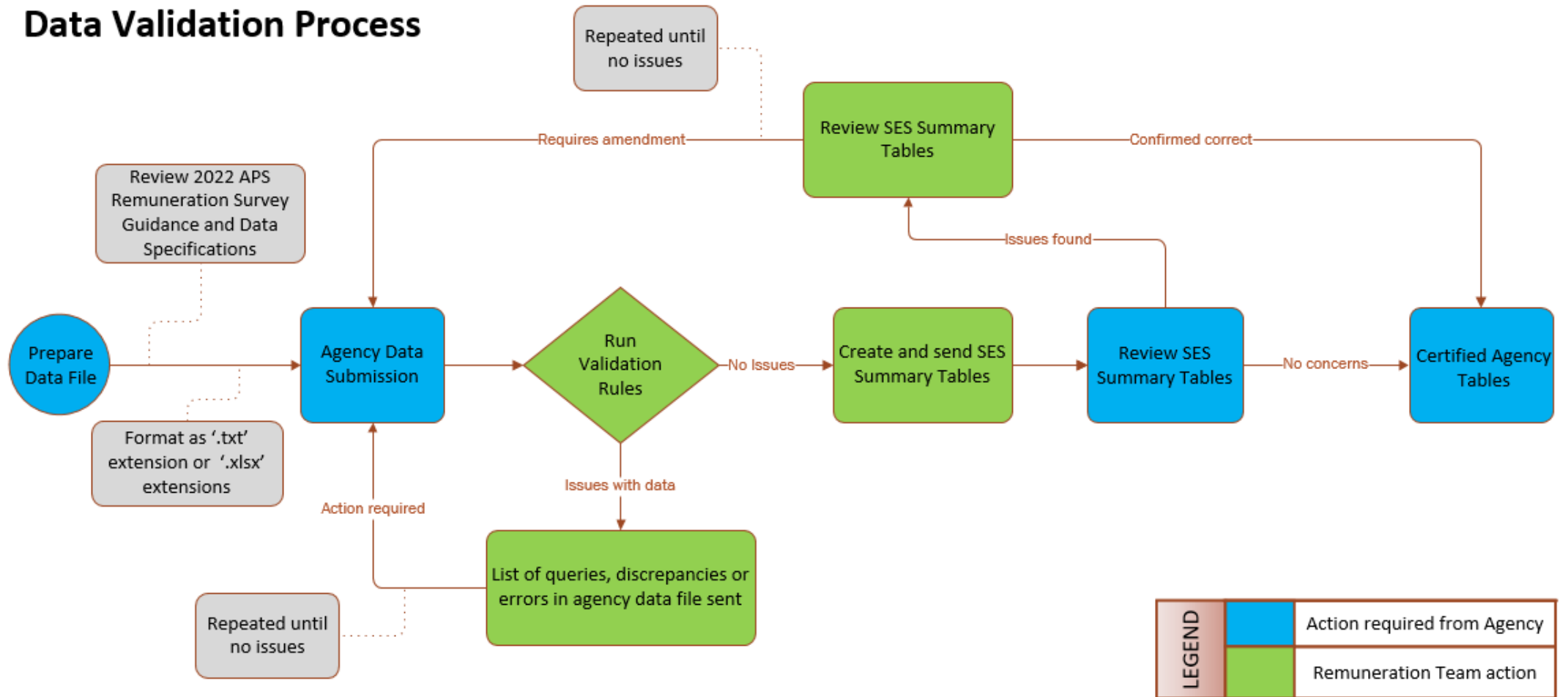
Once the data submission is considered 'clean' and final, a set of tables summarising the agency's data will be provided back to the agency via email for certification. These tables are designed to highlight outlying values and indicate possible inaccurate data. The tables can be used to check:

- the headcount of the agency,
- the number of employees at each classification, and
- salaries are within the agency pay scales.

If these tables reveal errors or discrepancies in the data, the data submission and checking process will be repeated until no discrepancies remain. Once this is completed, agencies are required to have an SES-level employee certify that their agency's summary data is accurate ***within five (5) business days***. For smaller agencies which have no SES employees in HR or corporate services, the next most senior employee will be required to certify that the summary data is accurate.

More information on the business validation rules applied to Agency data files can be found at the Remuneration Survey resources section of www.apsc.gov.au/initiatives-and-programs/workplace-relations/aps-remuneration-survey.

Data Validation Process



The Data File

All data files are to be submitted in a tab delimited file with a '.txt' extension. Excel files with '.xlsx' extensions will also be accepted.

The first row in the file is known as the header record. The header record contains information about the file, such as the file type, agency name and code, dates and record count. This row is required for successful processing by the Commission's data software. [Table A](#) outlines the values required for the header record. [Table B](#) provides an example of how the header row should appear.

The second row and below will contain the employee records. Employee records consist of 57 columns (44 Data Items and 13 blank fields). The default value for each field is null (left blank) where there is no appropriate value. Each row represents the data for one employee.

The Column Header template is a useful tool designed to assist in populating the fields and can be downloaded from the Remuneration Survey resources section of www.apsc.gov.au/initiatives-and-programs/workplace-relations/aps-remuneration-survey.

Table A: Header Record fields

Data Item	Description	Field Type	Valid Values
Record type	Specifies that the file type is for remuneration data.	Numeric	5
Agency name	Agency name.	Text	Free text field, 256 characters max
Agency code	Three digit agency code. This is the same value used for APSED files.	Numeric	Agency specific code
Start date	The date of the first day of the year of the Remuneration Survey period.	Numeric	01012022
Date of effect	The date of effect of the Remuneration Survey.	Numeric	31122022
Number of records	Number of employee records in the file.	Numeric	

Table B: Example header row format

5	Australian Public Service Commission	999	01012022	31122022	371
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Data Items

The employee records contained in the data submission should be set out as per the [Data Item Overview](#) (below). This table outlines the information to be reported in each field in the Survey, as well as the field type.

Note:

- All fields are mandatory if an employee received a payment during the reporting year for the specified data item. If an employee did not receive a payment appropriate to a Data Item, the field is to be left blank. Do not report a zero (0) value for fields which should be left blank. If

your HR information system populates zeroes in data fields as a default, please remove these from your file before sending it to the Commission.

- The only completely optional field is the 'Comments' field (Data Item [55](#)). Providing a comment in this field for any non-standard employee circumstances will greatly reduce the number of queries generated by the Commission. Agencies are encouraged to provide context in this field.
- **Superannuation:** changes to the Survey in 2022 mean that Superannuation Salary (Data Item [50](#)) and Agency Superannuation Contribution (Data Item [51](#)) are no longer required for APS1 to EL2 employees and Graduates. Please see the Data Item overview pages for these fields for guidance.
- **Graduates:** Any employee that was a Graduate for more than 90 days during the year must be reported as a Graduate regardless of their classification on the Date of Effect. If they advanced from the Graduate classification before the Date of Effect, please override their current base classification and Base Salary values and report both items as at their last day as a Graduate.
- **Reimbursements:** Any reimbursements or expenses that meet business needs are to be excluded. Only reimbursements of non-business expenses should be included as they are a benefit to the employee. These payments should be reported in 'Personal benefits' (Data Item [46](#)) and 'Personal benefits description' (Data Item [47](#)). Do not report employee sacrifice amounts, e.g. salary sacrifice super contributions or cashed out annual leave.
- **Back-dated payments:** Any correction or adjustment payments relating to incorrect payments from previous years are not to be included.
- Where the field type is 'Numeric', please note:
 - enter numbers only
 - decimal values are accepted, however commas (,) and dollar signs (\$) are not
 - if an employee did not receive a payment for a Data Item the field must be left blank, do not populate this field with a '0'
 - negative values are not valid and must be removed
 - dates are to be sent in DDMMYYYY format only
- **Annualised and totalled amounts:** Fields that require values for payment have been categorised as either Annualised or Total fields. Annualised fields are for regular, ongoing payments, and Total fields are for ad hoc, one-off, and/or irregular payments.

To ensure APS-wide consistency and comparability, all annualised fields are Full-Time Equivalent (FTE). For example, employees who are part-time, have only worked for your agency for part of the year, are on paid compensation leave or are on a graduated return to work will need to have their payments annualised to an FTE payment.

A simple Excel calculator to assist with preparing these values can be downloaded from the Remuneration Survey resources section of www.apsc.gov.au/initiatives-and-programs/workplace-relations/aps-remuneration-survey.

