Kentucky Retirement Systems

Strategic Technology Advancements for the Retirement of Tomorrow

Member ID Download File Format
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Version 1.0

TABLE OF CONTENTS

1. START – MEMBER ID DOWNLOAD 3

OVERALL RULES RELATING TO THE FILE FORMAT 8

2. FILE FORMAT 9

HEADER RECORD FORMAT (FIXED LENGTH) 9

DETAIL RECORD FORMAT (FIXED LENGTH) 10

TRAILER RECORD FORMAT (FIXED LENGTH) 12

1. START – Member ID Download

Downloading for Member ID

The Download Member ID Module from Employer Self Service (ESS) allows employers to view and download the Member IDs of their employees. The Member ID field is required on the employer reporting file layout. In order for the employers to receive this data (to report their employees correctly), the employer will use this module to receive the Member ID data from KRS.

Please note that information included in the Member ID download file is sensitive and not for distribution to outside entities.

The ESS – Download Member ID module will allow for:

1. Query and View a list of Member IDs: This option will allow employers to view a list of the Member ID(s) based on the SSN criteria entered.
2. Create and Download a file of Member IDs: Based on the result set of the query, the employer may create and download a file of the Member ID(s).

It is the employer's responsibility to obtain the Member IDs of new employees and report those Member IDs accurately on each Monthly Report. KRS suggests the following for downloading the Member ID and processing it into the employer's system:

Just prior to the submission of the monthly Employer Report, log into ESS and use the Member ID module to produce a list of the new Member IDs (for the previous month's Employer Report new hires). By waiting until just prior to submitting the current Employer Report, the employer will be retrieving the most up to date list of Member IDs. For example:

Employer 0001 submits their 09/2009 Employer Report containing the following new records:

SSN	First Name	Middle Name	Last Name	Suffix	Report Period	Posting Month	Member ID
000-00-0001	JOHN		SMITH		09/2009	09/01/2009	
000-00-0002	JANE		SMITH		09/2009	09/01/2009	

One day before employer 0001 submits their 10/2009 Employer Report, the employer logs into ESS – Download Member ID, and retrieves the Member IDs of the new hires:

10/30/2009 Member ID Query Results								
Employer	SSN	Member ID	First Name	Middle Name	Last Name	Suffix	Contribution Group Category	Part Date
0001	000-00-0001	000000001	JOHN		SMITH		Health Insurance	71/2009
0001	000-00-0002	000000002	JANE		SMITH		Health Insurance	7/1/2009

Based on the data retrieved, employer 0001 would report those Member IDs on the 10/2009 Employer Report.

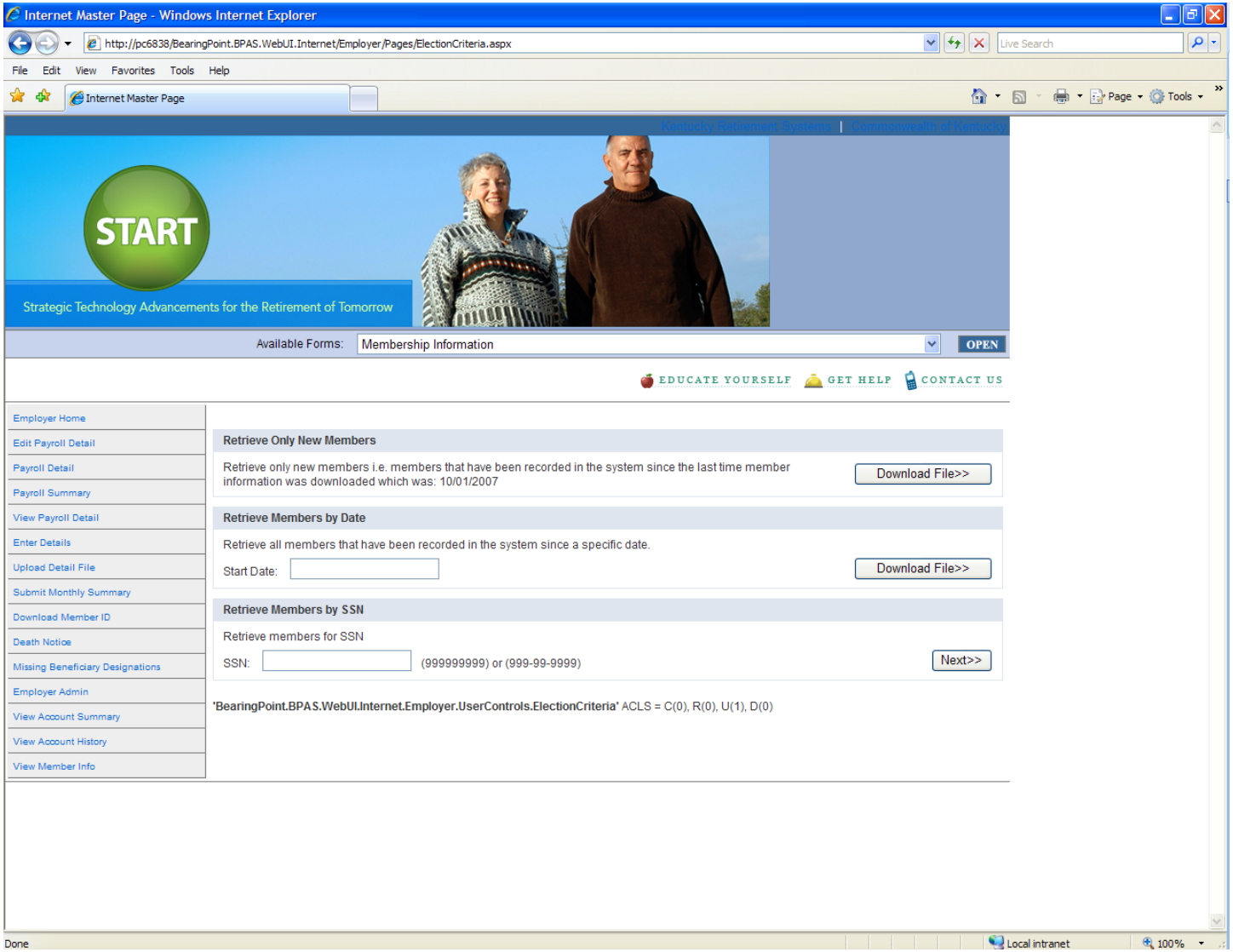
Note: Employers who use the ESS – Enter Report module to 'key' their monthly contribution data are not required to use this module because the Member ID will automatically be populated for the member on the subsequent Employer Report.

