Insurance and Union Deduction Template File – Formatting Procedure

Summary

This procedure explains how to properly format the Insurance and Union Deduction .CSV file that can be uploaded as a Data Collection in Employer Access.

Steps

1. To start the Insurance and Union deduction formatting process, double-click the file.

2. Click on the "A" for Column A to highlight the entire column.

3. Right-click and select **Format Cells**.

4. Select **Custom** for the category and in the **Type** field**,** remove the wording in the box under it, and type 9 zeros (000000000). This will ensure that any SSN's that start with a zero will keep that leading zero in the field. Then click **OK**.

5. Click on the "F" for Column F to highlight the entire column.

6. Right-click and select **Format Cells**.

7. Select **Number** for the category and leave all other areas unchanged. Then click **OK**.

8. Click on the "G" for Column G and drag your cursor to Column H. This will highlight both columns G and H.

9. Right-click and select **Format Cells**.

10. Select **Custom** for the category.
    a. Under the section "Type," remove the wording in the box under it. Type the following:
       i. mm-dd-yyyy
    b. Click **OK**

11. When you are finished entering the data for all members on the report, save the file. Please ensure to save the file as a .CSV file.

12. ***IMPORTANT*** - If you need to re-open the file to make any changes, right-click the located file and hover over **"Open With"** and select **"Notepad."** You can now make changes in the editor. Once completed, click **File** and then **Save**. *This step is important because if you open the file by double-clicking again, the formatting will revert to normal (prior to the changes made above).*

This procedure is complete.

Field Header Field Name	Description	Additional Help	Mandatory?	Example
SocialSecurityNumber	Social Security Number of the member from whom the deductions are taken from	Social Security Number should NOT include hyphens	Yes	123456789
MemberID	Unique member identifier of the member	IMRF's unique identifier found on the member profile. Exclude hyphen	No	1234567
LastName	Last name of member		Yes	Smith
FirstName	First name of member		Yes	John
DeductionType	Type of deduction taken from payment	See table of codes below for different deduction types.	Yes	HI
Amount	Amount of deduction taken from payment	This field is NOT mandatory when terminating a deduction payment.	Conditional	125.30
DeductionEffectiveDate	Effective date of the deduction taken from payment	Must be the 1st day of the following month. This field is NOT mandatory when terminating a deduction payment.	Conditional	01-01-2023
DeductionTerminationDate	Termination date of the deduction taken from payment	Must be the last day of the following month.	No	12-31-2023
RetroactiveIndicator	Used to determine if a deduction is a retroactive correction or not		Yes	N

TABLE OF CODES – to be used in columns E and I

13.1   DEDUCTION TYPE

Data Collection Code	Description	Details
HI	HEALTH INSURANCE	
LI	LIFE INSURANCE	
LTC	LONG-TERM CARE INSURANCE	
DI	DENTAL INSURANCE	
VC	VISION CARE	
MISC	MISCELLANEOUS	
RX	PRESCRIPTION CARD	

13.2   RETROACTIVE DEDUCTIONS

Data Collection Code	Description	Details
Y	YES	
N	NO	