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Sage Payroll CSV Templates

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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.

In this document:

What information can I import using CSV files?	2
Import Preparation Checklist.....	3
Creating files to match Sage Payroll's data import templates.....	6
To create your own CSV file	7

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 create 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.

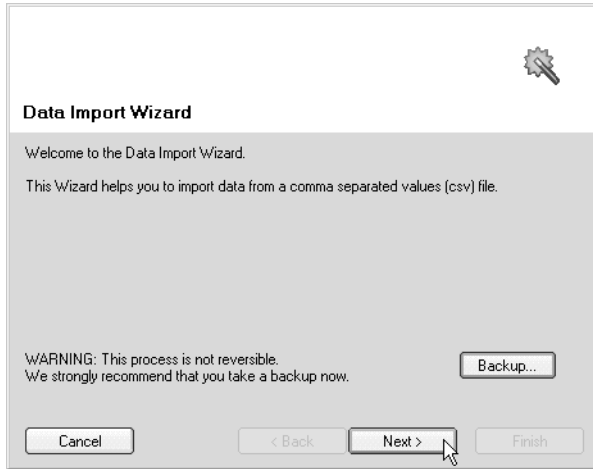
Note: If you use Microsoft® Excel to produce the CSV files, you must format the Date columns to show the date in the format dd/mm/yyyy. You must use four digits for the year for the import to work.

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.

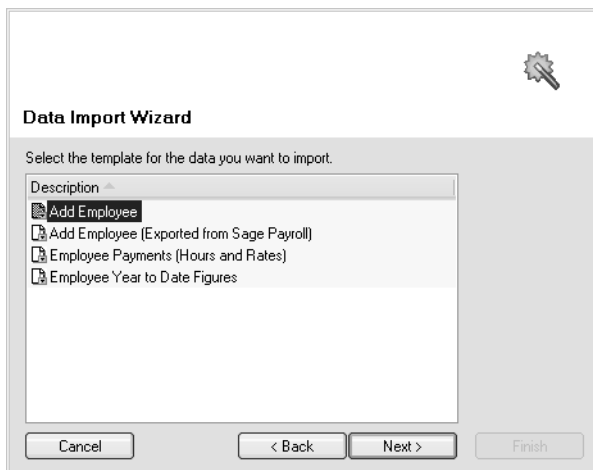
The Data Import Wizard appears.



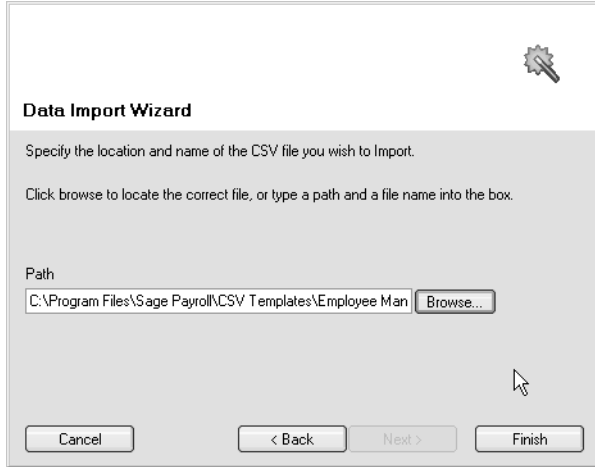
2. It is essential that you take a backup of your payroll data before proceeding with the Data Import Wizard. Click Backup then follow the instructions in the Backup Wizard.

