Automatic enrolment assessment file error guide

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Overview

This guide details all the possible assessment file validation errors which may occur and provides you with guidance on their resolution.

A validation process is carried out by the Aviva automatic enrolment technology in order to identify any data errors. Workers contained within the assessment file will not be automatically enrolled into your Aviva pension scheme until all identified errors have been resolved.

Assessment file errors

The assessment file must be provided in CSV format otherwise it cannot be accepted by the Aviva automatic enrolment technology.

Your assessment file must contain all the data column headers as specified in the guide *"Automatic enrolment assessment file user guide"* in order for the file to be processed.

If the data in your assessment file fails the validation process an error report will be generated. The error report states all errors identified during the validation process alongside the individual worker's data line.

Errors will be shown in the last column of the Error Report in pipe delimited format (i.e. Title is mandatory in assessment file | National Insurance number format is invalid | etc). All errors applicable to that worker's data line will be stated consecutively, and must all be corrected in order for your assessment file to be successfully validated.

The following table details each of the data items contained within the assessment file and provides information of all related potential error messages which may be generated during the file validation process. Guidance is provided to help you to correct any data errors in order for you to resubmit your assessment file for processing.

Data item	Error message	Solution
Employer Reference	Employer reference is mandatory the in assessment file	Add your Employee ID to the assessment file
	Employer reference must be unique in assessment file	The reference you have provided is not unique. Amend the Employer reference data to a unique Employee ID
	Employer reference not known	Amend the Employee ID within the assessment file
Title	Title is mandatory in the assessment file	Add the Title of the worker within your assessment file
	Title maximum field length is 10 characters	Amend the Title to one of 10 characters or less within your assessment file
Surname	Surname is mandatory in the assessment file	Add the Surname of the worker within your assessment file
	Surname maximum field length is 50 characters	Amend the Surname to one of 50 characters or less within your assessment file
First Name	First Name is mandatory in the assessment file	Add the First Name of the worker within your assessment file
	First Name maximum field length is 50 characters	Amend the First Name to one of 50 characters or less within your assessment file
National Insurance Number	National Insurance number is mandatory in assessment file	Add the National Insurance number of the worker within your assessment file
	National Insurance number format is invalid	Amend the National Insurance number to one of 9 characters in the correct alpha numeric format within your assessment file (example JS564586B)
Gender	Gender must be M or F	Amend the Gender to M or F for impacted data lines
	Gender is mandatory in the assessment file	Add the Gender of the worker for impacted data lines
Date Of Birth	Date of Birth must be in valid date format DD/MM/YYYY	Amend the Date of Birth to a format of DD/MM/YYYY
	Date of birth maximum field length is 20 characters	Amend the Date of Birth to a format of DD/MM/YYYY

Data item	Error message	Solution
Scheme Number	Scheme Number is mandatory in the assessment file	Add your existing Aviva Scheme Number within your assessment file
Member Category	Member category is mandatory in the assessment file	Ensure that all workers detailed within the assessment file have their Member Category included
	Member category maximum field length is 150 characters	Amend the Member Category within your assessment file to one which is 150 characters or less
	Member category must exist within scheme number provided	The Member categories stated within your assessment file must match the Member Categories you supplied to Aviva
Selected Retirement Age	Selected Retirement Age must be numeric	Amend the Selected Retirement Age within your assessment file to contain only numbers
	Selected Retirement Age maximum field length is 5 characters	Amend the Selected Retirement Age to contain 5 characters or less
Date Joined Employer	Date joined employer is mandatory in assessment file	Add the date the worker joined your employment within your assessment file (format DD/MM/YYYY)
	Date joined employer maximum field length is 20 characters	Amend the date the worker joined your employment so that it is in the following format DD/MM/YYYY
	Date joined employer must be in valid date format DD/MM/YYYY	Amend the date the worker joined your employment so that it is in the following format DD/MM/YYYY
Date Left Employer	Date left employer must be in valid date format DD/MM/YYYY	Amend the date the worker left your employment so that it is in the following format DD/MM/YYYY
	Date left employer maximum field length is 20 characters	Amend the date the worker joined your employment so that it is in the following format DD/MM/YYYY
Salary Exchange (Y/N)	Salary exchange (Y/N) is mandatory in assessment file	Add the Salary Exchange indicator within your assessment file
	Salary exchange (Y/N) must be Y or N	Amend the Salary exchange indicator to either Y or N
	Salary Exchange (Y/N) maximum field length is 10 characters	Amend the Salary exchange indicator to either Y or N

