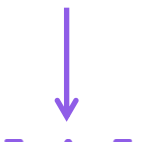
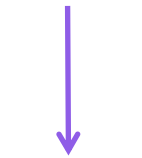


People First Enrolment – Step-by-Step

Step 1

Transfer limited **employee data** to Wagestream

people first



Step 2

Employees download the Wagestream app and **consent to enrol**



Step 3

Wagestream **flags** employees that are pending enrolment

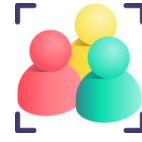


people first

Step 4

Transfer **full employee data** to Wagestream

people first



Step 5

Update payroll system with employees **unique Wagestream bank information**



people first

Step 6

Transfer **Time and Attendance** data to Wagestream

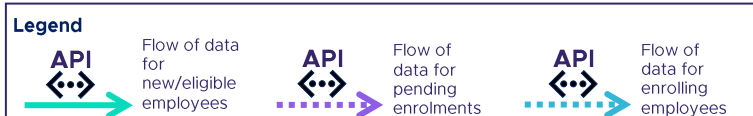
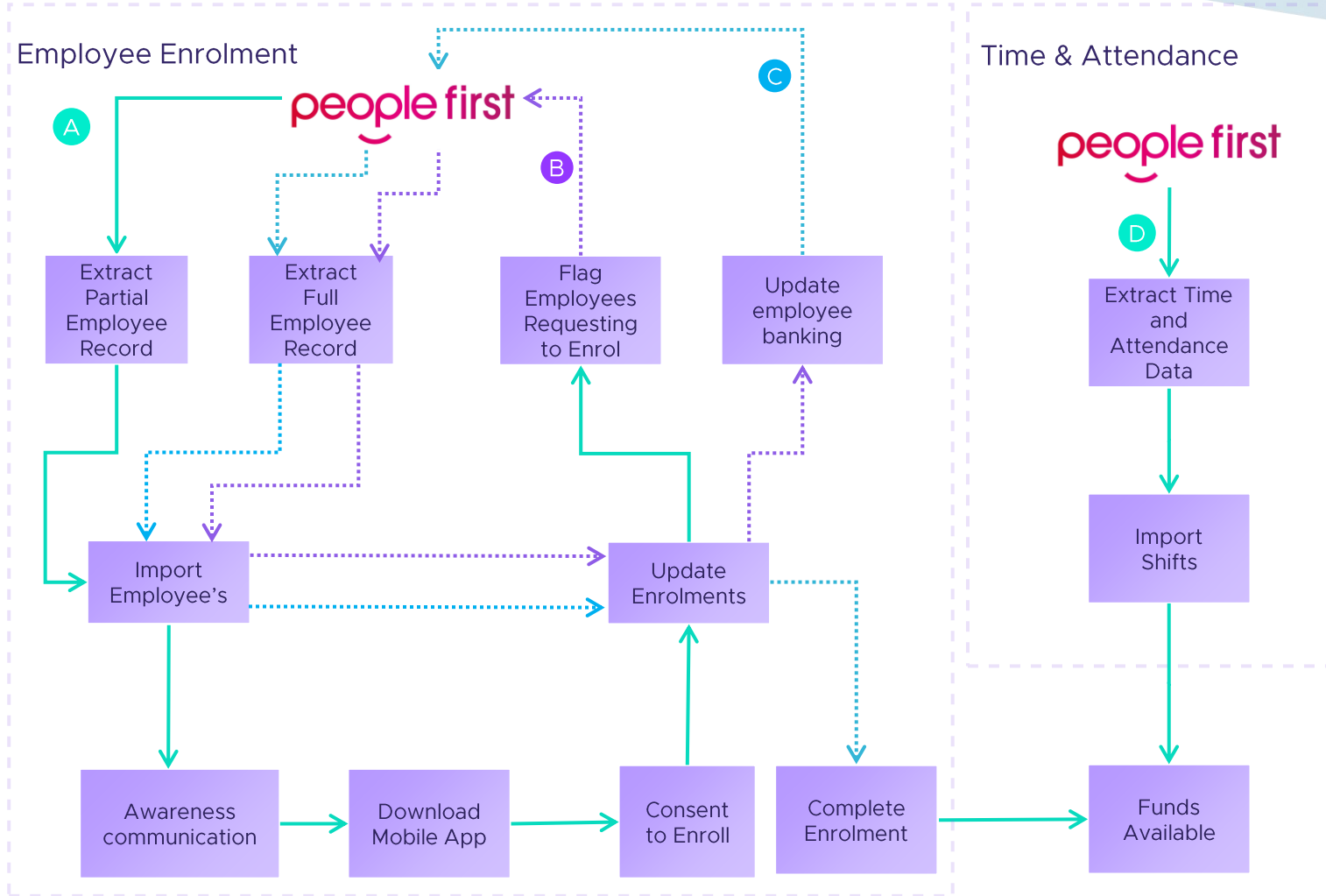
people first



Wagestream & People First – Data Flow



Employees



Flow A – Eligible Employees

Send partial employee data for eligible employees (employee ID, email, name).

