Uploading to the People’s Partnership

Pension and Automatic Enrolment (AE) · https://paiyroll.com/kb/uploading-to-the-peoples-partnership/

Follow this guide to upload pension data to People's Pension. We always recommend running in training mode for the first upload to resolve data issues.

Download the file

Documents > click the icon next to GB People's Pension full file. This will download the file into your *Downloads* folder as something like **2025-04-28_GB People's Pension full file.csv**. Alternatively, right-click on the filename and choose the option to save link as.

Upload the file

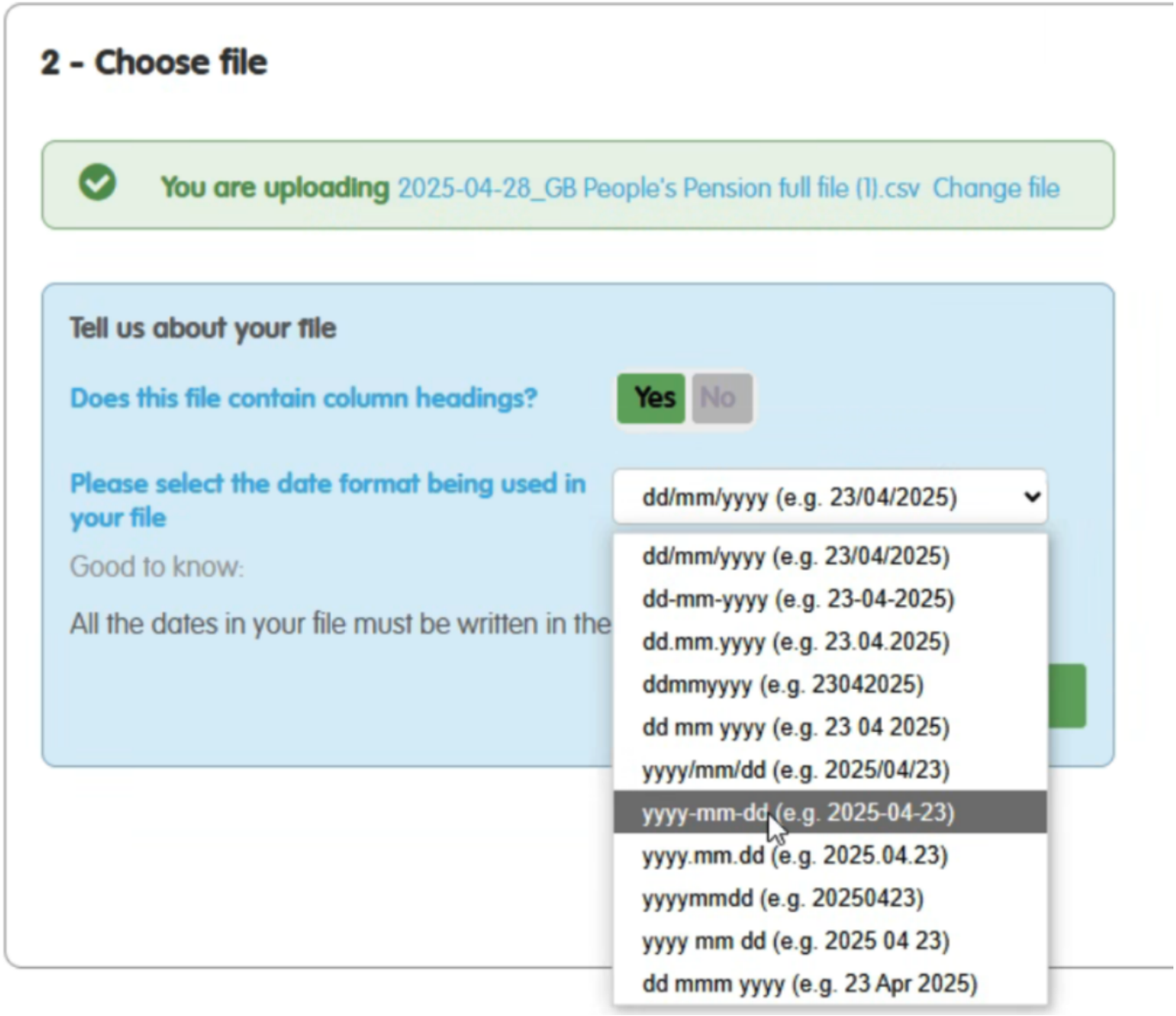
Log in to your Online Services Account

Home > Select **Submit Employee Data** > Continue > Continue > Let's get started >

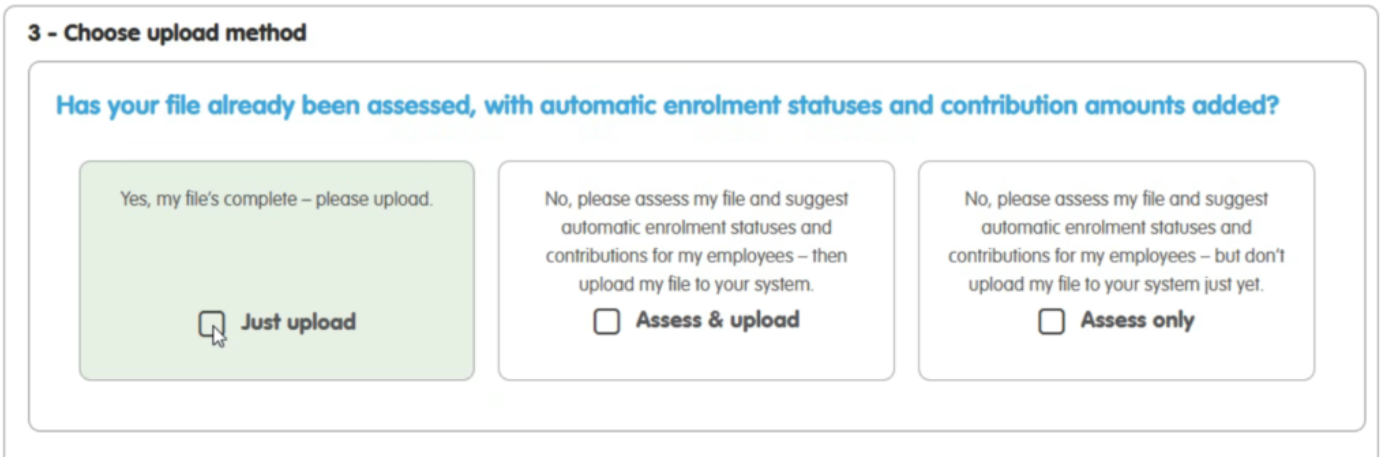
paiyroll® file format is a **Full file**. If you don't see this option, contact the People's Partnership support and request the change from the Maintenance & Contribution file formats to the Full file upload format.

Select the file saved above from your downloads folder.

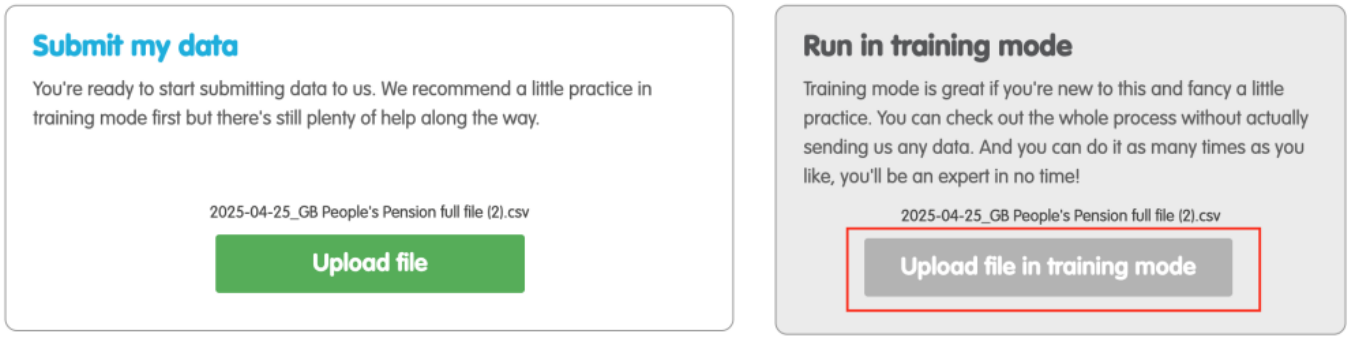
Select the ISO date format, which is yyyy-dd-mm and click **Confirm**:



