Capita

**Manual Interface
Developers Guide**

Version 1.0

Contents

Version Control

Version history

Version	Date	Author	Notes
1.0	07/07/2025	Craig Hunter	Release

1. Introduction

The Civil Service Pension Arrangement (CSPA) is administered by Capita, utilising the pension administration platform 'Hartlink'. This system is primarily populated with data sourced from employer HR payroll systems.

To ensure accurate and timely updates, employers must submit pay data changes through the Manual Interface.

As part of the data submission process, Hartlink Data Validation Checks (DVCs) are applied. These checks automatically reject records deemed "impossible" and flag those that fall outside acceptable tolerance levels. Additionally, warnings are issued when expected or required records are missing.

It is the employer's responsibility to address all data validation failures (DVFs) before submitting the next monthly interface. If a third-party payroll provider or shared service is managing this process on the employer's behalf, the employer must ensure that a clear and effective process is in place to resolve validation issues and update the source system accordingly.

Please note that Capita does not hold a contractual relationship with third-party providers. Therefore, it remains the employer's duty to ensure compliance with these requirements.

1.1 Purpose

This document outlines the data requirements and file structures for the Manual Interface files, providing guidance to employers and payroll providers in developing their HR payroll interfaces.

Please note that this document is intended for guidance only. Employers are responsible for ensuring that any interface development complies with scheme rules and Capita's interface validation requirements. Capita does not accept responsibility for interfaces that fail to meet these standards.

To ensure a clear understanding of the Manual Interface requirements, employers must engage with Capita before beginning any technical specification or interface development—ideally, at least six months prior to the planned go-live date.

This guide does not cover every potential scenario encountered by HR and payroll functions and is not a substitute for direct communication with Capita or your assigned interface analyst.
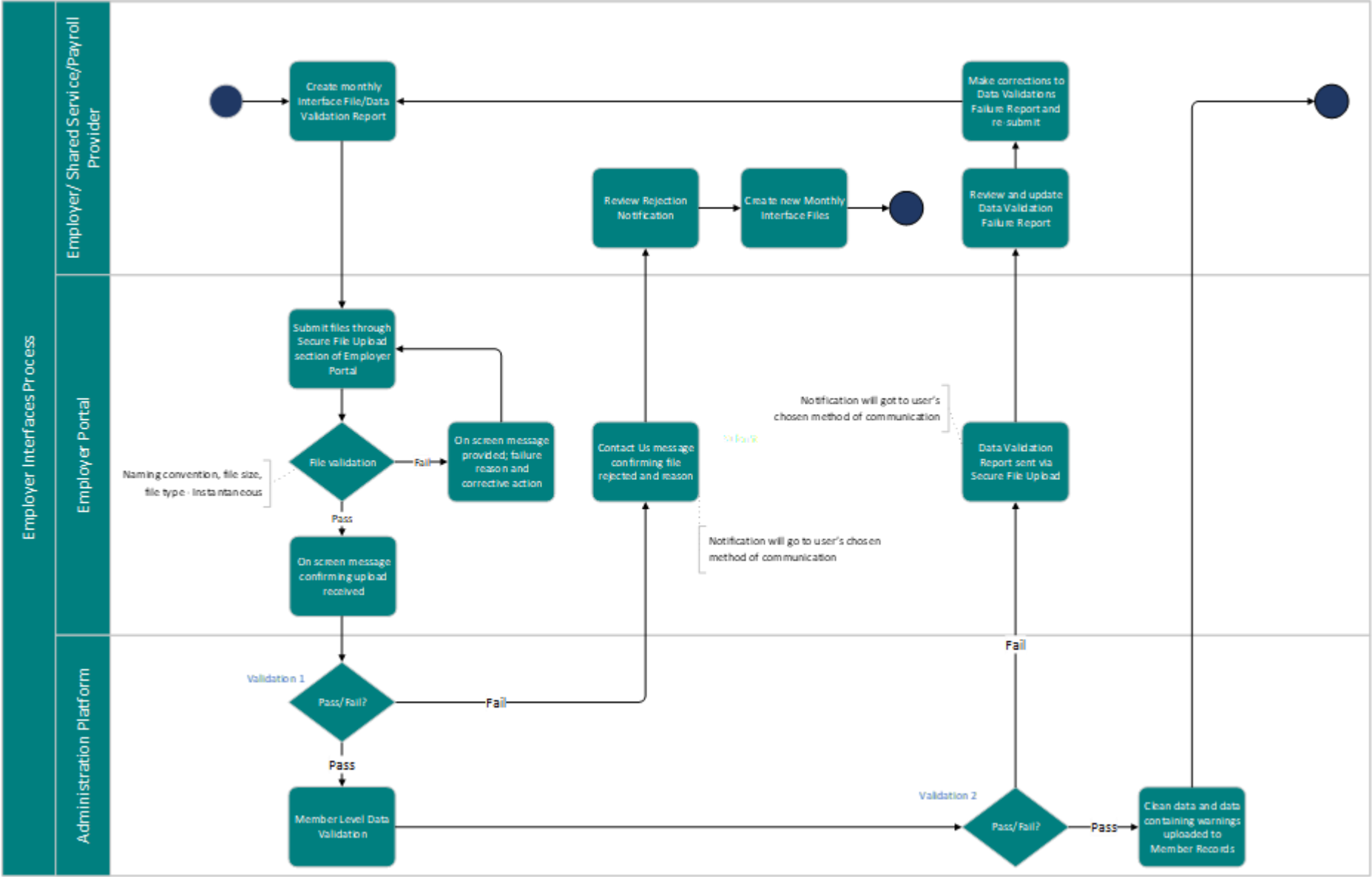
2. General Data Requirements

This section outlines the general data requirements and scheme-specific information necessary to support the development of the interface.

2.1 Membership Scope

The interface files must include the required details for all employees eligible to participate in the Civil Service Pension Scheme (CSPS) or an approved By-Analogy Scheme. This includes the following membership types:

- PCSPS Members (only for start dates prior to 01/04/2022):
    - classic
    - premium
    - classic plus
    - nuvos
    - Note: Partnership members must always be included under PCSPS, (Scheme code **PCS**) regardless of their start date.
- CSO (alpha) Members

Important: Employees who are eligible for the CSPS but have opted out must still be included in the interface data. Their information is required for compensation calculations, where applicable.

2.2 Naming Conventions

At the end of each pay period, the Hartlink Manual Interface must be copied and renamed using the following format:

ppppnnn.xls

- pppp represents your Paypoint Code
- nnn is a sequential number, typically starting from 001

If you're unsure of your Paypoint Code or where to begin the sequence, please consult the Interface Team. They will help you determine the correct starting point and ensure that the naming format is followed consistently.

All codes must be agreed upon with the Interface Team to ensure they are valid and correctly formatted.

2.3 Required Data, Worksheets, and Data Handling Guidelines

Each Hartlink Manual Interface should only include:

- New information for new joiners, or
- Updates to existing data for current members already held in the Hartlink database.

2.4 Template Structure

- Do not change the order of the tabs or the columns within the worksheets. Altering the structure will cause the import to Hartlink to fail.

- You may adjust column widths for readability, but no other structural changes should be made.

Mandatory and Required Fields

- Mandatory fields are highlighted in gold to help guide you.

- In addition to mandatory fields, Capita requires additional data to ensure accurate pension benefit calculations.

- All required data is outlined under each worksheet's heading within this document.

2.5 Use of End Dates in Hartlink
End dates should only be provided in the following scenarios:
- When a member leaves employment.
- To close a dated data item that is no longer applicable (e.g., when a part-time employee transitions to full-time).

Hartlink assumes that any dated data remains in effect until it is either:
- Replaced by a new record with a later start date, or
- Explicitly closed with an end date.

