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**sage**

# Sage Payroll csv Templates

Powerful accounting software for growing businesses



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# Sage Payroll File Import CSV Templates

Sage Payroll provides you with the ability to import information from CSV (Comma Separated Values) files.

This document provides the details of the templates available to you, and the format of the information they contain.

**Please note:** If you do not have access to the CSV import feature, in your version of Sage Payroll, you can contact Sage Sales to purchase the correct licence.

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## What information can I import using CSV files?

Using the CSV templates available you can import:

- New employee details
- Updates to employee details
- Employee Year to Date Figures

Sage Payroll Professional and Sage Payroll Bureau users can also import the following information:-

- Employee Payments (Hours/Rates)
- Employee Deductions (Hours/Rates)

The following information is imported at a company level.

- Payments and Net Payments
- Deductions
- Departments
- Cost Centres
- Loans
- Pension Scheme details
- Holiday Scheme details

You can also created CSV files of your own and use those to import information. It is essential, however that you check the headers on these files are spelt correctly, otherwise the import will fail. Check your headers against the information about the templates in the following sections.

## Import Preparation Checklist

Before importing information into Sage Payroll, you must check the following:

- You have backed up your current payroll information. **This is essential.**
- You have access to the Data Import/Export option.

If these options are greyed out on the File or Wizards menu, you do not have the necessary access rights to use these options.

You can either update your access rights to include Data Import/Export or contact your system administrator and ask them to change your access rights.

For further information about setting up access rights for individual users, see *Chapter 7, Setting Up Your Payroll Security*.

- If you are importing information from a CSV file, check that the column headers are correctly named. The headers must be correctly spelt for the import to work correctly. The following example shows column headers for employee information.

| A                  | B               | C     | D        | E        | F       | G         | H         |
|--------------------|-----------------|-------|----------|----------|---------|-----------|-----------|
| Employee Reference | Works Reference | Title | Initials | Forename | Surname | Address 1 | Address 2 |

**Note:** If you import company information that was originally exported from Payroll V12 without headers, the import will fail. Check the error log for details.

- If you are importing information from a CSV file, the file must contain the information you want to import in the format required by the import templates.

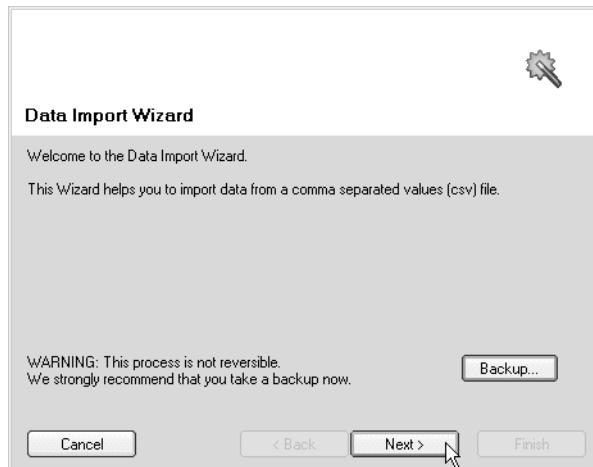
**Note:** If you use Microsoft® Excel to produce the CSV files, you must format the Date columns to show the date in the format dd/mm/yyyy. You must use four digits for the year for the import to work.

For details about producing a CSV file with the correct information in the required format see the section *Creating files to match Sage Payroll's data import templates* on page 6.

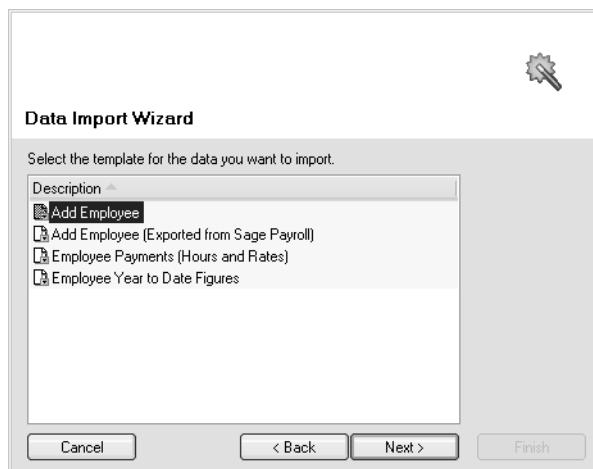
## To import information from a CSV file

1. From the File or Wizards menu, choose Data Import and select the Import Sage Payroll Data option.

The Data Import Wizard appears.



2. It is essential that you take a backup of your payroll data before proceeding with the Data Import Wizard. Click Backup then follow the instructions in the Backup Wizard. When you have completed the Backup Wizard, the Data Import Wizard re-appears.
3. To continue, click Next.
4. Select the template for the data you want to import and then click Next.



5. Select the file containing the data you want to import and click Finish.



You can type the location of the file and its filename in the Path box, or click Browse and search for the file required then click Open.

The Data Import Wizard checks the format and content of the CSV file that you are importing data from.

A results screen appears. This shows the records successfully imported. If there were any problems with importing the information, this is also shown.

6. Check the details you have entered. The records in the import file will be used to update the information in Sage Payroll.
7. To continue, click Close.

The data from the selected CSV file is imported into Sage Payroll.

## Creating files to match Sage Payroll's data import templates

If you want to import data into Sage Payroll, you must create a file that provides the information required in a specific format that matches the templates provided with your program.

To create a CSV file to match Sage Payroll's data import templates, you can either:

- Use the Microsoft® Excel Templates provided with Sage Payroll. You can find these in C:\Program Files\Sage Payroll\CSV Templates. As the column headers in CSV files are key to the success of the import, this ensures that you are using information with the correct format.  
**Tip:** If you need help with the content of these files, move your mouse pointer over the column heading and refer to the note box that appears.
- Create your own CSV file. If you choose to use this method, you must take care to check that all column headers are spelt correctly. Misspelt headers could mean the import will fail.  
**Note for users upgrading from Payroll version 11:** You can continue to use the csv files you have created by to import information into your new Sage Payroll program.

### Information to note

- If the CSV file you are importing does not contain the information in the specific format required, the import will not work.
- Check that the column headers in your CSV file are correctly named. The headers must be correctly spelt for the import to work correctly.  
**Please note:** If you created a CSV file using a previous version of Sage Payroll, you can import information without column headers. However, you must ensure that the information is complete and in the correct format. Check the CSV templates in the following sections if you are unsure.
- If there are any blank fields in your CSV files these will be ignored during the import process.

### To create a CSV file using the Microsoft® Excel templates

1. Locate the CSV Templates folder on your computer.
2. Open the template you require in Microsoft® Excel.
3. Enter the information required into the pre-defined fields. The headings for compulsory information are shown in blue. Any information which is mandatory in certain situations is shown in green.  
**Tip:** All of the headings have comments associated with them. You can access the comments by holding the mouse pointer over the cell with the red triangle in the top right hand corner.
4. To save your file, open the File menu and then choose Save As.

5. Select the folder where you want to save the file and ensure you save the file as a CSV file then click Save.

You can now import the CSV file you have created, into Sage Payroll.

## To create your own CSV file

1. Create a CSV file.

### Important Notes:

- If you use Microsoft® Excel to produce the CSV files, you must format all Date columns to show the date in the format dd/mm/yyyy. You must use four digits for the year to ensure the import works.
- You **must** ensure that your column headings are spelt correctly, otherwise the file import will fail.

