

## Evolution M RTI Employee Data Preparation

### Your guide to ensuring your data is ready for the introduction of RTI

HMRC claims that 'over 80 per cent of data quality problems are caused by holding the incorrect information about an individual's name, date of birth or National Insurance number'.

Therefore before implementing the new RTI system, businesses must complete an Employee Alignment Submission (EAS) with HMRC to check that employee data held agrees. The EAS can only take place from week/month 1 of the 2013/14 tax year, i.e. when you are going live with RTI.

### Employee data checklist

Below we have summarised which parts need to be checked (M = Mandatory):

- **Full Official Name (M)** – employee's forename and surname must be entered in full. Check for correct spellings and make sure they are entered in the correct places. Only letters, hyphens and apostrophes are allowed (no leading spaces, full stops or other characters).
- **Date of birth (M)** – all employee's date of birth must be validated against their birth certificate or passport with an entry format of DD/MM/YYYY
- **National Insurance Number (M)** – must be entered correctly. The number must begin with two letters, followed by six numbers and end with letter A, B, C or D. If at the time of submission the correct NINO is not known, it should be left blank.
- **Gender (M)** – confirm gender 'male or female'
- **Current residential address** – confirm the current full address. It is recommended that this is validated against a utility bill, driving licence or any other valid document
- **Establish right to work in UK** – HMRC states that, if a copy of an employee's passport is made as part of the process to establish entitlement to work in UK, then they would like to be informed of the passport number too
- **New employees** – the above information must also be checked when a new employee starts

### Viewing your employee data in Evolution M

To view your employee data in Evolution M:

Go to **Payroll > Employee Maintenance**

You can also right click the column headings in the search criteria and create a view that contains the forename and surname, date of birth and NI number.

### Employee Details Validation Form from 6<sup>th</sup> April 2013

Below is an example of an Employee Details Validation Form from 6<sup>th</sup> April 2013 showing the formats of information which must be completed.

Title (Select as appropriate)	Gender (Select as appropriate)	Date Of Birth (DD / MM / YYYY)	New Employee	Leaver in the RTI PAYE Year 2013 / 14
Mr, Mrs, Miss, Ms, Dr, _____ (Other)	Male, Female	__/__/____	Yes, No	Yes, No
Note: Validated the <b>date of birth</b> against employees' birth certificate or passport.				

Surname	First Two Forenames
Note: Check for correct spellings and make sure the names are entered in the right places.	

NI Number	Able to work in UK (Select as appropriate)	Employee Passport Number (If Yes)
	Yes - copy passport → No (Do not employ)	→
Note: Enter the NI number correctly. It must begin with two letters, followed by six numbers and end with letter A, B, C or D. If at the time of submission the correct NINO is not known, it should be left <b>blank</b> .		

Address	
Line 1	
Line 2	
Line 3	
Line 4	
Post Code	
Secondary employee identification	
Note: Leave blank. HMRC will be issuing further instruction on this later on.	

### Useful HMRC Article

**Getting employee data right - it's as easy as 1-2-3**

<http://www.hmrc.gov.uk/rti/dip/get-payroll-right.htm>