Executive Summary:

This report provides an overview of the employer database cleanup process and presents findings and recommendations for strategic planning. The report highlights the challenges faced in the current employer database, including non-contributing employers, closed businesses, duplicates, and other inconsistencies. The objectives of the cleanup process were to redefine the current mandatory employer database, categorize the database into different portfolios, review the employer deactivation process, and propose initiatives for maintaining a clean employer database.

The methodology employed for the cleanup involved gathering comprehensive data from the Management Information System, categorizing employers based on specific criteria, validating the data for accuracy, identifying duplicate and closed employers, and developing a deactivation process. A collaborative approach was adopted, involving various teams for seamless execution.

The findings reveal that 58% of the registrations are mandatory registrations, while 42% are voluntary registrations. The total number of mandatory employers is 54,075, including redundant employers (20,236) proposed for deactivation. The voluntary portfolio consists of 38,101 individuals. The report provides a breakdown of registrations based on the year and payment history.

The current categorization of the mandatory employer database includes Consistent, Inconsistent, and Dormant portfolios. Ongoing activities include identifying duplicate, merged, and closed companies, as well as mapping employers into the respective portfolios. The voluntary portfolio is categorized as Active and Dormant.

The recommendations for the mandatory business include implementing a deactivation procedure, approving the employer deactivation form, conducting regular updates, and re-categorizing the employer database based on payment history and compliance rates. For the voluntary business, the recommendations involve deactivating non-contributing employers, phasing out voluntary employers, and using a specific employer number NS033333SOR for exceptional cases.

The action plan outlines specific tasks, responsible parties, and timelines for implementing the recommendations. These actions include finalizing the employer portfolio categories, developing deactivation procedures and forms, cleaning up non-contributing employers, updating contacts in the database, and deactivating duplicates, merged, and closed employers.

By implementing the recommendations and executing the action plan, the organization aims to achieve a clean and efficient employer database, effectively manage employer portfolios, and improve compliance of employers. This will result in better portfolio management, improved data accuracy, and enhanced operational efficiency.