

Employer Handbook - EVA File Specification

Preparing the Payroll Validation File

The first step in the validation process is to prepare a **payroll validation file** for use in the EVA process. This will allow you to validate any employee who applies for a Salary Finance product.

Who to include on the file

The **payroll validation file** should include a record for all permanent employees, including any employees who are currently as detailed in the table below.

Category	Include in validation file?	If an employee moves into this category with an active product are they eligible for deductions?
Maternity leave	Y	only if: - the deduction can be netted from their contractual pay and not any statutory pay they may be receiving; OR - the person has given consent for deductions to be taken from their statutory pay
Paternity leave	Y	
Adoption leave	Y	
Long-term sick	N	
0-hours workers	Y - if you can provide tenure information (Borrow product only) and if you are uploading a Time and Attendance file (Advance product only)	
Long-term contractors	Y - if you can provide information regarding the rate of contract renewal in your organisation including the original start date	
Short-term contractors	N	N/A
Sabbatical	N	N/A

Leave of absence	N	N/A
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The **payroll file** should be refreshed with the latest information and the **validation process** completed on a weekly basis or on the agreed dates indicated in **Operational Schedule** (see appendix for an example).

For details of how to use EVA to perform the validation process please refer to your Employer Handbook - EVA.

Payroll File Specifications

The payroll validation file is a simple **.CSV** file (figure 1). The data points required depend on the products you are using and your employee’s employment circumstances.

You can create a single file which contains data for all payrolls (if you have more than one) or a separate file for each payroll. The payroll an employee belongs to is defined in the ‘Payroll Name’ column.

Salary Finance Product	Required Data Point	Comment
All products (Borrow, Save, Help to Save, Advance)	Payroll ID	Where employee unique identifiers start with a ‘0’ these must be included and the file uploaded as a CSV. If you are using Excel to create the report, saving as a CSV will remove any leading zeros. Please ensure the CSV that is uploaded contains any leading zero if required.
	DOB	DD/MM/YYYY

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	Start Date	DD/MM/YYYY
	Gross Annual Salary	<p>Must contain a numeric value and can contain decimal places (e.g. 25000.00). If you are using Excel to create your report, EVA will accept the following data formats for the Gross Annual Salary:</p> <ul style="list-style-type: none"> • General • Number • Currency • Accounting <p>How the annual salary is derived for hourly-paid employees will be agreed during implementation. e.g. based on minimum contracted hours or a rolling 12 month figure.</p>
	Payroll Name	<p>The name(s) of the payroll in the file must match the name on the Operational Schedule</p> <p>Please do not include hyphens in the payroll name.</p>
	Employment Status	The value should always = 'Active'
Advance	Account Number	<p>Account Numbers must be in the format NNNNNNNN. It must be 8 digits long and if the account number starts with a '0' these must be included and the file uploaded as a CSV.</p> <p>If you are using Excel to create the report, saving as a CSV will remove any leading zeros. Please ensure the CSV that is uploaded contains any leading zero if required.</p>
	Sort Code	<p>Sort codes can be in the format NNNNNN or NN-NN-NN.</p> <p>It must be 6 digits long and if the sort code starts with a '0' these must be included and the file uploaded as a CSV.</p> <p>If you are using Excel to create the report, saving as a CSV will remove any leading zeros. Please ensure the CSV that is uploaded contains</p>

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		any leading zero if required.
	Pay Per Hour	N.B. Only required if your company has hourly paid employees and if you are going to also submit Time & Attendance data (this is described in the Employer Handbook - Time and Attendance). Must contain a numeric value and can contain 2 decimal places and a currency symbol (e.g. £12.34).

The columns can be in any order and the column headers labelled using your own terminology.

