



Payroll User Guide

Version 1.0

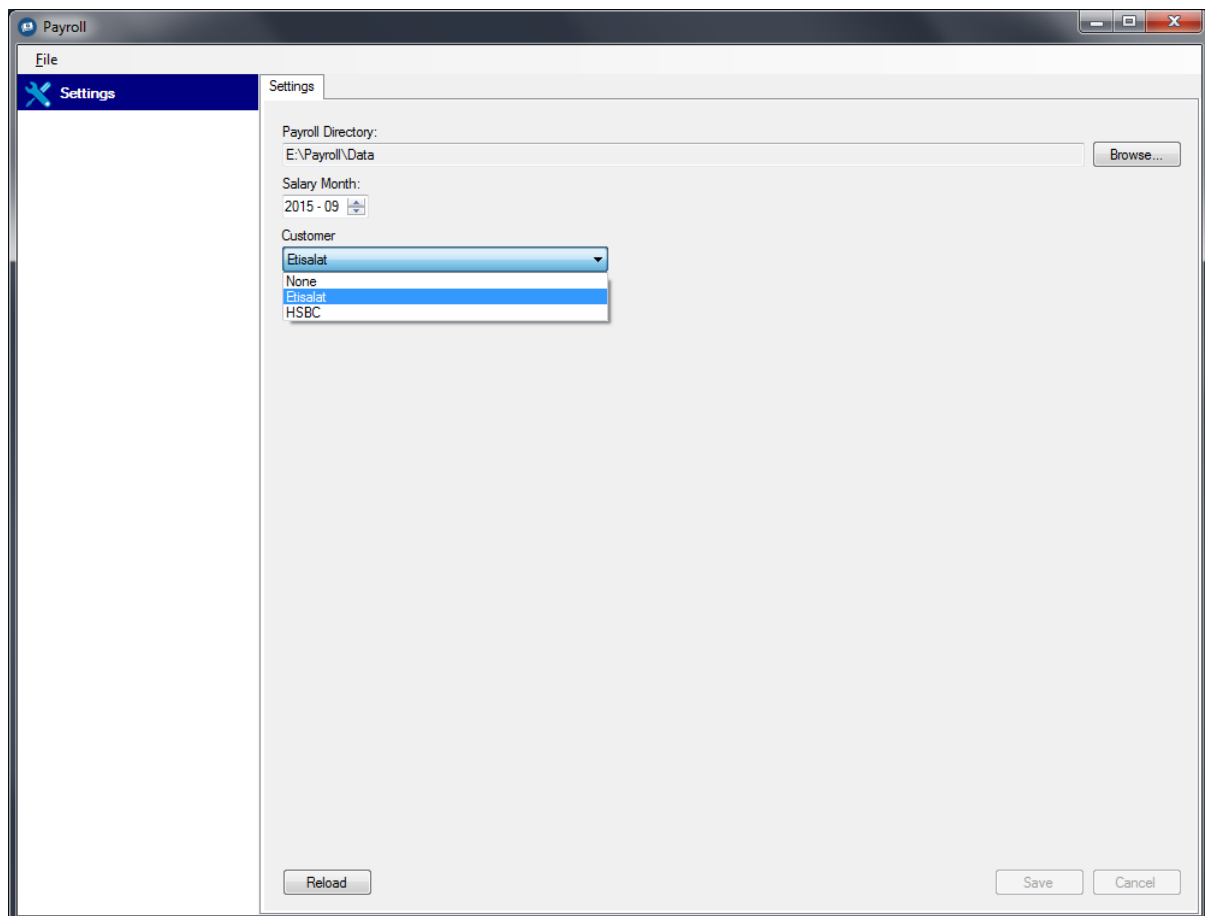
Friday, December 11, 2015

Payroll User Guide	1
1.0 Introduction	3
1.1 Settings	3
1.2 Businesses	5
1.2.1 Banks and Branches File	6
1.2.2 Employer Data File	6
1.2.3 Company Logo File	7
1.2.4 MetaData File	7
1.2.4 Master Data File	10
1.2.5 Salary Data File	10
1.2.6 Folder Structure	11
1.3 File Loading	12
1.3.1 Banks and Branches Data	12
1.3.2 Master Data	13
1.3.3 Salary Data	14
1.3.4 Analysis	15
1.3.5 Pay Master	17
1.3.5.1 Generate	17
1.3.5.2 Salary Slips	17
1.3.5.2 Export	17
1.4 EPF and ETF	18
1.4.1 EPF	18
1.4.2 ETF	20
1.5 PAYMASTER File Formats	22
1.5.1 Salary File Format	22
1.5.2 EPF File Format	23
1.5.3 ETF File Format	25

1.0 Introduction

Payroll is a software system developed for the management of the salary payments and EPF, ETF payments of the employees of an organization. Payroll generates the COMBANK PAYMASTER files for salary payments and EPF/ETF payments. Payroll also generates salary slips and payroll keep all the details. Payroll can manage any number of customers and businesses and new customers and businesses can integrate with the Payroll very easily.

1.1 Settings



Payroll Directory

Payroll needs a local folder to keep the all payroll data files. Payroll directory is that directory. User can set the local folder.