Select **Just Upload** Only

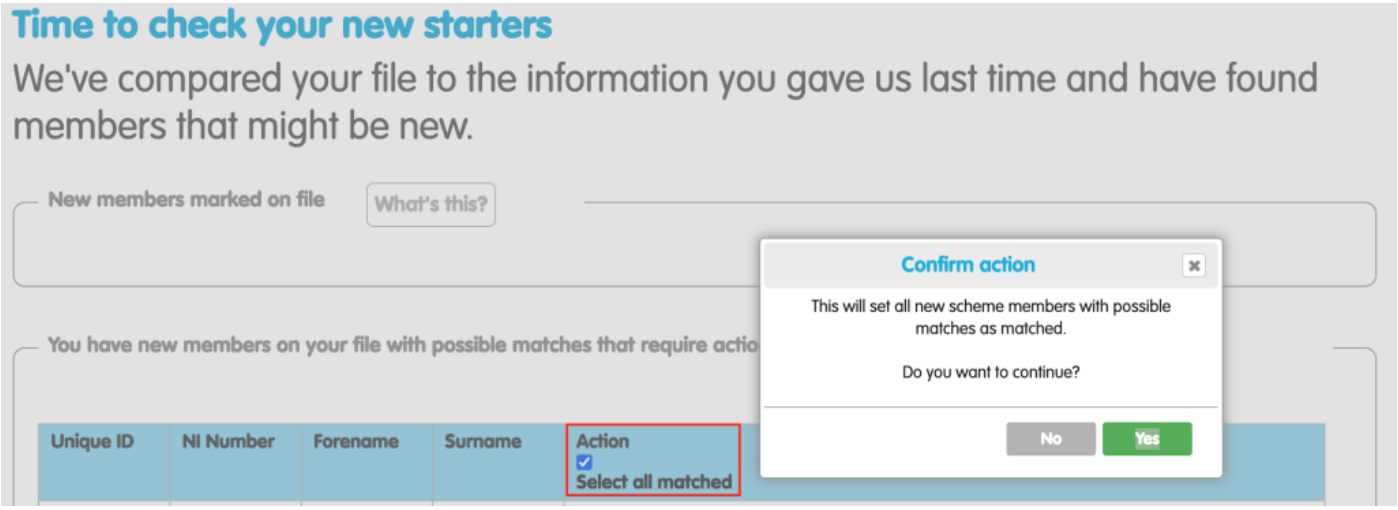


Please always select **"Upload file in training mode"** for the first upload so that you can check that everything is correct. Otherwise, select the **Submit my data** option:



All columns have been successfully matched > **Continue**

For the first time around, the unique identifier will need to be matched; the payroll identifiers will be matched. Click the option **Select all matched** here to match these:



Do you want to continue > Yes > Continue

Any errors will be displayed. Typical errors include:

- Surname and Forename swapped
- Mismatched addresses, NI numbers
- Insufficient address fields

If you can continue to the last payment screen, you have succeeded.

If you want to quit training mode, click the button towards the top of the page:


Training mode
Your changes won't be saved
Quit training mode