

Michigan Public School Employees' Retirement System

A Pension and Other Postemployment Benefit Trust Fund of the State of Michigan

Archived Reporting Instruction Manual

Chapter 15 – Programming

Archived on March 18, 2022
for historical reference by reporting units of the
Michigan Public School Employees' Retirement System



**MICHIGAN OFFICE OF
RETIREMENT SERVICES**
Big Plans. Small Steps.

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15: Programming

15.00: Programming

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15.00: Programming

If your reporting unit chooses to upload payroll report files the file format must meet ORS requirements. Format codes and file layouts for each section of the payroll report must be programmed as explained in this chapter.

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15.01.00: Retirement Detail Report File Layout

Each file contains a unique header and footer as well as detail records. The file should include all the data that has been added or changed since the last file was created.

Each section contains filler (or spaces) at the end of each record. This isn't required, but it may be used if your software requires that you send records that have a fixed length.

All values must be entered in the correct record position. Enter zeros where numeric fields are not needed and spaces where alphanumeric fields and zip codes are not needed. Enter preceding zeros if a numeric field is not long enough to fill the entire record position, and enter spaces to the end of an alphanumeric field that is not long enough to fill the entire record position.

A carriage return and line feed are required at the end of each record, except at the end of the footer. The footer should not end with a carriage return.

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15.01.01: File Sections

Each payroll report file has three sections:

- Header
- DTL records: DTL1, DTL2, DTL3 and DTL4
- Footer

Individual file layouts for each section are found in the following sections of this chapter.

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15.01.02: Format Codes

X = Alphanumeric

9 = Numeric

v = Decimal point*

***NOTE:** Decimal points are not included in the file. This is only a representation of where the decimal place is located. Number entries that would normally have a decimal point should be entered in the following manner:

- \$38.00 would be entered as 3800
- \$380.00 would be entered as 38000
- \$74.50 would be entered as 7450
- \$745.00 would be entered as 74500
- \$745.38 would be entered as 74538

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15.01.03: Header File Layout

Header File Layout

Field Name	Format	Length	Position	Required Field	Explanation
Section Identifier – HEAD	X(4)	4	1 - 4	Yes	This field is used to identify the type of section the record presents. For the Header section "HEAD" should be used.
Organization Code	9(5)	5	5 - 9	Yes	The five-digit organization number. The first four digits are the number assigned to the individual reporting unit. These should be followed by a zero.
Organization Name	X(30)	30	10 - 39	Yes	Name of the reporting unit.
Reporting Period End Date	9(8)	8	40 - 47	Yes	<p>Last day of the reporting period. It should be in "MMDDYYYY" format.</p> <p>Note: A reporting period is defined as a specific time frame in which payments and adjustments are made. Report begin and end dates should be entered on the "Create Report" screen when you submit your file. The wages to be reported in the reporting period are all reportable wages paid during that reporting period.</p> <p>Subsequent report dates should be calculated as follows: the begin date will be the date following the end date of your previous submitted report; the end date should be calculated by adding a pay period to the begin date.</p>
Date Created	9(8)	8	48 - 55	Yes	The date the file was created. It should be in the "MMDDYYYY" format.
Service Center Code	X(5)	5	56 - 60		The five-digit code of the Service Center that prepared the file, if applicable.

Service Center Name	X(30)	30	61 - 90		Name of the Service Center that prepared the file, if applicable.
Filler	X(290)	290	91 - 380		

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15.01.04: Detail 1 - Member Demographics File Layout

Detail 1 File Layout

Field Name	Format	Length	Position	Mandatory For New Hires	Explanation
Section Identifier – DTL1	X(4)	4	1-4	Y	This field is used to identify the type of section the record represents. For the Member Demographics section, DTL1 should be used.
SSN	9(9)	9	5-13	Y	The member's current social security number. This field will also be used to report a corrected SSN for a member whose SSN has changed.
Old SSN	9(9)	9	14-22	N	The member's previous SSN. When using this field, a new SSN must be reported in the SSN field.
Last Name	X(30)	30	23-52	Y	The member's last name.
First Name	X(20)	20	53-72	Y	The member's first name.
Middle Name	X(20)	20	73-92	N	The member's middle name or initial.
Name Change Indicator	X	1	93	Not required	The name change indicator is no longer required. This field can continue to be filled with a Y or an N. If you do not use a Y or an N, it must be filled with a space.
Address – 1	X(30)	30	94-123	Y	The first line of the member's mailing address.
Address – 2	X(30)	30	124-153	N	The second line of the member's mailing address.
Address – 3	X(30)	30	154-183	N	The third line of the member's mailing address.

Not Used – Report as 30 spaces	X(30)	30	184-213	N	
City	X(28)	28	214-241	Y	The city in which the member lives.
State	X(2)	2	242-243	Y	The two-character abbreviation for the state in which the member lives.
Zip – 1	X(5)	5	244-248	Y	The 5-digit zip code of the member.
Zip – 2	X(4)	4	249-252	N	The 4-digit postal code of the member.
Province	X(20)	20	253-272	N	The province in which a member lives. Note: This field is required if the country code is not "USA."
Country Code	X(30)	30	273-302	N	The country code, if available, in which the member lives. Possible values are available in section 13.06: Country Codes .
Postal Code	X(7)	7	303-309	N	The postal code for this member. Note: This field is required if the country code is not "USA."
Status Code	X(2)	2	310-311	Not Required	Status codes are no longer required. This field can be filled with either numbers or zeros but cannot be left blank.
Status Date	9(8)	8	312-319	Not Required	The status date is no longer required. This field can be filled with either numbers or zeros but cannot be left blank.
Date of Birth	9(8)	8	320-327	Y	The member's date of birth. It should be formatted as MMDDYYYY.
Gender	X(1)	1	328	Y	The member's gender. M for male or F for female
Not Used – Report as all zeros "0000000"	9(7)	7	329-335	N	
Filler	X(45)	45	336-380	N	

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15.01.05: Detail 2 - Wage and Service File Layout

Detail 2 File Layout

Field Name	Format	Length	Position	Required Field	Explanation
Section Identifier – DTL2	X(4)	4	1-4	Y	This field is used to identify the type of section the record represents. For the Wage and Service section "DTL2" should be used.
SSN	9(9)	9	5-13	Y	The member's current social security number. This field will also be used to report a corrected SSN for a member whose SSN has changed.
Last Name	X(30)	30	14-43	Y	The member's last name.
First Name	X(20)	20	44-63	Y	The member's first name.
Middle Name	X(20)	20	64-83	If you wish to provide; otherwise, fill with 20 spaces.	The member's middle name or initial.
Begin Date	9(8)	8	84-91	Y	The first day the member was paid for in the reporting period being submitted (normally this would be the same date as the begin date of the reporting period.) If there are multiple records for the same member within a pay period, then the Begin Date will be the first day the member was paid for with a unique status code or employment class code. It should be formatted as MMDDYYYY.

End Date	9(8)	8	92-99	Y	The last day the member was paid for in the reporting period begin submitted (normally this would be the same date as the end date of the reporting period.) If there are multiple records for the same member within a pay period, then the end date will be the last day the member was paid for with a unique status code or employment class code. It should be formatted as MMDDYYYY.
Retirement Hours	9(4)v99	6	100-105	Required for original records, post retirement wages, and adjustments involving hours.	The total hours the member worked.
Reported Wage Code	9(2)	2	106-107	Y	The transaction code for the member record. The possible values are listed in section 13.03: Wage Codes .
Employer Reported Wages	9(7)v99	9	108-116	Required for all records unless it is for an adjustment to hours only.	The member's reportable wages paid during the reporting period.
Not Used – Report as all zeros "000000000"	9(9)	9	117-125		
Exception Wages	9(7)v99	9	126-134	Class code of 9001	9001 – The wages a member receives while on professional services leave or professional services released time.

Member Contributions	9(7)v99	9	135-143	Required for original records and record adjustment, if wages are included in the adjustment.	The pre-tax contributions withheld from the member's reportable wages.
Employer Contributions	9(7)v99	9	144-152	Not mandatory	The contributions that the employer pays to ORS on behalf of the member. This is a percentage of the reportable wages a member is paid.
Not Used – Report as all zeros "000000000"	9(9)	9	153-161	Y	
Pay Rate	9(7)v99	9	162-170	Y - All original records	Pay rate is required to be reported in each pay period based on the member's classification: Hourly employees – Report the hourly rate based on the pay schedule. Contract/salaried employees – Report pay rate representing the full amount of compensation allowed by the contract that is recognized as compensation by law and would be earned in the entire school year, even if only part of the year is worked. See section 04: Reportable and Nonreportable Compensation.
Employment Class Code	X(94)	4	171-174	Y	The position that the member holds. All possible values are listed in section 13.01: Employment Class Codes and Definitions.

