Contributions file data requirements

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

Version 9 – with effect from August 2020

Profit for people

These requirements are used to send us pension data through the file upload section in the employer's Online Services account. Compatible payrolls that use a maintenance and contribution file format should produce a compatible file automatically.

Please note, contribution 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 could 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 contributions file for every pay period, so the dates of each file should follow on from your previous submission.				
D1	Pay Period Start 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 on the first step of file upload. We need a contribution 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	CO for Contribution files
Notes: This must be displayed in every file. Without this, the file will fail. 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. This field is case sensitive, so make sure the D is capitalised.				
B2	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.				
C2	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 and should not be a reused number, even if an employee has left the pension scheme.				
D2	Employer Pension Contribution	The pension contribution from the employer	Mandatory	Number 2 decimal places 0.00
Notes: This can't be a negative value.				
E2	Employee Pension Contribution	The pension contribution from the employee	Mandatory	Number 2 decimal places 0.00
Notes: This can't be a negative value.				

The details record

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

Field ID	Field name	Description	Mandatory/Optional	Accepted values
F2	Missing/partial pension code	The reason for not having full pension contributions	Mandatory	Blank or number (see explanation below) 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
		Notes: This must be provided where pensionable earnings aren't as expected, and can be left blank if none of the reason codes apply. Where 1 or 4 is specified but no leave date is set, the employee will be treated as having left on the pay period end date of this file (see cell D of your file).		
G2	EAC/ELC premium	The weekly premium if the employer operates B&CE Employee Accident Cover/Employee Life Cover (EAC/ELC)	Optional (Mandatory where the employer is using the B&CE EAC/ELC product)	Number 0.00 or number up to 2 decimal places where the employer provides EAC/ELC Must match a valid EAC/ELC value combination
		Notes: This field only needs to be populated if the employer holds an existing accident or life cover plan with B&CE. It cannot be a negative value. You can find your premium within your Online Services account under 'Worker groups'.		
H2	Pensionable earnings per PRP	The amount of pensionable earnings for the employee – used for assessment purposes	Mandatory	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 can't be a negative value.		

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.				

For more information:

📞 01293 586666

✉ support@peoplespartnership.co.uk

www.peoplespartnership.co.uk