

# Contributions File data requirements

Version 8.2 – with effect from November 2015



For people, not profit

the  
**people's**  
pension

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

### 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"> <li>This must be <b>H</b> and in col A</li> </ul>	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"> <li>Account number allocated to the employer by The People's Pension</li> </ul>	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"> <li>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</li> </ul>	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"> <li>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</li> </ul>	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"> <li><b>CO</b> for Contribution files</li> </ul>	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"> <li>This must be <b>D</b> and in col A</li> </ul>	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"> <li>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</li> </ul>	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"> <li>Text</li> <li>Minimum <b>1</b> character</li> <li>Maximum <b>50</b> characters</li> <li>Such as works or payroll number</li> </ul>	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"> <li>Number</li> <li>2 decimal places</li> <li>0.00</li> </ul>	Must be at least 0.00. Cannot be a <b>Negative</b> value.
E	Employee Pension Contribution	The pension contribution from the employee	Mandatory	<ul style="list-style-type: none"> <li>Number</li> <li>2 decimal places</li> <li>0.00</li> </ul>	Must be at least 0.00. Cannot be a <b>Negative</b> value.
F	Missing/Partial Pension Code	The reason for not having full pension contributions	Mandatory	<ul style="list-style-type: none"> <li>Blank</li> <li><b>1</b> – Employee has left the company</li> <li><b>2</b> – Employee is temporarily absent</li> <li><b>3</b> – Employee is on family leave</li> <li><b>4</b> – Employee has chosen to stop contributions</li> <li><b>5</b> – Earnings are below the threshold or there are no pension related earnings for the employee</li> </ul>	This <b>must</b> be provided where pension contributions are not as expected. This field only needs to be completed if one of the specified scenarios occurs. Where <b>1</b> is specified but <b>no</b> 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"> <li>Number</li> <li>0.00 or number up to 2 decimal places where the employer provides EAC/ELC cover</li> <li><b>Must</b> match a valid EAC/ELC value combination</li> </ul>	This field only needs to be populated if the employer holds an existing accident or life cover plan with B&CE. Cannot be a <b>Negative</b> 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"><li>This must be T and in column A</li></ul>	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"><li>Number to 2 decimal places</li></ul>	This is the total amount of contributions.

## For people, not profit

B&CE is a not-for-profit organisation – we operate for the benefit of our members and their dependants. We were founded in the construction industry back in 1942. Now we offer a workplace pension, employee accident cover, employee life cover and employee healthcare.

We currently manage assets of over £2.6 billion, with more than three million members and over 18,500 corporate accounts.

For over 30 years, B&CE has provided workplace pensions to employers large and small. We've operated ways to automatically enrol employees into pension saving for over ten years.

In November 2011 we announced The People's Pension, our flexible solution to help employers to comply with their automatic enrolment duties. It's designed for people rather than profit and is suitable for any organisation in any sector.

The People's Pension has won us a number of awards, including the Defaqto 5 Star Rating for auto-enrolment in 2015 and DC Provider of the Year at the UK Pensions Awards in 2014.

Information correct as at 31 August 2015.

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

✉ [support@bandce.co.uk](mailto:support@bandce.co.uk)

☎ **0800 612 8080**

The information in this document is correct as at November 2015 and may be subject to change.



**B&CE Financial Services Limited**

Manor Royal, Crawley, West Sussex, RH10 9QP. Tel 0300 2000 555 Fax 01293 586801.

Registered in England and Wales 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.

It is the administrator for the B&CE EasyBuild Stakeholder Pension which is a personal pension scheme.

The company is also a distributor of, and an administrator for, The People's Pension Scheme and the Employee Life Cover from B&CE 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](http://www.bandce.co.uk/legal)