Instruction Document - Employee Details

Please Note:-

(1) Labels marked in **Red** in this document indicates ***mandatory*** fields. That means, such fields are required absolutely for uploading csv successfully.

(2) Labels marked in **Green** in this document indicates ***conditionally mandatory*** fields. That means, depending on the value of some other fields, these fields will be made as mandatory.

(3) Labels marked in **Blue** in this document indicates ***optional*** fields. That means, such fields need not be present for uploading csv data successfully.

A1. Employer / Branch Reference.

Enter here the Employer / Branch Reference. This field is mandatory. Please note that the Employer / Branch Reference can be alphanumeric and should not exceed more than 10 characters in length.

A2. Employer / Branch Name

Enter here the Employer / Branch Name. This field is optional. Please note that the Employer / Branch Name can be alphanumeric and should not exceed more than 35 characters in length.

A3. Employee's Works Number

Enter here the employee's Works Number. This field is optional. Please note that the employee's works number or payroll number can be alphanumeric and should not exceed more than 20 characters in length.

A4. Title

Enter here the title of the employee. E.g.: Mr, Mrs, Miss, Ms.

Please note that no 'spaces' are allowed between any characters and should not exceed more than 4 characters in length.

A5. Surname

Enter here the employee's Surname.

You should only use the characters A-Z, space, hyphen and apostrophe.

The length should not exceed more than 35 characters.

Please note that the special characters listed below **must not be used** when you enter the employee's Surname

1. Please do not include leading or trailing spaces when you enter the Surname. For example if the Surname 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.

A6. First Forename

Enter here the employee's first name.

You should only use the characters A-Z, hyphen and apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed more than 35 characters.

Please note, the special characters listed below **must not be used** when you enter the employee's Forename.

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.

2. **.** full stop

3. , comma

4. _ underscore

5. **( )** opening and closing parenthesis

6. **/** Forward slash

7. **0** zero (in place of alphabet O)

8. 1 2 3 numbers

9. ***** asterisk

10. **?** question mark

A7. Second Forename

Enter here the employee's Second forename.

You should only use the characters A-Z, hyphen and apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed more than 35 characters.

Please note, the special characters listed below **must not be used** when you enter the employee's Forenames.

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.

2. **.** full stop

3. , comma

4. _ underscore

5. **( )** opening and closing parenthesis

6. **/** Forward slash

7. **0** zero (in place of alphabet O)

8. 1 2 3 numbers

9. ***** asterisk

10. **?** question mark.

A8. Address Line 1

Enter here the employee's address. This field is mandatory

Please note the following when you enter the address

1. The address should be a maximum of 4 lines including the postcode

2. A single address line can contain a maximum of 35 characters including spaces.

3. Please do not enter any invalid characters as listed for surname and forename.

A9. Address Line 2

Enter here the employee's address

A10. Address Line 3 (Town / City)

Enter here the employee's town / city

A11. Address Line 4 (County)

Enter here the employee's county

A12. Post Code

Enter here the postcode of the employee's address. Eg.EP1 3SO

Please note that the Postcode should not exceed more than 8 characters.

A13. Country

Enter here the employee's Country. Eg. United Kingdom or UK.

A14. Employee's Telephone Number

Enter here the employee's Telephone Number.

A15. Employee's Mobile Number

Enter here the employee's Mobile Number.

A16. Birth Date (DD/MM/YYYY)

Enter here the date of birth of the employee.

Please note that the date should be entered as DD/MM/YYYY

E.g.: If the employee's date of birth is on 15th November 1975, then enter the date as 15/11/1975.

Please note, the following when you enter the date of birth

1. Must be completed if the National Insurance number is

not known.

2. Must be a valid calendar date in the appropriate format(DD/MM/YYYY).

3. Must be today or earlier.

A17. Gender (male / female)

Enter here the employee's appropriate gender.

Please note the following when you enter the employee's gender:

1. Must be Male or Female in the appropriate format.

2. If "employees gender" is male the "NI category" must not contain "B", "E" or "G"

A18. Marital Status

Enter here the employee's Marital Status.

