



**Standard File Layout
for
General Employee Information
and
General Deduction Information**

Purpose and Business Overview

1.1 Document Purpose

The File Layout for General Employee Information and General Deduction Information provides standardized data requirements and content to National Plan Administrators (NPA).

This guide is designed to assist those sending employee deduction information to NPA in an electronic format.

1.2 Version and Release

This file layout guide was created on 11 May 2000.

This file layout was last revised on 14 August 2000.

1.3 Business Usage and Definition

Groups that use National Plan Administrators (NPA) as a Third Party Administrator (TPA) can benefit their employees by sending NPA payroll deduction information electronically.

This guide can be used in the following ways:

1. Groups that submit paper deduction registers on a regular basis (i.e. Monthly, Weekly, etc.) can send data in this format in lieu of mailing costly paper reports.
2. Groups that require Section 125 "Cafeteria" forms must submit data in this format.
3. New groups setting up Tax Shelter Annuity (TSA) Administration with NPA must submit data in this format.

1.4 Information Flow and Submission

Electronic data can be submitted to National Plan Administrators (NPA) using a method listed below.

1. Groups may mail 3 & ½ inch diskettes containing the electronic files. Please include a contact person that NPA may call if we have any questions concerning your data.

US Postal Mail

PO BOX 161630
Austin, TX 78716

Overnight

1101 Capital of TX HWY
Bldg E. STE 100
Austin, TX 78746

2. Groups may e-mail the electronic files directly to NPA by sending them to billing@natlplan.com. Please include contact information in case NPA has any questions.
3. Groups may send files via File Transfer Protocol (ftp) to NPA's ftp server at <ftp://natlplan.com>. This method requires prior coordination with NPA. Call 800-880-2776 and ask for Chris Stansbury to setup an ftp account.

File Layout Overview

2.1 Introduction

National Plan Administrators requires two (2) separate fixed width ASCII text files. One file will contain general employee information. The second file will contain deduction information

2.2 Employee File

| | Name | Start | Length | Data | |
|----|------------------------|-------|--------|----------------|------------------|
| 1 | Social Security Number | 1 | 9 | 0-9 | Mandatory |
| 2 | Last Name | 10 | 30 | A-Z | Mandatory |
| 3 | First Name | 40 | 20 | A-Z | Mandatory |
| 4 | Middle Initial | 60 | 1 | A-Z | |
| 5 | Payroll Code | 61 | 4 | 0-9,A-Z | |
| 6 | Annual Salary | 65 | 10 | 0-9 | |
| 7 | Address | 75 | 50 | | |
| 8 | City | 125 | 15 | | |
| 9 | State | 140 | 2 | | |
| 10 | Zip | 142 | 5 | | |
| 11 | Date of Birth | 147 | 8 | 0-9 (MMDDYYYY) | |
| 12 | Date of Hire | 155 | 8 | 0-9 (MMDDYYYY) | |
| 13 | Location Code | 163 | 10 | 0-9, A-Z | |

2.2.1 Social Security Number

This field contains the Social Security Number (SSN) of the employee. This field will only contain digits 0-9. Do not drop leading zeros in the SSN.

2.2.2 Last Name

This field contains the last name of the employee. This field will be left justified and padded with spaces. Use uppercase letters only.

2.2.3 First Name

This field contains the first name of the employee. This field will be left justified and padded with spaces. Use uppercase letters only.

2.2.4 Middle Initial

This field contains the middle initial of the employee. If the middle initial is unknown please fill this field with a single space.

2.2.4 Payroll Code

This field contains payroll code for the employee. You may use one of NPA's codes listed below. If you decide to use your own internal code, please explain the codes when you send the file.

This field is left justified and space filled.

| Code | Description |
|-------------|---|
| M | Monthly – Employee receives 12 paychecks per calendar year |
| S | Semi-Monthly - Employee receives 24 paychecks per calendar year |
| W | Weekly – Employee receives 52 paychecks per calendar year |
| B | Bi-Weekly – Employee receives 26 paychecks per calendar year |

2.2.5 Annual Salary

This field contains the annual salary of the employee. This field will be decimal assumed, right justified and zero filled. If the annual salary is unknown, please use all zeros in this field.

| Annual Salary | Formatted for File |
|----------------------|---------------------------|
| \$ 45,900.00 | 0004590000 |
| \$ 22,350.85 | 0002235085 |
| Unknown | 0000000000 |
| \$ 165,999.99 | 0016599999 |

2.2.6 Address

This field contains the street address of the employee. This field will be left justified and padded with spaces. Use uppercase letters only.

2.2.7 City

This field contains the city where the employee resides. This field will be left justified and padded with spaces. Use uppercase letters only.

