



# Employers' Reference Manual – Chapter 18

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# Chapter 18

## File Formats

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In order to transmit a file to the system, all information in the file must be in the correct format, as follows:

- Save the file as a plain text (ASCII) file that contains only Member Demographic Information, Member Contract Record, Work Report, or Work History Adjustment. You **cannot** mix Member Demographic Information, Member Contract Records, Work Report Records, and/or Work Report Adjustment Records into one file.
- The first line in the file is a header line.
- Each individual record must appear on its own record line.
- All record lines must be in the **fixed-record** (fixed width) format.
- Report the fields in each record line in the order identified.
- All numeric (non-decimal) fields must be right justified, zero-padded left. If the field is optional and will not be populated with data, zero-fill it; don't leave it blank. Blank fields will corrupt the data fields that follow and you will receive an error in your file upload.
- Date fields are considered numeric. If a date field is optional and will not be populated with data, zero-fill it; don't leave it blank. Blank fields will corrupt the data fields that follow and you will receive an error in your file upload.
- All alpha or alphanumeric fields must be left justified, space-filled to the right. If the field is optional and will not be populated with data, space-fill it; don't leave it blank. Blank fields will corrupt the data fields that follow and you will receive an error in your file upload.
- Implied decimals cannot be used, but when an example shows a numeric value with a decimal point, zero-value fields must include this decimal point in that place. Refer to the specific specification below for the field format.
- For fields that are numeric signed, the minus sign must appear as the leftmost position in the field if the value is less than zero; otherwise, the leftmost position would have a zero in it.
- All header and record lines must be Carriage Return, Line Feed (CRLF Hexadecimal 0D25) delimited.
- All fields in the file are character-based and fixed-length. Some fields require a particular character, such as a decimal point, in a specific place. The sample data shown for each field indicates the layout of that field. All records must use this layout for both real data and "empty" or "zero value" data.

# 1. Member Demographic Records

## Format for Member Demographic Information Files – Specification

### Business Overview

Employers will submit Member Demographic Detail Records electronically through Employer Web. The employer can

- Enter each record separately on the Member Demographic section of Employer Web. The manual demographic record will create/ update record in V3 member module directly.
- Upload a Member Demographic File to PSERS using the Employer Web file upload functionality. For the uploaded file, the file data will then be imported into V3 via the V3 Import Module.

The Member Demographic Import is a process that allows employers to send a Member Demographic File to PSERS with detailed member indicative information (address and census information) so that the System can be updated with the most current address and census information for each member. The Member Demographic Import can be run separately from the Work Report Process and/or Contract Record Process. The address information received via the Member Demographic Import should always update the member's Residence Address.

Employers will be encouraged to submit their Member Demographic Record Files only when there is a change of information by following a "PSERS defined cycle". The employer may choose the "PSERS defined cycle" they prefer. PSERS defined cycles are: weekly, bi-weekly, semi-monthly, or monthly. At a minimum, employers must submit their Member Demographic Record Files on a monthly basis, preferably on the first of every month.

The Member Demographic Web Application may be accessed at any time. Employers can view the status of their Member Demographic Record File and/or submit a "new" Member Demographic Record or update an existing Member Demographic Record via the Employer Web Application.

*A Member Demographic Confirmation Letter* will be generated and sent to the member when an initial demographic record is approved and for every change to the demographic record that is approved manually on Employer Web after this. However, it is not generated if an employer uploads and approves a demographic file for a member who already has a record in the V3 Member module, even if the record in that file updates the information in V3 for this member.

## Member Demographic Record File Header Record

Key for R/O/C column:

R = Required field

O= Optional

C= Conditional

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Header Record Type	R	1	1	D=Demographic	D	Describes the incoming file type; Member census and residential address information.
Employer Code	R	6	2	Numeric	002345	Unique Employer ID; right-justified; zero-padded left
Detail Record Count	R	6	8	Numeric 000000	002680	Total number of detail records for this header record; Right-justified;; Zero-padded left
File Creation Date and Time	R	12	14	Date MMDDYYYYHHMM	102520031400	File creation date and time; Member Demographic Record File created on October 25, 2003 at 2 pm.
Filler	R	338	26	NULL		Filler. Space filled to match fixed length of detail record.

All fields are required. "Start" indicates what column that field begins in on the header line. "Bytes" indicates how many bytes (characters) are in the field. All fields are a fixed-length.

**Example:** The following sample header uses the information as shown in the above table:

D002345002680102520061400

In this example, a Member Demographic Information File from Employer 002345 is being submitted with 2,680 records in it. The file was created on October 25, 2006 at 14:00 (2:00 p.m.).

Each Member Demographic Information Record must consist of a single line of information, in the following format:

## Member Demographic Record

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
SSN	R	9	1	Numeric	149250245	Member's SSN; Right justified; zero-padded left
Last Name	R	33	10	Alpha	AARON	Member's Last Name; Left Justified, Space Filled
First Name	R	35	43	Alpha	SMITH	Member's First Name; Left Justified, Space Filled
Middle Name	O	35	78	Alpha	JOHN	Member's Middle Name; Left Justified, Space Filled
Suffix	O	3	113	JR, SR, I, II, III, IV, V	JR	Member's Suffix; Left Justified, Space Filled
Gender	R	1	116	"M" or "F"	F	Member's Gender information; "M" = Male, "F" = Female
Birth Date	R	8	117	Date MMDDYYYY	07231958	Member's date of birth Used as database key to prevent accidental update of the wrong member.
Address1	O	35	125	Alphanumeric	Care Of	First Line of Member's Residence Address Compliant with Postal Regulations. Left Justified, Space Filled
Address2	O	35	160	Alphanumeric	Apt/Suite/ Floor	Second Line of Member's Residence Address Compliant with Postal Regulations. Left Justified, Space Filled



Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
Address3	R	35	195	Alphanumeric	Street Address	Third Line of Member's Residence Address  Compliant with Postal Regulations. Left Justified, Space Filled
City	R	21	230	Alphanumeric	HARRISBURG	Member's City of Residence  Compliant with Postal Regulations. Member's city of residence. Left Justified, Space Filled
State	R	2	251	Alphanumeric	PA	Member's state of residence.
Zip	R	9	253	Alphanumeric	171080125	Member's residence zip code (including plus 4). Zero-padded right
Country	O	2	262	Alpha	US	Member's country of residence. Default to US
Day Phone	O	10	264	Numeric	7177878540	Member's Day phone (Area Code & Telephone Number)  Addresses.Phone 1
Day Phone Ext	O	5	274	Numeric	0245	Member's Day Phone Extension  Right-justified; Zero-padded left  Addresses.Ext_1
Evening Phone	O	10	279	Numeric	7177878540	Member's Evening phone (Area Code & Telephone Number)  Address_Phone 2
Evening Ext	O	5	289	Numeric	00032	Member's Evening Phone Extension  Right-justified; Zero-padded left

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
						Addresses.Ext_2
Other Number	O	10	294	Numeric	7177878540	Member's Other phone (Area Code & Telephone Number)  Right-justified; Zero-padded left  Address_Phone 3
Fax	O	10	304	Numeric	7177878540	Member's Fax (Area Code Telephone Number).  Right-justified; Zero-padded left  Address_Phone 4
Email	O	50	314	Alphanumeric	<a href="#">A@US.COM</a>	Member's Email address;  Left Justified, Space Filled

## File Validations

**(F) Fatal** = Entire record rejected. No V3 update will take place until the employer corrects the rejected record.

**(E) Exception** = Record accepted. V3 is updated based on record details but with warning message(s) provided back to the employer.

**(W) Workflow Trigger** = Internal workflow for PSERS is generated.

On the Import Detail Window in V3 or the Web Import GUI, the following error messages will appear. If multiple errors exist for any given record, the System will identify each error and list them together on the screen (separated by a comma).

**Note:** The only address information V3 will audit is Address Line 1, Address Line 2, Address Line 3, City, State, Zip, and Country.

**Note:** The Address History Audit feature will also track the Source of change (e.g., username, system, employer code and user login id), Insert Date, Inserted By (e.g., username, system, employer code and user login id), Updated By (e.g., username, system, employer code and user login id) and Update Date.

Prior to committing the demographic information to the database, the address information will be cleansed by the "Postal Software."

**Member Demographic Detail Record – File Validations** (Note: Conditions highlighted in gray assume that the incoming SSN and DOB match the current record on file. Field #1 represents data on system. Field #2 represents incoming field on demographic file.

### Header Record Validations

Field	Condition(s)	Error	Message
Header Record	If the Header Record length is incorrect	<b>File Reject</b>	<b>File Rejected</b> because header record does not match expected length.
Header Record Type	If the Header Record Type <> D	<b>File Reject</b>	<b>File Rejected</b> because record type is not valid
Detail Record Count	If the header record Detail Record Count doesn't match the V3 record count of the Demographic Detail Records	<b>File Reject</b>	<b>File Rejected</b> because Detail Record Count does not match the number of Demographic Detail records.
Employer Code	If the employer code is not found in the system	<b>File Reject</b>	<b>File Rejected</b> because employer code does not match record on file.
Detail Record	If the Detail Record length is incorrect	<b>File Reject</b>	Record rejected because detail record does not match expected length.
File Creation Date and Time	File with identical file creation date and time stamp is attempted to be processed twice	<b>File Reject</b>	File Rejected because identical file already processed

## Detail Record Validations

Field	Condition(s)	Error	Message
SSN	If NULL or all zeros	Fatal	SSN must be 9 digits.
	If less than 9 digits	Fatal	SSN must be 9 digits.
	If the SSN is invalid based on the following rules for the area number (first three digits), the group number (fourth and fifth digits), and the serial number (the last four digits).  - The area number cannot be 000  - The area number cannot be 666  - The area number cannot fall in the 900 series (i.e., area cannot start with 9).  - The group number cannot be all zeros (i.e., 00).  - The serial number cannot be all zeros (i.e., 0000).	Fatal	SSN [Member SSN] not in specified range
	If SSN is for a member whose status = Retired	Fatal	Retired member. Please contact your ESC Regional Representative for instructions.
Date of Birth	If NULL or all zeros	Fatal	Invalid birth date. Must be in MMDDYYYY format.
	If less than 8 digits	Fatal	Invalid birth date. Must be in MMDDYYYY format.
	If invalid date format	Fatal	Invalid birth date. Must be in MMDDYYYY format.
	If Age is not greater than 10	Fatal	Invalid birth date. Age must be greater than 10.
	If Age is greater than 111	Fatal	Invalid birth date. Age must be less than 111
	If Age is greater than 69, but less than or equal to 111	Exception	Age calculated is greater than 69. Confirm Date of Birth

Field	Condition(s)	Error	Message
	If existing SSN = incoming SSN <b>but</b> DOB 1 <> DOB2	Fatal	Date of Birth does not match existing record.
Gender	If NULL	Fatal	Gender must be M or F
	If <> M or F	Fatal	Gender must be M or F
	If existing SSN = incoming SSN <b>but</b> Gender 1 <> Gender 2	Exception	Gender does not match existing record.
		Workflow Trigger	Member Demographic Change Workflow Workflow Note: Gender Mismatch – Reported by [Employer Code] for [SSN]
First Name	If NULL	Fatal	First name cannot be blank
	If First Name1 <> First Name 2 <b>then</b> Replace First Name 1 with First Name 2	Exception	First Name does not match existing record.
Middle Name	If Middle Name 1 <> Middle Name 2 <b>then</b> Replace Middle Name 1 with Middle Name 2	Exception	Middle name does not match existing record
Last Name	If NULL	Fatal	Last name cannot be blank
	If Last Name1 <> Last Name 2 <b>and</b> Gender 2 = "F" <b>then</b> Replace Last Name 1 with Last Name 2	Exception	Last name does not match existing file
		Exception	Last name does not match existing file
	If Last Name1 <> Last Name 2 <b>and</b> Gender 2= "M" <b>then</b> Replace Last Name 1 with Last Name 2	Workflow Trigger	Member Demographic Change Workflow (Workflow Note: Last Name Change – SSN, Employer Code)
Suffix	If <> to standard V3 list (see record layout above) <b>then</b> Do not update record	Exception	Invalid Suffix

Field	Condition(s)	Error	Message
	If Suffix 1 <> Suffix 2 Replace Suffix 1 with Suffix 2	Exception	Suffix does not match existing record
Street	If NULL	Fatal	Street Address cannot be blank
City	If NULL	Fatal	City cannot be blank
	If City, State and Zip do not match based on postal code regulation  Note: This validation only occurs when the Zip code is in 5 digit format. The system will skip this validation if the zip code is in ZIP+ 4 format.	Fatal	Invalid City, State, Zip Code Combination
State	If NULL	Fatal	State cannot be blank
	If City, State and Zip do not match based on postal code regulation  Note: This validation only occurs when the Zip code is in 5 digit format. The system will skip this validation if the zip code is in ZIP+ 4 format.	Fatal	Invalid City, State, Zip Code Combination
Zip	If NULL	Fatal	Zip cannot be blank
	If City, State and Zip do not match based on postal code regulation.  Note: This validation only occurs when the Zip code is in 5 digit format. The system will skip this validation if the zip code is in ZIP+ 4 format.	Fatal	Invalid City, State, Zip Code Combination
Address 1, Address 2, Address 3	If word "AND" is in Care Of, Apartment or Street Address	Fatal	Invalid Address  Note: The user will use ampersand sign "&" instead of word "AND" since the system doesn't recognize "AND" as valid record in Address 1, Address 2 and/ or Address 3.

Field	Condition(s)	Error	Message
Address	If Address 1 = Address 2 and Invalid Address Indicator is on	Fatal	The member's address matches an undeliverable address already on file.
"Address" = Line 1, Line 2, Line 3, City, State, Zip	If Address 1 <> Address 2 then Update "Address" and Use Employer as Source	N/A	N/A  <b>Note:</b> Residence Address information updated in V3 and new audit record created.
Day Phone	If less than 10 digits	Exception Field NOT updated	Day Phone must be 10 digits
Day Phone Ext	If less than 5 digits	Exception Field NOT updated	Day Phone Extension must be numeric
Evening Phone	If less than 10 digits	Exception Field NOT updated	Evening Phone must be 10 digits
Evening Phone Ext	If less than 5 digits	Exception Field NOT updated	Evening Phone Extension must be numeric
Other Number	If less than 10 digits	Exception Field NOT updated	Other # must be 10 digits
Fax	If less than 10 digits	Exception Field NOT updated	Fax must be 10 digits

Field	Condition(s)	Error	Message
E-mail	If missing '@' sign	Exception Field NOT updated	Invalid E-mail. Email Address must contain @ symbol

### V3 Error Processing - Fatal/Exception/Successful Processing Logic

The system will continue processing the record even when a fatal error is encountered so that all the errors can be reported back to the employer as a whole and the employer will only need to fix all the records once. The V3 Import Module and Employer Web GUI will identify the errors. If a record contains fatal errors and exceptions all the errors will appear under the Fatal Error Category in the Import Module. Employers can view the Error Processing Status (i.e., fatal, exception, successful) for each record via the Member Demographic Web Application.

