



**Standard Interface
Developers Guide**

Version 1.1

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Version history

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1.1	07/08/2025	Senior Data Analyst	Updated page 25 MCESSDTE file position to updated to 294 and Page 45 IND75FLG Data Format updated to C, Field Length 1 and File position from and to as 72, Filler line also added.

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 Standard Interface. This interface processes extract files—specifically ‘Changes’ and ‘Deletions’—formatted in a fixed-width record structure.

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 (DVF’s) 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.

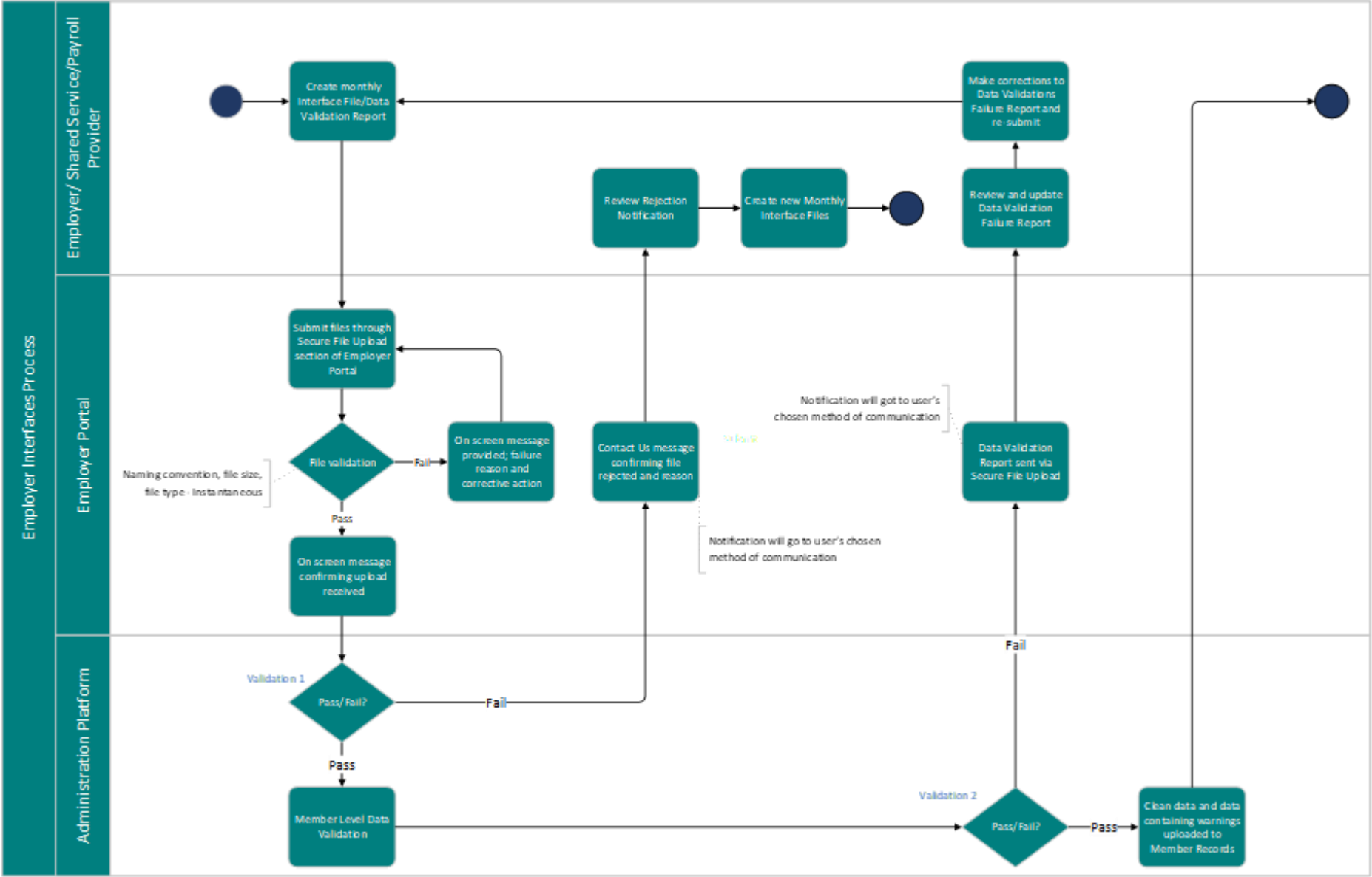
1.1 Purpose

This document outlines the data requirements and file structures for the Standard 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 Standard 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, 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 Data Provision

When should the interface be submitted?

The interface must be submitted monthly, in line with the schedule provided by Capita.

What should the interface contain?

The interface consists of two distinct sets of files:

- **Changes/Additions**
- **Deletions**

Each set should include only data that has changed, added or needs to be removed since the previous submission. These updates typically relate to the following types of payroll transactions:

Record Type	Hartlink action	Supplied in
Inserts – new payroll records	This will be inserted as a new record on Hartlink	Change Files
Updates – amended payroll records	This will update an existing Hartlink record	Change Files
Deletions – purged/deleted records or amendments to data that impacts Hartlink Key Fields	This will delete an existing Hartlink record	Deletion Files

General Data Requirements

What Are Inserts?

The majority of records submitted to Capita via the interface files are classified as inserts. These are new records that do not modify or remove existing data—they simply create additional entries.

For example:

- An employee receives a salary increase
- A new pensionable bonus is paid to a member
- A member goes on a form of absence, triggering a new service history record

Inserts occur in Hartlink when a valid interface record does not match an existing record in the system. As a result, it is treated as a new entry and loaded accordingly.

What Are Updates?

Updates are records submitted to correct or amend existing data in Hartlink—not to delete it. These records are used when previously submitted information needs to be revised.

Examples include:

- Correcting a previously submitted pensionable bonus amount
- Updating salary, service, part-time status, or allowance records when a member leaves, by re-supplying the data with a leaver date added

An update occurs in Hartlink when a valid interface record matches an existing record using the defined [Key Fields](#). Instead of creating a new entry, the system overwrites the existing record with the updated information.

