

Requirements

- Data submitted should meet this data specification i.e. include all of the field names listed below (see note below regarding agency workers).
- Current employees from all payrolls (for example, monthly, weekly, and quarterly) should be provided.
- If your organisation processes payrolls on behalf of another organisation on an agency basis, this data should not be provided unless:
 - this has been authorised by the organisation/arm's length body;
 - the organisation has confirmed that a Privacy Notice has been issued ; and
 - the data should be provided in separate files for each organisation.
- Ensure that there is only a single record for each employee i.e. details for individual employees with more than one post should be merged into one record. For example, for employees with multiple posts 'Gross pay to date' and 'Standard hours per week' for each post should be added together to give aggregated totals for those two fields. Other fields such as 'Date started', 'Sort code' and 'Bank account' should be provided from the main (highest earnings) post.
- **Data relating to agency workers** - Agency staff data is **not required** for the 2024/25 national exercise at this time. Reference to agency staff data has been included for FraudHub users, and so that this specification can be used should a wider roll out of this matching be scheduled in the future, beyond the current FraudHub pilot.
 - Agency workers data can currently only be provided by NFI active FraudHubs uploaded via the FraudHub tool. The agency organisation(s)/Managed Service Provider needs to have agreed to provide data to you and confirmed to you that Privacy Notices (PN) have been issued to all of their personnel.
 - Data can be provided in a single file, containing permanent staff and agency staff, with agency staff flagged as per the specification below (i.e. Agency worker flag and the name of the Agency). Alternatively, separate files can be submitted, for permanent staff and agency workers, both following the specification below.

Field name	Data format	Comments
Employee reference number	Character	
Employee post number	Character	Leave blank if not applicable
Department	Character	Provide the Department where the employee works, for example, Social Services, Education. If this field contains a code, please provide a lookup table.
Title	Character	
Gender	Character	M, F or O
Surname	Character	
Forename(s)	Character	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	This field could significantly improve address matching if provided.
National Insurance Number	Character	
Date of birth	Date	
Home telephone number	Character	
Mobile telephone number	Character	
Email address	Character	
Passport number	Character	

Field name	Data format	Comments
Date started	Date	
Date left	Date	Included as an independent check that only current employees are included
Leaver indicator	Character	
Full-time/part-time flag	Character	Insert 'F' for full time (employed for 30 or more hours per week), 'P' for part time (less than 30 hours a week) or 'C' for Casual/as and when employees.
Agency worker/ Contractor flag	Character	New - Insert 'A' to denote an individual that is employed via a recruitment agency. Leave blank if you are not providing agency staff data.
Agency name	Character	New - Include the name of the agency through which the individual is employed. Leave blank if you are not providing agency staff data.
Gross pay to date	Numeric	This should be gross pay to date for the 2024/25 financial year up to date of extract and NOT taxable pay to date. Do not submit records where this field is zero.
Standard hours per week	Numeric	e.g. 16 hours as 1600 and 17 hours and 30 minutes as 1750
Date last paid	Date	
Teacher flag	Character	Insert 'T' for a teacher. Leave blank if not applicable but do not omit this field.
Sort code	Character	6 numeric characters in groups of 2 which may be separated by hyphens, e.g. 20-45-23.
Bank account	Character	Usually 8 numeric characters.
Building society roll number	Character	Building societies have a roll number where payments are disbursed to after being paid into a single account.