### Successful Processing

If the required field validation rules are satisfied, the System will update the member's census information and/or residence address and create a new audit record where appropriate (as defined above). The Member History Audit feature will also track Source of change (e.g., username, system, employer code and user login id), Inserted Date, Inserted By (e.g., username, system, employer code and user login id), Updated By (e.g., username, system, employer code and user login id), and Updated Date.

Set the Valid Address Indicator to yes.

**The demographic record will create a new member in V3 updating the Person, Member and Address table.**

### Demographic Record Corrections

Similar to the Work Report Correction Method, employers can go to the Member Demographic Web Application to correct the Member Demographic Detail Records that are in error or the employer can submit a new Member Demographic Detail Record File (using upload functionality in Employer Web) with the corrected records.

An historical trail of the "fixed" Member Demographic Detail Records will not be stored in the System. For example, if a Member Demographic Detail Record File had a total of 10 records with 3 rejected and the employer then corrected the 3 records in error, there will be no "audit trail" of the error(s) that were associated to the Member Demographic Detail Record.

### Demographic Record Confirmation Letter

This letter is generated upon the approval of a member demographic import file for each member in the file whose V3 record is created by that file. It is also generated by the manual entry or update of a member demographic record from the web. This letter contains two conditions. The letter will be generated if:



- The member demographic record initially creates the member record.
- The member demographic record is performed manually through Employer Web and updates an already established member record and any of the values on the demographic record are different from the values already in V3.

### Member Demographic Values

Prefix, first name, middle name, last name, suffix, date of birth, gender, SSN, residence address line 1, residence address line 2, residence address line 3, city, state, zip, daytime phone number, evening phone number, e-mail address, fax number, other phone number

NOTE: If more than one update comes for the same member on the same day from **multiple** employers, generate one letter for each employer's updates (if those updates meet the above criteria) showing just what that employer submitted. These updates should be sent in one envelope. The system will continue to work as currently designed to process updates to the member record.

NOTE: If more than one update comes for the same member on the same day from the **same** employer, generate only one letter that displays the latest update for each modified field.

*Revised 04-01-2013*

## 2. Contract Records

### Format for Contract Record Files – Specification

#### Business Overview

The Contract Record will contain work related information to determine final average salary (FAS) calculations, purchase of service (POS) functions, waiver requests, and voting status rights. The Contract Record allows PSERS to capture more timely information, related to FAS and POS calculations from the employers prior to a member seeking a benefit.

Prior to submitting a monthly Work Report, employers are required to submit a Contract Record for each job title the member holds. The Contract Record will help provide the FAS framework for determining the member's percent of contract worked and feed into the salary annualization calculation. More specifically, the monthly Work Report will be used to apply actual months and units worked against the expected FAS information. The Contract Record also allows for PSERS to compensate for the fact that employers cannot provide daily work history information. The Contract Record provides the flexibility for employers to report Work Status and/or Personnel Codes to the specific day.

Following are the nine main fields on a Contract Record:

- a. Job Title
- b. Employment Type
- c. Wage Type
- d. Work Status
- e. Work Status Start Date
- f. Work Status End Date
- g. Expected Months
- h. Expected Units
- i. Voting Status

If any of the data in the “main” fields on the Contract Record change (except for Voting Status), the employer will be required to submit a new Contract Record to PSERS. In addition, if a waiver request is denied, the employer must submit a new Contract Record which will end date the waiver contract.

The Work Status field will be used to indicate the employee's current job status, whether the member is contributing or not, job termination, and whether the member is requesting to waive PSERS membership.

If a valid Contract Record with a Work Status equal to "ACTIVW" (Active Waived) is received, then the Waiver Determination Workflow is initiated. The Contract Status will be set to "Pending Waiver". PSERS staff will then determine if the member is eligible to waive membership and set the Waiver Determination Workflow Status to "Eligible" or "Ineligible" accordingly. The System will then automatically update the Contract Status to "Waived" or "Waiver Denied". If the determination is that the member is eligible to waive membership (Contract Status = "Waived"), the System will update the Member Status to "Waived". If the determination is that the member is "Ineligible" to waive membership (Contract Status = "Waiver Denied"), the employer is notified to resubmit a new Contract Record with Work Status equal to "ACTIVE" and the Member Status will remain the same unless the value was "NULL" then Member Status is set to "Pending".

A PSERS member can have multiple Contract Records in the System.

### Overview

The Contract Record will be submitted electronically via the Employer Web. If any of the "main" Contract Record fields (except Voting Status) changes, the employer must end date the existing Contract Record and submit a new Contract Record to PSERS. In addition, if a waiver request is denied, a new Contract Record must be submitted.

Employers will be encouraged to submit their Contract Record Files via a "PSERS defined cycle". The employer may choose the "PSERS defined cycle" they prefer. PSERS defined cycles are: weekly, bi-weekly, semi-monthly, or monthly. At a minimum, employers must submit their Contract Record Files on a monthly basis, preferably on the first of every month.

The Contract Record Web Application may be accessed at any time. Because timeliness is important when reporting the death of an active member, PSERS requires the death notification of active members via the Contract Record Web Application unless the Contract Record File is to be submitted the same day. Employers can view the status of their Contract Record File and/or submit a "new" Contract Record.

The Contract Record File will first be processed for field level (e.g., SSN cannot be blank, etc.) and then business rule validations. The System will check to see if the member is attempting to waive PSERS membership. In certain cases, the System can automatically determine that a member is ineligible to waive membership. The System will not automatically determine a waiver request to be eligible. PSERS staff must determine a waiver request to be eligible. PSERS staff will set the Eligibility Determination Workflow Status to "Eligible" and the System will set the Contract Status to "Waived" upon PSERS staff approval. After processing the waiver logic, V3 will create / update the member's Contract Record information accordingly. Finally, the System will send the appropriate member and/or employer correspondences.

**Note:** Corrections to an erroneous Contract Record must be corrected via the Contract Record Web Application. If a Work Report was already submitted for the erroneous Contract Record a workflow will be triggered for PSERS staff to determine next steps. This should be a "rare" occurrence.

**Examples:**

A) Field Level Validations – Record Layout

The file will be reviewed for readability (i.e. syntax and file generation) and compliancy with required field rules. **The record will be rejected, if a required field is blank or not in the appropriate format.**

**Contract Record File Header Record**

Key for R/O/C column:

R = Required field

O= Optional

C= Conditional

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Header Record Type	R	1	1	C=Contract	C	Describes the incoming file type
Employer Code	R	6	2	Numeric	002345	Unique employer ID. Right-justified; zero-padded left.  Note: Some Employer ID's coming from the Legacy System (conversion) will have alpha characters; however, future Employer ID's will all be Numeric.
Detail Record Count	R	6	8	Numeric 000000	002680	Total number of detail records for this header record type. Right-justified; Zero-padded left.
File Creation Date and Time	R	12	14	Date MMDDYYYYHHM M	102520031 400	File creation date and time; Contract Record File created on October 25, 2003 at 2 pm.
Filler	R	115	26	Spaces		Filler. Space filled to match length of detail record.

All fields are required. “**Start**” indicates what column that field begins in on the header line. “**Bytes**” indicates how many bytes (characters) are in the field. All fields are a fixed length.

**Example:** The following sample header uses the information as shown in the above table:

C002345002680102520061400

In this example, a Member Contract Information File from Employer 002345 is being submitted with 2,680 records in it. The file was created on October 25, 2006, at 14:00 (2:00 p.m.).

### Record Lines in the Member Contract Information File

Each Member Contract Record must consist of a single line of information, in the following format:

### Contract Record File Detail

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
SSN	R	9	1	Numeric	149250245	Right justified; zero-padded left.
Last Name	R	33	10	Alpha	AARON	Left Justified, Space Filled
First Name	R	35	43	Alpha	SMITH	Left Justified, Space Filled
Date of Birth	R	8	78	Date MMDDYYYY	07231958	Member's date of birth Used as database key to prevent accidental update of the wrong member.
Job Title	C	50	86	Alphanumeric No predefined values	Teacher	Required when Work Status = ACTIVE or ACTIVW, else Blank Free form. Job title is reviewed for PSERS membership eligibility.
Employment Type	C	2	136	PT= Part-time FT= Full-time	PT	Required when Work Status = ACTIVE or ACTIVW, else Blank Used to determine waiver eligibility, Work Status, contributing status, and additional validation rules on Work Reports.
Wage Type	C	2	138	SA = Salary HR = Hourly	SA	Required when Work Status = ACTIVE or ACTIVW, else Blank Used to determine "qualifying year", FAS calculations, and

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
				PD = Per Diem		additional validation rules on Work Reports.
Work Status	R	6	140	ACTIVE ACTIVW SABTLC ACTMLC SSLWCC SSLSSC STUDYC EXCHGC UNIONC ACTMLN SSLWCN SSLSSN STUDYN EXCHNGN WKCMPN LEAVEN TRMNTN DECESD	ACTIVE	ACTIVE = Actively working (contributing or non-contributing) ACTIVW = Waiver Request SABTLC = Sabbatical ACTMLC = Paid Activated Military SSLWCC = Paid Special Sick Leave Worker's Comp: SSLSSC = Paid Special Sick Leave School Sponsored STUDYC = Paid Professional Study EXCHGC = Paid Exchange Teacher UNIONC = Paid Collective Barg Unit ACTMLN = Unpaid Activated Military SSLWCN = Unpaid Special Sick Leave Worker's Comp: SSLSSN = Unpaid Special Sick Leave School Sponsored STUDYN = Unpaid Professional Study EXCHNGN = Unpaid Exchange Teacher WKCMPN = Worker's Comp

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						<p>Leave</p> <p>LEAVEN = Any Other Leave not listed</p> <p>TRMNTN = Termination</p> <p>DECESD = Deceased</p>
Work Status Start Date	R	8	146	Date MMDDYYYY	10252003	<p>Start Date of the given Work Status</p> <p>Note: The Employer cannot create a Contract Record with a Work Status start date prior to July 1, 2004. However, PSERS staff will be able to add these records in the GUI and will be able to correct records which already have this condition.</p> <p>When an employee is ending all Job Titles with an employer, a Contract Record with a Work Status = TRMNTN should be sent.</p> <p>If a member dies "in service", a Contract Record with a Work Status = DECESD should be sent.</p>
Work Status End Date	C	8	154	Date MMDDYYYY	10252003	<p>End Date of the given Work Status</p> <p>Note: The Employer cannot enter an End Date that is earlier than the Start Date. However, PSERS staff will be able to correct records on the GUI which already have this condition.</p> <p>When an employee is ending a</p>

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						specific Job Title, the original Contract Record for that specific Job Title should be sent with a Work Status End Date.  . [Note: The termination date and date of death get populated in the start date field
Expected Months	C	2	162	Numeric ##	10	Required when Work Status not = Terminated and not = Deceased.  Information used for FAS. See Validation Section for conditional logic.
Expected Units	C	4	164	Numeric ####	180	Required when Work Status not = Terminated and not = Deceased  Information used for FAS. See Validation Section for conditional logic.
Voting Status	C	1	168	NULL Y = Certified N = Non-certified	Y	Determines Board Election Voting Rights; Required when Work Status = ACTIVE, else Blank.
BOC Flag	C	1	169	NULL Y= Balance N= No-balance		Balance of Contract Flag  Required when Work Status = TRMNTN or DECESD, else Blank  Member may terminate but still have money due. Allows PSERS to know whether final versus initial benefit calculation can be performed.



Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Outstanding Service Credit Flag	C	1	170	NULL Y= Yes N= No		<p>If the member still has service to be reported set to "Y".</p> <p>Required when Work Status = TRMNTN or DECESD, else Blank</p> <p>Based on how certain employers report service, the service information may not be fully reported until several reporting periods after the terminated Contract Record is received.</p>
BOC/Svc End Date	C	6	171	Date MMYYYY	102003	<p>The last Work Report in which the Balance of Contract or Final Service will be reported.</p> <p>Required when Work Status = TRMNTN or DECESD, else Blank.</p> <p>Required when the BOC Flag is set to "Y" or the Outstanding Service Credit Flag is set to "Y"</p> <p>The month and year that the final Work Report for salary and/or service is to be reported. Allows PSERS to determine initial versus finalized benefit.</p> <p>Note: Employers need to provide the report date and not pay date.</p>

## File Validations

### B) Business Rule Validations

After field level validations, the Contract Record File will be reviewed for compliancy with business rules (e.g. record cannot contain a full-time per diem position, etc.).

#### Validations

**File Reject** = Entire Contract Record File is rejected and Contract Records are not reviewed for processing.

**(F) Fatal** = Entire record rejected. No V3 update will take place until the employer corrects the rejected record.

**(E) Exception** = Record accepted. V3 is updated based on record details but with warning message(s) provided back to the employer.

**(W) Workflow Trigger** = Internal workflow for PSERS is generated.

On the Import Detail Window in V3 or the Web Import GUI, the following error messages will appear. If multiple errors exist for any given record, the System will identify each error and list them together on the screen (separated by a comma).

### Contract Record File Validation Rules

Field	Condition(s)	Error Type	Message/Event
N/A	Initial Contract Record is received but there is no demographic information on file or the Invalid Address Indicator is set to "yes".	<b>Fatal</b>	Member Demographic Record must be sent and processed prior to receiving and processing the Contract Record
Header Record	If the Header Record length is incorrect	<b>File Reject</b>	<b>File Rejected</b> because header record does not match expected length.
Header Record Type	If the Header Record Type <> C	<b>File Reject</b>	<b>File Rejected</b> because record type is not valid
Detail Record Count	If the header record Detail Record Count doesn't match the V3 record count of the Health Care Detail Records	<b>File Reject</b>	<b>File Rejected</b> because Detail Record Count does not match the number of Health Care Detail records.
Employer Code	If the employer code is not found in the system	<b>File Reject</b>	<b>File Rejected</b> because employer code does not match record on file.

