

Employee Migration Instruction Document - Employee Details

1. Migrating to our application

Migrating to our application is very simple. If you want to port to our payroll system from any other manual system or software package, for that you need to migrate your existing employees' details on to our system. You can migrate all your employees' in a single upload process using a spreadsheet at any point of time within a tax year.

Our application supports 2 ways of employee migration :

- (i) Create employee using Add New Employee option or using spreadsheet.
- (ii) Create and Import all the employees' pay details in one shot using the spreadsheet.

The employee migration spreadsheet is quite user friendly. The columns are linked with a quick help for your ease and you can also look into this instruction document for further clarifications.

2. Migrating employees' of different bureau clients in bulk

You can migrate employees' from other packages in bulk using our spreadsheet. Each time you create a new client, a unique client reference number should be entered for that client. This is a key to identify the client for employee migration. Using this key the associated employee's would be created under respective client. This helps you to migrate multiple clients employee in a single upload process.

You can enter the Bureau Client reference number in the first column of employee migration spreadsheet. This is a key to identify the client. You could upload multiple clients employee in a single spreadsheet with their unique client reference associated to each employee.

Please note employees' can be migrated into Bureau application in two different ways

1. 'Import Data' menu item under 'Others' Menu in the tasking zone. Here you can import the employees of that particular Client/Employer only.
(Road Map: Others->Import)
2. 'Import Data' enter button under 'Bureau Details' in Bureau Main Page. Here you can import employees' for any Client/Employer under Bureau at the same time.
(Road Map: Bureau Main Page >Bureau Details>Sign In password->Import Data)

Before you start:

- ✓ Do not modify the first four rows data - 'EE0 Document Id'.
- ✓ Read the first 8 set of notes thoroughly, to avoid further confusion about data migration.
- ✓ You can refer the spreadsheet quick tips linked with the columns for your assistance.
- ✓ It is advisable to refer the instruction document when you fill up the employee migration spreadsheet.
- ✓ Do not assume anything by yourself while you fill up the spreadsheet.
- ✓ It is recommended to review each and every entry you make in the spreadsheet to avoid mistakes.
- ✓ Save the spreadsheet in .csv format because you are allowed to upload only CSV file.

Important notes for your reference

(1) Labels marked with '*' in this document indicate **mandatory** fields and should be completed (filled in) in the spreadsheet.

(2) Labels marked with '*' in this document indicate conditionally mandatory fields. That means, depending on the value of some other fields, these fields will be made mandatory.

(3) **Please note** the points mentioned below when you migrate the employee details to our application using this spreadsheet

- When you view the payslip of the last pay period (as mentioned in the spreadsheet) of the migrated employee, the **Total Deductions** and **Net Payment** will not display the current pay period values. The values will be derived and calculated for future pay periods correctly once you process the payrun for this migrated employee in our application.
- The '**Amount to Pay to Employee**' value under Current Payslip - View / Print > Employee Payment / Payslip report list page will also display the Year To date value as mentioned in the spreadsheet and not the current pay period value.
- The '**Payment**' and '**Deduction**' section in the Employee Pay Summary Page under Reports > Other Reports > Misc Reports > Pay Summary will not display the current pay period values. The values will be derived and calculated for future pay periods correctly once you process the payrun for this migrated employee in our application.
- The '**Dashboard**' section, the indicators under columns 'Payrun Processed', 'Pre-Ytd Reports', 'YTD Committed', along with other columns will not change from **red X** mark to **green** tick mark or vice versa.
- In order to **e-file FPS, EPS** or to view pay related reports for those employee's migrated using our spreadsheet, at least one pay period should be processed in our application.
- The employee's data will be validated against rules specific to the tax year in which the Employer or Bureau or Multisite HO operates. For example if Bureau Employer is in tax year 2015-16, then employee's data will be validated based on 2015-16 tax year rules.
- Please note, if the migrated employee already has a salary sacrifice pension, you need to select "**Yes**" from the drop down under the option "I wish to adopt Salary Sacrifice for this employee's AE pension" before processing the pay period. Follow the road map below:
Employee->View/Edit employee->View/Edit pension->Employee AE Pension Details
- The salary sacrifice items that are to be processed for future pay periods of the employee who is being migrated, you need to enter or add the respective salary sacrifice deduction details in the Deduction & Pension section before processing the pay period.
- The small loan deductions that are to be processed for future pay periods of the employee who is being migrated, you need to enter or add the respective small loan deduction details in the Deduction & Pension section before processing the pay period.
- The statutory payments that are to be processed for future pay periods of the employee who is being migrated, you need to enter or add the respective statutory payment details in the Other Payment section before processing the pay period.
- Assume that at-least one pension scheme is created by the employer. Then the first created pension scheme will be automatically assigned by default to the eligible employees. If the default scheme has to be changed to any other scheme in the list, it can be done in View/Edit Pension under View/Edit Employee Details.
- When an employee is migrated without pay data, his/her pay can be processed for any pay period. For example an employee migrated in 12th month can be processed for month 1 or 2 if required.
- When an employee is migrated with pay data, further his/her pay can only be processed after the

last pay processed period. For example an employee's last pay processed period is 4th and is migrated, you can only process pay from 5th period onwards.

- Numeric figures should not have a thousand comma separator within the figures.

(4) **Please note** the below points when you are migrating the employee details to our application using this spreadsheet:

- Enter the values from EE1 to EE90 which are required. Field EE59 is for Holiday balance days brought forward, enter values if any, for the current employment only.
- You cannot enter both P45 Part 3 (EE60 to EE69) and P46 (EE70) details for a single employee. If you enter the P45 Part 3 details then any value entered in P46 fields will be ignored. Ensure that you do not fill EE59 (Holiday balance days brought forward) if the employee is a P45 Part 3 employee.
- Fields EE91 to EE138 are optional. If you are entering these details ensure that the values for the NI details should be from the previous package's Current NI Contribution To Date Values. There are four sets of NI contribution details and all these are for the current Employment only.
- Fields EE139 to EE151 are optional. If the employee is eligible for SSP or SMP pay then enter their respective data.
- Fields EE152 to EE187 – Total Pay-to Date values like Gross Pay, Tax, Nic, etc.. The values for the Total Gross Pay TD should be from the previous package's Total Pay To Date. This is for the Current Employment only.
- Field EE199 (optional) is a unique employee reference as an identifier for the uploaded employee data.
- Field EE160 - Enter the sum of main pension contribution TD and salary sacrificed pension contribution TD (if opted).

(5) **Please note** the below points when you are migrating the employee who has P45 Part 3 / P46 details to our application using this spreadsheet:

- Enter the values from EE1 to EE90 which are required.
- For an employee who has P45 Part 3, enter the P45 Part 3 (Fields EE60 to EE69) details of the employee, along with other details up to field EE90.
- For an employee who has P46, enter Field EE70 along with Fields EE42, EE37, EE38 and EE39 details.
- Please do not enter both P45 Part 3 (EE60 to EE69) and P46 (EE70) details for a single employee.
- Please do not enter the values for Previous package's Current NI Contribution (Fields EE91 to EE138 and Total Pay-to Date values (Fields EE152 to EE187)).

(6) **Please note** we do not migrated employees' for whom SSP/SMP/SAP/ShPP Payments are paid and having payment frequency as Quarterly or Bi-annual or Annual.

(7) **Please note** that this document is separated into the following sections :

- A. [Employer Details Section.](#)
- B. [Employee Personal Details Section](#)
- C. [Employee Employment Details for payroll purposes](#)
- D. [Other Employment Details for payroll purposes](#)
- E. [Employee P45 \(Part 3\) Details](#)
- F. [Employee P46 Details](#)

- G. [Employee Bank Details for payroll purposes](#)
- H. [Current NI Contribution](#)
- I. [Previous NI Contribution](#)
- J. [SSP Payment from previous package](#)
- K. [SMP Payment from previous package](#)
- L. [Total Gross Pay TD from the previous package](#)
- M. [Employee Emergency Contact Details](#)
- N. [Other Optional Employee data](#)

(8) **Important changes**

- Field EE32 Pension Death Benefit newly added.
- Field EE44 Student Loan Plan Type newly added.
- Fields for Current and Previous NI Contribution are modified for new requirement.