Both inserts and updates are submitted using the data format outlined in [Section 4 – Data Format & File Layouts](#), and together they form the Change files.

Note: Do not submit repeated historical data where the only change is the start date. For example, avoid resubmitting salary history each month unless there is a genuine change in the data—such as a revised Notional or Actual Salary.

What Are Deletions?

Deletions are records submitted through the interface to remove existing data from Hartlink. These are only required in the following scenarios:

- When a change in payroll affects a Hartlink [Key Field](#) (e.g. a change to the start date of a pensionable bonus), or
- When a record previously submitted in error needs to be completely removed (e.g. an incorrect pensionable bonus payment).

General Data Requirements

Deletion records must be submitted in a separate set of files known as Deletion files, which follow the same format and file length as the Change files ([see Section 4 – Data Format & File Layouts](#)).

Important: Deletion records must not be included in the Change files.

To distinguish them, all Deletion file names must be prefixed with a ‘D’. Refer to [Section 2.4 – File Naming and Sequencing for full naming conventions](#).

A deletion occurs in Hartlink when a valid deletion record matches an existing record using the appropriate [Key Fields](#).

Additional Guidance:

- The content of the Deletion file must exactly match the data previously submitted in the Change file.
- If a deletion is due to a change in a Key Field, you must also submit a corresponding Update record with the corrected data.
- Changes to non-key fields (e.g. Notional Pay) do not require a deletion. These should be submitted via the Change files.
- Address records are handled on an add/replace basis and do not require deletion. Submit a full new address if any part of it changes.
- Basic records cannot be deleted via the interface. If a full removal of a member’s record is necessary, you must contact Capita directly.
- Data in Deletion files must not be included in the Control Totals file (prefixed with CTOT).
- In rare cases where only a specific field (not the entire record) needs to be cleared, use asterisks (*) to overwrite each character in that field within the Change file.

Note: This method does not apply to Basic or Address records.

Summary

What we need you to submit	What you mustn’t submit
All changes to data since your last periodic interface submission.	Repeated history files where only the start/effective date has changed.
All files in accordance with the agreed submission schedule.	Deletions in the Change files.
Separate sets of Change and Deletion files both to have the same sequence number.	Amendments to non-key fields in the Deletion files.
Deletion files with a prefix of D.	Basic or Address records in the Deletion files.
Deletion files in the same format and fixed length as the change files.	Deletion counts and totals in the Control Files
Data in the Deletion files that matches the data previously sent	

Still unsure?

If you have any questions or need further clarification, please contact your Capita Interface Analyst for additional guidance and support.

General Data Requirements

2.3 Data Types

The data items required in the interface can be grouped into five distinct data types:

Data Type	Submitted on Interface File Type
Personal	BASIC, ADDRESS
Service	SERVICE HISTORY, HOURS HISTORY, SHORT TIME HOURS
Pay	SALARY HISTORY, ALLOWANCE HISTORY, BONUS HISTORY, SCHEME CONTRIBUTION RATE HISTORY, PAY HISTORY
Code files	ALLOWANCE CODES, BONUS CODES, SALARY GRADE CODES
Control files	CONTROL TOTALS FILE

Build specification details for each record type can be found in the following sections:

- [Section 4 – Data Format & File Layouts](#)
- [Section 6 – Coded Data Files for Hartlink](#)
- [Section 7 – Control Totals](#)

2.4 File Names and Sequence Numbers

All records adhere to a standardized naming convention, which consists of:

- Three characters indicating the file type or category
- Followed by the four-character paypoint code (PAYPNT) provided by Capita
- Concluded with a three-character run or sequence number

Example:

For the Basic file set, the format would be: BASxxxx.nnn

Where:

- xxxx represents the PAYPNT code
- nnn is the run/sequence number

Important Note:

The initial Change and Deletion files should begin with sequence number 002.

Sequence number 001 is reserved exclusively for new payroll cutover files, which are used to establish data on Hartlink with an effective date corresponding to the first day of the payroll period. Each month, the sequence number must increment by one (e.g., if the previous month’s file was 002, the next should be 003). Once the sequence number reaches 999, it should reset back to 001.

General Data Requirements

A complete list of file names is provided below:

Hartlink Record Type Name	Interface Change File Name	Interface Deletion File Name
BASIC RECORD	BASxxxx.nnn	N/A - Basic records cannot be deleted via the interface.
ADDRESS RECORD	ADDxxxx.nnn	N/A - Address records are loaded to Hartlink on an add/replace basis so not require deletion files.
SERVICE HISTORY	SERxxxx.nnn	DSERxxxx.nnn
PART TIME HOURS	HRSxxxx.nnn	DHRSxxxx.nnn
SHORT TIME HOURS	STHxxxx.nnn	DSTHxxxx.nnn
SHORT TIME HOURS (ACCUMULATED)	ST2xxxx.nnn	DST2xxxx.nnn
SALARY	SALxxxx.nnn	DSALxxxx.nnn
ALLOWANCE	ALLxxxx.nnn	DALLxxxx.nnn
BONUS	BONxxxx.nnn	DBONxxxx.nnn
PAY HISTORY	PAYxxxx.nnn	DPAYxxxx.nnn
SCHEME CONTRIBUTION RATE HISTORY	SCRxxxx.nnn	DSCRxxxx.nnn

2.5 Mandatory Fields

To maintain data integrity, the interface enforces the use of mandatory fields. When submitting a record, all required mandatory data must be included—regardless of whether the data has changed.

Records missing mandatory information will be rejected and flagged in the employer’s Data Validation Report (DVR).

A comprehensive list of mandatory fields is available in [Section 4 – Data Format & File Layouts](#).

If no data is applicable for a specific record type, that record type does not need to be submitted.

General Data Requirements

2.6 Use of End Dates in Dated History Records

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.

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.

General Data Requirements

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.

2.7 Code Translations

The interface supports the use of codes to represent a member's Salary Grade, Allowance, and Bonus details. These codes must be accompanied by a corresponding Codes File submission that defines and explains each code used.

If a code appears in a member's record but is not included in the [Codes File](#), that specific line of data will be rejected by the interface.

