

# MPERA Interface File Definitions for Employer Reporting Information Center (ERIC) Employer Reporting File



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Includes the interface definitions for Employer Reporting File (SPS-300-06)

Questions? Contact us toll free: 1-844-304-5452 or in Helena: 406-444-3994.

## Employer Reporting File

This incoming file is submitted to MPERA via Upload Screen by the user. **The file is delimited by '~'.** The file contains the following variable length records identified by the first three characters of the record:

1. **File Summary** - Contains information about the number of rows within the file. The record starts with '000' .
2. **File Header Section** - Contains information about the file such as employer ID, year, payroll frequency, and the date time stamp the file is generated. The record starts with numeric '001'.
3. **Enrollment Header Section** - Contains information about the total number of Enrollment Detail records submitted in the file. The record starts with numeric '002'.
4. **Enrollment Detail Section** - Contains enrollment detail information about the employee member. The record starts with numeric '222'. The Enrollment Detail Section is always preceded by the Enrollment Header Section.
5. **Demographic Header Section** - Contains information about the total number of Demographic Detail records submitted in the file. The record starts with numeric '003'.
6. **Demographic Detail Section** - Contains demographic detail information about the employee member. The record starts with numeric '333'. The Demographic Detail Section is always preceded by the Demographic Header Section.
7. **Payroll I Header Section** - Contains information about the total number of Payroll Detail and Total Compensation Payroll Detail records submitted in the file. The record starts with numeric '004'.
8. **Payroll Detail Section** - Contains Payroll detail information about the employee member. The record starts with numeric '444'. The Payroll Detail Section is always preceded by the Payroll Header Section.
9. **(Optional) Total Compensation Payroll Detail Section** - Contains Total Compensation Payroll detail information about the employee member. The record starts with numeric '445'.
10. **Service Purchase Detail Section** - Contains Service Purchase detail information about the employee member. The record starts with numeric '4444'. The Service Purchase Detail Section is always preceded by the Payroll Detail Section.

## 1. File Summary Section

Field Position	Field Name	Field Length	Field Description	Comments
1	File Summary ID		Identifies the File Header. The value should always be '000'.	
2	Total Number of Records		Number of records in the file. Note: The total number of records in the file including this record, the File Summary record.	If the total number of records in the file do not equal the number in this field <b>ERIC will void the file.</b>
3	Unique ID		Unique identifier, i.e. date-time stamp of the file in yyyyymmddhhmmss format.	The ID should be generated based on the following information: current date with hours, minutes and seconds, and is left justified. e.g. 20240116090434

Example of a File Summary Section in an Excel Document. This file should contain 267 lines. If not, ERIC will not upload the file.

1	000~267~20240208011838

## 2. File Header Section

Field Position	Field Name	Field Length	Field Description	Comments
1	File Header ID	3	Identifies the File Header. The value should always be '001'.	
2	Organization ID	4-5	A unique identifier given by MPERA to identify the employer.	Required. Identifies a specific employer.
3	Total Number of Detail Records		Number of Detail records in the File Header.  Note: Each employer has a File Header. Total number of Detail records for the employer should equal the number in this field.	If the total number of Detail records for the employer does not equal the number in this field, <b>ERIC application will void the file.</b>
4	Payroll Frequency		Indicates if the payroll frequency of the payroll detail records within the file. <ul style="list-style-type: none"> <li>Allowed values <ol style="list-style-type: none"> <li>1) W = Weekly</li> <li>2) B = Bi-weekly</li> <li>3) S = Semi-Monthly</li> <li>4) M = Monthly</li> <li>5) Y = Yearly</li> <li>6) O = Other</li> </ol> </li> </ul> Cannot be null if Payroll Detail records exist	Needed if there is payroll detail to link to the correct pay cycle.  E.g. B = Bi-weekly payroll information is included in the file

Example of File Header Section of a bi-weekly (B) payroll reporting organization. This organization is reporting 261 details in its file. If the total number of Detail records does not equal the number in this field, ERIC application will void the file.

2 001~4533~261~B

### 3. Enrollment Header Section

Field Position	Field Name	Field Length	Field Description	Comments
1	Enrollment Header ID	3	Identifies the Enrollment Header Section. Value should always be '002'.	
2	Count	6	Indicates total number of Detail Enrollment records in the Enrollment Detail Section. Must be numeric only.	If the count does not equal to the total number of Detail records, <b>ERIC will void the entire file.</b>
3	System	8	Retirement system associated with the Enrollment Header.	

