

Instruction Document - Employee Details

Please Note:-

(1) Labels marked in **Red** in this document indicate mandatory fields. That means, such fields are essential in order to upload the csv successfully.

(2) Labels marked in **Green** in this document indicate 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 indicate optional fields. That means, such fields need not be present in order to upload the csv data successfully.

A1. Branch Reference

Enter here the Branch Reference. This field is mandatory. Please note that the Branch Reference can be alphanumeric and should not exceed more than 10 characters in length.

This is the reference given at the time of creating the branch.

A2. Branch Name

Enter here the Branch Name. This field is optional. Please note that the Branch Name can be alphanumeric and should not exceed more than 35 characters in length.

A3. Employee Works Number

Enter here the employee's Works Number. This field is optional. Please note that the employee's works number or payroll number can be alphanumeric and should not exceed more than 20 characters in length.

A4. 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 should not exceed more than 4 characters in length.

The title must be any of the following words "**Mr**", "**Mrs**", "**Miss**", "**Ms**", "**Dr**", "**Sir**", "**Rev**", "**ClIr**".

A5. 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 a 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.

A6. 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

A7. 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.

A8. Address Line 1

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

Please note the following when you enter the address

1. The address should 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 as listed for surname and forename.

A9. Address Line 2

Enter here the employee's address line 2

A10. Address Line 3

Enter here the employee's town / city

A11. Address Line 4

Enter here the employee's county

A12. 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.

A13. Country

Enter here the employee's Country. E.g. "**United Kingdom**" or "**UK**". Please find the '**Annexure 1**' for Country Names.

A14. Employee Telephone Number

Enter here the employee's Telephone Number.

Please note that the Telephone Number must have a minimum of 6 characters and should not exceed more than 35 characters.

A15. Employee Mobile Number

Enter here the employee's Mobile Number.

Please note that the Mobile Number must have a minimum of 6 characters and should not exceed more than 35 characters.

A16. Date Of Birth (DD/MM/YYYY)

Enter here the date of birth of the employee. This field is mandatory.

Please note that the date should be entered as DD/MM/YYYY

E.g.: If the employee's date of birth is on 15th November 1975, then enter the date as 15/11/1975.

Please note, the following when you enter the date of birth

1. It must be completed if the National Insurance number is not known.
2. It must be a valid calendar date in the appropriate format(DD/MM/YYYY).
3. It must be today or earlier.

A17. Gender (male / female)

Enter here the employee's appropriate gender. This field is mandatory.

Please note the following when you enter the employee's gender:

1. Must be "**Male**" or "**Female**" or "**M**", or "**F**".

A18. Marital Status

Enter here the employee's Marital Status.

Please note the following when you enter the employee's Marital Status:

It must be any of the following words "**Divorced**", "**Married**", "**Single**", "**Widowed**", or "**Not Stated**" or any of the following characters "**D**", "**M**", "**S**", "**W**" or "**X**".

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

A19. 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 accepted 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 are not allowed after 2004/05).

