

1 Interface - Public Sector/CLASS Group Approved Layouts

Changes introduced in the 2017 release for the GAD Transactional Data requirements are denoted in bold dark red type, and are specific to LGPS schemes.

Changes introduced in the 2015 release are denoted in bold purple type, and are specific to Police and Fire schemes.

Changes introduced in the 2014 release are denoted in bold orange type

Changes introduced in the 2012.1 release are denoted in bold green type.

Changes in legislation for a number of Public Sector schemes have lead to the need to introduce new items which are required to interface into member data. The following pages contain all the approved layouts. **Changes to layouts have been denoted in blue bold type for the 2009 release.**

These layouts are being released now so that users can inform the appropriate data suppliers in good time for the start of the next financial year. If your site uses the Microsoft Access database to derive the necessary text files from Excel spreadsheets and you wish to use any of the new items you should apply to *heywood* (email: publicsector@heywood.co.uk) in good time.

The necessary changes to the affected applications will be available for the 2009 release.

In brief the changes are in respect of the following requirements and should be read in conjunction with the document 'Variable Contribution Rate' in the LGPS2008 Client Notices area of the website.

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SLCLAS

- The Facility to record changes in contribution rate throughout the year, in conjunction with recording the total contributions paid up to the date of change in this rate.

NEWCTD

- The Facility to record up to 4 changes in contribution rate throughout the year, in conjunction with recording the total contributions paid up to the date of change for each rate.
- The Facility to update the new contribution rate at the start of the forthcoming financial year.
- The Facility to post the number of hours 'purchased overtime' by Part Time Police officers. A new data view will be created which shows the hours worked and the reckonable service derived.
- The Facility to post the contributions paid in respect of Continuous Professional Development (CPD) for the Firefighters' Schemes. A new data view will be created which shows the amounts paid together with the additional pension benefit (APB) derived. This posting takes place at the end of June every year. **A bulk calculation is available in the 2012.1 release to uprate the APB by the appropriate pensions increase factor.**
- **The facility to record GAD Transactional Data and employer contributions for LGPS Schemes is available in the 2017 release**

Approved Interfaces

SLCLAS

STARTERS AND AMENDMENTS

FILE LAYOUT

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
1		1	X	Posting Type	M	S = Starter A = Amendment
2	13	12	X(12)	N.I. Number	M	Must be unique for each member within an employer where N.I. number is the main key for a scheme, temporary numbers may be used if the N.I. number is not available. (Member Summary)
14	25	12	X(12)	1 st additional Identifier	O	Superannuation Reference Number or an Additional identifier appropriate to the site (Member Summary)
26	50	25	X(25)	Surname	M	The surname should be entered in the exact format required for reports. Hyphens apostrophes etc. can be input (Member Summary)
51	75	25	X(25)	Forenames	M	Enter forenames with a blank space between names, if only initials available enter blank space between initials. Do not use full stops. (Member Summary)
76	78	3	XXX	Scheme	M	Scheme Number. For amendments, this field is only used for identification Purposes. See Notes for <i>standard CLASS Group Schemes</i> . (Member Summary)
79		1	X	Status	M	Indicates whether member is active, retired, dependant etc. See Notes (Member Summary)
80		1	X	Sex	M	(M)ale or (F)emale only. (Member Summary)
81	82	2	XX	Employment Type/Class/Rank	M	Enter the relevant Employment Type including the leading zero. See Notes (Member Summary)
83	90	8	9(8)	Date of Birth	M	Enter the members Date of Birth (Member Summary)
91	98	8	9(8)	Date Joined Employer/Force/Brigade	M	Date joined the organisation (Basic Details)
99	106	8	9(8)	Date Joined Fund/Scheme	M	Date on which membership commenced in this fund /scheme (Basic Details)

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
107	114	8	9(8)	Employer Start Date	M	Only if the following item is Mandatory for the Scheme For new starters, this field will be the same as "Date Joined Employer" above For amendments, this field will be the date employment started with a different employer (Basic Details)
115	119	5	X(5)	Employer	M	Enter the Employer Number corresponding with the Date entered in the previous field (Employer Start Date) Normal format is in the range 00001 to 09999 (Basic Details)
120	124	5	X(5)	Filler		Spaces
125	132	8	9(8)	Date Commenced Pensionable Service	M	Date latest period of pensionable service commenced, for Starters this is the same as Date joined Fund/Scheme. For Amendments, this field is only used to over-write existing entries and must be later than any date on the previous service history data view (Basic Details)
133	140	8	9(8)	Date Contracted Out	M	Date member contracted-out of Earnings related State Pension Scheme which commenced on 6/4/78. (Basic Details)
141	148	8	9(8)	Normal Retirement Date		N/A
149	152	4	XXXX	Title	O	Mr, Mrs, Miss, Lord etc Full Stops are not required (Basic Details)
153		1	X	Partnership Status	O	Partnership Status See Notes (Basic Details)
154	158	5	X(5)	Spouses/Partners Initials	O	Spouse's/Partner's Initials. (Only first 2 characters entered are used) (Basic Details)
159	166	8	9(8)	Spouses/Partners Date of Birth	O	Spouse's /Partner's date of birth or date of death/divorce/separation if applicable to benefit calculations (Basic Details)
167		1	X	N.I. Table Letter		N/A
168		1	X	Reduced N.I. Indicator	O	Enter a code to indicate the type of national insurance contribution the member is paying – See Notes for details

