Salary/Address Update File Format Process

This Salary/Address Update File is different from the PERM File format. This Salary/Address Update 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 instruct entities on the fields, format and process to create and upload a Salary/Address Update file to update MyOEBB 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 up to 120 days in the future. This file does not allow retro salary updates.

Update Address – Addresses can only be updated with an effective date the same as the date of the file. The file will not update addresses to a previous or future date.

> NOTE regarding KAISER PLANS: If you update an existing address of an employee enrolled in a Kaiser plan to a zip code outside of the Kaiser service area, the entire record will not update due to possible cancellation of benefits. This error will display as a Payroll Rejection in your Home Page Alerts.
>
> Use the QSC "Move Residence or Worksite Results in Change of Eligibility" to make this change.

FAQ's

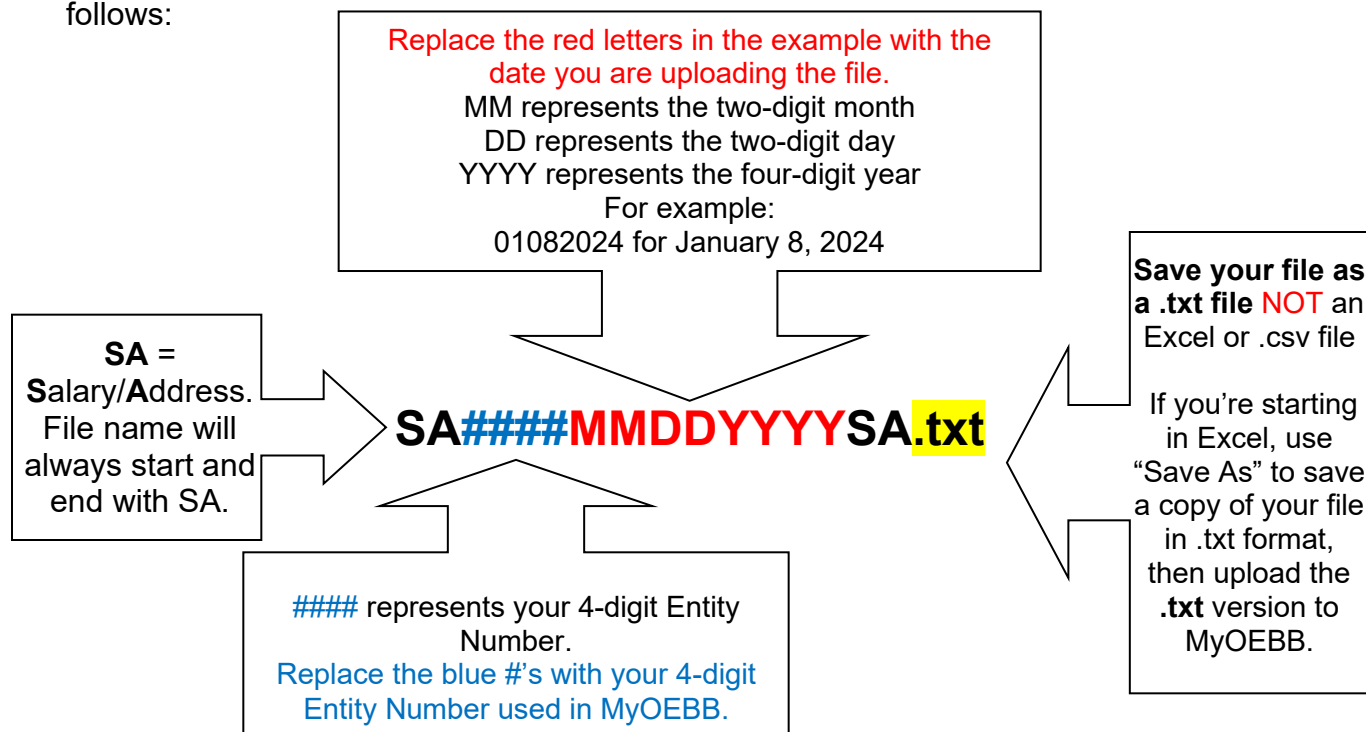### How many times can I submit this file each month?

This file will need to follow a specific naming pattern to successfully load into MyOEBB (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. MyOEBB will not accept more than one file per day. **NOTE: Due to monthly invoice processing, the MyOEBB system will not accept this type of file on the last two days of the month, blocking uploads from 6pm the night prior through 9am on the 1st of the month.** *(Example: Files cannot be uploaded from 6pm January 29th through 9am February 1st.)*

Where do I submit this file?

Please submit using the ***"Payroll Interface"*** link in the menu on the left side of the screen.

