

Using the Employee Action File in Gateway

Managing your pension data



NOW:
Pensions

The future is now

Introduction

We explain how to use the Employee Action File (EAF) to manage your pension data in Gateway.

Table of contents

| | |
|---|-----|
| What is the EAF? | 3 |
| What does the EAF contain? | 3-4 |
| Appendix 1 – Auto enrolment categories..... | 5 |
| Appendix 2 – Opt-out indicator additional information | 5 |

What is the EAF?

It's a CSV file showing any actions your employees have taken since you last ran your payroll and uploaded a pension data file.

For example, it will show whether employees have opted into or out of the Scheme, or started or stopped paying additional voluntary contributions.

You'll use this file to update your payroll software before you run your next payroll, so your next pension data file includes the changes.

What does the EAF contain?

The file will include column headings, but the order will also be consistent with any redundant columns that remain in the file but are blank.

All fields will be included in **Downloaded reports**.

| Item no | Header | Format | Explanation |
|---------|-------------------|-----------------|---|
| 1 | ER Code | 4 | Four-character code (also known as Employer Code) supplied by NOW: Pensions to identify individual employers |
| 2 | PAYROLL CODE | 4 | Four-character Payroll Code (also known as Pay Code) to identify individual payrolls |
| 3 | EMPLOYEE NO | 25 | Unique employee identifier (ID) |
| 4 | SURNAME | 40 | |
| 5 | FORENAME 1 | 40 | |
| 6 | NINO | AA000000A | National Insurance number |
| 7 | OPT IN INDICATOR | I or blank | I = opt in Populated when employee asks to opt in |
| 8 | OPT IN DATE | DD/MM/YYYY | |
| 9 | OPT OUT INDICATOR | A or O or blank | A = Valid auto enrolment opt-out O = Scheme opt-out This is populated when employee asks to leave the Scheme. <i>See appendix 2 for more information</i> |
| 10 | OPT OUT DATE | DD/MM/YYYY | |

| | | | |
|----|--------------------|----------------|--|
| 11 | OO LAST DAY | DD/MM/YYYY | The last date an employee can opt out and receive a contribution refund <i>This can be updated if a two-week extension is granted</i> |
| 12 | EE CONTRATE | 0.00 | Employee contribution rate excluding additional voluntary contributions (AVCs) |
| 13 | ER CONTRATE | 0.00 | Employer contribution rate |
| 14 | AVC RATE | 0.00 | AVC percentage |
| 15 | AVC RATE INDICATOR | I or blank | I = AVC rate included in file <i>This is populated when AVC is requested</i> |
| 16 | TOTAL EERATE | 0.00 | Columns 12 and 14 aggregated <i>Used when AVCs can't be split out in the payroll system</i> |
| 17 | CATEGORY | See Appendix 1 | Assessment category |
| 18 | POSTPONEMENT DATE | DD/MM/YYYY | Last date of postponement/deferral period |
| 19 | AE DATE | DD/MM/YYYY | Date that an employee is enrolled |

Appendix 1 – Auto enrolment categories

These are the categories that will pass validation. Codes are case sensitive.

| Code | Description |
|------------------------|------------------------|
| Eligible Jobholder | Eligible jobholder |
| Non-eligible Jobholder | Non-eligible jobholder |
| Entitled Worker | Entitled worker |
| Worker | Under 16 or over 74 |

Appendix 2 – Opt-out indicator additional information

| Code | Description | Actions |
|------|--|--|
| A | Valid auto enrolment opt-out: employee has opted out within their statutory window. | Employee should be opted out on the payroll system. No further contributions should be deducted. A refund must be processed through payroll for all employee contributions deducted previously. |
| O | Scheme opt-out: employee has left the Scheme (ceased membership) after their statutory opt-out period has elapsed. | The employee should be opted out on the payroll system and no further contributions should be deducted. No refund should be processed through payroll as the employee is no longer entitled to a refund of their contributions. |