Non-State Agencies Remittance Advice File/Process

From : Non-State Agencies (including Marshall and WVU)
To: TH
Type: comma-delimited (.csv)
File Name: AgencyID_remittance_advice_yyyymmdd.csv
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	Column	Type	Sample Data
Employee Id	1	String	Optional
Employee Name	2	String	Last Name, First Name Middle Initial (ex. Doe John M)
Filler	3	String	
Type Code	4	String	OASIS type code (Ex. 380, 930, 932, 935 etc., depending on the item type; see chart below). Note: Agencies can use either 381 or 396, 601 or 608.
Amount	5	Decimal(10,2)	Includes one byte for sign, if negative
Item Description	6	String	Optional Ex. PRE-TAX HEALTH PREMIUM EMPLOYEE (See Type Code table below for descriptions)
Payment Date	7	Date	MMDDYYYY
Agency ID	8	String	Ex. 802824810
Adjustment Date	9	String	Optional; only needed if Amount is negative Format: MMDDYYYY
SSN	10	String	XXX-XX-XXXX format
FEIN	11	String	Optional Ex.556000842
Payment Choice	12	String	A – One-time ACH L – Lockbox IE - IET

Document Number	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
380	PRE-TAX HEALTH PREMIUM EMPLOYEE
381	PRE-TAX OPTIONAL LIFE
396	PRE-TAX OPTIONAL LIFE
601	POST-TAX HEALTH PREMIUM EMPLOYEE
608	POST-TAX HEALTH PREMIUM EMPLOYEE
615	POST-TAX OPTIONAL LIFE
617	POST-TAX DEPENDENT 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.