



The National Insurance Board ***Computerized C10 File Record Layout***

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This is the required record layout for the transfer of C10 records on computerized media (tapes or compact discs (CD's)) to the National Insurance Board. The record is 100 bytes long. The file must be submitted in either ASCII format for the PC or a format that is readable by the IBM AS400 computer.

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File Name	Record Position	Field Format	Description
Record ID	1	Alpha	An 'R' is required in this position for each record.
Filler 1	2 to 9	Alpha	<i>For NIB use only. This field should be left blank.</i>
Month/Year of Contribution	10 to 13	Numeric	The field should contain the month and year for which the contributions are being reported. The format of the field is MM/YY.
Filler 2	14 to 19	Alpha	<i>For NIB use only. This field should be left blank.</i>
Employer Number	20 to 25	Numeric	This field should contain the last five (5) digits of the employer's NI# - right justified in the field. i.e. An employer number of 12345 should appear as 012345.
Filler 3	26	Alpha	<i>For NIB use only. This field should be left blank.</i>
Last Name	27 to 43	Alpha	This field should contain the employee's last name.
First Name	44 to 58	Alpha	This field should contain the employee's first name.
Employee NI#	59 to 66	Numeric	This field should contain the employee's NI#.
Total Insurable Wages	67 to 72	Numeric	<p>This field should contain the insurable wages derived from the basic wages. These are wages (including payment in lieu of notice) for a period of work, payable for a normal period excluding overtime, severance pay or any other additional payments. The cents portion of the insurable wages are truncated (i.e. \$950.25 is reported as \$950.00 and \$950.99 is reported as \$950.00).</p> <ul style="list-style-type: none"> • The insurable wages for weekly paid persons should not exceed \$500 per week. • The insurable wages for monthly paid person should not exceed \$2,167 for person who worked the entire month. • If a monthly paid person did not work the entire month, then the insurable wages should not exceed \$500 for each week actually worked. <p><i>N.B. – Numeric fields should <u>NOT</u> contain actual decimal characters.</i></p>
Total Contributions	73 to 77	Numeric	This field should contain the total of employee and employer contributions for this employee.

			<ul style="list-style-type: none"> • This is derived from calculating the relevant percentage of the insurable wages for the employee and employer, rounding them to two (2) decimal places and adding them together. • For summer students, 2% of the insurable wages for the employer's contributions should be recorded. • Persons receiving a retirement benefit from National Insurance and not earning more than half the maximum insurable wage (\$250) are not required to pay the employee contribution, but the employer contribution is required. <p><i><u>N.B.</u> – Numeric fields should <u>NOT</u> contain actual decimal characters.</i></p>
Number of Weeks Worked	78	Numeric	This field should contain the number of National Insurance weeks worked. This cannot exceed the maximum number of weeks in the particular month, which is determined by counting the number of Mondays in that month. Only weeks actually worked are recorded. A partial week is consider a full week. Any earnings paid in advance must be reported in the appropriate month. Contribuitons are not due for a person who is receiving certain Short Term Benefits from the National Insurance Board (Questions o this provision may be addressed by your National Insurance Local Office).
Weekly/Monthly Indicator	79	Alpha	This field should contain a 'W' for weekly paid employees and 'M' for monthly paid employees.
Filler 4	80 to 100	Alpha	<i>For NIB use only. This field should be left blank.</i>

Here's a Sample of the File

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R   0208   10308 DOE       CARMATA       10235555200000196004W
R   0209   10308 DOE       HOWARD        10344528200000196004W
R   0210   10308 JONES      LOUISE        10167507200000196004W

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