MPERA Interface File Definitions for Employer Reporting

Version 1.3 published 02/12/2016.
Items highlighted in light green have been changed/added from the 12/07/2015 version 1.2.
Items highlighted in light orange have been changed/removed from the 3/24/2015 version 1.1.
Items highlighted in light blue have been changed/added from the 4/28/2014 version 1.0.
Includes the interface definitions for Employer Reporting File (SPS-300-06) and Employer Adjustment File (SPS-301-06)

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 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. *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: Can include multiple employers in a file. Total number of records in the file should equal the number in this field. The	The total number of records in the file including this record, the File Summary record.

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			PERIS 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	

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	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. The PERIS application must void the file otherwise.	

4	Payroll Frequency		Indicates if the payroll frequency of the payroll detail records within the file.
			• Allowed values are W, B, S, M, Y, O
			    ○ W = Weekly
			    ○ B = Bi-weekly
			    ○ S = Semi-Monthly
			    ○ M = Monthly
				Needed if there is payroll detail to link to the correct paycycle.

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			o Y = Yearly o O = Other • Cannot be null if Payroll Detail records exist E.g. Y = Yearly payroll information is included in the file	

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. NOTE: If count does not equal to the total number of Detail records, system must void the entire file.	
3	System	8	System associated with the Enrollment Header.	

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. • Cannot be null • Must be numeric	

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			• No alphabetic or special characters allowed • Should be unique in this detail section	
3	Name Prefix		Employee name prefix. Valid values are: • Null • Mr. • Ms. • Mrs. • Dr. • Miss • Sister • Honorable • Council Person	Not required.
4	Last Name	25	Last name of the employee. • Cannot be null • No numeric allowed • Only allow apostrophe and hyphen – no other special characters	
5	First Name	25	First name of the employee. • Cannot be null • No numeric allowed • Only allow apostrophe and hyphen – no other special characters	
6	Middle Name	25	Middle name of the employee. • Can be null • No numeric allowed • Only allow apostrophe and hyphen – no other special characters	

7	Name Suffix	4	Employee name suffix.
			• Valid values are:
			  ○ Null
			  ○ Jr.
			  ○ Sr.
				Not required.

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS

			o II
			    o III
			    o IV
			    o V	

8	International Address	1	International address Y or N. • Cannot be null	Required. Will allow employers indicate if the member has an international address.
9	Address1	50	Address1 line of the employee's address. • Can be alphanumeric • Cannot be null	
10	Address2	50	Address2 line of the employee's address. • Can be alphanumeric • Can be null	
11	Address3	50	Address3 line of the employee's address. • Can be alphanumeric • Can be null	
12	City	50	City of the employee's address. • Can be alphanumeric • Cannot be null	
13	State	2	A two letter state code of the employee's address. • No numeric or special characters allowed • If International Address = 'N', cannot be null • Only 2 letter state; e.g. KS or MO	
14	Zip	5	Zip code of the employee's address. • No alphabetic or special characters allowed • If International Address = 'N', cannot be null; e.g. 66610	
15	Zip4	4	Zip plus 4 of the employee's address. • No alphabetic or special characters allowed • Can be null	
16	Province		Province of the employee's address.	

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			• No numeric or special characters allowed • Can be null	
17	Postal Code		Postal code of the employee's address. • Can be alphanumeric • Cannot be special characters • If International Address = 'Y', cannot be null; e.g. 500060	
18	Country		Country of the employee's address. • No numeric or special characters allowed • Can be null Refer to Country Codes in MPERA Job Classifications and Pay Types	
19	Date of Birth	8	Date of birth of the employee. • Can be null • No alphabetic or special characters allowed • Valid date in YYYYMMDD format • e.g. 19750101 – First 4 digits should represent year, followed by 2 digit month and 2 digit day 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.).	Required, but not a file upload error. Necessary for determining retirement eligibility and actuarial reporting.

20	Gender	1	Gender of the employee.
			• Allowed values: M, F, or U
			  o M= Male
			  o F= Female
			  o U= Unknown
			• Can be null
				Required, but not a file upload error. Necessary for retirement calculations and actuarial reporting.

