

## Instruction Document – WNU Employee

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

### **L1 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.

### **L2 First Forename :** (Mandatory)

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

You should only use characters defined in the Schema i.e, A-Z upper or lower case, hyphen or 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.

### **L3 Second Forename :** (Optional)

Enter here the employee's Second forename.

You should only use the characters defined in the Schema i.e, A-Z upper or lower case, hyphen or 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.

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.

### **L4 Surname :** (Mandatory)

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

**L5 NI Number :** (Mandatory)

Enter here the employee's National Insurance number (NINO). This field is mandatory.

Please note, the NINO must follow the acceptable format:

1. characters 1 & 2 must be alpha and must be one of the issued National Insurance Number prefixes.
2. characters 3 - 8 must be numeric.
3. character 9 must be alpha in the range A -D or a space.

**L6 Old Works Number :** (Optional)

Enter here the employee's Old Works Number. Please note that this field can be alphanumeric and should not exceed 20 characters.

**L7 New Works Number :** (Mandatory)

Enter here the employee's New Works Number. This field is mandatory.

Please note that this field can be alphanumeric and should not exceed 20 characters.