# **Employee Migration Instruction Document - Update Employee Details**

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#### **Please Note:**

- (1) Labels marked with '\*' in this document indicate **mandatory** fields and should be completed (filled in) in the spreadsheet.
- (2) Labels marked with '\*' in this document indicate conditionally mandatory fields. That means, depending on the value of some other fields, these fields will be made mandatory.
- (3) **Please note** the points mentioned below when you update the employee details to our application using this spreadsheet
  - The update is a all or nothing data overwritten operation. ie whenever you need to update any piece of data, within the given data update range such as a simple employee forename change, you must fill in all the data in the given spreadsheet.
  - The Employee's Works Number / Payroll ID will used as the identifier to identify which employee's data has to be updated.
  - This spreadsheet will not update any payroll specific data of an employee.
  - The columns having 'Blank' as header is unused, any data filled in these columns will be ignored.
  - Enter all the employee bank and emergency contact column data invariable of any change.
     Please note: If any of the bank details is not entered the existing bank details will be blanked/erased.
  - The employee's data will be validated against rules specific to the tax year in which the Employer or Bureau or Multisite HO operates. For example if Bureau Employer is in tax year 2013-14, then employee's data will be validated based on 2013-14 tax year rules.
- (4) **Please note** that this document is separated into the following sections :
  - A. Employer Details Section.
  - **B.** Employee Personal Details Section
  - C. Employee Employment Details for payroll purposes
  - D. Other Employment Details for payroll purposes
  - E. Employee P45 (Part 3) Details Unused
  - F. Employee P46 Details Unused
  - G. Employee Bank Details for payroll purposes
  - H. Current NI Contribution Unused
  - I. Previous NI Contribution Unused
  - J. SSP Payment from previous package Unused
  - K. SMP Payment from previous package Unused
  - L. Total Gross Pay TD from the previous package Unused
  - M. Employee Emergency Contact Details
  - N. Other Optional Employee data Unused

# A Employer Details Section

## **UE1 Employer / Client/ Branch Reference** (Mandatory)

If you have to update 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, Payroll 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.

## 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 UE1 and UE2 are mandatory for Bureau and Multisites users for uploading the employee details.

# **B** Employee Personal Details Section

## Employee Works Number / Payroll ID (Mandatory)

The employee's Works Number is mandatory. The employee's works number is also referred to as the payroll number or payroll ID. It cannot be left blank.

## 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. \_ underscore3. \ Back slash.

## **Title** (Mandatory)

Enter here the title of the employee. It cannot be left blank.

## Data Specification:

- 1. No 'spaces' are allowed between any characters
- 2. The length must not exceed 4 characters, for e.g. Mr, Mrs, Miss, Ms, Dr, Sir, Rev, Cllr.

## **Surname** (Mandatory)

The employee's Surname is mandatory. Make sure that the Surname or family name is spelt correctly and in the correct field. It cannot be left blank.

- 1. First character must be an alphabetical letter.
- 2. The length must not exceed 35 characters.

Please note, 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., comma, underscore, () opening and closing parenthesis, / Forward slash.
- 4. \* asterisk, ? question mark, 1 2 3 numbers, . full stop
- 5. 0 zero (in place of the alphabet O).

## **UE6** First Forename (Mandatory)

The employee's first name is mandatory. It cannot be left blank. Use your employee's first full forename and don't use nicknames or familiar names (for example, don't enter Dave instead of David or Maggie instead of Margaret). Make sure that the forename(s) are spelt correctly, recorded in the correct fields and in the correct order. Do not include extra information in this field, such as 'staff' or 'temp'.

## Data Specification:

- 1. First character must be an alphabetical letter.
- 2. The length must not exceed 35 characters.

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

- 1. `This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
- 2., comma
- 3. underscore
- 4. ( ) opening and closing parenthesis
- 5. / Forward slash
- 6. 0 zero (in place of alphabet O)
- 7. 1 2 3 numbers
- 8. \* asterisk
- 9. ? question mark, . full stop.

## **UE7** Second Forename

You may enter your Employee's Second forename details here. Enter your employee's second full forename, if applicable, and don't use nicknames or familiar names (for example, don't put Jim instead of James or Liz instead of Elizabeth). If there is no data, leave it blank.

#### Data Specification:

- 1. First character must be an alphabetical letter.
- 2. The length must not exceed 35 characters.

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

- 1. `This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
- 2., comma
- 3. underscore
- 4. ( ) opening and closing parenthesis
- 5. / Forward slash
- 6. 0 zero (in place of alphabet O)
- 7. 1 2 3 numbers
- 8. \* asterisk
- 9. ? question mark, . full stop.

## **UE8 Employee Address Line 1** (Mandatory)

You should enter your Employee's address line 1 (current residential address). It cannot be left blank.

