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.

E1. Serial No.

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

E2. PAYE Reference (Tax Office Number / Tax Office Reference)

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

E3. Employer Name

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

E4. 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

E5. 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.

E6. Employee's E-Mail ID

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

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.

E7. 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.

E8. Employee's First 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

E9. 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.

E10. 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.

E11. Employee's Address Line 1

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

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.

E12 Address Line 2
Enter here the employee's address

E13. Address Line 3 (Town / City)
Enter here the employee's town / city

E14. Address Line 4 (County)
Enter here the employee's county

E15. 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.

E16. Employee's Country
Enter here the employee's Country. Eg. United Kingdom or UK.

E17. Employee's Telephone
Enter here the employee's Telephone Number.

E18. Employee's Mobile
Enter here the employee's Mobile number.

E19. Employee's Tax Code
Enter here the employee's Tax Code, specified by HMRC.

E20. Pay 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.

E21. 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.

E22. 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.

E23. Process Date

Enter here the employee's pay process date.

E24. Pay Period

Enter here the employee's pay period.

E25. Payslip From Date

Enter here the employee's payslip from date.

E26. Payslip To Date

Enter here the employee's payslip to date.

E27. Payment Item 1 Name

Enter here the employee's payment item

E28. Payment Item 1 Value

Enter here the employee's payment value

E29. Payment Item 2 Name

Enter here the employee's payment item

E30. Payment Item 2 Value

Enter here the employee's payment value

E31. Payment Item 3 Name

Enter here the employee's payment item

E32. Payment Item 3 Value

Enter here the employee's payment value

E33. Payment Item 4 Name

Enter here the employee's payment item

E34. Payment Item 4 Value

Enter here the employee's payment value

E35. Payment Item 5 Name

Enter here the employee's payment item

E36. Payment Item 5 Value

Enter here the employee's payment value

E37. Payment Item 6 Name

Enter here the employee's payment item

E38. Payment Item 6 Value

Enter here the employee's payment value

E39. Payment Item 7 Name

Enter here the employee's payment item

E40. Payment Item 7 Value

Enter here the employee's payment value

E41. Payment Item 8 Name

Enter here the employee's payment item

E42. Payment Item 8 Value

Enter here the employee's payment value

E43. Payment Item 9 Name

Enter here the employee's payment item

E44. Payment Item 9 Value

Enter here the employee's payment value

E45. Payment Item 10 Name

Enter here the employee's payment item

E46. Payment Item 10 Value

Enter here the employee's payment value

E47. Deduction Item 1 Name

Enter here the employee's deduction item

E48. Deduction Item 1 Value

Enter here the employee's deduction value

E49. Deduction Item 2 Name
Enter here the employee's deduction item

E50. Deduction Item 2 Value

Enter here the employee's deduction value

E51. Deduction Item 3 Name
Enter here the employee's deduction item

E52. Deduction Item 3 Value

Enter here the employee's deduction value

E53. Deduction Item 4 Name
Enter here the employee's deduction item

E54. Deduction Item 4 Value

Enter here the employee's deduction value

E55. Deduction Item 5 Name
Enter here the employee's deduction item

E56. Deduction Item 5 Value

Enter here the employee's deduction value

E57. Deduction Item 6 Name
Enter here the employee's deduction item

E58. Deduction Item 6 Value

Enter here the employee's deduction value

E59. Deduction Item 7 Name
Enter here the employee's deduction item

E60. Deduction Item 7 Value

Enter here the employee's deduction value

E61 Deduction Item 8 Name
Enter here the employee's deduction item

E62. Deduction Item 8 Value

Enter here the employee's deduction value

E63. Deduction Item 9 Name
Enter here the employee's deduction item

E64. Deduction Item 9 Value

Enter here the employee's deduction value

E65. Deduction Item 10 Name
Enter here the employee's deduction item

E66. Deduction Item 10 Value

Enter here the employee's deduction value

E67. Net payment
Enter here the employee's net payment

E68. Current Gross For PAYE

Enter here the employee's current gross for PAYE

E69. Current gross for NIC
Enter here the employee's current gross for NIC

E70. Total Gross TD
Enter here the employee's total gross TD

E71. Gross for Gross for PAYE Tax TD
Enter here the employee's gross for PAYE Tax TD

E72. Gross for NI TD

Enter here the employee's gross for NI TD

E73. PAYE Tax Paid TD

Enter here the employee's PAYE Tax Paid TD

E74. Employee NI Paid TD

Enter here the employee's NI Paid TD

E75. Employer NI Paid TD

Enter here the employer NI paid TD

E76. Holidays Accrued TD

Enter here the employee's holidays accrued TD

E77. Holiday Balance

Enter here the employee's holiday balance

E78. Display Holiday Record

Enter here display holiday record