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:

Replace the red letters in the example with the date you are uploading the file.
MM represents the two-digit month
DD represents the two-digit day
YYYY represents the four-digit year
For example:
01082024 for January 8, 2024

Save your file as a .txt file NOT an Excel or .csv file

If you're starting in Excel, use "Save As" to save a copy of your file in .txt format, then upload the **.txt** version to MyOEBB.

SA = **S**alary/**A**ddress. File name will always start and end with SA.

SA####MMDDYYYYSA.txt

represents your 4-digit Entity Number.
Replace the blue #'s with your 4-digit Entity Number used in MyOEBB.

How does MyOEBB know my file is in Payroll Interface?

MyOEBB will run a process every night to search for new files with that day's 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**. Please check the day after your file is submitted to make sure it says "Processed" and research/resolve any errors that appear on your home page. Even if it says "Processed" you may still have some errors. If you see no errors, still please verify a few records to confirm the file processed correctly.

What happens to records which have errors?

A few errors are normal and expected. If you submit a properly formatted file and only some records contain errors, the nightly cron job will process the records it can, and it will reject each 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 with errors will need to be updated manually, or you can correct the errors in a new file and submit again. Be sure the file name on the next file contains the correct date (the date you upload it).

Will these 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. We encourage you to keep a copy of these files for your records.

How should the data be laid out and formatted? What fields need to be included? Is there a template I can follow?

The fields and proper formats are on pages 4 - 7 of this document. You can also download an Excel template from the MyOEBB homepage under "OEBB Resources" to ensure your columns and headers are set up properly. Once your data is in the Excel document, but before you upload, be sure to:

- Format the data in each column to match the specifications (see pages 4 – 7)
- Save a copy of the file in .txt format with the proper Naming Pattern (page 2)

Remember, you can only load one file per day and it will process overnight, so you will have to wait until the following day to check the results and correct errors. If you already uploaded a file and realize you need to make changes, you can go into the Payroll Interface and click the red X to the right of the file name to delete it. Then you can load a new, corrected file.

Contacting OEBB

If you have questions not answered in this document, contact OEBB Member Services by:

Phone:	888-4My-OEBB (888-469-6322)
or	
Email:	oebb.benefits@odhsoha.oregon.gov

Please continue reading. The file format details are on the remaining pages.

File Format for Salary/Address Update files

Column Header Must Read Exactly	Character Type (and quantity)	Description	Format	Required/ Optional
RecordType	Alpha (1)	Update (U)	U	Required – This is always the same, a capital U.
Entity	Numeric (4)	Your 4-digit entity number used in MyOEBB.	4-digit number	Required
SubscriberSSN	Numeric - no hyphens (9)	Social Security Number	9-digit number	Required
FirstName	Alpha, spaces allowed, no other special characters (20)	Employee First Name	Up to 20 characters	Required
LastName	Alpha, spaces and hyphens allowed, no other special characters (30)	Employee Last Name	Up to 30 characters	Required
DOB	Numeric only – no hyphens or slashes (8)	Employee Date of Birth	MMDDYYYY	Required
SalaryEffDate	Numeric only – no hyphens or slashes (8)	Effective date of salary	MMDDYYYY	Required if updating the salary. Current or Future Dates Only.
Salary	Numeric, decimal point optional – no commas or dollar signs allowed (9)	Salary of Individual per time frame in SalaryType – For example: 32.16 or 3426 or 86521.30	Up to 9 characters	Required if updating the salary
SalaryType	Alpha (1) Only four options allowed: A = Annual, M = Monthly, W = Weekly, H = Hourly	Type of Salary reflected in "Salary" field	1 Capital Letter	Required if updating the salary
Frequency	Alpha (1) Only four options allowed: M = Monthly,	Frequency of pay runs (regardless of SalaryType, just how often the	1 Position	Required if updating the salary

	S = Semi-Monthly (ex: 1st & 15th of each month), W = Weekly, B = Bi-Weekly (every other week)	member gets paid)		
Hours	Numeric only, no decimal point – round to nearest whole hour (3)	If "SalaryType" is H (Hourly), number of hours worked each pay period. If hours vary, use an average. May leave blank if SalaryType is A, M, or W.	Up to 3 characters (leading zeroes not required)	OPTIONAL. Only required if updating salary and SalaryType is H (for hourly)

ResAddress1	Alpha-Numeric (30)	Residential Address Information	30 Positions	Required if updating the address this field is required
ResAddress2	Alpha-Numeric (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 if updating the address this field is required
ResState	Alpha(2)	Residential Address Information	2 Positions	Required if updating the address this field is required
ResZip	Numeric (5)	Residential Address Information	5 Positions	Required if updating the address this field is 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

- **SA####MMDDYYYYSA.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.