

Census Report

The CENSUS program will create a common census file per ING requirements.

Field Definitions

- The **File Name** is Census.CSV. The Census.CSV file name can be called another name, by entering the new name in this field followed by .csv extension. The .csv file is to be sent to ING for processing.
- The first selection criteria available for processing is **Employees with 403B and/or 457 deduction**. This allows you to choose employees that have a 403B, 457, both or all employees to be included on the report. Valid values are:
 - **Employees With Only 403b Deductions** will be selected (only annuity pay items will be included)
 - **Employees With Only 457 Deductions** will be selected (only annuity pay items will be included)
 - **Employees With 403b and/or 457 Deductions** will be selected (only annuity pay items will be included)
 - **All Employees** will be selected (all employee's will be included,(Regular and Annuity Payroll Items))
- Select a **Deduction Stop Date**. This selection is only valid if selecting employees with 403b or 457 deductions. If selecting all employees, this selection is ignored. Enter a stop date to include for selection. Employees whose stop date on the 403b or 457 deductions are BEFORE the stop date entered, will NOT be included for selection.
- The **Last Paid Date** selection allows you to enter a last paid date to include for selection. Employees whose last payroll pay date is BEFORE the date entered, will NOT be included for selection.
- The **Include Archived Employees?** selection allows you to include/exclude archived employees. Check the box to include Archived employees, Leave box unchecked to NOT include Archived employees.
- If you are using the **Use User Defined Date 2 For Rehired Date?** field to store an employee's rehire date, then you would check this option. If you are not using user-defined date 2 field or you are using it for another purpose, then you would leave this option unchecked.

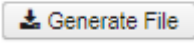
If you use the user-defined date 2 for the rehire date, then the CENSUS file will populate the Plan Status Date and the Employment Status Date with the rehire date. Also, for this to be true, the termination date must be zeroed or blanked out before running the CENSUS report.

If you are not using the user-defined date 2 field or are using it for another purpose, the Plan Status Date and Employment Status Date will continue to be the hire date or termination date (if termination date is not zero or blank.)

- The **Properties** required for reporting to ING have been selected by default: (**Bold**)
 - **Ssn**
 - **First Name**
 - **Middle Name**
 - **Last Name**
 - **Street 1**
 - **Street 2**
 - **City**
 - **State**
 - **Zip Code**
 - **Gender**
 - **Birth Date**
 - **Plan Status**
 - **Plan Status Sub**
 - **Plan Status Date**
 - **Emp Status**
 - **Emp Status Sub**
 - **Emp Status Date**
 - **Hire Date**
 - **Plan Entry Date**

- **Contribution Status**
- **Salary**
- **Vested Status**
- **Years Experience**
- *User Date 2*
- *Re Hire Date*
- Employee Id
- Providence
- Country
- Home Phone
- Office Phone
- Office Phone Ext
- Years Experience
- Last Paid Date
- User Money 1
- User Money 2
- User Money 3
- User Money 4
- User Code 1
- User Code 2
- User Code 3
- User Code 4
- User Text 1
- User Text 2
- User Date 1

****Note****User can create any custom fields at the employee level that can now be available for selection for the census file.

- Once all options have been selected, click on 

Columns are listed below in the same order they appear in the CENSUS.CSV file.

Column	Screen	Criteria
SSN	Employee	
First Name	Employee	
Middle Name	Employee	
Last Name	Employee	
Street 1	Employee	
Street 2	Employee	
City	Employee	
State	Employee	
Zip Code	Employee	
Gender	Employee	M = Male F = Female
Birth Date	Employee	
Plan Status	Employee	If there's a termination date, then "X" If there's NO termination date, then "A"
Plan Status Sub	Employee	Blank for ALL employees
Plan Status Date	Employee	If there's a termination date, then termination date If there's NO termination date, then hire date
Employee Status	Employee	If there's a termination date, then "T" If there's NO termination date, then "H"
Employee Status Sub	Employee	If there's NO termination date and (No Rehired Date or the User Date 2 is not checked) it is "O" If there's NO termination date and there is a Rehired date and 'Use User Defined Date 2 For Rehired Date?' field is checked, it is an "R"
		If there's a termination date, then "Blank"

Employee Status Date	Employee	If there's a termination date, then termination date
		If there's NO termination date, then hire date
Hire Date	Employee	
Plan Entry Date	Employee	Hire Date
Rehire Date	Employee	Input parm="Y" Date employee rehired within the district (if district uses 'Payroll Date 2')
Contribution Status		"Y" For All Employees
Salary	Federal YTD Total Gross field	
Vested Status		"Y" For All Employees
Years Experience	Calculated	Current Date - Hire Date

Example of CENSUS.CSV

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	999902910	Savannah	Thelma	Potts	1317 Shawnee Street		Roswell	OH	52622	M	12261983	A		4012007	H	O	4012007	4012007	4012007	Y	43769.1	Y	13
2	999907025	James	Sierra	Palmer	1351 Bank Park		Claxton	OH	88501	M	10151963	A		7111988	H	O	7111988	7111988	7111988	Y	40731.6	Y	32
3	999909839	Bobbie	Beverly	Leonard	1797 Wrexham Run		Gainesville	OH	14084	F	10011932	A		4131953	H	O	4131953	4131953	4131953	Y	44300.33	Y	67
4	999911018	Rod	Dakota	Hoffman	632 Independence Rd		Broxton	OH	16641	M	8181948	A		1012001	H	R	1012001	2141970	2141970	Y	2600	Y	50
5	999912577	Katie	Dawn	Graham	1360 Guava Drv		Broxton	OH	16411	M	3021978	A		5062001	H	O	5062001	5062001	5062001	Y	42954.23	Y	19
6	999917162	Unborn	Kaitlyn	Reynolds	949 Greiner Lane		Montrose	OH	51491	M	11271970	A		3021995	H	O	3021995	3021995	3021995	Y	42967.96	Y	25
7	999917604	George	Susan	Atkins	630 Clarice Lane		Hazlehurst	OH	88067	M	2121985	A		12192012	H	O	12192012	12192012	12192012	Y	44372.8	Y	7
8	999931705	Wendy	Charlotte	Pace	1119 Hendershot Ridge		Barnesville	OH	63235	M	5081953	X		2082004	T		2082004	2031981	2031981	Y	23150.81	Y	39
9	999934154	Roger	Juanita	Byers	622 Graylock Trail		Cuthbert	OH	10264	F	2141979	A		11142004	H	O	11142004	11142004	11142004	Y	38559.4	Y	15
10	999938522	Leah	Trevor	Reynolds	1042 Colburn Path		Cedartown	OH	26495	F	9171989	X		7062012	T		7062012	4132010	4132010	Y	29671.45	Y	10
11	999940016	Trent	Stacy	Kirby	499 Dyer Park		Sugar Hill	OH	53636	M	2061950	A		1012001	H	R	1012001	8021971	8021971	Y	687.5	Y	49
12	999940804	Alex	Antonio	Nunez	977 Childrens Blvd		Omega	OH	3099	M	8271994	A		1012001	H	R	1012001	10192020	10192020	Y	1020.64	Y	-1
13	999947357	Paige	Cathy	McMahon	432 Wolfe Place		Lookout Mountain	OH	26168	F	7121987	A		6062009	H	O	6062009	6062009	6062009	Y	39845.6	Y	11