Enrol Workers File Specification

Field Name	Description	Guidance
NEST Employer Ref	Please enter the employer reference number in the following format: **EMPnnnnnnnnn** Your NEST ID is a unique employer identifier given to you after you complete step 2 in the employer set up process. It is 12 characters long and shown on most screens when you are logged into your account. If you set up more than one scheme in NEST, for example one for each subsidiary company, then these will each have their own NEST ID. For example: • EMP123456789 • This is case sensitive, so make sure you use capital letters - 'EMP' not 'emp'.	Mandatory
Title	Please enter one of the following: **• Mr • Mrs • Miss • Ms • Dr** Please select the most appropriate title if there is not an exact match. The selection needs to be compatible with the 'Gender' field. For example a combination of 'Miss' and 'M' or 'Mr' and 'F' would not be accepted.	Mandatory
Forename	Please enter first name of the worker. What you enter here will be what your worker sees when they log into their account to receive communications from NEST. You should supply a full name and not just an initial.	Mandatory
Middle name	Please enter middle name of the worker. What you enter here will be what your worker sees when they log into their account to receive communications from NEST. You should supply a full name and not just an initial.	Optional
Surname	Please enter last name of the worker. What you enter here will be what your worker sees when they log into their account to receive communications from NEST. You should supply a full name and not just an initial.	Mandatory
Date Of Birth	Date of birth of the worker	Mandatory

NI Number	Please enter the worker's NI number. The NI number will be used to identify the individual worker contribution record. Do not use spaces. For example: • AA123456B. If you have a worker's NI number, you are required by law to provide it when you enrol them. There is an exception for foreign workers who are waiting to receive their NI numbers You will need to indicate if this applies to any of your workers when you are enrolling them. You can do this entering a Y in the field *Is member an overseas national awaiting an NI number?*	Mandatory if you have the NI number
Is NI Number Unavailable	A declaration from you that you do not hold an NI number for this worker. Please enter **Y** (Yes) if you do not hold the worker's NI number. This is sufficient to declare that you do not hold an NI number for the worker. The [Alternative Unique Identifier] and [Is Member Overseas National Awaiting NI Number] will also need to be populated if this has been entered. If you' have entered an NI number please leave blank. If you choose **N** or **any other entry** and you have not provided an NI number then the worker will not be enrolled.	Mandatory if NI number is not present
Alternative Unique Identifier	An alternative unique identifier will be needed if the NI number is not available Generally this is the worker's payroll number with the current employer. It should be a unique identifier for the worker in your organisation Please enter a reference you can use to identify the worker. We recommend you use a mixture of both letters and numbers. For example: • **XYZ4321567** If you use only letters, members will not be able to opt out using the automated telephone service. If the reference you use starts with one or more zeros please make sure the spreadsheet you are working with does not remove them. The NI number must be supplied within one month of it being provided to you. You can supply both an NI number and alternative unique identifier.	Mandatory if NI number is not present

Address 1	Address line 1 of the worker's address This is the first of two fields provided for the worker's address minus the Town/City, County, Postcode and Country. You can spread the first part of the address over Address field 1 and 2 as required, however at least one of the fields must be used. Employers who have previously entered 'House name' can continue to do so.	Optional
Address 2	Address line 2 of the worker's address This is the second of two fields provided for the worker's address minus the Town/City, County, Postcode and Country. You can spread the first part of the address over Address field 1 and 2 as required however one must be used.	Mandatory if Address 1 is not provided, otherwise it is optional.
Town Or City	Town/city of the worker's correspondence address. Please enter the town or city where the worker lives. For example: • **London** • **Stratford-upon-Avon** • **Great Yarmouth** • **Westward Ho!** should be provided as **Westward Ho** For islands off the UK mainland, for example Jersey, the address could be split across Town/city, County and Country as follows: • **Town/city - St Helier** • **County - Jersey** • **Country - Channel Islands**	Mandatory
County	County of the worker's correspondence address. Please enter the county where the worker lives. Only enter letters: (A-z) and single or double spaces between words. For example: • **Cheshire** • **Isle of Wight** • **Dumfries & Galloway** should be provided as **Dumfries and Galloway** For islands off the UK mainland, for example **Jersey**, enter the name of the island here. **Channel islands** can also be added, for example '**Jersey Channel Islands**' would be acceptable in this field.	Optional