Field	Condition(s)	Error Type	Message/Event
Detail Record	If the Detail Record length is incorrect	<b>File Reject</b>	Record rejected because detail record does not match expected length.
SSN	If NULL or all zeros	Fatal	SSN must be 9 digits.
	If less than 9 digits	Fatal	SSN must be 9 digits.
	If alpha character	Fatal	SSN must be 9 digits.
	If no match found	Fatal	Demographic information has not been submitted for this member.
Last Name	If NULL	Fatal	Last name can not be blank
	If Last Name1 <> Last Name 2	Fatal	Last name does not match existing file
First Name	If NULL	Fatal	First name can not be blank
	If First Name1 <> First Name 2	Fatal	First Name does not match existing record.
Date of Birth	If NULL	Fatal	Invalid birth date. Must be in MMDDYYYY format.
	If less than 8 digits	Fatal	Invalid birth date. Must be in MMDDYYYY format.
	If invalid date format	Fatal	Invalid birth date. Must be in MMDDYYYY format.
	If existing SSN = incoming SSN <b>but</b> DOB 1 <> DOB2	Fatal	Date of Birth does not match existing record.
Job Title	If Work Status = ACTIVE, or ACTIVW <b>and</b> Job Title = NULL	Fatal	Job Title cannot be blank
Employment Type	If Work Status = ACTIVE, or ACTIVW <b>and</b> Employment Type = NULL	Fatal	Invalid Employment Type. Must equal "PT" or "FT"
	If Work Status = ACTIVE or ACTIVW <b>and</b> Employment Type <> PT or FT	Fatal	Invalid Employment Type. Must equal "PT" or "FT"
Wage Type	If Work Status = ACTIVW <b>and</b> Wage Type = NULL	Fatal	Invalid Wage Type. Must equal "SA", "HR", or "PD"

Field	Condition(s)	Error Type	Message/Event
	If Work Status = ACTIVE or ACTIVW <b>and</b> Wage Type <> SA, HR, or PD	Fatal	Invalid Wage Type. Must equal "SA", "HR", or "PD"
Work Status	If NULL	Fatal	Invalid Work Status.
	If Work Status <> ACTIVE, ACTIVW, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC, ACTMLN, SSLWCN, SSLSSN, STUDYN, EXCHGN, WKCMPN, LEAVEN, TRMNTN, or DECESD	Fatal	Invalid Work Status
	If Work Status = ACTMLC <b>and</b> Work Status Start Date is greater than 6/30/2013	Fatal	ACTMLC Contract Start Date cannot be after 6/30/2013
	If Work Status = ACTMLN <b>and</b> Work Status Start Date is greater than 6/30/2013	Workflow	<p>Upon submission/ approval of manual/uploaded Contract Record, a USERRA LEAVE workflow will either be created or updated as described below:</p> <ol style="list-style-type: none"> <li>1) If there is an existing open USERRA LEAVE workflow for the member where the 'Leave Start Date' in the WF datasheet is within (plus or minus) 30 days of the ACTMLN Contract Record Start Date, then do all of the following: <ol style="list-style-type: none"> <li>a. Add a comma behind the existing 'Employer Number' datasheet value in the workflow and then the employer code from the contract record being submitted.</li> <li>b. If the contract record being submitted has a Start Date that is</li> </ol> </li> </ol>

Field	Condition(s)	Error Type	Message/Event
			<p>earlier than the existing 'Leave Start Date' datasheet value in the workflow, then replace the value in the workflow with the Start Date from the contract record being submitted; otherwise, leave the existing value in the workflow.</p> <p>c. Trigger a new 'Verify Contract Record Start Date' step.</p> <p>2) Otherwise, create a new USERRA LEAVE workflow and trigger a 'Verify Contract Record Start Date' step. Also populate the 'Employer Number' datasheet field in the workflow with the employer code and the 'Leave Start Date' datasheet field with the Start Date of the ACTMLN contract record being submitted.</p>
	<p>If Work Status = ACTIVE, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC, ACTMLN, SSLWCN, SSLSSN, STUDYN, EXCHGN, WKCMPN, LEAVEN, TRMNTN <b>and</b> V3 Member Status = Retired</p>	Fatal	Retired member. Please contact your ESC Regional Representative for instructions.
	<p>If Work Status = DECESED</p>	Workflow	Triggers Death Processing Workflow

Field	Condition(s)	Error Type	Message/Event
Work Status Start Date	If NULL or all zeroes	Fatal	Invalid Work Status Start Date. Must be in MMDDYYYY format.
	If less than 8 digits	Fatal	Invalid Work Status Start Date. Must be in MMDDYYYY format.
	If invalid date format	Fatal	Invalid Work Status Start Date. Must be in MMDDYYYY format.
	For all Work Statuses. if Work Status Start Date is < 7/1/2004	Fatal	- If the contract record has been uploaded display error message: Start Date cannot be earlier than 07/01/2004. Please contact your ESC Regional Representative for instructions if you need to enroll a member with a Start Date prior to 07/01/2004. - If the contract record has been entered manually display error message: Work Status Start Date should not be earlier than July, 2004
	If Work Status Start Date is < Date of Birth plus 11 years. (Member must be 11 or older.)	Fatal	Invalid Work Status Start Date. Member must be greater than 10 years of age.
	If contract record Start Date is greater than current month plus 6 months	Fatal	Start Date cannot be more than 6 months in the future.
Work Status End Date	If less than 8 digits	Fatal	Invalid Work Status End Date. Must be in MMDDYYYY format.

Field	Condition(s)	Error Type	Message/Event
	If invalid date format	Fatal	Invalid Work Status End Date. Must be in MMDDYYYY format.
	If Work Status End Date is < Work Status Start Date	Fatal	The Work Status End Date must be greater than or equal to the Work Status Start Date.
Expected Months	If Work Status not = Terminated and not = Deceased, then Expected Months cannot be >12	Fatal	Expected Months must be "9 - 12".
	If Work Status not = Terminated and not = Deceased, then Expected Months cannot be NULL or zero	Fatal	Expected Months must be "9 - 12".
	If Work Status not = Terminated and not = Deceased <b>and</b> Expected Months is not NULL and not zero <b>and</b> Expected Months is <= 12 <b>then</b> Expected Months should be 9, 10, 11, or 12	Exception	Expected Months should be "9 - 12".
Expected Units	If Work Status not = Terminated and not = Deceased <b>and</b> Wage Type is SA or PD and Expected Units is > 365	Fatal	Expected Units must be "180-275".
	If Work Status not = Terminated and not = Deceased <b>and</b> Wage Type = HR <b>then</b> Expected Units cannot be NULL or zero.	Fatal	Expected Units must be "900" or greater.
	If Work Status not = Terminated and not = Deceased <b>and</b> Wage Type = SA or PD <b>then</b> Expected Units cannot be NULL or zero.	Fatal	Expected Units must be "180" or greater.
	If Work Status not = Terminated and not = Deceased <b>and</b> Wage Type = HR <b>then</b> Expected Units must be >= 900 and <= 2,600	Exception	Expected Units should be "900-2,600".
	If Work Status not = Terminated and not = Deceased <b>and</b> Wage Type = SA or PD <b>and</b> Expected Months => "9" <b>then</b> Expected Units must be => 180	Fatal	Expected Units must be "180" or greater.

Field	Condition(s)	Error Type	Message/Event
	If Work Status not = Terminated and not = Deceased <b>and</b> Wage Type = SA or PD <b>and</b> Expected Months = "10" <b>then</b> Expected Units should be between 180 and 217	Exception	Expected Units should be "180-217".
	If Work Status not = Terminated and not = Deceased <b>and</b> Wage Type = SA or PD <b>and</b> Expected Months = "11" <b>then</b> Expected Units should be between 200 and 230	Exception	Expected Units should be "200-230".
	If Work Status not = Terminated and not = Deceased <b>and</b> Wage Type = SA or PD <b>and</b> Expected Months = "12" <b>then</b> Expected Units should be between 231 and 275	Exception	Expected Units should be "231-275".
	If Work Status not = Terminated and not = Deceased <b>and</b> Wage Type = HR <b>and</b> Expected Months = 9 <b>and</b> Expected Units is >= 900 and <= 2600, <b>then</b> Expected Units should be between 900 and 1440	Exception	Expected Units should be "900 – 1440"
	If Work Status not = Terminated and not = Deceased <b>and</b> Wage Type = HR <b>and</b> Expected Months = 10 <b>and</b> Expected Units is >= 900 and <= 2600, <b>then</b> Expected Units should be between 1000 and 1600	Exception	Expected Units should be "1000 – 1600"
	If Work Status not = Terminated and not = Deceased <b>and</b> Wage Type = HR <b>and</b> Expected Months = 11 <b>and</b> Expected Units is >= 900 and <= 2600, <b>then</b> Expected Units should be between 1100 and 1760	Exception	Expected Units should be "1100 – 1760"



Field	Condition(s)	Error Type	Message/Event
	If Work Status not = Terminated and not = Deceased <b>and</b> Wage Type = HR <b>and</b> Expected Months = 12 <b>and</b> Expected Units is >= 900 and <= 2600, <b>then</b> Expected Units should be between 1200 and 2100	Exception	Expected Units should be "1200 – 2100"
Voting Status	If Work Status = ACTIVE <b>and</b> Voting Status = NULL	Fatal	Invalid Voting Status. Must be "Y" (Certified) or "N" (Non-Certified).
	If Work Status = ACTIVE <b>and</b> Voting Status <> "Y" or "N"	Fatal	Invalid Voting Status. Must be "Y" (Certified) or "N" (Non-Certified).
BOC Flag	If Work Status = TRMNTN or DECESD <b>and</b> BOC Flag is NULL	Fatal	Invalid BOC Flag. BOC Flag must equal "Y" or "N"
	If Work Status = TRMNTN or DECESD <b>and</b> BOC Flag <> Y or N	Fatal	Invalid BOC Flag. BOC Flag must equal "Y" or "N"
	If BOC Flag or Outstanding Service Flag = Y <b>and</b> BOC/Svc End Date = NULL	Fatal	Invalid BOC Flag. BOC Flag and Outstanding Service Flag mismatch.
BOC/Svc End Date	If BOC Flag or Outstanding Service Flag = Y <b>and</b> BOC/Svc End Date < 6 digits	Fatal	Invalid BOC/Svc End Date. Must be in MMYYYY format.
	If invalid date format	Fatal	Invalid BOC/Svc End Date. Must be in MMYYYY format.
	If Work Status = TRMNTN or DECESD <b>and</b> BOC/Svc End Date > the month of TRMNTN/ DECESD Contract Record Start Date plus 3 months.	Fatal	BOC End Date cannot be more than 3 months in the future.
Outstanding Service Flag	If Work Status = TRMNTN or DECESD <b>and</b> Outstanding Service Flag = NULL	Fatal	Invalid Outstanding Service Flag. Must equal "Y" or "N"
	If Work Status = TRMNTN or DECESD) <b>and</b> Outstanding Service Flag <> Y or N	Fatal	Invalid Outstanding Service Flag. Must equal "Y" or "N"

## V3 Error Processing - Fatal/Exception/Successful Processing Logic

The System will continue processing the record even when a fatal error is encountered so that all the errors can be reported back to the employer as a whole and the employer will only need to fix all the records once. The V3 Import Module and Employer Web GUI will comma delimit the errors. If a record contains fatal errors and exceptions all the errors will appear under the Fatal Error Category in the Import Module. Employers can view the Error Processing Status (i.e., fatal, exception, successful) for each record via the Contract Record Web Application.

### Successful Processing

If the required field validation rules are satisfied, the System will update the member's Contract History and/or create a new Contract Record where appropriate. Contract Record Audit History record(s) will be written to track the following information: Source of the change (*e.g., username, system, or employer code and employer admin login*), Inserted Date, Inserted By (*e.g., username, system, or employer code and employer admin login*), Updated By (*e.g., username, system, or employer code and employer admin login*), and Updated Date.

### Conversion Rules

These conversion rules apply to all Contract Records, except for Terminated and Deceased, at the time the Contract Records are approved by the employer:

- If a school employee is Full Time:
  1. If the Expected Months are less than 9, regardless of Wage Type, Then convert them to 10 at the time the data is stored in V3
  2. If the Expected Units on a Salaried or Per Diem Contract Record are less than 180, Then convert them to 180 at the time the data is stored in V3
  3. If Expected Units on an Hourly Contract Record are less than 900, Then convert them to 1100 at the time the data is stored in V3
- If a school employee is Part Time:
  1. If the Expected Months are less than 9, regardless of Wage Type, Then convert them to 10 at the time the data is stored in V3
  2. If the Expected Units on a Salaried or Per Diem Contract Record are less than 180, Then convert them to 180 at the time the data is stored in V3
  3. If Expected Units on an Hourly Contract Record are less than 1100, Then convert them to 1100 at the time the data is stored in V3

## Contract Record Corrections

The employer can only enter Work Status End Date for Contract Records previously submitted by them. The Work Status End Date cannot be earlier than the Work Status Start Date. In addition, the employer will not have the ability to edit a Contract Record built as part of Conversion. PSERS staff will be able to edit all fields on the Contract Record GUI including the records built as part of Conversion.

An historical trail of the “fixed” Contract Records will not be stored in the System. For example: if a Contract Record File had a total of 10 records with 3 rejected and the employer then corrected the 3 records in error, there will be no “audit trail” of the error(s) that were associated to the Contract Record File.

V3 will maintain one overall Eligible Job Title Factor Table. For non-charter schools, the Job Title must be found under the “All Non-Charter” Employer Code or the employer’s specific Employer Code (e.g., 7190, etc.).

If the School Type is “Charter”, the Job Title must be found only under the specific Employer Code and not the Employer Code of “All Non-Charter.”

### **SAMPLE:** Eligible Job Title Factor Table

Employer Code	Job Title	Start Date	End Date
All Non-Charter	ACCOUNTING ASSOCIATE		
All Non-Charter	ACCOUNTS PAYABLE SPECIALIST		
123456	ADMINISTRATIVE SECRETARY		

C) Employers can also submit a PSERS Membership Eligibility Questionnaire. The membership eligibility determination will not be made by the System but will create an Eligibility Determination Workflow to track the process. Eligibility will be determined at the job title level for a school, not at the member level.

