Guide to Enrolling New Joiners

The HR data file contains mandatory and non-mandatory fields, plus four enrolment fields (columns AE-AH) which must be completed when enrolling a New Joiner to the scheme. Certain fields require data in a specific format:

- Member Number (column A) must be left blank for New Joiners but must be populated for existing members.
- NI Number (Column I) must be formatted in the format AA123456A without any spaces.
- Gender (Column J) must contain M or F
- Marital Status Codes (column K) are shown below and should be entered in capital letters as shown.
- Grade codes (column X) can be viewed in the Contribution Rate Structures area of the dashboard.
- Core Scheme Codes (Column AE) are shown below and must be entered exactly as shown including the underscore.
- All dates must be entered in DD/MM/YYYY format. Dates in the future are not permitted.

Scheme Name	Core Scheme Code (column AE)
Ethical Fund	Ethical_Fund_DC
Flexible Retirement Plan	Flexible_Retirement_Plan_DC
Growth Plan Series 4	Growth_Plan_Series_4_DC
ISPS DC	Independent_Schools_Pension_Scheme_DC
PSES DC	PSES_DC
SHAPS DC	Scottish_Housing_Assoc_Pension_Scheme_DC
SHPS DC	SHPS_DC_65_DC

Marital Status	Marital Status Code (column K)
Single	SGL
Married	MAR
Divorced	DIV
Civil Partnership	CPA
Widowed	WID
Seperated	SEP
Cohabiting	COH
Unknown	UNK

A full listing of the formatting specifications for all columns of the HR Data file is available towards the end of this document.

Contribution Rates and Grade Codes

Your DC scheme Grades and contribution rates are displayed in the 'Contribution Rate Structures' section of the HR Data dashboard which provides details of the contribution rates (known as Grades) offered by your organisation.

The assigned Grade code determines the Employee contribution and how the Employer Contribution is calculated in relation. Should you need to amend your contribution rates please contact the Employer Support Team.

Getting ready to upload:

Step 1: Download HR Data file

Login to the HR data dashboard and select 'Download HR Data' which will download a file pre-populated with your organisations existing members. Alternatively a blank template is available in our resources hub**.**

Step 2: Prepare HR Data file

Prepare your HR data file by adding your new joiner's personal information, as well as their employment and salary information onto the file. Where possible please provide at least one contact method, preferable an email address.

Please note all columns shaded in pink are **mandatory** fields and must be completed.

Step 3: Complete Enrolment Fields

Populate the four enrolment fields contained within columns AE-AH, these are the core scheme, employee and employer contribution rates, as well as the date joining the scheme.

Core scheme codes (column AE) can be found further down this guide.

The employee and employer contribution rates (columns AF and AG) applicable to your organisation can be found in the Contribution Rate Structure of the dashboard.
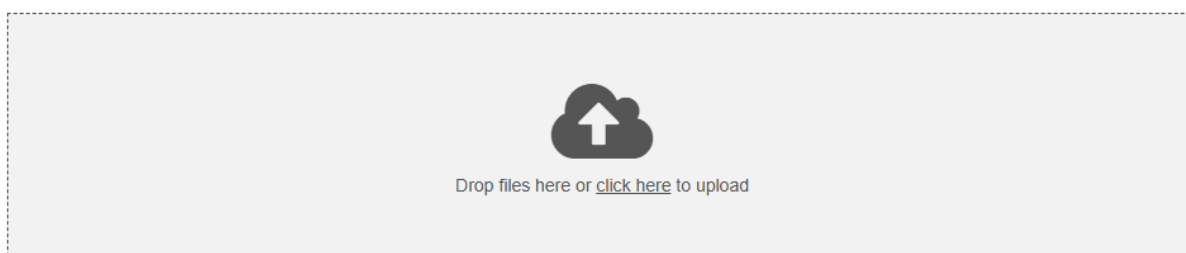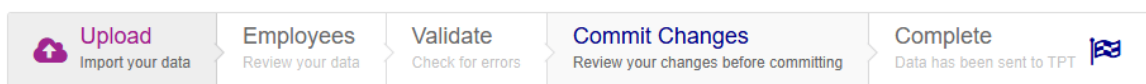
The date joined scheme (column AH) should be entered in **DD/MM/YYYY** format – note future dated enrolments are not permitted.

