

Employer Request for Demographic Data

Why it is important:

U.S. OMNI & TSACG Compliance Services is requesting a monthly Demographic file, to help ensure your plan(s) operate in a compliant manner. More specifically, this data is important to our compliance administration services as it provides essential information on all employees—including those who aren't currently contributing to the Plan (but who may have participated in the past and still have Plan assets), as well as those employees missing from the plan level data files we receive from your investment providers. The receipt of demographic data gives us the capability to process participant transactions in the most efficient manner possible by enabling us to verify certain information (DOB, Employment Status, etc.) without contacting you for confirmation. This ensures that all plan transactions are processed as quickly as possible, while minimizing involvement from the employer. This data is also utilized to monitor plan activity and contribution limits. This is especially important for clients not currently taking advantage of our contribution processing service. If we are not tracking contribution amounts through this service or a demographic file, we are relying solely on the data files from your investment providers and the plan-level information they provide. It should be noted this data, while useful, is often incomplete, untimely, or not provided at all. Finally, this data enables us to gather statistical information (participation rate, eligible employees, etc.) on your plan(s). This ensures that we are fully prepared to provide accurate reports and other related assistance upon request.

Format and timing:

We ask that your file include all requested data fields as described in the attached Demographic file layout and be transmitted on a monthly basis. *Please note: if you produce a file that varies from the standard format, we ask that you send an email to data@tsacg.com with a Subject of: "Revised file format request". Additionally, please include a signature line with your contact information and employer's name in the body of your email. We greatly appreciate your assistance to provide us with this valuable information.

To ensure the security of the information being provided, we ask that you submit your files via our secure online FTP site, <https://www.tsacg.com/client/>. We also ask that you do so on or around the 5th of each month. It is important that the name of your file must be clearly identified. Please use the following naming convention for all files you submit:

- Employer's Name (abbreviation is fine)
- State (abbreviation)
- Month (abbreviation) of the payroll data, which will not necessarily be the month you are submitting data.
- Type of file (Demo)

Format: ClientNameStateNovDemo

Example: ABCSchoolsFLNovDemo.csv

Additionally, please note that the data should consist of anyone who receives a W-2 and who is or has been employed in the current calendar year and whether they are Active, On Leave or Terminated.

Following the attached Demographic file layout will ensure that your file is being read as intended, and will enable us to process this information in a timely manner. If any additional fields are necessary, please add and label what is contained in the additional field(s). Include a field heading with the records or send an additional attachment containing the file layout.

For more information regarding this request, please contact us immediately at data@tsacg.com or 866-569-9967.

Thank you for your cooperation and assistance.

U.S. OMNI & TSACG Compliance Services

Notes on demographic file layout:

- If using CSV format, use quotes as text qualifier if there may be any embedded “,” in text fields.
- Include ALL fields in layout in the order specified. Put 0 in all empty numeric fields and leave empty text fields blank.
- No “/” or “-” in date and SSN fields. Format dates (MMDDYYYY) and SSN (XXXXXXXXXX) in text format so that leading 0 is not dropped.
- No “\$” or “,” in amount fields.
- Include all employees for current year. If terminated, put a “T” in Status field and include Termination Date.
- Put the original hire date in the “Continuous Hire Date” field if there has not been a break in service; otherwise this field should contain the last hire date for the employee.
- If you do not use the employment status indicated in the layout (A, T, L, S, PT, or Adj), please provide a key for mapping.

File Layout for Monthly Data Transmission

Field	Format	Layout
Last Name	Text	
First Name	Text	
Middle Initial	Text	
Social Security #	Text	999999999
Address	Text	
City	Text	
State	Text	
Zip	Text	
Employment Status	Text	A, T, L, S, PT, Adj
Termination Date	Text	MMDDYYYY
Date of Birth	Text	MMDDYYYY
Pay Periods Per Year	Double	9.99
Years Employed by Plan Sponsor	Double	9.99
Projected Annual Salary		
Last Hire Date	Text	MMDDYYYY
403(b) Vendor Name	Text	
403(b) Per Pay Period (Employee contributions only)	Double	9.99
2 nd 403(b) Vendor Name	Text	
2 nd 403(b) Per Pay Period (Employee contributions only)	Double	9.99
457 Vendor Name	Text	
457 Per Pay Period (Employee contributions only)	Double	9.99
Roth 403(b) Vendor	Text	
Roth Per Pay Period (Employee contributions only)	Double	9.99
Salary YTD	Double	9.99
403(b) YTD – Employee portion Only	Double	9.99
457(b) YTD – Employee portion Only	Double	9.99
401(k) YTD -Employee portion Only	Double	9.99
Roth YTD – Employee portion Only	Double	9.99
401(a) YTD	Double	9.99
Employer 403(b) YTD	Double	9.99
Employer 457(b) YTD	Double	9.99
Employer Roth YTD	Double	9.99
Employer 401K YTD – Do not include Employee 401K contributions	Double	9.99
Employer ORP Vendor Name – Applies to Colleges	Text	
Employer ORP YTD – Applies to Colleges	Double	9.99
Employer CCORP Vendor Name – Applies to Colleges	Text	
Employer CCORP YTD – Applies to Colleges	Double	9.99
Employer FICA ALT YTD – Not required for MI at this time	Double	9.99

Employment Status:

A – Active
T – Terminated L
– On Leave
S – Subs
PT – Part Time
Adj – Adjunct

Location-Center	Text	
Location-Center Code	Text	
Employee Email Address	Text	
Prior Year's Social Security Wages	Double	9.99