

Maintenance file data requirements

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

Version 9 – with effect from September 2020



These requirements are used to send us pension data through the file upload section in the employer's Online Services account. The maintenance file isn't required every pay period, but can be used at any point to update an employee's 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 and so they cannot be deleted once sent.

Accepted file types: we accept .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 | Record Type | 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 the employer by The People's Pension |
| Notes: We'll give this to the employer once an account has been set up, but it can also be found on most communications and screens of the employer's 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 the employer's Online Services account on the first step of file upload. We need a full file for every pay period, so the dates of each file should follow on from your previous submission. | | | | |
| 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 the employer's Online Services account on the first step of file upload. We need a full file for every pay period, so the dates of each file should follow on from your previous submission. | | | | |
| 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 |
| Notes: If title is missing, we'll base the title on the gender provided. If the title field is neutral such as 'Dr', the gender field must be completed. | | | | |
| C2 | Gender | The employee's gender | Mandatory | Blank M for male F for female Male Female |
| Notes: If title and gender are missing, the employer will 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 | Blank Text Maximum 30 letters Can include 1 apostrophe, 4 hyphens or 4 spaces |
| 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 | Blank Any record in a valid NI format (eg AA123456A) |
| 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 |
| Notes: The employer should allocate an identifier to their 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 | Blank Text or numbers Maximum 50 characters |
| 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 | Blank Text or numbers Maximum 50 characters |
| 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 | Blank Text or numbers Maximum 50 characters |
| 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 | Blank Maximum 20 numbers Accept mixture of numbers and spaces |
| Notes: For example, 07123456789, 07123 456789, +447123456789. | | | | |
| P2 | Mobile Phone Number | The employee's mobile phone number | Optional | Blank Maximum 20 numbers Accept mixture of numbers and spaces |
| Notes: For example, 07123456789, 07123 456789, +447123456789. | | | | |
| Q2 | Personal Email Address | The employee's personal email address | Optional (Mandatory where joiner information is sent to email) | Blank Any valid email address (eg jbloggs@gmail.com) Maximum 75 characters |
| Notes: Must be personal email only. If a group email is used, this file upload won't work. | | | | |

| Field ID | Field name | Description | Mandatory/Optional | Accepted values |
|---|-------------------------|---|--------------------|--|
| R2 | Date Employment Started | The date the employee started working for the employer | 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 - yyyyymmdd - yyyy mm dd - dd mm yyyy |
| 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 left the employer | 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: Required if employee leaves the employer. Where the leaver flag is set and this field is blank, the end date of the pay period for that submission will be used. | | | | |

| 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 existing worker group Numbers and letters Maximum 40 characters Case sensitive |
| Notes: Worker groups are set up in the employer's 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 Non-eligible Not known Already in a qualifying scheme Not applicable Contractual enrolment |
| For more information on which auto-enrolment status you'll need to choose for your employees, read our knowledge base Q&A, 'What's a status?' . | | | | |
| W2 | AE Date | The date the employee is eligible for AE rules to apply | 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 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 scheme or was contractually enrolled | 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: If an 'entitled' employee has asked to join the scheme or has been contractually enrolled, the employer will need to input this date and populate the AE status field as 'entitled' or 'contractual enrolment'. This date cannot be before the 'employer start date' in column R. | | | | |
| Y2 | Opt Out Date | The date the employee opted out of AE for this employment period | 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: We give the employer the opt-out date via the 'Actions Required' tab in Online Services - if employees opt out through our recognised methods. Opt-out date to be included in future files if employee remains in the scheme (eg for Employee Accident Cover or Employee Life Cover contributions). | | | | |
| Z2 | Opt In Date | The date a 'non-eligible' employee opts into the pension scheme | 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: If a non-eligible employee has asked to opt in to the scheme the employer will need to input this date and populate AE Status field as 'non-eligible'. This date cannot be before the 'employer 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 the employer 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 supplied 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 - yyyymmdd - yyyy mm dd - dd mm yyyy |
| Notes: This field only needs to be populated if the employer is sending out their own joiner information and is used to record the start of the opt-out refund period. The People's Pension sends joiner information for all employers 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 |
|--|---------------------|--|--------------------|---|
| A3 | Record Type | To identify the end of the file as a trailer record | Mandatory | This must be T which stands for 'total' |
| Notes: This must be at the very end of the file and should be the first row available after you've completed your employees' details. | | | | |
| B3 | Contributions Total | The total value of contributions for employees and employers on the file | Mandatory | Number to 2 decimal places |
| Notes: This should be the combined total of both employer and employee contributions. This is the field immediately to the right of the T (total) noted above. | | | | |

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