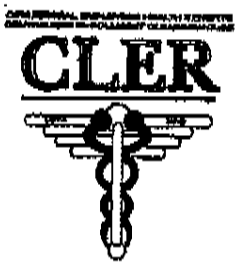

National Finance Center (NFC)
Office of Personnel Management (OPM)
FEHB Centralized Enrollment
Clearinghouse Project

OPM Federal Employees Health Benefits Centralized Enrollment Clearinghouse (CLER) Payroll Office Enrollment File Layout

Version 3.3

Approved By:

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Government Insurance and Collections Directorate

8/8/2014
Date

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8-14-2014
Date

Note: This document has been revised to include the following:

- The definition in the Definition column for the AMOUNT field on page 10 has been updated to make the definition clearer.

The revised text in this document is in ***bold italics***.

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1 PAYROLL OFFICE ENROLLMENT FILE

The National Finance Center (NFC) will accept electronic input data as a text file from each payroll office. Payroll offices must transmit a Payroll Office Enrollment File to CLER no later than 7 business days after the pay period end date (also known as the As of Date) for each completed pay period. Also, payroll offices with a monthly pay cycle will be required to enter a date in the AS-OF-DATE field on their enrollment file that is the first of the month that follows the actual end date of the pay period for the enrollment data that is being reported. For example, if the actual pay period end date for the enrollment data in the file is 02/28/14, then the payroll office must enter 03/01/14 in the AS OF DATE field on their enrollment file. Note: This requirement only applies to payroll offices with a monthly pay cycle. This document describes the layout for the respective transmission files.

Each transmission file will include a header record, detail record(s), and a footer record. These files must be in American Standard Code for Information Interchange (ASCII) text format with no other embedded data types or delimiters.

Those payroll offices that expect to send data files from their mainframe to NFC's mainframe will require a different transmission file format. If you have questions about this document, or technical questions about the file format and details about connecting to NFC, please contact CLER Operations at 504-426-6410 or via e-mail at NFC.CLER@nfc.usda.gov.

The following table describes the format for the record layouts in this section of the design document:

COLUMN HEADING	COLUMN CONTENT
#	Field number
TYPE/SIZE	The data must be in ASCII format. This will specify whether the values are alpha, numeric, or alphanumeric and the length of the field.
COBOL	COBOL data type and size
REQUIRED	Field is Required or Optional
VALUE, FORMAT NOTES	Value = indicates permissible field values Format = indicated justification, padding, etc. Note = special field considerations, examples, or miscellaneous

1.1 Header Record Layout - Payroll Office

#	NAME	TYPE/ SIZE	COBOL	POSITIONS	VALUE, FORMAT, NOTES	REQUIRED	DEFINITION
1	RECORD_TYPE	Text, 4	X(4)	1 thru 4	Value = literal "HEAD"	Required	Defines whether the record will be at the top of the file (header), bottom of the file (footer), or just one of the individual enrollment records.
2	PAYROLL_OFFICE_ID	Number, 8	X(8)	5 thru 12	Value = Payroll Office Identification Format = Left justify, pad with trailing spaces	Required	The number assigned by Treasury and OPM to the organization that is responsible for coordinating the enrollee's FEHB coverage and premium collection.
3	SUBMISSION_DATE	Date, 8	X(8)	13 thru 20	Value = submission date in YYYYMMDD format	Required	Date that the file was sent to NFC by the Payroll Office.
4	AS_OF_DATE	Date, 8	X(8)	21 thru 28	Value = As-of date in YYYYMMDD format	Required	Populate this field with the end date of the pay period for the enrollment/payment data that is being reported.
5	RECONCILIATION_ YEAR	Number, 4	X(4)	29 thru 32	Value = Four digit year of data extraction date Format = YYYY	Optional	The reconciliation year should be the same year that is in the AS_OF_DATE field. However, if the AS_OF_DATE falls within the January 1 thru February 28 (or 29) timeframe, then the reconciliation year should be the previous year. Note: The RECONCILIATION YEAR field is an optional field; however, CLER will automatically generate the year in the RECONCILIATION YEAR field even when the field is already populated. When this occurs, the data that already populates the RECONCILIATION YEAR field will be disregarded.