2. The allowed prefixes for NINOs are as follows

AA, AB, AE, AH, AK, AL, AM, AP, AR, AS, AT, AW, AX, AY, AZ

BA, BB, BE, BH, BK, BL, BM, BT

CA, CB, CE, CH, CK, CL, CR

EA, EB, EE, EH, EK, EL, EM, EP, ER, ES, ET, EW, EX, EY, EZ

GY

HA, HB, HE, HH, HK, HL, HM, HP, HR, HS, HT, HW, HX, HY, HZ

JA, JB, JC, JE, JG, JH, JJ, JK, JL, JM, JN, JP, JR, JS, JT, JW, JX, JY,

JZ

KA, KB, KE, KH, KK, KL, KM, KP, KR, KS, KT, KW, KX, KY, KZ

LA, LB, LE, LH, LK, LL, LM, LP, LR, LS, LT, LW, LX, LY, LZ

MA, MW, MX

NA, NB, NE, NH, NL, NM, NP, NR, NS, NW, NX, NY, NZ

OA, OB, OE, OH, OK, OL, OM, OP, OR, OS, OX

PA, PB, PC, PE, PG, PH, PJ, PK, PL, PM, PN, PP, PR, PS, PT, PW, PX,

PY

RA, RB, RE, RH, RK, RM, RP, RR, RS, RT, RW, RX, RY, RZ

SA, SB, SC, SE, SG, SH, SJ, SK, SL, SM, SN, SP, SR, SS, ST, SW,

SX, SY, SZ

TA, TB, TE, TH, TK, TL, TM, TP, TR, TS, TT, TW, TX, TY, TZ

WA, WB, WE, WK, WL, WM, WP

YA, YB, YE, YH, YK, YL, YM, YP, YR, YS, YT, YW, YX, YY, YZ

ZA, ZB, ZE, ZH, ZK, ZL, ZM, ZP, ZR, ZS, ZT, ZW, ZX, ZY

If no data is entered here, "" (blank) will be set as the default value.

A20. NI Category

Enter here the employee's NI Category Code.

Please note the following when you enter the employee's NI Category Code:

It must be any of the following characters:-

1. "A" - Standard Rate Contribution
2. "B" - Reduced Rate Contribution
3. "C" - Employer Only Contribution(Pensioners)
4. "D" - Standard Rate Contracted Out Contribution(COSR)
5. "E" - Reduced Rate Contracted Out Contribution(COSR)
6. "L" - Employer Only Contracted-Out Contributions(Deferment COSR)
7. "F" - Standard Rate Contracted-Out Contributions(COMP)
8. "G" - Reduced Rate Contracted-Out Contributions(COMP)
9. "S" - Employer Only Contracted-Out Contributions(Deferment COMP)
10. "J" - Deferred Contributions

11. "X" - Zero Rated.

If "Gender" is set to "Male" the "NI category" must NOT contain "**B**", "**E**" or "**G**".

If no data is entered here, Category "A" will be set as the default value.

A21. Employee Work Type

Enter here the employee's Work Type. Enter the type of work this employee has been employed to do. Special PAYE rules applies to Harvest and Casual workers.

Please note the following when you enter the employee's Work Type:

It must be any of the following words "**Casual Worker**", "**Harvest Casual**" or "**Normal**", or any of the following characters "**C**", "**H**", or "**N**".

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

A22. Employee Job Title

Enter here the employee's Job Title.

A23. Employee or Director

Enter here the employee's Designation / what they are employed as.

Please note the following when you enter the employee or Director:

It must be any of the following words "**Director**", "**Director as Employee**", "**Employee**" or "**Student Employee**", or any of the following characters "**DR**", "**DE**", "**EE**", or "**SE**".

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

A24. Directorship Start Date (DD/MM/YYYY)

Enter here the employee's Directorship Start date.

Please note this field is conditionally mandatory.

This field must be filled if the Employee or Director is either "**Director**", or "**Director as Employee**", "**DR**", or "**DE**".

Please note that the date should be entered as DD/MM/YYYY.

E.g.: If the employee's Directorship start date is on 15th May 2005, then enter the date as 15/05/2005.

A25. Department Name

Enter here 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.

Enter any of the following predefined department names "**Admin**", "**Sales & Marketing**", "**Finance & Account**", "**Operation / Production**",

"**Support**", or "**AD**", "**SM**", "**FA**", "**OP**", or "**SP**" or any user defined name.
If no data is entered here, "**Admin**" or "**AD**" will be set as the default value.

A26. Cost Center Name

Enter here 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.

Enter any of the following predefined Cost Center names "**Cost Center 1**", "**Cost Center 2**", "**Cost Center 3**" or "**CC1**", "**CC2**", or "**CC3**" or any user defined names (Check your Chart of Setup option for Cost Center names).

If no data is entered here, "**Cost Center 1**" or "**CC1**" will be set as the default value.

A27. Holiday Scheme Name

Enter here the employee's Holiday Scheme Name.

Please note the following when you enter the employee's Holiday Scheme Name:

1. The Scheme name should be already defined, and the same name should be entered here. E.g.: "**Accrue Holiday Hourly**", "**Pay Holiday Each Period**", "**Accrue Holiday Regardless**", and "**Self Defined Holiday Entitlement**" or "**HS1**", "**HS2**", "**HS3**", or "**HS4**" are four predefined Scheme Names.

