

Adventist Retirement Plan

P/R Export File Definition to NAD

This document contains the file format for the Adventist Retirement Plan data to be submitted to NAD for subsequent submission to the Adventist Retirement Plan vendor. The following rules apply:

1. The following record types are defined:
 - A = File Header Record (submitter information)
 - C = Data Record (individual employee information)
 - Z = Totals Record (for reconciliation against data records)
2. Typical file content for Adventist Retirement Plan export (to NAD): A,C,C,C,C,C,.....C,Z
3. The file must be in ASCII format with a fixed record length of 510 followed by CR/LF (total 512 bytes).
4. Format for all dates is YYYYMMDD; zero fill if not used.
5. Right justify all numeric fields and fill with leading zeros; zero fill all unused numeric fields; decimal place is assumed e.g. 7,20001234=12.34; signed numeric fields have leading sign. A negative 12345.67 is written to the ASCII text file as -000001234567. 76543.21 is written to the ASCII text file as +000007654321.
6. Left justify all character fields and fill with trailing spaces if necessary to fill field; space fill all unused character fields.
7. Files shall be zipped and transmitted using the NAD-provided ARP Upload program in order to take advantage of encryption.
8. Filename must be the same as the payroll batch reference number (Pay Ref).

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Record Type A - Company Header

Field Name	Type	Start Pos.	Size	Value and/or Description
RECTYPE	Character	1	1	Record type: A = Header Record
PAYREF	Character	2	12	File name is derived from the PayRef. PayRef must be different for every file sent. Format is as follows: Last 4 digits of organization ID + 2 digit pay year + 2 digit pay period + '.' + 3 character payroll identifier
EFFECTDTE	Date	14	8	Effective date (YYYYMMDD) This is the check issue date printed on payroll checks. A separate file should be submitted for each effective date.
SUBMITID	Character	22	6	Submitting organization ID as assigned by NAD
SUBMITNAME	Name	28	45	Submitting organization Name
CONTACTNME	Character	73	40	Person to contact regarding this file
CONTACTPHN	Character	113	25	Phone number of contact person (including extension)
CONTACTEML	Character	138	45	Email address of contact person
EMPLOYER	Character	183	6	Employer organization ID as assigned by NAD
PAYFREQ	Character	189	1	Pay frequency: B =Biweekly, D =Daily, M =monthly, Q =Quarterly S =Semi-monthly W =weekly, Y =Yearly
NOTES	Character	190	75	Comments (free space)
FEDWAGEYTD	Character	265	1	This field is no longer used. Space fill.
PRRUN	Character	266	3	Three alpha-numeric characters consisting of numbers and/or uppercase letters. Assign each type of payroll produced by a single payroll center its own unique 3-character string. Different types of payroll runs might include but not be limited to bi-weekly pastor, monthly pastor, bi-weekly hourly, monthly salary, etc. Different types of payroll runs might also include courtesy payrolls run for other entities. Once you have assigned an identifier to a payroll run type, always use that same identifier for that payroll type each time it is run.
ARP Data Mgr Ver	Character	269	10	The Version Number of the ARP Data Manager or Payroll Program being used.
ARP Upload Ver	Character	279	10	The Version Number of the ARP Upload Program being used.

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Payroll Prog Name	Character	289	25	The Name of the Payroll program producing this text file
FILLERA		314	197	Filler (space fill)
	Total		510	

