



Scottish Public  
Pensions Agency  
Buidheann Peinneanan  
Poblach na h-Alba

# Payroll Extract File Specification Guide

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## Revision History

Version	Date	Updated By	Approved By	Details of Amendment
1.0	July 2019	C Lewis	J Dale	First Version
2.0	November 2019	R Carruthers	F MacKenzie	1 <sup>st</sup> Amendment
3.0	March 2020	R Carruthers	F MacKenzie	2 <sup>nd</sup> Amendment
4.0	March 2020	R Carruthers	F MacKenzie	Service Amendment

## 1 Purpose of this guide

This guide will provide you with a comprehensive understanding of the i-Connect payroll extract file specification, including each of the data items that must be submitted to Scottish Public Pensions Agency (SPPA) each pay period.

Data items are mandatory, conditional or optional for i-Connect data processing.

Further reading

If you are an employer:

- Refer to the i-Connect User Guides for Employers for further information regarding the i-Connect service.
- Logon
- Onboarding
- File Upload

Please email [support@i-Connectdata.co.uk](mailto:support@i-Connectdata.co.uk) if you have not received copies of the documentation.

## 2 Preparation

### 2.1 Record matching

i-Connect will automatically match, where possible, each separate post on your payroll system to a corresponding record on SPPA's pensions administration system (referred to throughout this document as 'the target system'). The matching process uses employees' National Insurance number, together with a unique payroll identifier.

#### 2.1.1 Unique payroll identifier

In addition to the employees National Insurance number a unique payroll identifier must be present for each payee/post on the payroll extract file. For Teachers' scheme members this should be their unique 10 digit pay number for each post. There is one 12-character field available on the payroll extract file to output the unique payroll identifier:

- Pay Reference Number (Data Item 4)

These two fields provide you and SPPA with the flexibility to create a unique payroll

**The selected matching method must be consistent for all records on the payroll extract file.**

## 3 Extract file creation preparation

### 3.1 File format

All payroll extract files uploaded into i-Connect must be saved as comma-separated-value (CSV) files. Files not in this format will be rejected during the upload process.

Fields containing commas must be embedded within a set of double quotes (commonly referred to as 'text qualifiers'), to maintain data integrity. For example, a data entry in Address Line 1 (data item 15), with a comma present, would be output as:

"Dun Roamin, Dun Campin"

### 3.2 Header row

A header row must be present on the first row of each payroll extract file, to describe the i-Connect data items. Failure to include a header row will result in the first record on the file being omitted from processing, as i-Connect always assumes the first row is the header.

A sample header row is:

NI\_NUMBER,GTC\_NUMBER,FILLER,PAY\_REFERENCE\_NUMBER,ADD\_LINE\_1,ADD\_LINE\_2,ADD\_LINE\_3,ADD\_LINE\_4,COUNTRY,POSTCODE,EMAIL\_ADDRESSES,TELEPHONE\_NUMBER,MOBILE\_NUMBER,WORKS\_PLACE\_NAME,WORKS\_ADD\_LINE\_1,WORKS\_ADD\_LINE\_2,WORKS\_ADD\_LINE\_3,WORKS\_ADD\_LINE\_4,WORKS\_COUNTRY,WORKS\_POSTCODE,WORKS\_EMAIL\_ADDRESS,DATE\_OF\_LEAVING,PAYROLL\_PERIOD\_END\_DATE,ADDITIONAL\_PENSION\_CONTRIBUTIONS,ADDITIONAL\_PERCENTAGE\_CONTRIBUTIONS,BREAK\_IN\_SERVICE\_START,BREAK\_IN\_SERVICE\_END,FILLER,BREAK\_IN\_SERVICE\_IND,SURNAME,FORENAMES,SEX,DOB,MARITAL\_STATUS,TITLE,FILLER,EMPLOYEES\_PENSIONABLE\_PAY,ANNUAL\_PENSIONABLE\_SALARY,CARE\_PENSIONABLE\_PAY,EFFECTIVE\_DATE,DATE\_JOINED\_PENSION\_SCHEME,JOB\_TITLE,PART\_TIME\_HOURS\_EFFECTIVE\_DATE,PART\_TIME\_HOURS,PART\_TIME\_INDICATOR,FULL\_TIME\_EQUIVALENT\_HOURS,EMPLOYEES\_CONTS,EMPLOYERS\_CONTS,SCHEME\_CONT\_RATE,FILLER,FILLER,CUMULATIVE\_CARE\_PEN\_PAY,CUMULATIVE\_EMPLOYERS\_PEN\_PAY,CUMULATIVE\_EMPLOYEES\_PENSIONABLE\_PAY,CUMULATIVE\_EMPLOYEES\_SCHEME\_CONTS,CUMULATIVE\_EMPLOYERS\_SCHEME\_CONTS,REASON\_FOR\_LEAVING,FILLER\_3, FILLER\_4, FILLER\_5, FILLER\_6, FILLER\_7,FILLER\_8