Data item	Error message	Solution
Permanent Residential Address – Line 1	Permanent residential address – line 1 is mandatory in assessment file	Add the Permanent Residential Address Line 1 of the worker within your assessment file
	Permanent residential address – line 1 maximum field length is 80 characters	Amend the Permanent residential address – line 1 to one of 80 characters or less within your assessment file
Permanent Residential Address – Line 2	Permanent residential address – line 2 is mandatory in assessment file	Add the Permanent Residential Address Line 2 of the worker within your assessment file
	Permanent residential address – line 2 maximum field length is 80 characters	Amend the Permanent residential address – line 2 to one of 80 characters or less within your assessment file
Permanent Residential Address – Line 3	Permanent residential address – line 3 maximum field length is 80 characters	Amend the Permanent residential address – line 3 to one of 80 characters or less within your assessment file
Permanent Residential Address – Line 4	Permanent residential address – line 4 maximum field length is 80 characters	Amend the Permanent residential address – line 4 to one of 80 characters or less within your assessment file
Permanent Residential Address – Postcode	Permanent residential address – postcode is mandatory in assessment file	Add the Post Code of the worker within your assessment file
	Permanent residential address – postcode format is invalid	Amend the Post Code to one which meets a valid full UK Postcode (examples B17 9GP, CF41 7AN)
Country Of Residence	Country of residence is mandatory in assessment file	Add the Country of residence code of the worker within your assessment file (for example GBR)
	Country of residence maximum field length is 3 characters	Amend the Country of residence to the 3 character country code for UK – GBR
Telephone Number Home Mobile	Telephone Number (home/mobile) (optional) supplied is invalid	Amend the Telephone Number supplied to contain numeric characters only
	Telephone Number (home/mobile) (optional) maximum field length is 100 characters	Amend the Telephone Number supplied to be 100 characters or less
Telephone Number Work	Telephone Number (work) (optional) supplied is invalid	Amend the Telephone Number supplied to contain numeric characters only
	Telephone Number (work) (optional) maximum field length is 100 characters	Amend the Telephone Number supplied to be 100 characters or less

Data item	Error message	Solution
Email Address Work	Email address (work) (optional) maximum field length is 60 character	Amend the Email Address Work to one which is 60 characters or less
	Email address (work) (optional) supplied is invalid	The email address provided in your assessment file does not comply with standard email address formats (i.e. does not include a @ sign). Please amend the email address to a correct email format, e.g. joe.bloggs@email.co.uk janebloggs@email.com
Email Address Personal	Email address (personal) (optional) maximum field length is 60 characters	Amend the Email Address Personal to one which is 60 characters or less
	Email address (personal) (optional) supplied is invalid	The email address provided in your assessment file does not comply with standard email address formats (i.e. does not include a @ sign). Please amend the email address to a correct email format, e.g. joe.bloggs@email.co.uk janebloggs@email.com
Preferred Email Work Personal	Preferred email (work/personal) is only mandatory where work and personal emails have been supplied. It must be work or personal	Amend the Preferred Email Work Personal indicator to Work/Personal
	Preferred email (work/personal) maximum field length is 12 characters	Amend the Preferred Email Work Personal format to Work/Personal
Employer Regular Contribution (%)	Employer – regular contribution (%) must be numeric	Amend the Employer Regular Contribution Percentage to one which is numeric (one decimal point is acceptable). Please do not include the percentage sign (%)
	Employer – regular contribution (%) maximum field length is 8 characters	Amend the Employer Regular Contribution Percentage to one which is 8 characters or less (including decimal point)
	Value Required For Re-Enrolment Review	Employer Regular Contribution Value Required For Re-Enrolment Review
Employee Regular Contribution (%)	Employee – regular contribution (%) must be numeric	Amend the Employee Regular Contribution Percentage to one which is numeric (one decimal point is acceptable). Please do not include the percentage sign (%)
	Employee – regular contribution (%) maximum field length is 8 characters	Amend the Employer Regular Contribution Percentage to one which is 8 characters or less (including decimal point)
	Value Required For Re-Enrolment Review	Employee Regular Contribution Value Required For Re-Enrolment Review

Data item	Error message	Solution
Pensionable Salary In Pay Period	Pensionable salary in pay period must be numeric	Amend the Pensionable salary in pay period to one which is numeric. Please do not include the currency symbol.
	Pensionable salary in pay period maximum field length is 13 characters	Amend the Pensionable salary in pay period to one which is 13 characters or less
Gross Salary In Pay Period	Gross salary in pay period must be numeric	Amend the Gross salary in pay period to one which is numeric. Please do not include the currency symbol (£)
	Gross salary in pay period maximum field length is 13 characters	Amend the Gross salary in pay period to one which is 13 characters or less
	Gross salary in pay period is mandatory in assessment file	Add the Gross salary in pay period
Salary Before Tax	Salary (before tax) is mandatory in assessment file	Add the Salary (before tax)
	Salary (before tax) must be numeric	Amend the Salary (before tax) to one which is numeric. Please do not include the currency symbol (£)
	Salary (before tax) maximum field length is 13 characters	Amend the Salary (before tax) to one which is 13 characters or less
UK Contract (Y/N)	UK contract (Y/N) maximum field length is 10 characters	Amend the UK Contract indicator to Y or N
	UK Contract YN format is invalid	Amend the UK Contract indicator to Y or N
	Contractual Joiner format is incorrect	Amend Contractual Joiner indicator to Y or N
Contractual Joiner (Y/N)	Contractual joiner (Y/N) must be Y or N	Amend the Contractual Joiner indicator to either Y or N
	Contractual Joiner YN is mandatory in assessment file	Amend the Contractual Joiner indicator to either Y or N
Contractual Joiner Date	Contractual joiner date maximum field length is 20 characters	Amend the Contractual joiner date to a format of DD/MM/YYYY
	Contractual joiner date must be in valid date format DD/MM/YYYY	Amend the Contractual joiner date to a format of DD/MM/YYYY

Data item	Error message	Solution
Marketing Opt Out (Y/N)	Marketing opt out (optional) (Y/N) must be Y or N	Amend the Marketing Opt Out indicator to either Y or N
	Marketing opt out (Y/N) maximum field length is 10 characters	Amend the Marketing Opt Out indicator to either Y or N

Resubmitting your Assessment file

Once you have corrected all data errors identified in your Error Report you will need to resubmit your corrected assessment file.

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