Employee Leaver Notifications
There are two ways to notify Capita of a leaver via the interface:
- Update the Existing Record
  Resubmit the most recent open Service History record, now including the end date and end reason.
- Create a New Record (if Start Date is Unknown)
  If the start date of the most recent open Service History record is unknown:
    - Submit a new record with the start date equal to the end date.
    - Set the start reason to 'ZZ'.
    - Populate both the end date and end reason.
This allows the Hartlink interface to recognize the record as a leaver notification and apply the end date and reason to the latest open Service History record.

Closing Other History Records
In addition to updating the Service History, all other open history records must be closed using the same Last Day of Service (LDS). These include:
- Salary History – Required for all members.
- Allowance History – Required if the member has an open allowance on their LDS.
- Part-Time Hours History – Required if the member has an open part-time hours record on their LDS.
- Payment History – Required for all members.

General Data Requirements

Transfers Between Government Departments (OGD Transfers)
When an employee transfers between departments without a break in pensionable service:
•   Coordinate with the receiving department to avoid service gaps.
•   The leaver date from the ceding employer and the start date with the new employer must be consecutive (e.g., if the last day is Friday, the new start date must be Saturday, not Monday).

Avoiding Overlapping Data
Hartlink will reject retrospective changes if:
•   A new record has a start date that falls between the start and end dates of an existing record.
To prevent overlaps:
•   Do not use end dates to close records that are being superseded by new records with later start dates.
•   For inter-departmental transfers, the current employer must resolve any overlaps by coordinating with the previous employer to agree on correct dates.

Future-Dated Records
Capita should only be notified of events after they occur. Hartlink will reject any record with a start or end date more than 30 days in the future from the upload date.

While payroll systems may need to track future events (e.g., unpaid or half-pay sick leave) to prevent overpayments, these dates must not be submitted via the interface until the month in which the event occurs. This helps avoid reporting events that may not happen or may occur on a different date.

2.6 Navigating the Template
If you cannot see all the worksheet tabs, use the arrow buttons in the bottom-left corner of the spreadsheet to scroll through them.
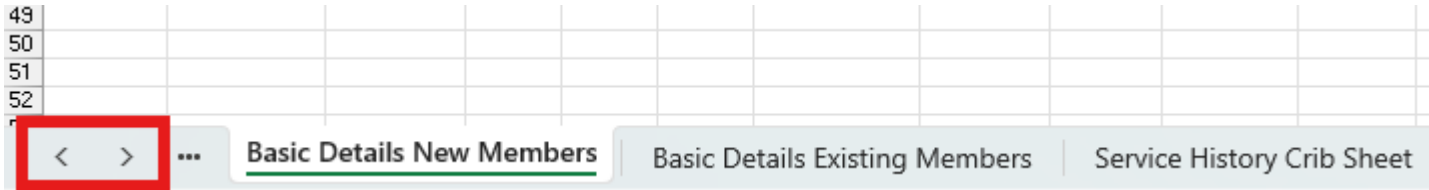
Field Lengths and Data Validation
To ensure compatibility with the Hartlink interface, each field in the spreadsheet has a maximum allowed length. If you attempt to enter text or numbers that exceed these limits, the spreadsheet will automatically display an error message and prevent the entry.

This built-in validation helps ensure that all data is correctly formatted for conversion and import by the Interface Team, allowing for a smooth and successful upload into the Hartlink system.

General Data Requirements

Other Error Messages

In addition to field length validations, you may encounter other error messages while completing the Hartlink Manual Interface. These messages are designed to ensure that all data entered is compatible with the Hartlink system.

For example, certain fields—such as Marital Status—only accept specific predefined values. If an invalid entry is made, an error message will appear.

When you receive an error message:

• Review your input carefully to ensure it meets the required format or value constraints.
• If you are confident that your entry is correct and should be accepted by Hartlink, please contact the Interface Team for guidance and clarification.

Lesser-Used Worksheets

The Excel workbook contains five additional worksheets that are not described in this document:

• AVC History
• Beneficiary Details
• Event Details
• Other Benefits
• Remarks

These tabs are used infrequently as part of the interface process. If any of these worksheets are deemed relevant to your organisation, further guidance will be provided.

Typically, these sections are manually populated by Capita on behalf of the member or the Cabinet Office, rather than being completed by employers.

Fields for Specific Employers

Throughout this document, you may notice certain columns or data fields marked as "For use by specific employers only."

If you are one of these specific employers, Capita will have provided you with a separate guidance sheet detailing how to complete these fields.

If you have not received this additional guidance, these fields do not apply to you, and you are not required to provide this information to Capita.

2.7 Assumed Pay

What is Assumed Pay?

Assumed Pay refers to the pensionable earnings that an active member of a career average (CARE) pension scheme—such as the alpha scheme—would have received if certain circumstances (such as absence due to sickness, parental leave, or other qualifying events) had not occurred.

a	Member is on sick leave on half pay.
b	Member is on adoption leave, maternity leave, shared parental leave, paternity leave or additional paternity leave.
c	Member is receiving statutory pay only.
d	Member is on unpaid leave in circumstances that the scheme manager (Cabinet Office) has agreed can count for purposes of this paragraph.
e	Member is absent from duty because of being called out, or recalled, for permanent service in Her Majesty's armed forces in pursuance of a callout notice served, or a callout or recall order made, under the Reserve Forces Act 1996; (except any period of permanent service during which the member is in pensionable service in an existing scheme that relates to the armed forces or another scheme under section 1 of the Act that relates to the armed forces or any other occupational pension scheme.
f	Member is on secondment to a different employer under an arrangement providing for P to continue to be an active member of this scheme in relation to P's service although P is paid for it by that employer.
g	Member is receiving pensionable earnings at a reduced rate in accordance with arrangements for members required by the scheme manager which apply where the members are entitled to: • pension benefits under another occupational pension scheme or • a payment under a compensation scheme.
h	Member voluntarily surrenders pensionable earnings in whole or in part.

Recording Assumed Pay for Alpha Scheme Members

In any of the applicable circumstances, you must ensure that the Pay History Earnings field for alpha scheme members reflects the assumed pay, not the actual reduced pay.
Failing to report assumed pay correctly may negatively affect the member's pension benefits.

Common Scenarios Requiring Assumed Pay
The most frequent situations where actual earnings are reduced and must be replaced with assumed pay include:
• Sick leave on half pay
• Statutory Maternity Pay (SMP)

Additional Notes
• Adoption Leave & Shared Parental Leave: These follow the same rules as maternity leave. Therefore, the interface requirements for all pay types (full pay, SMP, and unpaid leave) are identical.
• Earnings Cap: If a member's earnings are subject to the earnings cap, assumed pay must not exceed this cap.
• Service History Record: When submitting assumed pay, you must also provide a corresponding service history record. Ensure the Assumed Pay Code field is accurately populated.

2.8 Reduced Pay

Reduced pay is a specific category within assumed pay and applies only to certain types of absences. These are referred to as Level 1 absences and include the scenarios where a member's actual earnings are reduced, but assumed pay must be reported instead.

Service History Start Code	Service History start description	Level
MF	Maternity/Adoption/Paternity/Shared Parental Leave – Full Pay	1
MS	Maternity/Adoption/Paternity/Shared Parental Leave – Statutory Pay	1

2.9 EPA and EEPA

Early Payment of Alpha (EPA) Overview
EPA was reintroduced on 1 April 2022. It allows members to make monthly additional contributions to build up a portion of their alpha pension that can be paid before the Normal Pension Age (NPA), without any reduction.

Note: Although EPA was originally launched alongside the alpha scheme on 1 April 2015, a legal ruling found the 2015 scheme to be discriminatory on age grounds. As a result, all EPA contracts established before 1 April 2022 were voided.

