



Salary/Address Update File Format Process

This new Salary/Address Update File is different from the PERM File Format. This new Salary/Address File file will only update salary and address while the PERM File adds new members, terminates members, updates addresses and updates salaries.

This file format will be used to automatically update salary and/or addresses for employees. The purpose of this document is to inform entities of the fields and process in which entities can upload a file to update MyOEGB information.

What can this file do for entities?

There are two types of records you can send in this file:

Update Salary – Salary can be updated for up to 120 days in the future. This file does not allow retro salary updates.

Update Address – Addresses can be updated from the date of the file. The file does not update to a previous or future date.

1. If you update an existing address of an employee enrolled in a Kaiser plan outside of the Kaiser zone, the entire record will not update due to possible cancellation of benefits. This error will display as a Payroll Rejection as a Home Page Alert.

FAQ's

How many times can I submit this file each month?

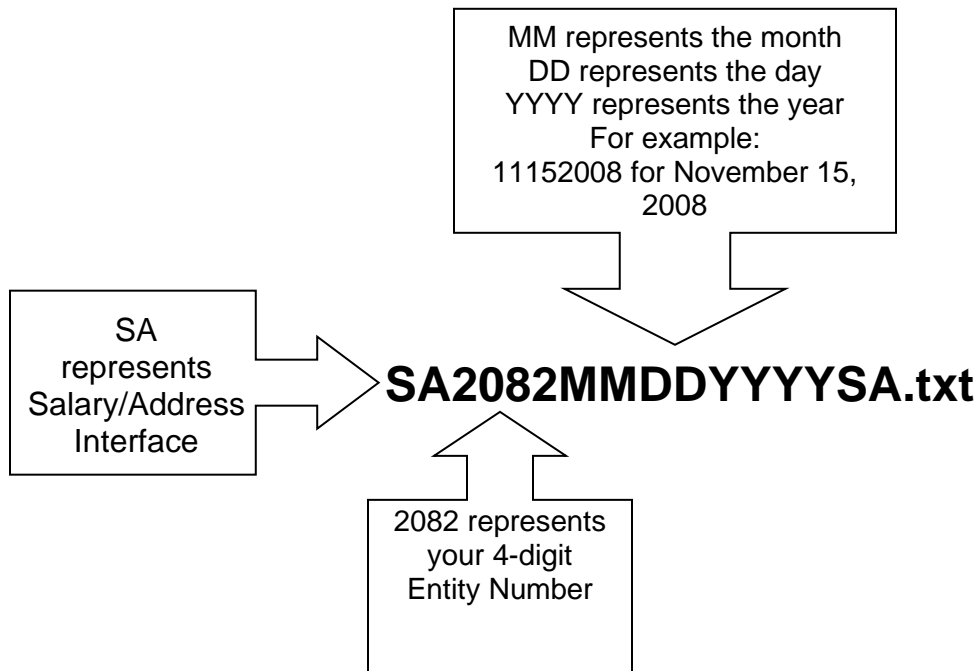
This file will need to follow a specific naming pattern to be successfully uploaded to MyOEGB (please see the naming pattern section below). You can submit up to one file per day or just one file as needed throughout the year; it's up to you. MyOEGB will not accept more than one file per day. **NOTE: Neither the Salary/Address File nor the Payroll Interface File can be uploaded starting 6:00 pm the day preceding the last day of the month till 9 am the first day of the new month to allow for invoice processing.**

Where do I submit this file?

Please submit using the **“Payroll Interface”** link on the left-hand side of the menu bar.

Naming Pattern

MyOEBB will run a nightly cron job to search for newly added files for that current day. If you do not name your file correctly it will not load. You need to name your file as follows:



How does MyOEBB know my file is in Payroll Interface?

MyOEBB will run a process every night to search for new files with that days date in the naming pattern. If you named your file correctly, MyOEBB will find your file and upload your eligibility data during a nightly cron job. The file will change from **Unprocessed** to **Processed**. We ask that the entity check the day after a Perm File is submitted for processing details of the file. Please verify a few records to make sure the file processed correctly.

What happens to records which have errors?

