



ESS – Download Member ID File Format

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ESS – Download Member ID Record Layout

The Download Member ID Module from Employer Self Service (ESS) allows employers to view and display the Member IDs of their employees. The Member ID field is required on the employer reporting file layout. In order for the employers to receive this data (to report their employees correctly), the employer will use this module to receive the Member ID data from RSD.

The ESS – Download Member ID module will allow employers to:

1. Query and View a list of Member IDs: This option will allow employers to view a list of the Member ID(s) based on the criteria entered.
2. Create and Download a file of Member IDs: Based on the result set of the query, the employer may create and download a file of the Member ID(s).

The employer is responsible for obtaining the Member IDs of new employees, and reporting those Member IDs accurately on each Employer Report. RSD suggests the following for downloading the Member ID and processing it into the employer’s system:

Just prior to the submission of the monthly Employer Report, log into ESS and use the Member ID module to produce a list of the new Member IDs (for the previous month’s Employer Report new hires). By waiting until the just prior to submitting the current Employer Report, the employer will be retrieving the most up to date list of Member IDs. For example:

Employer 00001 submits their 09/2008 Employer Report containing the following new hire records:

09/2008 Employer Report Record								
SSN	First Name	Middle Name	Last Name	Suffix Code	Report Period	Pay Period Begin Date	Pay Period End Date	Member ID
000-00-0001	JOHN		SMITH		09/2008	09/01/2008	09/30/2008	
000-00-0002	JANE		SMITH		09/2008	09/01/2008	09/30/2008	

One day before employer 00001 submits their 10/2008 Employer Report, the employer logs into ESS – Download Member ID, and retrieves the Member IDs of the new hires:

10/30/2008 Member ID Query Results						
Agency	SSN	Member ID	First Name	Middle Name	Last Name	Suffix Code
00001	000-00-0001	000000001	JOHN		SMITH	
00001	000-00-0002	000000002	JANE		SMITH	

Based on the data retrieved, employer 00001 would report those Member IDs on the 10/2008 Employer Report.

Note: Employers who use the ESS – Enter Report module to ‘key’ their monthly contribution data are not required to use this module because the Member ID will automatically be populated for the member on the subsequent Employer Report.

The following pages contain technical format and data requirements on:

- Overall rules relating to the file format
- The fixed length file format
 - The Header Record Format
 - The Detail Record Format
 - The Trailer Record Format

Overall Rules Relating to the File Format

1. Member ID records will be written sequentially. They will be written in the following order: Header Record, then the Detail Record(s) followed by the Trailer Record.
2. The detail records on the file will be created based on the result set of the query (from ESS – Download Member ID).

Report Header Record
Detail Transaction Record
Detail Transaction Record
Detail Transaction Record
...
Report Trailer Record

If you have any questions regarding this document, please email Roscoe Perry at: roscoe.perry@nctreasurer.com

File Format

Following are some rules relating to the file format.

- Numeric fields such as the Member ID must be zero filled, right justified. For example, if the Member ID is '123' then '000000123' would appear in the Member ID field.
- Alphanumeric Text fields, such as First Name, Last Name, Primary Address, etc. will be left justified, and right filled with spaces.

Header Record Format (Fixed Length)

The following table contains the record format for a Header Record. It is a summary of the detail transaction data. This record will identify the employer and creation date of the file.

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
001	001	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric	H = Header Record	
002	006	5	Required	Agency Number	A unique system number identifying employer	Numeric, Right justified, left filled with zeros		
007	023	17	Required	File Name	Name of File.	Alphanumeric, Left justified.		
024	031	8	Required	Creation Date	Date the file was created (downloaded).	Date, Left justified, 'CCYYMMDD'		<ul style="list-style-type: none"> • The format of the field will be 'CCYYMMDD'

Detail Record Format (Fixed Length)

The table below contains the record format of the detail records on the Download Member ID file. These detail records follow the header record in the file layout.

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
001	001	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric	D = Detail Record	
002	006	5	Required	Agency Number	A unique system number identifying employer	Numeric, Right justified, left filled with zeros		
007	015	9	Required	SSN	SSN of the member.	Numeric, Right justified, '-' not included		
016	024	9	Required	Member ID	Member ID of the Member	Numeric, Right justified, Left filled with zeros		
025	074	50	Required	First Name	First name of the member	Alphanumeric, Left justified, Right filled with spaces		
075	124	50	Optional	Middle Name	Middle name of member	Alphanumeric, Left justified, Right filled with spaces		
125	174	50	Required	Last Name	Last name of the member	Alphanumeric, Left justified, Right filled with spaces		
175	184	10	Optional	Suffix Code	Suffix of the member	Alphanumeric, Left justified, Right filled with	II = The Second III = The Third IV =The Fourth	

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
						spaces	V = The Fifth JR = Junior SR = Senior MD = Medical Doctor	

Trailer Record Format (Fixed Length)

The following table contains the record format for a Trailer Record. The Trailer Record follows the Detail records in the file. The trailer record will provide a means for an employer to verify the accuracy and integrity of the detail transactions in the file.

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
001	001	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric	F = Detail Record	
002	006	5	Required	Agency Number	A unique system number identifying employer	Numeric, Right justified, left filled with zeros		
007	016	10	Required	Record Count	Total number of detail records on the file.	Numeric, Right justified, left filled with zeros		