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Record Type C - Data Record

Field Name	Type	Start Pos.	Size	Value and/or Description
RECTYPE	Character	1	1	C = Defined Contribution Plan
SSN	Number	2	9	US Social Security No. Required field. Fatal error if not valid.
SIN	Number	11	9	Canadian Social Insurance No. (zero fill if unused)
BSN	Number	20	9	Bermuda ID No. (zero fill if unused)
FNAME	Character	29	15	As on Social Security Card
MNAME	Character	44	15	As on Social Security Card
LNAME	Character	59	25	As on Social Security Card
ADDRESS1	Character	84	35	Employee 1 st street address line
ADDRESS2	Character	119	35	Employee 2nd street address line (space fill if unused)
CITY	Character	154	20	Employee City
STATE	Character	174	2	Employee US state abbreviation / Province code Required field. Fatal error if not data-filled
ZIPCODE	Character	176	10	Employee Zip / Postal Code Required field. Fatal error if not valid.
COUNTRY	Character	186	30	Employee Country. Leave blank (space fill) if USA.
PHONE	Character	216	15	Employee Phone Number (OPTIONAL- space fill if unused)
EMAIL	Character	231	45	Employee Email Address (OPTIONAL- space fill if unused)
HIREDTE	Date	276	8	Hire Date - Date hired by current employer
BIRTHDTE	Date	284	8	Employee birth date
STATUSDTE	Date	292	8	Employee Status date (effective date) **(2000/01/01 or later) This date should change each time the employee status changes. The date should NOT change UNLESS status code changes.
EMPSTAT	Character	300	1	Employee status: Status Codes for Working Employees: A - Active - The employee has satisfied all eligibility requirements and is eligible for an employer basic contribution. The employee may or may not have an employer matching, a salary reduction, or an after tax contribution. Provided an employee is eligible for other contribution types, all contribution types are allowed with this status code.

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C - Career Completion – This status code is no longer valid.

N - Not eligible - The employee has not satisfied the eligibility requirements and is not eligible for any employer contributions. The employee, however, may make personal contributions or rollover funds from other plan into this plan.

S - Suspended - The employee is suspended from participating in the Plan. This is used in conjunction with a hardship distribution. Only employer basic contributions are allowed with this status code.

Status Codes for Disabled Employees:

P – Elimination period for disability - The employee is determined to have a disability prior to age 62, and is eligible for disability benefits from his/her participating employer's long-term disability insurance plan; or is determined, under title II or XVI of the Social Security Act, to be disabled. There are three codes for disability – P, F, and D. The P code should be used during the first of three disability periods: the elimination period. Employee and employer contributions are allowed during this period. Following the elimination period, the F code should be used.

F – Period following disability elimination period - There are three codes for disability – P, F, and D. The F code should be used during the second of three disability periods: the period following the elimination period (code P). During this period only employer basic contributions are allowed. Following the 18-month period, the D code should be used (no contributions are allowed).

D - Disabled - There are three codes for disability – P, F, and D. The D code should be used during the third of three disability periods: the period following the 18-month disability period. No contributions are allowed during this period.

Status code for Employees away on Leave (Seminary, Graduate Study, etc):

I - Inactive - The employee has satisfied all eligibility requirements but should not receive employer contributions at this time because the employee is

1. on a leave of absence and is not receiving a salary/wage, or

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2. on an approved study leave and receives a salary/wage/stipend, and
3. is expected to return to active status.

With this status code, the employee may make personal contributions.

Status Codes for Individuals no longer employed:

R - Retired - An employee who has retired from service with a participating employer. This code should be used at the end of the employee's service to notify VALIC that the employee has retired. If a retired employee is later re-hired by an employer, and he/she meets eligibility requirements, an "A" code should be used as the status code. No contributions are allowed with this code.

T - Terminated - The employee is terminated from employment with a participating employer. No contributions are allowed with this code.

X - Deceased - The employee is deceased. No contributions are allowed with this code.