Example of an enrollment header section with 8 new enrollments in PERS. If the count does not equal to the total number of Detail records, **ERIC will void the entire file.**

3 002~8~PERS

### 4. Enrollment Details Section

Field Position	Field Name	Field Length	Field Description	Comments
1	Enrollment Detail ID	3	Identifies an Enrollment Detail record. Value should always be '222'.	
2	SSN	9	Social Security Number of the employee. <ul style="list-style-type: none"> <li>• Cannot be null</li> <li>• Must be numeric</li> <li>• No alphabetic or special characters allowed</li> <li>• Should be unique in this detail section</li> </ul>	
3	Name Prefix		Employee name prefix. Valid values are: <ul style="list-style-type: none"> <li>• Null</li> <li>• Mr.</li> <li>• Ms.</li> <li>• Mrs.</li> <li>• Dr.</li> <li>• Miss</li> <li>• Sister</li> <li>• Honorable</li> <li>• Council Person</li> </ul>	Not required.
4	Last Name	25	Last name of the employee. <ul style="list-style-type: none"> <li>• Cannot be null</li> <li>• No numeric allowed</li> <li>• Only allow apostrophe and hyphen –</li> <li>• no other special characters</li> </ul>	
5	First Name	25	First name of the employee. <ul style="list-style-type: none"> <li>• Cannot be null</li> </ul>	

			<ul style="list-style-type: none"> <li>No numeric allowed</li> <li>Only allow apostrophe and hyphen –no other special characters</li> </ul>	
6	Middle Name	25	<p>Middle name of the employee.</p> <ul style="list-style-type: none"> <li>Can be null</li> <li>No numeric allowed</li> <li>Only allow apostrophe and hyphen – no other special characters</li> </ul>	
7	Name Suffix	4	<p>Employee name suffix.</p> <ul style="list-style-type: none"> <li>Valid values are: <ul style="list-style-type: none"> <li>Null</li> <li>Jr.</li> <li>Sr.</li> <li>II</li> <li>III</li> <li>IV</li> <li>V</li> </ul> </li> </ul>	Not required.
8	International Address	1	<p>International address Y or N.</p> <ul style="list-style-type: none"> <li>Cannot be null</li> </ul>	Required. Will allow employers indicate if the member has an international address.
9	Address1	50	<p>Address1 line of the employee's address.</p> <ul style="list-style-type: none"> <li>Can be alphanumeric</li> <li>Cannot be null</li> </ul>	
10	Address2	50	<p>Address2 line of the employee's address.</p> <ul style="list-style-type: none"> <li>Can be alphanumeric</li> <li>Can be null</li> </ul>	
11	Address3	50	<p>Address3 line of the employee's address.</p> <ul style="list-style-type: none"> <li>Can be alphanumeric</li> <li>Can be null</li> </ul>	
12	City	50	<p>City of the employee's address.</p> <ul style="list-style-type: none"> <li>Can be alphanumeric</li> <li>Cannot be null</li> </ul>	
13	State	2	<p>A two letter state code of the employee's address.</p> <ul style="list-style-type: none"> <li>No numeric or special characters allowed</li> <li>If International Address = 'N', cannot be null</li> <li>Only 2 letter state; e.g. KS or MT</li> </ul>	
14	Zip	5	<p>Zip code of the employee's address.</p> <ul style="list-style-type: none"> <li>No alphabetic or special characters allowed</li> <li>If International Address = 'N', cannot be null; e.g. 66610</li> </ul>	
15	Zip4	4	<p>Zip plus 4 of the employee's address.</p> <ul style="list-style-type: none"> <li>No alphabetic or special characters allowed</li> <li>Can be null</li> </ul>	
16	Province		<p>Province of the employee's address.</p> <ul style="list-style-type: none"> <li>No numeric or special characters allowed</li> <li>Can be null</li> </ul>	
17	Postal Code		Postal code of the employee's address.	