Contract Begin Date	9(8)	8	175-182	Y - All original records with pay rates greater than 100	The start date of a contract the member is working. This is only used for members who are on contract or are salaried employees. The contract begin date should be in the format of MMDDYYYY and should be all zeros for a member who is not on a contract. The fiscal year begin date can be used for non-contractual salaried employees.
Contract End Date	9(8)	8	183-190	Y - All original records with pay rates greater than 100	The finish date of a contract the member is working. This is only used for employees who are on a contract or are salaried employees. The contract end date should be in the format of MMDDYYYY and should be all zeros for a member who is not on a contract. The fiscal year end date can be used for non-contractual salaried employees.
Not Used – Report as all zeros "000000000000"	9(12)	12	191-202	Y	
Frequency of Pay	X(2)	2	203-204	Y - All original records and summer spread records	Whether hourly or salaried, report the total number of pays that the member would be paid, as if he or she is working the entire year (i.e. 21 or 26).
Health Care % Indicator	9(1)	1	205	Y	For a member who first worked on or after 7/1/10, use a 1 if starting salary for 7/1/10 to 6/30/11, is less than \$18,000. If more than \$18,000, enter a zero (0) or a space.
Filler	X(175)	175	206-380	Optional	

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15.01.06: Detail 3 - TDP Deductions File Layout

Detail 3 File Layout

Field Name	Format	Length	Position	Required Field	Explanation
Section Identifier – DTL3	X(4)	4	1-4	Y	This field is used to identify the type of section the record represents. For the TDP deductions section, DTL3 should be used.
SSN	9(9)	9	5-13	Y	The member's current social security number. This field will also be used to report a correct SSN for a member whose SSN has changed.
Last Name	X(30)	30	14-43	Y	The member's last name.
First Name	X(20)	20	44-63	Y	The member's first name.
Middle Name	X(20)	20	64-83	If you wish to provide; otherwise fill with 20 spaces	The member's middle name or initial.
TDP Deduction Amount	9(6)v99	8	84-91	Y	The amount deducted from the member's pay for TDP.
TDP Agreement Number	9(9)	9	92-100	Y	The number on the member's TDP Agreement.
TDP Invoice Number	9(8)	8	101-108	Y	The number on the member's service purchase billing statement.
Reporting Period End Date	9(8)	8	109-116	Y	The pay date for which the TDP deduction is made. It should be formatted as MMDDYYYY.

TDP Deduction Reason Code	9(2)	2	117-118	Y	The reason why a TDP deduction is or is not withheld. The possible values are listed in section 13.04: TDP Deduction Reason Codes.
Not Used – Report as "00"	9(2)	2	119-120	N	
TDP Record Type	9(2)	2	121-122	N	This field indicates whether the record is a TDP payment or a TDP adjustment. The possible values are listed in section 13.05: TDP Adjustment Type Codes.
Filler	X(260)	260	123-380	Optional	

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15.01.07: Detail 4 - DC Contributions File Layout

Detail 4 File Layout

Field Name	Format	Length	Position	Required Field	
Section Identifier – DTL4	X(4)	4	1-4	Y	This field is used to identify the type of section the record represents. For the DC contributions section, "DTL4" should be used.
SSN	9(9)	9	5-13	Y	The member's current social security number. This field will also be used to report a corrected SSN for a member whose SSN has changed.
Last Name	X(30)	30	14-43	Y	The member's last name.
First Name	X(20)	20	44-63	Y	The member's first name.
Middle Name	X(20)	20	64-83	N	The member's middle name or initial. If you do not provide a middle name, fill with 20 spaces.
Begin Date	9(8)	8	84-91	Y	Begin date of reporting period (or first day member was paid for in the reporting period being submitted.)
End Date	9(8)	8	92-99	Y	End date of the reporting period (or last day member was paid for in the reporting period being submitted.)
DC Record Type	9(2)	2	100-101	Y	The record type of the Detail 4 record being reported. The possible values are listed in Appendix B.2.1 – DC Record Types.

Gross Wages	9(7)v99	9	102-110	Y	Member's gross wages.
Member DC Contributions	9(7)v99	9	111-119	Y	Dollar amount of member's DC contributions.
Member DC Percent (%)	9(3)v99	5	120-124	Y	Percentage of member's wages allocated as DC contributions.
Employer DC Contributions	9(7)v99	9	125-133	Y	Dollar amount of employer's DC contributions.
Employer DC Match Percent (%)	9(3)v99	5	134-138	Y	Percentage of employer match allocated to member's DC contributions.
Status Change Date	9(8)	8	139-146	Y	Date of change must be populated if member status has changed. If no status change, fill with 8 zeroes.
Status Change Reason Code	9(2)	2	147-148	Y	Transaction code for the status change must be populated if the member status has changed. The possible values are listed in Appendix B – Codes. If no status change code to report, fill with 2 zeroes.
Member PHF Contributions \$	9(7)v99	9	149- 157	Y	Dollar amount of member's DC PHF contributions.
Member PHF Percent (%)	9(3)v99	5	158-162	Y	Percentage of member's wages allocated as DC PHF contributions.
Employer PHF Contributions	9(7)v99	9	163- 171	Y	Dollar amount of employer's match of the employee's DC PHF contributions.
Employer PHF Match Percent (%)	9(3)v99	5	172- 176	Y	Percentage of employer's match of the employee's DC PHF contributions.
Filler	X(204)	204	177-380	Y	Record line must end at space 380

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15.01.08: Footer File Layout

Footer File Layout

Field Name	Format	Length	Position	Required Field	Explanation
Section Identifier – FOOT	X(4)	4	1-4	Y	This field is used to identify the type of section the record represents. For the footer section "FOOT" should be used.
Organization Code	9(5)	5	5-9	Y	The five-digit reporting unit number. The first four digits are the number assigned to the individual reporting unit. These should be followed by a zero.
Organization Name	X(30)	30	10-39	Y	Name of the reporting unit.
Total Records	9(8)	8	40-47	Y	The total number of detail records.
Total Retirement Hours	9(10)v99	12	48-59	Y	The total retirement hours from all DTL2 records.
Total Reported Wages	9(10)v99	12	60-71	Y	The total employer reported wages from DTL2 records (not including DTL4 wages).
Not Used – Report as all zeros "000"	9(10)v99	12	72-83	N	
Total Exception Wages	9(10)v99	12	84-95	Y	The total exception wages from DTL2 records.
Total Member Contributions	9(10)v99	12	96-107	Y	The total member contributions from all DTL2 records.

Total Employer Contributions	9(10)v99	12	108-119	Y	The total employer contributions from all DTL2 records.
Not Used – Report as all zeros "000"	9(10)v99	12	120-131	N	
Total TDP Deductions	9(10)v99	12	132-143	Y	The total TDP deductions from all DTL3 records.
Total Member DC Contributions	9(10)v99	12	144-155	Y	The total member DC contributions from all DTL4 records.
Total Employer DC Contributions	9(10)v99	12	156-167	Y	The total employer DC contributions from all DTL4 records.
Filler	X(213)	213	168-380	Optional	

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15.01.09: File Layout Examples

The following is an example of a file for an employer that contains records involving a new member, a foreign address, an existing member with a TDP deduction, and a positive adjustment for an existing member.

Header Record	
Section Identifier – HEAD	HEAD
Organization Code	12345
Organization Name	Example Reporting Units (plus 9 spaces)
Reporting Period End Date	01142002
Date Created	01162002
Service Center Code	5 spaces
Service Center Name	30 spaces
Filler	290 spaces (Not required)

New Member Demographic Record	
Section Identifier – DTL1	DTL1
SSN	123456789
Old SSN	000000000
Last Name	Johnson (plus 23 spaces)
First Name	Howard (plus 14 spaces)
Middle Name	T (plus 19 spaces)
Name Change Indicator	N

Address – 1	2496 Main Street (plus 14 spaces)
Address – 2	Apt 6A (plus 24 spaces)
Address – 3	30 spaces
Not Used	30 spaces
City	Lansing (plus 21 spaces)
State	MI
Zip – 1	48909
Zip – 2	7671
Province	20 spaces
Country Code	30 spaces
Postal Code	7 spaces
Status Code	11
Status Date	01082002
Date of Birth	07041977
Gender	M
Not Used	0000000
Filler	45 spaces (Not required)

Demographic Record with Foreign Address	
Section Identifier – DTL1	DTL1

SSN	123456789
Old SSN	000000000
Last Name	Johnson (plus 23 spaces)
First Name	Howard (plus 14 spaces)
Middle Name	T (plus 19 spaces)
Name Change Indicator	N
Address – 1	2496 Main Street (plus 14 spaces)
Address – 2	Apt 6A (plus 24 spaces)
Address – 3	30 spaces
Not Used	30 spaces
City	Sarnia (Plus 22 spaces)
State	2 spaces
Zip – 1	5 spaces
Zip – 2	4 spaces
Province	Ontario (plus 13 spaces)
Country Code	94 (plus 28 spaces)
Postal Code	NON1P0
Status Code	11
Status Date	01082002
Date of Birth	07041977

Gender	M
Not Used	0000000
Filler	45 spaces (Not required)

New Member Wage and Service Record	
Section Identifier – DTL2	DTL2
SSN	123456789
Last Name	Johnson (plus 23 spaces)
First Name	Howard (plus 14 spaces)
Middle Name	T (plus 19 spaces)
Begin Date	01082002
End Date	01142002
Retirement Hours	004000
Reported Wage Code	01
Employer Reported Wages	000100000
Not Used	000000000
Exception Wages	000000000
Member Contributions	000003000
Employer Contributions	000012170
Not Used	000000000