2.8 Control Total Files

For each Paypoint, a single Control Totals file must accompany every set of Change and Deletion files submitted. The Hartlink Interface will use this file to:

- Verify that the Control Totals match the contents of the associated data files.
- Confirm that all expected files have been received.

Important:

Data from Deletion files must not be included in the Control Totals file.

File Naming Convention

The Control Totals file must follow this naming format:

CTOTxxxx.nnn

Where:

- xxxx is the unique 4-character Paypoint Code (PAYPNT) for the payroll.
- nnn is the sequence number.

Example:

The first Control Totals file for employer ABCD should be named:

CTOTABCD.001

For detailed file layout specifications, refer to [Section 7 – Control Totals](#).

General Data Requirements

2.9 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 ASSPAYCD field is accurately populated.

2.10 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

Important Note:

When submitting an assumed pay earnings figure for a Level 1 reduced pay absence, the corresponding Service History record must have the ASSPAYCD field set to ‘R – Reduced Pay’.

2.11 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 4.3.10 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 ERESTIND (EPA Restart Indicator) and ERESTDT (EPA Restart Date) fields in the Basic record during the first monthly interface after rejoining ([See Section 4.3.1 for details](#))

General Data Requirements

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 ASSPAYCD (Assumed Pay Code) and ESUSCDE (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 RACTPAY (Actual Reduced Pay) field in the Salary file
- Provide the RACTRATE (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.

2.12 CARE Year End Processing

In a Career Average (CARE) pension scheme, pension benefits are built up based on a percentage of the earnings in each scheme year, which runs from April to March. This applies to members of the nuvos scheme (pre-1 April 2022) and the alpha scheme.

To ensure accurate calculation of these benefits, employers must confirm that the payroll year-end has been closed—meaning they are confident that no further changes will be made to earnings or contributions in the Pay History.

What we need you to submit to close the scheme year	What you mustn't submit
Populate the field 'YRCLOSE' in the Control Totals File with the year of the end of year to closed e.g. 2025 the year 2024 to 2025	Retrospective changes to the Pay History after a scheme year has been closed
Supply the YRCLOSE date in your March or April interface	

2.13 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 ALLOW.txt (Allowance Code file) must flag these as Spread Bonuses by setting the SBFLG (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. Employer Payroll Interface Cutover Approach

Payroll Supplier Change – Data Cutover Requirements

When an employer transitions to a new payroll supplier, a structured data cutover process must be followed to ensure continuity and accuracy. It is essential to engage with Capita at least six months prior to the live data migration. Early engagement has consistently resulted in fewer issues during cutover and ensures that all stakeholders understand their roles and responsibilities.

Cutover Process Overview

- **Closure of Historical Records**
Capita will close all open history records provided by the outgoing payroll provider. These records will be assigned an end date corresponding to the final day of payroll administration.
- **Provision of Cutover Files**
The incoming payroll supplier must submit a complete set of cutover interface files to Capita. These files must reflect the “Day 1” position of all eligible employees on the new payroll, referred to as the Cutover Date. This ensures seamless data continuity between the old and new systems.

Minimum Data Requirements

If there are 1,000 active scheme members (including those who have opted out or chosen partnership) on the final day of the outgoing payroll, the cutover files must include at minimum:

- 1,000 Basic records
- 1,000 Address records
- 1,000 Service History records*
- 1,000 Salary records

Additional records must be included where applicable:

- Part-time Hours – for members with active part-time service
- Allowances – for members with open allowances

*Service History records must use the start reason ‘N - New Joiner’, except in the following cases:

- Member is on full pay, statutory pay, or unpaid maternity leave
- Member is on half pay or unpaid sick leave (Note: sick full pay must not be included in cutover or monthly change files)
- Member is on non-reckonable absence (e.g., career break, special unpaid leave)
- Member has opted out

For these exceptions, the start code, scheme, scheme category, and status must exactly match the records held on Hartlink as of the final day of the outgoing payroll and must comply with the guidance provided in this document.

Important Notes

- Do not include any changes in member circumstances that occur on the cutover date in the cutover files. These should be reported in the first monthly change file following the initial payroll run on the new system.
- If you are unsure about the appropriate service history record format, please consult your Capita interface analyst for guidance.
- Cutover files must include all eligible members, including those who have opted out or are in partnership arrangements. Transactional data from the new payroll must not be included

Applicability

This cutover process also applies when:

- An employer upgrades their payroll solution and data migration is required
- A new payroll interface is developed

4. Data Format & File Layouts

4.1 Data Formats

The following data formats are defined

Value	Meaning
X	Alphanumeric
N	Numeric
D	Date Field
C	Code Field

To ensure consistency and compatibility with Capita’s systems, all data submitted in cutover files must adhere to the following formatting rules:

- **Date Format:**
All dates must be presented in the format DD/MM/YYYY (e.g., 31/08/2022).
- **Character Fields:**
 - All non-numeric fields must use ASCII character format.
 - Text should be left-justified and space-filled to the defined field length.
 - Fields with no data must be space-filled, including optional date and numeric fields.
 - Mandatory fields must not be left blank.
- **Numeric Fields:**
 - All numeric values must be right-justified with leading zeroes.
 - Values must include the appropriate number of decimal places.
 - Example: A salary of £345.67 should be formatted as 000000345.67.

These formatting rules are critical to ensure successful processing and validation of the cutover data. Files that do not comply may be rejected or require rework, potentially delaying the migration process.

4.2 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.

Data Format & File Layouts

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
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

Data Format & File Layouts

Record Type	Key Field
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
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

4.3 File Formats/Layouts

All record formats within the Standard Interface are of fixed length, with each field occupying a pre-defined position within the record. This structure ensures consistency and enables accurate parsing and validation of data during the import process.

Each record type follows a specific layout, which includes:

- **Fixed-length fields:** Every field has a defined length and position within the record.
- **Field order:** Fields must appear in the exact sequence specified for each record type.
- **Padding rules:**
 - Character fields must be left-justified and space-filled.
 - Numeric fields must be right-justified, zero-padded, and include the appropriate number of decimal places.
 - Empty fields (non-mandatory) must be space-filled.

