

Your Life

Learning **Planning** Living



Independent Schools Association of Southern Africa

Pension Scheme and Provident Fund

PAYROLL FORMAT

MANDATORY COLUMNS/FIELDS

- These are the mandatory columns and fields that are critical and include the fields required in terms of the SISA Conduct Standard effective 20 February 2023.

CONDITIONAL AND OPTIONAL COLUMNS/FIELDS

- These additional fields are not required for a payroll to process. The ISASA Board encourages completion of these fields to assist with providing a reliable consistent service to your employees.
- These fields will be validated, where possible, and only updated on our system if they pass the validation.
- The additional fields will greatly assist with member servicing and claim processing.

NO.	EXCEL	FIELD NAME	TYPE	MAX LENGTH	MANDATORY/ CONDITIONAL OR OPTIONAL	DESCRIPTION AND VALIDATION
1	A	ID number	A/N	20	Mandatory	Field contains the employees RSA ID number or Passport number. ID numbers will be validated against date of birth and gender. Passport number requires "Identity Type" and "Country of Issue" columns to be populated
2	B	Surname	A	50	Mandatory	Sentence case is preferred i.e. example
3	C	First names	A	50	Mandatory	Sentence case is preferred i.e. another
4	D	Initials	A	10	Mandatory	Uppercase, no spaces, no full stops e.g. AN

5	E	Title	A/N	10	Mandatory	Can provide with the title name or title code as listed below: 01 = Mr 02 = Mrs 03 = Miss 04 = Ms 05 = Dr 06 = Rev 07 = Lord 08 = Sir 09 = Major 10 = Master 11 = Pastor 12 = Chief 13 = Lady 14 = Prof Z1 = Adv Note: Ensure title matches gender
6	F	ID Type	A	1	Mandatory	ID selection only: 1 = South African ID number, OR 2 = Passport number
7	G	Country of issue	A	3	Conditional	When providing the passport number it is mandatory to provide the country of issue. Full list of country codes provided in Appendix 2.
8	H	Gender	A	20	Mandatory	Gender selection only: M = Male, OR F = Female
9	I	Date of birth	A/N	10	Mandatory	Format: CCYY/MM/DD

NO.	EXCEL	FIELD NAME	TYPE	MAX LENGTH	MANDATORY/ CONDITIONAL OR OPTIONAL	DESCRIPTION AND VALIDATION
10	J	Date joined employer	A/N	10	Mandatory	This is the date that the employee started with your school Format: CCYY/MM/DD
11	K	Date joined scheme	A/N	10	Mandatory	This is the date that the employee started with the ISASA Pension scheme and Provident fund (Date of Membership) Date cannot be earlier than the "date joined employer" Format: CCYY/MM/DD
12	L	Income tax number	A/N	30	Mandatory	SARS tax number is numeric only. All other characters will automatically be removed by the system. Tax numbers will be validated against the SARS algorithm.
13	M	Date of exit	A/N	10	Conditional	Mandatory when an employee is leaving your employment Format: CCYY/MM/DD
14	N	Exit reason	A/N	80	Conditional	Mandatory when an employee is leaving your employment Either the name or the code may be provided: 1 = Resignation 2 = Retrenchment 3 = Dismissal 4 = Ill-Health Retirement 5 = Death 6 = Retirement 7 = Lump Sum Disability I = Internal Transfer S = Section 14
15	O	Member category	A/N	10	Mandatory	This is the member category code (provided by ISASA – as defined in the Special Rules) that identifies a specific group of employees. i.e. 01 = Staff A2 = Executives
16	P	Pensionable salary	N	9.2	Mandatory	This is the employee's monthly pensionable salary
17	Q	Risk salary	N	9.2	Mandatory	If the risk benefits are provided based on a different salary to the monthly pensionable salary than this should be recorded in this field. If the monthly risk salary is the same as the monthly pensionable salary then insert that value in the risk salary field.
18	R	Member status	A	2	Mandatory	This field is only required if you have employees that are have a status other than active. A = Temporary absence 1 = Active
19	S	Employee contribution	N	9.2	Mandatory	If not applicable then fill field with "0.00"
20	T	Employer contribution	N	9.2	Mandatory	
21	U	Employee number	A/N	30	Mandatory	This is a number that you, the employer, have allocated to the employee that you may want us to store.