The column names do not have to be identical to those above, but the field ordering must be the same as the order specified in section 5.

### 3.3 Duplicate records

All records on the i-Connect payroll extract file must be unique. Uploaded files will be rejected if there are one or more records containing duplicate combinations of National Insurance Number and the unique payroll identifier.

### 3.4 Other payroll extract file considerations

- The order of the data items must match the order specified in the file layout.
- The *payroll period end date (data item 23)* must be the same on all records.
- Blank rows must not be present in the payroll extract file.
- Ensure all leading zero values remain if the file has to be converted to CSV format.
- Ensure all transactions processed after the payroll cut-off date are included on the i-Connect payroll extract file report. This must include new starters, leavers, post changes and so on.
- Negative values are indicated by a minus '-' character at the beginning of the data field (for example, '-115.64').
- Part-time hours block – if the employee has worked part time for any part of the payroll period, Date Items 43 to 46 should be populated.

*Part-Time Hours Effective Date (Data Item 43):*

If the employee has worked part time for any part of the payroll period, this date should be the start date of the payroll period or the date the member joined the scheme if this is later. If this field is populated, Part-Time Hours, Part-Time Indicator and Full-Time Equivalent Hours will also need to be populated.

*Part-Time Hours (Data Item 44):*

This field should be the total hours the employee has worked in the payroll period and should include any part time and full time periods. For long term contracted employees, if any holidays or annual leave occur in the payroll period, please enter the total hours the employee would have worked, had the leave not occurred.

For casual or variable workers please enter only the hours the employee has worked in the payroll period

*Part-Time Indicator (Data Item 45):*

The part-time indicator should be 'Y', not 'P'.

*Whole-time Equivalent Hours (Data Item 46):*

This field should be the notional monthly full time equivalent hours the employee could have worked had they been full time throughout the payroll period.

For long term contracted employees this would be the total hours they could have worked in the year, inclusive of annual leave allowance / 365, multiplied by the number of days in the month. For example above, if the full time annual hours amounted to 1645, for months containing 31 days 139.71 should be entered.

This would be shown as:

	Part Time Hours Effective Date (43)	Part Time Hours (44)	Part Time Indicator (45)	Full Time Equivalent Hours (46)
Long Term Contracted	01/07/2019	60.76	Y	139.71
Casual or Variable	01/07/2019	14.00	Y	139.71



## 4 Uploading data

### 4.1 Preparing to upload data

Please read the i-Connect User Guide for Employers and ensure that you can answer 'Yes' to the following questions before attempting to upload any data into i-Connect:

- Is the file in the correct format?
- Have you used the correct payroll-period-end date?
- Are all the records unique?
- Has SPPA provided you with a username?
- Have you completed the i-Connect registration process?
- Have you created a test payroll in i-Connect?

