HR Data

A detailed guide to uploading new joiners

The HR Data file is used for multiple purposes:

1. Enrolling new joiners into your Defined Contribution (DC) pension scheme.
2. Updating the personnel and employment details of existing members.
3. Notifying us when a member leaves your employment.

This guide focuses on enrolling new joiners into your scheme. To re-enrol a member who previously left the scheme, see the Re-enrolment instructions on page 7. For guidance on updates to existing members or those leaving your employment see the Member Updates section of the online help pages.

Contents

Enrolling new joiners into your DC pension scheme

1. Prepare your HR Data File, ensuring that all mandatory columns are complete.
   A HR Data template is available in our Resource Library, or you can login to the HR Data dashboard and click 'Download HR Data' to obtain your organisation's current file.

2. Add your new joiners' details to the file, ensuring the mandatory columns are completed.
   The mandatory columns are shaded pink on the HR Data template and columns for members' contact details are shaded blue. Please provide at least one contact method, preferably an email address.

3. Populate the four enrolment fields (columns AE-AH).
   An enrolment will not occur unless all four columns are correctly completed. The Core Scheme codes (for columns AE) are shown on page 5 of this guide, and your scheme contribution rates (for columns AF and AG) are shown in the Contribution Rate Structures area of the HR Data dashboard. Column AH should contain the date the member is joining the scheme, which cannot be a future date.

4. When your HR Data file is ready to upload, login to the HR Data dashboard and select 'Upload HR Data'.

5. Click on the arrow to navigate to your file.
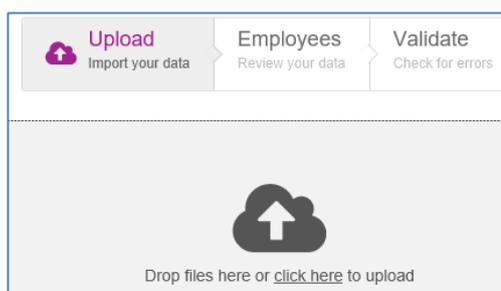
6. Select your file and click 'Open'. Your file will be checked for formatting and data errors and feedback will be provided.

7. An upload will be successful if the format and data is correct, or unsuccessful if there are data and content errors.

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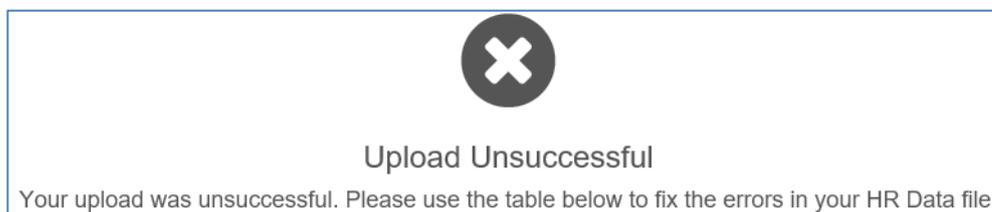
An upload can be unsuccessful because key data items, such as payroll and national insurance numbers, are missing. The validation feedback will confirm which rows of your file need to be reviewed:

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.

Validation Error

The file does not contain the correct number of columns for each row. You are missing columns First Name and Postcode. Please amend your HR file and try uploading again.

The first row of data does not contain the correct headings. Please amend your HR file and try uploading again. Forename is an Incorrect Column name

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's 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:

Validation Error

Could not match the record on row 2 with an existing record. Please check the Member Number, National Insurance Number, Date of Birth and Payroll Number. If you need to amend the existing data please do so in the Manage Employees section.