2. Ensure that the data in the file you want to import contains all the compulsory information. To check that the CSV file you want to import matches the Sage Payroll Data Import Templates, check that you have included the information detailed in the following sections in the format shown.

## Employee Details Template

| Description        | Notes  | Data Type | Size | Required                                  |
|--------------------|--|-----------|------|---|
| Employee Reference | Must be greater than zero and not be in use. Must not exceed number of employees allowed by licence. If left blank Payroll will generate a number. |           |      | Only if you are updating existing details |
| Title              | Must be Mr, Mrs, Miss, Ms, Dr, Prof, Sir, The Rev., The Hon.   | Text      |      | ✓   |
| Initial            |  | Text      | 5    |   |
| Forename           |  | Text      | 50   | ✓   |
| Surname            |  | Text      | 50   | ✓   |
| Address 1          |  | Text      | 30   |   |
| Address 2          |  | Text      | 30   |   |
| Address 3          |  | Text      | 30   |   |
| Address 4          |  | Text      | 30   |   |
| Address 5          |  | Text      | 30   |   |
| Post Code          |  | Text      | 8    |   |
| Telephone Number   |  | Text      | 30   |   |
| Mobile Number      |  | Text      | 30   |   |
| E-mail Address     |  | Text      | 50   |   |
| Gender             | Must be either F or M.<br>F = Female<br>M = Male.  | Text      |      | ✓   |
| Marital Status     | Must be one of the following:<br>Single<br>Married<br>Divorced<br>Widowed.   | Text      |      | ✓   |
| Previous Surname   |  | Text      |      |   |
| Date of Birth      | Enter in the format DD/MM/YYYY.<br><br>For example 25th September 1965, should be entered as 25/09/1965.   | Text      |      | ✓   |

| Description           | Notes  | Data Type | Size | Required |
|-----------------------|--|-----------|------|----------|
| Disabled              | Enter "1" if the employee is registered as being disabled.<br><br>Enter "0" if the employee is not.        |           |      |          |
| Nationality           |  | Text      | 30   |          |
| Ethnic Origin         |  | Text      | 15   |          |
| Contact               |  | Text      | 30   |          |
| Contact Relationship  |  | Text      | 30   |          |
| Contact Telephone No. |  | Text      | 30   |          |
| Tax Code              |  | Text      | 7    | ✓        |
| Wk1Mth1 Basis         | Enter "0" if the employee is not on a Wk1/Mth1 Tax Code or "1" if they are on a Wk1/Mth1 Tax Code.         |           |      |          |
| NI Category           | Must be one of the following:<br><br>A, B, C, D, E, F, G, J, L, S, X                                       |           |      | ✓        |
| Manual NIC            | If you do want to calculate NI manually, enter "1". If you do not want to calculate NI manually enter "0". |           |      |          |
| NI Number             | 2 letters, 6 numbers followed by a single letter.  |           |      | ✓        |

| Description             | Notes   | Data Type | Size | Required |
|-------------------------|---|-----------|------|----------|
| P46 Statement           | <p>If the employee has provided you with a P46 form, enter one of the following:</p> <p>If the start date is before 06/04/06</p> <p>0 = None<br/>1 = A Only<br/>2 = A and B<br/>3 = B Only<br/>4 = B and C<br/>5 = C Only<br/>6 = A and C</p> <p>If the start date is on or after 06/04/06</p> <p>0 = None<br/>1 = A Only<br/>2 = A and D<br/>3 = B Only<br/>4 = B and D<br/>5 = C Only<br/>6 = C and D</p> |           |      |          |
| Works Reference         |   | Text      | 10   |          |
| Director Status         | Must be either:   |           |      |          |
|                         | 0= Non Director<br>1= Director<br>2= Table (Method) Director  |           |      |          |
| Date Directorship Began | The date that the employee became a Director. Enter in the format DD/MM/YYYY.   | Text      |      |          |
| Payment Method          | Cash<br>Cheque<br>BACS<br>Credit Transfer   | Text      |      |          |
| Payment Frequency       | Must be one of the following:   | Text      |      | ✓        |
|                         | Weekly<br>Fortnightly<br>Four Weekly<br>Monthly   |           |      |          |

| Description          | Notes  | Data Type | Size | Required |
|----------------------|--|-----------|------|----------|
| Work Start Date      | Enter the date in the format DD/MM/YYYY.               | Text      |      | ✓        |
| Work End Date        | Enter the date in the format DD/MM/YYYY.               | Text      |      |          |
| SLR From Date        | The date when student loan repayments start.           | Text      |      |          |
| SLR to Date          | The date when student loan repayments ended.           | Text      |      |          |
| Status               | 1 = On Hold<br>2 = Trade Dispute                       | Text      |      |          |
| Pension 1            | Pension reference number.                              | Text      |      |          |
|                      | The pension must already be set up at a company level. |           |      |          |
| Pension 2            | As above   | Text      |      |          |
| Pension 3            | As above   | Text      |      |          |
| Pension 4            | As above   | Text      |      |          |
| Pension 5            | As above   | Text      |      |          |
| Holiday Scheme       |  | Text      |      |          |
| Sort Code            | Must be nn-nn-nn<br>For example 11-22-33               | Text      |      |          |
| Bank Account Number  |  | Text      |      |          |
| Bank Account Name    |  | Text      |      |          |
| Bank Account Type    |  | Text      |      |          |
| Building Soc Number  |  | Text      |      |          |
| BACS Reference       |  | Text      |      |          |
| Bank Name            |  | Text      |      |          |
| Bank Address 1       |  | Text      | 30   |          |
| Bank Address 2       |  | Text      | 30   |          |
| Bank Address 3       |  | Text      | 30   |          |
| Bank Address 4       |  | Text      | 30   |          |
| Bank Address 5       |  | Text      | 30   |          |
| Bank Post Code       |  | Text      | 8    |          |
| Bank Telephone       |  | Text      | 30   |          |
| Bank Fax             |  | Text      | 30   |          |
| Department Reference |  | Text      |      |          |

| Description               | Notes   | Data Type     | Size | Required |
|---------------------------|---|---------------|------|----------|
| Cost Centre Reference     |   | Text          |      |          |
| Notes                     |   | Text          |      |          |
| Access Level              | Enter the access level of the employee, from 0 - 9.   | Text          |      |          |
| Analysis 1                |   | Alpha Numeric | 30   |          |
| Analysis 2                |   | Alpha Numeric | 30   |          |
| Analysis 3                |   | Alpha Numeric | 30   |          |
| Last Processed Date       | The date your employee was last paid.   |               |      |          |
| Final Pay Run             | If you want to perform any of the following for your employee then Enter "1".<br><br>Repay or deduct any outstanding holiday fund.<br><br>Pay any tax refunds withheld during a trade dispute.<br><br>Recalculate directors NI on a year to date basis, for directors on the table method.<br><br>If you do not then enter "0". | Integer       |      |          |
| Manual SSP                | If you want to calculate SSP manually, enter "1".<br>If you want the program to automatically calculate SSP, enter "0"  | Integer       |      |          |
| SSP QD Pattern Start Date |   | Text          |      |          |
| SSP Band                  |   | Text          |      |          |
| Start PIW Date            |   | Text          |      |          |
| End PIW Date              |   | Text          |      |          |
| SSP Waiting Days          |   | Text          |      |          |
| Returned to Work Date     |   | Text          |      |          |