The detailed layout for each record type is defined in the following sections, including:

- Field name
- Field type (alphanumeric, numeric, date)
- Field length
- Start and end positions
- Mandatory/optional status
- Formatting rules and examples

4.3.1 Basic Data

File Naming Convention

The filename for the Basic record data set must follow the format:

BASxxxx.nnn

Where:

- xxxx is the unique paypoint code (PAYPNT) assigned by Capita
- nnn is the run or sequence number of the file

If you are unsure of your paypoint code, please contact your Capita Interface Analyst for confirmation.

Purpose and Requirements

The Basic record is the primary member record within the Standard Interface. It serves as the foundation to which all other interfaced records (e.g., salary, service history, allowances) are linked.

Key requirements:

- A Basic record must be provided 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.

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 Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
MEMBNO	Hartlink generated unique identifier	Leave Blank		Spaces	8	1	8
NINO	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory	X	9	9	17
ALTKEY	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	X	12	18	29

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
SURNAM	Member's Surname		Mandatory	X	20	30	49
OTHNAM	Previous Surname			X	20	50	69
NAME1	Member's First Forename	At least an initial must be supplied	Mandatory	X	20	70	89
NAME2	Member's Second Forename			X	20	90	109
NAME3	Member's Third Forename			X	20	110	129
TITLE	Member's Title	<u>See Section 5.5 for acceptable titles.</u>	Mandatory	X	6	130	135
SEX	Member's Sex	'M' or 'F'	Mandatory	C	1	136	136
MAR	Marital Status	S = Single (Never Married) M = Married E = Ex Married D = Divorced W = Widowed P = Civil Partner X = Ex Civil Partner U = Unknown (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	C	2	137	138
FILLER	Filler	Spaces		Spaces	2	139	140

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
DOB	Member's Date of Birth		Mandatory	D	10	141	150
FILLER	Filler	Spaces		Spaces	10	151	160
NRD	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, classic plus, premium and nuvos members. MUST NOT be populated for alpha members. Alpha members retirement date always linked to state pension date.		D	10	161	170
FILLER	Filler	Spaces		Spaces	48	171	218
EMPLYR	The unique employer code as advised by Capita		Mandatory	C	4	219	222
PAYPNT	The unique paypoint code as advised by Capita		Mandatory	C	6	223	228
FILLER	Filler	Spaces		Spaces	6	229	234
AGEV	An indicator to identify that member's age has been verified by the employer	Y = Yes N = No		C	2	235	236
FILLER	Filler	Spaces		Spaces	40	237	276
DECRTN	The officer's decoration	e.g. BA(Hons)		X	8	277	284
MCESSDTE	Date member Marriage Ceased	Mandatory when providing marital status of divorced, widowed. It must not be supplied for member's who are currently married.		D	10	285	294

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
FILLER	Filler	Spaces		Spaces	16	295	310
DATECS	Date Joined Civil Service	The original Date of Entry to the Civil Service even if member has since left and re-joined		D	10	311	320
FILLER	Filler			Spaces	24	321	344
MULAPP	Multiple Appointment Indicator. Used to link to another Hartlink record for concurrent employment.	Y or N		C	1	345	345
FILLER	Filler	Spaces		Spaces	12	346	357
ILLHTEX	Ill Heath Exclusion Medical Terms Retirement is no permitted	Y or Blank		C	1	358	358
FILLER	Filler	Spaces		Spaces	35	359	393
COAPPIND	Cabinet Office Approval to restart EEPA Indicator	Null = No Instruction Y = Yes N = No		X	1	394	394
ERESTIND	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		X	1	395	395
ERESTDT	EPA/EEPA Restart Date	Only applicable for alpha members MUST NOT be populated for any other members.		D	10	396	405
FILLER	Filler	Spaces		Spaces	195	406	600

Data Format & File Layouts

4.3.2 Address

The filename for this dataset follows the format ADDxxxx.nnn, where:

- xxxx represents the paypoint code (PAYPNT), and
- nnn is the run or sequence number.

A complete address must always be provided. If an address with the same NMECDE and ADDCDE already exists, it will be deleted and replaced by the new one.

Do not use asterisks to delete individual address lines.

A Post Code is mandatory for all UK addresses and for all non-British Forces Post Office (BFPO) addresses.

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
MEMBNO	Hartlink generated unique identifier	Leave Blank		Spaces	8	1	8
NINO	Member's National Insurance Number – Must not be a Temporary NINO	AAAnnnnnnA	Mandatory	X	9	9	17
ALTKEY	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. <u>See Basic record instructions for full guidance</u>	Mandatory	X	12	18	29
NMECDE	Name Code	MB = Member NM = Nominee	Mandatory		2	30	31
ADDCDE	Address Code	HM = Home OF = Office	Mandatory		2	32	33
ADDNME	Addressees Name			X	28	34	61
ADDLIN1	Address Line 1	Ensure no duplication of address data – only one line of address per line – Post Code must not be entered here	Mandatory		30	62	91

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
ADDLIN2	Address Line 2	Ensure no duplication of address data – only one line of address per line – Post Code must not be entered here			30	92	121
ADDLIN3	Address Line 3	Ensure no duplication of address data – only one line of address per line – Post Code must not be entered here			30	122	151
ADDLIN4	Address Line 4	Ensure no duplication of address data – only one line of address per line – Post Code must not be entered here			30	152	181
ADDLIN5	Address Line 5	Ensure no duplication of address data – only one line of address per line – Post Code must not be entered here			30	182	211
PSTCDE	Postcode	Postcode must be on this line	Required if Country field not populated		10	212	221
CNTRY	Country	Must be blank if a UK address.	Required if address is not in UK		20	222	241
TELNM1	Telephone Number			X	16	242	257
TELNM2	Secondary Telephone Number			X	16	258	273
ADDEFF	Address Effective Date			D	10	274	283

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
FILLER	Filler	Spaces		Spaces	5	284	288
EMAILAD	Email Address			X	100	289	388
FILLER	Filler	Spaces		Spaces	112	389	500

4.3.3 Service History

The filename for this dataset follows the format SERxxxx.nnn, where:

- xxxx is the paypoint code (PAYPNT), and
- nnn is the run or sequence number.