- **Annualised:** If a payment type for a field is 'Annualised', annualise (calculate for the full year) the standard regular payment made to the employee. For these fields, only provide data for employees that qualify for that payment as at the Date of Effect. If an employee has only worked for part of the year, multiply out their period of employment to equate to one year.
- **Total:** If a payment type for a field is 'Total', sum the payments paid to the employee from the first pay of the calendar year to the pay that covers the Date of Effect. For these fields, the employee does not have to qualify for that payment on the Date of Effect, but it is to be included if it was received in the calendar year. If an employee has not been with your agency or on your current payroll system for the entire year, please total whatever payments are accessible, i.e. agencies are not expected to sum payments from the employee's prior payroll system.
- **Allowances and bonuses:** Allowances are generally ongoing payments made in recognition of an employee's responsibilities. Bonuses are variable and/or 'at risk' payments made in addition to an employee's base salary to provide an incentive (e.g. for performance or retention).
- **Fringe Benefits Tax (FBT):** FBT payable on allowances should be reported in the field where the allowance is recorded. For more information visit [https://www.ato.gov.au/General/Fringe-benefits-tax-\(FBT\)/](https://www.ato.gov.au/General/Fringe-benefits-tax-(FBT)/)

Annualised and FTE calculations

All annualised fields must be FTE. If the employee does not work full-time hours, multiply out their hours worked to equate to being full-time.

To calculate an FTE amount:

$$\text{FTE amount} = (\text{Full-Time Hours/Hours Worked}) \times \text{actual amount paid in the year}$$

Example: Stephen is an APS5 who works 60 hours a fortnight at an agency requiring 75 full-time fortnightly hours. The HR information system records show Stephen's actual base salary payment was \$63,500 in the calendar year.

The calculation for Stephen's FTE base salary would be: $(75/60) \times \$63,500 = \$79,375$.

To calculate an annualised amount:

Annualised amount = ((313/12)/Fortnights Worked) x actual amount paid in the year

Example: Hana is an EL1 who receives a First Aid Allowance of \$25 per fortnight. Hana joined the agency part-way through the year and has received the First Aid Allowance for 10 fortnightly pay periods.

The calculation for Hana's annualised allowance amount is: $((313/12)/10) \times \$250 = \652.08 .

If Hana had been at the agency for the full year her calculation would have been $((313/12)/26) \times \$650 = \652.08 .

The \$650 value was calculated based on a standard 26 fortnight year $(26 \times 25) = \$650$.

Please see the Remuneration Survey Resources section of www.apsc.gov.au/initiatives-and-programs/workplace-relations/aps-remuneration-survey for a simple Excel calculator tool to assist in preparing these values.

Total calculations

Total fields are for ad hoc, one-off, and/or irregular payments. To calculate these payments, sum the payments paid to the employee from the first pay of the calendar year to the pay that covers the Date of Effect. The employee does not have to qualify for that payment on the Date of Effect, but it is to be included if it was received in the calendar year.

To calculate a total amount:

Total amount = Sum of actual amount paid in the year

Example: Harper has received overtime payments of \$200 in January, \$150 in June and \$420 in November.

The calculation for Harper's total overtime payments is $200+150+420 = \$770$.

If an employee has not been with your agency or on your current payroll system for the full calendar year, please total any payments the employee has received since joining your agency or payroll system. You are not expected to report payments from the employee's prior payroll system.

If your agency has been affected by a Machinery of Government (MoG) change during the calendar year, please total any payments the employee has received since the agency was in operation.

Data Item Overview

Data Item	Excel Column	Data Item Name	Field type	Page
1	A	Record type	Numeric	15
2	B	AGSN	Numeric	16
3	C	Date of birth	Numeric	17
4	D	Base classification group	Numeric	18
5	E	<i>Not in use</i>		19
6	F	Hours per week	Numeric	20
7	G	Permanency indicator	Numeric	21
8	H	<i>Not in use</i>		21
9	I	<i>Not in use</i>		21
10	J	<i>Not in use</i>		21
11	K	Gender	Text Codes Only	22
12	L	<i>Not in use</i>		22
13	M	<i>Not in use</i>		22
14	N	Primary employment instrument	Text Codes Only	23
15	O	Other employment instrument	Text Codes Only	25
16	P	Base salary	Numeric Annualised & FTE	27
17	Q	Overtime payments	Numeric Total	29
18	R	Shift penalty payments	Numeric Total	30
19	S	<i>Not in use</i>		30
20	T	Maximum performance bonus	Numeric Total	31
21	U	Actual performance bonus paid in previous 12 months	Numeric Total	33
22	V	Maximum retention bonus	Numeric Total	34
23	W	Actual retention bonus payments paid in previous 12 months	Numeric Total	35
24	X	Productivity bonus	Numeric Total	36
25	Y	<i>Not in use</i>		36
26	Z	Individual work related allowances	Numeric Total	37
27	AA	Group or whole-of-agency performance bonus	Numeric Total	38
28	AB	Additional duties/responsibilities allowances	Numeric Annualised & FTE	39
29	AC	Qualifications and/or skills based allowances	Numeric Annualised & FTE	40
30	AD	Hours of duty allowances	Numeric Total	41

Data Item	Excel Column	Data Item Name	Field type	Page
31	AE	Fixed payment in lieu of incremental advancement	Numeric Total	42
32	AF	Market related allowance - specific job	Numeric Annualised & FTE	43
33	AG	Market related allowance - specific individual	Numeric Annualised & FTE	44
34	AH	Superannuation allowances	Numeric Annualised & FTE	45
35	AI	<i>Not in use</i>		45
36	AJ	<i>Not in use</i>		45
37	AK	<i>Not in use</i>		45
38	AL	Expense allowances	Numeric Total	46
39	AM	Geographic/locality allowance	Numeric Total	47
40	AN	Hardship and difficult environment allowance	Numeric Total	48
41	AO	Health and lifestyle allowance	Numeric Total	49
42	AP	<i>Not in use</i>		49
43	AQ	Sign-on bonuses	Numeric Total	50
44	AR	Individual Flexibility Arrangement	Text Codes Only	51
45	AS	<i>Not in use</i>		52
46	AT	Personal benefits	Numeric Total	53
47	AU	Personal benefits description	Text	55
48	AV	Other supplementary payments not otherwise described	Numeric Total	56
49	AW	Name of superannuation fund	Text Codes Only	57
50	AX	Superannuation salary	Numeric Annualised & FTE	58
51	AY	Agency superannuation contribution	Numeric Annualised & FTE	60
52	AZ	Motor vehicle cost	Numeric Annualised & FTE	62
53	BA	Cash in lieu of motor vehicle	Numeric Annualised & FTE	64
54	BB	Motor vehicle parking	Numeric Annualised & FTE	65
55	BC	Comments	Text	66
56	BD	AGS Number	Numeric	67
57	BE	APSED agency code	Numeric	68



Data Item 1

Numeric

Record Type

Numeric

Excel column A



Please provide a numeric 6 in this field for all records. The '6' value is a requirement of the Commission's data processing software and specifies that the row contains remuneration data.

Every employee must have a '6' in this field. Blanks are not permitted.



Example

	A
	Record Type
1	
2	6
3	6
4	6
5	6
6	6
7	6



Note

Ensure every employee record has a '6' in this field.



AGSN

Numeric

Excel column B



An Australian Government Staffing Number (AGSN) is a unique identifier issued to an employee by an agency on behalf of the Commission.

Please provide the employee's AGSN that is reported to APSED. It is used to match the employee's remuneration data to their APSED employment record.

Record value as a seven or eight digit number with no hyphens or spaces



Example

AGSN
12345678
11111111
22222222
33333333
44444444



Note

Ensure you have provided an AGSN for every employee record in both the AGSN (Data Item [2](#)) and AGS Number (Data Item [56](#)) fields, as a missing or invalid number will result in a discrepancy when validation rules are applied.



Note

Some employees have more than one AGS number. Ensure the AGS number is the same as reported to APSED. It is used to match the employee's remuneration data to their APSED employment record.



Date of Birth

Numeric

Excel column C



The date of birth of the APS employee. This is used to confirm that the AGS number supplied matches the individual.

Record value as a DDMMYYYY with no other characters



Example

31122022 ✓	31.12.2022 ✗
12312022 ✗	31/12/2022 ✗
20221231 ✗	31-12-2022 ✗
20223112 ✗	31 Dec 2022 ✗



Note

Only use the valid format DDMMYYYY as any other format will result in a discrepancy when validation rules are applied.



Tip

If preparing your data in Excel, ensure the column is set to 'Text' format. This will retain the DDMMYYYY format of the date.



Tip

Ensure the date of birth for each employee is the same as reported to APSED. This is used to confirm that the AGS number supplied matches the individual.



Base Classification Group

Numeric

Excel column D



The base classification of the employee at the Date of Effect. This may appear in your HR information system as their substantive classification.

