

# GOOD DATA GUIDE

## CSV RETURNS

### INFORMATION TO ASSIST CONTRACT CLEANERS

#### EMPLOYEE START DATES

##### New Employee

Must be actual start date that may be earlier than the return date but not before 1 July 2011.  
(Scheme commencement date)

##### Existing Employee (Been on previous return and not previously ceased)

The start date must be the first date of the return.

#### CEASING AND STARTING EMPLOYEES

An employee must only appear once in the csv file. If an employee appears twice it will generate errors and possible duplicates and potentially more than one start and cease date per quarter.

#### ADDRESSES MANAGEMENT

Only the employee and LSC staff can change an employee's details. If the address of an employee is different on a new return from a previous return it will not overwrite the existing details for the employee.

#### AVOIDING DUPLICATES

**There are some key field changes and circumstances that may cause the creation of a duplicate employee:**

**Employee Date of Birth:** The date of birth for an employee is a key field and should not be changed in the CSV file unless LSC has been notified and confirmed that the DOB has been changed.

**Employee Name:** If an employee is submitted on a new return with a change to any part of their name from the last return (eg Anthony to Tony or swapping first name for last name) it will result in the creation of a duplicate record.

#### ADDRESS FIELDS

**Mandatory:** AddressLine1, Suburb, State, Postcode, Country

**Optional:** AddressLine2, AddressLine3

#### PHONE NUMBERS

Must be 10 digits or empty to prevent errors. Suggested format:

Mobile: 9999 999 999 Phone: 99 9999 9999

*Note: Excel will drop the leading zero if there are no spaces in the number*

**MISSING EMPLOYEES** (*The employee was on the last return but is not included in the current return*).

**Employee Ceased:** Must include a ceased date on the return.

**No Earnings:** Did not have any earnings i.e. \$0 wages in this return. If they did not work or will be absent for an extended period they must still be included on the return with \$0 wages.

#### NEW WORKERS WITH \$0 WAGES

They do not meet the criteria for inclusion as a registered worker and therefore should not be included on the return.

#### HANDY HINTS

Please provide emails so your employees can be contacted.

- Watch for changes in names
- Make sure start dates are correct
- Keep phone number formats consistent
- Make sure employees are actually engaged in eligible work
- Don't include new workers with \$0 wages
- Do include existing workers even if they had \$0 wages for the quarter