21	Marital Status	1	Marital status of the employee. • Allowed values: M, S, T, D, W, U o M=Married	Not required. This information is need to determine beneficiaries for some systems

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			o S=Single o T=Separated o D=Divorced o W=Widowed o U=Unknown • Can be null • No numeric or special characters allowed	
22	Phone	10	Phone number of the employee. • No alphabetic or special characters allowed • Can be null • e.g. 7857857856	Not required. Give us contact information in the event we need to contact the member regarding their retirement account.
23	Phone Type		Phone type of the employee. • Valid values: o Home o Cell o Work o Fax • Cannot be null if phone number is entered	
24	Email Address		Email address of the employee. • Can be null • Must be in a valid format (xxxxxx@xxxx.xxx)	Not required. Give us contact information in the event we need to contact the member regarding their retirement account.
25	Email Type		Email type of the employee • Valid values: o Primary o Secondary • Cannot be null if email address is entered	
26	Employment Start Date	8	Start date of employment of the employee for an employer. • Cannot be null • No alphabetic or special characters allowed • Valid date in YYYYMMDD format • e.g. 20090101 – First 4 digits	

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			should represent year, followed by 2 digit month and 2 digit day 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. • Can be null	New for contributing employees. This will help determine eligibility for membership and elections. Use the value from the Job Code column that matches the Job Classification description.

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. NOTE: If count does not equal to the total number of Detail records, system must void the entire file.	
3	System	8	System associated with the Demographic Header.	

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. • Cannot be null • Must be numeric • No alphabets or special characters allowed • Should be unique in this detail section	
3	Last Name	25	Last name of the employee. • Cannot be null	
4	First Name	25	First name of the employee. • Cannot be null	
5	International Address	1	International address Y or N. • Cannot be null	
6	Address1	50	Address1 line of the employee's address. • Can be alphanumeric • Cannot be null	
7	Address2	50	Address2 line of the employee's address. • Can be alphanumeric • Can be null	
8	Address3	50	Address3 line of the employee's address. • Can be alphanumeric • Can be null	
9	City	50	City of the employee's address. • Can be alphanumeric • Cannot be null	
10	State	2	A two letter state code of the employee's address. • No numeric or special characters allowed • If International Address = 'N', cannot be null • Only 2 letter state; e.g. KS or MO	
11	Zip	5	Zip code of the employee's address.	

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			• No alphabetic or special characters allowed • If International Address = 'N', cannot be null • e.g. 66610	
12	Zip4	4	Zip plus 4 of the employee's address. • No alphabetic or special characters allowed • Can be null	
13	Province		Province of the employee's address. • No numeric or special characters allowed • Can be null	
14	Postal Code		Postal code of the employee's address. • Can be alphanumeric • Cannot be special characters • If International Address = 'Y', cannot be null • e.g. 500060	
15	Country		Country of the employee's address. • No numeric or special characters allowed • Can be null Refer to Country Codes in MPERA Job Classifications and Pay Types	
16	Date of Birth	8	Date of birth of the employee. • Can be null • No alphabetic or special characters allowed • Valid date in YYYYMMDD format • e.g. 19750101 – First 4 digits should represent year, followed by 2 digit month and 2 digit day 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	Not required. Will allow the employer to correct an error.

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			(i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).	

17	Gender	1	Gender of the employee.
			Allowed values: M, F, or U
			  o M= Male
			  o F= Female
			  o U= Unknown
			• Can be null
				Not required. Will allow the employer to correct an error.

18	Marital Status	1	Marital status of the employee.
			• Allowed values M, S, T, D, W, U
			  o M=Married
			  o S=Single
			  o T=Separated
			  o D=Divorced
			  o W=Widowed
			  o U=Unknown
			• Can be null
			• No numeric or special characters allowed
				Not required. Will allow the employer to correct an error.

19	Phone	10	Phone number of the employee. • No alphabetic or special characters allowed • Can be null • 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.
			• Valid values:
			  o Home
			  o Cell
			  o Work
			  o Fax
			• Cannot be null if phone number is entered	

21	Email Address		Email address of the employee. • Can be null • Must be in a valid format (xxxxxx@xxxx.xxx)	Not required. Allows the employer to update an email for an existing employee.
22	Email Type		Email type of the employee. • Valid values:	

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			o Primary o Secondary • Cannot be null if email address is entered	
23	Date of Death	8	Date of death of the employee. • Can be null • No alphabetic or special characters allowed • Valid date in YYYYMMDD format • e.g. 19750101 – First 4 digits should represent year, followed by 2 digit month and 2 digit day 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.).	Not required. Allows the employer to send MPERA a death notification.
24	Duty Related Death	1	Duty Related Death Y or N. • Can be null	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 • Can be null	

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 Detail Enrollment records in the Payroll Detail Section. Must be numeric only. NOTE: If count does not equal to the total number of Detail records, system must	

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			void the entire file.	
3	System	8	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 Post-Tax Service Purchase Amount~~		~~Total post-tax service purchase amount in the Payroll Header.~~ ~~Should equal the sum of post-tax service purchase amounts in the Detail records~~	~~Not required. New system will now allow employee to make service purchase deducation payments post-taxed.~~
7	Total Earnings		Total earnings in the Payroll Header. Should equal the sum of earnings in the Detail records	
8	Total Hours		Total hours in the Payroll Header. Should equal the sum of hours in the Detail records	
9	Pay Period Start Date	8	Pay period start date of the Payroll Detail record for the employee. • Allowed only numbers • No letters or special characters • Cannot be null • The date should be always less than or equal to Pay Period End Date • Must be a valid date in YYYYMMDD format	Required. Ties the payroll detail to a specific pay period. Necessary for determining membership service and service credit.

