

# Full file data requirements

Data requirements for submitting pension data  
– for payrolls that support a full file

Version 9 – updated January 2022



These requirements are used to send us pension data through the file upload section in your Online Services account. Compatible payrolls that use a full file format should produce a compatible file automatically.

Please note, full files are processed within a few minutes of being submitted and 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 - yyyyymmdd - yyyy mm dd - dd mm yyyy
Notes: This will be displayed in your Online Services account on the first step of file upload. We need one 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 - yyyyymmdd - yyyy mm dd - dd mm yyyy
Notes: This will be displayed in your Online Services account on the first step of file upload. We need one 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	FL for full 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 (if applicable)	Mr Mrs Miss Ms Dr Sir Blank*
Notes: * If the 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 (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 format 1-30 characters Can include 1 apostrophe, 4 hyphens or 4 spaces
Notes: For example: John or John-Paul or John Paul.				
E2	Forename 2	The employee's middle name	Mandatory (if applicable)	Text format 1-30 characters Can include 1 apostrophe, 4 hyphens or 4 spaces Blank
Notes: For example: John or John-Paul or John Paul.				

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Field ID	Field name	Description	Mandatory/Optional	Accepted values
F2	Surname	The employee's last name	Mandatory	Text format 2-45 characters maximum Can include 1 apostrophe, 4 hyphens or 4 spaces
Notes: For example: Jones, Wright-Phillips, Eaton Williams, O'Donnell.				
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. <b>If we don't receive an employee's NI number, we won't be able to claim tax relief for them from HM Revenue &amp; Customs.</b> 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	A unique 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 employee should be marked as 'leaver' so that we know the unique ID only relates to one employee at a time.				

## The details record

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Field ID	Field name	Description	Mandatory/Optional	Accepted values
J2	Address 1	The first line of the employee's address	Mandatory	Text or numbers Minimum 1 character Maximum 50 character Must be the individual's address
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.				
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. This includes a postcode if they've provided one.				
N2	Address 5	The fifth line of the employee's address	Mandatory	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. This includes a postcode if they've provided one.				

## The details record

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Field ID	Field name	Description	Mandatory/Optional	Accepted values
O2	Home Phone Number	The employee's home phone number	Optional	Maximum 20 numbers Accept mixture of numbers and spaces Blank
Notes: For example, 01234567891, 01234 567891, +441234567891.				
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 blogs@gmail.com) Maximum 75 characters
Notes: Must be personal email only.				
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 - yyyymmdd - 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.				

## The details record

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

Field ID	Field name	Description	Mandatory/Optional	Accepted values
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 - yyyymmdd - yyyy mm dd - dd mm yyyy - Blank
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.				
U2	AE Worker Group	The worker group the employee belongs to	Mandatory	This must match the ID of an active and existing worker group Alpha, numeric 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.				



## The details record

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Field ID	Field name	Description	Mandatory/Optional	Accepted values
V2	AE Status	The current AE status of the employee	Mandatory	Eligible Non-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, <a href="#">'What different auto-enrolment (AE) statuses do you accept?'</a> .				
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 - yyyyymmdd - yyyy mm dd - dd mm yyyy - Blank*
Notes: * This date is required if an employee is assessed as 'eligible'.				
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 - yyyyymmdd - 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.				

## The details record

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

Field ID	Field name	Description	Mandatory/Optional	Accepted values
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, provider of The People's Pension.				
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 into 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.				
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.				

## The details record

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

Field ID	Field name	Description	Mandatory/Optional	Accepted values
AB2	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 you used to base pension contributions on at a minimum of basic pay. It cannot be a negative value.				
AC2	Employer Pension Contribution	The pension contribution from the employer	Mandatory	Number 2 decimal places Must be at least 0.00
Notes: This cannot be a negative value.				
AD2	Employee Pension Contribution	The pension contribution from the employee	Mandatory	Number 2 decimal places Must be at least 0.00
Notes: This cannot be a negative value.				

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Field ID	Field name	Description	Mandatory/Optional	Accepted values
AE2	Missing/Partial Pension Code	The reason for not having full pension contributions	Mandatory (if applicable)	<p>Blank or number (see explanation below)</p> <p>1 - Employee has left the company</p> <p>2 - Employee is temporarily absent</p> <p>3 - Employee is on family leave</p> <p>4 - Employee has chosen to stop contributions</p> <p>5 - Earnings are below the threshold or there are no pension-related earnings for the employee</p> <p>8 - Employee has transferred to this account (from a different account with The People's Pension)</p>
<p>Notes: This <b>must</b> 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).</p>				
AF2	The weekly premium if the employer operates B&CE Employee Accident Cover/ Employee Life Cover (EAC/ELC)	The amount of pensionable earnings for the employee. Used for assessment purposes	Optional (Mandatory if employer has EAC/ELC product)	<p>- Number</p> <p>- or number up to 2 decimal places where the employer provides EAC/ELC cover</p> <p>- Must match a valid EAC/ELC value combination</p>
<p>Notes: This field only needs to be populated if you have an existing accident or life cover plan with B&amp;CE. It cannot be a negative value. You can find your premium within your Online Services account under 'Worker groups'.</p>				

## The details record

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

Field ID	Field name	Description	Mandatory/Optional	Accepted values
AG2	Date AE Information Received	Date the employer sent joiner information to the employee	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 - yyyymmdd - yyyy mm dd - dd mm yyyy - Blank
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	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 contributions from you and your employees. This is the field immediately to the right of the T (total) noted above.				

For more information:

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The People's Pension Trustee Limited is the corporate Trustee of The People's Pension Scheme.

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