2. The scheme name can be of predefined or user defined.

If no data is entered here, "**Self Defined Holiday Entitlement**" or "**HS4**" will be set as the default value.

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.

A28. Employment Start Date (DD/MM/YYYY)

Enter here the employee's employment Start date. This field is optional.

Please note that the date should be entered as DD/MM/YYYY.

E.g.: If the employee's employment start date is on 15th May 2005, then enter the date as 15/05/2005.

If no data is entered here, **current tax year start date** will be set as the default value.

A29. Employment End Date (DD/MM/YYYY)

Enter here the employee's employment end date if the employee has left the employment in the current tax year.

Please note that the date should be entered as DD/MM/YYYY.

E.g.: If the employee's employment end date is on 15th May 2005, then enter the date as 15/05/2005.

A30. Student Loan Indicator (Yes / No)

Enter here the employee's student loan Indicator.

State whether the employee should be subject to Student Loan deductions.

If no data is entered here, "No" will be set as default value.

A31. Student Loan Start Date (DD/MM/YYYY)

Enter here the employee's student loan Start Date.

Please note this field is conditionally mandatory. This field must be filled if the Student Loan Indicator is set to "Yes".

E.g.: If the student loan Start Date is on 15th May 2005, then enter the date as 15/05/2005.

A32. University / College Name

Enter here the employee's University / College Name.

Please note 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.

A33. Employee Payroll E-Mail

Enter here the employee's E-Mail address.

If you wish to enable your employee's account for this service, then enter here his/her E-Mail address.

Entering the address 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, P60s, Time sheets, and other pay details on-line.

A34. Payment Method

Enter here how the employee is to be paid.

Please note the following when you enter the employee's Payment Method:

It must be one of the following words "**BACS**", "**Cheque**", "**Cash**" or "**Internet Payment**".

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

A35. Payment Frequency

Enter here the employee's payment frequency i.e how frequently this employee was paid. E.g. If the employee is paid monthly enter "Monthly". Please note the following when you enter the employee's Pay Frequency: It must be one of the following "4 Weekly", "Monthly", "2 Weekly" or "Weekly".

If no data is entered here, "Monthly" will be set as the default value.

A36. Tax Code

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

If no data is entered here, the current tax year's emergency tax code (given by the HMRC) will be set as the default value. E.g. "522L".

A37. Week1 / Month1 Indicator (Yes/No)

If the employee is taxed on a week 1 or month 1 basis, then enter 'Yes' (non-cumulative).

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.

A38. Scottish Indicator (Yes/No)

Enter here the employee's Scottish Indicator

If no data is entered here, "No" will be set as the default value.

A39. 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 data is entered here, "No" will be set as the default value.

A40. Employee Last Tax period

Enter here the employee's last processed tax period. For new joiners, and ones who have not worked before in this organization, enter "0" (Zero).

If no data is entered here, "0" (Zero) will be set as the default value.

*The values for the NI Categories below should be the previous package's **Current NI Contribution To Date** values (For Current Employment Only)..*

A41. NIC Table Letter 1

Enter here the employee's NI category table letter 1. This must be the same value as entered in NI Category. Please refer to **A20**.

A42. Effective NIC Start Date 1 (DD/MM/YYYY)

Enter here the Effective NIC Start Date of when this NI Contribution started.

Please note that the date should be entered as DD/MM/YYYY

E.g.: If the Effective NIC Start Date is on 15th November 2006, then enter the date as 15/11/2006.

A43. Total NIC Earnings TD 1

Enter here the employee's total NIC Earnings to date for table letter 1.

A44. At LEL 1

Enter here the employee's earnings at the Lower Earnings Limit (LEL) where earnings reach or exceed the LEL.

Please note the following :

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".

A45. LEL to ET 1

Enter here the employee's earnings above the Lower Earnings Limit (LEL) up to and including the Earnings Threshold (ET).

Please note the following:

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

A46. ET to UEL 1

Enter here the employee's earnings above the Earnings Threshold (ET) up to and including the Upper Earnings Limit (UEL).

