

Income Annual Salary Update

1.1 File Layout Specifications

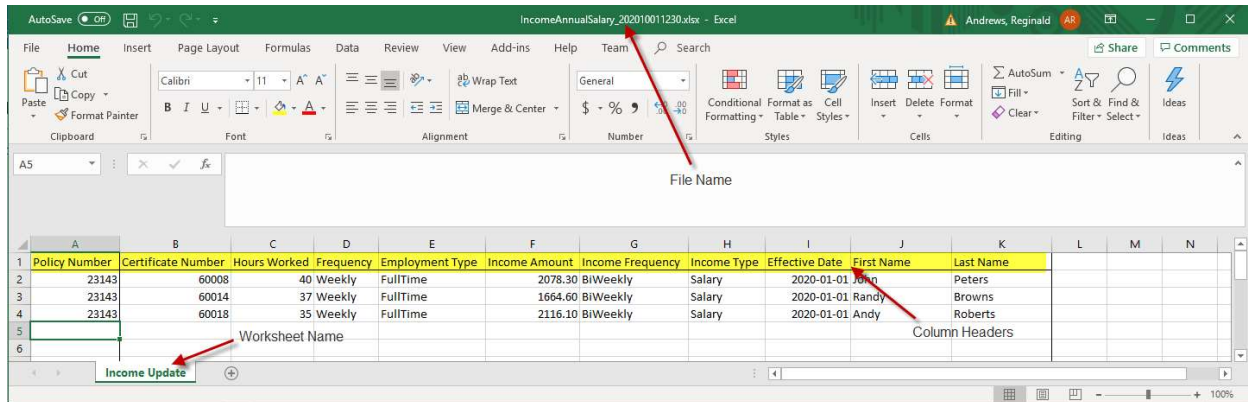
The information that is required to load Annual Salary Update for New Plan Year:

Field Name	Description	Requirement	Format
Policy Number	Policy number	Mandatory	Numbers
Certificate Number	Employee's PBC ID number	Mandatory	Text, provide leading zeroes if applicable
Hours Worked	Hours Worked	Optional	Numbers and if provided need to be greater than zero (e.g 40)
Frequency Worked	Weekly	Mandatory if Hours Worked is provided	Text and needs to be the value specified in the Description column
Employment Type	FullTimeSalary, FullTimeHourly, PartTimeHourly, PartTimeSalary, LTD (to be used for those with Employment Type 'OnLTDClaim')	Mandatory if Hours Worked is provided	Text and if provided needs to be one of the values as specified in the Description column
Income Amount	Salary Amount	Mandatory	Numbers and a decimal only; no dollar signs or commas (e.g. 58000.00)
Income Frequency	Annual	Mandatory	Text and needs to be one of the values specified in the Description column
Income Type	Salary	Mandatory	Text Fixed Value "Salary"
Effective Date	Effective date of change	Mandatory	Date in format YYYY-MM-DD (e.g. 2024-07-01)
First Name	First Name	Optional	Text
Last Name	Last Name	Optional	Text

1.2 File Naming Convention

The file name should be IncomeAnnualSalary_<<YYYYMMDDHHMI>>.xlsx

Example: IncomeAnnualSalary_202010011230.xlsx



1.3 File Contents verification

The full file is rejected if any of the following validation is reported in the Bad file generated by the process

- Certificate is a required field
- Hourly Worked need to be greater than zero
- Hourly Worked is invalid
- Frequency Worked is required if Hours Worked is provided
- Frequency Worked is invalid
- Employment Type is required if Hours Worked is provided
- Employment Type is invalid
- Income Frequency is invalid
- Income Type is invalid
- Annual Salary amount cannot be negative
- Annual Salary amount invalid
- Effective Date is a required field
- Effective Date is invalid
- Duplicate entity for Policy - Certificate"