IPERS Employer Bulletin 2023-2

DATE: May 11, 2023
TO: All IPERS Reporting Officials
FROM: Greg Samorajski, CEO
SUBJECT: Import Files for Monthly Wage Reports

Effective April 26, 2023, IPERS _requires_ that all import files contain a file extension of either .txt or .dat. Previously, monthly wage import files did not need to contain a file extension. Please contact your software provider if your file can not contain one of these extensions.

Import File Format Specifications (page 46 of Employer Handbook)

To import wage reports into I-Que, use the file format required for wage reporting provided below. You may need to provide this information to your software vendor or your programming staff in order to report wages in this format.

Special notes on the file requirements:

- All fields are required unless otherwise noted in the "Description" column of the chart. Enter blank spaces for fields where you don't have any information to provide.
- All text should be proper case, meaning I-Que will accept both uppercase and lowercase letters.
- Special characters are accepted in the name and address fields. For example, hyphens may be used in hyphenated names; apostrophes may be used in O'Leary, etc.
- All numeric fields should be right-justified and zero-filled.
- All alpha and alphanumeric fields should be left-justified and space-filled.
- Files must be text (.txt) or data (.dat) files with predefined columns for importing. The encoding must be ANSI.

If your software provider is unable make this change immediately, try these steps to add the extension to your file.

1. Click to select your file from where it was saved,
2. Open the file with Notepad.
3. Click File, select Save As from the drop down.
4. Under Save as type at the bottom of the box – select .txt and verify the Encoding box is ANSI.
5. Click Save. Your file should be ready now to import into I-Que

We apologize for this late notice. These changes were required to ensure only certain types of files could be introduced and imported into I-Que.

INQUIRIES

If you have any additional questions or concerns about this update, contact the Employer Relations Bureau at 877-473-7799. Please reference IPERS Employer Bulletin 2023-2.