



Nest web services

Data specification guide

This document is the property of Nest and should be used in conjunction with the Nest Web Services Operation Design Guide and the Nest Web Services API Specification. The current versions of these documents can be found at

<https://www.Nestpensions.org.uk/schemeweb/NestWeb/public/MiscellaneousPages/contents/Nest-web-services-for-payroll-integration.html>

If you have obtained these documents from a third party, please notify us.

This information may be subject to change. We don't give any undertaking or make any representation or warranty that the content of this document is complete or error free. We don't accept responsibility for any loss caused as a result of reliance on the information contained in this document, nor do we accept responsibility for loss caused due to any error, inaccuracy or incompleteness. Reproduction of all or any part of this document or the information contained in it is not allowed. Any links in these documents to other websites and resources provided by third parties are given for your information only and we have no control over, and cannot take any responsibility for, any loss caused to you by the content of those sites or resources.

Contact

For enquires regarding this document, please email: feedback.webservices@Nestpensions.org.uk.

Purpose

To list and explain all of the data items that are used in Nest's web services.

Please refer to the XSDs (provided with the API Specification Guide) for details of the technical implementation/

Document Control

Please note that information in this document is subject to change.

Where necessary in this document, we've provided links to where help can be found, for example the Nest Employer Help Centre, or the Employer Payroll Guide. Please note that the content of these links are based on the current Nest solution and do not yet reflect any changes that will be introduced as part of web services or other planned service improvements.

Contents

1	Web services that create or update data	6
1.1	‘Enrol Workers’ web service	6
1.1.1	‘Enrol Workers’ - Request	7
1.1.2	‘Enrol Workers’ - Response	17
1.2	‘Update Contributions’ web service	19
1.2.1	‘Update Contributions’ - Request	20
1.2.2	‘Update Contributions’ - Response	33
1.3	‘Approve for Payment’ web service	39
1.3.1	‘Approve for Payment’ - Request	40
1.3.2	‘Approve for Payment’ - Response	41
1.4	‘Set Up a New Employer’ web service	45
1.4.1	‘Set Up a New Employer’ - Request	46
1.4.2	‘Set Up a New Employer’ - Response	56
2	Web services that provide data that you request	57
2.1	‘Retrieve Opt-outs’ web service	57
2.1.1	‘Retrieve Opt-outs’ - Request	58
2.1.2	‘Retrieve Opt-outs’ - Response	59
2.2	‘Retrieve Member-notified Stopped Contributions’ web service	62
2.2.1	‘Retrieve Member-notified Stopped Contributions’ - Request	63
2.2.2	‘Retrieve Member-notified Stopped Contributions’ - Response	64
2.3	‘Retrieve Schedules’ web service	67
2.3.1	‘Retrieve Schedules’ - Request	68
2.3.2	‘Retrieve Schedules’ - Response	69
2.4	‘Retrieve Current Set-up Details’ web service	72
2.4.1	‘Retrieve Current Set-up Details’ - Request	73
2.4.2	‘Retrieve Current Set-up Details’ - Response	74
2.5	‘Retrieve Refunds’ web service	80
2.5.1	‘Retrieve Refunds’ - Request	81
2.5.2	‘Retrieve Refunds’ - Response	82
3	Using the web services	94
3.1	HTTP Header	94
3.2	Acknowledgement response	94
3.3	‘Retrieve Status’ web service	97

3.3.1	'Retrieve Status' - Request	97
3.3.2	'Retrieve Status' - Response	97
3.4	'Retrieve Service Response' web service	99
3.4.1	'Retrieve Service Response' - Request	99
3.4.2	'Retrieve Service Response' - Response	99
4	Appendices	101
4.1	Appendix - Acceptable characters	101
4.2	Appendix - National Insurance Number prefixes	102
4.3	Appendix - Non-UK country names	103
4.4	Appendix - British Forces Post Office (BFPO) addresses	108
4.5	Appendix - Monetary fields	108
4.6	Appendix - Contribution rates defaults	109
4.7	Appendix - Payment Due Date defaults'	111
4.8	Appendix - Nest user name and password validation rules	111
5	About this version	113
1.4.1	'Set Up a New Employer' - Request	113
2.4.2	'Retrieve Current Set-up Details' - Response	113
1.4.1	'Set Up a New Employer' - Request	113
	3.2 Acknowledgement Response, 3.3.2 Retrieve Status' - Response and 3.4.2 'Retrieve Service Response' - Response	114

1 Web services that create or update data

The web services in this section either supply new data to Nest or update existing data.

1.1 'Enrol Workers' web service

This web service is used to send worker enrolments to Nest.

Please note that this web service cannot be used to change data for an existing worker.

Employer statuses:

This web service can be used if:

- the employer is active in Nest

This web service cannot be used if:

- the employer's participation in Nest has not yet been completed.
- the employer's insolvency has been notified to Nest
- the employer has ceased participation in Nest

Access:

The delegated user submitted in the web service call must be actively connected to the employer.

The following delegated access levels will have access to this web service (the check is done using the user name that is submitted by the web service call):

- Enrolment delegate
- General delegate
- Full access delegate

The following delegated access levels will not have access to this web service:

- Read-only delegate
- Schedule delegate
- Payment delegate

Note: There is no web service for Enrolment cancellations.

1.1.1 'Enrol Workers' - Request

The XSD for this request is 'EnrolWorkersRequest.xsd'

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Employer reference Mandatory segment Occurs once				
1.	Nest employer reference number	The Nest employer reference number (also known as 'Employer Nest ID')	Mandatory	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789 Must match an Employer reference for an employer set up in Nest			
Member details Mandatory segment Occurs multiple times – once per worker being enrolled				
2.	Unique Record Identifier	A unique identifier generated by the user of the web service to identify a particular worker/transaction record. Where applicable, it will be quoted back in the Nest response	Mandatory	50
Notes	Format: Alphanumeric			
3.	Title	Title of the worker	Mandatory	10
Notes	Must be one of the following: • Mr • Mrs • Miss • Ms • Dr The selection must be compatible with 'Gender'. <ul style="list-style-type: none"> • If Gender is M then the Title field cannot be Miss, Ms or Mrs. • If Gender is F then the Title field cannot be Mr. • There is no such validation on the Title field if Gender is U. 			
4.	Forename	Forename of the worker	Mandatory	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field. (note: both upper and lower case are accepted). There can only be a single space between words. What you enter here will be what your worker sees when they log into their Nest account and when they receive communications			
5.	Middle name	Middle name of the worker	Optional	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field. (note: both upper and lower case are accepted). There can only be a single space between words.			

	What you enter here will be what your worker sees when they log into their Nest account and when they receive communications			
6.	Surname	Surname of the worker	Mandatory	30
Notes	<p>Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field. (note: both upper and lower case are accepted) . There can only be a single space between words.</p> <p>What you enter here will be what your worker sees when they log into their Nest account and when they receive communications</p>			
7.	Date of birth	Date of birth of the worker	Mandatory	10
Notes	<p>Format: YYYY-MM-DD.</p> <p>Workers cannot be enrolled if they are below or above certain ages, which vary by Enrolment Type:</p> <ul style="list-style-type: none"> • For Enrolment type AE, the Minimum Age is 22, and the Maximum Age is the worker's State Pension Age • For Enrolment Types OPTIN, WWQE, OTHERS and VOLUNTARY, the Minimum Age is 16 and the Maximum Age is 75 minus 1 day. 			
8.	National Insurance number	The worker's National Insurance number	Conditional Mandatory if Alternative Unique identifier is not supplied	9
Notes	<p>Format:</p> <ol style="list-style-type: none"> Must be 9 characters First 2 characters must be alphabetic Next 6 characters must be numeric The last character must be any one of A, B, C, D The characters D, F, I, Q, U and V are not accepted as either the first or second character The letter O is not accepted as the second character The first 2 characters must not be BG, GB, KN, NK, TN or ZZ Must not contain spaces <p>The National Insurance number will be used to identify the individual worker contribution record.</p> <p>If you have a worker's National Insurance number, you're required by law to provide us with it when you enrol them. If you don't have their National Insurance number to hand, you'll have the extra administrative burden of having to give us the worker's National Insurance number and updating their tax relief status.</p> <p>Once you've given us a member's National Insurance number we'll claim tax relief on their contribution. You'll need to make sure you only deduct the net contribution from their pay in future.</p> <p>There's an exception for foreign workers who are waiting to receive their National Insurance numbers - we're able to claim tax relief for this group of workers by law. You'll need to let us know if this applies to any of your workers when you're enrolling. You can do this entering a Y in the field Is member an overseas national awaiting a National Insurance number?</p>			
9.	Is National Insurance	A declaration from the employer that they don't hold a National Insurance number for this worker	Conditional	1

	number unavailable?		Mandatory if National Insurance number is not present	
Notes	<p>If you've entered a National Insurance number please leave blank.</p> <p>Please enter Y (Yes) if the employer doesn't hold the worker's National Insurance number. This is sufficient to declare that you don't hold a National Insurance number for the worker. Alternative Unique identifier and Is member an overseas national awaiting a National Insurance number? also need to be populated.</p> <p>If you choose N (No) or any other entry (including not providing a value) and you haven't provided a National Insurance number then the worker won't be enrolled.</p> <p>This is case sensitive, so please use capital letters.</p>			
10.	Alternative Unique identifier	An alternative unique identifier will be needed if the National Insurance number isn't available. Generally this is the worker's payroll number with the current employer.	Conditional Mandatory if Y is input in Is National Insurance number unavailable?	30
Notes	<p>Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field.</p> <p>The first character must be a letter or a number.</p> <p>We recommend you use a mixture of both letters and numbers, for example: • XYZ4321567</p> <p>It must be a unique identifier for the worker in your organisation. If the enrolment would result in Nest having two workers with the same Alternative Unique identifier for the same employer then the second will be rejected.</p> <p>The National Insurance number must be supplied within one month of it being provided to you.</p> <p>You can supply both a National Insurance number and an alternative unique identifier.</p>			
11.	Address line 1	Address line 1 of the worker's address	Conditional Mandatory if Address Line 2 isn't provided, otherwise it's optional.	80
Notes	<p>Please use the worker's home address.</p> <p>Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field. Up to, but no more than, 2 consecutive spaces are allowed between words</p> <p>You can spread the first part of the address over Address field 1 and 2 however you like but one of Address line 1 and Address line 2 must be used.</p>			
12.	Address line 2	Address line 2 of the worker's address	Conditional Mandatory if Address Line 1 isn't provided, otherwise it's optional.	80
Notes	<p>Please use the worker's home address.</p>			

	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field . Up to, but no more than, 2 consecutive spaces are allowed between words You can spread the first part of the address over Address field 1 and 2 however you like but one of Address line 1 and Address line 2 must be used.			
13.	Town/City	Town/city of the worker's correspondence address.	Mandatory.	35
Notes	<p>Please enter the town or city where the worker lives.</p> <p>Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field. Up to, but no more than, 2 consecutive spaces are allowed between words</p> <p>For islands off the UK mainland, for example Jersey, the address could be split across Town/city, County and Country as follows:</p> <ul style="list-style-type: none"> • Town/city - St Helier • County - Jersey • Country - Channel Islands <p>For information on British Forces Post Office (BFPO) addresses, see 'Appendix - British Forces Post Office (BFPO) addresses'</p>			
14.	County	County of the worker's address	Optional	35
Notes	<p>Please enter the county where the worker lives.</p> <p>Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field. Up to, but no more than, 2 consecutive spaces are allowed between words</p> <p>For islands off the UK mainland, for example Jersey, enter the name of the island here.</p> <p>Channel islands can also be added, for example 'Jersey Channel Islands' would be acceptable in this field.</p> <p>For information on British Forces Post Office (BFPO) addresses see 'Appendix - British Forces Post Office (BFPO) addresses'</p>			
15.	Postcode	Postcode of the worker's address	Mandatory if a United Kingdom address, otherwise Optional	10
Notes	<p>Please enter the postcode where the worker lives.</p> <p>Must only enter letters (A-z), numbers (0-9) and a single space.</p> <p>You should also use this field for BFPO postcodes.</p> <p><u>Validation of the postcode for United Kingdom addresses:</u></p> <ul style="list-style-type: none"> • Must be at least 5 characters (if no space is included in the post code)/or 6 characters (if a space is included in the post code) • Must not contain more than 8 characters (including any space in between parts). • The Outward code (the characters after the space - if there is no space present, the last 3 characters are assumed to be inward code and the characters before this are assumed to be the outward code. <ul style="list-style-type: none"> ○ must be 2, 3 or 4 characters long 			

	<ul style="list-style-type: none"> ○ must be in one of the eight valid formats - AN, ANN, AAN, AANN, ANA, AANA, AAA (for GIR 0AA) or “BFPO”(for BFPO numbers). ○ Must not have the letters Q, V and X in the first alpha position ○ Must not have the letters I, J and Z in the second alpha position (except if postcode is GIR 0AA) ○ Must not have the letters I, L, M, N, O, Q, R, V, X, Y and Z in the third alpha position (except if postcode is GIR 0AA) ● The Inward code <ul style="list-style-type: none"> ○ If the outward code is not “BFPO” then <ul style="list-style-type: none"> ▪ Inward code must have 3 characters in the format NAA ▪ Inward code must not include the letters C, I, K, M, O or V ○ If the outward code is “BFPO” then <ul style="list-style-type: none"> ▪ Inward code must be preceded by a space and in formats of N, NN or NNN <p>For non-United Kingdom addresses, the only postcode validation will be against the length of the field.</p>			
16.	Country name	Country of the worker’s address.	Mandatory	50
Notes	<p>Please enter the country where the worker lives.</p> <p>Only enter letters (A-z), hyphen (-), ampersand (&), apostrophe (’), full stop (.), curved brackets () and single spaces.</p> <p>If the address is anywhere within the UK please enter United Kingdom. If any of the following are entered, we’ll alter it to United Kingdom:</p> <ul style="list-style-type: none"> • Alderney • Britain • Channel Islands • England • Great Britain • GBR • Guernsey • Isle of Man • Jersey • N. Ireland • Northern Ireland • Scotland • Sark • UK • U.K. • Wales. <p>Otherwise please enter the non-UK country.</p> <p>For acceptable non-UK country names see the ‘Appendix –Non-UK country names’. The entry must be provided <u>exactly</u> as shown (but can be either upper or lower case).</p>			
17.	Work email address	The worker’s work email address	Optional	50
Notes	<p>Please enter the worker’s email address for where they work. It shouldn’t be an email address that’s shared with anyone else.</p> <p>If work email address is provided, it will be the one that will be used to contact the member.</p> <p>You should consider whether supplying your workers’ email addresses conflicts with any internet usage restrictions or policies.</p> <p><u>Format:</u></p> <p>An email address must have three elements in it:</p> <ul style="list-style-type: none"> A. The first element ends before a mandatory '@' character. B. The second element starts with a mandatory '@' character and ends before a final mandatory '.' character. C. The third element starts with a final mandatory '.' character and must be having at least 2 alpha-numeric characters following it. 			

	<p>First element:</p> <ol style="list-style-type: none"> 1. This element must start with at least one alpha-numeric character (a-zA-Z0-9) 2. After the first character the element can have alpha-numeric or any special character from the set ~"#\$%&'*/+=?^_`{ }~! or one or multiple dot (.) in it. <p>Second element:</p> <ol style="list-style-type: none"> 1. This element must start with a mandatory '@' character. 2. After the '@' character, this element must have one or more alpha-numeric characters (a-zA-Z0-9) or characters from set _.- 3. The element must not end with a dot (.) character (i.e. For every optional '.' characters one or more a-zA-Z0-9_.- characters must follow the same optional '.' character.) <p>Third element:</p> <ol style="list-style-type: none"> 1. This element must start with a mandatory '.' character. 2. After the mandatory '.' character, this element must have two or more alphanumeric a-z A-Z 0-9 characters. 			
18.	Personal email address	The worker's personal email address	Optional	50
Notes	<p>Please enter the worker's personal email address.</p> <p>Refer to 'Work email address' for formatting rules.</p> <p>Providing a personal email address is important as it helps us keep in touch with the worker outside of their employment with you, or if a work email address is not provided.</p> <p>Please provide this if held in your system.</p>			
19.	Gender	Gender of the worker	Mandatory	1
Notes	<p>Please enter either M (male), F (female) or U (unknown).</p> <p>The selection must be compatible with 'Title':</p> <ul style="list-style-type: none"> • If Gender is M then the Title field cannot be Miss, Ms or Mrs. • If Gender is F then the Title field cannot be Mr. • There is no such validation on the Title field if Gender is U. <p>The Occupational and Personal Pension Scheme (Automatic Enrolment) Regulations 2010 (SI 2010 No. 772) requires you to provide the gender.</p> <p>Gender is one of the data items used to check against member records already set up to identify any possible existing matches.</p> <p>Gender of 'unknown' is valid and the member will still be enrolled. However, you should check this, before enrolling the member, as communications to the member may be addressed incorrectly.</p>			
20.	Information about worker enrolment received	This confirms whether the worker has been informed about Nest and enrolment before enrolling them into the scheme	Optional	1

Notes	<p>You agreed to do this as part of accepting Nest’s Employer Terms and Conditions</p> <p>From our autumn 2015 release, this field is optional so does not need to be provided. However, if a value other than Y or space is provided, the worker won’t be enrolled.</p>			
21.	Enrolment type	Enrolment type of the worker that shows whether they’re enrolling as a result of automatic enrolment or voluntarily	Mandatory	35
Notes	<p>You don’t necessarily have to automatically enrol all your workers into Nest. You only do this for workers who meet certain criteria. See <i>Who should be enrolled?</i> in our help centre for details.</p> <p>• AE • OPTIN • WWQE • OTHERS • VOLUNTARY</p> <p>The first four enrolment types are only valid on or after an employer’s staging date.</p> <p>Please note they’re not case sensitive so you can enter them in lower or upper case.</p> <p>A worker cannot be enrolled by the same employer if they are already enrolled with that employer with the same enrolment type.</p> <p>AE (automatic enrolment) Use this for eligible job holders.</p> <p>OPTIN Use this for non-eligible jobholders or eligible jobholders opting in during a waiting period.</p> <p>WWQE (worker without qualifying earnings) Use this for entitled workers including those who ask to join during a waiting period.</p> <p>OTHERS This is the category of member enrolment that applies to workers being enrolled under full employer duties after the staging date, but where an opt-out period shouldn’t be applied. Workers enrolled in this way won’t have an opt-out period. For example, if you accidentally cancel a member’s enrolment.</p> <p>Please enter VOLUNTARY as the enrolment type if you’re using Nest before your employer staging date. Workers enrolled in this way won’t have an opt-out period, but like all Nest members they can choose to stop or take a break from making contributions at any time. Don’t use this enrolment type to enrol individuals into Nest in advance of your staging date or employer duties. This is purely for employers that want to use Nest on a voluntary basis and not for employers coming to Nest to meet their duties.</p>			

	<p>If you're not sure when your employer staging date is, you can find out on The Pensions Regulator's website at tpr.gov.uk</p> <p>For more information on each enrolment type see the How to enrol workers section of our Employer help centre.</p>			
22.	Group	Full name of the group to which the worker belongs	<p>From our autumn 2015 release, this field is Conditional</p> <p>If the employer only has a single group, there is no need to supply this. If there is more than one group it's mandatory</p>	40
Notes	<p>The group name entered must exactly match the name of a group you've set up with Nest.</p> <p>It's case sensitive, for example, Group 1 must be typed as Group 1 and not group 1.</p> <p>You may have more than one group, for example for different levels of contributions, different pay reference periods (weekly, monthly and so on), locations, and organisational structure.</p> <p>If a member has previously been enrolled as an entitled worker (WWQE) and is now being enrolled as an eligible jobholder (AE) the group you supply for the new enrolment will override the existing group the worker is allocated to if you change it.</p> <p>(The 'Retrieve Current Set-Up Details' web service can be used to check existing group names)</p>			
23.	Payment source	This is the payment source for the worker's contributions. Different workers may fall under different payment sources or all workers can come under a single payment source	<p>From our autumn 2015 release, this field is Conditional</p> <p>If the employer only has a single payment source, there is no need to supply this. If there is more than one payment source it's mandatory</p>	40
Notes	<p>The payment source name entered must exactly match the name of a payment source you've set up with Nest.</p> <p>It's case sensitive, for example, Ps 1 must be typed as Ps 1 and not ps 1.</p> <p>If a member has previously been enrolled as an entitled worker (WWQE) and is now being enrolled as an eligible jobholder (AE) the payment source you supply for the new enrolment will override the existing payment source the worker is allocated to if you change it.</p> <p>(The 'Retrieve Current Set-Up Details' web service can be used to check existing payment source names)</p>			
24.	Start date	<p>Date from which the worker's enrolment in Nest is effective</p> <p>This is usually the date the worker becomes or became eligible for automatic enrolment.</p>	<p>Conditional</p> <p>Mandatory if the enrolment type is;</p> <ul style="list-style-type: none"> • AE • WWQE • OPTIN 	10