Data mismatch errors can be resolved by comparing the data on the specified row against the Manage Employees section of the HR Data dashboard, and correcting the relevant data. Once your data has been corrected the file can be uploaded again.
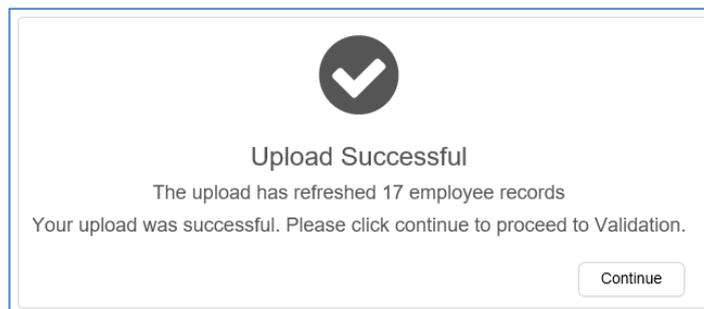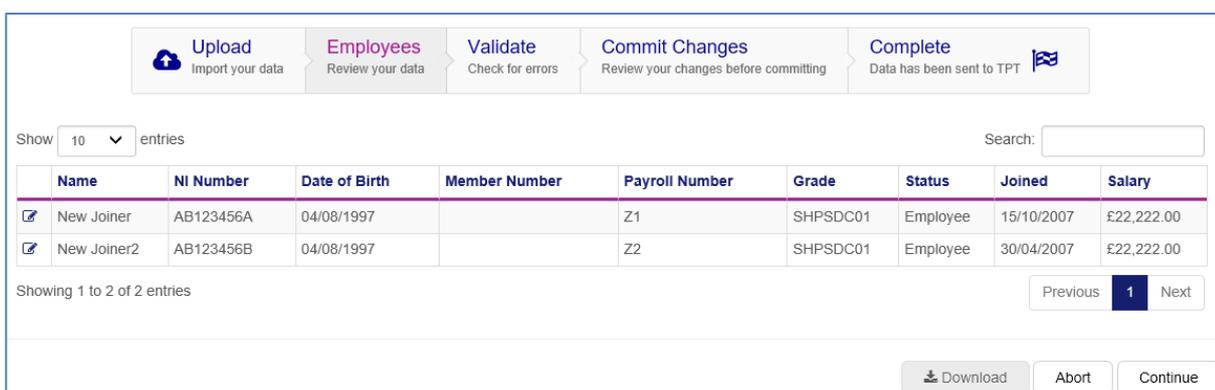

Upload Successful

The upload has refreshed 17 employee records

Your upload was successful. Please click continue to proceed to Validation.

Continue

8. The 'Upload Successful' message means the file and data format are correct and you may click 'Continue' to proceed with the upload process.

9. Your data will now be displayed on screen. If you need to amend the data please press 'Abort' to restart the upload with an amended file.

| | Upload
Import your data | Employees
Review your data | Validate
Check for errors | Commit Changes
Review your changes before committing | Complete
Data has been sent to TPT |

Show 10 entries   Search:

	Name	NI Number	Date of Birth	Member Number	Payroll Number	Grade	Status	Joined	Salary
✎	New Joiner	AB123456A	04/08/1997		Z1	SHPSDC01	Employee	15/10/2007	£22,222.00
✎	New Joiner2	AB123456B	04/08/1997		Z2	SHPSDC01	Employee	30/04/2007	£22,222.00

Showing 1 to 2 of 2 entries   Previous | 1 | Next

⬇ Download   Abort   Continue

10. If the data looks correct you can click 'Continue' to proceed. The file content will now be validated, and the upload process will proceed to one of the following stages:
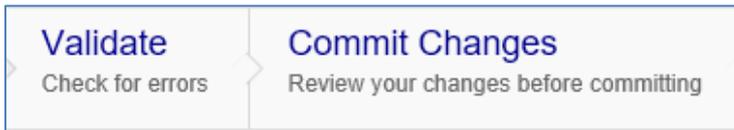
Validate

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:

Name	NI Number	Error Messages
Sue Jones	AB123456B	• Mobile Phone must contain at least 10 characters and a leading zero where applicable. It may also contain spaces and parentheses. Please amend your data.
Tom Smith	AB123456A	• Town cannot be blank. Please amend your data.

In the above example the errors can be resolved by clicking Sue Jones' record, amending the mobile phone number and selecting 'Save and next' to move onto Tom Smith. Once both errors have been resolved you will be taken to the 'Commit Changes' stage. Alternatively, you can click 'Abort' to start the upload again with an amended file. Further examples and guidance on the 'Validate' stage is provided on page 6.

Commit Changes

The final stage of the enrolment upload is the 'Commit Changes' screen. This page will confirm your new joiners have been recognised, as shown below:

11. To complete the upload, confirm the disclaimer and click 'Commit HR Data'.
12. The new joiners will now be shown in the 'Manage Employees' section with an *Enrolling* status.