Please note the following when you enter the employee's Marital Status:

Must be any of the following Word **"Divorced"**, **"Married"**, **"Single"** or **"Widowed"**.

A19. NI Number

Enter here the employee's National Insurance number (NINo). If the NI number is not known leave it blank.

1. Please note, the NINO must follow the acceptable format, i.e. Two alpha (AA) six digits (123456) one alpha (A, B, C, D or space) e.g. "AA123456A" or "BB123456 " (the suffixes M, F and P will not be allowable after 2004/05).

Other reasons for failure are listed below:

1. Use of invalid prefixes not in accordance with the published list given in Appendix 3 of the 2004-05 PAYE End-of-Year Business Rules.

2. Temporary (TN) NI numbers e.g TN111111F are not valid

3. Temporary Tax Office numbers e.g. 12J3456 are not valid

4. Field longer or shorter than 9 characters are not valid

5. NOTKNOWN or NOT KNOWN are not valid entries

A20. NI Category

Enter here the employee's Ni Category Code.

Please note the following when you enter the employee's NI Category

Code:

Must be any of the following characters:-

1. "A" - Standard Rate Contribution

2. "B" - Reduced Rate Contribution

3. "C" - Employer Only Contribution(Pensioners)

4. "D" - Standard Rate Contracted Out Contribution(COSR)

5. "E" - Reduced Rate Contracted Out Contribution(COSR)

6. "L" - Employer Only Contracted-Out Contributions(Deferment COSR)

7. "F" - Standard Rate Contracted-Out Contributions(COMP)

8. "G" - Reduced Rate Contracted-Out Contributions(COMP)

9. "S" - Employer Only Contracted-Out Contributions(Deferment COMP)

10. "J" - Deferred Contributions

11. "X" - Zero Rated.

A21. Employee's Work Type

Enter here the employee's Work Type. Enter the type of work this employee has been employed to do. Special PAYE rules applies to Harvest and Casual workers.

Please note the following when you enter the employee's Work Type:

Must be any of the following word "**Casual Worker**", "**Harvest Casual**" or **"Normal"**.

If no data is entered here, **"Normal"** will be set as default value.

A22. Employee's Job Title
Enter here the employee's Job Title.

A23. Designation

Enter here the employee's Designation.

Please note the following when you enter the employee's Designation:

Must be any of the following word "**Director**", "**Director as Employee**", "**Employee**" or "**Student Employee**".

A24. Directorship Start Date (DD/MM/YYYY)
Enter here the employee's Directorship Start date.

Please note this field is conditionally mandatory.

This field must be filled if the employee's **designation** is either **Director**, or **Director as Employee**.

Please note that the date should be entered as DD/MM/YYYY.

E.g.: If the employee's Directorship start date is on 15th May 2005, then enter the date as 15/05/2005.

A25. Department Name
Enter here the employee's Department Name.

Enter department name that the employee will be working in.

The department names is listed in the Chart of Setup option under the Employer module.

Enter any of the following predefined department names "**Admin**", "**Sales & Marketing**", "**Finance & Account**", "**Operation / Production**", "**Support**", or any user defined (Check your Chart of Setup option for department names).

If no data is entered here, **"Admin"** will be set as default value.

A26. Cost Center Name
Enter here the employee's Cost Center Name.

The Cost Center names is listed in the Chart of Setup option under the Employer module.

Enter any of the following predefined department names "**Cost Center 1**", "**Cost Center 2**", "**Cost Center 3**", or any user defined (Check your Chart of Setup option for Cost Center names).

If no data is entered here, **"Cost Center 1"** will be set as default value.

A27. Holiday Scheme Name

Enter here the employee's Holiday Scheme Name.

Please note the following when you enter the employee's Holiday Scheme Name:

1. The Scheme name should be already defined, and the same name should be entered here. Eg.: **Holiday Scheme 1**, **Holiday Scheme 2**, **Holiday Scheme 3 and Holiday Scheme 4** are four predefined Scheme Names.