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 5.1 – 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, SCHCAT, 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 Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
MEMBNO	Hartlink generated unique identifier	Leave Blank		Spaces	8	1	8
NINO	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory	X	9	9	17
ALTKEY	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. <u>See Basic record instructions for full guidance</u>	Mandatory	X	12	18	29
STARTDTE	Start date	The effective date of the service history start / change.	Mandatory	D	10	30	39
STARTCDE	Start reason	<u>See Section 5.1 for valid Hartlink Start Codes</u>	Mandatory	C	4	40	43
ENDDTE	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		D	10	44	53
SVRSN	End reason	<u>See Section 5.4 for valid Hartlink End Reason Codes.</u> Must be completed if ENDDTE is supplied in the same record.		C	2	54	55

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
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	C	4	56	59
SCHCAT	Scheme category	<u>See Section 5.3 for valid Hartlink Scheme Category codes</u>	Mandatory	C	4	60	63
SVSTAT	Scheme Status	<u>See Section 5.2 for valid Hartlink Scheme Status codes</u>	Mandatory	C	2	64	65
EMPLYR	The unique employer code as advised by Capita		Mandatory	C	4	66	69
FILLER	Filler	Spaces		Spaces	131	70	200
ASSPAYCD	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.		C	2	201	202

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
ESUSCDE	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.		C	2	203	204
FILLER	Filler	Spaces		Spaces	2	205	206

4.3.4 Part Time History

Filename Convention:

The dataset is saved using the format HRSxxxx.nnn, where:

- xxxx represents the paypoint code (PAYPNT)
- nnn indicates the run or sequence number

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 Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
MEMBNO	Hartlink generated unique identifier	Leave Blank		Spaces	8	1	8
NINO	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory	X	9	9	17
ALTKEY	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. <u>See Basic record instructions for full guidance</u>	Mandatory	X	12	18	29
STARTDTE	Start date	The date part time working pattern started or date of change to working pattern	Mandatory	D	10	30	39
EMPLYR	The unique employer code advised by Capita		Mandatory	C	4	40	43
ENDDTE	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		D	10	44	53

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
PTHRS	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	N (2dp)	6	54	59
FTHRS	Full-Time Hours	Enter Net Full Time Equivalent Hours per week in same format as PTHRS	Mandatory	N (2dp)	6	60	65
HRSTYP	Hours Type	N = Net (Excludes lunch break) G = Gross (Includes lunch breaks)		C	1	66	66
FILLER	Filler	Spaces		Spaces	134	67	200

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

4.3.5 Short-Time Hours History – Single Records

Filename Convention:

The dataset is named using the format STHxxxx.nnn, where:

- xxxx represents the paypoint code (PAYPNT)
- nnn denotes the run or sequence number

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 = +05.25).
- The effective date must fall within a valid period of part-time employment.

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
MEMBNO	Hartlink generated unique identifier	Leave Blank		Spaces	8	1	8
NINO	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory	X	9	9	17
ALTKEY	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. <u>See Basic record instructions for full guidance</u>	Mandatory	X	12	18	29
EFFDTE	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	D	10	30	39

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
EMPLYR	The unique employer code advised by Capita		Mandatory	C	4	40	43
ADJHRS	Hours Variation	May be negative if so format “-00000012.50”	Mandatory	N (2dp)	12	44	55
FILLER	Filler	Spaces		Spaces	145	56	200

4.3.6 Short-Time Hours History – Accumulated Records

Filename Convention:

The dataset is named using the format ST2xxxx.nnn, where:

- xxxx represents the paypoint code (PAYPNT)
- nnn indicates the run or sequence number

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 = +05.25).
- 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 Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
MEMBNO	Hartlink generated unique identifier	Leave Blank		Spaces	8	1	8
NINO	Member's National Insurance Number – Must not be a Temporary NINO	AAAnnnnnA	Mandatory	X	9	9	17
ALTKEY	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. <u>See Basic record instructions for full guidance</u>	Mandatory	X	12	18	29
STARTDTE	Period Start Date	The Start date of the period over which the hours in ADJHRS have been worked	Mandatory	D	10	30	39

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
ENDDTE	Period End Date	The End date of the period over which the hours in ADJHRS have been worked	Mandatory	D	10	40	49
ADJHRS	Hours Variation	May be negative if so format “-00000012.50”	Mandatory	N (2dp)	12	50	61
EMPLYR	The unique employer code advised by Capita		Mandatory	C	4	62	65
FILLER	Filler	Spaces		Spaces	135	66	200

4.3.7 Salary History

Filename Convention:

The dataset is named using the format SALxxxx.nnn, where:

- xxxx represents the paypoint code (PAYPNT)
- nnn indicates the run or sequence number

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 Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
MEMBNO	Hartlink generated unique identifier	Leave Blank		Spaces	8	1	8
NINO	Member's National Insurance Number – Must not be a Temporary NINO	AAAnnnnnnA	Mandatory	X	9	9	17
ALTKEY	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. <u>See Basic record instructions for full guidance</u>	Mandatory	X	12	18	29
STARTDTE	The date of Joining or date of change	Creates histories where salary information changes.	Mandatory	D	10	30	39
EMPLYR	The unique employer code advised by Capita		Mandatory	C	4	40	43
PAYPNT	The unique employer code advised by Capita		Mandatory	C	6	44	49

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
ENDDTE	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.		D	10	50	59
NOTPAY	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	N (2dp)	12	60	71
CONTP	Contract Type	Enter M – Monthly Paid		C	1	72	72
UNIGRD	Override to Grade table	Leave Blank unless necessary to override Grade Code Table setting. Y = Yes, Uniformed Grade N = No, Non-Uniformed Grade		Spaces	1	73	73
GRADENO	Substantive Grade code.	Where populated, Grade code must also be supplied on the Grade Codes file. (GRADE.TXT)		C	10	74	83
FILLER	Filler	Spaces		Spaces	29	84	112

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
ACTPAY	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	N (2dp)	12	113	124
ACTLWT	Actual London Weighting	Not normally supplied		Spaces	12	125	136
ACTMTIME	Actual Mark Time	Not normally supplied		Spaces	12	137	148
FILLER	Filler	Spaces		Spaces	164	149	312
RACTPAY	Actual Reduced Pay	Must always be supplied when member is on an assumed pay 'Reduced pay' absence (I.e. where Service History ASSPAYCD is set to 'R')		N (2dp)	12	313	324

4.3.8 Allowance History

Filename Convention:
The dataset is named using the format ALLxxxx.nnn, where:

- xxxx represents the paypoint code (PAYPNT)
- nnn indicates the run or sequence number

Record Requirements:

- Both Notional Allowance and Actual Allowance values must be provided.
- The value in the ALLCDE field must correspond to a valid entry in the Allowance Codes file (ALLOW.txt).
- Non-pensionable allowances must not be included in this dataset.

