



Data validation checks for MyCSP employer HR payroll interface

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Introduction.

As part of a major pension system implementation - currently scheduled for July 2014 - the MyCSP employer HR payroll interface process is being upgraded. Highlights to note; there is no requirement for you to provide additional data; however, validation checks are being enhanced to help you improve the quality and integrity of the data provided to MyCSP. Please note that many of the validations are prescribed by The Pensions Regulator.

Purpose.

This document provides sight of the full set of validations that will be applied to the data you provide to MyCSP via your HR payroll interface.

Actions.

Please engage with your payroll suppliers to ensure these validations are incorporated within your HR payroll data.

MyCSP are keen to work with you to improve data quality. If you experience any issues related to this implementation please contact your assigned MyCSP systems team.

Grahame Weaver

Head of Pension Systems MyCSP

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Post new system implementation your interface files will be validated by the enhanced data checks below and any errors sent to you in the form of a validation error report. Due to the enhanced list of checks, you may experience an increase in rejected data. Corrections to the data should be made in the first instance to the HR payroll system and where appropriate resubmitted to MyCSP. There may be instances where, due to the type of data errors and warnings received, retrospective changes on your HR payroll system cannot be made. In these instances please contact MyCSP to discuss alternative methods of correction.

Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement
1	New members or re-joiner record - missing mandatory data: one or more of the following data types are missing: Basic, Service, Salary, Address, Pay History and (Scheme Contribution rate History - Nuvos only)	All	All the data related to the new member/re-joiner is rejected if any of the data types are not present.	Ensure new member and re-joiner records contain data for the following data types: Basic Service Salary Address Pay History Scheme Contribution rate History – Nuvos only

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2	No monthly interface update for active member.	ALL	A warning is issued.	Confirmation required of member status. As a minimum a Payhist record (<i>WPS, Scheme Contributions, Added Years, Added Pension and Nuvos Earnings</i>) is expected to increment each month for active members. If a member is no longer active, termination action and interface end dates should be supplied to MyCSP.
3	Temporary National Insurance Number (NINO) supplied. I.e. starts with TN	BASIC	All data related to a member with a temporary NINO is rejected.	Ensure information is not supplied to MyCSP where a temporary National Insurance Number is held on payroll; pass full set of information when actual National Insurance Number is known.
4	Duplicate National Insurance Number but different surnames .	BASIC	All data related to a member with a duplicate NINO is rejected.	Ensure the correct National Insurance number is supplied for each member.
5	Duplicate National Insurance Number , same Surname, sex & DOB, with multiple active records.	BASIC	The data related to the member is rejected.	Ensure in the instance of concurrent service separate staff numbers are used to define the two records.

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Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement
6	Missing National Insurance Number	BASIC	All the data related to the member is rejected.	Ensure all elements have National Insurance Number – Mandatory field.
7	Invalid National Insurance Number format	BASIC	All the data related to the member is rejected.	Ensure National Insurance Number is in the correct format as below: Two leading alpha characters, six numbers followed by one alpha from (A, B, C or D). (AANNNNNNA) Mandatory field.
8	A change to a member's Staff Number or Location supplied but a leaver end date present on the members latest service record (no new service information provided).	BASIC	The data related to the member is rejected.	Ensure changes to the Basic data are only supplied for active members.

Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement																												
9	Unknown or missing Title code .	BASIC	The relevant entries are rejected.	Ensure a valid Title code (as per the table below) is provided and relevant to the sex. <table border="1" data-bbox="1503 512 1899 1094"> <tbody> <tr><td>MISS</td><td>Miss</td></tr> <tr><td>MR</td><td>Mr</td></tr> <tr><td>MRS</td><td>Mrs</td></tr> <tr><td>MS</td><td>Ms</td></tr> <tr><td>DR</td><td>Dr</td></tr> <tr><td>FR</td><td>Father</td></tr> <tr><td>HON</td><td>Royal Highness</td></tr> <tr><td>JUDGE</td><td>Judge</td></tr> <tr><td>LORD</td><td>Lord</td></tr> <tr><td>PROF</td><td>Professor</td></tr> <tr><td>PROFES</td><td>Professor</td></tr> <tr><td>REV</td><td>Reverend</td></tr> <tr><td>REVD</td><td>Reverend</td></tr> <tr><td>SIR</td><td>Sir</td></tr> </tbody> </table>	MISS	Miss	MR	Mr	MRS	Mrs	MS	Ms	DR	Dr	FR	Father	HON	Royal Highness	JUDGE	Judge	LORD	Lord	PROF	Professor	PROFES	Professor	REV	Reverend	REVD	Reverend	SIR	Sir
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10	Missing Date of Birth .	BASIC	The data related to the member is rejected.	Ensure a Date of Birth is provided for every member. Mandatory field.																												

