Instruction Document - Employee Details

Please Note:-

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

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

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

A1. Employee's Works No.

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

A2. Employee's Title

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

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

A3. Employee's Surname

Enter here the employee's Surname.

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

The length should not exceed more than 35 characters.

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

1. Please do not include leading or trailing spaces when you enter the Surname. For example if the Surname is O'Connor, do not include space before O'Connor or after O'Connor
2. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe. For example in a surname the apostrophe must be entered as O'Connor, not as O`Connor
3. leading spaces.
4. * asterisk

5. 0 zero (in place of the alphabet O) - the first character must be alpha.

A4. Employee's Forename

Enter here the employee's first name.

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

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

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

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

A5. Employee's Second Forename

Enter here the employee's Second forename.

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

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

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

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
2. **.** full stop
3. , comma
4. _ underscore
5. **( )** opening and closing parenthesis

6. **/** Forward slash

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

8. 1 2 3 numbers

9. ***** asterisk

10. **?** question mark.

A6. Employee's Gender

Enter here the employee's appropriate gender.

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

1. Must be completed if the National Insurance Number is

not known.

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

3. If "employees gender" is male the "NI category" must not contain "B", "E", "G", "K", "O" or "T".

A7. Employee's Date of Birth

Enter here the date of birth of the employee.

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

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

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

1. Must be completed if the National Insurance number is

not known.

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

3. Must be today or earlier.

A8. Employee's Marital Status

Enter here the employee's Marital Status.

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

Must be any of the following character "**D**" – Divorced, "**M**" – Married, "**S**" – Single, "**W**" – Widowed.

A9. Employee's Address (Line 1)

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

Please note the following when you enter the address

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

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

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

A10. Employee's Address (Line 2)

Enter here the employee's address

A11. Employee's Town / City
Enter here the employee's town / city

A12. Employee's County
Enter here the employee's county

A13. Employee's Post Code
Enter here the postcode of the employee's address. Eg.EP1 3SO

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

A14. Employee's Country
Enter here the employee's Country. Eg. United Kingdom or UK.

A15. Employee's Pay Frequency
Enter here the employee's payment frequency i.e how frequently this employee was paid. Eg. If the employee is paid monthly, enter "M" (Month).

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

Must be any of the following character "**F**" - 4 Weekly, "**M**" – Monthly, "**N**" - 2 Weekly, "**W**" – Weekly.

A16. Employee's Designation
Enter here the employee's Designation. Employee or Director

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

Must be any of the following characters "**D**" – Director, "**DE**" - Director as Employee, "**E**" – Employee, "**SE**" - Student Employee.

A17. Employee's Directorship Start Date
Enter here the employee's Directorship Start date.

Please note this field is conditionally mandatory.

This field must be filled if the employee's designation is either of these "**D**" – Director, "**DE**" - Director as Employee.

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

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

A18. Employee's Employment Start Date
Enter here the employee's employment Start date.

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

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

A19. Employee's NI Number
Enter here the employee's National Insurance number (NINo). If the NI number is not known leave it blank.

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

Other reasons for failure are listed below:

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

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

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

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

5. NOTKNOWN or NOT KNOWN are not valid entries

A20. Employee's NI Category Code

Enter here the employee's Ni Category Code.

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

Must be any of the following characters:-

1. "A" - Standard Rate Contribution

2. "B" - Reduced Rate Contribution

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

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

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

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

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

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

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

10. "J" - Deferred Contributions

11. "X" - Zero Rated.

A21. Employee's Tax Code

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

A22. Employee's W1M1 Indicator

Enter here the employee's W1M1 Indicator.

State whether the employee's is taxed on a week 1 or month 1 basis , Enter "Y" – Yes (non-cumulative), otherwise enter "N" – No.

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 'N'.

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.

A23. Employee's Student Loan Indicator
Enter here the employee's student loan Indicator.

State whether the employee as a student has availed Loan or not, Enter "**Y**" - Yes, otherwise enter "**N**" – No.

A24. Employee's Student Loan Amount
Enter here the employee's student loan Amount. If employed as Student Employee and Student Loan Indicator is set to "**Y**", Otherwise enter 0 (Zero).

A25. Employee's University / College Name
Enter here the employee's University / College Name.

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

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

A26. Employee's Work Type
Enter here the employee's Work Type. Enter the type of work this employee has been employed to do. Special PAYE rules applies to Harvest and Casual workers.

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

Must be any of the following character "**C**" - Casual Worker, "**H**" - Harvest Casual, "**N**" – Normal.

A27. Employee's Payment Method
Enter here the employee's Payment Method.

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

Must be any of the following characters "**BACS**" – BACS, "**CHQ**" – Cheque, "**CSH**" – Cash, "**IOL**" - Internet Payment.

A28. Employee's Department Name
Enter here the employee's Department Name.

Enter department name that the employee will be working in.

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

Enter any of the following predefined department names "**Admin**", "**Sales & Marketing**", "**Finance & Account**", "**Operation / Production**",

"**Support**", or any user defined (Check your Chart of Setup option for department names).

A29. Employee's Cost Center Name

Enter here the employee's Cost Center Name.

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

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

A30. Employee's Holiday Scheme Name

Enter here the employee's Holiday Scheme Name.

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

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

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

A31. Employee's Tel. No.

Enter here the employee's Telephone Number.

A32. Employee's Mobile No.

Enter here the employee's Mobile number.

A33. Employee's Payroll E-Mail

Enter here the employee's E-Mail ID.

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

A34. Employee's Contact Person Name

Enter here the employee's contact person name.

A35. Employee's Contact Person Relationship

Enter here the employee's contact person relationship.

A36. Employee's Contact Person Address Line 1

Enter here the employee's contact person address.

Please note the following when you enter the address

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

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

spaces.

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

A37. Employee's Contact Person Address Line 2
Enter here the employee's contact person address

A38. Employee's Contact Person Town / City
Enter here the employee's contact person town / city

A39. Employee's Contact Person County
Enter here the employee's contact person county

A40. Employee's Contact Person Post Code
Enter here the postcode of the employee's contact person. Eg.EP1 3SO.

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

A41. Employee's Contact Person Country
Enter here the employee's contact person Country

A42. Employee's Contact Person Telephone 1
Enter here the employee's contact person Telephone (primary).

A43. Employee's Contact Person Telephone 2
Enter here the employee's contact person Telephone (alternate).

A44. Employee's Contact Person E-Mail 1
Enter here the employee's contact person E-Mail (primary).

A45. Employee's Bank Name
Enter here the employee's Bank name with which your employee has an account.

A46. Employee's Bank Sort Code
Enter here the employee's Bank Sort Code.

A47. Employee's Bank Account Number
Enter here the employee's Bank Account Number.

A48. Employee's Bank Account Name
Enter here the employee's Bank Account Name. The name shown on the employee's bank account.