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

Employer Adjustment File Layout

1. This 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:

2. **File Summary** – Contains information about the number of rows within the file and the Unique ID that indicates the date-time stamp of the file. The record starts with '000'.

3. **File Header Section** – Contains information about the file such as organization ID, and the total number of Detail records. The record starts with numeric '001'.

4. **Adjustment Header Section** – Contains information about the total number of Adjustment Detail records submitted in the file. The record starts with numeric '002'.

5. **Adjustment Detail Section** – Contains Adjustment Detail information about the employee member. The record starts with numeric '444. The Adjustment Detail section is always preceded by the Adjustment Header section.

6. **Service Purchase Adjustment Detail Section** – Contains Service Purchase Adjustment Detail information about the employee member. The record starts with numeric '4444'. The Service Purchase Detail section is always preceded by the Adjustment Detail section.

1. File Summary Section

Field Position	Field Name	Field Length	Field Description	Comments
1	File Summary		Identifies the File Summary. The value should always be '000'.	
2	Total Number of Records		Number of records in the file. Can include multiple employers in a file.	Note: Total number of records in the file should equal the number in this field. **The ERIC application must void the file otherwise.**
3	Unique ID		Unique identifier, i.e. date-time stamp of the file in yyyymmddhhmmss format. The ID should be generated based on the following information: current date with hours, minutes and seconds, and is left justified. e.g. 20110116090434.	

Example of a File Summary Section in Excel. Total number of records in the file should be 40. **The ERIC application will void the file otherwise.**

1	000~40~20240215135746

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.	
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. **The ERIC application must void the file otherwise.**

Example of a File Header. Total number of Detail records for the employer should be 36. **The ERIC application will void the file otherwise.**

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2   001~4481~36
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3. Adjustment Header Section

Field Position	Field Name	Field Length	Field Description	Comments
1	Adjustment Header ID	3	Identifies the Adjustment Header section. Value should always be '002'.	
2	Count	6	Indicates total number of Adjustment Detail records in the Adjustment Detail section. Must be numeric only.	NOTE: If the count does not equal the total number of Adjustment Detail records, **ERIC application must void the entire file.**
3	System	8	Retirement system associated with the Adjustment Header.	
4	Total Employee Contribution		Total employee contributions in the Adjustment Header. Should equal the sum of employee contributions in the Adjustment Detail records.	
5	Total Employer Contribution		Total employer contributions in the Adjustment Header. Should equal the sum of employer contributions in the Adjustment Detail records.	
6	Total Pre-Tax Service Purchase		Total pre-tax service purchase amount in the Adjustment Header.	

	Amount		Should equal the sum of pre-tax service purchase amounts in the Detail records.	
7	Total Post-Tax Service Purchase Amount		Total post-tax service purchase amount in the Adjustment Header. Should equal the sum of pre-tax service purchase amounts in the Detail records.	
8	Total Earnings		Total earnings in the Adjustment Header. Should equal the sum of earnings in the Detail records	
9	Total Hours		Total hours in the Adjustment Header. Should equal the sum of hours in the Detail records	

Example of an Adjustment Header for the PERS retirement system. If the total number of Adjustment Detail records is not 100, **ERIC application will void the entire file.**

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3   002~100~PERS~237.33~272.47~0~0~3003.77~0
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4. Adjustment Detail Section

Field Position	Field Name	Field Length	Field Description	Comments
1	Adjustment Detail ID	3	Identifies an Adjustment Detail record. Value should always be '444'.	
2	SSN	9	Social Security Number of the employee. • Cannot be null • Must be numeric • No letters or special characters allowed • Should be unique in this Detail section	
3	Earnings	11	Gross salary for the employee. • Allowed 8 decimal values with 2 precision • Allowed only numbers and special character (.) period • e.g. 600000.50 • Indicates the adjusted earnings	
4	Pre-Tax Employee Contributions	9	Pre-tax portion of employee contributions. • Allowed 6 decimal values with 2 precision • Allowed only numbers and special character (.) period	

			• Indicates the adjusted pre-tax employee contributions	
5	Post-Tax Employee Contributions	9	Post-tax portion of employee contributions. • Allowed 6 decimal values with 2 precision • Allowed only numbers and special character (.) period • Indicates the adjusted pre-tax employee contributions	
6	Employer Contributions	9	Employer contributions. • Allowed 6 decimal values with 2 precision • Allowed only numbers and special character (.) period • Indicates the adjusted employer contributions	
7	Hours	7	The hours worked during the pay start and end date period. • Allowed 4 decimal values with 2 precision • Allowed only numbers and special character (.) period • Indicates the adjusted hours worked	
8	Rate	11	The rate of pay the employee receives. • Allowed 8 decimal values with 2 • Allowed only numbers and special character (.) period • Indicated the adjusted rate of pay the employee receives.	
9	Rate Type		The Rate Type. Only the following values are allowed: • Hourly Rate • Flat Rate • Event • Indicates the adjusted rate type	Refer to Rate Type in MPERA Job Classifications and Pay Types
10	Job Classification		Indicates the Job Classification of the employee for the reported period. • Refer to Job Classification in MPERA Job Classifications and Pay Types The Job Classification should match what is already posted in the ERIC application.	Use the value from the Job Code column that matches the Job Classification description.
11	Pay Type		Indicates the Pay Type of the employee.	Refer to Job Classification in MPERA Job

				Classifications and Pay Types
12	Pay Date		Pay date of the Adjustment Detail record for the employee.	This needs to be the pay date when the original reporting should have occurred.
13	Pay Date		Optional	
14	Beginning Occurrence Period		Optional	VFCA Reporting
15	Ending Occurrence Period		Optional	VFCA Reporting

Example of an Adjustment Detail for the PERS retirement system with an Hourly Rate pay type.

444~XXXXXXXXX~25.16~2.64~~3.3~~0.2735~HRLY~PERS~0014~20231201

5. Adjustment Service Purchase Details Section

Field Position	Field Name	Field Length	Field Description
1	Service Purchase Detail ID	4	Identifies the Adjustment Service Purchase Detail record. Value should always be '4444'.
2	SSN	9	Social Security Number of the employee. • Cannot be null • Must be numeric • No letters or special characters allowed Should be unique in this Detail section
3	Pre-Tax Service Purchase Amount	9	Pre-tax portion of employee contributions. • Allowed 6 decimal values with 2 precision • Allowed only numbers and special character (.) period Indicates the adjusted pre-tax employee contributions
4	Post-Tax Service Purchase Amount	9	Post-tax portion of employee contributions. • Allowed 6 decimal values with 2 precision • Allowed only numbers and special character (.) period Indicates the adjusted pre-tax employee contributions
5	Service Purchase Type	9	Indicates the type of service purchase. The type of service purchase should match what is already posted in PERIS. Refer to Service Purchase Types in MPERA Job Classifications and Pay Types

Example of an Adjustment Service Purchase Detail for a One-For-Five service purchase type.

36	4444~XXXXXXXXX~84.26~ONF5