

## 1 File:

Insurance File: To reconcile Premium amount information for all NDPERS insurance plan covered employees

## 2 Purpose:

This file is used only to reconcile the premium amount deducted for the employees with the enrolment information available in NDPERS. This File is used to reconcile premium amounts of all the insurance plans (like Group Health, Group Life, etc.) by any agency for covered employees based on payroll information. This file is also used to report retirement contributions by any agency that has a part-time/ temporary employee electing to participate in NDPERS. This file is also used to submit salary adjustments for prior months like bonuses, missed payroll, etc.

The new format of the file is useful to achieve the following:

- Informs if invalid premium amount getting deducted from employees salary
- Provide real-time data comparison of employee

## 3 File Description and Layout:

### 3.1.1 File Naming Standard:

Insurance\_ORG\_CODE\_ID\_MONTH\_YEAR.txt

- ORG Code ID: Org code ID assigned by NDPERS to the Employer
- Month\_Year: Current Payroll Month and Year

### 3.1.2 Frequency:

Monthly

### 3.1.3 Field Delimiter: ~ (Tilde)

### 3.1.4 File Layout:

Header Record Layout:

| FIELD DESCRIPTION | NUMBER OF CHAR | DATA TYPE     | DEFAU LT | USE/BENEFIT  |
|-------------------|----------------|---------------|----------|--|
| File Record Type  |                | Char(1)       | '1'      | Type of the record in the file<br>1: Header Record<br>2: Detail Record |
| Count             |                | Integer       |          | Count of total detail records under that header                        |
| Org Code ID       |                | Char(6)       |          | Organization code provided by NDPERS to each employer                  |
| Type              |                | Char(1)       | '1'      | Default to '1'. Type of the report and will be always a regular file.  |
| Total Wages       |                | Decimal(13,2) | 0.00     | 0.00. Not in used currently  |
| Total Premium     |                | Decimal(13,2) |          | Sum of total premium amounts per employer for all plans                |
| Pay Month & Year  |                | Char(6)       |          | Reporting Payroll period In MMYYYY format                              |

Detail Record Layout:

| FIELD DESCRIPTION | NUMBER OF CHAR | DATA TYPE     | DEFAULT | USE/BENEFIT   |
|-------------------|----------------|---------------|---------|---|
| File Record Type  |                | Char(1)       | '2'     | Type of the record in the file<br>1: Header Record<br>2: Detail Record  |
| ORG Code ID       |                | Char(6)       |         | Organization code assigned to employers by NDPERS   |
| SSN               |                | Char(9)       |         | SSN of the listed employee  |
| Last Name         |                | Char(50)      |         | Last Name of the listed employee  |
| First Name        |                | Char(50)      |         | First Name of the listed employee   |
| Pay Month         |                | Char(6)       |         | Payroll period In MMYYYY format.  |
| Plan              |                | Char(4)       |         | Plan for which the premium amount is effective<br>GHLT : Group Health<br>MCPD: Medicare Part D<br>GRLF : Group Life<br>EAPP : Employee Assistance Program<br>LTCP : Long Term Care<br>GRDT : Group Dental<br>GRVS : Group Vision<br>HMOP : HMO Plan |
| Premium Amount    |                | Decimal(13,2) |         | Premium Amount that will be deducted from the employee salary   |

**3.1.5 Example:**

1~100~019200~1~0.00~12254.12~102008  
 2~019200~999999999~ABCDEFGH~IJKLMNOPQRST~102008~GHLT~100.12  
 2~019200~999999999~ABCDEFGH~IJKLMNOPQRST~102008~GRLF~111.11  
 2~019200~999999999~ABCDEFGH~IJKLMNOPQRST~102008~EAPP~110.12  
 2~019200~999999999~ABCDEFGH~IJKLMNOPQRST~102008~GRVS~90.12  
 2~019200~999999999~ABCDEFGH~IJKLMNOPQRST~102008~GRDT~10.12

**4 Alternate to Files / Descriptions:**

- 1) FTP upload: Employer can upload the file using FTP to NDPERS and NDPERS will process the file as part of nightly batch cycle. FTP information / credential will be provided in a later correspondence
- 2) HTTP Web Upload: Employer can upload the file after logging into employer 'Self Service Portal'.