PostCode	Postcode of the worker's correspondence address. Please enter the postcode where the worker lives. Only enter letters (A-z), numbers (0-9) and single space. For example: • **SW1 9DG** Validation of the postcode only applies to United Kingdom addresses. Where an invalid postcode is provided the member will not be enrolled. For overseas entries the only validation will be against the length of the field.	Mandatory if a United Kingdom address Optional if not a United Kingdom address
Country Name	Country of the worker's correspondence address. Please enter the country where the worker lives. Only enter letters (A-z), hyphen (-), ampersand (&), apostrophe ('), full stop (.), curved brackets () and single spaces. If the worker's correspondence address is anywhere within the UK please enter United Kingdom. Otherwise please enter the non-UK country.	Mandatory
Work Email	Please enter the worker's email address for where they work. It should not be an email address that is shared with anyone else. Email addresses should be in the proper format and can start with numeric characters. For example: • **aperson@xyzltd.co.uk** •**123aperson@xyz.com** Capital letters are allowed. You should consider whether supplying your workers' email addresses conflicts with any internet usage restrictions or policies. If it does, you can provide a personal email address.	Optional
Personal Email	The worker's personal email address Please enter the worker's personal email address. This email address is preferred as it will help NEST keep in touch with the worker outside their employment with you.	Optional

Gender	Gender of the worker	Mandatory
	Please enter either **M** (male), **F** (female) or U (unknown).	
	For example: • **M** • **F** • **U**	
	The selection needs to be compatible with the field 'Title'. For example, a combination of 'Miss' and 'M' or 'Mr' and 'F' would not be accepted.	
	The Occupational and Personal Pension Scheme (Automatic Enrolment) Regulations 2010 (SI 2010 No. 772) requires you to provide the gender.	
	Gender is used to check against member records already set up to identify any possible existing matches. Gender of 'unknown' is valid and the member will still be enrolled. However, you should check this, before enrolling the member, as communications to the member may be addressed incorrectly.	

Enrolment Type	Enrolment type of the worker that shows whether they are enrolling as a result of automatic enrolment or voluntarily You do not necessarily have to automatically enrol all your workers into NEST. You only do this for workers who meet certain criteria. **• AE • OPTIN • WWQE • OTHERS • VOLUNTARY** The first four enrolment types are only valid on or after an employer's duty staging date. If you are entering the enrolment types yourself, please make sure you follow the spelling above. Please note they are not case sensitive so you can enter them in lower or upper case. **AE (automatic enrolment)** -Use this for eligible job holders. **OPTIN -** Use this for non-eligible jobholders or eligible jobholders opting in during a waiting period. **WWQE (worker without qualifying earnings)** - Use this for entitled workers including those who ask to join during a waiting period. **OTHERS** - This is the category of member enrolment that applies to workers being enrolled under full employer duties after the staging date, but where an opt-out period should not be applied. Workers enrolled in this way will not have an opt-out period. For example, if you accidentally cancel a member's enrolment. Please enter **VOLUNTARY** as the enrolment type if you are using NEST before your employer staging date. Workers enrolled in this way will not have an opt-out period, but like all NEST members they can choose to stop or take a break from making contributions at any time. This is purely for employers that want to use NEST on a voluntary basis and not for employers coming to NEST to meet their duties. If you are not sure when your employer staging date is, you can find out on The Pensions Regulator's website at **tpr.gov.uk**	Mandatory
Group Name	Full name of the group to which the worker belongs If you do enter a workers group, the group name must exactly match the name of a group you have set up with NEST. It is case sensitive, for example, Group 1 must be typed as Group 1 and not group 1. You may have more than one group, for example for different levels of contributions, different pay reference periods (weekly, monthly and so on), locations, and organisational structure. If you only have one group, then this field is optional. If you have more than one group then this is a mandatory field and you must provide a group for the member. If a member has previously been enrolled as an entitled worker (WWQE) and is now being enrolled as an eligible jobholder (AE) the group you supply for the new enrolment will override the existing group the worker is allocated to if you change it.	Optional if only one group has been set up otherwise mandatory

