

Instruction Document - Employee Details

Please Note:

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

(2) Labels marked in **Green** in this document indicate conditionally mandatory fields. That means, depending on the value of some other fields, these fields will be made mandatory. These conditionally mandatory fields are marked with black '*' in the spreadsheet.

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

- When you view the payslip of the last pay period (as mentioned in the spreadsheet) of the migrated employee, the **Total Deductions** and **Net Payment** will not display the current pay period values. The values will be derived and calculated for future pay periods correctly once you process the payrun for this employee in our application.
- The '**Amount to Pay to Employee**' value under Current Payslip - View / Print > Employee Payment / Payslip report list page will also display the Year To date value as mentioned in the spreadsheet and not the current pay period value.
- The '**Payment**' and '**Deduction**' section in the Employee Pay Summary Page under Reports > Other Reports > Misc Reports > Pay Summary will not display the current pay period values. The values will be derived and calculated for future pay periods correctly once you process the payrun for this employee in our application.
- To **e-file** or to view pay related reports for those employee's migrated using our spreadsheet, at least one pay period should be processed in our application.
- Numeric figures should not have a thousand comma separator within the figures.

(4) **Please note** the below points when you are migrating the employee details to our application using this spreadsheet:

- Enter the values from EE1 to EE84 which are required. Field EE53 is for Holiday balance days brought forward, if any, for the current employment only.
- You cannot enter both P45 Part 3 (EE54 to EE63) and P46 (EE64) details for a single employee. If you enter the P45 Part 3 details then any value entered in P46 fields will be ignored. Ensure that you do not fill EE54 if the employee is a P45 Part 3 employee.
- Fields EE85 to EE140 are optional. If you are entering these details ensure that the values for the NI details should be from the previous package's Current NI Contribution To Date Values. There are four sets of NI contribution details and all these are for the current Employment only.
- Fields EE141 to EE153 are optional. If the employee is eligible for SSP or SMP pay then enter their respective data.
- Fields EE154 to EE171 – Total Pay-to Date values like Gross Pay, Tax, Nic, etc.. The values for the Total Gross Pay TD should be from the previous package's Total Pay To Date. This is for the Current Employment only.
- Field EE183 (optional) is a unique employee reference as an identifier for the uploaded employee data.

(5) **Please note** the below points when you are migrating the employee who has P45 Part 3 / P46 details to our application using this spreadsheet:

- Enter the values from EE1 to EE84 which are required.

- For an employee who has P45 Part 3, enter the P45 Part 3 (Fields EE54 to EE63) details of the employee, along with other details up to field EE84.
- For an employee who has P46, enter Field EE64 along with Fields EE40, EE35 to EE37 details.
- Please do not enter both P45 Part 3 (EE54 to EE63) and P46 (EE64) details for a single employee.
- Please do not enter the values for Previous package's Current NI Contribution (Fields EE85 to EE140 and Total Pay-to Date values (Fields EE154 to EE171).

(6) **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
- F.** Employee P46 Details
- G.** Employee Bank Details for payroll purposes
- H.** Current NI Contribution
- I.** Previous NI Contribution
- J.** SSP Payment from previous package
- K.** SMP Payment from previous package
- L.** Total Gross Pay TD from the previous package
- M.** Employee Emergency Contact Details
- N.** Other Optional Employee data

A Employer Details Section

EE1 Employer / Client/ Branch Reference (Mandatory)

The Employer / Client / Branch Reference number is mandatory.

Please note, the reference number should be the one which you have entered during the Client / Branch creation under the Bureau or Multisites service.

Please note, Able users 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.

EE2 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 EE1 and EE2 are mandatory for Bureau and Multisites users for uploading the employee details.

B Employee Personal Details Section

EE3 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.

Data Specification:

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

EE4 Title (Mandatory)

Enter here the title of the employee.

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.

EE5 Surname (Mandatory)

The employee's Surname is mandatory. Make sure that the Surname or family name is spelt correctly and in the correct field.

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. leading spaces.
4. * asterisk
5. 0 zero (in place of the alphabet O) - the first character must be alpha.

EE6 First Forename (Mandatory)

The employee's first name is mandatory. 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.

Please note, if employee's First forename has a space in between, we will add a hyphen onto it, in order to avoid the e-filing validation rejection. Should you think this is not appropriate, you must ensure that the forename does not contain any spaces.

EE7 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).

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.

Please note, if employee's Second forename has a space in between, we will add a hyphen onto it, in order to avoid the e-filing validation rejection. Should you think this is not appropriate, you must ensure that the forename does not contain any spaces.

EE8 Employee Address Line 1 (Conditionally Mandatory)

You may enter your Employee's address line 1 (current residential 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.
4. If the employee does not have a NINo or the employee is a new starter, this first and second line of the Employee Address is mandatory

EE9 Address Line 2 (Conditionally Mandatory)

You may enter the employee's address line 2 (current residential address).