Pay Rate	000002500
Employment Class Code	1240
Contract Begin Date	00000000
Contract End Date	00000000
Not Used	000000000000
Frequency of Pay	21
Date Indicator	DELETED
Filler	176 spaces (Not required)

Existing Member Wage and Service Record	
Section Identifier – DTL2	DTL2
SSN	22222222
Last Name	Bush (plus 26 spaces)
First Name	George (plus 14 spaces)
Middle Name	W (plus 19 spaces)
Begin Date	01012002
End Date	01142002
Retirement Hours	008000
Reported Wage Code	01
Employer Reported Wages	000200000

Not Used	000000000
Exception Wages	000000000
Member Contributions	000006000
Employer Contributions	000024340
Not Used	000000000
Pay Rate	000002500
Employment Class Code	1130
Contract Begin Date	00000000
Contract End Date	00000000
Not Used	000000000000
Frequency of Pay	26
Date Indicator	DELETE
Filler	176spaces (Not required)

DC/PHF Contribution Record	
Section Identifier – DTL4	DTL4
SSN	222222222
Last Name	Bush (plus 26 spaces)
First Name	George (plus 14 spaces)
Middle Name	W (plus 19 spaces)

Begin Date	07112010
End Date	07242010
DC Record Type	01
Gross Wages	000005000
Member DC Contributions	000000100
Member DC Percent (%)	00200 (This represents 2%)
Employer DC Contributions	000000050
Employer DC Match Percent (%)	00100 (This represents 1%)
Status Change Date	00000000
Status Change Reason Code	00
Filler	232 spaces (Not required)

Positive Adjustment of Wage and Service for an Existing Member	
Section Identifier – DTL2	DTL2
SSN	555123456
Last Name	Kent (plus 26 spaces)
First Name	Clark (plus 15 spaces)
Middle Name	Superman (plus 12 spaces)
Begin Date	07042003
End Date	07192003

Retirement Hours	000000
Reported Wage Code	05
Employer Reported Wages	000010000
Not Used	000000000
Exception Wages	000000000
Member Contributions	000000430
Employer Contributions	000001217
Not Used	000000000
Pay Rate	000000000
Employment Class Code	1610
Contract Begin Date	00000000
Contract End Date	00000000
Not Used	000000000000
Frequency of Pay	2 spaces
Date Indicator	DELETE
Filler	176 spaces (Not required)

Negative Adjustment of Wage and Service for an Existing Member	
Section Identifier – DTL2	DTL2
SSN	555123456

Last Name	Kent (plus 26 spaces)
First Name	Clark (plus 15 spaces)
Middle Name	Superman (plus 12 spaces)
Begin Date	01012006
End Date	01142006
Retirement Hours	000000
Reported Wage Code	06
Employer Reported Wages	000010000
Not Used	000000000
Exception Wages	000000000
Member Contributions	000000430
Employer Contributions	000001217
Not Used	000000000
Pay Rate	000000000
Employment Class Code	1610
Contract Begin Date	00000000
Contract End Date	00000000
Not Used	000000000000
Frequency of Pay	2 spaces
Date Indicator	DELETE

Filler	176 spaces (Not required)
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Positive Adjustment of Wage and Service for an existing member	
Section Identifier – DTL2	DTL2
SSN	555123456
Last Name	Kent (plus 26 spaces)
First Name	Clark (plus 15 spaces)
Middle Name	Superman (plus 12 spaces)
Begin Date	01012006
End Date	01142006
Retirement Hours	000000
Reported Wage Code	05
Employer Reported Wages	000010000
Not Used	000000000
Exception Wages	000000000
Member Contributions	000000430
Employer Contributions	000001217
Not Used	000000000
Pay Rate	000000000
Employment Class Code	1610

Contract Begin Date	00000000
Contract End Date	00000000
Not Used	000000000000
Frequency of Pay	2 spaces
Date Indicator	DELETE
Filler	176spaces (Not required)

TDP Adjustment Record for a \$50.00 deduction that should have been taken in pay period ending 7/28/06.

Section Identifier – DTL3	DTL3
SSN	222222222
Last Name	Bush (plus 26 spaces)
First Name	George (plus 14 spaces)
Middle Name	W (plus 19 spaces)
TDP Deduction Amount	00005000
TDP Agreement Number	087654321
TDP Invoice Number	87654321
Reporting Period End Date	07282006 (period for which adjustment is being made)
TDP Deduction Reason Code	01
Not Used	00

TDP Record Type	05 (positive)
Filler	260 spaces (Not required)

TDP Adjustment Record for a person who had a double-posted TDP deduction record (\$50.00 deducted twice) withheld for the pay period ending 7/28/06.	
Section Identifier – DTL3	DTL3
SSN	222222222
Last Name	Bush (plus 26 spaces)
First Name	George (plus 14 spaces)
Middle Name	W (plus 19 spaces)
TDP Deduction Amount	00005000
TDP Agreement Number	087654321
TDP Invoice Number	87654321
Reporting Period End Date	07282006 (period for which adjustment is being made)
TDP Deduction Reason Code	01
Not Used	00
TDP Record Type	06 (negative)
Filler	260 spaces (Not required)

Footer

Section Identifier – FOOT	FOOT
Organization Code	12345
Organization Name	Example Reporting units (plus 8 spaces)
Total Records	00000006
Total Retirement Hours	000000012000
Total Reported Wages	000000310000
Total Exception Wages	000000000000

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15.01.10: File Naming

All payroll files uploaded to ORS must use the following naming standard:

“ReportingUnitNumber.Pay Period End Date.dat” For example, a file for a reporting period that started on 1/1/2002 and ended on 1/14/2002 for reporting unit number 12340 would be named: 12340.01142002.dat

All TDP files uploaded to the File Transfer Service (FTS) site must use the following name standard:

TDA.ReportingUnitNumber.001 For example: reporting unit #12340 would name their file: TDA.12340.001

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15.01.11: Obsolete - TDP Agreement/Addendum File Layout

Obsolete section – the TDP agreement/addendum file is no longer required.

The TDP agreement/addendum file is required to report new TDP agreements and addendums. This file is used to upload the information to the members' retirement accounts.

- Create the file as a text file (i.e. Microsoft Notepad). Do not use Excel, Word or other programs that are not text files, or the file will be returned to you for reformatting.
- When creating your TDP agreement/addendum file, make sure that you enter the complete agreement number and invoice number from the agreement/addendum form.
- Box 3 on the TDP agreement forms may only have a single 8-digit number in it. This is the invoice number from the member billing statement. The agreement number will be the same as the invoice number with a zero in front of it. The agreement number does not change with a transfer to a new employer.
- If the agreement/addendum and invoice numbers do not correspond to the information on file at ORS, the deductions that you report will not post to the members' accounts.
- End each data record with a hard return (press enter). This is also how you will start a new record.
- When finished adding records, save the file with this name format: TDA.reporting unit number.001. Example: TDA.12340.001

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15.01.12: Obsolete - TDP Agreement/Addendum File Layout Continued

Obsolete section – the TDP agreement/addendum file is no longer required.

TPD Agreement/Addendum File Layout

Field Name	Agreement Form Box Number/Example	Length	Format
Organization/RU number	2	5	12340
Agreement/Addendum number	3 (first number)	9	012345678
Invoice Number	3 (second number)	8	12345678
Social Security Number	5 (no dashes)	9	111111111
Signature Date	Next to your school official's signature (no dashes)	8	07312006
Box 6	6 (must be filled with all 0's)	9	000000000
Billing Amount	7 (no \$ or decimal points 1000.00)	8	00100000
Service Credit Available	8 (goes out 3 decimal places 5.000 years)	5	05000
Box 9	9 (must be filled with all 0's)	8	00000000
Service Credit Purchased	10 (goes out 3 decimal places 5.000 years)	5	05000
Scheduled Deduction	11 (no \$ or decimal points 50.00)	8	00005000
Service Purchase Type	12 (obsolete – fill with 00)	2	00
Frequency of Pay	13 (bi-weekly)	2	26
Box 14	14 (must be filled with all 0's)	8	00000000
Billing Due Date	15 (no dashes)	8	09302006

Example of the TDP Agreement/Addendum file layout using Microsoft Notepad. Color has been added to show field separation.

12340012345678123456781111111107312006000000000001000000500000000000050000000500000260000000009302006

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15.02.00: Requirements, Edits and Validations

To interact and use the ORS employer reporting web site your hardware must meet minimum technical requirements. See section 15.02.01: Technical Hardware Requirements.

All DTL records will run through a batch process of edits and validations that must be passed before the DTL records will post to the member account. Specific edits and validations for each DTL record type can be found in this chapter.

