



eSERS **ELECTRONIC MEMBER ENROLLMENT FILE DEFINITION**

Enrollment File Specifications

This file is a fixed length file, with a Header record(s) and Detail record(s). These records contain information that can either be “required” (must be present), or “optional” (might be present). The sections below define each record type, and the fields that are required or optional for the record. Allowed file extensions are .txt or .dat or .seq

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	▪ This field identifies the file header. ▪ The value must be equal to the Employer Header, EH. ▪ This field is mandatory.
2	3	Employer ID	5	▪ This field is a unique five-digit number assigned to each employer by SERS. ▪ This field is mandatory.
3	8	ITC ID	8	▪ This field may be blank, all zeros, or have a valid ITC ID to identify the ITC submitting the information. ▪ This field is optional.
4	16	Contractor ID	8	▪ This field may be blank, contain eight zeros, or have a valid Contractor ID to identify the contractor submitting the information. ▪ This field is optional.
5	24	Record Count	6	▪ This field indicates the number of detail records (enrollment) present under the header. ▪ This field must be numeric. ▪ This field is mandatory.
6	30	Unique ID	14	▪ This field has a unique identifier, i.e., datetime stamp, of the file in yyymmddhhmmss format. It is used to reject the file if another file with the same unique identifier is submitted to SERS. ▪ Hours is 24 hours layout. ▪ The ID should be generated based on the following information: current date with hours, minutes, and seconds, and is left-justified, e.g., 20120614010434.

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. ▪ 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. ▪ 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	▪ This field contains the suffix for the employee's name. ▪ It can be blank. ▪ Valid values are: ▪ Jr. ▪ Sr. ▪ I ▪ II ▪ III ▪ IV ▪ V ▪ MD ▪ CPA ▪ ESQ
8	105	Employer ID	5	▪ This field contains a unique five-digit number assigned to each employer by SERS. ▪ It cannot be blank.
9	110	Address1	50	▪ This field contains the address1 line of the employee's address. ▪ It can be alphanumeric. ▪ It cannot be blank.
10	160	Address2	50	▪ This field contains the address 2 line of the employee's address. ▪ It can be alphanumeric. ▪ It can be blank. ▪ Example: C/O PersonName1
11	210	Suite	10	▪ This field contains the suite, apartment, unit, or building of the employee's address, e.g. Apt. 123. ▪ It can be blank.
12	220	City	50	▪ This field contains the city where the employee is residing. ▪ It can be alphabets. ▪ It cannot be blank.

FIELD NUMBER	START POSITION	FIELD DESCRIPTION	FIELD LENGTH	COMMENTS
13	270	State	2	▪ This field contains a two letter state code of the employee's address. ▪ 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	▪ This field contains the ZIP code of the employee's address. ▪ It must be numeric, e.g. 43215. ▪ It cannot be blank.
15	277	Zip4	4	▪ This field contains the ZIP plus 4 of the employee's address. ▪ It must be numeric. ▪ It can be blank.
16	281	Date of Birth	8	▪ This field contains the Date of Birth of the employee. ▪ It must be numeric. ▪ It cannot be blank. ▪ The valid date must be in the format of YYYYMMDD. ▪ Example: 19750101 – The first four digits should represent year, followed by a two- digit month, and two-digit day. ▪ 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.
17	289	Gender	1	▪ This field indicates Gender of the employee. ▪ It allows values M for Male or F for Female. ▪ It cannot be blank.

FIELD NUMBER	START POSITION	FIELD DESCRIPTION	FIELD LENGTH	COMMENTS
18	290	First Date of Service	8	▪ This field contains the Employee's First Date of Service. ▪ It cannot be blank. ▪ It must be numeric. ▪ Valid date must be in YYYYMMDD format. ▪ Example: 20090101 – The first four digits should represent the year, followed by the two-digit month, and two-digit day. ▪ 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.
19	298	Job Classification	2	▪ This field shows the Job Classification of the employment. ▪ It allows two-digit numbers. ▪ It cannot be blank. ▪ Only the following codes are allowed: ▪ 01 Administrative ▪ 02 Clerical/Secretarial ▪ 03 Custodial/Maintenance ▪ 04 Educational Aide ▪ 05 Food Service ▪ 06 Transportation ▪ 07 School Board Member ▪ 08 Supplemental ▪ 09 Other
20	300	ARP-eligible Job Classification	1	▪ This field must contain the letter N or Y. ▪ It cannot be blank. ▪ The indicator identifies whether the job classification is ARP eligible.

FIELD NUMBER	START POSITION	FIELD DESCRIPTION	FIELD LENGTH	COMMENTS
21	301	Marital Status	3	▪ The field contains the Marital Status of the Member. ▪ It can be blank. ▪ Only the following codes are allowed: ▪ SIN - Single ▪ MAR - Married ▪ SEP - Separated ▪ DIV – Divorced ▪ WID – Widowed
22	304	Contractor ID	8	▪ The field contains the Marital Status of the Member. ▪ It can be blank. ▪ Only the following codes are allowed: ▪ SIN - Single ▪ MAR - Married ▪ SEP - Separated ▪ DIV – Divorced ▪ WID – Widowed
23	312	Cell Phone Number	10	▪ This field contains the cell phone number* of the Member. ▪ It can be blank. ▪ Only numbers are allowed. ▪ Must be 10 numeric digits. <i>*If no cell phone number is provided, a warning will need to be suppressed.</i>
24	322	Personal Email Address	50	▪ This field contains the Email address of the Member. ▪ It cannot be blank. ▪ It must be alphanumeric and dot (.), and at (@) symbols are required.