

**Church Workers Pension Fund - Employee Data Spreadsheet**  
**HOW TO ENROL NEW MEMBERS**

This spreadsheet is designed to upload member information onto our database automatically, increasing efficiency and accuracy.

You can use this spreadsheet to let us know about:

- a new employee who is being enrolled in CWPF,
- a member who is leaving CWPF, or who has died in service, and,
- a member who has changed salary, hours, or address.

We will check the spreadsheet when you send this to us, but please check the information you provide as we will load this directly onto our database. **Please do not use block capitals.**

When sending the completed spreadsheet to us please password protect this and let us know the password you have chosen. Please use the same password each time.

Here is a quick guide on how to use the spreadsheet.

✓ **How to enrol new members:**

So that we can enrol new members please complete these cells:

<b>Excel header</b>	<b>What is this?</b>	<b>What we need?</b>
NINO		NI Number <b>without</b> any spaces
Surname		Surname
Forenames		First name and any middle names
Address		Person's full address, one line per column Please avoiding punctuation (including commas)
Postcode		Please use UK postcode format
Gender		Should be "M" or "F"
Date of Birth		Should be in the format DD/MM/YYYY
Title		For example Mr/Mrs/Ms/Miss/Dr/Rev etc.
Date Employment Started		Should be in the format DD/MM/YYYY
Date Joining Scheme		Should be in the format DD/MM/YYYY
Full Time or Part Time		Should be "F" for full time or "P" for part time
Hours Effective From	Date the person's hours last changed	Should be in the format DD/MM/YYYY
Salary Start Date	Date the person is joining the scheme	Should be in the format DD/MM/YYYY
Pensionable Salary	<b>Annual</b> salary	Person's annual salary less any deductions, or any additions. Please <u>do not</u> include £ signs or comma

If you have this additional information please also complete these cells:

<b>Excel header</b>	<b>What is this?</b>	<b>What we need?</b>
Payroll ID	Your Payroll ID for this person	If you choose to provide this, it should always be used in future
Country		Not required for UK based employees
Home Phone / Mobile Phone		Contact telephone number(s)
Email		Work or personal email address
Salutation	How we address the person in letters	For example Mr Smith, or Ms Jones
Marital Status		Should be; "M" for married, "U" for single, "D" for divorced, or, "P" for civil partner "W" for widowed
Marriage Verified	Confirmation of date of marriage seen?	Should be "Y" or "N"
Date of Marriage		Should be in the format DD/MM/YYYY
Gender Date		Only needs completing if the person has undergone gender re-assignment
Job Title		Maximum 40 characters (please abbreviate if job title is longer than this)
Multiple Posts	Is the person working in more than one capacity?	Should be "Y" if this applies
Contract Hours	Hours worked a week	Only needed if the person works part time. Please provide the actual number of hours worked each week
Contract Hours FTE	Percentage of full time hours worked	Only needed if the person works part time, i.e. 50%
FTE Salary	If part time the full time equivalent salary	Please <u>do not</u> include £ signs or comma
Notes		Any additional information you think might be useful