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. F = Female M = Male.	Text		✓
Marital Status	Must be one of the following: Single Married Divorced Widowed.	Text		✓
Previous Surname		Text		
Date of Birth	Enter in the format DD/MM/YYYY. 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. 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.	Integer		
NI Category	Must be one of the following: 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".	Integer		
NI Number	2 letters, 6 numbers followed by a single letter.	Text		✓

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 1 = A Only 2 = A and B 3 = B Only 4 = B and C 5 = C Only 6 = A and C</p> <p>If the start date is on or after 06/04/06</p> <p>0 = None 1 = A Only 2 = A and D 3 = B Only 4 = B and D 5 = C Only 6 = C and D</p>	Text	10	
Works Reference		Text	10	
Director Status	<p>Must be either:</p> <p>0= Non Director 1= Director 2= Table (Method) Director</p>			
Date Directorship Began	The date that the employee became a Director. Enter in the format DD/MM/YYYY.	Text		
Payment Method	<p>Cash Cheque BACS Credit Transfer</p>	Text		
Payment Frequency	<p>Must be one of the following:</p> <p>Weekly Fortnightly Four Weekly Monthly</p>	Text		✓

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 2 = Trade Dispute	Text		
Pension 1	Pension reference number. The pension must already be set up at a company level.	Text		
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 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". Repay or deduct any outstanding holiday fund. Pay any tax refunds withheld during a trade dispute. Recalculate directors NI on a year to date basis, for directors on the table method. If you do not then enter "0".	Integer		
Manual SSP	If you want to calculate SSP manually, enter "1". If you want to 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". If you want to 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". If you want to 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 approved adoption agency matching certificate from your employee, enter "1". If they have not shown you this certificate then enter "0".	Integer		
Manual SPP	If you want to calculate SPP manually, enter "1". If you want to the program to automatically calculate SPP, enter "0".	Integer		
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. F = Female M = Male.	Text		✓

Description	Notes	Data Type	Size	Required
Marital Status	Must be one of the following: Single Married Divorced 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: 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. 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: Cash Cheque BACS Credit Transfer	Text		

Description	Notes	Data Type	Size	Required
Payment Frequency	Must be one of the following: Weekly Fortnightly Four Weekly Monthly.	Text		✓
Access Level	Enter the access level of the employee, from 0 - 9.	Text		
Director Status	Must be either: 0= Non Director 1= Director 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: 0=Spouse 1=Parent 2=Sibling 3=Child 4=Friend	Integer		
Contact Telephone Number		Text		
Sort Code	Must be nn-nn-nn 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. F = Female M = Male.	Text		✓
Marital Status	Enter the marital status of the employee from the following list of program defaults: Single Married Divorced 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: A, B, C, D, E, F, G, J, L, S, X	Text		✓
Tax Code		Text		✓
Payment Frequency	Must be one of the following: Weekly Fortnightly Four Weekly 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. Your 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. 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. 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	Numeric		
Total Gross Pay	Must be greater than or equal to Total Tax To Date, Tax Gross To Date. 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. Your 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. 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.			
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		

Description	Notes	Data Type	Size	Required
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. Your 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	<p>This is the reference number of the employee whose information you are updating.</p> <p>Your can find it on the Sage Payroll desktop, or in their Employee Record.</p>	Integer	6	 <p>Only if you are updating existing details</p>
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. Your 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 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	3	✓
Name	The department name.	Text	30	Only if you are updating.