#### Data Specification:

1. The address can be a maximum of 4 lines excluding the postcode.

- 2. A single address line can contain a maximum of 35 characters including spaces.
- 3. Please do not enter any invalid characters listed below:
- a. `This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
  - b. underscore, Back slash

#### **UE9** Address Line 2 (Mandatory)

You should enter the employee's address line 2 ( current residential address ). It cannot be left blank.

## Data Specification:

1. Follow Address Line 1.

#### UE10 Address Line 3

You may enter the employee's town / city. If there is no data, leave it blank.

#### Data Specification:

1. Follow Address Line 1.

#### **UE11** Address Line 4

You may enter the employee's county. If there is no data, leave it blank.

## Data Specification:

1. Follow Address Line 1.

#### **UE12 Post Code** (Mandatory)

You should enter the employee's address postcode. It cannot be left blank.

## Data Specification:

- 1. It must contain alphanumeric characters only. Spaces are allowed.
- 2. The length should not exceed 8 characters.

## **UE13** Country

You may enter the employee's address Country. If no or wrong data is entered here, "**United Kingdom**" will be set as the default Country. Please find the '**Annexure 1**' for Country Names

## Data Specification:

- 1. It must contain characters only. Spaces are allowed.
- 2. The length should not exceed 35 characters.

## **UE14** Employee Telephone Number

You may enter the employee's Telephone Number. If there is no data, leave it blank.

## Data Specification:

- 1. It must contain numeric characters only. Spaces are allowed.
- 2. The length should not exceed 35 characters.

## **UE15** Employee Mobile Number

You may enter the employee's Mobile Number. If there is no data, leave it blank.

## Data Specification:

- 1. It must contain numeric characters only. Spaces are allowed.
- 2. The length should not exceed 35 characters.

#### **UE16 Employee Payroll E-Mail** (to be used for this service)

You may enter the Employee Payroll E-Mail address, which is to be used for this service. If you wish to enable your employee's Internet account for this service, then enter here his / her E-Mail address. If there is no data, leave it blank.

#### **UE17** Employee Personal E-Mail

You may enter the employee's Personal E-Mail address. If there is no data, leave it blank.

## **UE18 Date Of Birth** (DD/MM/YYYY) (Mandatory)

The date of birth of your employee is mandatory. Do not use a fictitious or default date of birth. Make sure the date of birth is shown correctly. It cannot be left blank.

You must enter the Employee Date of Birth Field in one of the following formats:

- YYYY-MM-DD
   DD/MM/YYYY
   DD/MM/YY

Note: The date must be a valid calendar date.

#### **Gender** (male / female) (Mandatory)

The Employee Gender field is mandatory. It cannot be left blank.

The ONLY acceptable DATA for this field is one of the following:

- 1. Male: Male or M or male or m
- 2. Female: Female or F or female or f

#### **UE20 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 first two Address Lines for the employee.
- 5. If there is no data, leave it blank.

#### Passport No

You may enter your Employee's Passport number here. However, if you have collected it as part of your checks that the employee is entitled to work in the UK, then you must enter the passport number. Enter your employee's passport number, including UK or non UK passports. If there is no data, leave it blank.

## Data Specification:

- 1. The length of the field must not exceed 35 characters.
- 2. You should only use the characters defined in the Schema, i.e Any of A-Z, a-z, 0-9, space or .,-()/=!"%&\*:<>'+:?
- 3. If there is no data, leave it blank

For e.g A12345BCDE / THX1138

## **Marital Status**

You may enter the employee's Marital Status.

The ONLY acceptable DATA for this field is one of the following:

- 1. Divorced or D
- 2. Married or M
- 3. Single or S
- 4. Widowed or W
- 5. Not Stated or X

If no data is entered here, "Not Stated" or "X" will be set as the default value.

#### **UE23** Nationality

You may enter the employee's Nationality. Please find the 'Annexure 1' for Country Names

- 1. It must contain characters only. Spaces are allowed.
- 2. The length should not exceed 35 characters.

# **C** Employee Employment Details for payroll purposes

**UE24** Unused

**UE25** Unused

#### **UE26** Employee Job Title

You may enter the employee's Job Title.

## Data Specification:

- 1. The length should not exceed 50 characters.
- 2. You should only use the characters defined in the Schema i.e. A-Z upper or lower case, digits 0-9, comma, full stop, forward slash, ampersand, hyphen, space, apostrophe and brackets.