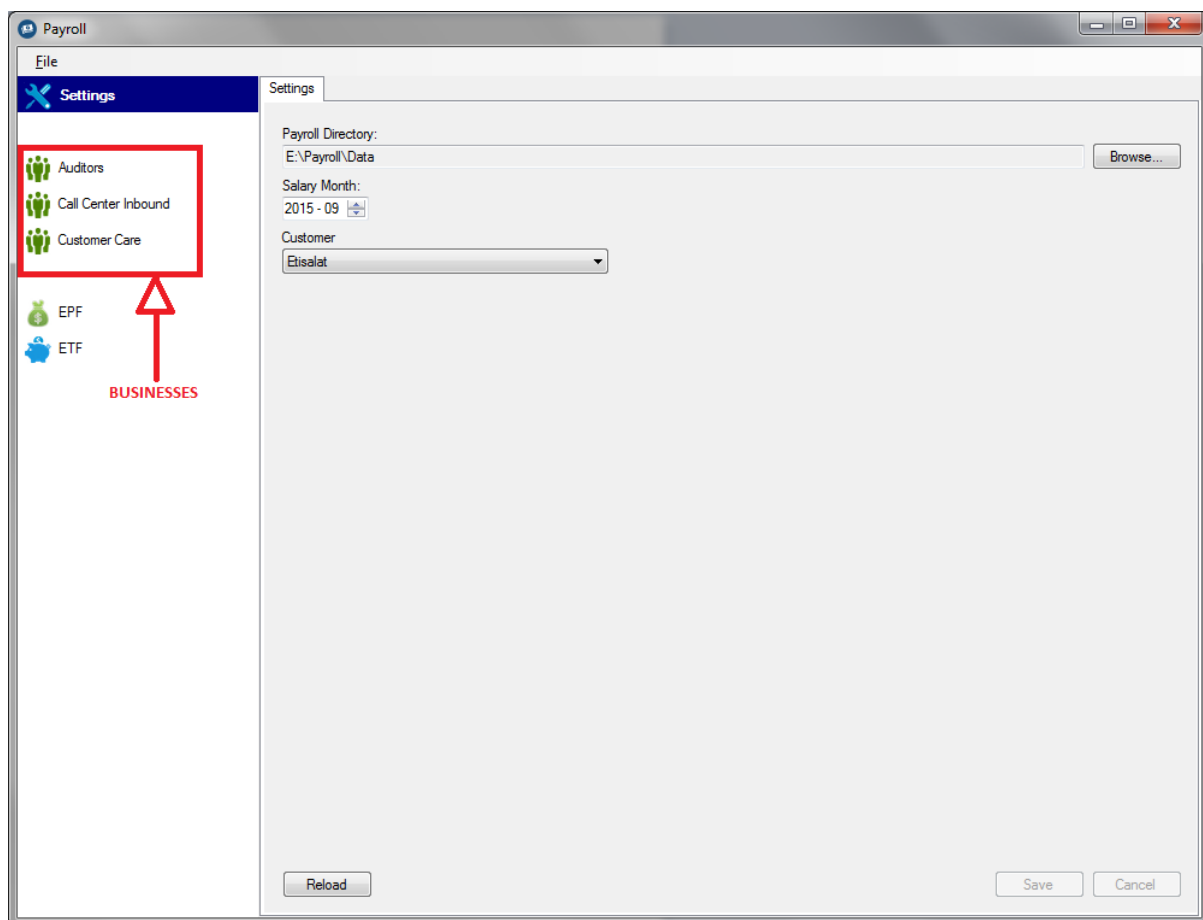
Salary Month

User should select the current month in which user wants to make the payroll. If the salary month is 2005 - 09, Salary Month Id is taken as "2015-09"

Customer

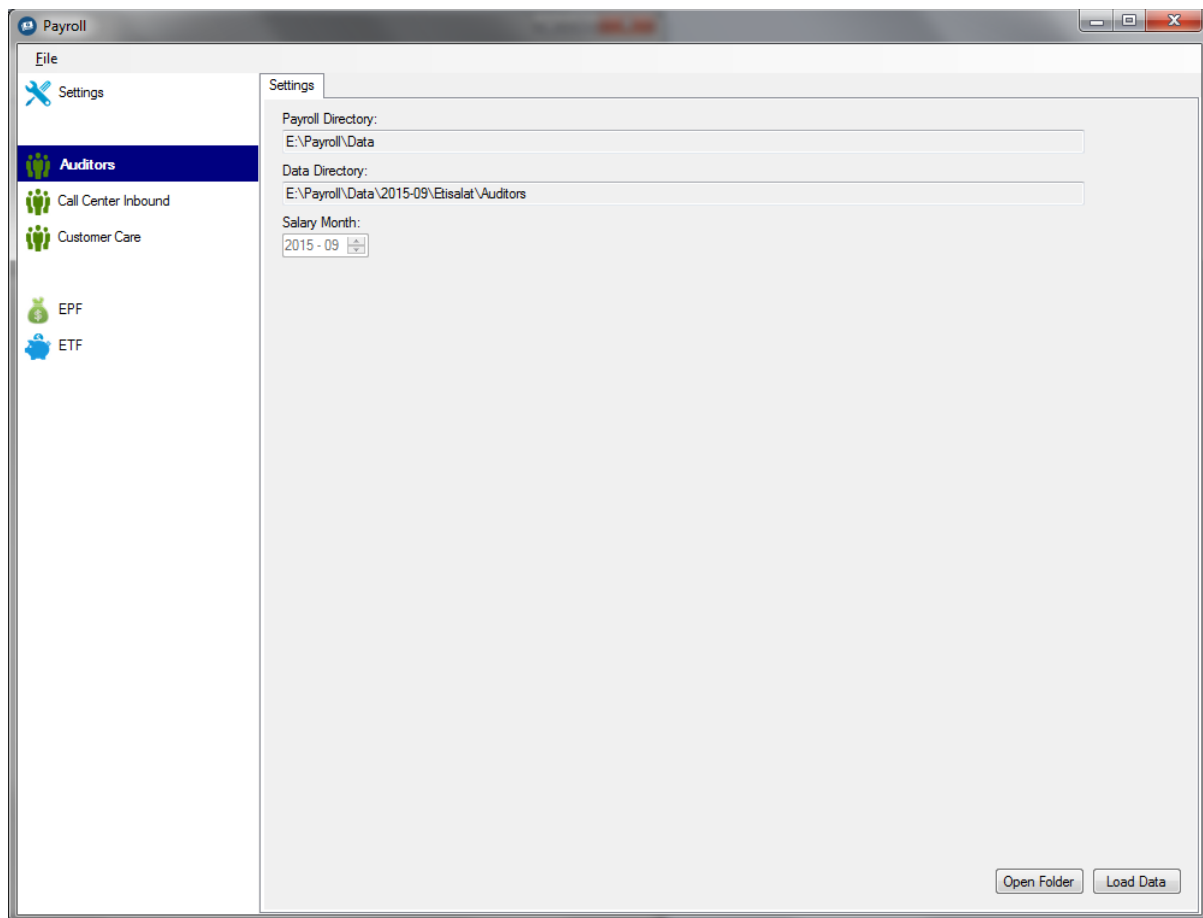
In Payroll, user can have many customers, for each customer user can have many businesses. Once the Payroll Directory and Salary Month is set, Payroll looking for customers in <Payroll Directory>/<Salary Month Id> folder. Payroll takes the all the folders in <Payroll Directory>/<Salary Month Id> as customers except folder named Shared. Shared folder contains the shared files needed to all customers.

User can select the customer and save the settings. Once the settings is saved, Payroll looking for businesses in <Payroll Directory>/<Salary Month Id>/<Customer> folder. Payroll takes all the folders in <Payroll Directory>/<Salary Month Id>/<Customer> as Businesses except Employer.Output and Employer.Settings folders. Payroll load the businesses and EPF, ETF sections and reload the UI.



1.2 Businesses

Once a business section is clicked. Business Settings page is loaded.



To generate files for a business, 6 files are needed.

1. Banks and Branches File
2. Employer Data File
3. Company Logo File
4. MetaData File
5. Master Data File
6. Salary Data File

1.2.1 Banks and Branches File

Banks and branches file contains the bank and branches data of all the banks. Banks and Branches file must be in the <Payroll Directory>/<Salary Month Id>/Shared folder with the name BanksAndBranches_<Salary Month Id>.xls. File must be in following format.

Header Name	Description
BANK CODE	Code of the Bank. A number
BRACH CODE	Code of the branch. A number
BRANCH	Name of the branch
BANK	Bank Acronym.
BANK NAME	Name of the bank

Table 1.2.1.1 Banks and Branches file headers

1.2.2 Employer Data File

Employer data file contains the employer data. These data is used to generate the PAYMASTER salary, EPF, ETF files. These data is shared between all customers. Employer Data File must be in <Payroll Directory>/<Salary Month Id>/<Customer>/Employer.Settings folder with Employer_Data.xls name. Employer Data file must have two headers named KEY and VALUE. Sheet name should be Data. Following Keys must exist and necessary values should supply in this file.