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15.02.01: Technical Hardware Requirements

Minimum Technical Requirements

- Machine: P2-400 W/64MB RAM
- OS: NT 4.0, Me, 2000/XP
- Browser: Internet Explorer 4.x (or higher), Netscape 4.x (or higher)
- Connection: 56 K Modem
- E.1.2 Recommended REV. 04-05-07
- CPU: P3 800 W/128MB RAM
- OS: Windows 2000/XP
- Browser: Internet Explorer 6.x
- Connection: 256 ISDN / Fractional T1 / Cable Modem or DSL/ADSL

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For historical reference only
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15.02.02: Proxy Related Settings

Some reporting units have experienced difficulty uploading files when they upload through a proxy server. If you are encountering similar issues or are facing difficulty uploading the retirement report to the Employer Reporting website, it may be due to the intranet settings of your proxy server. A network administrator at your location can take the following steps to determine whether your difficulties are related to the proxy server and to resolve the issues.

Microsoft Internet Explorer Users

1. Click Tools on the Internet Explorer tool bar and select Internet Options.
2. Select the Connections tab and click the LAN Settings button.
3. If the Use Proxy Server is enabled, and you are having trouble uploading retirement reports to the employer self-service web site, then have a network administrator at your location make the following changes to the proxy server settings:
 - Enable IP routing – for Microsoft ISA server, BorderManager proxy servers.
 - Enable transparent NAT translation for PCs that are used to upload the retirement reports to the Employer Reporting website.

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15.02.03: Edits and Validations - Description

Member records which have not been posted to individual member accounts are validated for various edits. Records which do not pass the edits are either suspended or flagged. Suspended/flagged records and their associated error messages must be viewed on the Employer Reporting website by the employer.

FLAG: Records that do not pass basic edits and/or validations and may need employer correction.

SUSPEND: Records that do not pass basic edits and/or validations and require employer correction.

Last updated: 04/13/2012

For historical reference only
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15.02.04: Basic Edits Run for DTL1 Records

Basic Edits Run for DTL1 Records

Rule	Description	Status
1	BAD FORMAT a record if the following fields are not numeric: SSN, Old SSN, Zip-1, Zip-2, and Date of Birth.	Revised 12/15/2007
2	SUSPEND a record if the Last Name, First Name, or Middle Name contains: characters other than A-Z, spaces, hyphens (-), apostrophes ('), and commas (,).	
3	This rule has been deleted.	Deleted 12/15/2007
4	SUSPEND a record if the Last Name or First Name fields are blank.	
5	BAD FORMAT a record if the Date of Birth is not a valid date.	Revised 12/1/2007
6	BAD FORMAT a record if the Date of Birth is before January 1, 1900, or after December 31, 1999.	Revised 12/1/2007
7	This rule has been deleted.	Deleted 12/15/2007
8	SUSPEND a record if the State abbreviation is not a valid state abbreviation.	
9	SUSPEND a record if the Country Code is not a valid country code.	
10	BAD FORMAT a record if the Gender is not M, F, or blank.	Revised 04/05/2007
11	This rule has been deleted.	Deleted 12/15/2007
12	BAD FORMAT a record if an SSN is reported with all zeros or all nines.	Revised 12/15/2007

13	SUSPEND a record if the SSN is blank.	Revised 12/15/2007
14	BAD FORMAT a record if the Date of Birth is a future date.	New 04/05/2007
15	This rule has been deleted.	Deleted 12/15/2007
16	This rule has been deleted.	Deleted 12/15/2007
17	SUSPEND a record if Zip-1 is reported and is not five digits or Zip-2 is reported and is not four digits.	New 04/05/2007

Last updated: 04/13/2012

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15.02.05: Validations Run for DTL1 Records

Validations Run for DTL1 Records

Rule	Description	Status
1	This rule has been deleted.	Deleted 12/15/07
2	This rule has been deleted.	Deleted 12/15/07
3	This rule has been deleted.	Deleted 12/15/07
4	This rule has been deleted.	Deleted 4/5/07
5	This rule has been deleted.	Deleted 12/15/07
6	This rule has been deleted.	Deleted 12/15/07
7	SUSPEND a record if the Country Code is other than USA and the Postal Code is blank.	Revised 4/5/07
8	This rule has been deleted.	Delete 12/15/07
9	This rule has been deleted.	Deleted 4/5/07
10	This rule has been deleted.	Deleted 4/5/07
11	SUSPEND a record if either Address 1 or Zip-1 change and the country code is USA, and a partial address is reported. (Address 1, City, State, and Zip-1 are all required if the Country Code is USA. If any or all of these fields are missing, the address is considered partial.)	Revised 4/5/07

12	SUSPEND a record if either the Address 1, Postal Code, or Country Code change and the country code is other than USA, and a partial address is reported. (Address 1, Province, Postal Code, and Country Code are all required if the country Code is other than USA. If any or all of these fields are missing, the address is considered partial.)	Revised 4/5/07
13	SUSPEND a record if either Address 1 or Zip-1 are not on file and a partial address is reported, and the Country Code is USA. (Address 1, City, State, and Zip-1 are all required if the Country Code is USA. If any or all of these fields are missing, the address is considered partial.)	Revised 4/5/07
14	SUSPEND a record if either Address 1, Postal Code, or Country Code are not on file and a partial address is reported, and the Country Code is other than USA. (Address 1, Province, Postal Code, and Country Code are all required if the Country Code is other than USA. If any or all of these fields are missing, the address is considered partial.)	New 4/5/07
15	This rule has been deleted.	Deleted 12/15/07
16	This rule has been deleted.	Deleted 12/15/07
17	SUSPEND a DTL1 record if the complete demographic details are not present in the members account and the DTL1 record does not include the five required data elements. An account is said to have complete demographic details if it has all the following fields: First Name, Last Name, Date of Birth, Address, and Gender.	New 12/15/07
18	FLAG a record for an account if the date of birth on the record is different than the date of birth on file.	New 12/15/07
19	Flag a record if the gender does not match the gender on file.	New 12/15/07
20	FAKE POST all DTL1 records reported for a member in Refunded, Death Refunded, Service Retirement, Disability Retirement, and Survivor Retirement statuses even before any validation of basic edits run on the record.	New 12/15/07
21	FLAG a DTL1 record if the First Name and/or the Last Name reported on the record is different than the First Name and/or the Last Name in the system.	New 12/15/07

Last updated: 04/13/2012

15.02.06: Basic Edits Run for DTL2 Records

Basic Edits Run for DTL2 Records

Rule	Description	Status
1	BAD FORMAT a record if the following fields are not numeric: SSN, Begin Date, End Date, Retirement Hours, Employer Reported Wages, Exception Wages, Member contributions, Employer Contributions, Pay rate, Contract Begin Date, Contract End Date, and Frequency of Pay.	Revised 12/15/07
2	This rule has been deleted.	Deleted 12/15/07
3	This rule has been deleted.	Deleted 12/15/07
4	BAD FORMAT a record with dates before January 1, 1900, or after December 31, 2999.	Revised 4/5/07
5	BAD FORMAT a record with dates that are not valid.	Revised 4/5/07
6	SUSPEND a record if the reported Class Code is not a valid Class Code.	New 4/5/07
7	SUSPEND a record if the following fields are not reported: SSN, Begin Date, End Date, and Wage Code.	Revised 12/15/07
8	BAD FORMAT a record if the following fields are not reported (blank) or are reported less than zero: Reported Wages Amount, Employee Contribution, Employer Contribution, Pay Rate, Class Code, Begin Date, and End Date.	New 4/5/07
9	SUSPEND a record if the record's Begin Date is after the record's End Date.	New 4/5/07
10	SUSPEND a record if the reported Wage Code is not a valid wage code.	New 4/5/07

11	SUSPEND a record with wage code equal to 04 (retroactive wages) or 45 (positive adjustment to retroactive wages) if the record's End Date is not before the report header's Begin Date.	Revised 12/15/07
12	BAD FORMAT a record if a SSN is reported with all zeros or all nines.	Revised 12/15/07
13	SUSPEND a record if the pay rate is greater than 300,000.00.	New 4/5/07

Last updated: 04/13/2012

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15.02.07: Validations Run for DTL2 Records

Validations Run for DTL2 Records

Rule	Description	Status
2	SUSPEND a record if the Begin Date is before the employer became active.	
3	FLAG a record if the Pay Rate is not greater than minimum wage and the wage code is NOT 05 (positive adjustment), 06 (negative adjustment), 15 (positive wages without hours adjustment), 16 (negative wages without hours adjustment), 25 (positive adjustment to coaching wages) 26 (negative adjustment to coaching wages), 45 (retroactive wages positive adjustment), 46 (retroactive wages negative adjustment), 75 (positive adjustment to wages without contributions), 76 (negative adjustment to wages without contributions), 85 (positive adjustment to summer spread wages), 86 (negative adjustment to summer spread wages).	
4	SUSPEND a record if a member SSN is reported more than once with the same wage code in a report and each of the record's class codes are not unique and the Begin Date and End Date overlap.	
5	SUSPEND a record if a member SSN is reported more than once in a report with overlapping begin and end dates if one of the records was reported with an Employment class code of 9003, 9004, 9005, 9013, 9014, 9015, 9023, 9024, 9025, 9033, 9034, 9035, 9043, 9044, and 9045 (Retiree Class Codes) and the other record has a wage code of 01 (regular wages), 09 (wages without hours), or 11 (wages for coaches).	
6	FLAG a record if the Member Contributions are greater than zero and the class code is 9003, 9004, 9005, 9013, 9014, 9015, 9023, 9024, 9025, 9033, 9034, 9035, 9043, 9044, or 9045 (Retiree Class Code).	
9	SUSPEND a record if the Exception Wages are greater than the Employer Reported Wages.	
10	SUSPEND a record if the Employer Reported Wages are equal to zero and the wage code is NOT 06 (negative adjustment), 16 (wages without hours negative adjustment), 26 (negative adjustment for coaching wages), 46 (retroactive wage negative adjustment), 76 (negative adjustment for wages without contributions), or 86 (negative adjustment for summer spread wages).	