The base classification must be recorded using the relevant code below:

65 – APS Graduate	7 – EL 1
1 – APS 1	8 – EL 2
2 – APS 2	9 – SES 1
3 – APS 3	10 – SES 2
4 – APS 4	11 – SES 3
5 – APS 5	12 – SES 1 equivalent
6 – APS 6	13 – SES 2 equivalent
	14 – SES 3 equivalent

If the employee is employed within a broadband, the employee's level within the broadband should be reported. This level should be the same as the classification reported to APSED. Agencies should refer to their Enterprise Agreement or other employment instrument e.g. Public Service Act Determination to ensure the data aligns with that agency's pay classification structure.

APS classification group refers to 'Approved Classifications' as defined in sections 5b and 5c of the [Public Service Classification Rules 2000](#).

If the classifications are not already as listed in Valid Values, check sections 5b and 5c of the [Public Service Classification Rules 2000](#) to ensure the appropriate numerical code for the employee's classification is used.

NOTE: Graduates may require adjustments to their data prior to sending to the Commission. Any employee who was a Graduate for more than 90 days during the year must be reported as a Graduate regardless of their classification on the Date of Effect.

If they advanced from the Graduate classification before the Date of Effect, please report their Base Salary as at their last day as a Graduate. Agencies who have Graduate as a local title must code these employees as '65'.



Example

Base Classification Group	
	65
	8
	5
	6
	4



Note

Ensure you have used the appropriate numerical code as a missing or invalid numerical code will result in a discrepancy when validation rules are applied.



During 2022 some employees were graduates for less than 90 days. How should we include them in the survey?



Employees who participated in a graduate program for less than 90 days should not be reported as graduates. These employees should be reported as their classification level as at 31 December.

Data Item 5 – Not in use



Hours per week

Numeric

Excel column F



The number of hours the employee works per week.

- For part-time employees please record their agreed work hours
 - Where an employee's work pattern is non-standard (i.e. week A and week B have different hours of work), please provide the average of weekly hours
- For full-time employees please record the standard hours for your agency



Example

Hours per week
37.5
29
26
37.5
37.5
33.75



Note

Ensure you have entered a value for every employee as any missing values will result in a discrepancy when validation rules are applied.



Tip

If an employee's agreed weekly work hours are equal to or less than 5, or equal to or greater than 45, provide an explanatory comment in Data Item [55](#).



Data Item 7

Numeric

Permanency Indicator

Numeric

Excel column G



The basis for engagement of the APS employee as defined in the PS Act s22(2).

Code	Employment Type	Defined
1	Ongoing employee	(PS Act s22(2)(a))
9	Non-ongoing: specified term	(PS Act s22(2)(b))
10	Non-ongoing: specified task	(PS Act s22(2)(b))

Do not include employees engaged on non-ongoing irregular or intermittent contracts (casuals) as they are not eligible to be reported in the Survey



Example

Permanency indicator
1
9
1
10
1
1



Note

Ensure you have used the appropriate numerical code as a missing or invalid code will result in a discrepancy when validation rules are applied.

Data Item 8 – Not in use

Data Item 9 – Not in use

Data Item 10 – Not in use



Data Item 11

Text codes only

Gender

Text Codes Only

Excel column K



Record the gender of the employee using the most appropriate text code:

M – Male

F – Female

X – Indeterminate/Intersex/Unspecified

The gender code X should only be used per the [Australian Government Guidelines on the Recognition of Sex and Gender](#).



Example

Gender
M
X
F
F



Note

Ensure you have used the appropriate text code as a missing or invalid code will result in a discrepancy when validation rules are applied.



Tip

Ensure the gender for each employee is the same gender as reported to APSED. This is used to confirm that the AGS number supplied matches the individual.

Data Item 12 – Not in use

Data Item 13 – Not in use



Primary Employment Instrument

Text Codes Only

Excel column N



The industrial instrument governing the majority of the terms and conditions of employment for the employee. Record the Primary Employment instrument using the most appropriate text code:

- **EA** – Enterprise Agreement
- **AWA** – Australian Workplace Agreement
- **PSA** – Public Service Act Determinations (PS Act s24(1) & s24(3))
- **CLA** – Common Law Arrangement

NOTE: Where an Enterprise Agreement (EA) continues to provide for the majority of terms and conditions it should be considered the primary employment instrument. S24(1) determinations used solely to provide pay increases while an EA remains in place should be reported as PSAa in Data Item [15](#).



Example

Primary Employment Instrument
EA
EA
PSA
PSA
EA
EA
EA

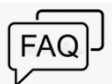


Note

Ensure you have used the appropriate text code as a missing or invalid code will result in a discrepancy when validation rules are applied.

**Note**

Employees at the SES level (classification groups 9 to 14) should not have EA as their primary employment instrument. If your agency has separate EA arrangements for SES employees, provide an explanatory comment in Data Item [55](#).



Our agency has an Enterprise Agreement (EA) and a Public Service Act Determination which gives our staff a pay increase, what should I put as our primary employment instrument?



If your agency has made a determination under the Public Service Act to provide pay increases but the majority of other terms and conditions are set through an EA, regardless of the EA's nominal expiry date your Agency's primary employment instrument is still an EA. Please include 'EA' in Data Item [14](#) as the Primary Employment instrument and 'PSAa' in Data item [15](#) as the other employment instrument.

Some agencies set the majority of terms and conditions under a Public Service Act Determination where there is no EA in operation. In these cases the Public Service Act Determination is the primary employment instrument and should be included as 'PSA' in Data item [14](#).



Other Employment Instrument

Text Codes Only

Excel column O



Any additional employment instrument/s, including Public Service Act Determinations used to complement the terms and/or conditions of employment as outlined in the primary instrument. Record any 'other' instrument/s using the most appropriate text code:

- **PSAa** – pay increases under Public Service Act Determinations (s24(1))
- **PSAb** – other Public Service Act Determinations (s24(1) & s24(3))
- **IFA** – Individual Flexibility Arrangement
- **CLA** – Common Law Arrangement

If the employee is under more than one 'other' instrument, list the secondary instrument of the higher remuneration first, followed by others as applicable.

NOTE: Separate values with a space only. Do not use 'and' '&' or commas to separate values.

Code definitions:

- **PSAa** – should be used where a determination has been used to provide pay increases on top of an EA (or other primary employment instrument) that has passed its nominal expiry date.
- **PSAb** – should be used for all other types of PSA determinations (including individual arrangements preserved under a s24(3) determination)
- **IFA** – should be used for Individual Flexibility Arrangements (IFA) that vary the terms of an EA
- **CLA** – Should be used for a Common Law Arrangement



Example

Primary Employment Instrument	Other Employment Instrument
EA	PSAa
PSA	
EA	PSAa
EA	PSAa
EA	PSAa IFA
EA	PSAa
PSA	

**Note**

If an IFA is recorded in Other Employment Instrument (Data Item [15](#)), you must have a corresponding description in Individual Flexibility Arrangement (Data Item [44](#)).

**Note**

Ensure you have used the appropriate text code and have separated each value with a single space only as an invalid text code or format will result in a discrepancy when validation rules are applied. Do not use 'and' '&' or commas to separate values.

**Tip**

Employees at the SES level (classification groups 9 to 14) are generally not covered by EAs and are therefore not eligible for IFAs. If an employee in one of these classifications is genuinely receiving an IFA, provide an explanatory comment in Data Item [55](#).

**Our agency has employees with additional employment instruments. What should I put as the other employment instrument(s)?**

If the employee is covered by one or more additional employment instruments, including Public Service Act determinations, to complement the terms and/or conditions of their employment as outlined in the primary instrument, this will need to be reported in Data Item [15](#).

If the employee has more than one secondary instrument, the instrument of higher remuneration should be listed first, followed by others as applicable. For example, an employee under an EA (reported in Data Item [14](#)), a Public Service Act determination that has provided a pay increase (PSAa), as well as an Individual Flexibility Arrangement (IFA) would be reported as:

- Data Item [14](#): EA
- Data Item [15](#): PSAa IFA

An IFA must have a corresponding description in Data Item [44](#) Individual Flexibility Arrangement.



Base Salary

Numeric Annualised & FTE

Excel column P



The annual full-time equivalent salary of the employee's base classification.

NOTE: If the base salary is higher or lower than the classification range set out in the primary employment instrument, provide an explanatory comment in Data Item [55](#).

Where an employee is receiving an income maintenance allowance and an IFA does not apply, the amount reported in Base Salary should be the combined total of the employee's classification salary and the income maintenance amount.

Where an IFA does apply, the amount reported in Base Salary should be the combined total of the employee's classification salary and the income maintenance (IM) value where applicable. You must also report income maintenance (IM) as a condition of the IFA at Data Item [44](#).

If the employee is employed within a broadband, the employee's salary within that broadband should be reported. The salary should match the employee's classification within the broadband and should be the same as reported to APSED.

NOTE: Any employee who was a Graduate for more than 90 days during the year must be reported as a Graduate regardless of their classification on the Date of Effect.