Please note the following:

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

A47. Above UEL 1

Enter here the employee's earnings to date above the Upper Earnings Limit, for National Insurance Contributions for table letter 1

A48. Employee Contributions Payable 1

Enter here the employee's payable contribution.

Please note the following:

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

A49. Employee Rebate Payable 1

Enter here the amount of National Insurance rebate to date the employee has been entitled to for table letter 1.

A50. Employer Contributions Payable 1

Enter here employer's payable contribution.

Please note the following:

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".

A51 Employer Rebate Payable 1

Enter here the amount of National Insurance rebate the employer has been entitled to for the current employment only for table letter 1.

A52. SCON 1

Enter here the Scheme Contracted Out Number (SCON).

Please note the following when you enter the SCON.

1. It must only be completed for each occurrence of the NI Category letters "F", "G" or "S".
2. Character 1 must be "S".
3. Character 2 must be one of the following values: "0", "1", "2", "4", "6" or "8".
4. Characters 3 – 8 must be numeric.
5. Character 9 must be alpha.

*The values for the NI Category below (Table Letter 2 to 4) should be the previous package's **previous NI Contribution To Date** (For Current Employment Only). .*

A53. NIC Table Letter 2

Enter here 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 **A41**

A54. Effective NIC Start Date 2 (DD/MM/YYYY)

Enter here the Effective NIC Start Date.

Please note that the date should be entered as DD/MM/YYYY

E.g.: If the Effective NIC Start Date is on 15th November 2006, then enter the date as 15/11/2006.

A55. Total NIC Earnings TD 2

Enter here the employee's total NIC Earnings to date for table letter 2.

A56. At LEL 2

Enter here 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 **A44**

A57. LEL to ET 2

Enter here the employee's earnings above the Lower Earnings Limit (LEL) up to and including the Earnings Threshold (ET) with reference to NI category table letter 2.

For more information please refer to **A45**

A58. ET to UEL 2

Enter here the employee's earnings above the Earnings Threshold (ET) up to and including the Upper Earnings Limit (UEL) with reference to the NI category table letter 2.

For more information please refer **A46**

A59. Above UEL 2

Enter here the employee's earnings to date above the Upper Earnings Limit, for National Insurance Contributions for table letter 2

A60. Employee Contributions Payable 2

Enter here the employee's payable contribution with reference to the NI category table letter 2.

For more information please refer A48

A61. Employee Rebate Payable 2

Enter here the amount of National Insurance rebate to date the employee has been entitled to for table letter 2.

A61. Employee Rebate Payable 2

Enter here the employee's Rebate payable amount of National Insurance rebate to date, the employee has been entitled for table letter 2.

A62. Employer Contributions Payable 2

Enter here the employer's payable contribution with reference to the NI category table letter 2.

For more information please refer to **A50**

A63. Employer Rebate Payable 2

Enter here the amount of National Insurance rebate the employer has been entitled to for the current employment only for table letter 2.

A64. SCON 2

Enter here the Scheme Contracted Out Number (SCON).

For more information please refer to **A52**

A65. NIC Table Letter 3

Enter here 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 **A41**

A66. Effective NIC Start Date 3 (DD/MM/YYYY)

Enter here the Effective NIC Start Date.

Please note that the date should be entered as DD/MM/YYYY

E.g.: If the Effective NIC Start Date is on 15th November 2006, then enter the date as 15/11/2006.

A67. Total NIC Earnings TD 3

Enter here the employee's total NIC Earnings to date for table letter 3.

A68. At LEL 3

Enter here 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 [A44](#)

A69. LEL to ET 3

Enter here the employee's earnings above the Lower Earnings Limit (LEL) up to and including the Earnings Threshold (ET) with reference to the NI category table letter 3.

For more information please refer to [A45](#)

A70. ET to UEL 3

Enter here the employee's earnings above the Earnings Threshold (ET) up to and including the Upper Earnings Limit (UEL) with reference to the NI category table letter 3.

