Public Safety Personnel Retirement System

Insurance File Import Data – Common issues causing validated with errors

No header row

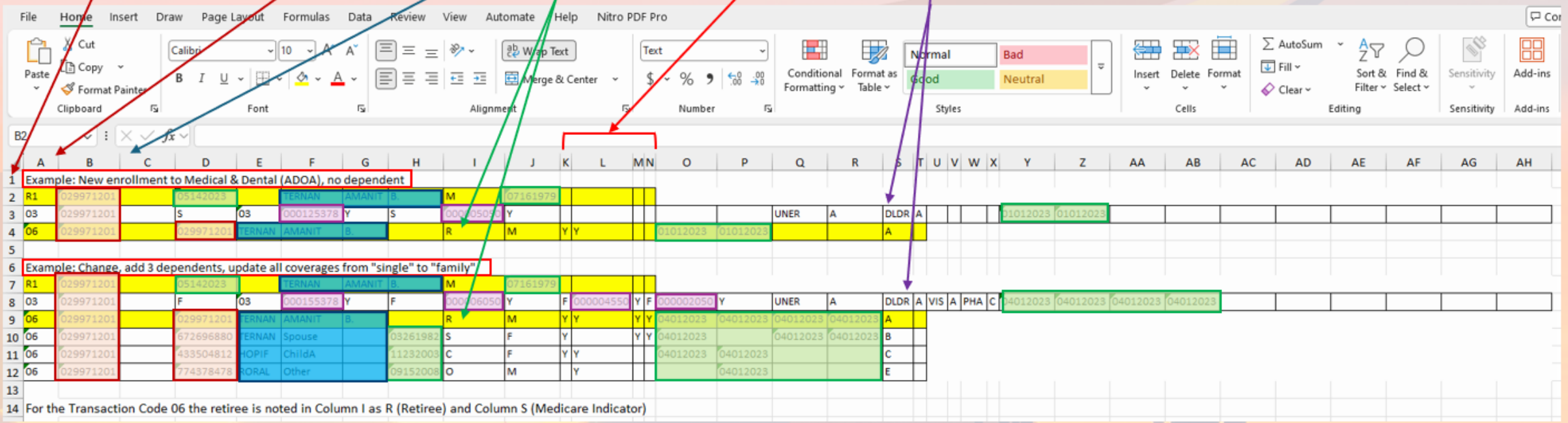
First column is reporting transaction code (R1, 03, 06)

Filler (blank column)

Relationship Code (S, C, O, R)

Columns K, L, M, N For 06 rows (dependents) must enter Y or N

Medicare Status (A, B, C, D, E)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1	Example: New enrollment to Medical & Dental (ADOA), no dependent																																	
2	R1	029971201		05142023		TERNAN	AMANIT	B.	M	07161979																								
3	03	029971201		S	03	000125378	Y	S	000005050	Y							UNER	A	DLDR	A					01012023	01012023								
4	06	029971201		029971201	TERNAN	AMANIT	B.		R	M	Y	Y			01012023	01012023			A														
5																																		
6	Example: Change, add 3 dependents, update all coverages from "single" to "family"																																	
7	R1	029971201		05142023		TERNAN	AMANIT	B.	M	07161979																								
8	03	029971201		F	03	000155378	Y	F	000006050	Y	F	000004550	Y	F	000002050	Y	UNER	A	DLDR	A	VIS	A	PHA	C	04012023	04012023	04012023	04012023						
9	06	029971201		029971201	TERNAN	AMANIT	B.		R	M	Y	Y	Y	Y	04012023	04012023	04012023	04012023	A														
10	06	029971201		672696880	TERNAN	Spouse		03261982	S	F	Y		Y	Y	04012023		04012023	04012023	B														
11	06	029971201		433504812	HOPIF	ChildA		11232003	C	F	Y	Y			04012023	04012023			C														
12	06	029971201		774378478	RORAL	Other		09152008	O	M		Y				04012023			E														
13																																		
14	For the Transaction Code 06 the retiree is noted in Column I as R (Retiree) and Column S (Medicare Indicator)																																	

Social Security Numbers - Format as text to allow for lead zeros, and no dashes (-) (must be 9 digits)

Dates – Format as text to allow for lead zeros, no slashes (MMDDYYYY)

Make sure names match the roster

Dollar values with leading zeros (use text format, must be 9 digits) $50.50 for example: 000005050