### D) Waiver Processing - Eligibility Determination

The member’s request for membership waiver will be initiated via the Contract Record (Work Status = ACTIVW). The Contract Status will also be used to track the “status” of the member’s request to waive membership (i.e., Pending Waiver, Waiver Denied, and Waived). V3 will reject waiver requests that fail to meet PSERS defined validation rules (e.g., requesting to waive a full time position, etc.). See Contract Record Processing Section for additional details. Conversely, V3 will never automatically approve a membership waiver request (i.e., set Contract Status to Waived). Instead, a Waiver Determination Workflow will be initiated to send the employee a PSERS Membership Waiver form and track its turnaround for PSERS staff to review. PSERS staff will determine whether the employee is “eligible” or “ineligible” to waive PSERS membership and indicate their determination through the Waiver

Determination Workflow. The System will then update the Contract Status appropriately based on the Waiver Determination Workflow Step “update”.

The examples below will illustrate when the V3 Import Module will reject the membership waiver request versus initiating a Waiver Determination Workflow (i.e., set Contract Status to Pending Waiver). The events after the Contract Status update to “Pending Waiver” are determined by the Waiver Determination Workflow Spec and not part of the V3 Import Module logic.

## Membership Waiver Logic Rules

1. Employment Type must equal “PT”.
2. An annuitant (i.e., Member Status = Retired) returning to “active” school employment cannot waive PSERS membership (i.e., check Member Status history). An annuitant cannot return to school service without loss of annuity.
3. PSERS membership continues until termination of service.
4. Once enrolled (part-time or full-time), a member cannot waive membership prospectively unless there is a termination of service.
  - a. Exception: If the employee is with multiple school districts and each position is eligible to waive membership then the employee may contribute in one district but waive in the other for the current school year. If the contributing position is not terminated prior to the following school year, the waived position is no longer valid and the employee must contribute and a new Contract Record is required from that employer.
5. When multiple Contract Records occur in the same school year for the same employer, one waiving membership and one not, the waiver determination is made using the earliest employment date.
6. A PSERS Membership Waiver form must be completed for each waiver request per employer.
7. Once a Contract Status is set to “Eligible”, the employee is deemed a member of PSERS; however, membership can be rescinded if a waiver request is eligible and received within 30 days of the first day of employment.
8. Waivers received prior to membership will remain in effect for the entire school year. That service can never be purchased.

E) V3 Updates and Record Processing - If no fatal errors exist on the Contract Record File, several V3 events will occur:

1. Add/update a Contract Record in the Contract History Tab in the V3 Member Module. *Note: Demographic Record Import must be processed prior to contract record file. Demographic Record Import creates new member records.*

2. Membership Class Table Updates
3. Leave Code Processing
4. Member Status Updates
5. PSERS Membership Date Logic
6. Member/Employer Correspondence

*Revised 06/24/2014*

### 3. Work Reports

#### Format for Work Report Files – Specification

##### Business Overview

The employers will electronically submit work reports (salary, contributions, and service) on a monthly basis. In most cases, the information from the employers is extracted from their payroll and/or human resource systems. Even though several payroll cycles (weekly, bi-weekly, semi-monthly, and monthly) exist, the outer cycle is monthly and the inner reporting cycle is also monthly. Within the monthly work report, a member record should exist for each Wage Type (Salaried, Per Diem, Hourly) and each fiscal year. **Note: if a member has multiple contract records for the same wage type for one employer, then the employer for this member should report only one work report detail record per wage type.** At a high level, the information received on the work report supports several key business areas:

- 1) Provides salary and service as input for FAS calculation.
- 2) Provides member deductions for POS installments.
- 3) Allows employers to report unpaid wages and contributions for POS calculations.

The member's contribution rate is determined by the member's enrollment date (which is now based on the contract date) – i.e., when did this member join PSERS – as well as the member's Breaks in Service. The framework of the work report is to provide salary/wage and service information in as timely a manner as possible. Most members should have salary/wage information provided monthly. The corresponding service information (hours and days) should accompany the salary/wage information in most cases (always when wage type is per diem or hourly) except for during the summer months. Several employers can only provide service information at the fiscal year end for salaried members. For pension calculations, PSERS only needs the information assigned to a given fiscal year, which runs from 7/1 to 6/30. Consequently, the period start and stop dates in V3's work history tab may only represent paid dates, but will always be associated to the correct fiscal year earned.

## V3 Contribution Processing Logic

Only one V3 Agreement exists for PSERS because each school remits work reports on a monthly basis. The wage type on the work report maps to the V3 job category. For each member on the report, V3 determines the member's contribution rate.

The Employer Accounts module has 4 receivable funds that feed into the 3 PSERS' General Ledger (G/L) funds:

1. Member Savings Contributions
2. Member POS Installments
3. Employer Share (part of Employer Contribution Group Fund)
4. Employer Premium Assistance (part of Employer Contribution Group Fund)

The Member Saving Contribution Due Amount will be calculated by the system. If the employer incorrectly reports the member's contributions, the system will still credit the participant account with the proper contribution amount and hold the employer liable for the calculated amount and not the reported amount (an exception message will be passed back to the employer).

The Member POS Installment information will be passed directly to the Participant Account and credit the member's POS due amount. If the POS Installment is included in a Work Report, the installment is treated as if it was received on the date the employer's money is due to PSERS (the 10<sup>th</sup> of the month following the month the Work Report is for; for example, if the installment is reported in the November Work Report, the payment date is treated as December 10, regardless of when the Work Report is actually received). If the POS Installment is included in a Work History Adjustment, the installment is treated as if it was received on the date the Release Reports Batch processed the Work History Adjustment. Because the employer collected the money, the receivable is created in the Employer Accounts module.

Similarly, the Employer's Contribution Amount, which consists of both the Employer Share and Premium Assistance, will be determined using the same V3 agreement. The Employer will be billed for the total due amount (Employer Share including Employer Premium Assistance) but the system will track the receivables separately. When the employer money comes in, the system will split it accordingly into the Employer Contribution and the Employer Premium Assistance Receivable Funds. The rate formula will also determine if the entity is non-school in order to split the due amount according to the Commonwealth subsidy percentage that is in effect. Certain types of POS triggered in the Member Account module will create a receivable in the Employer Share and possibly Employer Premium Assistance depending on the type and date of purchase. Lastly, the Employer Share and Premium Assistance funds will be combined into the Employer Contribution Group Fund – this visually allows the user to see the combined balance of the two funds or each fund at a detail level.

The Commonwealth Share and Premium Assistance receivables will be created when the entity is non-school in a similar fashion as the corresponding Employer components. **Note: V3 will NOT generate an**

**Invoice (Employer Statement of Account) for the Commonwealth of PA but will send transactions to the G/L system.**

Sample Employer Account:

Employer Contributions									
Group Fund									
		Member Savings Contribution		Employer Share		Employer Premium Assistance		Member POS Installments	
Transaction	Due	Paid	Due	Paid	Due	Paid	Due	Paid	
Jan Report	\$1,000		\$90		\$10				

### Work Reports Versus Work History Adjustments

There will be two separate reporting files: one for regular Work Reports and another for Work History Adjustments. Employers must remit the Contributions and POS Installments that they withheld from their employees’ paychecks by the 10<sup>th</sup> of the month after they were withheld; this essentially means that payment for each Work Report is due by the 10<sup>th</sup> of the month following the month to which the Work report applies. PSERS strongly encourages employers to submit their Work Reports by this same due date, but there is no legislative mandate to require this.

**Example:** July’s payment is due to PSERS by August 10<sup>th</sup>. PSERS requests that employers also submit the July Work Report by August 10<sup>th</sup>. Employers are given until the 20<sup>th</sup> of the month to correct their mistakes on the Work Report, with the goal of approving the Work Report by the 20<sup>th</sup> of the month. As Work Reports are approved by employers, PSERS releases them to Member Accounts and Employer Accounts via the Release Reports Batch.

The Work History Adjustment file format is to be used when a correction needs to be applied to a released Work Report. The following types of errors require a retroactive lump sum adjustment: errors that cannot be corrected by employer payroll or the member’s information across a fiscal year needs to be adjusted. In many cases, employers will not need to send Adjustments because the information will be corrected the next month on their payroll systems; consequently, the corrections will be made in the member’s next paycheck and on the next Work Report.

In the Employer Accounts module, there are Work Report transactions and Work History Adjustments (additional transaction types exist, such as delinquency interest, write-offs, etc.). When a Work Report is received, the Report status is initially “Validated” or “Web Pending.” While the Work Report is in “Validated” or “Web Pending” status, the employers can continue to make corrections directly to the Work Report. When the employer approves the report, the Status goes to “Pending”. Information on a “Pending” work report will appear on the member’s Work History tab for viewing. After the employer

approves the Work Report, the Release Reports Batch will release the reported information to the Member Accounts module, and the report status will move from “Pending” to “Released”. If the report is “Released”, a user is prevented from making corrections or additions to any transaction. To adjust the member’s history after the month has been released, a Work History Adjustment must be created.

**Note:** The adjustment amounts on Work History Adjustments are to be treated as the “Difference.” If an existing Work Report for January has a reported salary of \$1,000 but the member should have been reported as \$1,700 for the month, the next month’s Work Report, or a Work History Adjustment, as appropriate, should be submitted as +\$700, so the net amount in V3 will be \$1,700. By default, the member’s work history will display only the net amount.



**Example #1 – Employer under Reports Salary by \$1,000 (assume 10% contribution rate)**

**Work History Detail** (Note: These fields do not represent all the fields on the import/GUI):

Report	Fiscal Yr End	SSN	Salary	Reported Contributions
Dec	2003	222-33-3421	<b>4,000 (under report by \$1,000)</b>	400
Jan	2003	222-33-3421	6,000	600

**Sample Employer Accounts: Detail** (Note: These fields do not represent all the fields on the import/GUI):

Trans Id	Member Savings Contributions			
	Reported	Due	Paid	Balance
Dec WH Rpt	\$4,000	\$400		(400)
Jan WH Rpt	\$6,000	\$600		(600)

**Sample Member Account**

Trans Id	Member Savings Contributions		
	Credit	Debit	Balance
Dec WH Rpt	\$400		
Jan WH Rpt	\$600		+ \$1,000

**Assumptions**

1. The member was underpaid in December by \$1,000 and will have their salary adjusted by the employer during the next payroll cycle (January).
2. The employer and V3 will calculate the contributions based on the correct contribution rate and salary reported in their respective months, so receivables are established correctly.

3. For FAS, the member's salary/contributions/service will be applied toward the right fiscal year.
4. PSERS will not really know that the employer corrected the member's salary in this scenario, but the benefit calculation is not impacted.
5. In this example, a V3 Work History Adjustment is not needed because the employer submitted both Work Reports for the same fiscal year.
6. The same rules would apply if the member was overpaid one period and then corrected the next payroll cycle by being underpaid.
7. If the salary adjustment needs to occur across a fiscal year, then the employer does need to send a Work History Adjustment record.
8. If the salary adjustment needs to be reported as a net (total) negative amount, then the employer does need to send a Work History Adjustment record.

**Example #2 – Employer Incorrectly Calculates Contribution Rate (assume 10% contribution rate)**

**Work History Detail** (Note: These fields do not represent all the fields on the import/ GUI):

Report	Fiscal Yr End	SSN	Salary	Reported Contributions
Dec	2003	222-33-3421	\$5000	<b>\$400 (should have been \$500)</b>
Jan	2003	222-33-3421	\$5000	\$ 600

**Sample Employer Accounts: Detail** (Note: These fields do not represent all the fields on the import/GUI):

Trans Id	Member Savings Contributions			
	Reported	Due	Paid	Balance
Dec WH Rpt	\$400	\$500	\$400	
Jan WH Rpt	\$600	\$500	\$600	

**Sample Member Account**

Trans Id	Member Savings Contributions		
	Credit	Debit	Balance
Dec WH Rpt	\$500		
Jan WH Rpt	\$500		+ \$1000

**Assumptions**

1. The employer uses the wrong rate to calculate the member's contribution.
2. The employer corrects the contribution amount on the next payroll cycle.
3. V3 credits the Member Accounts module with the calculated contribution amount and not the reported amount.

- a. This creates an exception condition reported back to the Employer. Note: The exception message is displayed on the Employer Web screen as soon as the employer enters and saves the report.
- 4. V3 creates the Employer Account receivable based on the reported salary amount and the V3 correct contribution rate.
- 5. The same rules would apply if the employer’s reported member contributions are over or under the V3 calculated Contribution Amount.
- 6. No Work History Adjustment record is needed from the employer; this becomes strictly a financial obligation from the Employer to PSERS and not a reporting issue.

The list below describes the scenarios when an employer needs to submit a Work History Adjustment and the associated reason codes. These adjustments will be reflected on the Employer Statement of Account. Separate Work History Adjustments are required whenever a member’s information crosses a fiscal year.

- 1. **Payroll Correction** (code = SALARY) – A change is needed to salary and/or contributions across a fiscal year. This code is also used within a fiscal year when the employer can’t correct the mistake via their normal payroll cycle.
- 2. **Contract Error** (Code = CNTRACT) – Work Report was received by PSERS without this member’s financial information because the employer was unable to submit the Contract Record prior to releasing the monthly Work Report for this member.
- 3. **Lump Sum/Retro Pay Adj** (Code = LMPSUM) – Indicates a non-court-awarded adjustment across fiscal years. The employer must submit separate records for each fiscal year and/or contribution rate. The employer will need to report the positive or negative difference for the period.

For example, if the employer previously reported salary of \$200 per month for March through June but the member should have earned \$250 per month over this period:

***Original Work Report for FY 2012***

<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
\$200	\$200	\$200	\$200

The employer will need to send a Work History Adjustment with a difference of +200 for the period. V3 will then apply this amount to June of the fiscal year the Work History Adjustment is for. The result will then look like:

**Adjustment File submitted in June 2012 for FY 2012**

<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	
\$+0	\$+0	\$+0	\$+200	= \$+200

**Net in member work history and Participant Account:**

<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	
\$200	\$200	\$200	\$400	= \$1,000

4. **Service Adjustments** (Code = SVCADJ) – Information about days and/or hours needs to be moved to a different fiscal year. This code is also used within a fiscal year when the employer can't correct the mistake via their normal payroll cycle. Service adjustments are maintained similarly to salary adjustments – those crossing fiscal years will need to be reported to PSERS as separate records; otherwise, corrections can be made through the employer's normal payroll cycle.
  - If the adjustment is to correct service associated with salary/wages reported in the **WNC** (Wages No Contributions) field, then the SVCADJ must contain \$.01 in the WNC field.
  - If the adjustment is to correct service associated with salary/wages reported in the **Base, URCC, OT, and/or SUP** field, then the SVCADJ must not contain any wages.