### 4.2 Processing times

The following table provides approximate timings for processing payroll extract files in i-Connect. The first stage, 'File Upload/Employment Check', checks the structure of the file, validates the data and checks whether any payees have been deleted from the target system by SPPA. The second stage, 'Target System Update', uploads the detected events to the SPPA target system:

Number of Records	Approx. Processing Times (mins)	
	File Check / Employment Check	Altair System Update
1,000	4	4
10,000	42	42
40,000	171	171

**Note:** Processing times can vary, depending on Internet speeds and concurrent usage.

## 5 i-Connect payroll extract file specification

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
<b>1</b>	NATIONAL INSURANCE NUMBER	National Insurance (NI) number of the employee	9	<b>Mandatory</b>
Example:	AB123456C			
Notes:	Please enter the employee's NI Number. The NI number is used in conjunction with the pay reference number (item 4) to identify the correct record on the SPPA's target system. Please contact SPPA if any of the employees do not have a National Insurance number, as this is a mandatory field on the target system.			
<b>2</b>	GTC NUMBER	The employees GTC number	12	<b>Mandatory</b>
Example:	134547			
Notes:	Please enter the employees GTC number. <b>Enter 000000 if unknown.</b>			
<b>3</b>	FILLER			
Example:				
Notes:				
<b>4</b>	PAY REFERENCE NUMBER	A additional unique identifier. It should be a unique identifier for each post in your organisation.	12	<b>Mandatory</b>
Example:				
Notes:	Please enter the first 10 characters of the member's pay reference number which is a unique identifier for each post.			
<b>5</b>	ADDRESS LINE 1	Address Line 1 of the home address of the employee	30	<b>Mandatory</b>
Example:	Riverview			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
Notes:	Please enter the first address line of where the employee lives. Upper- and lower-case characters are valid. Valid characters are A to Z, 0- 9 ~!"@#\$\$%&'()\*\+,\ \n <b>If any of the address lines (1 to 4) are present for the employee, a minimum of two address lines must be provided.</b>			
<b>6</b>	ADDRESS LINE 2	Address Line 2 of the home address of the employee	30	<b>Mandatory</b>
Example:	23 Upper Riverbank			
Notes:	Please enter the second address line of where the employee lives. Upper- and lower-case characters are valid. Valid characters are A to Z, 0- 9 ~!"@#\$\$%&'()\*\+,\ \n <b>If any of the address lines (1 to 4) are present for the employee, a minimum of two address lines must be provided.</b>			
<b>7</b>	ADDRESS LINE 3	Address Line 3 of the home address of the employee	30	Optional
Example:	Tweedbank			
Notes:	Please enter the third address line of where the employee lives. Upper- and lower-case characters are valid. Valid characters are A to Z, 0- 9 ~!"@#\$\$%&'()\*\+,\ \n <b>If any of the address lines (1 to 4) are present for the employee, a minimum of two address lines must be provided.</b>			
<b>8</b>	ADDRESS LINE 4	Address Line 4 of the home address of the employee	30	Optional
Example:	Galashiels			
Notes:	Please enter the fourth address line of where the employee lives. Upper- and lower-case characters are valid. Valid characters are A to Z, 0- 9 ~!"@#\$\$%&'()\*\+,\ \n <b>If any of the address lines (1 to 4) are present for the employee, a minimum of two address lines must be provided.</b>			
<b>9</b>	COUNTRY (Overseas Only)	The Country of residence	20	Optional
Example:	France			
Notes:	Please enter the Country of residence if they live outside the UK, Channel Islands or Isle of Man. Upper- and lower-case characters are valid. Valid characters are A to Z, , 0- 9 ~!"@#\$\$%&'()\*\+,\ \n <b>If any of the address lines (1 to 4) are present for the employee, a minimum of two address lines must be provided.</b>			
<b>10</b>	POSTCODE	Postcode of the home	10	Conditional