Key	Description
Company Name	Name of the Company
Address Line 1	Company address line 1
Address Line 2	Company address line 2
City	Company Address city
Telephone	Company Telephone
Fax	Company Fax
Branch Code	Company Bank Account, Branch Code
Account Number	Company Bank Account Number
Account Name	Company BankAccount Name
Zone Code	Employer zone code
Employer Number	Employer Number

Table 1.2.2.1: Employer Data Keys

1.2.3 Company Logo File

This is the company logo file used to display in generated salary sheets. This must be a JPEG image with width 284 pixels and height 57 pixels. If a logo file does not exist, logo file will not display in salary file.

1.2.4 MetaData File

MetaData File contains the settings of the business and data of the files. MetaData file should exist in <Payroll Directory>/<Salary Month Id>/<Customer>/<Business> folder with <Customer>_MetaData_<Salary Month Id>.xls name.

MetaData File should have a sheet with name Settings. This sheet should have headers named KEY and VALUE. Following Keys must exist and necessary values should supply in this sheet.

Key	Description
Has ETF	If has ETF, set TRUE, otherwise set FALSE
Has EPF	If has EPF, set TRUE, otherwise set FALSE
EPF Deduction Percentage	EPF Deduction Percentage from employees. Can supply as a decimal value
EPF Contribution Percentage	EPF Contribution Percentage from employers. Can supply as a decimal value
ETF Contribution Percentage	ETF Contribution Percentage from employers. Can supply as a decimal value

Table 1.2.4.1: Business Settings

Master data file contains all the employees data of the business. MetaData file should have data of fields in master data file. MetaData File should have a sheet with name Master Data. This sheet should have headers named NAME and TYPE. NAME column should have all the column names should exist in master file. TYPE column should have the type of the field. Following table shows all the types available in Payroll.

TYPE	Description
NUMBER	A number
BIG_NUMBER	A number, may have large values
DECIMAL	A number with decimal points
MONEY	Money type
DATE	Date

TYPE	Description
DATETIME	Date and Time field
TEXT	Text field

Table 1.2.4.2: Payroll Data Types

Following table shows all the fields must exist in master data file and should define in MetaData file. Additional fields can insert in necessary positions, but these fields are required.

NAME	TYPE	Description
Employee Number	TEXT	Employee Number of the employee
NIC	TEXT	
Name with Initials	TEXT	
Initials	TEXT	
Last Name	TEXT	
Designation	TEXT	
OC Grade	TEXT	OC Grade of the employee
Basic Salary	MONEY	
Date of Join	DATE	
Bank	TEXT	
Bank Code	NUMBER	
Branch	TEXT	
Branch Code	NUMBER	
Account Number	TEXT	
Address Line 1	TEXT	
Address Line 2	TEXT	
City	TEXT	

Table 1.2.4.3: Master Data Fields

Salary data file contains data of the salary of the business in relevant month. MetaData file should have data of fields in salary data file. MetaData File should have a sheet with name Salary. This sheet should have headers named NAME, CATEGORY and TYPE. NAME column should have all the column names should exist in salary file. CATEGORY column should have the category of the field as stated in Table 1.2.4.4: Payroll Categories. TYPE column should have the type of the field as stated in Table 1.2.4.2: Payroll Data Types.

CATEGORY	Description
FIXED	If not one of the below types, use this

CATEGORY	Description
ALLOWANCE	Salary Allowance type column
NO_PAY	Salary No Pay type column
INCENTIVE	Salary Incentive type column
DEDUCTION	Salary deduction type column

Table 1.2.4.4: Payroll Categories

Following table shows all the fields must exist in salary data file and should define in MetaData file.

NAME	CATEGORY	TYPE	Description
Employee Number	FIXED	TEXT	Employee Number of the employee
NIC	FIXED	TEXT	
Name with Initials	FIXED	TEXT	
Designation	FIXED	TEXT	
Address Line 1	FIXED	TEXT	
Address Line 2	FIXED	TEXT	
City	FIXED	TEXT	
Date of Join	FIXED	DATE	
Bank	FIXED	TEXT	
Branch	FIXED	TEXT	
Account Number	FIXED	TEXT	
Member Status	FIXED	TEXT	
Days Worked	FIXED	DECIMAL	
Basic Salary	FIXED	MONEY	
[Allowances]	ALLOWANCE	MONEY	Allowances fields can add to here. BRA, Travel Allowance, Food Allowance ...
[No Pay]	NO_PAY	MONEY	No Pay fields can add here. No Pay ...
Gross Salary	FIXED	MONEY	
EPF Deduction	FIXED	MONEY	
Net Salary	FIXED	MONEY	

NAME	CATEGORY	TYPE	Description
[Incentives]	INCENTIVE	MONEY	Incentive fields can add here. PBI, Travel Incentive, Attendance Incentive, Upselling Incentive ...
Total Remuneration	FIXED	MONEY	
[Deductions]	DEDUCTION	MONEY	Deduction fields can add here. PAYE, Advance, Hold
Bank Transfer Amount	FIXED	MONEY	
EPF Contribution	FIXED	MONEY	
ETF Contribution	FIXED	MONEY	