NO.	EXCEL	FIELD NAME	TYPE	MAX LENGTH	MANDATORY/ CONDITIONAL OR OPTIONAL	DESCRIPTION AND VALIDATION
22	V	Employee division	A/N	30	Optional	This is a sub-category by which you the employer may identify the employee.
23	W	Employee branch	A/N	30	Optional	This is a second sub-category by which you the employer may identify the employee.
24	X	Marital status	A/N	20	Optional	Marital status selection only: S = Single M = Married W = Widowed D = Divorced
25	Y	Salary frequency	A/N	2	Optional	The only frequency accepted is monthly. "M" should be inserted into this field.
26	Z	Residential address line 1	A/N	50	Mandatory	When providing the employees address, "residential address line 1", "residential address line 4" and "postal code" are mandatory
27	AA	Residential address line 2	A	50	Mandatory	
28	AB	Residential address line 3	A	50	Mandatory	
29	AC	Residential address line 4	A	50	Mandatory	
30	AD	Postal code	N	12	Mandatory	
31	AE	Home telephone number	A/N	30	Mandatory	This is a land line contact number for the employee Format: 0215551234
32	AF	Cell phone number	A/N	30	Mandatory	This is the employee's cellphone and is required for ISASA web registry and access to the Whatsapp functionality. Format: 0825551234
33	AG	Member email address	A/N	80	Mandatory	Please provide member's individual email address where possible.
34	AH	Bank name	A	50	Conditional	Mandatory upon exit
35	AI	Bank branch code	N	10	Conditional	Mandatory upon exit
36	AJ	Bank account number	N	40	Conditional	Mandatory upon exit
37	AK	Bank account type	N	20	Conditional	Mandatory upon exit Account type code to be provided only: 1 = Current/cheque account 2 = Savings 3 = Transmission
38	AL	Payment option	A/N	20	Optional	This value should be provided when the employee is leaving your employment and has made a decision on the direction of their monies. Payment option code to be provided only 1 = Part cash/part preservation 2 = Transfer to preservation fund 3 = Tash to member 4 = Preserve in the Fund 5 = No election by member

NO.	EXCEL	FIELD NAME	TYPE	MAX LENGTH	MANDATORY/ CONDITIONAL OR OPTIONAL	DESCRIPTION AND VALIDATION
39	AM	Employee additional voluntary contribution	N	9.2	Optional	This is any additional voluntary contributions that the employee wishes to contribute towards their retirement.
40	AN	Employer additional voluntary contribution	N	9.2	Optional	This is any additional voluntary contributions that you the employer wishes to contribute towards the retirement of your employee.
41	AO	Employee percentage	N	2.2	Mandatory	This is the percentage the employee (member) contributes. (DO NOT USE THE % SIGN)
42	AP	Employer percentage	N	2.2	Mandatory	This is the percentage the employer contributes. (DO NOT USE THE % SIGN)
43	AQ	Employer code	A/N	80	Optional	This is designed for subsidiaries/group of companies only. Values to be provided by ISASA.
44	AR	Language	A/N	20	Optional	Either the name or the code can be provided: 1 = English
45	AS	Salary remark	A/N	50	Conditional	This field should only be used to indicate the reason for a salary change, either increase or decrease, of more the 15%.
46	AT	Postal address line 1	A/N	50	Mandatory	When providing the employees address, "postal address line 1", "postal address line 4" and "postal postcode" are mandatory.
47	AU	Postal address line 2	A	50	Mandatory	
48	AV	Postal address line 3	A	50	Mandatory	
49	AW	Postal address line 4	A	50	Mandatory	
50	AX	Postal Postcode	N	12	Mandatory	