**Note:** If this adjustment includes a change to salary, then use the SALARY code instead.
5. **Late** (Code = LATRPT) – If an employer failed to send or correct member information on a Work Report and the corresponding Work Report has been released. All other codes supersede this one, therefore; it should only be used when the other reason codes are not applicable.
6. **POS Correction** (code = MEMPOS) – Change to the member's monthly POS installment amount across a fiscal year. This code will also be used within a fiscal year when the employer can't correct the mistake via their normal payroll cycle.
 

**Note:** If this adjustment includes a change to salary, then use the SALARY code instead.
7. **Uncredited money and service** (code = UNCRDT) – This typically occurs as an administrative error when the employer forgets to report an individual – contributions may or may not have been withheld. If the contributions were withheld from the member, then the contributions are due in the Employer Account across the Member Contribution, Employer Share, and Employer PA funds. If contributions were not withheld, then the member needs to purchase the service.

8. **Court Award** (Code = CAWARD) – Arbitration relating to a rate grievance, improper termination, etc. PSERS must review the court award/order before releasing any information to the Employer or Member Accounts. If the court award spans multiple fiscal years and/or contribution periods, then the employer must submit an adjustment record for each fiscal year and/or contribution period with the corresponding salary and service. V3 will set the status of these reports to “Hold” for PSERS to manually determine the supporting documentation has been received and analyzed. The Release Reports Batch will ignore these types of adjustments until the report status has been changed to “Open.”

**709 Form** - This occurs very infrequently and is when the member fails to meet their leave of absence obligation. The employer can request credit for both employer and member contributions. The member’s Account should be reversed. This scenario will be handled manually in the Employer Accounts module and the Member Accounts module. The *709 Form* (PSRS-709) form can be obtain under the Forms menu on PSERS Employer Web.

The following section contains the record layout for both the Work Report and Work History Adjustment files. Note that this spec describes the layout that employers use when submitting Work Reports / Adjustments.

### Employer Work Report Header Record

Key For R/O/C Column:

R = Required

O= Optional

C = Conditional

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Header Record Type	R	1	1	R=Work Report	R	Identifies file type
Employer Code	R	6	2	Numeric	003456	Unique Employer ID Right-justified; zero-padded left.
Reporting Period Date	R	6	8	Date MMYYYY	052003	Employer reporting period used to track work report and payment due date. Used as the work report trans-identifier. For example WH Report 05-2003

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Detailed Record Count	R	6	14	Numeric 000000	002680	Total number of detail records for this header record type.  Right-justified; zero-padded left.
Base Total	R	12	20	Numeric #####.##	666777888.99	Total Base of detail records for this header record type. Decimal is NOT implied.  Right justified; zero-padded left.
Unpaid Retirement Covered Compensation Total	R	12	32	Numeric #####.##	666777888.99	Total Unpaid Retirement Covered Compensation of detail records for this header record type.  Decimal is NOT implied. Right justified; zero-padded left.
Overtime Total	R	12	44	Numeric #####.##	666777888.99	Total Overtime of detail records for this header record type.  Decimal is NOT implied. Right justified; zero-padded left.
Supplemental Total	R	12	56	Numeric #####.##	666777888.99	Total Supplemental of detail records for this header record type.  Decimal is NOT implied. Right justified; zero-padded left.
Wages No Contribution Total	R	12	68	Numeric #####.##	666777888.99	Total Wages No Contribution of detail records for this header record type.  Decimal is NOT implied.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						Right justified; zero-padded left.
Member POS Installment Total	R	12	80	Numeric #####.##	666777888.99	Total Member POS Installment of detail records for this header record type.  Decimal is NOT implied. Right justified; zero- padded left.
Excess Salary Total	R	12	92	Numeric #####.##	666777888.99	Total Member Excess Salary of detail records for this header record type.  Decimal is NOT implied. Right justified; zero- padded left.
Non- Retirement Covered Comp Total	R	12	104	Numeric #####.##	666777888.99	Total Member Non- Retirement Covered Compensation of detail records for this header record type.  Decimal is NOT implied. Right justified; zero- padded left.
Create Date and Time	R	12	116	Date MMDDYYYYHHMM	102520031300	File creation date and time.  Sample was created on October 25, 2003 at 1 pm

All fields are required. “**Start**” indicates what column that field begins in on the header line. “**Bytes**” indicates how many bytes (characters) are in the field. All fields are a fixed-length.

**Example Work Report:** The following sample Work Report header uses the information as shown in the above table:

R002345002680102520061400



In this example, a Work Report File from Employer 002345 is being submitted with 2,680 records in it. The file was created on October 25, 2006, at 14:00 (2:00 p.m.).

### Record Lines in the Work Report File

Each Work Report or Work History Adjustment must consist of a single line of information, in the following format:

### Work Report Detail Record

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Member SSN	R	9	1	Numeric	123456789	Right-justified; zero-padded left.
Member DOB	R	8	10	Date MMDDYYYY	04121980	Member's Date of Birth
Fiscal Year Ending	R	4	18	Date YYYY	2003	The fiscal year in which the salary and service were earned.  Used to assign salary and service to the appropriate year for FAS purposes. Addresses balance of contract issue.
Wage Type	R	2	22	Alpha SA = Salary PD = Per Diem HR = Hourly	SA	Member's Wage Type.  Used to validate additional values on the work report. Used to support FAS calculation.
Work Status	R	6	24	ACTIVE  ACTIVW SABTLC ACTMLC SSLWCC SSLSSC STUDYC EXCHGC UNIONC ACTMLN SSLWCN SSLSSN STUDYN EXCHNGN	ACTIVE	Employers should use the code that is effect at the end of the month and matches the contract record.  <ul style="list-style-type: none"> <li>• Actively working (contributing or non-contributing)- ACTIVE</li> <li>• Waiver Request - ACTIVW</li> <li>• Sabbatical - SABTLC</li> <li>• Paid Activated Military - ACTMLC</li> <li>• Paid Special Sick Leave : <ul style="list-style-type: none"> <li>○ Worker's Comp - SSLWCC</li> <li>○ School Sponsored -</li> </ul> </li> </ul>

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
				WKCMPN LEAVEN TRMNTN DECESD		SSLSSC <ul style="list-style-type: none"> <li>• Paid Professional Study - STUDYC</li> <li>• Paid Exchange Teacher - EXCHGC</li> <li>• Paid Collective Barg Unit - UNIONC</li> <li>• Unpaid Activated Military - ACTMLN</li> <li>• Unpaid Special Sick Leave :               <ul style="list-style-type: none"> <li>○ Worker's Comp- SSLWCN</li> <li>○ School Sponsored- SSLSSN</li> </ul> </li> <li>• Unpaid Professional Study - STUDYN</li> <li>• Unpaid Exchange Teacher - EXCHGN</li> <li>• Worker's Comp Leave - WKCMPN</li> <li>• Any Other Leave not Listed - LEAVEN</li> <li>• Termination – TRMNTN</li> <li>• Deceased - DECESD</li> </ul>
Base	C	9	30	Numeric #####.##	005000.00	Money earned during standard work hours for job title from the corresponding contract record. (i.e. Teacher's Mon-Fri work).  If Work Status = ACTIVE and Supplemental AND Wages No Contribution are zero, then Base must be > 0.  If Work Status = ACTMLC, STUDYC, EXCHGC AND Unpaid Retirement Covered Compensation is zero, then Base must be > 0  If work status field is SABTLC,

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						then base cannot be zero. Decimal not implied. Right justified; zero-padded left.
Unpaid Retirement Covered Compensation	C	9	39	Numeric #####.##	005000.00	Wages not paid to the member but member makes contributions.  If work status = SABTLC, then Unpaid Retirement Covered Compensation cannot be zero.  If work status in (ACTMLC, STUDYC, EXCHGC, SSLWCC, UNIONC, SSLSSC) and Base is zero then Unpaid Retirement Covered Compensation field cannot be zero.  Decimal not implied. Right-justified; zero-padded left.
Over Time	O	9	48	Numeric #####.##	000100.00	Money earned during non-standard work hours for job title from the corresponding contract record. (e.g., Teacher lecturing on a Sat).  Decimal not implied. Right justified; zero-padded left.
Supplemental	O	9	57	Numeric #####.##	000100.00	Money earned for responsibilities outside of contract job title (e.g. teacher collecting tickets at a football game).  Decimal not implied. Right justified; zero-padded left
Contributions	C	9	66	Numeric #####.##	000350.00	Member's retirement contributions based upon the employer's payroll information.  If Base, Supplemental, Overtime, or Unpaid Retirement Covered Compensation are not zero, then contributions field cannot

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						be zero. Decimal not implied. Right justified; zero-padded left.
Hours	C	4	75	Numeric ####	0160	Hours worked associated to salary/wage for the pay period. Required for Hourly Wage Type.  If Wage Type = HR AND (Contributions > 0 or Wages No Contribution > 0) then Hours must be > 0, else optional.
Days	C	6	79	Numeric ###.00	020.00	The days worked associated to the pay period.  If Wage Type = PD AND (Contributions > 0 or Wages No Contribution > 0) then Hours must be > 0, else optional.  Optional monthly reporting for Salaried Wage Type.  Required annually if not reported monthly for Salaried Wage Type because some employers can only report a total amount at year-end or termination.  Decimal not implied. Right justified; zero-padded left.
Wages No Contribution	C	9	85	Numeric #####.##	000100.00	For non-contributing employees on unpaid leave, this field represents salary/wages that would have been paid had the employee not been on unpaid leave.  For an hourly or per diem wage type employee who is not contributing until and unless they meet the minimum service qualifications, this field should

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						<p>represent the salary/wages that the hourly or per diem employee is paid.</p> <p>Note: FT and SA positions are qualified from Day 1</p> <p>If work status in (ACTMLN, SSLWCN, SSLSSN, STUDYN) field must be &gt; 0</p> <p>If work status = ACTIVE and Wage Type = HR or PD and Base = Zero field must be &gt; 0</p> <p>[NOTE: THE EMPLOYER DOC HAS THIS VALIDATION USING WAGE TYPE = SA]</p> <p>Decimal not implied. Right justified; zero-padded left.</p>
Member POS Installment	O	9	94	Numeric #####.##	000100.00	<p>Member's monthly POS installment used to reduce receivable in Participant Account module.</p> <p>Decimal not implied. Right justified; zero-padded left.</p>
Excess Salary	C	9	103	Numeric #####.##	000100.00	<p>If Work Status = ACTIVE and Base exceeds the 401(a)(17) limitation, then Base must not be greater the 401(a)(17) limitation and Excess Salary must <u>&gt; 0</u></p> <p>Salary in excess of contributions base</p> <p>Note: If Work Status = ACTIVE and there is any positive amount entered on Excess Salary field, the system will accept it as a valid record, and post the value to Work History. This value will not be considered when calculating Member Savings Due Amounts, Employer Share, or Employer Premium Assistance.</p>

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						Decimal not implied. Right justified; zero-padded left.
Non Retirement Covered Comp	O	9	112	Numeric #####.##	000100.00	Optional reporting bucket for non-retirement covered comp (i.e., payment of unused sick time, bonus pay, etc).  Decimal not implied. Right justified; zero-padded left.
Filler	R	7	121	Spaces		Filler. Space filled to match header record length.

## Employer Work History Adjustment Header Record

Key For R/O/C Column:

R = Required

O= Optional

C = Conditional

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
Header Record Type	R	1	1	A= Adjustment	A	Identifies file type
Employer Code	R	6	2	Numeric	003456	Unique Employer ID  Right-justified; zero-padded left.
Record Count	R	6	8	Numeric  000000	002680	Total number of detail records for this header record type.  Right-justified zero-padded left.
Base Total	R	12	14	Numeric  #####.##	66677788 8.99	Total Base of detail records for this header record type.  Decimal is NOT implied. Right justified; zero-padded left.  If negative, sign must appear in first character.

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
Unpaid Retirement Covered Compensation Total	R	12	26	Numeric #####. ##	66677788 8.99	Total Unpaid Retirement Covered Compensation of detail records for this header record type.  Decimal is NOT implied. Right justified; zero-padded left.  If negative, sign must appear in first character.
Overtime Total	R	12	38	Numeric #####. ##	66677788 8.99	Total Overtime of detail records for this header record type.  Decimal is NOT implied. Right justified; zero-padded left.  If negative, sign must appear in first character.
Supplemental Total	R	12	50	Numeric #####. ##	66677788 8.99	Total Supplemental of detail records for this header record type.  Decimal is NOT implied. Right justified; zero-padded left.  If negative, sign must appear in first character.
Wages No Contribution Total	R	12	62	Numeric #####. ##	66677788 8.99	Total Wages No Contribution of detail records for this header record type.  Decimal is NOT implied. Right justified; zero-padded left.  If negative, sign must appear in first character.
Member POS Installment Total	R	12	74	Numeric #####. ##	66677788 8.99	Total Member POS Installment of detail records for this header record type.  Decimal is NOT implied. Right

Field	R/O	Bytes	Start	Format/ Values	Sample	Comments
						justified; zero-padded left.  If negative, sign must appear in first character.
Excess Salary Total	R	12	86	Numeric  #####. ##	66677788 8.99	Total Member Excess Salary of detail records for this header record type.  Decimal is NOT implied. Right justified; zero-padded left.  If negative, sign must appear in first character.
Non- Retirement Covered Comp Total	R	12	98	Numeric  #####. ##	66677788 8.99	Total Member Non-Retirement Covered Compensation of detail records for this header record type.  Decimal is NOT implied. Right justified; zero-padded left.  If negative, sign must appear in first character.
Create Date and Time	R	12	110	Date  MMDDYYYY HHMM	10252003 1300	File creation date and time.  Sample was created on October 25, 2003 at 1 pm  <b>Note: Used for the Trans Identifier. Format is WH Adj YYYY- MM.</b>
Filler	R	18	122	Spaces		Space filled to match detail record length.