		If you're using a waiting period this date should be the deferred automatic enrolment date.	<ul style="list-style-type: none"> • OTHERS Not needed for an enrolment type of VOLUNTARY	
Notes	<p>Format: YYYY-MM-DD</p> <p>If their enrolment type is AE, WWQE, OPTIN or OTHERS it:</p> <ul style="list-style-type: none"> • must not be a future date • must be on or after the employer's Staging Date <p>If the worker is already enrolled in Nest with the same employer (under a different enrolment type) the Start Date entered for the new enrolment must be later than the Start Date of the existing enrolment.</p> <p>The worker's start date depends on the category of worker when they're enrolled in Nest. It's not necessarily the date that you enrol them into our system.</p> <p>Eligible jobholder being automatically enrolled (AE)</p> <p>The Start Date will be the date your pension duties apply to them. This will be either your staging date, your deferred duty date if you're using a waiting period or the date they become an eligible jobholder.</p> <p>Non-eligible jobholder (OPTIN)</p> <p>If the worker tells you they want to join Nest before your payroll cut-off date has passed their start date is the first day of the next pay period. If they tell you after it's passed then the start date is the first day of the following pay period.</p> <p>Entitled workers, also known as workers without qualifying earnings (WWQE)</p> <p>There are no specific rules about which date you must enter. To keep things simple, you can follow the same rule as for non-eligible jobholders or agree a date with the worker.</p> <p>Volunteer worker (VOLUNTARY)</p> <p>We don't ask for a start date for volunteer workers. We'll treat their date of enrolment as their start date.</p> <p>Other workers (OTHERS)</p> <p>This can vary, but you should generally use the first date that they are entitled to contributions. See the <i>What start date should I enter when I enrol a worker into Nest?</i> section of our Employer help centre for more information.</p>			
25.	Is member an overseas national awaiting a National Insurance number?	This is a declaration from you stating whether or not the member is an overseas national who is due to get an National Insurance number but hasn't received it yet	Conditional Mandatory if National Insurance number is <u>not</u> present.	1
Notes	<p>Can be Y (Yes) or N (No).</p> <p>If National Insurance number is present then this field will be optional. Even if the value is provided, this field will be ignored.</p> <p>If Y, tax relief will be claimed for the member.</p>			

	<p>If N, tax relief will not be claimed for the member.</p>
--	--

	<p>If the National Insurance number isn't present and this declaration isn't given, or any other reason is used, then an error will occur and the enrolment will be rejected.</p>
--	--

1.1.2 'Enrol Workers' - Response

The XSD for this request is 'EnrolWorkersResponse.xsd'

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Generic Information Mandatory Segment Occurs once				
1.	Acknowledgement ID	The unique identifier generated by Nest for a specific successful web service request	Mandatory – will always have a value	50
Notes	Format: Numeric, without leading zeroes This was originally provided by Nest in the Acknowledgement			
2.	Nest employer reference number	The Nest employer reference number (also known as 'Employer Nest ID')	Mandatory – will always have a value	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			
Message Response Optional segment Can occur multiple times (once per error or information message)				
3.	Unique Record Identifier	A unique identifier generated by the user of the web service to identify a particular worker/transaction record in the Enrol Workers request	Mandatory (if this segment is present, will always have a value)	50
Notes	Format: Alphanumeric If the message is a file level message, i.e. not for a particular worker's enrolment, this will be set to 0			
4.	Message type	Indicates whether the message is an error message or an information message	Mandatory (if this segment is present, will always have a value)	N/A (a tag in the XML)
Notes	In the initial release on autumn 2015, there will be no messages that are purely for information, therefore all messages will be errors.			
5.	Code	A code that identifies an error or an information message	Mandatory (if this segment is present, will always have a value)	250
Notes	Format: Can contain letters, numbers, spaces, hyphens and the underscore character. Note: Codes will not always be unique. For example, a generic message for a missing mandatory field will have the field name as a variable value within a generic message.			

6.	Message	Error or information message text	Mandatory (if this segment is present, will always have a value)	500
Notes	Format: Alphanumeric			
Success Response Optional Segment (Will be present if there is At least 1 successful enrolment) Occurs once				
7.	Count of successful records	Number of workers who were successfully enrolled	Mandatory (if this segment is present, will always have a value)	10
Notes	Format: Numeric			

1.2 'Update Contributions' web service

This web service is at Contribution Schedule level, and is used to:

- supply contribution details for workers who are in that Contribution Schedule
- inform Nest why there are no contributions/partial contributions for a member, for example leavers, members who want to stop contributions etc.
- notify Nest of an opt-out (where the member sends an opt-out form to the employer)
- correct contributions in the schedule that are wrong (please supply the correct value, not the change in value)
- change a member's group or payment source

This web service cannot be used for Exception schedules.

Employer statuses:

This web service can be used if:

- the employer is active in Nest

This web service cannot be used if:

- the employer's participation in Nest has not yet been completed.
- the employer's insolvency has been notified to Nest
- the employer has ceased participation in Nest

Access:

The delegated user submitted in the web service call must be actively connected to the employer.

The following delegated access levels will have access to this web service (the check is done using the user name that is submitted by the web service call):

- Schedule delegate
- Payment delegate
- General delegate
- Full access delegate

The following delegated access levels will not have access to this web service:

- Read-only delegate
- Enrolment delegate

1.2.1 'Update Contributions' - Request

The XSD for this request is 'UpdateContributionsRequest.xsd'

The data fields in the Schedule Header segment are used to find a contribution schedule in the Nest system. If a matching schedule cannot be found, an error will be given, and (where they have not been provided) one or both of the optional fields (Payment Due Date, EPSD) may have to be provided.

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Schedule Header Details				
Mandatory Segment				
Occurs once				
1.	Nest employer reference number	The Nest employer reference number (also known as 'Employer Nest ID')	Mandatory	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			
2.	Payment source	The name of the payment source applicable for this schedule	Mandatory	40
Notes	This is one of the fields that are used to find an existing contribution schedule for the employer. The value provided must exactly match the payment source name for the contribution schedule. It's case sensitive, for example: Ps 1 must be input as Ps 1 and not ps 1 .			
3.	Frequency	The payment frequency	Mandatory	11
Notes	Values can be: <ul style="list-style-type: none"> • Weekly • Tax Weekly • Fortnightly • Four Weekly • Monthly • Tax Monthly This is one of the fields used to find an existing contribution schedule for the employer			
4.	Earnings period end date (EPED)	The last day of the earnings period, also known as pay period, for this contribution schedule	Mandatory	10
Notes	Format: YYYY-MM-DD This is one of the fields used to find an existing contribution schedule for the employer			
5.	Payment Due Date	The date by which contributions must be paid for this contribution schedule.	Optional	10
Notes	Format: YYYY-MM-DD			

	This is one of the fields that are used to find an existing contribution schedule for the employer. However, from our autumn 2015 release it is optional. It will only be required if an employer has more than 1 group and we can't match the request to a unique group without the Payment Due Date.			
6.	Earnings period start date (EPSD)	This is the start date of the Earnings period also known as pay period, which the contribution relates to	Optional	10
Notes	Format: YYYY-MM-DD This is one of the fields used to find an existing contribution schedule for the employer. However, it is only required if an employer has more than 1 group and we can't match the request to a unique group without the EPSD.			
7.	Bulk update for no contributions flag	An indicator that tells Nest whether or not members who have not had any contribution data submitted in this schedule should be marked as 'Not Yet Validated' with a reason 'Insufficient earnings'	Optional	1
Notes	Format: Alphabetic Possible values: <ul style="list-style-type: none"> • Y • N We'll only take action on this field if there are no member detail records present in the message. If no member details are submitted in the message for this schedule, this field must be set to Y. We'll only update the members with no contributions as 'Insufficient earnings' when the Approve for Payment web service is submitted with the same bulk flag set to Y.			
Member Records Optional segment (Will not be present if 'Bulk update for no contributions flag' is Y) Can occur multiple times (once per contribution schedule member entry being updated)				
8.	Unique Record Identifier	A unique identifier generated by the user of the web service to identify a particular worker/transaction record. Where applicable, it will be quoted back in the Nest response	Mandatory	50
Notes	Format: Alphanumeric			
9.	Surname	Surname of the worker	Optional	30
Notes	The format is not validated within the Update Contributions web service			
10.	National Insurance number	The worker's National Insurance number	Conditional Mandatory if Alternative Unique identifier is not present	9
Notes	The format is not validated within the Update Contributions web service			

	<p>It is used to find the member record.</p> <p>It should be the National Insurance number held by Nest.</p>			
11.	Alternative unique identifier	The alternative unique identifier previously supplied to Nest for this worker.	Conditional Mandatory if National Insurance number is not present	30
Notes	<p>Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field</p> <p>Used to find the member record only if National Insurance number is not supplied.</p> <p>It should be the alternative unique identifier held by Nest.</p> <p>In the event two workers in a contribution schedule have the same National Insurance number you should provide an alternative unique identifier for them instead of a National Insurance number.</p> <p>If you provide both the National Insurance number and alternative unique identifier then the entry in this field is ignored as National Insurance number will be used to find the member record.</p>			
12.	Pensionable Earnings	The pensionable earnings of the worker for the relevant earnings period. Contributions are based on this amount	Mandatory	16
Notes	<p>Format: Monetary field - up to 13 digits before the decimal point and up to 2 digits after the decimal point. Only enter numbers (0-9) and a decimal point.</p> <p>For example if the pensionable earnings for the contribution is £562.43 enter: 562.43</p> <p>See 'Appendix – Monetary fields'</p> <p>Please enter the worker's pensionable earnings for that period. It should be the same pay you've used to calculate pension contributions. You choose how pensionable earnings are worked out when setting up a group. For more information on how to work out a worker's pensionable earnings see the 'How to calculate contributions' section of our <i>Employer help centre</i>.</p> <p>The pensionable earnings figure will be required to validate the contribution amount. However, if 0.00 is provided as Pensionable earnings then no validation on contribution amounts will be performed, and they will in effect be treated as ad-hoc payments.</p> <p>If you change a member's group and both of the groups are on the same contribution schedule you should enter the pensionable earnings for their original group (the group applicable at the EPSD) in this field. For more information see our article <i>Changing a member's group</i>.</p> <p>Sometimes you may need to enrol a worker again with a new enrolment type because their worker category has changed. For example, a worker's pay may have increased and their worker category has changed from worker without qualifying earnings (WWQE) to eligible jobholder. If this happens you should enter the pensionable earnings for their original enrolment type in this field. In this case, WWQE.</p> <p>Family leave</p> <p>If a member is on family leave such as maternity leave and the employer contributions and member contributions are based on different earnings then this field should be used to provide the pensionable earnings that you're basing the employer contributions on. Use Employee earnings for family leave for the pensionable earnings that the member contributions are based on.</p> <p>For all other circumstances this field will be used to validate both the Employer contribution and the Member contribution.</p>			

13.	Employer contribution	Employer contribution	Optional	16
<p>Notes</p> <p>Please enter your contribution amount. We'll check that you're paying contributions against the pensionable earnings you've provided.</p> <p>Format: Monetary field - up to 13 digits before the decimal point and up to 2 digits after the decimal point. Only enter numbers (0-9) and a decimal point.</p> <p>For example if the amount is £54.32 enter: 54.32</p> <p>See 'Appendix – Monetary fields'</p> <p>If you change a member's group and both of the groups are on the same contribution schedule you should enter the employer contribution for their original group (the group applicable at the EPSD) in this field. For more information see our article <i>Changing a member's group</i>.</p> <p>Sometimes you may need to enrol a worker again with a new enrolment type because their worker category has changed. For example, a worker's pay may have increased and their worker category has changed from worker without qualifying earnings (WWQE) to eligible jobholder. If this happens you should enter the employer contribution for their original enrolment type in this field. In this case, WWQE.</p> <p>Contributions will be validated against the contributions we're expecting based on the pensionable earnings provided and contribution rates set out by you for this member's group.</p> <p>Family leave</p> <p>If a member is on family leave and the employer and member contributions are based on different pay, please enter the employer's contribution based on their notional earnings rather than the actual earnings.</p>				
14.	Member contribution	Member contribution	Optional	16
<p>Notes</p> <p>Please enter the worker's contribution amount.</p> <p>Format: Monetary field - up to 13 digits before the decimal point and up to 2 digits after the decimal point. Only enter numbers (0-9) and a decimal point.</p> <p>For example if the amount is £54.32 enter: 54.32</p> <p>See 'Appendix – Monetary fields'</p> <p>If you change a member's group and both of the groups are on the same contribution schedule you should enter the member contribution for their original group (the group applicable at the EPSD) in this field. For more information see <i>Changing a member's group</i>.</p> <p>If the member is eligible for tax relief remember to leave off 20 per cent of the member contribution here.</p> <p>We claim tax relief directly from the government via HMRC on a worker's behalf. This is called 'relief at source'. See example below.</p> <p>You can get more information on tax relief by visiting the <i>How to calculate contributions</i> section of our Employer help centre. It's your responsibility to check with them if you're unsure about a worker's eligibility for tax relief.</p> <p>Example</p> <p>If when setting up the scheme you told us to expect 5 per cent from a member's pensionable earnings:</p>				

	<p>• put the cash value of 4 per cent in here if they're eligible for tax relief. If they're not eligible for tax relief, you should put the cash value of 5 per cent if pensionable earnings were £100, put 4.00 if eligible for tax relief and 5.00 if not.</p> <p>Sometimes you may need to enrol a worker again with a new enrolment type because their worker category has changed. For example, a worker's pay may have increased and their worker category has changed from worker without qualifying earnings (WWQE) to eligible jobholder. If this happens you should enter the member contribution for their original enrolment type in this field. In this case, WWQE. If you want to submit contributions for both enrolments then the start date can't be the start of the pay period as no payment will be expected.</p> <p>Contributions will be validated against the contributions we're expecting based on the pensionable earnings provided and the contribution rates set out by you for this member's group.</p> <p>Family leave</p> <p>If a member is on family leave and the employer and member contributions are based on different pay, please enter the member's contribution based on the their actual earnings</p>			
15.	Reason code	A code that informs Nest why contributions are not being paid, why they don't match up with the payment schedule, or that a change is required	Conditional Mandatory where zero is input in Employer contributions and Member contributions and no change of group has been initiated for the member record	2
Notes	<p>Format: Numeric</p> <p>Note: If one of your workers dies, please notify us of their death by telephone before submitting contributions using this reason code. This will ensure that letters aren't sent to the member. You should pay any legacy contributions that have been deducted from their salary. See our article <i>What to do if a member dies</i> for more information.</p> <p>If data is being submitted for a contribution correction (i.e. the amounts previously advised were not correct) then Reason code cannot not be changed.</p> <p>1 No further contributions payable</p> <p>(Before our autumn 2015 release, Reason code 1 was 'Member has left your employment'. From autumn 2015, we've combined Reason codes 1, 4 and 11 into a single Reason code. it should be used for leavers, members who have stopped contributions, and when an employer is meeting their duties elsewhere)</p> <p>This will trigger the relevant processes for dealing with this event, such as sending communications to you and the member, and separating the employer and member records. You should only use this reason code in the last schedule you intend to pay for the member.</p> <p>You can provide a partial or zero payment and we won't expect further contributions on future schedules.</p> <p>Refer to the note at the end of this field.</p> <p>3 Member is on family leave</p>			

This could apply where a member is on maternity or paternity leave. You can provide a partial or non-payment. We'll expect further contributions on future schedules and the member will automatically be included on these. Refer to the note at the end of this field and the guidance in **Pensionable earnings**.

4 Member has chosen to stop contributions

Should use Reason code 1 from our autumn 2015 release, but retained for backwards compatibility purposes.

5 Member has insufficient earnings

This applies where the member has no pensionable earnings in the contribution period. We won't expect any contributions and the employer won't normally submit the contribution schedule with any contributions greater than zero. We'll expect further contributions on future schedules and the member will automatically be included on these..

6 Transferring member to a different payment source

This applies where you want to move a member from a payment source in the current contribution schedule to another payment source.

Please note:

You can only change a payment source for a member by updating a contribution schedule.

We won't expect any future contributions from this source. You could submit the current contribution schedule with contributions greater than zero but the date supplied in **Contribution reason effective date** cannot be the start of the contribution schedule or pay period.

Refer to the note at the end of this field.

- from our autumn 2015 release, If there is no value in the **Reason code** field
 - if there is a value in **New payment source name** but there is no value in **New or second group name** and there is no value in **Notice to opt-out reference number**, then Nest will automatically set the **Reason code** to '6'

7 Change member groups and pay contributions

This allows you to change a member's group. More than one group can be in a contribution schedule if certain conditions are met. Where these conditions are not met then the member's new group will be in a different schedule. See our article *Changing a member's group* for more information on what to do if you're changing a member's group.

- from our autumn 2015 release If there is no value in the **Reason code** field
 - if there is a value in **New or second group name** but there is no value in **New payment source name** and there is no value in **Notice to opt-out reference number**, then Nest will automatically set the **Reason code** to '7'

8 Group changed – pay for new and old group

The group has already been changed through the *Manage workers* screens.

This lets you pay contributions for the member in both groups if both groups are on the same schedule. See our article *Changing a member's group* for more information on what to do if you're changing a member's group.

9 Member has opted out

You can use this reason to confirm the member has opted out. You can only use this reason if your worker has provided you with a valid opt-out form during the opt-out period. This will trigger the relevant processes for dealing with this event, for example sending communications to employers and members, and processing any refunds to employers.

Contribution amounts and pensionable earnings must be zero.

We won't expect further contributions on future schedules.

- from our autumn 2015 release, If there is no value in the **Reason code** field
 - if there is a value in **Notice to opt-out reference number** but there is no value in **New payment source name** and there is no value in **New or second group name** then Nest will automatically set the **Reason code** to '9'

10 Pay for more than one enrolment type

This lets you pay contributions for more than one enrolment. For example, if the member was previously enrolled as WWQE and was then enrolled as AE during the pay period, you should pay separate contributions for each enrolment type.

You can only use this reason and pay for two enrolments if both enrolments appear on the same contribution schedule. For example, if the enrolments have different payment frequencies they will appear on different contribution schedules then you pay for each enrolment using the respective contribution schedules.

If you want to submit contributions for both enrolments then the enrolment date can't be the start of the pay period as no payment will be expected.

Reasons 6, 7, 8 or 12 cannot be used when there are 2 enrolments in the same contribution schedule.

For example:

- the worker was previously a worker without qualifying earnings and was automatically enrolled by the employer on 1 February
- weekly pay period from 1 to 7 February
- you won't be able to make a payment for a worker without qualifying earnings for this payment period.

- from our autumn 2015 release, If there is no value in the **Reason code** field
 - if the member was previously enrolled as WWQE and was then enrolled as AE during the pay period system (i.e. there are 2 enrolments for the member in this particular contribution schedule), and there is no value in **Notice to opt-out reference number** then Nest will automatically set the **Reason code** to '10'

11 Employer duties are being fulfilled elsewhere

Should use Reason 1 from our autumn 2015 release, but retained for backwards compatibility purposes.

