

July 24, 2025, HBR Alert!



Salary-Based Premium: Upload Option is Now Available

The salary upload option covered in the [May 2025 HBR Update](#) is now available! Please see the bottom of this alert for the file specifications.

Groups with more than 200 enrolled employees that do NOT currently have payroll integration with Benefitfocus will have the option to submit a file to the Plan that can be uploaded into eBenefits to update the salary.

Once your file is ready for upload, please go to <https://shpapplicationportal.shpnc.org/SBP-File-Import/>

A screenshot of a web application interface for the North Carolina State Health Plan. The header includes the plan's logo and navigation links: Home, Submit New Exception, Submit Group HBR Access and/or Contact Request, and Sign In. The main heading is "State Health Plan - Salary Based Premium - Salary Data Upload". Below this is a section titled "Salary Data Upload Option" which explains that groups with more than 200 employees can submit a file to update salary data. A section titled "Data Fields and Format Requirements" lists three required fields: SSN, Salary, and Earnings Effective Date, along with specific formatting rules for each. A link is provided to download an example file. The form area contains a dropdown menu for "Please Select Your Group's Name", a text field for "File Submitter Email Address", and a file upload section with a "Choose File" button and a "No file chosen" status. At the bottom is a blue button labeled "Submit Salary Based Premium Employee Salary Data".

Upon successful submission of a file, a confirmation email will be sent to the 'File Submitter Email Address' from HBRInquiries@nctreasurer.com to confirm receipt of the file.

Upon successful validation of the file, another email will be sent to the 'File Submitter Email Address' from HBRInquiries@nctreasurer.com to confirm the file has been successfully validated and sent to Benefitfocus for importing to the eBenefits system.

Upon unsuccessful validation of the file, another email will be sent to the 'File Submitter Email Address' from HBRInquiries@nctreasurer.com to confirm the file has not been successfully validated.

This email will contain a list of errors contained in the file. When this email is received, the uploaded file needs to be reviewed, errors corrected and resubmitted through the File Upload Page.

Upload File Requirements

The format for the salary upload option will contain 3 columns, below are the column names along with 2 examples:

SSN	Salary	Earnings Effective Date
123-45-6789	\$50,000.00	09/24/2003
999-99-9998	\$65,000.00	03/16/2017

Please note:

- Social Security Numbers must contain dashes.
- Salary file must contain 2 decimal places and must not contain the dollar sign.
- Earnings effective date must be MM/DD/YYYY.

File will be in a .csv format and will be named GroupName.csv, example CountySchools.csv or University.csv.