If the employee does not have a NINo or the employee is a new starter, this first and second line of the Employee Address is mandatory

EE10 Address Line 3

You may enter the employee's town / city.

EE11 Address Line 4

You may enter the employee's county.

EE12 Post Code

You may enter the employee's address postcode. Eg. EP1 3SO.

Data Specification :

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

EE13 Country

You may enter the employee's address Country.

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

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

EE14 Employee Telephone Number

You may enter the employee's Telephone Number.

Data Specification :

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

EE15 Employee Mobile Number

You may enter the employee's Mobile Number.

Data Specification :

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

EE16 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.

EE17 Employee Personal E-Mail

You may enter the employee's Personal E-Mail address.

EE18 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.

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.

EE19 Gender (male / female) (Mandatory)

The Employee Gender field is mandatory.

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**

EE20 NI Number

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

Data Specification :

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

EE21 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.

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 .,-
()/=! "%&* ; < > ' + : ?

For e.g A12345BCDE / THX1138

EE22 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.

C Employee Employment Details for payroll purposes

EE23 Employment Start Date (DD/MM/YYYY) (Mandatory)

The employment start date is mandatory.

Data Specification :

You must enter the employment Start date Field in one of the following formats :

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

If no data is entered here, **current tax year start date** will be set as the default date. Eg. 06/04/2012.

EE24 Employment End Date (DD/MM/YYYY)

You may enter the employee's employment end date if the employee has left the employment in the current tax year only. In cases where the employee has died, the date of death will be the employment end date.

Data Specification :

You must enter the employment end date Field in one of the following formats :

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

EE25 Employee Work Type

You may enter 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.

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

1. **Casual Worker** or **C**
2. **Harvest Casual** or **H**
3. **Normal** or **N**

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

EE26 Employee Job Title (Conditionally Mandatory)

You must enter the employee's Job Title if the Work type is "**Casual Worker**", or "**Harvest Casual**", "**C**", or "**H**".

Data Specification :

1. It must contain numeric characters only. Spaces are allowed.
2. The length should not exceed 25 characters.

EE27 Employee / Pensioner Type

You may enter the employee's Designation / what they are employed as.

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

1. **Expat Employee** or **EE**
2. **Pensioner** or **P**
3. **Bereaved Spouse** or **BP**
4. **External Contractor** or **EC**
5. **Director** or **D**
6. **Director as Employee** or **DE**
7. **Employee** or **E**
8. **Student Employee** or **SE**

If no data is entered here, "**Employee**" or "**E**" will be set as the default value.

EE28 Directorship Start Date (DD/MM/YYYY) (Conditionally Mandatory)

You must enter the employee's Directorship Start date if the Employee / Pensioner Type is either "**Director**", or "**Director as Employee**", "**D**", or "**DE**".

Data Specification :

You must enter the Directorship Start date Field in one of the following formats :

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

EE29 Pension Start Date (DD/MM/YYYY) (Conditionally Mandatory)

You must enter the employee's Pension Start date if the Employee / Pensioner Type is either "**Pensioner**", or "**Bereaved Spouse**", "**P**", or "**BP**".

Data Specification :

You must enter the Pension Start date Field in one of the following formats :

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

EE30 Annual Pension Amount (Conditionally Mandatory)

You must enter the Annual Pension Amount if the Employee / Pensioner Type is either "**Pensioner**", or "**Bereaved Spouse**", "**P**", or "**BP**".

EE31 Payment Method (Mandatory)

The employee's payment method is mandatory. It is how the employee is to be paid. If no 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**

EE32 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 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**

EE33 Number of Normal Hours Worked (A / B / C / D) (Mandatory)

The hours the employee has worked is mandatory. For example if the employee has worked for 10 hours then enter 'A'. If no data is entered here, 'D - Other' will be set as the default value.

The ONLY acceptable DATA for this field is 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.

EE34 NI Category (Mandatory)

The employee's NI Category Code is mandatory. The length of the Category letter should not be more than 1 character. If no data is entered here, Category "A" will be set as the default value.

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

- A**
- B**
- C**
- D**
- E**
- J**
- L**
- X**

EE35 Tax Code (Mandatory)

The employee's Tax Code is mandatory. If no data is entered here, the current tax year's emergency tax code specified by the HMRC will be set as the default value. E.g. "**810L**" for year 2012-13.

Data Specification :

1. Numbers followed by a suffix letter (L, T, P or Y), for example 870L
2. K followed by numbers, for example K73
3. BR, 0T, D0, D1, NT or FT

EE36 Week1 / Month1 Indicator (Yes/No) (Mandatory)

The week 1 or month 1 indicator is mandatory. Enter 'Yes' (non-cumulative) if paid in a week 1 or month 1 basis.

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.

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**

EE37 Scottish Indicator (Yes/No)

You may enter the employee's Scottish Indicator. If no 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**

EE38 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 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**

EE39 Employee Last Tax period (Mandatory)

The employee's last processed tax period is mandatory. If no data is entered here, "0" (Zero) will be set as the default value.