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Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement
11	Old Date of Birth (before 1st January 1900).	BASIC	The data related to the member is rejected.	Ensure date of birth is correct.
12	Date of birth in the future.	BASIC	The data related to the member is rejected.	Ensure date of birth is correct.
13	Date of Birth after Date Joined Service.	BASIC	The data related to the member is rejected.	Ensure date of birth and/or date joined service are correct.
14	Date of Birth after Normal Retirement Date.	BASIC	The data related to the member is rejected.	Ensure date of birth is correct.
15	Check that Sex code is present.	BASIC	The data related to the member is rejected.	Ensure the sex code is present ('M' or 'F') for each member record. Mandatory field.
16	Invalid Sex Code .	BASIC	The data related to the member is rejected.	Ensure a correct Sex designation code ('M' or 'F') is supplied for each member record.
17	Sex & Title Mismatch (Females).	BASIC	The data related to the member is rejected.	Ensure appropriate sex code (F) is allocated to corresponding title (Miss, Ms, Mrs).

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18	Sex & Title Mismatch (Males).	BASIC	The data related to the member is rejected.	Ensure appropriate sex code (M) is allocated to corresponding title (Mr).
19	Missing Forename (NAME1) .	BASIC	The data related to the member is rejected.	Ensure the first name is provided for all members. Mandatory field.
20	Forename (NAME1) and/or NAME2 and/or NAME3 contain non alpha data.	BASIC	The data related to the member is rejected.	Ensure name fields do not contain invalid data.
21	Suspicious First Name 'Indicates first name contains suspicious text e.g. 'Test' or 'Dummy'.	BASIC	The data related to the member is rejected.	Ensure name fields do not contain invalid data.
22	Missing Surname	BASIC	The data related to the member is rejected.	Ensure surname is provided for all members.
23	Surname contains numerical data.	BASIC	The data related to the member is rejected.	Ensure name fields do not contain invalid data.

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Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement
24	Missing Marital Status .	BASIC	The data related to the member is rejected.	Ensure marital status is supplied for all members – Mandatory field. If not known, supply code 'U' – 'Unknown'.
25	Maiden Name contains non alpha data.	BASIC	The data related to the member is rejected.	Ensure name fields do not contain invalid data.
26	Suspicious Maiden Name 'Indicates Maiden Name contains a suspicious word e.g. 'Test' or 'Dummy'.	BASIC	The data related to the member is rejected.	Ensure name fields do not contain invalid data
27	Missing Date Marriage Ceased for divorced/widowed member.	BASIC	A warning is issued.	Ensure date marriage ceased information is supplied when amendment to marital status equals 'Divorced or Widowed.
28	Marital Status of 'Unknown' supplied.	BASIC	A warning is issued.	Correct marital Status should be provided where possible.

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Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement
29	Incorrect bank account and sort code format.	BASIC	A warning is issued.	Ensure bank details supplied in correct format: Sort Code = 6 digits Account number = 8 digits Only required for leavers.
30	Member is Contracted out but no Employer Code has been supplied.	BASIC	The data related to the member is rejected.	Ensure Employer code is supplied for all members
31	Date Joined Company before age 16.	BASIC / SERVICE	The data related to the member is rejected.	Ensure Date of Birth and Date Joined Company fields are correct.
32	Date of Birth after Date Joined Scheme .	BASIC / SERVICE	The data related to the member is rejected.	Ensure Date of Birth and Date Joined Scheme fields are correct.
33	Date Joined Scheme before Date Joined Company .	BASIC / SERVICE	The data related to the member is rejected.	Ensure date joined Scheme is the same or later date to the date employment began.

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Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement
34	Date Joined Scheme before Date Joined Civil Service .	BASIC / SERVICE	The data related to the member is rejected.	Ensure date joined Scheme is the same or later date to the date joined Civil Service.
35	Old Date Joined Scheme (before 2nd January 1900).	BASIC / SERVICE	The data related to the member is rejected.	Ensure Date Joined Service is correct for all members.
36	Missing Address Line 1 .	ADDRESS	The data related to the member is rejected.	Where an address is supplied, ensure data is present in Address line 1. Mandatory Field.
37	Suspicious Address Line 1 'Indicates addresses that contain a suspicious word such as 'Test' or 'Dummy'.	ADDRESS	The data related to the member is rejected.	Ensure legitimate data is entered in Address line 1.
38	Unknown Address code .	ADDRESS	The data related to the member is rejected.	Ensure Address codes of "HM" or "OF" are used in respect of members Home and Office address.
39	Invalid or missing Post Code .	ADDRESS	The data related to the member is rejected.	Ensure where a UK address is being interfaced, post code is present and in the correct format.