All fields are required. “**Start**” indicates what column that field begins in on the header line. “**Bytes**” indicates how many bytes (characters) are in the field. All fields are a fixed-length.

**Example Work History Adjustment:** The following sample Work History Adjustment header uses the information as shown in the above table:



A002345000008102520061400

In this example, a Work Report File from Employer 002345 is being submitted with 8 records in it. The file was created on October 25, 2006, at 14:00 (2:00 p.m.).

### Record Lines in the Work History Adjustment File

Each Work History Adjustment must consist of a single line of information, in the following format:

### Work Report Adjustment Detail Record

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Member SSN	R	9	1	Numeric	000123456	Right-justified; zero-padded left.
Member DOB	R	8	10	Date MMDDYY Y	04121980	Member's Date of Birth
Reason Code	R	6	18	CNTRCT LMPSUM SVCADJ LATRPT SALARY MEMPOS UNCRDT CAWARD	CNTRCT	Individual's adjustment reason code.  Reason codes will also be used to determine the appropriate member and/or employer correspondences.  Descriptions of adjustment codes are detailed in Work History Adjustment Sections.
Wage Indicator	C	1	24	"Y", "N", or NULL	Y	Y = Salary paid to the member during the Adjustment Period  N= Salary paid to the member this fiscal year  The Wage Indicator indicates when the member actually received the money.  If Reason Code in (CONTRCT, LMPSUM,

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
						LATRPT, SALARY or UNCRDT) then must be Y or N.
Contributions Withheld Flag	C	1	25	"Y" or "N", or NULL	N	<ul style="list-style-type: none"> <li>If reason code = (UNCRDT) then must be N.</li> <li>Otherwise not required</li> </ul>
Fiscal Year Ending	R	4	26	Date YYYY	2003	<p>Used to assign salary/wage and service to the appropriate year for adjustment and FAS purposes.</p> <p>Note: The Fiscal Year must be greater than 1919 and less than or equal to the current Fiscal Year.</p>
Wage Type	R	2	30	SA = Salary PD = Per Diem HR = Hourly	SA	Used to validate additional values on the work report.
Work Status	R	6	32	ACTIVW SABTLC ACTMLC SSLWCC SSLSSC STUDYC EXCHGC	ACTIVE	<p>Employers should use the code that is in effect at the end of the month</p> <p>Actively working (contributing or non-contributing)- ACTIVE</p> <p>Waiver Request - ACTIVW</p> <p>Sabbatical - SABTLC</p> <p>Paid Activated Military - ACTMLC</p> <p>Paid Special Sick Leave :</p> <p>Worker's Comp - SSLWCC</p>

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
				UNIONC ACTMLN SSLWCN SSLSSN STUDYN EXCHNGN WKCMPN LEAVEN TRMNTN NOWORK DECESD		School Sponsored - SSLSSC Paid Professional Study - STUDYC Paid Exchange Teacher - EXCHGC Paid Collective Barg Unit -UNIONC Unpaid Activated Military - ACTMLN Unpaid Special Sick Leave : Worker's Comp- SSLWCN School Sponsored- SSLSSN Unpaid Professional Study - STUDYN Unpaid Exchange Teacher -EXCHGN Worker's Comp Leave - WKCMPN Any Other Leave not Listed - LEAVEN Termination – TRMNTN <del>Employed, but not working – NOWORK</del> Deceased- DECESD
Base	O	10	38	Numeric Signed  -#####.##	0005000.00	Decimal not implied. Right justified; zero-padded left.  If the employer is reporting a negative amount the “-” should precede the money amount.  Difference amount.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Unpaid Retirement Covered Compensation	O	10	48	Numeric Signed -#####.##	0005000.00	Wages not paid to the member, but the member makes contributions.  Decimal not implied. Right justified; zero-padded left.  If the employer is reporting a negative amount the "-" should precede the money amount.  Difference amount.
Over Time	O	10	58	Numeric Signed -#####.##	-000100.00	Decimal not implied. Right justified; zero-padded left.  If the employer is reporting a negative amount the "-" should precede the money amount.  Difference amount.
Supplemental	O	10	68	Numeric Signed -#####.##	0000100.00	Decimal not implied. Right justified; zero-padded left.  If the employer is reporting a negative amount the "-" should precede the money amount.  Difference amount.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Contributions	C	10	78	Numeric Signed -#####.##	0000350.00	Member's retirement contributions based upon the employer's payroll information.  If the Base, Unpaid Retirement Covered Compensation, Overtime, or Supplemental fields are not zero, then contributions cannot be zero.  Decimal not implied. Right justified; zero-padded left.  If the employer is reporting a negative amount the "-" should precede the money amount.  Difference amount.
Hours	O	5	88	Numeric Signed -####	00160	Right justified; zero-padded left.  If the employer is reporting a negative amount the "-" should precede the hours being reported.  Difference amount.
Days	O	7	93	Numeric Signed -###.00	0020.00	If the employer is reporting a negative amount the "-" should precede the days being reported.  Difference amount.
Wages No Contribution	O	10	100	Numeric Signed -#####.##	0000100.00	Decimal not implied. Right justified; zero-padded left.  If the employer is reporting a negative amount the "-" should precede the money amount.  Difference amount.

Field	R/O/C	Bytes	Start	Format/Values	Sample	Comments
Member POS Installment	O	10	110	Numeric Signed -#####.##	0000100.00	Decimal not implied. Right justified; zero-padded left.  If the employer is reporting a negative amount the “-” should precede the money amount.  Difference amount.
Excess Salary	C	10	120	Numeric -#####.##	000100.00	If Work Status = ACTIVE and Base exceeds the 401(a)(17) limitation, then Base must not be greater the 401(a)(17) limitation and Excess Salary must <u>&gt; 0</u>  Decimal not implied. Right justified; zero-padded left.  If the employer is reporting a negative amount the “-” should precede the money amount.  Difference amount.
Non Retirement Covered Comp	O	10	130	Numeric -#####.##	000100.00	Optional reporting bucket for non-retirement covered comp, ie, payment of unused sick time, bonus pay, etc  Decimal not implied. Right justified; zero-padded left.  If the employer is reporting a negative amount the “-” should precede the money amount.  Difference amount

## Error and Exception Definitions

### V3 Error Processing - Fatal/Exception/Successful Processing Logic

System will continue processing the record even when a fatal error is encountered in the detail record so that all the errors can be reported back to the employer in entirety and the employer can fix all the records just once. The V3 import module and employer web GUI will identify these errors. If a record contains both fatal errors and exceptions, it will only appear once under the fatal error category in the import module. Employers can view the status (fatal error, exception, successful) of each record on the web.

#### Field Level Validations:

(F) Fatal = Entire Record Reject and no database insert

(E) Exception = Record created in database but with warning notice

**The validations listed in this table support both Work Reports (Record Type R) and Work History Adjustments (Record Type A). If there is a difference in the validation for the supporting record types, the Record Type will be identified. Also, if the validation applies to imported or manually entered records only, that information will be indicated under the Condition(s) column.**

Field	Condition(s)	Error Type (F/ E)	Error Message
Header Record	If the Header Record length is incorrect (Imported files only)	File Reject	<b>File Rejected.</b> Header record has an invalid number of characters.
Header Record Type	If the Header Record Type is not = R) (Imported files only)	File Reject	<b>File Rejected.</b> File type must be "Work Report"
Detail Record Count	If the header record Detail Record Count doesn't match the V3 record count of the Work Report or Work Adjustment Detail Records  (Imported files only)	File Reject	<b>File Rejected</b> because Detail Record Count does not match the number of Work Report or Work Adjustment Detail records.
Employer Code	NULL	File Reject	<b>File Rejected. Header record has invalid Employer Code.</b>
	No match	File Reject	<b>File Rejected. Header record has invalid Employer Code.</b>

Field	Condition(s)	Error Type (F/ E)	Error Message
	<p>If the employer code is not found in the system</p> <p>(Imported files only)</p>	<b>File Reject</b>	<b>File Rejected</b> because employer code does not match record on file.
Fiscal Year Ending	<p>Record Type= R</p> <ul style="list-style-type: none"> <li>o If the month and year in the Header Record is July, August, or September, then the Fiscal Year can only be current or the prior Fiscal Year. Example: If the Header Record is July 2005, then the Fiscal Year Detail Record can only be 2005 or 2006.</li> <li>o If the month and year in the Header Record is October through June, then the Fiscal Year can only be the current Fiscal Year. Example: If the Header Record is November 2005, then the Fiscal Year Detail Record can only be 2006.</li> </ul>	Record Reject/Fatal	Error - Invalid fiscal year. Must be in current fiscal year
Reporting Period Date	<p>Record Type = R</p> <p>If Null (Imported files only)</p>	<b>File Reject</b>	<b>File Rejected</b> Report month and year must be specified. Date format must be MMYYYY.
	<p>If Invalid Date Format (Imported files only)</p>	<b>File Reject</b>	<b>File Rejected</b> Report month and year must be specified. Date format must be MMYYYY.
	<p>Record Type = R</p> <p>If date was previously reported</p>	<b>File Reject</b>	<b>File Rejected</b> A work report for this period has already been uploaded.
	<p>Record Type= R (Manually created work report)</p> <p>If a work report for the same month and year has already been created.</p>	<b>File Reject</b>	Display error message: A work report for this period has already been created.



Field	Condition(s)	Error Type (F/ E)	Error Message
	<p>Record Type = R</p> <p>If date is in the future (Imported files only)</p>	<b>File Reject</b>	<p>File Rejected Work Reports in the future cannot be created.</p> <p>Code logic – if work report date is in the future, ----then stop the import process</p> <p>If  gd_period_start_date&gt;SYSDATE  THEN ROLLBACK TO pre-detail;</p> <p>P_update_status ('PE',  an_import_header_id, 1, 'Y');</p> <p>P_err_msg:='work reports in the future cannot be created';</p> <p>RAISE e_stop_processing;</p> <p>End If:</p> <p>Working Example: If the current month is December 2005, and a future date of January 2006 is submitted, the system will reject all work reports that are submitted with a date later than December 2005.</p>
	<p>Record Type = R</p> <p>If date is in the future (Manually created work report)</p>	<b>File Reject</b>	<p>Display error message window:</p> <p>“Work Reports in the future can not be created.”</p>
Base Total	<p>If the header record Total Base doesn't match the V3 sum of all Work Report or Work Adjustment Detail records' Base</p> <p>(Imported files only)</p>	<b>File reject</b>	<p><b>File Rejected</b> because the BASE total in the header record does not equal the sum of the detail records</p>

Field	Condition(s)	Error Type (F/ E)	Error Message
Unpaid Retirement Covered Compensation Total	If the header record Total Unpaid Retirement Covered Compensation doesn't match the V3 sum of all Work Report or Work Adjustment Detail records' Unpaid Retirement Covered Compensation  (Imported files only)	File reject	<b>File Rejected</b> because the URCC total in the header record does not equal the sum of the detail records
Overtime Total	If the header record Total Overtime doesn't match the V3 sum of all Work Report or Work Adjustment Detail records' Overtime  (Imported files only)	File reject	<b>File Rejected</b> because the OT total in the header record does not equal the sum of the detail records
Supplemental Total	If the header record Total Supplemental doesn't match the V3 sum of all Work Report or Work Adjustment Detail records' Supplemental  (Imported files only)	File reject	<b>File Rejected</b> because the SUP total in the header record does not equal the sum of the detail records
Wages No Contribution Total	If the header record Total Wages No Contribution doesn't match the V3 sum of all Work Report or Work Adjustment Detail records' Wages No Contribution  (Imported files only)	File reject	<b>File Rejected</b> because the WNC total in the header record does not equal the sum of the detail records
Member POS Installment Total	If the header record Total Member POS Installment doesn't match the V3 sum of all Work Report or Work Adjustment Detail records' Member POS Installment  (Imported files only)	File reject	<b>File Rejected</b> because the POS total in the header record does not equal the sum of the detail records
Employer Code	NULL  (Imported files only)	File Reject	<b>File Rejected</b> Employer Code not be Blank
	No match (Imported files only)	File Reject	<b>File Rejected</b> Invalid Employer Code

Field	Condition(s)	Error Type (F/ E)	Error Message
Detail Record	If the header record Detail Record Count doesn't match the V3 record count of the Work Report or Work Adjustment Detail Records	Record Reject/Fatal	File Rejected. Record count in header does not match the number of records in the report.
Member SSN	If Null	Fatal	SSN cannot be blank.
	If No open contract record with matching Wage Type from this employer	Fatal	No contract record on file for this member.
	If Duplicate SSN and Wage Type and Fiscal Year	Fatal	Duplicate records submitted for SSN, Wage type, and Fiscal Year combination. Combination must be unique or combined into one record.
	<del>If Work Status = TRMNTN or DECESD and reporting period is &gt; than the BOC/Svc End Date on the Contract Record.</del>	Exception	<del>Information reported after BOC/Svc End Date. Member SSN</del>
	If Record Type = A and member status = Retired and no open Retirement Workflows or Disability Workflows	Workflow	Trigger post-retirement adjustment workflow
	If Record Type = A and Member status = Refunded and No open refund workflows	Workflow	Trigger Refund Workflow

Field	Condition(s)	Error Type (F/ E)	Error Message
	If Record Type = A and  Member status = Deceased and  (either member has no open Death Processing workflow or the open Death Processing workflow has a current In-House Audit (Death) or has a current Treasury Audit (Death) step)	Workflow	Trigger Work History Investigation Workflow
Member DOB	If Invalid date	Fatal	Invalid Birth Date. must be in MMDDYYYY format
	If existing SSN = incoming SSN but DOB 1 <> DOB2	Fatal	Birth Date does not match the date on file for this member.
Fiscal Year Ending	If NULL	Fatal	Fiscal Year cannot be Blank
	If Invalid date	Fatal	Invalid Fiscal Year. Must be in YYYY format
	If before 2004, then workflow	Workflow	Converted records may not support adjustment prior to the go-live period.
	The Fiscal Year must be greater than 1919 and less than or equal to the current Fiscal Year. A July Work History Adjustment when a July Work Report record has not been submitted would be an exception to the rule. If no Work Report has been submitted for the current fiscal year, then no adjustments can be made to the current fiscal year detail record.  Example 1: If the Header Record is November 2005, then the Work History Adjustment Fiscal Year Detail Record can contain any fiscal year from 1920 to 2006.  Example 2: If the Header Record is July	Fatal	Error - Invalid fiscal year. Fiscal year must be between 1919 and current fiscal year

