

LG 2014 Annual Returns - File Layout - V1.0

Field No	Field Name (For Employer purposes only to give an English description of the row values required)	Input	Mandatory	Maximum Lenth	Additional Description / Info	Example	Field Name on UPM file (as no spaces allowed in database column named) (e.g. the UPM name for the column description in column B)
1	Employer Number	Numeric	N	5	UPMPayLocation.paylocationref	001	EMPLOYERNO
2	Folder Ref	Alpha	N	10	UPM member reference "00000000" if no member number available	01234567	EMPLOYEEMEMBERSHIPNO
3	NINo	Alpha	Y	9	No 'temporary' numbers are accepted	NA123456A	NINO
4	Surname	Alpha	Y	40		Smith	Surname
5	Forenames	Alpha	Y	40		Alan Edward	Forenames
6	Gender	Alpha	Y	1	UPM Picklist code for male / female	M or F	Gender
7	Date of Birth	Date	Y	10	DD/MM/YYYY	01/01/1960	DateofBirth
8	Payroll Number	Alpha	Y	10	Employee payroll number - as per employer payroll/HR system. Must be a unique reference to identify an individual pensionable employment.	123456B	EMPLOYEEPAYROLLNO
9	Date Joined Scheme	Date	Y	10	Date joined Scheme - if after start of scheme year enter date joined. If joined before start of scheme year enter 01/04/YYYY	15/05/2014	DateJoinedScheme
10	Contribution Date	Date	Y	10	End of scheme year, or date of leaving if left during scheme year. If still active at end of scheme year = 31/03/YYYY.	31/03/2015	EffectiveDate
11	Section of scheme employee was member of at end of Scheme Year or at the date of cessation of active membership in the employment.	Numeric	Y	1	Main Section - 1, 50/50 Section = 2	1	SchemeSection
12	Employee contribution rate payable at end of Scheme Year	Numeric	Y	5	Standard contribution rate	10.50	ContRate
13	Pensionable Pay received in main section	Numeric	Y	10,2	Actual pay received on which main section LG contributions have been calculated and any Assumed Pensionable Pay the member is treated as receiving during the Scheme Year.	23450.50	MainSectionPensionablePay
14	Employee Contributions paid in main section	Numeric	Y	10,2	Contributions paid in the main section for the Scheme Year excluding Part Time Buy Back (PTBB), APCS, ARCs and AVCs to Equitable Life or Prudential.	950.23	BasicPensionConts
15	Pensionable Pay received in 50/50 section	Numeric	Y	10,2	Actual pay received on which 50 / 50 section LG contributions have been calculated and any Assumed Pensionable Pay the member is treated as receiving during the Scheme Year.	10000.2	5050SectionPensionablePay
16	Employee Contributions paid in 50/50 section.	Numeric	Y	10,2	Contributions paid in the 50/50 section for the Scheme Year excluding Part Time Buy Back (PTBB), APCS, ARCs and AVCs to Equitable Life or Prudential	400.66	5050PensionConts
17	FTE Final Pensionable Pay (as per 2008 regs)	Numeric	Y	10,2	If the member was not in the scheme pre 01/04/2014 then input 0.00	27666.80	PensionablePay
18	Employee Additional Pension Contributions (APC's) - regular contribution	Numeric	Y	10,2		1000.00	APCsEmployeeRegular
19	Employee Additional Pension Contributions (APC's) - lump sum	Numeric	Y	10,2		500.00	APCsEmployeeLumpSum
20	Employee AVC Contributions	Numeric	Y	10,2	AVCs paid to In House AVC provider(s)	750.00	AVCs
21	Employee ARC contributions paid (Reg 14 2008 regs)	Numeric	Y	10,2		150.00	ARCs

22	Employee Additional contributions paid	Numeric	Y	10,2	E.g. Reg 55 / PTBB	300.00	AddYrsContSum
23	Employee Contracted out National Insurance Earnings	Numeric	N	10,2	NI earnings during fiscal year calculated as Gross Earnings (or 'Upper Earnings limit' if less) less 'Lower Earnings limit'. Round pounds i.e. converted to zero pence	18000.00	EmployeeNIEarnings
24	Contributions made by employer in respect of employee's pensionable pay	Numeric	Y	10,2		10000.00	EmployerConts
25	Employer Additional Pension Contributions (APC's) - regular contribution	Numeric	Y	10,2		800.00	APCsEmployerRegular
26	Employer Additional Pension Contributions (APC's) - lump sum	Numeric	Y	10,2		500.00	APCsEmployerLumpSum
27	Employer AVC Contributions	Numeric	Y	10,2		200.00	EmployerAVCs
28	Job Title	Alpha	Y	40		Cleaner	JobTitle
29	Part Time Buy Back Contribution	Numeric	Y	10,2	If the employer is able to split out PTBB contributions paid then these can be recorded separately in this field ELSE they will be recorded in row 22 above	200.00	PartTimeBuyBackConts
30	Part Time Hours	Numeric	Y	5		25.00	PartTimeHours
31	Full Time Hours	Numeric	Y	5		37.00	FullTimeHours
32	Part Time Indicator	Alpha	Y	1	If member is Full Time then = 'F', or Casual THEN = 'C' ELSE = 'P' (if field is used)		PartTimeInd