

Table of Contents

About this guide	2
When to submit files	2
How to submit files	2
Accessing file templates	2
General guidelines.....	2
Enrolment file specifications	3
Demographic file specifications	6
Event file specifications	7
Event file specifications – Termination	7
Event file specifications – Retirement	8
Event file specifications – Death	9
Event file specifications – Leaves	10
Event file specifications – Long-term disability (LTD)	11
Event file specifications – Return-to-work (RTW)	11
Event file specifications – Annualized pensionable earnings change	12
Event file specifications – Employment type or ratio change	13
Event file specifications – Union designation change	14
Payroll file specifications	15
Eligibility file specifications	17
Questions?	18

About this guide

The **File Specifications Guide** describes the file types required to submit member information to UPP, from enrolling new members, to submitting their retirement, and everything in between. This guide provides you with file formatting requirements and a description of the fields where clarification may be helpful.

Note: The **File Specifications Guide** will continue to evolve to align with updates to the system and processes. We will keep you informed of the latest version.

When to submit files

The files described in this document should be submitted to UPP at least monthly, to provide members with real-time data when they use the myUPP Member Portal. Data related to member events should be reported on a regular basis to avoid delays in providing key pension benefit information to members or their spouse or beneficiaries (in the case of pre-retirement deaths).

How to submit files

Please submit files via secure message through the [myUPP Employer Portal](#).

Accessing file templates

File templates are provided during onboarding. If additional copies are required at a later time, please contact UPP to request them by email.

General guidelines

- All files must have a ".csv" extension.
- You can submit data for multiple members within one file. However, the following files should only include one line for each member:
 - Enrolment file
 - Demographic file
- Column headers are **case-sensitive**. To ensure successful file processing, do not alter, rename, or reformat any headers. They must be **replicated exactly** as displayed in this guide and in the official file templates.
- To link the data to the associated member file, please include:
 - Employee ID (EEID)
 - While the pension administration system will assign a unique member identification number to each member upon enrolment, the EEID is required across all files, and varies based on employer.
 - Last name
- To avoid errors, please follow these supported data formats:
 - Date format is YYYYMMDD (don't include hyphens or spaces). E.g. 20251231
 - Decimals are rounded to two points. E.g. 12.34
 - Dollar amounts should not include a dollar sign or comma. E.g. 1000.00

Enrolment file specifications

Please submit the enrolment file to enroll an employee as a member of UPP. Enrolment files can be sent throughout the month, but the enrolment date will always be the first of the following month. For example, if the enrolment form is received January 16th, the member's enrolment date will typically be February 1st, unless it's a retroactive enrolment.

Field name	Description	Data type	Character limit	Required field	Formatting example
EEID	Populate the EEID field under the member's employment contract.	Alphanumeric	10	Yes	UOFX1234 Include leading zeros if applicable, i.e., 001234.
SIN	Social insurance number	Numeric	9	Yes	123456789 No hyphens or spaces
Salutation	Professional title	Code	5	No	Prof. or Dr.
First Name		Character	40	Yes	Kiran
Middle Name		Character	40	No	Jamie
Last Name		Character	40	Yes	Smith
Preferred Name	If the employee has a preferred name, they wish UPP to use via phone.	Character	40	No	Jay
Date of birth		Numeric	8	Yes	YYYYMMDD If the DOB is July 1, 1998, enter 19980701.
Sex	UPP is required to collect information regarding sex, not gender, for actuarial valuations and regulatory filings under pension legislation.	Code	22	Yes	The options available in the system are: <ul style="list-style-type: none"> - Male - Female - Prefer not to disclose - Intersex
Language Preference	Employee's preferred language	Code	1	No	The options available in the system are: <ul style="list-style-type: none"> - E (for English) - F (for French)
Phone number	If the employee only has a cell number, enter it in this field.	Numeric	15	Yes	4165551234 If there is no phone number, use 4169999999.