	<p>12 Change of payment source and group</p> <p>This allows you to change a member's payment source and group simultaneously. The same rules apply as for reason 6 Transferring member to a different payment source.</p> <ul style="list-style-type: none"> from our autumn 2015 release, If there is no value in the Reason code field <ul style="list-style-type: none"> if there is a value in New payment source name and there is a value in New or second group name but there is no value in Notice to opt-out reference number, then Nest will automatically set the Reason code to '12' 			
16.	Contribution reason effective date	Effective date of the event described in the Contribution reason	Conditional Mandatory where Reason code is 6 (Transferring member to a different payment source) or 12 (Change of payment source and group)	10
Notes	<p>Format: YYYY-MM-DD.</p> <p>The date will be ignored for all reasons other than 6 and 12.</p> <p>The effective date can be any date from the start date of the pay period covered by the contribution schedule to one day after the end date. Using the start date makes the ongoing submission of contributions more straightforward and so it's worth using that date if you can. However, if you want to pay contributions for the current pay period then you can't use the start date for this schedule</p> <p>Must be equal to or greater than the EPSD of the last paid/agreed contribution schedule in which the member appears for this employer.</p> <p>Must not be earlier than this member's (enrolment) Start Date for this employer.</p> <p>Must not be earlier than the start date of the payment source that the member is in for this employer.</p> <p>If the payment source or group that the member is in for this employer has been altered by the employer, must not be earlier than that alteration's effective date.</p> <p>If data is being submitted for a contribution correction (i.e. the amounts previously advised were not correct) then Contribution reason effective date cannot not be changed.</p>			
17.	Employee earnings for family leave	The employee earnings for Reason 3 (Member is on Family leave)	Optional	16
Notes	<p>Format: Monetary field - up to 13 digits before the decimal point and up to 2 digits after the decimal point. Only enter numbers (0-9) and a decimal point.</p> <p>See 'Appendix – Monetary fields'</p> <p>If a member is on family leave the employer contribution and member contribution may have been calculated on different earnings. When this happens you should provide the member's earnings that you've used to calculate their contributions in this field.</p>			
18.	New payment source name	For a change in a worker's payment source this will be the name of the new payment source	Conditional Mandatory where Reason code is 6 (Transferring member to a different	40

			payment source) or 12 (Change of payment source and group)	
Notes	<p>The first character must be alphanumeric. Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in the rest of this field.</p> <p>Please enter the name of the payment source you're moving them to. That payment source must be active in the Nest system and cannot be the member's current payment source.</p> <p>It's case sensitive, for example:</p> <p>Ps 1 must be input as Ps 1 and not ps 1.</p> <p>The first day that the member is applied to the new source should be entered in Contribution reason effective date</p> <p>Please note:</p> <p>Changing payment source isn't a two-step process. You don't have to remove a member from one payment source in a contribution schedule. You only have to give us the new payment source and the effective date of change of the payment source.</p>			
19.	New or second group name	For a change in a worker's Group this will be the name of the new Group	Conditional Mandatory when Reason code is 7 (Change member groups and pay contributions) or 12 (Change of payment source and group)	40
Notes	<p>The first character must be alphanumeric. Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in the rest of this field.</p> <p>Please enter the name of the member group you're moving them to. That group must be active in the Nest system and cannot be the member's current group.</p> <p>When processed this will move the member into the new group from the effective date of group change.</p> <p>It's case sensitive, for example:</p> <p>Group 1 must be typed as Group 1 and not group 1.</p> <p>This field can also be used to provide the name of the second group when paying contributions for a second group - where the group has already been changed in the <i>Manage workers</i> screen in your secure area - and reason code 8 (Group changed – pay for new and old group) is provided. For more information on how to complete a contribution schedule when you're changing a member's group see our article <i>Changing a member's group</i> available on Nestpensions.org.uk. The entry in this circumstance should be the group name the member wasn't attached to at the time they were added to the contribution schedule.</p>			
20.	Effective date of change of group	This is the effective date of when the worker changed group	Conditional Mandatory when Reason code is 7 (Change member groups and pay contributions)	10

<p>Notes</p>	<p>Format: YYYY-MM-DD.</p> <p>The effective date you provide must fall within the contribution schedule or pay period's start and end date.</p> <p>Must not be earlier than this member's (enrolment) Start Date for this employer.</p> <p>Must not be earlier than the start date of the new contribution group.</p> <p>Must not be earlier than the EPSD of the contribution schedule for which this Reason code was provided.</p> <p>Must not be later than the EPED + 1 day of the contribution schedule for which this Reason code was provided.</p> <p>If the new contribution group has been altered by the employer, must not be earlier than that contribution group alteration's effective date.</p> <p>Must be equal to or greater than the EPSD of the last paid/agreed contribution schedule in which the member appears for this employer.</p> <p>If you want to pay contributions then the effective date cannot be the contribution schedule or pay period start date. For more information see our article <i>Changing a member's group</i> on Nestpensions.org.uk</p>			
<p>21.</p>	<p>Pensionable Earnings for new or second group</p>	<p>Provide where you have more than one contribution group and the worker has moved from one group to another</p>	<p>Conditional</p> <p>Mandatory when Reason code is 7 (Change member groups and pay contributions) or 8 (Group changed – pay for new and old group)</p>	<p>16</p>
<p>Notes</p>	<p>Format: Monetary field - up to 13 digits before the decimal point and up to 2 digits after the decimal point. Only enter numbers (0-9) and a decimal point.</p> <p>See 'Appendix – Monetary fields'</p> <p>Please enter the pensionable earnings for the group used in New or second group name, only where Reason code has a value of</p> <p>7 Change member groups and pay contributions</p> <p>or</p> <p>8 Group changed – pay for new and old group</p> <p>and the group selected in New or second group name is in the same contribution schedule as the existing group. Where the group selected in New or second group name is in a separate contribution schedule you'll need to submit the pensionable earnings in that contribution schedule.</p> <p>For more information on how to complete a contribution schedule when you're changing a member's group see our article <i>Changing a member's group</i>.</p>			
<p>22.</p>	<p>Employer contribution for the new or second group</p>	<p>Provide where you have more than one contribution group and the worker has moved from one group to another</p>	<p>Conditional</p> <p>Mandatory when Reason code is 7 (Change member groups and pay contributions) or 8 (Group</p>	<p>16</p>

			changed – pay for new and old group)	
Notes	<p>Format: Monetary field - up to 13 digits before the decimal point and up to 2 digits after the decimal point. Only enter numbers (0-9) and a decimal point.</p> <p>See 'Appendix – Monetary fields'</p> <p>Please enter the employer contribution for the group used in New or second group name, only where Reason code has a value of</p> <p>7 Change member groups and pay contributions</p> <p>or</p> <p>8 Group changed – pay for new and old group.</p> <p>and the group selected in New or second group name is in the same contribution schedule as the existing group. Where the group selected in New or second group name is in a separate contribution schedule you'll need to submit the employer contribution in that contribution schedule. For more information on how to complete a contribution schedule when you're changing a member's group see our article <i>Changing a member's group</i>.</p>			
23.	Member contribution for the new or second group	Provide where you have more than one contribution group and the worker has moved from one group to another	Conditional Mandatory when Reason code is 7 (Change member groups and pay contributions) or 8 (Group changed – pay for new and old group)	16
Notes	<p>Format: Monetary field - up to 13 digits before the decimal point and up to 2 digits after the decimal point. Only enter numbers (0-9) and a decimal point.</p> <p>See 'Appendix – Monetary fields'</p> <p>Please enter the member contribution for the group used in New or second group name, only where Reason code has a value of</p> <p>7 Change member groups and pay contributions</p> <p>or</p> <p>8 Group changed – pay for new and old group.</p> <p>and the group selected in New or second group name is in the same contribution schedule as the existing group. Where the group selected in New or second group name is in a separate contribution schedule you'll need to submit the employer contribution in that contribution schedule. For more information on how to complete a contribution schedule when you're changing a member's group see our article <i>Changing a member's group</i>.</p>			
24.	Notice to opt-out reference number	Unique reference number shown in the opt-out paper notice	Conditional Mandatory if Reason code = 9 (Member has opted-out)	20
Notes	<p>Format: Alphanumeric</p> <p>Please enter the opt-out reference from the opt-out notice.</p>			

	<p>You only need to provide this number or details of any opt-out where your workers return a paper opt-out notice to you. It's the opt-out reference stated on the paper-opt out notice.</p> <p>If they don't match, the opt-out request won't be accepted. For example, if the number provided is 001234 it must be entered like this, and not as 1234.</p>			
25.	Notice to opt out of pension saving form submitted by member within allowed opt-out period	A declaration that the opt-out notice was received by the employer from the worker within the opt-out period	Conditional Mandatory if Reason code = 9 (Member has opted-out)	1
Notes	<p>If entered, must be Y.</p> <p>If this declaration isn't provided or any value other than Y is provided, the opt-out request won't be accepted.</p> <p>You can find the end date for the relevant opt-out period for the worker in the <i>Managing workers</i> area of the website.</p> <p>It's also provided in the enrolment confirmation communication sent to your secure mailbox.</p>			
26.	Pensionable earnings for second enrolment	Pensionable earnings for second enrolment	Conditional Mandatory if Reason code is 10. Do not provide for any other reason	16
Notes	<p>Format: Monetary field - up to 13 digits before the decimal point and up to 2 digits after the decimal point. Only enter numbers (0-9) and a decimal point. See 'Appendix – Monetary fields'</p> <p>If Reason has a value of Pay for more than one enrolment type (reason code 10) please enter the worker's pensionable earnings for second enrolment</p> <p>The pensionable earnings figure will be required to validate the contribution amount.</p> <p>For members who have two enrolments for which contributions need to be paid in a pay period and a reason stating 10 Pay for more than one enrolment type is selected, this will be the earnings related to the second enrolment. This is only likely to happen in one pay period or contribution schedule.</p>			
27.	Employer contribution for second enrolment	Employer contribution for second enrolment	Conditional Mandatory if Reason code is 10. Do not provide for any other reason	16
Notes	<p>Format: Monetary field - up to 13 digits before the decimal point and up to 2 digits after the decimal point. Only enter numbers (0-9) and a decimal point. See 'Appendix – Monetary fields'</p> <p>If Reason code has a value of Pay for more than one enrolment type (reason code 10) please enter the employer contributions for second enrolment</p> <p>Employer contributions should be based on the contribution levels of the group that the worker has been enrolled into. This contribution should be based on the pensionable earnings provided in Pensionable earnings for second enrolment</p>			
28.	Member contribution	Member contribution for second enrolment	Conditional	16

	for second enrolment		Mandatory if Reason code is 10. Do not provide for any other reason	
Notes	<p>Format: Monetary field - up to 13 digits before the decimal point and up to 2 digits after the decimal point. Only enter numbers (0-9) and a decimal point. See 'Appendix – Monetary fields'</p> <p>If Reason code has a value of Pay for more than one enrolment type (reason code 10) please enter the worker contributions for second enrolment</p> <p>Member contributions should be based on the contribution levels of the group that the worker has been enrolled into. This contribution should be based on the pensionable earnings provided in Pensionable earnings for second enrolment</p>			

1.2.2 'Update Contributions' - Response

The XSD for this response is 'UpdateContributionsResponse.xsd'

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Generic Information				
Mandatory Segment				
Occurs once				
1.	Acknowledge ment ID	The unique identifier generated by Nest for a specific successful web service request	Mandatory – will always have a value	50
Notes	Format: Numeric, without leading zeroes This was originally provided by Nest in the Acknowledgement			
2.	Nest employer reference number	The Nest employer reference number (also known as 'Employer Nest ID')	Mandatory – will always have a value	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			
Schedule Header and input amount details				
Mandatory segment				
Occurs once				
3.	Payment source	The name of the payment source that was input	Mandatory – will always have a value	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
4.	Frequency	The payment frequency that was input	Mandatory – will always have a value	11
Notes	Values can be: <ul style="list-style-type: none"> • Weekly • Tax Weekly • Fortnightly • Four Weekly • Monthly • Tax Monthly 			
5.	Earnings period end date (EPED)	The last day of the earnings period (EPED) that was input	Mandatory – will always have a value	10
Notes	Format: YYYY-MM-DD			
6.	Payment Due Date	The Payment Due Date that was input	Optional This will be the value input (if any)	10

Notes	Format: YYYY-MM-DD			
7.	Earnings period start date (EPSD)	This is the start date of the Earnings period (EPSD) that was inputs	Optional This will be the value input (if any)	10
Notes	Format: YYYY-MM-DD			
8.	Contribution schedule reference number	Generated by Nest to uniquely identify a contribution schedule	Optional The only times when a schedule reference will not be present in the output would be if a schedule cannot be uniquely identified with the given input parameters, or when the user is not authorised	30
Notes	Format: Alphanumeric			
Message Response				
Optional segment				
Can occur multiple times (once per error or information message)				
9.	Unique Record Identifier	A unique identifier generated by the user of the web service to identify a particular worker/transaction record in the Update Contributions request	Mandatory (if this segment is present, will always have a value)	50
Notes	Format: Alphanumeric If the message is a file level message, i.e. not for a particular worker's enrolment, this will be set to 0			
10.	Message type	Indicates whether the message is an error message or an information message	Mandatory (if this segment is present, will always have a value)	N/A (a tag in the XML)
Notes	In the initial release on autumn 2015, there will be no messages that are purely for information, therefore all messages will be errors.			
11.	Code	A code that identifies an error or an information message	Mandatory (if this segment is present, will always have a value)	250
Notes	Format: Can contain letters, numbers, spaces, hyphens and the underscore character. Note: Codes will not always be unique. For example, a generic message for a missing mandatory field will have the field name as a variable value within a generic message.			
12.	Message	Error or information message text	Mandatory (if this segment is present, will always have a value)	500
Notes	Format: Alphanumeric			
Success Response				
Optional segment (only if there are valid member records in the contribution schedule)				

Can occur multiple times (once per valid member in the contribution schedule)				
13.	Record Sequence number	The sequence number of a record within the response.	Mandatory (if this segment is present, will always have a value)	10
Notes	The first worker record will have a Record Sequence number of '1', the second '2' etc.			
14.	Unique Record Identifier	A unique identifier generated by the user of the web service to identify a particular worker/transaction record in the Update Contributions request	Optional This will only be populated if the contribution record was present in the original submission	50
Notes	Format: Alphanumeric			
15.	Worker surname	Surname of the worker	Mandatory (if this segment is present, will always have a value)	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
16.	National Insurance Number	National Insurance Number of the worker	Conditional	9
Notes	The worker's National Insurance number as held by Nest on the worker's record. If a National Insurance Number is held for the member, then it will have a value present.			
17.	Alternative unique identifier	This is an alternative unique identifier, for example staff worker number	Conditional	30
Notes	The alternative reference number as held by Nest on the worker's record. If Alternative identifier is held for the member, then it will have a value present.			
18.	Pensionable Earnings	The pensionable earnings held for this worker in this contribution schedule	Mandatory	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
19.	Employer contribution	Employer contribution held for this worker in this contribution schedule	Optional	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
20.	Member contribution	Member contribution held for this worker in this contribution schedule	Optional	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			

21.	Reason code	The Reason code held for this worker in this contribution schedule	Conditional Mandatory (will always be present) where zero is held in Employer contributions and Member contributions and no change of group has been initiated for the member record	2
Notes	See Update Contributions Request for details of the values that can be present			
22.	Contribution reason effective date	Effective date held of the event described in the Contribution reason	Conditional Mandatory (will always be output) where Reason code is 6 (Transferring member to a different payment source) or 12 (Change of payment source and group)	10
Notes	Format: YYYY-MM-DD.			
23.	Employee earnings for family leave	The employee earnings for Contribution reason 3 (Family leave) held for this worker in this contribution schedule	Optional Will only be output if a value is held	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
24.	New payment source name	For a change in a worker's payment source this will be the name of the new payment source that was provided in the input	Conditional Mandatory (will always be output) where Reason code is 6 (Transferring member to a different payment source) or 12 (Change of payment source and group)	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
25.	New or second group name	For a change in a worker's Group this will be the name of the new Group	Conditional Mandatory (will always be present) if Reason code held is 7 or 12	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
26.	Effective date of change of group	This is the effective date of when the worker changed group	Conditional Mandatory (will always be present) if Reason code held is 7	10
Notes	Format: YYYY-MM-DD.			
27.	Pensionable Earnings for	Pensionable Earnings for new or second group as held for this	Conditional	16

	new or second group	worker in this contribution schedule	Mandatory (will always be present) if Reason code held is 7 or 8	
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
28.	Employer contribution for the new or second group	Employer contribution for the new or second group as held for this worker in this contribution schedule	Conditional Mandatory (will always be present) if Reason code held is 7 or 8	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
29.	Member contribution for the new or second group	Member contribution for the new or second group as held for this worker in this contribution schedule	Conditional Mandatory (will always be present) if Reason code held is 7 or 8	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
30.	Notice to opt-out reference number	Unique reference number shown in the opt-out paper notice, as held for this worker in this contribution schedule	Conditional Mandatory (will always be present) if Reason code held is 9 (Member has opted-out)	20
Notes	Format: Alphanumeric			
31.	Notice to opt out of pension saving form submitted by member within allowed opt-out period	A declaration that the opt-out notice was received by the employer from the worker within the opt-out period, as held for this worker in this contribution schedule	Conditional Mandatory (will always be present) if Reason code held is 9 (Member has opted-out)	1
Notes	If Reason held is 9 (Member has opted-out), will always be Y			
32.	Pensionable earnings for second enrolment	Pensionable earnings for second enrolment for this worker in this contribution schedule	Conditional Mandatory (will always be present) if Reason code held is 10	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
33.	Employer contribution for second enrolment	Employer contribution for second enrolment for this worker in this contribution schedule	Conditional Mandatory (will always be present) if Reason code held is 10	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			

34.	Member contribution for second enrolment	Member contribution for second enrolment held for this worker in this contribution schedule	Conditional Mandatory (will always be present) if Reason code held is 10	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
Amounts and count details				
Mandatory segment				
Occurs once				
35.	Amount payable for newly validated members	This is the total amount that is expected for all the validated members who have never been paid successfully before in the schedule	Mandatory – will always have a value	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
36.	Amount for corrected members	This is the total amount that is expected for all those corrected members where there was only an increase as part of the contribution correction or where the amount after disinvestment is now known.	Mandatory – will always have a value	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
37.	Total Amount payable	This is the total contribution amount expected from the employer. It is the sum of AmountForPayableNewlyValidatedMembers' and 'AmountForCorrectedMembers'	Mandatory – will always have a value	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
38.	Count of pending members	Count of members with status of 'Action needed –Not yet validated' in the schedule	Mandatory – will always have a value	10
Notes	Format: Numeric			

1.3 'Approve for Payment' web service

This web service is an employer's authorisation that the total amount payable is correct and is authorisation for payment of the contribution schedule for that amount. For Direct Credit or Debit Card, the employer is agreeing that they will make a payment for that amount. For Direct Debit, the employer is instructing Nest to collect that amount by Direct Debit.

This web service is also used to instruct Nest to bulk update members who have zero contributions for a period as having 'Insufficient contributions'

Employer statuses:

This web service can be used if:

- the employer is active in Nest

This web service cannot be used if:

- the employer's insolvency has been notified to Nest
- the employer has ceased participation in Nest
- the employer's participation in Nest has not yet been completed.

Access:

The delegated user submitted in the web service call must be actively connected to the employer.

The following delegated access levels will have access to this web service (the check is done using the user name that is submitted by the web service call):

- Payment delegate
- General delegate
- Full access delegate

The following delegated access levels will not have access to this web service:

- Read-only delegate
- Enrolment delegate
- Schedule delegate

1.3.1 'Approve for Payment' - Request

The XSD for this request is 'ApproveForPaymentRequest.xsd'

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Approve for payment request details				
Mandatory segment				
Occurs once				
1.	Contribution schedule reference number	Generated by Nest to uniquely identify a contribution schedule	Mandatory	30
Notes	Format: Alphanumeric This can be taken from the 'Update Contributions' web service response This is used to find the Contribution Schedule. If it is not found, an error will be given. If the Contribution Schedule has been archived (which happens after 2 years), an error will be given which explains what to do.			
2.	Nest employer reference number	The Nest employer reference number (also known as 'Employer Nest ID')	Mandatory	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			
3.	Total amount payable	The total amount that Nest is expecting the employer to pay for this contribution schedule	Mandatory	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and up to 2 digits after the decimal point. Only enter numbers (0-9) and a decimal point. See 'Appendix – Monetary fields' Must be equal to or greater than the expected contribution amount on the contribution schedule			
	Bulk update for no contributions flag	An indicator that tells Nest whether or not members who have not had any contribution data submitted in this schedule should be marked as 'Not Yet Validated' with a reason 'Insufficient earnings'	Optional	1
Notes	Format: Alphabetic Possible values: <ul style="list-style-type: none"> • Y • N If the value input is Y and there is no amount to be paid and there are no members in a 'Not yet validated status' in the schedule, an error will be returned.			