Administration of EPA Contracts
Capita is responsible for the setup, renewal, and cessation of EPA contracts, similar to the processes for Added Years and Added Pension. Employers will receive instructions from Capita regarding:

•   The details of the EPA contract
•   The contribution rate to deduct from employees

Employers must report employee contributions and contribution percentages in the Pay History file. Refer to Section 3.2.4 for guidance. These values will be validated against Capita's records.

Rejoining and EPA Contributions
If a member paying into an EPA contract leaves and rejoins within 5 years, their EPA contributions must be restarted. Employers should:

•   Contact Capita for the applicable rates and percentages
•   Include the contributions in the Pay History file
•   Populate the EPA Restart Indicator and EPA Restart Date fields in the Basic record during the first monthly interface after rejoining
     (See Section 3.2.1 for details)

EPA Suspension During Assumed Pay Absence
Members on an assumed pay absence may choose to suspend their EPA contributions. If so, employers must:

- Record the start and end dates of the suspension in the Service History file
- Populate the Assumed Pay Code and EPA Suspension Code fields

To end the suspension, submit a new Service History entry with the effective date of cessation, leaving the assumed pay and EPA suspension fields blank.
If the absence is a Level 1 type, employers must also:

- Provide the Actual Reduced Pay field in the Salary file
- Provide the Actual Reduced Rate of Allowance field in the Allowance file for any open allowances

These must have a start date matching the absence start date in the Service History file.

When the absence ends, submit new Salary and Allowance records with null values in both fields.

For further assistance, please contact your Interface Analyst.

Enhanced EPA (EEPA)
For members entitled to Enhanced EPA (EEPA), please note:

- Employers must also provide employer EEPA contributions and the contribution percentage rate for all active EEPA contracts.
- If an EEPA member returns to pensionable service within 5 years, they may choose to opt out of the automatic restart of EEPA contributions.

2.10 Spread Bonuses
Pensionable bonus payments—such as non-recurring payments typically claimed by the employee (e.g. Sunday overtime premiums)—should be submitted via the Bonus file, using the actual date (effective date) the bonus was earned.

If a payroll system cannot capture the effective date, employers must consult with Capita to determine whether the bonus can be spread over a defined period (start and end dates). This is referred to as a Spread Bonus. Capita recommends using a standard payroll week (e.g. Monday to Sunday) as the spread period.

Key Requirements for Spread Bonuses:
- Must be submitted in the Allowance file, not the Bonus file.
- The start and end dates must be included in the same record.
- The Allowance Code file must flag these as Spread Bonuses by setting the Spread Bonus Flag to 'Y'.

Important Notes:
- Spread periods longer than one week must be pre-approved by Capita.
- The full amount of a spread bonus will be included in pension benefit calculations.
  (This differs from annual allowances, which are pro-rated based on the duration of the annual rate.)
- Spread bonus payments will not appear in Annual Benefit Statements (ABS).

3.1 Key Fields

Each record submitted via the interface must include at least two mandatory key fields:

- **National Insurance Number (NINO)**
- **Altkey** – This is the employee's payroll number, prefixed by the unique paypoint code.

These fields are used to accurately match incoming records to the correct employee record within the Hartlink system.

Once a record is matched to an employee, additional key fields—such as start date—are used during the import process to determine the appropriate action:

- **Insert:** If no existing record matches the key fields (e.g., a new salary record with a unique start date), the system will insert the new record.
- **Update/Delete:** If a record with matching key fields already exists (e.g., a salary record with the same start date), the system will update or delete the existing record accordingly.

Example:
When a salary record is submitted:
- The NINO and Altkey identify the employee.
- The start date is then used to determine whether the salary record should be inserted (if no match exists) or updated/deleted (if a match is found).

Note 1: All key fields are mandatory. Records missing any key field will be rejected by the interface validation suite.
Note 2: Deletion files use the same key fields to identify the correct record to be removed.

The list of key fields for each record type:

Record Type	Key Field
Basic	NI Number
Basic	ALTKEY
Address	NI Number
Address	ALTKEY
Address	Name Code
Address	Address Code

Data Format & File Layouts

Record Type	Key Field
Service History	NI Number
Service History	ALTKEY
Service History	Start Date
Salary History	NI Number
Salary History	ALTKEY
Salary History	Start Date
Allowance History	NI Number
Allowance History	ALTKEY
Allowance History	Start Date
Allowance History	Allowance Code
Bonus History	NI Number
Bonus History	ALTKEY
Bonus History	Effective Date
Bonus History	Bonus Code
Part Time Hours History	NI Number
Part Time Hours History	ALTKEY
Part Time Hours History	Start Date
Short Time Hours	NI Number
Short Time Hours	ALTKEY
Short Time Hours	Effective Date
Short Time Hours (Accumulated)	NI Number
Short Time Hours (Accumulated)	ALTKEY
Short Time Hours (Accumulated)	Start Date

Data Format & File Layouts

Record Type	Key Field
Pay History	NI Number
Pay History	ALTKEY
Pay History	Paypoint
Pay History	Scheme Code
Pay History	Start Date
Pay History	Service Period Number
Scheme Contribution Rate History	NI Number
Scheme Contribution Rate History	ALTKEY
Scheme Contribution Rate History	Start Date

3.2.1 The Basic Set

Purpose and Requirements
The Basic record is the primary member record within the Manual Interface. It forms the foundation to which all other interfaced records—such as salary, service history, and allowances—are linked.

Key Requirements:
- A Basic record must be submitted for all new members and re-joiners during the first month they appear on the payroll.
- It must also be included in subsequent files whenever there are changes to the member's details.
- There must be only one Basic record per member in each file.
- The Basic Details – Existing Members tab should only be used when updating an existing Hartlink member, such as:
  - A change in marital status
  - A change in surname

Relevant Tabs in the Hartlink Manual Interface
- Basic Details – New Members
- Basic Details – Existing Members

This record is essential for establishing and maintaining accurate member data within Hartlink and must be submitted in accordance with the defined formatting and validation rules.

Field	Content	Special Instructions	Mandatory
Name	Member's Name		
NI Number	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory
Alt Key	Paypoint and payroll number combined. Used as an employee identifier in conjunction with the National Insurance number	No embedded spaces allowed. MUST be prefixed with unique paypoint as provided by Capita. E.g.- AAAAnnnnnnnn format where AAAA = unique Paypoint and nnnnnnnn = payroll identifier (not necessarily all numeric)	Mandatory
Surname	Member's Surname		Mandatory
Name1	Member's First Forename	At least an initial must be supplied	Mandatory
Name2	Member's Second Forename		

Data Format & File Layouts

Field	Content	Special Instructions	Mandatory
Name3	Member's Third Forename		
Title	Member's Title	See Section 4.5 for acceptable titles.	Mandatory
Sex	Member's Sex	'M' or 'F'	Mandatory
Marital Status	Marital Status	S = Single (Never Married) M = Married D = Divorced W = Widowed U = Unknown P = Civil Partner X = Ex Civil Partner (this code must be supplied as a default if a marital status is not held on the payroll/HR system. Failure to supply a marital status will result in the Basic record and all linked new/re-joiner records being rejected.)	Mandatory
Date of Birth	Member's Date of Birth		Mandatory
Ill Health Exclusion	Ill Heath Exclusion Medical Terms Retirement is no permitted	Y or Blank	
Other Name	Previous Surname		
Spouse Date of Birth	Spouse's Date of Birth		
NRD Override Date	NRD Override – Only populate where member has an entitlement to retire before normal retirement date e.g. member has reserved rights due to a TUPE from another scheme. Otherwise, Blank	Only applicable for legacy classic, premium and nuvos members. **MUST NOT** be populated for alpha members. Alpha members retirement date always linked to state pension date.	
Employer	The unique employer code as advised by Capita		