A Employer Details Section

EE1 Employer / Client/ Branch Reference (Mandatory)

If you have to migrate the employee details to our application using the spreadsheet then the Reference number will be mandatory for all the individuals mentioned,

1. An Employer under the individual Company
2. A Client under the pay bureau/Agent and
3. A Branch under Multisite company.

Please note, You need to enter the reference number which you have entered during the Client creation under the Bureau or Branch creation under the Multisites service. In case, If you have forgotten to provide the reference number at the time of creation, You may still edit the Client details or Branch details to add or update reference number.

Please note, Payroll users may enter the Employer's PAYE reference number in this field.

Data Specification:

1. The length must not exceed 20 characters.
2. You should only use alphanumeric characters.

EE2 Employer / Client/ Branch Name (Mandatory)

The Employer / Client / Branch Name is mandatory. Please note, this is only for your reference.

Data Specification:

1. The length must not exceed 35 characters.
2. You should only use alphanumeric characters.

Please note, the columns EE1 and EE2 are mandatory for Bureau and Multisites users for uploading the employee details.

B Employee Personal Details Section

EE3 Employee Works Number / Payroll ID (Mandatory)

The employee's Works Number is mandatory. The employee's works number is also referred to as the payroll number or payroll ID. It cannot be left blank.

Data Specification:

1. The length must not exceed 20 characters.
2. You should only use the characters defined in the Schema i.e, Any of A-Z, a-z, 0-9, space or ., -() / = ! " % & * ; < > ' + : ?

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

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.

EE4 Title (Mandatory)

Enter here the title of the employee. It cannot be left blank.

Data Specification :

1. No 'spaces' are allowed between any characters
2. The length must not exceed 4 characters, for e.g Mr, Mrs, Miss, Ms, Dr, Sir, Rev, Cllr.

EE5 Surname (Mandatory)

The employee's Surname is mandatory. Make sure that the Surname or family name is spelt correctly

and in the correct field. It cannot be left blank.

Data Specification :

1. First character must be an alphabetical letter.
2. The length must not exceed 35 characters.

Please note, 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. , comma, _ underscore, () opening and closing parenthesis, / Forward slash.

4. * asterisk, ? question mark, 1 2 3 numbers, . full stop

5. 0 zero (in place of the alphabet O).

EE6 First Forename (Mandatory)

The employee's first name is mandatory. It cannot be left blank. Use your employee's first full forename and don't use nicknames or familiar names (for example, don't enter Dave instead of David or Maggie instead of Margaret). Make sure that the forename(s) are spelt correctly, recorded in the correct fields and in the correct order. Do not include extra information in this field, such as 'staff' or 'temp'.

Data Specification :

1. First character must be an alphabetical letter.
2. The length must 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, . full stop.

EE7 Second Forename

You may enter your Employee's Second forename details here. Enter your employee's second full forename, if applicable, and don't use nicknames or familiar names (for example, don't put Jim instead of James or Liz instead of Elizabeth). If there is no data, leave it blank.

Data Specification :

1. First character must be an alphabetical letter.
2. The length must 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, . full stop.

EE8 Employee Address Line 1 (Mandatory)

You should enter your Employee's address line 1 (current residential address). It cannot be left blank.

Data Specification :

1. The address can be a maximum of 4 lines excluding the postcode.
2. A single address line can contain a maximum of 35 characters including spaces.
3. Please do not enter any invalid characters listed below:
 - a. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
 - b. _ underscore, Back slash

EE9 Address Line 2 (Mandatory)

You should enter the employee's address line 2 (current residential address). It cannot be left blank.

Data Specification :

1. Follow Address Line 1.

EE10 Address Line 3

You may enter the employee's town / city. If there is no data, leave it blank.

Data Specification :

1. Follow Address Line 1.

EE11 Address Line 4

You may enter the employee's county. If there is no data, leave it blank.

Data Specification :

1. Follow Address Line 1.

EE12 Post Code (Mandatory)

You should enter the employee's address postcode. It cannot be left blank.

Data Specification :

1. It must contain alphanumeric characters only. Spaces are allowed.
2. The length should not exceed 8 characters.

EE13 Country

You may enter the employee's address Country. If no or wrong data is entered here, "**United Kingdom**" will be set as the default Country. Please find the '**Annexure 1**' for Country Names.

Data Specification :

1. It must contain characters only. Spaces are allowed.
2. The length should not exceed 35 characters.

EE14 Employee Telephone Number

You may enter the employee's Telephone Number. If there is no data, leave it blank.

Data Specification :

1. It must contain numeric characters only. Spaces are allowed.
2. The length should not exceed 35 characters.

EE15 Employee Mobile Number

You may enter the employee's Mobile Number. If there is no data, leave it blank.

Data Specification :

1. It must contain numeric characters only. Spaces are allowed.
2. The length should not exceed 35 characters.

EE16 Employee Payroll E-Mail (to be used for this service)

You may enter the Employee Payroll E-Mail address, which is to be used for this service. If you wish to enable your employee's Internet account for this service, then enter here his / her E-Mail address. If there is no data, leave it blank.

EE17 Employee Personal E-Mail

You may enter the employee's Personal E-Mail address. If there is no data, leave it blank.

EE18 Date Of Birth (DD/MM/YYYY) (Mandatory)

The date of birth of your employee is mandatory. Do not use a fictitious or default date of birth. Make sure the date of birth is shown correctly. It cannot be left blank.

Data Specification :

You must enter the Employee Date of Birth Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

Note : The date must be a valid calendar date.

EE19 Gender (male / female) (Mandatory)

The Employee Gender field is mandatory. It cannot be left blank.

The ONLY acceptable DATA for this field is one of the following :

1. Male : **Male** or **M** or **male** or **m**
2. Female : **Female** or **F** or **female** or **f**

EE20 NI Number

An employee is required by law to give you their National Insurance number, so you should ask for it as soon as they start working for you. Do not enter a made up number, use a default number or use one belonging to someone else.

Data Specification :

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".
4. If NINO is not known, you must enter first two Address Lines for the employee.
5. If there is no data, leave it blank.

EE21 Passport No

You may enter your Employee's Passport number here. However, if you have collected it as part of your checks that the employee is entitled to work in the UK, then you must enter the passport number. Enter your employee's passport number, including UK or non UK passports. If there is no data, leave it blank.

Data Specification :

1. The length of the field must not exceed 35 characters.
2. You should only use the characters defined in the Schema, i.e Any of A-Z, a-z, 0-9, space or ., - (/)=!"%&*;<>'+:?)
3. If there is no data, leave it blank

For e.g A12345BCDE / THX1138

EE22 Marital Status

You may enter the employee's Marital Status.

The ONLY acceptable DATA for this field is one of the following :

1. **Divorced** or **D**
2. **Married** or **M**
3. **Single** or **S**

4. **Widowed** or **W**
5. **Not Stated** or **X**

If no data is entered here, "**Not Stated**" or "**X**" will be set as the default value.

EE23 Nationality

You may enter the employee's Nationality. Please find the '**Annexure 1**' for Country Names

Data Specification :

1. It must contain characters only. Spaces are allowed.
2. The length should not exceed 35 characters.

C Employee Employment Details for payroll purposes

EE24 Employment Start Date (DD/MM/YYYY) (Mandatory)

The employment start date is mandatory.

Data Specification :

You must enter the employment Start date Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

If no data is entered here, **previous tax year start date** will be set as the default date. Eg. 06/04/2012 for the tax year 2013-14.

EE25 Irregular Payment Indicator (Yes/No)

You may enter the employee's Irregular Payment Indicator. If no or wrong data is entered here, "**No**" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE26 Employee Job Title

You may enter the employee's Job Title.

Data Specification :

1. The length should not exceed 50 characters.
2. 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.

EE27 Employee / Pensioner Type

You may enter the employee's Designation / what they are employed as.

The ONLY acceptable DATA for this field is one of the following :

1. **Expat Employee** or **EE**
2. **Pensioner** or **P**
3. **Bereaved Spouse** or **BP**
4. **External Contractor** or **EC**
5. **Director** or **D**
6. **Director as Employee** or **DE**

7. **Employee** or **E**
8. **Student Employee** or **SE**

If no data is entered here, "**Employee**" or "**E**" will be set as the default value.

