

**Self Billing Statement Record Layout (PPP562/565)  
As of Release 2075 – 06/04/13**

**Record Type Summary**

<b>Record Type Indicator</b>	<b>Record Type Description</b>	<b>Comments</b>
Column 1-2 = '01'	Employee Record	
Column 1-2 = '02'	Life Insurance	
Column 1-2 = '03'	Disability	
Column 1-2 = '04'	AD&D	
Column 1-2 = '05'	Postdoc Supplemental Disability	
Column 1-2 = '06'	Postdoc Life/AD&D	
Column 1-2 = X'FF'	Trailer	

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**Self Billing Record Type 1  
Employee Record**

**Note:** A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.

Position	Length/ Format	Field Description	Data Element #	Comments
1-2	2	Record Type		Value '01'
3-4	2	Location		
5	1			
6-15	10	Coverage Period		
16	1			
17-18	2	Plan Code		
19	1			
20-39	20	Plan Description		
40	1			
41-43	3	Coverage Code		
44	1			
45-51	7	Employee Count		
52	1			
53-60	8 Numeric ----9.99	Premium Rate		Premium amount or literals "COV END" or 'WAIVED'
61	1			
62-71	10 Numeric -----9.99	Premium Paid		May be a negative amount
72	1			
73	1	End of Record 1 Flag		Value constant 'X'
74-152	79	Filler		
153	1	End of Record Flag		Value constant 'X'

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**Self Billing Record Type 2 – Life Insurance**

**Note:** A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.

Position	Length/ Format	Field Description	Data Element #	Comments
1-2	2	Record Type		Value '02'
3-4	2	Location		
5	1			
6-15	10	Coverage Period		
16	1			
17-18	2	Plan Code		Value 'LI'
19	1			
20-34	15	Plan Description		Value 'Prudential' *
35	1			
36	1	Coverage Code		
37	1			
38-58	21	Coverage Description		
59	1			
60-84	25	Control Group		from CPWSXIC2
85	1			
86-92	7 Numeric	Employee Count		
93	1			
94-107	14 9999999999.99	Premium Rate		Or literal 'PER INDIVIDUAL'
108	1			
109-120	12 999999999.99	Premium Paid		May be a negative amount
121	1			
122	1	End of Record 2 Flag		Value constant 'X'
123-152	30	Filler		
153	1	End of Record Flag		Value constant 'X'

\* Base values provided. Campus values may differ

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**Self Billing Record Type 3 – Disability**

**Note:** A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.

Position	Length/ Format	Field Description	Data Element #	Comments
1-2	2	Location		
3	1			
4-13	10	Coverage Period		CCYY-MM-DD
14	1			
15-16	2	Plan Code		Value 'DI'
17	1			
18-32	15	Plan Description		Value 'Liberty Mutual' *
33	1			
34-39	6	Benefit		Values are: 'STD', 'STD/TD', '000'
40	1			
41-46	6	EPD Plan		Values are: 'UPC', 'EPD7', 'EPD30', 'EPD90', 'EPD180' or 'blank'
47	1			
48-53	6	Class		Values are 'UP00', 'E007', 'E0030', 'E0090', 'E0180', 'UP13', 'E137', 'E1330', 'E1390', 'E13180', or spaces.
54	1			
55-79	25	Control Group		From CPWSXIC2
80	1			
81-87	7 Numeric	Employee Count		
88	1			
89-102	14 9999999999.99	Premium Rate		Premium rate or " PER INDIVIDUAL"
103	1			
104-115	12 999999999.99	Premium Paid		May be negative amount
116	1			
117	1	End of Record Flag		Value constant 'X'

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**Self Billing Record Type 4 – AD&D**

**Note:** A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.

Position	Length/ Format	Field Description	Data Element #	Comments
1-2	2	Record Type		Value '04'
3-4	2	Location		
5	1			
6-15	10	Coverage Period		
16	1			
17-18	2	Plan Code		Value 'AD'
19	1			
20-34	15	Plan Description		Value 'American Home'
35	1			
36	1	Coverage Code		
37	1			
38-52	15	Coverage Description		
53	1			
54-78	25	Control Group		from CPWSXIC2
79	1			
80-86	7 Numeric	Employee Count		
87	1			
88-101	14 9999999999.99	Premium Rate		Premium rate or " PER INDIVIDUAL"
102	1			
103-114	12 999999999.99	Premium Paid		May be negative amount
115	1			
116	1	End of Record 4 Flag		Value constant 'X'
117-152	36	Filler		
153	1	End of Record Flag		Value constant 'X'

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**Self Billing Record Type 5 – Postdoc Supplemental Disability**

**Note:** A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.

Position	Length/ Format	Field Description	Data Element #	Comments
1-2	2	Record Type		Value '05'
3-4	2	Location		
5	1			
6-15	10	Coverage period		
16	1			
17-18	2	Plan code		Value 'PD'
19	1			
20-34	15	Plan desc		Value ' Standard Life'
35	1			
36-41	6	Benefit		Values are 'STD' or 'LTD/TD'.
42	1			
43-48	6	EPD plan code		Values are 'UPC' or spaces.
49	1			
50-55	6	Class		Values are 'UP00' or spaces.
56	1			
57	25	Control group		from CPWSXIC2
82	1			
83-89	7 Numeric	Emp count		
90	1			
91-104	14 9999999999.99	Premium rate		Premium rate or " PER INDIVIDUAL"
105	1			
106-117	12 999999999.99	Premium paid		May be negative amount
118	01			
119	01	End of Record 5 Flag		Value constant 'X'
120-152	33	Filler		
153	1	End of Record Flag		Value constant 'X'

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**Self Billing Record Type 6 – Postdoc Life/AD&D**

**Note:** A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.

Position	Length/ Format	Field Description	Data Element #	Comments
1-2	2	Record Type		Value '06'
3-4	2	Location		
5	1			
6-15	10	Coverage period		
16	1			
17-18	2	Plan code		Value 'PL'.
19	1			
20-34	15	Plan desc		Value 'Standard Life'
35	1			
36	1	Coverage code		
37	1			
38-58	21	Coverage desc		
59	1			
60-84	25	Control group		from CPWSXIC2
85	1			
86-92	7 Numeric	Emp count		
93	1			
94-107	14 999999999.9999	Premium rate		
108	1			
109-120	12 999999999.99	Premium paid		
121	1			
122	1	End of Record 6 Flag		Value constant 'X'
123-152	30	Filler		
153	1	End of Record Flag		Value constant 'X'

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**Self Billing Record - Trailer**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
1-2	2	Record Type		Value x'FF'
3-10	8 Numeric	Total Records		
11-18	8 Numeric	Medical Count		
19-26	8 Numeric	Supplemental Life Count		
27-34	8 Numeric	Supplemental Disability Count		
35-42	8 Numeric	Accidental Death and Dismemberment Count		
43-50	8 Numeric	Postdoc Supplemental Disability Count		
51-58	8 Numeric	Postdoc Life/AD&D Count		
59-152	94	Filler		