FILLERC2	Character	301	23	Filler (space fill)
LOCALUSERID	Character	324	10	Optional local employee ID, otherwise space fill
FILLERC3	Character	334	8	(Space fill)
NETSAL	Character	342	1	This field is no longer used. Space fill.
FEDWAGE	Number	343	+12,2	The dollar amount of YEAR-TO-DATE federal taxable earnings to be reported to the IRS. This field is NET of the amount being claimed as parsonage allowance, the amount deferred to the ARP, or the amount deferred to another tax sheltered annuity. This field must be net of estimated parsonage on each file upload. . This field <i>does</i> include all taxable earnings, such as tuition assistance, taxable travel allowance, etc. In most cases this field will reflect what is included in a Form W-2 Box 1. (Zero fill if none). This field should only be zero in the following cases: 1) all contributions are catch up for prior year, 2) employee has designated 100% compensation as parsonage allowance, or 3) employee is on long-term disability pay.
DEFERAMT	Number	356	+12,2	Other Deferred Amount. Total of current pay period employee tax sheltered annuity deferral to a plan other than the ARP. Do not include pre-tax deductions for insurance premiums or flexible spending account (FSA) deductions. (Zero fill if none)

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ELECTDEFAMT	Number	369	+12,2	101 = Participant Elective Deferral (Zero fill if none)
AFTERTAXAMT	Number	382	+12,2	102 = Participant After Tax (Zero fill if none)
BASICAMT	Number	395	+12,2	103 = Employer Basic Contribution (Zero fill if none)
MATCHAMT	Number	408	+12,2	104 = Employer Matching Contribution (Zero fill if none) **/
COMPGRPCDE	Character	421	1	Compliance Group Code: C =Chaplains, M =Missionary (space fill if unused)
GRPCDEAMT	Number	422	+12,2	107 = Missionary Contribution / 108 = Chaplain Contribution (Zero fill if none)
LOANREPAY	Number	435	+12,2	Loan repayment amount (Zero fill if none) Negative values in this field will trigger fatal error.
LOANID	Number	448	5	Loan ID number. Required when loan repayment amount is > 0.00 (Zero fill if none) If a Loan ID number is reported, ensure that filling zeros are placed to the LEFT of the Loan ID Number. (Fatal error if filling zeros are misplaced. Non-fatal error for mismatched loan header and loan payments.)
HOURSDC	Number	453	+7,2	Total hours for current pay period (Full-time =calculate hours equivalent as best you can, Part-time =actual hours)
CCODB	Number	461	+12,2	This field is no longer used. Zero fill.
Roth403B	Number	474	+12,2	
FILLERC4	Character	487	24	(Space fill)
	Total		510	

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Record Type Z - Totals Record

Field Name	Type	Start Pos.	Size	Value and/or Description
RECTYPE	Character	1	1	Z= Totals Record
TOTALREC	Number	2	6	Total number of records excluding the header and trailer
TOTFTW	Number	8	+12,2	Total for federal taxable wages in this batch (Zero fill if none)
TOTDEF	Number	21	+12,2	Total for deferred amount to other plans in this batch (Zero fill if none)
TOTAL101AMT	Number	34	+12,2	Total of Participant Elective Deferral (type 101) in this batch (Zero fill if none)
TOTAL102AMT	Number	47	+12,2	Total of Participant After Tax (type 102) in this batch (Zero fill if none)
TOTAL103AMT	Number	60	+12,2	Total of Employer Basic Contrib. (type 103) in this batch (Zero fill if none)
TOTAL104AMT	Number	73	+12,2	Total of Employer Matching Contrib. (type 104) in this batch (Zero fill if none)
TOTAL115AMT	Number	86	+12,2	Total of Missionary Contribution (type 107) in this batch. (Zero fill if none)
TOTAL116AMT	Number	99	+12,2	Total of Chaplain Contribution (type 108) in this batch (Zero fill if none)
TOTALLNAMT	Number	112	+12,2	Total of loan repayment amount in this batch. (Zero fill if none)
TOTDCHOURS	Number	125	+12,2	Total Hours in this batch (Zero fill if none)
TOTCCODB	Number	138	+12,2	This field is no longer used. Zero fill.
TOTRoth403B	Number	151	+12,2	Total of Roth 403B Contributions
FILLERZ	Character	164	347	(Space fill)
	Total		510	