Table 1.2.4.5: Salary Data Fields

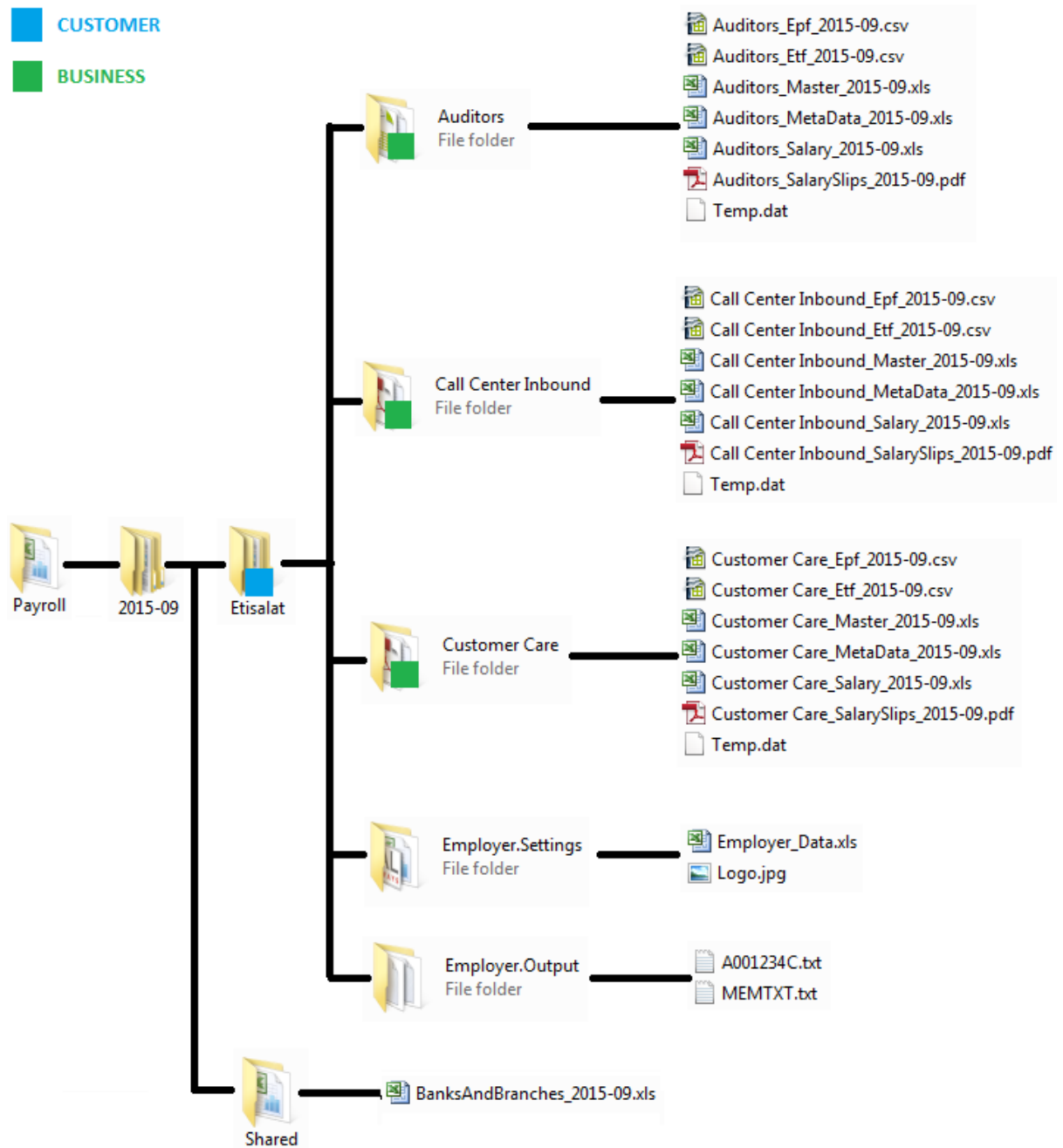
1.2.4 Master Data File

Master file should exist in <Payroll Directory>/<Salary Month Id>/<Customer>/<Business> folder with <Customer>_Master_<Salary Month Id>.xls name. Master file should have all the fields define in MetaData file Master Data sheet.

1.2.5 Salary Data File

Salary data file should exist in <Payroll Directory>/<Salary Month Id>/<Customer>/<Business> folder with <Customer>_Salary_<Salary Month Id>.xls name. Salary file should have all the fields define in MetaData file Salary sheet.

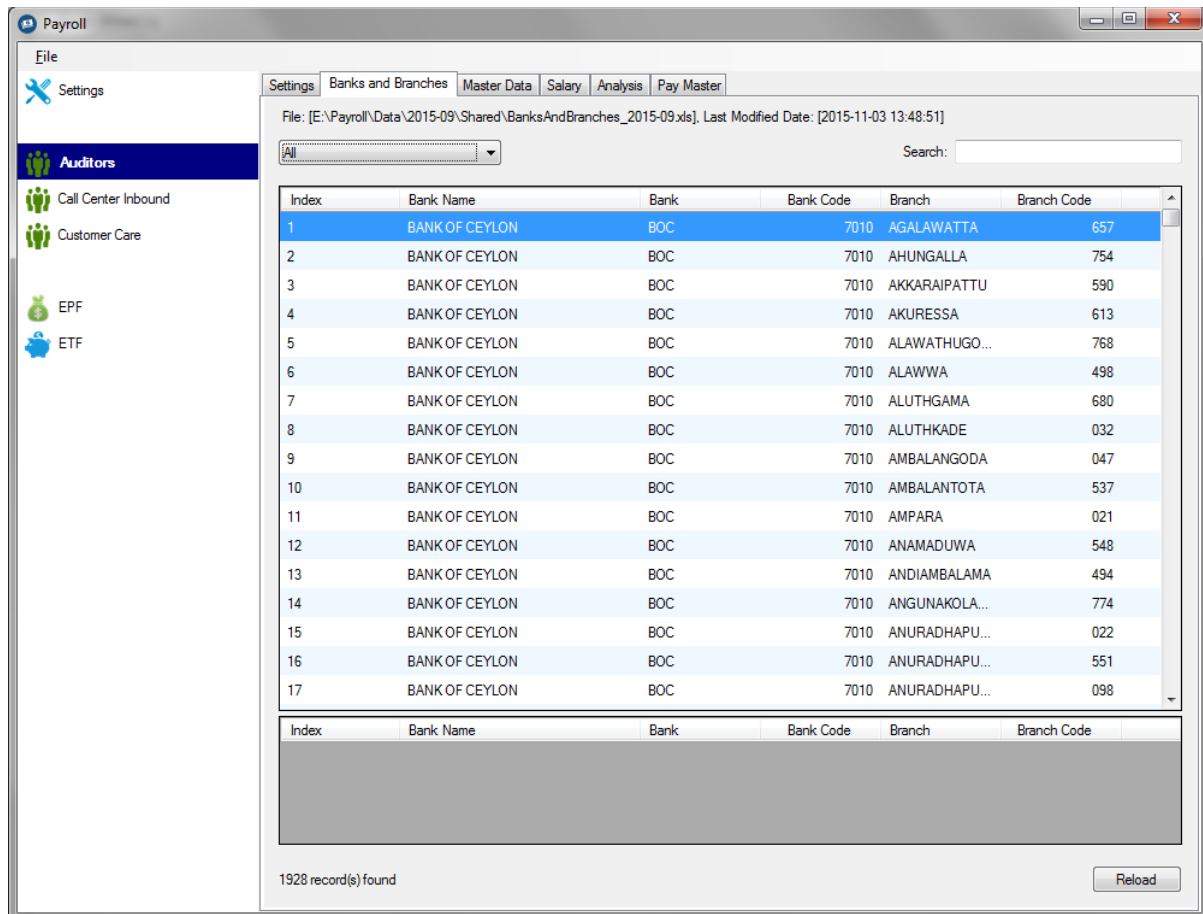
1.2.6 Folder Structure



1.3 File Loading

Once a business section is clicked. Business Settings page is loaded. When the Load Data button is clicked, check for all the required files and if all are good, load the data otherwise display the error information.

1.3.1 Banks and Branches Data



The screenshot shows the 'Payroll' application window. The 'Banks and Branches' tab is selected in the top menu. The left sidebar contains navigation options: Auditors, Call Center Inbound, Customer Care, EPF, and ETF. The main area displays a table of bank and branch data. The table has columns for Index, Bank Name, Bank, Bank Code, Branch, and Branch Code. The data is loaded from a file named 'BanksAndBranches_2015-09.xls' located at 'E:\Payroll\Data\2015-09\Shared\BanksAndBranches_2015-09.xls', with a last modified date of '2015-11-03 13:48:51'. A search bar is present above the table. The table contains 17 rows of data, all for 'BANK OF CEYLON'. Below the table, it indicates '1928 record(s) found' and a 'Reload' button.

