

Contributions File data requirements

Version 8.1 – with effect from November 2014



For people, not profit

the
people's
pension

Column headings are required for the Details Record only.
The following text characters cannot be used in the file: = !' '[] " " \ .
Formulas in the file are not accepted.
Password protecting the file is not accepted.
Duplicate rows and duplicate column headings are not permitted.
This document should be used in conjunction with the Data Layout Template.
Date formats must be the same throughout the file.

The Header Record

The first line in the file is for the header record.

There must be only one header line on every file.

Header Record

Field ID	Name	Description/purpose	Mandatory/Non-Mandatory Field Mapping	Accepted values	Additional Notes
A	Record Type	To identify a record as a header row	Mandatory	<ul style="list-style-type: none"> This must be H and in col A 	This must be at the very beginning of every file.
B	Unique ID	The People's Pension account number	Mandatory	<ul style="list-style-type: none"> 5 digit account number allocated to the employer by The People's Pension 	We will give this to the employer once the account has been set up.
C	Earnings Period Start Date	The start date of the period in which payroll is being run, i.e. the Relevant Pay Reference Period	Mandatory	<ul style="list-style-type: none"> Any valid date in the format specified below: dd/mm/yyyy dd-mm-yyyy dd.mm.yyyy ddmmyyyy dd mm yyyy yyyy/mm/dd yyyy-mm-dd yyyy.mm.dd yyyymmdd yyyy mm dd dd mmm yyyy 	This will be displayed in Employer Online Services on the File Upload Screen.
D	Earnings Period End Date	The end date of the period in which payroll is being run, i.e. the Relevant Pay Reference Period	Mandatory	<ul style="list-style-type: none"> Any valid date in the format specified below: dd/mm/yyyy dd-mm-yyyy dd.mm.yyyy ddmmyyyy dd mm yyyy yyyy/mm/dd yyyy-mm-dd yyyy.mm.dd yyyymmdd yyyy mm dd dd mmm yyyy 	This will be displayed in Employer Online Services on the File Upload Screen.
E	File Type	To allow identification of the file's purpose	Mandatory	<ul style="list-style-type: none"> CO for Contribution files 	This must be displayed in every file.

The Details Record

There is one line for each worker record.

A record is made up of the following fields.

Details Record

Field ID	Name	Description/purpose	Mandatory/Non-Mandatory Field Mapping	Accepted values	Additional Notes
A	Record Type	To identify a record as a details row	Mandatory	<ul style="list-style-type: none"> This must be D and in col A 	This must be in every field where there is an employee.
B	Date of Birth	The date of birth of the employee	Mandatory	<ul style="list-style-type: none"> Any valid date in the format specified below: dd/mm/yyyy dd-mm-yyyy dd.mm.yyyy ddmmyyyy dd mm yyyy yyyy/mm/dd yyyy-mm-dd yyyy.mm.dd yyyymmdd yyyy mm dd dd mmm yyyy 	Employee's under 16 are not subject to AE.
C	Unique Identifier	An identifier which uniquely identifies the employee for the employer	Mandatory	<ul style="list-style-type: none"> Text Minimum 1 character Maximum 50 characters Such as works or payroll number 	Employee number allocated to the employee by the employer.
D	Employer Pension Contribution	The pension contribution from the employer	Mandatory	<ul style="list-style-type: none"> Number 2 decimal places 0.00 	Must be at least 0.00. Cannot be a Negative value.
E	Employee Pension Contribution	The pension contribution from the employee	Mandatory	<ul style="list-style-type: none"> Number 2 decimal places 0.00 	Must be at least 0.00. Cannot be a Negative value.
F	Missing/Partial Pension Code	The reason for not having full pension contributions	Mandatory	<ul style="list-style-type: none"> Blank 1 – Employee has left the company 2 – Employee is temporarily absent 3 – Employee is on family leave 4 – Employee has chosen to stop contributions 5 – Earnings are below the threshold or there are no pension related earnings for the employee 	This must be provided where pension contributions are not as expected. This field only needs to be completed if one of the specified scenarios occurs. Where 1 is specified but no leaving date is set, the employee will be treated as leaving at PRP end date in the header record.
G	EAC/ELC Premium	The weekly premium for EAC/ELC contributions	Non-Mandatory (Mandatory where the employer is using the B&CE EAC/ELC product)	<ul style="list-style-type: none"> Number 0.00 or number up to 2 decimal places where the employer provides EAC/ELC cover Must match a valid EAC/ELC value combination 	This field only needs to be populated if the employer holds an existing accident or life cover plan with B&CE. Cannot be a Negative value.

The Trailer Record

The last line in the file is for the trailer record.

There must be only one trailer line on every file.

Trailer Record

Field ID	Name	Description/purpose	Mandatory/Non-Mandatory Field Mapping	Accepted values	Additional Notes
A	Record Type	To identify the end of the file as a trailer record	Mandatory	<ul style="list-style-type: none">This must be T and in column A	This must be at the very end of the file.
B	Contributions Total	The total value of contributions for employees and employers on the file	Mandatory	<ul style="list-style-type: none">Number to 2 decimal places	This is the total amount of contributions.

For people, not profit

B&CE is a not-for-profit organisation, which operates for the benefit of its members and their dependants. Established in 1942 and founded in construction, B&CE's current offerings include a workplace pension, employee accident cover, employee life cover and employee healthcare. Today it manages assets of £2.2 billion, with 2.7 million members and provides financial benefits to over 900,000 active individuals on behalf of over 12,000 corporate accounts. (Information correct as of 30 September 2014.)

For over 30 years, B&CE has been providing workplace pensions to employers with transient, low to moderate earning workforces, both large and small. B&CE has been operating a form of automatic enrolment for over ten years through its stakeholder product. In November 2011, B&CE announced details of The People's Pension, as an additional product to assist employers in complying with their automatic enrolment duties.

The People's Pension is a flexible and portable workplace pension scheme designed for people, not profit and is suitable for any organisation, large or small, in any sector.

B&CE has won a number of awards, as the provider of The People's Pension, including DC Provider of Year at the UK Pensions Awards 2014, Best Master Trust Provider at the 2014 Pension and Investment Provider Awards (PIPs), Auto-Enrolment Provider of the Year at the UK Pensions Awards 2013 and best 'DC Master Trust' at the 2013 PIPAs.

If you have any queries after reading this guide please contact us at:

✉ support@bandce.co.uk

☎ 0800 612 8080

The information in this document is correct as at November 2014 and may be subject to change.



B & C E Financial Services Limited
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Registered in England No. 2207140. To help us improve our service, we may record your call. B&CE Financial Services Limited is Authorised and regulated by the Financial Conduct Authority. Ref: 122787. The Company is a distributor of, and an administrator for, The People's Pension and the Employee Life Cover Scheme which are occupational pension schemes to which different law and regulation applies. Further details, can be found on our website www.bandce.co.uk/legal