Data Format & File Layouts

Field	Content	Special Instructions	Mandatory
Paypoint	The unique paypoint code as advised by Capita		Mandatory
Location	Location Grade Code	Not normally supplied	
Age Evidence	An indicator to identify that member's age has been verified by the employer	Y = Yes N = No	
Decoration	The officer's decoration	e.g. BA(Hons)	
Date Marriage Ceased	Date member Marriage Ceased	Mandatory when providing marital status of divorced, widowed. It must not be supplied for member's who are currently married	
Bank Sort Code	The bank sort code.	Not normally supplied	
A/C Number	The bank account number	Not normally supplied	
Date first joined Civil Service	Date Joined Civil Service	The original Date of Entry to the Civil Service even if member has since left and re-joined	
Account Type	Relevant if person has a building society roll number.	Not normally supplied	
Multiple Appointment	Multiple Appointment Indicator. Used to link to another Hartlink record for concurrent employment.	Y = Yes N = No	
Contractual Rtmt	The contractual retirement date is only required if the employee has specific entitlements that allow them to retire earlier than standard scheme members.	Not normally supplied	
Bldg Soc	The building society roll number.	Not normally supplied	
Cabinet Office Approval Ind	Cabinet Office Approval to restart EEPA Indicator	Null = No Instruction Y = Yes N = No	

Data Format & File Layouts

Field	Content	Special Instructions	Mandatory
EPA Restart Ind	EPA/EEPA Restart Indicator	Only applicable for alpha members. **MUST NOT** be populated for any other members. Null = No Instruction A = Restart EPA B = Restart EEPA	
EPA Restart Date	EPA/EEPA Restart Date	Only applicable for alpha members **MUST NOT** be populated for any other members.	

3.2.2 Service History

Importance of Service History Data
Accurate and timely submission of Service History data is essential for ensuring correct pension calculations. This includes data used in the production of:
- Annual Benefit Statements
- Pension Saving Statements

What Constitutes Service History?
Service History on Hartlink includes more than just start and leaving dates. Common additional data types include:

- Unpaid leave
- Sick absence (e.g. sick leave at half pay — do not report sick leave at full pay)
- Family-related leave (e.g. maternity leave, shared parental leave)
- Opt-out periods

For a full list of service history start reasons, refer to Section 4.1 – Start Codes for Service History.

Reporting Returns from Absence
To report a return from an absence, submit a service history line with the start code RB – Return from Break. The start date must be the day after the absence ends, regardless of weekends or public holidays.

Example:
 If a member is on a non-reckonable break from Monday to Friday, the return date should be the following Saturday.

Important:
 Do not submit a "Return from Break" line when a member transitions from one type of absence to another (e.g. from statutory maternity to unpaid maternity).
 Do not provide an end date for the absence line in such cases.
 An end date should only be provided if the member leaves employment, including transfers to another government department.

Critical Fields
The fields Scheme, Scheme Category, and Status are crucial for determining the member's pension benefits. Ensure that:

- The correct and valid combination of these codes is used.
- Any invalid combinations will be rejected by the interface validation suite.

Data Format & File Layouts

Field	Content	Special Instructions	Mandatory
Name	Member's Name		
NI Number	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory
Alt Key	Paypoint and payroll number combined. Used as an employee identifier in conjunction with the National Insurance number	No embedded spaces allowed. **MUST** be prefixed with as provided by Capita. See Basic record instructions for full guidance	Mandatory
Start Date	Start date	The effective date of the service history start / change.	Mandatory
Start Reason	Start reason	See Section 4.1 for valid Hartlink Start Codes	Mandatory
End Date	End Date	Only required if not immediately followed by another service history record. An end date equal to the last day of service **MUST** be supplied for all leavers	
End Reason	End reason	See Section 4.4 for valid Hartlink End Reason Codes. Must be completed if ENDDTE is supplied in the same record.	
Scheme	The Pension Scheme the member belongs to	'PCS' = Eligible for PCSPS (even if opted out) 'CSO' = Eligible for alpha (even if opted out) 'N' = member opted out of eligible scheme. By analogy schemes may use other codes Partnership members must always be in PCSPS scheme	Mandatory
Scheme Category	Scheme category	See Section 4.3 for valid Hartlink Scheme Category codes	Mandatory
Status	Scheme Status	See Section 4.2 for valid Hartlink Scheme Status codes	Mandatory

Data Format & File Layouts

Field	Content	Special Instructions	Mandatory
Employer	The unique employer code as advised by Capita		Mandatory
Assumed Pay Code	Assumed Pay code	Only supplied where member is on an assumed pay absence. Values should be set to: Null =Normal pay 'A' = Assumed Pay 'R' = Reduced Pay Values should be sent on every service record supplied while the assumed pay applies	
EPA Suspension Code	EPA Suspension Code. Only applicable if member on an assumed pay absence and wishes to suspend their EPA contributions.	Only applicable for alpha members. **MUST NOT** be populated for any other members. Values should be set to: 'Null' EPA/EEPA not suspended 'A' EPA suspended (assumed pay) 'D' EEPA 60 only suspended (assumed pay) 'E' EEPA fully suspended (assumed pay) 'G' EEPA suspended (ineligible) Values should be sent on every service record supplied while EPA suspension applies.	
AP Suspension Code	AP Suspension Code. Only applicable if member on an assumed pay absence and wishes to suspend their AP contributions.	Only applicable for alpha members. **MUST NOT** be populated for any other members. Values should be set to: 'Null' AP not suspended 'A' AP suspended (assumed pay)	

Data Format & File Layouts

3.2.3 Salary History

Record Requirements:
- Both Notional Salary and Actual Salary must be provided, even for full-time employees.
- Allowance pay elements should be excluded from this file and instead reported separately in the Allowance History file.

Field	Content	Special Instructions	Mandatory
Name	Member's Name		
NI Number	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory
Alt Key	Paypoint and payroll number combined. Used as an employee identifier in conjunction with the National Insurance number	No embedded spaces allowed. **MUST** be prefixed with as provided by Capita. See Basic record instructions for full guidance	Mandatory
Start Date	Start date	Creates histories where salary information changes	Mandatory
Employer	The unique employer code advised by Capita		Mandatory
Paypoint	The unique employer code advised by Capita		Mandatory
Notional Pay	Notional Pay	The annual full-time salary. For Part-Time members this must be the full-time equivalent annual salary. A notional salary of zero must not be supplied in any circumstance	Mandatory
Contract	Contract Type	Enter M – Monthly Paid W – Weekly Paid 5 – 5 Day Week Paid 6 – 6 Day Week Paid	
End Date	Date Salary ceased	Do not supply when a new salary is being opened with immediate effect. An end date equal to the last day of service **MUST** be supplied for all leavers.	

Data Format & File Layouts

Field	Content	Special Instructions	Mandatory
Substantive Grade	Substantive Grade code.	Where populated, Grade code must also be supplied on the Grade Codes file.	
Salary / Wage Flag	Salary / Wage Flag	S = Salary W = Wage	
Actual Pay	Actual Pay	For part-time members enter the pro-rated annual salary. For full-time members enter the same as the notional pay field. An Actual salary of zero must not be supplied in any circumstance	Mandatory
Actual London Weighting	Actual London Weighting	Not normally supplied	
Actual Mark Time	Actual Mark Time	Not normally supplied	
Actual Reduced Pay	Actual Reduced Pay	Must always be supplied when member is on an assumed pay 'Reduced pay' absence (I.e. where Service History Assumed Pay Code is set to 'R')	

3.2.4 Payment History

The Pay History File includes:
•Pensionable earnings (for alpha members only)
•Contributions (for both Partnership and alpha members)

These values are reported on a cumulative year-to-date basis and are expected to increase monthly, unless the member is on unpaid leave or has opted out of the scheme. Validations are in place to ensure monthly increments.