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
Example:	TD1 1TD	address of the employee		
Notes:	If Country is not populated then Postcode must exist. Please enter letters (A-Z), numbers (0-9) and a single space.			
<b>11</b>	EMAIL ADDRESS	Personal email address of the employee	72	Optional
Example:	<a href="mailto:hsmith@domain.co.uk">hsmith@domain.co.uk</a>			
Notes:	Please enter the employee's personal email address. Email address should be in the correct format (for example, 'niceandsimple@example.com' or 'very.common@example.co.uk').			
<b>12</b>	TELEPHONE NUMBER	Personal telephone number of the employee	14	Optional
Example:	01234 567890			
Notes:	Please enter the employee's personal landline number. Numeric characters and spaces only.			
<b>13</b>	MOBILE NUMBER	Personal mobile number of the employee	14	Optional
Example:	07777 777777			
Notes:	Please enter the employee's personal mobile number. Numeric characters and spaces only.			
<b>14</b>	WORKS PLACE NAME	The place name of where the employee currently works	40	Optional
Example:	Elmridge Primary School			
Notes:	Please enter the name of the employee's workplace.			
<b>15</b>	WORKS ADDRESS LINE 1	Address Line 1 of the works address of the employee	30	Optional
Example:	Wilton Drive			
Notes:	Please enter the first address line of where the employee works. Upper- and lower-case characters are valid. Valid characters are A to Z, 0- 9 ~!"@#\$%&"\()\^*+,\  <b>If any of the works address lines (1 to 4) are present for the employee, a minimum of two address lines must be provided.</b>			
<b>16</b>	WORKS ADDRESS LINE 2	Address Line 2 of the works	30	Optional

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
Example:	Tweedbank	address of the employee		
Notes:	Please enter the second address line of where the employee works. Upper- and lower-case characters are valid. Valid characters are A to Z, 0- 9 ~!"@#\$\$%&'()\ *!+,\ <b>If any of the works address lines (1 to 4) are present for the employee, a minimum of two address lines must be provided.</b>			
<b>17</b>	WORKS ADDRESS LINE 3	Address Line 3 of the works address of the employee	30	Optional
Example:	Galashiels			
Notes:	Please enter the third address line of where the employee works. Upper- and lower-case characters are valid. Valid characters are A to Z, 0- 9 ~!"@#\$\$%&'()\ *!+,\ <b>If any of the works address lines (1 to 4) are present for the employee, a minimum of two address lines must be provided.</b>			
<b>18</b>	WORKS ADDRESS LINE 4	Address Line 4 of the works address of the employee	30	Optional
Example:	Edinburgh			
Notes:	Please enter the fourth address line of where the employee works. Upper- and lower-case characters are valid. Valid characters are A to Z, 0- 9 ~!"@#\$\$%&'()\ *!+,\ <b>If any of the works address lines (1 to 4) are present for the employee, a minimum of two address lines must be provided.</b>			
<b>19</b>	WORKS COUNTRY (Overseas Only)	The Country of the works address of the employee	30	Optional
Example:	France			
Notes:	Please enter the Country of the works address of the employee if it is outside the UK, Channel Islands or Isle of Man. Upper- and lower-case characters are valid. Valid characters are A to Z, 0- 9 ~!"@#\$\$%&'()\ *!+,\ <b>If any of the works address lines (1 to 4) are present for the employee, a minimum of two address lines must be provided.</b>			
<b>20</b>	WORKS POST CODE	Postcode of the works address of the employee	10	Optional
Example:	TD1 1PS			
Notes:	If Works Country is not populated then Works Postcode must exist. Please enter letters (A-Z), numbers (0-9) and a single space.			
<b>21</b>	WORKS EMAIL ADDRESS	Work email address of the	72	Optional

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
Example:	hsmith@domain.co.uk	employee		
Notes:	Please enter the employee's email address for where they work. Email address should be in the proper format (for example, 'niceandsimple@example.com' or 'very.common@example.co.uk').			
<b>22</b>	DATE OF LEAVING	Date the employee left the scheme for this post or the tapered protection end date for employees moving into the CARE scheme	10	Conditional
Example:	30/09/2018			
Notes:	If reason for leaving is populated, date of leaving must also be populated. Please enter the date in the format <b>DD/MM/YYYY</b> .			
<b>23</b>	PAYROLL PERIOD END DATE	End date of the earnings period to which the pay relates	10	<b>Mandatory</b>
Example:	30/09/2018			
Notes:	Please enter the date in the format <b>DD/MM/YYYY</b> . The same date must be present for each record on the file; mixed payroll period end dates are not acceptable. <b>This data item must be completed.</b> <b>Non-monthly payrolls - please note that the payroll period end date is used to determine the scheme year to which the financial information is written back on the target system. The pay date should be used instead of the payroll period end date if the payroll is paid in advance or arrears.</b>			
<b>24</b>	ADDITIONAL PENSION CONTRIBUTIONS	Additional pension contributions the employee has paid	10	Optional
Example:	10.01      CUMULATIVE			
Notes:	Please enter the cumulative amount of contributions for the year to date that the member has paid to purchase additional pension. <b>Leave blank or populate with zero values if value is null.</b> <b>Negative values are valid.</b>			
<b>25</b>	ADDITIONAL PERCENTAGE CONTRIBUTIONS	Additional percentage contributions the employee	10	Optional

