

Application Source:
File Group:
Record Name: Employee
Record Code: P54

File Type: Delimited
Reinsurance Year: 2021
Version: Approved
Release Date: 7/1/2020

| <u>Record Number</u> | <u>Output</u> | <u>Field Number</u> | <u>Field Name</u> | <u>Data Type</u> | <u>Max Length</u> | <u>Format</u> | <u>BUS Key</u> | <u>Req?</u> | <u>Rules</u> |
|----------------------|---------------|---------------------|--------------------|------------------|-------------------|---------------|----------------|-------------|---|
| P54 | | 1 | AIP Code | Character | 2 | | Y | Y | AIP Code must be valid; edit with the AIP ICE, "D00100". |
| P54 | | 2 | Reinsurance Year | Numeric | 4 | CCYY | Y | Y | Reinsurance Year must equal "2021". |
| P54 | | 3 | Record Type Code | Character | 6 | | | Y | Record Type Code must equal "P54". |
| P54 | | 4 | AIP Employee Key | Character | 15 | | | Y | AIP Employee Key must be unique within the submitted P54 records. |
| P54 | | 5 | Employee SSN | Character | 9 | | Y | Y | Employee SSN must be valid; edit with the SSN table. Employee SSN must be exactly 9 characters in length. Employee SSN must contain only numeric characters. |
| P54 | | 6 | Employee Type Code | Character | 1 | | Y | | Employee Type Code must be valid; edit with the Employee Type ICE, "D00103". |
| P54 | | 7 | Last Name | Character | 25 | | | Y | Last Name must include at least two characters. Last Name must contain alpha characters and can include the following special characters: (-), (.), (), ('), (,). |
| P54 | | 8 | First Name | Character | 20 | | | Y | First Name must contain alpha characters and can include the following special characters: (-), (.), (), ('), (,). |
| P54 | | 9 | Middle Name | Character | 20 | | | | Middle Name must contain alpha characters and can include the following special characters: (-), (.), (), ('), (,). |

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| P54 | | 10 | Suffix | Character | 10 | | | | Suffix must contain alpha characters and can include the following special characters: (-), (.), (), ('), (,). |
| P54 | | 11 | Title | Character | 15 | | | | Title must contain alpha characters and can include the following special characters: (-), (.), (), ('), (,). |
| P54 | | 12 | Street 1 Address | Character | 65 | | | | Street 1 Address must contain alpha numeric characters and can include the following special characters: (), (-), (,), (.), ('), (&), (%), (#), (/). |
| | | | | | | | | | Street 1 Address must be empty when International Country Code is populated. |
| | | | | | | | | | Street 1 Address must be populated when International Country Code is empty. |
| P54 | | 13 | Street 2 Address | Character | 35 | | | | Street 2 Address must contain alpha numeric characters and can include the following special characters: (), (-), (,), (.), ('), (&), (%), (#), (/). |
| | | | | | | | | | Street 2 Address must be empty when International Country Code is populated. |
| | | | | | | | | | Street 2 Address must be populated when International Country Code is empty. |

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| P54 | | 14 | City Name | Character | 35 | | | Y | City Name must be valid for the Zip Code and State Abbreviation when the International Country Code is empty, edit with the Zip Code table. |
| P54 | | 15 | State Abbreviation | Character | 2 | | | | State Abbreviation must be valid for the Zip Code submitted when the International Country Code is empty; edit with the Zip Code table. |
| | | | | | | | | | State Abbreviation must be populated when International Country Code is empty. |
| | | | | | | | | | State Abbreviation must be empty when International Country Code is populated. |
| P54 | | 16 | Zip Code | Character | 5 | | | | Zip Code must be valid for the State Abbreviation submitted; edit with the Zip Code table. |
| | | | | | | | | | Zip Code is required when International Country Code is not empty. |
| P54 | | 17 | Zip Extension Code | Character | 4 | | | | Zip Extension Code must be valid for the Zip Code submitted; edit with the Zip Code table, otherwise empty. |
| | | | | | | | | | Zip Extension Code must be empty or exactly 4 characters in length. |
| | | | | | | | | | Zip Extension Code must be empty or exactly 4 characters in length. |