Company Cost Centres Template

Description	Notes	Data Type	Size	Required
Reference	The cost centre number.	Text	3	✓
Name	The cost centre name.	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: 0= Variable 1=Fixed 2=Global 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 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 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. 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		
CCAEO	Enter "1" if you want this payment to be subject to CCAEO deductions. Enter "0" if you do not want this payment to be subject to CCAEO deductions.	Integer		
CTAEO	Enter "1" if you want this payment to be subject to CTAEO deductions. 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	<p>If creating a new net payment, you must enter one of the following:</p> <p>0= Variable 1=Fixed 2=Global</p> <p>If you are updating an existing net payment, you can amend the status or leave this blank.</p>	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		
CCAEO	Enter "1" if you want this net payment to be subject to CCAEO deductions. Enter "0" if you do not want to this net payment to be subject to CCAEO 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	<p>If creating a new deduction, you must enter one of the following:</p> <p>0= Variable 1=Fixed 2=Global</p> <p>If you are updating an existing deduction, you can amend the status or leave this blank.</p>	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
CCAEO	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 editing an existing pension scheme, enter a number to identify the scheme.	Text		✓
Description	The name of the pension scheme.	Text	30	If you are creating a new scheme
Pension Type	Enter either: 0= Other 1= COMP 2= COSR 3= CISR 4= COMB 5= GPP 6= PPP 7= Stakeholder	Integer		✓
SCON	If you are running a contracted-out, occupational pension scheme, enter your Scheme Contracted Out Number here. Note: You do not need to enter the first alpha character, 'S' of the SCON number.	Text		✓ If the pension if COSR, COMP or COMB
Min Employment Period	The minimum number of months an employee must work before becoming eligible to join the pension scheme.	Text		
Admin Name	The name of the pension administrator.	Text		
Admin E-Mail	The email address of the pension administrator.	Text		
Admin Tel No.	The telephone number of the pension administrator.	Text		

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. 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".	Integer		
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	<p>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.</p> <p>If you have entered "2" in EE Cont. Applied field but leave this field blank it will default to the UEL limit.</p>			
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.	<p>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.</p> <p>If you choose not to total the percentage and minimum rebate values the program will use the greater of the two values calculated.</p>	Integer		

Description	Notes	Data Type	Size	Required
EE 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		
EE 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		
EE 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		
EE SPP Payments	Enter "1" to include any SPP payments in the total pensionable pay or "0" if you do not want include SPP payments in the total pensionable pay.	Integer		
EE Deduct before Tax	If your employee's contributions are subject to tax relief, enter "1". 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".	Integer		
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	<p>If you chose "Percent-age" Employer Contributions, enter one of the following.</p> <p>0= Apply to all Pensionable Earnings</p> <p>1= Restrict to Statutory NI Upper/Lower Bands.</p> <p>2= Restrict to Specific Upper/Lower Bands.</p> <p>Please Note: If left Blank will default to "Apply to All Pensionable Earnings</p>	Integer		
ER Pension Value	Enter the amount or percentage payable by the employer.			
ER Lower Band Restriction	<p>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.</p> <p>If you have entered "2" in ER Cont. Applied field but leave this field blank it will default to the LEL limit.</p>			
ER Upper Band Restriction	<p>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.</p> <p>If you have entered "2" in ER Cont. Applied field but leave this field blank it will default to the UEL limit.</p>			
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. 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 SPP payments in the total pensionable pay or "0" if you do not want include SPP payments in the total pensionable pay.	Integer		
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 sub-missions.			
Provider Scheme Ref	Enter the pension providers scheme reference. Note: You will need this to make electronic sub-missions.			
Provider Sort Code				
Provider Account No	You can only enter numbers (i.e. you can't enter spaces or special characters).	Numeric	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 Tele-graphic 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.			✓ Only if creating a new scheme
Max Entitlement	The maximum number of days, weeks or hours entitlement.			
Entitlement Type	Enter: 0 for Weeks. 1 for Days 2 for hours	Integer		
Min. Employment (Months)	The minimum number of months employment required before holiday begins to accrue.			
Accrue Holiday Basis	Enter: 0 for Calendar Monthly 1 for Daily 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. 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 holidays 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: 0 = None (no accrual scheme is used). 1 = A percentage of Gross. 2 = A percentage of Holidayable Gross 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		
CCAEO	Enter "1" if you want to add this holiday payment type before CCAEO is deducted. Enter "0" if you do not want to add this holiday payment before CCAEO 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. 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.			✓ If you are updating an existing Loan.
Description	Enter a description of the loan, for example, Car Loan, Travel Permit.			✓ If you are creating a new Loan.
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.			✓ If you are creating a new Loan.
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. If you do not want to transfer this information when importing data from Sage Payroll into Sage P11D, enter "0".			