| Description                    | Notes  | Data Type | Size | Required |
|--------------------------------|--|-----------|------|----------|
| Manual SMP                     | If you want to calculate SMP manually, enter "1".<br>If you want the program to automatically calculate SMP, enter "0" | Integer   |      |          |
| SMP EWC                        | The date the baby is due.  | Text      |      |          |
| SMP Date of Birth              | The date the baby is born.   | Text      |      |          |
| SMP End Work Date              | The last day your employee works before her maternity leave.   | Text      |      |          |
| SMP Returned to Work Date      | The day your employee comes back to work.  | Text      |      |          |
| SMP Weeks Worked MPP           |  | Text      |      |          |
| SMP Weeks Trade Dispute        |  | Text      |      |          |
| SMP Average Gross Pay          |  | Text      |      |          |
| SMP Medical Evidence           |  | Text      |      |          |
| SMP Pregnancy Related sickness |  | Text      |      |          |
| Manual SAP                     | If you want to calculate SAP manually, enter "1".<br>If you want the program to automatically calculate SAP, enter "0" | Integer   |      |          |
| SAP Matching Date              | You will find this date on the Matching Certificate provided by the employee.  | Text      |      |          |
| SAP Expected Date of Placement | This is the expected date that the child will start living with the adopter.   | Text      |      |          |
| SAP Actual Date of Placement   | This is the date that the child is actually placed with the adopter.   | Text      |      |          |
| SAP End Work Date              | The date your employee last worked for you.  | Text      |      |          |
| SAP Returned to Work Date      | The date your employee returns to work.  | Text      |      |          |
| Weeks Worked during SAP        |  | Text      |      |          |
| SAP Weeks Trade Dispute        |  | Text      |      |          |
| SAP Average Gross Pay          |  | Text      |      |          |

| Description                     | Notes   | Data Type | Size | Required |
|---------------------------------|---|-----------|------|----------|
| SAP Evidence                    | If you have received the Integer approved adoption agency matching certificate from your employee, enter "1". If they have not shown you this certificate then enter "0". |           |      |          |
| Manual SPP                      | If you want to calculate SPP manually, enter "1".<br>If you want the program to automatically calculate SPP, enter "0".   |           |      |          |
| SPP Baby Due Date               |   | Text      |      |          |
| SPP Date of Birth               |   | Text      |      |          |
| SPP End Work Date               |   | Text      |      |          |
| SPP Returned to Work Date       |   | Text      |      |          |
| Weeks Worked during SPP         |   | Text      |      |          |
| SPP Weeks Trade Dispute         |   | Text      |      |          |
| SPP Average Gross Pay           |   | Text      |      |          |
| SPP Declaration Received        | Enter "1" if your employee has given you a Paternity leave Declaration form SC3. If they have not given you this Declaration then enter "0".                              | Integer   |      |          |
| Manual SPPA                     | If you want to calculate SPP(A) Manually then enter "1". If you want to calculate SPP(A) Automatically using the program enter "0".                                       | Integer   |      |          |
| SPPA Matching Date              | You can find this on the Matching Certificate.  | Text      |      |          |
| SPPA Expected Date of Placement | This is the expected date that the child will start living with the adopter.  | Text      |      |          |
| SPPA Actual Date of Placement   | This is the date that the child is actually placed with the adopter.  | Text      |      |          |

| Description                | Notes   | Data Type | Size | Required |
|----------------------------|---|-----------|------|----------|
| SPPA End Work Date         | The date when your employee will leave to take paternity absence. | Text      |      |          |
| SPPA Returned to Work Date | The date your employee returns to work after paternity leave.     | Text      |      |          |
| Weeks Worked During SPPA   |   | Text      |      |          |
| SPPA Weeks Trade Dispute   |   | Text      |      |          |
| SPPA Average Gross Pay     |   | Text      |      |          |
| SPPA Declaration Received  |   | Text      |      |          |

## All Employee Header Details Template

| Description        | Notes  | Data Type    | Size | Required                                  |
|--------------------|--|--------------|------|---|
| Employee Reference |  | Text         |      | Only if you are updating existing details |
| Works Reference    |  | Alphanumeric | 10   |   |
| Title              | Must be Mr, Mrs, Miss, Ms, Dr, Prof, Sir, The Rev., The Hon. | Text         |      | ✓   |
| Initials           |  | Text         | 5    |   |
| Forename           |  | Text         | 50   | ✓   |
| Surname            |  | Text         | 50   | ✓   |
| Address 1          |  | Text         | 30   |   |
| Address 2          |  | Text         | 30   |   |
| Address 3          |  | Text         | 30   |   |
| Address 4          |  | Text         | 30   |   |
| Address 5          |  | Text         | 30   |   |
| Post Code          |  | Text         | 8    |   |
| Email Address      |  | Text         | 50   |   |
| Telephone Number   |  | Text         | 30   |   |
| Gender             | Must be either F or M.<br>F = Female<br>M = Male.            | Text         |      | ✓   |

| Description     | Notes  | Data Type | Size | Required |
|-----------------|--|-----------|------|----------|
| Marital Status  | Must be one of the following:<br><br>Single<br>Married<br>Divorced<br>Widowed.                     | Text      |      | ✓        |
| Date of Birth   | Enter in the format DD/MM/YYYY.  | Text      |      | ✓        |
| Work Start Date | Enter in the format DD/MM/YYYY.  | Text      |      | ✓        |
| Work End Date   | Enter in the format DD/MM/YYYY.  | Text      |      |          |
| NI Number       | 2 letters, 6 numbers followed by a single letter.  | Text      |      | ✓        |
| NI Category     | Enter one of the following:<br><br>A, B, C, D, E, F, G, J, L, S, X                                 | Text      |      | ✓        |
| Tax Code        |  |           |      | ✓        |
| Wk1/Mth1 Basis  | Enter "0" if the employee is not on a Wk1/Mth1 Tax Code or "1" if they are on a Wk1/Mth1 Tax Code. |           |      |          |
| Pension 1       | Pension reference number.<br><br>The pension must already be set up at a company level.            |           |      |          |
| Pension 2       | As above.  |           |      |          |
| Pension 3       | As above.  |           |      |          |
| Pension 4       | As above.  |           |      |          |
| Pension 5       | As above.  |           |      |          |
| Payment Method  | Must be one of the following:<br><br>Cash<br>Cheque<br>BACS<br>Credit Transfer                     | Text      |      |          |

| Description              | Notes  | Data Type | Size | Required |
|--------------------------|--|-----------|------|----------|
| Payment Frequency        | Must be one of the following:<br><br>Weekly<br>Fortnightly<br>Four Weekly<br>Monthly.              | Text      |      | ✓        |
| Access Level             | Enter the access level of the employee, from 0 - 9.  | Text      |      |          |
| Director Status          | Must be either:<br><br>0= Non Director<br>1= Director<br>2= Table (Method) Director                |           |      |          |
| Date Directorship Began  | The date that the employee became a Director. Enter in the format DD/MM/YYYY.                      | Text      |      |          |
| Notes                    |  | Text      |      |          |
| Contact                  |  | Text      | 30   |          |
| Contact Relationship     | Enter one of the following values:<br><br>0=Spouse<br>1=Parent<br>2=Sibling<br>3=Child<br>4=Friend | Integer   |      |          |
| Contact Telephone Number |  | Text      |      |          |
| Sort Code                | Must be nn-nn-nn<br><br>Example: 11-22-33  | Text      |      |          |
| Bank Account Number      |  | Text      |      |          |
| Bank Account Name        |  | Text      |      |          |
| Bank Account Type        |  | Text      |      |          |
| Building Society Number  | The Building Society Account number.   | Text      |      |          |
| BACS Reference           |  | Text      |      |          |
| Bank Name                | The name of the bank where the account is held.  | Text      |      |          |
| Bank Address 1           |  | Text      | 30   |          |

| Description           | Notes | Data Type | Size | Required |
|-----------------------|-------|-----------|------|----------|
| Bank Address 2        |       | Text      | 30   |          |
| Bank Address 3        |       | Text      | 30   |          |
| Bank Address 4        |       | Text      | 30   |          |
| Bank Address 5        |       | Text      | 30   |          |
| Bank Post Code        |       | Text      | 8    |          |
| Bank Telephone Number |       | Text      |      |          |
| Bank Fax              |       | Text      |      |          |