			<ul style="list-style-type: none"> <li>• Can be alphanumeric</li> <li>• Cannot be special characters</li> <li>• If International Address = 'Y', cannot be null;</li> <li>• e.g. 500060</li> </ul>	
18	Country		Country of the employee's address. <ul style="list-style-type: none"> <li>• No numeric or special characters allowed</li> <li>• Can be null</li> </ul>	Refer to Country Codes in <a href="#">MPERA Job Classifications and Pay Types</a>
19	Date of Birth	8	Date of birth of the employee. <ul style="list-style-type: none"> <li>• Can be null</li> <li>• No alphabetic or special characters allowed</li> <li>• Valid date in YYYYMMDD format</li> <li>• e.g. 19750101 – First 4 digits should represent year, followed by 2 digit month and 2 digit day</li> </ul>	Required, but not a file upload error. Necessary for determining retirement eligibility and actuarial reporting.  Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).
20	Gender	1	Gender of the employee. <ul style="list-style-type: none"> <li>• Allowed values: M, F, or U <ul style="list-style-type: none"> <li>○ M= Male</li> <li>○ F= Female</li> <li>○ U= Unknown</li> </ul> </li> <li>• Can be null</li> </ul>	Required, but not a file upload error. Necessary for retirement calculations and actuarial reporting.
21	Marital Status	1	Marital status of the employee. <ul style="list-style-type: none"> <li>• Allowed values: M, S, T, D, W, U <ul style="list-style-type: none"> <li>○ M=Married</li> <li>○ S=Single</li> <li>○ T=Separated</li> <li>○ D=Divorced</li> <li>○ W=Widowed</li> <li>○ U=Unknown</li> </ul> </li> <li>• Can be null</li> <li>• No numeric or special characters allowed</li> </ul>	Not required. This information is needed to determine beneficiaries for some systems
22	Phone	10	Phone number of the employee. <ul style="list-style-type: none"> <li>• No alphabetic or special characters allowed</li> <li>• Can be null</li> <li>• e.g. 7857857856</li> </ul>	Not required. Give us contact information in the event we need to contact the member.
23	Phone Type		Phone type of the employee. <ul style="list-style-type: none"> <li>• Valid values: <ul style="list-style-type: none"> <li>○ Home</li> <li>○ Cell</li> <li>○ Work</li> <li>○ Fax</li> </ul> </li> <li>• Cannot be null if phone number is entered</li> </ul>	
24	Email		Email address of the employee. <ul style="list-style-type: none"> <li>• Can be null</li> </ul>	Not required. Give us contact information in

			<ul style="list-style-type: none"> <li>Must be in a valid format (xxxxxx@xxxx.xxx)</li> </ul>	the event we need to contact the member.
25	Email Type		Email type of the employee <ul style="list-style-type: none"> <li>Valid values:               <ul style="list-style-type: none"> <li>Primary</li> <li>Secondary</li> </ul> </li> <li>Cannot be null if email address is entered</li> </ul>	
26	Employment Start Date	8	Start date of employment of the employee for an employer. <ul style="list-style-type: none"> <li>Cannot be null</li> <li>No alphabetic or special characters allowed</li> <li>Valid date in YYYYMMDD format e.g. 20240101 – First 4 digits should represent year, followed by 2 digit month and 2 digit day</li> </ul>	Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February – 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).
27	Job Classification		Indicates the job classification of the employee. <ul style="list-style-type: none"> <li>Cannot be null</li> </ul> Use the value from the Job Code column that matches the Job Classification description.	Required except for 457(b). Use for contributing employees. This determines eligibility for membership and elections.

Example of an enrollment detail. Please note that there are 27 possible places for information but not all is required to be included, as denoted by the multiple consecutive ~s.

4 222~000000000~~Pressley~Elvis~S~~N~221B Example Street #99~~~Bozeman~MT~59718~~~USA~19830106~F~U~4069999999~Cell~epressley@examplemt.gov~Primary~20231113~PERS

## 5. Demographic Header Section

Field Position	Field Name	Field Length	Field Description	Comments
1	Demographic Header ID	3	Identifies the Demographic Header Section. Value should always be '003'.	
2	Count	6	Indicates total number of Detail Demographic records in the Demographic Detail Section. Must be numeric only.	If the count does not equal to the total number of Detail records, <b>ERIC will void the entire file.</b>
3	System	8	Retirement system associated with the Demographic Header.	