Payment Source	This is the payment source for the worker. Workers may fall under different payment sources or all workers can come under a single payment source	Optional if only one payment source has been set up otherwise mandatory
	You must provide a payment source for the member. There will be a check on this name to see if it matches up with the payment source as defined by you during the set-up process or any time afterwards. It is case sensitive, for example, Ps 1 must be typed as Ps 1 and not ps 1. The payment source name must exactly match the name of a payment source you have set up with NEST.	
	If you only have one payment source, then this field is optional. If you have more than one payment source then this is a mandatory field and you must provide a payment source for the member.	
	If a member has previously been enrolled as an entitled worker (WWQE) and is now being enrolled as an eligible jobholder (AE) the payment source you supply for the new enrolment will override the existing payment source the worker is allocated to if you change it.	

| Start Date | Date from which the worker's enrolment in NEST is effective. This is usually the date the worker becomes or became eligible for automatic enrolment. If you are using a waiting period this date should be the deferred automatic enrolment date.

The worker's start date depends on the category of worker when they are enrolled in NEST. It is not necessarily the date that you enrol them into the system.

Eligible jobholder being automatically enrolled

The date your pension duties apply to them. This will be either your staging date, your deferred duty date if you are using a waiting period or the date they become an eligible jobholder.

Non-eligible jobholder

If the worker tells you they want to join NEST before your payroll cut-off date has passed their start date is the first day of the next pay period. If they tell you after it has passed then the start date is the first day of the following pay period.

Entitled workers, also known as workers without qualifying earnings.

There are no specific rules about which date you must put in. To keep things simple, you can follow the same rule as for non-eligible jobholders or agree a date with the worker.

Volunteer worker

We do not ask for a start date for volunteer workers. We will treat their date of enrolment as their start date.

Other workers

This can vary, but you should generally use the first date that they are entitled to contributions. | Mandatory if the enrolment type is

• AE • WWQE • OPTIN
• OTHERS

Not needed for an enrolment type of VOLUNTARY |
| Is Member Overseas National Awaiting NI Number | This is a declaration from you stating whether or not the member is an overseas national who is due to get an NI number but has not received it yet

Can be **Y** or **N**.

If NI number is present, then this field will be optional. Even if the value is provided, this field will be ignored.

If **Y**, tax relief will be claimed for the member.
If **N**, tax relief will not be claimed for the member.

If the NI number is not present and this declaration is not given, or **any other reason** is used, then an error will occur and the enrolment will be rejected. | Mandatory if the NI number is not present. |

Update Contributions File Specification

Field Name	Description	Guidance
NEST Employer Ref	Please enter the employer reference number in the following format: **EMPnnnnnnnnn** Your NEST ID is a unique employer identifier given to you after you complete step 2 in the employer set up process. It is 12 characters long and shown on most screens when you are logged into your account. If you set up more than one scheme in NEST, for example one for each subsidiary company, then these will each have their own NEST ID. For example: • EMP123456789 • This is case sensitive, so make sure you use capital letters - 'EMP' not 'emp'.	Mandatory
Payment Source	This is the worker's payment source. Payment sources are created when you set up your scheme and all enrolled workers are assigned to a payment source. Workers may fall under different payment sources or all workers can come under a single payment source. There will be a check on the payment source name to see if it matches up with a current payment source. It is case sensitive, for example: **Ps 1** must be typed as **Ps 1** and not **ps 1**. Only enter letters (A-z), numbers (0-9) and single spaces.	Mandatory
Frequency	Payment frequency of this contribution schedule Please enter exactly as shown either: **• Weekly • Tax Weekly · Fortnightly • Four Weekly • Monthly · Tax Monthly** The frequency of payments for each contribution schedule is set when you set up your scheme. The frequency is displayed in the contribution schedule. This is case sensitive.	Mandatory