EE28 Directorship Start Date (DD/MM/YYYY) (Conditionally Mandatory)

You must enter the employee's Directorship Start date if the Employee / Pensioner Type is either "**Director**", or "**Director as Employee**", "**D**", or "**DE**".

Data Specification :

You must enter the Directorship Start date Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

EE29 Pension Start Date (DD/MM/YYYY) (Conditionally Mandatory)

You must enter the employee's Pension Start date if the Employee / Pensioner Type is either "**Pensioner**", or "**Bereaved Spouse**", "**P**", or "**BP**".

Data Specification :

You must enter the Pension Start date Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

EE30 Annual Pension Amount (Conditionally Mandatory)

You must enter the Annual Pension Amount if the Employee / Pensioner Type is either "**Pensioner**", or "**Bereaved Spouse**", "**P**", or "**BP**".

EE31 Flexibly accessing pension rights (Yes/No)

You may enter the employee's Flexibly accessing pension rights. If no or wrong data is entered here, "No" will be set as the default value. You must enter the Flexibly accessing pension rights if the Employee / Pensioner Type is either "**Pensioner**", or "**Bereaved Spouse**", "**P**", or "**BP**".

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE32 Pension Death Benefit (Yes/No)

You may enter the employee's Pension Death Benefit. If no or wrong data is entered here, "No" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE33 Payment Method (Mandatory)

The employee's payment method is mandatory. It is how the employee is to be paid. If no or wrong data is entered here, "**Cheque**" / **CHQ** will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **BACS**
2. **Cheque** or **CHQ**
3. **Cash** or **CSH**
4. **Internet Payment** or **IOL**

EE34 Payment Frequency (Mandatory)

The employee's payment frequency is mandatory. It is how frequently this employee is paid. E.g. If the employee is paid monthly enter "**Monthly**". If no or wrong data is entered here, "**Monthly**" or "**M**" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **4 Weekly** or **F**

2. **Monthly** or **M**
3. **2 Weekly** or **N**
4. **Weekly** or **W**
5. **Quarterly** or **Q**
6. **Bi-Annual** or **H**
7. **Annual** or **Y**



You may select the "**Bi-Annual**" pay frequency only if the employee is entitled to be paid twice in a year. In case you want to pay the employees' once in a year then select "**Annual**" pay frequency.

Do not use "**Bi-Annual**" or "**Annual**" pay frequency if the employee has started working for you towards the end of the tax year and you expect to pay them more regularly than twice in a year or once a year respectively.

EE35 Number of Normal Hours Worked (A / B / C / D / E) (Mandatory)

The hours the employee has worked is mandatory. The number of hours worked by an employee determines if they are entitled to tax credits and also how much they should receive. The information helps HMRC to ensure that customers receive the right amount of tax credits they are entitled to. So, it is important that employers accurately record the number of hours that employees normally work.

For example if the employee has worked for 10 hours then enter '**A**'. If no data is entered here, '**D** – 30 hrs or more' will be set as the default value for tax year 20142015 onwards.

The ONLY acceptable DATA for this field from tax year 20142015 onwards is one of the following:

- A** – If the employee worked up to 15.99 hrs
- B** – If the employee worked for 16-23.99 hrs
- C** – If the employee worked for 24-29.99 hrs
- D** – If the employee worked for 30 hrs or more
- E** – Other, you should select this only if your employee does not have a regular pattern of employment, or if the payment relates to an occupational pension or annuity.

If no data is entered here, '**D** – 30 hrs or more' will be set as the default value.

If your employee is on paid leave, for example annual leave or sick leave, please report the normal hours worked. If you consider A, B, C or D are not appropriate then indicate **E**. For occupational pension schemes indicate '**E**' (Other).

EE36 NI Category (Mandatory)

The employee's NI Category Code is mandatory. The length of the Category letter should not be more than 1 character. If no data is entered here, Category "A" will be set as the default value. The acceptable data may vary based on the tax year rules set by HMRC.

The ONLY acceptable DATA for this field is one of the following :

A, B, C, J, X, M, Z, H

EE37 Tax Code (Mandatory)

The employee's Tax Code is mandatory. If no data is entered here, the current tax year's emergency tax code specified by the HMRC will be set as the default value. E.g. "**1100L**" for year 2016-17.

Data Specification :

1. Numbers followed by a suffix letter (L, T, M, N, P or Y), for example 870L
2. K followed by numbers, for example K73
3. BR, OT, D0, D1, NT or FT.

EE38 Week1 / Month1 Indicator (Yes/No) (Mandatory)

The week 1 or month 1 indicator is mandatory. Enter 'Yes' (non-cumulative) if paid in a week 1 or month 1 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.

If the employee is taxed on a cumulative basis, then enter 'No'. 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.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE39 Scottish Indicator (Yes/No)

You may enter the employee's Scottish Indicator. If no or wrong data is entered here, "No" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE40 Working Outside UK (Yes/No)

State whether the employee is working outside UK or not. Enter "Yes" if the employee is Working Outside UK. If no or wrong data is entered here, "No" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE41 Employee Last Tax period (Mandatory)

The employee's last processed tax period is mandatory. If no data is entered here, "0" (Zero) will be set as the default value.

Data Specification :

1. It must contain numeric characters only.
2. The length should not exceed 2 digits. E.g.: For a weekly employee tax period should not be > 53.
3. For those employee's migrating from the beginning of the tax year or new joiners, and ones who have not worked before in this organization, enter "0" (Zero).
4. For those employee's migrating in the middle of the tax year, this value should be greater than "0" (Zero).

D Other Employment Details for payroll purposes

EE42 Student Loan Indicator (Yes / No)

You may enter the employee's student loan Indicator. State whether the employee should be subject to Student Loan deductions. If no or wrong data is entered here, "No" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE43 Student Loan Start Date (DD/MM/YYYY) (Conditionally Mandatory)

You must enter the employee's student loan Start Date. Please note that this field is conditionally mandatory. This field must be filled if the Student Loan Indicator is set to "Yes".

Data Specification :

You must enter the student loan Start Date Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

EE44 Student Loan Plan Type (1 / 2)

You must enter the employee's student loan Plan Type, if the Student Loan Indicator is set to "Yes". If no or wrong data is entered here, "1" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **1**
2. **2**

EE45 University / College Name (Conditionally Mandatory)

You must enter the employee's University / College Name. Please note that this field is conditionally mandatory. This field must be filled if the employee's designation is set to "**Student Employee**" or "**SE**".

The University / College Name can contain a maximum of 70 characters including spaces.

EE46 Employee Seconded to work in UK – Type (A / B / C) (Conditionally Mandatory)

You must enter the Statement in Form P46 (Expat). Please note this field is conditionally mandatory. This field must be filled if the Employee / Pensioner Type is "**Expat Employee**", or "**EE**". It must be any of the following characters "**A**", "**B**", or "**C**", where:

A - I intend to live in the UK for 183 days or more.

B - I intend to live in the UK for less than 183 days.

C - I will be working for the employer both inside and outside the UK, but will be living abroad.

EE47 Is Employee European Economic Area citizen (Yes / No)

You may enter the European Economic Area citizen. If no or wrong data is entered here, "No" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE48 Is Employee EPM6 (Modified) Scheme Indicator (Yes / No)

You may enter the EPM6 (Modified) scheme. If no or wrong data is entered here, "No" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE49 Employee to Pay Tax (Yes/No)

Enter "Yes" if employee will pay tax on earnings. If no or wrong data is entered here, "Yes" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE50 Employee to Pay NI (Yes/No)

Enter "Yes" if employee will pay NI on earnings. If no or wrong data is entered here, "Yes" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE51 Employer to Pay NI (Yes/No)

Enter "Yes" if the employer pay's NI on employee earnings. If no or wrong data is entered here, "Yes" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE52 Already had an approved qualifying AE Pension Scheme (Yes/No)

Enter "Yes" if the employer already had a approved qualifying AE Pension scheme. If no or wrong data is entered here, "No" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE53 Qualifying AE Pension Scheme Start Date (DD/MM/YYYY)

You must enter the Qualifying AE Pension Scheme Start Date. Please note that this field is conditionally mandatory. This field must be filled if the Already had a approved qualifying AE Pension scheme is set to "Yes".