2. The scheme name can be of predefined or user defined.

If no data is entered here, **"Holiday Scheme 4"** will be set as default value.

A28. Employment Start Date (DD/MM/YYYY)

Enter here the employee's employment Start date.

Please note that the date should be entered as DD/MM/YYYY.

E.g.: If the employee's employment start date is on 15th May 2005, then enter the date as15/05/2005.

A29. Employment End Date (DD/MM/YYYY)

Enter here the employee's employment end date if the employee has left the employment in the current tax year.

Please note that the date should be entered as DD/MM/YYYY.

E.g.: If the employee's employment end date is on 15th May 2005, then enter the date as 15/05/2005.

A30. Student Loan Indicator (Yes / No)

Enter here the employee's student loan Indicator.

State whether the employee as a student has availed Loan or not, Enter "**Yes**" or "**No**".

If no data is entered here, **"No"** will be set as default value.

A31. Student Loan Start Date (DD/MM/YYYY)

Enter here the employee's student loan Start Date.

Please note this field is conditionally mandatory. This field must be filled if the Student Loan Indicator is '**Yes**'.

E.g.: If the student loan Start Date is on 15th May 2005, then enter the date as 15/05/2005.

A32. University / College Name

Enter here the employee's University / College Name.

Please note this field is conditionally mandatory. This field must be filled if the employee's designation is **Student Employee**.

University / College Name can contain a maximum of 70 characters including spaces.

A33. Employee's Payroll E-Mail

Enter here the employee's E-Mail.

If you wish to enable your employee's account for this service, then enter here his/her E-Mail address to be used for this service. It will result in the activation of your employee's account for this service and an activation E-Mail will be sent to your employee. Once activated, the employee can sign in and use the account to view his/her current and previous Payslips, P60s, Time sheets, and other pay details on-line.

A34. Payment Method

Enter here the employee's Payment Method.

Please note the following when you enter the employee's Payment Method:

Must be any of the following word "**BACS**", "**Cheque**", "**Cash**" or "**Internet Payment**".

A35. Payment Frequency

Enter here the employee's payment frequency i.e how frequently this employee was paid. Eg. If the employee is paid monthly, enter "**Monthly**".

Please note the following when you enter the employee's Pay Frequency:

Must be any of the following word "**4 Weekly**", "**Monthly**", "**2 Weekly**" or "**Weekly**".

A36. Tax Code

Enter here the employee's Tax Code, specified by HMRC.

A37. Week1 / Month1 Indicator (Yes/No)

If the employee is taxed on a week 1 or month 1 basis, then enter '**Yes**' (**non-cumulative**).

When a code is operated on a week 1 or month 1 basis it is non-cumulative, which means that the employee's 'cumulative' earnings in the year are ignored when calculating the tax; instead tax is calculated only on their earnings in the current pay period. In other words, every time the employee is paid, the tax is calculated as if it were the first pay period of the tax year.

If the employee is taxed on a **cumulative basis**, then enter '**No**'. When a code is operated on a cumulative basis, the earnings of the employee in the tax year are summed up and tax is calculated on the total cumulative earnings of the employee.

Please note that the **Payment Frequency** must be "**Weekly**" or "**Monthly**" if a Week 1 or Month 1 basis was in force when the employee left. It can only be present if the Tax Code at the time of leaving is present.

A38. Scottish Indicator (Yes/No)
Enter here the employee's Scottish Indicator

If no data is entered here, **"No"** will be set as default value.

A39. Working Outside UK (Yes/No)
State whether the employee is working outside UK or not. Enter "Yes" if the employee is Working Outside UK.

If no data is entered here, **"No"** will be set as default value.

A40. Employee's Last Taxed period
Enter here the employee's last processed tax period.

A41. NIC Table Letter 1
Enter here the employee's NI category table letter.

Please note that the length of the table letter should not exceed more than 1 character.

Please note the following when you enter the NI category table letter:

Valid table letters are A, B, C, D, E, F, G, J, L, S, and X.

A42. Effective Start Date 1 (DD/MM/YYYY)
Enter here the Effective Start Date.