Earnings Period End Date	End date of the contribution schedule created by NEST. This is the end date of the period in which wages are paid and not the period they were earnt. It is important if workers are paid in arrears. The date entered must be the same as the date NEST created the contribution schedule. If the dates do not align you will need to use the date required by NEST and check your set up against payroll, for example whether it should be aligned to tax periods.	Mandatory
Earnings Period Start Date	Start date of the pay period to which the contribution relates You will need to provide the Earnings Period Start Date (EPSD) if: • NEST are unable to identify a contribution schedule with the provided fields because more than one schedules are matching. If this is the case, then an error will be shown to request you to provide the EPSD • if the details provided correspond to two contribution schedules in the system, then an error will be shown stating which of the optional fields (Payment due date or Earnings Period Start Date) are needed to process the file. • if the details provided match with more than two contribution schedules in the system, then a generic error message will be shown stating all the fields (EPSD, Payment Due Date) are required to process the file	Conditional
Payment Due Date	Date by which all contributions on the schedule must be cleared in the NEST bank account This is the latest date by which the payment must have cleared in NEST's bank account. Payment due dates are set for each contribution schedule when you set up your scheme. The due dates are displayed online for each contribution schedule and in communications from us confirming when a contribution schedule is ready for you to populate it. You will need to provide the payment due date if: • NEST are unable to identify a contribution schedule with the provided fields because more than one schedules are matching. If this is the case, then an error will be shown to request you to provide the payment due date • if the details provided correspond to two contribution schedules in the system, then an error will be shown stating which of the optional fields (Payment due date or Earnings Period Start Date) are needed to process the file. • if the details provided match with more than two contribution schedules in the system, then a generic error message will be shown stating all the fields (EPSD, Payment Due Date) are required to process the file	Conditional

Surname	Surname of the worker. This field will be ignored by NEST but is used by the submission software when reporting errors and issues with the data.	Optional
NI Number	NI number of the worker The NI number or the alternative unique identifier will be used to identify the individual worker contribution record. It should be the NI number held by NEST. You cannot update the NI number here if it does not match the NEST records. If the worker has not activated their account and was enrolled in the previous 6 weeks you can do it online in the Manage your workers area of the secure NEST website. Do not use spaces. This is case sensitive. For example: • AA123456B In the event two workers in a contribution schedule share the same NI number you should provide an alternative unique identifier for them instead of an NI number. The alternative unique identifier must match their member records.	Conditional Mandatory if an alternative unique identifier is not given.
Alternative Unique Identifyer	An alternative unique identifier will be needed if the NI number is not available. Generally this is the worker's payroll number with the current employer. It should be a unique identifier for the worker in your organisation. This field or NI number is used to validate the identity of the worker. In the event you have two workers in a contribution schedule that share the same NI number you should provide an alternative unique identifier for workers affected and omit the NI number. If you provide both the NI number and alternative unique identifier then the entry in this field is ignored.	Conditional Mandatory if NI Number is not given

Pensionable Earnings	Please enter the worker's pensionable earnings for that period. It should be the same pay you have used to calculate pension contributions. You choose how pensionable earnings are worked out when setting up a group. For more information on how to work out a worker's pensionable earnings see the 'How to calculate contributions' section of the NEST *Employer help centre*.	Mandatory
	Only enter numbers (0-9) and decimal point. For example if the pensionable earnings for the contribution is £562.43 enter: 562.43	
	You can use up to two numeric characters after the decimal point. If the value is a whole number you can enter one number if you want. For example, you can enter 7 instead of 7.00.	
	If you change a member's group and both of the groups are on the same contribution schedule you should enter the pensionable earnings for their original group in this field. For more information see the article *Changing a member's group.* Sometimes you may need to enrol a worker again with a new enrolment type because their worker category has changed. For example, a worker's pay may have increased and their worker category has changed from worker without qualifying earnings (WWQE) to eligible jobholder. If this happens you should enter the pensionable earnings for their original enrolment type in this field. In this case, WWQE.	
	0.0 is a valid entry.	
	Family leave	
	If a member is on family leave such as maternity leave and the employer contributions and member contributions are based on different earnings then this field should be used to provide the pensionable earnings that you are basing the employer contributions on. Use the Family Leave Earnings field for the pensionable earnings that the member contributions are based on.	
Family Leave Earnings	If a member is on family leave the employer contribution and member contribution may have been calculated on different earnings. When this happens you should provide the member's earnings that you have used to calculate their contributions in this field.	This field should only be used for member contributions if the reason for partial or non-payment of contributions in field 9 is reason 3 - 'Member is on family leave'

