

Contribution File (SIN/Employee ID format)

Use the below specifications to upload required contributions to MEPP, using Employee ID and/or SIN as the member identifier.

The file must be provided in .CSV (comma separated values) format. Example below.

*One of SIN or Employee ID is required.

File Label	SIN	Employee ID	Last Name	First Name	Contribution Type	Pay Period Start Date	Pay Period End Date	Service Type	Employer Contributions	Employee Contributions	Actual Hours Worked
Format	999999999	999999999	Character 40	Character 40	Single Character: N, A, or R	DD-MMM-YY	DD-MMM-YY	Single Code: NP, LAC, LAM, PLC or PLM	Number with two decimal places	Number with two decimal places	Number with two decimal places

Comments		
A	SIN	Cannot have spaces or hyphen between numbers
B	Employee ID	Cannot have spaces or hyphen between numbers
C	Last Name	Maximum character 40
D	First Name	Maximum character 40, middle initials are allowed but not mandatory (e.g. "Jim D" or "jim d")
E	Contribution Type	N, A or R are the only allowable values
F	Pay Period Start Date	Must be in "DD-MMM-YY" format
G	Pay Period End Date	Must be in "DD-MMM-YY" format
H	Service Type	NP, LAC, LAM, PLC and PLM are the only allowable values
I	Employer Contributions	For all contribution amounts, express with two decimal places to separate dollars and cents, no "\$" sign or commas; For LAC or PLC, if the amount is "0", leave the field blank
J	Employee Contributions	For all contribution amounts, express with two decimal places to separate dollars and cents, no "\$" sign or commas
K	Actual Hours Worked	Must have a number; decimal and 2 decimal places allowed; For adjustments or retro pay, if the hours are none, indicate the value as "0"

Example											
A	B	C	D	E	F	G	H	I	J	K	
999999999	999999999	DOE	JOHN	N	01-Mar-18	31-Mar-18	NP	500.00	500.00	130	

Example of CSV file:

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156384692,26594563,DOE,JOHN,N,01-Jan-19,31-Jan-19,NP,500,500,130
265941385,34865965,SMITH,ROBERT,N,01-Jan-19,31-Jan-19,PLC,,500,130
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