Data Specification :

1. It must contain numeric characters only.
2. The length should not exceed 2 digits. E.g.: For a weekly employee tax period should not be > 53.
3. For those employee's migrating from the beginning of the tax year or new joiners, and ones who have not worked before in this organization, enter "0" (Zero).
4. For those employee's migrating in the middle of the tax year, this value should be greater than "0" (Zero).

D Other Employment Details for payroll purposes**EE40 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 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**

EE41 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**".

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**

EE42 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.

EE43 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.

EE44 Is Employee European Economic Area citizen (Yes / No)

You may enter the European Economic Area citizen. If no 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**

EE45 Is Employee EPM6 (Modified) Scheme Indicator (Yes / No)

You may enter the EPM6 (Modified) scheme. If no 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**

Note: Columns EE46 to EE48 are related to Tax and NIC for the payments made. The Tax and NIC will either be deducted or not based on the option "Yes" or "No" you have entered. This will overwrite the payment and deduction chart of setup setting and is applicable only for this specific employee.

EE46 Employee to Pay Tax (Yes/No)

Enter "Yes" if employee will pay tax on earnings. If no 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**

EE47 Employee to Pay NI (Yes/No)

Enter "Yes" if employee will pay NI on earnings. If no 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**

EE48 Employer to Pay NI (Yes/No)

Enter "Yes" if the employer pay's NI on employee earnings. If no 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**

EE49 Work Place Pension (Yes/No)

Enter "Yes" if the employer offer access to a pension at workplace. If no 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**

EE50 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 exist, then the system will create a new department with the given name.

EE51 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 exist, then the system will create a new cost center with the given name.

EE52 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.

Please note, If the Holiday Scheme name does not exist, then the system will create a new Holiday Scheme with the given name.

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.

EE53 Total brought forward holiday balance days

You may enter the Total brought forward holiday balance days. This is the total number of balance holidays from the previous package for the current employment only.

Please note the following when you enter the amount:

1. Numeric characters must be used.
2. It must be in whole number.

E Employee P45 (Part 3) Details

Please note, the Pay and Tax deducted Year-To-Date (YTD) details need to be provided for P45 (Part 3) employees. Except where Week1/Month1 is indicated.

Also note either the P45(Part 3) or P46 details can be given for an employee, both can not be present at the same time.

EE54 P45 Part 3 Previous Employer's PAYE Reference No (TaxOfficeNumber / TaxOfficeReference) (Conditionally Mandatory)

You must enter the previous employer's PAYE reference Number. Please note that this field is conditionally mandatory. This field must be filled if the employee has a P45 (part 3).

If you have any doubts about the validity of your PAYE reference number you may check it with HMRC's PAYE reference checker on the HMRC website.

Your HMRC Office Number is the first part of your Employer's PAYE reference. Your Employer's PAYE Reference is on the P30B letter 'Paying PAYE electronically' which HMRC may send you annually, or if you use payslips, on the front of your P30BC Employer Payment Booklet. The first part of the reference is your three digit HMRC Office Number and the second part of it after the forward slash is your employer reference or Tax Office reference.

Data Specification :

1. The Tax Office Number must be given in digits. The length must not exceed 3 digits.
2. The Tax Office Reference is alphanumeric. The length must not exceed 10 characters.
3. The format to enter is Tax Office Number, followed by a slash, and then the Tax Office Reference.

You must enter the Previous Employer's PAYE Reference field in the format TaxOfficeNumber/TaxOfficeReference for e.g 123/A246

EE55 P45 Part 3 Previous Employment Left Date (Conditionally Mandatory)

You must enter the previous employment left date. Please note that this field is conditionally mandatory. This field must be filled only if the employee has a P45 (part 3).

Data Specification :

You must enter the Employee employment left date Field in one of the following formats :

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

EE56 P45 Part 3 Previous Employer's Student Loan Indicator (Yes / No)

You may enter the employee's student loan Indicator in the previous employment. State whether the employee should be subject to Student Loan deductions. If no data is entered here, "No" will be set as 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**

EE57 P45 Part 3 Previous Employer's Tax Code at Leaving Date (Conditionally Mandatory)

Enter here the employee's Tax Code in the previous employment. Please note that this field is conditionally mandatory. This field must be filled if the employee has a P45 (part 3).

EE58 P45 Part 3 Previous Employer's Week1 / Month1 Indicator (Yes / No)

You may enter the employee's Week1 / Month1 Indicator in the previous employment. If no data is entered here, "No" will be set as 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**

EE59 P45 Part 3 Previous Employer's Scottish Indicator (Yes / No)

You may enter the employee's Scottish Indicator in the previous employment. If no data is entered here, "No" will be set as 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**

EE60 P45 Part 3 Previous Employer's Period Type, Week or Month (Month / Week)

You may enter the employee's pay frequency "week" or "month" in the previous employment. If no data is entered here, "Month" will be set as default value.