Frequency

Scheduled, 1x per day

Flow B – Pending

Flag pending enrolments to MHR and request the release of the full employee data (now including banking and salary details) for import into Wagestream

Frequency

Scheduled, 1x per day

Flow C – Enrolments

Get/import list of enrolments identifying who has requested to enrol, and the current state of all enrolled bank account information back into the MHR

Frequency

Scheduled, 1x per day

Flow D – Time and Attendance

Send full list of shifts, ideally a 45 day history of shifts

Frequency

Scheduled, 1x per day

Data Requirements



WAGESTREAM



Employees Export

Limited Employee data that is shared upfront for the employees

| Field | Description |
|------------------|---|
| employee_id | Unique ID of the employee provided by MHR |
| full_name | Employee's full name |
| email | The employees email address, should default to their personal email address |
| division | The employee's division or site or department that they works in. |
| start_date | The date in which the main employment, contract, or assignment for this employee starts |
| termination_date | Synonymous with leaving date, the date the main contract or assignment for this employee ends. This information is used to off-board and un-enrol an employee in Wagestream |
| group | Employee's Legal Entity |



Employees Export

Full employee data that is shared daily when employee accepts T&Cs

| Field | Description |
|----------------------|--|
| employee_id | Unique ID of the employee provided by MHR |
| full_name | The employee's full name |
| email | The employees email address |
| bank_sort_code | The employees UK sortcode (8 digits without the dashes representing a UK bank sortcode or a EU BIC code. Please note we do not support UK building society roll numbers) |
| bank_account_number | The employees UK Bank primary account number which is used to receive their salary, or EU IBAN number |
| division | The employee's division or site or department that they works in. |
| occ_ref_no | The ID of an employee's occupancy |
| occ_start_date | The start date of the occupancy |
| occ_end_date | The end date of the occupancy |
| position_name | Employee's position name |
| start_date | The date in which the main employment, contract, or assignment for this employee starts |
| pay_schedule_id | A unique identifier relating to the pay schedule an employee is assigned to. For example, you may have 1 group of employees on a weekly pay-cycle, but another on a monthly, you can use this field to tell us which pay-cycle/schedule the employee is on |
| termination_date | Synonymous with leaving date, the date the main contract or assignment for this employee ends. This information is used to off-board and un-enrol an employee in Wagestream |
| salary | Gross salary amount, decimal to two decimal places, if the employee is salaried |
| salary_frequency | Frequency which the salary figure is calculated according to. ('A' annual salary, 'M' monthly salary) |
| group | Employee's Legal Entity |
| contracted_hours | A decimal value (2 decimal places) representing the number of contracted hours for the pay period |
| rate | A decimal value (2 decimal places) which represents the base/default hourly rate for this employee |
| paused | Possible Values are: Y for paused (employee cannot access Wages), S for paused and salary accrual stopped, N for unpaused. Default value is blank/empty |
| paused_reason | Reason why this employee is paused. |
| max_transfer_percent | Employee's max set percentage access. |

MHR sends
full employee
data



Wagestream
creates
employee
specific bank
account

T&A Export [Optional]

| Field | Description |
|-------------|---|
| employee_id | Unique ID of the employee provided by MHR |
| shift_code | Unique ID of the shift |
| occ_ref_no | The ID of an employee's occupancy |
| worked_on | Date the shift was worked |
| wages | Total GROSS wages |
| hours | Total hours worked in the shift |
| currency | ISO currency code, i.e. GBP, only required if Wagestream is used in countries with a different currency |
| type | ("STANDARD" or "OVERTIME") used for companies that want to allow higher access to overtime earnings |
| info | Information about the shift worked |
| job_code | Employee's job code |
| date_paid | The date when this shift's wages is expected to be paid to the employee |



Enrolments Import [generated by Wagestream]

| Field | Description |
|---------------------------|--|
| employee_id | This is typically the unique identifier for the employee across your many HR/WFM/Payroll systems, it's typically an employees payroll number, or similar |
| wagestream_sort_code | The Wagestream generated sort code, typically '040072'. This value should replace the employees bank sort code in the client systems. |
| wagestream_account_number | The Wagestream generated account number. This value should replace the employees bank account number in the client systems. |
| Wagestream_bank_name | The Wagestream generated bank name. This will read 'Wagestream' for enrolled employees. |
| enrolled_on | The data the employee consented to enrol in the Wagestream service. |