Errors can happen. If you submit a record with an error the nightly cron job will only reject the record with an error. This error will display in a new Home Page Alert called **“Payroll Interface Rejections”**. All accurate records will load even though you had one or two records with errors. Remember, the records with errors will not load! The records that had errors will have to be updated manually or you can correct the error and resubmit another Perm File. You can also run the **“PERM File Error Message”** that is found in Report Mart.

Will these payroll interface files ever be purged from the Payroll Interface area?

Yes, MyOEBB will only keep payroll files for 90 days in the Payroll Interface area. Any files older than 90 days will be purged from MyOEBB. This will not affect your data which was successfully uploaded. OEBB encourages your entity to keep a copy of these files for your records.

Contacting OEBB

If you have questions not answered in this document contact:

- OEBB Customer Service at 1(888) 4My-OEBB or 1(888) 469-6322, or e-mail oebb.benefits@state.or.us

File Format for Data Conversion

Column	Type	Description	Format	Required/ Optional
Record Type	Alpha(1)	Update (U)	1 Position	Required
Entity	Numeric (4)	ODE Institution Number – Only send OEBS the main district Institution Number, not the number for each school.	4 Positions	Required
SubscriberSSN	Numeric (9)	Social Security Number	999999999	Required
FirstName	Alpha(20)	Employee First Name	30 Positions	Required
LastName	Alpha(30)	Employee Last Name	20 Positions	Required
DOB	Numeric (8)	Employee Date of Birth	MMDDYY Y	Required
SalaryEffectiveDate	Numeric (8)	Effective date of salary	MMDDYY	Required if updating the salary. Current or Future Dates Only.
Salary	Numeric (9)	Salary of Individual – For example: 00245.67	9 positions	Required if updating the salary this field is required
SalaryType	Alpha(1)	Type of Salary	1 Position	Required if updating the salary this field is required
Frequency	Alpha (1)	Frequency of pay runs	1 Position	Required if updating the salary this field is required
Hours	Numeric (3)	Number of hours worked in pay period for hourly employees	3 Positions	OPTIONAL. If updating the hourly salary this field is required

ResAddress1	Alpha(30)	Residential Address Information	30 Positions	Required
ResAddress2	Alpha(30)	Residential Address Information – This is a continuation if Address Line 1 doesn't have enough positions.	30 Positions	Optional
ResCity	Alpha(28)	Residential Address Information	28 Positions	Required
ResState	Alpha(2)	Residential Address Information	2 Positions	Required
ResZip	Numeric (5)	Residential Address Information	5 Positions	Required
MailAddress1	Alpha(30)	Mailing Address Information	30 Positions	Optional
MailAddress2	Alpha(30)	Mailing Address Information - This is a continuation if Address Line 1 doesn't have enough positions.	30 Positions	Optional
MailCity	Alpha(28)	Mailing Address Information	28 Positions	Optional
MailState	Alpha(2)	Mailing Address Information	2 Positions	Optional
MailZip	Numeric (5)	Mailing Address Information	5 Positions	Optional

Salary Type Codes

Code	Description
H	Hourly
W	Weekly
M	Monthly
A	Annually

Payroll Frequency Codes

Code	Description
W	Weekly
B	Bi-Weekly
S	Semi-Monthly
M	Monthly

Record Type Codes

Code	Description
U	Update Existing Record

File Specifications

Tab Delimited Format

You can create this file using our template. When you save the file please select "Text (Tab delimited)" as the Save as type.

File Naming

- SA2082MMDDYYYYSA.txt

Below are the required header columns for the header of the file. Please note, if any alterations are made to the names or order of these headers, the file will error out.

RecordType
Entity
SubscriberSSN
FirstName
LastName
DOB
SalaryEffDate
Salary
SalaryType
Frequency
Hours
ResAddress1
ResAddress2
ResCity
ResState
ResZip
MailAddress1
MailAddress2
MailCity
MailState
MailZip

- The file should be saved as a tab delimited .txt file.
- First row in the file should be the header row with all the column names.
- Dates must be in the format MMDDYYYY.
- Numeric fields may only contain numeric characters.
- No special characters are allowed in the fields of the file.
- Entity number in the file name and entity number in the records of the file should match with the entity number of the admin uploading the file otherwise the file will be rejected.