Employer Contribution	Only enter numbers (0-9) and decimal point. For example if the amount is £54.32 enter: 54.32	Conditional
	If you change a member's group and both of the groups are on the same contribution schedule you should enter the employer contribution for their original group in this field. For more information see the NEST article Changing a worker's group.	
	Sometimes you may need to enrol a worker again with a new enrolment type because their worker category has changed. For example, a worker's pay may have increased and their worker category has changed from worker without qualifying earnings (WWQE) to eligible jobholder. If this happens you should enter the employer contribution for their original enrolment type in this field. In this case, WWQE.	
	0.0 is a valid entry.	
	Family leave	
	If a member is on family leave and the employer and member contributions are based on different pay, please enter the employer's contribution based on their notional earnings rather than the actual earnings entered.	
Member Contribution	Only enter numbers (0-9) and decimal point. For example if the amount is £54.32 enter: 54.32	Conditional
	You can use up to two numeric characters after the decimal point.	
	If you change a member's group and both of the groups are on the same contribution schedule you should enter the member contribution for their original group in this field. For more information see the NEST article Changing a worker's group.	
	If the member is eligible for tax relief remember to leave off 20 per cent of the member contribution here. NEST will claim tax relief directly from the government via HMRC on a worker's behalf.	
	Sometimes you may need to enrol a worker again with a new enrolment type because their worker category has changed. For example, a worker's pay may have increased and their worker category has changed from worker without qualifying earnings (WWQE) to eligible jobholder. If this happens you should enter the member contribution for their original enrolment type in this field. In this case, WWQE. If you want to submit contributions for both enrolments then the start date cannot be the start of the pay period as no payment will be expected.	
	0.0 is a valid entry.	
	Family leave	
	If a member is on family leave and the employer and member contributions are based on different pay, please enter the member's contribution based on their actual earnings entered in the Family Leave field.	

Partial or Non Payment Reason	This is the explanation for why contributions received do not match up with the payment schedule.	Conditional
	Please only enter numbers from the list below. Do not include the reason explanation.	
	1 No further contributions payable. This includes:	
	- Member has left your employment - Member has chosen to stop contributions - Employer duties are being fulfilled elsewhere	
	This will trigger the relevant processes for dealing with this event, such as sending communications to you and the member, and separating the employer and member records. You should only use this reason code in the last schedule you intend to pay for the member.	
	You can provide a partial or zero payment and NEST will not expect further contributions on future schedules.	
	If one of your workers dies, please notify NEST of their death by telephone before submitting contributions using this reason code. This will ensure that letters are not sent to the member. You should pay any legacy contributions that have been deducted from their salary.	
	Please note, this is not the same as opt-out and reason 9 should be used instead if a worker is opting out. This reason code should be used if a worker decides to stop contributions either after the opt-out period or during the opt-out period where a refund of contributions is not required by the member. The member retains an account in NEST and there is no refund of contributions.	
	If the member wants to start contributions again through payroll they will need to be re-enrolled with an enrolment type of OPTIN (the member will be entitled to an opt-out period) or WWQE if they are an entitled worker.	
	You should use this reason code if a member wants to take their money out of NEST, for example when they retire. You also need to tell the member to contact NEST directly to let them know.	
	You may no longer want to use NEST to meet your duties for a particular member. For example this could happen if the member joins a different arrangement they've become eligible for in the event of a promotion.	
	3 Member is on family leave (Family Leave Earnings field also required)	
	This could apply where a member is on maternity or paternity leave. You can provide a partial or non-payment. NEST will expect further contributions on future schedules and the member will automatically be included on these.	

5 Member has insufficient earnings
(No other fields required)

This applies where the member has no pensionable earnings in the contribution period. NEST will not expect any contributions and the employer will not normally submit the contribution schedule with any contributions greater than zero. NEST will expect further contributions on future schedules and the member will automatically be included on these.

6 Transferring member to a different payment source
(Effective date of partial or non-payment and New payment source fields required)

This applies where you want to move a member from a payment source in the current contribution schedule to another payment source. Payment sources are created when you set up your account and determine how contributions will be paid to NEST and where any refunds will be paid to.

Please note:
You can only change a payment source for a member by updating a contribution schedule.

NEST will not expect any future contributions from this source.

You could submit the current contribution schedule with contributions greater than zero but the date supplied in the 'Effective date of partial or non-payment' field cannot be the start of the contribution schedule or pay period.