Please note that the date should be entered as DD/MM/YYYY

E.g.: If the effective start date is on 15th November 2006, then enter the date as 15/11/2006.

A43. Total NIC Earnings TD for Table Letter 1
Enter here the employee's total NIC Earnings to date for table letter 1.

A44. At LEL 1
Enter here the employee's earnings at the Lower Earnings Limit (LEL) where earnings reach or exceed the LEL.

Please note the following :

1.Numeric characters in the appropriate format.

2. Must be whole pounds

3. Must be "0" when "NI Category" field is "X".

4. If "NI Category" is "A", "D", "F", "J", "L" or "S" the "Earnings at the LEL where earnings reach or exceed the LEL" field must be greater than "0".

Please note that this rule will not apply in aggregation cases and in cases where there is more than one contribution line and an annual earnings period has been applied.

A45. LEL to ET 1
Enter here the employee's earnings above Lower Earnings Limit (LEL) upto

and including the Earnings Threshold(ET).

Please note the following:

1. Numeric characters in the appropriate format.

2. Must be whole pounds

3. Must be "0" when "NI Category" is "X".

4. Must be greater than "0" when "Earnings above the ET up to and including the Upper Earnings Limit (UEL)" is greater than "0" for the following NI Category letters: "A", "D", "E", "F", "G", "J", "L", or "S".

Please note that this rule will not apply in aggregation cases and in cases where there is more than one contribution line and an annual earnings period has been applied.

A46. ET to UEL 1

Enter here the employee's earnings above Earnings Threshold (ET) upto and including the Upper Earnings Limit(UEL).

Please note the following:

1. Numeric characters in the appropriate format.

2. Must be whole pounds

3. Must be "0" when "NI Category" is "X".

4. Must be greater than "0" when the "Total of Employees and Employers Contributions Payable" field is greater than "32p" for the following NI Category letters: "A", "D", "E", "F", "G", "J", "L", or "S" .

5. Must be greater than "0" when the "Employees Contributions Payable" field is greater than "16p" for the following NI category letters "A", "D", "E", "F", "G", "J", "L", or "S".

A47. Abv UEL 1

Enter here the employee's earnings to date above the upper earnings limit, for National Insurance Contributions for table letter 1

A48. Employee's Contributions Payable 1

Enter here the employee's payable contribution.

Please note the following:

1. Numeric characters in the appropriate format.

2. Must be "0" for the following NI Category letters: "C" or "X".

3. For original returns, must be equal to or less than the "Total of Employees and Employers Contributions Payable" field for the following NI Category letters: "A","B" or "J"

A49. Employee's Rebate Payable 1

Enter here the employee's Rebate payable amount of National Insurance rebate to date, the employee has been entitled for table letter 1

A50. Employers Contributions Payable 1

Enter here employer's payable contribution.

Please note the following:

1. Numeric characters in the appropriate format. x

2. Negative amounts must be expressed in the appropriate format.

3. Must be "0" when "NI Category" field is "X".

4. For original returns, must be equal to or greater than the "Employees Contributions Payable" field for the following NI Category letters: "A", "B" or "J".

5. For original returns, must be equal to or greater than "0" for the following NI Category letters: "A", "B", "C" or "J"

A51 Employers Rebate Payable 1

Enter here the Employers Rebate Payable amount of National Insurance rebate, the employer has been entitled to for the current employment only for table letter 1

A52. SCON 1

Enter here the Scheme Contracted Out Number(SCON).

Please note the following when you enter the SCON.

1. Must only be completed for each occurrence of the NI Category letters "F", "G" or "S" present within the submission.

2. Character 1 must be alpha with a value of "S".

3. Character 2 must be one of the following values: "0", "1", "2", "4", "6" or "8".

4. Characters 3 – 8 must be numeric.

5. Character 9 must be alpha.

A53. NIC Table Letter 2

Enter here the employee's NI category table letter 2 if the employee's NI category has been changed in the current tax year.