If they advanced from the Graduate classification before the Date of Effect, please report their base salary as at their last day as a Graduate.



Example

Base Salary
152030
103415
152030
229284
123610
60291



Note

Ensure you have entered a value for each employee as any missing values will result in a discrepancy when validation rules are applied.



How do I calculate 'Annualised and FTE' fields?



If a payment type for a field is 'Annualised', annualise the payment the employee received at the Date of Effect regardless of whether they were receiving this payment for the full year. For these fields, only provide data for employees that qualify for that payment as at the Date of Effect. If an employee has only worked for part of the year, multiply out the period to equate to one year (see calculation below).

Annualised amount = $((313/12) / \text{Fortnights Worked}) \times \text{actual amount paid on Date of Effect}$

Example: Hana is an EL1 who receives a First Aid Allowance of \$25 per fortnight. Hana joined the agency part-way through the year and has received the First Aid Allowance for 10 fortnights.

The calculation for Hana's annualised allowance amount is $((313/12)/10) \times \$250 = \652.08 .

If Hana had been at the agency for the full year her calculation would have been $((313/12/26) \times \$650 = \652.08 .

To ensure APS-wide consistency and comparability, all annualised fields are Full-Time Equivalent (FTE). Employees who work part-time, or have only worked part of the year, or are on compensation leave, or are on graduated return to work will need to have their payments annualised to an FTE payment.

FTE Salary = $(\text{Full Time Hours} / \text{Hours Worked}) \times \text{Salary Pay}$

Example: Stephen is an APS5 who works 60 hours a fortnight at an agency requiring 75 full-time fortnightly hours. The HR information system records show Stephen's actual base salary payment was \$63,500 in the calendar year.

The calculation for Stephen's FTE base salary would be $(75/60) \times \$63,500 = \$79,375$.



Overtime Payments

Numeric Total

Excel column Q



The total amount of overtime payments the employee received between 1 January 2022 and 31 December 2022.



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



How do I calculate 'Total' fields?



Total fields are for ad hoc, one-off, and/or irregular payments. To calculate these payments, sum the payments paid to the employee from the first pay of the calendar year to the pay that covers the Date of Effect. The employee does not have to qualify for that payment on the Date of Effect, but it is to be included if it was received in the calendar year.

If an employee has not been with your agency or on your current payroll system for the full calendar year, please total any payments the employee has received since joining your agency (or payroll system). You are not expected to report payments from the employee's prior payroll system.

If your agency has been affected by a Machinery of Government (MoG) change during the calendar year, please total any payments the employee has received since joining your agency.



Shift Penalty Payments

Numeric Total

Excel column R



The total amount of shift penalty payments the employee received in the calendar year.

Agencies that operate outside standard business hours may require employees to work different shifts. Depending upon the operations of the agency, shifts may be scheduled as follows:

- **Fixed** – where an employee is expected to work the same schedule each week
- **Variable** – where an employee is expected to work a rotating schedule of different shifts at different times
- **On-call** – where an employee may be required to be available to work upon request at any time of day

Given the nature of shift work, many awards and agreements provide shift workers with an increased rate of pay that can apply when an employee works hours outside of their ordinary hours, or works when most people are off work, for example when an employee works evenings, weekends, or public holidays.

The increased rate of pay is frequently referred to as a penalty rate or shift loading.

Whether or not a penalty will be applied and how it will be applied depends on the agency's Enterprise Agreement or other employment instrument e.g. Public Service Act Determination.



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.

Data Item 19 – Not in use



Maximum Performance Bonus

Numeric Total

Excel column T



The maximum amount that the employee could have potentially received as a performance bonus.

This field must be completed if Data Item [21](#) is completed

NOTE: Fixed payments in lieu of incremental advancement, otherwise known as top of range payments, are not to be reported in this field and are instead to be reported in Data Item [31](#).



Example

Maximum Performance Bonus	Actual Performance Bonus Paid in Previous 12 Months
854190	628940
40000	17000
26885.48	24196.93
5750	5750



Note

If Maximum Performance Bonus (Data Item [20](#)) is populated then Actual Performance Bonus Paid (Data Item [21](#)) must also be populated.



Note

Ensure the Maximum Performance Bonus (Data Item [20](#)) is greater than the Actual Performance Bonus Paid (Data Item [21](#)), otherwise this will result in a discrepancy when validation rules are applied.



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Where do I record a payment made to an employee who has reached the top of their classification salary band?



Certain agencies have provisions in their employment instrument to pay employees at the top of their classification a fixed value (percentage of salary or cash) in lieu of incremental salary progression, subject to satisfactory or better performance. These type of payments have historically been reported in Data Item [21](#).

On 13 August 2021 the Government published the [Performance Bonus Guidance – Principles governing performance bonus use in Commonwealth entities and companies](#) (the Guidance). For the purposes of the Guidance a performance bonus covers ‘at risk’, variable and one off payments or incentives based on performance.

Under the new Performance Bonus Guidance a fixed top of salary range payment made in lieu of incremental salary progression, is no longer considered a ‘performance bonus’ and must instead be reported in Data Item [31](#).

All payments that continue to meet the eligibility requirements/criteria of a genuine performance bonus (as defined under the Guidance) are to be reported in Data Item [21](#).



Data Item 21

Numeric total

Actual Performance Bonus Paid in Previous 12 months

Numeric Total

Excel column U



The total performance bonus paid to the employee.

This amount cannot exceed the value in Data Item [20](#)

NOTE: Fixed payments in lieu of incremental advancement are not to be reported in this field and are instead to be reported in Data Item [31](#).



Example

Maximum Performance Bonus	Actual Performance Bonus Paid in Previous 12 Months
854190	628940
40000	17000
26885.48	24196.93
5750	5750

Note



If Maximum Performance Bonus (Data Item [20](#)) is populated then Actual Performance Bonus Paid (Data Item [21](#)) must also be populated.

Note



Ensure the Actual Performance Bonus Paid (Data Item [21](#)) does not exceed the Maximum Performance Bonus (Data Item [20](#)) as this will result in a discrepancy when validation rules are applied.

Note



If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Maximum Retention Bonus

Numeric Total

Excel column V



The maximum amount that the employee could have potentially received as a retention bonus.

This must be completed if Data Item [23](#) is completed



Example

Maximum Retention Bonus	Actual Retention Bonus Payments Paid in Previous 12 Months
78934	78545.23
25000	25000
306.71	306.71



Note

If Maximum Retention Bonus (Data Item [22](#)) is populated then Actual Retention Bonus Paid (Data Item [23](#)) must also be completed.



Note

Ensure the Maximum Retention Bonus (Data Item [22](#)) is greater than the Actual Retention Bonus Paid (Data Item [23](#)), otherwise this will result in a discrepancy when validation rules are applied.



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Actual Retention Bonus Payments Paid in Previous 12 months

Numeric Total

Excel column W



The total retention bonus paid to the employee.

This amount cannot exceed the value in Data Item [22](#)



Example

Maximum Retention Bonus	Actual Retention Bonus Payments Paid in Previous 12 Months
78934	78545.23
25000	25000
306.71	306.71



Note

If Maximum Retention Bonus (Data Item [22](#)) is populated then Actual Retention Bonus Paid (Data Item [23](#)) must also be completed.



Note

Ensure the Actual Retention Bonus Paid (Data Item [23](#)) does not exceed the Maximum Retention Bonus (Data Item [22](#)) as this will result in a discrepancy when validation rules are applied.



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Data Item 24

Numeric total

Productivity Bonus

Numeric Total

Excel column X



The total productivity bonuses paid to the employee.



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.

Data Item 25 – Not in use



Individual Work Related Allowances

Numeric Total

Excel column Z



The total amount paid to the employee for individual work related allowances/bonuses, including:

- project allowance
- service allowance (not to be used for military service or defence leave)
- specific task/project allowance

These are payments attached to specific bodies of work that are paid to compensate the employee for a specific task or project that involves additional responsibilities, inconveniences, or efforts above the base rate of pay.

These allowances are not paid to compensate an employee for expenses they may incur



Example

Carlos has worked on a specific project for three months during the year. The agency has paid an allowance of \$1500 per month to compensate the additional responsibilities involved instead of performing higher duties for that period of time.

The calculation for Carlos's Individual Work Related Allowance would be $\$1500 \times 3 = \4500 .



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Group or Whole-of-Agency Performance Bonus

Numeric Total

Excel column AA



The total amount paid to the employee for a group or whole-of-agency performance related bonus.

This payment relates to performance bonuses based on a measurable outcome achieved as a group or as an agency within a specific timeframe. The outcomes and method to measure must be established in an employment instrument or policy.