1.3.2 'Approve for Payment' - Response

The XSD for this response is 'ApproveForPaymentResponse.xsd'

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Generic data				
Mandatory segment				
Occurs once				
1.	Acknowledgement ID	The unique identifier generated by Nest for a specific successful web service request	Mandatory – will always have a value	50
Notes	Format: Numeric, without leading zeroes This was originally provided by Nest in the Acknowledgement			
2.	Nest employer reference number	The Nest employer reference number (also known as 'Employer Nest ID')	Mandatory – will always have a value	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			
Schedule Header and input amount details				
Mandatory segment				
Occurs once				
3.	Payment source	The name of the payment source applicable for this schedule	Optional If a contribution schedule was identified, it will be populated, otherwise it will not be	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
4.	Frequency	The payment frequency associated with this contribution schedule	Optional If a contribution schedule was identified, it will be populated, otherwise it will not be	11
Notes	Values can be: <ul style="list-style-type: none"> • Weekly • Tax Weekly • Fortnightly • Four Weekly • Monthly • Tax Monthly 			

5.	Earnings period end date (EPED)	The last day of the earnings period for this contribution schedule	Optional If a contribution schedule was identified, it will be populated, otherwise it will not be	10
Notes	Format: YYYY-MM-DD			
6.	Payment Due Date	The date by which contributions must be paid for this contribution schedule.	Optional If a contribution schedule was identified, it will be populated, otherwise it will not be	10
Notes	Format: YYYY-MM-DD			
7.	Earnings period start date (EPSD)	This is the start date of the Earnings period which the contribution represents	Optional If a contribution schedule was identified, it will be populated, otherwise it will not be	10
Notes	Format: YYYY-MM-DD			
8.	Contribution schedule reference number	The contribution schedule reference number that was input in the Approve for Payment request	Mandatory - will always have a value present	30
Notes	Format: Alphanumeric			
9.	Total amount payable	The total amount payable that was input in the Approve for Payment request	Mandatory - will always have a value present	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
Message Response				
Optional segment				
Can occur multiple times (once per error or information message)				
10.	Message type	Indicates whether the message is an error message or an information message	Mandatory (if this segment is present, will always have a value)	N/A (a tag in the XML)
Notes	In the initial release on autumn 2015, there will be no messages that are purely for information, therefore all messages will be errors.			
11.	Code	A code that identifies an error or an information message	Mandatory (if this segment is present, will always have a value)	250
Notes	Format: Can contain letters, numbers, spaces, hyphens and the underscore character. Note: Codes will not always be unique. For example, a generic message for a missing mandatory field will have the field name as a variable value within a generic message.			

12.	Message	Error or information message text	Mandatory (if this segment is present, will always have a value)	500
Notes	Format: Alphanumeric			
Success data				
Optional segment (only present if there is a success)				
Can occur once only				
13.	Amount to be paid	The final total amount payable for the schedule	Mandatory (if this segment is present, will always have a value)	16
Notes	<p>Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'</p> <p>If paid by Direct Debit, this is the amount that Nest will collect.</p> <p>If paid by Direct Credit or Debit Card, this is the amount that the employer should make a payment for.</p> <p>If this amount is lower than the 'Total amount payable input', it is because it was reduced by Nest because of changes made at member level, for example one or more members may have opted out, therefore Nest would have reduced the amount payable.</p> <p>0.00 will be output if there is no amount to be paid.</p>			
14.	Payment reference	The payment reference that Nest generate if contributions are paid by Direct Credit.	Conditional Will only have a value if Contribution payment type = DC	15
Notes	<p>Format: Alphanumeric</p> <p>It must be quoted on the actual payment so that Nest can match the payment to a schedule</p>			
15.	Count of members in 'Invalid' status	The number of members in the schedule who were updated with a status of 'Invalid' as part of the processing	Mandatory (if this segment is present, will always have a value)	10
Notes	<p>Format: Numeric</p> <p>Will be 0 if there are none</p>			
16.	Count of members in 'Ineligible' status	The number of members in the schedule who were updated with a status of 'Ineligible' as part of the processing	Mandatory (if this segment is present, will always have a value)	10
Notes	<p>Format: Numeric</p> <p>Will be 0 if there are none</p>			
17.	Count of bulk insufficient earnings members	The number of members in the schedule who were marked as 'Insufficient Earnings' because the Bulk update for no contributions flag was set to Y for this particular submission	Mandatory (if this segment is present, will always have a value)	10
Notes	Format: Numeric			

	Will be 0 if there are none
--	-----------------------------

1.4 'Set Up a New Employer' web service

This web service sends Nest most of the information required to set up an employer's scheme in Nest. The employer themselves must finish the process using Nest online (successful submission of the web service request generates an email to the employer's Primary Contact with full instructions).

This web service is available for any employer, but is configured to allow the setup of only the simplest sort of Scheme, and therefore only allows 1 Nest Group to be set up. If a complex set-up is required, for example several Groups of workers are needed, there is a choice of performing the whole set-up using Nest On-line or adding further Groups in Nest On-line after the web services simple set-up has been done for 1 Group.

Employer statuses:

Not applicable as this web service sets up a new employer.

Access:

Any person who is an active 'delegate' user can be used to set up a new employer.

The user name supplied in the web service request will automatically be made a Full access delegate for the new employer.

1.4.1 'Set Up a New Employer' - Request

The XSD for this response is "SetUpNewEmployerRequest.xsd"

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Organisation details				
Mandatory segment				
Occurs once				
1.	Employer name	The legal name of the employer's organisation	Mandatory	160
Notes	Leading spaces not allowed. Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field			
2.	Staging Date / Duty Start Date	The date from when an employer's automatic enrolment duties come into force for their business. The date is decided by The Pensions Regulator (TPR).	Optional	10
Notes	Format: YYYY-MM-DD Must not be prior to 1 July 2012			
3.	Number of workers	This is the number of workers in the employer's organisation at the time you set up Nest, including full-time, part-time, temporary and contract workers.	Mandatory	1
Notes	Format: Alphabetic Must be one of the following letters, each of which represents a number range <ul style="list-style-type: none"> a. 1 to 4 b. 5 to 49 c. 50 to 249 d. 250 to 499 e. 500 to 999 f. 1000 to 4999 g. 5000 and above 			
PAYE Reference				
Optional segment				
Can occur up to 10 times				
4.	PAYE Reference	The employer PAYE reference is issued by HM Revenue and Customs (HMRC).	Optional	14
Notes	Format AAA/AAAAAAAAAA (the fourth character must be a forward slash. There must be 3 alphanumeric characters before the slash and up to 10 alphanumeric characters after the slash)			

	Up to 10 PAYE References can be provided			
Employer's primary contact's details				
Mandatory segment				
Occurs once				
5.	Title	Title of the primary contact	Mandatory	10
Notes	Please enter one of the following: • Mr • Mrs • Miss • Ms • Dr			
6.	Forename	Forename of the primary contact	Mandatory	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field. There can only be a single space between words.			
7.	Surname	Surname of the primary contact	Mandatory	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field. There can only be a single space between words.			
8.	Address line 1	Address line 1 of the primary contact's address	Optional	80
Notes	You can spread the first part of the address over Address line 1 and Address line 2 however you like but one of those 2 fields must be used. Up to, but no more than, 2 consecutive spaces are allowed between words Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field			
9.	Address line 2	Address line 2 of the primary contact's address	Optional	80
Notes	You can spread the first part of the address over Address line 1 and Address line 2 however you like but one of those 2 fields must be used. Up to, but no more than, 2 consecutive spaces are allowed between words Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field			
10.	Town/city	Town/city of the primary contact's address	Mandatory	35
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field. Up to, but no more than, 2 consecutive spaces are allowed between words			
11.	County	County of the primary contact's address	Optional	35
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field. Up to, but no more than, 2 consecutive spaces are allowed between words			
12.	Postcode	Postcode of the primary contact's address	Mandatory if a United Kingdom address. Optional if not a United Kingdom address	10

Notes	<p>Must only enter letters (A-z), numbers (0-9) and a single space.</p> <p><u>Validation of the postcode for United Kingdom addresses:</u></p> <ul style="list-style-type: none"> • Must be at least 5 characters (if no space is included in the post code)/or 6 characters (if a space is included in post code) • Must not contain more than 8 characters (including any space in between parts). • The Outward code (the characters after the space - if there is no space present, the last 3 characters are assumed to be inward code and the characters before this are assumed to be the outward code. <ul style="list-style-type: none"> ○ must be 2, 3 or 4 characters long ○ must be in one of the eight valid formats - AN, ANN, AAN, AANN, ANA, AANA, AAA (for GIR 0AA) or “BFPO”(for BFPO numbers). ○ Must not have the letters Q, V and X in the first alpha position ○ Must not have the letters I, J and Z in the second alpha position (except if postcode is GIR 0AA) ○ Must not have the letters I, L, M, N, O, Q, R, V, X, Y and Z in the third alpha position (except if postcode is GIR 0AA) • The Inward code <ul style="list-style-type: none"> ○ If the outward code is not “BFPO” then <ul style="list-style-type: none"> ▪ Inward code must have 3 characters in the format NAA ▪ Inward code must not include the letters C, I, K, M, O or V ○ If the outward code is “BFPO” then <ul style="list-style-type: none"> ▪ Inward code must be preceded by a space and in formats of N, NN or NNN <p>For non-United Kingdom addresses, the only postcode validation will be against the length of the field.</p>			
13.	Country name	Country name of the primary contact's address	Mandatory	50
Notes	<p>If the address is anywhere within the UK please enter United Kingdom.</p> <p>If any of the following are entered, we'll alter it to United Kingdom:</p> <ul style="list-style-type: none"> • Alderney • Britain • Channel Islands • England • Great Britain • GBR • Guernsey • Isle of Man • Jersey • N. Ireland • Northern Ireland • Scotland • Sark • UK • U.K. • Wales. <p>Otherwise please enter the non-UK country.</p> <p>For acceptable non-UK country names see 'Appendix – non-UK country names' at the end of this document. The entry must be provided <u>exactly</u> as shown (but can be either upper or lower case).</p>			
14.	Email address	Email address of the primary contact	Mandatory	50
Notes	<p>Format: Please refer to 'Work email address' in the 'Enrol Workers – Request' section.</p> <p>If the user name provided in the web service is a Third Party Administrator/Nest Connector, then the email address provided for the Primary Contact must not be the same as that of the Third Party Administrator/Nest Connector</p>			
15.	Phone number	Phone number of the primary contact	Mandatory	20
Notes	<p>Format: Alphanumeric –but only numbers and spaces are allowed</p>			

Group details				
Mandatory segment				
Occurs once				
16.	Group name	The name of the Group	Mandatory	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field			
17.	Contribution level	The level of contributions that the employer wishes to pay for the Group	Optional	2
Notes	<p>The possible values are:</p> <ul style="list-style-type: none"> • BA (Basic – the legal minimum current on the day the web service is submitted. Will be automatically increased in accordance with the legal phasing requirements) • EN (Enhanced - this is where the employer chooses to pay the minimum legal rates that come into force on 1 October 2018 rates straight away, i.e. in advance of the date they are legally required. There will therefore not be any increases) • CU (Custom - the employer provides their own rates) <p>If not provided, Nest will default it to BA</p>			
18.	Earnings basis	The earnings definition that the employer has chosen for this Group defined for the Group	Optional	2
Notes	<p>The possible values are:</p> <ul style="list-style-type: none"> • QE (Qualifying Earnings) • T1 (Pensionable earnings using a tier 1 certificate) • T2 (Pensionable earnings using a tier 2 certificate) • T3 (Total earnings using a tier 3 certificate) • CU (Custom – employer defines their own earnings) <p>If not provided, Nest will default it to QE</p> <p>CU must only be entered if CU was also selected in the Contribution level field.</p>			
19.	Employer contribution rate for the first phasing period	The employer contributions percentage that applies up to and including 5 April 2018	Conditional If 'Contribution level' is CU and today's date is less than 6 April 2018, then must be provided. If 'Contribution level' is CU and 'Earnings basis' is CU , and today's date is less than	6

			6 April 2018, then must be provided.	
Notes	<p>Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point The maximum value allowed is 100.00</p> <p>If 'Contribution level' is BA or EN, then contribution rates will be defaulted – Please see 'Appendix – Contribution rate defaults'.</p> <p>If 'Contribution level' is CU and 'Earnings basis' is not CU, then Nest expect that contribution rates will be provided.</p> <ul style="list-style-type: none"> • However, if they are not provided, Nest will automatically derive the contribution rate to the appropriate BA (Basic) rate - please see 'Appendix – Contribution rate defaults'. • If they are provided, they must be at least the minimum rate for this phasing period 			
20.	Employee contribution rate for the first phasing period	The employee contributions percentage that applies up to and including 5 April 2018	<p>Conditional</p> <p>If 'Contribution level' is CU and today's date is less than 6 April 2018, then must be provided.</p> <p>If 'Contribution level' is CU and 'Earnings basis' is CU, and today's date is less than 6 April 2018, then must be provided.</p>	6
Notes	<p>Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point The maximum value allowed is 100.00</p> <p>If 'Contribution level' is BA or EN, then contribution rates will be defaulted – Please see 'Appendix – Contribution rate defaults'.</p> <p>If 'Contribution level' is CU and 'Earnings basis' is not CU, then Nest expect that contribution rates will be provided.</p> <ul style="list-style-type: none"> • However, if they are not provided, Nest will automatically derive the contribution rate to the appropriate BA (Basic) rate - please see 'Appendix – Contribution rate defaults'. • If they are provided, they must be at least the minimum rate for this phasing period 			
21.	Employer contribution rate for the second phasing period	The employer contributions percentage that applies from 6 April 2018 to 5 April 2019	<p>Conditional</p> <p>If 'Contribution level' is CU and today's date is less than 6 April 2019, then must be provided.</p> <p>If 'Contribution level' is CU and 'Earnings basis' is CU, and today's date is less than 6 April 2019, then must be provided.</p>	6

Notes	<p>Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point The maximum value allowed is 100.00</p> <p>If 'Contribution level' is BA or EN, then contribution rates will be defaulted – Please see 'Appendix – Contribution rate defaults'.</p> <p>If 'Contribution level' is CU and 'Earnings basis' is not CU, then Nest expect that contribution rates will be provided.</p> <ul style="list-style-type: none"> • However, if they are not provided, Nest will automatically derive the contribution rate to the appropriate BA (Basic) rate - please see 'Appendix – Contribution rate defaults'. • If they are provided, they must be at least the minimum rate for this phasing period 			
22.	Employee contribution rate for the second phasing period	The employee contributions percentage that applies from 6 April 2018 to 5 April 2019	<p>Conditional</p> <p>If 'Contribution level' is CU and today's date is less than 6 April 2019, then must be provided.</p> <p>If 'Contribution level' is CU and 'Earnings basis' is CU, and today's date is less than 6 April 2019, then must be provided.</p>	6
Notes	<p>Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point If 'Contribution level' is BA or EN, then contribution rates will be defaulted – Please see 'Appendix – Contribution rate defaults'.</p> <p>The maximum value allowed is 100.00</p> <p>If 'Contribution level' is CU and 'Earnings basis' is not CU, then Nest expect that contribution rates will be provided.</p> <ul style="list-style-type: none"> • However, if they are not provided, Nest will automatically derive the contribution rate to the appropriate BA (Basic) rate - please see 'Appendix – Contribution rate defaults'. • If they are provided, they must be at least the minimum rate for this phasing period 			
23.	Employer contribution rate - steady state	The employer contributions percentage that applies from 6 April 2019	<p>Conditional</p> <p>If 'Contribution level' is CU then must be provided.</p> <p>If 'Contribution level' is CU and 'Earnings basis' is CU, then must be provided.</p>	6
Notes	<p>Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point If 'Contribution level' is BA or EN, then contribution rates will be defaulted – Please see 'Appendix – Contribution rate defaults'.</p> <p>The maximum value allowed is 100.00</p> <p>If 'Contribution level' is CU and 'Earnings basis' is not CU, then Nest expect that contribution rates will be provided.</p>			

		<ul style="list-style-type: none"> • However, if they are not provided, Nest will automatically derive the contribution rate to the appropriate BA (Basic) rate - please see 'Appendix – Contribution rate defaults' • If they are provided, they must be at least the minimum rate for the 'steady state' 		
24.	Employee contribution rate - steady state	The employee contributions percentage that applies from 6 April 2019	Conditional If 'Contribution level' is CU then must be provided. If 'Contribution level' is CU and 'Earnings basis' is CU , then must be provided.	6
Notes	Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point If 'Contribution level' is BA or EN , then contribution rates will be defaulted – Please see 'Appendix – Contribution rate defaults'. The maximum value allowed is 100.00 If 'Contribution level' is CU and 'Earnings basis' is not CU , then Nest expect that contribution rates will be provided. <ul style="list-style-type: none"> • However, if they are not provided, Nest will automatically derive the contribution rate to the appropriate BA (Basic) rate - please see 'Appendix – Contribution rate defaults' • If they are provided, they must be at least the minimum rate for the 'steady state' 			
25.	Maximum contribution rate applies?	Indicates whether or not the employer has chosen to restrict contributions to a specified percentage of pensionable earnings or not	Optional	1
Notes	The possible values are: <ul style="list-style-type: none"> • Y • N If N is selected, no maximum contribution validations will be performed. If not provided, Nest will default this to N			
26.	Employer maximum contribution rate	If the employer has chosen to restrict contributions to a specified percentage, this is the maximum percentage chosen for employer contributions, and Nest will only accept employer contributions up to this limit	Optional	6
Notes	Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point Must not be below any of the minimum employer contribution rates specified for this group. If 'Maximum contribution rate applies?' was set to Y but no percentage has been provided, Nest will default this to 100%			
27.	Employee maximum contribution rate	If the employer has chosen to restrict contributions to a specified percentage, this is the maximum percentage chosen for employee	Optional	6

		contributions, and Nest will only accept employee contributions up to this limit		
Notes	<p>Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point</p> <p>Must not be below any of the minimum employee contribution rates specified for this group.</p> <p>If 'Maximum contribution rate applies?' was set to Y but no percentage has been provided, Nest will default this to 100%</p>			
28.	Frequency	The frequency of contribution payment	Mandatory	11
Notes	<p>Possible values are -</p> <ul style="list-style-type: none"> • Weekly • Tax Weekly • Fortnightly • Four Weekly • Monthly • Tax Monthly 			
29.	First EPED	The exact date, on or after the current date, when the first earning period will end	<p>Conditional</p> <p>Mandatory if Frequency is any of Weekly, Fortnightly, Four Weekly, Monthly,</p>	10
Notes	<p>Format: YYYY-MM-DD</p> <p>It is used to derive the earnings periods for contribution schedules associated with this contribution group.</p> <p>Must not be earlier than the current date</p> <p>For Tax-weekly and Tax monthly frequencies, Nest will ignore any value provided and set the first EPED automatically.</p> <p>If Weekly or Fortnightly, must be within one frequency of the current date. For example, for a Weekly frequency, if data is submitted on 1 June 2017, 'First EPED' must be from 1 June 2017 to 7 June 2017.</p> <p>If Monthly, must be within two frequencies of the current date. For example, if data is submitted on 1 June 2017, 'First EPED' must be from 1 June 2017 to 31 July 2017.</p> <p><u>Examples of how to use 'First EPED':</u></p> <p>If you want to set up periods for a complete calendar month, you'll need to supply a 'First EPED' of '31'. Every future period will then run from 1st of each month until the last day of each month. For example, if on 15 April you supply a 'First EPED' of 31 May then the next periods we set up will be 1 May to 31 May, 1 June to 30 June, 1 July to 31 July, 1 August to 31 August, 1 September to 31 September and so on.</p> <p>If you supply a 'First EPED' of '28' of a month or less, future periods will always be set to the same day in the following months. For example, if the 'First EPED' supplied is 5 January, the end date of the next period will be 5 February, the next 5 March and so on.</p>			

