

Transmission Information for FTP Users Only

With the implementation of the CLER Phase 2, which increased the frequency of Payroll Office Transmissions and made CLER Report 13 available to Carriers and Payroll Offices, NFC updated the CLER file layout to include a note that Payroll Offices have a cut off of 7 business days following the “as of date” on their file, to compile and transmit their pay period files to NFC. This cut off date was intended to assure that each payroll office transmission was submitted timely and did not run the risk of being submitted after the subsequent “submission date” for the next file.

We have noticed that some transmissions are being “transmitted” much later than 7 business days from the “submission date” on the files. These untimely submissions and releases are causing some files to reject.

We are sending this notification to all Payroll Office submitters who use the FTP process, and would like to provide the following guidance to assist with successful transmitting:

- The “submission date” for your file should reflect the day you submit the file to NFC.
- The “as of date” for your file should reflect the last day of the pay period.
- This date must be within 7 business days of the “as of date” in your file.
- Any files transmitted more than 7 business days after the “as of date” will be rejected and data will not be included in Report 13. If a rejected file is the first file of the reconciliation quarter, it will also not be included in the reconciliation process for that quarter.

If you have any questions related to this notification, or need further assistance with submitting a transmission, please call our Government Insurance Services Branch Help Desk a call at 1-855-632-4468.