For more information please refer **A40**

A54. Effective Start Date 2 (DD/MM/YYYY)

Enter here the Effective Start Date.

Please note that the date should be entered as DD/MM/YYYY

E.g.: If the effective start date is on 15th November 2006, then enter the date as 15/11/2006.

A55. Total NIC Earnings TD for Table Letter 2

Enter here the employee's total NIC Earnings to date for table letter 2.

A56. At LEL 2

Enter here the employee's earnings at the Lower Earnings Limit (LEL) where earnings reach or exceed the LEL with reference to NI category table letter 2.

For more information please refer **A43**

A57. LEL to ET 2

Enter here the employee's earnings above Lower Earnings Limit (LEL) upto and including the Earnings Threshold(ET) with reference to NI category table letter 2.

For more information please refer **A44**

A58. ET to UEL 2

Enter here the employee's earnings above Earnings Threshold (ET) upto and including the Upper Earnings Limit(UEL) with reference to the NI category table letter 2.

For more information please refer **A45**

A59. Abv UEL 2

Enter here the employee's earnings to date above the upper earnings limit, for National Insurance Contributions for table letter 2

A60. Employee's Contributions Payable 2

Enter here the employee's payable contribution with reference to the NI category table letter 2.

For more information please refer **A47**

A61. Employee's Rebate Payable 2

Enter here the employee's Rebate payable amount of National Insurance rebate to date, the employee has been entitled for table letter 2.

A62. Employers Contributions Payable 2

Enter here the employer's payable contribution with reference to the NI category table letter 2.

For more information please refer **A49**

A63. Employers Rebate Payable 2

Enter here the Employers Rebate Payable amount of National Insurance rebate, the employer has been entitled to for the current employment only for table letter 2

A64. SCON 2

Enter here the Scheme Contracted Out Number(SCON).

For more information please refer **A51**

A65. NIC Table Letter 3

Enter here the employee's NI category table letter 3 if the employee's NI category has been changed again in the current tax year.

For more information please refer **A40**

A66. Effective Start Date 3 (DD/MM/YYYY)

Enter here the Effective Start Date.

Please note that the date should be entered as DD/MM/YYYY

E.g.: If the effective start date is on 15th November 2006, then enter the date as 15/11/2006.

A67. Total NIC Earnings TD for Table Letter 3

Enter here the employee's total NIC Earnings to date for table letter 3.

A68. At LEL 3

Enter here the employee's earnings at the Lower Earnings Limit (LEL) where earnings reach or exceed the LEL with reference to NI category table letter 3.

For more information please refer **A43**

A69. LEL to ET 3

Enter here the employee's earnings above Lower Earnings Limit (LEL) upto and including the Earnings Threshold(ET) with reference to the NI category table letter 3.

For more information please refer **A44**

A70. ET to UEL 3

Enter here the employee's earnings above Earnings Threshold (ET) upto and including the Upper Earnings Limit(UEL) with reference to the NI category table letter 3.

For more information please refer **A45**

A71. Abv UEL 3

Enter here the employee's earnings to date above the upper earnings limit, for National Insurance Contributions for table letter 3

A72. Employee's Contributions Payable 3

Enter here the employee's payable contribution with reference to the NI category table letter 3

For more information please refer **A47**

A73. Employee's Rebate Payable 3

Enter here the employee's Rebate payable amount of National Insurance rebate to date, the employee has been entitled for table letter 3

A74. Employers Contributions Payable 3

Enter here the employer's payable contribution with reference to the NI category table letter 3

For more information please refer **A49**

A75. Employers Rebate Payable 3

Enter here the Employers Rebate Payable amount of National Insurance rebate, the employer has been entitled to for the current employment only for table letter 3

A76. SCON 3

Enter here the Scheme Contracted Out Number(SCON) with reference to the NI category table letter 3.

For more information please refer **A51**

A77. NIC Table Letter 4

Enter here the employee's NI category table letter 4 if the employee's NI category has been changed again in the current tax year.

For more information please refer **A40**

A78. Effective Start Date 4 (DD/MM/YYYY)

Enter here the Effective Start Date.