Data Specification :

You must enter the AE Pension Scheme Start date Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

EE54 Pension Scheme Ref.

You must enter the Pension Scheme Ref. Please note that this field is conditionally mandatory. This field must be filled if the Already had a approved qualifying AE Pension scheme is set to "Yes".

Data Specification :

1. The length should not exceed 25 characters.

EE55 Subject to Auto Enrolment Pension (Yes/No)

Enter "Yes" if the employer offer access to a pension at workplace. If no or wrong data is entered here, "Yes" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE56 Department Name

You may enter the Department Name that the employee will be working in. The predefined department names are listed in the Chart of Setup option under Employer in the menu bar. If no data is entered here, "Admin" or "AD" will be set as the default value.

The acceptable DATA for this field is one of the following :

1. **Admin** or **AD**
2. **Sales & Marketing** or **SM**
3. **Finance & Account** or **FA**
4. **Operation / Production** or **OP**
5. **Support** or **SP**
6. Any predefined Department name, created by the user via Department Setup.

Please note, if the department name does not exist, then the system will create a new department with the given name.

EE57 Cost Center Name

You may enter the employee's Cost Center Name. The predefined Cost Center names are listed in the Chart of Setup option under Employer in the menu bar. If no data is entered here, "Cost Center 1" or "CC1" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Cost Center 1** or **CC1**
2. **Cost Center 2** or **CC2**
3. **Cost Center 3** or **CC3**
4. Any predefined Cost Center name, created by the user via Cost Center Setup.

Please note, If the cost center name does not exist, then the system will create a new cost center with the given name.

EE58 Holiday Scheme Name

You may enter the employee's Holiday Scheme Name. If no data is entered here, "**Self Defined Holiday Entitlement**" or "**HS4**" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Accrue Holiday Hourly** or **HS1**
2. **Pay Holiday Each Period** or **HS2**
3. **Accrue Holiday Regardless** or **HS3**
4. **Self Defined Holiday Entitlement** or **HS4**
5. Any predefined Holiday Scheme name, created by the user via Holiday Scheme Setup.

Please note, If the Holiday Scheme name does not exist, then the system will create a new Holiday Scheme with the given name.

The scheme "**Accrue Holiday Hourly**" is a holiday scheme where holiday entitlement accrues relative to the number of hours the employee works.

The scheme "**Pay Holiday Each Period**" is a holiday scheme where accrued holiday is paid and cleared in each pay period.

The scheme "**Accrue Holiday Regardless**" is a holiday scheme where the annual holiday entitlement accrues regardless of the number of days the employee actually works.

The scheme "**Self Defined Holiday Entitlement**" is a holiday scheme option where you can define your own annual holiday entitlements which will be reduced as and when holiday is taken.

EE59 Total brought forward holiday balance days

You may enter the Total brought forward holiday balance days. This is the total number of balance holidays from the previous package for the current employment only. If there is no data, leave it blank.

Please note the following when you enter the days:

1. Numeric characters must be used.
2. Please note that Total Balance Brought Forward holiday must be less than 1000 days.

E Employee P45 (Part 3) Details

Please note, the Pay and Tax deducted Year-To-Date (YTD) details need to be provided for P45 (Part 3) employees.

Except where Week1/Month1 is indicated.

Also note either the P45(Part 3) or P46 details can be given for an employee, both can not be present at the same time.

EE60 P45 Part 3 Previous Employer's PAYE Reference No (TaxOfficeNumber / TaxOfficeReference) (Conditionally Mandatory)

You must enter the previous employer's PAYE reference Number. Please note that this field is conditionally mandatory. This field must be filled if the employee has a P45 (part 3).

If you have any doubts about the validity of your PAYE reference number you may check it with HMRC's PAYE reference checker on the HMRC website.

Your HMRC Office Number is the first part of your Employer's PAYE reference. Your Employer's PAYE Reference is on the P30B letter 'Paying PAYE electronically' which HMRC may send you annually, or if you use payslips, on the front of your P30BC Employer Payment Booklet. The first part of the reference is your three digit HMRC Office Number and the second part of it after the forward slash is your employer reference or Tax Office reference.

Data Specification :

1. The Tax Office Number must be given in digits. The length must not exceed 3 digits.
2. The Tax Office Reference is alphanumeric. The length must not exceed 10 characters.
3. The format to enter is Tax Office Number, followed by a slash, and then the Tax Office Reference.

You must enter the Previous Employer's PAYE Reference field in the format TaxOfficeNumber/TaxOfficeReference for e.g 123/A246

EE61 P45 Part 3 Previous Employment Left Date (Conditionally Mandatory)

You must enter the previous employment left date. Please note that this field is conditionally mandatory. This field must be filled only if the employee has a P45 (part 3).

Data Specification :

You must enter the Employee employment left date Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

EE62 P45 Part 3 Previous Employer's Student Loan Indicator (Yes / No)

You may enter the employee's student loan Indicator in the previous employment. State whether the employee should be subject to Student Loan deductions. If no data is entered here, "No" will be set as default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE63 P45 Part 3 Previous Employer's Tax Code at Leaving Date (Conditionally Mandatory)

Enter here the employee's Tax Code in the previous employment. Please note that this field is conditionally mandatory. This field must be filled if the employee has a P45 (part 3).

EE64 P45 Part 3 Previous Employer's Week1 / Month1 Indicator (Yes / No)

You may enter the employee's Week1 / Month1 Indicator in the previous employment. If no data is entered here, "No" will be set as default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE65 P45 Part 3 Previous Employer's Scottish Indicator (Yes / No)

You may enter the employee's Scottish Indicator in the previous employment. If no data is entered here, "No" will be set as default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE66 P45 Part 3 Previous Employer's Period Type, Week or Month (Month / Week)

You may enter the employee's pay frequency "week" or "month" in the previous employment. If no data is entered here, "**Month**" will be set as default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Month** or **month**
2. **M** or **m**
3. **Week** or **week**
4. **W** or **w**

EE67 P45 Part 3 Previous Employer's Week or Month number (Conditionally Mandatory)

You must enter the employee's pay week or month period number in the previous employment. Please note that this field is conditionally mandatory. This field must be filled if the employee has a P45 (part 3).

EE68 P45 Part 3 Total Pay in previous employment (Conditionally Mandatory)

You must enter the employee's total pay in the previous employment.

Please note the following when you enter the amount:

1. Numeric characters must be used.
2. It must be equal to or greater than the "P45 Part 3 Total Tax deducted in previous employment" field.
3. It must be equal to zero, if the previous employment left date is not in the current tax year.

EE69 P45 Part 3 Total Tax deducted in previous employment (Conditionally Mandatory)

You must enter the amount of total tax deducted for the employee in the previous employment.

Please note the following when you enter the amount:

1. Numeric characters must be used.
2. Negative amounts must be expressed in the appropriate format.
3. It must be equal to or less than the "P45 Part 3 Total Pay in previous employment" field.
4. It must be equal to zero, if the previous employment left date is not in current tax year.

F Employee P46 Details

Please note, the Pay and Tax deducted Year-To-date (YTD) details need not be provided for P46 employees. All Pay and Tax deducted Year-To-date (YTD) values, will be ignored for P46 employee.

Also note only the P45(Part 3) or the P46 details can be given for an employee, both can not be present at the same time.

EE70 Employee Selected Statement in Form P46 (A / B / C) (Conditionally Mandatory)

Enter here the statement selected from the P46 form. It must be any of the following characters "**A**", "**B**", or "**C**", where:

The ONLY acceptable DATA for this field is one of the following :

- A** - This is my first job since the start of the tax year (6th April).
- B** - This is currently my only job.
- C** - I have another job or pension.

Please note the following when you enter the employee P46 form details:

1. Enter Student Loan Deduction under Student Loan Indicator (**EE42**).
2. Enter Tax Code under Tax Code (**EE37**).
3. Enter Week1 / Month1 Indicator under (**EE38**), should be set to 'No' or 'N', for selected P46 Statement 'A' & 'C' or should be set to 'Yes' or 'Y', for selected P46 Statement 'B'.
4. Enter Scottish Indicator (**EE39**).

