

Maintenance file data requirements

Data requirements for submitting pension data – for payroll that supports maintenance and contributions file formats

Version 9.1 – updated July 2023



These requirements are used to send us pension data through the file upload section in your Online Services account. The maintenance file isn't required every pay period, but can be used at any point to update some of your employees' personal details. Compatible payrolls that use maintenance and contribution file formats should produce a compatible file automatically.

Please note, maintenance files are processed within a few minutes of being submitted, so they cannot be deleted once sent.

Accepted file types: .xls, .xlsx and .csv files only.

Essential requirements for all submissions:

- Column headings are required for the 'details record' section of the file only.
- The following characters cannot be used in the file: = ! ' ' [] " " \ .
- Formulas in the submission will cause the file to error.
- 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 example**' 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.

Field ID	Field name	Description	Mandatory/Optional	Accepted values
A1	H	To identify a record as a header row	Mandatory	This must be a H, which stands for 'header'
Notes: This must be at the start of every file. This field is case sensitive, so make sure the H is capitalised.				
B1	Admin Account Number	The employer's account number, which is 5 or 6 digits	Mandatory	Account number given to you by The People's Pension
Notes: We'll give this to you once an account has been set up, but it can also be found in most communications and screens in your Online Services account.				
C1	Pay Period Start Date	The start date of the period in which payroll is being run	Mandatory	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 mm yyyy
Notes: This will be displayed in your Online Services account on the first step of file upload. We will need a maintenance file before uploading the contribution file if you have made any changes to employee details or starter/leaver information.				
D1	Pay Period End Date	The end date of the period in which payroll is being run	Mandatory	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 mm yyyy
Notes: This will be displayed in your Online Services account on the first step of file upload. We will need a maintenance file before uploading the contribution file if you have made any changes to employee details or starter/leaver information.				
E1	File Type	To allow identification of the file's purpose	Mandatory	MA for maintenance files
Notes: This must be displayed in every file. Case sensitive, must be capitalised.				

The details record

Please add the details for each employee on a separate line.

Field ID	Field name	Description	Mandatory/Optional	Accepted values
A2	Record Type	To identify a record as a details row	Mandatory	This must be a D, which stands for 'details'
Notes: This must be in every field where there is an employee.				
B2	Title	The employee's title	Mandatory	Mr, Mrs, Miss, Ms, Dr, Sir, Mx
Notes: If title is missing, we'll base the title on the gender provided. If the title field is neutral such as 'Dr' or 'Mx', the gender field must be completed.				
C2	Gender	The employee's gender	Mandatory (if applicable)	M for male F for female Male Female Blank*
Notes: * If title and gender are missing, you'll need to amend this and resubmit.				
D2	Forename 1	The employee's first name	Mandatory	Text 1-30 characters Can include 1 apostrophe, 4 hyphens or 4 spaces
Notes: For example, John, John-Paul or John Paul.				
E2	Forename 2	The employee's middle name	Optional	Text Maximum 30 letters Can include 1 apostrophe, 4 hyphens or 4 spaces Blank
Notes: For example, John, John-Paul or John Paul.				
F2	Surname	The employee's last name	Mandatory	Text 2-45 characters maximum Can include 1 apostrophe, 4 hyphens or 4 spaces
Notes: For example, Jones, Wright-Phillips, Eaton Williams or O'Donnell.				

Field ID	Field name	Description	Mandatory/Optional	Accepted values
G2	Date of Birth	The employee's date of birth	Mandatory	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 mm yyyy
Notes: Employees under 16 are not subject to auto-enrolment.				
H2	National Insurance Number	The employee's NI number	Mandatory (if applicable)	Any record in a valid NI format (eg AA123456A) Blank
Notes: Invalid and temporary NI numbers aren't accepted. If we don't receive an employee's NI number, we won't be able claim tax relief for them from HM Revenue & Customs. If there's a genuine reason for this, please let us know. Until an employee's NI number is known, this should be left blank. Please don't add a number as a placeholder if you don't have one.				
I2	Unique Identifier	An identifier the employer assigns the employee	Mandatory	Text or numbers 1 -50 characters Should not be re-used for other employees
Notes: You should allocate an identifier to your employee, such as work or payroll number. This should be unique to that employee. If a previous unique ID is being used, the previous member should be marked as 'leaver'.				
J2	Address 1	The first line of the employee's address	Mandatory	Text or numbers Minimum 1 character Maximum 50 character
Notes: The 'Address 1' and 'Address 5' fields along with one other address field must be completed with the employee's details.				
K2	Address 2	The second line of the employee's address	Mandatory (if applicable)	Text or numbers Maximum 50 characters Blank
Notes: The 'Address 1' and 'Address 5' fields along with one other address field must be completed with the employee's details.				
L2	Address 3	The third line of the employee's address	Mandatory (if applicable)	Text or numbers Maximum 50 characters Blank
Notes: The 'Address 1' and 'Address 5' fields along with one other address field must be completed with the employee's details.				

Field ID	Field name	Description	Mandatory/Optional	Accepted values
M2	Address 4	The fourth line of the employee's address	Mandatory (if applicable)	Text or numbers Maximum 50 characters Blank
Notes: The 'Address 1' and 'Address 5' fields along with one other address field must be completed with the employee's details.				
N2	Address 5	The fifth line of the employee's address	Mandatory	Text Maximum 25 characters
Notes: The 'Address 1' and 'Address 5' fields along with one other address field must be completed with the employee's details.				
O2	Home Phone Number	The employee's home phone number	Optional	Maximum 20 numbers Accept mixture of numbers and spaces Blank
Notes: For example, 07123456789, 07123 456789, +447123456789.				
P2	Mobile Phone Number	The employee's mobile phone number	Optional	Maximum 20 numbers Accept mixture of numbers and spaces Blank
Notes: For example, 07123456789, 07123 456789, +447123456789.				
Q2	Personal Email Address	The employee's personal email address	Mandatory	Any valid email address (eg jbloggs@gmail.com) Maximum 75 characters
Notes: Must be personal email only.				

