

Payroll – Private Sector

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) should be provided. Data in respect of agency workers can also be provided, if as stated below, the agency organisation has confirmed to you that Privacy Notices (PN) have been issued to all of their personnel.
- 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/agency has confirmed that Privacy Notices (PN) have been issued (please refer to the [Code of Data Matching Practice](#), Section 2.8 - Fairness and Transparency or the Information Commissioner's, [Right to Be Informed Guidance](#))
- A single file for permanent and agency staff for each organisation should be uploaded. Where agency staff are included they should be flagged as per the specification below and the name of the Agency should be provided. Alternatively, a separate file can be submitted that contains your agency workers.
- 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	

Field name	Data format	Comments
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 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	
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.

Field name	Data format	Comments
Agency worker/ Contractor	Character	New - Insert 'A' to denote an individual that is employed via a recruitment agency.
Agency name	Character	New - Include the name of the agency through which the individual is employed.
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.