



Pennsylvania Compensation Rating Bureau

The Widener Building • 6th Floor

One South Penn Square • Philadelphia, PA 19107-3577 • (215) 568-2371 • FAX (215) 564-4328

March 27, 1998

BUREAU CIRCULAR NO. 1370

To All Members of the Bureau:

Re: **YEAR 2000 COMPLIANCE**

The Pennsylvania Compensation Rating Bureau (PCRB) recognizes concerns of our members and other data providers or recipients with respect to Year 2000 compliance. This circular is to confirm the PCRB's compliance with Year 2000 requirements and to advise all members of procedures which will be used to accomplish that compliance. This information is being provided in order to allow members to recognize and take full advantage of the PCRB's Year 2000 procedures in preparing their own systems for the 21st century.

The PCRB's objectives in reviewing and planning for the impact of Year 2000 have been two-fold:

- To impose minimal changes to existing data reporting procedures for our members and other data providers, and
- To provide maximum flexibility for members and other data recipients with respect to procedures for receiving data from the Bureau.

In order to accomplish both of the above objectives, data required by the PCRB will be handled differently than will information supplied by us after the Year 2000. Key information regarding these respective procedures is set forth below.

Data formats in specifications for incoming data files will not be modified by the PCRB. Current two-year digit year fields will remain specified as two-digit fields. Any year less than "50," including "00," will be considered to be in the 21st century by PCRB programs. Conversions or expansions which may be needed for Year 2000 compliance will be generated in PCRB systems based on two-digit reported year fields. Adherence to this procedure will allow members to retain and continue to use current reporting programs and specifications with respect to date fields.

In data provided by the PCRB to outside parties, year fields will include century designation and will be presented as four-digit fields. Members whose internal systems will be designed to carry four-digit fields will thus be able to capture needed information in final form from PCRB products. Alternatively, members wishing to store and/or process only two-digit year fields will be able to strip off the last two positions of the date field for that purpose. Thus, the PCRB's procedure will provide maximum flexibility to each member in designing and developing their own Year 2000 systems.

Questions regarding Year 2000 issues should be directed to John Murphy, Director, Systems and Programming Department, at Extension 258 or by e-mail to jmurphy@pcrb.com.

Timothy L. Wisecarver
President

kg
D