G Employee Bank Details for payroll purposes

EE71 Employee Bank Account Type (B / S)

You may enter the Employee Bank Account Type **B** for Bank or **S** for Building Society. If there is no data, leave it blank.

The ONLY acceptable DATA for this field is one of the following :

1. **B** or **b**
2. **S** or **s**

EE72 Building Society Roll No.

You may enter the Employee Building Society Roll Number. Please note that the roll number should be alphanumeric and should not exceed 8 characters in length. If there is no data, leave it blank.

EE73 Employee Bank / Building Society Name

You may enter the name of the Bank / Building Society with which your employee has an account. Please note that the name can be alphanumeric and should not exceed 35 characters in length. If there is no data, leave it blank.

EE74 Employee Bank Branch Name

You may enter the name of the Bank / Building Society Branch with which your employee has an account. Please note that the branch name can have only alpha characters and should not exceed 35 characters in length. Space character will not be allowed. If there is no data, leave it blank.

EE75 Employee Bank Address Line 1

You may enter the address for the employee's Bank. If there is no data, leave it blank.

Data Specification :

1. The address can be a maximum of 4 lines excluding the postcode.
2. A single address line can contain a maximum of 35 characters including spaces.
3. Please do not enter any invalid characters, for guidelines look into the listed characters for employee 's address fields.

EE76 Bank Address Line 2

You may enter the address of the employee's Bank, for guidelines look into the listed characters for employee 's address fields. If there is no data, leave it blank.

EE77 Bank Address Line 3

You may enter the town/city of the employee's Bank, for guidelines look into the listed characters for employee 's address fields. If there is no data, leave it blank.

EE78 Bank Address Line 4

You may enter the county of the employee's Bank, for guidelines look into the listed characters for employee 's address fields. If there is no data, leave it blank.

EE79 Bank Post Code

You may enter the postcode of the employee's Bank. E.g. EP1 3SO. Please note that the Post Code should not exceed 8 characters. If there is no data, leave it blank.

EE80 Bank Country

You may enter the country of the employee's Bank. If there is no data, leave it blank.

The ONLY acceptable DATA for this field is one of the following :

1. **United Kingdom**
2. **UK**

EE81 Bank Contact Person Name

You may enter the name of the employee's Bank Contact Person. Please note that the name can be alphanumeric and should not exceed 35 characters in length. If there is no data, leave it blank.

EE82 Bank Telephone Number

You may enter the Telephone Number of the employee's Bank. If there is no data, leave it blank.

Data Specification :

1. It must contain numeric characters only. Spaces are allowed.
2. The length should not exceed 35 characters.

EE83 Bank Fax Number

You may enter the Fax Number of the employee's Bank. If there is no data, leave it blank.

Data Specification :

1. It must contain numeric characters only. Spaces are allowed.
2. The length should not exceed 35 characters.

EE84 Bank contact E-Mail

You may enter the E-Mail Address of the employee's Bank. If there is no data, leave it blank.

EE85 Employee Bank / Building Society Sort Code

You may enter the employee's Bank Sort Code. A sort code is a number which is assigned to a branch of a bank for internal purposes, usually the number is six digits long. If there is no data, leave it blank.

Data Specification :

1. It must contain numeric characters only. Spaces are not allowed.
2. The length should be 6 digits. Prefix with zero's if required to make up to 6 digits.

EE86 Employee Bank / Building Society Account Number

You may enter the employee's Bank Account Number. If there is no data, leave it blank.

Data Specification :

1. It must contain numeric characters only. Spaces are not allowed.
2. The length should be 8 digits. Prefix with zero's if required to make up to 8 digits.

EE87 Employee Account Name shown on the Bank Account

You may enter the employee's Bank Account Name. The name shown on the employee's bank account. If there is no data, leave it blank.

EE88 Bank / Online Account Ref.

You may enter the employee's Bank / Online Account Ref, if the employee does any of his banking via the Internet or enter here the web address he/she logs on to. Please note that the reference can be alphanumeric and should not exceed 30 characters in length. Space character will not be allowed. If there is no data, leave it blank.

EE89 Other Reference Number / BACS Reference / Service User Number (SUN)

You may enter any Reference Number. Please note that the reference number can be alphanumeric and should not exceed 30 characters in length. If there is no data, leave it blank.

EE90 IBAN Number

You may enter the International Bank Account Number (IBAN) number of the employee's Bank Account. It is an international standard for identifying bank accounts across national borders. Please note that the name can be alphanumeric and should not exceed 34 characters in length. If there is no data, leave it blank.

Please follow the recommended national specific format for IBAN Numbers.

E.g.: United Kingdom IBAN format: GBkk BBBB SSSS SSSC CCCC CC

B = alphabetical bank code, **S** = sort code (often a specific branch), **C** = account No, **K** = Check digits, and should not exceed 34 characters in length.

H Current NI Contribution**EE91 NIC Table Letter 1**

You may enter the employee's NI category table letter 1. This must be the same value as entered in NI Category **EE35**.

EE92 Effective NIC Start Date 1 (DD/MM/YYYY)

You may enter Effective NIC Start Date of when this NI Contribution started.

Data Specification :

You must enter the Effective NIC Start Date Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

EE93 Total NIC Earnings 1 YTD

You may enter employee's total NIC Earnings year to date for table letter 1.

EE94 At LEL 1 YTD

You may enter the employee's earnings at the Lower Earnings Limit (LEL) where earnings reach or exceed the LEL.

Data Specification :

1. Numeric characters must be used
2. They must be whole pounds
3. The value must be "0" when the "NI Category" field is "X".

EE95 LEL to PT 1 YTD

You may enter the employee's earnings above the Lower Earnings Limit (LEL) up to and including the Primary Threshold (PT).

Data Specification :

1. Numeric characters must be used
2. The value must be "0" when the "NI Category" is "X".

EE96 PT to UAP 1 YTD

You may enter the employee's earnings above the Primary Threshold (PT) up to and including the Upper Accrual Point (UAP).

Data Specification :

1. Numeric characters must be used
2. The value must be "0" when the "NI Category" is "X".

EE97 UAP to UEL 1 YTD

You may enter the employee's earnings above Upper Accrual Point (UAP) up to and including the Upper Earnings Limit (UEL).

Data Specification :

1. Numeric characters must be used
2. The value must be "0" when the "NI Category" is "X".

EE98 Above UEL 1 YTD

You may enter the employee's earnings year to date above the Upper Earnings Limit, for National Insurance Contributions for table letter 1 Please note, if not applicable leave it blank.

Data Specification :

1. Numeric characters must be used
2. The value must be "0" when the "NI Category" is "X".

EE99 Employee Contributions Payable 1 YTD

You may enter the employee's payable contribution.

Data Specification :

1. Numeric characters must be used
2. The value must be "0" for the following NI Category letters: "C" or "X".

EE100 Employee Rebate Payable 1 YTD

You may enter the amount of National Insurance rebate year to date the employee has been entitled to for table letter 1.

EE101 Employer Contributions Payable 1 YTD

You may enter the employer's payable contribution.

Data Specification :

1. Numeric characters must be used
2. Negative amounts must be expressed in the appropriate format.
3. The value must be "0" when the "NI Category" field is "X".

EE102 Employer Rebate Payable 1 YTD

You may enter the amount of National Insurance rebate the employer has been entitled to for the current employment only for table letter 1.

I Previous NI Contribution

*T value fo t NI Ca below (Ta Let 2 to 4) should b t prev package
Prev NI C Ye To Da (Fo Current Empl Only).*

*P n t value you en fo t NI C below (Ta Let 2 to 4) should
b from t prev package prev NI C Ye To Da Values. T value
must b provided i t e ha cha t NI c mor than o fo current
Empl If t i no NI c cha l i b*

*P n to proces t e NI cont en below, t field "EE41
Empl Last Tax p should b set to grea than "0" (Z*

*P n t NI cont and Pay To-d (TD) detail should n b provided fo P45
(P 3) / P46 e*

EE103 NIC Table Letter 2

You may enter the employee's NI category table letter 2 only if the employee's NI category has been changed in the current tax year.

For more information please refer to **EE91**.

EE104 Effective NIC Start Date 2 (DD/MM/YYYY)

You may enter the Effective NIC Start Date. Please note that the date should be a valid calendar date.