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

1. **Month** or **month**
2. **M** or **m**
3. **Week** or **week**
4. **W** or **w**

EE61 P45 Part 3 Previous Employer's Week or Month number (Conditionally Mandatory)

You must enter the employee's pay week or month period number in the previous employment. Please note that this field is conditionally mandatory. This field must be filled if the employee has a P45 (part 3).

EE62 P45 Part 3 Total Pay in previous employment (Conditionally Mandatory)

You must enter the employee's total pay in the previous employment.

Please note the following when you enter the amount:

1. Numeric characters must be used.
2. It must be equal to or greater than the "P45 Part 3 Total Tax deducted in previous employment" field.
3. It must be equal to zero, if the previous employment left date is not in the current tax year.

EE63 P45 Part 3 Total Tax deducted in previous employment (Conditionally Mandatory)

You must enter the amount of total tax deducted for the employee in the previous employment.

Please note the following when you enter the amount:

1. Numeric characters must be used.
2. Negative amounts must be expressed in the appropriate format.
3. It must be equal to or less than the "P45 Part 3 Total Pay in previous employment" field.

4. It must be equal to zero, if the previous employment left date is not in current tax year.

F Employee P46 Details

Please note, the Pay and Tax deducted Year-To-date (YTD) details need not be provided for P46 employees. All Pay and Tax deducted Year-To-date (YTD) values, will be ignored for P46 employee.

Also note only the P45(Part 3) or the P46 details can be given for an employee, both can not be present at the same time.

EE64 Employee Selected Statement in Form P46 (A / B / C) (Conditionally Mandatory)

Enter here the statement selected from the P46 form. It must be any of the following characters "A", "B", or "C", where:

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

- A** - This is my first job since the start of the tax year (6th April).
- B** - This is currently my only job.
- C** - I have another job or pension.

Please note the following when you enter the employee P46 form details:

1. Enter Student Loan Deduction under Student Loan Indicator (**EE40**).
2. Enter Tax Code under Tax Code (**EE35**), should be set to 'BR' or 'OT', for selected P46 Statement 'C'.
3. Enter Week1 / Month1 Indicator under (**EE36**), should be set to 'No' or 'N', for selected P46 Statement 'A' & 'C' or should be set to 'Yes' or 'Y', for selected P46 Statement 'B'.
4. Enter Scottish Indicator (**EE37**).

G Employee Bank Details for payroll purposes

EE65 Employee Bank Account Type (A / S)

You may enter the Employee Bank Account Type **A** for Bank or **S** for Building Society.

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

1. **A** or **a**
2. **S** or **s**

EE66 Building Society Roll No.

You may enter the Employee Building Society Roll Number. Please note that the number should be

numeric and should not exceed 6 characters in length.

EE67 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.

EE68 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 be alphanumeric and should not exceed 35 characters in length.

EE69 Employee Bank Address Line 1

You may enter the address for the employee's Bank.

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.

EE70 Bank Address Line 2

You may enter the address of the employee's Bank

EE71 Bank Address Line 3

You may enter the town/city of the employee's Bank

EE72 Bank Address Line 4

You may enter the county of the employee's Bank.

EE73 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.

EE74 Bank Country

You may enter the country of the employee's Bank.

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

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

EE75 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.

EE76 Bank Telephone Number

You may enter the Telephone Number of the employee's Bank. Data Specification :

Data Specification :

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

EE77 Bank Fax Number

You may enter the Fax Number of the employee's Bank.

Data Specification :

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

EE78 Bank contact E-Mail

You may enter the E-Mail Address of the employee's Bank.

EE79 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.

Data Specification :

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

EE80 Employee Bank / Building Society Account Number

You may enter the employee's Bank Account Number.

Data Specification :

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

EE81 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.

EE82 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 20 characters in length.

EE83 Other Reference Number

You may enter any other Reference Number. Please note that the reference number can be alphanumeric and should not exceed 20 characters in length.

EE84 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 20 characters in length.

Please follow the recommended national specific format for IBAN Numbers.

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

B = alphabetical bank code, **S** = sort code (often a specific branch), **C** = account No, **K** = Check digits, and should not exceed 22 characters in length.

H Current NI Contribution

The values for the NI Categories below should be the previous package's Current NI Contribution Year To Date values (For Current Employment Only).

Please note, the values you enter for the NI Contribution below should be from the previous package's Current NI Contribution Year To Date Values. (This is for current Employment only)

Please note, to process the employee's NI contribution entered below, the field "EE39 Employee Last Tax period" should be set to greater than "0" (Zero).

Please note, the NI contribution and Pay To-date (TD) details need not be provided for P45 (Part 3) / P46 employees.

EE85 NIC Table Letter 1

You may enter the employee's NI category table letter 1. This must be the same value as entered in NI Category **EE34**.

EE86 Effective NIC Start Date 1 (DD/MM/YYYY)

You may enter Effective NIC Start Date of when this NI Contribution started.

Data Specification :

You must enter the Effective NIC Start Date Field in one of the following formats :

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

EE87 Total NIC Earnings 1 YTD

You may enter employee's total NIC Earnings year to date for table letter 1.