•Start Date must always be set to 01/04/yyyy, even if the member joins the scheme later in the year.
•End Date should reflect the end of the pay month for which data is reported, or the member's leaving date if applicable.

Scheme Switching
When a member switches between Partnership and alpha (or vice versa), only the relevant pay history for that month should be submitted.

Example: If a member switches from Partnership to alpha in August, the August interface must include only one pay history line with scheme code CSO.

Important Notes:
•Upon switching, all contributions and pensionable earnings must reset to zero in the new pay history record.
•The new record should only reflect data from the month of the switch onward.
•The Start Date must still be 01/04/yyyy, even though the data begins from the switch date.

Change of Payroll Provider or Paypoint
If an employer changes payroll provider or introduces a new interface/paypoint mid-scheme year:

•Year-to-date figures must restart from zero.
•Previous balances must be disregarded.
•The Start Date must remain 01/04/yyyy, even though data begins from the point of change

Service Period Number
Service Period Numbers (SPNs) identify distinct periods of service and are typically set to 01. They must increment in the following cases:

•   Re-join within the same scheme year:
       •   Use 01 for the initial period and 02 for the re-join period.
•   Transfer between employers sharing the same paypoint:
       •   Increment the SPN for each new employment period.

In both cases:
- Contributions and pensionable earnings must reset to zero.
- The pay history must reflect only the new period's data.
- Start Date remains 01/04/yyyy.

Classic WPS Contributions
As of 31 March 2022, membership in the Classic section of PCSPS has ended. Therefore:

- WPS contributions must not be reported for periods starting on or after 01/04/2022.
- Any retrospective WPS contributions must be submitted outside the monthly interface.

Negative Values
Pay history records must not contain negative values. Validations will reject such entries.
To indicate a correction or refund:

- Submit the adjusted year-to-date figures (not the refunded amount).
- If this results in a negative balance across scheme years, set current contributions and earnings to zero.
- Any changes to closed scheme years must be communicated to Capita manually.

Regular Contributions for Pension Enhancements (AVCs)
For members making regular AVCs:

- Report cumulative year-to-date deductions only (exclude lump sums).
- Use the following fields:

  - PCSPS Added Pension: APAVC, APAVCM
  - Alpha Added Pension: APAVC2, APAVCM2
  - Added Years / Money Purchase AVCs: AYAVC, MPAVC
  - EPA Contributions: EPAAVC
  - EEPA Contributions: EEPA1AVC, EEPA2AVC, EEPA3AVC

Note: For EEPA, also provide the employee and employer contribution percentages.

During Assumed Pay Absences:

- Paid family leave: Contributions are based on actual pay.
- Other assumed pay (e.g., sick leave at half pay): Contributions are based on assumed pay.

For further guidance please review the business scenarios document.

Pensionable Earnings

The EARNINGS field applies only to alpha members and must reflect:

- Actual cumulative year-to-date pensionable earnings
- Pro-rated earnings for part-time members (not full-time equivalents)

Important: Earnings must be allocated to the scheme year they were earned, not when they were paid.

Retrospective Payments:
- If due and paid in the current scheme year: include in the current year-to-date balance.
- If due in a previous scheme year:
    - If the previous year is still open and the interface allows, allocate to that year's balance.
    - If not feasible, include in the current year's balance and raise a Statement of Work (SOW) with Capita to reallocate and correct CARE year-end data.

Field	Content	Special Instructions	Mandatory
Name	Member's Name		
NI Number	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory
Alt Key	Paypoint and payroll number combined. Used as an employee identifier in conjunction with the National Insurance number	No embedded spaces allowed. **MUST** be prefixed with as provided by Capita. See Basic record instructions for full guidance	Mandatory
Start Date	Start date	Always 01/04/yyyy (even for a new joiner who joins after 01/04)	Mandatory
Service Period Number	Service Period Number	See Service Period Number information for more details	Mandatory
End Date	End Date	Last day of the payroll processing month or date of leaving if earlier. An end date equal to the last day of service **MUST** be supplied for all leavers	Mandatory
Employer	The unique employer code as advised by Capita		Mandatory

Data Format & File Layouts

Field	Content	Special Instructions	Mandatory
Paypoint	The unique paypoint code as advised by Capita		Mandatory
NI Category	National Insurance Contribution Letter	Refer to HMRC website for advice	Mandatory
Total CO Earnings	Contracted Out Earnings	Not normally supplied	
WPS Contributions	Widows Pension Scheme Contributions	Only applicable for classic members. **MUST NOT** be populated for any other members. The cumulative total of any classic Widows Pension Scheme (WPS) contributions associated with the SPN, covering the period specified by the start and end dates in this tab.	
Added Years Contributions	Added Years Contributions	Only populate for contributing employees who took out Added Years contracts prior to 01.03.2008 when in the legacy classic or premium sections of the PCSPS. **MUST NOT** be populated for any other members.	
Money Purchase Contributions	Money Purchase Contributions	Contributions for Money Purchase AVCs.	
Scheme	The Pension Scheme the member belongs to	'CSO' = alpha (even if opted out) 'PCS' = PCSPS (even if opted out) Partnership members - Must be provided under PCS scheme Note: By analogy Schemes may use other codes but these need to be agreed with Capita before any pension data is supplied.	Mandatory
GNI Conts	Graduated National Insurance Contributions	Not normally supplied	
Cat'y E CO Earnings	Contracted-out earnings for employees with NI Category E.	Not normally supplied	

Data Format & File Layouts

Field	Content	Special Instructions	Mandatory
Added Years Family Benefit Conts	Added Years Family Benefits Contributions	Only populate for Added Years contracts that started prior to 01.03.2008. Employees who are now members of the alpha scheme can continue to pay towards PCSPS Added Years contracts; however, they must have been in the classic or premium sections of the PCSPS when the contract started. **MUST NOT** be populated for partnership members.	
Pre 78/88 WPS Conts	Pre 78/88 Widows Pension Scheme Contributions	Not normally supplied	
Scheme Conts	Scheme Contributions	Mandatory for alpha. **MUST NOT** be populated for partnership members.	
Employer Conts (P'ship)	Employer Contributions (Partnership)	Partnership employer contributions. **MUST NOT** be populated for any alpha members	
Employee Conts (P'ship)	Employee Contributions (Partnership)	Partnership employee contributions. **MUST NOT** be populated for any alpha members	
Earnings	Pensionable Earnings	Mandatory for alpha. **MUST NOT** be populated for partnership members.	
Added Pension AVCs	Recurring payment of Added Pension Contributions (Member and Spouse/Partner terms) for former PCSPS members	Only populate for alpha employees who started a PCSPS Added Pension contract when they were a member of classic, premium or nuvos. Employee must have chosen to continue to pay towards their PCSPS Added Pension contract when they transitioned to alpha **MUST NOT** be populated for any alpha (CSO) Added Pension contracts Year to date 'recurring contributions only i.e. excluding any Lump sum or employer payments, which must be sent to Capita manually	

Data Format & File Layouts

Field	Content	Special Instructions	Mandatory
Added Pension AVC (Member Only)	Recurring payment of Added Pension Contributions (Member only terms) for former PCSPS members	Only populate for alpha employees who started a PCSPS Added Pension contract when they were a member of classic, classic plus, premium or nuvos. Employee must have chosen to continue to pay towards their PCSPS Added Pension contract when they transitioned to alpha **MUST NOT** be populated for any alpha (CSO) Added Pension contracts Year to date 'recurring contributions only i.e. excluding any Lump sum or employer payments, which must be sent to Capita manually	
Added Pension AVC - alpha	Recurring payment of alpha (CSO) Added Pension Contributions (Member and Spouse/Partner terms)	Eligible to alpha members only. Contract must have started after the member joined alpha. **MUST NOT** be provided for partnership members Year to date 'recurring payment' contributions only i.e. excluding any Lump sum or employer payments	
Added Pension AVC- Alpha (Member Only)	Recurring payment of alpha (CSO) Added Pension Contributions (Member only terms)	Eligible to alpha members only. Contract must have started after the member joined alpha. **MUST NOT** be provided for partnership members Year to date 'recurring payment' contributions only i.e. excluding any Lump sum or employer payments	
EPA AVC	Recurring payment for EPA contributions	Eligible to alpha members only. **MUST NOT** be provided for partnership members Year to date 'recurring payment' contributions only i.e. excluding any Lump sum or employer payments	