Data Specification :

You must enter the Effective NIC Start Date Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

EE105 Total NIC Earnings 2 YTD

You may enter employee's total NIC Earnings year to date for table letter 2.

EE106 At LEL 2 YTD

You may enter the employee's earnings at the Lower Earnings Limit (LEL) where earnings reach or exceed the LEL with reference to NI category table letter 2. For more information please refer to **EE94**

EE107 LEL to PT 2 YTD

You may enter the employee's earnings above the Lower Earnings Limit (LEL) up to and including the Primary Threshold (PT) with reference to NI category table letter 2. For more information please refer to **EE95**

EE108 PT to UAP 2 YTD

You may enter the employee's earnings above Primary Threshold (PT) up to and including the Upper Accrual Point (UAP). For more information please refer **EE96**.

EE109 UAP to UEL 2 YTD

You may enter the employee's earnings above Upper Accrual Point (UAP) up to and including the Upper Earnings Limit (UEL). For more information please refer **EE97**

EE110 Above UEL 2 YTD

You may enter the employee's earnings year to date above the Upper Earnings Limit, for National Insurance Contributions for table letter 2. For more information please refer **EE98**

EE111 Employee Contributions Payable 2 YTD

You may enter the employee's payable contribution with reference to the NI category table letter 2.

EE112 Employee Rebate Payable 2 YTD

You may enter the employee's Rebate payable amount of National Insurance rebate year to date, the employee has been entitled for table letter 2.

EE113 Employer Contributions Payable 2 YTD

You may enter the employer's payable contribution with reference to the NI category table letter 2. For more information please refer to **EE101**

EE114 Employer Rebate Payable 2 YTD

You may enter the amount of National Insurance rebate the employer has been entitled to for the current employment only for table letter 2.

EE115 NIC Table Letter 3

You may enter the employee's NI category table letter 3 only if the employee's NI category has been changed again in the current tax year. For more information please refer to **EE91**

EE116 Effective NIC Start Date 3 (DD/MM/YYYY)

You may enter the Effective NIC Start Date.

Data Specification :

You must enter the Effective NIC Start Date Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

EE117 Total NIC Earnings 3 YTD

You may enter the employee's total NIC Earnings year to date for table letter 3.

EE118 At LEL 3 YTD

You may enter the employee's earnings at the Lower Earnings Limit (LEL) where earnings reach or exceed the LEL with reference to NI category table letter 3. For more information please refer to **EE94**

EE119 LEL to PT 3 YTD

You may enter the employee's earnings above the Lower Earnings Limit (LEL) up to and including the Primary Threshold (PT) with reference to NI category table letter 3. For more information please refer to **EE95**

EE120 PT to UAP 3 YTD

You may enter the employee's earnings above Primary Threshold (PT) up to and including the Upper Accrual Point (UAP). For more information please refer **EE96**.

EE121 UAP to UEL 3 YTD

You may enter the employee's earnings above Upper Accrual Point (UAP) up to and including the Upper Earnings Limit (UEL). For more information please refer **EE97**

EE122 Above UEL 3 YTD

You may enter the employee's earnings year to date above the Upper Earnings Limit, for National Insurance Contributions for table letter 3. For more information please refer **EE98**.

EE123 Employee Contributions Payable 3 YTD

You may enter the employee's payable contribution with reference to the NI category table letter 3.

EE124 Employee Rebate Payable 3 YTD

You may enter the amount of National Insurance rebate year to date the employee has been entitled to for table letter 3.

EE125 Employer Contributions Payable 3 YTD

You may enter the employer's payable contribution with reference to the NI category table letter 3. For more information please refer to **EE101**.

EE126 Employer Rebate Payable 3 YTD

You may enter the amount of National Insurance rebate the employer has been entitled to for the current employment only for table letter 3.

EE127 NIC Table Letter 4

You may enter the employee's NI category table letter 4 if the employee's NI category has been changed again in the current tax year. For more information please refer to **EE91**

EE128 Effective NIC Start Date 4 (DD/MM/YYYY)

You may enter the Effective NIC Start Date.

Data Specification :

You must enter the Effective NIC Start Date Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

EE129 Total NIC Earnings 4 YTD

You may enter the employee's Total NIC Earnings year to date for table letter 4.

EE130 At LEL 4 YTD

You may enter the employee's earnings at the Lower Earnings Limit (LEL) where earnings reach or exceed the LEL with reference to NI category table letter 4. For more information please refer to **EE94**

EE131 LEL to PT 4 YTD

You may enter the employee's earnings above the Lower Earnings Limit (LEL) up to and including the Primary Threshold (PT) with reference to NI category table letter 4. For more information please refer to **EE95**.

EE132 PT to UAP 4 YTD

You may enter the employee's earnings above Primary Threshold (PT) up to and including the Upper Accrual Point (UAP). For more information please refer **EE96**.

EE133 UAP to UEL 4 YTD

You may enter the employee's earnings above Upper Accrual Point (UAP) up to and including the Upper Earnings Limit (UEL). For more information please refer **EE97**

EE134 Above UEL 4 YTD

You may enter the employee's earnings year to date above the Upper Earnings Limit, for National Insurance Contributions for table letter 4. For more information please refer to **EE98**.

EE135 Employee Contributions Payable 4 YTD

You may enter the employee's payable contribution with reference to the NI category table letter 4. For more information please refer to **EE99**.

EE136 Employee Rebate Payable 4 YTD

You may enter the amount of National Insurance rebate year to date the employee has been entitled to for table letter 4.

EE137 Employer Contributions Payable 4 YTD

You may enter the employer's payable contribution with reference to the NI category table letter 4. For more information please refer to **EE101**

EE138 Employer Rebate Payable 4 YTD

You may enter the amount of National Insurance rebate the employer has been entitled to for the current employment only for table letter 4.

J SSP Payment from previous package

Please note, do not fill SSP details, if the employee is paid Quarterly or Bi-annual or Annual.

We do not migrated employees' for whom SSP/SMP/SAP/ShPP Payments are paid and having payment frequency as Quarterly or Bi-Annual or Annual.

EE139 SSP TD

Enter here the Statutory Sick Pay amount paid to date if the employee has received SSP. Please note that this field should be entered to process SSP, if the employee has received SSP.

Data Specification :

1. Numeric characters must be used.

EE140 SSP Payment Type (R / U)

Enter here the SSP Payment Type if the employee has received SSP. If no data is entered here, "R" will be set as the default value.

Data Specification :

- "R" - Reduce full basic pay by the SSP amount or
- "U" - Pay SSP only plus whatever he / she has worked.

EE141 PIW Start Date (DD/MM/YYYY) (Conditionally Mandatory)

You must enter the employee's PIW (Periods of Incapacity for Work) Start Date if the employee has received SSP. Please note this field is conditionally mandatory. This field must be filled if the employee has received SSP.

Data Specification :

You must enter the Employee employment left date Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

EE142 PIW End Date (DD/MM/YYYY)

You may enter the employee's PIW End Date if the employee has received SSP.

Data Specification :

You must enter the Employee employment left date Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

EE143 Total Waiting Days Used in PIW

You may enter the Total Waiting Days Used in the PIW (Periods of Incapacity for Work) if the employee has a SSP claim. This field must be entered if the SSP claim has started prior to the Last Processed period or the migrated pay period.

Data Specification :

1. Numeric characters must be used
2. It must be between "0" (Zero) and "3".

EE144 Accrued number of weeks of SSP

You may enter the number of weeks accrued of SSP if the employee has received SSP.

Data Specification :

1. Numeric characters must be used.

K SMP Payment from previous package

Please note, do not fill SMP details, if the employee is paid Quarterly or Bi-annual or Annual.

We do not migrated employees' for whom SSP/SMP/SAP/ShPP Payments are paid and having payment frequency as Quarterly or Bi-Annual or Annual.

EE145 SMP TD

You may enter the Statutory Maternity Pay amount paid to date if the employee has received SMP. Please note that this field should be entered to process SMP, if the employee has received SMP.

Data Specification :

1. Numeric characters must be used.
2. It must be "0" (Zero) when the Gender is "Male".

EE146 SMP Payment Type (R / U / W)

You may enter the SMP Payment Type if the employee has received SMP. If no data is entered here, "W" will be set as the default value.