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
Example:	15.99	CUMULATIVE	has paid	
Notes:	Please enter the cumulative amount of contributions for the year to date that the member has paid to purchase: <ul style="list-style-type: none"> <li>▪ Added Years</li> <li>▪ Faster Accrual</li> <li>▪ Early Retirement Reduction Buy Out (ERRBO)</li> </ul> Enter only numbers and decimal point. <b>Leave blank or populate with zero values if value is null.</b> <b>Negative values are valid.</b>			
<b>26</b>	BREAK IN SERVICE START DATE	The start date of any period of unpaid leave of absence for the employee	10	Optional
Example:	17/09/2018			
Notes:	Please enter the start date of commencement of any <b>unpaid</b> leave of absence, for example, strike, maternity or paternity. Please enter the date in the format <b>DD/MM/YYYY</b> .			
<b>27</b>	BREAK IN SERVICE END DATE	The end date of any period of unpaid leave of absence for the employee	10	Optional
Example:	18/09/2018			
Notes:	Please enter the end date of a termination of any <b>unpaid</b> leave of absence, for example, strike, maternity or paternity. Please enter the date in the format <b>DD/MM/YYYY</b> .			
<b>28</b>	FILLER			
Example:				
Notes:				
<b>29</b>	BREAK IN SERVICE INDICATOR	Indicator to show the reason for the break in service	1	Conditional
Example:	M			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
Notes:	Please enter one of the following indicators below to record the reason for the break in service A: Leave of Absence E: Education Break M: Maternity or Paternity Break S: Strike U: Unauthorised <b>Mandatory if data item 26 (Break in Service Start Date) or 27 (Break in Service End Date) are populated.</b>			
<b>30</b>	SURNAME	Surname of the employee	25	<b>Mandatory</b>
Examples:	James Howard-Jones Vaughan Williams O'Hara			
Notes:	Please enter the surname of the employee. Upper- and lower-case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe (').			
<b>31</b>	FORENAMES	Forename(s) of the employee	25	<b>Mandatory</b>
Examples:	Myfanwy Amelia-Lily Lewis Watson			
Notes:	Please enter a <b>maximum of three</b> forenames for the employee. Upper- and-lower case characters are valid. Valid characters are A to Z, hyphen (-) and apostrophe (').			
<b>32</b>	SEX	Sex of the employee	1	<b>Mandatory</b>
Example:	M			
Notes:	Please enter either <b>M</b> (male) or <b>F</b> (female).			
<b>33</b>	DATE OF BIRTH	Date of birth of the employee	10	<b>Mandatory</b>





Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
Example:	06/05/1971			
Notes:	Please enter the date in the format <b>DD/MM/YYYY</b> .			
<b>34</b>	MARITAL STATUS	The employee's marital/partnership status	1	Optional
Example:	M			
Notes:	Please enter the employee's marital/partnership status, the following entries are valid: <ul style="list-style-type: none"> <li>• <b>C</b> - Civil Partnership</li> <li>• <b>D</b> - Divorced / Dissolved Civil Partnership</li> <li>• <b>M</b> - Married</li> <li>• <b>P</b> - Declared Partnership</li> <li>• <b>S</b> - Single</li> <li>• <b>W</b> - Widowed</li> </ul>			
<b>35</b>	TITLE	Title	4	Optional
Example:	Mr			
Notes:	Please enter one of the following valid titles: Mr   Mrs   Miss   Ms   Dr   Prof   Rev   Sir   SR   Mx			
<b>36</b>	FILLER			
Example:				
Notes:				
<b>37</b>	EMPLOYEES PENSIONABLE PAY	The employees pensionable pay in the pay period	10	<b>Mandatory</b>
Example:	1200.99	PAY PERIOD		
Notes:	Please enter the employee's pensionable pay (excluding overtime pay) for the current payroll period. Enter only numbers and decimal point. <b>Populate with 0.00 if value is null.</b> <b>Negative values are valid.</b>			



Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
<b>38</b>	ANNUAL PENSIONABLE SALARY	The annual pensionable salary rate for the employee	10	<b>Mandatory</b>
Example:	18500.00    ANNUAL			
Notes:	Please enter the employee's annual pensionable salary for the post at the payroll period end date. An effective date must be entered in data item 40 if an annual pensionable salary is entered. Enter only numbers and decimal point. <b>Enter 0.00 if not applicable</b>			
<b>39</b>	CARE PENSIONABLE PAY	The employees pensionable pay including overtime pay in the pay period	10	Conditional
Example:	1000.01    PAY PERIOD			
Notes:	<b>This should only be populated for members of the CARE scheme.</b> Please enter the employee's pensionable pay including overtime for the current payroll period. Enter only numbers and decimal point. This field will always be equal to or greater than Employees Pensionable Pay in field 37 and is used to calculate benefits accrued under CARE. <b>Populate with '0.00' if null pay this period.</b>			
<b>40</b>	EFFECTIVE DATE	The effective date for the annual pensionable salary rate	10	<b>Mandatory</b>
Example:	01/04/2018			
Notes:	Please enter the date from which the annual pensionable salary entered in item 38 is applicable. Please enter the date in the format <b>DD/MM/YYYY</b> .			
<b>41</b>	DATE JOINED PENSION SCHEME	The date the employee joined the pension scheme for this post	10	<b>Mandatory</b>
Example:	01/04/2018			
Notes:	Please enter the date the member joined the pension scheme in this post <b>or</b> if the member is a transition or tapered member now in the CARE scheme, the date they joined the CARE scheme, whichever is the latter. Please enter the date in the format <b>DD/MM/YYYY</b> .			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
<b>42</b>	JOB TITLE	The employee's job title	20	Optional
Example:	Payroll Officer			
Notes:	Please enter the employee's job title for this post.			
<b>43</b>	FILLER			
Example:				
Notes:				
<b>44</b>	PART-TIME HOURS	The part-time hours the employee has worked for this post	6	Conditional
Example:	80.00			
Notes:	<p><b>This field is mandatory if any part of the payroll period has been part time.</b> Please enter the total hours the employee has worked in the payroll period. If the employee has been full-time throughout the payroll period, this field should be left blank.</p> <p><b>Note:</b> This figure cannot be equal to or greater than the value in data item 46. Enter only numbers and decimal point.</p>			
<b>45</b>	FILLER			
Example:				
Notes:				
<b>46</b>	FULL-TIME EQUIVALENT HOURS	The notional monthly full-time hours a part-time member would be working in this post	6	Conditional
Example:	160.00			
Notes:	<p><b>This field is mandatory if any part of the payroll period has been part time.</b> Please enter the notional monthly full time equivalent hours the employee could have worked had they been full time throughout the payroll period. If the employee has been full-time throughout the payroll period, this field should be left blank.</p> <p><b>Note:</b> This figure cannot be equal to or greater than the value in data item 46. Enter only numbers and decimal point.</p>			
<b>47</b>	EMPLOYEE'S CONTRIBUTIONS	Employee's contributions for	10	<b>Mandatory</b>