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			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. • Allowed only numbers • No letters or special characters • Cannot be null • The date should be always greater than or equal to Pay Period Start Date • Must be a valid date in YYYYMMDD format 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.).	Required. Ties the payroll detail to a specific pay period. Necessary for determining membership service and service credit.
11	Pay Date		Pay date of the Payroll Detail record for the employee. • Allowed only numbers • No letters or special characters • Cannot be null • Must be a valid date in YYYYMMDD format	Required. Ties the payroll detail to a specific pay period. Necessary for determining membership service and service credit.

8. Payroll Details Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
1	Payroll Detail ID	3	Identifies a Payroll 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	
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 • Can be null	
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 • Can be null	Specific for employees participating in the 457 plan.
6	Employer Contributions	9	Employer contributions. • Allowed 6 decimal values with 2 precision • Allowed only numbers and special character (.) period • Can be null	Will allow us to track employer contribuitons at a detail level for individual employees.
7	Hours	7	The hours worked during the Pay Start and End Date period. • Allowed 5 decimal values with 2	

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			precision • Allowed only numbers and special character (.) period • Can be null	
8	Rate	11	The rate of pay the employee receives. • Allowed 8 decimal values with 2 precision • Allowed only numbers and special character (.) period	
9	Rate Type		The rate type. Only the following values are allowed: • Hourly Rate • Flat Rate • Event • Annual Salary	Required. Allows employers to report rates that are different than hourly rates. Refer to Rate Type in MPERA Job Classifications and Pay Types
10	Termination of Employment Date		Indicates the date on which the employment is terminated. • Can be null • Allowed only numbers • No letters or special characters • The date should always be less than or equal to Pay Period End Date • Must be a valid date in YYYYMMDD format	
11	Last Day Worked		Indicates the last day of work. • Can be null • Allowed only numbers • No letters or special characters • The date should be always less than or equal to Pay Period End Date • Must be a valid date in YYYYMMDD format	
12	Employment Status	4	Employment status for the employee. • Can be null	Required if employee has not terminated employment, but no contributions are being reported. Will reduce phone calls to

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FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			• Refer to Employment Status in MPERA Job Classifications and Pay Types	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.
13	Employment Status Date	8	Employment status date. • Valid date in YYYYMMDD format • No letters or special characters • e.g. 20091012 – First 4 digits represent year, followed by 2 digit month and 2 digit day 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.).	
14	Final Pay Indicator	1	Indicates if the payroll details reported in this section are the final payroll details the employer will report for the employee. • Valid values are Y or N • No special characters allowed • No numbers allowed • Cannot be null	
15	Job Classification		Indicates the job classification of the employee. • Refer to MPERA Job Classifications in MPERA Job Classifications and Pay Types	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		Indicates the pay type of the employee. • Refer to Pay Types MPERA Job Classifications and Pay Types	Required. Assits with determining member's service credit and membership service; limitations for working retirees and optional members; determining highest average compensation; the

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
				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		Indicates the date on which the detention officer Training date. • Can be null • Allowed only numbers • No letters or special characters • Must be a valid date in YYYYMMDD format	Only required for detention officers when they are first reported. This eliminates the need for the annual detention officer training report.

9. Total Compensation Payroll Details Section

Total Compensation Payroll Details Section is optional. It was designed from employers who cannot, for whatever reason, apply contributions at the detail level, but instead, 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 associated details (for the same SSN) with the previously defined pay types will be used to report the earning, hours, rate types, and employment details. 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 a Payroll Detail record. Value should always be '445'.
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

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
			• e.g. 600000.50
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
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
6	Employer Contributions	9	Employer contributions. • Allowed 6 decimal values with 2 precision • Allowed only numbers and special character (.) period
7	Hours	7	The hours worked during the Pay Start and End Date period. • Allowed 5 decimal values with 2 precision • Allowed only numbers and special character (.) period
8	Rate	11	The rate of pay the employee receives. • Allowed 8 decimal values with 2 precision • Allowed only numbers and special character (.) period
9	Rate Type		The rate type. Only the following values are allowed: • Hourly Rate • Flat Rate • Event • Annual Salary Refer to Rate Type in MPERA Job Classifications and Pay Types
10	Termination of Employment Date		Indicates the date on which the employment is terminated. • Can be null • Allowed only numbers • No letters or special characters • The date should always be less than or equal to Pay Period End Date • Must be a valid date in YYYYMMDD format