Data Specification :

- "R" - Reduce Full Basic Pay by Statutory Pay Amount or
- "U" - Add Statutory Pay Amount to Timed Basic Pay or
- "W" - Pay Statutory Pay Amount Only (either SSP / SMP / SAP / ShPP).

EE147 Total TD number of weeks paid for SMP

You may enter the Total To Date number of weeks paid for SMP if the employee has received SMP.

EE148 Total amount of money paid for SMP (Current Tax Year)

You may enter the Total amount of money paid for SMP in this Current Tax Year if the employee has received SMP.

EE149 Baby Due Date (EWC) (DD/MM/YYYY) (Conditionally Mandatory)

You must enter the employee's Baby Due Date (EWC).

Please note this field is conditionally mandatory. This field must be filled if employee has SMP has received.

Data Specification :

You must enter the Employee employment left date Field in one of the following formats :

1. **YYYY-MM-DD**
2. **DD/MM/YYYY**
3. **DD/MM/YY**

EE150 Medical Evidence (Yes / No)

You may enter the employee's Medical Evidence indicator. State whether the employee will receive Medical Evidence. If no data is entered here, "Yes" will be set as the default value.

The ONLY acceptable DATA for this field is one of the following :

1. **Yes** or **Y** or **yes** or **y**
2. **No** or **N** or **no** or **n**

EE151 Notified Leave Start Date (DD/MM/YYYY) (Conditionally Mandatory)

You may enter the employee's Notified Leave Start Date.

Please note this field is conditionally mandatory. This field must be filled if employee has SMP has received.

Data Specification :

You must enter the Employee employment left date Field in one of the following formats :

1. **YYYY-MM-DD**

2. DD/MM/YYYY
3. DD/MM/YY

L Total Gross Pay TD from the previous package

EE152 Total Gross Pay TD

You may enter the employee's pay amount in this employment.

Data Specification :

1. Numeric characters only must be used.
2. It must be equal to or greater than the "Total Tax Deducted in this employment TD" field.

EE153 Total Gross Pay Subject to NIC TD

You may enter the gross pay subjected to National Insurance Contributions to date of this employee.

EE154 Total Gross Pay Subject to Tax TD

You may enter the gross pay subjected to tax to date of this employee.

EE155 Total Tax Deducted in this employment TD

You may enter the total amount of tax deducted for the employee in this employment.

Data Specification :

1. Numeric characters must be used
2. Negative amounts must be expressed in the appropriate format.
3. This value must be equal to or less than the "Total Gross Pay TD" field.
4. It must be equal to zero, if the Tax Code is either 'NT' or 'NI'.

EE156 Benefits value taxed via payroll TD

You may enter the benefits in kind to date value on which PAYE has been operated via the payroll. Benefits can only be taxed in this way with the prior agreement of HMRC.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

Please note, if an employee has Pension Contributions, then you need to enter EE157 to EE167.

EE157 Employee Pension Contributions TD under net pay arrangements

You may enter Employee Pension Contribution TD value under net pay arrangements.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE158 Employee Pension Contributions TD not under net pay arrangements

You may enter Employee Pension Contribution TD value not under net pay arrangements.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE159 Employee Gross for Pension TD

You may enter Employee Gross for Pension TD value.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE160 Employee Main Pension TD

You may enter Employee Main Pension TD value. It should be the sum of main pension contribution TD and salary sacrificed pension contribution TD (if opted).

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE161 Employer Main Pension TD

You may enter Employer Main Pension TD value. It is the overall employer contribution to the employee's pension scheme in the current tax year to date.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE162 Employee Stakeholder Pension TD

You may enter Employee stakeholder Pension TD value for the current employment.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE163 Employer Stakeholder Pension TD

You may enter Employer stakeholder Pension TD value.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE164 Employee Pension (AVC) TD

You may enter Employee Pension Additional Voluntary Contribution (AVC) TD value for the current employment .

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE165 Employee Pension (FSAVC) TD

You may enter Employee Pension Free Standing Additional Voluntary Contribution (FSAVC) TD value for the current employment.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE166 Employee Pension Refund TD

You may enter Employee Pension Refund TD value.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE167 Employer Pension Refund TD

You may enter Employer Pension Refund TD value.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

Please note, if an employee has Salary Sacrificed Pay, then you need to enter EE168 to EE174.

Please note, if any of the below salary sacrifice items are to be processed for future pay periods of the employee who is being migrated, you need to enter or add the respective salary sacrifice deduction details in the Deduction & Pension section before processing the pay period.

EE168 Salary Sacrifice Pension TD

You may enter Employee Salary Sacrifice Pension TD value.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE169 Salary Sacrifice Childcare Voucher TD

You may enter Salary Sacrifice Childcare Voucher TD value.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE170 Salary Sacrifice Workplace Nurseries TD

You may enter Salary Sacrifice Workplace Nurseries TD value.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE171 Salary Sacrifice Workplace Car parking TD

You may enter Salary Sacrifice Workplace Car parking TD value.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE172 Salary Sacrifice Cyclist's safety equipment TD

You may enter Salary Sacrifice Cyclist's safety equipment TD value.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE173 Salary Sacrifice Cycle and Bus passes TD

You may enter Salary Sacrifice Cycle and Bus passes TD value.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE174 Other Salary Sacrifice Amount TD

You may enter Other Salary Sacrifice Amount TD value. You can enter all other salary sacrificed amount in this current tax year.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

Please note, if an employee has any Small Loan Deductions, then you need to enter EE175 and EE176.

Please note, if any of the below small loan deductions are to be processed for future pay periods of the employee who is being migrated, you need to enter or add the respective small loan deduction details in the Deduction & Pension section before processing the pay period.

EE175 Total Small Loan Deducted TD

You may enter Total Small Loan Deducted TD value. It should be the deducted value from the day the small loan deduction started.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE176 Total Small Loan Amount Borrowed TD

You may enter Total Small Loan Amount Borrowed TD value. It should be the total borrowed value from the day the small loan started.

Data Specification :

1. It must be in pounds and pence.
2. A thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234.00 is invalid. It should be entered as 1234.00 without the comma.

EE177 Student Loan Paid TD

You may enter the total employee Student Loan amount paid to date.

Data Specification :

1. Numeric characters must be used.
2. It must be in whole pounds.
3. A thousand comma separator within the figure is not allowed.

Please note, if any of the below statutory payments are to be processed for future pay periods of the employee who is being migrated, you need to enter or add the respective statutory payment details in the Other Payment section before processing the pay period.

Please also note, we do not migrated employees' for whom statutory payments are paid and having payment frequency as Quarterly or Bi-annual or Annual.

The below entered statutory payment to date values are already paid to the employee, for future statutory payments enter or add statutory payment details in the Other Payment section in the application.

EE178 SAP TD

You may enter the Statutory Adoption Pay amount paid to date if the employee has received SAP.

Data Specification :

1. Numeric characters must be used.
2. A thousand comma separator within the figure is not allowed.

EE179 SPP (Birth) TD

You may enter the amount paid to date if the employee has received Statutory Paternity Pay (Birth). The employee must have worked for you to get SPP and paternity leave.

Data Specification :

1. The employee must have been employed by you for at least 26 weeks up to the end of the qualifying week, and
2. The employee must continue to work for you right up until the date the baby is born. If either of these conditions are not satisfied they are not entitled to Statutory Paternity Pay or leave.
3. Numeric characters must be used.

EE180 SPP (Adoption) TD

You may enter the amount paid to date if the employee has received Statutory Paternity Pay (Adoption). The employee must have worked for you to get SPP and paternity leave.

Data Specification :

1. The employee must have been employed by the same employer for at least 26 weeks up to the end of the week the adopter was told they had been matched with a child or received official notification, or by the time they want their SPP to start, and
2. The employee must continue to work for the same employer right up until the date the child is placed with the adopter or until the date the child enters the UK for adoption abroad. If either of these conditions is not satisfied they are not entitled to statutory Paternity Pay or leave.
3. Numeric characters must be used.

EE181 ShPP (Birth) TD

You may enter the amount paid to date if the employee has received Shared Parental Leave and Pay (Birth). Your employee may be entitled to Shared Parental Leave and Pay (ShPP) if their partner has a baby or adopts a child.

