Non-State Agencies Remittance Advice File/Process

From : Non-state agencies
To: TH
Type: Fixed length
File Name: AgencyID_remittance_advice_yyyymmdd.txt
Location: Will be uploaded via the Employer Portal Data Collection menu
Description: Bi-Weekly or Semi-Monthly non-state agency remittance advice file

Note: For data collection, the file must be in CSV (comma-delimited) format. Each field must be separated by a comma and appear in the same order as the fixed-length file format. All fields must be included in the file, even if they contain no data. To represent empty fields, use consecutive commas (,,) with no space between them. For example, in the sequence `field1,field2,,field4`, the third field is empty and properly represented by the double comma between field2 and field4.

Field	Length	Start position	(For delimited file) Column	Type	Sample Data
Employee ID	10	1	1	String	
Employee Name	36	11	2	String	Last Name, First Name Middle Initial (ex. Doe, John M)
Filler	5	47	3	String	
Type Code	3	52	4	String	Invoice type code (Ex. 380, 930, 932, 935 etc., depending on the item type; see chart below)
Amount	12	55	5	Decimal(10,2)	Includes one byte for sign, if negative
Item Description	32	67	6	String	Optional Ex. PEIA Optional Life Ins., PEIA Health Insurance)
Payment Date	8	99	7	Date	MMDDYYYY
Agency ID	9	107	8	String	Ex. 802824810
Adjustment Date	8	116	9	String	Optional; only needed if Amount is negative Format: MMDDYYYY
SSN	11	124	10	String	XXX-XX-XXXX format
FEIN	11	135	11	String	Optional Ex.556000842
Payment Choice	10	146	12	String	A – One-time ACH L – Lockbox IE - IET
Document Number	20	156	13	String	Optional; only needed if Amount is negative or Payment Choice is I (IET) and has been processed.

Each employee might have multiple entries depending on how many premiums they subscribe to. The following types of premiums will be contained in these transactions:

1. Employer Health
2. Employee Health
3. Employee Basic Life
4. Employee Supplemental Life
5. Employee Dependent Life
6. Retiree Subsidy/Pay Go
7. Retiree Leave Conversion Basic Life (Employer Portion)
8. Retiree Leave Conversion Health (Employer Portion)
9. Medicare (Non-State Non-Participating only)
10. Non-Medicare Medical (Non-State Non-Participating only)

Type Code	Description
218	RETIREE SUBSIDY PAY GO
380	HEALTH PREMIUM EMPLOYEE
381	OPTIONAL LIFE
395	HEALTH PREMIUM EMPLOYEE
396	OPTIONAL LIFE
601	HEALTH PREMIUM EMPLOYEE
608	HEALTH PREMIUM EMPLOYEE
615	OPTIONAL LIFE
617	DEPENDENT OPTIONAL LIFE
619	OPTIONAL LIFE
930	HEALTH PREMIUM EMPLOYER
932	RETIREE SUBSIDY PAY GO
935	BASIC LIFE
965	RETIREE LEAVE CONVERSION BASIC LIFE
966	RETIREE LEAVE CONVERSION HEALTH EMPLOYER
967	MEDICARE
968	NON-MEDICARE MEDICAL

Data should arrive in a row format so there will be multiple rows for each policyholder. Occasionally, agencies will need to provide adjustments to a policyholder to return money. When this happens, they should record the transaction as a negative amount in the data file, along with an adjustment date and the Document Number of the original payroll deduction. TH will create positive adjustments in the system in these instances.