Index	Bank Name	Bank	Bank Code	Branch	Branch Code
1	BANK OF CEYLON	BOC	7010	AGALAWATTA	657
2	BANK OF CEYLON	BOC	7010	AHUNGALLA	754
3	BANK OF CEYLON	BOC	7010	AKKARAIPATTU	590
4	BANK OF CEYLON	BOC	7010	AKURESSA	613
5	BANK OF CEYLON	BOC	7010	ALAWATHUGO...	768
6	BANK OF CEYLON	BOC	7010	ALAWWA	498
7	BANK OF CEYLON	BOC	7010	ALUTHGAMA	680
8	BANK OF CEYLON	BOC	7010	ALUTHKADE	032
9	BANK OF CEYLON	BOC	7010	AMBALANGODA	047
10	BANK OF CEYLON	BOC	7010	AMBALANTOTA	537
11	BANK OF CEYLON	BOC	7010	AMPARA	021
12	BANK OF CEYLON	BOC	7010	ANAMADUWA	548
13	BANK OF CEYLON	BOC	7010	ANDIAMBALAMA	494
14	BANK OF CEYLON	BOC	7010	ANGUNAKOLA...	774
15	BANK OF CEYLON	BOC	7010	ANURADHAPU...	022
16	BANK OF CEYLON	BOC	7010	ANURADHAPU...	551
17	BANK OF CEYLON	BOC	7010	ANURADHAPU...	098

1928 record(s) found

Reload

Banks and Branches shows the Banks and Branches data. If the duplicates are exists, filter combo box will have a filter called Duplicates and will show the duplicates.

1.3.2 Master Data

The screenshot shows the 'Payroll' application window with the 'Master Data' tab selected. The window title is 'Payroll'. The menu bar includes 'File', 'Settings', 'Master Data', 'Banks and Branches', 'Salary', 'Analysis', and 'Pay Master'. The left sidebar has a tree view with 'Auditors' selected, and other options like 'Call Center Inbound', 'Customer Care', 'EPF', and 'ETF'. The main area displays a table of auditors with columns: Index, Employee Number, NIC, Name with Initials, Initials, Last Name, Designation, and OC Grad. The table contains 10 records. Below the table, it says '10 record(s) found' and there is a 'Reload' button.

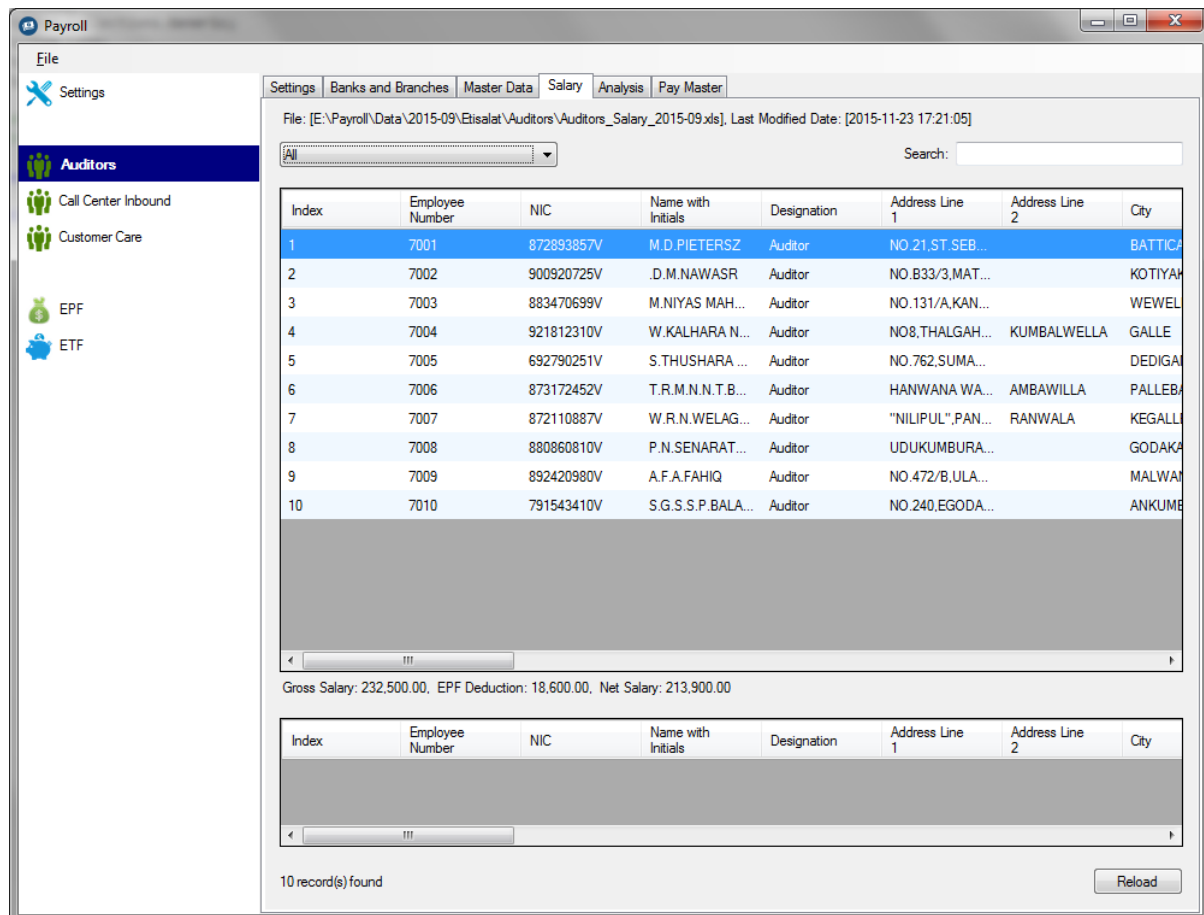
Index	Employee Number	NIC	Name with Initials	Initials	Last Name	Designation	OC Grad
1	7001	872893857V	M.D.PIETERSZ	M D	PIETERSZ	Auditor	33
2	7002	900920725V	D.M.NAWASR	D M	NAWASR	Auditor	33
3	7003	883470699V	M.NIYAS MAH...	M N	MAHHES	Auditor	33
4	7004	921812310V	W.KALHARA N...	W K	NANAYAKKARA	Auditor	33
5	7005	692790251V	S.THUSHARA ...	S T	WIJEMUNI	Auditor	33
6	7006	873172452V	T.R.M.N.N.T.B...	T R M N N T	BANDARA	Auditor	33
7	7007	872110887V	W.R.N.WELAG...	W R N	WELAGEDARA	Auditor	33
8	7008	880860810V	P.N.SENARAT...	P N	SENARATHNA	Auditor	33
9	7009	892420980V	A.F.A.FAHIQ	A F A	FAHIQ	Auditor	33
10	7010	791543410V	S.G.S.S.P.BALA...	S G S S P	BALASOORIYA	Auditor	33

Master Data shows the data in master file. Following table shows the available filters.

