



File Format Notes

P45p3 (New Employee Form)

Document Version: 1.3

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1. Version Control

Version	Date	Change
0.1 (Draft)	10/04/2007	Document Created.
1.1	19/04/2007	<p>Changed document title to P45p3 (New Employee Form).</p> <p>Section 2 - to specify the validation rules are specifically for New Employee Form P45 (3).</p> <p>Section 2.4 – removed excessive comments on employees, added more detail on format of ppsn.</p> <p>Section 2.5 – updated description to define New Employment as required element, and frequency indicator as lower case.</p> <p>Section 2.6 - updated description to define Previous Employment as required element, although date of commencement is optional. Added payregistered attribute</p> <p>Section 3 – updated validation rules for PrevEmployment element's datecessation.</p> <p>Section 2.6 – corrected validation comments for pay and tax fields – these should be in Euro.</p> <p>Section 3 – added payregistered attribute to Validation rules, changed datecommencement of previous employment to optional</p>
1.2	20/07/2007	Updated to include P46
1.3	10/02/2009	Update to section 2 – All filenames must contain the .p453 extension.

2. Notes on Elements

This document contains all the validation rules, which must be passed to enable a successful upload onto ROS for the New Employee Forms P45 (3) and P46.

These include for each attribute or element:

- Correct data formats
- Maximum and minimum values where applicable
- Dependent attributes or elements – other elements that must not be null or other attributes for which values must be returned in certain circumstances.

All completed files must have the .p453 extension in the filename to upload successfully into ROS.

The file will consist of a root P45P3File element.

2.1 P45P3File

The P45P3File element has the following attributes:

currency	E, required	E for Euro
product	Alpha, required	Third party software product identifier.
formversion	Numeric, required	Must be equal to '1' for this version of the file format. Will change with each new edition of the form.
language	E or G, required	E for English, G for Irish

It then consists of one Employer element and one or more P45P3 elements.

2.2 Employer

The Employer element has the following attributes:

number	Alpha, required	The registration of the employer (up to 8 chars). Must be valid Employer Registered number
name	Alpha, required	Name of Employer, up to 30 chars
tradenname	Alpha, optional	Trade name of employer, up to 30 chars
address1	Alpha, optional	Address field 1, up to 30 chars
address2	Alpha, optional	Address field 2, up to 30 chars
address3	Alpha, optional	Address field 3, up to 30 chars
contact	Alpha, optional	Employer contact name, up to 20 chars
phone	Numeric, optional	Employer contact telephone, up to 12 digits
fax	Numeric, optional	Employer contact fax, up to 12 digits

2.3 P45P3

At least one instance of the P45P3 element is required and it has one attribute:

formtype	Alpha, required	Can only be one of two values: "P45P3" or "P46" depending on which form the user requires.
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It consists of the following sub-elements – Employee, NewEmployment, and PrevEmployment.

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2.4 Employee

Employee is a required element on P45P3.

It consists of the following attributes:

ppsn	Alpha, required	The registration of the employee (7 numeric chars and 1 alphanumeric. Supports additional alphanumeric W, X or T). Must be valid PPS number.
surname	Alpha, required	Employee Surname, up to 20 chars.
firstName	Alpha, required	Employee first names, up to 20 chars.
addressline1	Alpha, optional	If formtype="P46" then this is a required address line, up to 35 chars. If formtype="P45P3" then this attribute should not have a value.
addressline2	Alpha, optional	If formtype="P46" then this is a required address line, up to 35 chars. If formtype="P45P3" then this attribute should not have a value.
addressline3	Alpha, optional	If formtype="P46" then this is an optional address line, up to 35 chars. If formtype="P45P3" then this attribute should not have a value.
addressline4	Alpha, optional	If formtype="P46" then this is an optional address line, up to 35 chars. If formtype="P45P3" then this attribute should not have a value.

2.5 NewEmployment

The NewEmployment element consists of the following attributes:

datecommencement	Date, required	Employment start date, (DD/MM/YYYY)
unit	Alpha, optional	Works/Payroll number, up to 12 chars.
freq	W or M, optional	Frequency of payment, either weekly "W" or monthly "M".