EE88 At LEL 1 YTD

You may enter the employee's earnings at the Lower Earnings Limit (LEL) where earnings reach or exceed the LEL.

Data Specification :

1. Numeric characters must be used
2. They must be whole pounds
3. The value must be "0" when the "NI Category" field is "X".

EE89 LEL to ST 1 YTD

You may enter the employee's earnings above the Lower Earnings Limit (LEL) up to and including the Secondary Threshold (ST).

Data Specification :

1. Numeric characters must be used
2. They must be whole pounds
3. The value must be "0" when the "NI Category" is "X".

EE90 ST to PT 1 YTD

You may enter the employee's earnings above the Secondary Threshold (ST) up to and including the Primary Threshold (PT).

Data Specification :

1. Numeric characters must be used
2. They must be whole pounds
3. The value must be "0" when the "NI Category" is "X".

EE91 PT to UAP 1 YTD

You may enter the employee's earnings above Primary Threshold (PT) up to and including the Upper Accrual Point (UAP).

Data Specification :

1. Numeric characters must be used
2. They must be whole pounds
3. The value must be "0" when the "NI Category" is "X".

EE92 UAP to UEL 1 YTD

You may enter the employee's earnings above the Upper Accrual Point (UAP) up to and including the Upper Earnings Limit (UEL).

Data Specification :

1. Numeric characters must be used
2. They must be whole pounds
3. The value must be "0" when the "NI Category" is "X".

EE93 Above UEL 1 YTD

You may enter the employee's earnings year to date above the Upper Earnings Limit, for National Insurance Contributions for table letter 1

EE94 Employee Contributions Payable 1 YTD

You may enter the employee's payable contribution.

Data Specification :

1. Numeric characters must be used
2. The value must be "0" for the following NI Category letters: "C" or "X".

EE95 Employee Rebate Payable 1 YTD

You may enter the amount of National Insurance rebate year to date the employee has been entitled to for table letter 1.

EE96 Employer Contributions Payable 1 YTD

You may enter the employer's payable contribution.

Data Specification :

1. Numeric characters must be used
2. Negative amounts must be expressed in the appropriate format.
3. The value must be "0" when the "NI Category" field is "X".

EE97 Employer Rebate Payable 1 YTD

You may enter the amount of National Insurance rebate the employer has been entitled to for the current employment only for table letter 1.

EE98 SCON 1

If you operate an occupational contracted-out scheme, enter the employee's scheme contracting out number (SCON) here, where the National Insurance category letter is D, E, L, N or O.

Data Specification :

1. Character 1 must be alpha with a value of "S".
2. Character 2 must be one of the following values: "0", "1", "2", "4", "6" or "8".
3. Characters 3 – 8 must be numeric.
4. Character 9 must be alpha.
5. The SCON field length must not exceed 9 characters

I Previous NI Contribution

The values for the NI Category below (Table Letter 2 to 4) should be the previous package's Previous NI Contribution Year To Date (For Current Employment Only).

Please note, the values you enter for the NI Contribution below (Table Letter 2 to 4) should be from the previous package's previous NI Contribution Year To Date Values. These values must be provided if the employee has changed the NI category more than once, for this current Employment.

Please note, to process the employee's NI contribution entered below, the field "EE39 Employee Last Tax period" should be set to greater than "0" (Zero).

Please note, the NI contribution and Pay To-date (TD) details need not be provided for P45 (Part 3) / P46 employees.

EE99 NIC Table Letter 2

You may enter the employee's NI category table letter 2 only if the employee's NI category has been changed in the current tax year.

For more information please refer to **EE85**.

EE100 Effective NIC Start Date 2 (DD/MM/YYYY)

You may enter the Effective NIC Start Date. Please note that the date should be a valid calendar date.

Data Specification :

You must enter the Effective NIC Start Date Field in one of the following formats :

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

EE101 Total NIC Earnings 2 YTD

You may enter employee's total NIC Earnings year to date for table letter 2.

EE102 At LEL 2 YTD

You may enter 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 to **EE88**

EE103 LEL to ST 2 YTD

You may enter the employee's earnings above the Lower Earnings Limit (LEL) up to and including the Secondary Threshold (ST) with reference to NI category table letter 2. For more information please refer to **EE89**

EE104 ST to PT 2 YTD

You may enter the employee's earnings above Secondary Threshold (ST) up to and including the Primary Threshold (PT). For more information please refer **EE90**.

EE105 PT to UAP 2 YTD

You may enter the employee's earnings above Primary Threshold (PT) up to and including the Upper Accrual Point (UAP). For more information please refer **EE91**

EE106 UAP to UEL 2 YTD

You may enter the employee's earnings above the Upper Accrual Point (UAP) up to and including the Upper Earnings Limit (UEL) with reference to the NI category table letter 2. For more information please refer **EE92**

EE107 Above UEL 2 YTD

You may enter the employee's earnings year to date above the Upper Earnings Limit, for National Insurance Contributions for table letter 2. For more information please refer **EE93**

EE108 Employee Contributions Payable 2 YTD

You may enter the employee's payable contribution with reference to the NI category table letter 2.