Example

Indigo works for an agency that has a \$300 annual bonus paid to each employee on the condition that at least 90% of employees covered by the enterprise agreement have finalised their performance development agreements prior to the end of year.

This agency would record all eligible employees including Indigo as receiving \$300 as a group or whole-of-agency performance bonus (Data Item [27](#)) if the condition was met.



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Additional Duties/Responsibilities Allowances

Numeric Annualised & FTE

Excel column AB



The annualised FTE amount paid to the employee for additional duties/responsibilities allowances.

Examples include:

- First Aid
- Warden
- Supervisory
- Fire Warden
- Occupational Health and Safety Representative
- Patent Examiner Translation
- Use of Force
- Workplace Harassment Contact Officer
- Workplace Responsibility
- Workplace Support
- Special Duties Allowance



Example

Hana is an EL1 who receives a First Aid Allowance of \$25 per fortnight. Hana joined the agency part-way through the year and has received the First Aid Allowance for 10 fortnights.

The calculation for Hana's annualised allowance amount is $((313/12)/10 \text{ Fortnights}) \times \$250 = \$652.08$.



Note

If the annualised full-time equivalent value reported for Additional Duties/Responsibilities Allowances (Data Item [28](#)) is equal to or less than 50, provide an explanatory comment in Data Item [55](#).



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Qualifications and/or Skills Based Allowances

Numeric Annualised & FTE

Excel column AC



The annualised FTE amount paid to the employee for qualifications and/or skills based allowances.

Examples include:

- Dog Handling
- Security Clearance
- Mandatory Qualification
- Community Language
- Language Proficiency
- Skills & Responsibility
- Special Skill
- Super Systems User
- Technical Skills
- Welding



Example

Khang is an APS4 who receives a Language Proficiency Allowance of \$25 per fortnight. He has been at his current agency for the full year.

The calculation would be $((313/12)/26 \text{ Fortnights}) \times \$650 = \$652.08$.



Note

If the annualised full-time equivalent value reported for Qualifications and/or Skills Based Allowances (Data Item [29](#)) is equal to or less than 50, provide an explanatory comment in Data Item [55](#).



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Hours of Duty Allowances

Numeric Total

Excel column AD



The total amount paid to the employee for hours of duty allowances.

Examples include:

- DLO
- Executive Level Time Off In Lieu (TOIL)
- Long Hours
- Field Work
- Meal
- Irregular On-Call
- On-call Shipping Incidents Response Coordinators
- Restriction
- Shift Duty Crib
- Technology Services Monitoring
- Composite Shift Penalties
- Shift (where paid as an allowance i.e. commuted)



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Fixed Payment in Lieu of Incremental Advancement

Numeric Total

Excel column AE



Fixed amount (percentage of salary or specified value) paid to an employee who has reached the top of the salary band for their classification that is:

- paid in lieu of incremental advancement; and
- available to employees with at least satisfactory performance (however described).

This payment must not be included in Data Items [20](#) and [21](#)

Certain agencies have provisions in their employment instrument to pay employees at the top of their classification a fixed value (percentage of salary or cash) in lieu of incremental salary progression, subject to satisfactory or better performance. These type of payments have historically been reported in Data Item [21](#).

On 13 August 2021 the Government published the [Performance Bonus Guidance – Principles governing performance bonus use in Commonwealth entities and companies](#) (the Guidance). For the purposes of the Guidance a performance bonus covers ‘at risk’, variable and one off payments or incentives based on performance.

Under the new Performance Bonus Guidance a fixed top of salary range payment made in lieu of incremental salary progression, is no longer considered a ‘performance bonus’ and must instead be reported in Data Item [31](#).

All payments that continue to meet the eligibility requirements/criteria of a genuine performance bonus (as defined under the Guidance) are to be reported in Data Item [21](#).



Note

If an employee did not receive a payment the field must be left blank, do not enter a ‘0’ value.



Market Related Allowance: Specific Job

Numeric Annualised & FTE

Excel column AF



The annualised FTE market related allowance paid to the employee for recruitment or retention for a specific job.

This allowance relates to a role or set of skills that is in high demand and/or commands higher rates of pay in the broader job market i.e. we need to pay more to get people to work in this area/job.

Payments relating to the recruitment or retention of a specific skilled individual are not to be reported here and should be reported at Data Item [33](#) instead



Note

If the annualised full-time equivalent value reported for Market Related Allowance – Specific Job (Data Item [32](#)) is equal to or less than 50, provide an explanatory comment in Data Item [55](#).



Note

It is likely an employee receiving a Market Related Allowance will also have an Individual Flexibility Arrangement (IFA) in place. Ensure this has been recorded in Data Item [15](#) and a corresponding description recording in Data Item [44](#).



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Market Related Allowance: Specific Individual

Numeric Annualised & FTE

Excel column AG



The annualised FTE market related allowance paid to the employee for recruitment or retention of a specific individual.

This allowance relates to a particular skilled individual whose skills are in high demand and/or who commands higher rates of pay in the broader job market i.e. we need to pay more to secure the employment of this individual.

Payments relating to the recruitment or retention of critical and/or specialist roles or skills are not to be reported here and should be reported at Data Item [32](#) instead



Note

If the annualised full-time equivalent value reported for Market Related Allowance – Specific Individual (Data Item [33](#)) is equal to or less than 50, provide an explanatory comment in Data Item [55](#).



Note

It is likely an employee receiving a Market Related Allowance will also have an Individual Flexibility Arrangement (IFA) in place. Ensure this has been recorded in Data Item [15](#) and a corresponding description recording in Data Item [44](#).



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Superannuation Allowances

Numeric Annualised & FTE

Excel column AH



This is a specific allowance paid to employees outside of agency superannuation contributions.

This allowance may be used for employees 70 years or older to compensate them for no longer being eligible for a superannuation salary.



Note

If the annualised full-time equivalent value for Superannuation Allowances (Data Item [34](#)) is equal to or less than 50, provide an explanatory comment in Data Item [55](#).



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value



Note

It is likely an employee receiving a Superannuation Allowance will also have an Individual Flexibility Arrangement (IFA) in place. Ensure this has been recorded in Data Item [15](#) and a corresponding description recorded in Data Item [44](#).



We have older employees who are no longer eligible for employer super contributions. They are being paid a payment instead of receiving an employer super contribution. How do we include this?



This would depend on how you are paying the employee this payment. If the payment is paid as an allowance it should go into Data Item [34](#), Superannuation Allowance. If it is not paid as an allowance it would go into Data Item [48](#), Other Supplementary Payments.

Data Item 35 – Not in use

Data Item 36 – Not in use

Data Item 37 – Not in use



Expense Allowances

Numeric Total

Excel column AL



The total amount paid to the employee for expense allowances.

This allowance is only for benefits to the employee that are meeting a clear business need

Examples include:

- Clothing
- Equipment
- Fuel
- Home Computer
- Home Phone
- Home Office
- Home Equipment
- Home Fridge
- Kilometre Allowance
- Mobile Phone
- Motor Vehicle – Required for performance of duties
- Shoe
- Stocking
- Tool
- Vehicle – Carriage of goods or passengers

Evidence-based reimbursements are not to be included. Reimbursement of non-business expenses that are a benefit to the employee should be reported under 'Personal benefits' (Data Items [46](#)) and 'Personal benefits description' (Data Item [47](#)).

NOTE: Motor vehicle payments which are predominantly used for SES employees as a separate component of their overall remuneration package are to be reported under Motor vehicle cost (Data Item [52](#)).



Example

Eldar is an APS3 who receives a tool allowance of \$11.18 a fortnight as his agency does not provide all the tools necessary for him to perform his duties.

Eldar has been at the agency for the full year. His calculation would be \$11.18 x 26 fortnights = \$290.68.



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Geographic/Locality Allowance

Numeric Total

Excel column AM



The total amount paid to the employee for geographic/locality allowances.

Examples include:

- Child
- District
- Disturbance/relocation
- Geographical Rent Assistance
- Isolated Establishment Allowance (IEA)
- Leave Fare
- Post
- Posting Termination Compensation
- Remote Localities Assistance
- Remote Locality Dependent
- Rent Subsidy
- Cost of Living



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Hardship and Difficult Environment Allowance

Numeric Total

Excel column AN



The total amount paid to the employee for hardship and difficult environment allowances.

Examples include:

- Site
- Hardship
- Antarctic
- Diving
- Duty at Sea
- Field Work
- Flying Disability
- Hardship
- Inspection Certifying Dangerous Goods
- Magazine (ammunition) Allowance
- Marine Crew Accommodation
- Multiple Division Site
- Self-Contained Breathing Apparatus Allowance
- Site Allowance
- Sleepover
- Southern Ocean Deployability
- Southern Ocean Operations Training
- Spray Equipment Operation
- Task Loading Allowance
- Wharf Allowance
- Working Conditions Allowance
- Attraction Allowance



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Health and Lifestyle Allowance

Numeric Total

Excel column AO



The total amount paid to the employee for health and lifestyle allowances.