2.2.8 State

This field contains the postal code of the employee's state. This will only accept postal state codes. Use uppercase letters only. If the state is unknown, two (2) spaces instead of a state code will be acceptable.

| State/Possession | Abbreviation |
|-------------------------|---------------------|
| ALABAMA | AL |
| ALASKA | AK |
| AMERICAN SAMOA | AS |
| ARIZONA | AZ |
| ARKANSAS | AR |
| CALIFORNIA | CA |
| COLORADO | CO |

| | |
|--------------------------------|----|
| CONNECTICUT | CT |
| DELAWARE | DE |
| DISTRICT OF COLUMBIA | DC |
| FEDERATED STATES OF MICRONESIA | FM |
| FLORIDA | FL |
| GEORGIA | GA |
| GUAM | GU |
| HAWAII | HI |
| IDAHO | ID |
| ILLINOIS | IL |
| INDIANA | IN |
| IOWA | IA |
| KANSAS | KS |
| KENTUCKY | KY |
| LOUISIANA | LA |
| MAINE | ME |
| MARSHALL ISLANDS | MH |
| MARYLAND | MD |
| MASSACHUSETTS | MA |
| MICHIGAN | MI |
| MINNESOTA | MN |
| MISSISSIPPI | MS |
| MISSOURI | MO |
| MONTANA | MT |
| NEBRASKA | NE |
| NEVADA | NV |
| NEW HAMPSHIRE | NH |
| NEW JERSEY | NJ |
| NEW MEXICO | NM |
| NEW YORK | NY |
| NORTH CAROLINA | NC |
| NORTH DAKOTA | ND |
| NORTHERN MARIANA ISLANDS | MP |
| OHIO | OH |
| OKLAHOMA | OK |
| OREGON | OR |
| PALAU | PW |
| PENNSYLVANIA | PA |
| PUERTO RICO | PR |
| RHODE ISLAND | RI |
| SOUTH CAROLINA | SC |
| SOUTH DAKOTA | SD |
| TENNESSEE | TN |
| TEXAS | TX |
| UTAH | UT |
| VERMONT | VT |
| VIRGIN ISLANDS | VI |
| VIRGINIA | VA |
| WASHINGTON | WA |
| WEST VIRGINIA | WV |
| WISCONSIN | WI |
| WYOMING | WY |

2.2.9 Zip Code

This field contains the five (5) digit zip code. If the zip code is unknown, five (5) spaces instead of a zip code will be acceptable.

2.2.10 Date of Birth (DOB)

This field contains the date that the employee was born. This field needs to be formatted as MMDDYYYY.

| Date of Birth | Formatted Birth Date |
|----------------------|-----------------------------|
| September 1, 1942 | 09011942 |
| 12 May 1965 | 05121965 |
| Unknown | <i>Use all spaces.</i> |
| 10/01/1955 | 10011955 |

2.2.11 Date of Hire

This field contains the date that the employee was hired for the group. This field needs to be formatted as MMDDYYYY.

| Date of Hire | Formatted Hire Date |
|---------------------|----------------------------|
| September 1, 1994 | 09011994 |
| 12 May 1984 | 05121984 |
| Unknown | <i>Use all spaces.</i> |
| 10/01/1992 | 10011992 |

2.2.12 Location Code

This field contains the location code. Some groups refer to this field as a campus code, division code or building code. If the location code is unknown, please fill this field with all spaces.

Note: *If election forms need to be sorted by location code, this field will be required.*

2.3 Deduction File

| | Name | Start | Length | Data | |
|---|------------------------|-------|--------|----------|-----------|
| 1 | Social Security Number | 1 | 9 | 0-9 | Mandatory |
| 2 | Full Name | 10 | 30 | A-Z | Mandatory |
| 3 | Deduction Code | 40 | 6 | A-Z, 0-9 | Mandatory |
| 4 | Deduction Name | 46 | 40 | A-Z | Mandatory |
| 5 | Amount | 86 | 10 | 0-9 | Mandatory |
| 6 | Cafeteria Flag | 96 | 1 | A-Z, 0-9 | |
| 7 | Status | 97 | 1 | A-Z, 0-9 | |
| 8 | Group Amount | 98 | 10 | 0-9 | |

2.3.1 Social Security Number

This field contains the Social Security Number (SSN) of the employee. This field will only contain digits 0-9. Do not drop leading zeros in the SSN.

2.3.2 Full Name

This field contains the last name and first name of the employee. This field will be left justified and padded with spaces. Use uppercase letters only. Example: SMITH, JOHN.

2.3.3 Deduction Code

This field contains the group's deduction code for the deduction. This field will be left justified and padded with spaces.

2.3.4 Deduction Name

This field contains the group's deduction name for this deduction. This field will be left justified and padded with spaces. Use uppercase letters only.

2.3.5 Amount

This field contains the deduction amount. This field will be decimal assumed, right justified and zero filled.

| Deduction Amount | Formatted for File |
|------------------|--------------------|
| \$ 200.00 | 0000020000 |
| \$ 15.86 | 0000001586 |
| Unknown | 0000000000 |
| \$ 7.15 | 0000000715 |

2.3.6 Cafeteria Flag

This field contains a single character code that identifies whether the amount is currently sheltered under a Section 125 "Cafeteria" plan. You can use our codes listed below. If you use your own codes, please include documentation when you send the files.

| Code | Description |
|-------------|--|
| C | Current deduction is tax sheltered (Pre-tax ded) |
| N | Current deduction is not tax sheltered |

2.3.7 Status

This field contains a single character code that identifies whether this deduction is currently active. Some groups use inactive deductions for seasonal employees. You can use our codes listed below. If you use your own codes, please include documentation when you send the files.

| Code | Description |
|-------------|---------------------------------|
| A | Current deduction is Active |
| I | Current deduction is not Active |

2.3.8 Group Amount

This field contains the deduction amount that is paid by the group for the employee. Some groups pay all or a percentage of certain deductions. This field will be decimal assumed, right justified and zero filled.

| Group Deduction Amount | Formatted for File |
|-------------------------------|---------------------------|
| \$ 200.00 | 0000020000 |
| \$ 15.86 | 0000001586 |
| Unknown | 0000000000 |
| \$ 7.15 | 0000000715 |

