

Guidelines on issuing AGS Numbers

For AGS Number (AGSN) purposes, employees under the Australian Public Service Act 1999 fall into four categories:

1. Eligible contributors to ComSuper defined benefits schemes (CSS and PSS)
2. Employees re-entering the APS with a preserved benefit in CSS or PSS
3. Eligible contributors to ComSuper' PSS Accumulation Plan (PSSAP)
4. Employee re-entering the APS with a preserved benefit in PSSAP
5. Non-contributors to ComSuper (non-contributors)

Employees in categories 1 and 2 are subject to ComSuper guidelines on issuing AGSNs, all other categories are not and are subject to these guidelines on issuing AGSNs.

For employees in categories 1 and 2, ComSuper determines the rules that apply to the issuing or reissuing AGSNs. These rules, along with much more information regarding ComSuper superannuation, can be found on the ComSuper Employee website at this address:

http://employer.pss-css.gov.au/documents/determiners/Eligibility%20Determiner_APS_0808.pdf

For employees in categories 3, 4 and 5, no legislation or guidelines exist for allocating AGSNs. As the APS Commission supplies AGSNs to agencies, and AGSNs are used as the unique identifier on APSED, we have prepared some guidelines on issuing and re-issuing AGSNs to these three groups of employees so that agencies' personnel and recruitment areas have some uniform advice.

The APS Commission would like employees in categories 3, 4 and 5 to keep an AGSN as long as possible (even across breaks in service). This would assist in developing a clearer picture of a person's career history. Workforce planning is an emerging issue within the Australian Public Service and an accurate career history would better inform decision-making.

Retaining the same AGSN will also reduce the errors that arise from incorrect concurrent periods of service on different AGSNs on APSED. These may not be discovered until we can compare APSED to snapshots.

From July 1 2005, any category 3, 4 or 5 employee will never need to be re-issued another AGSN. If they leave the APS, it doesn't matter how long it takes them to come back, even if it is years, they can keep their previous AGSN. The only time that one of these employees is given a new AGSN is if they are working two periods of service at the same time in different agencies.

This situation is not retrospective. We do not expect agencies to advise us of the original AGSN of an employee on, say, their sixth non-ongoing contract and hence their sixth AGSN, if that was your policy, but we would like that employee to stay on the same AGSN until ComSuper rules determine that their AGSN must change.

Agencies whose HR systems use AGSN as their employee number and who have difficulty calculating leave for an individual returning to their agency and therefore need to issue a new AGSN in these cases should have the capacity to report the employees 'real' AGSN to APSED.

If you have any questions, please contact:

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