Item	Data Item		Description	Maximum Number of Characters	Mandatory/Optional/Conditional
Example:	120.00	PAY PERIOD	the payroll period		
Notes:	Please enter the employee's contributions for the payroll period. This does not include any additional contributions. Enter only numbers and decimal point. <b>Populate with '0.00' if null pay this period.</b> <b>Negative values are valid.</b>				
<b>48</b>	EMPLOYER'S CONTRIBUTIONS		Employer's contributions for the payroll period	10	<b>Mandatory</b>
Example:	360.00	PAY PERIOD			
Notes:	Please enter the employer's contributions for the payroll period. Enter only numbers and decimal point. <b>Populate with '0.00' if null pay this period.</b> <b>Negative values are valid.</b>				
<b>49</b>	SCHEME CONTRIBUTION RATE		Employee's scheme contribution rate	5	<b>Mandatory</b>
Example:	6.25	PAY PERIOD			
Notes:	Please enter the member's contribution rate for the payroll period. Enter only numbers and decimal point.				
<b>50</b>	FILLER				
Example:					
Notes:					
<b>51</b>	FILLER				
Example:					
Notes:					
<b>52</b>	CUMULATIVE CARE PENSIONABLE PAY		The employee's pensionable pay, including overtime for the scheme year	10	<b>Mandatory</b>
Example:	1000.01	CUMULATIVE			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
Notes:	<p>Please enter the cumulative employees pensionable pay including overtime for the current scheme year. Enter only numbers and decimal point. This field will always be equal to or greater than Cumulative Employees Pensionable Pay in field 54 and is used to calculate benefits accrued under CARE. Please note that for part time members the Employees Pensionable Pay in field 54 should match the value in this field, unless the overtime is in excess of full-time hours. <b>Negative values are not valid.</b></p>			
<b>53</b>	CUMULATIVE EMPLOYERS PENSIONABLE PAY	The employer's pensionable pay for the scheme year		<b>Mandatory</b>
Example:	9999.99			
Notes:	<p>Please enter the cumulative employer's pensionable pay for the current scheme year. Enter only numbers and decimal point. <b>Populate with '0.00' if null.</b> <b>Negative values are not valid.</b></p>			
<b>54</b>	CUMULATIVE EMPLOYEES PENSIONABLE PAY	The employee's pensionable pay for the scheme year	10	<b>Mandatory</b>
Example:	1999.99	CUMULATIVE		
Notes:	<p>Please enter the employee's pensionable pay (excluding overtime pay) for the current financial year. Enter only numbers and decimal point. <b>Populate with '0.00' if null.</b> <b>Negative values are not valid.</b></p>			
<b>55</b>	CUMULATIVE EMPLOYEE'S CONTRIBUTIONS	Employee's contributions for the scheme year	10	<b>Mandatory</b>
Example:	999.99	CUMULATIVE		



Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
Notes:	Please enter the employee's contributions for the scheme year. This does not include any additional contributions. Enter only numbers and decimal point. <b>Populate with '0.00' if null pay this period.</b> <b>Negative values are valid.</b>			
<b>56</b>	CUMULATIVE EMPLOYER'S CONTRIBUTIONS	Employer's contributions for the scheme year	10	<b>Mandatory</b>
Example:	1999.98    CUMULATIVE			
Notes:	Please enter the employer's contributions for the scheme year. <b>Populate with '0.00' if null pay this period.</b> <b>Negative values are valid.</b>			
<b>57</b>	REASON FOR LEAVING	Reason the employee left the scheme	2	Optional
Example:	19			

Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
Notes:	<p>This is a 2-character field to hold the reason why the employee's employment has terminated.</p> <ul style="list-style-type: none"> <li>01 - Opt Out - Personal Financial Reasons</li> <li>02 - Opt Out - Contribution Increases</li> <li>03 - Opt Out - Joined Another Scheme</li> <li>04 - Opt Out - Changes to the Scheme (other than contributions increases)</li> <li>05 - Opt Out - Other</li> <li>06 - Non-Occupational Injury</li> <li>07 - Non-Occupational Illness</li> <li>08 - Occupational Injury</li> <li>09 - Occupational Illness</li> <li>15 - Dismissal</li> <li>16 - Redundancy Voluntary</li> <li>17 - Death in Service</li> <li>19 - Retirement - Age</li> <li>20 - Ill Health - Termination of Paid Sick Leave</li> <li>21 - Ineligibility Due to Age or Maximum Service</li> <li>22 - New Employment Teaching Scotland</li> <li>23 - New Employment Teaching Outwith Scotland</li> <li>26 - Ill Health</li> <li>27 - Other</li> <li>28 - Tapered Protection End Date</li> <li>29 - Maternity Pay (EPA) Change to Non-Superannuable Employment</li> <li>30 - Authorised Unpaid Leave</li> <li>31 - Arrears of Pay Prior to Current Financial Year</li> <li>32 - Retainer Scheme Arrangement</li> <li>34 - Voluntary Early Retirement + Actuarial Reduction</li> <li>35 - Retirement - Efficiency of the Service</li> <li>40 - Voluntary Resignation - Lateral Move</li> <li>41 - Voluntary Resignation - Lack of Opportunities</li> <li>42 - Voluntary Resignation - Other</li> <li>43 - Voluntary Resignation - Promotion</li> <li>44 - End of Fixed Term Contract</li> <li>45 - Pregnancy</li> <li>46 - Dismissal Capability</li> <li>47 - Redundancy Compulsory</li> <li>48 - Retirement Other</li> </ul>			



