



## PAYE Modernisation

List of Employees: CSV Data Items

Version

1.0 Final

## Column Descriptions

Column	Description
Item Line Number	Numeric reference to data item
Data Item	Name of data item
Column Name	Name of the column in the CSV header row
Condition	When the data element is to be supplied
Description and Validation	Description of the data element and the validation rules that will be applied
Context	How the data element will be used by Revenue

## Latest Version History

Version	Element	Change Description
0.10	N/A	Document published
0.20	Trade Name, Address 2, Employment Start Date, Exclusion Order, Exclusion Start Date, Exclusion End Date Director	Change to Optional  Change to Mandatory
0.21	Exclusion Order	Change to Mandatory. Description updated
1.0 Milestone 1	N/A	Version updated
1.0 Final	Employment ID and Director	Description updated

### Note on 'Conditional' data items:

Where the data item is applicable, the field is mandatory and must be completed. Where the data item is not applicable, the field is not required to be completed.

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## Employer Information

This information will be requested on ROS before uploading a CSV file. It is not required to be saved in the CSV file.

Header item line number	Data Item	Condition	Description and validation	Context
202	Employer Registration Number	Mandatory	The registration of the employer (up to 9 chars). Must be valid Employer Registered number. Format is 7 digits (including leading zeros) followed by either 1 or 2 letters	Used to identify employer to which the submission relates.
203	Employer Name	Mandatory	The name of the Employer. Limited to 70 characters.	Use to identify the employer and confirm that the employer name matches with Revenue records.
204	Trade Name	Optional	The Employer trade name. Limited to 70 characters.	Use to identify the employer and confirm that the employer trade name matches with Revenue records.
205	Address 1	Mandatory	Address field 1. Limited to 30 characters.	Use to identify the employer and confirm that the address name matches with Revenue records.
206	Address 2	Optional	Address field 2. Limited to 30 characters.	Use to identify the employer and confirm that the address name matches with Revenue records.
207	Address 3	Optional	Address field 3. Limited to 30 characters.	Use to identify the employer and confirm that the address name matches with Revenue records.
208	Phone	Mandatory	Employer contact telephone, up to 12 digits Note: '-' and spaces are not accepted	May be used to contact the employer. Will be matched against Revenue records.
209	Contact	Conditional	Employer contact name, up to 30 chars	May be used to contact the employer.

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The CSV file to be uploaded to ROS should contain the following data items.

Multiple employee records are expected to be found in each upload file.

### Employee CSV Line Items

Data item Line number	Data Item	Column Name	Condition	Description and validation	Context
210	PPSN	PPSN	Mandatory	The registration of the employee (up to 9 chars). Must be valid PPS number. Format is 7 digits (including leading zeros) followed by a check character and Return Level indicator of "space", "W", "X" or "T".	Used to identify employee. Will be used to see if employment record exists and update records accordingly.
211	Family Name	SURNAME	Mandatory	The Family name (surname) of the employee. No validation. Limited to 20 characters.	Where there are errors/ mix ups, the name will help the employer helpdesk when correcting a record.
212	First Name	FORENAME	Mandatory	The First name of the employee. No validation. Limited to 20 characters.	Where there are errors/ mix ups, the name will help the employer helpdesk when correcting a record.
213	Date of Birth (DOB)	DT_OF_BIRTH	Optional	Employee date of birth (DD/MM/YYYY). Can be completed where known. Must be a valid date.	The DOB will help the employer helpdesk when correcting a record if needed
214	Employment Reference Number	EMP_REF_NUM	Optional	Employee internal staff identifier. Generally same as the works number.	Used to uniquely identify the employment of an employee with an Employer.
215	Employment ID	EMP_ID	Conditional	This is a unique identifier for each separate employment for an employee. In the case of a dual employment, which is currently registered with Revenue, this is mandatory for each employment. Limited to 20 characters, A to Z, a to z, 0 to 9, dash (-), underscore (_)	The value of this field will be the Employment ID provided to Revenue by the employer when setting up the employment. Used to uniquely identify each employment for the employee.

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Data item Line number	Data Item	Column Name	Condition	Description and validation	Context
216	Employment Start Date	DT_START	Optional	Employment start date, (DD/MM/YYYY).	Should be completed if available. Establishes the start date for the employment. Will be used in conjunction with other employment details held by Revenue to determine if credits and rate bands need to be reallocated to this employment.
217	Exclusion order	EXC_ORD	Mandatory	This indicates whether or not an exclusion order is in place for the employee. Numeric Boolean value i.e. 0 for false and 1 for true.	Used to determine that the correct instructions are being operated.
218	Exclusion Start Date	EXC_ST_DATE	Optional	If the employee is entitled to an exclusion order, please provide the start date of that order. Formatted Date (DD/MM/YYYY)	Use to determine that the exclusion order start date is in alignment with Revenue records.
219	Exclusion End Date	EXC_END_DATE	Optional	If the employee is entitled to an exclusion order, please provide the end date of that order. Formatted Date (DD/MM/YYYY)	Use to determine that the exclusion order end date is in alignment with Revenue records.
220	Director	DIR_MRK	Mandatory	This indicates whether or not the employee is a director. 0 if not a director; 1 if a director.	Used to determine that the correct credits are being applied.