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
						(Basic Details)
169		1	X	Part-time Indicator	O	Enter a code to indicate whether the member is a part-time employee – see Notes for details (Basic Details)
170	175	6	9(6)	Contribution Rate	O	Enter current rate of basic contribution paid by the member. (For 7.50% enter as 000750). This should be the rate on admission to the scheme for a new starter, or for a member whose rate is changed due to increase in salary where you wish to record the contributions paid at a previous rate starting at position below. (Contribution Details)
176	183	8	9(8)	Date Left Active Service	O	Date member left active service – only valid for amendment (Basic Details)
184	187	4	XXXX	Spare Field		N/A
188	189	2	XX	Employment Number	O	Enter a number greater than 00 if it is known that the member has multiple data sets, enter leading zero (Member Summary)
190	190	1	X	Not Used		
191	202	12	X(12)	2 nd Additional Identifier	O	Enter Payroll Number or Additional Identifier appropriate to the site (Member Summary)
203	214	12	X12	3 rd Additional Identifier	O	Enter Department or Additional Identifier appropriate to the site (Member Summary)
215	222	8	9(8)	Spare Date 1		N/A
223	230	8	9(8)	Spare Date 2		Enter the date the member commenced CPD for Firefighter Starters only. (SCH-DT-3 on Basic Details)
231	231	1	X	Spare Ind. 1		N/A
232	232	1	X	Spare Ind.2		Enter the CPD/LSI indicator – C (CPD), L (LSI) or B (Both) for Firefighter Starters only. (SCH-IND-3 on Basic Details)
233	238	6	9(6)	Former Contribution Rate	O	Enter the rate of basic contributions being paid immediately prior to the date of change shown in position 777 below. (Contributions list corresponding to date of change)
239	244	6	X(6)	TAPE-ID NOT FOR USE		N/A

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
245	250	6	9(6)	Spare Rate		N/A
						Address Data View
251	280	30	X(30)	Address Line 1	O	Enter in the exact format required for correspondence, hyphens, apostrophes, upper and lower case letters etc. can be input
281	310	30	X(30)	Address Line 2	O	
311	340	30	X(30)	Address Line 3	O	
341	370	30	X(30)	Address Line 4	O	
371	390	20	X(30)	Address Line 5	O	
391	400	10	X(10)	Post Code	O	
						Free Format memorandum data view
401	403	3	X(3)	Memo Code		Enter up to 3 alpha/numeric characters to denote the type of memo to be created. The decode value must exist on the Parameter File – check using Option D215
404	411	8	9(8)	Date Recorded		Enter a date when this memo was created
412	417	6	X(6)	Recorded by		Enter up to 6 alpha/numeric characters which denote the user who created this memo record.
418	425	8	9(8)	Date due for action		Enter the date when the memo type is due for action
426	465	40	X(40)	Memo line 1		Free format text
466	505	40	X(40)	Memo line 2		Free format text
506	545	40	X(40)	Memo line 3		Free format text
546	617	72	X(72)	E-mail		Enter the member's e-mail address, to update the address data view and display on the member summary
618	625	8	X(8)	Filler		Filler
						Pension Details data view
626	637	12	X(12)	Payee Ref.		Enter the reference number used for non AX/Se payroll purposes.
638	639	2	99	Pay Freq		Enter the normal number of payments made per annum
640		1	X	Life Cert. Ind		Type of certificate of existence issued. See Notes for details