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#	NAME	TYPE/ SIZE	COBOL	POSITIONS	VALUE, FORMAT, NOTES	REQUIRED	DEFINITION
6	RECONCILIATION_ QUARTER	Number, 1	X(1)	33	Value = reconciliation quarter 1, 2, 3, or 4	Optional	The reconciliation quarter should be "1" when the AS_OF_DATE falls within the March 1 thru May 31 timeframe, "2" when the AS_OF_DATE falls within the June 1 thru August 31 timeframe, "3" when the AS_OF_DATE falls within the September 1 thru November 30 timeframe, and "4" when the AS_OF_DATE falls within the December 1 thru February 28 (or 29) timeframe. Note: The RECONCILIATION QUARTER field is an optional field; however, CLER will automatically generate the quarter in the RECONCILIATION QUARTER field even when the field is already populated. When this occurs, the data that already populates the RECONCILIATION QUARTER field will be disregarded.

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#	NAME	TYPE/ SIZE	COBOL	POSITIONS	VALUE, FORMAT, NOTES	REQUIRED	DEFINITION
7	PROCESSING_CODE	Text, 1	X(1)	34	Values = I - initial file for the quarter A - add to existing enrollments R - replace all files and records that have been previously sent for this quarter with this new file If this is left blank, then it will be treated as the initial file for the quarter.	Optional	
8	PAY_CYCLE	Text, 1	X(1)	35	Values = "B" for Biweekly "M" for Monthly "O" for Other	Required	Indicates the type of pay cycle Note: The entire enrollment file will be rejected if this field is left blank or is populated with a value other than "B", "M", or "O".
9	FILE_SOURCE	Text, 1	X(1)	36	Value = padded with spaces unless otherwise instructed. Reserved for NFC use.	Optional	Reserved
10	FILLER	Text, 204	X(204)	*37 thru 240*	Value = Pad with spaces.	Required	Filler, pad to 240 characters.
TOTAL		240 Bytes	240 Columns				

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1.2 Footer Record Layout - Payroll Office

#	NAME	TYPE/ SIZE	COBOL	POSITIONS	VALUE, FORMAT, NOTES	REQUIRED	DEFINITION
1	RECORD_TYPE	Text, 4	X(4)	1 thru 4	Value = Literal "FOOT"	Required	Defines whether the record will be at the top of the file (header), bottom of the file (footer), or just one of the individual enrollment records.
2	PAYROLL_OFFICE_ID	Number, 8	X(8)	5 thru 12	Value = Payroll Office Identification Format = Left justify, pad with trailing spaces	Required	The number assigned by Treasury and OPM to the organization that is responsible for coordinating the enrollee's FEHB coverage and premium collection.
3	RECORD_COUNT	Number, 10	9(10)	13 thru 22	Value = Record Count, excluding Header and Footer records Format = Right justify, pad with leading zeros. Example: 0000000490 (490)	Required	The total number of enrollment records included in the file. Do not include the header or footer records in this count.
4	TOTAL_AMOUNT	Number, 12	9(12)	23 thru 34	Format = 9(10)V9(2), pad with leading zeros Example: **$42,146.39** would be formatted as: **000004214639** (no embedded decimal point or comma)	Required	This is the sum of the withholding/premium of all of the enrollment records included in this file. It is used to verify that the file that NFC is processing is the same as the one that was originally sent by the payroll office.
5	FILLER	Text, 206	X(206)	35 thru 240	Value = Pad with spaces.	Required	Filler, pad to 240 characters.
	TOTAL	240 Bytes	240 Columns				

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1.3 Enrollment Record Layout File - Payroll Office

In order for a payroll office record to be matched to a carrier record, the payroll office record absolutely must have a value in at least one of the following fields:

Field 2:	Enrollee_SSN
Field 12:	Deceased_Annuitant_SSN
Field 13:	Pseudo_SSN
Field 14:	Other_Payroll_Office_Enrollee_ID

If the enrollee is an annuitant and you do not have an SSN, then matching could still be accomplished as long as the record has a value in the Other_Payroll_Office_Enrollee_ID. Examples of Other_Payroll_Office_Enrollee_ID include:

- Civil Service Annuitant (CSA) number
- Civil Service Final (CSF) number
- Office of Workers' Compensation Program (OWCP) identification number

#	NAME	TYPE/ SIZE	COBOL	POSITIONS	VALUE, FORMAT, NOTES	REQUIRED	DEFINITION
1	PAYROLL_OFFICE_ID	Number, 8	X(8)	1 thru 8	Value = Payroll Office Identification	Required	The number assigned by Treasury and OPM to the organization that is responsible for coordinating the enrollee's FEHB coverage and premium collections.
2	ENROLLEE_SSN	Number, 9	X(9)	9 thru 17	Value = Enrollee Social Security Number	Optional	The social security number (SSN) of the person who is signed up for FEHB. Although this is listed as optional, most payroll offices will have the SSN of the enrollee. If you have it, provide it to CLER, unless the person has asked that the SSN not be provided and/or he or she did not provide an SSN on the enrollment form. It is listed as optional because agencies may not have an SSN for each enrollee (e.g., non-citizen enrollees).
3	FILLER	Text, 3	X(3)	18 thru 20	Value = Pad with spaces Note: Reserved for future use	Required	
4	ENROLLMENT_CODE	Text, 3	X(3)	21 thru 23	Value = positions 1 and 2 equal the plan; 3rd position is plan option	Required	This code defines the plan and option of the enrollee.

