

# **Business Rules for Works Number Update (WNU)**

## **INTRODUCTION**

### **Purpose of this Document**

This document is intended to illustrate the structure, format and validation requirements necessary for the electronic filing of the WNU form.

The business requirements of HMRC and the demands of back-end systems drive the validation requirements.

Within this document is a listing of all data items required for submission of the WNU form.

### **Validation Rules for electronic WNU returns via the Internet Service**

The following apply to all submissions made via the Internet:

#### **Character Set**

For the designated character set please refer to the XML schema for exact details.

#### **Field Status**

Mandatory indicates that the information must be supplied to comply with requirements. Optional indicates that information should be supplied depending on the case and in certain conditions.

### **Changes from previously published Version**

There have been no changes to the actual WNU requirements from the technical specifications that were previously held in the In-Year Movements technical pack. The change is a documentary one only in that the WNU now has a standalone technical pack that is no longer incorporated within In-Year Movements. Please use the data item information shown below in conjunction with the WNU (and core) schema to define the WNU electronic filing requirement.

### **Employer Data Items**

| 1. Employer's Name    |                      |   |
|-----------------------|----------------------|---|
| Structure and Format  | XML                  |   |
|                       | Mandatory / Optional | Optional                                    |
|                       | X-Path               | /IRenvelope/WorksNumberUpdate/Employer/Name |
|                       | Date Type            | Full Character Set                          |
|                       | Length               | 35 Maximum                                  |
| Validation Processing |                      | Error Code                                  |
|                       |                      |   |

| 2. Employer's Address - Line  |                      |  |
|---|----------------------|--|
| Structure and Format  | XML                  |  |
|   | Mandatory / Optional | Mandatory  |
|   | X-Path               | /IRenvelope/WorksNumberUpdate/Employer/Address/Line  |
|   | Date Type            | Full Character Set   |
|   | Length               | If present, minimum of 1line and maximum of 4 lines each of maximum 35 characters per line |
| Validation Processing   |                      | Error Code   |
| <ol style="list-style-type: none"> <li>1. This field is mandatory for WNU.</li> <li>2. Line one of employer address must be present where WNU is applicable.</li> </ol> |                      |  |

| 3. Employer's Address – Post Code   |                      |   |
|---|----------------------|---|
| Structure and Format  | XML                  |   |
|   | Mandatory / Optional | Optional  |
|   | X-Path               | /IRenvelope/WorksNumberUpdate/Employer/Address/PostCode |
|   | Date Type            | Postcode format   |
|   | Length               | 8 Maximum   |
| Validation Processing   |                      | Error Code  |
| <ol style="list-style-type: none"> <li>1. If present, the format must conform to the schema.</li> </ol> |                      |   |

| 4. Employer's Address - Country |                      |  |
|---------------------------------|----------------------|--|
| Structure and Format            | XML                  |  |
|                                 | Mandatory / Optional | Optional   |
|                                 | X-Path               | /IRenvelope/WorksNumberUpdate/Employer/Address/Country |
|                                 | Date Type            | Full Character Set                                     |
|                                 | Length               | 35 Maximum   |
| Validation Processing           |                      | Error Code   |
|                                 |                      |  |

**WNU Data Items**

| <b>5. Record Count</b>  |                      |   |
|---|----------------------|---|
| <b>Structure and Format</b>   | XML                  |   |
|   | Mandatory / Optional | Mandatory                                 |
|   | X-Path               | /IRenvelope/WorksNumberUpdate/RecordCount |
|   | Date Type            | Alpha Numeric                             |
|   | Length               | 6 Maximum                                 |
| Validation Processing   |                      | Error Code                                |
| 1. Must equal the number of employees included.<br>2. Record Count must match the number of employee elements.<br>3. Value cannot exceed 999999 |                      | 9110                                      |

| <b>6. Title</b>   |                      |   |
|---|----------------------|---|
| <b>Structure and Format</b>   | XML                  |   |
|   | Mandatory / Optional | Optional  |
|   | X-Path               | /IRenvelope/WorksNumberUpdate/Employee/Name/Ttl |
|   | Date Type            | Alpha   |
|   | Length               | 4 Maximum                                       |
| Validation Processing   |                      | Error Code                                      |
| 1. Acceptable characters are A-Z, hyphen and apostrophe.<br>2. First character must be alpha. |                      |   |

| <b>7. Forename</b>  |                      |  |
|---|----------------------|--|
| <b>Structure and Format</b>   | XML                  |  |
|   | Mandatory / Optional | Mandatory  |
|   | X-Path               | /IRenvelope/WorksNumberUpdate/Employer/Name/Fore   |
|   | Date Type            | Alpha Numeric  |
|   | Length               | If present, minimum of 1line and maximum of 2 lines each of maximum 35 characters per line |
| Validation Processing   |                      | Error Code   |
| 1. Acceptable characters are A-Z, hyphen and apostrophe.<br>2. First character used by HMRC to populate the first initial field.<br>3. First character must be present and must be alpha. |                      |  |

| 8. Surname   |                      |   |
|--|----------------------|---|
| <b>Structure and Format</b>  | XML                  |   |
|  | Mandatory / Optional | Mandatory                                       |
|  | X-Path               | /IRenvelope/WorksNumberUpdate/Employee/Name/Sur |
|  | Date Type            | Full Character Set                              |
|  | Length               | 35 Maximum                                      |
| Validation Processing  |                      | Error Code                                      |
| <ol style="list-style-type: none"> <li>1. Acceptable characters are A-Z, space, hyphen and apostrophe.</li> <li>2. First character must be present and must be alpha.</li> </ol> |                      |   |

| 9. National Insurance Number  |                      |   |
|---|----------------------|---|
| <b>Structure and Format</b>   | XML                  |   |
|   | Mandatory / Optional | Mandatory                                   |
|   | X-Path               | /IRenvelope/WorksNumberUpdate/Employee/NINO |
|   | Date Type            | NINO format                                 |
|   | Length               | 9 Characters                                |
| Validation Processing   |                      | Error Code                                  |
| <ol style="list-style-type: none"> <li>1. Must be in the format of 2 letters followed by 6 numbers and 1 letter (A, B, C or D)</li> </ol> |                      |   |

| 10. Old Works Number        |                      |   |
|-----------------------------|----------------------|---|
| <b>Structure and Format</b> | XML                  |   |
|                             | Mandatory / Optional | Optional  |
|                             | X-Path               | /IRenvelope/WorksNumberUpdate/Employee/OldWorksNumber |
|                             | Date Type            | Full Character Set                                    |
|                             | Length               | 20 Maximum  |
| Validation Processing       |                      | Error Code  |
|                             |                      |   |

| 11. New Works Number        |                      |   |
|-----------------------------|----------------------|---|
| <b>Structure and Format</b> | XML                  |   |
|                             | Mandatory / Optional | Mandatory   |
|                             | X-Path               | /IRenvelope/WorksNumberUpdate/Employee/NewWorksNumber |
|                             | Date Type            | Full Character Set                                    |
|                             | Length               | 20 Maximum  |
| Validation Processing       |                      | Error Code  |
|                             |                      |   |