For more information please refer to [A46](#)

A71. Above UEL 3

Enter here the employee's earnings to date above the Upper Earnings Limit, for National Insurance Contributions for table letter 3

A72. Employee Contributions Payable 3

Enter here the employee's payable contribution with reference to the NI category table letter 3

For more information please refer [A48](#)

A73. Employee Rebate Payable 3

Enter here the amount of National Insurance rebate to date the employee has been entitled to for table letter 3

A74. Employer Contributions Payable 3

Enter here the employer's payable contribution with reference to the NI category table letter 3

For more information please refer to [A50](#)

A75. Employer Rebate Payable 3

Enter here the amount of National Insurance rebate the employer has been entitled to for the current employment only for table letter 3

A76. SCON 3

Enter here the Scheme Contracted Out Number (SCON) with reference to the NI category table letter 3.

For more information please refer to [A52](#)

A77. NIC Table Letter 4

Enter here 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 [A41](#)

A78. Effective NIC Start Date 4 (DD/MM/YYYY)

Enter here the Effective NIC Start Date.

Please note that the date should be entered as DD/MM/YYYY

E.g.: If the Effective NIC Start Date is on 15th November 2006, then enter the date as 15/11/2006 .

A79. Total NIC Earnings TD 4

Enter here the employee's Total NIC Earnings to date for table letter 4.

A80. At LEL 4

Enter here 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 [A44](#)

A81. LEL to ET 4

Enter here the employee's earnings above Lower Earnings Limit (LEL) up to and including the Earnings Threshold (ET) with reference to the NI category table letter 4.

For more information please refer to [A45](#)

A82. ET to UEL 4

Enter here the employee's earnings above the Earnings Threshold (ET) up to and including the Upper Earnings Limit (UEL) with reference to the NI category table letter 4.

For more information please refer to [A46](#)

A83. Above UEL 4

Enter here the employee's earnings to date above the Upper Earnings Limit, for National Insurance Contributions for table letter 4

A84. Employee Contributions Payable 4

Enter here the employee's payable contribution with reference to the NI category table letter 4.

For more information please refer to [A48](#)

A85. Employee Rebate Payable 4

Enter here the amount of National Insurance rebate to date the employee has been entitled to for table letter 4.

A86. Employer Contributions Payable 4

Enter here the employer's payable contribution with reference to the NI category table letter 4.

For more information please refer to **A50**

A87. Employer Rebate Payable 4

Enter here the amount of National Insurance rebate the employer has been entitled to for the current employment only for table letter 4

A88. SCON 4

Enter here the Scheme Contracted Out Number (SCON) with reference to the NI category table letter 4.

For more information please refer to **A52**

*The values for the Total Gross Pay TD below should be the previous package's **Total Pay To Date** (For the Current Employment Only).*

A89. Total Gross Pay TD

Enter here the employee's pay amount in this employment.

Please note the following when you enter the amount:

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.

A90. Total Gross Pay Subject to NIC TD

Enter here the gross pay subjected to National Insurance Contributions to date of this employee.

A91. Total Gross Pay Subject to Tax TD

Enter here the gross pay subjected to tax to date of this employee.

A92. Total Tax Deducted in this employment TD

Enter here the total amount of tax deducted for the employee in this 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. This value must be equal to or less than the "Total Gross Pay TD" field.

*The values for the Total Pay below should be for the **previous package's P45 Details** in this current tax year.*

A93. Total Pay in previous employment (P45)

Enter here the employee's 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 "Total Tax deducted in previous employment (P45)" field.

A94. Total Tax deducted in previous employment (P45)

Enter here the amount of 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 "Total Pay in previous employment (P45)" field.

A95. SSP TD

Enter here the Statutory Sick Pay amount paid to date if the employee has received SSP.

Please note the following when you enter SSP:

1. Numeric characters must be used.

A96. SMP TD

Enter here the Statutory Maternity Pay amount paid to date if the employee has received SMP.

Please note the following when you enter SMP:

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

A97. SAP TD

Enter here the Statutory Adoption Pay amount paid to date if the employee has received SAP.

Please note the following when you enter SAP:

1. Numeric characters must be used.

A98. SPP (Birth) TD

Enter here 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.

Please note the following when you enter SAP (Birth):

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.

A99. SPP (Adoption) TD

Enter here 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.

Please note the following when you enter SPP (Adoption):

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

A100. Student Loan Paid TD

Enter here the total employee Student Loan amount paid to date.

