

Item Number	Description	Mandatory in iConnect?	Required by SPF (Y/N)?	Requirements qualification	Max characters	Comments
1	File Ref	Mandatory	Y		10	
2	National Insurance Number	Mandatory	Y		9	
3	Payroll Reference 1	Conditional	Y	Can be a shared number per NI number	12	
4	Payroll Reference 2	Conditional	Y	Must be unique per member. If the payroll ref you hold in your payroll system is not unique PR is more than 12 characters, please speak with SPF to discuss	12	Maps to IDENT 2.
5	Payroll Reference 3	Conditional	N	DO NOT USE - Leave blank	12	
6	Address Line 1	Mandatory	Y		30	
7	Address Line 2	Mandatory	Y		30	
8	Address Line 3	Optional	Y		30	
9	Address Line 4	Optional	Y		30	
10	Address Line 5	Mandatory	Y		20	
11	Post Code	Optional	Y		10	Post Code must contain a space
12	Email Address	Optional	N	DO NOT USE - Leave blank	72	
13	Telephone Number	Optional	N	DO NOT USE - Leave blank	14	
14	Mobile Number	Optional	N	DO NOT USE - Leave blank	14	
15	Works Place Name	Optional	Y	(IF AVAILABLE)	40	If school, provide school name
16	Works Address Line 1	Optional	Y	(IF AVAILABLE)	30	If school provide DFE number
17	Works Address Line 2	Optional	Y	(IF AVAILABLE)	30	
18	Works Address Line 3	Optional	Y	(IF AVAILABLE)	30	
19	Works Address Line 4	Optional	Y	(IF AVAILABLE)	30	
20	Works Address Line 5	Optional	Y	(IF AVAILABLE)	30	
21	Work Post Code	Optional	Y	(IF AVAILABLE)	10	
22	Works Email Address	Optional	N	DO NOT USE - Leave blank	72	
23	Date Of Leaving	Conditional	Y	Required for contactual changes	10	
24	Payroll Period End Date	Mandatory	Y		10	
25	Additional Contributions 1	Optional	Y		10	AVC
26	Additional Contributions 2	Optional	Y		10	APC Pre-2014
27	Employment Break Start Date	Optional	Y		10	
28	Employment Break End Date	Optional	Y		10	
29	Filler	N/A	N		1	
30	Employment Break Reason	Optional	Y		1	
31	Surname	Mandatory	Y		25	
32	Forenames	Mandatory	Y		25	
33	Gender	Mandatory	Y		1	
34	Date Of Birth	Mandatory	Y		10	
35	Marital Status	Optional	Y	Please leave blank	1	
36	Title	Optional	Y		4	
37	Filler	N/A			10	
38	Auto Enrolment Qualifying Earnings	Mandatory	Y		10	
39	Annual Pensionable Salary	Optional	Y		10	
40	Pensionable Pay	Mandatory	Y		10	
41	Effective Date	Conditional	Y		10	
42	Date Joined Pension Scheme	Conditional	Y	Mandatory for all new starters	10	
43	Job Title	Optional	Y		20	
44	Part Time / Whole Time Hours Effective Date	Conditional	Y		10	
45	Part Time Hours	Conditional	Y		5	
46	Part Time Indicator	Conditional	Y		1	
47	Whole Time Equivalent Hours	Conditional	Y		5	
48	Employees Main Section Contributions	Mandatory	Y		10	
49	Employers Contributions	Mandatory	Y		10	
50	Scheme Contribution Rate	Mandatory	Y		5	
51	Opt Out Date	Conditional	Y		10	
52	Opt In Date	Conditional	Y		10	
53	Main Section Cumulative Pensionable Pay	Mandatory	Y		10	
54	50/50 Section Cumulative Pensionable Pay	Mandatory	Y		10	
55	Full Time Equivalent Final Pay	Mandatory	Y		10	
56	Cumulative Employees Main Sction Contributions	Mandatory	Y		10	
57	Cumulative Employers Contributions	Mandatory	Y		10	
58	Reason For Leaving	Optional	Y		100	
59	Cumulative Employer Shared Cost Apcs	Optional	Y		10	
60	Cumulative Employee Apcs	Optional	Y		10	
61	Employees 50/50 Section Contributions	Mandatory	Y		10	
62	Cumulative Employees 50/50 Section Contributions	Mandatory	Y		10	
63	Pay Period Shared Cost Apcs	Optional	Y		10	
64	Pay Period Employee Apcs	Optional	Y		10	