

INFORMATION FOR SOFTWARE VENDORS

<p>Introduction</p> <p>Transfer Medium Specifications</p>	<p>The information in the Electronic Reporting section is intended for <u>vendors</u> who develop software used for MPERA's Web Reporting.</p> <p>MPERA can accept data files through: (1) the MPERA Web Reporting website; or (2) by other electronic media, such as diskette, compact disc or flash drive.</p>
<p>Contact MPERA for secure access to the Web Reporting website.</p>	<p>1. FILE TRANSFER Employers can electronically transfer their payroll file directly to the MPERA Web Reporting website. To transfer payroll files, employers will need Microsoft Internet Explorer (version 5.0 or higher). Contact MPERA to acquire security to access the website.</p> <p>2. DISKETTE/CD/FLASH DRIVE</p> <p>A. External label</p> <ol style="list-style-type: none">1) Sender: agency name, employer number, and phone number2) Description: MPERA payroll - pay day and year reported <p>Employers reporting by diskette must also send a computer-generated copy of the report to MPERA. Employers reporting via the Web Reporting website, but not paying by ACH, must include a screen print of the Payroll Summary along with their payment to MPERA. Refer to Additional Reporting Information Section for print instructions.</p>
<p>Data Input Formats</p>	<p>This section describes the format, data input requirements, edit criteria, and specifications for Web Reporting and diskette.</p> <p>You will use three different record types to format data in a payroll report file. Every report requires all three types. A payroll report file is needed for each retirement system for which contributions are withheld and reported. (See Table 1 in this chapter for specific format.)</p> <p>Record Type 1: Employer header and total record.</p> <p>Record Type 2: Employee general information record.</p> <p>Record Type 3: Employee earnings, employee contributions, and service purchase payment record.</p>

Unless otherwise specified, all fields in each record type must contain characters.

Transactions File Format

Computer Generated Report

Record Type 1 – Employer Summary Record

Include one Type 1 record for each employer in the file. A Type 1 record contains summary data about the employer for all contributing employees. This record must cover the entire reporting period. Do not include non-contributing information within the summary data. All fields are required.

Record Type 2 – Employee Details Record

Include one Type 2 record for each contributing employee and non-contributing employee being reported to MPERA. A Type 2 record contains general data about each employee being reported. All fields are required.

Record Type 3 – Employee Earnings Record

Every Type 2 record is immediately followed by a Type 3 record to report earnings, contributions, and service purchase payments. All fields are required except the SERVICE PURCHASE AMOUNT and TYPE fields. Use the SERVICE PURCHASE AMOUNT and TYPE fields **only** if the employee is purchasing service. If the employee is non-contributing, enter zero for the contribution amount.

Table 1 describes the specific data format for each record type. The table includes the following items:

- ◆ Field Description including any edit criteria associated with the field.
- ◆ Type: Whether the data is alphanumeric or numeric.
 - ◆ **Alphanumeric (A/N)** fields are left justified within a field and contain alphabetic or number characters, or spaces.
 - ◆ **Numeric (N)** fields are right justified within a field and contain only the digits 0-9. Numeric fields cannot contain spaces. For example, to enter seven in a two-digit numeric field, you must enter "07" not " 7".
- ◆ Size: field length.
- ◆ Position: Position number of the first character in the field.

Agencies who report by other media must also send a computer-generated copy of the report to MPERA. Review this report to ensure that:

- ◆ The report is correct and complete.
- ◆ The report is signed and dated.

Table 1 - Transactions File Format

FIELD DESCRIPTION	TYPE	SIZE	POS
Record Type 1			
RECORD TYPE - always "1" Must be the first record in the file	N	1	1
RETIREMENT SYSTEM NUMBER	N	2	2
EMPLOYER TYPE - see Table 2	A/N	2	4
EMPLOYER IDENTIFICATION NUMBER - Assigned by MPERA	N	4	6
PAYROLL REPORT PERIOD (YYYYMM)	N	6	10
COUNT OF EMPLOYEES REPORTED - No decimal, 5 positions before and none after the decimal	N	5	16
TOTAL EARNINGS REPORTED - Implied decimal, 7 positions before and 2 after the decimal	N	9	21
TOTAL HOURS REPORTED - Implied decimal, 7 positions before and 2 after the decimal	N	9	30
TOTAL EMPLOYEES CONTRIBUTIONS REPORTED - Implied decimal, 7 positions before and 2 after the decimal	N	9	39
TOTAL EMPLOYEES SERVICE PURCHASE CONTRIBUTIONS REPORTED - Implied decimal, 7 positions before and 2 after the decimal	N	9	48
TOTAL EMPLOYER CONTRIBUTIONS REPORTED - Implied decimal, 7 positions before and 2 after the decimal	N	9	57
TOTAL MEMBERSHIP FEE REPORTED— <i>(Field not used after 12/99.)</i> Implied decimal, 5 positions before and 2 after the decimal— <i>(Zero fill this field.)</i>	N	7	66
TOTAL PENALTY REPORTED - <i>(Field not currently in use)</i> Implied decimal, 5 positions before and 2 after the decimal— <i>(Zero fill this field.)</i>	N	7	73