**UE27** Unused

**UE28** Unused

**UE29** Unused

**UE30** Unused

**UE31** Unused

## **UE32 Payment Method** (Mandatory)

The employee's payment method is mandatory. It is how the employee is to be paid. If no or wrong data is entered here, "Cheque" / CHQ will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. BACS
- 2. Cheque or CHQ
- 3. Cash or CSH
- 4. Internet Payment or IOL

## **UE33 Payment Frequency** (Mandatory)

The employee's payment frequency is mandatory. It is how frequently this employee is paid. E.g. If the employee is paid monthly enter "**Monthly**". If no or wrong data is entered here, "**Monthly**" or "**M**" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. 4 Weekly or F
- 2. Monthly or M
- 3. 2 Weekly or N
- 4. Weekly or W
- 5. Quarterly or Q
- 6. Bi-Annual or H
- 7. Annual or Y

You may select the "Bi-Annual" pay frequency only if the employee is entitled to be paid twice in a year. In case you want to pay the employees' once in a year then select "Annual" pay frequency.

Do not use "**Bi-Annual**" or "**Annual**" pay frequency if the employee has started working for you towards the end of the tax year and you expect to pay them more regularly than twice in a year or once a year respectively.

## **UE34** Number of Normal Hours Worked (A / B / C / D / E) (Mandatory)

The hours the employee has worked is mandatory. The number of hours worked by an employee determines if they are entitled to tax credits and also how much they should receive. The information helps HMRC to ensure that customers receive the right amount of tax credits they are entitled to. So, it is important that employers accurately record the number of hours that employees normally work.

For example if the employee has worked for 10 hours then enter 'A'. If no data is entered here, 'D - 30

hrs or more' will be set as the default value for tax year 20142015 onwards.

# The ONLY acceptable DATA for this field from tax year 20142015 onwards is one of the following:

- A If the employee worked up to 15.99 hrs
- **B** If the employee worked for 16-23.99 hrs
- C If the employee worked for 24-29.99 hrs
- **D** If the employee worked for 30 hrs or more
- **E** Other, you should select this only if your employee does not have a regular pattern of employment, or if the payment relates to an occupational pension or annuity.

If no data is entered here, 'D - 30 hrs or more' will be set as the default value.

If your employee is on paid leave, for example annual leave or sick leave, please report the normal hours worked. If you consider A, B, C or D are not appropriate then indicate **E**. For occupational pension schemes indicate '**E**' (Other).

## For tax year 20132014 and earlier, enter one of the following:

- A Up to 15.99 hrs
- **B** 16-29.99 hrs
- C 30 hrs or more
- **D** Other

If your employee is on paid leave, for example annual leave or sick leave, please report the normal hours worked. If you consider A, B or C are not appropriate then indicate D. For occupational pension schemes indicate **D - Other**.

- **UE35** Unused
- **UE36** Unused
- **UE37** Unused

## **UE38** Scottish Indicator (Yes/No)

You may enter the employee's Scottish Indicator. If no or wrong data is entered here, "No" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

- 1. **Yes** or **Y** or **yes** or **y**
- 2. **No** or **N** or **no** or **n**

## **UE39** 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 or wrong data is entered here, "No" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. Yes or Y or yes or y
- 2. No or N or no or n

**UE40** Unused

# **D** Other Employment Details for payroll purposes

#### **UE41** Student Loan Indicator (Yes / No)

You may enter the employee's student loan Indicator. State whether the employee should be subject to Student Loan deductions. If no or wrong data is entered here, "No" will be set as the default value. This field will be updated only if the employee's designation is "Student Employee" or "SE".

The ONLY acceptable DATA for this field is one of the following:

- Yes or Y or yes or y
- 2. No or N or no or n

#### Student Loan Start Date (DD/MM/YYYY) (Conditionally Mandatory) IIF42

You must enter the employee's student loan Start Date. Please note that this field is conditionally mandatory. This field must be filled if the Student Loan Indicator is set to "Yes". This field will be updated only if the employee's designation is "Student Employee" or "SE".

#### Data Specification:

You must enter the student loan Start Date Field in one of the following formats:

- 1. **YYYY-MM-DD**
- DD/MM/YYYY
   DD/MM/YY

## **University / College Name** (Conditionally Mandatory)

You must enter the employee's University / College Name. Please note that this field is conditionally mandatory. This field must be filled if the employee's designation is set to "Student Employee" or

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

## **Employee Seconded to work in UK - Type** (A / B / C) (Conditionally Mandatory)

You must enter the Statement in Form P46 (Expat). Please note this field is conditionally mandatory. This field must be filled if the Employee / Pensioner Type is "Expat Employee", or "EE". It must be any of the following characters "A", "B", or "C", where:

- **A** I intend to live in the UK for 183 days or more.
- **B** I intend to live in the UK for less than 183 days.
- C I will be working for the employer both inside and outside the UK, but will be living abroad.

## Is Employee European Economic Area citizen (Yes / No)

You may enter the European Economic Area citizen. If no or wrong data is entered here, "No" will be set as the default value. This field will be updated only if the employee's designation is "Expat Employee" or "EE".

