NOW: Pensions

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Guide to the generic input file (NOW: Pensions assessing)

v1.1 with effect from 27 May 2015

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Document Purpose

This document sets out the specification for the file format and content relating to the NOW: Pensions Interface.

This document will be subject to periodic review and re-issued (with highlighted changes) in its entirety as required.

The only intention for future variance of this document is to allow for potential expansion of optional fields where required by change in the legislative requirements and/or to enable easements for a payroll system. These will be facilitated by optional column headings being added.

Assumptions

This document is only to be used where NOW: Pensions are performing the Assessment functions. In this scenario, the interface will need to be loaded twice.

The first time is just prior to the Gross to Net stage of the payroll cycle. After the overnight processing, clients will be able to download the output file, upload the data, calculate the contributions and then close the payroll.

The second time is following the closure of the payroll, when the file will be uploaded with the contribution data etc added.

Use of this document assumes:

- Categorisation takes place by NOW: Pensions
- Postponement Dates (or Deferral Dates) are calculated by NOW: Pensions
- Automatic Enrolment is determined by NOW: Pensions
- Column headings are required to exactly match the contents of this document
- Column order is not prescriptive
- CSV files to be comma delimited
- *The Payroll timetable must allow for the assessment calculation routine to run overnight*

Out of scope

This document is not to be used in the following circumstances:

- Where the client's payroll is undertaking the assessment
- For data provided in XML format
- Where it is not possible to provide the headings exactly as specified.

All of these scenarios are catered for in separate documents that are available on request.

Interface detail

Files must be uploaded with a .csv file extension.

This document will be subject to periodic review and re-issued (with changes highlighted in the Appendices) in its entirety as required.

The only intention for future variance of this document is to allow for potential expansion of optional fields where required by change in the legislative requirements and/or to enable easements for a payroll system. These will be facilitated by optional column headings being added (.CSV).

There are no specific naming conventions for the file, but we recommend that you include your 4 digit employer code and a numerical reference to the pay period, so that the file can be easily identified in case of error, (e.g. ABCD ae Week 07.csv).

As 2 file uploads are required in each payroll (one to enable the assessment and one to confirm contributions etc), you will need to differentiate between the files so that they do not have identical file names.

File Content

Column order is not specific; however exact headings and mandatory fields are required for successful file upload.

Where a data field is non-mandatory and there is no data to be provided, this should be left blank.

Item No.	Header	Mandatory	Format	Notes
1	Forename 1	Yes	32	
2	Forename 2	No	25	
3	Surname	Yes	32	
4	NINO		AA000000A	National Insurance Number. Mandatory if known, but blank if unknown i.e. **no temporary numbers**.
5	STARTDATE	Yes	DD/MM/YYYY	Date Joined Company
6	Title	Yes		Prescribed outputs, see Appendix 1

Item No.	Header	Mandatory	Format	Notes
7	DOB	Yes	DD/MM/YYYY	Date of Birth
8	SEX	Yes	M or F	
9	PAYROLLNO	Yes		Must be unique employee ID. Alpha numeric (symbols permissible)
10	PAYSTART	Yes	DD/MM/YYYY	Pay Period Start Date
11	PAYPERIOD	Yes	Numeric	Tax Period (e.g. 03 or 53)
12	PAYFREQ	Yes	Monthly Weekly Fortnightly Quarterly Four Weekly 4 4 5	Pay Frequency
13	ENROL DATE	No	DD/MM/YYYY	Automatic Enrolment Date (i.e. 1st date joins scheme). *Mandatory in 1st pay period contributions are deducted.*
14	POSTPONEMENT DATE	No	DD/MM/YYYY	Last date of postponement/deferral period. *Mandatory in 1st pay period postponement applied.*
15	ASSESSMENT	No		See Appendix 2. *Mandatory for each employee until the*

				*pay period **after** they have been enrolled.*

Item No.	Header	Mandatory	Format	Notes
16	ADDRESS 1	Yes	Alphanumeric (34)	
17	ADDRESS 2	No	Alpha (34)	
18	ADDRESS 3	No	Alpha (34)	
19	ADDRESS 4	No	Alpha (34)	
20	ADDRESS 5	No	Alpha (34)	
21	POSTCODE	Yes	Alphanumeric	
22	EMAIL	No	Alphanumeric (100)	Any e-mail address that is held, whether work or personal. This will be the primary contact method.
23	SAL SACRIFICE	Yes	Y or N	Applied on an individual basis, if contributions are made via salary sacrifice (Y) or not (N).
24	EE CONTS	No	0.00	Amount of **Employee** Contributions (in £0.00, but no symbol included). Excluding AVCs (where possible).

25	ER CONTS	No	0.00	Amount of **Employer** Contributions (in £0.00, but no symbol included)
26	AVCS	No	0.00	Amount of **AVCs** (in £0.00, but no symbol included)
Item No.	**Header**	**Mandatory**	**Format**	**Notes**
27	OPTIN	No	DD/MM/YYYY	Date opt in is effective within payroll.
28	OPTOUT	No	DD/MM/YYYY	Opt Out Date
29	GROSS PAY	Yes	0.00	Total Gross Earnings (before Tax)
30	EXIT DATE	No	DD/MM/YYYY	Date of leaving (e.g. P45, Death etc)
31	EE CONT %	No	0.00	**Employee** Contribution Rate (% rate, but no symbol required).
32	ER CONT %	No	0.00	**Employer** Contribution Rate (% rate, but no symbol required).
33	PAY CODE	No		Payroll Code. Provide in system under reference data.
34	ER CODE	Yes		4 character code supplied by NOW: Pensions to identify individual employers (can

				contain numbers, letters and/or symbols).
35	SCHEME CODE	No	Numeric (3)	See Appendix 3
36	PENSIONABLE EARNINGS	Yes	0.00	The earnings that contributions are/were calculated on within the pay period.

APPENDIX 1

List of currently available titles that will pass validation.

Code	Description
MISS	Miss
MRS	Mrs
MS	Ms
MR	Mr
PROF	Professor
DR	Dr

APPENDIX 2

List of available automatic enrolment categories that will pass validation.

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

.APPENDIX 3

Scheme codes for the different benefit bases. If a client only has 1 benefit basis then these are not mandatory, although it is best practice to include them.

If however, a client has multiple tiers or schemes with NOW: Pensions, then the numbers below should be used. In this scenario, a client with an AE Minimum Scheme and a 3:6 scheme would need to specify which members were in which scheme at the point they first become a scheme member (in this scenario, a

Member A would have a Scheme Code of 101, while Member B having a Scheme Code of 103. Codes 102, 104 and 105 would not be used in this example).

Code	Description
101	AE Minimum Scheme
102	5:4 Scheme
103	3:6 Scheme
104	PQM Scheme
105	Matching Scheme