

Instruction Document – P38A Employees for 2007-08

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

S1 P38A Section : (Mandatory)

Enter here, 'A' or 'B', to indicate , if section A or section B of the P38A has been completed for the employee. This field is mandatory.

S2 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 more than 4 characters.

S3 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 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

S4 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 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.

S5 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 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.

S6 Address Line 1 : (Mandatory)

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

Please note the following when you enter the address

1. Address Line 1 is mandatory, remaining three Address lines are optional.
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.

S7 Address Line 2 : (Optional)

Enter here the employee's address line 2, if present.

S8 Address Line 3 : (Optional)

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

S9 Address Line 4 : (Optional)

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

S10 Postcode : (Optional)

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

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

S11 Country : (Optional)

Enter here the Country of the employee's address

S12 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:

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.

For Example: Two alpha (AA) six digits (123456) one alpha (A, B, C, D or space)
"AA123456A" or "BB123456 " (the suffixes M, F and P are not allowed).

S13 Work Type : (Mandatory)

Enter here the employee's Works Type. Please note that the employee's Works Type can

be alphanumeric and should not exceed 35 characters. E.g.: Cleaner, Helper.

S14 Start Date : (Optional)

Enter here the employee's Start date, or Date of Starting.

The date can be in a **YYYY-MM-DD, or DD/MM/YYYY, or DD/MM/YY** format .

S15 End Date : (Optional)

Enter here the employee's End date, or Date of Leaving.

The date can be in a **YYYY-MM-DD, or DD/MM/YYYY, or DD/MM/YY** format .

S16 Pay : (Mandatory)

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