



Data Field Requirements

Please find enclosed the data that you will be asked to provide by the Sovereign Upload Portal for new joiners, contributions, member alterations and leavers. You can provide this data either by:

1. Input into the Sovereign Upload portal directly.
2. Download the template, complete and then upload.

Please input the data carefully and in the way you want to see the data for example John Smith and not JOHN SMITH.

Onboarding (Joiner) Data

Field Name	Document
Payroll Number	Up to 6 digits long
Date of birth	DD/MM/YYYY
First name	The individuals first name (s) i.e. name(s) on their passport
Last name	The individuals surname (s) i.e. name(s) on their passport
Title	Miss/Ms/Mrs/Mr
Gender	Male/Female
Date Member joined scheme	DD/MM/YYYY
Date Member joined company	DD/MM/YYYY
Personal email address	
Nationality	The place the individual is a citizen
Country of birth	Where the Individual was born
Address Line 1	No more than 50 characters
Address Line 2	No more than 50 characters
Address Line 3	No more than 50 characters
Address Line 4	No more than 50 characters
City	Residential address location
Postcode	Post Code or Zip Code
Country	The country in which the individuals residential address is

Contribution Data

Field Name	Document
Payroll Number	Up to 6 digits long
Date of birth	DD/MM/YYYY
Last name	The individuals surname (s) i.e. name(s) on their passport
Employer Contribution regular amount	The amount of money that the employer will be contributing to the individuals member account for the pay period
Employee Contribution regular amount	The amount of money that the Employee will be contributing to their member account for the pay period
Employee Additional Amount (if relevant)	Any extra amount of money that the Employee will be contributing to their member account for the pay period

Member Alteration Data

Member's can change their address online themselves, however if you wish to assist you can by inputting the data into the Sovereign Upload Portal.

Field Name	Description
Payroll number	Up to 6 digits
Date of birth	DD/MM/YYYY
First name	The individuals first name (s) i.e. name(s) on their passport
Last name	The individuals surname (s) i.e. name(s) on their passport
Title	Miss/Ms/Mrs/Mr
Address Line 1	No more than 50 characters
Address Line 2	No more than 50 characters
Address Line 3	No more than 50 characters
Address Line 4	No more than 50 characters
City	No more than 50 characters
Postcode	Post Code / Zip Code
Country	The country in which the individuals residential address is

Leaver Data

Field Name	Description
Payroll Number	Up to 6 digits
Date of birth	DD/MM/YYYY
Last name	The individuals surname(s) i.e. name(s) on their passport
Date of leaving	The date in which the individual left or will be leaving the employer

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