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
641	648	8	9(8)	Date Sent		Date certificate of existence or reminder issued
649	656	8	9(8)	Date Received		Date completed certificate of existence returned
						Dependants Details data view
657	668	12	X(12)	Dependants Payee Ref		Enter the dependants reference number used for non AX/Se payroll purposes.
669	670	2	99	Pay Freq		Enter the normal number of payments made per annum
671		1	X	Life Cert Ind		Type of certificate of existence issued. See Notes for details
672	679	8	9(8)	Date Sent		Date certificate of existence or reminder issued
680	687	8	9(8)	Date Received		Date completed certificate of existence returned
						GMP Details data view
688	698	11	9(11)	Total GMP		The annual rate of total GMP which is to be revalued. This field should be entered as follows: if GMP = £780.00 enter as 00000078000
699	706	8	9(8)	Date to which Calc'd		The date at which the values in the previous and next fields were calculated. Normally this will not be greater than 6 th April preceding State Pension Age unless State Benefits are deferred
707	717	11	9(11)	Post 88 GMP		The annual GMP accrued for service post 5/4/88 as at date of leaving active service. This field should be entered as follows: if POST88 GMP = £208.56 enter as 00000020856
						Service Breaks History data view
718	725	8	9(8)	Break from		Enter the start Date of the Break in Service
726	733	8	9(8)	Break to		Enter the End Date of the Break in Service
734		1	X	Reason		Indicator to show the reason for the Break in Service. See Notes for details
735	743	9	9(9)	Part Time Multiplier		Enter P/T Multiplier relevant to the period of the Break in Service. This field must be 9 characters as follows: if the multiplier is 75.56% enter as 075560000
						Basic Details Part-Time Items
744	754	11	X(11)	Part-Time Hours		Enter the amount of part-time hours and proportion of whole-time hours worked

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
						by the member. This can be in the format XX.XX/XX.XX (i.e. HH.HH/HH.HH) or as a percentage where the format must be x (8) e.g. 99. 99999 followed by 3 spaces (Basic Details)
755	763	9	9(9)	Part-Time Ratio	M	If an entry has been made in the previous field, this item is mandatory. Enter the ratio of part-time hours. Must be 9 characters as follows: for 18.50/37.00 enter 050000000 Where a percentage has been used in the previous field the format will be 099999999 (Basic Details)
						Miscellaneous Items
764	764	1	X	Stat Notice Ind.		Indicator to denote whether a statutory notice is required or has been printed F = Notice required, P = Notice printed (Basic Details)
765	765	1	X	Consistency/Checking ID		Indicator to denote the status of the data set (Member Summary)
766	768	3	X(3)	Narrative		Normally the initials of user amending/creating the preceding item
769	776	8	9(8)	Date		Enter the date that applies to the 2 preceding items
777	784	8	9(8)	Member Conts Change Date	O	Enter the date to which contributions paid at former rate (Contribution Details List 1)
785	795	11	9(11)	Member Contributions	O	Scheme (Basic) Contributions paid to above date (this financial year) (Contribution Details List 1)
796	852	57	X(57)	Filler		Spaces
						Remuneration data view lists
853	860	8	9(8)	Date Applicable	O	Enter the date from when the Actual Remuneration/Acting Up allowance for starters entered in the following field is applicable, this is normally the date joined Scheme.
861	871	11	9(11)	Actual Remun	O	Enter the actual rate of pay/Acting Up on joining the scheme

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
872	879	8	9(8)	Date Applicable	O	Enter the date from when the pensionable remuneration/average pensionable pay entered in the following field is applicable
880	890	11	9(11)	Pens Remun/Avg Pens Pay	O	Enter the Pensionable Remuneration/Average Pensionable Pay applicable at the date entered in the previous field. This should be the whole-time equivalent of the Actual Remun if the member is part-time. For £12351.65 enter as 00001235165
891	915	25	X(25)	Previous Surname	O	Enter the member's previous surname (Basic Details)
916	923	8	9(8)	Date of Marriage / Civil Partnership	O	Enter the date of Marriage / Civil Partnership (Basic Details)
924	937	14	X(14)	Telephone Number	O	Enter the member's telephone number (Address data view)
938	953	16	X(16)	Occupation	O	Enter the member's occupation (PL90-TXT01 on User Defined data view)
954	954	1	X(1)	Alternative Communication	O	Enter alternative communication indicator (PL90-IND10 on User Defined data view)
955	974	20	X(20)	Job Title	O	Enter the member's job title (JOB-TITLE on Member Summary data view & (PL90-STRNG on User Defined data view)
975	975	1	X(1)	Gone Away Indicator	O	Enter Y or N to set/unset Gone Away Indicator, or leave blank (Address data view)
976	1024	49	X(49)	Filler	O	Spaces

Designer Interface – SLCLAS – CLASS Group extensions to allow additional fields to be updated on the member data set as follows:-

- Previous Surname
- Date of Marriage / Civil Partnership
- Telephone Number
- Email Address
- Occupation
- Alternative Communication
- Job Title
- Gone Away Indicator

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The updating of the above fields is optional and is turned off by default – P782 should be used to change the Update Type to IE from the default NZ if required.

Job Title can be updated to two fields if required, PL90-STRNG which is the 31 character field on DV090 and/or JOB-TITLE which is on the Member Summary data view but not displayed in AXISe. JOB-TITLE can be used by ID.

Address data view processing has been amended to bring forward Telephone Number and Email Address if a change of address is present on the interface without these details. Similarly, if a change to either or both of these fields are present on the interface without a change of address, these fields will update the current address data view.

Address data view processing has been extended to compare the address data between the interface and the member data. If the address is the same, the interface on the interface is blanked to prevent the same address from being posted again.

