

SERS Employer Services

eSERS MEMBER ENROLLMENT UPLOAD AND ENROLLMENT FILE SPECIFICATIONS GUIDE



Serving the People Who Serve Our Schools®



Introduction

This guide provides step-by-step instruction for SERS' employers on how to upload Member Enrollment files with eSERS. Files must be properly formatted according to the specifications contained in this guide in order to be uploaded correctly and accepted.

In order to be uploaded, the file must be a text file. We do not accept Word, Excel, or anything other than text files.

A text file is a computer file that only contains text and has no special formatting, such as images, bolding, or italics. For Microsoft Windows computers, text files are identified with the .txt file extension.

By following the instructions, employers also can upload multiple enrollments with a single file. Direct your technology personnel to the Enrollment File Specifications section of this guide.

They can use the specifications to properly set up your enrollment file for upload on eSERS.

If you have questions or need further assistance, please email Employer Services at employerservices@ohsers.org or call Employer Services toll-free at 877-213-0861.

Revision date 12/2016

Enrollment File Specifications

Technology personnel can use these specifications to create enrollment files for employers to upload. Remember, the file must be properly formatted as a text file and only contain text.

This is a fixed-length file, and can contain either mandatory or optional fields. These files are processed by eSERS as soon as they are uploaded.

The Enrollment File Header Record Section

This section confirms information such as the Employer ID, the ITC ID, the Contractor ID, the enrollment record count, and the date time of file generation. The Header Record begins with the code "EH." This identifies it as a Header Record.

The Enrollment Detail Record Section

This section contains the enrollment detail information about the employee. The Enrollment Detail begins with the code "ED." The section always follows the Enrollment Header section.

The Enrollment File Header Record Section:

FIELD NUMBER	START POSITION	FIELD DESCRIPTION	FIELD LENGTH	COMMENTS
1	1	Record Identifier	2	<p>This field identifies the file header.</p> <ul style="list-style-type: none"> The value must be equal to the Employer Header, EH. This field is mandatory.
2	3	Employer ID	5	<p>This field is a unique five-digit number assigned to each employer by SERS.</p> <p>This field is mandatory.</p>
3	8	ITC ID	8	<p>This field may be blank, all zeros, or have a valid ITC ID to identify the ITC submitting the information.</p> <p>This field is optional.</p>
4	16	Contractor ID	8	<p>This field may be blank, contain eight zeros, or have a valid Contractor ID to identify the contractor submitting the information.</p> <p>This field is optional.</p>
5	24	Record Count	6	<p>This field indicates the number of detail records (enrollment) present under the header.</p> <ul style="list-style-type: none"> This field must be numeric. This field is mandatory.
6	30	Unique ID	14	<p>This field has a unique identifier, i.e., datetime stamp, of the file in yyyyymmddhhmmss format. It is used to reject the file if another file with the same unique identifier is submitted to SERS.</p> <p>Hours is 24 hours layout.</p> <p>The ID should be generated based on the following information: current date with hours, minutes, and seconds, and is left-justified, e.g., 20120614010434.</p>

The Enrollment Detail Record Section:

FIELD NUMBER	START POSITION	FIELD DESCRIPTION	FIELD LENGTH	COMMENTS
1	1	Record Identifier	2	This field identifies the Enrollment Detail record. The value must be equal to 'ED'. It cannot be blank.
2	3	SSN	9	This field contains the Social Security number of the employee. <ul style="list-style-type: none"> • It must be numeric. • It cannot be blank.
3	12	Last Name	25	This field contains the last name of the employee. It cannot be blank.
4	37	First Name	25	This field contains the first name of the employee. It cannot be blank.
5	62	Middle Name	25	This field contains the middle name of the employee. It can be blank.
6	87	Name Prefix	14	This field contains the prefix for the employee's name. It can be blank. <ul style="list-style-type: none"> • Valid values are: • Ms. • Mr. • Mrs. • Dr. • Miss • Sister • Honorable • Council Person