Notes

- Values in the contribution amount and percentage fields may not be negative.
- Dates may be provided in Excel date format or in text. Dates provided in text must be in the format CCYY/MM/DD
- Contributions provided with more than 2 decimal places will be rounded based on standard rounding methodology – i.e. 5.566 will round to 5.57 while 5.562 will round to 5.56
- Column headings are mandatory and must match this document and should not be renamed.
- Do not password protect, hide columns, freeze cells or insert spaces in blank fields
- File type is limited to XLS and XLSX
- Bank Branch codes – although we accept all bank branch codes ideally, we would prefer to receive the universal branch code for each of the banks – refer to Appendix 1 for the list of universal branch codes
- When downloading the current payroll data from the My Corporate Services web, the system will read some columns as binary, in other words the values will reflect as a number e.g. Monthly = 12

APPENDIX 1 – UNIVERSAL BRANCH CODES

BANK NAME	BANK UNIVERSAL BRANCH CODE
ABSA Bank	632 005
Bank of Athens	410 506
Bidvest Bank	462 005
Capitec Bank	470 010
FNB	250 655
Investec Private Bank	580 105
Nedbank	198 765
SA Post Bank (Post Office)	460 005
Standard Bank	051 001
TymeBank	678 910

APPENDIX 2 – COUNTRY CODES

COUNTRY OF ISSUE	CODE
Afghanistan	AFG
Aland Islands	ALA
Albania	ALB
Algeria	DZA
American Samoa	ASM
Andorra	AND
Angola	AGO
Anguilla	AIA
Antarctica	ATA
Antigua and Barbuda	ATG
Argentina	ARG
Armenia	ARM
Aruba	ABW
Australia	AUS
Austria	AUT
Azerbaijan	AZE
Bahamas	BHS
Bahrain	BHR
Bangladesh	BGD
Barbados	BRB
Belarus	BLR
Belgium	BEL
Belize	BLZ
Benin	BEN
Bermuda	BMU
Bhutan	BTN
Bolivia	BOL
Bonaire, Sint Eustatius and Saba	BES
Bosnia and Herzegovina	BIH
Botswana	BWA
Bouvet Island	BVT
Brazil	BRA
British Indian Ocean Territory	IOT
Brunei Darussalam	BRN
Bulgaria	BGR
Burkina Faso	BFA
Burundi	BDI
Cambodia	KHM
Cameroon	CMR
Canada	CAN
Cape Verde	CPV
Cayman Islands	CYM
Central African Republic	CAF
Chad	TCD
Chile	CHL
China	CHN

COUNTRY OF ISSUE	CODE
Christmas Island	CXR
Cocos (Keeling) Island	CCK
Colombia	COL
Comoros	COM
Congo	COG
Congo, the Democratic Republic of the	COD
Cook Islands	COK
Costa Rica	CRI
Côte d'Ivoire	CIV
Croatia	HRV
Cuba	CUB
Curaçao	CUW
Cyprus	CYP
Czech Republic	CZE
Denmark	DNK
Djibouti	DJI
Dominica	DMA
Dominican Republic	DOM
Ecuador	ECU
Egypt	EGY
El Salvador	SLV
Equatorial Guinea	GNQ
Eritrea	ERI
Estonia	EST
Ethiopia	ETH
Falkland Islands (Malvinas)	FLK
Faroe Islands	FRO
Fiji	FJI
Finland	FIN
France	FRA
French Guiana	GUF
French Polynesia	PYF
French Southern Territories	ATF
Gabon	GAB
Gambia	GMB
Georgia	GEO
Germany	DEU
Ghana	GHA
Gibraltar	GIB
Greece	GRC
Greenland	GRL
Grenada	GRD
Guadeloupe	GLP
Guam	GUM
Guatemala	GTM