The Gone Away indicator has been added as an aid for Clients updating their address details following an ATMOS cleaning exercise. The Gone Away indicator on the interface updates the current Address data view with Y/N from the interface if present.

Y will be seen as the box ticked, N will be seen as the box un-ticked. The Gone Away indicator is not brought forward so that if the current address has the Gone Away indicator set and a new address is posted, a new Address data view will be created without the Gone Away indicator.

SLCLAS – Notes on the completion of Specific Items

Cash items are right justified with leading zeroes (no decimal point)

Dates are in the format DDMMYYYY

Text items are left justified with trailing spaces

Unused fields should be space filled

M/O – Indicates within the creation of starters if an item is mandatory (M), or optional (O).

Items without a value in this column should be created if relevant. The only mandatory item for amendments is National Insurance Number, other details such as additional identifiers, surname etc should be completed, even if not intended for subsequent update to the member, as they may assist in matching to the correct data set and in resolving queries.

From	Field Name	Permitted Values
76	Scheme	001 – LGPS, 101 – Councillors, 080 / POL – Police, 090 / FIR – Firefighters
79	Status	1 – Active N.. – Leaver (no benefit yet) 6 – Dependant 7 – Deceased/liability ceased

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From	Field Name	Permitted Values	
		awarded) N.. – Exit with no liability 4 – Preserved 5 – Pensioner (own right)	8 – Not in Scheme/awaiting entry 9 – Frozen refund A – Non-protected (Police and Fire specific)
81	Employment Type/Class/Rank/Role	LGPS Schemes N.. Officer 02 Manual Worker 03 Former Reg 21-60/5.. 04 Former Reg 23-55/25. 05 Coroner 06 NHS Benefits 07 Female Grant Post 72 08 Female Officer E12 09 Female Manual E12 CM Councillor Member PC Pens Credit(Divorce) SP School Cross Patrol Police Scheme N.. Constable or Sergeant 02 Inspector to Superintendant 03 /A3 Asst Chief Constable C1 Constable C2 Chief Inspector C3 Chief Constable D3 Deputy Chief Constable I2 Inspector P2 Chief Superintendent PC Pens Credit(Divorce) S1 Sergeant S2 Superintendant A8 Asst Chief Constable – 2015 C6 Constable – 2015 C7 Chief Inspector – 2015 C8 Chief Constable – 2015	P7 Chief Superintendent – 2015 S6 Sergeant – 2015 S7 Superintendent – 2015 Firefighters Scheme 01/04 Firefighter to Station Officer 02/05 Asst Divisional Off or above A2/A5 Asst Divisional Officer C2/C5 Chief Fire Officer D2/D5 Divisional Officer F1/F4 Firefighter L1/L4 Leading Firefighter P2/P5 Asst Deputy Chief Fire Officer PC Pens Credit(Divorce) S1/S4 Sub Officer S5 Senior Divisional Officer T1/T4 Station Officer F6/F9 Firefighter – 2015 L6/L9 Crew Manager – 2015 S6/S9 Watch Manager – 2015 T6/T7/T9 Station Manager – 2015 A7/A0 Group Manager – 2015 D7/D0 Area Manager A – 2015 S7/S0 Area Manager B – 2015 P7/P0 Asst/Dep Chief Officer – 2015 C7/C0 Chief Fire Officer – 2015

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From	Field Name	Permitted Values
		D8 Deputy Chief Constable – 2015 I7 Inspector – 2015
153	Partnership Status	M – Married D – Divorced W – Widow(er)ed C – Civil Partnership P – Declared Partnership S – Single
168	Reduced N.I. Indicator	N – No GMP Liability Y – Paying Reduced Rate (Table letter E) P – Has paid reduced rate but now Full R – Revoked previous reduced rate X - N.I. Table X rate
169	Part-Time Indicator	Y – Part Time N or space – Whole Time R – Retained Firefighter V - Variable time C – Casual/Fluctuating
640	Life Cert. Ind	Y – Reply Received D – Death has been notified S – Suspended N – Not sent R – Reminder sent F – Final Reminder sent
671	Dependants Life Cert Ind	As above plus I – Child continuing Incapacity E – Child continuing Full time Education T – Child continuing Training
734	Break in Service Reason	A – Leave of Absence E – Education Break M – Parental Leave P – Paid Back S - Strike U – Unauthorised Absence