11	FLAG a record if the Employer Reported Wages are greater than \$10,000 for the period.	
12	SUSPEND a record if the Exception Wages are equal to zero and the class code is 9001 (professional services leave/professional services released time).	Revised 6/14/16
13	SUSPEND a record if the Exception Wages are greater than zero and the class code is not equal to 9001 (professional services leave/professional services released time).	Revised 6/14/16
14	FLAG a record if the member's total Employer Reported Wages for the calendar year are greater than IRS limits.	
16	SUSPEND a record if the class code is 9003, 9004, 9005, 9013, 9014, 9015, 9023, 9024, 9025, 9033, 9034, 9035, 9043, 9044, or 9045 (Retiree Class Code) and the record's Begin Date is not one (1) month after the member's retirement effective date.	
17	SUSPEND a record if the Hours are zero and the wage code is 01 (regular wages) or 11 (coaching wages) and the Employment Class Code is not equal to 8000 (weekly workers' compensation).	
18	SUSPEND a record if the Hours are equal to zero and the Employment Class Code is 9003, 9004, 9005, 9013, 9014, 9015, 9023, 9024, 9025, 9033, 9034, 9035, 9043, 9044, or 9045 (Retiree Class Code) and the Wage Code is NOT 04 (retroactive wages), 45 (retroactive wage positive adjustment), 46 (retroactive wage negative adjustment), or 76 (negative adjustment for wages without contributions). Note: Wage codes 05 and 06 are not going to work for employment class codes 9003, 9004, 9005, 9013, 9014, 9015, 9023, 9024, 9025, 9033, 9034, 9035, 9043, 9044, or 9045.	
19	SUSPEND a record if the Pay Rate is less than 100, and the Hourly Rate computed by dividing the Employer Reported Wages by the Hours is less than the reported Pay Rate with a margin of five percent (5%) and the class code is not equal to 8000 (weekly workers' compensation).	
20	FLAG a record if the Pay Rate is less than 100, so it is assumed to be hourly, and the difference (plus or minus five cents {.05}) between the Pay Rate and the Employer Reported Wages divided by the Hours is more than twenty-five percent (25%) of the calculated amount and the class code is not equal to 8000 (weekly workers' compensation).	

21	FLAG a record if the Pay Rate is greater than 100, so it is assumed to be annual or a contract, and the difference (plus or minus five cents {.05}) between the Pay Rate divided by the Frequency of Pay and the Employer Reported Wages is more than fifteen percent (15%) of the calculated amount and the class code is not equal to 8000 (weekly workers' compensation).	
22	SUSPEND a record if the Pay Rate is not greater than zero, and the wage code is 01 (regular wages), 07 (wages without contributions), 08 (summer spread wages), 09 (wages without hours), or 11 (coaching wages).	
23	SUSPEND a record if the contract begin date is after the contract end date.	
24	SUSPEND a record if the Pay Rate is greater than 100, so it is assumed to be annual and the contract begin and end dates were not reported.	
26	SUSPEND a record if the record's end date is prior to the record's begin date.	
27	SUSPEND a record if the End Date is not between the report's begin and end dates and the wage code is 01 (regular wages) with the class code not equal to 8000, 07 (wages with no contributions), 08 (summer spread wages), 09 (wages without hours), or 11 (wages for coaches).	
28	SUSPEND a record if the begin and end dates are between the report's begin and end dates and the wage code is 05 (positive adjustment), 06 (negative adjustment), 15 (wages without hours positive adjustment), or 16 (wages without hours negative adjustment), 25 (positive adjustment for coaching wages), 26 (negative adjustment for coaching wages), 45 (retroactive wage positive adjustment), 46 (retroactive wage negative adjustment), 75 (positive adjustment for wages without contributions), 76 (negative adjustment for wages without contributions), 85 (positive adjustment for summer spread wages), 86 (negative adjustment for summer spread wages).	
30	SUSPEND a record if a wage code of 06 (negative adjustment), 16 (wages without hours negative adjustment), 26 (negative adjustment for coaching wages), 46 (retroactive wage negative adjustment), 76 (negative adjustment for wages without contributions), or 86 (negative adjustment for summer spread wages) is reported for a given period and the reported amount of Retirement Hours, Employer Reported Wages, or Exception Wages are greater than the amount posted for the same given period.	

31	SUSPEND a record reported with a wage code of 07 (wages without contributions), 75 (positive adjustment for wages without contributions), or 76 (negative adjustment for wages without contributions) and the Employment Class Code is NOT 9003, 9004, 9005, 9013, 9014, 9015, 9023, 9024, 9025, 9033, 9034, 9035, 9043, 9044, or 9045 (retiree class code).	Revised 01/29/15
32	FLAG a record if a member is reported that is less than 19 years old. This may indicate a student is being reported that may not be reportable to ORS.	
33	FLAG a record if the Retirement Hours are greater than 200.	
34	SUSPEND a record if the wage code is 04 (retroactive wages), 08 (summer spread wages), 09 (wages without hours), 45 retroactive wage positive adjustment), 15 (wages without hours positive adjustment), or 85 (positive adjustment for summer spread wages) and Retirement Hours are greater than zero.	
35	SUSPEND a record if the wage code is 09 (wages without hours) or 15 (positive adjustment for wages without hours) and the Begin Date and End Date are not within the same fiscal year (July 1 through June 30).	
40	SUSPEND a record if the member is reported with an Employment Class Code of 9003, 9004, 9005, 9013, 9014, 9015, 9023, 9024, 9025, 9033, 9034, 9035, 9043, 9044, 9045 (retiree employment class code) and with a wage code other than 04 (retroactive wages), 45 (retroactive wage positive adjustment), 46 (retroactive wages negative adjustment), 07 (wages without contributions), 75 (positive adjustment to wages without contributions), or 76 (negative adjustment for wages without contributions).	
42	SUSPEND a DTL2 record if a different DTL2 record for the same SSN in a prior pay period but of the same fiscal year is not yet posted. This rule will apply only for records with SSNs which don't have a member account in the system yet (new records) or for records with SSNs which have an account in the system with benefit structure as MIP Graded, MIP Plus, or Pension Plus. This rule also applies to the member account that show as BASIC and does not have any wage and contribution transactions after January 1, 1987, causing the account to change to MIP Graded.	Revised 01/29/15

43	SUSPEND a record if the wage code is 05 (positive adjustment), 06 (negative adjustment), 15 (wages without hours positive adjustment), 16 (wages without hours negative adjustment), 25 (positive adjustment to coaching wages), 26 (negative adjustment to coaching wages), 45 (retroactive wage positive adjustment), 46 (retroactive wage negative adjustment), 75 (positive adjustment to wages without contributions), 76 (negative adjustment to wages without contributions), 85 (positive adjustment to summer spread wages), 86 (negative adjustment to summer spread wages) if the original record corresponding to the adjustment record is not posted.	
44	SUSPEND a negative adjustment record (wage code 06, 16, 26, 46, 76, or 86) if the record causes the member's account balance (for the fiscal year) to go negative.	
45	SUSPEND a retroactive wage record (wage code 04) or a retroactive wage positive adjustment (wage code 45) if no original posted record is found for this Employment Class Code during the retroactive period.	
46	SUSPEND a retroactive wage record (wage code 04) or retroactive wage positive adjustment (wage code 45) if no original record is posted with wages and the same Employment Class Code for any period fully or partially contained in the pay period of the retroactive wage record.	
52	SUSPEND a negative adjustment record (wage codes 06, 26, or 76) if it completely removes the money but not the hours.	
53	SUSPEND any adjustment record (wage codes 05 – positive adjustment; 06 – negative adjustment; 15 – wages without hours positive adjustment; 16 – wages without hours negative adjustment; 25 – positive adjustment for coaching wages; 26 – negative adjustment for coaching wages; 45 – retroactive wage positive adjustment; 46 – retroactive wage negative adjustment; 75 – positive adjustment for wages without contributions; 76 – negative adjustment for wages without contributions; 85 – positive adjustment for summer spread wages; and 86 – negative adjustment for summer spread wages) reported for a period end date prior to October 1, 2002.	
54	SUSPEND a DTL2 record with wage code 09 (wages without hours), wage code 15 (positive adjustment to wages without hours), 08 (summer spread wages), or 85 (positive adjustment to summer spread wages) if no payroll record is found for the member account with a position corresponding to that employer.	
55	SUSPEND a DTL2 record if reported wage code does not exist in the file layout.	