Example of a demographic header section with 2 demographic details in MPORS. If the count does not equal to the total number of Detail records, **ERIC will void the entire file.**

12 003~2~MPORS



## 6. Demographic Details Section

Field Position	Field Name	Field Length	Field Description	Comments
1	Demographic Detail ID	3	Identifies a Demographic Detail record. Value should always be '333'.	
2	SSN	9	Social Security Number of the employee. <ul style="list-style-type: none"> <li>• Cannot be null</li> <li>• Must be numeric</li> <li>• No alphabetic or special characters allowed</li> <li>• Should be unique in this detail section</li> </ul>	
3	Last Name	25	Last name of the employee. <ul style="list-style-type: none"> <li>• Cannot be null</li> </ul>	
4	First Name	25	First name of the employee. <ul style="list-style-type: none"> <li>• Cannot be null</li> </ul>	
5	International Address	1	International address Y or N. <ul style="list-style-type: none"> <li>• Cannot be null</li> </ul>	
6	Address1	50	Address1 line of the employee's address. <ul style="list-style-type: none"> <li>• Can be alphanumeric</li> <li>• Cannot be null</li> </ul>	
7	Address2	50	Address2 line of the employee's address. <ul style="list-style-type: none"> <li>• Can be alphanumeric</li> <li>• Can be null</li> </ul>	
8	Address3	50	Address3 line of the employee's address. <ul style="list-style-type: none"> <li>• Can be alphanumeric</li> <li>• Can be null</li> </ul>	
9	City	50	City of the employee's address. <ul style="list-style-type: none"> <li>• Can be alphanumeric</li> <li>• Cannot be null</li> </ul>	
10	State	2	A two letter state code of the employee's address. <ul style="list-style-type: none"> <li>• No numeric or special characters allowed</li> <li>• If International Address = 'N', cannot be null</li> <li>• Only 2 letter state; e.g. KS or MT</li> </ul>	
11	Zip	5	Zip code of the employee's address. <ul style="list-style-type: none"> <li>• No alphabetic or special characters allowed</li> <li>• If International Address = 'N', cannot be null; e.g. 66610</li> </ul>	
12	Zip4	4	Zip plus 4 of the employee's address. <ul style="list-style-type: none"> <li>• No alphabetic or special characters allowed</li> <li>• Can be null</li> </ul>	
13	Province		Province of the employee's address. <ul style="list-style-type: none"> <li>• No numeric or special characters allowed</li> <li>• Can be null</li> </ul>	
14	Postal Code		Postal code of the employee's address. <ul style="list-style-type: none"> <li>• Can be alphanumeric</li> </ul>	

			<ul style="list-style-type: none"> <li>• Cannot be special characters</li> <li>• If International Address = 'Y', cannot be null; e.g. 500060</li> </ul>	
15	Country		Country of the employee's address. <ul style="list-style-type: none"> <li>• No numeric or special characters allowed</li> <li>• Can be null</li> </ul>	
16	Date of Birth	8	Date of birth of the employee. <ul style="list-style-type: none"> <li>• Can be null</li> <li>• No alphabetic or special characters allowed</li> <li>• Valid date in YYYYMMDD format</li> <li>• e.g. 19750101 – First 4 digits should represent year, followed by 2 digit month and 2 digit day</li> </ul>	Not required. Will allow the employer to correct an error.  Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).
17	Gender	1	Gender of the employee. <ul style="list-style-type: none"> <li>• Allowed values: M, F, or U <ul style="list-style-type: none"> <li>○ M= Male</li> <li>○ F= Female</li> <li>○ U= Unknown</li> </ul> </li> <li>• Can be null</li> </ul>	Not required. Will allow the employer to correct an error.
18	Marital Status	1	Marital status of the employee. <ul style="list-style-type: none"> <li>• Allowed values: M, S, T, D, W, U <ul style="list-style-type: none"> <li>○ M=Married</li> <li>○ S=Single</li> <li>○ T=Separated</li> <li>○ D=Divorced</li> <li>○ W=Widowed</li> <li>○ U=Unknown</li> </ul> </li> <li>• Can be null</li> <li>• No numeric or special characters allowed</li> </ul>	Not required. Will allow the employer to correct an error.
19	Phone	10	Phone number of the employee. <ul style="list-style-type: none"> <li>• No alphabetic or special characters allowed</li> <li>• Can be null</li> </ul> e.g. 7857857856	Not required. Allows the employer to update a phone number for an existing employee.
20	Phone Type		Phone type of the employee. <ul style="list-style-type: none"> <li>• Valid values: <ul style="list-style-type: none"> <li>○ Home</li> <li>○ Cell</li> <li>○ Work</li> <li>○ Fax</li> </ul> </li> <li>• Cannot be null if phone number is entered</li> </ul>	
21	Email		Email address of the employee. <ul style="list-style-type: none"> <li>• Can be null</li> <li>• Must be in a valid format (xxxxxx@xxxx.xxx)</li> </ul>	Not required. Allows the employer to update an email for an existing employee.
22	Email Type		Email type of the employee <ul style="list-style-type: none"> <li>• Valid values:</li> </ul>	