The ONLY acceptable DATA for this field is one of the following:

- Yes or Y or yes or y 1.
- No or N or no or n

## Is Employee EPM6 (Modified) Scheme Indicator (Yes / No)

You may enter the EPM6 (Modified) scheme. If no or wrong data is entered here, "No" will be set as the default value. This field will be updated only if the employee's designation is "Expat Employee" or "EE".

The ONLY acceptable DATA for this field is one of the following:

- Yes or Y or yes or y
- No or N or no or n 2.

## **Employee to Pay Tax** (Yes/No)

Enter "Yes" if employee will pay tax on earnings. If no or wrong data is entered here, "Yes" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- Yes or Y or yes or y 1.
- No or N or no or n 2

## Employee to Pay NI (Yes/No)

Enter "Yes" if employee will pay NI on earnings. If no or wrong data is entered here, "Yes" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. Yes or Y or yes or y
- 2. No or N or no or n

#### **UE49 Employer to Pay NI** (Yes/No)

Enter "Yes" if the employer pay's NI on employee earnings. If no or wrong data is entered here, "Yes" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. **Yes** or **Y** or **yes** or **y**
- 2. **No** or **N** or **no** or **n**

UE50 Unused

**UE51** Unused

UE52 Unused

**UE53** Unused

## **UE54** Department Name

You may enter the Department Name that the employee will be working in. The predefined department names are listed in the Chart of Setup option under Employer in the menu bar. If no data is entered here, "**Admin**" or "**AD**" will be set as the default value.

The acceptable DATA for this field is one of the following:

- 1. Admin or AD
- 2. Sales & Marketing or SM
- 3. Finance & Account or FA
- 4. Operation / Production or OP
- 5. Support or SP
- 6. Any predefined Department name, created by the user via Department Setup.

Please note, if the department name does not match/exist, then the system will not upload this data..

## **UE55** Cost Center Name

You may enter the employee's Cost Center Name. The predefined Cost Center names are listed in the Chart of Setup option under Employer in the menu bar. If no data is entered here, "Cost Center 1" or "CC1" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. Cost Center 1 or CC1
- 2. Cost Center 2 or CC2
- 3. Cost Center 3 or CC3
- 4. Any predefined Cost Center name, created by the user via Cost Center Setup.

Please note, If the cost center name does not match/exist, then the system will not upload this data.

## UE56 Holiday Scheme Name

You may enter the employee's Holiday Scheme Name. If no data is entered here, "Self Defined Holiday Entitlement" or "HS4" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following:

- 1. Accrue Holiday Hourly or HS1
- 2. Pay Holiday Each Period or HS2
- 3. Accrue Holiday Regardless or HS3
- 4. Self Defined Holiday Entitlement or HS4
- 5. Any predefined Holiday Scheme name, created by the user via Holiday Scheme Setup.

The scheme "**Accrue Holiday Hourly**" is a holiday scheme where holiday entitlement accrues relative to the number of hours the employee works.

The scheme "Pay Holiday Each Period" is a holiday scheme where accrued holiday is paid and cleared in each pay period.

The scheme "**Accrue Holiday Regardless**" is a holiday scheme where the annual holiday entitlement accrues regardless of the number of days the employee actually works.

The scheme "**Self Defined Holiday Entitlement**" is a holiday scheme option where you can define your own annual holiday entitlements which will be reduced as and when holiday is taken.

Please note, If the Holiday Scheme name does not match/exist, then the system will not upload this data.

**UE57** Unused

# E Employee P45 (Part 3) Details

UE58 to UE67 Unused

# **E** Employee P46 Details

**UE68** Unused

# **G** Employee Bank Details for payroll purposes

Enter all the employee bank data invariable of any change. If not entered all the existing data will be blanked/erased.

## **UE69** Employee Bank Account Type (A/B/S)

You may enter the Employee Bank Account Type **A** or **B** for Bank or **S** for Building Society. If there is no data, leave it blank.

The ONLY acceptable DATA for this field is one of the following:

- 1. **A** or **a** or **B** or **b**
- 2. **S** or **s**

## UE70 Building Society Roll No.

You may enter the Employee Building Society Roll Number. Please note that the roll number should be alphanumeric and should not exceed 8 characters in length. If there is no data, leave it blank.

## **UE71** Employee Bank / Building Society Name

You may enter the name of the Bank / Building Society with which your employee has an account. Please note that the name can be alphanumeric and should not exceed 35 characters in length. If there is no data, leave it blank.

## **UE72** Employee Bank Branch Name

You may enter the name of the Bank / Building Society Branch with which your employee has an account. Please note that the branch name can have only alpha characters and should not exceed 35 characters in length. Space character will not be allowed. If there is no data, leave it blank.