New joiners have been uploaded – next steps

+ Scheme memberships will be created and the member numbers will be visible in the Manage Employees area in 5–7 working days, and will also be confirmed by email.

+ Contributions, including any backdated amounts, can be included in the next monthly contributions submission following receipt of the new membership numbers.

+ If you have pending enrolments when the contributions submission is due, the submission must not be delayed.

Making changes to a new joiner after the upload has been committed

Changes to *Enrolling* records can only be made on the day the upload was committed, by editing the record in the 'Manage Employees' section. If the status has progressed to *Pending Enrolment* you will need to wait until the enrolment has been completed. Changes can be made once the status has progressed to *Member*.

HR Data file guidance

The HR Data file template is available in our [Resource Library](#), or your current file can be obtained by logging into the HR Data dashboard and click 'Download HR Data'.

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

- Member Number (column A) must be blank for new joiners, but must be populated for existing members.
- NI number (column I) must be in the format AA123456A, without any spaces.
- Gender (column J) must contain an M or F.
- All dates must be entered in the format DD/MM/YYYY.
- Core Scheme codes, for column AE of a new joiner HR file, are shown below and must be entered exactly as shown, including the underscores:

Scheme Name	Core Scheme code
SHPS DC	SHPS_DC_65_DC
SHAPS DC	Scottish_Housing_Assoc_Pension_Scheme_DC
Flexible Retirement Plan	Flexible_Retirement_Plan_DC
Growth Plan 4	Growth_Plan_Series_4_DC
Ethical Find	Ethical_Fund_DC
ISPS DC	Independent_Schools_Pension_Scheme_DC
Genesis DC	Genesis_DC_DC
Optivo DC	Optivo_DC
PSES DC	PSES_DC

- Marital Status codes (column K) are below and should be entered in capitals as shown.

Marital Status	Marital Status Code
Single	SGL
Married	MAR
Divorced	DIV
Civil Partnership	CPA
Widowed	WID
Separated	SEP
Cohabiting	COH
Unknown	UNK

- See page 8 for a full list of HR Data file column headers.

Validation error examples

Missing data in a mandatory field:

Name	NI Number	Error Messages
Steve Andrews	AB123456D	• Postcode cannot be blank. Please amend your data.
Tom Smith	AB123456A	• Town cannot be blank. Please amend your data.

How to resolve:

1. Click Steve Andrews' name, add the postcode and click 'Save and next' to move onto Tom Smith.
2. Enter the missing Town to correct Tom Smith's record and click 'Save and next'.
3. Alternatively, you may prefer to click 'Abort' and start again with an amended HR Data file.

Duplicate address information:

Name	NI Number	Error Messages
David Harris	AB123456C	• Address Line 2 must be different to other address lines.
Sue Jones	AB123456B	• Town must be different to other address lines.

How to resolve:

1. Click David Harris' name, delete the duplicate address data and click 'Save and next' to move onto Sue Jones.
2. Review Sue Jones' address, delete the duplicate town and click 'Save and next'.
3. Alternatively, you may prefer to click 'Abort' and start again with an amended HR Data file.

Invalid enrolment information:

Name	NI Number	Error Messages
Sue Jones	AB123456B	• ER rate you have provided does not match the Grade. Please review the Grade setup on the Contribution Rate Structure page and amend your data accordingly.
Tom Smith	AB123456A	• This employee's core scheme is not part of the given GRADE code. • The Core Scheme you have entered is invalid. Please select one of the options from the drop-down list.

How to resolve:

1. Click 'Abort'. Go to the 'Contribution rate structures' tab of the HR Data dashboard to review the contribution rates for your scheme. Amend Sue Jones' Grade and/or contribution rates on your HR Data file, ensuring they fit within your scheme parameters.
2. Review the Grade on Tom Smith's row of the HR Data file and compare it to the list of Core Scheme codes shown on page 5 of this guide. Amend the Grade/Core Scheme to ensure they match and save the file.
3. Start the upload again using the amended HR Data file.