	<p>If you supply a 'First EPED' of 29 or 30, if the same day is available in the next month, the next period will end on that same day (29 or 30) in the following period. If the same day is not available in the next month, then the end date of the next period will be set to the last day in the following month that is available. For example, if on 15 April you supply a 'First EPED' of 30 April, the next periods we set up will be 1 April to 30 April, 1 May to 30 May, 31 May to 30 June, 1 July to 30 July, 31 July to 30 August, 31 August to 30 September and so on.</p>			
	<p>The next 4 fields are used to define how the Payment Due Date should be calculated for each Group. If none of these 4 fields are supplied, we'll default Payment Due Date based on Frequency. Please see the 'Appendix – Payment Due Date defaults' for full details of what the default value will be. If there are any errors in the validation and cross-validation of these 4 fields, we won't default Payment Due Date but will return the errors.</p>			
30.	Due Date Basis	Defines whether the Payment Due Date required should be a specific day of the month, or a relative number of days after the EPED	Optional	1
Notes	<p>Format: Alphabetic</p> <p>Possible values:</p> <ul style="list-style-type: none"> • R (Relative number of days) • S (Specific day of the month) 			
31.	Relative days after EPED	The number of relative days after EPED, where applicable.	Conditional Must be provided if Due Date Basis is R (Relative number of days)	2
Notes	<p>Format: Numeric</p> <p>Must be in the range 1 to 22.</p> <p>Must not have a value if Due Date Basis is 'S'</p>			
32.	Specific day on the month of EPED or After	Indicates whether the specific day is either for the month in which the EPED falls for the month after	Conditional Must be provided if Due date basis is S (Specific day of the month)	1
Notes	<p>Possible values;</p> <ul style="list-style-type: none"> • O (On the month of EPED) • A (After the month of EPED) <p>Must not have a value if Due Date Basis is 'R'</p> <p>If the Frequency is Monthly or Tax monthly, then either O or A can be entered.</p> <p>For all other frequencies, the only available option is A, and Nest will therefore automatically default this to A where Due Date Basis is S (Specific day of the month) and Frequency is <u>not</u> monthly or tax monthly.</p>			

33.	The Specific day	The day of the month of the Payment Due Date when 'Specific day of the month' is being used	Conditional Must be provided if Due date basis is S (Specific day of the month)	2
Notes	<p>Format: Numeric</p> <p>Possible values: Must be an integer in the range 1-31 inclusive</p> <p>Must not have a value if Due Date Basis is 'R'</p> <p>If Frequency is Monthly or Tax monthly and the Specific day on the month of EPED or After is O, then must be equal to or greater than the day specified in First EPED.</p> <p>For example:</p> <p>for a Monthly frequency:</p> <p style="padding-left: 40px;">if First EPED is 10 July 2016 and</p> <p style="padding-left: 40px;">if Due Date Basis is S and</p> <p style="padding-left: 40px;">if Specific day on the month of EPED or After is O then this field must have a value equal to or greater than 10.</p>			

1.4.2 'Set Up a New Employer' - Response

The XSD for this response is "SetUpNewEmployerResponse.xsd"

Field	Data field name	Description	Value always present?	Maximum number of characters
Input Details				
Mandatory Segment				
Occurs once				
1.	Acknowledgement ID	The unique identifier that was provided by Nest in the Acknowledgement to the original request.	Mandatory - will always have a value present	50
Notes	Format: Numeric, without leading zeroes			
2.	Employer name	The legal name of the employer's organisation – as provided in the input	Mandatory	160
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field			
Message Response				
Optional segment				
Can occur multiple times (once per error or information message)				
3.	Message type	Indicates whether the message is an error message or an information message	Mandatory (if this segment is present, will always have a value)	N/A (a tag in the XML)
Notes	In the initial release on autumn 2015, there will be no messages that are purely for information, therefore all messages will be errors.			
4.	Code	A code that identifies an error or an information message	Mandatory (if this segment is present, will always have a value)	250
Notes	Format: Can contain letters, numbers, spaces, hyphens and the underscore character. Note: Codes will not always be unique. For example, a generic message for a missing mandatory field will have the field name as a variable value within a generic message.			
5.	Message	Error or information message text	Mandatory (if this segment is present, will always have a value)	500
Notes	Format: Alphanumeric			
Success Response				
Optional segment				
Occurs once				
6.	Nest employer reference number	The Nest employer reference number (also known as 'Employer Nest ID')	Mandatory (if this segment is present, will always have a value)	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			

2 Web services that provide data that you request

The web services in this section act like enquiries and pull the data from Nest that is requested by you.

2.1 'Retrieve Opt-outs' web service

This web service provides of a list of Nest workers who opted out (from their enrolment with an employer) within a selected date range. It includes opt-out requests received from all 3 channels (Member direct notification via Nest's website or telephone system, and opt-outs that an employer tells Nest about)

The maximum period for which data will be provided is 5 weeks.

Nest completes processing of opt-outs in its overnight batch processes. To obtain the details of opt-outs that completed on a particular day, then the 'From Date' and 'To Date' should both be set to the next day (because in the Nest system a new business day starts at 18:00).

For example, to obtain the opt-outs that completed in the batch run of Wednesday 11 December:

- the request should not be made until the early morning of Thursday 12 December, and
- 'From Date' and 'To Date' should both be set to 12 December.

If there is no data available for the requested period, the response will tell you that.

Employer statuses:

This web service can be used if:

- the employer is active in Nest
- the employer's insolvency has been notified to Nest
- the employer has ceased participation in Nest

This web service cannot be used if:

- the employer's participation in Nest has not yet been completed.

Access:

The delegated user submitted in the web service call must be actively connected to the employer.

The following delegated access levels will have access to this web service (the check is done using the user name that is submitted by the web service call):

- Enrolment delegate
- Schedule delegate
- Payment delegate
- General delegate
- Full access delegate

The following delegated access levels will not have access to this web service:

- Read-only delegate

2.1.1 'Retrieve Opt-outs' - Request

This request will be in the form of a URL, there is no supporting XSD. Please refer to the API Specification Guide for details of how to call this web service.

Field	Data name field	Description	Mandatory/optional	Maximum number of characters
Input Details – Mandatory Segment -- occurs once				
1.	Nest employer reference number	The Nest employer reference number (also known as 'Employer Nest ID')	Mandatory	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			
2.	From Date	The first date from which the search is to start	Optional	10
Notes	<ul style="list-style-type: none"> Format YYYY-MM-DD. If supplied, must be an actual date (e.g. 2016-02-31 or 2016-18-01 will not be accepted) 'From Date' must not be more than 5 weeks earlier than the current Nest business date. 'From Date' must not be greater than the Nest business date (which starts at 18:00) If 'To Date' is provided then 'From Date' must not be greater than 'To Date' <p>Defaults:</p> <ul style="list-style-type: none"> If not provided, 'From Date' will be defaulted to the day that is 5 weeks prior to the current Nest business date, and 'To Date' will be defaulted to the current Nest business date. If only 'To Date' is provided, then 'From Date' will be defaulted to the day that is 5 weeks prior to the current Nest business date. 			
3.	To Date	The last date for which records should be searched	Optional	10
Notes	<ul style="list-style-type: none"> Format YYYY-MM-DD. If supplied, must be an actual date (e.g. 2016-02-31 or 2016-18-01 will not be accepted) 'To Date' must not be greater than the Nest business date (which starts at 18:00) <p>Defaults:</p> <ul style="list-style-type: none"> If only 'From Date' is provided, 'To Date' will be defaulted to the current Nest business date. 			

2.1.2 'Retrieve Opt-outs' - Response

The XSD for this response is 'RetrieveOptOutsResponse.xsd'

Field	Data field name	Description	Value always present?	Maximum number of characters
Input Details				
Mandatory Segment				
Occurs once				
1.	Acknowledge ment ID	The unique identifier that was provided by Nest in the Acknowledgement to the original request.	Mandatory - will always have a value present	50
Notes	Format: Numeric, without leading zeroes			
2.	Nest Employer Reference Number	This will be the Nest employer reference number provided in the input	Mandatory - will always have a value present	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			
3.	From Date	The From Date that was provided in the input, or that was derived (if there was no input value)	Optional	10
Notes	The only time this will not be populated is if no value was input and there was an error that meant that the request could not be processed, e.g. Nest Employer Reference is wrong.			
4.	To Date	The To Date that was provided in the input, or that was derived (if there was no input value)	Optional	10
Notes	The only time this will not be populated is if no value was input and there was an error that meant that the request could not be processed, e.g. Nest Employer Reference is wrong.			
Member Details				
Optional Segment (present if the web service call was successful)				
Can occur multiple times – once per worker who opted out				
5.	Record Sequence number	The sequence number of a record within the response.	Mandatory (if this segment is present, will always have a value)	10
Notes	The first worker opt-out will have a Record Sequence number of '1', the second '2' etc.			
6.	Worker first name	Forename of the worker	Mandatory (if this segment is present, will always have a value)	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			

7.	Worker surname	Surname of the worker	Mandatory (if this segment is present, will always have a value)	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
8.	National Insurance Number	National Insurance Number of the worker	Conditional	9
Notes	The worker's National Insurance number as held by Nest on the worker's record. If a National Insurance Number is held for the member, then it will have a value present.			
9.	Alternative unique identifier	This is an alternative unique identifier, for example staff worker number	Conditional	30
Notes	The alternative reference number as held by Nest on the worker's record. If Alternative identifier is held for the member, then it will have a value present. Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
10.	Date of Birth	Date of birth of the worker	Mandatory (if this segment is present, will always have a value)	10
11.	Type of enrolment	This is the type of enrolment.	Mandatory (if this segment is present, will always have a value)	5
Notes	In this web service, the only values that will be present are <ul style="list-style-type: none"> • AE • OPT-IN 			
12.	Date opt-out notified to Nest	This is the date when Nest received the opt-out notice	Mandatory (if this segment is present, will always have a value)	10
Notes	This is the Nest business date (starts at 18:00)			
13.	Date opt-out fulfilled by Nest	This is the date when Nest completed the opt-out processing	Mandatory (if this segment is present, will always have a value)	10
Notes	This is the Nest business date (starts at 18:00)			
14.	Payment Source	The payment source the member was attached to at the time the opt-out processing completed	Mandatory (if this segment is present, will always have a value)	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
15.	Group	The group the member was attached to at the time the opt-out processing completed	Mandatory (if this segment is present, will always have a value)	40

Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
Total Details				
Optional Segment (present if the web service call was successful)				
Occurs once				
16.	Total number of member records	Total number of member records in the response	Mandatory (if this segment is present, will always have a value)	10
Message Response				
Optional segment				
Can occur multiple times (once per error or information message)				
17.	Message type	Indicates whether the message is an error message or an information message	Mandatory (if this segment is present, will always have a value)	N/A (a tag in the XML)
Notes	In the initial release on autumn 2015, there will be no messages that are purely for information, therefore all messages will be errors.			
18.	Code	A code that identifies an error or an information message	Mandatory (if this segment is present, will always have a value)	250
Notes	Format: Can contain letters, numbers, spaces, hyphens and the underscore character. Note: Codes will not always be unique. For example, a generic message for a missing mandatory field will have the field name as a variable value within a generic message.			
19.	Message	Error or information message text	Mandatory (if this segment is present, will always have a value)	500
Notes	Format: Alphanumeric			

2.2 'Retrieve Member-notified Stopped Contributions' web service

This web service provides a list of Nest workers who notified Nest directly of their decision to stop future contributions (for their enrolment with an employer) within a selected date range.

It does not include cases where the stopped contributions decision was notified to Nest by the employer.

The maximum period for which data will be provided is 5 weeks.

Nest completes processing of stopped contributions in its overnight batch processes. To obtain the details of cases that completed on a particular day, then the 'From Date' and 'To Date' should both be set to the next day (because in the Nest system a new business day starts at 18:00).

For example, to obtain the member-notified stopped contributions that completed in the batch run of Wednesday 11 December:

- the request should not be made until the early morning of Thursday 12 December, and
- 'From Date' and 'To Date' should both be set to 12 December.

If there is no data available for the requested period, the response will tell you that.

Employer statuses:

This web service can be used if:

- the employer is active in Nest

This web service cannot be used if:

- the employer's participation in Nest has not yet been completed.
- the employer's insolvency has been notified to Nest
- the employer has ceased participation in Nest

Access:

The delegated user submitted in the web service call must be actively connected to the employer.

The following delegated access levels will have access to this web service (the check is done using the user name that is submitted by the web service call):

- Enrolment delegate
- Schedule delegate
- Payment delegate
- General delegate
- Full access delegate

The following delegated access levels will not have access to this web service:

- Read-only delegate

2.2.1 'Retrieve Member-notified Stopped Contributions' - Request

This request will be in the form of a URL, there is no supporting XSD. Please refer to the API Specification Guide for details of how to call this web service.

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Input Details – Mandatory Segment – – occurs once				
1.	Nest employer reference number	The Nest employer reference number (also known as 'Employer Nest ID')	Mandatory	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			
2.	From Date	The first date from which the search is to start	Optional	10
Notes	<ul style="list-style-type: none"> Format YYYY-MM-DD. If supplied, must be an actual date (e.g. 2016-02-31 or 2016-18-01 will not be accepted) 'From Date' must not be more than 5 weeks earlier than the current Nest business date. 'From Date' must not be greater than the Nest business date (which starts at 18:00) If 'To Date' is provided then 'From Date' must not be greater than 'To Date' <p>Defaults:</p> <ul style="list-style-type: none"> If not provided, 'From Date' will be defaulted to the day that is 5 weeks prior to the current Nest business date, and 'To Date' will be defaulted to the current Nest business date. If only 'To Date' is provided, then 'From Date' will be defaulted to the day that is 5 weeks prior to the current Nest business date. 			
3.	To Date	The last date for which records should be searched	Optional	10
Notes	<ul style="list-style-type: none"> Format YYYY-MM-DD. If supplied, must be an actual date (e.g. 2016-02-31 or 2016-18-01 will not be accepted) 'To Date' must not be greater than the Nest business date (which starts at 18:00) <p>Defaults:</p> <p>If only 'From Date' is provided, 'To Date' will be defaulted to the current Nest business date.</p>			

2.2.2 'Retrieve Member-notified Stopped Contributions' - Response

The XSD for this response is 'RetrieveMemberNotifiedStoppedContributionsResponse.xsd'

Field	Data field name	Description	Value always present?	Maximum number of characters
Input Details				
Mandatory Segment				
Occurs once				
1.	Acknowledge ment ID	The unique identifier that was provided by Nest in the Acknowledgement to the original request.	Mandatory - will always have a value present	50
Notes	Format: Numeric, without leading zeroes			
2.	Nest Employer Reference Number	This will be the Nest employer reference number provided in the input	Mandatory - will always have a value present	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			
3.	From Date	The From Date that was provided in the input, or that was derived (if there was no input value)	Optional	10
Notes	Format YYYY-MM-DD. The only time this will not be populated is if no value was input and there was an error that meant that the request could not be processed, e.g. Nest Employer Reference is wrong.			
4.	To Date	The To Date that was provided in the input, or that was derived (if there was no input value)	Optional	10
Notes	Format YYYY-MM-DD. The only time this will not be populated is if no value was input and there was an error that meant that the request could not be processed, e.g. Nest Employer Reference is wrong.			
Member Details				
Optional Segment (present if the web service call was successful)				
Can occur multiple times – once per worker who stopped contributions directly with Nest				
5.	Record Sequence number	The sequence number of a record within the response.	Mandatory (if this segment is present, will always have a value)	10
Notes	The first worker stopped contribution will have a Record Sequence number of '1', the second '2' etc.			
6.	Worker first name	Forename of the worker	Mandatory (if this segment is present, will always have a value)	30

Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
7.	Worker surname	Surname of the worker	Mandatory (if this segment is present, will always have a value)	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
8.	National Insurance Number	National Insurance Number of the worker	Conditional	9
Notes	The worker's National Insurance number as held by Nest on the worker's record. If a National Insurance Number is held for the member, then it will have a value present.			
9.	Alternative unique identifier	This is an alternative unique identifier, for example staff worker number	Conditional	30
Notes	The alternative reference number as held by Nest on the worker's record. If Alternative identifier is held for the member, then it will have a value present.			
10.	Date of Birth	Date of birth of the worker	Mandatory (if this segment is present, will always have a value)	10
Notes	Format YYYY-MM-DD			
11.	Date request received	This is the Nest business date on which Nest received notification from the member that they wished to stop contributions for this employer.	Mandatory (if this segment is present, will always have a value)	10
Notes	Format YYYY-MM-DD			
12.	Stop Contribution effective date	The date of the start of the earnings period from which the stopped contribution take effect.	Mandatory (if this segment is present, will always have a value)	10
Notes	Format YYYY-MM-DD This field will never have a value before 'Date request received'. It will always be the next earnings period start date at the point the member had requested to stop contributions.			
Total Details				
Optional Segment (present if the web service call was successful)				
Occurs once				
13.	Total number of member records	Total number of member records in the response	Mandatory (if this segment is present, will always have a value)	10
Message Response				
Optional segment				
Can occur multiple times (once per error or information message)				

14.	Message type	Indicates whether the message is an error message or an information message	Mandatory (if this segment is present, will always have a value)	N/A (a tag in the XML)
Notes	In the initial release on autumn 2015, there will be no messages that are purely for information, therefore all messages will be errors.			
15.	Code	A code that identifies an error or an information message	Mandatory (if this segment is present, will always have a value)	250
Notes	Format: Can contain letters, numbers, spaces, hyphens and the underscore character. Note: Codes will not always be unique. For example, a generic message for a missing mandatory field will have the field name as a variable value within a generic message.			
16.	Message	Error or information message text	Mandatory (if this segment is present, will always have a value)	500
Notes	Format: Alphanumeric			

Note: For the enquiry web services (GET services) where the input parameters are provided as part of the URL, system looks for the input parameter value in the parameter string, by searching the name of the parameter. So if the parameter is a mandatory parameter and is not supplied then the error will be returned to the user. But if the parameter is an optional parameter and the given parameter in the input is different from the one required, when the system searches for the parameter with specified name it will not find then system assumes the parameter is not provided and defaults the value (as specified for each web services below) and in this case no error will be returned to the user.

2.3 'Retrieve Schedules' web service

This web service provides a list of contribution schedules that need attention, i.e. are either 'due' or 'overdue', within a selected date range (the schedule's Earnings Period End Date (EPED) is used in the range search)

It does not include contribution schedules that have already been paid.

The maximum period for which data will be provided is 2 years.

If there is no data available for the requested period, the response will tell you that.

Employer statuses:

This web service cannot be used if:

- the employer's participation in Nest has not yet been completed.
- the employer's insolvency has been notified to Nest
- the employer has ceased participation in Nest

Access:

The delegated user submitted in the web service call must be actively connected to the employer.

The following delegated access levels will have access to this web service (the check is done using the user name that is submitted by the web service call):

- Enrolment delegate
- Schedule delegate
- Payment delegate
- General delegate
- Full access delegate
- Read-only delegate

2.3.1 'Retrieve Schedules' - Request

This request will be in the form of a URL, there is no supporting XSD. Please refer to the API Specification Guide for details of how to call this web service.

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Input Details				
Mandatory Segment				
Occurs once				
1.	Nest employer reference number	The Nest employer reference number (also known as 'Employer Nest ID')	Mandatory	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			
2.	From Date	The first date from which the search is to start	Optional	10
Notes	<ul style="list-style-type: none"> • Format YYYY-MM-DD. • If supplied, must be an actual date (e.g. 2016-02-31 or 2016-18-01 will not be accepted) • 'From Date' must not be greater than the Nest business date (which starts at 18:00) • If 'To Date' is provided then 'From Date' must not be greater than 'To Date' Defaults: <ul style="list-style-type: none"> • If not provided, 'From Date' will be defaulted to the day that is 2 years prior to the current Nest business date, and 'To Date' will be defaulted to the current Nest business date. • If only 'To Date' is provided, then 'From Date' will be defaulted to the day that is 2 years prior to the 'To Date'. 			
3.	To Date	The last date for which records should be searched	Optional	10
Notes	<ul style="list-style-type: none"> • Format YYYY-MM-DD. • If supplied, must be an actual date (e.g. 2016-02-31 or 2016-18-01 will not be accepted) • 'To Date' must not be more than 2 years after the 'From Date' (if 'From Date' was provided) i.e. a maximum of 2 years' schedules will be returned. Defaults: <ul style="list-style-type: none"> • If only 'From Date' is provided, 'To Date' will be defaulted to the earlier of a) the current Nest business date and b) 'From Date + 2 years'. 			

