

**PPS Carrier Enrollment File Record Layout (PPP560)
As of Release 1863 – 06/04/09**

Header Record

Position	Length/ Format	Field Description	Data Element #	Comments
1 – 2	2	Record Type		Low Values
3 – 4	2	Plan Code		Low Values
5 – 24	20	Location		Alphanumeric Location Name
25 – 26	2	Filler		Value is spaces
27 – 34	8 mmddccyy	File creation date		
35 – 36	2	Filler		Value is spaces
37 – 42	6 ccyy mm	Reporting Period		
43 – 266	224	Filler		Value is spaces
267-269	2	Reserved for Membership (Source Codes)		Value is spaces
270-271	2	Location Code		Campus Location Code
273	1	Sort Key		Low Values

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Employee Data Record

Position	Length/ Format	Field Description	Data Element #	Comments
1 – 2	2	Record Type		Value: 01
3 – 4	2	Plan Code		2 character code indicating the carrier
5 – 13	9	Employee ID		
14 – 22	9	Employee SSN	EDB0111	
23 – 52	30	Employee Name	EDB0105	
53 – 56	4	Employee Name Suffix		
57 - 64	8 ccyyymmdd	Employee Date of Birth	EDB0107	
65	1	Employee Sex Code	EDB0108	
66	1	Employment Status Code	EDB0144	
67 – 68	2	Separation Reason Code	EDB0141	
69 - 98	30	Address Permanent Line One	EDB0204	
99 – 128	30	Address Permanent Line Two	EDB0205	
129-149	21	Address Permanent City	EDB0206	
150-151	2	Address Permanent State	EDB0207	(EDB0207) or "XX" when Foreign Address Indicator (EDB 0291) = "F" ¹
152-160	9	Address Permanent ZIP	EDB0208	Blank when FAD is 'F'
161-163	3	Coverage Code	EDB0293 EDB0273 EDB0348 EDB0354	Medical Dental Vision Legal
164-170	7 9(5)V99	Premium Amount Due		Calculated, based on coverage level
171-172	2	Deduction Pay Schedule Code	EDB0152	
173	1	Medical Insurance Deenrollment Indicator	EDB0158	
174-181	8 ccyyymmdd	Most Recent Hire Date	EDB0113	
182-189	8 ccyyymmdd	Separation Date	EDB0140	
190	1	Academic Status Indicator		See footnote ²
191	1	Employee Relations Code	EDB0160	
192-193	2	Employee Unit Code	EDB0255	
194	1	Employee Special Handling Code	EDB0256	
195	1	Employee Distribution	EDB0257	

¹ See Type '04' Foreign Address Record Layout.

² '0' – Not an Academic title
'1' – Non-Senate Academic title
'2' – Academic Senate title

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Employee Data Record

Position	Length/ Format	Field Description	Data Element #	Comments
		Unit Code		
196	1	Employee Representation Code	EDB0295	
197-204	8 ccyymmdd	Plan Coverage Effective Date	EDB0294 EDB0274 EDB0349 EDB0355	Medical Dental Vision Legal
205-212	8 ccyymmdd	Employee Coverage Effective Date	EDB0454 EDB0455 EDB0456 EDB0457	Medical Dental Vision Legal
213-214	2	Employee Medical Plan	EDB0292	Medical Plan information for VSP
215-238	24	Provider PCP/PMG provided through Web/YBO		* Two bytes removed from PCP/PMG to allow for the addition of Medical Plan Code Information
239-248	10	Employee phone number provided through Web/YBO		
249	1	Employee Current Patient Flag provided through Web/YBO		
250-257	8 ccyymmdd	Plan Coverage End Date	EDB0300 EDB0271 EDB0346 EDB0380	Medical Dental Vision Legal
258	1	Location Indicator		From the Home Department Table
259	1	Filler		Value is spaces
260-269	10	Reserved for Membership (Control Fields, Retirement Eligibility Indicator, Source Code)		
270-271	2	Location Code		2-digit numeric code identifying the location of the campus/lab
272-273	2	Sort Key		

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Dependent Data Record

Position	Length/ Format	Field Description	Data Element #	Comments
1 – 2	2	Record type		Value: 02
3 – 4	2	Plan Code		(Same as employee record)
5 – 13	9	Employee ID		(Same as employee record)
14 – 22	9	Employee SSN	EDB0111	
23 – 24	2	Dependent Number	EDB0632	
25 – 50	26	Dependent Name	EDB0633	
51 – 58	8 ccyymmdd	Dependent Date of Birth	EDB0634	
59	1	Dependent Sex Code	EDB0637	
60 – 68	9	Dependent SSN	EDB0636	
69	1	Dependent Relationship to Employee	EDB0635	
70	1	Dependent De-enrollment Control Indicator	EDB0638	
71-78	8 ccyymmdd	Dependent Coverage Effective Date	EDB0639 EDB0640 EDB0641 EDB0642	Medical Dental Vision Legal
79-80	2	Employee Medical Plan	EDB0292	Medical Plan information for VSP
81 – 104	24	Dependent PCP/PMG provided through Web/YBO		* Two bytes removed from PCP/PMG to allow for the addition of Medical Plan Code Information
105	1	Dependent Current Patient Flag provided through Web/YBO		
106-113	8 ccyymmdd	Dependent Coverage End Date	EDB0659 EDB0656 EDB0657 EDB0658	Medical Dental Vision Legal
114-260	147	Filler		Value is spaces
261-269	9	Reserved for Membership (Source Code, Control Fields)		Value is spaces
270-271	2	Location Code		2-digit numeric code identifying the location of the campus/lab
272-273	2	Sort Key		

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Adjustment Record

Position	Length/ Format	Field Description	Data Element #	Comments
1 – 2	2	Adjustment Record Type		Value: 03
3 – 4	2	Plan Code		2 character code indicating the carrier
5 – 13	9	Employee ID		
14 – 22	9	Employee SSN	EDB0111	
23 – 30	8 ccyymmdd	Coverage Month		1 st day of coverage month
31 – 37	7 S9(5)V99	Premium Amount		Value could be positive or negative
38 – 269	232	Filler		Value is spaces
270-271	2	Location Code		2-digit numeric code identifying the location of the campus/lab
272-273	2	Sort Key		

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Foreign Address Record

Position	Length/ Format	Field Description	Data Element #	Comments
1 – 2	2	Record Type		Value: 04
3 – 4	2	Plan Code		2 character code indicating the carrier
5 – 13	9	Employee ID		
14 – 22	9	Employee SSN	EDB0111	
23 – 42	20	Province	EDB1120	
43 – 72	30	Country		Description taken from the Foreign Country Table
73 – 82	10	Foreign Postal Code	EDB1118	
83 – 269	187	Filler		Value spaces
270 – 271	2	Location Code		2-digit numeric code identifying the location of the campus/lab
272 – 273	2	Sort Key		

Note: This record is only created when the Foreign Address Indicator (EDB 0291) is 'F'. 'XX' is stored in the State field on the Employee record.

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Trailer Record

Position	Length/ Format	Field Description	Data Element #	Comments
1 – 2	2	Record Type		High Values
3 – 4	2	Plan Code		High Values
5 – 13	9	Record Count		Number of detail (01, 02 and 03) records on the file, excluding header and trailer records.
14 – 254	241	Filler		Value is spaces
255-267	13 9(11)V99	Total Premium Amount		
268	1	Sign for Amount		+ is for positive or zero - is for negative
269	1	Reserved for Membership		Values is spaces
270-271	2	Location Code		2-digit numeric code identifying the location of the campus/lab
272-273	2	Sort Key		High Values

Note: The total record is the final record in the carrier file.