

INFORMATION FOR TEXT FILE CREATION

The information that should be entered in the file are details about the file, the employer, new employments, termination of employments, earnings information, contributions to the Central Holiday Fund, totals per schedule and grand total of schedules.

The above information is inserted as records without spaces between them. In numeric fields, the numbers should be inserted with zeros at the beginning until the completion of digits which are required for each field. In the case of alphabetic / alphanumeric fields which are not completed, the field should be left blank.

Each record is identified by a single INPUT CODE as shown below:

INPUT CODE	DESCRIPTION
01	Header Record
02	Earnings Schedule Details
03	New Employees Registrations
04	Earnings Details
05	Schedule Totals
06	Grand Totals

More details are given below for each input code.

Input Code 01

Header Record

This is the first record of the file and is inserted once for each file. It consists of the following data:

A/A	Data	Number of Digits	Form	Details
1	Input Code	2	99	=01
2	File Name	25	Text	S.I.S. SCHEDULE
3	Present file version	2	99	=01
4	Date of file preparation	10	DD/MM/XXXX	
5	Contact Person	30	Text	Name of the competent contact person
6	Contact Details	20	Text	Phone Number and Fax No of the contact person

Input Code 02

Schedule Details

This is the second record in the file. Only one entry for each earnings schedule should be inserted. It consists of the Employer's Registration No, Employees' Category, Earnings Type, Contribution Month and Contribution Period in case of retroactive earnings.

A/A	Data	Number of Digits	Form	Details
1	Input Code	2	99	=02
2	Employer's Registration No	15	999999999/9/9999	
3	Employee's Category	2		See Table A
4	Earnings Type	1		See Table C
5	Contribution Month	7	MM/XXXX	If the Earnings Type is not "Normal" you should add 12 in Contribution Month
6	Earnings Period from	7	MM/XXXX	To be completed in case of retroactive earnings.
7	Earnings Period up to	7	MM/XXXX	

Input Code 03

New Employees' Registration

Details about newly employed persons are inserted, if the date of commencement of employment is within the contribution month. These entries are inserted after the Earnings Schedule Details (Input Code 02) and consists of the following data:

A/A	Data	Number of Digits	Form	Details
1	Input Code	2	99	=03
2	Social Insurance Number	8	99999999	Mandatory field
3	Identity Card Number	8	99999999	
4	Aliens Registration Number	8	99999999	
5	Passport Number	10	Alphanumeric	
6	Name and Surname	30	Text	First the name and after the surname of the new employee
7	Date of birth	10	DD/MM/XXXX	
8	Gender	1		"M" for male and "F" for female
9	Community Code	1		See Table B
10	Date of commencement of Employment	10	DD/MM/XXXX	
11	Payment Indicator	1		"W" for weekly payment and "M" for monthly payment
12	Exception from the obligation for payment of contributions to the Central Holiday Fund	1		"1" for exemption from the Central Holiday Fund or "0" for payment Contributions to the Central Holiday Fund
13	Occupation	25	Text	

Input Code 04

Record of employee's earnings

Details about earnings, contributions to the Central Holiday Fund, absences and termination of employment dates are inserted. These entries are inserted after of Input Code 02 except in case where there are New Employments entries.

A/A	Data	Number of Digits	Form	Details
1	Input Code	2	99	=04
2	Social Insurance Number	8	99999999	
3	Identity Card Number	8	99999999	
4	Aliens Registration Number	8	99999999	
5	Actual Earnings	11	S9999999999	Insert actual earnings rounded to the nearest amount (euro)
6	General Health System Earnings	11	S9999999999	General Health System actual earnings (rounded to the nearest amount euro). Yearly amount up to €180,000 including Holiday Fund earnings.
7	Insurable Earnings	11	S9999999999	Insurable earnings up to the maximum amount of insurable earnings rounded to the nearest amount (euro)
8	Contributions to the Central Holiday Fund	13	S999999999999	In euro and cent
9	Week 1	1		Absent of an employee from work for a specific week for any of the reasons below, the appropriate absent index should be inserted. A – Absent without pay V – Annual Leave – Payment by Central Holiday Fund M – Maternity leave/ Paternity leave
	Week 2	1		
	Week 3	1		
	Week 4	1		
	Week 5	1		
10	Termination of employment date	10	DD/MM/XXX	
11	Employee Indicator	1		=1

Input Code 05

Schedule Totals

The total of Actual Earnings, General Health System Earnings, Insurable Earnings and Contributions to the Central Holiday Fund are inserted. The sum of all entries under the input code 03 and 04 are inserted in this record.