Data Format & File Layouts

Field	Content	Special Instructions	Mandatory
EEPA1 AVC	Recurring payment of EEPA 65 Employee Contributions	Eligible to specific alpha members only. **MUST NOT** be provided for any other members Year to date 'recurring payment' contributions only i.e. excluding any Lump sum or employer payments	
EEPA2 AVC	Recurring payment of EEPA 60 Employee Contributions	Eligible to specific alpha members only. **MUST NOT** be provided for any other members Year to date 'recurring payment' contributions only i.e. excluding any Lump sum or employer payments	
EEPA3 AVC	Recurring payment of EEPA 65 Employee Contributions	Eligible to specific alpha members only. **MUST NOT** be provided for any other members Year to date 'recurring payment' contributions only i.e. excluding any Lump sum or employer payments	
EPA Employee Contribution Rate	EPA/EEPA Employee Contribution Percentage	Eligible to alpha members only. **MUST NOT** be provided for partnership members Required when submitting contributions for an EPA/EEPA	
Employer EEPA Contribution Percentage	Employer EEPA Contribution Percentage	Eligible to specific alpha members only. **MUST NOT** be provided for any other members Only required when submitting contributions for an EEPA	

3.2.5 Address History
- A complete address must always be provided.
- If an address with the same Name Code and Address Code already exists, it will be deleted and replaced by the new one.
- Do not use asterisks to remove individual address lines.
- A Post Code is mandatory for:
    - All UK addresses
    - All non-British Forces Post Office (BFPO) addresses

Relevant Tabs in the Hartlink Manual Interface
- Home Address
- Office Address

Field	Content	Special Instructions	Mandatory
Name	Member's Name		
NI Number	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory
Alt Key	Paypoint and payroll number combined. Used as an employee identifier in conjunction with the National Insurance number	No embedded spaces allowed. **MUST** be prefixed with as provided by Capita. See Basic record instructions for full guidance	Mandatory
Address Line 1	Address Line 1	Ensure no duplication of address data – only one line of address per line – Post Code must not be entered here	Mandatory
Address Line 2	Address Line 2	Ensure no duplication of address data – only one line of address per line – Post Code must not be entered here	
Address Line 3	Address Line 3	Ensure no duplication of address data – only one line of address per line – Post Code must not be entered here	
Address Line 4	Address Line 4	Ensure no duplication of address data – only one line of address per line – Post Code must not be entered here	
Address Line 5	Address Line 5	Ensure no duplication of address data – only one line of address per line – Post Code must not be entered here	

Data Format & File Layouts

Field	Content	Special Instructions	Mandatory
Postcode	Postcode	Postcode must be on this line	Required if Country field not populated
Country	Country	Must be blank if a UK address.	Required if address is not in UK
Addressee Name	Addressee Name		
Tel No 1	Telephone Number		
Tel No 2	Secondary Telephone Number		
Effective Date	Address Effective Date		
Mail Sort Code	Mail Sort Code	Not normally supplied	
Email Address	Email Address		

Data Format & File Layouts

3.2.6 Bonus History

Record Requirements:
- Only pensionable bonuses should be included in this dataset.
- Non-pensionable bonuses must not be reported.
- For clarity, in pension terms, a bonus is typically defined as a one-off, claimable daily pensionable payment, such as Sunday overtime (premia only)

Field	Content	Special Instructions	Mandatory
Name	Member's Name		
NI Number	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory
Alt Key	Paypoint and payroll number combined. Used as an employee identifier in conjunction with the National Insurance number	No embedded spaces allowed. **MUST** be prefixed with as provided by Capita. See Basic record instructions for full guidance	Mandatory
Effective Date	Effective date of bonus	Date the bonus was earned (not when paid)	Mandatory
Paypoint	The unique paypoint code as advised by Capita		Mandatory
Bonus Code	Bonus Code	Bonus code must also be supplied on the Bonus Codes file.	Mandatory
Employer	The unique employer code as advised by Capita		Mandatory
Amount	Bonus Amount	The amount of pensionable bonus paid	Mandatory
Pensionable Flag	Pensionable Flag	Y = Yes	
Industrial Flag	Industrial Flag	N (or space) = Not Industrial I = Industrial	
Pre 75 Reckonable	Pre 75 Reckonable	N (or space) = Not Included Y = Included in Basic Wages (Industrial Grades only)	
Basic Pay Reckonable	Basic Pay Reckonable	Y = Yes N = No	

Data Format & File Layouts

3.2.7 Allowance History

Record Requirements:
- Both Notional Allowance and Actual Allowance values must be provided.
- The value in the Allowance Code field must correspond to a valid entry in the Allowance Codes file.
- Non-pensionable allowances must not be included in this dataset.

Field	Content	Special Instructions	Mandatory
Name	Member's Name		
NI Number	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory
Alt Key	Paypoint and payroll number combined. Used as an employee identifier in conjunction with the National Insurance number	No embedded spaces allowed. **MUST** be prefixed with as provided by Capita. See Basic record instructions for full guidance	Mandatory
Start Date	The date the allowance started or the date the allowance changed.		Mandatory
Paypoint	The unique paypoint code as advised by Capita		Mandatory
Employer	The unique employer code as advised by Capita		Mandatory
Allowance Code	Allowance Code	Where populated, the allowance code must also be supplied on the allowance Codes file. All histories relating to the same allowance must have the same allowance code. Start and end dates must not overlap with allowances that have the same allowance code.	Mandatory
Pensionable Flag	Pensionable Flag	Y = Yes N = No	

Data Format & File Layouts

Field	Content	Special Instructions	Mandatory
End Date	Date Allowance ceased **MUST** always be populated for all Spread Bonuses.	Must be populated when: 1. Member leaves with an open allowance on their last day of service (LDS).Enter a date equal to the LDS supplied in the service history file. 2. Where employee is no longer eligible for the allowance: Enter the date the allowance entitlement ceased. NOTE: for scenario 2, allowances can also be ended by supplying an allowance record with an Allowance Code = to the allowance being ended, an Allowance Rate & Actual Rate of Allowance of 0.00 and a Start Date of the next calendar day after the Allowance ceased. An allowance end date should not be supplied where amending the rate of a continuing allowance. Doing so can result in allowance records being rejected for overlapping dates.	
Allowance Rate	Notional allowance rate	The annual full time allowance value must be Provided. For Spread Bonuses enter the total amount paid between the Start and End dates. See section 2.10 for more details on Spread Bonuses. A zero allowance **MUST NOT** be provided to show a period of unpaid absence.	Mandatory
Industrial Flag	Industrial Flag	N (or space) = Not Industrial. I = Industrial	
Pre 75 Reckonable	Pre 75 Reckonable	N (or space) = Not Included. Y = Included in Pre 75 Salary (Industrial Grades only)	
Basic Pay Reckonable	Basic Pay Reckonable	Not normally supplied	

Data Format & File Layouts

Field	Content	Special Instructions	Mandatory
% Shift Allowance	% Shift Allowance	Enter the portion of your salary allocated to the allowance as a whole number. For example, enter 20 for 20 percent.	
Actual Rate of Allowance	Actual rate of allowance	For a part-time member enter the actual (prorated) annual allowance rate. For full time members, the rate will be the same as the annual notional allowance rate.	Mandatory
Reduced Notional Rate	Reduced Notional Rate	Not normally supplied	
Reduced Actual Rate	Actual reduced rate of allowance	Must always be supplied when member is on an assumed pay 'reduced pay' absence (I.e. where Service History Assumed Pay Code is set to 'R') A new record with this field space filled must be supplied once the reduced assumed pay absence ceases. This field must not be populated on any other occasion	

Data Format & File Layouts

3.2.8 Part Time History

Record Description:
This record contains contractual data for part-time employees. To enable accurate pro-rata calculations, both full-time and part-time hours must be provided.

