

# Pensions

## 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.
- Where data is being submitted for pension widows then you should ensure the widows name, date of birth and National Insurance Number is submitted and not that of the original pensioner.
- To ensure that the submission of data using the DFU facility is as straightforward as possible data should be uploaded in three separate files:
  1. Current pensioners i.e. those currently in receipt of a pension;
  2. Pensioners currently in receipt of a pension gratuity (if applicable); and
  3. Deferred pensioners not currently in payment (optional). Please note any pensions currently in payment should be included in file 1 'Current pensioners'.

1.Current pensioners i.e. those currently in receipt of a pension;

Field Name	Data Format	Comments	Fields Required
Employee reference number	Character		Yes
Employee post number	Character	Leave blank if not applicable, but do not omit this field	Yes
Title	Character		Yes
Gender	Character		Yes
Surname	Character		Yes

Forename(s)	Character		Yes
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.	Yes
Address line 1	Character		Yes
Address line 2	Character		Yes
Address line 3	Character		Yes
Address line 4	Character		Yes
Post code	Character		Yes
Unique Property Reference Number (UPRN)	Character		Yes
Date of birth	Date		Yes
Date started pension	Date		Yes
Date employment ended	Date	Included as an independent check that only pensioners are included	Yes
Leaver indicator	Character		Yes
Pensioner's widow indicator	Character	Enter 'W' for pension widows and ensure the widows name, DOB and NI Number is submitted rather than of the original pensioner'	Yes
National insurance number	Character		Yes
Gross pension to date	Numeric	This should be gross pension to date NOT taxable pension to date. Do not submit a record if this field is zero.	Yes
Date last paid	Date		Yes
Injury pension flag	Character	Police and Fire pensions only. Include a 'Y' in this field if the	Yes

		pensioner is in receipt of an enhanced pension due to injuries suffered at work.	
Ill health retirement flag	Character	Include a 'Y' in this field if the pensioner retired on ill health grounds. This will assist with pension abatement matches.	Yes

2. Pensioners currently in receipt of a pension gratuity (if applicable).

Field Name	Data Format	Comments	Fields Required
Employee reference number	Character		Yes
Employee post number	Character	Leave blank if not applicable, but do not omit this field	Yes
Title	Character		Yes
Gender	Character		Yes
Surname	Character		Yes
Forename(s)	Character		Yes
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.	Yes
Address line 1	Character		Yes
Address line 2	Character		Yes
Address line 3	Character		Yes
Address line 4	Character		Yes
Post code	Character		Yes
Unique Property	Character		Yes

Reference Number (UPRN)			
Date of birth	Date		Yes
Date started pension	Date		Yes
Date employment ended	Date	Included as an independent check that only pensioners are included	Yes
Leaver indicator	Character		Yes
Pensioner's widow indicator	Character	Enter 'W' for pension widows and ensure the widows name, DOB and NI Number is submitted rather than that of the original pensioner'	
National insurance number	Character		Yes
Gross pension to date	Numeric	This should be gross pension to date NOT taxable pension to date. Do not submit a record if this field is zero.	Yes
Date last paid	Date		Yes

3. Deferred pensioners not currently in payment (optional). Please note any pensions currently in payment should be included in file 1 'Current pensioners'

Field Name	Data Format	Comments	Fields Required
Employee reference number	Character		Yes
Employee post number	Character	Leave blank if not applicable, but do not omit this field	Yes
Title	Character		Yes
Gender	Character		Yes
Surname	Character		Yes
Forename(s)	Character		Yes

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.	Yes
Address line 1	Character		Yes
Address line 2	Character		Yes
Address line 3	Character		Yes
Address line 4	Character		Yes
Post code	Character		Yes
Unique Property Reference Number (UPRN)	Character		Yes
Date of birth	Date		Yes
Date started pension	Date		Yes 1
Date employment ended	Date	Included as an independent check that only pensioners are included	Yes
Leaver indicator	Character		Yes
Pensioner's widow indicator	Character	Enter 'W' for pension widows and ensure the widows name, DOB and NI Number is submitted rather than that of the original pensioner'	
National insurance number	Character		Yes