Cell Number	If the employee only has a cell number, enter it in the field above.	Numeric	15	No	4165550000
Primary e-mail	The primary email address should be the employee's personal email address.	Character	40	Yes	jsmith@gmail.com
Work e-mail		Character	40	No	jsmith@employer.ca
Address 1	The address will be validated with Canada Post.	Character	40	Yes	16 York Street
Address 2	Additional field for apt. or suite	Character	40	No	Apt. 29 Suite 1200
Address 3	Additional field for PO Box or RR	Character	40	No	PO Box 123 RR 3
City		Character	40	Yes	Toronto
Province		Code	2	Yes	Options include: ON, BC, AB, MB, NB, NL, NS, NU, PE, QC, SK, YT
Postal Code		Character	7	Yes	A1A 1A1 Include a space, not a hyphen, between the first and last three characters.
Country		Code	2	Yes	CA (for Canada)
Hire Date	Date the employee was hired	Numeric	8	Yes	YYYYMMDD If the member was hired August 10, 2025, enter 20250810.
Annualized Pensionable Earnings		Numeric	12	Yes	Do not include a dollar sign or comma. I.e., \$100,000.00 would be 100000.00.
Enrolment Date	Date the employee will be enrolled	Numeric	8	Yes	YYYYMMDD Always the first of the month. If the member was hired August 10, 2025, the enrolment date will be 20250901.

Employment Type	Indicate if the employee is full-time or part-time	Code	2	Yes	FT (for full-time) PT (for part-time)
Employment Ratio	The percentage of full-time hours that the employee works	Numeric	4	Yes	Round to two decimal points. If a member works 50% of the full-time equivalent, enter 0.50. If they work full-time, enter 1.00.
Pay Cycle	Frequency of employee's payroll	Character	15	Yes	Options available are: <ul style="list-style-type: none"> - Bi-weekly - Semi-monthly - Monthly
Union Designation	Employee's union designation	Code	25	Yes	Options available are: CUPE, ONA, OPSEU, OSSTF, UGFA, UGFSEA, UNIFOR, USW, PSAC, QUFA, IBEW, UTFA, IUPAT, IAMAW, TUFA, TSFU, EXEMPT, NUFA, CUPEFA, NUSU, NUSUA, WFLUNU, UFCW, IATSE, WLUFA, and None.

Demographic file specifications

Please submit the demographic file to update a member's name (first, middle, last), date of birth, sex, language preference, and to modify a temporary SIN to a new SIN.

Field name	Description	Data type	Character limit	Required field	Formatting example
EEID	Populate the EEID field under the member's employment contract.	Alphanumeric	10	Yes	UOFX1234 Include leading zeros if applicable, i.e., 001234.
Salutation	Professional title	Code	5	No	Prof. or Dr.
First Name		Character	40	Yes	Kiran
Middle Name		Character	40	No	Jamie
Last Name		Character	40	Yes	Smith
Date of Birth		Numeric	8	Yes	YYYYMMDD If the DOB is July 1, 1998, enter 19980701.
Sex	UPP is required to collect information regarding sex, not gender, for actuarial valuations and regulatory filings under pension legislation.	Code	22	As needed	The options available in the system are: <ul style="list-style-type: none"> - Male - Female - Prefer not to disclose - Intersex
Language Preference	Employee's preferred language	Code	1	As needed	The options available in the system are: <ul style="list-style-type: none"> - E (for English) - F (for French)
New SIN	A new SIN is typically only used if changing from a temporary SIN to a permanent SIN.	Numeric	9	As needed	123456789 No hyphens or spaces

Event file specifications

Please submit the event file to report member events such as terminating employment, retirement, leaves of absence, long-term disability (LTD), return to work (RTW) or pre-retirement death. Please also use this file to capture changes to members' union designation, employment type or ratio, and annualized pensionable earnings.

Important: Kindly submit this file as soon as possible once you are notified of a member event. This allows us to provide members (or their spouse or beneficiaries in the event of a pre-retirement death), with their pension benefit options. Changes to members employment type or ratio, and annualized pensionable earnings impact the results of their pension estimates in the myUPP Member Portal.

Multiple events for the same member can be reported in one file, as long as each event type is listed on a separate row. Each row should represent one member and one event type.

Event file specifications – Termination

Please submit the termination event for members that have terminated their employment with their respective employer.

The required fields are provided below. The remaining fields in the event file template are not applicable to this event and can be left blank.

Field name	Description	Data type	Character limit	Formatting example
EEID	Populate the EEID field under the member's employment contract.	Alphanumeric	10	UOFX1234 Include leading zeros if applicable, i.e., 001234.
Last Name		Character	40	Smith
Event Type	Describes the type of termination	Code	40	Select one of these options: <ul style="list-style-type: none">- Termination – Voluntary- Termination – Involuntary- Termination – Involuntary with cause
Event Date	The service end date for the member. This is often their last day worked, but may differ, if for example a member is on a paid vacation up to their termination date.	Numeric	8	YYYYMMDD If the member's last day of work and contributions is January 10, 2025, enter 20250110.

