

Supporting Document - P46 Employee In Year Document

Please Note: Labels marked in **Red** in this document indicates mandatory fields and should be completed (filled up) in the spreadsheet.

C1 Title : (Optional)

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

Please note,

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, space, hyphen, full stop and apostrophe.
3. The length should not exceed 35 characters.

C2 First Forename : (Mandatory)

Enter here the employee's first name. This field is mandatory.

Please note,

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, space, hyphen, full stop 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.

C3 Second Forename : (Optional)

Enter here the employee's Second forename.

Please note,

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, space, hyphen, full stop 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.

C4 Surname : (Mandatory)

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

Please note,

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, space, 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 Surname.

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.
10. . full stop.

C5 Address Line 1 : (Mandatory)

Enter here the employee's address Line 1. This field is mandatory.

Please note the following when you enter the address

1. A single address line can contain a maximum of 35 characters including spaces.
2. Enter at least two Address lines i.e Address Line 1 and 2.

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

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.

C6 Address Line 2 : (Mandatory)

Enter here the employee's address Line 2. This field is mandatory.

Please note,

1. The length should not exceed 35 characters including spaces.
2. Please do not enter any invalid characters as listed for employee's Address Line 1.

C7 Address Line 3 : (Optional)

Enter here the employee's address Line 3, if present.

Please note,

1. The length should not exceed 35 characters including spaces.
2. Please do not enter any invalid characters as listed for employee's Address Line 1.

C8 Address Line 4 : (Optional)

Enter here the employee's address Line 4, if present.

Please note,

1. The length should not exceed 35 characters including spaces.
2. Please do not enter any invalid characters as listed for employee's Address Line 1.

C9 Postcode : (Optional)

Enter here the postcode of the employee's address , if present.
e.g. EP1 3SO.

Please note ,

1. It must contain alphanumeric characters only. Space is allowed.

2. The length should not exceed 10 characters.

C10 Country : (Optional)

Enter here the Country of the employee's address

Please note ,

1. The length should not exceed 35 characters.
2. Please do not enter any invalid characters as listed for employee's Address Line 1.

C11 Works Number : (Optional)

Enter here the employee's Works Number. Please note that the employee's Works Number should not exceed 35 characters.

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

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

C12 NI Number : (Optional)

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

Please note, the NINO must follow the acceptable format as below :

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 ".

C13 Date of Birth : (Optional)

Enter here the date of birth of the employee.

Please note,

1. It must be a valid calendar date .The date can be in a **YYYY-MM-DD or DD/MM/YYYY or DD/MM/YY** format.
2. It must be today or earlier.

C14 Gender : (Optional)

Enter here the employee's gender.

Please note,

1. If present, it must be entered as 'Male' or 'M' or 'Female' or 'F'.

C15 Job Title : (Optional)

Enter here the employee's job title in the new employment. Please note that the employee's Job title should not exceed 35 characters.

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

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

C16 Start Date : (Mandatory)

Enter here the date from which the employee started working for you (new

employment). This field is mandatory.

Please note,

1. It must be a valid calendar date. The date can be in a **YYYY-MM-DD** or **DD/MM/YYYY** or **DD/MM/YY** format.
2. It must be in current tax year or earlier.

C17 Tax code in use : (Optional)

Enter here the employee's Tax Code in use .

Please note the following when you enter the Tax Code.

1. The Tax Code must be a minimum of 2 characters and a maximum of 7 in length, i.e. 451L
2. A leading zero is only allowed with OT.
3. The "week 1/month 1 indicator" should be included if applicable.

Common errors while entering Tax code are below :

1. K entered after the number i.e. 123K – should be entered as K123
2. DO & OT should be entered as D0 & 0T (0 zero not alpha)
3. Leading zeros – 00495L should be entered as 495L
4. Leading zeros after K – K00123 should be entered as K123
5. H codes i.e. 456H is no longer a valid tax code
6. W,X,WK1,/1. These are examples of letters shown after the Tax Code to denote a week 1 basis i.e. 345LWK1. None of these are allowed
7. NI is a payroll indicator. It is not a valid Tax Code.

C18 Week1/Month1 Indicator (Yes/No) : (Optional)

Enter here Week1/Month1 indicator, for employee's Tax code in use.

If the employee's Tax code is operated on a week 1 or month 1 basis (non-cumulative), then enter 'Yes' or 'Y'. Otherwise enter 'No' or 'N' or leave it blank, if the employee is taxed on a cumulative 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.

When a code is operated on a cumulative basis, the earnings of the employee in the tax year are added up and tax is calculated on the total cumulative earnings of the employee.

Please note that the indicator must be given only if employee Tax code in use is present.

C19 Student Loan : (Optional)

State whether the employee is making student loan payments. If yes, enter 'Yes' or 'Y', else leave it blank.

C20 Statement Ticked (A, B or C) : (Mandatory)

Enter A or B or C, whichever is appropriate for your employee. This field is mandatory.

Enter **A** if you operate emergency Tax code on a cumulative basis, for the employee .

Enter **B** if you operate emergency Tax code on a non-cumulative Week1/Month1 basis, for the employee.

Enter **C** if you operate Tax code BR, for the employee.