EE109 Employee Rebate Payable 2 YTD

You may enter the employee's Rebate payable amount of National Insurance rebate year to date, the employee has been entitled for table letter 2.

EE110 Employer Contributions Payable 2 YTD

You may enter the employer's payable contribution with reference to the NI category table letter 2. For more information please refer to **EE96**

EE111 Employer Rebate Payable 2 YTD

You may enter the amount of National Insurance rebate the employer has been entitled to for the current employment only for table letter 2.

EE112 SCON 2

You may enter the Scheme Contracted Out Number (SCON). For more information please refer to **EE98**

EE113 NIC Table Letter 3

You may enter the employee's NI category table letter 3 only if the employee's NI category has been changed again in the current tax year. For more information please refer to **EE85**

EE114 Effective NIC Start Date 3 (DD/MM/YYYY)

You may enter the Effective NIC Start Date.

Data Specification :

You must enter the Effective NIC Start Date Field in one of the following formats :

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

EE115 Total NIC Earnings 3 YTD

You may enter the employee's total NIC Earnings year to date for table letter 3.

EE116 At LEL 3 YTD

You may enter 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 to **EE88**

EE117 LEL to ST 3 YTD

You may enter the employee's earnings above the Lower Earnings Limit (LEL) up to and including the Secondary Threshold (ST) with reference to NI category table letter 3. For more information please refer to **EE89**

EE118 ST to PT 3 YTD

You may enter the employee's earnings above Secondary Threshold (ST) up to and including the Primary Threshold (PT). For more information please refer **EE90**.

EE119 PT to UAP 3 YTD

You may enter the employee's earnings above Primary Threshold (PT) up to and including the Upper Accrual Point (UAP). For more information please refer **EE91**

EE120 UAP to UEL 3 YTD

You may enter the employee's earnings above the Upper Accrual Point (UAP) up to and including the Upper Earnings Limit (UEL) with reference to the NI category table letter 3. For more information please refer to **EE92**

EE121 Above UEL 3 YTD

You may enter the employee's earnings year to date above the Upper Earnings Limit, for National Insurance Contributions for table letter 3. For more information please refer **EE93**

EE122 Employee Contributions Payable 3 YTD

You may enter the employee's payable contribution with reference to the NI category table letter 3.

EE123 Employee Rebate Payable 3 YTD

You may enter the amount of National Insurance rebate year to date the employee has been entitled to

for table letter 3.

EE124 Employer Contributions Payable 3 YTD

You may enter the employer's payable contribution with reference to the NI category table letter 3. For more information please refer to **EE96**

EE125 Employer Rebate Payable 3 YTD

You may enter the amount of National Insurance rebate the employer has been entitled to for the current employment only for table letter 3.

EE126 SCON 3

You may enter the Scheme Contracted Out Number (SCON) with reference to the NI category table letter 3. For more information please refer to **EE98**

EE127 NIC Table Letter 4

You may enter 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 to **EE85**

EE128 Effective NIC Start Date 4 (DD/MM/YYYY)

You may enter the Effective NIC Start Date.

Data Specification :

You must enter the Effective NIC Start Date Field in one of the following formats :

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

EE129 Total NIC Earnings 4 YTD

You may enter the employee's Total NIC Earnings year to date for table letter 4.

EE130 At LEL 4 YTD

You may enter 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 to **EE88**

EE131 LEL to ST 4 YTD

You may enter the employee's earnings above the Lower Earnings Limit (LEL) up to and including the Secondary Threshold (ST) with reference to NI category table letter 4. For more information please refer to **EE89**

EE132 ST to PT 4 YTD

You may enter the employee's earnings above Secondary Threshold (ST) up to and including the Primary Threshold (PT). For more information please refer **EE90**.

EE133 PT to UAP 4 YTD

You may enter the employee's earnings above Primary Threshold (PT) up to and including the Upper Accrual Point (UAP). For more information please refer **EE91**

EE134 UAP to UEL 4 YTD

You may enter the employee's earnings above the Upper Accrual Point (UAP) up to and including the Upper Earnings Limit (UEL) with reference to the NI category table letter 4. For more information please refer to **EE92**

EE135 Above UEL 4 YTD

You may enter the employee's earnings year to date above the Upper Earnings Limit, for National Insurance Contributions for table letter 4. For more information please refer to **EE93**.

EE136 Employee Contributions Payable 4 YTD

You may enter the employee's payable contribution with reference to the NI category table letter 4. For more information please refer to **EE94**.

EE137 Employee Rebate Payable 4 YTD

You may enter the amount of National Insurance rebate year to date the employee has been entitled to for table letter 4.

