File requirements guide

Most payroll providers can give you an employee data file. If you're creating your own, use this guide to make sure your file contains all the information we need.

When you're uploading an employee data file we offer three different upload options:

1) Upload and submit a full file
– A full file contains all your employee details, automatic enrolment statuses and contribution amounts.

2) Add a file for assessment only
– You provide us with a file containing your employee details. You won't need to include automatic enrolment dates, statuses or contribution amounts. We'll work this out for you and will provide you with a fully-assessed file at the end.

3) Upload a file for assessment and submit
– You provide us with a file containing your employee details. You won't need to include automatic enrolment dates, statuses or contribution amounts. We'll work this out for you and make suggestions (which you can accept or reject). You can download a fully-assessed copy of your file for your records and submit this straight to us.

For people, not profit

the **people's** pension

This guide will show you what you need to include for each upload option.

Must-haves

Good to have

Different if The People's Pension are assessing your employees

Don't forget – all the dates in your file must be in the same format.

Your admin account number with us.

Cell A1 should contain a 'H'. This helps our system read your file.

The first day of this pay period.

The last day of this pay period.

For a full file add 'FL' here.

For customers using certain payroll providers you may have two separate file types: a maintenance file including employee details only (put 'MA' here) or a contributions file, including contribution details only (put 'CO' here).

A Unique Identifier must be included. This could be a payroll or staff number that is unique to that employee. If you don't have a Unique Identifier you'll have to create one for each employee and use this each time you upload a file.

Address 5 must be the employee's postcode.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	H	173151	01/01/2017	07/01/2017	FL									
2	Record Type	Title	Gender	Forename 1	Forename 2	Surname	Date of Birth	National Insurance Number	Unique Identifier	Address 1	Address 2	Address 3	Address 4	Address 5
3	D	Mr	M	Adam		Person	01/01/1950	AA123456A	1	Flat 1	A House	The Street	A County	AB1 2CD
4	D	Mrs	F	Bernadette		Person	18/08/1948	AA123456B	2	Flat 2	A House	The Street	A County	AB1 2CD
5	T	86.7												

We need a 'T' on the last row of every file. This confirms the end of your submitted information.

Add a 'D' in column A for each row which includes employee details. This helps our system read the data in your file.

Make sure the gender matches the employee's title.

We need employee names and dates of birth to help us add contributions to the correct employee.

Don't forget to include National Insurance numbers. It helps us to claim the correct tax relief for your employees.

We need at least 3 address fields – including Address 1 and 5 – completed per employee.

If you want us to send your employees' joiner information by email, make sure you provide email addresses.

Include the date your employee started working for you.

If an employee has left the scheme add 'LS'. If you're adding a new employee put 'NS'.

If the employee has left and you're adding an 'LS' flag you should also include their leave date.

The date the employee has been automatically enrolled. This can't be before the employer's staging date.

	O	P	Q	R	S	T	U	V	W
1									
2	Home Phone Number	Mobile Phone Number	Personal Email Address	Date Employment Started	Starter/Leaver Flag	Employment Ended	AE Worker Group	AE Status	AE Date
3	123456789	123456789	aperson@gmail.com	01/05/2013			A	Eligible	03/05/2014
4	123456789	123456789	bperson@gmail.com	02/01/2013			A	Eligible	03/05/2014

What's a worker group?

A worker group is a group of employees that have the same contribution level. You can add as many worker groups as you need. Each worker group will have a worker group identifier.

To check your worker groups or add new ones, select 'Manage worker groups' from your account home page.

When using The People's Pension for assessment we'll use the worker group identifier to calculate contributions.

Add the worker group identifier here. If you have several worker groups make sure you're giving us the correct identifier for each employee.

If you're not using The People's Pension to assess your employees you'll need to add an AE status for each employee. If we're assessing your employees you can leave this blank.

Automatic enrolment (AE) statuses

If you're using The People's Pension for automatic enrolment we'll work out your employees AE status. If you're uploading a full file, we need you to include AE statuses for each employee.

Here's a list of accepted AE statuses with explanations:

Eligible	employees are working (or ordinarily working) in the UK, aged between 22 and State Pension age and earning at least £10,000 a year.
Non-eligible	employees are working (or ordinarily working) in the UK, aged between 16 and 21 or between State Pension age and 74 and have qualifying earnings above £10,000 a year; or aged between 22 and State Pension age and earn between the lower earnings threshold (£6,032 a year for 2018/19 tax year) and £10,000 a year.
Entitled	employee does not need to be automatically enrolled but can ask to join the scheme if working (or ordinarily working) in the UK, aged between 16 and 74 and earning less than the lower earnings threshold (£6,032 a year for 2018/19 tax year). You don't have to pay money into their pension pots (but you can if you want to).
Contractual enrolment	an alternative to automatic enrolment. It means an employer can put all of their employees into a pension scheme, rather than having to work out which employees they need to enrol.
Not known	where an employee is in postponement.
Not Applicable	where an employee is under 16 or over 75.
Already in qualifying scheme	where an employee has a pension elsewhere in a qualifying pension scheme (but are included because they have another B&CE product eg EAC/ELC).

If your employees AE status is 'Entitled' please include the date they joined your scheme with us. Your employee will have either a 'Scheme join date' OR an 'Opt in date'.

Add a date if a non-eligible employee or an employee who previously opted out of the scheme wants to join. Your employee will have either a 'Scheme join date' OR an 'Opt in date'.

Total employer contribution amount. You should put a '0.00' here if you're using The People's Pension to assess your employees.

Total employee contribution amount. You should put a '0.00' here if you're using The People's Pension to assess your employees.

If the employee is also signed up to our Employee Accident or Employee Life Cover, include the premium amount here.

Usually we send joiner information to your employees so you don't need to add a date.

Only add a date here if you're sending joiner information to employees.

	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1											
2	Scheme Join Date	Opt Out Date	Opt In Date	Total Earnings Per PRP	Pensionable Earnings Per PRP	Employer Pension Contribution	Employee Pension Contribution	Missing/Partial Pension Code	EAC/ELC Premium	Date AE Information Received	Deferral Date
3				600.00	600.00	12.00	14.40		0.00		
4				550.00	550.00	11.00	13.20		0.00		

You would not normally need to add an 'opt out date'.

There are very few exceptions to this (where an employer is managing the opt-out process themselves).

Add your employee's total earnings (before tax and National Insurance is deducted) for this pay period.

Add your employee's earnings for this pay period on which pension contributions are calculated.

Missing/Partial Pension Code must be provided where pension contributions are not as expected (but only if one of the following scenarios occurs).

'1' – Employee has left the company. Where this is provided but no leaving date is added, the employee will be treated as leaving on the last day of the pay period

'2' – Employee is temporarily absent

'3' – Employee is on family leave

'4' – Employee has chosen to cease contributions

'5' – No pension-related earnings for the employee (or earnings below the threshold)

'8' – Employee has transferred to this account (from a different account)

If you're using postponement add the date postponement will end.

What is 'opt out'?

If an employee is eligible for automatic enrolment but doesn't want to join the scheme they still need to be automatically enrolled. We'll contact them with joiner information which includes details about how they can opt out of joining the scheme.

What is pensionable earnings?

An employee's pensionable earnings depends on the earnings basis you're using to calculate pension contributions. You would've set this up when you set up your worker group. There are three main definitions: qualifying earnings, pensionable earnings and total earnings. When using our assessment tool, we calculate contributions based on qualifying earnings. Visit our online help page for more information here.

What is postponement?

It's possible to delay enrolling employees into the scheme. For more information on this visit our online help page here.

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