



A guide to generic input files

Voluntary Scheme ahead of Staging
v1.2 with effect from January 2016

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 a Plan is being set up in advance of the company's Staging Date for automatic enrolment. The file contains all of the fields that will be required from pre-Staging through to the Staging date and beyond.

Use of this document assumes that pre-Staging:

- All contribution deductions are calculated within Payroll
- Column headings are required to exactly match the contents of this document
- Column order is not prescriptive
- Any automatic enrolment columns must be left blank (any fields highlighted with white text) you may only use these fields once your Staging date has been attained
- CSV files to be comma delimited

And that post-Staging:

- Categorisation will take place within Payroll
- Postponement Dates (or Deferral Dates) are calculated within Payroll
- Automatic Enrolment is determined within the Payroll
- Column headings are required to exactly match the contents of this document
- Columns highlighted with white text come into effect once the Staging date is attained
- CSV files to be comma delimited

Out of scope

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

- Where the client is expecting NOW: Pensions to undertake the assessment. Please contact us nearer to your Staging date to obtain the most up to date version of the assessment specification. Please note that the columns and headers are exactly the same, the main difference is in the data which is not mandatory when supplying the file for assessment purposes.
- For data provided in XML format
- Where it is not possible to provide the headings exactly as specified.

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).

File Content

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

Non-mandatory fields should be populated if data is available.

Item No.	Header	Mandatory	Format	Notes
1	Forename 1	Yes	40	Cannot be blank, no initials, full stops or numbers
2	Forename 2	No	25	Complete where data exists. No full stops or numbers
3	Surname	Yes	40	Cannot be blank, no initials, full stops or numbers
4	NINO	No	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	Male and Female also acceptable
9	PAYROLLNO	Yes	Maximum 20	Must be unique employee ID. Alphanumeric (symbols permissible)
10	PAYSTART	Yes	DD/MM/YYYY	Payroll Period start date. Also used as the date of joining the scheme (unless start date is later, in which case start date will be used as date of joining scheme)
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. 1 st date joins scheme). <i>Mandatory in 1st pay period contributions are deducted.</i>
14	POSTPONEMENT DATE	No	DD/MM/YYYY	Last date of postponement/deferral period. <i>Mandatory in 1st pay period postponement applied.</i>

Item No.	Header	Mandatory	Format	Notes
15	ASSESSMENT	Yes		See Appendix 2. <i>Mandatory for all employees in each payroll file.</i>
16	ADDRESS 1	Yes	Alphanumeric (34)	Cannot be blank, address lines should be sequential and contain no commas
17	ADDRESS 2	No	Alpha (34)	Complete if data exists
18	ADDRESS 3	No	Alpha (34)	Complete if data exists
19	ADDRESS 4	No	Alpha (34)	Complete if data exists
20	ADDRESS 5	No	Alpha (34)	Complete if data exists
21	POSTCODE	Yes	Alphanumeric (9)	If no postcode exists repeat first 4 letters of area e.g. EIRE
22	EMAIL	No	Alphanumeric (100)	Unique 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, where contributions are made via salary sacrifice (Y) or not (N).
24	EE CONTS	No	0.00	Gross amount of Employee Contributions (in £0.00, but no symbol included). Excluding AVCs (where possible). No negative amounts permitted.

Item No.	Header	Mandatory	Format	Notes
25	ER CONTS	No	0.00	Gross amount of Employer Contributions (in £0.00, but no symbol included). No negative amounts permitted.
26	AVCS	No	0.00	Amount of Gross AVCs (in £0.00, but no symbol included)
27	OPTIN	No	DD/MM/YYYY	Date opt in is effective within payroll. Only use once Staging date attained.
28	OPTOUT	No	DD/MM/YYYY	Opt Out Date. Only use once Staging date attained.
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) cannot be in the future beyond the end of the current pay period.
31	EE CONT %	No	0.00	Employee Contribution Rate (% rate, but no symbol required). No negative amounts permitted.
32	ER CONT %	No	0.00	Employer Contribution Rate (% rate, but no symbol required). Must be at least 1%. No negative amounts permitted.

Item No.	Header	Mandatory	Format	Notes
33	PAY CODE	Yes	Alphanumeric (4)	4 character Payroll Code to identify individual payrolls. The code can be found in the microsite under reference data
34	ER CODE	Yes	Alphanumeric (4)	4 character code supplied by NOW: Pensions to identify individual employers (can contain numbers and/or letters).
35	SCHEME CODE	No	Numeric (3)	Not mandatory but preferred. Scheme codes confirmed on scheme summary issued at sign up.
36	PENSIONABLE EARNINGS	No	0.00	Mandatory once Enrolled. The earnings that contributions are/were calculated on within the pay period.

APPENDIX 1

List of available titles that will pass validation

Code	Code
Air Commodore	Major
Air Vice Marshall	Major General
Baron	Mother
Baroness	Mr
Brigadier	Mrs
Canon	Ms
Captain	Master
Commodore	Mx
Commander	Professor Dame
Colonel	Prof
Dame	Professor Lord
Dowager Countess	Professor Sir
Dr	Rabbi
Earl	Reverend
Eur In Dr	Reverend Dr
Eur Ing	Reverend Professor
Executors of	Sheriff
Group Captain	Sir
His Honour	Sister
His Honour Judge	Squadron Leader
Honourable	The Honourable
Lady	The Reverend
Lieutenant	The Honourable Sir
Lord	The Ven.
Lieutenant Colonel	The Right Honourable Sir
Lieutenant Commander	The Rt Revd Lord
Misc	The Very Revd
Miss	Wing Commander

APPENDIX 2

Only to be used once staging date has been attained. List of available automatic enrolment categories that will pass validation (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 3

Scheme codes for the different benefit bases. Codes will be assigned to you on set up. Also referred to in the Plan summary as plan codes, these are issued to you at the point you sign up.

Code	Description
101	Normally AE minimum contributions.
102	Flexible. Generally ending at 5%:4% (EE:ER) from 2018.
103	Flexible. Generally ending at 3%:6% (EE:ER) from 2018.
104	Higher contributions (min 10% total).
105	Matching scheme only (employer and employee make the same contribution and where the employee has a range of contributions to select from).

APPENDIX 4

Changes from v 1.0

Minor changes to clarify that where data exists it must be included for items which are otherwise not Mandatory and improved notes for many items

Employee start date in voluntary scheme confirmed to be the later date of either the payroll period start date or the date the employee joined company.

Enrolment date confirmed to no longer be completed until staging date has been attained.

Assessment is now a Mandatory item

Appendix 1 has an expanded list of available Titles

Appendix 3 has improved descriptions of the available Scheme codes

Changes from v 1.1

Minor change to clarify that all 36 columns should be included in the file to ensure a successful upload.

Forename 1 and Surname fields updated to accept 40 characters

Payrollno updated to accept maximum of 20 characters

Postcode updated to accept maximum of 9 characters

Scheme code is no longer a mandatory item but is preferred

Improved notes for many items