			<ul style="list-style-type: none"> <li>○ Primary</li> <li>○ Secondary</li> <li>• Cannot be null if email address is entered</li> </ul>	
23	Date of Death	8	Date of death of the employee. <ul style="list-style-type: none"> <li>• Can be null</li> <li>• No alphabetic or special characters allowed</li> <li>• Valid date in YYYYMMDD format</li> <li>• e.g. 19750101 – First 4 digits should represent year, followed by 2 digit month and 2 digit day</li> </ul>	Not required. Allows the employer to send MPERA a death notification.  Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February – 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).
24	Duty-Related Death	1	Duty Related Death Y or N. <ul style="list-style-type: none"> <li>• Can be null</li> </ul>	Not required. Allows the employer to indicate if a death is duty related. This impacts the benefit calculation.
25	Duty Related Death Information		Duty related death information <ul style="list-style-type: none"> <li>• Can be null</li> </ul>	

Example of a demographic detail.

4 333~000000000~Pressley~Elvis~N~221B Baker Street #99~Billings~MT~59718~USA~19830106~F~U~4069999999~Cell~epressley@examplegmail.edu~Primary~20231113~

## 7. Payroll Header Section

Field Position	Field Name	Field Length	Field Description	Comments
1	Payroll Header ID	3	Identifies the Payroll Header Section. Value should always be '004'.	
2	Count	6	Indicates total number of Payroll Detail records in the Payroll Detail Section. Must be numeric only.	If the count does not equal to the total number of Detail records, <b>ERIC will void the entire file.</b>
3	System	8	Retirement system associated with the Payroll Header.	
4	Total Employee Contribution		Total employee contributions in the Payroll Header. Should equal the sum of employee contributions in the Detail records.	
5	Total Employer Contribution		Total employer contributions in the Payroll Header. Should equal the sum of employer contributions in the Detail records.	
6	Total Pre-Tax Service Purchase Amount		Total pre-tax service purchase amount in the Payroll Header. Should equal the sum of pre-tax service purchase amounts in the Detail records.	
7	Total Earnings		Total earnings in the Payroll Header. Should equal the sum of earnings in the Detail records.	
8	Total Hours		Total earnings in the Payroll Header. Should equal the sum of earnings in the Detail records.	
9	Pay Period Start Date	8	Pay period start date of the Payroll Detail record for the employee. <ul style="list-style-type: none"> <li>Allowed only numbers</li> <li>No letters or special characters</li> <li>Cannot be null</li> <li>The date should be always less than or equal to Pay Period End Date</li> <li>Must be a valid date in YYYYMMDD format</li> </ul>	Required. Ties the payroll detail to a specific pay period. Necessary for determining membership service and service credit.  Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February – 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).
10	Pay Period End Date	8	Pay period end date of the Payroll Detail record for the employee. <ul style="list-style-type: none"> <li>Allowed only numbers</li> <li>No letters or special characters</li> <li>Cannot be null</li> <li>The date should be always greater than or equal to Pay Period Start Date</li> <li>Must be a valid date in YYYYMMDD format</li> </ul>	Required. Ties the payroll detail to a specific pay period. Necessary for determining membership service and service credit.  See above for date formatting.