Please note that the date should be entered as DD/MM/YYYY

E.g.: If the effective start date is on 15th November 2006, then enter the date as 15/11/2006 .

A79. Total NIC Earnings TD for Table Letter 4

Enter here the employee's total NIC Earnings to date for table letter 4.

A80. At LEL 4

Enter here the employee's earnings at the Lower Earnings Limit (LEL) where earnings reach or exceed the LEL with reference to NI category table letter 4.

For more information please refer **A43**

A81. LEL to ET 4

Enter here the employee's earnings above Lower Earnings Limit (LEL) upto and including the Earnings Threshold(ET) with reference to the NI category table letter 4.

For more information please refer **A44**

A82. ET to UEL 4

Enter here the employee's earnings above Earnings Threshold (ET) upto and including the Upper Earnings Limit(UEL) with reference to the NI category table letter 4.

For more information please refer **A45**

A83. Abv UEL 4
Enter here the employee's earnings to date above the upper earnings limit, for National Insurance Contributions for table letter 4

A84. Employee's Contributions Payable 4
Enter here the employee's payable contribution with reference to the NI category table letter 4.

For more information please refer **A47**

A85. Employee's Rebate Payable 4
Enter here the employee's Rebate payable amount of National Insurance rebate to date, the employee has been entitled for table letter 4.

A86. Employers Contributions Payable 4
Enter here the employer's payable contribution with reference to the NI category table letter 4.

For more information please refer **A49**

A87. Employers Rebate Payable 4
Enter here the Employers Rebate Payable amount of National Insurance rebate, the employer has been entitled to for the current employment only for table letter 4

A88. SCON 4
Enter here the Scheme Contracted Out Number(SCON) with reference to the NI category table letter 4.

For more information please refer **A51**

A89. Total Gross Pay TD
Enter here the employee's pay amount in this employment.

Please note the following when you enter the amount:

1. Numeric characters in the appropriate format.

2. Must be equal to or greater than the "Tax Deducted in this Employment" field.

A91. Total Gross Pay Subject to NIC TD
Enter here the gross pay subjected to National Insurance Contributions to date of this employee.

A91. Total Gross Pay Subject to Pension TD
Enter here the gross pay subjected to Pension to date of this employee.

A92. Total Gross Pay Subject to TAX TD
Enter here the gross pay subjected to tax to date of this employee.

A93. Total Tax Deducted in this employment TD

Enter here the total amount of tax deducted for the employee in this employment.

Please note the following when you enter the amount:

1. Numeric characters in the appropriate format.

2. Negative amounts must be expressed in the appropriate format.

3. For original returns, must be equal to or less than the "Pay in this Employment" field.

A94. Total Pay in previous employment (P45)

Enter here the employee's pay in the previous employment.

Please note the following when you enter the amount:

1. Numeric characters in the appropriate format.

2. Must be equal to or greater than the "Tax deducted in Previous Employment(s)" field.

A95. Total Tax deducted in previous employment (P45)

Enter here the amount of tax deducted for the employee in the previous employment.

Please note the following when you enter the amount:

1. Numeric characters in the appropriate format.

2. Negative amounts must be expressed in the appropriate format.

3. For original returns, must be equal to or less than the "Pay in previous Employment" field.

4. When "tax deducted in this employment" field is negative, the "Tax deducted in previous employment " field must be greater than, or equal to the positive value of "tax deducted in this employment" field.

A96. SSP TD

Enter here the Statutory Sick Pay amount if the employee has received SSP to date.

Please note the following when you enter SSP:

1. Numeric characters in the appropriate format.

A97. SMP TD

Enter here the Statutory Maternity Pay amount if the employee has received SMP to date.

Please note the following when you enter SMP:

1. Numeric characters in the appropriate format.

2. Must be "0" when Gender is Male.

A98. SAP TD

Enter here the Statutory Adoption Pay amount if the employee has received SAP to date.

Please note the following when you enter SAP:

1. Numeric characters in the appropriate format.

A99. SPP TD

Enter here the Statutory Paternity Pay amount if the employee has received SPP to date.