NEWCTD

FINANCIAL POSTINGS

FILE LAYOUT

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
1		1	X	Posting Type	M	A = Amendment
2	13	12	X(12)	N.I. Number	M	Main Match Key (Member Summary)
14	25	12	X(12)	1 st Additional Identifier	O	For update/identification in case of query , normally Superann Ref (Ident1) (Member Summary)
26	50	25	X(25)	Surname	O	For update/identification in case of query (Member Summary)
51	75	25	X(25)	Forenames	O	For update/identification in case of query (Member Summary)
76	78	3	X(3)	Filler		Spaces
79		1	X	Status	M	For Police and Fire schemes only, indicates whether member is active or non-protected (Member Summary)
80		1	X	Sex	O	If completed will be compared to existing value. (Member Summary)
81	82	2	XX	Employment Type/Class/Rank	O	For update/identification in case of query (Member Summary)
83	90	8	9(8)	Date of Birth	O	If completed will be compared to existing value (Member Summary)
91	106	16	X(16)	Filler	O	Spaces
107	114	8	9(8)	Employer Start Date	O	For update/identification in case of query (Basic Details)
115	119	5	X(5)	Employer	O	For update/identification in case of query (Basic Details/Member Summary)
120	166	47	X(47)	Filler		Spaces
167		1	X	N.I. Table Letter	O	Used in conjunction with Reduced NI Indicator below
168		1	X	Reduced N.I. Indicator	O	For update if Table Letter above = E (Basic Details)
169		1	X	Part-time Indicator	O	If completed will be compared to existing value (Basic Details)

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
170	175	6	9(6)	Contribution Rate	O	Enter current rate of basic contribution paid by the member. (For 7.50% enter as 000750).This should be the rate at the end of this financial year, for which this return is being submitted (Contribution Details)
176	183	8	9(8)	Date Left Active Service	O	Used in validation checking but does not update (Basic Details)
184	187	4	X(4)	Filler	O	Spaces
188	189	2	99	Employment Number	O	For matching when duplicates occur for Main Key. Enter leading zero (Member Summary)
190		1	X	Not Used		
191	202	12	X(12)	2 nd Additional Identifier	O	For update/identification in case of query, normally Payroll ref (Ident2) (Member Summary)
203	214	12	X(12)	3 rd Additional Identifier	O	For update/identification in case of query , normally Dept ID (Ident3) (Member Summary)
215	239	25	X(25)	Filler		Spaces
240	248	9	9(9)	Total hours worked	O	For POLICE schemes only – enter the total hours overtime for part time officers, for which contributions have been deducted in order to count extra service. Format is 9(3)v9(6) e.g. 789.75 is entered as 789750000 (new data view)
249	290	42	X(42)	Filler		Spaces
291	301	11	9(11)	LGPSMAIN Employee Contributions to Date		Employee contributions paid in the financial year in LGPSMAIN section (Financial Audit Data View)
302	312	11	9(11)	LGPS5050 Employee Contributions to Date		Employee contributions paid in the financial year in LGPS5050 section (Financial Audit Data View)
313	323	11	9(11)	Employee APC's		Employee APC's paid in the financial year. Employee SCAPC contributions should be included, <u>please do not include any Employer SCAPC contributions.</u> (Financial Audit Data View)

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
324	334	11	9(11)	Employer Shared Cost APC's		Employer Shared Cost APC's paid in the financial year. (Financial Audit Data View)
335	345	11	9(11)	Reserved for future use		Reserved for future use (Financial Audit Data View)
346	356	11	9(11)	Reserved for future use		Reserved for future use (Financial Audit Data View)
357	367	11	9(11)	Reserved for future use		Reserved for future use (Financial Audit Data View)
368	378	11	9(11)	Reserved for future use		Reserved for future use (Financial Audit Data View)
379	389	11	9(11)	Reserved for future use		Reserved for future use (Financial Audit Data View)
390	400	11	9(11)	Reserved for future use		Reserved for future use (Financial Audit Data View)
401	608	208	X(208)	Filler		Spaces
609	614	6	9(6)	Member conts rate 2	O	Where the member has paid contributions at more than one rate this year, enter the rate paid in respect of the period starting in position 925 below (Contribution Details List 1)
615	620	6	9(6)	Member conts rate 3	O	Where the member has paid contributions at more than one rate this year, enter the rate paid in respect of the period starting in position 959 below (Contribution Details List 1)
621	626	6	9(6)	Member conts rate 4	O	Where the member has paid contributions at more than one rate this year, enter the rate paid in respect of the period starting in position 992 below (Contribution Details List 1)
627	687	61	X(61)	Filler		Spaces
688	698	11	9(11)	CPD Conts	O	Enter the contributions paid by FIREFIGHTERS <i>only</i> , in relation to Continuous Professional Development , note that this return should be in respect of the period ending 30 th June (new data view)
699	776	78	X(78)	Filler	O	Spaces