Event file specifications – Retirement

Please submit the retirement event for active members who have decided to begin their pension. Documentation and notice requirements vary by participating employer, but we recommend submitting retirement files 90 days in advance in order to provide members with their retirement options in a timely manner.

Note: In most cases, pensions are paid on the first of the month following a member's retirement date. For example, if a member ends employment effective July 31, their pension is effective August 1. For this reason, if a member elects the first of the month of their retirement date, we kindly ask that you reconfirm with the member, as this may result in losing a month's worth of pension.

The required fields are provided below. The remaining fields in the event file template are not applicable to this event and can be left blank.

Field name	Description	Data type	Character limit	Formatting example
EEID	Populate the EEID field under the member's employment contract.	Alphanumeric	10	UOFX1234 Include leading zeros if applicable, i.e., 001234.
Last Name		Character	40	Smith
Event Type	Retirement	Code	40	Retirement
Event Date	The service end date for the member. This is often their last day worked, but may differ, if for example a member is on a paid vacation up to their retirement date.	Numeric	8	YYYYMMDD If the member's last day of work and contributions is January 10, 2025, enter 20250110.

Event file specifications – Death

Please submit this file to report the death of an active member. The event date is the date of the member's death, based on information provided by next of kin. When you learn of the death of an active member, please notify UPP immediately by submitting the file through the myUPP Employer Portal.

If you receive a copy of the death certificate, please share this document with our UPP Employer Experience team via secure message through the myUPP Employer Portal to expedite the process.

The required fields are provided below. The remaining fields in the event file template are not applicable to this event and can be left blank.

Field name	Description	Data type	Character limit	Formatting example
EEID	Populate the EEID field under the member's employment contract.	Alphanumeric	10	UOFX1234 Include leading zeros if applicable, i.e., 001234.
Last Name		Character	40	Smith
Event Type	Death	Code	40	Death
Event Date	Member's date of death	Numeric	8	YYYYMMDD If the member's date of death is January 10, 2025, enter 20250110.

Event file specifications – Leaves

Please submit this file to update a member's employment record with any leaves of absence the member has taken throughout the year, including approved work schedule reductions such as reduced workloads and phased retirements.

Kindly submit these files monthly, to report new leaves, and to update or correct previously reported leave information. The three statutory leave options are:

1. Leave – PPL: Parental and pregnancy leave.
2. Leave – WSIA: Workplace Safety Insurance Act leave.
3. Leave – Other: For all other statutory leaves available in Ontario.

The required fields are provided below. The remaining fields in the event file template are not applicable to this event and can be left blank.

Field name	Description	Data type	Character limit	Formatting example
EEID	Populate the EEID field under the member's employment contract.	Alphanumeric	10	UOFX1234 Include leading zeros if applicable, i.e., 001234.
Last Name		Character	40	Smith
Event Type	Describes the type of leave	Code	40	The options available in the system are: <ul style="list-style-type: none"> - Leave – Statutory (PPL) - Leave – Statutory (WSIA) - Leave – Statutory (Other) - Leave – Unpaid - Leave – Paid - Leave – Phased Retirement - Leave – Reduced Workload - Leave – Self-Funded Leave - Leave – Layoff without Earnings - Leave – Layoff with Earnings - Leave – Research Leave
Leave Start Date	The date the leave began	Numeric	8	YYYYMMDD If the leave began January 10, 2025, enter 20250110.
Leave End Date	If known, enter the end date (or anticipated end date) of the leave.	Numeric	8	YYYYMMDD If the leave ends on March 21, 2025, enter 20250321.
Total Weeks Paid	The number of weeks the member will receive top-up payments (for Leave – PPL).	Numeric	2	If a member was paid during 10 weeks of their leave, enter 10.

Event file specifications – Long-term disability (LTD)

Please submit this file to update a member's record with any LTD leaves the member has taken. The leave start and end dates can be left blank as the start date must be entered as the event date, and a return-to-work event must be submitted when the leave ends.

The required fields are provided below. The remaining fields in the event file template are not applicable to this event and can be left blank.