Examples include:

- Health & Wellbeing
- Healthy Lifestyle
- Lifestyle Payment
- Vacation Care
- Volunteer Allowance



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.

Data Item 42 – Not in use



Sign-on Bonuses

Numeric Total

Excel column AQ



The total amount paid to the employee for sign-on bonuses or implementation bonuses.

NOTE: Market Related Allowance – Specific Job (Data Items [32](#)) and Market Related Allowance – Specific Individual (Data Item [33](#)) are continuous or ongoing payments whereas Sign-on Bonuses (Data Item [43](#)) relate to payments that are typically ad hoc or one-off.



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Individual Flexibility Arrangement

Text Codes Only

Excel column AR



This field is to capture the main conditions addressed by an Individual Flexibility Arrangement (IFA) for those employees who are on an IFA to vary the terms of an EA.

Record using the most appropriate text code:

- **PAL** - pay and allowances
- **LV** - leave
- **SUP** - superannuation
- **SM** – subscriptions and memberships
- **FWA**- Flexible working arrangements
- **IM** - Income maintenance
- **OTH** - other - provide details in comments: item [55](#)

If more than one category applies, list the main condition first, followed by others as applicable. For example, if pay and allowances are the major condition and leave arrangements are secondary, format field as: PAL LV.

NOTE: Separate each value by a space only. Do not use 'and', '&' or commas in this field

Code definitions:

- **PAL**: pay and allowances – includes arrangements affecting salary, wages, and any allowances such performance or experience related allowances
- **LV**: leave – arrangements affecting leave, including the nature of or amount of leave, or cash in exchange for leave
- **SUP**: superannuation – arrangements affecting superannuation, such as the rate of payment
- **SM**: subscriptions and memberships – arrangements to cover costs of subscriptions and memberships, such as those to professional associations or industry bodies
- **FWA**: flexible working arrangements – arrangements that affect the nature of how work is performed, for example working away from the office, hours worked, etc.
- **IM**: income maintenance – arrangements affecting income maintenance payments such as modified pay bands to maintain employees at level following transfer from other agencies, payments of competitive market allowances, redundancies
- **OTH**: other (provide details in comments in Data Item [55](#))

If conditions are being captured under Individual Flexibility Arrangement (Data Item [44](#)), an IFA must be recorded in Other Employment Instrument (Data Item [15](#)).

NOTE: Only use the IFA text codes outlined in this document. Please do not use agency-specific alternatives. For equivalent items such as BDCP (Building Defence Capability Payments), ensure alignment with one of the text codes above. If necessary, include an explanatory comment in Data Item [55](#).



Example

Primary Employment Instrument	Other Employment Instrument	Individual Flexibility Arrangement
PSA	PSAa	
EA	IFA	PAL SM OTH
EA	PSAa	
EA	PSAa IFA	PAL
EA	PSAa IFA	PAL LV OTH
EA	PSAa	
EA	IFA	PAL FWA LV
EA		
EA	PSAa	
EA	PSAa	

Note



Ensure you have populated an 'IFA' text code in Other Employment Instrument (Data Item [15](#)) as a missing text code will result in a discrepancy when validation rules are applied.

Note



Ensure you have used the appropriate text code and have separated values with a space only as an invalid text code or format will result in a discrepancy when validation rules are applied. Do not use 'and' '&' or commas to separate values.

Note



If an employee does not have an IFA, Individual Flexibility Arrangement (Data Item [44](#)) must be left blank. Do not populate with '.' or 'N/A'.

Data Item 45 – Not in use



Personal Benefits

Numeric Total

Excel column AT



The total of all other monetary and non-monetary benefits provided at the employer's expense to or on behalf of an employee as a personal benefit only and not classified elsewhere.

Examples include:

- telephones for private use
- study (where it is not linked to a business need)
- gym memberships
- reimbursement of non-business expenses
- children's school fees
- personal computer leases
- on-site child care facilities
- attraction benefits
- household insurances
- professional payments
- Qantas club or other airline membership
- eye glasses

NOTE: Do not include any salary sacrifice benefits.

Do not include benefits that are meeting a clear business need. For example, reimbursement of study costs for an employee who is a project officer to undertake a project management course or reimbursement of the cost of a home computer so that work can be undertaken at home would not be included.

Additional Death and Invalidity Cover (ADIC) should be included here if not part of government superannuation scheme.



Example

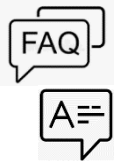
Personal Benefits	Personal Benefits Description
3450	Insurance
1846.59	Professional Membership + Eye Glasses

**Note**

If Personal Benefits (Data Item [46](#)) apply, a description is required in Personal Benefits Description (Data Item [47](#)).

**Note**

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.

**Do I include payments relating to reimbursements?**

Any reimbursements or expenses that meet business needs are to be excluded. Only reimbursements of non-business expenses should be included as they are a benefit to the employee. These payments should be reported in 'Personal benefits' (Data Items [46](#)) and 'Personal benefits description' (Data Item [47](#)). Do not report employee sacrifice amounts, e.g. salary sacrifice super contributions or cashed out annual leave.



Personal Benefits Description

Text

Excel column AU



Provide the description of all other monetary and non-monetary benefits provided at the employer's expense to or on behalf of an employee as a personal benefit only and not classified elsewhere.

NOTE: Do not include any salary sacrifice benefits.

Free text field, 256 characters max

Example



Personal Benefits	Personal Benefits Description
3450	Insurance
1846.59	Professional Membership + Eye Glasses



Note

If a description has been populated in Personal Benefits Description (Data Item [47](#)), a value is required in Personal Benefits (Data Item [46](#)).



Note

If an employee did not receive a payment the field must be left blank, do not enter a comment.



Other Supplementary Payments Not Otherwise Described

Numeric Total

Excel column AV



The total amount paid to the employee for other supplementary payments not otherwise described.

An explanatory comment is required in Data Item [55](#) if an employee has received a payment.

Examples include:

- excess flex cash out
- legal memberships
- bar memberships
- CPA membership



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Name of Superannuation fund

Text Codes Only

Excel column AW



Name of superannuation fund using the relevant text code below:

- **CSS** - Commonwealth Superannuation Scheme
- **PSS** - Public Sector Superannuation Scheme
- **PSSap** - Public Sector Superannuation accumulation plan
- **OTH** – Other (any fund that is not CSS, PSS or PSSap)

Where an employee has multiple funds, please show the fund where the compulsory employer contribution goes.

NOTE: For CSS eligibility, an employee must have a birthdate on or before 31 December 1974. For PSS eligibility, an employee must have a birthdate on or before 31 December 1990.



Example

Name of Superannuation Fund
PSS
PSSap
PSSap
CSS
OTH
PSS



Note

Ensure you have used the appropriate text code as a missing or invalid text code will result in a discrepancy when validation rules are applied.



Note

CSS has been closed to new members since 1 July 1990. If an employee has a Date of Birth (Data Item [3](#)) after 31 December 1974, confirm the correct superannuation fund with your HR or Payroll area, and update to the correct superannuation fund name (Data Item [49](#)).



Note

PSS has been closed to new members since 1 July 2005. If an employee has a Date of Birth (Data Item [3](#)) after 31 December 1990, confirm the correct superannuation fund with your HR or Payroll area, and update to the correct superannuation fund name (Data Item [49](#)).



Superannuation Salary (SES employees only)

Numeric Annualised & FTE

Excel column AX



Salary for superannuation purposes for SES employees at the Date of Effect. Agencies must only report values for SES employees.

Superannuation salary is calculated using the fortnightly contribution method or ordinary time earnings. The method used is subject to the relevant fund requirements and employment instrument.

No longer required for APS employees and Graduates (classification groups 1 to 8 and 65)

For non-SES employees, the Remuneration team will apply standard calculations for your agency using an employee's Base Salary (Data Item [16](#)) and the Name of Superannuation Fund (Data Item [49](#)) provided. Agencies who choose to provide Superannuation Salary data for any APS employees must provide it for all APS employees.

All employees at the SES level (classification groups 9 to 14) must have a superannuation salary

NOTE: where the fortnightly contribution method is used, and the employee has had a salary reduction, superannuation salary also includes average weekly ordinary time earnings ([AWOTE](#)).



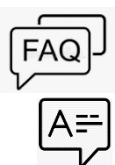
Note

Ensure you have entered a value for each employee at the SES level (classification groups 9 to 14) as any missing values will result in a discrepancy when validation rules are applied.



Note

In order to have the Remuneration team apply calculations on your behalf, ensure APS employees and Graduates (classification groups 1 to 8 and 65) do not have a superannuation salary. The field must be left blank. Do not enter a '0' value.