Downloading for Contribution Group Category

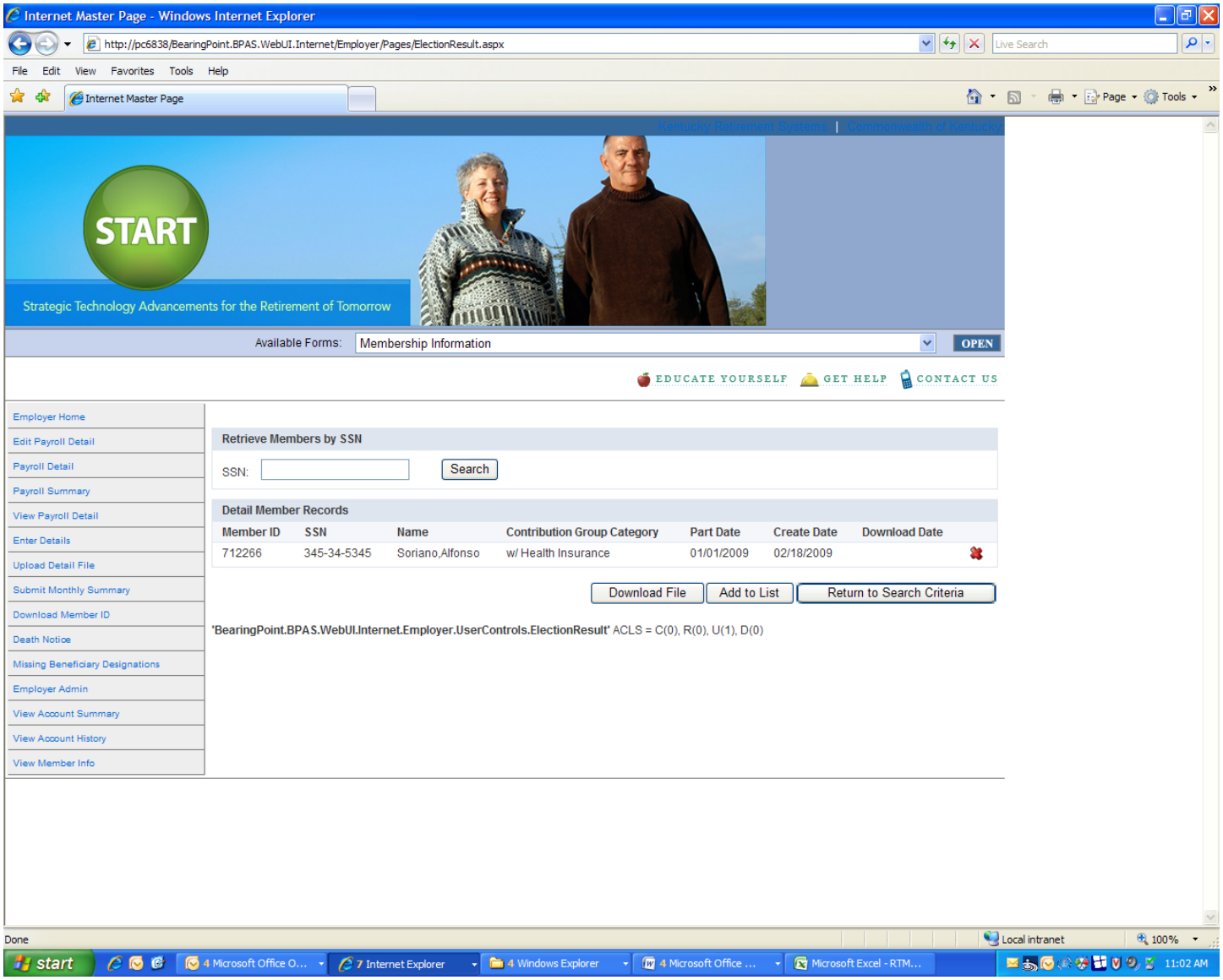
The Download Member ID Module from Employer Self Service (ESS) also allows employers to view and download Contribution Group Category information for their employees. The Contribution Group Category will aide employers in identifying the Contribution Group in which a new member should be reported. The Contribution Group is a required field on the employer reporting file layout and is used to determine applicable contribution rates. Employers will also use this information during initial payroll set to ensure that correct contribution rates are withheld from the member's paycheck. When retrieving the contribution group category for a new member, the Retrieve by SSN search option should be used.