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
11	Last Day Worked		Indicates the last day of work. • Can be null • Allowed only numbers • No letters or special characters • The date should be always less than or equal to Pay Period End Date • Must be a valid date in YYYYMMDD format
12	Employment Status	4	Employment status for the employee. • Can be null o Refer to Employment Status MPERA Job Classifications and Pay Types.
13	Employment Status Date	8	Employment status date. • Valid date in YYYYMMDD format • No letters or special characters • e.g. 20091012 – First 4 digits represent year, followed by 2 digit month and 2 digit day 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.).
14	Final Pay Indicator	1	Indicates if the payroll details reported in this section are the final payroll details the employer will report for the employee. • Valid values are Y or N • No special characters allowed • No numbers allowed • Cannot be null
15	Job Classification		Indicates the job classification of the employee. Use the value from the Job Code column that matches the Job Classification description. • Refer toMPERA Job Classification MPERA Job Classifications and Pay Types.

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
16	Pay Type		Indicates the pay type of the employee. Allowed values are: • Refer to MPERA Job Classification MPERA Job Classifications and Pay Types
17	Detention Officer Training Date		Indicates the date on which the detention officer Training date. • Can be null • Allowed only numbers • No letters or special characters • Must be a valid date in YYYYMMDD format

10. Service Purchase Details Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
1	Service Purchase Detail ID	4	Identifies a Payroll 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	Employee service purchase contributions. • Allowed 6 decimal values with 2 precision • Allowed only numbers and special character (.) period • Can be null	
4	Post-Tax Service Purchase Amount	9	Employee service purchase contributions. • Allowed 6 decimal values with 2 precision • Allowed only numbers and special character (.) period	Allows for post tax contributions for service purchase.

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			• Can be null	
4	Service Purchase Type		Indicates the type of service purchase. • Refer to Service Purchase Types in MPERA Job Classifications and Pay Types Indicates the type of service purchase. • The PERIS application must use the Code Value stored in PERIS for Service Purchase Types available. • Append Service Purchase ID associated with the service purchase type.after service Example: MILT-11001 for Military Service	

Employer Adjustment 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 and the Unique ID that indicates the date-time stamp of the file. The record starts with '000'.
2. *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'.
3. *Adjustment Header Section* – Contains information about the total number of Adjustment Detail records submitted in the file. The record starts with numeric '002'.
4. *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.
5. *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 ID		Identifies the File Header. The value should always be '000'.	
2	Total Number of Records		Number of records in the file. Note: Can include multiple employers in a file. Total number of records in the file should equal the number in this field. The PERIS 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.	

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	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 PERIS application must void the file otherwise.	

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 count does not equal the total number of Adjustment Detail records, PERIS application must void the entire file.	
3	System	8	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	

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			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 Amount		Total pre-tax service purchase amount in the Adjustment Header. • 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 post-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	

4. Adjustment Details 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	

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
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 post-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	

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			precision • 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 PERIS 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. Allowed values are: • Refer to Job Classification in MPERA Job Classifications and Pay Types	
12	Pay Period Begin Date	8	Pay period start date of the Payroll Detail record for the employee.	
13	Pay Period End Date	8	Pay period end date of the Payroll Detail record for the employee.	
14	Beginning Occurrence Period	7	Beginning Year/Month/Occurrence No. of the Payroll Detail record of the employee. • Allowed 7 integer values • Allowed only numbers • Indicates the beginning payroll occurrence period • Should be in the format of YYYYMM#.	

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
			Example 2004071	
15	Ending Occurrence Period	7	Ending Year/Month/Occurrence No. of the Payroll Detail record of the employee. • Allowed 7 integer values • Allowed only numbers • Indicates the ending payroll occurrence period. • Should be in the format of YYYYMM#. Example 2004074	

5. Adjustment Service Purchase Details Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION	COMMENTS
1	Service Purchase Detail ID	4	Identifies an 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	Employee service purchase contributions. • Allowed 6 decimal values with 2 precision • Allowed only numbers and special character (.) period • Can be null • Indicates the adjusted pre-tax service purchase amount	
4	Post-Tax Service Purchase Amount	9	Employee service purchase contributions. • Allowed 6 decimal values with 2 precision • Allowed only numbers and special character (.) period • Can be null • Indicates the adjusted post-tax service purchase amount.	
5	Service Purchase Type		Indicates the type of service purchase. Refer to Service Purchase Types in MPERA Job Classifications and Pay Types The type of service purchase should match what is already posted in PERIS.	

QUESTIONS?