Filter	Description
All	Show all
NIC Duplicates	Show rows with NIC duplicates
NIC Empty	Show NIC empty rows
Duplicate NICs for Employees in Salary File	Show Duplicate NIC rows that employee exist in salary file

Table 1.3.2.1: Master Data Filters

1.3.3 Salary Data

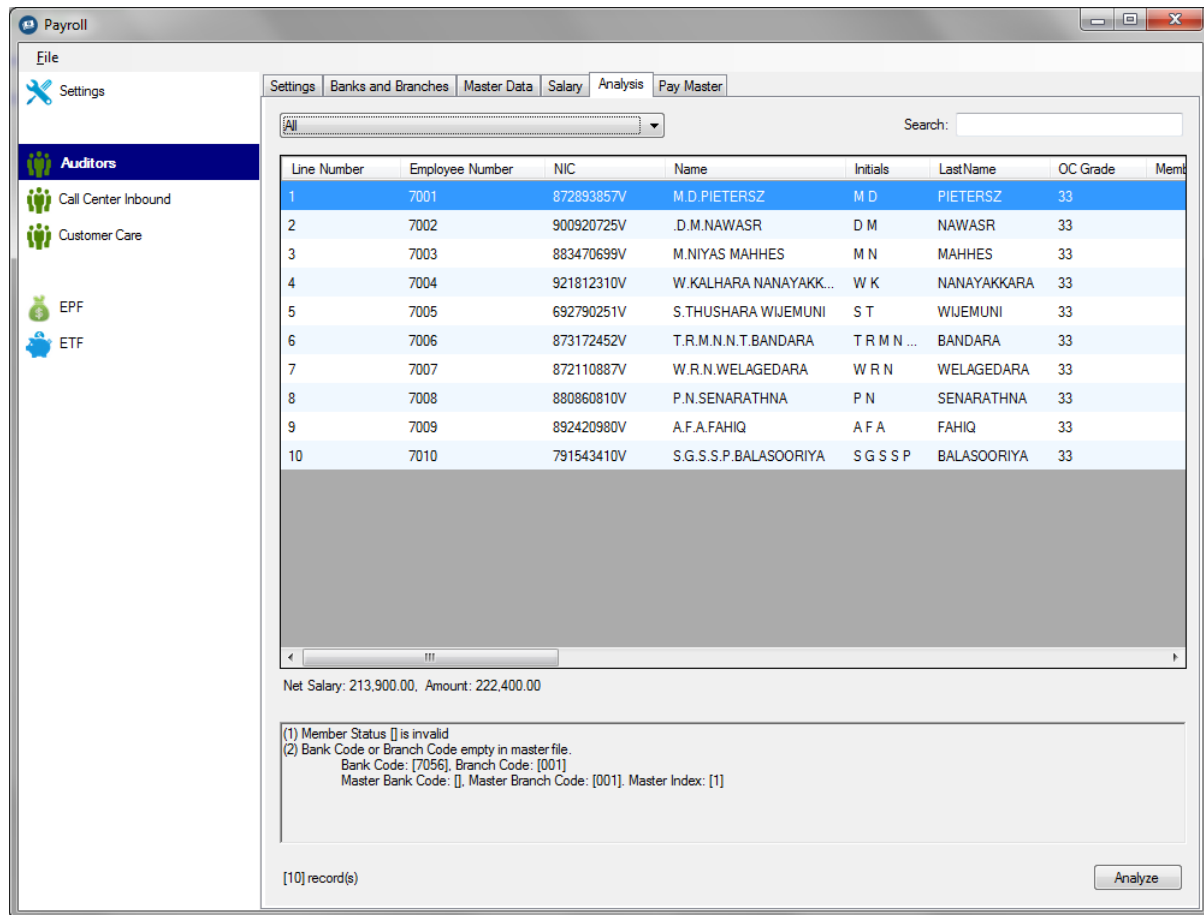


Salary Data shows the data in salary file. Following table shows the available filters.

Filter	Description
All	Show all
NIC Duplicates	Show rows with NIC duplicates
NIC Empty	Show NIC empty rows

Table 1.3.3.1: Salary Data Filters

1.3.4 Analysis



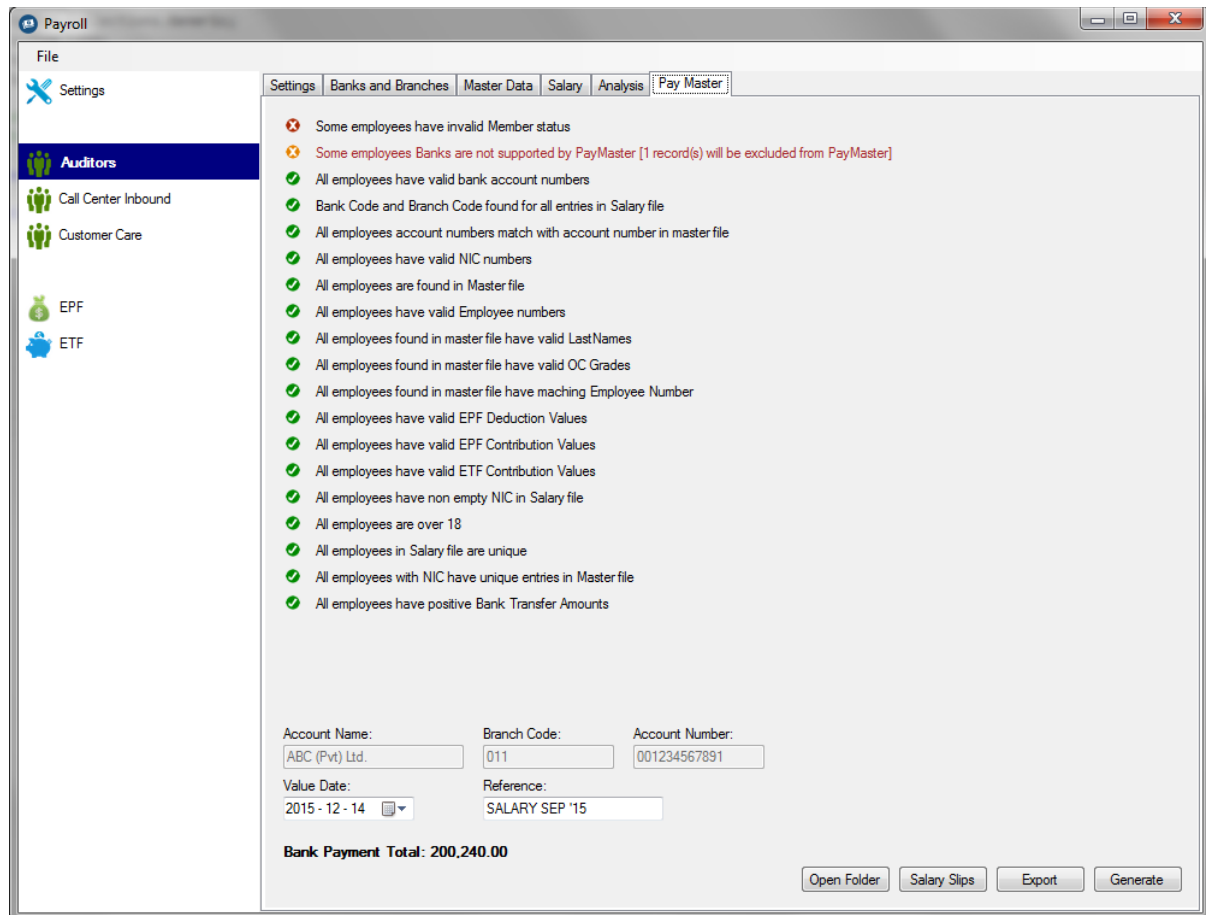
Analysis Data shows the data after analyze. Following table shows the available filters.