11	Pay Date		Pay date of the Payroll Detail record for the employee. <ul style="list-style-type: none"> <li>Allowed only numbers</li> <li>No letters or special characters</li> <li>Cannot be null</li> <li>Must be a valid date in YYYYMMDD format</li> </ul>	Required. Ties the payroll detail to a specific pay period. Necessary for determining membership service and service credit.
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Example of a Payroll Header Section. This organization is reporting 179 payroll details for PERS. Please note the payroll header includes the pay period start date (01/21/2024) end date (02/03/2024) and the pay date (02/09/2024) formatted per the file specifications.

15 004~179~PERS~14843.59~17042.16~0.00~187819.20~4969.75~20240121~20240203~20240209

## 8. Payroll Details Section

Field Position	Field Name	Field Length	Field Description	Comments
1	Payroll Detail ID	3	Identifies the Payroll Detail Section. Value should always be '444'.	
2	SSN	9	Social Security Number of the employee. <ul style="list-style-type: none"> <li>Cannot be null</li> <li>Must be numeric</li> <li>No letters or special characters allowed</li> <li>Should be unique in this Detail Section</li> </ul>	
3	Earnings	11	Gross salary for the employee. <ul style="list-style-type: none"> <li>Allowed 8 decimal values with 2 precision</li> <li>Allowed only numbers and special character (.) period e.g. 600000.50</li> </ul>	
4	Pre-tax Employee Contributions	9	Pre-tax portion of employee contributions. <ul style="list-style-type: none"> <li>Allowed 6 decimal values with 2 precision</li> <li>Allowed only numbers and special character (.) period</li> <li>Can be null</li> </ul>	
5	Post-Tax Employee Contributions	9	Post-tax portion of employee contributions. <ul style="list-style-type: none"> <li>Allowed 6 decimal values with 2 precision</li> <li>Allowed only numbers and special character (.) period</li> <li>Can be null</li> </ul>	Specific for employees participating in the 457 plan.
6	Employer Contributions	9	Employer contributions. <ul style="list-style-type: none"> <li>Allowed 6 decimal values with 2 precision</li> <li>Allowed only numbers and special character (.) period</li> </ul>	Will allow us to track employer contributions at a detail level for individual employees.

			<ul style="list-style-type: none"> <li>Can be null</li> </ul>	
7	Hours	7	<p>The hours worked during the Pay Start and End Date period.</p> <ul style="list-style-type: none"> <li>Allowed 5 decimal values with 2 precision</li> <li>Allowed only numbers and special character (.) period</li> <li>Can be null</li> </ul>	
8	Rate	11	<p>The rate of pay the employee receives.</p> <ul style="list-style-type: none"> <li>Allowed 8 decimal values with 2 precision</li> <li>Allowed only numbers and special character (.) period</li> </ul>	
9	Rate Type		<p>The rate type. Only the following values are allowed:</p> <ul style="list-style-type: none"> <li>Hourly Rate</li> <li>Flat Rate</li> <li>Event</li> <li>Annual Salary</li> </ul>	<p>Required. Allows employers to report rates that are different than hourly rates. Refer to Rate Type in <a href="#">MPERA Job Classifications and Pay Types</a></p>
10	Termination of Employment Date		<p>Indicates the date on which the employment is terminated.</p> <ul style="list-style-type: none"> <li>Can be null</li> <li>Allowed only numbers</li> <li>No letters or special characters</li> <li>The date should always be less than or equal to Pay Period End Date</li> <li>Must be a valid date in YYYYMMDD format</li> </ul>	
11	Last Day Worked		<p>Indicates the last day of work.</p> <ul style="list-style-type: none"> <li>Can be null</li> <li>Allowed only numbers</li> <li>No letters or special characters</li> <li>The date should be always less than or equal to Pay Period End Date</li> <li>Must be a valid date in YYYYMMDD format</li> </ul>	
12	Employment Status	4	<p>Employment status for the employee.</p> <ul style="list-style-type: none"> <li>Can be null</li> <li>Refer to Employment Status in <a href="#">MPERA Job Classifications and Pay Types</a></li> </ul>	<p>Required if employee has not terminated employment, but no contributions are being reported. Will reduce phone calls to verify termination and assist with eligibility to purchase certain types of service such as worker's comp. Will also allow for proper membership service for employees on leave.</p>
13	Employment Status Date	8	<p>Employment status date.</p> <ul style="list-style-type: none"> <li>Valid date in YYYYMMDD format</li> </ul>	<p>Note: For single digit months (i.e. January through September), the month value should be</p>