Field	Content	Special Instructions	Mandatory
Name	Member's Name		
NI Number	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory
Alt Key	Paypoint and payroll number combined. Used as an employee identifier in conjunction with the National Insurance number	No embedded spaces allowed. **MUST** be prefixed with as provided by Capita. See Basic record instructions for full guidance	Mandatory
Start Date	Start date	The date part time working pattern started or date of change to working pattern	Mandatory
Employer	The unique employer code advised by Capita		Mandatory
End Date	Date part time service ceased	Enter if member becomes Full Time. An end date equal to the last day of service **MUST** be supplied for all leavers where member is part-time on their last day of service	
Part Time Hours	Part-Time Hours	Enter Contractual Hours per week to nearest .01 hours. For example, 28 hours and 48 minutes must be entered as 28.80 (see conversion table below)	Mandatory
Full Time Hours	Full-Time Hours	Enter Net Full Time Equivalent Hours per week in same format as Part Time Hours	Mandatory
Hours Type	Hours Type	N = Net (Excludes lunch break) G = Gross (Includes lunch breaks)	

Data Format & File Layouts

The following table provides a reference for converting minutes into decimal hours, which is essential for accurately recording part-time hours.

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	0.02	22	0.37	43	0.72
2	0.03	23	0.38	44	0.73
3	0.05	24	0.40	45	0.75
4	0.07	25	0.42	46	0.77
5	0.08	26	0.43	47	0.78
6	0.10	27	0.45	48	0.80
7	0.12	28	0.47	49	0.82
8	0.13	29	0.48	50	0.83
9	0.15	30	0.50	51	0.85
10	0.17	31	0.52	52	0.87
11	0.18	32	0.53	53	0.88
12	0.20	33	0.55	54	0.90
13	0.22	34	0.57	55	0.92
14	0.23	35	0.58	56	0.93
15	0.25	36	0.60	57	0.95
16	0.27	37	0.62	58	0.97
17	0.28	38	0.63	59	0.98
18	0.30	39	0.65		
19	0.32	40	0.67		
20	0.33	41	0.68		
21	0.35	42	0.70		

3.2.9 Short-Time Hours History – Single Records

Record Purpose:
This record is used to report daily additional hours worked by part-time employees in the same role, beyond their contractual hours, up to and including the full-time conditioned hours.

Important Usage Guidelines:
- Do not use this record for full-time employees.
- It must not be used to compensate for hours lost due to unpaid absences, including AWOL or industrial action.
- Hours may be negative if fewer hours than the part-time contracted hours were worked.
- Time must be recorded to the nearest quarter hour, expressed in decimal format (e.g., 5 hours and 15 minutes = +5.25).
- The effective date must fall within a valid period of part-time employment.

Field	Content	Special Instructions	Mandatory
Name	Member's Name		
NI Number	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory
Alt Key	Paypoint and payroll number combined. Used as an employee identifier in conjunction with the National Insurance number	No embedded spaces allowed. **MUST** be prefixed with as provided by Capita. See Basic record instructions for full guidance	Mandatory
Effective Date	Effective date – The day on which the adjusted hours were worked	Create records per day where a part-time employee has worked additional conditioned hours	Mandatory
Hours Variation	Hours Variation	May be negative if so format "-12.50"	Mandatory
Employer	The unique employer code advised by Capita		Mandatory

3.2.10 Short-Time Hours History – Accumulated Records

Record Purpose:
This record is used to report weekly additional hours worked by a part-time employee in the same role, beyond their contracted hours, up to and including the full-time conditioned hours.

Usage Guidelines:
- This record must not be used for full-time employees.
- It must not be used to recover hours lost due to unpaid absences, including AWOL or industrial action.
- Any reporting period longer than one week must be pre-approved by Capita.
- Hours may be negative if fewer than the contracted part-time hours were worked.
- Time must be recorded to the nearest quarter hour, using decimal format (e.g., 5 hours and 15 minutes = +5.25).
- The start and end dates must fall within a valid period of part-time employment.
- Failure to meet this requirement will result in the record failing interface validation

Field	Content	Special Instructions	Mandatory
Name	Member's Name		
NI Number	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory
Alt Key	Paypoint and payroll number combined. Used as an employee identifier in conjunction with the National Insurance number	No embedded spaces allowed. **MUST** be prefixed with as provided by Capita. See Basic record instructions for full guidance	Mandatory
Start Date	Period Start Date	The Start date of the period over which the hours in Hours Variation have been worked	Mandatory
End Date	Period End Date	The End date of the period over which the hours in Hours Variation have been worked	Mandatory
Hours Variation	Hours Variation	May be negative if so format "12.50"	Mandatory
Employer	The unique employer code advised by Capita		Mandatory

3.2.11 WPS Rate History

Record Purpose:
The WPS (Widows Pension Scheme) rate history on Hartlink serves as an official record of the contribution rate elected by a Classic scheme member toward the provision of a widow's pension. This rate, typically 1.5% and always in multiples of 1.5% if higher, reflects the member's commitment to securing survivor benefits. The WPS rate, alongside other pension records held in Hartlink, is used to calculate pension entitlements and may influence the value of pension payments, lump sums, and compensation payable under the Classic scheme.

Important Note:
Members must not be paying WPS (Widows Pension Scheme) contributions beyond 31 March 2022. Any contributions recorded after this date are not valid and should be reviewed.

Field	Content	Special Instructions	Mandatory
Name	Member's Name		
NI Number	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory
Alt Key	Paypoint and payroll number combined. Used as an employee identifier in conjunction with the National Insurance number	No embedded spaces allowed. **MUST** be prefixed with as provided by Capita. See Basic record instructions for full guidance	Mandatory
Start Date	Start Date	The employee's Classic scheme start date, typically their first day of service.	Mandatory
Percent	Percent	Enter the WPS contribution rate as a decimal (e.g. 1.5 for 1.5%). Normally in multiples of 1.5% Do not include the % sign	Mandatory
End Date	End Date		

3.2.12 Scheme Contribution Rate History

Record Purpose:
This file is used to report the applicable scheme contribution rates for each pay cycle. It should only be submitted when there is a change in the contribution rate from the previously provided value.

Important Notes:
- Do not include any Added Years (AY), Added Pension (AP), EPA, or EEPA contributions in this file.
- Member contribution rates must be determined based on the annualised value of actual pay received.

Field	Content	Special Instructions	Mandatory
Name	Member's Name		
NI Number	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory
Alt Key	Paypoint and payroll number combined. Used as an employee identifier in conjunction with the National Insurance number	No embedded spaces allowed. **MUST** be prefixed with as provided by Capita. See Basic record instructions for full guidance	Mandatory
Start Date	The start date of paying scheme contributions at a particular rate	Always the 1st day of the month even if the employee new joiner date is later than the 1st.	Mandatory
Percent	Percent Contribution	Applicable tiered scheme contribution rate	Mandatory

4. Code Translation Table

4.1 Start Codes for use on Service History

Start codes are used to help Capita identify the reason for each service history entry. Only the approved start codes listed below are permitted in the interface.