Filter	Description
All	Show all
Valid	
Employee Age Less Than 18	
Employee Bank and Branch Code not Found	
Employee Bank Account Number Invalid	
Employee Bank is not Supported by PayMaster	
Employee NIC Number Invalid	
Employee NIC Number is Empty	
Employee Numer Invalid	
Employee Member Status Invalid	
Employee not found in Master	

Filter	Description
Employee Account Number does not match with Master	
Employee Bank Transfer Amount is Negative	
Employee EPF Deduction Invalid	Check whether the amount is correct with the given percentage
Employee EPF Contribution Invalid	Check whether the amount is correct with the given percentage
Employee ETF Contribution Invalid	Check whether the amount is correct with the given percentage
Duplicate Rows in Master File for Employees	
Master Bank or Branch Empty	
Master Bank or Branch does not match with Employee	
Master Bank or Branch Code Empty	
Master Bank or Branch Code does not match with Employee	
Master NIC not Match with Employee	
Master Employee Number not Match	
Master LastName is Invalid	
Master OC Grade is Invalid	

Table 1.3.4.1: Analysis Errors

1.3.5 Pay Master



Pay Master shows the status and allow to generate files. If red crosses exist, That errors should correct before generate.

1.3.5.1 Generate

If you click the generate button, PAYMASTER salary file and temporary files needed to generate EPF and ETF will generate. PAYMASTER salary file will be generated in <Payroll Directory>/<Salary Month Id>/<Customer>/<Business> folder with name Temp.dat. <Customer>_Epf_<Salary Month Id>.csv, <Customer_Etf_<Salary Month Id>.csv files also generated to use later in EPF, ETF file generation.

1.3.5.2 Salary Slips

If you click the Salary Slips button, Salary Slips will be generated in <Payroll Directory>/<Salary Month Id>/<Customer>/<Business> folder with the name <Customer>_SalarySlips_<Salary Month Id>.pdf.

1.3.5.2 Export

If you click the Export button, a zip file will be created. This zip file can transfer to another machine and these business data can load in another machine using Payroll.

1.4 EPF and ETF

1.4.1 EPF

EPF section first shows the EPF Settings page

The screenshot shows the 'Payroll' application window with the 'EPF Settings' tab selected. The left sidebar contains icons for 'Settings', 'Auditors', 'Call Center Inbound', 'Customer Care', 'EPF', and 'ETF'. The main area displays the following settings:

- Payroll Directory: E:\Payroll\Data
- Data Directory: E:\Payroll\Data\2015-09\Etsalat
- Salary Month: 2015 - 09
- Zone Code: A
- Employer Number: 1234

When click the load data. EPF will loaded

The screenshot shows the 'Payroll' application window with the 'EPF' tab selected. The left sidebar is the same as the previous screenshot. The main area displays a table of business data and a list of auditors.

Business	File Date	Invalid Rows Total	Valid Rows Total	Total
Auditors	2015-11-26 17:11:03	46,500.00	0.00	46,500.00
Call Center Inbound	2015-11-24 14:46:42	104,400.00	0.00	104,400.00
Customer Care	2015-11-24 14:43:46	185,700.00	13,700.00	199,400.00

Below the table, there is a section for 'Auditors' with a dropdown menu set to 'All'. Below this is a table of auditors:

Line	NIC Number	Last Name	Initials	Member Number	OC Grade	Total Contribution
2	872893857V	PIETERSZ	M D	7001	33	4,600
3	900920725V	NAWASR	D M	7002	33	4,600
4	883470699V	MAHES	M N	7003	33	4,600
5	921812310V	NANAYAKKARA	W K	7004	33	4,600
6	692790251V	WIJEMUNI	S T	7005	33	4,600
7	873172452V	BANDARA	T R M N ...	7006	33	4,600

Below the auditors table, there is a message: (1) Member status [] is not valid. At the bottom, there is a summary: Member Count: [10], Member Contribution: [18,600.00], Employer Contribution: [27,900.00], Total Contribution: [46,500.00]. There are also buttons for 'Open Folder' and 'Generate'.

EPF shows the EPF status of all the businesses in customer. EPF data is taken from the files generated at generate time. If all the rows are valid a green tick will display in front of the business otherwise a red cross. If rows with errors exist, below filter dropdown will show the errors and rows with error. Rows are check for the following errors.

Error
Empty NIC Number
Empty Member Name
Invalid NIC Number
Invalid Member Number
Invalid Employer Number
Invalid Member Status
Invalid Days of Work Value
Invalid Total Contribution Value
Invalid Employer Contribution Value
Invalid Member Contribution Value
Invalid Total Earnings Value
Invalid OC Grade

Table 1.4.1.1: EPF Errors

When the generate button is clicked PAYMASTER EPF file is generated and save in <Payroll Directory>/<Salary Month Id>/<Customer>/Employer.Output folder with <Employer Zone Code><Employer number>.txt name.

1.4.2 ETF

ETF section first shows the ETF Settings page.

The screenshot shows the 'Payroll' application window with the 'ETF Settings' tab selected. The left sidebar contains icons for 'Settings', 'Auditors', 'Call Center Inbound', 'Customer Care', 'EPF', and 'ETF'. The main area displays the following settings:

- Payroll Directory: E:\Payroll\Data
- Data Directory: E:\Payroll\Data\2015-09\Etisalet
- Salary Month: 2015 - 09
- Zone Code: A
- Employer Number: 1234

When click the load data. ETF will loaded.

The screenshot shows the 'Payroll' application window with the 'ETF' tab selected. The left sidebar is the same as the previous screenshot. The main area displays a table of business data and a list of auditors.