## Employee Mandatory Details Template

To import data using this template, you must have a CSV file containing the information listed in the table below in the order shown.

| Description     | Notes   | Data Type | Size | Required |
|-----------------|---|-----------|------|----------|
| Title           | Must be Mr, Mrs, Miss, Ms, Dr, Prof, Sir, The Rev., The Hon.  | Text      |      | ✓        |
| Forename        |   | Text      | 50   | ✓        |
| Surname         |   | Text      | 50   | ✓        |
| Gender          | Must be either F or M.<br>F = Female<br>M = Male.   | Text      |      | ✓        |
| Marital Status  | Enter the marital status of the employee from the following list of program defaults:<br><br>Single<br>Married<br>Divorced<br>Widowed | Text      |      | ✓        |
| Date of Birth   | The date should be entered in the format DD/MM/YYYY.  | Text      |      | ✓        |
| Work Start Date | The date should be entered in the format DD/MM/YYYY.  | Text      |      | ✓        |
| NI Number       | 2 letters, 6 numbers followed by a single letter.   | Text      |      | ✓        |

| Description       | Notes  | Data Type | Size | Required |
|-------------------|--|-----------|------|----------|
| NI Category       | Enter one of the following:<br>A, B, C, D, E, F, G, J, L, S, X                   | Text      |      | ✓        |
| Tax Code          |  | Text      |      | ✓        |
| Payment Frequency | Must be one of the following:<br>Weekly<br>Fortnightly<br>Four Weekly<br>Monthly | Text      |      | ✓        |

## Employee Hours and Rates Template

To import data using this template, you must have a CSV file containing the information listed in the table below in the order shown.

| Description        | Notes   | Data Type | Size | Required                                  |
|--------------------|---|-----------|------|---|
| Employee Reference | This is the reference number of the employee whose information you are updating.<br><br>You can find it on the Sage Payroll desktop, or in their Employee Record. | Text      |      | Only if you are updating existing details |
| Payment Reference  | This is the reference number of the payment you want to update.<br><br>The Payment must be assigned to the employee.  | Text      |      | ✓   |
| Hours              |   | Text      |      |   |
| Rate               |   | Text      |      |   |

**Note:** Global payments will not import. You can only import hours for fixed payment types.

## Employee Year to Date Values Template

To import data using this template, you must have a CSV file containing all the information listed in the table below in the order shown.

| Description         | Notes   | Data Type | Size | Required                                  |
|---------------------|---|-----------|------|---|
| Employee Reference  | This is the reference number of the employee whose information you are updating.<br><br>You can find it on the Sage Payroll desktop, or in their Employee Record. | Integer   | 6    | Only if you are updating existing details |
| P45 Gross Pay       | Must be greater than or equal to P45 Numeric Tax figure.  | Numeric   |      |   |
| P45 Tax Paid        | Must be less than P45 Gross   | Numeric   |      |   |
| Total Gross Pay     | Must be greater than or equal to Total Tax To Date, Tax Gross To Date.<br>Must include P45 value.   | Numeric   |      |   |
| Gross Pay for NIC   | Must be greater than or equal to Total Gross to date  | Numeric   |      |   |
| Gross Pay for Tax   | Must be greater than or equal to zero   | Numeric   |      |   |
| Total Tax TD        |   | Numeric   |      |   |
| Ers NIC TD          | Must be less than or equal to LEL + ET + UEL NIC Earnings   | Numeric   |      |   |
| Ees NIC TD          | Must be less than or equal to LEL + ET + UEL NIC Earnings   | Numeric   |      |   |
| SSP Paid TD         |   | Numeric   |      |   |
| SSP Weeks Paid      |   | Numeric   |      |   |
| SMP Paid TD         |   | Numeric   |      |   |
| SMP Recovered TD    |   | Numeric   |      |   |
| SMP NIC Comp Rec    | The total amount of National Insurance compensation applicable to SMP for the employee.   | Numeric   |      |   |
| SMP Weeks           | This is a whole number as SMP is a weekly payment for a full week's absence only.   | Numeric   |      |   |
| SAP Paid TD         |   | Numeric   |      |   |
| SAP Recovered TD    |   | Numeric   |      |   |
| SAP NIC Comp Rec TD | The total amount of National Insurance compensation applicable to SAP for the employee.   | Numeric   |      |   |
| SAP Weeks           |   | Numeric   |      |   |

| Description  | Notes   | Data Type | Size | Required |
|--|---|-----------|------|----------|
| SPP Paid TD  |   | Numeric   |      |          |
| SPP Recovered TD   |   | Numeric   |      |          |
| SPP NIC Comp   | The total amount of National Insurance compensation applicable to SPP for the employee. | Numeric   |      |          |
| SPP Weeks  |   | Numeric   |      |          |
| <i>Please note: Figures for SPP(A) Paid to Date and SPP(A) Recovered to Date should be entered in corresponding SPP columns.</i> |   |           |      |          |
| SPPA Weeks   |   | Numeric   |      |          |
| Er Pension TD  |   | Numeric   |      |          |
| Ee Pension TD  |   | Numeric   |      |          |
| Advance Pay TD   |   | Numeric   |      |          |
| Net Pay TD   |   | Numeric   |      |          |
| Cash Rnding BF   |   | Numeric   |      |          |
| Class 1A Cars  |   | Numeric   |      |          |
| Class 1A Fuel  |   | Numeric   |      |          |
| Pen AVC TD   | The amount of Additional Voluntary Contributions paid.                                  | Numeric   |      |          |
| Pensionable TD   | The pensionable gross pay.  | Numeric   |      |          |
| Employer Rebate  | The amount of Employer NI rebate.   | Numeric   |      |          |
| Employee Rebate  | The amount of Employee NI rebate.   | Numeric   |      |          |
| NIC to LEL   |   | Numeric   |      |          |
| NIC to ET  |   | Numeric   |      |          |
| NIC to UEL   |   | Numeric   |      |          |
| Tax Credits TD   |   | Numeric   |      |          |
| Student Loan TD  | The total Student Loan repayments made by the employee.                                 | Numeric   |      |          |
| Tax Refund Withheld TD   | The amount of tax refund withheld in the current tax year.                              | Numeric   |      |          |
| Tax Refund Withheld Previously   | The amount of tax refund withheld in the previous tax year.                             | Numeric   |      |          |
| Holiday Fund TD  | The amount of holiday fund available to the employee.                                   | Numeric   |      |          |
| Loan TD  | The total Loan repayments made to date.   | Numeric   |      |          |

