List of Pay Record Data that can be imported into BrightPay

19-20 BrightPay facilitates the importing of a mix of payments, additions and deductions in a single CSV file.

This offers an alternative to the importing of different kinds of pay items (period payments, hourly payments, additions, deductions, etc) in single runs.

The File Specification

The following fields are available for import, as per user requirements. **Please note:** up to 5 items can be imported for each type of pay item.

For matching to employee record:

Employee first name, Employee surname, Employee NINO, Employee works number

Periodic Payment 1:

Amount, *Department*, *Is tax deductible*, *Is NIC deductible*, *Is employee pension deductible, Is employer pension deductible*, *Contributes to gross for minimum wage*

Periodic Payment 2:

Amount, *Department*, *Is tax deductible*, *Is NIC deductible*, *Is employee pension deductible, Is employer pension deductible*, *Contributes to gross for minimum wage*

Periodic Payment 3:

Amount, *Department*, *Is tax deductible*, *Is NIC deductible*, *Is employee pension deductible, Is employer pension deductible*, *Contributes to gross for minimum wage*

Periodic Payment 4:

Amount, *Department*, *Is tax deductible*, *Is NIC deductible*, *Is employee pension deductible, Is employer pension deductible*, *Contributes to gross for minimum wage*

Periodic Payment 5:

Amount, *Department*, *Is tax deductible*, *Is NIC deductible*, *Is employee pension deductible, Is employer pension deductible*, *Contributes to gross for minimum wage*

Payment using employer daily rate:

Number of days at a daily rate set up within the Employer utility

Daily Payment 1:

Rate per day (if different from standard rate), Description, Number of normal days, Number of time and a half days, Number of time and a third days, Number of time and a quarter days, Number of double time days, Number of triple time days, Number of quadruple time days, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Contributes to gross for minimum wage

Daily Payment 2:

Rate per day (if different from standard rate), Description, Number of normal days, Number of time and a half days, Number of time and a third days, Number of time and a quarter days, Number of double time days, Number of triple time days, Number of quadruple time days, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Contributes to gross for minimum wage

Daily Payment 3:

Rate per day (if different from standard rate), Description, Number of normal days, Number of time and a half days, Number of time and a third days, Number of time and a quarter days, Number of double time days, Number of triple time days, Number of quadruple time days, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Contributes to gross for minimum wage

Daily Payment 4:

Rate per day (if different from standard rate), Description, Number of normal days, Number of time and a half days, Number of time and a third days, Number of time and a quarter days, Number of double time days, Number of triple time days, Number of quadruple time days, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Contributes to gross for minimum wage

Daily Payment 5:

Rate per day (if different from standard rate), Description, Number of normal days, Number of time and a half days, Number of time and a third days, Number of time and a quarter days, Number of double time days, Number of triple time days, Number of quadruple time days, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Contributes to gross for minimum wage

Payment using employer hourly rate:

Number of hours at an hourly rate set up within the Employer utility

Hourly Payment 1:

Rate per hour (if different from standard rate), Description, Number of normal hours, Number of time and a half hours, Number of time and a third hours, Number of time and a quarter hours, Number of double time hours, Number of triple time hours, Number of quadruple time hours, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Accrues annual leave, Contributes to gross for minimum wage

Hourly Payment 2:

Rate per hour (if different from standard rate), Description, Number of normal hours, Number of time and a half hours, Number of time and a third hours, Number of time and a quarter hours, Number of double time hours, Number of triple time hours, Number of quadruple time hours, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Accrues annual leave, Contributes to gross for minimum wage

Hourly Payment 3:

Rate per hour (if different from standard rate), Description, Number of normal hours, Number of time and a half hours, Number of time and a third hours, Number of time and a quarter hours, Number of double time hours, Number of triple time hours, Number of quadruple time hours, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Accrues annual leave, Contributes to gross for minimum wage

Hourly Payment 4:

Rate per hour (if different from standard rate), Description, Number of normal hours, Number of time and a half hours, Number of time and a third hours, Number of time and a quarter hours, Number of double time hours, Number of triple time hours, Number of quadruple time hours, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Accrues annual leave, Contributes to gross for minimum wage

Hourly Payment 5:

Rate per hour (if different from standard rate), Description, Number of normal hours, Number of time and a half hours, Number of time and a third hours, Number of time and a quarter hours, Number of double time hours, Number of triple time hours, Number of quadruple time hours, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Accrues annual leave, Contributes to gross for minimum wage

Addition using employer addition type:

To allow for an amount to be allocated to an Addition Type set up within the Employer utility

Addition 1:

Description, Amount, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Contributes to gross for minimum wage, Is notional

Addition 2:

Description, Amount, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Contributes to gross for minimum wage, Is notional

Addition 3:

Description, Amount, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Contributes to gross for minimum wage, Is notional

Addition 4:

Description, Amount, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Contributes to gross for minimum wage, Is notional

Addition 5:

Description, Amount, Department, Is tax deductible, Is NIC deductible, Is employee pension deductible, Is employer pension deductible, Contributes to gross for minimum wage, Is notional

Deductions using employer deduction type:

To allow for an amount to be allocated to a Deduction Type set up within the Employer utility

Deduction 1:

Description, Amount, Department, Is deducted before tax, Is deducted before NIC, Is deducted before employee pension, Is deducted before employer pension

Deduction 2:

Description, Amount, Department, Is deducted before tax, Is deducted before NIC, Is deducted before employee pension, Is deducted before employer pension

Deduction 3:

Description, Amount, Department, Is deducted before tax, Is deducted before NIC, Is deducted before employee pension, Is deducted before employer pension

Deduction 4:

Description, Amount, Department, Is deducted before tax, Is deducted before NIC, Is deducted before employee pension, Is deducted before employer pension

Deduction 5:

Description, Amount, Department, Is deducted before tax, Is deducted before NIC, Is deducted before employee pension, Is deducted before employer pension