

**PPS Requirements
Carrier File Changes – Foreign Addresses
SR80597**

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Background

Modifications to the carrier file process are being requested to support foreign addresses. At this time, no provisions are available to provide medical, dental, vision or legal carriers with the full mailing address when the employee lives out of the country.

Health & Welfare Service Request 80597 will provide the same functionality for annuitants.

Requirements

The intent of this project is to minimize the required changes so that there is little impact to the Payroll/Personnel System, the National Laboratories payroll systems, our third party vendors who create the ANSI formatted files and the carriers.

1. When the Foreign Flag (EDB 0291) = "F"
 - a. Store the characters "XX" in the State field (Cols 150-151) in Record Type = '1'
 - b. Store blanks in the Zip Code (Cols 152 – 160)
 - c. Create a Record Type = "04" to store (see Attachment A for file layout)
 - i. Province (EDB 1120)
 - ii. Country (EDB 1118)
 - iii. Foreign Postal Code (EDB 1119)
2. There are NO changes when the Foreign Flag is not "F".

The expanded file will be used for Open Enrollment reporting, the monthly PPS560 process and the weekly carrier files.

ATTACHMENT A

PPS Carrier File layout

PPS Carrier File Header Record

POSITIONS	FIELD DESCRIPTION	COMMENTS
1 - 2	Record Type	Low Values
3 - 4	Plan Code	Low Values
5 - 24	Location	Alphanumeric Location Name
25 - 26	Filler	Value is spaces
27 - 34	File creation date	MMDDCCYY format
35 - 36	Filler	Value is spaces
37 - 42	Reporting Period	CCYYMM format, where 'CCYYMM' indicates the year and month.
43 - 266	Filler	Value is spaces
267 - 269	Reserved for Annuitant file (Source Codes)	Value is spaces
270 - 271	Location Code	2-digit numeric code identifying the location of the campus/lab
272 - 273	Sort Key	Low Values

Carrier File Employee Data Record

Positions	Field Description	Comments
1 - 2	Record Type	Value: 01
3 - 4	Plan Code	2 character code indicating the carrier
5 - 13	Employee ID	
14 - 22	Employee SSN	(EDB0111)
23 - 52	Employee Name	(EDB0105)
53 - 56	Employee Name Suffix	(EDB0106)
57 - 64	Employee Date of Birth	(EDB0107) CCYYMMDD format
65	Employee Sex Code	(EDB0108)
66	Employment Status Code	(EDB0144)
67 - 68	Separation Reason Code	(EDB0141)
69 - 98	Address Permanent Line One	(EDB0204)
99 - 128	Address Permanent Line Two	(EDB0205)
129 - 149	Address Permanent City	(EDB0206)
150 - 151	Address Permanent State	(EDB0207) or "XX" when Foreign Address (EDB 0291) = "F"
152 - 160	Address Permanent ZIP	(EDB0208)
161 - 163	Coverage Code	Medical: (EDB0293) Dental: (EDB0273)

Positions	Field Description	Comments
164 - 170	Premium Amount Due	9(5)V99 Calculated , based on coverage level and enrollment status
171 - 172	Deduction Pay Schedule Code	(EDB0152)
173	Medical Insurance Deenrollment Indicator	(EDB0158)
174 - 181	Most Recent Hire Date	(EDB0113) CCYYMMDD format
182 - 189	Separation Date	(EDB0140) CCYYMMDD format
190	Academic Status Indicator	Determined in program
191	Employee Relations Code	(EDB0160)
192 - 193	Employee Unit Code	(EDB0255)
194	Employee Special Handling Code	(EDB0256)
195	Employee Distribution Unit Code	(EDB0257)
196	Employee Representation Code	(EDB0295)
197 - 204	Plan Coverage Effective Date	Medical: (EDB0294) Dental: (EDB0274) CCYYMMDD format
205 - 212	Employee Coverage Effective Date	Medical: (EDB0454) Dental: (EDB0455) CCYYMMDD format
213 - 238	Provider PCP/PMG	Medical: (EDB0653) Dental: (EDB0654)
239 - 248	Employee phone number provided through IVR/WEB	
249	Employee Current Patient Flag provided through IVR/WEB	
250 - 257	Plan Coverage End Date	CCYYMMDD
258 – 259	Filler	Value is spaces
260 - 269	Reserved for Annuitant file (Retirement Eligibility Indicator, Control Fields, Source Code	Value is spaces

Positions	Field Description	Comments
270 – 271	Location Code	2-digit numeric code identifying the location of the campus/lab
272 - 273	Sort Key	

Carrier File Dependent Data Record (No Changes)

Position	Field description	Comments
1 - 2	Record type	Value: 02
3 - 4	Plan Code	(Same as employee record)
5 - 13	Employee ID	(Same as employee record)
14 - 22	Employee SSN	(EDB0111)
23 - 24	Dependent Number	(EDB0632)
25 - 50	Dependent Name	(EDB0633)
51 - 58	Dependent Date of Birth	(EDB0634) CCYYMMDD format
59	Dependent Sex Code	(EDB0637)
60 - 68	Dependent SSN	(EDB0636)
69	Dependent Relationship to Employee	(EDB0635)
70	Dependent Deenrollment Control Indicator	(EDB0638)
71 - 78	Dependent Coverage Effective Date	Medical: (EDB0639) Dental: (EDB0640) CCYYMMDD format
79 – 104	Dependent PCP/PMG provided through IVR/WEB	
105	Dependent Current Patient Flag provided through IVR/WEB	
106 – 113	Dependent Coverage End Date	(EDB) CCYYMMDD format
114 - 260	Filler	Value is spaces
261 - 269	Reserved for Annuitant file (Source Code, Control Fields)	Value is spaces
270 – 271	Location Code	2-digit numeric code identifying the location of the campus/lab
72 - 273	Sort Key	

Carrier File Foreign Address Record

Position	Field description	Comments
1 - 2	Record type	Value: 04
3 - 4	Plan Code	(Same as employee record)
5 - 13	Employee ID	(Same as employee record)
14 - 22	Employee SSN	(EDB0111)
23 - 42	Province	(EDB1120)
43 - 72	Country	(EDB1119)
73 - 82	Foreign Postal Code	(EDB1118)
82 - 269	Filler	Spaces
270 - 271	Location Code	2-digit numeric code identifying the location of the campus/lab
272 - 273	Sort Key	

Carrier File Trailer Record

Position	Field Description	Comments
1 - 2	Record Type	High Values
3 - 4	Plan Code	High Values
5 - 13	Record Count	Number of detail (01 through 04) records on the file, excluding header and trailer records.
14 - 246	Filler	Value is spaces
247 - 259	Total Premium Amount	9(11)V99
260	Sign for Amount	+ is positive or zero - if negative
261 - 269	Reserved for Annuitant (Source code, filler, internal record code)	Value is spaces
270 - 271	Location Code	2-digit numeric code identifying the location of the campus/lab
272 - 273	Sort Key	High Values

* The total record is the final record in the carrier file