Field	Condition(s)	Error Type (F/ E)	Error Message
	<p>2005 and no July 2005 Work Report has been approved, then the Work History Adjustment Fiscal Year Detail Record can contain any Fiscal Year from 1920 to 2005.</p> <p>Example 3: If the Header Record is July 2005 and the July 2005 Work Report has been approved, then the Work History Adjustment Fiscal Year Detail Record can contain any Fiscal Year from 1920 to 2006.</p>		
Wage Type	If NULL	Fatal	Wage Type cannot be blank
	If Not in (SA, PD, HR)	Fatal	Wage Type must be SA, PD, or HR
	If Wage Type does not match existing Contract Record	Fatal	Wage Type does not match Contract Record
Work Status	If NULL	Fatal	Work Status cannot be blank
	For File Type= R or A, If Work Status= NOWORK	Fatal	NOWORK is not a valid work status
	Does not match existing Eligible, Pending Eligible, Pending Waiver work status on the contract record for the employer. Otherwise, all Work Status Codes on the report must be within the Contract Record Start and End Date.**	Fatal	<p>If File Type = R Work Status does not match Contract Record</p> <p>If File Type = A Work Status does not match the Contract Record in effect for the adjustment period.</p>

Field	Condition(s)	Error Type (F/ E)	Error Message
	<p>**Exception: TRMNTN or DECESD, contract records do not have an end date because the date of death/Termination date is populated in the work status start date field. However, <del>Work Reports and</del> Adjustment with a work status of TRMNTN or DECESD, cannot be reported after the BOC/Svc End Date on the Contract Record.</p>	<p>Exception  Workflow</p>	<p>Report period is after BOC Service End date.</p> <p>Employer Reporting Workflow is created. Note within workflow: [Employer Code] reported beyond BOC/Svc End Date for [Member SSN]</p>
	<p>If a Work Report is reported after the BOC/Svc End Date on the Contract Record.</p>	<p>Fatal</p>	<p>Contact ESC when reporting after the BOC End date.</p> <p>Note: The system will not trigger any workflows.</p>
	<p>File Type= R and Work Status= 'ACTIVW'</p> <p>If (Base &gt; 0 or URCC &gt;0 or OT &gt;0 or SUP &gt;0 or CONTRIB&gt;0 or WNC &gt;0 or POS &gt;0 or EXSAL or NRCC or Days &gt;0 or Hours &gt;0)</p>	<p>Fatal</p>	<p>Wages cannot be reported if Work Status is Waived.</p>
	<p>File Type= R</p> <p>If (Work Status = "ACTMLN") and (the month and year value from the Start Date of the ACTMLN Contract Record with this employer doesn't equal the month and year value of the Reporting period of the Work Report) and (any of the following values are not equal to zero:</p> <p>Base, URCC, OT, SUP, CONTRIB, POS, EXSAL or NRCC)</p>	<p>Fatal</p>	<p>Base, URCC, OT, SUP, CONTRIB, POS, EXSAL and NRCC must be zero if Work Status is ACTMLN</p>

Field	Condition(s)	Error Type (F/ E)	Error Message
	File Type= A  If (Work Status = "ACTMLN") and (any of the following values are not equal to zero:  Base, URCC, OT, SUP, CONTRIB, POS, EXSAL or NRCC)	Exception	Base, URCC, OT, SUP, CONTRIB, POS, EXSAL and NRCC should be zero if Work Status is ACTMLN
Base	File Type = R  If Work Status = ACTIVE and Supplemental AND Wages No Contribution are zero, then Base must be > 0.	Fatal	Base, SUP, and WNC amounts cannot all equal zero if status is ACTIVE
	File Type = R  If work status = SABTLC and Base is NULL	Fatal	Base cannot be zero is status is SABTLC
	File Type = R  If work status in (ACTMLC, STUDYC, EXCHGC, UNIONC, SSLWCC, SSLSSC) and Unpaid Retirement Covered Compensation field is NULL then Base can NOT be NULL	Fatal	Base and URCC cannot both be zero is status is <<code>>
	For File Type "R": If Base > 50,000	Fatal	Base cannot exceed \$50,000.00 in any month.
Unpaid Retirement Covered Compensation	File Type = R  If work status = SABTLC and Unpaid Retirement covered compensation is NULL	Fatal	URCC cannot be zero if status is SABTLC
	For File Type "R": If URCC > 50,000	Fatal	URCC cannot exceed \$50,000.00 in any month.

Field	Condition(s)	Error Type (F/ E)	Error Message
	File Type = R  If work status in (ACTMLC, STUDYC, EXCHGC, UNIONC, SSLWCC, SSLSSC) and Base is NULL then Unpaid Retirement Covered Compensation field can NOT be NULL	Fatal	BASE and URCC cannot both be zero if status is <<code>>
Over Time	if Base is NULL, then Overtime cannot be > 0. (this condition only applies to Work Reports)	Fatal	OT amount cannot be greater than zero if BASE is zero
	For File Type "R": If Over Time > 50,000	Fatal	OT amount cannot exceed \$50,000.00 in any month.
	For File Type "R": If Supplemental > 50,000	Fatal	SUP amount cannot exceed \$50,000.00 in any month.
Contributions	If Base, Unpaid Retirement Covered Compensation, Overtime or Supplemental is not zero, then contributions cannot be zero	Fatal	Contributions cannot be zero when an amount has been specified for BASE, URCC, OT, or SUP
	<p><b>For File type "R"</b></p> <p>When Reported Amount does not equal V3 Calculated Due Amount (see additional logic processing section to determine Contribution Rate) and the member's Effective Class is TF:</p> <ul style="list-style-type: none"> <li>• If ALL of the following conditions are met, display <b>Exception</b> message "Member Elected Class T-F, Update Rate" <ul style="list-style-type: none"> <li>a. Member's Effective Class = TF, AND</li> <li>b. Contributions reported is less than current TF Contribution Rate when applied to Base, Unpaid Retirement Covered</li> </ul> </li> </ul>	Exception / Fatal	<p>Depending on which condition a record satisfies, message could be either:</p> <p>Contribution rate should be &lt;&lt; % &gt;&gt;</p> <p>Or</p> <p>Member Elected Class T-F, Update Rate</p> <p>Or</p> <p>Grace Period Expired,</p>



Field	Condition(s)	Error Type (F/ E)	Error Message
	<p>Compensation, Over Time, and Supplemental (all 4 added together) minus 0.05, AND</p> <p>c. This employer has not yet approved the monthly WR for the month following the month of TF Election (i.e., month of the insertion date of the TF row in the Membership Class table plus 1).</p> <p><b>NOTE:</b> <u>In this scenario only</u>, the system needs to calculate/post the member contribution in the member’s Work history and the employer’s WR using the TE contribution rate effective for the fiscal year associated with the work report <b>even though</b> the member’s Effective Class is TF. This is because the member will be direct-billed for the difference between the TE rate and the TF rate.</p> <ul style="list-style-type: none"> <li>• <u>Otherwise</u>, if ALL of the following conditions are met, display <b>Exception</b> message “Contribution rate should be &lt;&lt; % &gt;&gt;”. <ul style="list-style-type: none"> <li>a. Member’s Effective Class = TF, AND</li> <li>b. the member contributions reported are less than the (V3 Mem Savings calculation minus .05) and the month of the WR is either equal to the month of the Start Date of the Contract Record, or equal to the month after the</li> </ul> </li> </ul>		<p>Contribution Rate Must Be &lt;&lt;%&gt;&gt;</p>

Field	Condition(s)	Error Type (F/ E)	Error Message
	<p>Start Date of the Contract Record</p> <p>Example: If Contract Record starts in January, employer would receive the exception message for WRs submitted for January and February</p> <p>Note: In this scenario, the employer is billed at the TF rate, and the member's account is credited with the TF rate contributions, but the employer is allowed to submit the WR with the TE rate after getting the exception message. The employer must work with the member to withhold the additional contributions, as with any other rate discrepancy.</p> <ul style="list-style-type: none"> <li>• <u>Otherwise</u>, if the member's Effective Class = 'TF' and the member contributions reported are less than the (V3 Mem Savings calculation minus .05), display a <b>fatal</b> error message "Grace Period Expired, Contribution Rate Must Be &lt;&lt;%&gt;&gt;"</li> <li>• <u>Otherwise</u>, if the member's Effective Class= 'TF' and the member contributions reported are <b>more than</b> (V3 Mem Savings calculation plus .05), display <b>Exception</b> message "Contribution rate should be &lt;&lt; % &gt;&gt;" .</li> </ul> <p><b>For File type "R"</b></p> <p>When Reported Amount does not equal V3 Calculated Due Amount (see additional</p>		

Field	Condition(s)	Error Type (F/ E)	Error Message
	<p>logic processing section to determine Contribution Rate) and the member's Effective Class is anything other than TF:</p> <ul style="list-style-type: none"> <li>• If the difference between the calculated Member_Savings and the Contributions being reported by the employer is greater than \$0.05 (may be positive or negative) and the member's Effective Class is anything other than TF, display <b>Exception</b> message "Contribution rate should be &lt;&lt; % &gt;&gt;"</li> <li>• <u>Otherwise</u>, if the difference between the calculated Member Savings and the Contributions being reported by the employer is smaller than \$0.06 (may be positive or negative) and the member's Effective Class is anything other than TF, the system will "recognize" it as a valid record and will not display any messages.</li> </ul> <p><b>For File type "A"</b></p> <p>When Reported Amount does not equal V3 Calculated Due Amount (see additional logic processing section to determine Contribution Rate):</p> <ul style="list-style-type: none"> <li>• If the difference between the calculated Member_Savings and the Contributions being reported by the employer is greater than \$0.05 (may be positive or negative), display <b>Exception</b> message "Contribution rate should be &lt;&lt; % &gt;&gt;"</li> <li>• <u>Otherwise</u>, if the difference between the calculated Member Savings and the Contributions</li> </ul>		

Field	Condition(s)	Error Type (F/ E)	Error Message
	being reported by the employer is smaller than \$0.06 (may be positive or negative), the system will “recognize” it as a valid record and will not display any messages.		
Reason Code	File Type = A and Reason Code is not on the list	Fatal	Invalid Reason Code
	File Type = A and Reason code = ‘UNCRDT’ and  (Base <> 0 or URCC <>0 or OT< >0 or SUP< >0 or CONTRIB< >0 or POS< >0 or EXSAL <>0 or NRCC <>0)  Note: Only service (Days/ months) and WNC should be allowed for UNCRDT for all wage types.	Fatal	Base, URCC, OT, SUP, CONTRIB, POS, EXSAL and NRCC must be zero if Reason code is UNCRDT.
Wage Indicator	File Type = A and reason code is CNTRCT, LMPSUM, LATRPT, SALARY, or UNCRDT and wage indicator is NULL.	Fatal	Wage Indicator and Contrib Withheld Flags both must be specified for Reason Code <<REASON CODE>>.
Contributions Withheld Flag			
	File Type = A and reason code is UNCRDT and the Contributions Withheld Flag is equal to ‘Y’	Fatal	Contributions Withheld Flag must be N for this Reason Code
Hours	File Type = R  If wage type = Hourly then hours field cannot be NULL or zero	Fatal	Hours cannot be zero if Wage Type is Hourly.
	If hours > 2,600	Fatal	Hours cannot exceed 2,600

Field	Condition(s)	Error Type (F/ E)	Error Message
	For File Type "R": If Hours > 300	Exception	Hours should not exceed 300 in any month.
Days	File Type = R If work status in (ACTIVE, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC) and If wage type = Per Diem then hours field cannot be NULL or zero	Fatal	Days cannot be zero if Wage Type is Per Diem
	File Type = R If work status in (ACTIVE, SABTLC, ACTMLC, SSLWCC, SSLSSC, STUDYC, EXCHGC, UNIONC) and If wage type = Salaried and Days is NULL in May report then Days in June report must be > 0	Fatal	Annual service must be reported in June.
	If days is more than 365, then fatal	Fatal	Days cannot exceed 365
	For File Type "R": If Work Report is for any month between Jul- Dec and Days > 130	Exception	Verify Days: Should not report more than 130 days on July-December work reports.
	For File Type "R": If Work Report is for any month between Jan- Jun and Days > 280	Exception	Verify Days: Should not report more than 280 days on January-June work reports.
Wages No Contribution	Note: Validation to reject any money or service amounts for ACTIVW Work Status is already defined in earlier section, so it doesn't need to be added here.		
	For File Type = R: If Work Status is (ACTMLN, SSLWCN, SSLSSN, STUDYN, or EXCHGN) AND WNC = 0	Fatal	WNC amount cannot be zero if work status is <<Work Status>>

Field	Condition(s)	Error Type (F/ E)	Error Message
	For File Type = A: <ul style="list-style-type: none"> <li>If Work Status is (ACTMLN, SSLWCN, SSLSSN, STUDYN, or EXCHGN) AND WNC = 0 AND</li> <li>Reason Code = 'UNCRDT'</li> </ul>	Fatal	WNC amount cannot be zero if work status is <<Work Status>>
	For File Type = R or A: If Work Status = (LEAVEN or WKCPN) AND WNC ≠ 0	Fatal	WNC must equal zero for this leave status
	For File Type= R: If <u>ALL</u> of the following criteria are met: <ul style="list-style-type: none"> <li>Work status is equal to Active or any contributing leave status (any status ending in "C") or Termination or Deceased; AND</li> <li>Employment Type = Full Time; AND</li> <li>WNC ≠ 0</li> </ul>	Fatal	WNC amount must be zero for Full-time members
	For File Type= A: If <u>ALL</u> of the following criteria are met: <ul style="list-style-type: none"> <li><del>Work status is equal to Active or any contributing leave status (any status ending in "C") or Termination or Deceased; AND</del></li> <li><del>Employment Type = Full Time; AND</del></li> <li><del>WNC ≠ 0; AND</del></li> <li><del>Reason Code ≠ 'UNCRDT'</del></li> </ul>	Fatal	WNC amount must be zero for Full time members.
	For File Type= R: If <u>ALL</u> of the following criteria are met: <ul style="list-style-type: none"> <li>Work status is equal to Active or any contributing leave status (any status ending in "C") or Termination or Deceased; AND</li> <li>Employment Type = Part Time; AND</li> <li>Wage Type = SA; AND</li> <li>WNC ≠ 0</li> </ul>	Fatal	WNC amount must be zero for Salaried members
	For File Type= A: If <u>ALL</u> of the following criteria are met:	Fatal	WNC amount must be zero for Salaried members.