Field name	Description	Data type	Character limit	Formatting example
EEID	Populate the EEID field under the member's employment contract	Alphanumeric	10	UOFX1234 Include leading zeros if applicable, i.e., 001234.
Last Name		Character	40	Smith
Event Type	LTD - Disability	Code	40	LTD - Disability
Event Date	The date the LTD leave began	Numeric	8	YYYYMMDD If the LTD leave began on January 10, 2025, enter 20250125.

Event file specifications – Return-to-work (RTW)

Please submit this file to update a member's record with a return-to-work date from a leave of absence, including LTD leaves. This changes a member's status from being on a leave, to active status.

The required fields are provided below. The remaining fields in the event file template are not applicable to this event and can be left blank.

Field name	Description	Data type	Character limit	Formatting example
EEID	Populate the EEID field under the member's employment contract.	Alphanumeric	10	UOFX1234 Include leading zeros if applicable, i.e., 001234.
Last Name		Character	40	Smith
Event Type	Return to Work	Code	40	Return to Work
Event Date	The date the member returned to work	Numeric	8	YYYYMMDD If the member returns to work on March 21, 2025, enter 20250321.

Event file specifications – Annualized pensionable earnings change

Please submit this file to report changes to a member's annualized pensionable earnings.

The required fields are provided below. The remaining fields in the event file template are not applicable to this event and can be left blank.

Field name	Description	Data type	Character limit	Formatting example
EEID	Populate the EEID field under the member's employment contract.	Alphanumeric	10	UOFX1234 Include leading zeros if applicable, i.e., 001234.
Last Name		Character	40	Smith
Event Type	The member's new annualized pensionable earnings.	Code	40	Annualized Pensionable Earnings
Event Date	The effective date of the change	Numeric	8	YYYYMMDD If the new earnings are effective March 1, 2025, enter 20250301.
Amount	Only required if this information has changed. Enter the member's new annualized pensionable earnings.	Numeric	12	Do not include a dollar sign or comma. I.e., \$100,000.00 would be 100000.00.

Event file specifications – Employment type or ratio change

Please submit this file to report changes to a member's employment status (from part-time to full-time and vice versa), as well as changes to their employment ratio (the percentage of the full-time equivalent that a part-time employee works).

The required fields are provided below. The remaining fields in the event file template are not applicable to this event and can be left blank.

Field name	Description	Data type	Character limit	Formatting example
EEID	Populate the EEID field under the member's employment contract.	Alphanumeric	10	UOFX1234 Include leading zeros if applicable, i.e., 001234.
Last Name		Character	40	Smith
Event Type	Change the member's employment type or ratio.	Code	40	Employment Type and Ratio
Event Date	The effective date of the change	Numeric	8	YYYYMMDD If the member became full-time as of March 1, 2025, enter 20250301.
Employment Type	Only required if this information has changed. Either full-time or part-time.	Code	2	The options available in the system are: <ul style="list-style-type: none"> - PT (for part-time) - FT (for full-time)
Employment Ratio	The percentage of full-time hours a part-time employee works.	Numeric	3	Round to two decimal points. If a PT employee works 75% of the full-time equivalent, enter 0.75.

Event file specifications – Union designation change

Please submit this file to update a member's record with any changes to their union designation.

The required fields are provided below. The remaining fields in the event file template are not applicable to this event and can be left blank.

Field name	Description	Data type	Character limit	Formatting example
EEID	Populate the EEID field under the member's employment contract.	Alphanumeric	10	UOFX1234 Include leading zeros if applicable, i.e., 001234.
Last Name		Character	40	Smith
Event Type	Union designation change	Code	40	Union Designation Change
Event Date	Date the member's union designation changed.	Numeric	25	YYYYMMDD If the change is effective on January 10, 2025, enter 20250110.
Union Designation	The member's new union designation	Code	25	Options available are: CUPE, ONA, OPSEU, OSSTF, UGFA, UGFSEA, UNIFOR, USW, PSAC, QUFA, IBEW, UTFA, IUPAT, IAMAW, TUFU, TSFU, EXEMPT, NUFA, CUPEFA, NUSU, NUSUA, WFLUNU, UFCW, IATSE, WLUFA, and None.

Payroll file specifications

Please submit this file to ensure members' contribution data and service is applied to their record. Payroll files should be submitted based on your respective cadence, i.e., bi-weekly, semi-monthly, or monthly. For employers on a non-monthly basis, the files can be linked together and submitted monthly.

Important: Each member should have only one row per pay period. Duplicate rows for the same member and pay period should not be included.

