

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

## Instruction Document - Update Employee Details

### 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.

### **UE2 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

### **UE3 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. \_ underscore
3. \ Back slash.

### **UE4 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.

### **UE5 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.

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 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.

Data Specification :

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

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

Note : The date must be a valid calendar date.

#### **UE19 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.

#### **UE21 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

#### **UE22 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

Data Specification :

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 :

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

**UE42 Student Loan Start Date** (DD/MM/YYYY) (Conditionally Mandatory)

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**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

**UE43 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 "**SE**".

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

**UE44 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.

**UE45 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 :

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

**UE46 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 :

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

**UE47 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 :

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

**UE48 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**

## **F** 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.

Data Specification :

1. It must contain numeric characters only. Spaces are not allowed.
2. The length should be 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 SCCC CCCC CC

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

**H Current NI Contribution**

UE89 to UE144 Unused

**J SSP Payment from previous package**

UE145 to UE150 Unused

**K SMP Payment from previous package**

UE151 to UE157 Unused

## **L** 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.

### **UE202 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	AI
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
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia	BO
Bosnia and Herzegovina	BA
Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
British Virgin Islands	VG
Brunei	BN
Bulgaria	BG
Burkina Faso	BF
Burundi	BI
Cambodia	KH
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF
Chad	TD
Chile	CL
China	CN
Christmas Island	CX
Cocos Islands	CC
Colombia	CO
Comoros	KM



Country Name	Country Code
Congo	CG
Cook Islands	CK
Costa Rica	CR
Côte d'Ivoire	CI
Croatia	HR
Cuba	CU
Cyprus	CY
Czech Republic	CZ
Denmark	DK
Djibouti	DJ
Dominica	DM
Dominican Republic	DO
Ecuador	EC
Egypt	EG
El Salvador	SV
Equatorial Guinea	GQ
Eritrea	ER
Estonia	EE
Ethiopia	ET
Falkland Islands	FK
Faroe Islands	FO
Fiji	FJ
Finland	FI
France	FR
French Guiana	GF
French Polynesia	PF
French Southern Territories	TF
Gabon	GA
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
Ireland	IE

Country Name	Country Code
Israel	IL
Italy	IT
Jamaica	JM
Japan	JP
Jordan	JO
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
Mayotte	YT
Mexico	MX
Micronesia	FM
Moldova	MD
Monaco	MC
Mongolia	MN
Montserrat	MS
Morocco	MA
Mozambique	MZ
Myanmar	MM
Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	AN
New Caledonia	NC
New Zealand	NZ
Nicaragua	NI
Niger	NE
Nigeria	NG
Niue	NU
Norfolk Island	NF

Country Name	Country Code
North Korea	KP
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
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
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	SY
Taiwan	TW
Tajikistan	TJ

Country Name	Country Code
Tanzania	TZ
Thailand	TH
The Democratic Republic Of Congo	CD
Timor-Leste	TL
Togo	TG
Tokelau	TK
Tonga	TO
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