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Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement
40	Possible Post Code found in address line 1, 2, 3, 4 or 5.	ADDRESS	A warning is issued.	Ensure post code is supplied in the PSTCDE field only.
41	No member home or office address present.	ADDRESS	A warning is issued.	Ensure an address is supplied for all members. Office, home or both.
42	Incorrect Email address format.	ADDRESS	The data related to the member is rejected.	Ensure email addresses are in a valid format.
43	Dated entries are more than 30 days beyond the payroll interface month end date.	SERVICE SALARY PART TIME HOURS ALLOWANCE	The data related to the member is rejected.	Ensure date entries in all data files are not more than 30 days past the date of the interface file submitted.

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Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement
44	Dated entries fall outside a valid service period as indicated in the Service History.	SALARY PART TIME HOURS ALLOWANCE	The data related to the member is rejected.	Ensure all dated entries are within the member's period of service.
45	Duplicate dated entries with identical start date and key fields received in same interface file	ALL	The data related to the member is rejected.	<p>Ensure all start dates sent in the same interface file are unique.</p> <p>Bonus and allowance rates for the same element (code) must indicate the full amount rather than an addition to the same element.</p> <p>Salary, Service, Part time hours, WPS Rate and STHRS may have multiple in-month entries but all records must have unique start dates.</p> <p>Payhist must only ever have one record per period of service and the start date must be 01.04.yyyy</p>

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Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement
46	Salary, allowance rates and/or bonus amounts outside tolerance levels.	SALARY ALLOWANCE BONUS	A warning is issued.	Confirmation required for suspicious increases in Salary, Allowance or Bonus amounts.
47	Bonus figure lower than previously supplied amount.	BONUS	A warning is issued.	Confirmation of amended figure required. All Bonus entries must indicate the full amount rather than an addition to a previously interfaced value. Ensure negative values are not supplied.
48	Overlapping allowance data.	ALLOWANCE	The data related to the member is rejected.	Ensure allowances with the same allowance code are ended on a date prior to the next start date.
49	Missing Allowance Rate .	ALLOWANCE	The data related to the member is rejected.	Ensure allowance amount is supplied. Blank entries are not valid.
50	Open Allowance(s) but conflicting service leaver end date.	ALLOWANCE	The data related to the member is rejected.	Ensure all open allowances are closed when a member leaves the payroll/transfers employer/leaves the scheme.

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Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement
51	Missing Status Code from Basic Table.	SERVICE	The data related to the member is rejected.	Ensure valid STATUS codes as documented in the codes tables should be used. Such codes are essential to the validation of other data. This may have a critical impact on executing the 2015 reform programme.
52	Invalid or missing Scheme Category code in Service record .	SERVICE	The data related to the member is rejected.	Ensure only valid scheme category codes are used. Codes are documented in the Claybrook developer's guides.
53	Invalid or missing Scheme code in Service record .	SERVICE	The data related to the member is rejected.	Ensure only valid scheme codes are used. For PCSPS use PCS. By Analogy schemes may use other codes. Please contact your MyCSP Systems team for assistance.
54	Service End date present but missing Service End Reason .	SERVICE	The data related to the member is rejected.	Ensure a Service End Reason is supplied when a Service End Date is present.
55	Service Records supplied with start date dated prior to 2007.	SERVICE	The data related to the member is rejected.	Ensure service records relating to pre 2007 are not supplied in the interface files. If such records need to be interfaced, please contact your MyCSP Systems team for advice.

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Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement
56	Service End Date is earlier than other dated records.	SERVICE	The data related to the member is rejected.	Ensure end dates match all other end dated records. E.g. Salary & allowance end dates.
57	Interface Service End Reason supplied but no termination documents supplied to MyCSP.	SERVICE	A warning is issued.	Ensure termination notification documents are sent to MyCSP when end date and leaver reason is supplied on the HR Payroll interface.
58	Last Day of Service date amended.	SERVICE	A warning is issued.	Confirmation required to validating change where Last Day Of Service date has been amended.
59	Overlapping Salary History .	SALARY	The data related to the member is rejected.	Ensure salary entries are ended on a date prior to the next salary start date.



Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement																														
60	WPS, Scheme Contributions, Earnings missing or mismatch with Scheme Category .	PAYHIST SERVICE	The relevant entries are rejected if there is a mismatch between the scheme category and the contribution/earnings fields supplied.	<p>Ensure the correct contributions (conts) and/or earnings are supplied according to the member's scheme category (as per the table below).</p> <table border="1"> <thead> <tr> <th>Scheme</th> <th>WPS Conts</th> <th>Earnings</th> <th>Scheme Conts</th> <th>Employer conts</th> </tr> </thead> <tbody> <tr> <td>Classic</td> <td>YES</td> <td>NO</td> <td>YES (since 01.04.12 for Additional conts only)</td> <td>NO</td> </tr> <tr> <td>Classic Plus</td> <td>YES (for Classic period of Service only)</td> <td>NO</td> <td>YES (for Premium period of service only)</td> <td>NO</td> </tr> <tr> <td>Nuvos</td> <td>NO</td> <td>YES</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Premium</td> <td>NO</td> <td>NO</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Partnership</td> <td>NO</td> <td>NO</td> <td>NO</td> <td>YES</td> </tr> </tbody> </table>	Scheme	WPS Conts	Earnings	Scheme Conts	Employer conts	Classic	YES	NO	YES (since 01.04.12 for Additional conts only)	NO	Classic Plus	YES (for Classic period of Service only)	NO	YES (for Premium period of service only)	NO	Nuvos	NO	YES	YES	NO	Premium	NO	NO	YES	NO	Partnership	NO	NO	NO	YES
Scheme	WPS Conts	Earnings	Scheme Conts	Employer conts																														
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Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement
61	Incorrect Pay History start date .	PAYHIST	The data related to the member is rejected.	Ensure Payhist entry start date is 01/04/yyyy for all employees and not the actual service start date.
62	Updates or deletions provided relating to a year that has previously been closed by a Pay history Year End record.	PAYHIST	The data related to the member is rejected.	Ensure any amendments to figures in the Payhist are submitted in the current tax year – No Changes should be made to a closed tax year.
63	Added Pension Member Only record provided but member not in Nuvos scheme.	PAYHIST	The data related to the member is rejected.	Ensure entries submitted in the APAVC(M) field are for Nuvos members only. Classic and Premium members paying for Added Years MUST also purchase Added Pension for spouse. (APAVC).
64	Missing Contracted-out Earnings for Contracted-out member (National Insurance category D).	PAYHIST	A warning is issued.	Confirmation required of member National Insurance category. Contracted Out Earnings should be supplied for all scheme members paying category D National Insurance.

Validation Check Number	Validation Check	Data Type	Validation Outcome	Your Action / Requirement
65	Unknown National Insurance contribution letter.	PAYHIST	The data related to the member is rejected.	Ensure only a valid HMRC National Insurance category is provided.
66	Part Time Hours less than or equal to 0.	PART TIME HOURS	The data related to the member is rejected.	Ensure correct contracted part time hours are populated for part time employees.
67	Full Time hours provided but no Part Time Hours.	PART TIME HOURS	The data related to the member is rejected.	Ensure the part time Hours field is neither blank or zero when the full time hours field has been populated.
68	Part Time but no Full Time Hours.	PART TIME HOURS	The data related to the member is rejected.	Ensure the full time Hours field is neither blank or zero when the part time hours field has been populated.
69	Part Time Hours greater than Full Time Hours.	PART TIME HOURS	The data related to the member is rejected.	Ensure part time hours do not exceed full time hours.
70	Part Time Hours Start Date greater than End Date.	PART TIME HOURS	The data related to the member is rejected.	Ensure periods of part time do not overlap.
71	Part Time Hours with missing Start Date.	PART TIME HOURS	The data related to the member is rejected.	Ensure start date supplied for all part time hours records.

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72	Part Time Hours greater than 100.	PART TIME HOURS	The data related to the member is rejected.	Ensure correct contracted hours are populated for part time members.
73	Full Time Hours less than 0.	PART TIME HOURS	The data related to the member is rejected.	Ensure correct Full Time contracted hours are supplied.
74	Full Time Hours greater than 100.	PART TIME HOURS	The data related to the member is rejected.	Ensure correct Full Time contracted hours are supplied.
75	Short Term Hours record(s) fall outside a valid part-time hours service period.	STHRS	The data related to the member is rejected.	Ensure short term hours are only submitted for periods of part time service and only for hours between the employees contracted part time and full time hours.
76	Duplicate Short-Term Hours and Bonus details for same date.	STHRS BONUS	A warning is issued.	Confirmation of figures required. These fields are typically used to indicate the same thing in different circumstances. Short term hours should be used for part time staff working additional hours up to normal full time conditioned hours. Bonus hours for part time staff should indicate any additional hours beyond normal full time conditioned hours.