Instruction Document - Employee Details

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

Employer Section :

U1 **Employer Name :** (Mandatory)

Enter here the Employer Name. This field is mandatory. Please note the length should not exceed 35 characters.

U2 **PAYE Reference (Tax Office Number / Tax Office Reference) :** (Mandatory)

Enter here the PAYE reference of the Employer. This field is mandatory.

U3 **Employer Email :** (Optional)

Enter here the employer's E-Mail ID. This field is optional.

U4 **Address Line 1 :** (Mandatory)

Enter here the employer's Address Line 1. This field is mandatory. Please note the length should not exceed 35 characters.

U5 **Address Line 2 :** (Optional)

Enter here the employer's Address Line 2. This field is optional. Please note the length should not exceed 35 characters.

U6 **Address Line 3 :** (Optional)

Enter here the employer's Address Line 3. This field is optional. Please note the length should not exceed 35 characters.

U7 **Address Line 4 :** (Optional)

Enter here the employer's Address Line 4. This field is optional. Please note the length should not exceed 35 characters.

U8 **Post code :** (Optional)

Enter here the employer's Post code. This field is optional. Please note the length should not exceed 8 characters.

U9 **Country :** (Optional)

Enter here the employer's country. This field is optional. Please note the length should not exceed 35 characters.

U10   Telephone :   (Optional)

Enter here the employer's Telephone. This field is optional. Please note the length should not exceed 35 characters.

U11   Fax :   (Optional)

Enter here the employer's Facsimile. This field is optional. Please note the length should not exceed 35 characters.

U12   Website :   (Optional)

Enter here the employer's Website details. This field is optional. Please note the length should not exceed 100 characters.

Employee Section :

V1   eDoc Reference :   (Optional)

Enter here the employer Serial No. Please note that the serial number should be numeric and should not exceed 10 characters in length.

V2   Employee E-Mail :   (Optional)

Enter here the employee's E-Mail ID. This field is optional.

To enable your employee's account for this service, 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. Please note the length should not exceed 100 characters.

V3   Date of Birth :   (Optional)

Enter here the employee's Date of Birth. This field is optional. Please note that the date of birth must be a valid calendar date and can be in **YYYY-MM-DD,** or **DD/MM/YYYY,** or **DD/MM/YY** format .

V4   NI Number :   (Mandatory)

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

V5   Works Number :   (Optional)

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 20 characters in length.

V6   Title :   (Optional)

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 4 characters.

V7   Surname : (Mandatory)

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

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

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

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

1. ` 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

2. leading spaces.

3. * asterisk

4. 0 zero (in place of the alphabet O) - the first character must be alpha.

V8   First Forename :   (Optional)

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 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

V9   Second Forename :   (Optional)

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 35 characters.

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

` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.

1. **.** full stop

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.

V10   Address Line 1 :   (Optional)

Enter here the employee's address. This field is optional. Please note that the length should not exceed 35 characters.

V11   Address Line 2 :   (Optional)

Enter here the employee's address line 2. Please note that the length should not exceed 35 characters.

V12   Address Line 3 :   (Optional)

Enter here the employee's town / city. Please note that the length should not exceed 35 characters.

V13   **Address Line 4 :**   (Optional)

Enter here the employee's county. Please note that the length should not exceed 35 characters.

V14   **Post Code :**   (Optional)

Enter here the postcode of the employee's address. Eg.EP1 3SO

Please note that the length should not exceed 8 characters.

V15   **Country :**   (Optional)

Enter here the employee's Country. Eg. United Kingdom or UK. Please note that the length should not exceed 35 characters.

V16   **Tax Code :**   (Optional)

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

V17   **Payment Method :**   (Optional)

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, Cheque, Cash, Internet Payment.

V18   **Payment Frequency :**   (Optional)

Enter here the employee's payment frequency.

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

Must be any of the following 4 Weekly, Monthly, 2 Weekly, Weekly.

V19   **Week1 / Month1 Indicator (Yes/No) :**   (Optional)

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.

V20   Process Date :   (Optional)

Enter here the employee's pay process date.

V21   Pay Period :   (Optional)

Enter here the employee's pay period.

V22   Payslip From Date :   (Optional)

Enter here the employee's payslip from date.

V23   Payslip To Date :   (Optional)

Enter here the employee's payslip to date.

V24   Total Payments :   (Optional)

Enter here the employee's total payments.

V25   Total Deductions :   (Optional)

Enter here the employee's total deductions.

V26   Net payment :   (Optional)

Enter here the employee's net payment

V27   Current Gross For PAYE :   (Optional)

Enter here the employee's current gross for PAYE

V28   Current gross for NIC :   (Optional)

Enter here the employee's current gross for NIC

V29   Total Gross TD :   (Optional)

Enter here the employee's total gross TD

V30   Gross for Gross for PAYE Tax TD :   (Optional)

Enter here the employee's gross for PAYE Tax TD

V31   Gross for NI TD :   (Optional)

Enter here the employee's gross for NI TD

V32   PAYE Tax Paid TD :   (Optional)

Enter here the employee's PAYE Tax Paid TD

V33   Employee NI Paid TD :   (Optional)

Enter here the employee's NI Paid TD

V34   Employer NI Paid TD :   (Optional)

Enter here the employer NI paid TD

V35   Holidays Accrued TD :   (Optional)

Enter here the employee's holidays accrued TD

V36   Holiday Balance :   (Optional)

Enter here the employee's holiday balance

V37   Display Holiday Record (Yes/No) :   (Optional)

Enter here display holiday record

V38   Payslip Message :   (Optional)

Enter here Payslip Message

V39   Payment Item 1 Name :   (Optional)

Enter here the employee's payment item

V40   Payment Item 1 Value :   (Optional)

Enter here the employee's payment value

V41   Payment Item 2 Name :   (Optional)

Enter here the employee's payment item

V42   **Payment Item 2 Value :** (Optional)

Enter here the employee's payment value

V43   **Payment Item 3 Name :** (Optional)

Enter here the employee's payment item

V44   **Payment Item 3 Value :** (Optional)

Enter here the employee's payment value

V45   **Payment Item 4 Name :** (Optional)

Enter here the employee's payment item

V46   **Payment Item 4 Value :** (Optional)

Enter here the employee's payment value

V47   **Payment Item 5 Name :** (Optional)

Enter here the employee's payment item

V48   **Payment Item 5 Value :** (Optional)

Enter here the employee's payment value

V49   **Deduction Item 1 Name :** (Optional)

Enter here the employee's deduction item

V50   **Deduction Item 1 Value :** (Optional)

Enter here the employee's deduction value

V51   **Deduction Item 2 Name :** (Optional)

Enter here the employee's deduction item

V52   **Deduction Item 2 Value :** (Optional)

Enter here the employee's deduction value

V53   **Deduction Item 3 Name :**   (Optional)

Enter here the employee's deduction item

V54   **Deduction Item 3 Value :**   (Optional)

Enter here the employee's deduction value

V55   **Deduction Item 4 Name :**   (Optional)

Enter here the employee's deduction item

V56   **Deduction Item 4 Value :**   (Optional)

Enter here the employee's deduction value

V57   **Deduction Item 5 Name :**   (Optional)

Enter here the employee's deduction item

V58   **Deduction Item 5 Value :**   (Optional)

Enter here the employee's deduction value