			<ul style="list-style-type: none"> <li>No letters or special characters</li> <li>e.g. 20091012 – First 4 digits represent year, followed by 2 digit month and 2 digit day</li> </ul>	preceded by a 0 (January = 01, February – 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).
14	Final Pay Indicator	1	<p>Indicates if the payroll details reported in this section are the final payroll details the employer will report for the employee.</p> <ul style="list-style-type: none"> <li>Valid values are Y or N</li> <li>No special characters allowed</li> <li>No numbers allowed</li> <li>Cannot be null</li> </ul>	
15	Job Classification		<p>Indicates the job classification of the employee.</p> <ul style="list-style-type: none"> <li>Refer to MPERA Job Classifications in <a href="#">MPERA Job Classifications and Pay Types</a></li> </ul>	Allows employer to report if an employee is working in multiple jobs. Use the value from the Job Code column that matches the Job Classification description.
16	Pay Type		<p>Indicates the pay type of the employee.</p> <ul style="list-style-type: none"> <li>Refer to Pay Types <a href="#">MPERA Job Classifications and Pay Types</a></li> </ul>	Required. Assists with determining member's service credit and membership service; limitations for working retirees and optional members; determining highest average compensation; the calculation of IRC limitations; and contribution requirements. Benefit is that we will not need to request additional information from the employer at the time members retire.
17	Detention Officer Training Date		<p>Indicates the date on which the detention officer Training date.</p> <ul style="list-style-type: none"> <li>Can be null</li> <li>Allowed only numbers</li> <li>No letters or special characters</li> <li>Must be a valid date in YYYYMMDD format</li> </ul>	Only required for detention officers when they are first reported. This eliminates the need for the annual detention officer training report.

An example of a payroll detail. The organization is reporting Annual Pay (ANNL) for a PERS member. The pay type is regular pay (0001)

23 444~000000000~5019.23~400.48~~459.79~72.00~145000.00~ANNL~~~~~N~PERS~0001~

## 9. (Optional) Total Compensation Payroll

Using Total Compensation Payroll Details is an optional way to calculate contributions. It was designed for employers who cannot, for whatever reason, apply contributions at the detail level, but must calculate them at a “rolled-up” level.

The ‘Total Compensation’ line will be used to send the EE and ER Contributions, but no hours or rates. The other payroll details for the same SSN with the previously defined pay types will be used to report the earnings, hours, rate types, and employment information. Please see [Business Rules Regarding Total Compensation Payroll Details Section](#) and [Total Compensation Payroll Detail Example](#) for more information.

Field Position	Field Name	Field Length	Field Description
1	Payroll Detail ID	3	Identifies the Payroll Detail Section. Value should always be ‘445’.
2	SSN	9	Social Security Number of the employee. <ul style="list-style-type: none"><li>• Cannot be null</li><li>• Must be numeric</li><li>• No letters or special characters allowed</li><li>• Should be unique in this Detail Section</li></ul>
3	Earnings	11	Gross salary for the employee. <ul style="list-style-type: none"><li>• Allowed 8 decimal values with 2 precision</li><li>• Allowed only numbers and special character (.) period</li><li>• e.g. 600000.50</li></ul>
4	Pre-tax Employee Contributions	9	Pre-tax portion of employee contributions. <ul style="list-style-type: none"><li>• Allowed 6 decimal values with 2 precision</li><li>• Allowed only numbers and special character (.) period</li><li>• Can be null</li></ul>
5	Post-Tax Employee Contributions	9	Post-tax portion of employee contributions. <ul style="list-style-type: none"><li>• Allowed 6 decimal values with 2 precision</li><li>• Allowed only numbers and special character (.) period</li><li>• Can be null</li></ul>
6	Employer Contributions	9	Employer contributions. <ul style="list-style-type: none"><li>• Allowed 6 decimal values with 2 precision</li><li>• Allowed only numbers and special character (.) period</li><li>• Can be null</li></ul>
7	Hours	7	The hours worked during the Pay Start and End Date period. <ul style="list-style-type: none"><li>• Allowed 5 decimal values with 2 precision</li><li>• Allowed only numbers and special character (.) period</li><li>• Can be null</li></ul>
8	Rate	11	The rate of pay the employee receives. <ul style="list-style-type: none"><li>• Allowed 8 decimal values with 2 precision</li><li>• Allowed only numbers and special character (.) period</li></ul>
9	Rate Type		The rate type. Only the following values are allowed: <ul style="list-style-type: none"><li>• Hourly Rate</li><li>• Flat Rate</li><li>• Event</li><li>• Annual Salary</li></ul>
10	Termination of Employment Date		Indicates the date on which the employment is terminated. <ul style="list-style-type: none"><li>• Can be null</li><li>• Allowed only numbers</li><li>• No letters or special characters</li><li>• The date should always be less than or equal to Pay Period End Date</li><li>• Must be a valid date in YYYYMMDD format</li></ul>



