

**Employer Self Service (ESS)
Download Member ID File Format**



ESS – Download Member ID Record Layout

The Download Member ID feature from Employer Self Service (ESS) reporting drop down list, allows employers to view and display the **Member IDs** of their reported employees. The Member, once available, should be included on the employer reporting file layout. In order for the employers to receive this data (to report their employees correctly), the employer will use this module to receive the Member ID data from RSD.

The ESS – Download Member ID module will allow employers:

1. **Query and View a list of Member IDs:** This option will allow employers to view a list of the Member ID(s) based on the criteria entered.
2. **Create and Download a file of Member IDs:** Based on the result set of the query, the employer may create and download a file of the Member ID(s).

The employer is responsible for obtaining the Member IDs of new employees, and reporting those Member IDs accurately on each Employer Report. RSD suggests the following for downloading the Member ID and processing it into the employer's system:

Just prior to the submission of the monthly Employer Report, log into ESS and use the Member ID module to produce a list of the new Member IDs (for the previous month's Employer Report new hires). By waiting until the just prior to submitting the current Employer Report, the employer will be retrieving the most up to date list of Member IDs. For example:

Employer #54321 submits their 09/2015 Employer Report containing the following new-hire records:

09/2015 Employer Report Record								
SSN	First Name	Middle Name	Last Name	Suffix Code	Report Period	Pay Period Begin Date	Pay Period End Date	Member ID
000-00-6798	JOHN	Q.	SMITH	Jr.	09/2015	09/01/2015	09/30/2015	
000-00-4321	JANE		JONES		09/2015	09/01/2015	09/30/2015	

One day before employer 00001 submits their 10/2008 Employer Report, the employer logs into ESS – Download Member ID, and retrieves the Member IDs of the new hires:

10/30/2015 Member ID Query Results						
Agency	SSN	Member ID	First Name	Middle Name	Last Name	Suffix Code
54321	000-00-6798	00000001	JOHN	Q.	SMITH	Jr.
54321	000-00-4321	00000002	JANE		JONES	

Based on the data retrieved, employer #54321 would report those Member IDs on the 10/2015 Employer Report.

Please Note: Employers who use the Enter Report module In Orbit Self Service to ‘key’ their monthly contribution data are not required to use this module. The Member ID will automatically populate for the member on the following reporting template after the first record for member posts in the system.

The following pages contain technical format and data requirements on:

- Overall rules relating to the file format (***for additional information please refer to separate document File Specifications – Record Layout***)

- The fixed length file format
 - The Header Record Format
 - The Detail Record Format

Overall Rules Relating to the File Format

1. Member ID records written sequentially and in the following order: ***Header Record***, then the ***Detail Record(s)*** followed by the Trailer Record.
2. The detail records on the file created based on the result set from the query (***pulled from ORBIT ESS – Download Member ID feature***).
3. For additional Information please refer to separate document File Specifications

Sample

```
1 H2047520170400120170429
2 D20475LOGG ..... 123456780000987654321Name .....
3 D20475LOGG ..... 123456780000987654321Name .....
4 D20475LOGG ..... 123456780000987654321Name .....
5 D20475LOGG ..... 123456780000987654321Name .....
6 D20475LOGG ..... 123456780000987654321Name .....
7 F2047520170400000000005+000066402.79+000003984.19 ..
```

If you have any questions regarding this document, please email the Employer Reporting team at OER@nctreasurer.com.

Steps to download member ID from Self Service:

Step One:

Login to Orbit Self Service

➔ Login to ORBIT

Login to manage your retirement account and gain access to the full features of the ORBIT, including pre-filled forms, retirement calculations and more.

⚠ Passwords are case-sensitive.

🔑 [Forgot your Password](#)

👤 [Forgot your User Name](#)

Are you a first-time user?
If so, you will need to register to create your account.

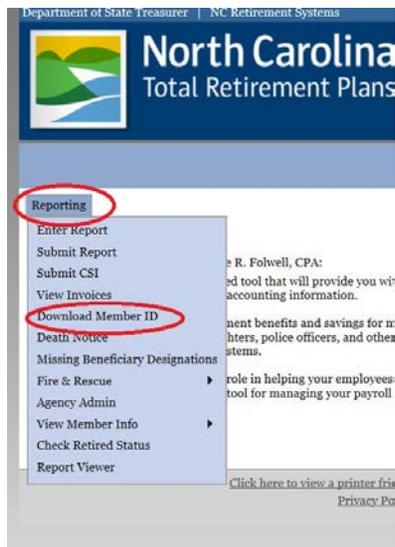
The registration process is required only for access to individual members' accounts, not Employers.

Log In

Register

Step Two:

Select "Download Member ID"



Step 3

Choose your search parameters

Reporting

Member Details - Search Criteria

Retrieve Only New Members
Retrieve only new members i.e. members that have been recorded in the system since the last time member information was downloaded which was: 03/13/2017

Retrieve Members By Date
Retrieve all members that have been recorded in the system since a specific date.
Start Date:

Retrieve Members By SSN
Retrieve members for SSN
SSN: (999999999) or (999-99-9999)

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