Please note the following when you enter the amount:

1. Numeric characters must be used.
2. It must be in whole pounds

A101. Emergency Contact Person Name

Enter here the name of the employee's Emergency contact person.

A102. Emergency Contact Person Relationship

Enter here the relationship between the employee and the employee's Emergency contact person

A103. Emergency Contact Person Address Line 1

Enter here the employee's Emergency contact person address.

Please note the following when you enter the address

1. The address should 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 as listed for surname and forename.

A104. Emergency Contact Person Address Line 2

Enter here the employee's Emergency contact person address

A105. Emergency Contact Person Address Line 3

Enter here the employee's Emergency contact person town / city

A106. Emergency Contact Person Address Line 4

Enter here the employee's Emergency contact person county.

A107. Emergency Contact Person Post Code

Enter here the postcode of the employee's Emergency contact person.

Eg. EP1 3SO.

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

A108. Emergency Contact Person Country

Enter here the employee's Emergency contact person Country. Please find the '**Annexure 1**' for Country Names.

A109. Emergency Contact Person Telephone Number 1

Enter here the employee's Emergency contact persons Telephone Number (primary).

Please note that the Telephone Number must have a minimum of 6 characters and should not exceed more than 35 characters.

A110. Emergency Contact Person Telephone Number 2

Enter here the employee's Emergency contact person Telephone Number (alternate).

Please note that the Telephone Number must have a minimum of 6 characters and should not exceed more than 35 characters.

A111. Emergency Contact Person E-Mail

Enter here the employee's Emergency contact person E-Mail address.

A112. Employee Bank / Building Society Name

Enter here the name of the Bank / Building Society with which your employee has an account.

A113. Employee Bank Branch Name

Enter here the name of the Bank / Building Society Branch with which your employee has an account.

A114. Employee Bank Address Line 1

Enter here the address for the employee's Bank.

Please note the following when you enter the address

1. The address should 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 as listed for surname and forename.

A115. Bank Address Line 2

Enter here the address of the employee's Bank

A116. Bank Address Line 3

Enter here the town/city of the employee's Bank

A117. Bank Address Line 4

Enter here the county of the employee's Bank.

A118. Bank Post Code

Enter here the postcode of the employee's Bank. E.g. EP1 3SO

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

A119. Bank Country

Enter here the country of the employee's Bank E.g. "United Kingdom" or "UK". Please find the '**Annexure 1**' for Country Names.

A120. Bank Contact Person Name

Enter here the name of the employee's Bank Contact Person.

A121. Bank Telephone Number

Enter here the Telephone Number of the employee's Bank

Please note that the Telephone Number must have a minimum of 6 characters and should not exceed more than 35 characters.

A122. Bank Fax Number

Enter here the Fax Number of the employee's Bank

Please note that the Fax Number must have a minimum of 6 characters and should not exceed more than 35 characters.

A123. Bank E-Mail

Enter here the E-Mail Address of the employee's Bank

A124. Employee Bank / Building Society Sort Code

Enter here 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.

A125. Employee Bank / Building Society Account Number

Enter here the employee's Bank Account Number.

A126. Employee Bank / Building Society Account Name

Enter here the employee's Bank Account Name. The name shown on the employee's bank account.

A127. Bank BACS Reference Number

Enter here the Bankers Automated Clearing Services Reference Number (BACS Reference Number). This is a United Kingdom scheme for the electronic processing of financial transactions.

Direct Debits and BACS Direct Credits are made using the BACS system.

A128. IBAN Number

Enter here 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 follow the recommended national specific format for IBAN Numbers.

E.g.:

United Kingdom IBAN format: GBkk BBBB SSSS SSCC CCCC CC

B = alphabetical bank code, **S** = sort code (often a specific branch), **C** = account No, **K** = Check digits, and should not exceed more than 22 characters in length.