Table 1 - Continued

FIELD DESCRIPTION	TYPE	SIZE	POS
Record Type 2			
RECORD TYPE - always "2"	N	1	1
EMPLOYEE SOCIAL SECURITY NUMBER	N	9	2
EMPLOYEE LAST NAME	A/N	22	11
EMPLOYEE FIRST NAME	A/N	17	33
EMPLOYEE MIDDLE NAME INITIAL	A/N	1	50
HOURS - Implied decimal, 5 positions before and 2 after the deci-	N	7	51
HOURLY RATE - Implied decimal, 5 positions before and 2 after the decimal	N	7	58
HIRE DATE (YYYYMMDD)* -	N	8	65
TERMINATION INDICATOR - Y - Yes N - No	A/N	1	73
PART TIME INDICATOR - N - no (Full time - greater than or = to 160 hrs per mo./12 mo. per year.) Y - yes (Part time - less than 160 hrs per mo. /12 mo. per year.)	A/N	1	74
SEASONAL INDICATOR - P - Permanent (Use your agency's definition) S - Seasonal (Use your agency's definition) T - Temporary (Use your agency's definition) New Non-Contributing Values http://mpera.mt.gov/docs/NCNTRBValues.pdf	A/N	4	75

* The Hire Date is defined as the date the employee first started work with the MPERA contracted employer

Table 1 - Continued

FIELD DESCRIPTION	TYPE	SIZE	POS
Record Type 3			
RECORD TYPE - always "3"	N	1	1
EARNINGS FOR PERIOD - Implied decimal, 7 positions before and 2 after the decimal	N	9	2
EMPLOYEE CONTRIBUTION - Implied decimal, 5 positions before and 2 after the decimal	N	7	11
EMPLOYEE ADDITIONAL CONTRIB. - (<i>Field not used after 4/93,</i>) Im- plied decimal— (<i>Zero Fill this Field</i>) 5 positions before and 2 after the decimal	N	7	18
SERVICE PURCHASE TYPE - 1 See Table 3	N	3	25
SERVICE PURCHASE AMOUNT - 1 Implied decimal, 5 positions before and 2 after the decimal	N	7	28
SERVICE PURCHASE TYPE - 2 See Table 3	N	3	35
SERVICE PURCHASE AMOUNT - 2 Implied decimal, 5 positions before and 2 after the decimal	N	7	38
SERVICE PURCHASE TYPE - 3 See table 3	N	3	45
SERVICE PURCHASE AMOUNT - 3 Implied decimal, 5 positions before and 2 after the decimal	N	7	48
SERVICE PURCHASE TYPE - 4 See Table 3	N	3	55
SERVICE PURCHASE AMOUNT - 4 Implied decimal, 5 positions before and 2 after the decimal	N	7	58
SERVICE PURCHASE TYPE - 5 See table 3	N	3	65
SERVICE PURCHASE AMOUNT - 5 Implied decimal, 5 positions before and 2 after the decimal	N	7	68

Table 2 - Employer Types

CODE	EMPLOYER TYPE	CODE	EMPLOYER TYPE
CO	County	OA	Other Agency
CP	Central Payroll	PG*	Municipal Police
FG*	Firefighters Unified	PM**	Municipal Police
FU**	Firefighters Unified	PN***	Municipal Police
GW	Game Wardens and Peace Officers	PO****	Municipal Police
HG*	Highway Patrol Officers	PP*	Part-Paid Firefighters
HP**	Highway Patrol Officers	GP**	Part-Paid Firefighters
HS	High School	SD	School District
JG*	Judges	SR	Sheriffs
		UN	University