Grades and contribution rates

Your DC scheme Grades and contribution rates are displayed in the 'Contribution rate structures' section of the HR Data dashboard.

Grades determine the range of employee (EE) contribution rates and how the employer (ER) rate is calculated in relation. If you need to amend your Grade setup or require an additional Grade to be implemented, please contact the Employer Support Team.

Re-enrolling a previous member back into the scheme

New joiners to the scheme must be enrolled by uploading a HR Data file, but members who have previously left the scheme and are rejoining should be re-enrolled by following the instructions below:

1. Go to the 'Manage Employees' section of the HR Data dashboard and select the 'Leavers' tab.
2. Use the search box on the right hand side to find the relevant member and click on his/her name.
   If the member is still shown on the 'Employees' tab, see the additional steps below
3. Click the 'Re-enrol Employee' button.
4. Enter the national insurance and payroll number.
5. Select a Grade and enter a Grade Effective Date.
6. Review all of the address, salary and contact details to ensure it is up to date.
7. Under the 'Enrolment' heading, select the relevant Core Scheme code.
8. Enter the date the member is rejoining to the Scheme start field.
9. Add the employee and employer contribution rates to the EE & ER contribution fields.
10. Confirm the disclaimer and click 'Commit'.

Completing the above steps moves the record from 'Leavers' to the 'Employees' section, and assigns the individual with an *Enrolling* status. Changes to *Enrolling* records can be made on the day the re-enrolment was confirmed, by editing the record in the 'Manage Employees' section. If the status has progressed to *Pending Enrolment* you will need to wait until the enrolment has been completed. Changes can be made once the status has progressed to *Member*.

*** To re-enrol a member from the 'Employees' section, these additional steps must be performed first***

1. Locate the member in the 'Employees' tab, click on his/her name and press 'Edit'.
2. Scroll down and click 'Enter Leaving Date'.
3. Add a date of leaving and click 'Ok'. This should be the date the member previously left employment. If the member never left employment use the date of leaving the scheme.
4. Confirm the disclaimer and click 'Commit'.
5. The re-enrolment can now be performed by following steps 1-10 above.

HR Data file – column headers and data format

The table below lists the HR Data file's column headers, confirms which are mandatory and the acceptable data format for each column.

Column	Column header	Mandatory or optional	Data format
A	Member Number	Must be blank for new joiners. Mandatory for existing members.	Membership numbers provided by TPT
B	Payroll number	Mandatory key data item	Alphanumeric
C	Title	Mandatory	Mr, Miss, Mrs, 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	DD/MM/YYYY
I	NI number	Mandatory key data item	AA123456A. Spaces not permitted.
J	Gender	Mandatory	M or F
K	Marital Status	Optional	See list of valid codes on page 5
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	Optional	0-9. May also contain spaces and parenthesis
T	Mobile phone	Optional	0-9. May also contain spaces and parenthesis
U	Work phone	Optional	0-9. May also contain spaces and parenthesis
V	Preferred Email	Optional -	A valid personal or work email address
W	Date joined Organisation	Mandatory	DD/MM/YYYY
X	Grade	Mandatory	Valid Grade codes as listed in the 'Contribution rate structures' section of the HR Data dashboard.
Y	Grade effective date	Mandatory	DD/MM/YYYY
Z	Basic salary	Mandatory	
AA	Basic Salary effective date	Mandatory	DD/MM/YYYY
AB	Benefits salary	Mandatory	
AC	Benefits salary effective date	Mandatory	DD/MM/YYYY
AD	Date Left Employment	Must only be populated if a member leaves your employment	DD/MM/YYYY
AE	Core Scheme	Mandatory for new joiners	See list of valid codes on page 5
AF	Employee Contribution Rate	Mandatory for new joiners	0-9
AG	Employer Contribution Rate	Mandatory for new joiners	
AH	Date Joined Scheme	Mandatory for new joiners	DD/MM/YYYY

Key:

	Mandatory field which must be populated for all members.
	Optional contact details. Please provide an email address and one telephone number for all members where possible.
	Mandatory for new joiners only. All four enrolment fields must be completed for a new joiner enrolment to occur.

Contact us for further assistance…

The Employer Support Team is available Monday to Friday 8.30am to 5.00pm

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