EE138 Employer Contributions Payable 4 YTD

You may enter the employer's payable contribution with reference to the NI category table letter 4. For more information please refer to **EE96**

EE139 Employer Rebate Payable 4 YTD

You may enter the amount of National Insurance rebate the employer has been entitled to for the current employment only for table letter 4.

EE140 SCON 4

You may enter the Scheme Contracted Out Number (SCON) with reference to the NI category table letter 4. For more information please refer to **EE98**

J SSP Payment from previous package**EE141 SSP TD**

Enter here the Statutory Sick Pay amount paid to date if the employee has received SSP. Please note that this field should be entered to process SSP, if the employee has received SSP.

Data Specification :

1. Numeric characters must be used.

EE142 SSP Payment Type (R / U)

Enter here the SSP Payment Type if the employee has received SSP. If no data is entered here, "R" will be set as the default value.

Data Specification :

- "R" - Reduce full basic pay by the SSP amount or
- "U" - Pay SSP only plus whatever he / she has worked.

EE143 PIW Start Date (DD/MM/YYYY) (Conditionally Mandatory)

You must enter the employee's PIW (Periods of Incapacity for Work) Start Date if the employee has received SSP. Please note this field is conditionally mandatory. This field must be filled if the employee has received SSP.

Data Specification :

You must enter the Employee employment left date Field in one of the following formats :

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

EE144 PIW End Date (DD/MM/YYYY)

You may enter the employee's PIW End Date if the employee has received SSP.

Data Specification :

You must enter the Employee employment left date Field in one of the following formats :

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

EE145 Total Waiting Days Used in PIW

You may enter the Total Waiting Days Used in the PIW (Periods of Incapacity for Work) if the employee has a SSP claim. This field must be entered if the SSP claim has started prior to the Last Processed period or the migrated pay period.

Data Specification :

1. Numeric characters must be used
2. It must be between "0" (Zero) and "3".

EE146 Accrued number of weeks of SSP

You may enter the number of weeks accrued of SSP if the employee has received SSP.

K SMP Payment from previous package**EE147 SMP TD**

You may enter the Statutory Maternity Pay amount paid to date if the employee has received SMP. Please note that this field should be entered to process SMP, if the employee has received SMP.

Data Specification :

1. Numeric characters must be used.
2. It must be "0" (Zero) when the Gender is "Male".

EE148 SMP Payment Type (R / U / W)

You may enter the SMP Payment Type if the employee has received SMP. If no data is entered here, "W" will be set as the default value.

Data Specification :

- "R" - Reduce Full Basic Pay by Statutory Pay Amount or
- "U" - Add Statutory Pay Amount to Timed Basic Pay or
- "W" - Pay Statutory Pay Amount Only (either SSP / SMP / SAP / OSPP / ASPP).

EE149 Total TD number of weeks paid for SMP

You may enter the Total To Date number of weeks paid for SMP if the employee has received SMP.

EE150 Total amount of money paid for SMP (Current Tax Year)

You may enter the Total amount of money paid for SMP in this Current Tax Year if the employee has received SMP.

EE151 Baby Due Date (EWC) (DD/MM/YYYY) (Conditionally Mandatory)

You must enter the employee's Baby Due Date (EWC).

Please note this field is conditionally mandatory. This field must be filled if employee has SMP has received.

Data Specification :

You must enter the Employee employment left date Field in one of the following formats :

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

EE152 Medical Evidence (Yes / No)

You may enter the employee's Medical Evidence indicator. State whether the employee will receive Medical Evidence. If no 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**

EE153 Notified Leave Start Date (DD/MM/YYYY) (Conditionally Mandatory)

You may enter the employee's Notified Leave Start Date.

Please note this field is conditionally mandatory. This field must be filled if employee has SMP has received.

Data Specification :

You must enter the Employee employment left date Field in one of the following formats :

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

L Total Gross Pay TD from the previous package

Please note, the values for the Total Gross Pay TD below should be from the previous package's Total Pay To Date (This is for the Current Employment only).

Please note, the NI contribution and Pay To-date (TD) details need not be provided for P45 (Part 3) / P46 employees.

EE154 Total Gross Pay TD

You may enter the employee's pay amount in this employment.

Data Specification :

1. Numeric characters only must be used.
2. It must be equal to or greater than the "Total Tax Deducted in this employment TD" field.

EE155 Total Gross Pay Subject to NIC TD

You may enter the gross pay subjected to National Insurance Contributions to date of this employee.

EE156 Total Gross Pay Subject to Tax TD

You may enter the gross pay subjected to tax to date of this employee.

EE157 Total Tax Deducted in this employment TD

You may enter the total amount of tax deducted for the employee in this employment.

Data Specification :

1. Numeric characters must be used
2. Negative amounts must be expressed in the appropriate format.
3. This value must be equal to or less than the "Total Gross Pay TD" field.

EE158 Benefits value taxed via payroll TD

You may enter the benefits in kind to date value on which PAYE has been operated via the payroll.