- FG* Firefighters hired after June 30, 1997 and those who selected the GABA.
- FU** Firefighters hired before June 30, 1997 and did not select the GABA.
- HG* Highway patrol officers hired after June 30, 1997 and those who selected the GABA.
- HP** Highway patrol officers hired before June 30, 1997 and did not select the GABA.
- JG* Judges hired after June 30, 1997 and those who selected the GABA.
- JR** Judges hired before June 30, 1997 and did not select the GABA.
- PG* Municipal police officers hired after June 30, 1997 and those who selected the GABA.
- PM** Municipal police officers hired on or after July 1, 1975 and before July 1, 1979, and who did not select the GABA.
- PN*** Municipal police officers hired after June 30, 1979 and before June 30, 1997 who did not select the GABA.
- PO**** Municipal police officers hired before July 1, 1975 who did not select the GABA.
- PP* Part-paid firefighters hired before June 30, 1997 and did not select the GABA.
- GP** Part-paid firefighters hired after June 30, 1997 and those who selected the GABA.

Table 3 - Coding for Additional (Service Purchase) Contributions

Code	Type Service Purchase	Code	Type Service Purchase
025	Refund	045	Industrial Accident/Work Comp
026	Military or Reserve	046	Retro Coordination
040	1-for-5	047	Refund Coordination
041	Retroactive	048	Active Account Coordination
042	Other Public Service	049	TRD on Account Coordination
043	Elected Official	050	TRD Refund Coordination
044	Legislator		

Some service purchases may not be available to all retirement systems. Each specific retirement system chapter provides general information about which service purchases are available in that system.

Member Address Data Input Formats

The following information is the file format, data input requirements, and edit criteria for the addresses. **Only report addresses for contributing employees of MPERA.** You will use one record type to format data in a member address update file. A member address record is needed for each retirement system for which contributions are withheld and reported.

Unless otherwise specified, all fields in each record type must contain characters.

Table 4 describes the specific data format for each record type. The Table also lists the following items for each record type:

- ◆ Data name
- ◆ Whether the data is alphanumeric or numeric*
- ◆ Field length
- ◆ Position number of the first character in the fields
- ◆ Any edit criteria associated with the field

*NOTE: The MPERA definition of alphanumeric versus numeric:

Alphanumeric (A/N) fields are left justified within a field and contain alphabetic or number characters, or spaces.

Numeric (N) fields are right justified within a field and contain only the digits 0-9. Numeric fields cannot contain spaces. For example, to enter seven in a two-digit numeric field, you must enter "07" not "7".

Quick Reference Guides for Online Reporting are available at the end of this section for your convenience.

MPERA can accept data files using one of the following media types:

1. File Transfer to the MPERA Web Reporting site;
2. By other electronic media.

If you have questions about electronic reporting of member addresses, contact MPERA.

Table 4

FIELD DESCRIPTION	TYPE	SIZE	POS
RETIREMENT SYSTEM NUMBER	N	2	1
EMPLOYER TYPE - see Table 2	A/N	2	3
EMPLOYER IDENTIFICATION NUMBER - Assigned by MPERA	N	4	5
DATE FILE CREATED (YYYYMMDD)	N	8	9
EMPLOYEE SOCIAL SECURITY NUMBER	N	9	17
EMPLOYEE LAST NAME	A/N	22	26
EMPLOYEE FIRST NAME	A/N	17	48
EMPLOYEE MIDDLE INITIAL	A/N	1	65
ADDRESS LINE 1	A/N	30	66
ADDRESS LINE 2 (IF EXISTS)	A/N	30	96
ADDRESS LINE 3 (IF EXISTS)	A/N	30	126
CITY	A/N	22	156
STATE (ABBREVIATION)	A/N	2	178
ZIP CODE (5)	N	5	180
ZIP CODE (4) (SPACES IF UNKNOWN-NUMERIC IF ENTERED)	A/N	4	185

Table 5

CO	County	OA	Other Agency
CP	Central Payroll	PG*	Municipal Police
FG*	Firefighters Unified	PM**	Municipal Police
FU**	Firefighters Unified	PN***	Municipal Police
GW	Game Wardens and Peace Officers	PO****	Municipal Police
HG*	Highway Patrol Officers	PP*	Part-Paid Firefighters
HP**	Highway Patrol Officers	GP**	Part-Paid Firefighters
HS	High School	SD	School District
JG*	Judges	SR	Sheriffs
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