Business	File Date	Invalid Rows Total	Valid Rows Total	Total
✓ Auditors	2015-11-26 17:11:03	0.00	6,975.00	6,975.00
✓ Call Center Inbound	2015-11-24 14:46:42	0.00	15,660.00	15,660.00
✗ Customer Care	2015-11-24 14:43:46	480.00	29,430.00	29,910.00

Below the table is an 'Auditors' dropdown menu set to 'All'. Below that is a table of auditors:

Line	Identification	Employer Number	Member Number	Initials	Surname	NIC Number
2	D	A 001234	7001	M D	PIETERSZ	872893857V
3	D	A 001234	7002	D M	NAWASR	900920725V
4	D	A 001234	7003	M N	MAHHES	883470699V
5	D	A 001234	7004	W K	NANAYAKKARA	921812310V
6	D	A 001234	7005	S T	WUEMUNI	692790251V
7	D	A 001234	7006	T R M N ...	BANDARA	873172452V

At the bottom, it says 'Member Count: [10], Total Contribution: [6,975.00]'. There are 'Open Folder' and 'Generate' buttons at the bottom right.

ETF shows the ETF status of all the businesses in customer. ETF data is taken from the files generated at generate time. If all the rows are valid a green tick will display in front of the business, otherwise a red cross will be displayed. If rows with errors exist, below filter dropdown will show the errors and rows with error. Rows are check for the following errors.

Error
Empty NIC Number
Empty Member Name
Invalid NIC Number
Invalid Member Number
Invalid Employer Number
Invalid Total Contribution Value

Table 1.4.2.1: ETF Errors

When the generate button is clicked PAYMASTER ETF file is generated and save in <Payroll Directory>/<Salary Month Id>/<Customer>/Employer.Output folder with MEMTXT.txt name.

1.5 PAYMASTER File Formats

1.5.1 Salary File Format

	Field	Length	Type	Description
A	Tran Id	04	Numeric	Must be "Zeros"
B	Destination Bank	04	Numeric	Bank MICR Number
C	Destination Branch	03	Numeric	Refer Branch Code List
D	Destination Account	12	Numeric	Must have leading zeros
E	Destination Account Name	20	Alphabetic	Recipients Name
F	Transaction Code	02	Numeric	23 for Salaries
G	Return Code	02	Numeric	Must be "Zeros"
H	Credit/Debit Code	01	Numeric	Credit = "0", Debit = "1"
I	Return Date	06	Numeric	Must have "Zeros"
J	Amount	12	Numeric	Must not have decimal pointer Must have leading zeros Ex: 1208.50 as 120850
K	Currency Code	03	Alphabetic	Must be SLR
L	Originating Bank	04	Numeric	Must be 7056
M	Originating Branch	03	Numeric	Must be your Branch Code [Ex: 036, 003, 016]
N	Originating Account	12	Numeric	Must have leading zeros [Your Company A/C No]
O	Originating Account Name	20	Alphabetic	Your Company A/C Name
P	Particulars	15	Alphabetic	For Example: [Employee No]
Q	Reference	15	Alphabetic	For Example: [SALARY JANUARY]
R	Value Date	06	Numeric	YYMMDD [Ex: 2002JAN31 as 020131]
S	Security Field	06		Must be "Blank"
T	Filter	01		Must be [@] sign

Table 1.5.1.1: Salary File Format

File Length	Exactly 151 Characters
File Name	TEMP.DAT

1.5.2 EPF File Format

No	Field	Length	Type	Description	Example
1	NICNumber	20	Text	NIC/Passport number	603411407V
2	LastName	40	Text	Last Name	DISSANAYAKE
3	Initials	20	Text	Initials	X Y Z
4	MemNumber	6	Numeric	Member AC number	123
5	TotCont	9.2*	Numeric	Total Contribution Amount (Rs.)	1500.00
6	EmpCont	9.2*	Numeric	Employer's Contribution Amount (Rs.)	900.00
7	MemCont	9.2*	Numeric	Member's Contribution Amount (Rs.)	600.00
8	TotEarnings	11.2**	Numeric	Total Earnings (Rs.) Total wages or salary for the month* excluding overtime payment. *This should be include basic wage or salary, cost of living allowance, piece rates & incentive payments.	7500.00
9	MemStatus	1	Text	Member Status E=Extg.N=NewV=Vacated	E
10	ZnCode	1	Text	Zone code	A
11	EmpNo	6	Numeric	Employer Number	12345
12	ContPeriod	6	Numeric	Contribution Year Month	200901
13	SubmissionID	2	Numeric	Data Submission Number***	1
14	DaysWork	4.2	Numeric	No. of days worked	20.00
15	OcGrade	3	Numeric	Occupation Classification Grade (As per the classification of censes and Statistic Dept.) (Refer annex 8)	001

Table 1.5.2.1: EPF File Format

9.2*	There should be maximum of 10 digits including 7 integers, decimal point & 2 decimals. E.g. 0001535.73
11.2**	There should be maximum of 12 digits including 9 integers, decimal point & 2 decimals. E.g. 000014758.55

***	If it sends the file as a one file (including all the staff),the number should be "01".If it sends under two categories such as "Executive" & "Non-Executive",the number should be "02"
File Name	EPF Reg.No+C+.txt Example : A000123C.txt

1.5.3 ETF File Format

The file should consist of two types of record formats as follows.

(A). Header Record Format - For a particular set of Form II data there should Be only one record of this type.

(b) Detail Record Format - Individual Member Contribution details of Form II
Having one record for each and every Member Contribution.

Details of the formats are given below.

Header Record Format

Field	From	To	Length	Type	Remarks
Identification	1	1	1	A	By Default "H"
Employer number (AANNNNNN)	2	9	8	A/N	Refer Note 1
Form II period From	10	15	6	A	Refer Note 2
Form II period To	16	21	6	A	Refer Note 2
Total Members	22	27	6	N	Refer Note 4
Total Contribution in Cents	28	41	14	N	Refer Note 4
No of lines per page in the Form II Hard copy (Put 24 for this field as standard)	42	43	2	N	Refer Note 4

Table 1.5.3.1: ETF Header Record Format

Detail Record Format

Field	From	To	Length	Type	Remarks
Identification	1	1	1	A	By Default "D"
Employer number (AANNNNNN)	2	9	8	A/N	Refer Note 1
Member number	10	15	6	N	Refer Note
Initials of the name	16	35	20	A	Refer Note 3
Surname only	36	65	30	A	Refer Note 3
NIC Number	66	75	10	A/N	Left Aligned
Form II period from	76	81	6	A	Refer Note 2
Form II period to	82	87	6	A	Refer Note 2
Total 6 Months Contributions in Cents	88	96	9	N	Refer Note 4

Table 1.5.3.2: ETF Detail Record Format

Record Length	96
File Name	MEMTEXT.txt

Notes

1. Employer Number format should be 1st 2 positions Alpha and next 6 positions digits.
(AANNNNNN)

Ex. If the Employer EPF Number is A/3057, it should be stored as stated in the following in the text file.

A		0	0	3	0	5	7
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2. Form II period from and Form II period to format should be as follows.

Form II	Form II period from	Form II period to
2008 July Month	200807	200807
2008 August Month	200808	200808

3. All names should be left aligned, in upper case, without dots and commas. Initials should be separated with a single space.

4. All numeric fields should be right aligned and filled with leading zeros.

Contribution amounts should be in cents

Ex. Rs. 3000 with 35 cents should be entered as 300035