2.3.2 'Retrieve Schedules' - Response

The XSD for this response is 'RetrieveSchedulesResponse.xsd'

The schedule data in the response will be sorted by Schedule Status and Payment Due Date.

Field	Data field name	Description	Value always present?	Maximum number of characters
Input Details				
Mandatory Segment				
Occurs once				
1.	Acknowledgement ID	The unique identifier that was provided by Nest in the Acknowledgement to the original request.	Mandatory - will always have a value present	50
Notes	Format: Numeric, without leading zeroes			
2.	Nest Employer Reference Number	This will be the Nest employer reference number provided in the input	Mandatory - will always have a value present	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789.			
3.	From Date	The From Date that was provided in the input, or that was derived (if there was no input value)	Optional	10
Notes	Format YYYY-MM-DD. The only time this will not be populated is if no value was input and there was an error that meant that the request could not be processed, e.g. Nest Employer Reference is wrong.			
4.	To Date	The To Date that was provided in the input, or that was derived (if there was no input value)	Optional	10
Notes	Format YYYY-MM-DD. The only time this will not be populated is if no value was input and there was an error that meant that the request could not be processed, e.g. Nest Employer Reference is wrong.			
Schedule Details				
Optional Segment (present in case of success)				
Can occur multiple times.				
5.	Record Sequence number	The sequence number of a record within the response.	Mandatory (if this segment is present, will always have a value)	10
Notes	The first schedule will have a Record Sequence number of '1', the second '2' etc.			

6.	Contribution schedule reference number	Generated by Nest to uniquely identify a contribution schedule	Mandatory (if this segment is present, will always have a value)	30
Notes	Format: Alphanumeric			
7.	Payment source	The name of the payment source applicable for this schedule	Mandatory (if this segment is present, will always have a value)	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
8.	Frequency	The payment frequency of this contribution schedule	Mandatory (if this segment is present, will always have a value)	11
Notes	Values can be: <ul style="list-style-type: none"> • Weekly • Tax Weekly • Fortnightly • Four Weekly • Monthly • Tax Monthly 			
9.	Earnings period end date (EPED)	The last day of the earnings period for this contribution schedule	Mandatory (if this segment is present, will always have a value)	10
Notes	Format: YYYY-MM-DD			
10.	Payment Due Date	The date by which contributions must be paid for this contribution schedule.	Mandatory (if this segment is present, will always have a value)	10
Notes	Format: YYYY-MM-DD			
11.	Earnings period start date (EPSD)	This is the start date of the Earnings period which the contribution represents	Mandatory (if this segment is present, will always have a value)	10
Notes	Format: YYYY-MM-DD			
12.	Schedule Status	The status of the contribution schedule in the Nest system	Mandatory (if this segment is present, will always have a value)	1
Notes	Format: Alphanumeric Values can be: <ul style="list-style-type: none"> • D (Due: there is at least one member in the schedule who is unpaid and the Payment Due Date has not yet been passed) • O (Overdue: there is at least one member in the schedule who is unpaid and the Payment Due Date has been passed) 			
13.	Expected amount on the schedule	The current contribution amount that Nest are expecting to receive for this contribution schedule	Mandatory (if this segment is present, will always have a value)	16

Notes	<p>Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'</p> <ul style="list-style-type: none"> This is the amount that Nest expect to receive for the schedule. It could be simply contributions agreed by the employer. It could be only the amount to be paid for corrections after disinvestment has happened. Alternatively, it could be a combination of both. Will be 0.00 if no contribution payment is expected 			
14.	Count of members in 'Not Yet Validated' status	The number of members in the schedule with a status of 'Not Yet Validated'	Mandatory (if this segment is present, will always have a value)	10
Notes	Will be 0 if there are none			
15.	Count of members in 'Invalid' status	The number of members in the schedule with status of 'Invalid'	Mandatory (if this segment is present, will always have a value)	10
Notes	Will be 0 if there are none			
Message Response Optional segment Can occur multiple times (once per error or information message)				
16.	Message type	Indicates whether the message is an error message or an information message	Mandatory (if this segment is present, will always have a value)	N/A (a tag in the XML)
Notes	In the initial release on autumn 2015, there will be no messages that are purely for information, therefore all messages will be errors.			
17.	Code	A code that identifies an error or an information message	Mandatory (if this segment is present, will always have a value)	250
Notes	<p>Format: Can contain letters, numbers, spaces, hyphens and the underscore character.</p> <p>Note: Codes will not always be unique. For example, a generic message for a missing mandatory field will have the field name as a variable value within a generic message.</p>			
18.	Message	Error or information message text	Mandatory (if this segment is present, will always have a value)	500
Notes	Format: Alphanumeric			

2.4 'Retrieve Current Set-up Details' web service

This web service provides details of an employer's set-up (i.e. their active Nest Groups and Nest Payment sources). Employers could have multiple Groups and/or Payment sources.

By design, the web service does not provide any bank details.

Employer statuses:

This web service can be used if:

- the employer is active in Nest
- the employer's participation in Nest has not yet been completed.

This web service cannot be used if:

- the employer's insolvency has been notified to Nest
- the employer has ceased participation in Nest

Access:

The delegated user submitted in the web service call must be actively connected to the employer.

The following delegated access levels will have access to this web service (the check is done using the user name that is submitted by the web service call):

- Enrolment delegate
- Schedule delegate
- Payment delegate
- General delegate
- Full access delegate
- Read-only delegate

2.4.1 'Retrieve Current Set-up Details' - Request

This request will be in the form of a URL, there is no supporting XSD. Please refer to the API Specification Guide for details of how to call this web service.

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Input Details – Mandatory Segment -- occurs once				
1.	Nest employer reference number	The Nest employer reference number (also known as 'Employer Nest ID')	Mandatory	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			

2.4.2 'Retrieve Current Set-up Details' - Response

The XSD for this response is 'RetrieveCurrentSetUpDetailsResponse.xsd'

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Employer details				
Mandatory Segment				
Occurs once				
1.	Acknowledgement ID	The unique identifier that was provided by Nest in the Acknowledgement to the original request.	Mandatory - will always have a value present	50
Notes	Format: Numeric, without leading zeroes			
2.	Nest employer reference number	The Nest employer reference number (also known as 'Employer Nest ID')	Mandatory - will always have a value present	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			
3.	Employer name	The legal name of the employer's organisation	Optional – will only be present if the web service was successful	160
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that are allowed in this field			
4.	Employer Status	The employer's status in the Nest system	Optional – will only be present if the web service was successful	1
Notes	Format: Alphabetic: Possible values: <ul style="list-style-type: none"> • D (Draft i.e. employer set-up has not yet completed) • A (Active) • C (Cessation pending) 			
5.	Primary contact's email address	Email address of the primary contact	Optional – will only be present if the web service was successful	50
Notes	Format: Please refer to 'Work email address' in the 'Enrol Workers – Request' section.			
Group details				
Optional segment – provided if success, and at least 1 Group is present.				
Can occur multiple times				
6.	Group Unique Reference	A unique identifier for the group	Mandatory	30
Notes	Can contain – forward slash (/), letters (lower case and upper case) and numbers (0 to 9)			

	The value in this field will be left aligned.			
7.	Group name	The name of the Group	Mandatory (if this segment is present, will always have a value)	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
8.	Contribution level	The level of contributions that the employer wishes to pay for the Group	Mandatory (if this segment is present, will always have a value)	2
Notes	Format: Alphabetic The possible values are: <ul style="list-style-type: none"> • BA (Basic - the legal minimum current on the day the web service is submitted. Will be automatically increased in accordance with the legal phasing requirements) • EN (Enhanced - this is where the employer chooses to pay the minimum legal rates that come into force on 1 October 2018 rates straight away, i.e. in advance of the date they are legally required. There will therefore not be any increases) • CU (Custom - the employer provides their own rates) 			
9.	Earnings basis	The earnings definition that the employer has chosen for this Group defined for the Group	Mandatory (if this segment is present, will always have a value)	2
Notes	Format: Alphabetic The possible values are: <ul style="list-style-type: none"> • QE (Qualifying Earnings) • T1 (Pensionable earnings using a tier 1 certificate) • T2 (Pensionable earnings using a tier 2 certificate) • T3 (Total earnings using a tier 3 certificate) • CU (Custom - employer defines their own earnings) 			
10.	Employer contribution rate for the first phasing period	The employer contributions percentage that applies up to and including 30 September 2017	Optional – will only have a value if phasing is applicable for this Group, and the first phasing period has not expired	6
Notes	Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point			
11.	Employee contribution rate for the first phasing period	The employee contributions percentage that applies up to and including 30 September 2017	Optional – will only have a value if phasing is applicable for this Group, and the first phasing period has not expired	6
Notes	Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point			
12.	Employer contribution	The employer contributions percentage that applies from 1	Optional – will only have a value if phasing is applicable	6

	rate for the second phasing period	October 2017 to 30 September 2018	for this Group, and the second phasing period has not expired	
Notes	Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point			
13.	Employee contribution rate for the second phasing period	The employee contributions percentage that applies from 1 October 2017 to 30 September 2018	Optional – will only have a value if phasing is applicable for this Group, and the second phasing period has not expired	6
Notes	Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point			
14.	Employer contribution rate - steady state	The employer contributions percentage that applies from 1 October 2018	Mandatory (if this segment is present, will always have a value)	6
Notes	Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point			
15.	Employee contribution rate - steady state	The employee contributions percentage that applies from 1 October 2018	Mandatory (if this segment is present, will always have a value)	6
Notes	Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point			
16.	Maximum contribution rate applies?	Indicates whether or not the employer has chosen to restrict contributions to a specified percentage of pensionable earnings or not	Mandatory (if this segment is present, will always have a value)	1
Notes	The possible values are: <ul style="list-style-type: none"> • Y • N 			
17.	Employer maximum contribution rate	If the employer has chosen to restrict contributions to a specified percentage, this is the maximum percentage chosen for employer contributions, and Nest will only accept employer contributions up to this limit	Conditional Will only be populated if Maximum contribution rate applies? = Y	6
Notes	Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point			
18.	Employee maximum contribution rate	If the employer has chosen to restrict contributions to a specified percentage, this is the maximum percentage chosen for employee contributions, and Nest will only accept employee contributions up to this limit	Conditional Will only be populated if Maximum contribution rate applies? = Y	6

Notes	Format: Up to 3 numbers before the decimal and 2 numbers after the decimal point			
19.	Frequency	The frequency of contribution payment	Mandatory (if this segment is present, will always have a value)	11
Notes	Possible values are - <ul style="list-style-type: none"> • Weekly • Tax Weekly • Fortnightly • Four Weekly • Monthly • Tax Monthly 			
20.	Next EPED	The exact date, on or after the current Nest business date, when the next earning period will end	Mandatory (if this segment is present, will always have a value)	10
Notes	Format: YYYY-MM-DD Examples: If the EPED is 26 th of each month If the web service request was received on 25 March, Next EPED would be 26 March If the web service request was received on 26 March, Next EPED would be 26 March If the web service request was received on 27 March, Next EPED would be 26 April			
21.	Due Date Basis	Defines whether the Payment Due Date required should be a specific day of the month, or a relative number of days after the EPED	Mandatory (if this segment is present, will always have a value)	1
Notes	Format: Alphabetic Possible values: <ul style="list-style-type: none"> • R (Relative number of days) • S (Specific day of the month) 			
22.	Relative days after EPED	The number of relative days, before or after EPED, where applicable.	Conditional Will only have a value if Due Date Basis = R	3
Notes	Format: Numeric Range: -27 to 22 Nest used to allow relative days 'before' the EPED to be specified, but no longer allow that. However, there may be some old cases where that basis is still in use, hence the need to be able to cater for negative 'relative days'. If the relative days are 'before' the EPED, the value will be preceded by a minus sign. If 'after EPED' (which most will be) there will <u>not</u> be a + sign.			
23.	Specific day on the month of EPED or After	Indicates whether the specific day is either for the month in which the EPED falls for the month after	Conditional Will only have a value if Due Date Basis = S	1

Notes	Possible values; <ul style="list-style-type: none"> • O (On the month of EPED) • A (After the month of EPED) 			
24.	The Specific day	The day of the month of the Payment Due Date.	Conditional Will only have a value if Due Date Basis = S	2
Notes	Format: Numeric Possible values: An integer in the range 1-31 inclusive			
25.	Future dated change exists?	Indicates whether a future dated change exists for the group or not.	Mandatory (if this segment is present, will always have a value)	1
Notes	Possible values: <ul style="list-style-type: none"> • Y • N 			
26.	Effective date of future change	The date from which the future dated change takes effect	Conditional Will only have a value if Future dated change exists?= Y	10
Notes	Format: YYYY-MM-DD			
Payment Source Details				
Optional segment (if success and Payment source present)				
Can occur multiple times				
27.	Payment Source Unique Reference	A unique identifier for the payment source	Mandatory	30
Notes	Can contain – forward slash (/), letters (lower case and upper case) and numbers (0 to 9) The value in this field will be left aligned.			
28.	Payment source name	The name of the Payment source	Mandatory (if this segment is present, will always have a value)	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
29.	Contribution payment type	The method by which contributions are paid	Mandatory (if this segment is present, will always have a value)	2
Notes	Format: Alphabetic Possible values: <ul style="list-style-type: none"> • DD (Direct Debit) • DC (Direct Credit) • DR (Debit Card) 			

30.	Payment reference	The payment reference that Nest generate if contributions are paid by Direct Credit.	Conditional Will only have a value if Contribution payment type = DC	15
Notes	Format: Alphanumeric It must be quoted on the actual payment so that Nest can match the payment to a schedule			
31.	DD mandate status	The status of the Direct Debit mandate within the Nest system	Conditional Will only have a value if Contribution payment type = DD	2
Notes	Format: Alphanumeric Possible values: <ul style="list-style-type: none"> • DF (Draft -awaiting receipt of a paper mandate) • CO (Complete - mandate ready to be submitted to Bacs) • AC (Active - mandate lodged via Bacs and available for use (or, in the case of a new mandate set up that day, will be lodged with Bacs the following working day) • SU (Suspended - mandate temporarily suspended) • CA (Cancelled - mandate cancelled and can no longer be used) 			
Message Response				
Optional segment				
Can occur multiple times (once per error or information message)				
32.	Message type	Indicates whether the message is an error message or an information message	Mandatory (if this segment is present, will always have a value)	N/A (a tag in the XML)
Notes	In the initial release on autumn 2015, there will be no messages that are purely for information, therefore all messages will be errors.			
33.	Code	A code that identifies an error or an information message	Mandatory (if this segment is present, will always have a value)	250
Notes	Format: Can contain letters, numbers, spaces, hyphens and the underscore character. Note: Codes will not always be unique. For example, a generic message for a missing mandatory field will have the field name as a variable value within a generic message.			
34.	Message	Error or information message text	Mandatory (if this segment is present, will always have a value)	500
Notes	Format: Alphanumeric			

2.5 'Retrieve Refunds' web service

This web service provides details of refunds made to an employer's refund bank account within a selected date range. It provides total at three levels:

- per day
- per process type (which indicates the reason for the refund)
- where applicable, at a lower level, for example per member or contribution schedule

The maximum period for which data will be provided is 5 weeks.

If there is no data available for the requested period, the response will tell you that.

Employer statuses:

This web service can be used if:

- the employer is active in Nest

This web service cannot be used if:

- the employer's insolvency has been notified to Nest
- the employer has ceased participation in Nest
- the employer's participation in Nest has not yet been completed.

Access:

The delegated user submitted in the web service call must be actively connected to the employer.

The following delegated access levels will have access to this web service (the check is done using the user name that is submitted by the web service call):

- Payment delegate
- General delegate
- Full access delegate

The following delegated access levels will not have access to this web service:

- Enrolment delegate
- Schedule delegate
- Read-only delegate

2.5.1 'Retrieve Refunds' - Request

This request will be in the form of a URL, there is no supporting XSD. Please refer to the API Specification Guide for details of how to call this web service.

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Input Details – Mandatory Segment -- occurs once				
1.	Nest employer reference number	The Nest employer reference number (also known as 'Employer Nest ID')	Mandatory	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			
2.	From Date	The first date from which the search is to start	Optional	10
Notes	<ul style="list-style-type: none"> Format YYYY-MM-DD. If supplied, must be an actual date (e.g. 2016-02-31 or 2016-18-01 will not be accepted) 'From Date' must not be more than 5 weeks earlier than the current Nest business date. 'From Date' must not be greater than the Nest business date (which starts at 18:00) If 'To Date' is provided then 'From Date' must not be greater than 'To Date' <p>Defaults:</p> <ul style="list-style-type: none"> If not provided, 'From Date' will be defaulted to the day that is 5 weeks prior to the current Nest business date, and 'To Date' will be defaulted to the current Nest business date. If only 'To Date' is provided, then 'From Date' will be defaulted to the day that is 5 weeks prior to the current Nest business date. 			
3.	To Date	The last date for which records should be searched	Optional	10
Notes	<ul style="list-style-type: none"> Format YYYY-MM-DD. If supplied, must be an actual date (e.g. 2016-02-31 or 2016-18-01 will not be accepted) 'To Date' must not be greater than the Nest business date (which starts at 18:00) <p>Defaults:</p> <p>If only 'From Date' is provided, 'To Date' will be defaulted to the current Nest business date.</p>			

2.5.2 'Retrieve Refunds' - Response

The XSD for this response is 'RetrieveRefundsResponse.xsd'

Field	Data field name	Description	Value always present?	Maximum number of characters
Input Details				
Mandatory Segment				
Occurs once				
1.	Acknowledgement ID	The unique identifier that was provided by Nest in the Acknowledgement to the original request.	Mandatory - will always have a value present	50
Notes	Format: Numeric, without leading zeroes			
2.	Nest Employer Reference Number	This will be the Nest employer reference number provided in the input	Mandatory - will always have a value present	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789			
3.	From Date	The From Date that was provided in the input, or that was derived (if there was no input value)	Optional	10
Notes	Format: YYYY-MM-DD The only time this will not be populated is if no value was input and there was an error that meant that the request could not be processed, e.g. Nest Employer Reference is wrong.			
4.	To Date	The To Date that was provided in the input, or that was derived (if there was no input value)	Optional	10
Notes	Format: YYYY-MM-DD The only time this will not be populated is if no value was input and there was an error that meant that the request could not be processed, e.g. Nest Employer Reference is wrong.			
Total refund details for a day				
Optional Segment (present in case of success)				
This segment – and hence all of the further 'break-down segments within it - can occur multiple times. It will occur once for each refund to be included in the response.				
If an employer has say 2 payment sources, and each has the same refund bank account, there can only be a single refund for that day (because refunds are made at bank account level).				
If an employer has say 2 payment sources, and each has a different refund bank account, there can be 2 separate refunds for that day, each to a different bank account.				