What does 'salary for superannuation purposes' mean?

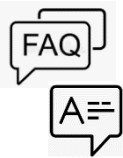
The salary for superannuation purposes or super salary is used for calculating the amount of superannuation that is required to be paid for the employee.

Superannuation salary is calculated using either the fortnightly contribution method or ordinary time earnings method. The method used is subject to the relevant fund requirements and employment instrument. For members of the CSS, PSS or PSSap schemes more information can be found on the Commonwealth Superannuation Corporation website at <https://www.csc.gov.au/>.



Should Superannuation Salary be as at 31 December or the SES employee's birthday review?

It is the super salary that contributions are based on as at 31 December. This may be the salary of the SES employee's birthday review, depending on the scheme and contribution method.



How do I calculate Superannuation Salary for those employees on OTE?

The best way to determine a superannuation salary for these cases would be look at the SES employee's salary and superable allowance rates on 31 December, determine which are included in OTE and add the annual rates together to form your FTE.



Agency Superannuation Contribution (SES employees only)

Numeric Annualised & FTE Excel column AY



The annualised FTE employer superannuation contribution for SES employees. Include Employer Productivity Superannuation Contribution (EPSC) where applicable. Agencies must only report values for SES employees.

No longer required for APS employees and Graduates (classification groups 1 to 8 and 65)

The Remuneration team will apply standard calculations for your agency using an employee's Base Salary (Data Item [16](#)) and the Name of Superannuation Fund (Data Item [49](#)) provided. Agencies who choose to provide Agency Superannuation Contribution data for any APS employees must provide it for all APS employees.

All employees at the SES level (classification groups 9 to 14) must have an Agency Superannuation Contribution

Additional Death and Invalidity Cover (ADIC) is to be included if part of superannuation.



Note

Ensure you have entered a value for each employee at the SES level (classification groups 9 to 14) as any missing values will result in a discrepancy when validation rules are applied.



Note

In order to have the Remuneration team apply calculations on your behalf, ensure APS employees and Graduates (classification groups 1 to 8 and 65) do not have an agency superannuation contribution. The field must be left blank. Do not enter a '0' value.



Calculating Agency Superannuation Contributions – do I use the same method as previous surveys or am I required to report the actual employer amounts paid for the calendar year?

In previous surveys, the Agency Superannuation Contribution (ASC) was calculated simply by multiplying the employee's salary for superannuation purposes by the percentage rate of employer contribution which was required for that particular fund, taking into account Employer Productivity Superannuation Contribution (EPSC) payments. For example, if an employee was in the CSS and has an annual salary of \$80,000, the ASC may have been calculated by multiplying \$80,000 by the

employer percentage required for that agency for staff in the CSS. The EPSC would then be added to this amount to give the total ASC for the year.

For the sake of consistency, Agency Superannuation Contribution (Data Item [51](#)) for SES employees can be reported in the same manner as it was in previous surveys.



For employees that make salary sacrifice superannuation contributions, should these be included in 'Agency Superannuation Contributions'?

No. Any super salary sacrifice amounts will already form part of the employee's base salary.



Are Additional Death and Invalidity Cover (ADIC) employer contributions to be included? If so, what field should it go in?

Yes, this should be included and shown in Agency Superannuation Contribution (Data Item [51](#)).



Motor Vehicle Cost

Numeric Annualised & FTE

Excel column AZ



The annualised total cost for a motor vehicle provided for private use. This field is predominantly used for SES employees who receive a motor vehicle payment as a separate component of their overall remuneration package.

Examples include:

- provision
- running costs
- insurance
- repairs
- maintenance
- any fringe benefits tax (FBT) payable

NOTE: Do not include salary sacrifice amounts.

If the motor vehicle cost (Data Item [52](#)) is populated then cash in Lieu of Motor Vehicle (Data Item [53](#)) must not be populated. For employees who received part Cost of Motor Vehicle and part Cash in Lieu during the year, please show an annualised value in whichever field was of greater value.

For example, if an employee's annualised motor vehicle allowance was \$30,000, but they took cash-in-lieu for the first four months and a car for the last eight months, please show \$30,000 in 'Motor Vehicle Cost' (Data Item [52](#)).

Confirm this field should be populated if the employee is at or below the EL1 classification. If this value is correct enter an explanatory comment in Data Item [55](#).



Note

If the Motor Vehicle Cost (Data Item [52](#)) is populated then Cash in Lieu of Motor Vehicle (Data Item [53](#)) must not be populated as this will result in a discrepancy when validation rules are applied.



Note

If the annualised full-time equivalent value for Motor Vehicle Cost (Data Item [52](#)) is less than 20000 or greater than 45000, provide an explanatory comment in Data Item [55](#).

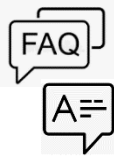


Note

If your agency has motor vehicle cost arrangements for base classification EL1 or below, provide an explanatory comment in Data Item [55](#).

**Note**

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.

**Where do I record Fringe Benefit Tax (FBT) where it is payable on a benefit?**

FBT on allowances should be recorded in the field where the allowance is recorded. For more information visit [https://www.ato.gov.au/General/Fringe-benefits-tax-\(FBT\)/](https://www.ato.gov.au/General/Fringe-benefits-tax-(FBT)/)



Cash in Lieu of Motor Vehicle

Numeric Annualised & FTE

Excel column BA



The annualised FTE amount paid to the employee where they opted for cash instead of a motor vehicle provided for private use. This field is predominantly used for SES employees who receive a motor vehicle payment as a separate component of their overall remuneration package.

NOTE: This includes FBT on salary sacrificing if paid by the agency.

If the cash in Lieu of Motor Vehicle (Data Item [53](#)) is populated then motor vehicle cost (Data Item [52](#)) must not be populated. For employees who received part Cost of Motor Vehicle and part Cash in Lieu during the year, please show an annualised value in whichever field was of greater value.

For example, if an employee's annualised motor vehicle allowance was \$30,000, but they took cash-in-lieu for the first eight months and a car for the last four months, please show \$30,000 in 'Cash in Lieu of Motor Vehicle' (Data Item [53](#)).

Confirm this field should be populated if the employee is at or below the EL1 classification. If this value is correct enter an explanatory comment in Data Item [55](#).

Note



If the Cash in Lieu of Motor Vehicle (Data Item [53](#)) is populated then motor vehicle cost (Data Item [52](#)) must not be populated as this will result in a discrepancy when validation rules are applied.

Note



If the annualised full-time equivalent value for Cash in Lieu of Motor Vehicle (Data Item [53](#)) is less than 20000 or greater than 45000, provide an explanatory comment in Data Item [55](#).

Note



If your agency has cash in lieu motor vehicle arrangements for base classification EL1 or below, provide an explanatory comment in Data Item [55](#).

Note



If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



Motor Vehicle Parking

Numeric Annualised & FTE

Excel column BB



The annualised FTE amount paid to the employee for, or monetary value of, the cost of regular parking for work purposes where paid for by the agency (including FBT) or cash in lieu of parking.

This amount must be attributable to the individual employee



Note

If the annualised full-time equivalent value for Motor Vehicle Parking (Data Item [54](#)) is less than 250 or greater than 15000, provide an explanatory comment in Data Item [55](#).



Note

If an employee did not receive a payment the field must be left blank, do not enter a '0' value.



A Senior Executive Service staff member had a car parking allowance until September 2022 and it is now incorporated into their base salary. Do we include this in the survey?



As this is an annualised field it should only be reported if the payment was being paid at 31 December 2022. As they did not receive this payment on 31 December, the data item should be left blank.



Comments

Text

Excel column BC



This field is for comments explaining any out-of-range values in the data, and to confirm queried values are correct. This will assist with the data checking.

Free text field, 256 characters max



Example

Comments
Above EA Salary Approved
Meal Allowance
Salary matched to previous agency
Temp transfer to a lower class
Workplace Resp Allowance
Data 30, 39, 40 temp remote posting
Salary maintained - MOG



Tip

Completion of this field is not compulsory however providing comments where an employee has a value which is out of the ordinary will help reduce the number of queries generated for your file during the validation process.



What should be included in the 'Comments' field?



The comments field is a non-compulsory field. Agencies are encouraged to use it to explain instances where an employee has a value which is out of the ordinary.

For example, if an employee has a base salary higher or lower than the Enterprise Agreement (EA) salary value for their classification, use the comments field to state their base salary is correct at this value. Providing comments in this field will help reduce the number of queries generated for your file during the validation process.

During the validating process, if a record is queried and there is no error, use the comments field to confirm the value in question is correct. When the data submission is re-checked this record will not be queried again if the outlying value has been verified.