Please note the following when you enter SPP:

1. Numeric characters in the appropriate format.

A100. Student Loan Paid TD

Enter here the employee's Student Loan amount paid to date.

Please note the following when you enter the amount:

1. Numeric characters in the appropriate format.

2. Must be in whole pounds

A101. Emergency Contact Person Name

Enter here the employee's Emergency contact person name.

A102. Emergency Contact Person Relationship

Enter here the employee's Emergency contact person relationship.

This field is conditionally mandatory. This field should be entered if **Emergency Contact Person name** has been entered.

A103. Emergency Contact Person Address Line 1

Enter here the employee's Emergency contact person address.

Please note the following when you enter the address

1. The address should be a maximum of 4 lines including the postcode

2. A single address line can contain a maximum of 35 characters including spaces.

3. Please do not enter any invalid characters as listed for surname and forename.

This field is conditionally mandatory. This field should be entered if **Emergency Contact Person name** has been entered.

A104. Emergency Contact Person Address Line 2

Enter here the employee's Emergency contact person address

A105. Emergency Contact Person Address Line 3

Enter here the employee's Emergency contact person town / city

A106. Emergency Contact Person Address Line 4

Enter here the employee's Emergency contact person county

A107. Emergency Contact Person Post Code

Enter here the postcode of the employee's Emergency contact person. Eg.EP1 3SO.

Please note that the Postcode should not exceed more than 8 characters.

This field is conditionally mandatory. This field should be entered if **Emergency Contact Person name** has been entered.

A108. Emergency Contact Person Address Country

Enter here the employee's Emergency contact person Country.

This field is conditionally mandatory. This field should be entered if **Emergency Contact Person name** has been entered.

A109. Emergency Contact Person Telephone Number 1

Enter here the employee's Emergency contact person Telephone (primary).

A110. Emergency Contact Person Telephone Number 2

Enter here the employee's Emergency contact person Telephone (alternate).

A111. Emergency Contact Person E-Mail

Enter here the employee's Emergency contact person E-Mail.

A112. Employee's Bank / Building Society Name

Enter here the employee's Bank / Building Society name with which your employee has an account.

A113. Employee's Bank Address Line 1

Enter here the employee's Bank address. Please note this field is conditionally mandatory. This field should be entered if Bank / Society name has been entered.

This field must be filled if the employer / client Bank Name is entered

Please note the following when you enter the address

1. The address should be a maximum of 4 lines including the postcode

2. A single address line can contain a maximum of 35 characters including spaces.

3. Please do not enter any invalid characters as listed for surname and forename.

This field is conditionally mandatory. This field should be entered if **Bank / Building Society name** has been entered.

A114. Bank Address Line 2

Enter here the employee's Bank address

A115. Bank Address Line 3

Enter here the employee's Bank town / city

A116. Bank Address Line 4

Enter here the employee's Bank county.

A117. Bank Post Code

Enter here the postcode of the employee's Bank address. Eg.EP1 3SO

Please note that the Postcode should not exceed more than 8 characters. This field is conditionally mandatory. This field should be entered if **Bank / Building Society name** has been entered.

A118. Bank Country

Enter here the employee's Bank Country. Eg. United Kingdom or UK. This field is conditionally mandatory. This field should be entered if **Bank / Building Society name** has been entered.

A119. Bank Contact Person Name

Enter here the employee's Bank Contact Person Name.

A120. Bank Telephone

Enter here the employee's Bank telephone Number.

A121. Bank Facsimile

Enter here the employee's Bank Fax Number.

A122. Bank E-Mail

Enter here the employee's Bank E-Mail.

A123. Employee's Bank / Building Society Sort Code

Enter here the employee's Bank Sort Code.

A124. Employee's Bank / Building Society Account Number

Enter here the employee's Bank Account Number.

A125. Employee's Bank / Building Society Account Name

Enter here the employee's Bank Account Name. The name shown on the employee's bank account.

A126. Bank BACS Reference Number

Enter here the Bank BACS Reference Number.