## Employee Tax and NIC YTD Values Template

| Description            | Notes   | Data Type | Size | Required                                  |
|------------------------|---|-----------|------|---|
| Employee Reference     | This is the reference number of the employee whose information you are updating.<br><br>You can find it on the Sage Payroll desktop, or in their Employee Record. | Integer   | 6    | Only if you are updating existing details |
| P45 Gross Pay          | Must be greater than or equal to P45 Tax figure.  | Numeric   |      |   |
| P45 Tax Paid           | Must be less than P45 Gross figure  | Numeric   |      |   |
| Total Gross Pay        | Must be greater than or equal to Total Tax To Date, Tax Gross To Date.<br><br>Must include P45 value.   | Numeric   |      |   |
| Gross Pay for NIC      | Must be greater than or equal to Total Gross to date.   | Numeric   |      |   |
| Gross Pay for Tax      | Must be greater than or equal to zero.  | Numeric   |      |   |
| Total Tax To Date      |   | Numeric   |      |   |
| Employer NIC TD        | Must be less than or equal to LEL + ET + UEL NIC Earnings.  | Numeric   |      |   |
| Employee NIC TD        | Must be less than or equal to LEL + ET + UEL NIC Earnings.  | Numeric   |      |   |
| Employer Rebate        | The amount of Employer NI rebate.   | Numeric   |      |   |
| Employee Rebate        | The amount of Employee NI rebate.   | Numeric   |      |   |
| NIC Earnings up to LEL |   | Numeric   |      |   |
| NIC Earnings up to ET  |   | Numeric   |      |   |
| NIC Earnings up to UEL |   | Numeric   |      |   |
| Tax Refund Withheld    | The amount of tax refund withheld in the current tax year.  | Numeric   |      |   |

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| <b>Description</b>              | <b>Notes</b>  | <b>Data Type</b> | <b>Size</b> | <b>Required</b> |
|---------------------------------|---|------------------|-------------|-----------------|
| Tax Refunds Withheld Previously | The amount of tax refund withheld in the previous tax year.   | Numeric          |             |                 |
| Class1A Cars                    | The value of the car charges for the employer's Class 1A NI contributions for the previous tax year.  | Numeric          |             |                 |
| Class1A Fuel                    | The value of the fuel charges for the employer's Class 1A NI contributions for the previous tax year. | Numeric          |             |                 |

## Employee Statutory Payments YTD Values Template

| Description               | Notes   | Data Type | Size | Required                                  |
|---------------------------|---|-----------|------|---|
| Employee Reference        | This is the reference number of the employee whose information you are updating.<br><br>You can find it on the Sage Payroll desktop, or in their Employee Record. | Integer   | 6    | Only if you are updating existing details |
| SSP Paid TD               |   | Numeric   |      |   |
| SSP Weeks Paid            |   | Numeric   |      |   |
| SMP Paid TD               |   | Numeric   |      |   |
| SMP Weeks Paid            |   | Numeric   |      |   |
| SMP Recovered TD          |   | Numeric   |      |   |
| SMP NIC Comp Recovered TD | The total amount of National Insurance compensation applicable to SMP for the employee.   | Numeric   |      |   |
| SMP Weeks                 |   | Numeric   |      |   |
| SAP Paid TD               |   | Numeric   |      |   |
| SAP Recovered TD          |   | Numeric   |      |   |
| SAP NIC Comp Rec          | The total amount of National Insurance compensation applicable to SAP for the employee.   | Numeric   |      |   |
| SAP Weeks                 |   | Numeric   |      |   |
| SPP Paid TD               |   | Numeric   |      |   |
| SPP Recovered TD          |   | Numeric   |      |   |
| SPP NIC Comp Rec          | The total amount of National Insurance compensation applicable to SPP for the employee.   | Numeric   |      |   |
| SPP Weeks                 |   | Numeric   |      |   |
| SPPA Weeks                |   | Numeric   |      |   |
| Tax Credits TD            |   | Numeric   |      |   |

## Employee Address Details Template

| Description        | Notes   | Data Type | Size | Required |
|--------------------|---|-----------|------|----------|
| Employee Reference | This is the reference number of the employee whose information you are updating.<br><br>You can find it on the Sage Payroll desktop, or in their Employee Record. | Integer   | 6    | ✓        |
| Address 1          |   | Text      | 30   |          |
| Address 2          |   | Text      | 30   |          |
| Address 3          |   | Text      | 30   |          |
| Address 4          |   | Text      | 30   |          |
| Address 5          |   | Text      | 30   |          |
| Post Code          |   | Text      | 8    |          |
| Telephone Number   |   | Text      | 30   |          |

## Employee Bank Details Template

| Description         | Notes   | Data Type | Size | Required                                  |
|---------------------|---|-----------|------|---|
| Employee Reference  | This is the reference number of the employee whose information you are updating.<br><br>You can find it on the Sage Payroll desktop, or in their Employee Record. | Integer   | 6    | Only if you are updating existing details |
| Sort Code           | Must be nn-nn-nn<br><br>Example: 11-22-33   | Text      |      |   |
| Bank Account Number |   | Text      |      |   |
| Bank Account Name   |   | Text      |      |   |
| Bank Account Type   |   | Text      |      |   |
| Building Soc Number | The Building Society Account number.  | Text      |      |   |
| BACS Reference      |   | Text      |      |   |
| Bank Name           | The name of the bank where the account is held.   | Text      |      |   |
| Bank Address 1      |   | Text      | 30   |   |
| Bank Address 2      |   | Text      | 30   |   |
| Bank Address 3      |   | Text      | 30   |   |
| Bank Address 4      |   | Text      | 30   |   |
| Bank Address 5      |   | Text      | 30   |   |
| Bank Post Code      |   | Text      | 8    |   |
| Bank Telephone      |   | Text      |      |   |
| Bank Fax            |   | Text      |      |   |

## Company Departments Template

| Description | Notes                       | Data Type | Size | Required                  |
|-------------|-----------------------------|-----------|------|---------------------------|
| Reference   | The department number. Text | Text      | 3    | ✓                         |
| Name        | The department name. Text   | Text      | 30   | Only if you are updating. |

## Company Cost Centres Template

| Description | Notes                        | Data Type | Size | Required                  |
|-------------|------------------------------|-----------|------|---------------------------|
| Reference   | The cost centre number. Text | Text      | 3    | ✓                         |
| Name        | The cost centre name. Text   | Text      | 30   | Only if you are updating. |