#### **UE73** Employee Bank Address Line 1

You may enter the address for the employee's Bank. If there is no data, leave it blank.

#### Data Specification:

- 1. The address can be a maximum of 4 lines excluding the postcode.
- 2. A single address line can contain a maximum of 35 characters including spaces.
- 3. Please do not enter any invalid characters, for guidelines look into the listed characters for employee 's address fields.

## **UE74** Bank Address Line 2

You may enter the address of the employee's Bank, for guidelines look into the listed characters for employee 's address fields. If there is no data, leave it blank.

#### UE75 Bank Address Line 3

You may enter the town/city of the employee's Bank, for guidelines look into the listed characters for employee 's address fields. If there is no data, leave it blank.

#### UE76 Bank Address Line 4

You may enter the county of the employee's Bank, for guidelines look into the listed characters for employee 's address fields. If there is no data, leave it blank.

#### **UE77** Bank Post Code

You may enter the postcode of the employee's Bank. E.g. EP1 3SO. Please note that the Post Code should not exceed 8 characters. If there is no data, leave it blank.

#### **UE78** Bank Country

You may enter the country of the employee's Bank. If there is no data, leave it blank.

The ONLY acceptable DATA for this field is one of the following:

- 1 United Kingdom
- 2. **UK**

## **UE79** Bank Contact Person Name

You may enter the name of the employee's Bank Contact Person. Please note that the name can be alphanumeric and should not exceed 35 characters in length. If there is no data, leave it blank.

## **UE80** Bank Telephone Number

You may enter the Telephone Number of the employee's Bank. If there is no data, leave it blank.

## Data Specification:

- 1. It must contain numeric characters only. Spaces are allowed.
- 2. The length should not exceed 35 characters.

## **UE81** Bank Fax Number

You may enter the Fax Number of the employee's Bank. If there is no data, leave it blank.

#### Data Specification:

- 1. It must contain numeric characters only. Spaces are allowed.
- 2. The length should not exceed 35 characters.

#### **UE82** Bank contact E-Mail

You may enter the E-Mail Address of the employee's Bank. If there is no data, leave it blank.

## **UE83** Employee Bank / Building Society Sort Code

You may enter the employee's Bank Sort Code. 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. If there is no data, leave it blank.

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

#### UE84 Employee Bank / Building Society Account Number

You may enter the employee's Bank Account Number. If there is no data, leave it blank.

#### Data Specification:

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

#### **UE85** Employee Account Name shown on the Bank Account

You may enter the employee's Bank Account Name. The name shown on the employee's bank account. If there is no data, leave it blank.

#### **UE86** Bank / Online Account Ref.

You may enter the employee's Bank / Online Account Ref, if the employee does any of his banking via the Internet or enter here the web address he/she logs on to. Please note that the reference can be alphanumeric and should not exceed 30 characters in length. Space character will not be allowed. If there is no data, leave it blank.

## UE87 Other Reference Number / BACS Reference / Service User Number (SUN)

You may enter any Reference Number. Please note that the reference number can be alphanumeric and should not exceed 30 characters in length. If there is no data, leave it blank.

## **UE88 IBAN Number**

You may enter the International Bank Account Number (IBAN) number of the employee's Bank Account. It is an international standard for identifying bank accounts across national borders. Please note that the name can be alphanumeric and should not exceed 34 characters in length. If there is no data, leave it blank.

Please follow the recommended national specific format for IBAN Numbers.

E.g.: United Kingdom IBAN format: GBkk BBBB SSSS SSCC CCCC CC

 ${\bf B}=$  alphabetical bank code,  ${\bf S}=$  sort code (often a specific branch),  ${\bf C}=$  account No,  ${\bf K}=$  Check digits, and should not exceed 34 characters in length.

# Current NI Contribution

**UE89 to UE144** Unused

# SSP Payment from previous package

UE145 to UE150 Unused

# K SMP Payment from previous package

UE151 to UE157 Unused

# Total Gross Pay TD from the previous package

UE158 to UE193 Unused

# M Employee Emergency Contact Details

Enter all the employee emergency contact data invariable of any change. If not entered all the existing data will be blanked/erased.

## **UE194** Emergency Contact Person Name

You may enter the name of the employee's Emergency contact person. Please note that the name can be alphanumeric and should not exceed 35 characters in length.

## **UE195** Emergency Contact Person Relationship

You may enter the relationship between the employee and the employee's Emergency contact person. Please note that the name can be alphanumeric and should not exceed 20 characters in length.

## **UE196** Emergency Contact Person Address Line 1

You may enter the employee's Emergency contact person address.