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
777	784	8	9(8)	Member Conts Date and / or GAD Transactional Data Date	M	Scheme Conts Period End date normally 3103yyyy (Contribution Details List 1) and / or GAD Transactional Data Date normally 3103yyyy (Financial Audit Data View)
785	795	11	9(11)	Member Contributions	M	Scheme (Basic) Contributions paid to period end date above (Contribution Details List 1)
796	803	8	9(8)	Voluntary Conts Date	O	Employer Contributions Period End date normally 3103yyyy (Contribution Details List 2)
804	814	11	9(11)	Voluntary Contributions	O	Employer Contributions paid to period end date above (Contribution Details List 2)
815	822	8	9(8)	N.I. Earnings Date	O	National Insurance Earnings Period End date normally 0504yyyy (N.I. Details List)
823	833	11	9(11)	N.I. Earnings	O	National Insurance Earnings paid to period end date above (N.I. Details List)
834	841	8	9(8)	Date Applicable	O	Period End Date for following rate of Pay normally 3103yyyy (Remuneration List 1)
842	852	11	9(11)	Actual Remun/Acting Up	O	The actual rate of Pay/Acting Up at period end date (Remuneration List 1)
853	860	8	9(8)	Date Applicable	O	Period end date for Pensionable remuneration/average pensionable pay entered in the following field is applicable normally 3103yyyy (Remuneration List 2)
861	871	11	9(11)	Pens Remun/Avg Pens Pay	O	Enter the Pensionable Remuneration/Average Pensionable Pay applicable for the period entered in the previous field. This should be the whole-time equivalent of the Actual Remun if the member is part-time. For £12351.65 enter as 00001235165 (Remuneration List 2)
872	879	8	9(8)	C8 Add Conts Date	O	Period end date for the LGPS In-House additional contributions entered in the following field is applicable normally 3103yyyy (Additional Contributions List 1)

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
880	890	11	9(11)	C8 Add Conts	O	Additional contributions for LGPS In-House additional contributions (Additional Contributions List 1)
891	898	8	9(8)	Other Add Conts Date	O	Period end date for the additional contributions entered in the following field is applicable normally 3103yyyy (Additional Contributions List 2)
899	909	11	9(11)	Other Add Conts	O	Additional contributions for purchase of Scheme service etc (Additional Contributions List 2)
910	920	11	9(11)	Part Time buy Back amount	O	Contributions paid to purchase previous part time service (Add Contract type B)
921	924	4	X(4)	Filler		Spaces
925	932	8	9(8)	Member Conts period end date 2	O	Enter the date to which the contributions shown below were paid at the former rate 2 shown in position 609 (Contribution Details List 1)
933	943	11	9(11)	Member Conts paid 2	O	Enter the amount of contributions paid at the former rate 2 shown at position 609 (Contribution Details List 1)
944	954	11	9(11)	In House AVCs paid	O	Enter the amount of In House AVCs paid to period end date normally 3103yyyy (Add Contract type I)
955	958	4	X(4)	Filler		Spaces
959	966	8	9(8)	Member Conts period end date 3	O	Enter the date to which the contributions shown below were paid at the former rate 3 shown in position 615 (Contribution Details List 1)
967	977	11	9(11)	Member Conts paid 3	O	Enter the amount of contributions paid at the former rate 3 shown at position 615 (Contribution Details List 1)
978	991	14	X(14)	Filler	O	Spaces
992	999	8	9(8)	Member Conts period end date 4	O	Enter the date to which the contributions shown below were paid at the former rate 4 shown in position 621 (Contribution Details List 1)
1000	1010	11	9(11)	Member Conts paid 4	O	Enter the amount of contributions paid at the former rate 4 shown at position 621 (Contribution Details List 1)

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
1011	1016	6	9(6)	New contribution rate	O	Enter the contribution rate to apply from the beginning of new financial year if known (applies to LGPS schemes only) (Contributions Data View)
1017	1024	8	X(8)	Filler		Spaces

Notes

The NEWCTD application will update the relevant data views, by creating a new entry for the relevant period end date. If an entry for the relevant date already exists on the data view, then any values included on the interface will replace the existing items except that, as standard, the application will reject any member where values already exist for the Scheme Contributions. This exception can be over-ridden by any site if required.

Cash items are right justified with leading zeroes (no decimal point) Dates are in the format DDMMYYYY

Text items are left justified with trailing spaces. Unused fields should be space filled.