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
MEMBNO	Hartlink generated unique identifier	Leave Blank		Spaces	8	1	8
NINO	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory	X	9	9	17
ALTKEY	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. <u>See Basic record instructions for full guidance</u>	Mandatory	X	12	18	29
EMPLYR	The unique employer code as advised by Capita		Mandatory	C	4	30	33
STARTDTE	The date the allowance started or the date the allowance changed.		Mandatory	D	10	34	43
PAYPNT	The unique paypoint code as advised by Capita		Mandatory	C	6	44	49

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
ALLCDE	Allowance Code	Where populated, the allowance code must also be supplied on the allowance Codes file (ALLOW.TXT) 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	C	10	50	59
FILLER	Filler	Spaces		Spaces	1	60	60
ALLRATE	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 2.13 for more details on Spread Bonuses. A zero allowance MUST NOT be provided to show a period of unpaid absence.	Mandatory	N (2dp)	10	61	70
INDFLG	Industrial Flag	N (or space) = Not Industrial. I = Industrial		C	1	71	71

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
IND75FLG	Pre 75 Reckonable	N (or space) = Not Included. Y = Included in Pre 75 Salary (Industrial Grades only)		C	1	72	72
FILLER	Filler	Spaces		Spaces	3	73	75
ENDDTE	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 ALLCODE = to the allowance being ended, an ALLRATE & ACTRATE of 0.00 and a STARTDTE 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.		D	10	76	85

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
ACTRATE	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	N (2dp)	12	93	104
FILLER	Filler	Spaces		Spaces	158	105	262
RACTRATE	Actual reduced rate of allowance	Must always be supplied when member is on an assumed pay 'reduced pay' absence (I.e. where Service History ASSPAYCD 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		N (2dp)	12	263	274

4.3.9 Bonus History

Filename Convention:

The dataset is named using the format BONxxxx.nnn, where:

- xxxx represents the paypoint code (PAYPNT)
- nnn indicates the run or sequence number

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 Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
MEMBNO	Hartlink generated unique identifier	Leave Blank		Spaces	8	1	8
NINO	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory	X	9	9	17
ALTKEY	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. <u>See Basic record instructions for full guidance</u>	Mandatory	X	12	18	29
EFFDTE	Effective date of bonus	Date the bonus was earned (not when paid)	Mandatory	D	10	30	39
PAYPNT	The unique paypoint code as advised by Capita		Mandatory	C	6	40	45
BONCODE	Bonus Code	Bonus code must also be supplied on the Bonus Codes file. (BONUS.TXT)	Mandatory	C	4	46	49

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
EMPLYR	The unique employer code as advised by Capita		Mandatory	C	4	50	53
BONAMT	Bonus Amount	The amount of pensionable bonus paid	Mandatory	N (2dp)	12	54	65
INDFLG	Industrial Flag	N (or space) = Not Industrial I = Industrial		C	1	66	66
IND75FLG	Pre 75 Reckonable	N (or space) = Not Included Y = Included in Basic Wages (Industrial Grades only)		C	1	67	67
FILLER	Filler	Spaces		Spaces	183	68	250

4.3.10 Payment History

General Information

The filename for each dataset should follow the format: PAYxxxx.nnn, where:

- xxxx represents the paypoint code (PAYPNT)
- nnn is the run or sequence number

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.

- STARTDTE must always be set to 01/04/yyyy, even if the member joins the scheme later in the year.
- ENDDTE 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 STARTDTE 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 STARTDTE 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.
- STARTDTE 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

Data Format & File Layouts

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.

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 Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
MEMBNO	Hartlink generated unique identifier	Leave Blank		Spaces	8	1	8
NINO	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory	X	9	9	17
ALTKEY	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. <u>See Basic record instructions for full guidance</u>	Mandatory	X	12	18	29
STARTDTE	Start Date	Always 01/04/yyyy (even for a new joiner who joins after 01/04)	Mandatory	D	10	30	39

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
SVPRDNO	Service Period Number	<u>See Service Period Number information for more details</u>	Mandatory	N	2	40	41
ENDDATE	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	D	10	42	51
EMPLYR	The unique employer code as advised by Capita		Mandatory	C	4	52	55
PAYPNT	The unique paypoint code as advised by Capita		Mandatory	C	6	56	61
NICAT	National Insurance Contribution Letter	Refer to HMRC website for advice	Mandatory	C	1	62	62
FILLER	Filler	Spaces		Spaces	12	63	74
FILLER	Filler	Spaces		Spaces	12	75	86
FILLER	Filler	Spaces		Spaces	12	87	98
AYAVC	Added Years Contributions	Only populate for contributing employees who took out Added Years contracts prior to 01.03.2008 when in the legacy classic, classic plus or premium sections of the PCSPS. MUST NOT be populated for any other members.		N (2dp)	12	99	110

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
MPAVC	Money Purchase Contributions	Contributions for Money Purchase AVCs.		N (2dp)	12	111	122
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	C	4	123	126
FILLER	Filler	Spaces		Spaces	12	127	138
FILLER	Filler	Spaces		Spaces	12	139	150
AYFBAVC	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.		N (2dp)	12	151	162

