

## Steps of Employer Action:

Employer can view all the details furnished by the member by clicking on the View link.

- a) Employer can approve or reject each Joint Option request using DSC/e-Sign. A separate PDF will be created against each approved/rejected request using DSC/e-sign.
- b) For Approval, Employer has to upload month-wise wage details in the prescribed format for the period under consideration.

To upload a text file, follow these steps:

1. Click on the "Choose File" button.
2. A file explorer window will open. Navigate to the location of the text file you want to upload.
3. Select the text file by clicking on it and then click on the "Open" button.
4. The file name should now appear next to the "Choose File" button.
5. If the text file is valid and meets the required format, click on the "Upload" button to upload the file.
6. After uploading the file, the employer can view or delete the uploaded file.

Note: If the text file is invalid or does not meet the required format, you will see an error message. Please review the file and make the necessary changes before attempting to upload it again.

- c) If an uploaded text file is valid, Employer will digitally sign the PDF generated using DSC/e-Sign.
- d) For Rejection, Employer will choose the reason for rejection from the predefined list made available. Employer will reject the request and digitally sign the PDF generated using DSC/e-Sign. In case of Rejection, wage details file upload is not required.

## Validations for the document to be uploaded by employer for adding Monthly Wage Details:

1. The Higher Wages file should be in txt format only.
2. File size should not be greater than 2 MB. If the file size is greater than 2 MB, a single text file in ZIP format will be accepted.
3. Monthly Wage Details should be added only against months that fall under the period of service details declared by the member while opting for pension on higher wages i.e. Wage month should be between the Date of Joining EPS and the Date of Exit EPS-95 or upto the previous wage month, which are declared by the member.
4. Each line in the text file contains details of single months only.
5. The separator between fields should be #~# (Hash Tilda Hash).
6. In case a member has active service, Wage details will be available till the previous month.
7. Column Number 4 should be 8.33% of the column 3 “wages on which PF contribution was paid”
8. Column Number 5 should be 1.16% of the difference of, wages and 15000, for the wage months on or after Sept 2014
9. For the wage months prior to Sept 2014, column 5 “Pension contribution from employee @1.16% received on such wages with effect from 01/09/2014” should be 0. Any entry given in this field will be ignored if wage month is prior to Sept 2014.

Sl.No.	Field Name	Field Width	Mandatory	Remarks
1.	Member Id	Character (22)	Yes	22-character long valid member id
2.	Wage Month (all the months from date of joining to date of leaving)	Character (7)	Yes	<ul style="list-style-type: none"> <li>Valid month in mm/yyyy format</li> <li>A wage month must fall between DOJ EPS and DOE EPS, including DOJ EPS and DOE EPS. If DOE EPS is not available, it must be less than the current month.</li> </ul>
3.	Wages on which PF contribution was paid	Number(8,2)	Yes	<ul style="list-style-type: none"> <li>The total number of digits should not exceed 10 including two digits for the fractional part, if applicable.</li> </ul>
4.	Pension Contribution from employer @ 8.33% due on such Wages as in column 3	Number(8,2)	Yes	<ul style="list-style-type: none"> <li>The total number of digits should not exceed 10 including two digits for the fractional part, if applicable.</li> </ul>
5.	Pension Contribution from employee @ 1.16% received on such wages with effect from 01.09.2014	Number(8,2)	Yes	<ul style="list-style-type: none"> <li>For Pensioners, the value should be 0 or will be ignored even if provided.</li> </ul>
6.	Pension Contribution Paid by the employer earlier.	Number(8,2)	Yes	<ul style="list-style-type: none"> <li>The total number of digits should not exceed 10 including two digits for the fractional part, if applicable.</li> </ul>
7.	Pension Contribution to be paid along with interest	Number(8,2)	Yes	<ul style="list-style-type: none"> <li>The total number of digits should not exceed 10 including two digits for the fractional part, if applicable.</li> </ul>
8.	Yearly PF Interest rate for PF-exempt establishments	Number(2,2)	No	<ul style="list-style-type: none"> <li>Rate of interest in XX.YY format (fractional part is optional).</li> </ul>