

Table showing the new information required within the payroll package for HMRC's Real Time Information.

Real Time Information data name	Description of data required
COTAX reference	Enter your Corporation Tax reference, if applicable. (For example if you are a limited company.)
Passport Number	Enter your employee's passport number, including UK or non UK passports. You enter the passport number where you have collected it as part of your checks that the employee is entitled to work in the UK. You do not have to do this for employees engaged before you join RTI. There is already an area on the Bank and Personal tab of Employee Maintenance to input this, which you may not be currently using.
Foreign Country	Make an entry here if your employee's address is outside the UK, Channel Islands and Isle of Man. This will only be used where NINO is not known or on starter notification only (if applicable).
Partner's surname or family name entered on the ASPP claim	To be sent once if ASPP claimed. Required on all new ASPP claims
Partner's forename or given name entered on the ASPP claim	To be sent once if ASPP claimed. Required on all new ASPP claims
Partner's initials entered on the ASPP claim	To be sent once if ASPP claimed. Required on all new ASPP claims
Partner's second forename entered on the ASPP claim	To be sent once if ASPP claimed. Required on all new ASPP claims
Partner's NINO entered on the ASPP claim	To be sent once if ASPP claimed. Required on all new ASPP claims



Real Time Information data name	Description of data required
Indicator if intention to live in UK for 183 days or more	<p>If your employee has been seconded to work in the UK and intends to live in the UK for more than six months indicate 'Yes'.</p> <p>You can find guidance in HMRC booklet CWG2 Employer Further Guide to PAYE/NICs (pages 50-61).</p> <p>Only used for new starter information</p>
Indicator if intention to live in UK for less than 183 days	<p>If your employee has been seconded to work in the UK and intends to live in the UK for less than six months indicate 'Yes'.</p> <p>You can find guidance in HMRC booklet CWG2 Employer Further Guide to PAYE/NICs (pages 50-61).</p> <p>Only used for new starter information</p>
Indicator if individual will be working both in / out of the UK but living abroad	<p>If your employee has been seconded to work in the UK and will be working for you both inside and outside the UK, but will be living abroad indicate 'Yes'.</p> <p>You can find guidance in HMRC booklet CWG2 Employer Further Guide to PAYE/NICs (pages 50-61).</p> <p>Only used for new starter information</p>
Indicator of European Economic Area citizen	<p>If your employee is from a country in the European Economic Area indicate 'Yes'. You can find guidance in HMRC booklet CWG2 Employer Further Guide to PAYE/NICs (pages 50-61)</p> <p>Already available in Employee Maintenance Bank and Personal tab.</p> <p>Only used for new starter information</p>
Indicator that this is an EPM6(Modified) Scheme	<p>If this submission relates to an EPM6(Modified) Scheme for tax equalised expatriate employees indicate 'Yes'.</p> <p>Only used for new starter information</p>



Real Time Information data name	Description of data required
Irregular Employment Payment Pattern Indicator	<p>Indicate 'Yes' if your employee is paid on an irregular basis, for example;</p> <ul style="list-style-type: none"> • casual or seasonal employees whose employment contract continues • employees on maternity leave, long term sick leave or leave of absence and will not be paid for a period of three months or more – but you still regard them as employees <p>HMRC will check if employees have not been paid for a specific period of time and will treat them as having left that employment. To avoid that happening for employees who do not get paid regularly, we ask that you use the irregular payment pattern indicator on every FPS submitted for that employee.</p>
Number of normal hours worked	<p>Indicate one of the following 4 bandings that is most appropriate to your employee, based on the number of hours you expect them to normally work in a week:</p> <ol style="list-style-type: none"> a. Up to 15.99 hrs b. 16-29.99 hrs c. 30 hrs or more, or d. Other <p>If your employee is on paid leave, for example annual leave or sick leave, please report the normal hours worked.</p> <p>If you consider a, b or c are not appropriate then indicate d. For occupational pension schemes indicate d) Other.</p>