56	SUSPEND a DTL2 record if the complete demographic details are not present on the member's account. An account is said to have complete demographic details if it has all the following fields: First Name, Last Name, Date of Birth, Address, and Gender.	
57	FLAG a DTL2 record with wage codes 01, 05, 04, 45, 07 (Employment Class Code 8000), 75 (Employment Class Code 8000), 08, 85, 09, 15, 11, or 25 if the account is in death refunded, refunded, or transferred status.	
58	SUSPEND any original wage record (wage code 01, 04, 07, 08, 09, 11) if there already exists a different record posted with the same wage code, Employment Class Code, and the same Begin Date and End Date. Note: This removes the ability for reporting multiple (wage code 04) original records for the same pay period.	
59	Combine the adjustment record (wage codes 05-06, 45-46, 75-76, 85-86, 15-16, and 25-26) with the corresponding original wage record (wage codes 01, 04, 07, 08, 09, 11) if exists as well as the existing corresponding adjustment records (wage codes 05-06, 45-46, 75-76, 85-86, 16-16, and 25-26) if exists and run the totaled record through the validations. If no original exists, adjustment will stand as original for validations alone.	
60	SUSPEND a DTL2 record with a wage code 01 (regular wages) except if 8000 class code which will not suspend, 05 (positive adjustment), except if 8000 class code which will not suspend (wages without contributions), 08 (summer spread wages), or 85 (positive adjustment for summer spread wages) if both the Begin Date and the End Date of the record does not match any of the payroll cycle calendar dates or is not completely contained in any of the payroll cycle dates in the payroll cycle calendar approved by ORS. Negative adjustments do not go through the calendar rule because other rules suspend negative adjustments if there is not a corresponding original record.	
61	FLAG a DTL2 record if the First Name and/or the Last Name reported on the record are different than the First Name and/or the Last Name in the system.	
62	FLAG a DTL2 record with wage codes 01 (regular wages) —except if 8000 class code which will not flag, 05 (positive adjustment), 07 (wages without contributions), 75 (positive adjustment for wages without contributions), 08 — except if 8000 class code which will not flag (summer spread wages) , or 85 — except if 8000 class code which will not flag (positive adjustment for summer spread wages) if the begin and end dates do not match the payroll calendar.	

63	SUSPEND a DTL2 record with a wage code 07 (wages without contributions) and 8000 class code, 75 (positive adjustment for wages without contributions) and 8000 class code, if the record Begin Date and End Date spread more than one fiscal year, and the Begin Date and the End Date of the record does not match any of the payroll cycle calendar dates or is not completely contained in any of the payroll cycle dates in the payroll cycle calendar approved by ORS.	
64	FLAG a DTL2 record with an active employment class code, i.e. employment class codes other than 9003, 9004, 9005, 9013, 9014, 9015, 9023, 9024, 9025, 9033, 9034, 9035, 9043, 9044, or 9045 (retiree class codes) if the member is retired and the retirement effective date is before or on the same day as the record begin date—except if the wage code is 08 (summer spread wages), 85 (positive adjustment for summer spread wages), or 86 (negative adjustment for summer spread wages) which will not flag.	
65	SUSPEND a DTL2 record with a wage code 07 – and a class code of 8000 (wages without contributions) or 75 – and a class code of 8000 (positive adjustment for wages without contributions) if the record end date or the report load date is on or after 7-1-10.	
66	SUSPEND a DTL2 record with a positive adjustment wage code (05, 15, 25 and 45) for any new hire on or after 07/01/2010, if employee health care fund contribution rate indicator (empe_hlth_prctnd_ind) is different from any of the previously posted wages for the same period, and the total of the previously posted wages (including original, positive adjustment and negative adjustment) for that period is not zero.	
67	SUSPEND a DTL2 record with a negative adjustment wage code (06, 16, 26 and 46) for any new hire on or after 07/01/2010, if employee health care fund contribution rate indicator (empe_hlth_prctnd_ind) is different from the last posted wage record (original, positive adjustment or negative adjustment) for the same period.	
68	SUSPEND Retiree Job class code 9013, 9014, 9015, 9023, 9024, 9025, 9033, 9034, 9035, 9043, 9044 or 9045 if the record end date or begin date is before 12/27/2012.	New 1/29/15
69	SUSPEND a DTL2 record for new MPSERS members for the 100 day window, as per the new Hire Rule, if the member has no benefit structure or if a new hire benefit plan election has not been made.	New 1/29/15
70	<ul style="list-style-type: none"> i. SUSPEND a DTL2 record if the benefit structure (HYBD, PURE DC, MIP DC, and BASIC DC) and/or healthcare option election PHF require a DTL4 and the DTL4 is not present. ii. The DTL2 should not suspend if the job class code is 8000 or 8500. 	New 1/29/15

71	Flag a DTL2 record if the Employer Gross Earnings are greater than \$25,000.00 for the period.	New 1/29/15
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15.02.08: Calculation Rules for DTL2 Records

Calculation Rules for DTL2 Records

Rule	Description	Status
1	Member contributions are calculated and saved to the database in a new field (val_calc_empe_contrb_amt) for each member record. These calculations are done based off the benefit structure that is stored for the member in the system.	
2	Member contributions for a member on a fixed contribution rate between 1/1/1987 and 12/31/1989 are equal to the employer reported wages * 4.0%.	
3	Member contributions for a member on a fixed contribution rate on or after 1/1/1990 are equal to the employer reported wages * 3.9%.	
4	Member contributions for a member on a graded contribution rate are equal to employer reported wages * 3.0% when the member's total employer reported wages for the school fiscal year are less than or equal to \$5,000, employer reported wages * 3.6% when the member's total employer reported wages for the school fiscal year are between \$5,000.01 and \$15,000, and employer reported wages * 4.3% when the member's total employer reported wages for the school fiscal year are greater than \$15,000. (Note: The total employer reported wages for the fiscal year are per employer.) (Note: If the wages for the period span a tier the contribution percentage will need to be split across tiers. For example: If an member has \$4,000 of total wages for the fiscal year and a record is reported with \$3,000 then the contributions on the first \$1,000 will be calculated using 3.0% and the contributions on the remaining \$2,000 will be calculated using 3.6%.)	
5	Calculate MIP for members reported as BASIC and has no wage and contribution transactions after 01/01/1987. MIP Graded rules should apply.	New 4/5/07
6	For other BASIC members, not member contribution applies.	New 4/5/07

7	Member contributions for a member on a MIP Plus contribution rate are equal to employer reported wages * 3.0% when the member's total employer reported wages for the school fiscal year are less than or equal to \$5,000, employer reported wages * 3.6% when the member's total employer reported wages for the school fiscal year are between \$5,000.01 and \$15,000, and employer reported wages * 6.4% when the member's total employer reported wages for the school fiscal year are greater than \$15,000. (Note: the total employer reported wages for the fiscal year are per employer.) (Note: if the wages for the period span a tier the contribution percentage will need to be split across tiers. i.e. if a member has \$4000 of total wages for the fiscal year and a record is reported with \$3000 then the contributions on the first \$1000 will be calculated using 3.0% and the contributions on the remaining \$2000 will be calculated using 3.6%.)	New 7/1/10
8	On or after 07/01/2010 All MPSERS members will contribute an additional 3% or 1.5% health care fund contributions based on their reported wages. The employee contributed health care fund amount will not be credited to the member's account. The employee contributed health care fund amount will be credited to the health fund trust.	New 7/1/10
9	If an existing member who earned \$18,000 or more for the fiscal year 2010, will contribute additional 3% to health care fund if the member continues with the same employer.	New 7/1/10
10	If an existing member who earned less than \$18,000 for the fiscal year 2010, will contribute additional 1.5% to health care fund if the member continues with the same employer.	New 7/1/10
11	If an existing member with one or more employer for the fiscal year 2010, will contribute the highest percentage (additional 3% to health care fund) for a new employer. I.e. Employer A: (Reported Wages <= \$18,000 = 1.5%) Employer B: (Reported Wages > \$18,000 = 3%)	New 7/1/10
12	If an existing member with one or more employer for the fiscal year 2010, will contribute the highest percentage (additional 1.5% to health care fund) for a new employer. I.e. Employer A: (Reported Wages <= \$18,000 = 1.5%) Employer B: (Reported Wages <= \$18,000 = 1.5%)	New 7/1/10
13	New members hired on or after 07/01/2010, will contribute an additional percentage (1.5% or 3%) based on employee health care fund contribution rate indicator (empe_hlth_prct_ind). If the indicator is 1 then 1.5%, else 3%	New 7/1/10
14	If an existing member with wage code 08, 85 and 86 (summer spread wages), will not contribute health care fund contributions for records with end dates between 7/1/2010, and 9/30/2010. On or after 10/01/2010, the above existing members additional health care fund contribution rules (8-12) will apply.	New 7/1/10