Field ID	Field name	Description	Mandatory/Optional	Accepted values
R2	Date Employment Started	The date the employee started working for the employer	Mandatory (if applicable)	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 - yyyyymmdd - yyyy mm dd - dd mm yyyy - Blank
Notes: Where the new starter flag is set and this field is blank, the start date of the pay period will be used. Where the start date is after the end date of the pay period the file relates to, this will not be accepted. If this field is left blank, it will revert to the pay period start date in the C1 field.				
S2	Starter/Leaver Flag	To indicate if the employee is a new starter or leaver of the pension scheme	Optional	Blank NS where the employee is a new starter to the scheme LS where the employee is leaving pensionable service RE where the employee is being re-enrolled into the scheme
Notes: To notify us of a new scheme member or scheme leaver, if the start date or leave date columns aren't populated. If the LS flag is used, we wouldn't expect to see the employee on future files.				
T2	Employment Ended	Date the employee stops working for the employer or leaves the pension scheme	Optional	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 - yyyyymmdd - yyyy mm dd - dd mm yyyy
Notes: Date required if your employee stops working for you or leaves the pension scheme. Where the leaver flag is set and this field is blank, you should use the end date of the pay period for that submission.				

Field ID	Field name	Description	Mandatory/Optional	Accepted values
U2	AE Worker Group	The worker group the employee belongs to	Mandatory	This must match the ID of an active and existing worker group Numbers and letters Maximum 40 characters Case sensitive
Notes: Worker groups are set up in your Online Services account. This is used to identify expected contribution levels and for assessing the eligibility criteria of employees for auto-enrolment. Worker group settings can be found in Online Services, and must match exactly.				
V2	AE Status	The current AE status of the employee	Mandatory	Eligible Entitled Not known Already in qualifying scheme Not applicable Contractual enrolment
Notes: For more information on the correct auto-enrolment status for your employees, read our knowledge base Q&A, 'What different auto-enrolment (AE) statuses do you accept?' .				
W2	AE Date	The date the employee is eligible for AE rules to apply	Mandatory (if applicable)	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 mm yyyy - Blank*
Notes: * This date is required if an employee is assessed as 'eligible'.				

Field ID	Field name	Description	Mandatory/Optional	Accepted values
X2	Scheme Join Date	The date an 'entitled' employee asked to join the pension scheme or was contractually enrolled	Mandatory (if applicable)	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 mm yyyy - Blank*
Notes: * If an 'entitled' employee has asked to join the pension scheme or has been contractually enrolled, you'll need to add this date and populate the 'AE Status' field as 'entitled' or 'contractual enrolment'. This date cannot be before the employment start date in column R.				
Y2	Opt Out Date	The date the employee opted out of AE for this employment period	Mandatory (if applicable)	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 mm yyyy - Blank*
Notes: * We'll give you the opt-out date via the 'Actions Required' tab in Online Services if an employee opts out through our recognised methods. You only need to include an opt-out date in future files if the employee also has Employee Accident Cover or Employee Life Cover with B&CE.				
Z2	Opt In Date	The date a 'non-eligible' employee opts into the pension scheme	Mandatory (if applicable)	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 mm yyyy - Blank*
Notes: * If a 'non-eligible' employee has asked to opt in to the pension scheme, you'll need to add this date and populate the 'AE Status' field as 'non-eligible'. This date cannot be before the employment start date in column R.				

Field ID	Field name	Description	Mandatory/Optional	Accepted values
AA2	Total Earnings Per PRP	The total earnings for the employee in this pay period	Optional	Number 2 decimal places Must be at least 0.00
Notes: This should include all taxable income. It cannot be a negative value.				
AB2	Pensionable Earnings Per PRP	The amount of pensionable earnings for the employee. Used for assessment purposes	Optional	Number 2 decimal places Must be at least 0.00
Notes: This should be the figure you used to base pension contributions on – at a minimum of basic pay. It cannot be a negative value.				
AC2	Date AE Information Received	Date the employer sent joiner information to the employee	Optional	Any valid date in the format specified below: <ul style="list-style-type: none"> - dd/mm/yyyy - dd-mm-yyyy - dd.mm.yyyy - ddmmyyyy - dd mm yyyy - yyyy/mm/dd - yyyy-mm-dd - yyyy.mm.dd - yyyyymmdd - yyyy mm dd - dd mm yyyy
Notes: This field only needs to be populated if you're sending out your own joiner information and need to record the start of the opt-out refund period. The People's Pension will send joiner information for you unless otherwise agreed.				

The trailer record

The last line in the file is for the trailer record. This relates to the total amount of contributions or members on the schedule. There must be only one trailer line on every file.

Field ID	Field name	Description	Mandatory/Optional	Accepted values
A4	Trailer Row	To identify the end of the file as a trailer record	Mandatory	This must be T, which stands for 'trailer row'
Notes: Add a T on the last row of every file. This confirms the end of your submitted information.				
B4	Employees Total	The total amount of employees on the file	Mandatory	This must be a whole number
Notes: This should be the total number of employees on the file.				

For more information:

 01293 586666

 info@peoplespartnership.co.uk

www.peoplespartnership.co.uk