Please ensure your file:

- Is a **.CSV** file
- Has a header row
- Doesn't contain any footer rows
- Has all dates in the format (DD/MM/YYYY)
- Has salary value in pounds and can contain decimal places (e.g. 25000.00) If you are using Excel to create your report, EVA will accept the following data formats for the Gross Salary:
 - General
 - Number
 - Currency
 - Accounting

We do not accept the following in files to be encrypted:

- duplicate employee identifiers

- formulas - please include only values

Payroll file example (figure 1)...

Employee Number	Date of Birth	Start Date	Gross Salary	Payroll Name	Employment Status	Pay Per Hour	Account Number	Sort Code
2222	30/05/1980	20/01/2000	0	Demo payroll	Active	10.8	12345678	123456
2223	30/05/1979	20/01/2002	13715	Demo payroll	Active	10.55	13579246	234567
2224	30/05/1980	20/01/1998	20592	Demo payroll	Active	11	14812814	345678
2225	30/05/1968	20/01/2007	28000	Demo payroll	Active		16046382	456789
2226	30/05/1997	20/01/1995	29000	Demo payroll	Active		17279950	567900
2227	30/05/1980	20/01/2000	30000	Demo payroll	Active		18513518	679011

If you have any questions about this handbook please contact us at the email address below and we will respond as soon as we can.

payroll@SalaryFinance.com

Appendix



N.B. This is an example only and does not show the agreed process dates that apply to you.

Please ask your payroll or HR manager if you need to see the schedule of dates that have been agreed.

Example of payments schedule:

Operational schedule - Table of key events

Monthly Payroll

Defined terms used in this Operational Schedule shall have the meanings given to them in the service agreement between <ORG> and Salary Finance Limited

Payroll details	
Payroll Name	Monthly Payroll
Typical Payday	
Salary Finance Bank Account details	
Bank account name	Salary Finance Limited
Bank name	Modulr FS
Sort Code	04-00-72
BORROW Product - Deduction payments to be made by <ORG> to this bank account	
Bank account number for deduction payments	
Payment reference to be applied by <ORG>	
SAVE Product - Deduction payments to be made by <ORG> to this bank account	
Bank account number for deduction payments	
Payment reference to be applied by <ORG>	
HELP TO SAVE Product - Deduction payments to be made by <ORG> to this bank account	
Bank account number for deduction payments	
Payment reference to be applied by <ORG>	
ADVANCE Product - Deduction payments to be made by <ORG> to this bank account	
Bank account number for deduction payments	
Payment reference to be applied by <ORG>	

Business rules applied to this payroll process (see Employer Handbook for process description)

Activity	Validate information provided by Applicants	Upload Hourly TA Data	Download Deduction Download File and apply Deductions	Deduction confirmation upload	Pay Day	Transfer of Deductions to Salary Finance Account to be received by
Process	A Proactive Validation - Weekly	A - Advance only	B	C() (N/A for Advance)	N/A	D()
Business rule	Reactive Validation - Weekly OR whenever there are open applications	Weekly				

Notes:
Where a process falls on a weekend or public holiday, the process will be carried out on the next working day.

Actual dates to Dec-1899

Activity	Validate information provided by Applicants	Upload Hourly TA Data	Download Deduction Download File and apply Deductions	Deduction confirmation upload	Pay Day	Transfer of Deductions to Salary Finance Account to be received by
Dec-1899						
Dec-1899						
Dec-1899						
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Dec-1899						

Payroll department declaration

I confirm that <ORG> agrees to perform the Salary Finance processes according to the dates set out in this Operational Schedule and that this is the Operational Schedule referred to in the service agreement between <ORG> and Salary Finance Limited and is hereby incorporated into the same.

I confirm that the transfer of deductions to be made by <ORG> to Salary Finance Limited will be made as separate bulk payments for each product to the relevant bank account detailed in this Operational Schedule for this payroll.

Signed:	Date:	Name & Job Title:
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Signed: <i>RB Broadbent</i>	Date:	Name & Job Title: Antony Broadbent, Chief Risk Officer
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