INSTRUCTION GUIDE FOR REMITTANCES MADE USING A TEXT (.TXT) FILE

EMPLOYER SERVICES

↳ HOW TO PREPARE A TEXT FILE

Your .txt file must respect a specific format. Two types of records make up the file: the header and the details. The first line is the header; the other lines contain the employee information.

↳ HEADER RECORD

DESCRIPTION	POSITION	LENGTH	DESCRIPTON	FORMAT*	EX.
EMPLOYER NUMBER	1-6	6	Number	Numeric, no decimal (999999)	13959
NOT USED	7	1	Leave blank	Alphanumeric	
NUMBER OF TRANSACTIONS	8-12	5	Number	Number Numeric, no decimal(99999)	50
NOT USED	13	1	Leave blank	Alphanumeric	
START OF PERIOD	14-22	9	Date	Numeric (YYYYMMDD)	19990101
NOT USED	23	1	Leave blank	Alphanumeric	
END OF PERIOD	24-32	9	Date	Numeric (YYYYMMDD)	19990131
NOT USED	33	1	Leave blank	Alphanumeric	
PAYMENT AMOUNT	34-44	11	Amount	Numeric, two decimals (99999999.99)	490.00
NOT USED	45	1	Leave blank	Alphanumeric	
PAYMENT DATE	46-54	9	Date	Numeric (YYYYMMDD)	19990215
NOT USED	55	1	Leave blank	Alphanumeric	
NOT USED	56-65	10	Enter 0 (Zero)	Numérique, aucune décimale	0
NOT USED	66	1	Leave blank	Alphanumeric	
EMPLOYEE CONTRIBUTION (1)	67-77	11	Amount	Numeric, two decimals (99999999.99)	490.00
NOT USED	78	1	Leave blank	Alphanumeric	
EMPLOYEE CONTRIBUTION (2)	79-89	11	Amount	Numeric, two decimals (99999999.99)	0.00
NOT USED	90	1	Leave blank	Alphanumeric	
EMPLOYER CONTRIBUTION	91-101	11	Amount	Numeric, two decimals (99999999.99)	0.00
NOT USED	102	1	Leave blank	Alphanumeric	
OTHER CONTRIBUTION	103-113	11	Amount	Numeric, two decimals (99999999.99)	0.00
NOT USED	114-137	24	Leave blank	Alphanumeric	

- Numeric characters must be flushed right and alphanumeric characters left. Use periods to indicate decimals;

- The *EMPLOYEE CONTRIBUTION (1)*, *EMPLOYEE CONTRIBUTION (2), EMPLOYER CONTRIBUTION and OTHER CONTRIBUTION* correspond, for the header record, to the total of their respective values in the details records;

✓ Example: The EMPLOYER CONTRIBUTION field is the sum total of the EMPLOYER CONTRIBUTION field for each employee.

↳ DETAILS RECORD

DESCRIPTION	POSITION	LONGUEUR	DESCRIPTION	FORMAT*	EX.
NOT USED	1-6	6	Enter 0 (Zero)	Numeric	0
NOT USED	7	1	Leave blank	Alphanumeric	
NOT USED	8-12	5	Enter 0 (Zero)	Numeric	0
NOT USED	13	1	Leave blank	Alphanumeric	
NOT USED	14-22	9	Enter 0 (Zero)	Numeric	0
NOT USED	23	1	Leave blank	Alphanumeric	
NOT USED	24-32	9	Enter 0 (Zero)	Numeric	0
NOT USED	33	1	Leave blank	Alphanumeric	
NOT USED	34-44	11	Enter 0.00 (Zero)	Numérique, deux décimales	0.00
NOT USED	45	1	Leave blank	Alphanumeric	
NOT USED	46-54	9	Enter 0 (Zero)	Numeric	0
NOT USED	55	1	Leave blank	Alphanumeric	
SOCIAL INSURANCE NUMBER	56-65	10	Number	Numeric, no decimal (9999999999)	987654321
NOT USED	66	1	Leave blank	Alphanumeric	
EMPLOYEE CONTRIBUTION (1)	67-77	11	Amount	Amount Numeric, two decimals (99999999.99)	10.00
NOT USED	78	1	Leave blank	Alphanumeric	
EMPLOYEE CONTRIBUTION (2)	79-89	11	Amount	Amount Numeric, two decimals (99999999.99)	0.00
NOT USED	90	1	Leave blank	Alphanumeric	
EMPLOYER CONTRIBUTION	91-101	11	Amount	Amount Numeric, two decimals (99999999.99)	0.00
NOT USED	102	1	Leave blank	Alphanumeric	
OTHER CONTRIBUTION	103-113	11	Amount	Amount Numeric, two decimals (99999999.99)	0.00
NOT USED	114	1	Leave blank	Alphanumeric	
ABSENCE CODE	115	1	Text	Alphanumeric	X
NOT USED	116	1	Leave blank	Alphanumeric	
FIRST AND LAST NAME (EMPLOYEE)	117-136	20	Text	Alphanumeric	Nom Prénom
NOT USED	137	1	Leave blank	Alphanumeric	