PTHRCH

CHANGES OF WORKING HOURS/PERCENTAGES

FILE LAYOUT

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
1		1	X	Posting Type	M	A = Amendment
2	13	12	X(12)	N.I. Number	M	Main Match Key (Member Summary)
14	25	12	X(12)	1 st Additional Identifier	O	For matching / identification in case of query , normally Payroll ref (Ident2) (Member Summary)
26	50	25	X(25)	Surname	O	For matching/identification in case of query (Member Summary)
51	75	25	X(25)	Forenames	O	For identification in case of query (Member Summary)
76	78	3	X(3)	Filler		Spaces
79		1	X	Status	M	For Police and Fire schemes only, indicates whether member is active or non-protected (Member Summary)
80	82	3	X(3)	Filler		Spaces
83	90	8	9(8)	Date of Birth	O	For identification in case of query (Member Summary)
91	114	24	X(24)	Filler	O	Spaces
115	119	5	X(5)	Employer	O	For matching /identification in case of query (Member Summary)
120	124	5	X(5)	Filler		Spaces
125	132	8	9(8)	Date Commenced Current Pensionable Service	M	Date working hours changed – 1st Change (Basic Details Data View)
133	187	55	X(55)	Filler		Spaces
188	189	2	99	Employment number	O	For matching /identification in case of query. Enter leading zero (Member Summary)
190		1	X	Filler		Space
191	202	12	X(12)	2 nd Additional Identifier	O	For matching /identification in case of query , normally Superann Ref (Ident1) (Member Summary)
203	214	12	X(12)	3 rd Additional Identifier	O	For update/identification in case of query , normally Dept Id (Ident3) (Member Summary)
215	620	406	X(406)	Filler		Spaces

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
621	628	8	9(8)	2nd change of Date Commenced Current Pensionable Service	O	Date working hours changed – 2nd change (Basic Details Data View)
629	636	8	X(8)	Filler		Spaces
637	647	11	X(11)	2nd Change of Part Time Hours or Percentage	O	e.g. 20.00/40.00 or 50.12345 (Basic Details)
648	690	43	X(43)	Filler		Spaces
691	701	11	X(11)	Current Part Time Hours or Percentage	O	e.g. 20.00/40.00 or 50.12345 If this value is present it will be compared with the value currently held on Basic Details and warning 7835 will be produced if the values are different.
702	743	42	X(42)	Filler		Spaces
744	754	11	X(11)	1st Change of Part Time Hours or Percentage	O	e.g. 20.00/40.00 or 50.12345 (Basic Details)
755	763	9	X(9)	Filler		Spaces
764		1	X	Statutory Notice Indicator	O	Enter 'F' if a statutory notice is required (Basic Details)
765	1024	260	X(260)	Filler		Spaces

Notes

This application can be used both for Part-Time Hour Changes, Whole Time to Part Time and vice versa.

The Basic Details data view will be updated to reflect the latest change and the Service History data view will be updated with a new service period calculated from the former Date Commenced Pensionable Service to the day before date of change.

To reflect Part time working, the format of item 744-754 must be either 99.99/99.99 or 99.99999. This is a literal text field with decimal points and '/' as shown in the example.

For changes from Part-Time to Whole Time, only the Date of Change (DCCPS) is required. If the change is from Whole-Time to Part-Time then the Date of Change (DCCPS) and new Part-Time Hours/Percentage must be completed.

The facility to post a second change of working hours/percentage if entered on the PTHRCH Interface Application was introduced in the 2011.1 release. In addition, it is now possible to check current working hours/percentage if entered and obtain a warning if they are different to the details displayed on the Basic

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Details data view. These items are optional, and if present are only used to update the second service period displayed on the Service History data view calculated from the first change date to the day before the second change date, using the first working hours/percentage.

The second change of working hours/percentage, which follows the first change, must have the working hours/percentage entered in position 637-647 in the format 99.99/99.99 or 99.99999 i.e. in the same format as the existing 744-754. The second change date must be entered in position 621-628 in the format DDMMYYYY as 125-132.

The current working hours/percentage, if this check is required, must have the working hours/percentage entered in position 691-701 in the format 99.99/99.99 or 99.99999 i.e. in the same format as the existing 744-754.

Dates are in the format DDMMYYYY

Text items are left justified with trailing spaces

Unused fields should be space filled

EMPLCH
CHANGE OF EMPLOYER
FILE LAYOUT

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
1		1	X	Posting Type	M	A = Amendment
2	13	12	X(12)	N.I. Number	M	Main Match Key (Member Summary)
14	25	12	X(12)	1 st Additional Identifier	O	For matching / identification in case of query , normally Payroll Ref (Ident2) (Member Summary)
26	50	25	X(25)	Surname	O	For matching/identification in case of query (Member Summary)
51	75	25	X(25)	Forenames	O	For identification in case of query (Member Summary)
76	82	7	X(7)	Filler		Spaces
83	90	8	9(8)	Date of Birth	O	For identification in case of query (Member Summary)
91	114	24	X(24)	Filler	O	Spaces
115	119	5	X(5)	Employer	M	Enter the new Employer code (Member Summary/Basic Details)
120	124	5	X(5)	Filler		Spaces
125	132	8	9(8)	Date Commenced Current Pensionable Service	M	Enter the date Employer code changed (Basic Details Data View)
133	187	55	X(55)	Filler		Spaces
188	189	2	99	Employment number	O	For matching /identification in case of query. Enter leading zero (Member Summary)
190		1	X	Filler		Spaces
191	202	12	X(12)	2 nd Additional Identifier	O	For matching /identification in case of query , normally Superann Ref (Ident1) (Member Summary)
203	214	12	X(12)	3 rd Additional Identifier	O	For update/identification in case of query , normally Dept Id (Ident3) (Member Summary)
215	763	549	X(549)	Filler		Spaces
764		1	X	Statutory Notice Indicator	O	Enter 'F' if a statutory notice is required
765	1024	260	X(260)	Filler		Spaces

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Notes

Using this application, the Member Summary and Basic Details data views will be updated to reflect the latest change and the Service History data view will be updated with a new service period calculated from the former Date Commenced Pensionable Service to the day before date of change.