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#	NAME	TYPE/ SIZE	COBOL	POSITIONS	VALUE, FORMAT, NOTES	REQUIRED	DEFINITION
5	AMOUNT	Number, 6	9(6)	24 thru 29	Format = 9(4)V9(2) pad with leading zeros Example = **$105.39** would be entered as: **010539** (no embedded decimal point or comma)	Required	***Populate this field with the amount of the payment that will actually be remitted to OPM for the pay period for which the enrollment data is being reported.*** This amount is the sum of the enrollee's payment and the agency's contribution. ***Note: This amount must not exceed $9999.99.*** (This is used in calculating the TOTAL_AMOUNT field of the footer record.)

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#	NAME	TYPE/ SIZE	COBOL	POSITIONS	VALUE, FORMAT, NOTES	REQUIRED	DEFINITION
6	LAST_NAME	Text, 50	X(50)	30 thru 79	Format = Left justify, pad with trailing spaces	Required	This is the surname of the enrollee. An enrollee must always have a last name. If there is a case of an enrollee having only one name (e.g., Cher), then that one name must be placed in the last name field. If the first name, middle name, and last name are stored as separate fields, provide them to CLER as separate fields. For agencies that have the first name, middle name, and last name in a single field, then send that field as the last name. The format for the last name field for these payroll offices must be: last name, first name, middle name. These payroll offices will pad the FIRST_NAME, and MIDDLE_NAME fields below with spaces.
7	FIRST_NAME	Text, 12	X(12)	80 thru 91	Format = Left justify, pad with trailing spaces	Optional	First name of the enrollee. If the agency has the first name of the enrollee stored separately, then provide the first name for enhanced matching. The exception would be in the rare circumstance that the individual does not have a first name (e.g., Cher).
8	MIDDLE_NAME	Text, 12	X(12)	92 thru 103	Format = Left justify, pad with trailing spaces	Optional	Middle name (or initial) of the enrollee. In some cases, enrollees do not have a middle name. If the agency has the middle name of enrollee stored separately, then provide it for enhanced matching.

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#	NAME	TYPE/ SIZE	COBOL	POSITIONS	VALUE, FORMAT, NOTES	REQUIRED	DEFINITION
9	AGENCY_ID	Text, 4	X(4)	104 thru 107	Value = 4-position Agency identifier	Required	Required if available. The agency and, where applicable, the administrative subdivision (i.e., subelement) in which a person is employed. The first and second positions of the code indicate the agency. The third and fourth positions indicate the administrative subdivision (i.e., subelement). If no subelements are assigned to an agency, the third and fourth positions are zeros (xx00). To find out more about this field, go to the following Internet address: http://www.opm.gov/feddata/html/datastan.htm For example, NFC's Payroll Personnel System is payroll office number 12400001 but its agency code is AG90. This is required for all enrollees who are currently on an agency's rolls. Retirees and former employees who maintain coverage are not **required** to have Agency and POI, and in those cases, pad this field with spaces.

#	NAME	TYPE/ SIZE	COBOL	POSITIONS	VALUE, FORMAT, NOTES	REQUIRED	DEFINITION
10	PERSONNEL_OFFICE_ID (POI)	Text, 4	X(4)	108 thru 111	Value = 4-position Personnel Office identifier	Required	Required if available. The identification of the Federal civilian personnel office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations. The personnel office names and codes can be found in the Personnel Office Identifier (POI) Listing (produced by the Office of Workforce Information, Office of Personnel Management). The Listing contains the agency/subelement code, the personnel office code, the name and mailing address of the personnel office, and the name, title and telephone number of the personnel office contact. To find out more about this field go the following Internet address: http://www.opm.gov/feddata/html/datasta n.htm For example, the NFC is AG90, POI 5317. This was formerly known as the submitting office number. This is required for all enrollees who are currently on an agency's rolls. Retirees and former employees who maintain coverage are **not required** to have Agency and POI, and in those cases, pad this field with spaces.