For historical reference only
Archived on March 18, 2022

15.02.09: Basic Edits Run for DTL3 Records

Basic Edits Run for DTL3 Records

Rule	Description	Status
1	BAD FORMAT a record if the following fields are not numeric: Agreement Number, Invoice Number, SSN, Deduction Reason Code, Pay Period End Date, and Deduction Amount.	Revised 12/15/07
2	SUSPEND a record if the Agreement and Invoice Number are equal. (i.e. 012345678 and 12345678).	Revised 4/5/07
3	SUSPEND a record if the Deduction Reason Code is not a valid code.	
4	BAD FORMAT a record with dates before January 1, 1900, or after December 31, 2999.	Revised 4/5/07
5	BAD FORMAT a record with dates that are not valid.	Revised 4/5/07
6	SUSPEND a record if the following fields are empty: SSN, Pay Period End Date, Agreement Number, or Invoice Number.	Revised 12/15/07
7	BAD FORMAT a record if the SSN is reported with all zeros or all nines.	Revised 12/15/07

Last updated: 04/13/2012

15.02.10: Validations Run for DTL3 Records

Validations Run for DTL3 Records

Rule	Description	Status
1	SUSPEND a record if the SSN does not exist in the system.	
2	SUSPEND a record if the Invoice Number does not exist in the system for the SSN being processed.	
3	SUSPEND a record if the Agreement Number does not exist in the system for the SSN being processed.	
4	SUSPEND a record with TDP Record Type Code 01 (regular) or 05 (positive), if the Invoice Number does exist in the system for the SSN being processed but the Billing is not in Accept or In Progress status.	Revised 12/15/07
5	SUSPEND a record with TDP Record Type Code 01 (regular) or 05 (positive) if a deduction is reported for an invoice that has been paid in full.	Revised 4/5/07
6	SUSPEND a record with TDP Record Type Code 01 (regular) if the deduction amount is less than the scheduled deduction amount and the Deduction Reason Code is 01 (valid deduction), unless it is the last deduction to complete the agreement.	
7	SUSPEND a record with TDP Record Type Code 01 (regular) or 05 (positive) if the deduction amount is greater than the balance remaining on the invoice.	Revised 4/5/07
8	SUSPEND a record if the deduction amount is greater than zero and the Deduction Reason Code is not 01 (regular).	
9	SUSPEND a record with TDP Record Type Code 01 (regular) if it contains a duplicate pay period end date for the same agreement number.	Revised 4/5/07
10	SUSPEND a record if the invoice number and agreement number exist in the system for the reported SSN and the invoice number does not match the invoice number for the reported agreement number.	

11	This rule has been deleted.	Deleted 12/15/07
12	This rule has been deleted.	Deleted 4/5/07
13	SUSPEND a record with TDP Record Type Code 06 (negative) if the deduction amount is greater than the original amount that was initially posted for the period.	Revised 4/5/07
14	SUSPEND a record with TDP Record Type Code 06 (negative) if the difference between the original amount that was posted and the reported deduction amount (original amount from be_osc_pmnt hist - val_tdp_deduc_amt) is either less than zero or is greater than the scheduled deduction amount.	Revised 4/5/07
15	SUSPEND a record if the invoice is not paid in full and the Deduction Reason Code is 06 (agreement closed—paid in full).	Revised 4/5/07
16	FLAG a record with Deduction Reason Code 01 (regular) that is reported after the pay period end date of a record with Deduction Reason Code 04 (agreement closed—employee deceased) but within 120 days prior to closing the agreement.	New 4/5/07
17	SUSPEND a record with TDP Record Type Code 05 (positive) if the sum of the original amount that was posted and the deduction amount is greater than the remaining amount due.	New 4/5/07
18	SUSPEND a record with TDP Record Type Code 05 (positive) if the deduction amount is less than the scheduled deduction amount and there is no original deduction posted for the period.	New 4/5/07
19	SUSPEND a record with TDP Record Type Code 01 (regular) or 05 (positive) if the deduction amount is more than the scheduled deduction amount and the pay period end date of the deduction is on or after 4/1/2005.	New 4/5/07
20	SUSPEND a record with TDP Record Type Code 05 (positive) or 06 (negative) reported with a pay period end date prior to 10/1/2002.	New 4/5/07
21	SUSPEND a record if the pay period end date is not equal to the end date of any of the payroll cycles from the payroll cycle calendars for that employer.	New 4/5/07
22	SUSPEND a record with TDP Record Type Code 05 (regular) or 06 (negative) if the pay period end date falls within the reports' begin and end dates.	New 4/5/07

23	SUSPEND a record if the Deduction Reason Code is 00.	New 4/5/07
24	SUSPEND a record with TDP Record Type Code 05 (positive) or 06 (negative) if the agreement involved has ever been cross referenced.	New 4/5/07

Last updated: 04/13/2012

For historical reference only
Archived on March 18, 2022

15.02.11: Basic Edits Run for TDP Agreements

Basic Edits Run for TDP Agreements

Rule	Description	Status
1	BAD FORMAT a record if any of the following fields are not numeric: SSN, Agreement Number, Invoice Number, Cross Reference Agreement Number, Bill Amount, Service Credit Available, Cost of Service Credit Purchased, Service Credit Purchased, Scheduled Payment Amount, Frequency of Pay, Reported Wages Amount, Agreement Date, and End Date.	Revised 12/15/07
2	BAD FORMAT a record if the Agreement Date and/or Billing Due Date are before January 1, 1900, or after December 31, 2999.	Revised 4/5/07
3	SUSPEND a record if the Agreement Date is greater than the current date.	
4	BAD FORMAT a record if any of the date fields (Agreement Date, Billing Due Date, or End Date) are invalid.	Revised 4/5/07
5	SUSPEND a record if the Agreement Date is after the Billing Due Date and no cross reference agreement number is entered.	Revised 4/5/07
6	SUSPEND a record if the Agreement Number or the Invoice Number is not reported.	New 4/5/07
7	SUSPEND a record if the Agreement Number and the Invoice Number are equal.	New 4/5/07

Last updated: 03/28/2012

15.02.12: Validations Run for TDP Agreements

Validations Run for TDP Agreements

Rule	Description	Status
1	SUSPEND a record if the SSN does not exist in the system.	
2	SUSPEND a record if the Invoice Number does not exist in the system for the SSN being processed.	
3	This rule has been deleted.	Deleted 4/5/07
4	SUSPEND a record if the scheduled deduction amount is less than \$50.00.	
5	SUSPEND a record if the service credit being purchased is great than the service credit available to purchase (rounded to four decimal places).	
6	SUSPEND a record if service credit being purchased is less than service credit available to purchase (rounded to four decimal places) if it is a non-proratable service type.	
7	If the service credit being purchased is not equal to the service credit available to purchase, SUSPEND a record if the cost of service credit purchase is not directly proportional (within the tolerance limit) to the billing amount. For example, if cost of service credit purchase for five years is \$50,000.00, the cost to purchase three years must be \$30,000.00.	
8	This rule has been deleted.	Deleted 4/5/07
9	SUSPEND a record if the cross reference agreement number reported on the new agreement does not exist in the system for that member and the agreement's expiration date is before 6/30/2004.	Revised 4/5/07
10	This rule has been deleted.	Deleted 4/5/07

11	SUSPEND a record if a cross reference agreement number is reported and the agreement date is after the 90 day grace period after termination. (Termination date must be determined by the end date of the last pay period report received.)	Revised 4/5/07
12	This rule has been deleted.	Deleted 4/5/07
13	SUSPEND a record if the agreement number that was reported has already been reported for another invoice number.	
14	SUSPEND a record if the Service Credit Purchased field is equal to zero and the agreement has non-zero service to be purchased.	New 4/5/07

Last updated: 03/28/2012

For historical reference only
Archived on March 18, 2022

15.02.13: Basic Edits Run for DTL4 Records

Basic Edits Run for DTL4 Records

1	BAD FORMAT a record if the following fields are not numeric: SSN, Employer Number, Begin Date, End Date, Gross Wages, Member DC Contributions, Employer DC Contributions, Member DC %, Employer DC Match %, Member PHF Contributions, Employer PHF Contributions, Member PHF %, Employer PHF Match %, Status Change Date, and Status Change Code. (The Employer Number is a system added field not visible on the screen. This is for consistency purposes only.)	
2	BAD FORMAT a record with dates before January 1, 1900 or after December 31, 2999.	
3	BAD FORMAT a record with dates that are not valid.	
4	SUSPEND a record if a DC Record Type is present and the following fields are not reported: SSN, Begin Date, and End Date. (The Employer Number is a system added field not visible on the screen. This is for consistency purpose only.)	Revised 2015
5	SUSPEND a record if the Record's Begin Date is after the Record's End Date.	
6	SUSPEND a record if the reported DC Record Type is not a valid DC Record Type (01,05,06).	
7	BAD FORMAT a record if a SSN is reported with all zero's or all nines or is not (9) numeric values.	
8	SUSPEND a DTL 4 record if the Record's End Date is prior to 9/1/2010.	Removed 2015
9	All the Contributions must be calculated based on the reported gross earnings and the percentages on the feedback file or default. (See Default DC Deferrals)	2015

