

PAPDIS Field No	Field Name	Enable Edit	Mandatory/ Conditional/ Optional	Allowable values	Field Description
2	Pension Provider ID	Yes	Optional	Text	A code or name that uniquely identifies a Pension Provider. Check with your Pension Provider for the acceptable formats.
3	Employer ID	Yes	Mandatory	Text	The employer identifier supplied by the Pension Provider. Check with your Pension Provider for details and formats.
4	Group	Yes	Mandatory	Text	Employer or Pension sub-identifier. This field specifies the name of the group, scheme, and so on, to which the worker has been allocated. The Pension Provider must determine any additional information. Check with your Pension Provider for details and formats.
5	Sub-Group	Yes	Conditional	Text	Employer or Pension sub-identifier #2 Some Pension Providers may require additional identification. This field provides that information.
24	Country	yes	Optional	Text	Employee's (residing out of UK) country of residence for address, which is used for communications.
25	E-mail Address	Yes	Optional	Text	Employee's email address used for communications.
27	Exit Date	Yes	Optional	Date	The date the employee leaves/exits the scheme. This must be provided if an employee exits a scheme.
28	Exit Reason Code	Yes	Conditional	1 – Employee left employment 2 – Ceased active membership, member still employed 3 – Death	The reason for employee no longer being a member of the pension scheme. This field ensures that the Pension Provider:  a) Is no longer looking for contributions related to this employee.  b) Knows whether this employee may be subject to re-enrolment at a later date. Note: Do not use this field for AE opt outs.
29	Assessment Code	Yes	Optional	0 – Excluded 1 – Eligible Jobholder 2 – Non-eligible Jobholder 3 – Entitled Worker Blank	An indicator that identifies whether a worker is assessed or not. If the worker is assessed, then this field provides the outcome of the assessment. The data is used in conjunction with the Event Code field. This data is used for communications, record keeping, and opt in or opt out decisions. For more information on the matrix data for this field, refer to the Matrix Information table.

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30	Event Code	Yes	Mandatory	0 – Not an enrolment event 1 – Automatic enrolment 2 – Opt-In 3 – Voluntary Joiner/Joiner 4 – Contractual Enrolment	An indicator that is used to determine the action that has occurred, available options for the individual, and the communications that needs to be sent. This data is used in conjunction with the Assessment Code field. If the worker is enrolled in the pension scheme, for Event Type, you must select the values either 1, 2, 3, or 4 from the available options. If the worker is not enrolled in the pension scheme, you must select the value as "0". For more information on the matrix data for this field, refer to the Matrix Information table.
31	Event Date	Yes	Conditional	Date	The date of the event.  This is the date on which last event occurs.
32	Deferral Date	Yes	Conditional	Date	The date of the next assessment following the end of current postponement period. If the Pension Provider is issuing employee communications on behalf of the employer this date is required, if postponement of an employee(s) is used.
33	AE Opt-Out Date	Yes	Conditional	Date	The valid date on which the member opts out of a pension scheme. This date confirms that the member has opted out within the AE opt out period. This is a mandatory field, if the member opts out of the pension scheme within the AE opt out period. Note: This field is not applicable for those members who leave the pension scheme after the AE opt-out period.
34	AE Opt-out Reference	Yes	Conditional	Text	Auto Enrolment (AE) Reference information required by any of the Pension Providers. This reference information can contain assurance that both payroll and pension systems have same information or confirmation that it is a valid opt out.
35	Enrolment Communications Issued Date	Yes	Optional	Date	Date on which enrolment communications are issued to confirm that enrolment was achieved.
38	Additional Voluntary Contributions Amount	Yes	Optional	Monetary	Amount of employee pension contribution in pounds and pence.  Zero contributions should be entered as 0.00.  Note: The value can be negative, but Pension Providers will treat as 0.00.

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39	Additional Voluntary Contributions Percentage	Yes	Optional	Value	The percentage of the employee's Additional Voluntary Contributions The percentage contributions used to calculate the additional voluntary contribution value.
43	Salary Sacrifice Indicator	Yes	Conditional	Y, N, or no input	Indicator of whether a Salary Sacrifice scheme has been used. Best practice:  Include a Y or an N (N can include not known if it is not involved in the calculation). If blank then expect employee contributions unless the scheme itself is non-contributory. If "Y" then employee contribution % is expected to be 0. If a Salary Sacrifice scheme has been used flag should be set to YES. (If known by payroll). This being flagged YES, allows Pension Providers to do a check if the Employee contribution is zero (value or %).