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#	NAME	TYPE/ SIZE	COBOL	POSITIONS	VALUE, FORMAT, NOTES	REQUIRED	DEFINITION
11	ENROLLMENT_ EFFECTIVE_DATE	Date, 8	X(8)	112 thru 119	Value = Date of current enrollment Format = YYYYMMDD	Optional	If provided, this should be the original date the enrollee was covered under his/her current enrollment code. It is not the date of a change of premium or the date the enrollee transferred in from a different payroll office.
12	DECEASED_ANNUITANT_SSN	Number, 9	X(9)	120 thru 128	Value = Annuitant Alternate SSN	Optional	This field is available to record the annuitant's SSN if the coverage has been transferred from a deceased annuitant to his/her survivor. This field is optional and can be populated if both the annuitant SSN and survivor SSN are known. If your system has only one SSN for an enrollee, then put that SSN in the Enrollee_SSN field - do not put anything in this field. (NOTE: It is understood that some systems have both the survivor's SSN and the original annuitant's SSN but don't know which field is which. In that case, populate both the Enrollee SSN field and the Deceased Annuitant SSN field as best you can.)

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#	NAME	TYPE/ SIZE	COBOL	POSITIONS	VALUE, FORMAT, NOTES	REQUIRED	DEFINITION
13	PSEUDO_SSN	Number, 9	X(9)	129 thru 137	Format = Left justify, pad with trailing spaces	Optional	Some enrollees do not want to reveal their SSN for privacy reasons. This field contains a made-up number that the enrollee has given to the payroll office to be used in place of their real SSN. This field is optional and can be populated if both the enrollee SSN and pseudo SSN are known. If your system has only one SSN for an enrollee and you don't know whether that SSN is real or a pseudo, then put that SSN in the Enrollee SSN field - do not put anything in this field.
14	OTHER_PAYROLL_ OFFICE_ENROLLEE_ ID	Text, 15	X(15)	138 thru 152	Format = Left justify, pad with trailing spaces	Optional	This is an identifier used by the payroll office to uniquely identify an enrollee. For example, OPM has a CSA or CSF number. If you have this number, then you should provide it to CLER. In the case where the enrollment record has no Enrollee_SSN, Deceased_Annuitant_SSN, or Pseudo_SSN, then CLER can only match successfully when there is a value in the Other_Payroll_Office_Enrollee_ID field.
15	OTHER_CARRIER_ ENROLLEE_ID	Text, 15	X(15)	153 thru 167	Format = Left justify, pad with trailing spaces	Optional	This is an identifier used by the carrier to uniquely identify an enrollee. For example, some carriers assign their enrollees a unique membership number.

#	NAME	TYPE/ SIZE	COBOL	POSITIONS	VALUE, FORMAT, NOTES	REQUIRED	DEFINITION
16	EMPLOYEE/ANNUITANT_IND	Text, 1	X(1)	168	*Values =* *"R" for Regular* *"I" for Interim Pay* *"S" for Suspended*	Optional Default	Indicates the Employee/Annuitant indicator Note: This field defaults to "R" if it is left blank or is populated with a value other than "R", "I", or "S".
17	SUBMITTER_USE_1	Text, 19	X(19)	169 thru 187	This is a free-form field for use by the organization creating the enrollment file.	Optional	There are no restrictions or requirements regarding the contents of this field.
18	SUBMITTER_USE_2	Text, 20	X(20)	188 thru 207	This is a free-form field for use by the organization creating the enrollment file.	Optional	There are no restrictions or requirements regarding the contents of this field.
19	SUBMITTER_USE_3	Text, 20	X(20)	208 thru 227	This is a free-form field for use by the organization creating the enrollment file.	Optional	There are no restrictions or requirements regarding the contents of this field.

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#	NAME	TYPE/ SIZE	COBOL	POSITIONS	VALUE, FORMAT, NOTES	REQUIRED	DEFINITION
20	DEB_CRED_IND	Text, 01	X(01)	228	Value = 'C' when the AMOUNT field is negative. Otherwise, this field should contain a space.	Conditional	This is an indicator to identify the AMOUNT in Field 5 as a negative or positive number. If the number in the AMOUNT field is negative, populate the DEB_CRED_IND field with a 'C'. Subtract this negative amount when calculating the TOTAL_AMOUNT in the FOOTER record.
21	FILLER	Text, 12	X(12)	229 thru 240	Value = Pad with spaces Note: Reserved for future use	Required	
TOTAL		240 Bytes	240 Columns				

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