## Data Specification:

- 1. The address can be a maximum of 4 lines excluding the postcode.
- 2. A single address line can contain a maximum of 35 characters including spaces.
- 3. Please do not enter any invalid characters, for guidelines look into the listed characters for surname and forename fields.

## **UE197** Emergency Contact Person Address Line 2

You may enter the employee's Emergency contact person address

## **UE198** Emergency Contact Person Address Line 3

You may enter the employee's Emergency contact person town / city

## **UE199** Emergency Contact Person Address Line 4

You may enter the employee's Emergency contact person county.

## **UE200** Emergency Contact Person Post Code

You may enter the postcode of the employee's Emergency contact person.

## Data Specification:

1. The length should not exceed 20 characters.

## **UE201** Emergency Contact Person Country

You may enter the employee's Emergency contact person Country. Please find the '**Annexure 1**' for Country Names.

## JE202 Emergency Contact Person Telephone Number 1

You may enter the employee's Emergency contact persons Telephone Number (primary). Please note that the Telephone Number should not exceed 35 characters.

## **UE203** Emergency Contact Person Telephone Number 2

You may enter the employee's Emergency contact person Telephone Number (alternate). Please note that the Telephone Number should not exceed 35 characters.

## **UE204** Emergency Contact Person E-Mail

You may enter the employee's Emergency contact person E-Mail address.

# N Other Optional Employee data

**UE205** Unused

## Annexe 1

Country Name	Country Code
Afghanistan	AF
Åland Islands	AX
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Anguilla	Al
Antarctica	AQ
Antigua and Barbuda	AG
Argentina	AR
Armenia	AM
Aruba	AW
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belarus	BY
	BE
Belgium Belize	BZ
Benin	
Bermuda	BJ BM
Bhutan	BT
Bolivia	ВО
	BA
Bosnia and Herzegovina Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	10
British Virgin Islands	VG
Brunei	BN
Bulgaria	BG
Burkina Faso	BF
Burundi Correle adia	BI
Cambodia	KH
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF TD
Chad	TD
Chile	CL
China	CN
Christmas Island	CX
Cocos Islands	CC
Colombia	CO
Comoros	KM

Congle Islands         CK           Costa Rica         CR           Cöte d'Ivoire         CI           Croatia         HR           Cuba         CU           Cyprus         CY           Czech Republic         CZ           Denmark         DK           Djibouti         DJ           Dominican Republic         DO           Ecuador         EC           Egypt         EG           El Salvador         SV           Equatorial Guinea         GQ           Eritrea         ER           Estonia         EE           Ethiopia         ET           Falkland Islands         FK           Farore Islands         FK           Fji         Fj           Finland         FI           France         FR           French Guina         GF           French Guina         GF           French Fouthern Territories         GF           Gambia         GM           Georgia         GE           Germany         DE           Ghana         GR           Greenland         GD           Guinea Bissau	Country Name	Country Code
Cook Islands         CK           Costa Rica         CR           Côte d'Ivoire         CI           Croatia         HR           Cuba         CU           Cyprus         CY           Czech Republic         CZ           Demmark         DK           Djibouti         DJ           Dominica         DM           Dominica Republic         DO           Ecuador         EC           Egypt         EG           EI Salvador         SV           Equatorial Guinea         GQ           Eritrea         ER           Estonia         EE           Ethiopia         ET           Falkland Islands         FK           Fare Islands         FO           Fiji         FJ           Finand         FI           France         FR           French Guiana         GF           French Polynesia         PF           French Southern Territories         TF           Gabon         GA           Gambia         GR           Geremany         DE           Ghana         GH           Gibraltar	•	
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Côte d'Ivoire         CI           Croatia         HR           Cuba         CU           Cyprus         CY           Czech Republic         CZ           Denmark         DK           Djibouti         DJ           Dominica         DM           Dominica Republic         DO           Ecuador         EC           Egypt         EG           EI Salvador         SV           Equatorial Guinea         GQ           Eritrea         ER           Estonia         EE           Ethiopia         ET           Falkland Islands         FK           Faroe Islands         FK           Fiji         FJ           Finands         FI           France         FR           French Guiana         FF           French Polynesia         PF           French Polynesia         PF           French Poulynesia         GF           Georgia         GA           Gambia         GM           Georgia         GE           Germany         DE           Ghana         GR           Gibraltar		
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Gambia         GM           Georgia         GE           Germany         DE           Ghana         GH           Gibraltar         GI           Greece         GR           Greenland         GL           Grenada         GD           Guadeloupe         GP           Guam         GU           Guatemala         GT           Guinea         GN           Guinea-Bissau         GW           Guyana         GY           Haiti         HT           Heard Island And McDonald Islands         HM           Honduras         HN           Hong Kong         HK           Hungary         HU           Iceland         IS           India         IN           Indonesia         ID           Iran         IR           Iraq         IQ		
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Iran IR Iraq IQ		IN
Iraq IQ	Indonesia	ID
·	Iran	IR
	Iraq	IQ
	Ireland	IE