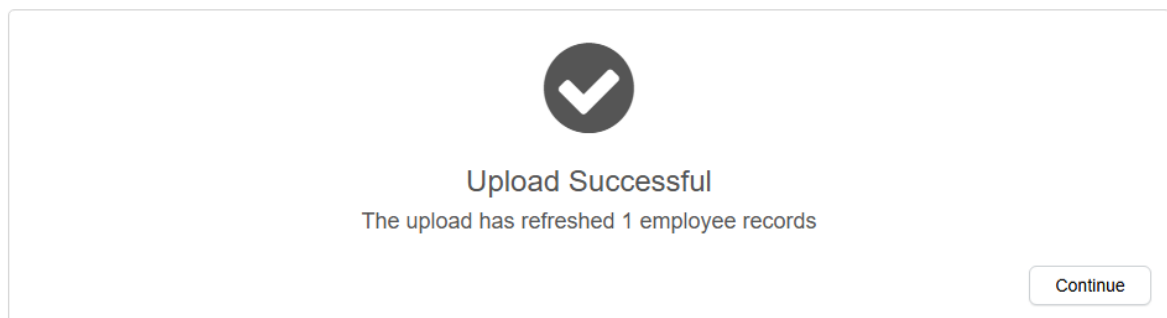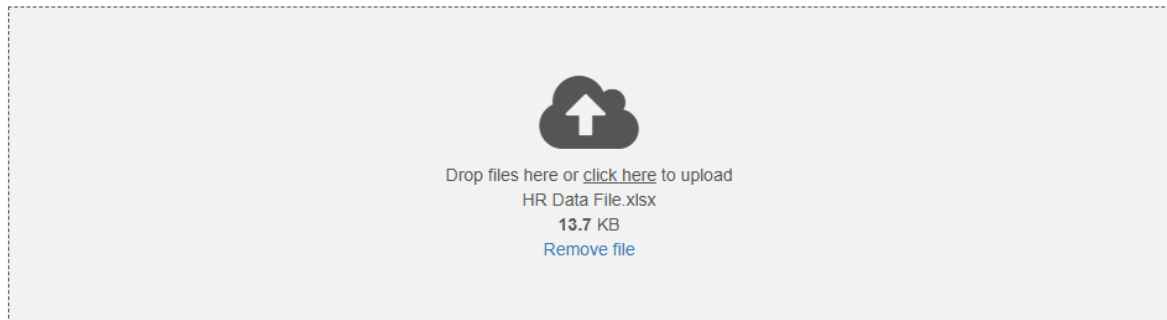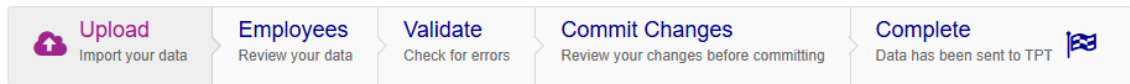## Uploading your file:

Step 1: Select and Upload file

Login to the HR data dashboard and select 'Upload HR Data'.

Either Drag and Drop your file or click on the arrow and navigate to the file you wish to upload, and press Open.

Drop files here or click here to upload

Your file will be checked for formatting and errors and on-screen feedback provided.

If your upload is successful press Continue.

If your upload is unsuccessful, please refer to the troubleshooting section further down this guide.

Step 2: Employees: Review your data

You will now be shown a list of the employees included on the file in alphabetical order so you can review their information.

If you find any errors you can click on the pen icon ✏ next to the employee's details to amend these directly on screen or you can press abort and amend and reload your file.

Once you are happy with the data press continue.

Step 3: Validate

If your file contains missing or invalid information, the validate stage will provide details of the data items which need to be reviewed, as shown in this example:

To resolve any errors you can click on the pen icon next to the employee's details to amend these directly on screen or you can press abort and amend and reload your file.

Step 4: Commit Changes

The final stage of the upload process is the 'commit changes' screen, this page will confirm the changes which will be processed and that new joiners have been recognised, as shown below:

To complete the upload, tick the box to confirm the disclaimer and click 'Commit HR Data'.

Step 4: Complete

Your upload will be processed, and scheme membership numbers will be created and become visible in the manage employee's dashboard. You will also receive a notification via email once the enrolments are completed.

Contributions, including backdated amounts, can be included in the next monthly contribution submission following receipt of the membership number.