## Company Payment Details Template

| Description | Notes   | Data Type | Size | Required  |
|-------------|---|-----------|------|---|
| Reference   | If creating a new payment leave this blank. Sage Payroll generates the next available reference number.   | Text      |      | If you are updating an existing payment enter the correct reference number. |
| Status      | If creating a new payment, you must enter one of the following:<br><br>0= Variable<br>1=Fixed<br>2=Global<br><br>If you are updating an existing payment, you can amend the status or leave this blank. | Integer   |      | If you are creating a new payment   |
| Description | The name of the payment.  | Text      |      | ✓   |

| Description                 | Notes  | Data Type | Size | Required |
|-----------------------------|--|-----------|------|----------|
| HoursNo                     | Enter the default number of hours for the payment.   | Text      |      |          |
| Rate of Pay                 | Enter a default rate/amount for the payment.   | Text      |      |          |
| Include for Holiday Accrual | Enter "1" if you want to include this payment when calculating holiday fund accrual. Enter "0" if you do not want to include this payment type.  | Integer   |      |          |
| Auto Advance                | Enter "1" if you want to use the Hours and Rate default values from the employee's record when you advance holiday pay. Enter "0" if you do not want to use the Hours and Rate default values. | Integer   |      |          |
| Include for Weekly Averages | Enter "1" if you want to include this payment when calculating holiday pay using a 12 or 13 weekly average. Enter "0" if you do not want to include this payment when calculating holiday pay. | Integer   |      |          |
| PAYE                        | Enter "1" if you want this payment to be subject to PAYE. Enter "0" if you do not want this value payment to be subject to PAYE.   | Integer   |      |          |
| National Insurance          | Enter "1" if you want this payment to be subject to NI. Enter "0" if you do not want this payment to be subject to NI.   | Integer   |      |          |

| Description | Notes   | Data Type | Size | Required |
|-------------|---|-----------|------|----------|
| Pen Main    | Enter "1" if you want to take pension contributions from this payment.<br>Enter "0" if you do not want to take pension contributions from this payment. | Integer   |      |          |
| Pen AVC     | Enter "1" if you want to take pension AVCs from this payment. Enter "0" if you do not want to take pension AVCs from this payment.                      | Integer   |      |          |
| CCAEQ       | Enter "1" if you want this payment to be subject to CCAEQ deductions.<br>Enter "0" if you do not want this payment to be subject to CCAEQ deductions.   | Integer   |      |          |
| CTAEO       | Enter "1" if you want this payment to be subject to CTAEO deductions.<br>Enter "0" if you do not want this payment to be subject to CTAEO deductions.   | Integer   |      |          |
| Other AEOs  | Enter "1" if you want this payment to be subject to other AEO's. Enter "0" if you do not want this payment to be subject to other AEO's.                | Integer   |      |          |

## Company Net Payment Details Template

| Description           | Notes   | Data Type | Size | Required  |
|-----------------------|---|-----------|------|---|
| Reference             | If creating a new payment leave this blank. Sage Payroll generates the next available reference number.   | Text      |      | If you are updating an existing net payment enter the correct reference number. |
| Status                | If creating a new net payment, you must enter one of the following:<br><br>0= Variable<br>1=Fixed<br>2=Global<br><br>If you are updating an existing net payment, you can amend the status or leave this blank. | Integer   |      | If you are creating a new net payment   |
| Description           | The name of the net payment.  | Text      |      | ✓   |
| Adjust for Tax and NI | If you want to set up a net payment that is net of tax, enter "0". If you want to set up a payment that is net of tax and NI, enter "1"   |           |      | If you are updating an existing net payment enter the correct reference number. |
| HoursNo               | Enter the default number of hours for the net payment.  | Text      |      |   |
| Rate of Pay           | Enter a default rate/amount for the net payment.  | Text      |      |   |

| Description                 | Notes  | Data Type | Size | Required |
|-----------------------------|--|-----------|------|----------|
| Include for Holiday Accrual | Enter "1" if you want to include this net payment when calculating holiday fund accrual. Enter "0" if you do not want to include this net payment type.  | Integer   |      |          |
| Auto Advance                | Enter "1" if you want to use the Hours and Rate default values from the employee's record when you advance holiday pay. Enter "0" if you do not want to use the Hours and Rate default values.         | Integer   |      |          |
| Include for Weekly Averages | Enter "1" if you want to include this net payment when calculating holiday pay using a 12 or 13 weekly average. Enter "0" if you do not want to include this net payment when calculating holiday pay. | Integer   |      |          |
| PAYE                        | Enter "1" if you want this net payment to be subject to PAYE. Enter "0" if you do want this value payment to be subject to PAYE.   | Integer   |      |          |
| National Insurance          | Enter "1" if you do want this net payment to be subject to NI. Enter "0" if you do want this value net payment to be subject to NI.  | Integer   |      |          |
| Pen Main                    | Enter "1" if you want to take pension contributions from this net payment. Enter "0" if you do not want to take pension contributions from this net payment.   | Integer   |      |          |

| Description | Notes   | Data Type | Size | Required |
|-------------|---|-----------|------|----------|
| Pen AVC     | Enter "1" if you want to take pension AVCs from this net payment. Enter "0" if you do not want to take pension AVCs from this net payment.                  | Integer   |      |          |
| CCAEQ       | Enter "1" if you want this net payment to be subject to CCAEQ deductions. Enter "0" if you do not want this net payment to be subject to CCAEQ deductions.  | Integer   |      |          |
| CTAEO       | Enter "1" if you want this net payment to be subject to CTAEO deductions. Enter "0" if you do not want this net payment to be subject to CTAEO deductions.  | Integer   |      |          |
| Other AEOs  | Enter "1" if you want to include this net payment to be subject to other AEO's. Enter "0" if you do not want this net payment to be subject to other AEO's. | Integer   |      |          |

## Company Deduction Details Template

| Description                 | Notes   | Data Type | Size | Required  |
|-----------------------------|---|-----------|------|---|
| Reference                   | If creating a new deduction leave this blank. Sage Payroll generates the next available reference number.   | Text      |      | If you are updating an existing deduction enter the correct reference number. |
| Status                      | If creating a new deduction, you must enter one of the following:<br>0= Variable<br>1=Fixed<br>2=Global<br><br>If you are updating an existing deduction, you can amend the status or leave this blank. | Integer   |      | If you are creating a new deduction   |
| Description                 | The name of the deduction.  | Text      |      | ✓   |
| HoursNo                     | Enter the default number of hours for the deduction.  | Text      |      |   |
| Rate of Pay                 | Enter a default rate/amount for the deduction.  | Text      |      |   |
| Include for Holiday Accrual | Enter "1" if you want to include this deduction when calculating holiday fund accrual. Enter "0" if you do not want to include this deduction type.   | Integer   |      |   |
| Auto Advance                | Enter "1" if you want to use the Hours and Rate default values from the employee's record when you advance holiday pay. Enter "0" if you do not want to use the Hours and Rate default values.          | Integer   |      |   |

| Description                 | Notes  | Data Type | Size | Required |
|-----------------------------|--|-----------|------|----------|
| Include for Weekly Averages | Enter "1" if you want to include this deduction when calculating holiday pay using a 12 or 13 weekly average. Enter "0" if you do not want to include this deduction when calculating holiday pay. | Integer   |      |          |
| Clear YTD at YE             | To clear the balance of a deduction at the year end enter "1". If you do not want to clear the balance of a deduction at year end then enter "0".  | Integer   |      |          |
| PAYE                        | Enter "1" if you want to deduct this value before PAYE is calculated. Enter "0" if you do not want to deduct this value before PAYE is calculated.   | Integer   |      |          |
| National Insurance          | Enter "1" if you want to deduct this value before NI is calculated. Enter "0" if you do not want to deduct this value before NI is calculated.   | Integer   |      |          |
| Pen Main                    | Enter "1" if you want to deduct this value before pension contributions are calculated. Enter "0" if you do not want to deduct this value before pension contributions are calculated.             | Integer   |      |          |
| Pen AVC                     | Enter "1" if you want to deduct this value before pension AVCs are calculated. Enter "0" if you do not want to deduct this value before pension AVCs are calculated.                               | Integer   |      |          |

| Description | Notes  | Data Type | Size | Required |
|-------------|--|-----------|------|----------|
| CCAE0       | Enter "1" if you want to include this deduction before CCAEO is deducted. Enter "0" if you do not want to include this deduction before CCAEO is deducted.               | Integer   |      |          |
| CTAEO       | Enter "1" if you want to include this deduction before CTAEO is deducted. Enter "0" if you do not want to include this deduction before CTAEO is deducted.               | Integer   |      |          |
| Other AEOs  | Enter "1" if you want to include this deduction before other AEO's are deducted. Enter "0" if you do not want to include this deduction before other AEO's are deducted. | Integer   |      |          |