- Numeric characters must be flushed right and alphanumeric characters left. Use periods to indicate decimals;

- The *EMPLOYEE CONTRIBUTION (1)*, *EMPLOYEE CONTRIBUTION (2), EMPLOYER CONTRIBUTION and OTHER CONTRIBUTION* correspond, for each employee, to the amounts by type of contribution made;

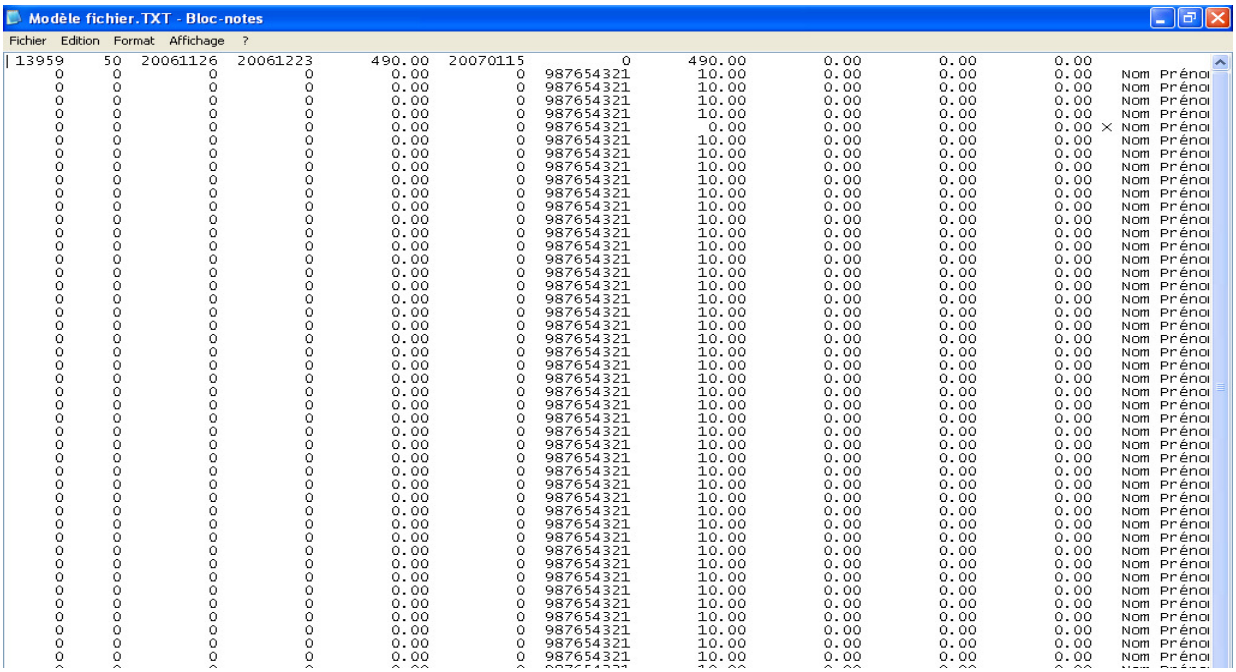
- Type “x” in the *ABSENCE CODE* to indicate a temporary payment stop for any employee or the value determined based on the absence codes listed below;

- The absence codes are as follows (note that these codes are not mandatory but useful for the Fund);

B : Maternity leave	P : Temporary layoff
C : CSST	R : Retired
D : Death	S : Permanent stop requested by worker
F : End of employment	T : Temporary stop requested by worker
G : Strike	V : Vacation
L : Lockout	X : Undetermined
M : Illness	
N : New participant	

- The *LAST NAME, FIRST NAME* and *SOCIAL INSURANCE NUMBER* are used for employee identification and are required for detail records.

EXAMPLE OF A COMPLIANT TEXT FILE


Modèle fichier.TXT - Bloc-notes

Fichier Edition Format Affichage ?

13959	50	20061126	20061223	490.00	20070115	0	490.00	0.00	0.00	0.00		
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	0.00	0.00	0.00	0.00	X	Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
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0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi
0	0	0	0	0.00	0	987654321	10.00	0.00	0.00	0.00		Nom Prénoi