



# Temporary Wage Subsidy Scheme

Reconciliation

Version

1.0

Version Date

30/07/2020

## Latest Version History

Version	Change Date	Element	Change Description
1.0	30/07/2020	N/A	Document published

## ***Audience***

This document is for any employer who has registered for the Temporary Wage Subsidy Scheme (TWSS) and wishes to upload a CSV file with the details of the subsidy paid to each of their employees.

## ***Document context***

This document provides a description of a set of validations that would be performed when a CSV file is uploaded.

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## Pre-submission Validation

Validation Rule	Validation Error Message
When the selected file is not .csv	We are unable to process your file. Please ensure the file is in a valid CSV format.
If file size is larger than 10MB	Your file has exceeded the maximum size allowable, please ensure your file is less than 10MB.
If max number of line items is more than 50k. This number checks against the line items for a payslip and excludes the headers rows	Your file has exceeded the maximum amount of line items allowed, please ensure there are no more than 50,000.
Validation against first line headings of CSV	There are errors with your headings on line 1 of CSV. Allowed values are: employerName, employerRegistrationNumber, taxYear, softwareUsed, softwareVersion. Values are case sensitive.
Validation against third line of CSV for second level headings	There are errors with your headings on line 3 of CSV. Allowed values are: payrollRunReference, lineItemID, employerReference, employeePpsn, employmentID, payDate, subsidyPaid, arnwp. Values are case sensitive.
Unable to parse the file the file content	There are errors in your file. Please ensure the data within the file is in a valid format or contact your payroll software provider.

\*\* Only one error would trigger at a time

\*\* The error messages would appear on the screen

\*\* Sign & Submit button will remain disabled

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## File Format / Schema Validation

Field Name	Mandatory / Optional	Field Size
Employer Name	Mandatory	Max Length – 100 characters
Employer Registration Number	Mandatory	Max Length – 100 characters
Tax Year	Mandatory	Numerical, 4-digits, valid year
Software Used	Optional	Max Length – 100 characters
Software Version	Optional	Max Length – 100 characters
Payroll Run Reference	Mandatory	Max Length – 50 characters
Line Item ID	Mandatory	Max Length – 50 characters
Employer Reference	Optional	Max Length – 50 characters
Employee PPSN	Mandatory	Format is 7 digits (including leading zeros) followed by either 1 or 2 letters
Employment ID	Mandatory	Max Length – 20 characters
Pay Date	Mandatory	Max Length – 10 characters (dd/mm/yyyy)
Subsidy Paid	Mandatory	Zero is a valid value; negative values unacceptable
ARNWP	Optional	If provided, value should be greater than 0

\*\* Field size, data format and characters are all schema errors and the submission will be rejected and a file downloaded with the details.

\*\* The error messages would appear in the CSV response file

## Business Rules Validation

Validation Rule	Validation Error Message
Payslip doesn't exist – Payslip lookup is based on Employer Registration Number + Tax Year + Payroll Run Reference + Line Item ID	The payslip referenced in the subsidy data does not exist. If this is a valid payslip, please report this as a payroll submission.
Payslip is unlinked – scenario when all the required information is supplied on the CSV, but payslip doesn't have the Employee ID when looked up	The payslip referenced in the subsidy data does not include an Employee ID.
PPSN doesn't match	The subsidy detail PPSN does not match the PPSN on the referenced payslip.
Employment ID doesn't match	The subsidy detail employment ID does not match the employment ID on the referenced payslip.
Pay date doesn't match	The subsidy detail pay date does not match the pay date on the referenced payslip

\*\* Only one business error would trigger at a time

\*\* The error messages would appear in the CSV response file