## Company Pension Schemes Template

| Description           | Notes  | Data Type | Size | Required  |
|-----------------------|--|-----------|------|---|
| Reference             | If you are adding or edit- Text<br>ing an existing pension<br>scheme, enter a number<br>to identify the scheme.  |           |      | ✓   |
| Description           | The name of the pension Text<br>scheme.  |           | 30   | If you are<br>creating a<br>new<br>scheme                   |
| Pension Type          | Enter either:<br><br>0= Other<br>1= COMP<br>2= COSR<br>3= CISR<br>4= COMB<br>5= GPP<br>6= PPP<br>7= Stakeholder  | Integer   |      | ✓   |
| SCON                  | If you are running a con- Text<br>tracted-out, occupa-<br>tional pension scheme,<br>enter your Scheme Con-<br>tracted Out Number<br>here. Note: You do not<br>need to enter the first<br>alpha character, 'S' of<br>the SCON number. |           |      | ✓<br><br>If the pen-<br>sion is<br>COSR,<br>COMP or<br>COMB |
| Min Employment Period | The minimum number of Text<br>months an employee<br>must work before<br>becoming eligible to join<br>the pension scheme.   |           |      |   |
| Admin Name            | The name of the pension Text<br>administrator.   |           |      |   |
| Admin E-Mail          | The email address of the Text<br>pension administrator.  |           |      |   |
| Admin Tel No.         | The telephone number Text<br>of the pension adminis-<br>trator.  |           |      |   |

| Description               | Notes  | Data Type | Size | Required |
|---------------------------|--|-----------|------|----------|
| EE Cont. Details          | Choose Percentage or Fixed Amount from the drop-down list.   |           |      |          |
|                           | Please Note: If left blank it will default to "Fixed Amount".  |           |      |          |
| EE Pension Value          | Enter the Amount or the Text Percentage payable by the employee.   |           |      |          |
| EE Apply to Details       | If you have chosen a percentage employee contribution, enter one of the following.   | Integer   |      |          |
|                           | 0= Apply to all Pensionable Earnings.  |           |      |          |
|                           | 1= Restrict to Statutory NI Upper/Lower Bands.   |           |      |          |
|                           | 2= Restrict to Specific Upper/Lower Bands.   |           |      |          |
|                           | Please Note: If left blank will default to "Apply to All Pensionable Earnings".  |           |      |          |
| EE Lower Band Restriction | Only enter a value here if you have entered "2" in EE Cont. Applied field. This is the lower earnings limit you want to apply. |           |      |          |
|                           | If you have entered "2" in EE Cont. Applied field but leave this field blank it will default to the LEL limit.                 |           |      |          |

| Description               | Notes  | Data Type | Size | Required |
|---------------------------|--|-----------|------|----------|
| EE Upper Band Restriction | Only enter a value here if you have entered "2" in EE Cont. Applied field. This is the upper earnings limit you want to apply.   |           |      |          |
|                           | If you have entered "2" in EE Cont. Applied field but leave this field blank it will default to the UEL limit.   |           |      |          |
| EE Min Cont.              | If the Pension scheme has a minimum contribution per pay period, enter the amount here.  |           |      |          |
| EE Max Cont.              | If the Pension scheme has a maximum contribution per pay period, enter the amount here.  |           |      |          |
| EE Calc Min Rebate        | Enter "1" to calculate the Integer NI contracted out rebate, better known as the minimum contribution to a contracted out pension scheme or "0" if you do not want to calculate the NI contracted out rebate.  |           |      |          |
| EE Inc. Rebate Amnt.      | Enter "1" to total the percentage and minimum rebate values or "0" if you do not want to total the percentage and minimum rebate values.<br><br>If you choose not to total the percentage and minimum rebate values the program will use the greater of the two values calculated. | Integer   |      |          |

| Description          | Notes   | Data Type | Size | Required |
|----------------------|---|-----------|------|----------|
| EE SSP Payments      | Enter "1" to include any Integer SSP payments in the total pensionable pay or "0" if you do not want include SSP payments in the total pensionable pay. |           |      |          |
| EE SMP Payments      | Enter "1" to include any Integer SMP payments in the total pensionable pay or "0" if you do not want include SMP payments in the total pensionable pay. |           |      |          |
| EE SAP Payments      | Enter "1" to include any Integer SAP payments in the total pensionable pay or "0" if you do not want include SAP payments in the total pensionable pay. |           |      |          |
| EE SPP Payments      | Enter "1" to include any Integer SPP payments in the total pensionable pay or "0" if you do not want include SPP payments in the total pensionable pay. |           |      |          |
| EE Deduct before Tax | If your employee's contributions are subject to tax relief, enter "1".  | Integer   |      |          |
|                      | If it is a personal or group personal pension scheme, the net contribution is deducted from your employee's net pay. In such cases, enter "0".          |           |      |          |
| ER Cont. Details     | Choose Percentage or Fixed Amount from the drop-down list.  |           |      |          |
|                      | Please Note: If left Blank it will default to "Fixed Amount".   |           |      |          |

| Description               | Notes  | Data Type | Size | Required |
|---------------------------|--|-----------|------|----------|
| ER Apply to Details       | If you chose "Percent-age" Employer Contributions, enter one of the following.   | Integer   |      |          |
|                           | 0= Apply to all Pensionable Earnings   |           |      |          |
|                           | 1= Restrict to Statutory NI Upper/Lower Bands.   |           |      |          |
|                           | 2= Restrict to Specific Upper/Lower Bands.   |           |      |          |
|                           | Please Note: If left Blank will default to "Apply to All Pensionable Earnings  |           |      |          |
| ER Pension Value          | Enter the amount or percentage payable by the employer.  |           |      |          |
| ER Lower Band Restriction | Only enter a value here if you have entered "2" in ER Cont. Applied field. This is the lower earnings limit you want to apply. |           |      |          |
|                           | If you have entered "2" in ER Cont. Applied field but leave this field blank it will default to the LEL limit.                 |           |      |          |
| ER Upper Band Restriction | Only enter a value here if you have entered "2" in ER Cont. Applied field. This is the upper earnings limit you want to apply. |           |      |          |
|                           | If you have entered "2" in ER Cont. Applied field but leave this field blank it will default to the UEL limit.                 |           |      |          |
| ER Min Cont.              | If the Pension scheme has a minimum contribution per pay period, enter the amount here.  |           |      |          |

| Description        | Notes  | Data Type | Size | Required |
|--------------------|--|-----------|------|----------|
| ER Max Cont.       | If the Pension scheme has a maximum contribution per pay period, enter the amount here.  |           |      |          |
| ER Calc Min Rebate | Enter "1" to calculate the Integer NI contracted out rebate, better known as the minimum contribution to a contracted out pension scheme or "0" if you do not want to calculate the NI contracted out rebate.  |           |      |          |
| ER Inc Rebate Amnt | Enter "1" to total the percentage and minimum rebate values or "0" if you do not want to total the percentage and minimum rebate values.<br><br>If you choose not to total the percentage and minimum rebate values the program will use the greater of the two values calculated. | Integer   |      |          |
| ER SSP Payments    | Enter "1" to include any SSP payments in the total pensionable pay or "0" if you do not want include SSP payments in the total pensionable pay.  | Integer   |      |          |
| ER SMP Payments    | Enter "1" to include any SMP payments in the total pensionable pay or "0" if you do not want include SMP payments in the total pensionable pay.  | Integer   |      |          |
| ER SAP Payments    | Enter "1" to include any SAP payments in the total pensionable pay or "0" if you do not want include SAP payments in the total pensionable pay.  | Integer   |      |          |

