

Transmission Information for Online Users Only

With the implementation of the CLER Phase 2, which increased the frequency of Payroll Office Transmissions and made CLER Report 13 available to Carriers and Payroll Offices, NFC updated the CLER file layout to include a note that Payroll Offices have a cut off of 7 business days following the “as of date” on their file, to compile and transmit their pay period files to NFC. This cut off date was intended to assure that each payroll office transmission was submitted timely and did not run the risk of being submitted after the subsequent “as of date” for the next file.

We have noticed that some online transmissions are being “released” much later than 7 business days from the “as of date” on the files. We have also noticed that many online transmissions are submitted outside of the 7 business day cut off and then in turn released after the 7 business day cut off. These untimely submissions, and releases are causing some files to reject, and is also causing manual intervention to determine which pay period the file should fall in in order to load it.

The following guidance should assist you with successful online transmitting:

- The “as of date” for your file should be the last day of your pay period.
- Your online file should be compiled, submitted and released on the same day, and this day should be within 7 business days of the “as of date”.
- If you compile and submit your file, and have forgotten to release it, it can only be released within 7 business days of the “as of date”
- Any files released more than 7 business days from the “as of date” will be rejected and data will not be included in Report 13. If a rejected file is the first file of the reconciliation quarter, it will also not be included in the reconciliation process for that quarter.