Item	Data Item	Description	Maximum Number of Characters	Mandatory/Optional/Conditional
<b>58</b>	FILLER			
Example:				
Notes:				
<b>59</b>	FILLER			
Example:				
Notes:				
<b>60</b>	FILLER			
Example:				
Notes:				
<b>61</b>	FILLER			
Example:				
Notes:				
<b>62</b>	FILLER			
Example:				
Notes:				
<b>63</b>	FILLER			
Example:				
Notes:				



## 6 Frequently asked questions (FAQs)

We have compiled a list of common questions and answers below; please contact the i-Connect support desk if you have any other questions or comments relating to this guide:

1. Should I include all payees on the payroll extract file, including those employees who have previously opted out of the scheme?

Whether you include opt-outs on the payroll extract file is entirely up to you and SPPA, and the inclusion of opt-outs should be agreed during the implementation stage.

If you do decide to include opt outs, the difference between the opt out date and the 'Date Joined Scheme' (data item 41) must be less than three months. This is because i-Connect will create new starter records on SPPA's target system for each opt-out, irrespective of whether they ever existed on the target system, and a date of less than three months will ensure that the starter records are created with a status of 'Leaver'.

2. What should I do if an Opt Out re-joins the scheme?

You must insert the date the member re-joins the scheme in 'Date Joined Pension Scheme' (data item 41).

3. Why are payroll extract files with duplicate records rejected?

This is because SPPA records separate data on the target system for each active post on the payroll system, and there are one or more records containing duplicate combinations of National Insurance Number and the unique payroll identifier on the payroll extract file.

4. What happens if there is more than one part-time hours change in a single pay period?

i-Connect can process only one part-time hours change in a single pay period. The latest hours change in the pay period, together with the effective date, should be output to the payroll extract file. Any earlier changes within the same pay period should be communicated via a separate report directly to SPPA.

5. Why have salary validation errors been detected?

This is because an annual salary is in data item 38, but an effective date has been omitted from data item 40, or vice versa.

6. One or more of my payees do not have a National Insurance number; what should I do?

You will be unable to include the member on the payroll extract file until a National Insurance number is provided, as this is a mandatory field on SPPA's target system. They may be happy to accept a temporary National Insurance number for pension administration purposes.

7. What type of breaks in service should I notify to SPPA?

You should notify SPPA only of any unpaid breaks in service, for example, strike, maternity or paternity breaks.

8. How long should leavers remain on the payroll extract file?

Leavers can remain on the payroll extract file indefinitely, although it is recommended that they be purged on a regular basis. Generally, leavers remain on the payroll extract file for an additional pay period after the leaver notification, to ensure that any arrears of pay (usually for claims-based employees), are processed via i-Connect.

9. How do I record employers pensionable pay?

This should be included in Cumulative Employers Pensionable Pay (data item 53).

## 7 Need more help?

If you need any further assistance, you can contact the i-Connect support desk by phone or email:

- 0161 613 4200
- [support@i-Connectdata.co.uk](mailto:support@i-Connectdata.co.uk)



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Pensions Agency

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Poblach na h-Alba

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