EE182 ShPP (Adoption) TD

You may enter the amount paid to date if the employee has received Shared Parental Leave and Pay (Adoption). Your employee may be entitled to Shared Parental Leave and Pay (ShPP) if their partner has a baby or adopts a child.

EE183 Partner NINO (Conditionally Mandatory)

You must enter the partner's NI Number for Additional Statutory Paternity Pay claims. Please note this field is conditionally mandatory. This field must be filled if the employee has a ShPP claims.

Data Specification :

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 ".

EE184 Partner Initials

You may enter the employee's partner's initials.

Data Specification :

1. The initials must be only in alphabetical characters.
2. You should only use the characters defined in the Schema i.e, A-Z upper or lower case.
3. The length should not exceed 5 characters.

EE185 Partner Surname (Conditionally Mandatory)

You must enter the Partner's Surname. This field is conditional 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. , comma, _ underscore, () opening and closing parenthesis, / Forward slash.
4. * asterisk, ? question mark, 1 2 3 numbers, . full stop
5. 0 zero (in place of the alphabet O).

EE186 Partner First Forename (Conditionally Mandatory)

You must enter the Partner's first forename. This field is conditional mandatory.

Data Specification :

1. First character must be an alphabetical letter.
2. The length must 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, . full stop.

EE187 Partner Second Forename

You may enter the Partner's Second forename.

Data Specification :

1. First character must be an alphabetical letter.
2. The length must 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, . full stop.

M Employee Emergency Contact Details

EE188 Emergency Contact Person Name

You may enter the name of the employee's Emergency contact person. Please note that the name can be alphanumeric and should not exceed 35 characters in length.

EE189 Emergency Contact Person Relationship

You may enter the relationship between the employee and the employee's Emergency contact person. Please note that the name can be alphanumeric and should not exceed 20 characters in length.

EE190 Emergency Contact Person Address Line 1

You may enter the employee's Emergency contact person address.

Data Specification :

1. The address can be a maximum of 4 lines excluding the postcode.
2. A single address line can contain a maximum of 35 characters including spaces.
3. Please do not enter any invalid characters, for guidelines look into the listed characters for surname and forename fields.

EE191 Emergency Contact Person Address Line 2

You may enter the employee's Emergency contact person address

EE192 Emergency Contact Person Address Line 3

You may enter the employee's Emergency contact person town / city

EE193 Emergency Contact Person Address Line 4

You may enter the employee's Emergency contact person county.

EE194 Emergency Contact Person Post Code

You may enter the postcode of the employee's Emergency contact person.

Data Specification :

1. The length should not exceed 20 characters.

EE195 Emergency Contact Person Country

You may enter the employee's Emergency contact person Country. Please find the '**Annexure 1**' for Country Names.

EE196 Emergency Contact Person Telephone Number 1

You may enter the employee's Emergency contact persons Telephone Number (primary). Please note that the Telephone Number should not exceed 35 characters.

EE197 Emergency Contact Person Telephone Number 2

You may enter the employee's Emergency contact person Telephone Number (alternate). Please note that the Telephone Number should not exceed 35 characters.

EE198 Emergency Contact Person E-Mail

You may enter the employee's Emergency contact person E-Mail address.

N Other Optional Employee data

EE199 Employee Unique Reference

You may enter the additional Employee Unique Reference. This field is optional. Please note that the value can be alphanumeric and should not exceed 50 characters in length.

Please note, this value is only a cross reference to the uploaded or migrated employee data.

Annexe 1

Country Name	Country Code
Afghanistan	AF
Åland Islands	AX
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ
Antigua and Barbuda	AG
Argentina	AR
Armenia	AM
Aruba	AW
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belarus	BY
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia	BO
Bosnia and Herzegovina	BA
Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
British Virgin Islands	VG
Brunei	BN
Bulgaria	BG
Burkina Faso	BF
Burundi	BI
Cambodia	KH
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF
Chad	TD
Chile	CL
China	CN
Christmas Island	CX
Cocos Islands	CC
Colombia	CO
Comoros	KM

Country Name	Country Code
Congo	CG
Cook Islands	CK
Costa Rica	CR
Côte d'Ivoire	CI
Croatia	HR
Cuba	CU
Cyprus	CY
Czech Republic	CZ
Denmark	DK
Djibouti	DJ
Dominica	DM
Dominican Republic	DO
Ecuador	EC
Egypt	EG
El Salvador	SV
Equatorial Guinea	GQ
Eritrea	ER
Estonia	EE
Ethiopia	ET
Falkland Islands	FK
Faroe Islands	FO
Fiji	FJ
Finland	FI
France	FR
French Guiana	GF
French Polynesia	PF
French Southern Territories	TF
Gabon	GA
Gambia	GM
Georgia	GE
Germany	DE
Ghana	GH
Gibraltar	GI
Greece	GR
Greenland	GL
Grenada	GD
Guadeloupe	GP
Guam	GU
Guatemala	GT
Guinea	GN
Guinea-Bissau	GW
Guyana	GY
Haiti	HT
Heard Island And McDonald Islands	HM
Honduras	HN
Hong Kong	HK
Hungary	HU
Iceland	IS
India	IN
Indonesia	ID
Iran	IR
Iraq	IQ
Ireland	IE

Country Name	Country Code
Israel	IL
Italy	IT
Jamaica	JM
Japan	JP
Jordan	JO
Kazakhstan	KZ
Kenya	KE
Kiribati	KI
Kuwait	KW
Kyrgyzstan	KG
Laos	LA
Latvia	LV
Lebanon	LB
Lesotho	LS
Liberia	LR
Libya	LY
Liechtenstein	LI
Lithuania	LT
Luxembourg	LU
Macao	MO
Macedonia	MK
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Marshall Islands	MH
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mayotte	YT
Mexico	MX
Micronesia	FM
Moldova	MD
Monaco	MC
Mongolia	MN
Montserrat	MS
Morocco	MA
Mozambique	MZ
Myanmar	MM
Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	AN
New Caledonia	NC
New Zealand	NZ
Nicaragua	NI
Niger	NE
Nigeria	NG
Niue	NU
Norfolk Island	NF

Country Name	Country Code
North Korea	KP
Northern Mariana Islands	MP
Norway	NO
Oman	OM
Pakistan	PK
Palau	PW
Palestine	PS
Panama	PA
Papua New Guinea	PG
Paraguay	PY
Peru	PE
Philippines	PH
Pitcairn	PN
Poland	PL
Portugal	PT
Puerto Rico	PR
Qatar	QA
Reunion	RE
Romania	RO
Russia	RU
Rwanda	RW
Saint Helena	SH
Saint Kitts And Nevis	KN
Saint Lucia	LC
Saint Pierre And Miquelon	PM
Saint Vincent And The Grenadines	VC
Samoa	WS
San Marino	SM
Sao Tome And Principe	ST
Saudi Arabia	SA
Senegal	SN
Serbia and Montenegro	CS
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Slovakia	SK
Slovenia	SI
Solomon Islands	SB
Somalia	SO
South Africa	ZA
South Georgia And The South Sandwich Islands	GS
South Korea	KR
Spain	ES
Sri Lanka	LK
Sudan	SD
Suriname	SR
Svalbard And Jan Mayen	SJ
Swaziland	SZ
Sweden	SE
Switzerland	CH
Syria	SY
Taiwan	TW
Tajikistan	TJ

Country Name	Country Code
Tanzania	TZ
Thailand	TH
The Democratic Republic Of Congo	CD
Timor-Leste	TL
Togo	TG
Tokelau	TK
Tonga	TO
Trinidad and Tobago	TT
Tunisia	TN
Turkey	TR
Turkmenistan	TM
Turks And Caicos Islands	TC
Tuvalu	TV
U.S. Virgin Islands	VI
Uganda	UG
Ukraine	UA
United Arab Emirates	AE
United Kingdom	GB
United States	US
United States Minor Outlying Islands	UM
Uruguay	UY
Uzbekistan	UZ
Vanuatu	VU
Vatican	VA
Venezuela	VE
Vietnam	VN
Wallis And Futuna	WF
Western Sahara	EH
Yemen	YE
Zambia	ZM
Zimbabwe	ZW