| Description               | Notes   | Data Type | Size | Required |
|---------------------------|---|-----------|------|----------|
| ER SPP Payments           | Enter "1" to include any Integer SPP payments in the total pensionable pay or "0" if you do not want include SPP payments in the total pensionable pay. |           |      |          |
| Provider Name             | The name of the pension provider.   | Text      |      |          |
| Provider Address 1        |   |           |      |          |
| Provider Address 2        |   |           |      |          |
| Provider Address 3        |   |           |      |          |
| Provider Address 4        |   |           |      |          |
| Provider Address 5        |   |           |      |          |
| Provider Post Code        |   |           |      |          |
| Provider Telephone Number |   |           |      |          |
| Provider Fax              |   |           |      |          |
| Provider E-mail           |   |           |      |          |
| Provider Contact          | The contact name of the pension provider for this scheme.   |           |      |          |
| Providers Ref             | Enter the pension providers company reference.  |           |      |          |
|                           | Note: You will need this to make electronic submissions.  |           |      |          |
| Provider Scheme Ref       | Enter the pension providers scheme reference.   |           |      |          |
|                           | Note: You will need this to make electronic submissions.  |           |      |          |
| Provider Sort Code        |   |           |      |          |
| Provider Account No       | You can only enter numbers (i.e. you can't enter spaces or special characters).   |           | 8    |          |
| Provider Bank Acct Type   | Select bank account or building society from the drop-down list.  |           |      |          |

| Description             | Notes   | Data Type | Size | Required |
|-------------------------|---|-----------|------|----------|
| Provider BSoc Roll No   |   |           |      |          |
| Provider Payment Method | From the drop-down list, select the payment method used by your company to pay the pension provider. Select Cheque, Direct Credit, Direct Debit, or Telegraphic Transfer. |           |      |          |

## Company Holiday Schemes Template

| Description               | Notes   | Data Type | Size | Required |
|---------------------------|---|-----------|------|----------|
| Scheme Number             | Enter the Holiday Scheme number you want to create or amend.  |           |      | ✓        |
| Scheme Name               | The name of the new Holiday Scheme, or the new name for an existing scheme, otherwise leave this blank.   |           |      | ✓        |
| Max Entitlement           | The maximum number of days, weeks or hours entitlement.   |           |      |          |
| Entitlement Type          | Enter:<br>0 for Weeks.<br>1 for Days<br>2 for hours   | Integer   |      |          |
| Min. Employment (Months)  | The minimum number of months employment required before holiday begins to accrue.   |           |      |          |
| Accrue Holiday Basis      | Enter:<br>0 for Calendar Monthly<br>1 for Daily<br>2 for Hourly.  | Integer   |      |          |
| Entitlement Warning       | Enter "1" if you want Sage Payroll to display a warning if any of your employees exceed their holiday entitlement.<br>Enter "0" if you do not want a warning message to be displayed. | Integer   |      |          |
| Include National Holidays | Enter "1" to include national holidays in the schemes holiday entitlement. If you do not, enter "0".  | Integer   |      |          |

| Description                        | Notes  | Data Type | Size | Required |
|------------------------------------|--|-----------|------|----------|
| Allow Days BF Previous Year        | If you allow employees to carry over any holiday days from the previous holiday year, enter "1". If you do not then enter "0".                                 | Integer   |      |          |
| Allow Days Advanced from Next Year | If you allow employees to take holiday from next year's entitlement enter "1". If not then enter "0".  | Integer   |      |          |
| Include Starting Pay Month         | If a new starter begins part way through the current pay period, enter "1" to accrue holiday for the month.  | Integer   |      |          |
| Include Current Pay Month          | Enter "1" if you process an employee's payroll part way through a month and want to accrue holiday for the month.  | Integer   |      |          |
| Accrue Fund As                     | Enter one of the following:<br>0 = None (no accrual scheme is used).<br>1 = A percentage of Gross.<br>2 = A percentage of Holidayable Gross<br>3 = An Amount   | Integer   |      |          |
| Holiday Fund Value                 | If you entered 1,2, or 3 in Accrue Holiday Fund As, enter an amount or a percentage value here.  |           |      |          |
| Include Holiday Pay for Accrual    | If you entered 1,2, or 3 in Accrue Holiday Fund As, and you want to include this holiday scheme in Gross Pay for Accrual then enter "1" if not then enter "0". | Integer   |      |          |

| Description               | Notes  | Data Type | Size | Required |
|---------------------------|--|-----------|------|----------|
| Scheme Funded by          | Enter "0" if the scheme is funded by the employer or "1" if the scheme is funded by the employee.  | Integer   |      |          |
| Deduct from Employees Pay | Enter "1" if you want to deduct the amount from the employee's Gross Pay or "0" if you want to deduct the amount from the employee's Net Pay.  | Integer   |      |          |
| Pension Main              | Enter "1" if you want to add this holiday payment before pension contribution is calculated. Enter "0" if you do not want to add this value before pension contribution is calculated. | Integer   |      |          |
| Pension AVC               | Enter "1" if you want to add this holiday payment before pension AVCs are calculated. Enter "0" if you do not want to add this value before pension AVCs are calculated.               | Integer   |      |          |
| CCAEQ                     | Enter "1" if you want to add this holiday payment type before CCAEQ is deducted. Enter "0" if you do not want to add this holiday payment before CCAEQ is deducted.                    | Integer   |      |          |
| CTAEO                     | Enter "1" if you want to add this holiday payment type before CTAEO is deducted. Enter "0" if you do not want to add this holiday payment before CTAEO is deducted.                    | Integer   |      |          |

| Description | Notes  | Data Type | Size | Required |
|-------------|--|-----------|------|----------|
| Other AEO   | Enter "1" if you want to add this holiday payment type before other AEO's are deducted.<br>Enter "0" if you do not want to add this holiday payment before other AEO's are deducted. | Integer   |      |          |

## Company Loan Details Template

| Description      | Notes   | Data Type | Size | Required |
|------------------|---|-----------|------|----------|
| Reference        | If you are entering a new loan, Sage Payroll automatically generates the reference number.  |           |      | ✓        |
| Description      | Enter a description of the loan, for example, Car Loan, Travel Permit.  |           |      | ✓        |
| Loan Amount      | You must enter a default loan amount here. If employees owe different amounts, amend their individual loan amounts when assigning the loan in their employee record.  |           |      | ✓        |
| NDR              | The amount usually deducted from your employee's salary to repay the loan. If you do not enter a value here, you must enter this figure when assigning the loan to an employee or when processing the loan in Enter Payments                              |           |      | ✓        |
| Update Sage P11D | Enter "1" to transfer this Integer loan, with your employee's information, when you import data from Sage Payroll into Sage P11D.<br><br>If you do not want to transfer this information when importing data from Sage Payroll into Sage P11D, enter "0". |           |      |          |