COUNTRY OF ISSUE	CODE
Guernsey	GGY
Guinea	GIN
Guinea-Bissau	GNB
Guyana	GUY
Haiti	HTI
Heard and McDonald Islands	HMD
Holy See (Vatican City State)	VAT
Honduras	HND
Hong Kong	HKG
Hungary	HUN
Iceland	ISL
India	IND
Indonesia	IDN
Iran, Islamic Republic of	IRN
Iraq	IRQ
Ireland	IRL
Isle of Man	IMN
Israel	ISR
Italy	ITA
Jamaica	JAM
Japan	JPN
Jersey	JEY
Jordan	JOR
Kazakhstan	KAZ
Kenya	KEN
Kiribati	KIR
Korea, Democratic People's Republic of	PRK
Korea, Republic of	KOR
Kuwait	KWT
Kyrgyzstan	KGZ
Lao People's Democratic Republic	LAO
Latvia	LVA
Lebanon	LBN
Lesotho	LSO
Liberia	LBR
Libyan Arab Jamahiriya	LBY
Liechtenstein	LIE
Lithuania	LTU
Luxembourg	LUX
Macao	MAC
Macedonia, the former Yugoslav Republic of	MKD
Madagascar	MDG
Malawi	MWI

APPENDIX 2 – COUNTRY CODES continued

COUNTRY OF ISSUE	CODE
Malaysia	MYS
Maldives	MDV
Mali	MLI
Malta	MLT
Marshall Islands	MHL
Martinique	MTQ
Mauritania	MRT
Mauritius	MUS
Mayotte	MYT
Mexico	MEX
Micronesia, Federated States of	FSM
Moldova	MDA
Monaco	MCO
Mongolia	MNG
Montenegro	MNE
Montserrat	MSR
Morocco	MAR
Mozambique	MOZ
Myanmar	MMR
Namibia	NAM
Nauru	NRU
Nepal	NPL
Netherlands	NLD
New Caledonia	NCL
New Zealand	NZL
Nicaragua	NIC
Niger	NER
Nigeria	NGA
Niue	NIU
Norfolk Island	NFK
Northern Mariana Islands	MNP
Norway	NOR
Oman	OMN
Pakistan	PAK
Palau	PLW
Palestine, State of	PSE
Panama	PAN
Papua New Guinea	PNG
Paraguay	PRY
Peru	PER
Philippines	PHL
Pitcairn	PCN

COUNTRY OF ISSUE	CODE
Poland	POL
Portugal	PRT
Puerto Rico	PRI
Qatar	QAT
Reunion	REU
Romania	ROU
Russian Federation	RUS
Rwanda	RWA
Saint Barthélemy	BLM
Saint Helena, Ascension and Tristan da Cunha	SHN
Saint Kitts and Nevis	KNA
Saint Lucia	LCA
Saint Martin (French part)	MAF
Saint Pierre and Miquelon	SPM
Saint Vincent and the Grenadines	VCT
Samoa	WSM
San Marino	SMR
Sao Tome and Principe	STP
Saudi Arabia	SAU
Senegal	SEN
Serbia	SRB
Seychelles	SYC
Sierra Leone	SLE
Singapore	SGP
Sint Maarten (Dutch part)	SXM
Slovakia	SVK
Slovenia	SVN
Solomon Islands	SLB
Somalia	SOM
South Africa	ZAF
South Georgia and South Sandwich Is.	SGS
South Sudan	SSD
Spain	ESP
Sri Lanka	LKA
Sudan	SDN
Suriname	SUR
Svalbard and Jan Mayen Islands	SJM
Swaziland	SWZ
Sweden	SWE

COUNTRY OF ISSUE	CODE
Switzerland	CHE
Syrian Arab Republic	SYR
Taiwan, Province of China	TWN
Tajikistan	TJK
Tanzania, United Republic of	TZA
Thailand	THA
Timor-Leste	TLS
Togo	TGO
Tokelau	TKL
Tonga	TON
Trinidad and Tobago	TTO
Tunisia	TUN
Turkey	TUR
Turkmenistan	TKM
Turks and Caicos Islands	TCA
Tuvalu	TUV
Uganda	UGA
Ukraine	UKR
United Arab Emirates	ARE
United Kingdom	GBR
United States of America	USA
US Minor Outlying Islands	UMI
Uruguay	URY
Uzbekistan	UZB
Vanuatu	VUT
Venezuela	VEN
Viet Nam	VNM
Virgin Islands (British)	VGB
Virgin Islands (United States)	VIR
Wallis and Futuna Islands	WLF
Western Sahara	ESH
Yemen	YEM
Zambia	ZMB
Zimbabwe	ZWE