Country Name	Country Code
Israel	IL
Italy	IT
Jamaica	JM
Japan	JP
Jordan	Ì0
Kazakhstan	KZ
Kenya	KE
Kiribati	KI
Kuwait	KW
Kyrgyzstan	KG
Laos	LA
Latvia	LV
Lebanon	LB
Lesotho	LS
Liberia	LR
Libya	LY
Liechtenstein	LI
Lithuania	LT
Luxembourg	LU
Macao	MO
Macedonia	MK
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Marshall Islands	MH
Martinique	MQ
Mauritania	MR
Mauritius	MU
	YT
Mayotte Mexico	MX
	FM
Micronesia Moldova	MD
	MC
Monaco	
Mongolia Montagrat	MN
Montserrat	MS
Morocco	MA
Mozambique Mozambique	MZ
Myanmar	MM
Namibia	NA NB
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	AN
New Caledonia	NC NZ
New Zealand	NZ
Nicaragua	NI <del>.</del>
Niger	NE NE
Nigeria	NG
Niue	NU
Norfolk Island	NF

Country Name         Country Code           Northera         KP           Northern Mariana Islands         MP           Norway         NO           Oman         OM           Palsau         PK           Palau         PW           Palestine         PS           Panama         PA           Papua New Guinea         PG           Paraguay         PY           Per         PE           Philippines         PH           Pitcairn         PN           Portugal         PL           Portugal         PT           Puerto Rico         PR           Qatar         QA           Reunion         RE           Romania         RO           Russia         RU           Rwanda         RW           Saint Helena         SH           Saint Kitts And Nevis         KN           Saint Lucia         LC           Saint Pierre And Miquelon         PM           Saint Arian         SM           Samoa         WS           San Marino         SM           Sao Tome And Principe         ST           Sau		
Northern Mariana Islands         MP           Norway         NO           Oman         OM           Pakistan         PK           Palau         PW           Palestine         PS           Panama         PA           Papua New Guinea         PG           Paraguay         PY           Peru         PE           Philippines         PH           Pittcairn         PN           Potadad         PL           Portugal         PT           Puerto Rico         PR           Qatar         QA           Reunion         RE           Romania         RO           Russia         RU           Rwanda         RW           Saint Helena         SH           Saint Natits And Nevis         KN           Saint Lucia         LC           Saint Vincent And The Grenadines         VC           Samoa         WS           San Marino         SM           Sao Tome And Principe         ST           Saudi Arabia         SA           Serbia and Montenegro         CS           Seychelles         SC	·	<u> </u>
Norway         NO           Oman         OM           Pakistan         PK           Palau         PW           Palau         PW           Palau         PW           Palau         PW           Palau         PA           Papua New Guinea         PG           Paraguay         PY           Peru         PE           Philippines         PH           Pitcairn         PN           Poland         PL           Potrugal         PT           Puerto Rico         PR           Qatar         QA           Reunion         RE           Romania         RO           Russia         RU           Ravanda         RW           Saint Helena         SH           Saint Kitts And Nevis         KN           Saint Lucia         LC           Saint Vincent And Nevis         KN           Saint Vincent And The Grenadines         VC           Samoa         WS           San Marino         SM           Sao Tome And Principe         ST           Saudi Arabia         SA           Seregal		
Oman         OM           Pakistan         PK           Palau         PW           Palestine         PS           Panama         PA           Papua New Guinea         PG           Paraguay         PY           Per         PH           Philippines         PH           Philippines         PH           Pitcairn         PN           Poland         PL           Portugal         PT           Puerto Rico         PR           Qatar         QA           Reunion         RE           Romania         RO           Russia         RU           Rwanda         RW           Saint Helena         SH           Saint Kitts And Nevis         KN           Saint Lucia         LC           Saint Pierre And Miquelon         PM           Saint Vincent And The Grenadines         VC           Samoa         WS           San Marino         SM           Sao Tome And Principe         ST           Saudi Arabia         SA           Serbia and Montenegro         CS           Seychellles         SC		
Pakistan         PK           Palau         PW           Palestine         PS           Panama         PA           Papua New Guinea         PG           Paraguay         PY           Peru         PE           Philippines         PH           Pitcairn         PN           Poland         PL           Portugal         PT           Puerto Rico         PR           Qatar         QA           Reunion         RE           Romania         RO           Russia         RU           Rwanda         RW           Saint Helena         SH           Saint Kitts And Nevis         KN           Saint Lucia         LC           Saint Heren And Miquelon         PM           Saint Vincent And The Grenadines         VC           Samoa         WS           Sand Marino         SM           Sao Tome And Principe         ST           Saudi Arabia         SA           Sereja         SN           Serbia and Montenegro         CS           Seychelles         SC           Sierra Leone         SL      <		
