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1. **Purpose**

This document will describe the list of the required fields for a contribution remittances data exchange.

CSV with Header – 1 line per Contribution type

1. **List of fields**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field description** | **Values / Comments** | **required / optional** | **Mapping Notes** |
| Employee’s Social Insurance Number (SIN) |  | R | eepssn |
| Contribution date | Contribution deposit date | R | prgpaydate |
| Contribution amount | This amount could be negative or positive. It could contain decimals. | R | Sum (PdhEECurAmt) where eeddedcode = (ADDPNU, PNUN2, RRSPV, ADPEN, PENSE, ADPNN or PENSN)  and  Sum (PdhERCurAmt) where eeddedcode = (PENSU, PENRN, PENSR) |
| Contribution type | This field will contain the information on the source of the contribution:   * Employee’s regular contribution * Employee’s additional contribution * Employer’s regular contribution | R | IF eeddedcode = PNUN2, PENSE or RRSP send Employee’s regular contribution  IF eeddedcode = ADDPNU, ADPEN or ADPNN send Employee’s additional contribution  IF eeddedcode = PENSU, PENRN or PENSR send Employer’s regular contribution |
| Beginning of pay period date |  | R | PrgPeriodStartDate |
| End of pay period date |  | R | PrgPeriodEndDate |
| Employee’s last name |  | R | Eepnamelast |
| Employee’s first name |  | R | Eepnamefirst |
| Plan Information | Information on the plan should permit to determine the applicable division and class. | R | EECUDFIELD01 |
| Plan Information | Information on the plan should permit to determine the applicable division and class. | R | EECUDFIELD13 |
| Spousal contribution | This field contains information on spousal contributions (if applicable). | O | Leave blank |
| Spousal contribution proportion | This field contains the contribution proportion to be allocated to the spousal account. | O | Leave blank |

**Pension Deduction Codes:**

ADDPNU                     Add’l Pension

PNUN2                        Pension EE2

RRSPV                         RRSP Voluntary

ADPEN                        Add’l Pension

PENSE                        Pension – EE

ADPNN                        Add’l Pension

PENSN                        Pension – EE

PENSU                        Pension – Emplr

PENRN                        Pension – Emplr

PENSR                        Pension - Emplr

1. **Data transfer**

3.1 **General guideline**

iA Financial Group’s Secure Portal supports the standard FTP, SFTP, and FTPS file transfer protocols.

We recommend that you use SFTP rather than FTP.

3.2 **Testing environment**

Server: [fs41.inalco.com](https://fs41.inalco.com/)

*The login, password and directory will be provided by xConnect team.*

3.3 **Production environment**

Server: [fs01.inalco.com](https://fs01.inalco.com/) (OKIOK)

*The login, password and directory will be provided by xConnect team.*