Users will access the Member ID Download file via the Member ID Download link on the ESS website. Below are the screens that will be seen in the Member ID Download module:

Employers can choose to download the file based on new members since the last download, based on all members added since a particular date, or by SSN.



Employers that choose to download by SSN can build a list of SSNs to retrieve.



The following pages contain technical format and data requirements on:

- Overall rules relating to the file format
- The fixed length file format
    - The Header Record Format
    - The Detail Record Format
    - The Trailer Record Format

Overall Rules Relating to the File Format

1. Member ID records will be written sequentially. They will be written in the following order: Header Record, then the Detail Record(s) followed by the Trailer Record.
2. The detail records on the file will be created based on the result set of the query (from ESS – Download Member ID).

Report Header Record

Detail Transaction Record

Detail Transaction Record

If you have any questions regarding this document, please email startemployerhelp@kyret.com

2. File Format

Following are some rules relating to the file format.

- Numeric fields such as the Member ID must be zero filled, right justified. For example, if the Member ID is '123' then '000000123' would appear in the Member ID field.
- Alphanumeric Text fields, such as First Name, Last Name, Primary Address, etc. will be left justified, and right filled with spaces.

Header Record Format (Fixed Length)

The following table contains the record format for a Header Record. It is a summary of the detail transaction data. This record will identify the employer and creation date of the file.

Field Name	Optional / Conditional / Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Record Type	Required	001	001	1	Field designating this as a header, detail or footer record	Alphanumeric **H** = header record	
Employer Code	Required	002	006	5	A unique system number identifying employer	Numeric, Right justified, left filled with zeros	
File Name	Required	007	023	17	Name of File.	Alphanumeric, Left justified.	
Creation Date	Required	024	031	8	Date the file was created (downloaded).	Date, Left justified, 'CCYYMMDD'	▪ The format of the field will be 'CCYYMMDD'

Detail Record Format (Fixed Length)

The table below contains the record format of the detail records on the Download Member ID file. These detail records follow the header record in the file layout.

Field Name	Optional / Conditional / Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Record Type	Required	001	001	1	Field designating this as a header, detail or footer record	Alphanumeric **D =** Detail Record	
Employer Code	Required	002	006	5	A unique system number identifying employer	Numeric, Right justified, left filled with zeros	
SSN	Required	007	015	9	SSN of the member.	Numeric, Right justified, '-' not included	
Member ID	Required	016	024	9	Member ID of the Member	Numeric, Right justified, Left filled with zeros	
First Name	Required	025	074	50	First name of the member	Alphanumeric, Left justified, Right filled with spaces	
Middle Name	Optional	075	124	50	Middle name of member	Alphanumeric, Left justified, Right filled with spaces	
Last Name	Required	125	174	50	Last name of the member	Alphanumeric, Left justified, Right filled with spaces	

Field Name	Optional / Conditional / Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Suffix Code	Optional	175	184	10	Suffix of the member	Alphanumeric, Left justified, Right filled with spaces **II** = The Second **III** = The Third **IV** =The Fourth	
Contribution Group Category	Optional	185	194	10	Type of contribution group in which the member participates.	Alphanumeric, Left justified, Right filled with spaces **WITHHIC** = With Health Insurance Contributions **WOUTHIC** = Without Health Insurance Contributions **RETREMP** = Retired Re-Employed	This field is not reported in the Employer's detail file. However it is used to determine the contribution group for the member.
Part Date	Optional	195	202	8	The member's earliest participation date.	Date, Left justified, 'CCYYMMDD'	This field is not reported in the Employer's detail file. However it is used to determine the contribution group for the member.

Trailer Record Format (Fixed Length)

The following table contains the record format for a Trailer Record. The Trailer Record follows the Detail records in the file. The trailer record will provide a means for an employer to verify the accuracy and integrity of the detail transactions in the file.

Field Name	Optional / Conditional / Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Record Type	Required	001	001	1	Field designating this as a header, detail or footer record	Alphanumeric **F** = Footer Record	
Employer Code	Required	002	006	5	A unique system number identifying employer	Numeric, Right justified, left filled with zeros	
Record Count	Required	007	016	10	Total number of detail records on the file.	Numeric, Right justified, left filled with zeros	