The required fields are provided below. The remaining fields in the file template are optional and can be left blank.

Field name	Description	Data type	Character limit	Formatting example
EEID	Populate the EEID field under the member's employment contract.	Alphanumeric	10	UOFX1234 Include leading zeros if applicable, i.e., 001234.
First Name		Character	40	Kiran
Middle Name		Character	40	Jamie
Last Name		Character	40	Smith
Pensionable Earnings Paid	Member's pensionable earnings – the earnings of which the contributions are based on.	Numeric	12	Do not include a dollar sign or comma. I.e., \$100,000.00 would be 100000.00.
Pay Type		Code	20	The options available in the system are: <ul style="list-style-type: none"> - Regular - Retro - Adjustment - LTD
Pay Date	Payment date for the period worked	Numeric	8	YYYYMMDD If the payment was issued on January 10, 2025, enter 20250110.
Pay Period Start Date		Numeric	8	YYYYMMDD If the pay period starts on February 3, 2025, enter 20250203.
Pay Period End Date		Numeric	8	YYYYMMDD If the pay period ends on February 14, 2025, enter 20250214.

EE Required Contrib (EE REG)	Employee required contributions for pay period	Numeric	10	Do not include a dollar sign or comma. I.e., \$375.50 would be 375.50.
ER Required Contrib (ER REG)	Employer required contributions for pay period	Numeric	10	Do not include a dollar sign or comma. I.e., \$375.50 would be 375.50.
Standard Hours	Number of hours that define the full-time equivalency (FTE) for the period		10	Round to two decimal points. If the FTE is 37.5 hours, enter 37.50.
Hours Worked	Number of hours worked during the pay period		10	Round to two decimal points. If the employee worked 37.5 hours, enter 37.50.

Eligibility file specifications

Please submit this file to track eligibility for enrolment for other than continuous full-time employees, to identify concurrent employees, and employees who are re-employed before they terminate membership.

- An **other than continuous full-time employee** may elect to become a member of the Plan on the first day of any future month. They must complete the enrolment form after meeting at least one of the two following conditions in each of the last two consecutive calendar years:
 - They earn at least 35% of the year's maximum pensionable earnings (YMPE) each year with one or more employers that participate in UPP; or
 - They work at least 700 hours from an eligible class of employment with one or more employers that participate in UPP in a year.
- A **concurrent employee** must join the Plan immediately if they already participate in UPP under another UPP-participating employer and are now employed with a second UPP-participating employer at the same time.
- An **employee who has terminated employment within the last 12 months, who has not yet terminated plan membership**, and is re-employed by a UPP-participating employer must consolidate their periods of service under one membership.

Please submit this file monthly so that we can track members who must begin contributing to the Plan. This will help members and employers avoid having to pay retroactive contributions.

The required fields are provided below. The remaining fields in the file template are optional and can be left blank.

Field name	Description	Data type	Character limit	Formatting example
Employee's SIN	Social insurance number	Numeric	9	123456789 No hyphens or spaces.
Date of Birth		Numeric	8	YYYYMMDD If the DOB is July 1, 1998, enter 19980701.
First Name		Character	40	Kiran
Last Name		Character	40	Smith
Address		Character	40	16 York Street
City		Character	40	Toronto
Province		Code	2	Options include: ON, BC, AB, MB, NB, NL, NS, NU, PE, QC, SK, YT
Postal Code		Character	7	A1A 1A1 Include a space, not a hyphen, between the first and last three characters.
E-mail Address	Employee's personal email address	Character	40	jsmith@gmail.com

Monthly Earnings	Employee's monthly earnings	Numeric	10	Do not include a dollar sign or comma. If the employee's monthly earnings are \$6,500.00 enter: 6500.00.
Monthly Hours	Employee's monthly hours worked	Numeric	10	Round to two decimal points. If the employee worked 75 hours, enter 75.00.
YTD Earnings	Employee's year-to-date earnings	Numeric	12	Do not include a dollar sign or comma. If the employee's year-to-date earnings are \$25,000.00 enter 25000.00
YTD Hours	Employee's year-to-date hours	Numeric	10	Round to two decimal points. If the employee's year-to-date hours worked are 350 hours, enter 350.00.

Questions?

Our UPP Employer Experience team is here to support you throughout this process. If you have any questions, please contact us via secure message through the **myUPP Employer Portal** or phone at 1-877-627-7877 from Monday to Friday, 8:30 am to 5 pm ET.