Benefits can only be taxed in this way with the prior agreement of HMRC.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE159 Employee Pension Contributions TD under net pay arrangements

You may enter the employee pension contributions paid under 'net pay arrangements' to date value.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE160 Employee Pension Contributions TD not under net pay arrangements

You may enter the employee pension contributions that are not paid under 'net pay arrangements'.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE161 Student Loan Paid TD

You may enter the total employee Student Loan amount paid to date.

Data Specification :

1. Numeric characters must be used.
2. It must be in whole pounds.
3. A thousand comma separator within the figure is not allowed.

Please note, if any of the below statutory payments are to be processed for future pay periods of the employee who is being migrated, you need to enter or add the respective statutory payment details in the Other Payment section before processing the pay period.

The below entered statutory payment to date values are already paid to the employee, for future statutory payments enter or add statutory payment details in the Other Payment section in the application.

EE162 SAP TD

You may enter the Statutory Adoption Pay amount paid to date if the employee has received SAP.

Data Specification :

1. Numeric characters must be used.
2. A thousand comma separator within the figure is not allowed.

EE163 SPP (Birth) TD

You may enter the amount paid to date if the employee has received Statutory Paternity Pay (Birth). The employee must have worked for you to get SPP and paternity leave.

Data Specification :

1. The employee must have been employed by you for at least 26 weeks up to the end of the qualifying

week, and

2. The employee must continue to work for you right up until the date the baby is born. If either of these conditions are not satisfied they are not entitled to Statutory Paternity Pay or leave.
3. Numeric characters must be used.

EE164 SPP (Adoption) TD

You may enter the amount paid to date if the employee has received Statutory Paternity Pay (Adoption). The employee must have worked for you to get SPP and paternity leave.

Data Specification :

1. The employee must have been employed by the same employer for at least 26 weeks up to the end of the week the adopter was told they had been matched with a child or received official notification, or by the time they want their SPP to start, and
2. The employee must continue to work for the same employer right up until the date the child is placed with the adopter or until the date the child enters the UK for adoption abroad. If either of these conditions is not satisfied they are not entitled to statutory Paternity Pay or leave.
3. Numeric characters must be used.

EE165 ASPP (Birth) TD

You may enter the amount paid to date if the employee has received Additional Statutory Paternity Pay (Birth). Your employee may be entitled to Additional Statutory Paternity Pay (ASPP) if their partner has a baby or adopts a child and is entitled to Statutory Maternity Pay (SMP), Maternity Allowance (MA) or Statutory Adoption Pay (SAP).

EE166 ASPP (Adoption) TD

You may enter the amount paid to date if the employee has received Additional Statutory Paternity Pay (Adoption). Your employee may be entitled to Additional Statutory Paternity Pay (ASPP) if their partner has a baby or adopts a child and is entitled to Statutory Maternity Pay (SMP), Maternity Allowance (MA) or Statutory Adoption Pay (SAP).

EE167 Partner NINO (Conditionally Mandatory)

You must enter the partner's NI Number for Additional Statutory Paternity Pay claims. Please note this field is conditionally mandatory. This field must be filled if the employee has a ASPP claims.

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 ".

EE168 Partner Initials

You may enter the initials of the Partner. E.g.: Mr, Mrs, Miss, Ms.

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.

EE169 Partner Surname (Conditionally Mandatory)

You must enter the Partner's Surname. This field is conditional mandatory.

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.

The length should not exceed 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.

EE170 Partner First Forename (Conditionally Mandatory)

You must enter the Partner's first forename. This field is conditional mandatory.

Data Specification :

1. First character must be an alphabet.
2. You should only use the characters defined in the Schema i.e, A-Z upper or lower case, hyphen and apostrophe.
3. The length should 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.

Please note, if the employee's First forename has a space in between, we will add a hyphen onto it, in order to avoid the e-filing validation rejection. Should you think this is not appropriate, you must ensure that the forename does not contain a space.

EE171 Partner Second Forename

You may enter the Partner's Second forename.

Data Specification :

1. First character must be an alphabet.
2. You should only use the characters defined in the Schema i.e, A-Z upper or lower case, hyphen and apostrophe.
3. The length should 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.

Please note, if employee's Second forename has a space in between, we will add a hyphen onto it, in order to avoid the e-filing validation rejection. Should you think this is not appropriate, you must ensure that the second forename does not contain a space.

M Employee Emergency Contact Details

EE172 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.

EE173 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.

EE174 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.

EE175 Emergency Contact Person Address Line 2

You may enter the employee's Emergency contact person address

EE176 Emergency Contact Person Address Line 3

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

EE177 Emergency Contact Person Address Line 4

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

EE178 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.

EE179 Emergency Contact Person Country

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

EE180 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.

EE181 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.

EE182 Emergency Contact Person E-Mail

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

N Other Optional Employee data

EE183 Employee Unique Reference

You may enter the additional Employee Unique Reference. This field is optional. Please note that the value can be alphanumeric and should not exceed 50 characters in length.

Please note, this value is only a cross reference to the uploaded or migrated employee data.

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