7 Change member groups and pay contributions
(New or second group name and Effective date of change of group fields are also required)

This allows you to change a member's group. More than one group can be in a contribution schedule if certain conditions are met. Where these conditions are not met then the member's new group will be in a different schedule. See the NEST article Changing a worker's group for more information on what to do if you are changing a member's group.

Groups are created when you set up your account and determine, amongst other things, frequency of pay periods, payment due dates, pensionable earnings bases and contribution rates.

8 Group changed – pay for new and old group

The group has already been changed through the Manage workers screens.

This lets you pay contributions for the member in both groups if both groups are on the same schedule.

	9 Member has opted out (Notice to opt-out reference number and Notice to opt out of pension saving form submitted by member within allowed opt-out period fields also required) You can use this reason to confirm the member has opted out. You can only use this reason if your worker has provided you with a valid opt-out form during the opt-out period. This will trigger the relevant processes for dealing with this event, for example sending communications to employers and members, and processing any refunds to employers. Contribution amounts and pensionable earnings should be zero. NEST will not expect further contributions on future schedules. **10 Pay for more than one enrolment type** (Pensionable earnings for second enrolment fields, Employer contribution for second enrolment, and Member contribution for second enrolment fields also required) This lets you pay contributions for more than one enrolment. For example, if the member was previously enrolled as WWQE and was then enrolled as AE during the pay period, you should pay separate contributions for each enrolment type. You only need to use this reason and pay for two enrolments if both enrolments appear on the same contribution schedule. For example, if the enrolments have different payment frequencies they will appear on different contribution schedules then you pay for each enrolment using the respective contribution schedules. If you want to submit contributions for both enrolments then the enrolment date cannot be the start of the pay period as no payment will be expected. **12 Change of payment source and group** (Effective date of partial or non-payment, New or second group name, and New payment source fields also required) This allows you to change a member's payment source and group simultaneously. The same rules apply as for reason 6 Transferring member to a different payment source.	
Partial or Non Payment Effective Date	Effective date of the event which resulted in partial or no contribution being paid. For Partial or Non Payment Reason codes 6 and 12 The effective date can be any date from the start date of the pay period covered by the contribution schedule to one day after the end date. Using the start date makes the ongoing submission of contributions more straightforward and so it is worth using that date if you can. However, if you want to pay contributions for the current pay period then you cannot use the start date for this schedule. The date will be ignored for all other reasons.	You will only need to enter an effective date if you have used reason code 6 and 12 in Partial or Non Payment Reason field.

Group 2 Name	Please enter the name of the member group you are moving them to if you have used reason code 7 in the Partial or Non Payment Reason field. When processed this will move the member into the new group from the effective date of group change - see field below. If a worker moves to a different group their new group must be confirmed. This field can also be used for paying contributions for a second group where the group has already been changed in the Manage workers screen in your secure area and reason code 8 is provided in the Partial or Non Payment Reason field. For more information on how to complete a contribution schedule when you are changing a member's group see the NEST article Changing a worker's group. The entry in this circumstance should be the group name the member was not attached to at the time they were added to the contribution schedule. This will be the name of a group exactly as set up previously. It is case sensitive, for example: Group 1 must be typed as Group 1 and not group 1.	Mandatory when reason for partial or non-payment is 7 or 12.
Group Change Effective Date	This is the effective date of when the worker changed group. The effective date can be any date from the start date of the pay period covered by the contribution schedule to one day after the end date. If you want to pay contributions then the effective date cannot be the contribution schedule or pay period start date.	Mandatory only when reason for partial or non-payment is 7.
New Payment Source	For a change in a worker's payment source this will be the name of the new payment source. If a worker switches to a different payment source then their new payment source must be confirmed. This will be the name of the payment source exactly as given by you. It is case sensitive, for example: Ps 1 must be typed as Ps 1 and not ps 1. The first day that the member is applied to the new source should be entered in the Partial or Non Payment Effective Date field. Please note: Changing payment source is not a two-step process. You do not have to remove a member from one payment source in a contribution schedule. You only have to give NEST the new payment source and the effective date of change of the payment source. If you need to change a group and a payment source for a member please call the NEST contact centre.	Mandatory where reason for partial or non-payment is 6 or 12.