11	Last Day Worked		<p>Indicates the last day of work.</p> <ul style="list-style-type: none"> <li>• Can be null</li> <li>• Allowed only numbers</li> <li>• No letters or special characters</li> <li>• The date should be always less than or equal to Pay Period End Date</li> <li>• Must be a valid date in YYYYMMDD format</li> </ul>
12	Employment Status	4	<p>Employment status for the employee.</p> <ul style="list-style-type: none"> <li>• Can be null</li> <li>• Refer to Employment Status in <a href="#">MPERA Job Classifications and Pay Types</a></li> </ul>
13	Employment Status Date	8	<p>Employment status date.</p> <ul style="list-style-type: none"> <li>• Valid date in YYYYMMDD format</li> <li>• No letters or special characters</li> <li>• e.g. 20091012 – First 4 digits represent year, followed by 2 digit month and 2 digit day</li> </ul> <p>Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February – 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).</p>
14	Final Pay Indicator	1	<p>Indicates if the payroll details reported in this section are the final payroll details the employer will report for the employee.</p> <ul style="list-style-type: none"> <li>• Valid values are Y or N</li> <li>• No special characters allowed</li> <li>• No numbers allowed</li> <li>• Cannot be null</li> </ul>
15	Job Classification		<p>Indicates the job classification of the employee.</p> <ul style="list-style-type: none"> <li>• Refer to MPERA Job Classifications in <a href="#">MPERA Job Classifications and Pay Types</a></li> </ul>
16	Pay Type		<p>Indicates the pay type of the employee.</p> <ul style="list-style-type: none"> <li>• Refer to <b>Pay Types</b> in <a href="#">MPERA Job Classifications and Pay Types</a></li> </ul>
17	Detention Officer Training Date		<p>Indicates the date on which the detention officer Training date.</p> <ul style="list-style-type: none"> <li>• Can be null</li> <li>• Allowed only numbers</li> <li>• No letters or special characters</li> <li>• Must be a valid date in YYYYMMDD format</li> </ul>

An example of a Total Compensation Detail.

1247 445~XXXXXXXXXX~1878.14~0.00~0.00~0.00~79.00~23.7739~HRLY~~~~~N~PERS~0001~

## 10. Service Purchase Detail Section

Field Position	Field Name	Field Length	Field Description	Comments
1	Service Purchase Detail ID	4	Identifies a Service Purchase Detail Section. Value should always be '4444'.	
2	SSN	9	Social Security Number of the employee. <ul style="list-style-type: none"> <li>Cannot be null</li> <li>Must be numeric</li> <li>No letters or special characters allowed</li> <li>Should be unique in this Detail Section</li> </ul>	
3	Pre-Tax Service Purchase Amount	9	Employee service purchase contributions. <ul style="list-style-type: none"> <li>Allowed 6 decimal values with 2 precision</li> <li>Allowed only numbers and special character (.) period</li> <li>Can be null</li> </ul>	
4	Service Purchase Type		Indicates the type of service purchase. <ul style="list-style-type: none"> <li>Refer to Service Purchase Types in <a href="#">MPERA Job Classifications and Pay Types</a></li> <li>The ERIC application must use the Code Value stored in ERIC for Service Purchase Types available.</li> <li>Append Service Purchase ID associated with the service purchase type.</li> </ul> <p>Example: MILT-11001 for Military Service</p>	

An example of a Refund Buy-back detail (RFBB).

67410 4444~XXXXXXXXXX~51.23~RFBB