5.	Date Of refund	The Nest business date on which the refund payment was instigated	Mandatory (if this segment is present, will always have a value)	10
Notes	Format: YYYY-MM-DD			
6.	Total Refund amount for the date	The total of the refund payment being made by Nest.	Mandatory (if this segment is present, will always have a value)	16
Notes	<p>Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'</p> <p>This could be for a single day's transactions, or could be made up of several day's transactions (which is more likely for a refund made on a Monday, which would incorporate Friday, Saturday and Sunday)</p>			
7.	Payment reference for the date	The payment reference that is generated by Nest that is included on the direct credit refund payment	Mandatory (if this segment is present, will always have a value)	18
Notes	Format: Alphanumeric			
<p>Process level break up of a particular day's refund payment</p> <p>Mandatory (if Total Refunds segment is present, this segment will always be present)</p> <p>Can occur multiple times. For example, if that day's refund was made up of refunds arising from opt-outs (OO), contribution corrections (CC) and direct credit overpayments (OP) then this segment will occur 3 times (once for each process). It provides sub-totals at process type level.</p>				
8.	Process Type	The process type for this refund sub-total	Mandatory (if this segment is present, will always have a value)	4
Notes	<p>Format: Alphabetic</p> <p>Each day's (Date Of refund) total refund amount is broken down further, with a separate sub-total for each refund type for that day. This indicates the Nest process from which refunds arose for a particular sub-total:</p> <p>Possible values:</p> <ul style="list-style-type: none"> • OO (Refund arising from an opt-out) • DE (Refund arising from an enrolment cancellation) • IROO (Refund arising from a Direct Debit or Debit Card in-transit payment for an opt out) • IRDE (Refund arising from a Direct Debit or Debit Card in-transit payment for an enrolment cancellation) • IE (Refund arising because the member is no longer eligible for contributions) • CC (Refund arising from a contribution correction after the original payment) • AC (Refund arising from a breach of Nest's Annual Contribution Limit) • OP (Refund arising because an employer's direct credit payment exceeded the amount required) • UP (Refund arising because an employer's direct credit payment was insufficient, and the employer has not responded to requests to pay the balance) 			

	Refunds for all process types except OP and UP are broken down further, see below.			
9.	Date the process completed	The Nest business date on which the business process that triggered the refund completed in the Nest system	Mandatory (if this segment is present, will always have a value)	10
Notes	Format: YYYY-MM-DD			
10.	Refund amount for the process	The total refund amount for a particular business process on a particular Nest business day	Mandatory (if this segment is present, will always have a value)	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
<p>This segment provides member level details of refunds arising from both opt-outs and enrolment cancellations</p> <p>It's an optional segment (applicable only if the web service call was a success and if there are any opt-out or enrolment cancellation refunds for the employer on this day).</p> <p>It can occur multiple times – once per refund of this type</p>				
11.	Member forename	Forename of the member	Mandatory (if this segment is present, will always have a value)	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
12.	Member surname	Surname of the member	Mandatory (if this segment is present, will always have a value)	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
13.	National Insurance number	Member's National Insurance number	Conditional. Will always be present if Alternative unique identifier is not present. Will always be present if held, even if Alternative unique identifier is present.	9
Notes	The worker's National Insurance number as held by Nest on the worker's record.			
14.	Alternative unique identifier	Member's alternative unique identifier provided by this employer.	Conditional. Will always be present if National Insurance number is not present. Will always be present if held, even if National Insurance number is present.	30

Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
15.	Date of birth	Member's date of birth	Mandatory (if this segment is present, will always have a value)	10
Notes	Format YYYY-MM-DD			
16.	Enrolment type	The enrolment type of the enrolment that the member opted out of or was cancelled	Mandatory (if this segment is present, will always have a value)	9
Notes	Possible values: <ul style="list-style-type: none"> • AE • WWQE • OPTIN • VOLUNTARY • OTHERS 			
17.	Payment Source	The payment source the member was attached to at the time the opt-out processing or the enrolment cancellation processing completed	Mandatory (if this segment is present, will always have a value)	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
18.	Refund reason	The process type for this member's refund	Mandatory (if this segment is present, will always have a value)	4
Notes	Possible values: <ul style="list-style-type: none"> • OO (Refund arising from an opt-out) • DE (Refund arising from an enrolment cancellation) 			
19.	Refund amount for member	The total refund amount for this member, i.e. the refund of employer contributions plus the refund of member contributions	Mandatory (if this segment is present, will always have a value)	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
<p>This segment provides member level details of refunds arising from:</p> <ol style="list-style-type: none"> 1. Direct Debit and debit card payments that were in transit at the time that an opt-out or enrolment cancellation happened, but have since been received. 2. because the member is no longer eligible for contributions. <p>It's an optional segment (applicable only if the web service call was a success and if there are any such refunds for the employer on this day).</p> <p>It can occur multiple times – once per refund of this type.</p>				
20.	Member forename	Forename of the member	Mandatory (if this segment is present, will always have a value)	30

Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
21.	Member surname	Surname of the member	Mandatory (if this segment is present, will always have a value)	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
22.	National Insurance number	Member's National Insurance number	Conditional. Will always be present if Alternative unique identifier is not present. Will always be present if held, even if Alternative unique identifier is present	9
Notes	The worker's National Insurance number as held by Nest on the worker's record.			
23.	Alternative unique identifier	Member's alternative unique identifier provided by this employer.	Conditional. Will always be present if National Insurance number is not present. Will always be present if held, even if National Insurance number is present.	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
24.	Date of birth	Member's date of birth	Mandatory (if this segment is present, will always have a value)	10
Notes	Format YYYY-MM-DD			
25.	Enrolment type	The enrolment type of the enrolment for which the refund is being made.	Mandatory (if this segment is present, will always have a value)	9
Notes	Possible values: <ul style="list-style-type: none"> • AE • WWQE • OPTIN • VOLUNTARY • OTHERS 			
26.	Refund reason	The process type for this member's refund	Mandatory (if this segment is present, will always have a value)	4
Notes	Possible values: <ul style="list-style-type: none"> • IROO (Refund arising from a Direct Debit or Debit Card in-transit payment for an opt out) 			

	<ul style="list-style-type: none"> • IRDE (Refund arising from a Direct Debit or Debit Card in-transit payment for an enrolment cancellation) • IE (Refund arising because the member is no longer eligible for contributions) 			
27.	Payment source name	The name of the Payment source associated with the Contribution schedule or Exception schedule from which the refund is being made	Mandatory (if this segment is present, will always have a value)	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
28.	Group name	The name of the Group associated with the schedule from which the refund was made	Mandatory (if this segment is present, will always have a value)	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
29.	Contribution schedule reference number	Generated by Nest to uniquely identify a contribution schedule	Conditional. Will be output if the refund is from a Contribution schedule. Will not be output if the refund is from an Exception schedule.	30
Notes	Format: Alphanumeric			
30.	Exception schedule reference number	Generated by Nest to uniquely identify an Exception schedule	Conditional. Will be output if the refund is from an Exception schedule. Will not be output if the refund is from a Contribution schedule.	30
Notes	Format: Alphanumeric			
31.	Earnings Period End Date (EPED)	The EPED of the Contribution schedule from which the refund is being made	Conditional. Will be output if the refund is from a Contribution schedule. Will not be output if the refund is from an Exception schedule.	10
Notes	Format: YYYY-MM-DD			
32.	Payment Due Date	The Payment Due Date of the Contribution schedule from which the refund is being made	Conditional. Will be output if the refund is from a Contribution schedule. Will not be output if the refund is from an Exception schedule.	10

Notes	Format: YYYY-MM-DD			
33.	Earnings Period Start Date (EPSD)	The EPSD of the Contribution schedule from which the refund is being made	Conditional. Will be output if the refund is from a Contribution schedule. Will not be output if the refund is from an Exception schedule.	10
Notes	Format: YYYY-MM-DD			
34.	Exception schedule generation date	Generated date of the Exception schedule from which the refund is being made	Conditional. Will be output if the refund is from an Exception schedule. Will not be output if the refund is from a Contribution schedule.	10
Notes	Format: YYYY-MM-DD			
35.	Exception schedule reason	The Reason for the Exception schedule from which the refund is being made	Conditional. Will be output if the refund is from an Exception schedule. Will not be output if the refund is from a Contribution schedule.	2
Notes	Format: Numeric Possible values: 1 Payment of shortfall of minimum contributions for previous tax year (member without opt-out rights) 2 Payment of shortfall of minimum contributions for this tax year (member without opt-out rights) 3 Payment not covered by a contribution schedule for previous tax year (member without opt-out rights) 4 Payment not covered by a contribution schedule for minimum contributions for this tax year (member without opt-out rights) 5 Payment not covered by a contribution schedule for excess contributions for this tax year (member without opt-out rights) 6 Payment of shortfall of minimum contributions for previous tax year (member with opt-out rights) 7 Payment of shortfall of minimum contributions for this tax year (member with opt-out rights) 8 Payment not covered by a contribution schedule for previous tax year (member with opt-out rights) 9 Payment not covered by a contribution schedule for minimum contributions for this tax year (member with opt-out rights) 10 Payment not covered by a contribution schedule for excess contributions for this tax year (member with opt-out rights) 11 Payment by insolvency practitioner/ official receiver for current tax year (member without opt-out rights) 12 Payment by insolvency practitioner/ official receiver for previous tax year (member without opt-out rights) 13 Payment by NIF for current tax year (member without opt-out rights) 14 Payment by NIF for previous tax year (member without opt-out rights) 15 Payment by insolvency practitioner/ official receiver for current tax year (member with opt-out rights) 16 Payment by insolvency practitioner/ official receiver for previous tax year (member with opt-out rights)			

	17 Payment by NIF for current tax year (member with opt-out rights)			
	18 Payment by NIF for previous tax year (member with opt-out rights) (NIF - NI Fund)			
36.	Employer contributions refund amount	The amount of Employer contributions being refunded for this member	Mandatory (if this segment is present, will always have a value)	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
37.	Member contributions refund amount	The amount of Member contributions being refunded for this member	Mandatory (if this segment is present, will always have a value)	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
<p>This segment provides schedule level details of refunds arising from contribution corrections that take place after a contribution has been paid.</p> <p>It's an optional segment (applicable only if the web service call was a success and if there are any such refunds for the employer on this day).</p> <p>It can occur multiple times – once per refund of this type</p>				
38.	Payment source name	The name of the Payment source associated with the Contribution schedule or Exception schedule from which the refund is being made	Mandatory (if this segment is present, will always have a value)	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
39.	Contribution schedule reference number	Generated by Nest to uniquely identify a contribution schedule	Conditional. Will be output if the refund is from a Contribution schedule. Will not be output if the refund is from an Exception schedule.	30
Notes	Format: Alphanumeric			
40.	Exception schedule reference number	Generated by Nest to uniquely identify an Exception schedule	Conditional. Will be output if the refund is from an Exception schedule. Will not be output if the refund is from a Contribution schedule.	30
Notes	Format: Alphanumeric			

41.	Earnings Period End Date (EPED)	The EPED of the Contribution schedule from which the refund is being made	Conditional. Will be output if the refund is from a Contribution schedule. Will not be output if the refund is from an Exception schedule.	10
Notes Format: YYYY-MM-DD				
42.	Payment Due Date	The Payment Due Date of the Contribution schedule from which the refund is being made	Conditional. Will be output if the refund is from a Contribution schedule. Will not be output if the refund is from an Exception schedule.	10
Notes Format: YYYY-MM-DD				
43.	Earnings Period Start Date (EPSD)	The EPSD of the Contribution schedule from which the refund is being made	Conditional. Will be output if the refund is from a Contribution schedule. Will not be output if the refund is from an Exception schedule.	10
Notes Format: YYYY-MM-DD				
44.	Exception schedule generation date	Generated date of the Exception schedule from which the refund is being made	Conditional. Will be output if the refund is from an Exception schedule. Will not be output if the refund is from a Contribution schedule.	10
Notes Format: YYYY-MM-DD				
45.	Exception schedule reason	The Reason for the Exception schedule from which the refund is being made	Conditional. Will be output if the refund is from an Exception schedule. Will not be output if the refund is from a Contribution schedule.	2
Notes Format: Numeric Possible values: 1 Payment of shortfall of minimum contributions for previous tax year (member without opt-out rights) 2 Payment of shortfall of minimum contributions for this tax year (member without opt-out rights) 3 Payment not covered by a contribution schedule for previous tax year (member without opt-out rights) 4 Payment not covered by a contribution schedule for minimum contributions for this tax year (member without opt-out rights)				

	<p>5 Payment not covered by a contribution schedule for excess contributions for this tax year (member without opt-out rights)</p> <p>6 Payment of shortfall of minimum contributions for previous tax year (member with opt-out rights)</p> <p>7 Payment of shortfall of minimum contributions for this tax year (member with opt-out rights)</p> <p>8 Payment not covered by a contribution schedule for previous tax year (member with opt-out rights)</p> <p>9 Payment not covered by a contribution schedule for minimum contributions for this tax year (member with opt-out rights)</p> <p>10 Payment not covered by a contribution schedule for excess contributions for this tax year (member with opt-out rights)</p> <p>11 Payment by insolvency practitioner/ official receiver for current tax year (member without optout rights)</p> <p>12 Payment by insolvency practitioner/ official receiver for previous tax year (member without opt-out rights)</p> <p>13 Payment by NIF for current tax year (member without opt-out rights)</p> <p>14 Payment by NIF for previous tax year (member without opt-out rights)</p> <p>15 Payment by insolvency practitioner/ official receiver for current tax year (member with opt-out rights)</p> <p>16 Payment by insolvency practitioner/ official receiver for previous tax year (member with optout rights)</p> <p>17 Payment by NIF for current tax year (member with opt-out rights)</p> <p>18 Payment by NIF for previous tax year (member with opt-out rights) (NIF – NI Fund)</p>			
46.	Refund reason	The reason for the refund	Mandatory (if this segment is present, will always have a value)	4
Notes	Format: Alphabetic Possible values: <ul style="list-style-type: none"> CC (Refund arising from a contribution correction after the original payment) 			
47.	Refund amount	The amount of contributions being refunded for this Contribution schedule or Exception schedule	Mandatory (if this segment is present, will always have a value)	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
<p>This segment provides member level details of refunds arising when employer contributions have been received that are in excess of Nest's Annual Contribution Limit.</p> <p>It's an optional segment (applicable only if the web service call was successful and there are any such refunds for the employer on this day).</p> <p>It can occur multiple times – once per refund of this type</p>				
48.	Member forename	Forename of the member	Mandatory (if this segment is present, will always have a value)	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
49.	Member surname	Surname of the member	Mandatory (if this segment is present, will always have a value)	30

Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
50.	National Insurance number	Member's National Insurance number	Conditional. Will always be present if Alternative unique identifier is not present. Will always be present if held, even if Alternative unique identifier is present.	9
Notes	The worker's National Insurance number as held by Nest on the worker's record.			
51.	Alternative unique identifier	Member's alternative unique identifier provided by this employer.	Conditional. Will always be present if National Insurance number is not present. Will always be present if held, even if National Insurance number is present.	30
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
52.	Date of birth	Member's date of birth	Mandatory (if this segment is present, will always have a value)	10
Notes	Format YYYY-MM-DD			
53.	Refund reason	The process type for this member's refund	Mandatory (if this segment is present, will always have a value)	4
Notes	Format: Alphabetic Possible values: <ul style="list-style-type: none"> AC (Refund arising from a breach of Nest's Annual Contribution Limit) 			
54.	Payment source name	The name of the Payment source with which the member is associated at the time of the refund	Mandatory (if this segment is present, will always have a value)	40
Notes	Please refer to the 'Appendix – Acceptable Characters' for a full list of the characters that can be present in this field			
55.	Refund amount	The amount of Employer contributions that have exceeded the limit, and therefore being refunded	Mandatory (if this segment is present, will always have a value)	16
Notes	Format: Monetary field - up to 13 digits before the decimal point and 2 digits after the decimal point. See 'Appendix – Monetary fields'			
Message Response				

Optional segment				
Can occur multiple times (once per error or information message)				
56.	Message type	Indicates whether the message is an error message or an information message	Mandatory (if this segment is present, will always have a value)	N/A (a tag in the XML)
Notes	In the initial release on autumn 2015, there will be no messages that are purely for information, therefore all messages will be errors.			
57.	Code	A code that identifies an error or an information message	Mandatory (if this segment is present, will always have a value)	250
Notes	<p>Format: Can contain letters, numbers, spaces, hyphens and the underscore character.</p> <p>Note: Codes will not always be unique. For example, a generic message for a missing mandatory field will have the field name as a variable value within a generic message.</p>			
58.	Message	Error or information message text	Mandatory (if this segment is present, will always have a value)	500
Notes	Format: Alphanumeric			

3 Using the web services

This section provides details of the data used in the HTTP Header, the Acknowledgement, the **Retrieve Status** web service and the **Retrieve Service Response** web service.

3.1 HTTP Header

The HTTP Header is required for all web services. It requires username, password, Provider software name, Provider software version, and API version. Please refer to the API Specification Guide for full details.

Please refer to Appendix 4.8 for details of the validation rules for user name and password.

3.2 Acknowledgement response

This is the Nest response to the web service request. Different information is returned depending on whether the request was successful or not.

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Acknowledgement response Mandatory (will always be present) Can occur only once These details will be provided as part of the message, and not in XML				
1.	HTTP Status code	The standard HTTP status code returned indicating whether the request was successfully accepted or not.	Mandatory - will always have a value present	As per industry standards
Notes	Please refer to the API Specification Guide for full details.			
2.	Status	Nest Status of the web service request	Mandatory - will always have a value present	N/A
Notes	Possible values: <ul style="list-style-type: none"> • FAILED (the web service call failed and cannot be processed) • SUCCESS (the web service call was successful and has been placed into the queue to be processed) • ACCT_LOCKED (the web service call failed because the user's Nest account is locked, for example if 3 failed attempts to use those credential have been made) • error (the web service call failed because the username or password is not correct) 			
Success details				

Optional (only provided if the request was a success)				
Can occur only once				
These details will be provided as part of the message, and not in XML				
3.	Acknowledgement ID	The unique identifier generated by Nest for a specific successful web service request	Optional - will only have a value if the request was successful	50
Notes	Format: Numeric, without leading zeroes This value will also be encoded in the Location URL below			
4.	Nest Employer Reference Number	This will be the Nest employer reference number provided in the input	Optional Will not be present when the Set Up New Employer web service is used. For other web services, will only have a value if the request was successful	12
Notes	Format: EMP followed by 9 digits, e.g. EMP123456789 This value will also be encoded in the Location URL below			
5.	Indicative time response available	An indicative time when the response might be ready. Please note that this is based on the targets we aim to achieve for the majority of users, but is not a guarantee or a service level.	Optional - will only have a value if the request was successful	200
Notes	Format: String For all services except Approve for Payment, this will be in the format DD/MM/YYYY HH:MM For the Approve for Payment service, we will not be able to provide an indicative response time. Instead, the text "PLEASE REFER TO THE Nest WEB SERVICES OPERATION DESIGN GUIDE FOR THE INDICATIVE RESPONSE TIME FOR THIS REQUEST" will be provided.			
6.	Location URL	The unique URL that must be used to fetch the status for the submitted web service (i.e. to be used in the Retrieve Status web service call)	Optional - will only have a value if the request was successful	As per industry standards
Notes	This will be unique for the original request. The Nest Employer reference and the Acknowledgement ID are included within this URL			
Message Response				
Optional Segment (will be present if there are errors/info messages)				
Can occur multiple times, the whole segment will be repeated each time for each error/info message.				
These details will be provided as XML				
7.	Unique Record Identifier	The Unique Record Identifier that was provided in the Enrol Workers and Update Contributions message	Optional	50

Notes	Format: Alphanumeric This is only output if there are XSD schema validation errors related to a field on a particular Enrol Workers or Update Contributions record.			
8.	Attribute name	This is the attribute name in the XML record for which the transformation error is being reported	Optional	80
Notes	This is only output for web service requests where the input is XML and there are XSD schema validation errors			
9.	Message type	Indicates whether the message is an error message or an information message	Mandatory (if this segment is present, will always have a value)	N/A (a tag in the XML)
Notes	In the initial release on autumn 2015, there will be no messages that are purely for information, therefore all messages will be errors.			
10.	Code	A code that identifies an error or an information message	Mandatory (if this segment is present, will always have a value)	250
Notes	Format: Can contain letters, numbers, spaces, hyphens and the underscore character. Note: Codes will not always be unique. For example, a generic message for a missing mandatory field will have the field name as a variable value within a generic message.			
11.	Message	Error or information message text	Mandatory (if this segment is present, will always have a value)	500
Notes	Format: Alphanumeric			

3.3 'Retrieve Status' web service

This web service requests the status of a request made in one of the 9 business web services.

3.3.1 'Retrieve Status' - Request

Use the Location URL provided in the Acknowledgment response and the standard HTTP Header details to use this web service. Please refer to the API Specification Guide for full details.

Please note that when the Set Up New Employer web service is used, Nest Employer Reference is not required within the URL,

3.3.2 'Retrieve Status' - Response

The data below will be provided as part of the web service message, there is no XSD.

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Mandatory (will always be present)				
These details will be provided as part of the message, and not in XML				
1.	HTTP Status code	The standard HTTP status code returned indicating whether the request was successfully accepted or not.	Mandatory - will always have a value present	As per industry standards
Notes	Please refer to the API Specification Guide for full details.			
2.	Status	Nest Status of the web service request	Optional - will only have a value when the user's account is locked	N/A
Notes	Possible values: <ul style="list-style-type: none"> • ACCT_LOCKED (the web service call failed because the user's Nest account is locked, for example if 3 failed attempts to use those credential have been made) • error (the web service call failed because the username or password is not correct) 			
Optional (only provided if the response to the original web service request is not yet ready)				
These details will be provided as part of the message, and not in XML				
3.	Revised indicative time response available	The revised indicative time when the response might be ready. Please note that this is based on the targets we aim to achieve for the majority of users, but is not a guarantee or a service level.	Optional This will only be provided if the web service call was successful but the response is not yet ready.	200
Notes	Format: String For all services except Approve for Payment, this will be in the format DD/MM/YYYY HH:MM For the Approve for Payment service, we will not be able to provide an indicative response time. Instead, the text "PLEASE REFER TO THE Nest WEB SERVICES OPERATION DESIGN GUIDE FOR THE INDICATIVE RESPONSE TIME FOR THIS REQUEST" will be provided.			