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
FILLER	Filler	Spaces		Spaces	12	163	174
SCHCNT	Scheme Contributions	Mandatory for alpha. MUST NOT be populated for partnership members.		N (2dp)	12	175	186
DCERCONT	Employer Contributions (Partnership)	Partnership employer contributions. MUST NOT be populated for any alpha members		N (2dp)	12	187	198
DCEECONT	Employee Contributions (Partnership)	Partnership employee contributions. MUST NOT be populated for any alpha members		N (2dp)	12	199	210
EARNINGS	Pensionable Earnings	Mandatory for alpha. MUST NOT be populated for partnership members.		N (2dp)	12	211	222

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
APAVC	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, 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		N (2dp)	12	223	234

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
APAVCM	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		N (2dp)	12	235	246
FILLER	Filler	Spaces		Spaces	54	247	300

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
APAVC2	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		N (2dp)	16	301	316
APAVCM2	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		N (2dp)	16	317	332

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
EPAAVC	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		N (2dp)	16	333	348
EEPA1AVC	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		N (2dp)	16	349	364
EEPA2AVC	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		N (2dp)	16	365	380

Data Format & File Layouts

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
EEPA3AVC	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		N (2dp)	16	381	396
EPEECONT	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		N (2dp)	12	397	408
EPERCONT	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		N (2dp)	8	409	416

4.3.11 Scheme Contribution Rate History

The filename for this dataset should follow the format: SCRxxxx.nnn, where:

- xxxx is the paypoint code (PAYPNT)
- nnn is the run or sequence number

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 Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
MEMBNO	Hartlink generated unique identifier	Leave Blank		Spaces	8	1	8
NINO	Member's National Insurance Number – Must not be a Temporary NINO	AAnnnnnnA	Mandatory	X	9	9	17
ALTKEY	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. <u>See Basic record instructions for full guidance</u>	Mandatory	X	12	18	29
STARTDTE	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	D	10	30	39
PERCENT	Percent Contribution	Applicable tiered scheme contribution rate	Mandatory	N (2dp)	7	40	46
FILLER	Filler	Spaces		Spaces	154	47	200

5. Code Translation Table

5.1 STARTCODE – 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.

5.2 SVSTAT – 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)
AR	Active (Partially retired)
AS	Permanent (Partnership)
H	Half Pay
HO	Half Pay (Opted Out)
HS	Half Pay (Partnership)
B	Unpaid Break
BO	Unpaid Break (Opted Out)

Code Translation Table

Code	Status
BS	Unpaid Break (Partnership)
C	Casual Appointment
CS	Casual Appointment (Partnership)
F	Fixed Term Appointment
FS	Fixed Term Appointment (Partnership)

5.3 SHCAT – 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
N	Non-Qualifying (Non-Reckonable)
Nn	Non-Qualifying (Non-Reckonable) – partnership. (Where ‘n equals the relevant date effective partnership provider)
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
Q	Non-Reckonable (Qualifying)
Qn	Non-Reckonable (Qualifying) – partnership. (Where ‘n equals the relevant date effective partnership provider)
QS	Qualifying Sick Leave
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

5.4 SVRSN 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

5.5 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
ACOM	Air Commodore
AVM	Air Vice Marshall
BARN	Baron
BISH	Bishop
BRG	Brigadier
BRNS	Baroness
BRTH	Brother
CANO	Canon
CAPT	Captain
CDRE	Commodore
CHF	Chief
CHIN	Chief Inspector
CHPN	Chaplin
CHUP	Chief Superintendent
CMDR	Commander
CNSL	Councillor
CNST	Constable
COL	Colonel

Code Translation Table

Code	Title Translation
CPL	Corporal
CPO	Chief Petty Officer
DAME	Dame
DR	Doctor
DTSP	Detective Superintendent
EARL	Earl
FR	Father
FTLT	Flight Lieutenant
FTST	Flight Sergeant
GPCP	Group Captain
HON	Honourable
HPRF	Honourable Professor
IMAM	Imam
INSP	Inspector
JUDG	Judge
LADY	Lady
LORD	Lord
LT	Lieutenant
LTCD	Lieutenant Commander
LTCL	Lieutenant Colonel
LTGN	Lieutenant General
MAST	Master
MISS	Miss

Code Translation Table

Code	Title Translation
MJGN	Major General
MJR	Major
MNST	Minister
MR	Mr
MRS	Mrs
MS	Ms
Mx	Mx
PO	Petty Officer
PROF	Professor
PSTR	Pastor
RABI	Rabbi
RADM	Rear Admiral
REV	Reverend
RHON	Right Honourable
RREV	Right Reverend
SGT	Sergeant
SHRF	Sheriff
SIR	Sir
SIST	Sister
SQLR	Squadron Leader
SSGT	Staff Sergeant
SUPR	Superintendent
SURG	Surgeon

Code Translation Table

Code	Title Translation
VADM	Vice Admiral
VEN	Venerable
VISC	Viscount
WCDR	Wing Commander
WO	Warrant Officer

6. 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:

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

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.

6.1 File Name ALLOW.TXT (Allowance Codes)

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
PAYPNT	The unique paypoint code as advised by Capita		Mandatory	X	6	1	6
ALLCODE	Allowance Code		Mandatory	X	10	7	16
ALLDESC	Code Description	Desirable to help establish the allowance in payment	Desirable	X	34	17	50
PENFLG	Pension Flag Code	Y/N Flag to show if Allowance is Pensionable (Nb Only Pensionable Allowances should be supplied)	Mandatory	C	1	51	51
FILLER	Filler	Spaces		Spaces	1	52	52
SBFLG	Spread Bonus Flag	Y = Yes <u>See section 2.13 for more details on Spread Bonuses</u>		C	1	53	53
FILLER	Filler	Spaces		Spaces	16	54	69

6. Coded data files for Hartlink

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
BASIC	Basic Pay Reckonable	N (or space) = Not Included Y = Included in Basic Pensionable Salary (Industrial Grades Only)		C	1	70	70
PRE75	Pre 75 Reckonable	N (or space) = Not Included Y = Included in Pre 75 Pensionable Salary (Industrial Grades Only)		C	1	71	71
FILLER	Filler	Spaces		Spaces	79	72	150