A/A	Data	Number of Digits	Form	Details
1	Input Code	2	99	=05
2	Actual Earnings Total	13	S9999999999999	Insert Schedule total of Actual Earnings
3	General Health System Earnings Total	13	S9999999999999	Insert Schedule total of General Health System Earnings
4	Insurable Earnings Total	13	S9999999999999	Insert Schedule total of Insurable Earnings
5	Contributions to the Central Holiday Fund	15	S999999999999999	Insert Schedule total of Contributions to the Central Holiday Fund
6	Number of New Employees	5	99999	Insert Schedule total number of New Employees
7	Number of Employees whose employment has been terminated	5	99999	Insert Schedule total number of Employees whose employment has been terminated
8	Total number of Employees	6	999999	Insert Schedule total number of Employees

Input Code 06:

Grand Totals

A/A	Data	Number of Digits	Form	Details
1	Input Code	2	99	=06
2	Actual Earnings Grand Total	13	S999999999999	Grand total of actual earnings for all submitted schedules in the file
3	General Health System Earnings Grand Total	13	S999999999999	Grand total of General Health System earnings for all submitted schedules in the file
4	Insurable Earnings Grand Total	13	S999999999999	Grand total of insurable earnings for all submitted schedules in the file
5	Contributions Paid to the Central Holiday Fund Grand Total	15	S99999999999999	Grand total of Contributions paid to the Central Holiday Fund for all submitted schedules in the file
6	Total number of new employees	5	99999	Total number of new employment registrations for all submitted schedules in the file
7	Total number of Employees whose employment has been terminated	5	99999	Total number of Employees whose employment has been terminated for all submitted schedules in the file
8	Total number of employees	6	999999	Total number of employees for all submitted schedules in the file
9	Total number of schedules of Earnings and Contributions	2	99	Total number of schedules of Earnings and Contributions submitted in the file

APPENDIX

TABLE A

Code		Employees' Category for the purpose of payment of contributions
Greek	English	
M1	M1	Employees for whom there is obligation for the payment of contributions to the Social Insurance Fund
M2	M2	Employees for whom there is no obligation for the payment of contributions to the Social Insurance Fund
Λ1	L1	Port Workers for whom there is obligation for the payment of contributions to the Social Insurance Fund.
Λ2	L2	Port Workers for whom there is no obligation for the payment of contributions to the Social Insurance Fund.
ΜΠ	MP	Embassies Employees
ΚΒ	ΚΒ	Employees 1 (British Bases) for whom there is no obligation for the payment of contributions to the Redundancy Fund.
Κ1	Κ1	Goverments workers for whom there is obligation for payment of contributions to the Social Insurance Fund
Κ2	Κ2	Goverments workers for whom there is no obligation for payment of contributions to the Social Insurance Fund
ΕΞ	EX	Voluntary Contributors Abroad

TABLE B

Code		Community Code
Greek	English	
Ε	E	Greek Cypriot
Τ	T	Turkish Cypriot
Α	A	Armenian Cypriot
Μ	M	Maronite Cypriot
Λ	L	Latinos Cypriot
Δ	D	Third Country National
Κ	K	European Union Citizen

TABLE C

Code		Community Code
Greek	English	
Κ	K	Normal
Α	A	Retroactive
Υ	Y	Overtime
Π	P	Commission
3	3	13 th Salary
4	4	14 th Salary
Ν	N	Annual Leave/Notice period (not worked)
Χ	X	Non-Insurable Benefits in kind/Ex-gratia payments