AGS Number

Numeric

Excel column BD



AGS Number (Data Item [56](#)) is used to cross check with AGSN (Data Item [2](#)) to ensure all data in the row corresponds to the same individual employee. Please provide the employee's AGS Number that is reported to APSED.



Example

Seven or eight digit number with no hyphens or spaces.

AGSN
12345678
11111111
22222222
33333333
44444444



Note

Ensure you have provided an AGS number for every employee record in both AGSN (Data Item [2](#)) and AGS Number (Data Item [56](#)) as a missing or invalid number will result in a discrepancy when validation rules are applied.



Note

Some employees have more than one AGS number. Ensure the AGS number is the same as reported to APSED. It is used to match the employee's remuneration data to their APSED employment record.



APSED Agency Code

Numeric

Excel column BE



Three digit agency specific code.

This is the same value used for APSED files. Every row in the dataset should contain this code.



Example

APSED Agency Code
350
350
350
350
350
350



Note

Ensure you have used the appropriate agency specific numerical code as a missing or invalid numerical code will result in a discrepancy when validation rules are applied.

Appendix A: APS Remuneration Survey Allowance List

Allowance Name	Data Item	Data Item Name
ADIC - PSS Additional Death and Invalidity Cover	51	Hardship and Difficult Environment Allowance
Antarctic	40	Hardship and Difficult Environment Allowance
Attraction Allowance	40	Hardship and Difficult Environment Allowance
Attraction Benefits	46 & 47	Other Benefits & Description
Bar Membership	48	Other Supplementary Payments
Child	39	Geographic/Locality Allowance
Children's School Fees	46 & 47	Other Benefits & Description
COLA (cost of living allowance)	39	Geographic/Locality Allowance
Community Language	29	Qualifications and/or Skills Based Allowances
Composite Shift Penalties	30	Hours of Duty Allowances
COPA (cost of posting allowance)	39	Geographic/Locality Allowance
Cost of Living	39	Geographic/Locality Allowance
CPA	48	Other Supplementary Payments
Defence Liaison Officer (DLO)	30	Hours of Duty Allowances
District	39	Geographic/Locality Allowance
Disturbance/Relocation	39	Geographic/Locality Allowance
Diving	40	Hardship and Difficult Environment Allowance
Dog Handling	29	Qualifications and/or Skills Based Allowances
Duty at Sea	40	Hardship and Difficult Environment Allowance
Excess Flex Cash Out	48	Other Supplementary Payments
Executive Level Time Off In Lieu (TOIL)	30	Hours of Duty Allowances
Eye glasses	46 & 47	Other Benefits & Description
Field Work	40	Hardship and Difficult Environment Allowance
Financial advice	46 & 47	Other Benefits & Description
Fire Warden	28	Additional Duties/Responsibilities Allowances
First Aid	28	Additional Duties/Responsibilities Allowances
Flying Disability	40	Hardship and Difficult Environment Allowance
Fuel	38	Expense Allowances

Allowance Name	Data Item	Data Item Name
Geographical Rent Assistance	39	Geographic/Locality Allowance
Group or Whole of Agency Performance Bonuses and Allowances	27	Group or Whole of Agency Performance Bonuses and Allowances
Gym Memberships	46 & 47	Other Benefits & Description
Hardship	40	Hardship and Difficult Environment Allowance
Health & Wellbeing	41	Health and Lifestyle Allowance
Healthy Lifestyle	41	Health and Lifestyle Allowance
Home Computer	38	Expense Allowances
Household Insurances	46 & 47	Other Benefits & Description
Implementation Bonuses	43	Sign On Bonuses
Income Maintenance Allowance	16	Base Salary (only where no IFA in effect)
Inspection Certifying Dangerous Goods	40	Hardship and Difficult Environment Allowance
Irregular On-Call	30	Hours of Duty Allowances
Isolated Establishment Allowance (IEA)	39	Geographic/Locality Allowance
Kilometre Allowance	38	Expense Allowances
Language Proficiency	29	Qualifications and/or Skills Based Allowances
Leave Fare	39	Geographic/Locality Allowance
Legal Memberships	48	Other Supplementary Payments
Lifestyle Payment	41	Health and Lifestyle Allowance
Long Hours	30	Hours of Duty Allowances
Magazine (ammunition) Allowance	40	Hardship and Difficult Environment Allowance
Mandatory Qualification	29	Qualifications and/or Skills Based Allowances
Marine Crew Accommodation	40	Hardship and Difficult Environment Allowance
Market Related Allowance - Specific Individual	33	Market Related Allowance – Specific Individual
Market Related Allowance - Specific Job	32	Market Related Allowance - Specific Job
Meal	30	Hours of Duty Allowances
Mobile Phone	38	Expense Allowances
Motor Vehicle	38	Expense Allowances
Motor Vehicle (reimbursement of kilometres travelled)		OUT OF SCOPE
Multiple Division Site	40	Hardship and Difficult Environment Allowance
Occupational Health and Safety Representative	28	Additional Duties/Responsibilities Allowances

Allowance Name	Data Item	Data Item Name
On-call Shipping Incidents Response Coordinators	30	Hours of Duty Allowances
On-Site Child Care Facilities	46 & 47	Other Benefits & Description
Paid Parental leave		OUT OF SCOPE
Part day travel allowance		OUT OF SCOPE
Partial Invalidity Pension		OUT OF SCOPE
Patent Examiner Translation	28	Additional Duties/Responsibilities Allowances
Personal Computer Leases	46 & 47	Other Benefits & Description
Post	39	Geographic/Locality Allowance
Posting Termination Compensation	39	Geographic/Locality Allowance
Pre-assessment payment		OUT OF SCOPE
Productivity Bonus	24	Productivity Bonus
Professional Payments	46 & 47	Other Benefits & Description
Project Allowance	26	Individual Performance Related Allowances/Bonuses
Qantas Club Membership	46 & 47	Other Benefits & Description
Re-imbursement of Non-Business Expenses	46 & 47	Other Benefits & Description
Remote Localities Assistance	39	Geographic/Locality Allowance
Remote Locality Dependent	39	Geographic/Locality Allowance
Rent Subsidy	39	Geographic/Locality Allowance
Restriction	30	Hours of Duty Allowances
Scholarships - providing a clear business need		OUT OF SCOPE
Scholarships - of personal benefit to the employee only	46 & 47	Other Benefits & Description
Security Clearance	29	Qualifications and/or Skills Based Allowances
Self-Contained Breathing Apparatus Allowance	40	Hardship and Difficult Environment Allowance
Service Allowance	26	Individual Performance Related Allowances/Bonuses
Shift (where paid as an allowance i.e. commuted).	30	Hours of Duty Allowances
Shift Duty Crib	30	Hours of Duty Allowances
Shoe	38	Expense Allowances
Sign On Bonuses	43	Sign On Bonuses
Site Allowance	40	Hardship and Difficult Environment Allowance
Skills & Responsibility	29	Qualifications and/or Skills Based Allowances

Allowance Name	Data Item	Data Item Name
Sleepover	40	Hardship and Difficult Environment Allowance
Southern Ocean Deployability	40	Hardship and Difficult Environment Allowance
Southern Ocean Operations Training	40	Hardship and Difficult Environment Allowance
Special Duties Allowance	28	Additional Duties/Responsibilities Allowances
Special Skill	29	Qualifications and/or Skills Based Allowances
Specific Task/Project	26	Individual Performance Related Allowances/Bonuses
Spray Equipment Operation	40	Hardship and Difficult Environment Allowance
Stocking	38	Expense Allowances
Study (where not linked to a business need)	46 & 47	Other Benefits & Description
Super Systems User	29	Qualifications and/or Skills Based Allowances
Superannuation Allowances	34	Superannuation Allowances
Supervisory	28	Additional Duties/Responsibilities Allowances
Task Loading Allowance	40	Hardship and Difficult Environment Allowance
Technical Skills	29	Qualifications and/or Skills Based Allowances
Technology Services Monitoring	30	Hours of Duty Allowances
Telephones for Private Use	46 & 47	Other Benefits & Description
Tool	38	Expense Allowances
Travel Allowance		OUT OF SCOPE
Use of Force	28	Additional Duties/Responsibilities Allowances
Vacation Care	41	Health and Lifestyle Allowance
Vehicle	38	Expense Allowances
Volunteer Allowance	41	Health and Lifestyle Allowance
Warden	28	Additional Duties/Responsibilities Allowances
Welding	29	Qualifications and/or Skills Based Allowances
Wharf Allowance	40	Hardship and Difficult Environment Allowance
Working Conditions Allowance	40	Hardship and Difficult Environment Allowance
Workplace Harassment Contact Officer	28	Additional Duties/Responsibilities Allowances
Workplace Responsibility	28	Additional Duties/Responsibilities Allowances
Workplace Support	28	Additional Duties/Responsibilities Allowances