Any start code not included in the approved list will be rejected by interface validations.

Code	Start Reason	Level (applicable for paid absences only)
B	Start of Break	
BIA	Unpaid Absence – Industrial Action	
BUA	Unauthorised Absence - Unpaid	
C	Change of Circumstances	
LN	Special Leave without Pay	
MF	Maternity/Adoption/Paternity/Shared Parental Leave – Full Pay	1
MN	Maternity/Adoption/Paternity/Shared Parental Leave – Unpaid	
MS	Maternity/Adoption/Paternity/Shared Parental Leave – Statutory Pay	1
N	New Joiner/Re-Joiner	
OI	Opting In	
OO	Opting Out	
RB	Return from Break	
SH	Sick Leave – Half Pay	2
SN	Sick Leave - Unpaid	
T	Transition	
TS	Transfer to Partnership Scheme	
VN	Unpaid Leave	
XN	Suspension without pay	
ZZ	Leaver Data where Start Date is indeterminable	

Code Translation Table

Absence Level	EPA & Added Pension contribution values (a percentage of)	Member contributions values (a percentage of)	Annualised pensionable earnings for assessing contribution band
Level 1	Actual Pay	Reduced Actual Pay	Reduced Actual Pay
Level 2	Assumed Pay	Reduced Actual Pay	Reduced Actual Pay

Absence records are used by Hartlink as part of a member's Service History. Only absences that impact the member's pension should be reported.

For example, do not submit absences such as Sick Leave on Full Pay, as these have no effect on pension entitlement.

Important Note:
When submitting a Return from Break (RB) service history record, the start date must be the day immediately following the end date of the absence—this applies regardless of whether the next day is a weekend or public holiday.

Example:
If a member is on a non-reckonable absence from Monday to Friday, the RB record start date must be the Saturday.

4.2 Status Codes for use on Service History

Only the approved status codes listed below are accepted by the interface.

Any status code not included in this list will be rejected by the interface validation suite.

Code	Status
A	Permanent Appointment
AO	Permanent (Opted Out)
AS	Permanent (Partnership)
B	Unpaid Break
BO	Unpaid Break (Opted Out)
BS	Unpaid Break (Partnership)
C	Casual
CS	Casual (Partnership)
F	Fixed-Term Appointment
FS	Fixed-Term Appointment (Partnership)
H	Half Pay
HO	Half Pay (Opted Out)
HS	Half Pay (Partnership)

Code Translation Table

4.3 Scheme Category Codes for use in Service History

Only the approved scheme category codes listed below are accepted by the interface.

Any other scheme category code will be rejected by the interface validation suite.

Code	Scheme Category
A	Reckonable (alpha)
C	Reckonable (nuvos) - not valid for service history start dates after 31.03.2022
P	Reckonable (classic) – not valid for service history start dates after 31.03.2022
P2	Reckonable (premium/classic plus) - not valid for service history start dates after 31.03.2022
N	Non-Qualifying (Non-Reckonable)
Q	Non-Reckonable (Qualifying)
QS	Qualifying Sick Leave
N1	Non-Qualifying (Non-Reckonable) – Scottish Widows - only valid for start dates earlier than 01.09.2018
N2	Non-Qualifying (Non-Reckonable) – Standard Life - only valid for start dates earlier than 01.09.2018
N3	Non-Qualifying (Non-Reckonable) – AMP / NPI - only valid for start dates earlier than 01.09.2018
N4	Non-Qualifying (Non-Reckonable) – Legal & General post 01/09/2018
Q1	Non-Reckonable (Qualifying) – Scottish Widows - only valid for start dates earlier than 01.09.2018
Q2	Non-Reckonable (Qualifying) – Standard Life - only valid for start dates earlier than 01.09.2018
Q3	Non-Reckonable (Qualifying) - AMP / NPI - only valid for start dates earlier than 01.09.2018
Q4	Non-Reckonable (Qualifying) – Legal & General post 01/09/2018
S1	Partnership Scheme – Scottish Widows - only valid for start dates earlier than 01.09.2018
S2	Partnership Scheme – Standard Life - only valid for start dates earlier than 01.09.2018
S3	Partnership Scheme - AMP / NPI - only valid for start dates earlier than 01.09.2018
S4	Partnership Scheme – Legal & General post 01/09/2018

Code Translation Table

4.4 End Reason for use on Service History

Only the approved end reason codes listed below are accepted by the interface.

Any other end reason code will be rejected by the interface validation suite.

Code	Reason for Leaving Code
3	Retirement with Pension
4	End of Contract
5	Resignation
6	Secondment
7	Death
9	Redundancy
10	Dismissal
14	Transfer Out of Pay Centre
15	Transfer to Other Government Dept.
18	Approved Early Retirement
19	Actuarially Reduced Retirement
20	Premature Retirement for Inefficiency
21	Retirement on Grounds of Ill Health
24	Dismissal with Compensation
25	Dismissal without Compensation
46	Transition to alpha

4.5 Titles

Only the approved titles listed below are accepted by the interface.

Any other title code will be rejected by the interface validation suite.

Code	Title Translation
MR	Mr
MRS	Mrs
MISS	Miss
MS	Ms
DR	Doctor
REV	Reverend
MX	Mx

5. Coded data files for Hartlink

In addition to the import templates used for member data, there are also dedicated templates for coded data related to:

- **Allowances**
- **Bonuses**
- **Salary Grades**

If any of these coded data items are referenced within member records, they must also be included in the corresponding code files listed below. Failure to do so may result in validation errors during the import process.

5.1 File Name Allowance Codes

Field	Content	Special Instructions	Mandatory
Code	Allowance Code		Mandatory
Description	Code Description	Establish the allowance in payment	Mandatory
Pensionable Indicator	Pensionable Indicator	Y/N Indicator to show if Allowance is Pensionable (Nb Only Pensionable Allowances should be supplied)	Mandatory
Spread Bonus Indicator	Spread Bonus Indicator	Y = Yes See section 2.10 for more details on Spread Bonuses	
Industrial Indicator	Industrial Indicator	N (or space) = Not Industrial I = Industrial	
Basic Pay Reckonable Indicator	Basic Pay Reckonable indicator	N (or space) = Not Included Y = Included in Basic Pensionable Salary (Industrial Grades Only)	
Pre 75 Reckonable Indicator	Pre 75 Reckonable indicator	N (or space) = Not Included Y = Included in Pre 75 Pensionable Salary (Industrial Grades Only)	

Coded data files for Hartlink

5.2 File Name Bonus Codes

Field	Content	Special Instructions	Mandatory
Code	Bonus Code		Mandatory
Description	Code Description	Establish the allowance in payment	Mandatory
Pensionable Flag	Pensionable Flag	Y/N Flag to show if Allowance is Pensionable. Only supply Pensionable Allowances	Mandatory
Industrial Flag	Industrial Flag	N (or space) = Not Industrial I = Industrial	
Basic Pay Indicator	Basic Pay Reckonable Indicator	N (or space) = Not Included Y = Included in Basic Pensionable Salary (Industrial Grades Only)	
Pre 75 Basic Indicator	Pre 75 Reckonable Indicator	N (or space) = Not Included Y = Included in Pre 75 Pensionable Salary (Industrial Grades Only)	

5.3 File Name Grade Codes

Field	Content	Special Instructions	Mandatory
Code	Bonus Code		Mandatory
Description	Code Description	Establish the salary grade in payment	Mandatory
Uniformed Grade	Uniformed Grade	Indicates whether the code relates to a uniformed Grade. ('Y' = Uniformed, 'N' = Non-Uniformed)	Mandatory
Industrial Flag	Industrial Flag	Indicates whether the code relates to an Industrial Grade ('I' = Industrial, 'N' = 'Non-Industrial')	