

**Q3.11: What is included in the mandatory fields (pay date, frequency, hours worked etc) for employees within the First FPS who are not receiving a payment during the period?**

**A:**

**Designatory data items**

<b>Data item</b>	<b>Data entry requirement</b>
Surname	Correct surname
Forename and/or initials	Correct forename and/or initials
Address (if NINO not known)	Correct address
Date of birth	Correct DOB
Gender	Correct gender

**Monetary data items**

<b>Data items</b>	<b>Data requirement</b>
Taxable pay to date in this employment	YTD figure (or 0.00 if not yet received a payment in tax year)
Total tax to date in this employment	YTD figure (or 0.00 if not yet received a payment in tax year)
Value of tax deducted or refunded from this payment	0.00
Total of employer NI contributions in this period	0.00
Total of employer NI contributions year to date	YTD figure (or 0.00 if not yet received a payment in tax year)
Employees contributions due on all earnings in this pay period	0.00
Employees contributions due on all earnings year to date	YTD figure (or 0.00 if not yet received a payment in tax year)

**Other mandatory data items**

<b>Data items</b>	<b>Data requirement</b>
Pay frequency	W1, W2, W4, M1, IR, etc - this should be whichever applies to the individual at the time the FPS is submitted
Payment date	Where there is a YTD figure use the date the latest payment included in YTD was made. If YTD is 0.00 use 6/4 or start date, whichever is most recent.
Tax week number or Tax month number	Where there is a YTD figure use the tax week or tax month the latest payment included in YTD was made. If YTD is 0.00 use the tax week or tax month to which

	this First FPS relates
Number of earnings period(s) covered by payment	1
Number of normal hours worked	Whichever of the four bandings is most appropriate to the individual
Tax code operated	Tax code held by employer