Field	Condition(s)	Error Type (F/ E)	Error Message
	<ul style="list-style-type: none"> <li>• <del>Work status is equal to Active or any contributing leave status (any status ending in "C") or Termination or Deceased; AND</del></li> <li>• <del>Employment Type = Part Time; AND</del></li> <li>• <del>Wage Type = SA; AND</del></li> <li>• <del>WNC ≠ 0; AND</del></li> <li>• <del>Reason Code ≠ 'UNCRDT'</del></li> </ul>		
	<p>For File Type= A: If <u>ALL</u> of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• Work status is equal to Active or any contributing leave status (any status ending in "C") or Termination or Deceased; AND</li> <li>• Employment Type = Part Time; AND</li> <li>• Wage Type = SA; AND</li> <li>• Reason Code ≠ 'UNCRDT'; AND</li> <li>• WNC ≠ 0; AND</li> <li>• (WNC &gt; <b>0.01</b> or WNC &lt; <b>-0.01</b>); AND</li> <li>• WNC does NOT at least partly offset the values already reported by the employer, calculated as follows:               <ol style="list-style-type: none"> <li>1. Retrieve the sum of the WNC amount(s) from the member's Work History where the record is in a Released status <b>AND</b> the employer code in Work History matches the code of the employer submitting the Work History Adjustment <b>AND</b> the Fiscal Year in the member's Work History matches the Fiscal Year on the Work History Adjustment <b>AND</b> the Wage Type in the member's Work History equals Salaried, <b>AND</b></li> <li>2. multiply the value from (1) by <b>-1</b> (negative one).</li> </ol> </li> </ul>	Fatal	WNC amount must be zero for Salaried members

Field	Condition(s)	Error Type (F/ E)	Error Message
	<p>3. If the value from #2 is a positive number, the new WNC being reported must be between 0.02 and the value from #2, inclusive (\$0.01 is allowed, too, but it doesn't fall into this validation). If it is outside this range, display the Fatal error.</p> <p>4. If the value from #2 is a negative number, the new WNC being reported must be between the value from #2 and -0.02, inclusive (-\$0.01 is allowed, too, but it doesn't fall into this validation). If it is outside this range, display the Fatal error.</p> <p>Example: An employer previously reported \$100 in WNC for FY 2009. The employer should be allowed to submit off-setting WNC in the range of -\$100 through -\$0.02, inclusive (-\$0.01 is allowed, too, but it doesn't fall into this validation). If the employer instead tries to submit any additional positive WNC, or tries to submit negative WNC that is &lt; -\$100, this should be rejected.</p> <p>Note: The note below is being documented here as a reference only and doesn't affect system development:</p> <p>Per PSERS' business rule, employers should not be submitting WNC amounts for</p>		



Field	Condition(s)	Error Type (F/ E)	Error Message
	Salaried members. This validation has been put in place so that for Salaried members for whom WNC has already been submitted, adjustments can be submitted to off-set those WNC amounts.		
	<p>For File Type= A: If <u>ALL</u> of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• Work status is equal to Active or any contributing leave status (any status ending in "C") or Termination or Deceased; AND</li> <li>• Employment Type = Full Time regardless of Wage Type; AND</li> <li>• Reason Code ≠ 'UNCRDT'; AND</li> <li>• WNC ≠ 0; AND</li> <li>• (WNC &gt; <b>0.01</b> or WNC &lt; <b>-0.01</b>); AND</li> <li>• WNC does NOT at least partly off-set the values already reported by the employer, calculated as follows:               <ol style="list-style-type: none"> <li>1. Retrieve the sum of the WNC amount(s) from the member's Work History where the record is in a Released status <b>AND</b> the employer code in Work History matches the code of the employer submitting the Work History Adjustment <b>AND</b> the Fiscal Year in the member's Work History matches the Fiscal Year on the Work History Adjustment, <b>AND</b></li> <li>2. multiply the value from (1) by <b>-1</b> (negative one).</li> <li>3. If the value from #2 is a positive number, the new WNC being reported must be between 0.02 and the value from #2, inclusive (\$0.01 is allowed, too, but it</li> </ol> </li> </ul>	Fatal	WNC amount must be zero for Full-time members

Field	Condition(s)	Error Type (F/ E)	Error Message
	<p>doesn't fall into this validation). If it is outside this range, display the Fatal error.</p> <p>4. If the value from #2 is a negative number, the new WNC being reported must be between the value from #2 and -0.02, inclusive (-\$0.01 is allowed, too, but it doesn't fall into this validation). If it is outside this range, display the Fatal error.</p> <p>Example: An employer previously reported \$100 in WNC for FY 2009. The employer should be allowed to submit off-setting WNC in the range of -\$100 through -\$0.02, inclusive (-\$0.01 is allowed, too, but it doesn't fall into this validation). If the employer instead tries to submit any additional positive WNC, or tries to submit negative WNC that is &lt; -\$100, this should be rejected.</p> <p>Note: The note below is being documented here as a reference only and doesn't affect system development:</p> <p>Per PSERS' business rule, employers should not be submitting WNC amounts for Salaried members. This validation has been put in place so that for Salaried members for whom WNC has already been submitted, Adjustments can be submitted to off-set those WNC amounts.</p>		

Field	Condition(s)	Error Type (F/ E)	Error Message
	<p>For File Type = A: If ALL of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• WNC ≠ 0, AND</li> <li>• Work status is equal to Active or any contributing leave status (ending in "C") or Termination or Deceased; AND</li> <li>• Employment Type is equal to Part-time; AND</li> <li>• Wage Type is equal to Hourly or Per Diem; AND</li> <li>• Qualification Status is equal to Qualified for the fiscal year that is being reported</li> </ul>	Exception	Member is Qualified in FY being adjusted; WNC should not be reported
	<p><b><u>Validation WNC1</u></b></p> <p>For File Type = R: If ALL of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• WNC ≠ 0, AND</li> <li>• Work status is equal to Active or any contributing leave status (ending in "C") or Termination or Deceased; AND</li> <li>• Employment Type is equal to Part-time; AND</li> <li>• Wage Type is equal to Hourly or Per Diem; AND</li> <li>• Qualification Status is equal to Qualified for the fiscal year that is being reported; AND</li> <li>• the month of the WR is equal to the month of the Start Date of the Contract Record, or equal to the month after the Start Date of the Contract Record. <b>Note:</b> For the Contract Record Start Date month and Contract Record Start Date plus 1 month comparison, the</li> </ul>	Exception	Member is Qualified, WNC Should Not Be Reported

Field	Condition(s)	Error Type (F/ E)	Error Message
	<p>system needs to look for Contract Records with the employer for which the WR is being validated.</p> <p>Example: If Contract Record with employer A starts in January, employer A would receive exception message for WRs submitted for January and February.</p>		
	<p><b><u>Validation WNC2</u></b></p> <p>If the above <b><u>Validation WNC1</u></b> exception condition is not met, continue with the following validation.</p> <p>For File Type = R:</p> <p>If ALL of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• WNC ≠ 0, AND</li> <li>• Work status is equal to Active or any contributing leave status (ending in "C") or Termination or Deceased; AND</li> <li>• Employment Type is equal to Part-time; AND</li> <li>• Wage Type is equal to Hourly or Per Diem; AND</li> <li>• Qualification Status is equal to Qualified for the fiscal year that is being reported; AND</li> <li>• this employer has approved the monthly WR for the month following the 'Qual Month' (ie: Qual Month + 2). To determine this, use the values in the Member Qualification table for the FY being reported, as follows: <ul style="list-style-type: none"> <li>• If 'Qual Month' is July through December, use the year from 'Fiscal Start'</li> <li>• If 'Qual Month' is January through June, use the year from 'Fiscal End'</li> </ul> </li> </ul>	Fatal	Member is Qualified; WNC cannot be reported

Field	Condition(s)	Error Type (F/ E)	Error Message
	<p>Example: if a member has a Qualification Status of “Qualified” for period 7/1/2010-6/30/2011 and ‘Qual Month’ is December, the employer would receive an exception message if they attempt to report WNC for their Jan or Feb 2011 WR, but would receive a fatal error if they attempt to submit WNC for the Mar 2011 WR.</p>		
	<p><b><u>Validation WNC3</u></b></p> <p>If the above <b><u>Validation WNC2</u></b> fatal condition is not met, continue with the following validation.</p> <p>For File Type = R: If ALL of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• WNC ≠ 0, AND</li> <li>• Work status is equal to Active or any contributing leave status (ending in “C”) or Termination or Deceased; AND</li> <li>• Employment Type is equal to Part-time; AND</li> <li>• Wage Type is equal to Hourly or Per Diem; AND</li> <li>• Qualification Status is equal to Qualified for the fiscal year that is being reported.</li> </ul>	Exception	Member is Qualified; begin withholding
	<p>For File Type = R Only:</p> <p>If ALL of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• Work status is equal to Active; AND</li> <li>• Employment Type = Part time; AND</li> <li>• Wage Type = HR or PD; AND</li> <li>• Base = 0; AND</li> <li>• Supplemental = 0; AND</li> <li>• Member’s Qualification Status is NOT equal to Qualified for the fiscal</li> </ul>	Fatal	Base, Supplemental, and WNC amounts cannot all be zero if status is ACTIVE and wage type is either Hourly or Per Diem

Field	Condition(s)	Error Type (F/ E)	Error Message
	year that is being reported; AND <ul style="list-style-type: none"> <li>• WNC = 0</li> </ul>		
	For File Type = R Only:  If ALL of the following criteria are met: <ul style="list-style-type: none"> <li>• Work status is equal to any contributing leave status (any status ending in "C") or Termination or Deceased; AND</li> <li>• Employment Type = Part time; AND</li> <li>• Wage Type = HR or PD; AND</li> <li>• Base =0; AND</li> <li>• Supplemental = 0; AND</li> <li>• Member's Qualification Status is NOT equal to Qualified for the fiscal year that is being reported; AND</li> <li>• WNC = 0; AND</li> <li>• URCC = 0</li> </ul>	Fatal	Base, Supplemental, URCC and WNC amounts cannot all be zero if status is <<Work Status>> and wage type is either Hourly or Per Diem
	For File Type = A Only:  If ALL of the following criteria are met: <ul style="list-style-type: none"> <li>• Work status is equal to Active; AND</li> <li>• Employment Type = Part time; AND</li> <li>• Wage Type = HR or PD; AND</li> <li>• Base = 0; AND</li> <li>• Supplemental = 0; AND</li> <li>• Member's Qualification Status is NOT equal to Qualified for the fiscal year that is being reported; AND</li> <li>• WNC = 0 AND</li> <li>• Adjustment Type does NOT equal Service Adjustment or Member POS</li> </ul>	Fatal	Base, Supplemental, and WNC amounts cannot all be zero if status is ACTIVE and wage type is either Hourly or Per Diem
	For File Type = A Only:  If ALL of the following criteria are met: <ul style="list-style-type: none"> <li>• Work status is equal to any contributing leave status (any status ending in "C") or Termination or Deceased; AND</li> </ul>	Fatal	Base, Supplemental, URCC and WNC amounts cannot all be zero if status is <<Work Status>> and wage type is either Hourly or Per Diem

Field	Condition(s)	Error Type (F/ E)	Error Message
	<ul style="list-style-type: none"> <li>• Employment Type = Part time; AND</li> <li>• Wage Type = HR or PD; AND</li> <li>• Base =0; AND</li> <li>• Supplemental = 0; AND</li> <li>• Member's Qualification Status is NOT equal to Qualified for the fiscal year that is being reported; AND</li> <li>• WNC = 0 AND</li> <li>• Adjustment Type does NOT equal Service Adjustment or Member POS AND</li> <li>• URCC = 0</li> </ul>		
	For File Type "R": If WNC > 50,000	Fatal	WNC cannot exceed \$50,000.00 in any month.
Member POS Installment	<p>File Type = A</p> <p>If WHA is submitted for FY 2007 or later and contains MemPOS money (either +/-), then a POS receivable must exist as of the end of the FY for which the WHA was applied. Otherwise, display the fatal error shown on this row and do not continue to the other Member POS Installment error conditions below.</p>	Fatal	No Receivable exists for this period.
	<p>File Type = A</p> <p>If WHA is submitted for FY 2006 or earlier and contains MemPOS money (either +/-), then a POS receivable must have been posted on or before 6/30/2006. Otherwise, display the fatal error shown on this row and do not continue to the other Member POS Installment error conditions below.</p>	Fatal	No Receivable exists for this period.

Field	Condition(s)	Error Type (F/ E)	Error Message
	For File Type = R  If MemPOS amount < 0	Fatal	Negative member POS [-NNN] amount.  Here NNN is the amount displayed in the POS field.
	For File Type = A  If Reason Code = MemPOS, then cannot be NULL	Fatal	The POS field cannot be blank if Reason Code is POS Correction.
	For File Type = R  If ALL of the following criteria are met: <ul style="list-style-type: none"> <li>• POS amount is not null, AND</li> <li>• ALL of the member's Category = School, Category = Non-School, and Category = Frozen receivable(s) in the Member Accounts module have a balance of &lt;= 0</li> </ul>	Fatal	Member has no POS balance due, POS field must be zero.
	For File Type = A  If ALL of the following criteria are met: <ul style="list-style-type: none"> <li>• POS amount &gt; 0, AND</li> <li>• ALL of the member's Category = School, Category = Non-School, and Category = Frozen receivable(s) in the Member Accounts module have a balance of &lt;= 0</li> </ul>	Fatal	Member has no POS balance due. POS field must be less than zero.
	File Type = A  If ALL of the following criteria are met: <ul style="list-style-type: none"> <li>• POS amount is &lt; 0, AND</li> <li>• ALL of the member's Category = School, Category = Non-School, and Category = Frozen receivable(s) in the Member Accounts module have a balance = 0, AND</li> <li>• There are <b>no</b> open payments associated with any of those receivable(s)</li> </ul>	Fatal	Member has no POS balance due. POS field must be zero.



Field	Condition(s)	Error Type (F/ E)	Error Message
Non Retirement Covered Comp	File Type = R or A  If work status is LEAVEN or WKCPN, then NRCC may be equal to or greater than zero.		

*Revised 12/15/2014*