Dates are in the format DDMMYYYY

Text items are left justified with trailing spaces

Unused fields should be space filled

ALCARE

Career Average Revalued Earnings

FILE LAYOUT

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
1		1	X	Posting Type	M	A = Amendment
2	13	12	X(12)	N.I. Number	M	Main Match Key (Member Summary)
14	25	12	X(12)	1 st Additional Identifier	O	For matching of duplicates/identification in case of query - Ident1 (Member Summary)
26	50	25	X(25)	Surname	O	For identification in case of query (Member Summary)
51	75	25	X(25)	Forenames	O	For identification in case of query (Member Summary)
76	78	3	X(3)	Scheme		As applicable, for example, 001, 002, 003 etc (Member Summary)
79		1	X	Status	M	For Police and Fire schemes only, indicates whether member is active or non-protected. (Member Summary)
80	114	35	X(35)	Filler		Spaces
115	119	5	X(5)	Employer	O	For matching of duplicates/identification in case of query (Basic Details/Member Summary)
120	187	68	X(68)	Filler		Spaces
188	189	2	99	Employment Number	O	For matching of duplicates/identification in case of query. Enter leading zero if used (Member Summary)
190	190	1	X	Filler		Spaces
191	202	12	X(12)	2 nd Additional Identifier	O	For matching of duplicates/identification in case of query – Ident2 (Member Summary)
203	214	12	X(12)	3 rd Additional Identifier	O	For matching of duplicates/identification in case of query – Ident3 (Member Summary)
215	776	562	X(562)	Filler		Spaces
777	784	8	9(8)	MAIN tranche From Date	M	The main CARE tranche period start date normally 0104yyyy, for example LGPSMAIN, POLIMAIN or FIREMAIN. (CARE Data View)
785	795	11	X(11)	Filler		Spaces
796	803	8	9(8)	MAIN tranche To Date	M	The main CARE tranche period end date normally 3103yyyy, for example LGPSMAIN, POLIMAIN or FIREMAIN. (CARE Data View)

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FROM	TO	LENGTH	TYPE	FIELD NAME	M/O See Notes	COMMENTS
804	822	19	X(19)	Filler		Spaces
823	833	11	9(11)	MAIN tranche Pay	M	Pay received in the financial year in the main CARE tranche section, for example LGPSMAIN, POLIMAIN or FIREMAIN. (CARE Data View)
834	841	8	9(8)	5050 tranche From Date	O	The 5050 CARE tranche period start date normally 0104yyyy – currently only applicable for Local Government (LGPS5050) (CARE Data View)
842	852	11	X(11)	Filler		Spaces
853	860	8	9(8)	5050 tranche To Date	O	The 5050 CARE tranche period end date normally 3103yyyy – currently only applicable for Local Government (LGPS5050) (CARE Data View)
861	879	19	X(19)	Filler		Spaces
880	890	11	9(11)	5050 tranche Pay	O	Pay received in the financial year in the 5050 CARE tranche section – currently only applicable for Local Government (LGPS5050) (CARE Data View)
891	1010	120	X(120)	Filler		Spaces
1011	1014	4	X(4)	Active CARE Tranche	O	Main or 5050 tranche as appropriate (Basic Details)
1015	1024	10	X(10)	Filler		Spaces

Notes

The ALCARE *altair* application updates the relevant data view by creating a new entry for the relevant period start date if an entry does not already exist. If an entry for the relevant period start date already exists on the data view, then any values included on the interface will replace the existing items. For monthly posting, the period start date is usually 0104yyyy, and remains unchanged during the financial year. The period end date is usually the month end for the period in question – 3004yyyy, 3105yyyy etc. throughout the financial year - the pay figure for the longer period automatically replacing the existing entry.

The values in the MAIN and 5050 sections of the interface layout are populated only if pay has been received in that section within the financial year/period in question. If a member changes section during the financial year, then an entry could be posted at the point of change with the appropriate period start and end dates together with the pay received in that section. The current tranches available are as follows:

	MAIN	5050
LGPS	LGPSMAIN	LGPS5050
Police	POLIMAIN	N/A
Fire	FIREMAIN	N/A

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Cash items are right justified with leading zeroes (without a decimal point). Dates are in the format DDMMYYYY. Text items are left justified with trailing spaces. Unused fields should be space filled.