



# Centralized Enrollment Clearinghouse System

Date: August 24, 2018

Subject: 3rd Quarter 2018 Reconciliation Timeline

To: All Payroll Offices and FEHB Carriers

## CLER Quarterly Reconciliation Timeline

The quarterly reconciliation timeline for 2018, 3<sup>rd</sup> Quarter (September 1, 2018 – November 30, 2018) is described in the table below.

Date	Description
09/01	<p>Carriers and payroll offices may begin transmitting enrollment data to CLER via electronic input files. Reminders are e-mailed to carriers and payroll offices regarding the current quarterly due date for the submission of enrollment data to be reconciled.</p> <p><b>NOTE:</b> The header record submitted by the carriers and payroll offices must include an as-of-date that corresponds with your pay period ending date. The enrollment data that is extracted from the carrier and payroll office's records must be those enrollments that are actually in effect that day. Effective <b>September 1, 2018</b>, all payroll offices must send a transmission every pay period. Data will be extracted according to the timeline defined by OPM as follows:</p> <ul style="list-style-type: none"> <li>• Payroll offices with monthly pay cycles or monthly premium collection cycles, must use the as of date equal to the first of the month following the end of month pay cycle. Any data, subsequent to <b>September 1, 2018</b>, may cause unmatched errors when compared to enrollee records submitted by carriers. <b>Please do not report changes effective after September 1, 2018.</b></li> <li>• Payroll offices with pay cycles other than monthly, must extract data effective as of the last pay period that falls between <b>September 1, 2018 and September 15, 2018</b>. The end of the pay period date must be reflected in the header as the as of date. <b>PLEASE NOTE: Transmissions received with the as of dates between September 1, 2018, through September 15, 2018, will be used as the 2<sup>rd</sup> quarter reconciliation file. Please keep in mind, a transmission must be sent for every pay period.</b></li> <li>• Carriers must extract data effective as of <b>September 1, 2018</b>. There are no changes to the frequency of transmissions from the Carriers.</li> </ul> <p>Carriers and payroll offices must include the correct <b>submission date</b> in the header record they transmit to CLER. The following are valid submission dates:</p> <ul style="list-style-type: none"> <li>• For a payroll office, the submission date is the date they send their file to NFC.</li> </ul>

Date	Description
	<ul style="list-style-type: none"> <li>For a carrier, the submission date is the date they send their file to the OPM Data Hub in Macon, Georgia.</li> </ul> <p>For more information about <b>as-of-dates</b> and the <b>submission date</b>, see the <b>CLER Carrier Enrollment File Layout</b> or <b>CLER Payroll Office Enrollment File Layout</b>, as applicable. <b>Payroll Offices please assure you are referencing version 3.3.</b> These documents are available through the CLER Operations and Reconciliation Unit.</p>
9/7	Reminders are e-mailed to the carriers that have not submitted their quarterly enrollment data.
09/15	This is the current quarterly due date (last day) for carriers to transmit their quarterly enrollment data to CLER. <b>But please transmit your enrollment file ASAP.</b>
09/15	Enrollment data transmitted from <b>carriers</b> must be received by <b>noon (EST)</b> at the OPM Data Hub in Macon, Georgia, on this date to be accepted for inclusion into the reconciliation process. <b>Payroll office</b> transmissions must be received at the National Finance Center by <b>5:00 p.m. (CST) within 7 business days after the pay period end date.</b> Any transmissions of enrollment data that are received after these times <b>may not</b> be included in the reconciliation process for this quarterly cycle. An e-mail informing the submitter that the transmission is accepted or rejected is generated within 1 workday after receipt.
09/15	The OPM data hub in Macon, Georgia, provides CLER with the last files transmitted by carriers at approximately <b>3:00 p.m. (EST).</b>
09/17-09/20	The information required to produce discrepancy reports is processed and made available to agencies and carriers through CLER, <b>provided all agencies and carriers submit their file by the deadline.</b> The discrepancy report information will remain available until further notice. The agencies have approximately 30 days to research discrepancies and respond with resolutions.
09/19	Lists of carriers and payroll offices that have not submitted their quarterly enrollment data are made available to OPM through CLER.
10/24	Reminders are e-mailed to the agencies that responses are due on discrepancies by 8:00 a.m. (CST) on <b>November 1, 2018</b>
11/01	<p>Responses from agencies are due by 8:00 a.m. (CST).</p> <ul style="list-style-type: none"> <li>If the research shows that the payroll or personnel office records are incorrect, the payroll or personnel office will correct the error(s) in their payroll/personnel system and enter the reconciliation reason code in CLER.</li> <li>If the research shows that the carrier's records are incorrect, the agency will enter the results of their research in CLER for carrier correction. The agency will submit supporting data through CLER or hard copy to the carrier.</li> </ul>
11/01	On <b>November 1, 2018, after 8:00 a.m. (CST),</b> CLER will initiate the process of transferring the Corrective Action Request file to the OPM Data Hub located in Macon, Georgia, for the retrieval of the file by carriers. CLER will notify carriers via e-mail when the data is available after the OPM Data Hub has completed its processing.
11/01-11/30	Carriers enter Corrective Action Codes in CLER to indicate what actions were taken to resolve the discrepancies.

<b>Date</b>	<b>Description</b>
11/20	Reminders are e-mailed to the carriers that confirmation of the Corrective Actions must be completed by the beginning of the next month.
11/20	Timeline is e-mailed to all payroll offices and carriers reminding that the next quarter files will be due between <b>12/01 and 12/15</b> .