Palau         PW           Palestine         PS           Panama         PA           Papua New Guinea         PG           Paraguay         PY           Peru         PE           Philippines         PH           Pitcairm         PN           Portugal         PT           Puerto Rico         PR           Qatar         QA           Reunion         RE           Romania         RO           Russia         RU           Rwanda         RW           Saint Helena         SH           Saint Kitts And Nevis         KN           Saint Lucia         LC           Saint Vincent And The Grenadines         VC           Samoa         WS           San Marino         SM           San Orme And Principe         ST           Saudi Arabia         SA           Senegal         SN           Serbia and Montenegro         CS           Seychelles         SC           Sierra Leone         SL           Siovakia         SK           Solomon Islands         SB           Somalia         SO		
Palestine         PS           Panmama         PA           Papua New Guinea         PG           Paraguay         PY           Peru         PE           Philippines         PH           Pitcairn         PN           Poland         PL           Portugal         PT           Puerto Rico         PR           Qatar         QA           Reunion         RE           Romania         RO           Russia         RU           Rwanda         RW           Saint Helena         SH           Saint Kitts And Nevis         KN           Saint Pierre And Miquelon         PM           Saint Pierre And Miquelon         PM           Saint Vincent And The Grenadines         VC           Samoa         WS           San Marino         SM           Sao Tome And Principe         ST           Saudi Arabia         SA           Seengal         SN           Serbia and Montenegro         CS           Seychelles         SC           Sierra Leone         SL           Siloyakia         SI           Slowakia         SK<	Pakistan	PK
Panama         PA           Papua New Guinea         PG           Paraguay         PY           Peru         PE           Philippines         PH           Pitcairn         PN           Poland         PL           Portugal         PT           Puerto Rico         PR           Qatar         QA           Reunion         RE           Romania         RO           Russia         RU           Rwanda         RW           Saint Helena         SH           Saint Kitts And Nevis         KN           Saint Lucia         LC           Saint Pierre And Miquelon         PM           Saint Vincent And The Grenadines         VC           Samoa         WS           San Marino         SM           San Marino         SM           Sao Tome And Principe         ST           Saudi Arabia         SA           Senegal         SN           Serbia and Montenegro         CS           Seychelles         SC           Silerra Leone         SL           Siloyania         SI           Slowon Islands         SB	Palau	PW
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Samoa         WS           San Marino         SM           Sao Tome And Principe         ST           Saudi Arabia         SA           Senegal         SN           Serbia and Montenegro         CS           Seychelles         SC           Sierra Leone         SL           Singapore         SG           Slovakia         SK           Slovenia         SI           Solomon Islands         SB           Somalia         SO           South Africa         ZA           South Georgia And The South Sandwich Islands         GS           South Korea         KR           Spain         ES           Sri Lanka         LK           Sudan         SD           Suriname         SR           Svalbard And Jan Mayen         SJ           Swaziland         SZ           Sweden         SE           Switzerland         CH           Syria         TW	·	
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South Korea         KR           Spain         ES           Sri Lanka         LK           Sudan         SD           Suriname         SR           Svalbard And Jan Mayen         SJ           Swaziland         SZ           Sweden         SE           Switzerland         CH           Syria         SY           Taiwan         TW		
Spain         ES           Sri Lanka         LK           Sudan         SD           Suriname         SR           Svalbard And Jan Mayen         SJ           Swaziland         SZ           Sweden         SE           Switzerland         CH           Syria         SY           Taiwan         TW		
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Sudan         SD           Suriname         SR           Svalbard And Jan Mayen         SJ           Swaziland         SZ           Sweden         SE           Switzerland         CH           Syria         SY           Taiwan         TW		
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Syria SY Taiwan TW		
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Tajikistan TJ	Taiwan	TW
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Country Name	Country Code
Tanzania	TZ
Thailand	TH
The Democratic Republic Of Congo	CD
Timor-Leste	TL
Togo	TG
Tokelau	TK
Tonga	ТО
Trinidad and Tobago	TT
Tunisia	TN
Turkey	TR
Turkmenistan	TM
Turks And Caicos Islands	TC
Tuvalu	TV
U.S. Virgin Islands	VI
Uganda	UG
Ukraine	UA
United Arab Emirates	AE
United Kingdom	GB
United States	US
United States Minor Outlying Islands	UM
Uruguay	UY
Uzbekistan	UZ
Vanuatu	VU
Vatican	VA
Venezuela	VE
Vietnam	VN
Wallis And Futuna	WF
Western Sahara	EH
Yemen	YE
Zambia	ZM
Zimbabwe	ZW