2.6 PrevEmployment

The PrevEmployment element is a required element if the formtype="P45P3". If the formtype="P46" then this element should not exist. The PrevEmployment element consists of the following attributes:

datecommencement	Date, optional	Employment start date, (DD/MM/YYYY)
datecessation	Date, required	Employment end date, (DD/MM/YYYY)
paya	Numeric, optional	Employees total pay for the year (must be Euro and Cent amount, up to 11 numerics with two decimal places).
taxa	Numeric, optional	Amount of tax deducted or refunded in total this year (must be Euro and Cent amount, up to 11 numerics with two decimal places).
payb	Numeric, optional	Payment to employee in this employment (must be Euro and Cent amount, up to 11 numerics)

		with two decimal places).
taxb	Numeric, optional	Amount of tax deducted or refunded in this employment (must be Euro and Cent amount, up to 11 numerics with two decimal places). If the 'refunded' attribute is true, then the value must be greater than zero.
refunded	"true" or "false", optional	True if the amount entered in 'taxb' attribute is a refunded amount.
payeregistered	Alpha, required	The PAYE Registration number of the previous employer. Must be valid Employer Registered number.

3. Validation Rules

Field	Required	Minimum Value/Length	Maximum Value/Length	Other
<i>P45P3File element</i>				
currency	Y	1	1	Must be E
product	Y	1	25	Name of third party software
formversion	Y	1	1	Must be 1
language	Y	1	1	Must be E or G
<i>Employer element</i>				
number	Y	8	8	Must be valid Employer Registered number
name	Y	1	30	The name of the employer (up to 30 chars)
tradenam		0	30	The trade name of the employer (up to 30 chars)
address1		0	30	(up to 30 chars)
address2		0	30	(up to 30 chars)
address3		0	30	(up to 30 chars)
contact		0	20	Contact Name (up to 20 chars)
phone		0	12	Contact Phone No. (up to 12 chars) Parentheses not required e.g. 06733533
fax		0	12	Contact Fax No. (up to 12 chars) Parentheses not required e.g. 06733533
<i>Employee element</i>				
ppsn	Y	8	9	Must be valid PPS Number, will cater for W, X and T cases.
surname	Y	1	20	Special characters include -&/άείόύο.',
firstName	Y	1	20	Special characters include -&/άείόύο.',
addressline1		0	35	(up to 35 chars)
addressline2		0	35	(up to 35 chars)
addressline3		0	35	(up to 35 chars)
addressline4		0	35	(up to 35 chars)
<i>NewEmployment element</i>				

datecommencement	Y	10	10	Must be a valid Date format DD/MM/CCYY. Must be greater than or equal to date of cessation of previous employment Cannot be greater than today's date. Text box only allows numbers to be entered.
unit		0	12	Must be a digit or a character or space i.e. A – Z, a- z and/or 0– 9
freq		0	1	'W' for Weekly paid, or 'M' for monthly paid
PrevEmployment element				
datecommencement		10	10	Must be a valid Date format DD/MM/CCYY Cannot be after today's date Text box only allows numbers to be entered.
datecessation	Y	10	10	Must be a valid Date format DD/MM/CCYY. Cannot be after today's date
paya		0	999999999.99	Note that either of the following fields must be present in the P45 (3): 1) PAY (a) and Tax (a) OR 2) PAY (b) and TAX (b) and Refunded marker (if it applies). Note: 1) and 2) can be both present on the P45 (3)
taxa		0	999999999.99	Note that either of the following fields must be present in the P45 (3): 1) PAY (a) and Tax (a) OR 2) PAY (b) and TAX (b) and Refunded marker (if it applies). Note: 1) and 2) can be both present on the P45 (3)
payb		0	999999999.99	Note that either of the following fields must be present in the P45 (3): 1) PAY (a) and Tax (a) OR 2) PAY (b) and TAX (b) and Refunded marker (if it applies). Note: 1) and 2) can be both present on the P45 (3)
taxb		0	999999999.99	Note that either of the following fields must be present in the P45 (3): 1) PAY (a) and Tax (a) OR 2) PAY (b) and TAX (b) and Refunded marker (if it applies). Note: 1) and 2) can be both present on the P45 (3)

refunded		0	5	<p>Note that either of the following fields must be present in the P45 (3):</p> <ol style="list-style-type: none"> 1) PAY (a) and Tax (a) OR 2) PAY (b) and TAX (b) and Refunded marker (if it applies). <p>Note: 1) and 2) can be both present on the P45 (3)</p>
payeregistered	Y	8	8	Must be valid Employer Registered number