Annexure 1

Andorra.
United Arab Emirates.
Afghanistan.
Antigua and Barbuda.
Anguilla.
Albania.
Armenia.
Netherlands Antilles.
Angola.
Antarctica.
Argentina.
American Samoa.
Austria.
Australia.
Aruba.
Aland Islands.
Azerbaijan.
Bosnia and Herzegovina.
Barbados.
Bangladesh.
Belgium.
Burkina Faso.
Bulgaria.
Bahrain.
Burundi.
Benin.
Bermuda.
Brunei.
Bolivia.
Brazil.
Bahamas.
Bhutan.
Bouvet Island.
Botswana.
Belarus.
Belize.
Canada.

Cocos Islands.
The Democratic Republic Of Congo.
Central African Republic.
Congo.
Switzerland.
Cote d'Ivoire.
Cook Islands.
Chile.
Cameroon.
China.
Colombia.
Costa Rica.
Serbia and Montenegro.
Cuba.
Cape Verde.
Christmas Island.
Cyprus.
Czech Republic.
Germany.
Djibouti.
Denmark.
Dominica.
Dominican Republic.
Algeria.
Ecuador.
Estonia.
Egypt.
Western Sahara.
Eritrea.
Spain.
Ethiopia.
Finland.
Fiji.
Falkland Islands.
Micronesia.
Faroe Islands.
France.
Gabon.
United Kingdom.
Grenada.

Georgia.
French Guiana.
Ghana.
Gibraltar.
Greenland.
Gambia.
Guinea.
Guadeloupe.
Equatorial Guinea.
Greece.
South Georgia And The South Sandwich Islands.
Guatemala.
Guam.
Guinea-Bissau.
Guyana.
Hong Kong.
Heard Island And McDonald Islands.
Honduras.
Croatia.
Haiti.
Hungary.
Indonesia.
Ireland.
Israel.
India.
British Indian Ocean Territory.
Iraq.
Iran.
Iceland.
Italy.
Jamaica.
Jordan.
Japan.
Kenya.
Kyrgyzstan.
Cambodia.
Kiribati.
Comoros.
Saint Kitts And Nevis.
North Korea.

South Korea.
Kuwait.
Cayman Islands.
Kazakhstan.
Laos.
Lebanon.
Saint Lucia.
Liechtenstein.
Sri Lanka.
Liberia.
Lesotho.
Lithuania.
Luxembourg.
Latvia.
Libya.
Morocco.
Monaco.
Moldova.
Madagascar.
Marshall Islands.
Macedonia.
Mali.
Myanmar.
Mongolia.
Macao.
Northern Mariana Islands.
Martinique.
Mauritania.
Montserrat.
Malta.
Mauritius.
Maldives.
Malawi.
Mexico.
Malaysia.
Mozambique.
Namibia.
New Caledonia.
Niger.
Norfolk Island.

Nigeria.
Nicaragua.
Netherlands.
Norway.
Nepal.
Nauru.
Niue.
New Zealand.
Oman.
Panama.
Peru.
French Polynesia.
Papua New Guinea.
Philippines.
Pakistan.
Poland.
Saint Pierre And Miquelon.
Pitcairn.
Puerto Rico.
Palestine.
Portugal.
Palau.
Paraguay.
Qatar.
Reunion.
Romania.
Russia.
Rwanda.
Saudi Arabia.
Solomon Islands.
Seychelles.
Sudan.
Sweden.
Singapore.
Saint Helena.
Slovenia.
Svalbard And Jan Mayen.
Slovakia.
Sierra Leone.
San Marino.

Senegal.
Somalia.
Suriname.
Sao Tome And Principe.
El Salvador.
Syria.
Swaziland.
Turks And Caicos Islands.
Chad.
French Southern Territories.
Togo.
Thailand.
Tajikistan.
Tokelau.
Timor-Leste.
Turkmenistan.
Tunisia.
Tonga.
Turkey.
Trinidad and Tobago.
Tuvalu.
Taiwan.
Tanzania.
Ukraine.
Uganda.
United States Minor Outlying Islands.
United States.
Uruguay.
Uzbekistan.
Vatican.
Saint Vincent And The Grenadines.
Venezuela.
British Virgin Islands.
U.S. Virgin Islands.
Vietnam.
Vanuatu.
Wallis And Futuna.
Samoa.
Yemen.
Mayotte.

South Africa.

Zambia.

Zimbabwe.