Instruction Document - Employee Bank Details

Please Note:

(1) Labels marked in **Red** in this document indicate **mandatory** fields and should be completed (filled in) in the spreadsheet. These mandatory fields are marked with red '*****' in the spreadsheet.

(2) **Please note** the points mentioned below when you migrate the employee bank details to our application using this spreadsheet

- We do not accept Building society roll number nor any bank account number that does not comply with 6 digits of sort code and 8 digits of bank account number.

- The user have to find out from their Building society or their banks, if they do not have sort code in 6 digit and bank account number in 8 digit format.

- The reason being, we have strong validations in compliance with the HMRC BACS Software.

(3) **Please note** that this document is separated into the following sections :

- **A.** Employer Details Section.
- **B.** Employee Bank Details Section

A Employer Details Section

EB1   Employer / Client/ Branch Reference   (Mandatory)
If you have to migrate the employee details to our application using the spreadsheet then the Reference number will be mandatory for all the individuals mentioned,

1. An Employer under the individual Company
2. A Client under the pay bureau/Agent and
3. A Branch under Multisite company.

Please note, You need to enter the reference number which you have entered during the Client creation under the Bureau or Branch creation under the Multisites service. In case, If you have forgotten to provide the reference number at the time of creation, You may still edit the Client details or Branch details to add or update reference number.

Please note, The Able Internet Payroll application users may enter the Employer's PAYE reference number in this field.

Data Specification:
1. The length must not exceed 20 characters.
2. You should only use alphanumeric characters.

EB2   Employer / Client/ Branch Name   (Mandatory)
The Employer / Client / Branch Name is mandatory.   Please note, this is only for your reference.

Data Specification:
1. The length must not exceed 35 characters.
2. You should only use alphanumeric characters.

Please note, the columns EB1 and EB2 are mandatory for Bureau and Multisites users for uploading the employee bank details.

B Employee Bank Details Section

EB3 Employee Works Number / Payroll ID (Mandatory)

The employee's Works Number is mandatory. The employee's works number is also refered to as the payroll number or payroll ID.

Data Specification:
1. The length must not exceed 20 characters.
2. You should only use the characters defined in the Schema i.e, Any of A-Z, a-z, 0-9, space or .,-()/=!"%&*;<>'+:?

Please note, the special characters listed below must not be used when you enter the employee's Works Number / Payroll ID.
1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
2. _ underscore
3. \ Back slash.

EB4 NI Number

An employee is required by law to give you their National Insurance number, so you should ask for it as soon as they start working for you. Do not enter a made up number, use a default number or use one belonging to someone else.

Data Specification :
1. Characters 1 & 2 must be alpha and must be one of the issued National Insurance Number prefixes. Character 1 must not be D, F, I, Q, U, V or X.
2. Characters 3 - 8 must be numeric.
3. Character 9 must be alpha in the range A - D or a space.
For e.g: Two alpha (AA) six digits (123456) one alpha (A, B, C, D or space) "AA123456A" or "BB123456 ".
4. If NINO is not known, you must enter two Address Lines for the employee.

EB5 Employee Name

You may enter your Employee's name here. Enter your employee's full name.

Data Specification :
1. First character must be an alphabetical letter.
2. The length must not exceed 50 characters.

Please note, the special characters listed below must not be used when you enter the employee's name.
1. Please do not include leading or trailing spaces when you enter the name. For example if the name is O'Connor, do not include space before O'Connor or after O'Connor
2. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe. For example in a surname the apostrophe must be entered as O'Connor, not as O`Connor
3. leading spaces.
4. * asterisk
5. 0 zero (in place of the alphabet O) - the first character must be alpha.

EB6 Employee Bank Sort Code (6 digits only) (Mandatory)

The employee's Bank Sort Code is mandatory. A sort code is a number which is assigned to a branch of a bank for internal purposes, usually the number is six digits long.

Data Specification :
1. It must contain numeric characters only. Spaces are not allowed.
2. The length should 6 digits.

EB7 Employee Bank Account Number (8 digits only) (Mandatory)

The employee's Bank Account Number is mandatory.

Data Specification :
1. It must contain numeric characters only. Spaces are not allowed.
2. The length should be 8 digits.

Please note, we do not accept Building society roll number nor any bank account number that does not comply with 6 digits of sort code and 8 digits of bank account number.