

# Payroll

## Requirements

- Data submitted should meet this data specification i.e. include all field names.
  - Data should **only** be submitted via the Data File Upload (DFU) facility. This is now the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer/Director of Finance that data has been put at risk unnecessarily.
  - **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.
- Include **current** employees only.

## NFI DATA SPECIFICATIONS

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	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.
Middle name(s) or middle initial(s)	Character	
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	Included as an independent check that only current employees are included
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 2018/2019 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.
Date last paid	Date	
Teacher flag	Character	Insert 'T' for a teacher.

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.