6. Coded data files for Hartlink

6.2 File Name BONUS.TXT (Bonus Codes)

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
PAYPNT	The unique paypoint code as advised by Capita		Mandatory	X	6	1	6
BONCODE	Bonus Code		Mandatory	X	4	7	10
BONDESC	Code Description	Desirable to help establish the bonus in payment	Desirable	X	34	11	44
PENFLG	Pensionability Code	Y/N Flag to show if Allowance is Pensionable. Only supply Pensionable Allowances		C	1	45	45
FILLER	Filler	Spaces		Spaces	1	46	46
FILLER	Filler	Spaces		Spaces	16	47	62
BASIC	Basic Pay Reckonable	N (or space) = Not Included Y = Included in Basic Pensionable Salary (Industrial Grades Only)		C	1	63	63
PRE75	Pre 75 Reckonable	N (or space) = Not Included Y = Included in Pre 75 Pensionable Salary (Industrial Grades Only)		C	1	64	64
FILLER	Filler	Spaces		Spaces	86	65	150

6. Coded data files for Hartlink

6.3 File Name GRADE.TXT (Grade Codes)

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
PAYPNT	The unique paypoint code as advised by Capita	paypoint code as Basic.PAYPNT	Mandatory	X	6	1	6
GRADENO	Grade Code		Mandatory	X	10	7	16
GRDESC	Code Description	Desirable to help establish the salary grade in payment	Desirable	X	34	17	50
INDFLG	Industrial Grade Flag	Indicates whether the code relates to an Industrial Grade ('I' = Industrial, 'N' = 'Non-Industrial')		C	1	51	51
UNIGRD	Unifromed Grade	Indicates whether the code relates to a uniformed Grade. ('Y' = Uniformed, 'N' = Non-Uniformed)		X	1	52	52
FILLER	Filler	Spaces		Spaces	1	53	53
FILLER	Filler	Spaces		Spaces	96	54	150

7. Control Totals

The filename for this file must follow the format: CTOTxxxx.nnn, where:

- xxxx is the paypoint code (PAYPNT)
- nnn is the run or sequence number

This file is used to:

- Verify the integrity of the full suite of data files before they are applied to the database
- Ensure correct sequencing, so that files are processed in the intended order

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
PAYPNT	As agreed with Capita	paypoint code as Basic.PAYPNT (same as xxxx in file names)	Mandatory	X	6	1	6
EFTDATE	File Extract Date & Time	The Date and time the data file extract was run	Mandatory	X	16	7	22
SEQNO	Sequence number	Sequence number of run (same as .nnn in file names)	Mandatory	X	3	23	25
BASICCNT	Count of Records in file BASxxxx.nnn			N	10	26	35
SERVHCNT	Count of Records in file SERxxxx.nnn			N	10	36	45
FILLER	Spaces	Spaces		Spaces	10	46	55
FILLER	Spaces	Spaces		Spaces	16	56	71
SALHCNT	Count of Records in file SALxxxx.nnn			N	10	72	81
SHBASTOT	Total of Data in NOTPAY and RNOTPAY Field in file SALxxxx.nnn			N (2dp)	16	82	97

7. Control Totals

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
ALLHCNT	Count of Records in file ALLxxxx.nnn			N	10	98	107
AHALLTOT	Total of Data in ALLRATE and RALLRATE Field in file ALLxxxx.nnn			N (2dp)	16	108	123
BONHCNT	Count of Records in file BONxxxx.nnn			N	10	124	133
BHAMTTOT	Total of Data in BONAMT Field in file BONxxxx.nnn			N (2dp)	16	134	149
FILLER	Spaces	Spaces		Spaces	10	150	159
FILLER	Spaces	Spaces		Spaces	16	160	175
AVCHISCNT	Count of Records in file AVCxxxx.nnn			N	10	176	185
AHEECTOT	Total of Data in EECOT Field AVCxxxx.nnn			N (2dp)	16	186	201
OTHBNCNT	Count of Records in file OTHxxxx.nnn			N	10	202	211
FILLER	Spaces	Spaces		Spaces	16	212	227
HRSHCNT	Count of Records in file HRSxxxx.nnn			N	10	228	237
HRSPTTOT	Total of Data in PTHRS Field in file HRSxxxx.nnn			N (2dp)	16	238	253
STHRSCNT	Count of Records in file STHxxxx.nnn			N	10	254	263
STADJTOT	Total of Data in ADJHRS Field	Care contents of ADJHRS may be a mixture of +ve and -ve		N (2dp)	16	264	279

7. Control Totals

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
STHR2CNT	Count of Records in file ST2xxxx.nnn			N	10	280	289
ST2ADJTOT	Total of Data in ADJHRS Field			N (2dp)	16	290	305
FILLER	Spaces	Spaces		Spaces	10	306	315
FILLER	Spaces	Spaces		Spaces	16	316	331
FILLER	Spaces	Spaces		Spaces	10	332	341
ADDRCNT	Count of Records in file ADDxxxx.nnn			N	10	342	351
FILLER	Spaces	Spaces		Spaces	10	352	361
PAYHCNT	Count of Records in file PAYxxxx.nnn			N	10	362	371
PEARNTOT	Total of Data in EARNINGS in file PAYxxxx.nnn			N (2dp)	16	372	387
PDEDSTOT	Total of Data in AYAVC, MPAVC, AYFBAVC, SCHCNT, DCERCONT, DCEECONT, APAVC, APAVCM, APAVC2, APAVC M2, EPAAVC, EEPA1AVC,EEPA2AVC AND EEPA3AVC in file PAYxxxx.nnn			N (2dp)	16	388	403
YRCLOSE	End Year of year to be closed for alpha	Only to be supplied when no further amendments for year.		N	4	404	407
PPEREND	Pay period end date		Mandatory	X	10	408	417

7. Control Totals

Field Name	Content	Special Instructions	Mandatory	Data Format	Field Length	File Position From To	
SCRRTECNT	Count of Records in file SCRxxxx.nnn			N	10	418	427
SCRPCTOT	Total of Data in PERCENT Field in file SCRxxxx.nnn			N (2dp)	16	428	443