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| P54 | | 18 | International Address | Character | 65 | | | | International Address is required when International Country Code is populated. International Address must be empty when International Country Code is empty. |
| P54 | | 19 | International Country Code | Character | 2 | | | | International Country Code must be valid; edit with International Phone Country ICE, "D00108". International Country Code must be empty when State Abbreviation is populated. |
| P54 | | 20 | International Phone Country Code | Character | 3 | | | | International Phone Country Code must be valid; edit with the International Phone Country Code ICE, "D00108". |
| P54 | | 21 | COI Questionnaire Completion Date | Date | 8 | CCYYMMDD | | Y | COI Questionnaire Completion Date must be between April 1st (Reinsurance Year minus 1 year) and Batch Received Date. |
| P54 | | 22 | COI Questionnaire Amended Date | Date | 8 | CCYYMMDD | | | COI Questionnaire Amended Date must equal the date the COI Questionnaire was amended. COI Questionnaire Amended Date can not be greater than the Batch Received Date. |
| P54 | | 23 | COI Response Carryover Flag | Character | 1 | | | | COI Response Carryover Flag must equal Yes, "Y" when the response is carried forward from the previous year, otherwise No, "N". |
| P54 | | 24 | COI Question 1 Response Flag | Character | 1 | | | Y | COI Question "1" Response Flag must equal Yes, "Y" or No, "N". |

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| P54 | | 25 | COI Question 2 Response Flag | Character | 1 | | | Y | COI Question "2" Response Flag must equal Yes, "Y" or No, "N". |
| P54 | | 26 | COI Question 3 Response Flag | Character | 1 | | | Y | COI Question "3" Response Flag must equal Yes, "Y" or No, "N". |
| P54 | | 27 | COI Question 4 Response Flag | Character | 1 | | | Y | COI Question "4" Response Flag must equal Yes, "Y" or No, "N". |
| P54 | | 28 | COI Question 5 Response Flag | Character | 1 | | | Y | COI Question "5" Response Flag must equal Yes, "Y" or No, "N". |
| P54 | | 29 | COI Question 6 Response Flag | Character | 1 | | | Y | COI Question "6" Response Flag must equal Yes, "Y" or No, "N". |
| P54 | | 30 | COI Question 7 Response Flag | Character | 1 | | | Y | COI Question "7" Response Flag must equal Yes, "Y" or No, "N". |
| P54 | | 31 | COI Question 8 Response Flag | Character | 1 | | | Y | COI Question "8" Response Flag must equal Yes, "Y" or No, "N". |
| P54 | | 32 | COI Question 9 Response Flag | Character | 1 | | | Y | COI Question "9" Response Flag must equal Yes, "Y" or No, "N". |
| P54 | | 33 | COI Question 10 Response Flag | Character | 1 | | | Y | COI Question "10" Response Flag must equal Yes, "Y" or No, "N". |
| P54 | | 34 | COI Question 11 Response Flag | Character | 1 | | | Y | COI Question "11" Response Flag must equal Yes, "Y" or No, "N". |
| P54 | * | 35 | Initial Accepted Batch Number | Numeric | 5 | 99999 | | | Initial Accepted Batch Number is the original sequence number assigned when this record was first received at RMA. |

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| P54 | * | 36 | Initial Accepted Date | Date/Time | 21 | CCYYMMDD hh:mm:ss.fff | | | Initial Accepted Date is the original date assigned when this record was first received at RMA. |
| P54 | * | 37 | Batch Received Date | Date/Time | 21 | CCYYMMDD hh:mm:ss.fff | | | Batch Received Date is the date that the AIP file is received by RMA. |
| P54 | * | 38 | Batch Number | Numeric | 5 | 99999 | | | Batch Number is a sequential number assigned when an AIP file is received. |
| P54 | * | 39 | Batch Record ID | Numeric | 15 | | | | Batch Record ID is a sequential number assigned to each record in the AIP file by RMA during processing. Batch Record ID is unique within the record type for the batch. |
| P54 | * | 40 | Process Result Code | Character | 1 | | | | Process Result Code equals the final result code as determined by PASS processing, refer to the Process Result ICE , "D00002". |

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| Record Level Rules | | | | | | | | | |
| | | 1 | | | | | | | An Employee "P54" record, must be reported to RMA when the Employee's COI Question 1 Response Flag = 'Y' or COI Question 2 Response Flag = 'Y'. |
| | | 2 | | | | | | | When the Employee's COI Response Carryover Flag = 'Y', COI Question Response Flag 1 - 11 must contain the previous year's response. |
| | | 3 | | | | | | | An Employee "P54" data, will not appear in the Policyholder Tracking System. |
| | | 4 | | | | | | | The submission of an Employee "P54" record, to the RMA for an existing Employee, will result in a complete replacement of current Employee "P54" data. |
| | | 5 | | | | | | | An Employee "P54" record, must be accepted before a Conflict of Interest "P51" record, will be accepted. |
| | | 6 | | | | | | | The P54 record will not be processed when processing has been suspended for this record type per RMA directive. |

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| | | 7 | | | | | | | The P54 record must be unique in the batch for the following business key: AIP Code, Reinsurance Year, Employee SSN, Employee Type Code. |
| | | 8 | | | | | | | The business key AIP Code, Reinsurance Year, Employee SSN, Employee Type Code, must not have been previously accepted for a different record key (AIP Code, Reinsurance Year, AIP Employee Key). |