Last updated: 09/14/2015

15.02.14: Validations Run DTL4 Records

Validations Run for DTL4 Records

Rule	Description	Status														
1	SUSPEND a record if Status Change date is not a date.															
2	SUSPEND a record if Status Change code is not a valid code. Following are the possible "Status Change Reason Codes" for DTL4 records: <table><tr><th>Code</th><th>Description</th></tr><tr><td>01</td><td>Retired</td></tr><tr><td>02</td><td>Terminated/Separated</td></tr><tr><td>03</td><td>Disability Retirement</td></tr><tr><td>04</td><td>Death</td></tr><tr><td>05</td><td>Laid off</td></tr><tr><td>06</td><td>Leave of absence</td></tr></table>	Code	Description	01	Retired	02	Terminated/Separated	03	Disability Retirement	04	Death	05	Laid off	06	Leave of absence	
Code	Description															
01	Retired															
02	Terminated/Separated															
03	Disability Retirement															
04	Death															
05	Laid off															
06	Leave of absence															
3	SUSPEND a record if the begin date is before the employer became active.															
4	FLAG a record if the member reported is less than 19 years old. This may indicate a student is being reported that may not reportable to ORS.															
5	SUSPEND a record if the member's ORS account is missing one or more of the following data elements: 'First Name, Last Name, Date of Birth, Address and Gender. 'An account is said to have complete demographics details if it has all the following fields: First Name, Last Name, Date of Birth, Address and Gender. A gender of Unknown in the system should be treated as missing. A date of birth of 01/01/1900 in the system should be treated as missing. Note: Do not suspend if the address is end-dated, because in that case the last address will be used.															
6	FLAG a DTL4 record if the first name and/or the last name reported on the record are different than the first name and/or last name in the system.															
7	SUSPEND a record if the Gross Wages are greater than \$25,000 for the period.	Removed 2015														
8	SUSPEND DTL4 record if member is not a Pension Plus member.	Removed 12/01/2012														
9	Do NOT SUSPEND if DTL4 record has only SSN, Status Change Code and Status Change Date. This date can imply the employee has terminated employment, has retired, is deceased, etc.															

10	SUSPEND the DTL4 record if the employer DC contribution in DTL4 record is not <=4.	Removed 2015
11	If reported wages is greater than 0 then SUSPEND the DTL4 record (Type 01) if employer or employee DC contributions are greater than reported wages. (This is to account for people on military leave, who will have wage=0, but may still get the employer contribution, in which case, contribution will be >wage for them and is still valid).	
12	SUSPEND the DTL4 record if the Status Change Date is prior to 9/1/2010, or after 12/31/2999.	Revised 03/23/2011
13	SUSPEND the DTL4 record if the record has reported gross wages and contributions but the contribution percentage is not present.	Removed 2015
14	SUSPEND the DTL4 record if the reported employee DC contribution percentage is not a whole number and greater than zero.	Removed 2015
15	SUSPEND any adjustment record (DC Record Type 05 – Positive Adjustment) reported for a period end date prior to 09/01/2010.	Revised 2015
16	SUSPEND a DTL4 record with a DC Record Type 01 (Regular Wages) or 05 (Positive Adjustment), if both the begin date and end date of the member record do not match any of the payroll cycle calendar dates or is not completely contained in any of the payroll cycle dates in the payroll cycle calendar approved by ORS. Negative Adjustments do not go through the calendar rule because we have other rules that suspend Negative Adjustments if there are no corresponding original record.	Revised 2015
17	FLAG a DTL4 record with DC Record Type 01 (Regular Wages) and 05 (Positive Adjustment) if the begin and end dates do not match the payroll calendar, and the record is completely contained a payroll cycle dates in the payroll cycle calendar approved by ORS.	Revised 2015
18	SUSPEND a DTL4 record with a DC Record Type 06 if the Negative Adjustment comes in for amount greater than previous contribution reported.	
19	SUSPEND a DTL4 adjustment record if the record's end date is prior to 9/1/2010.	Removed 2015
20	FLAG a regular record (DC record type 01) if the record does not have any required DC or PHF contribution or status change information.	2015

21	FLAG a record if the Employer Gross Earnings are greater than \$25,000 for the period.	Revised 2015
22	SUSPEND DTL4 record (DC record type 01 or 05) if the record end date is before 9/4/2012 if the member is not a Pension Plus with PHF or DC.	2015
23	SUSPEND a Negative Adjustment record (DC record type 06) if the original record is not posted.	2015
24	SUSPEND a Positive Adjustment record (DC record type 05) if the original record is present and not posted.	2015
25	SUSPEND a record if the Negative Adjustment reported earnings is greater than previously posted earnings.	2015
26	SUSPEND a record if the Negative Adjustment contribution % is greater than previously posted contribution %.	2015
27	SUSPEND DTL4 Record submitted for a 3rd Party Employment Class Code 9023, 9024, or 9025. (Refer to employment class codes reported in DTL2 for the same org).	2015
28	SUSPEND DTL1 until the DTL4 is present for any record with a begin date on or after 9/1/10; Benefit Structure effective date must be based on the DTL4 begin date for records with a begin date on or after 9/1/10	2015
29	SUSPEND a DTL4 record if the job class code is 8000 or 8500. (Refer to job class codes reported in DTL2.)	2015
30	Flag an adjustment record (DC record type 05 or 06) if the Employee or Employer DC contribution is greater than reported gross earnings.	2015
31	Flag an adjustment record (DC record type 05 or 06) if the gross earnings are zero but contributions are greater than zero.	2015
32	Combine the adjustment record (DC Record type 05-06,) with the corresponding original DTL4 record (DC Record type 01) if exists as well as the existing corresponding adjustment records (DC Record type 05-06) if exists and run the totaled record through the validations. If no original exists, adjustment will stand as original for validations alone. Note: If a negative adjustment doesn't have an original record it will be suspended by a different rule.	2015
33	SUSPEND a DTL2 record if the benefit structure (Pension Plus, PURE DC, MIP DC, and BASIC DC) and/or healthcare election PHF require a DTL4 record and the DTL4 record is not present.	2015

34	The DTL2 record should not suspend if the job class code is 8000 or 8500.	2015
35	SUSPEND a record if a member SSN is reported more than once with the same DC record type in a report and the begin and end dates overlap.	2015
36	SUSPEND a record if the begin and end dates are between the report's begin and end dates and the DC record type is 05 (Positive Adjustment) or 06 (Negative Adjustment.)	2015
37	SUSPEND a record if the record's end date is prior to the records begin date.	2015
38	Suspend a DTL4 record if the record dates are prior to the report begin and end date and the wage code is 01.	2015
39	SUSPEND a DTL4 record if the record has a status change reason code but the status change date is not present.	2015
40	SUSPEND a DTL4 record if the record has a status change date but the status change reason code is not present or is not valid.	2015

Last updated: 09/14/2015

15.02.15: Missing DTL4 Report File Layout

Missing DTL4 Report File Layout

Column	Field	Format Field Description	Description
A	SSN	ss_nr	Social security number
B	First Name	Fst_nm	First
C	Last Name	Last_nm	Last
D	Report End Date	Rpd_end	MMDDYYYY
E	Reporting unit number	Org_cli_cd	XXXX
F	Earliest report End Date	Earliest_report_end	MM/DD/YYYY
G	Missing or Incomplete	Missing_or_incomplete	The record is missing or incomplete
Incomplete Data			
H	Incomplete Member DC	Empe_dc_incomplete_in	null = missing 1=needs to be fixed 0=nothing needs to be done
I	Incomplete Employer DC	Empr_dc_incomplete_in	null = missing 1=needs to be fixed 0=nothing needs to be done
J	Incomplete member PHF	Empe_phf_incomplete_in	null = missing 1=needs to be fixed 0=nothing needs to be done
K	Incomplete Employer PHF	Empr_phf_incomplete_in	null = missing 1=needs to be fixed 0=nothing needs to be done
Details for DTL4 Record in Question			
L	Member DC Contributions \$	val_empe_dc_cntrb	Dollar amount of member DC contribution reported on the DTL4 record
M	Member DC %	val_empe_dc_prcnt	Percentage amount of member DC contribution reported on the DTL4 record

N	Employer DC Contribution \$	val_empr_dc_cntrb	Dollar amount of employer DC contribution reported on the DTL4 record
O	Employer DC %	val_empr_dc_prct	Percentage amount of employer DC contribution reported on the DTL4 record
P	Employee PHF Contributions \$	val_empe_prsnl_hc_fund_cntrb	Dollar amount of the member PHF contribution reported on the DTL4 record
Q	Employee PHF %	val_empe_prsnl_hc_fund_prct	Percentage amount of member PHF contribution reported on the DTL4 record
R	Employer PHF Contribution \$	val_empr_prsnl_hc_fund_cntrb	Dollar amount of the employer PHF contribution reported on the DTL4 record
S	Employer PHF %	val_empr_prsnl_hc_fund_prct	Percentage amount of the employer PHF contribution reported on the DTL4 record
T	Benefit Plan structure	Bene_struc_dsc	Member benefit plan
U	Member in PHF?	phf	1= member has PHF 0=member does not have PHF

Last updated: 03/28/2014