

1 File:

Service Purchase File: To submit service purchases payment information through payroll deductions

2 Purpose:

This File is used to report service purchase payments by any agency for covered employees based on payroll deduction information. The purchase payment must be reported for employees who elected to purchase service credit in NDPERS through payroll deduction. This file must be submitted by the employer to the NDPERS office by the 8th of each month.

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

- Prevents invalid or duplicate data from posting to the member's account
- Validate the purchase payment information with employee's service purchase contract in place with NDPERS
- Handles various payment classes (Pre-Tax Instalments or Post Tax Instalments) and payment frequencies (Monthly, Quarterly, Semi Annual, and Annual) as per service purchase contract set up for the member with NDPERS. If a member elects to pay on a pre-tax basis, then payment method has to be 'Payroll Deduction' , 'Payment Class' can only be 'Pre-Tax Instalment' and 'Payment Frequency' can only be 'Monthly'
- The information posted from this file will automatically create, update, and maintain a history of each purchase of service payment for a member.

3 File Description and Layout:

3.1.1 File Naming Standard:

Purchase_ORG_CODE_ID_MMDDYYYY.txt

- ORG Code ID: Org code ID assigned by NDPERS to the Employer
- MMDDYYYY: Current Pay Check Date in MMDDYYYY format

3.1.2 Frequency:

After Each Payroll

3.1.3 Field Delimiter: ~ (Tilde)

3.1.4 File Layout:

Header Record Layout: This record is a header for all the underlying record in the files. There can be only one record per employer. There can be multiple header records and corresponding detail records in a file. Header record should precede all the detail records for that employer.

FIELD DESCRIPTION	NUMBER OF CHAR	DATA TYPE	DEFAU LT	USE/BENEFIT
File Record Type		Char(1)	'1'	Type of the record in the file 1: Header Record 2: Detail Record
Org Code ID		Char(6)		Organization code provided by NDPERS to each employer
Total Amount		Decimal(13,2)		Sum of total purchase payment amount per employer and should match sum of all details to be a valid file

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 1: Header Record 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
Payment Class		Char(2)	'02'/'03'	Payment class under which the instalment has to be applied <ul style="list-style-type: none"> '02' : Instalment Pre-Tax '03' : Instalment Post Tax
Amount		Decimal(13,2)		Amount that has to be applied towards service purchase records of the member. System will validate this amount with expected payment recorded in the service purchase contract of the member.

3.1.5 Example:

1~019200~1250.00
2~019200~001001001~Smith~John~02~250.00
2~019200~001001002~Doe~John~02~250.00
2~019200~001001003~Clan~John~02~250.00
2~019200~001001004~Clinton~John~02~250.00
2~019200~001001005~harry~Jane~02~250.00

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'
- 3) Entering the data: Employer can enter individual record after logging into employer 'Self Service Portal'. This method is well suited for employers with lower number of purchases being paid via employer payroll deduction and does not need a system development effort on employer side.