FIELD NUMBER	START POSITION	FIELD DESCRIPTION	FIELD LENGTH	COMMENTS
7	101	Name Suffix	4	<p>This field contains the suffix for the employee's name.</p> <p>It can be blank.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> • Jr. • Sr. • I • II • III • IV • V • MD • CPA • ESQ
8	105	Employer ID	5	<p>This field contains a unique five-digit number assigned to each employer by SERS.</p> <p>It cannot be blank.</p>
9	110	Address1	50	<p>This field contains the address1 line of the employee's address.</p> <ul style="list-style-type: none"> • It can be alphanumeric. • It cannot be blank.
10	160	Address2	50	<p>This field contains the address 2 line of the employee's address.</p> <ul style="list-style-type: none"> • It can be alphanumeric. • It can be blank. <p>Example: C/O PersonName1</p>
11	210	Suite	10	<p>This field contains the suite, apartment, unit, or building of the employee's address, e.g. Apt. 123.</p> <p>It can be blank.</p>

FIELD NUMBER	START POSITION	FIELD DESCRIPTION	FIELD LENGTH	COMMENTS
12	220	City	50	<p>This field contains the city where the employee is residing.</p> <ul style="list-style-type: none"> • It can be alphabets. • It cannot be blank.
13	270	State	2	<p>This field contains a two letter state code of the employee's address.</p> <ul style="list-style-type: none"> • It must be two character alphabets. • It must follow the standard two character state code, e.g. OH or MO. • It cannot be blank.
14	272	Zip	5	<p>This field contains the ZIP code of the employee's address.</p> <ul style="list-style-type: none"> • It must be numeric, e.g. 43215. • It cannot be blank.
15	277	Zip4	4	<p>This field contains the ZIP plus 4 of the employee's address.</p> <ul style="list-style-type: none"> • It must be numeric. • It can be blank.
16	281	Date of Birth	8	<p>This field contains the Date of Birth of the employee.</p> <ul style="list-style-type: none"> • It must be numeric. • It cannot be blank. • The valid date must be in the format of YYYYMMDD. <p>Example: 19750101 – The first four digits should represent year, followed by a two-digit month, and two-digit day.</p> <p>For single digit months like January, the month value should be preceded by a 0, as in January = 01. For single digit days, the day should be preceded by a 0, such as 01.</p>

FIELD NUMBER	START POSITION	FIELD DESCRIPTION	FIELD LENGTH	COMMENTS
17	289	Gender	1	<p>This field indicates Gender of the employee.</p> <ul style="list-style-type: none"> It allows values M for Male or F for Female. <p>It cannot be blank.</p>
18	290	First Date of Service	8	<p>This field contains the Employee's First Date of Service.</p> <ul style="list-style-type: none"> It cannot be blank. It must be numeric. Valid date must be in YYYYMMDD format. <p>Example: 20090101 – The first four digits should represent the year, followed by the two-digit month, and two-digit day.</p> <p>For single digit months like January, the month value should be preceded by a 0, as in January = 01. For single digit days, the day should be preceded by a 0, such as 01.</p>
19	298	Job Classification	2	<p>This field shows the Job Classification of the employment.</p> <ul style="list-style-type: none"> It allows two-digit numbers. It cannot be blank. <p>Only the following codes are allowed:</p> <ul style="list-style-type: none"> 01 Administrative 02 Clerical/Secretarial 03 Custodial/Maintenance 04 Educational Aide 05 Food Service 06 Transportation 07 School Board Member 08 Supplemental 09 Other

FIELD NUMBER	START POSITION	FIELD DESCRIPTION	FIELD LENGTH	COMMENTS
20	300	ARP-eligible Job Classification	1	<p>This field must contain the letter N or Y. It cannot be blank.</p> <p>The indicator identifies whether the job classification is ARP eligible.</p>
21	301	Marital Status	3	<p>The field contains the Marital Status of the Member.</p> <p>It can be blank.</p> <p>Only the following codes are allowed:</p> <ul style="list-style-type: none"> • SIN - Single • MAR - Married • SEP - Separated • DIV – Divorced • WID – Widowed
22	304	Contractor ID	8	<p>This field may be blank, contain eight zeros, or have a valid Contractor ID to identify the contractor submitting the information.</p> <p>This field is optional.</p>
23	312	Phone Number	10	<p>This field contains the phone number of the Member.</p> <ul style="list-style-type: none"> • It can be blank. • Only numbers are allowed. • Must be 10 numeric digits.
24	322	Email	50	<p>This field contains the Email address of the Member.</p> <ul style="list-style-type: none"> • It can be blank. • If not blank, it must be alphanumeric and dot (.), and at (@) symbols are required.