Group 2 Pensionable Earnings	Provide where you have more than one contribution group and the worker has moved from one group to another. Please enter the pensionable earnings for Group 2 only where partial or non-payment has a value of 7 Change member groups and pay contributions or 8 Group changed – pay for new and old group and Group 2 is in the same contribution schedule as the existing group. Where Group 2 is in a separate contribution schedule you will need to submit the pensionable earnings in that contribution schedule. For more information on how to complete a contribution schedule when you are changing a member's group see the NEST article Changing a worker's group. The value 0.00 is a valid entry.	Mandatory if partial or non-payment has a reason code of 7 or 8 and Group 2 belongs in the same contribution schedule as the existing group. Do not provide for any other reason for partial or non-payment.
Group 2 Employer Contributions	Provide where you have more than one contribution group and the worker has moved from one group to another. Please enter the employer contribution for Group 2 only where partial or non-payment has a value of 7 Change member groups and pay contributions or 8 Group changed – pay for new and old group and Group 2 is in the same contribution schedule as the existing group. Where Group 2 is in a separate contribution schedule you will need to submit the employer contribution in that contribution schedule. The value 0.00 is a valid entry.	Mandatory if partial or non-payment has a reason code of 7 or 8 and Group 2 belongs in the same contribution schedule as the existing group.
Group 2 Member Contributions	Provide where you have more than one contribution group and the worker has moved from one group to another. Please enter the worker contribution for for Group 2 only where partial or non-payment has a value of 7 Change member groups and pay contributions or 8 Group changed – pay for new and old group and Group 2 is in the same contribution schedule as the existing group. Where Group 2 is in a separate contribution schedule you will need to submit the member contribution in that contribution schedule. The value 0.00 is a valid entry.	Mandatory if partial or non-payment has a reason code of 7 or 8 and Group 2 belongs in the same contribution schedule as the existing group.

Opt-out Reference	Unique reference number shown in the opt-out paper notice. Provide where you have given the non-payment reason as Member has opted out. You only need to provide this number or details of any opt-out where your workers return a paper opt-out notice to you. It is the opt-out reference stated on the paper-opt out notice. If they do not match, the opt-out request will not be accepted. For example, if the number provided is 001234 it must be entered like this, and not as 1234. If your reference starts with one or more zeros, please make sure the spreadsheet you are working with does not remove them.	Mandatory if partial or non-payment has a reason code of 9.
Opt-out within allowed period	A declaration that the opt-out notice was received by the employer from the worker within the opt-out period. Can only be Y. If the declaration is not provided or any other value other than Y is provided, the opt-out request will not be accepted.	Mandatory if partial or non-payment has a reason code of 9.
2nd Enrolment Pensionable Earnings	Please enter the worker's pensionable earnings for second enrolment if partial or non-payment has a reason code of 10. Only enter numbers (0-9) and decimal point. For example, in case of CS files: if the earnings to be used for the contribution are £562.43 enter: 562.43 For members who have two enrolments for which contributions need to be paid in a pay period and a reason stating 10 Pay for more than one enrolment type is selected, this will be the earnings related to the second enrolment. This is only likely to happen in one pay period or contribution schedule. 0.0 is a valid entry.	Mandatory if partial or non-payment has a reason code of 10.
2nd Enrolment Employer Contribution	Please enter the employer's contributions for second enrolment if partial or non-payment has a reason code of 10. Only enter numbers (0-9) and decimal point. For example, in case of CS files: if amount is £54.32 enter: 54.32 Employer contributions should be based on the contribution levels of the group that the worker has been enrolled into. This contribution should be based on the pensionable earnings provided in the 2nd Enrolment Pensionable Earnings field.	Mandatory if partial or non-payment has a reason code of 10.
2nd Enrolment Member Contribution	Please enter the worker contributions for second enrolment if partial or non-payment has a reason code of 10. Only enter numbers (0-9) and decimal point. For example, in case of CS files: if amount is £54.32 enter: 54.32 Member contributions should be based on the contribution levels of the group that the worker has been enrolled into. This contribution should be based on the pensionable earnings provided the 2nd Enrolment Pensionable Earnings field.	Mandatory if partial or non-payment has a reason code of 10.