	<p>If the indicative time notified in the Acknowledgment has passed and the response is still not ready, then the time returned will be as if this status request was the original request, i.e. the clock will start ticking again.</p> <p><u>Example:</u></p> <p>Original indicative response time was 10 minutes after the original request, i.e. request was made at 10:20:00 therefore original response time was 10:30:00.</p> <p>If status request received at 10:31:00 and response is still not ready, the updated indicative response time will be 10:41:00</p>			
<p>Optional (only provided if the response to the original web service request is ready)</p> <p>These details will be provided as part of the message, and not in XML</p>				
4.	Location URL	The URL that must be used to fetch the response for the submitted web service.	Optional Only provided if the web service call was successful and the response is ready.	As per industry standards
Notes	<p>This will be unique for the original request.</p> <p>This URL will contain the 'Acknowledgement ID' and 'Employer Reference'</p>			
<p>Message Response</p> <p>Optional segment</p> <p>Can occur multiple times (once per error or information message)</p> <p>These details will be provided as XML</p>				
5.	Message type	Indicates whether the message is an error message or an information message	Mandatory (if this segment is present, will always have a value)	N/A (a tag in the XML)
Notes	<p>In the initial release on autumn 2015, there will be no messages that are purely for information, therefore all messages will be errors.</p>			
6.	Code	A code that identifies an error or an information message	Mandatory (if this segment is present, will always have a value)	250
Notes	<p>Format: Can contain letters, numbers, spaces, hyphens and the underscore character.</p> <p>Note: Codes will not always be unique. For example, a generic message for a missing mandatory field will have the field name as a variable value within a generic message.</p>			
7.	Message	Error or information message text	Mandatory (if this segment is present, will always have a value)	500
Notes	<p>Format: Alphanumeric</p>			

3.4 'Retrieve Service Response' web service

This web service is used to collect the responses for all other web services. It needs the unique Location URL provided by the Retrieve Status web service.

3.4.1 'Retrieve Service Response' - Request

Use the Location URL provided in the 'Retrieve Status' response and the standard HTTP Header details to use this web service. Please refer to the API Specification Guide for full details.

Please note that when the Set Up New Employer web service is used, Nest Employer Reference is not required within the URL,

3.4.2 'Retrieve Service Response' - Response

Field	Data field name	Description	Mandatory/optional	Maximum number of characters
Mandatory (will always be present)				
1.	HTTP Status code	The standard HTTP status code returned indicating whether the request was successfully accepted or not.	Mandatory - will always have a value present	As per industry standards
Notes	Please refer to the API Specification Guide for full details.			
2.	Status	Nest Status of the web service request	Mandatory - will always have a value present	N/A
Notes	Possible values: <ul style="list-style-type: none"> • FAILED (either the web service call failed, or the web service call was a success and pass the authorisation checks, but the response has all errors and no successes) Note: the error details will be reported, but there will not be a response XML. • SUCCESS (the web service call was successful and passed authorisation checks, and the response has only successes). • PARTIAL (the web service call was successful and passed authorisation checks, but the response has both success and errors). • ACCT_LOCKED (the web service call failed because the user's Nest account is locked, for example if 3 failed attempts to use those credential have been made) • error (the web service call failed because the username or password is not correct) 			
3.	Response XML	The actual response XML for the original request	Optional – the Response XML will only be present id the Status is SUCCESS or PARTIAL	Please refer to the response section for the appropriate web service

Notes	The data included in the response is specific to the original web service that was requested. Please refer to the response section for the appropriate web service for details.			
Message Response Optional segment Can occur multiple times (once per error or information message) This only contains error/information messages for initial web service errors. Any messages arising from business processing of the detail in the request will be part of the response XML				
4.	Message type	Indicates whether the message is an error message or an information message	Mandatory (if this segment is present, will always have a value)	N/A (a tag in the XML)
Notes	In the initial release on autumn 2015, there will be no messages that are purely for information, therefore all messages will be errors.			
5.	Code	A code that identifies an error or an information message	Mandatory (if this segment is present, will always have a value)	250
Notes	Format: Can contain letters, numbers, spaces, hyphens and the underscore character. Note: Codes will not always be unique. For example, a generic message for a missing mandatory field will have the field name as a variable value within a generic message.			
6.	Message	Error or information message text	Mandatory (if this segment is present, will always have a value)	500
Notes	Format: Alphanumeric			

4 Appendices

4.1 Appendix - Acceptable characters

Applicable wherever this Appendix is referred to in the above sections.

Character	Description
1234567890	The 10 numeric characters
ABCDEFGHIJKLMNOPQRSTUVWXYZ	The 26 letters of the alphabet (upper case)
abcdefghijklmnopqrstuvwxyz	The 26 letters of the alphabet (lower case)
"	Quotation mark (straight)
'	Single straight quotation mark/apostrophe
#	Number/Hash
\$	Dollar
%	Percent
&	Ampersand
(Open parentheses / round bracket
)	Closing parentheses / round bracket
[Opening square bracket
]	Closing square bracket
{	Opening brace / curly bracket
}	Closing brace / curly bracket
-	Hyphen/Minus
*	Asterisk
+	Plus
.	Full stop
:	Colon
\	Backslash/solidus
/	Slash/solidus
=	Equals
?	Question mark
@	At symbol
	Space
!	Exclamation mark

_ Underscore/low line

4.2 Appendix - National Insurance Number prefixes

The validation logic, for National Insurance number prefixes in the system is as follows:

- The characters D, F, I, Q, U and V are not accepted as either the first or second letter of a National Insurance number prefix
- The letter O is not accepted as the second letter of a prefix
- Prefixes BG, GB, KN, NK, NT, TN and ZZ are not accepted

4.3 Appendix - Non-UK country names

Afghanistan
Aland Islands
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antarctica
Antigua and Barbuda
Argentina
Armenia
Aruba
Australia
Austria
Azerbaijan
Bahamas
Bahrain
Bangladesh
Barbados
Belarus
Belgium
Belize
Benin
Bermuda
Bhutan
Bolivia
Bonaire Sint Eustatius and Saba
Bosnia and Herzegovina
Botswana
Bouvet Island
Brazil
British Indian Ocean Territory
British Virgin Islands
Brunei
Bulgaria
Burkina Faso
Burundi
Cambodia
Cameroon
Canada
Cape Verde
Cayman Islands
Central African Republic
Chad

Chile
China
Christmas Island
Cocos (Keeling) Islands
Colombia
Comoros
Congo
Cook Islands
Costa Rica
Croatia
Cuba
Curacao
Cyprus
Czech Republic
Democratic People's Republic of Korea
Denmark
Djibouti
Dominica
Dominican Republic
East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Ethiopia
Falkland Islands
Faroe Islands
Fiji
Finland
France
French Guiana
French Polynesia
French Southern Territories
Gabon
Gambia
Georgia
Germany
Ghana
Gibraltar
Greece
Greenland
Grenada
Guadeloupe
Guam
Guatemala
Guinea

Guinea-Bissau
Guyana
Haiti
Heard Island and Mcdonald Islands
Honduras
Hong Kong
Hungary
Iceland
India
Indonesia
Iran
Iraq
Ireland
Israel
Italy
Ivory Coast
Jamaica
Japan
Jordan
Kazakhstan
Kenya
Kiribati
Kuwait
Kyrgyzstan
Laos
Latvia
Lebanon
Lesotho
Liberia
Libya
Liechtenstein
Lithuania
Luxembourg
Macao
Macedonia
Madagascar
Malawi
Malaysia
Maldives
Mali
Malta
Marshall Islands
Martinique
Mauritania
Mauritius
Mayotte
Mexico
Micronesia

Moldova
Monaco
Mongolia
Montenegro
Montserrat
Morocco
Mozambique
Myanmar
Namibia
Nauru
Nepal
New Caledonia
New Zealand
Nicaragua
Niger
Nigeria
Niue
Norfolk Island
Northern Mariana Islands
Norway
Oman
Pakistan
Palau
Palestine
Panama
Papua New Guinea
Paraguay
Peru
Philippines
Pitcairn
Poland
Portugal
Puerto Rico
Qatar
Republic of Korea
Reunion
Romania
Russian Federation
Rwanda
Saint Barthelemy
Saint Helena Ascension and Tristan Da Cunha
Saint Kitts and Nevis
Saint Lucia
Saint Martin (French part)
Saint Pierre and Miquelon
Saint Vincent and the Grenadines
Samoa

San Marino
Sao Tome and Principe
Saudi Arabia
Senegal
Serbia
Seychelles
Sierra Leone
Singapore
Sint Maarten (Dutch part)
Slovak Republic
Slovenia
Solomon Islands
Somalia
South Africa
South Georgia and the South Sandwich Islands
South Sudan
Spain
Sri Lanka
Sudan
Suriname
Svalbard and Jan Mayen
Swaziland
Sweden
Switzerland
Syria
Taiwan
Tajikistan
Tanzania
Thailand
The Democratic Republic of the Congo
The Netherlands
Togo
Tokelau
Tonga
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Turks & Caicos Islands
Tuvalu
U.S. Virgin Islands
Uganda
Ukraine
United Arab Emirates
United States
United States Minor Outlying Islands
Uruguay

Uzbekistan
Vanuatu
Vatican City
Venezuela
Vietnam
Wallis and Futuna
Western Sahara
Yemen
Zambia
Zimbabwe

4.4 Appendix - British Forces Post Office (BFPO) addresses

British Forces Post Office (BFPO) addresses must have a BFPO Number, for example, BFPO 52, on the last address line.

The format of the BFPO address should look like the following:

- enter the service number/rank in Address Line 1
- enter the unit/regiment in Address Line 2
- enter the operation name in the City/Town field
- enter the BFPO postcode, if you know it, for example, BF1 2AR, to the end of what you enter in the Town/City field
- enter the BFPO number, for example, BFPO 52, in the postcode field
- enter United Kingdom in the Country field - this isn't displayed on screens or in communications issued afterwards.

4.5 Appendix - Monetary fields

Input:

- Leading zeroes can (but do not have to be) used. For example, 700.00 and 0000700.00 will both be accepted and treated the same.
- If the value input does not have a decimal point, then we'll add a decimal point. For example, 7 will be treated as 7.00, 700 would be treated as 700.00.
- More than 2 zeroes after the decimal point will be accepted, i.e. 700.01000 will be accepted and treated as 700.00. However, 700.01001 will be rejected.
- If only a single digit is entered after the decimal point, we'll treat the 2nd digit after the decimal point as 0. For example, 10.1 will be treated as 10.10
- 0, 00, 000, 0000, 0.0 and 0.00 will all be accepted and treated the same

Output (Response and Enquiry web services):

- a zero value will be output as 0.00
- non-zero values will always be output without leading zeroes and with 2 decimal places, for example 25.90, not 25.9, 25.90, 000000000025.90 or 000000000025.9

4.6 Appendix - Contribution rates defaults

Contribution level = BA (Basic)

(Pay the current minimum contribution rates that increase automatically as the legal minimum rates increase)

If Contribution level = **BA** (Basic) and Earnings basis = **QE** (Qualifying Earnings)

	Employer contribution rate	Employee contribution rate
First phasing period: 1 October 2012 Up to and including 5 April 2018	1.00%	1.00%
Second phasing period: From 6 April 2018 to 5 April 2019	2.00%	3.00%
Steady state: from 6 April 2019	3.00%	5.00%

If Contribution level = **BA** (Basic) and Earnings basis = **T1** (Pensionable earnings using a tier 1 certificate)

	Employer contribution rate	Employee contribution rate
First phasing period: 1 October 2012 Up to and including 5 April 2018	2.00%	1.00%
Second phasing period: From 6 April 2018 to 5 April 2019	3.00%	3.00%
Steady state: from 6 April 2019	4.00%	5.00%

If Contribution level = **BA** (Basic) and Earnings basis = **T2** (Pensionable earnings using a tier 2 certificate)

	Employer contribution rate	Employee contribution rate
First phasing period: 1 October 2012 Up to and including 5 April 2018	1.00%	1.00%
Second phasing period: From 6 April 2018 to 5 April 2019	2.00%	3.00%
Steady state: from 6 April 2019	3.00%	5.00%

If Contribution level = **BA** (Basic) and Earnings basis = **T3** (Total earnings using a tier 3 certificate)

	Employer contribution rate	Employee contribution rate
First phasing period: 1 October 2012 Up to and including 5 April 2018	1.00%	1.00%
Second phasing period: From 6 April 2018 to 5 April 2019	2.00%	3.00%
Steady state: from 6 April 2019	3.00%	4.00%

Contribution level = CU (Custom)

Where **CU** (Custom) has been selected as the Contribution level, we'd usually expect contribution rates to be provided. If they are not provided, Nest will default the values to the appropriate **BA** (Basic) rates above.

Contribution level = EN (Enhanced)

(This is where the employer has chosen to pay the minimum legal rates that start on 1 October 2018 rates straight away, so there will not be any increases)

Earnings basis	Employer contribution rate	Employee contribution rate
QE	3.00%	5.00%
T1	4.00%	5.00%
T2	3.00%	5.00%
T3	3.00%	4.00%

4.7 Appendix - Payment Due Date defaults'

If none of the following fields are supplied: **'Due Date Basis'**, **'Relative days after EPED'**, **'Specific day on the month of EPED or After'**, **'The Specific day'**, we'll default Payment Due Date according to frequency, as follows:

Frequency	We'll default 'Payment Due Date Basis' to:	We'll default 'Payment Due Date Day' to:
Weekly	'relative days'(R)	16 days 'after the end of' (A) an earnings period
Tax Weekly	'relative days'(R)	16 days 'after the end of' (A) an earnings period
Fortnightly	'relative days'(R)	9 days 'after the end of' (A) an earnings period
4 Weekly	'relative days'(R)	9 days 'after the end of' (A) an earnings period
Tax Monthly	'relative days' (R)	14 days 'after the end of' (A) an earnings period
Monthly	If the period start date is 1st of the month 'specific date'(S) Else 'relative days' (R)	If the period start date is 1st of the month 10 th of the following month Else 14 days 'after the end of' (A) an earnings period

4.8 Appendix - Nest user name and password validation rules

The following validations will be performed on user credentials:

User Name

- Must not already exist as a user name within Nest.
- Must contain at least 6 characters.
- Must not contain more than 50 characters.
- Must not include the user's Nest PIN Number, the delegate's Nest Unique ID or the Nest Unique ID of an employer to whom the user is linked as a delegate.

- Must only contain letters, numbers and only the following 'special characters'. Spaces are not allowed:
 - @ ('At' symbol)
 - - (hyphen/minus)
 - _ (underscore/low line)
 - ^ (caret/circumflex/hat)
 - ' (straight quotation mark/apostrophe)
 - & (ampersand)
 - . (full stop).

Password

- Must contain both letters and numbers (at least one of each). Letters can be either all upper case or all lower case, or can be a mixture.
- It can also contain the following 'special characters', but no others. Spaces are not allowed:
 - @ ('At' symbol)
 - - (hyphen/minus)
 - ^ (caret/circumflex/hat)
 - " (double quotation mark)
 - & (ampersand)
 - ! (exclamation mark)
 - \$ (dollar)
 - % (percent)
 - * (asterisk)
 - # (number/hash)
 - < (less than sign)
 - > (greater than sign)
 - / (forward slash/solidus)
- Must contain at least 6 characters.
- Must not contain more than 20 characters.
- Must not include the user's Nest user name, their Nest PIN, the delegate's Nest Unique ID or their Nest email address.
- Can include sequential numbers and letters, but not more than 4. For example, 1234, 5432 and ABCD are valid, but 12345, 54321 and ABCDE are not valid.
- Can repeat the same number, letter or allowable character up to 4 times, but not more than 4 times. For example, 11aaa11 is valid, but 11aaa111 is not.
- Must be different from the previous 12 Nest passwords used.
- Passwords are case sensitive.

5 About this version

Version and date		What's Changed
1.0	11 June 2015	First Public Version
2.0	04 August 2015	1.1.1 'Enrol Workers' - Request <ul style="list-style-type: none">• Clarifications in the 'Notes' section of name and address fields to clarify the permitted number of spaces. 1.2.2 'Update Contributions' - Response <ul style="list-style-type: none">• Clarification of when Contribution schedule reference number will not be populated in the response. 1.4.1 'Set Up a New Employer' - Request <ul style="list-style-type: none">• Clarifications in the 'Notes' section of Primary Contact name and address fields to clarify the permitted number of spaces.• Limiting employer and employee contribution rates to a maximum of 100%. 2.4.2 'Retrieve Current Set-up Details' - Response <ul style="list-style-type: none">• Clarifying when the 'DD mandate status' value 'AC' will be output.
3.0	September 2015	1.4.1 'Set Up a New Employer' - Request <ul style="list-style-type: none">• Format of 'Number of workers' corrected to say 'Alphabetic' instead of 'Numeric'. Not a code change, just a documentation correction.

3.2 Acknowledgement Response, 3.3.2 Retrieve Status' - Response and 3.4.2 'Retrieve Service Response' - Response

- A response of 'error' added. This is just bringing this documentation into line with the Nest web services API Specification Guide and system behavior.

4.3 Appendix Non-UK country names

Previous versions of this document had an incorrect list of country names. This update is not a code change, it is just bringing the documentation into line with system behaviour:

The following were missing from the previous list so have now been added:

- Bolivia, Bonaire Sint Eustatius and Saba, British Virgin Islands, Democratic People's Republic of Korea, Iran, Macedonia, Micronesia, Moldova, Palestine, Republic of Korea, Saint Helena Ascension and Tristan Da Cunha, South Sudan, Taiwan, Tanzania, The Democratic Republic of the Congo, U.S. Virgin Islands, Venezuela.

The following country names were not correct in the documentation, so they have now been corrected:

- 'Timor-Leste' amended to 'East Timor'
- 'Falkland Islands (Malvinas)' amended to 'Falkland Islands'
- 'Holy See (Vatican City State)' amended to 'Vatican City'
- 'Cote d'Ivoire' amended to 'Ivory Coast'
- 'Lao People's Democratic Republic' amended to 'Laos'
- 'Libyan Arab Jamahiriya' amended to 'Libya'
- 'Netherlands' amended to 'The Netherlands'
- 'Slovakia' amended to 'Slovak Republic'
- 'Syrian Arab Republic' amended to 'Syria'

4.0	December 2015	Minor changes to disclaimer
5.0	September 2016	<p>4.2 Appendix - National Insurance Number prefixes</p> <p>National Insurance number (NINO) KC as a valid National Insurance number prefix</p>
6.0	December 2016	<p>1.1.1 Enrol Workers - Request</p> <p>Removed a validation check that was included in the document by mistake. This is a documentation change only, no functionality has changed.</p> <p>1.4.1 Set up a new employer - Request</p> <p>Data items 19 to 24 : Changed the phasing dates in data items 19 to 24 to reflect the changes to regulations.</p> <p>Data item 29 'First EPED': Changed the validation (code change) for monthly cases so that a date up to two frequencies of the current date will be accepted rather than just one frequency. Also added examples of what impact different uses of the 'First EPED' data item have.</p>
6.0.1	February 2018	<p>4.2 Appendix - National Insurance Number prefixes</p> <p>Change in Validation logic for National Insurance Number prefixes.</p>
6.0.2	February 2018	<p>1.1.1 'Enrol Workers' - Request</p> <p>Updated Notes for National Insurance number</p>
6.0.3	February 2018	<p>All sections</p> <p>Updated the date as per Editorial Guidelines 2016</p> <p>Updated the NI number as National Insurance number</p>
7.0.0	February 2018	<p>Section 2.2 - Updated for Deviation 754</p> <p>Section 1.4.1 - Updated for Deviation 747</p>

Nest
Nene Hall
Lynch Wood Business Park
PE2 6FY

[Nestpensions.org.uk/contactus](https://nestpensions.org.uk/contactus)

