

WEST MIDLANDS PENSION FUND  
AUTO ENROLMENT/LGPS JOINER FILE LAYOUT

<u>No.</u>	<u>Heading</u>	<u>Notes</u>	<u>Max. Field Length</u>	<u>Typical Examples</u>	<u>Mandatory Y/N</u>
A	Employer Number	Right justified with leading zeros, where applicable	3	001 103	Y
B	Title	Mixed case Mr/Mrs/Miss/Ms/Sir/Cllr/Revd/Dr/Prof/Lady/Lord	4	Mr	Y
C	Surname	Mixed case	30	Smith	Y
D	Forenames	Mixed case	40	John Eric	Y
E	Gender	Alpha F Female M Male	4	F	Y
F	Date of Birth	Date DD/MM/YYYY	10	16/04/1975	Y
G	Date of Birth Verified	Alpha Y/N Null will default to N	1	Y	N
H	Marital status	Alpha CP Civil Partner N Nominated Partner D Divorced M Married U Single W Widowed Leave blank if unknown	4	M	N
I	National Insurance Number	Alphanumeric Standard format "AANNNNNA"	9	AB123456C	Y

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J	Leave blank	Leave blank	n/a		
K	Employee Payroll Reference	Unique reference to identify an individual pensionable employment. As per employer payroll system	16	1234567AB 123456-7	Y
L	Leave blank	Leave blank	n/a		N
M	School	Only provide for a LEA/Foundation school using a 3 <sup>rd</sup> party payroll provider	n/a		N
N	Address line 1	Alphanumeric	50	52 PIGEON STREET	Y
O	Address line 2	Alphanumeric	50		N
P	Address line 3	Alphanumeric	50		N
Q	Address line 4 (TOWN)	Alphanumeric This field should contain the town	50	WOLVERHAMPTON	Y
R	Address line 5	Alphanumeric This field should contain the county	50	WEST MIDLANDS	N
S	Postcode	Alphanumeric 'AANN NAA'	18	WV3 9JB	Y
T	Scheme	LGPS 01 Councillor 02	2	01	Y
U	Leave blank	Leave blank	n/a		N
V	Leave blank	Leave blank	n/a		N
W	Date of Scheme Admission	Date DD/MM/YYYY	10	31/01/2013	Y
X	Contracted Hours	Numeric Full Time state 0.00, otherwise where part time state actual weekly contracted hours Casual workers state 0.01	5	18.50 0.00 0.01	Y
Y	Leave blank	Leave blank	n/a		N

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Z	Full time equivalent hours	Numeric	5	37.00 32.50	Y
AA	Casual	Alpha Y/N	1	Y	N
AB	Pensionable Pay	Actual rate of pensionable pay If casual quote the FTE pensionable pay	10 (2 decimal)	11999.99	Y
AC	Full time equivalent pay	Full time equivalent of the actual pensionable pay.	10 (2 decimal)	21999.99	Y
AD	Contribution Rate	Standard Contribution Rate set in month of joining Numeric	8 (2 decimal)	6.50	Y
AE	Leave blank	Leave blank	n/a		N
AF	Auto Enrolment	Alpha Y/N	4	Y	Y
AG	Employee Type	Alpha EJ Eligible Jobholder NEJ Non-Eligible Jobholder EW Entitled Worker CO Contractual Joiner	6	EJ	Y
AH	Leave blank	Leave blank	n/a		N
AI	Declaration of Opt Out by Employer received date	Date DD/MM/YYYY	10	01/11/2012	N
AJ	Declaration that the Employer has seen the Opt Out notice and provided enrolment information	Alpha Y/N	1	Y	N

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AK	Leave blank	Leave blank	n/a		N
AL	Opt out immediately flag	Alpha Y/N	1	N	Y
AM	Opt out date	Date DD/MM/YYYY Mandatory if opt-out flag = Y	10	01/11/2012	N
AN	Opt Out Reason	Alpha AE or C (Auto enrolment or Contractual i.e. LGPS regulations) Mandatory if opt-out flag = Y	2	AE	N
AO	Has the member opted out of Electronic Communication for disclosure purposes?	Alpha Y/N Null will default to N	1	Y	N
AP	Email Address - Personal	Alphanumeric	40	<a href="mailto:Mike@j.co.uk">Mike@j.co.uk</a>	N
AQ	Email Address - Business	Alphanumeric	40	<a href="mailto:Mike@civica.co.uk">Mike@civica.co.uk</a>	N
AR	Notes	Alphanumeric	250		

Note

At least one row should appear for each auto-enrolled/admitted employee. However a separate row of data should be submitted where an employee has multiple employments.

File format & submission

1. File format to be CSV – please remove the column headers before submitting the file
2. Submission should be via secure email or SFTP (Web portal will replace secure email, once the ‘file transmission’ development is implemented)

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If you require an SFTP account please contact Employer Services, providing name and email address