

District Census Data File Requirements

In order to use our system you will need to format your census (CNS) data file as follows:

Excel worksheet saved as CSV (comma separated values) file or
Generic CSV file (automated batch output)

Field	Length	Data Type	Required	Comments
Sdistrict	30	Alphanumeric	Yes	The name of the Employer. (School district) Info purposes only.
EMPEIN	30	Alphanumeric	Yes	Employer's identification number. Info purposes only.
PLANID	30	Alphanumeric	No	Unique Plan ID assigned when Plan is setup on the website. This Plan ID will be communicated to the Employer to be included within their import file.
Ssn	9	Numeric	Yes	The Employee Social Security Number is the identifier of each participant within the Sponsor's plan.
EMPNUM	9	Numeric	No	The unique Employee Number (if assigned) to this individual. If available please provide.
Fname	20	Text	Yes	The Employee's first name, this will be used to identify the employee and will be displayed when the participant logs into the website.
MNAME	20	Text		The Employee's middle initial or name, this will be used to identify the employee and will be displayed when the participant logs into the website. Middle name or initial is not required.
Lname	20	Text	Yes	The Employee's last name, this will be used to identify the employee and will be displayed when the participant logs into the website.
Address	30	Alphanumeric	Yes	This will be used for contact purposes only. Also to identify the employee and will be displayed when the participant logs in to the website.
Address 2	30	Alphanumeric	Yes	This will be used for contact purposes only. Also to identify the employee and will be displayed when the participant logs in to the website.
City	30	Text	Yes	This will be used for contact purposes only. Also to identify the employee and will be displayed when the participant logs in to the website.
State	2	Text	Yes	This will be used for contact purposes only. Also to identify the employee and will be displayed when the participant logs in to the website.
Zip Code	9	Numeric	Yes	This will be used for contact purposes only. Also to identify the employee and will be displayed when the participant logs in to the website.
Fstatep	30	Text	Yes	If Applicable – please provide
Country	30	Text	Yes	If Applicable – please provide
Gender	1	Text	Yes	M = Male F = Female
Dob	8	Numeric Format: MMDDYYYY	Yes	This will be used to identify the employee and will be displayed when the participant logs in to the website.
Hphone	10	Numeric	Yes	This will be used for contact purposes only. Also to identify the employee and will be displayed when the

				participant logs in to the website.
Ophone	10	Numeric	Yes	This will be used for contact purposes only. Also to identify the employee and will be displayed when the participant logs in to the website.
Ophonext	10	Numeric	Yes	This will be used for contact purposes only
Othrphone	10	Numeric	Yes	This will be used for contact purposes only.
Status	1	Text	Yes	I = Ineligible X = Eligible NOT Participating A = Eligible Participating Identifies the Participant's status within the Plan
Statusst	1	Text	Yes	If Plan Status = I: Blank = Default Q = QDRO Recipient If Plan Status = A: Blank = Default C = QDRO Court action pending
Pstatdate	8	Numeric Format: MMDDYYYY	Yes	The effective date of the Plan Status and Status Sub Type provided into the previous fields.
Empstat	1	Text	Yes	Identifies the Participant's Employment Status. The following options are available: H = Hired (Employment Sub Type Required) D = Deceased P = Disabled R = Retired (Employment Sub Type Required) T = Terminated L = Leave of Absence
Empstatst	1	Text	Yes	If Employment Status = H: O = Original (default) R = Rehired If Employment Status = R: N = Normal (default) E = Early P = Postponed If Employment Status = L: A = Approved – Paid (default) U = Approved – Unpaid F = Family Medical leave Act M = Military
Empstatdate	8	Numeric Format MMDDYYYY	Yes	Date which the Employment Status or Employment Status Sub Type was effective.
Hiredate	8	Numeric Format MMDDYYYY	Yes	Date the person was originally hired by the Plan Sponsor.
PEDate	8	Numeric Format MMDDYYYY	Yes	Date on which the employee is eligible to participate in the plan.
CURCONT	1	Text	Yes	Y = Contributing N = Not Contributing
Cursal	11	Numeric (decimal assumed)	Yes	Annual Salary amount (ie 5000000 = 50,000.00)
Vested	1	Text	Yes	N = Not vested Y = Vested

Common Remitter File Requirements

In order to use our system you will need to format your common remitting (CR) data file as follows:

Excel worksheet saved as CSV (comma separated values) file or
Generic CSV file (automated batch output)

Provide ALL of the following data elements for each participant:

Social Security Number (SSN)

Participant first name, Middle initial, Last name

Money source (e.g., EE – employee, ER – employer, Other)

Allocation amount (entered as assumed decimal 5000 = 50.00)

Fund company provider name

Plan type (403 or 457)

Last deduction date (entered as 2 digit month 2 digit date 2 digit year)

The following is a sample CR file format (with header names) to help you and your programming team.

Sample Remitting File								
Ssn	Fname	Mname	Lname	Source	Lastdep	Fundname	accType	Depdate
123456789	Jane	B	Doe	EE	5000	Franklin	403	2112009
789456123	John	Q	Public	ER	10000	Van Kampen	457	2112009

Common Remitter Company Codes

The following is a sample Company Code file (CCO) format (with header). Must be sent upon addition or change,

Sample Company Codes File	
CompanyCode	CompanyAddress
VAN	Van Kampen 11023 Any St. Anytown, State Zip Acc# etc.

If you have further questions please call GLP Strategic Administrative Group Services Team at 877-GLP-WINS.

Here is a sample of a CR file being saved in Excel

The image shows a Microsoft Excel window titled "Microsoft Excel - FIT-020609-cr.csv". The spreadsheet contains data with columns labeled Ssn, Fname, Mname, Lname, Source, Lastdep, Fundname, accType, and Depdate. A "Save As" dialog box is open, showing the Desktop as the save location. The file name is "FIT-020609-cr.csv" and the save as type is "CSV (Comma delimited) (*.csv)". The dialog box lists various files and folders on the Desktop, including "My Documents", "My Computer", "My Network Places", and "uploaded dist files". The file name field contains "FIT-020609-cr.csv" and the save as type dropdown is set to "CSV (Comma delimited) (*.csv)".

	A	B	C	D	E	F	G	H	I	J	K
1	Ssn	Fname	Mname	Lname	Source	Lastdep	Fundname	accType	Depdate		
2	363075170	JOHN	Z	ADAMUS	CC	5000	EN	403	2062009		
3								403	2062009		
4								403	2062009		
5								403	2062009		
6								403	2062009		
7								403	2062009		
8								403	2062009		
9								403	2062009		
10								403	2062009		
11								403	2062009		
12								403	2062009		
13								403	2062009		
14								457	2062009		
15								403	2062009		
16								457	2062009		
17								403	2062009		
18								403	2062009		
19								403	2062009		
20								403	2062009		
21								403	2062009		
22								403	2062009		
23								403	2062009		
24								403	2062009		
25								000	ME		
26								000	PA		
27								000	FR		
28								000	ER		
29								000	VF		