Payroll

Requirements

- Data submitted should meet this data specification i.e. include all of the field names listed below

- Current employees from all payrolls (for example, monthly, weekly, and quarterly, members/councillors, schools and teachers) should be provided. However, data should not be provided in respect of payrolls processed for other organisations on an agency basis unless:

    - this has been authorised by the organisation; and

    - the organisation has confirmed that a Privacy Notice has been issued.

- Ensure a single file for each organisation is uploaded i.e. do not submit one file that merges Police, Fire and County Council employees

- 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

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	
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

Field name	Data format	Comments
		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 new field should significantly improve address matching.
Date of birth	Date	
Home telephone number	Character	
Mobile telephone number	Character	
Email address	Character	
Passport number	Character	
Date started	Date	
Date left	Date	Included as an independent check that only current employees are included
Leaver indicator	Character	
National Insurance Number	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.
Gross pay to date	Numeric	This should be gross pay to date NOT taxable pay to date for the 2022/2023 financial year up to date of extract. Do not submit a record if this field is zero.
Standard hours per week	Numeric	e.g. 16 hours as 1600 and 17 hours 30 mins as 1750
Date last paid	Date	

Field name	Data format	Comments
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.