Re-enrolments

To re-enrol a previous member back into the scheme please follow the following steps:

1) Navigate to the Manage Employee's Dashboard.
2) Select Leavers
3) Search for the former member you wish to re-enrol
4) Click onto their record.
5) Select 're-enrol employee'
6) Populate the National Insurance Number
7) Populate the Payroll Number
8) Review the address, contact, and employment details
9) Populate the Enrolment section, ensuring the Core Scheme is selected, and the Employee and Employer contribution rates, and Date Joined Scheme is provided.
10) Tick the Disclaimer and press Commit.

Once these steps have been competed the record will move back into the Employees list and a new membership number will be issued.

Please note should the record for the individual that you wish to re-enrol still be located in the Employees list you will first need to provide a date of leaving against this record to move this to the Leavers list before completing the above steps. To do this, locate and click on the current record in the Employees list, click on 'Edit', select 'Enter Leaving Date', enter the Date and press Commit.

Troubleshooting:

Unsuccessful Uploads

In the event that your upload is unsuccessful the following section provides guidance on how you can resolve any errors and proceed with the upload process.

An upload can be unsuccessful because key data items, such as payroll and national insurance numbers, are missing. The validation feedback will confirm which rows of your file need to be reviewed

Validation Error

Payroll number on line 2 is a required column. Please put a value in this column and try uploading again.

NI number on line 3 is a required column. Please put a value in this column and try uploading again.

Incorrect or missing column headers can also cause an unsuccessful upload. If this occurs you should click 'Download HR Data' on the HR Data dashboard and compare the column headers to those on the first row of your HR Data file, correcting any which do not match.

Another common cause of unsuccessful uploads is duplicate or mismatching data. Specific key data items, such as Payroll Number, Date of Birth and National Insurance number, are used to match the data being uploaded to the member record. If the file being uploaded contains a Key Data item which is different to the one currently held for a member, or is assigned to another member, an error will be displayed:

File Formatting Specifications

The below table provides details of formatting specifications required on your HR data file uploads for this to be accepted successfully.

Column	Column Header	Mandatory/Optional	Data Formatting
A	Member Number	Must be left blank for New Joiners Mandatory for existing members.	Numeric
B	Payroll number	Mandatory key data item	Alphanumeric
C	Title	Mandatory	Mr, Mrs, Miss, Ms etc.
D	First Name	Mandatory	Alphabetic
E	Middle Initials	Optional	Alphabetic
F	Last name	Mandatory	Alphabetic
G	Known-as name	Optional	Alphabetic
H	Date of birth	Mandatory key data item	Numeric - **DD/MM/YYYY**
I	NI number	Mandatory key data item	Alphanumeric - Spaces not permitted
J	Gender	Mandatory	M or F
K	Marital Status	Optional	Valid codes displayed in table above
L	Address line 1	Mandatory	Alphanumeric
M	Address line 2	Optional	Alphanumeric
N	Address line 3	Optional	Alphanumeric
O	Town	Mandatory	Alphanumeric
P	County	Optional	Alphanumeric
Q	Postcode	Mandatory	Alphanumeric
R	Country	Mandatory	GB for Great Britain, or other valid ISO country code
S	Home phone		0-9 Characters. May also contain spaces and parenthesis
T	Mobile phone		0-9 Characters. May also contain spaces and parenthesis
U	Work phone		0-9 Characters. May also contain spaces and parenthesis
V	Preferred Email address		A valid work, or personal email address
W	Date joined Organisation	Mandatory	Numeric - **DD/MM/YYYY**
X	Grade	Mandatory	Valid Grade codes listed in the Contribution Rate Structures section of the HR Data Dashboard
Y	Grade effective date	Mandatory	Numeric - **DD/MM/YYYY**
Z	Basic salary	Mandatory	Numeric
AA	Basic Salary effective date	Mandatory	Numeric - **DD/MM/YYYY**
AB	Benefits salary	Mandatory	Numeric
AC	Benefits salary effective date	Mandatory	Numeric - **DD/MM/YYYY**
AD	Date Left Employment	Must only be populated if a member leaves your employment.	Numeric - **DD/MM/YYYY**
AE	Core Scheme		Valid codes displayed in table above
AF	Employee Contribution Rate		Numeric
AG	Employer Contribution Rate		Numeric
AH	Date Joined Scheme		Numeric - **DD/MM/YYYY**

Key

	Mandatory field which must be populated for all members
	Optional contact details - please provide an email address where possible.
	Mandatory for New Joiners.

Help and Support:

Should you require any assistance or have any questions then please contact the Employer Support Team:

Call: 0113 394 2770

Email: employersupport@tpt.co.uk