



I. Data Mapping – Destination Files/Columns

Work Report Header Record

Field	Bytes	Start	Stop	M/O	Format/Values	Sample	Comments
Header ID	10	1	10	M	Numeric	0000000361	Link between one header record and many detail records.
Employer Code	7	11	17	M	Numeric	0012345	For reference purposes. Right justified 5 numeric characters. In the GUI, Employer Code is limited to 5 numeric characters.
Billing Entity Code	4	18	21	M	Numeric	0001	For reference purposes. Right justified 4 numeric characters. In the GUI, Billing Entity Code is limited to 4 numeric characters.
Record Count	5	22	26	M	00000	02680	Total number of detail records for this header record. Left-padded with zeros.
Billing Period	8	27	34	M	MMDDYYYY	05312020	The end date of the billing period.
Number Sign	1	35	35	O	#	-	Only if negative file, if blank assumed to be positive.
Total Contributions Paid	10	36	45	M	#####	0035000000	Total of the pension contributions paid of the detail records.
PIN	10	46	55	M	0000000000	0000012345	Right justified, zero filled. This would be the Personal Identification Number for the associated Employer/Billing Entity. If the PIN does not match that of the documented Employer Billing Entity, the entire report should be rejected. Signifies the employer's "Electronic Signature".

Work Report Detail Record

Field	Bytes	Start	Stop	M/O	Format/Values	Sample	Comments
Header ID	10	1	10	M	Numeric	0000000361	Link between one header record and many detail records.
Employer Code	7	11	17	M	Numeric	0012345	Right justified 5 numeric characters. In the GUI, Employer Code is limited to 5 numeric characters.
Billing Entity Code	4	18	21	M	Numeric	0001	Right justified 4 numeric characters. In the GUI, Billing Entity Code is limited to 4 numeric characters.
Agreement Code	6	22	27	M	Numeric	000001	Right justified 6 numeric characters. In the GUI, Agreement Code is limited to 6 numeric characters.
Adjustment Flag	1	28	28	M	Y/N	N	Are the units on this member record to be treated as an adjustment to a prior period (Y) = YES (N) = NO? NOTE: Records within the file should be "N" unless you are making an adjustment to a prior period.
Job Category	2	29	30	M	AA	RE	Left justified, space filled 'R' = ERB Member; 'RU' = ERB Member earning \$24k or less; 'LT' = Long Term Substitute; 'LU' = Long Term Substitute \$24k or less; 'RT' = Return To Work; 'TU' = Return To Work earning \$24k or less; 'RP' = PERA Return To Work; 'PU' = PERA Return To Work \$24k or less; 'AP' = ARP Member; 'RE' = Retired Earning less than \$15k; 'RW' = Retired Working 0.25 FTE or less; 'LW' = Leave without Pay; 'PT' = Working 0.25 FTE or less; 'EX' = Excludable

	Bytes	Start	Stop	M/O	Format/Values	Sample	Comments
Job Classification	2	31	32	M	AA	AD	To be used by Higher Ed only: 'AD' = Administration 'FA' = Faculty 'PR' = Professional Staff 'CL' = Classified Staff
SSN	9	33	41	M	Numeric	123456789	Member's SSN. Left justified
Last Name	50	42	91	M	Alpha	TILMA	Left justified, space filled
First Name	50	92	141	M	Alpha	JAY	Left justified, space filled
Middle Name	50	142	191	O	Alpha	J	Left justified, space filled
Suffix	3	192	194	O	AAA	III	Left justified, space filled
Site Code	5	195	199	O	Numeric	00000	Maintained by employer and fed to IRIS system in separate file. If entered, must be 5 numeric digits.
Period	8	200	207	M	MMDDYYYY	05312020	The end date of the billing period.
Work Status	3	208	210	M	AAA	ACT	Values of ACT or TRM.
Fund	1	211	211	M	P	P	Fund under which employer is paying. If blank, default to "P" and display exception message. If any other value, reject and issue error message.
Number Sign	1	212	212	O		-	If blank assumed to be positive.
Gross Wages	8	213	220	M	Numeric	00350000	Decimal place is implied.
Number Sign	1	221	221	O		-	If blank assumed to be positive.
Member Contributions	8	222	229	M	Numeric	00050000	Total member contributions. Decimal place is implied.
Number Sign	1	230	230	O		-	If blank assumed to be positive.
Deductions	8	231	238	M	Numeric	00000000	Decimal place is implied.
Number Sign	1	239	239	O		-	If blank assumed to be positive.
PA Number	9	240	248	M	####-####	0000-0000	Purchase Agreement Number, can be left blank
Number Sign	1	249	249	O		-	If blank assumed to be positive.
Total Contributions	8	250	257	M	Numeric	01858800	Total of member and employer contributions. Decimal place is implied.
Number Sign	1	258	258	O		-	If blank assumed to be positive.
FTE Percentage	3	259	261	M	Numeric	100	The percentage of a FTE the member works. Decimal place is implied.
Hire Date	8	262	269	M	MMDDYYYY		Date member started working for Employer.
Termination Date	8	270	277	M	MMDDYYYY		Date member stopped working for Employer.

I. Data Mapping – Destination Files/Columns

Member Header Record

Field	Bytes	Start	Stop	M/O	Format/Values	Sample	Comments
Header ID	4	1	4	M	Numeric	0361	Link between one header record and many detail records. Right justified 4-bytes; zero- padded left.
Employer Code	7	5	11	M	Numeric	0012345	For reference purposes. Right justified 5 numeric characters. In the GUI, Employer Code is limited to 5 numeric characters.
Record Count	5	12	16	M	00000	02680	Total number of detail records for this header record. Right justified 5-bytes; zero- padded left.
Transmittal Date	8	17	24	M	MMDDYYYY	06302020	File creation date.

Member Detail Record

Field	Bytes	Start	Stop	M/O	Format/Values	Sample	Comments
Header ID	4	1	4	M	Numeric	0361	Link between one header record and many detail records. Right justified 4-bytes; zero- padded left.
Employer Code	7	5	11	M	Numeric	0000900	Right justified 5 numeric characters. In the GUI, Employer Code is limited to 5 numeric characters.
Billing Entity Code	4	12	15	M	Numeric	0001	Right justified 4 numeric characters. In the GUI, Billing Entity Code is limited to 4 numeric characters.
Agreement Code	6	16	21	M	Numeric	000001	Right justified 6 numeric characters. In the GUI, Agreement Code is limited to 6 numeric characters.
Site Code	5	22	26	O	Numeric	00000	Optional. Right justified 5 numeric characters. In the GUI, Job Site Code is limited to 5 numeric characters.
SSN	9	27	35	M	Numeric	000123456	Right justified 9-bytes; zero-padded left.
Last Name	50	36	85	M	Alpha	AARON	Left justified, space filled
First Name	50	86	135	M	Alpha	SMITH	Left justified, space filled
Middle Name	50	136	185	O	Alpha	JOHN	Left justified, space filled
Suffix	3	186	188	O	Alpha	JR	Left justified, space filled
Sex	1	189	189	M	M/F	M	
Birth Date	8	190	197	M	MMDDYYYY	07231958	
Address1	50	198	247	M	Alphanumeric	123 FIRST STREET	Left justified, space filled
Address2	50	248	297	O	Alphanumeric	SUITE 12	Left justified, space filled
Address3	50	298	347	O	Alphanumeric	SECOND FLOOR	Left justified, space filled
City	50	348	397	M	Alpha	SANTA FE	Left justified, space filled
State	2	398	399	M	Alpha	NM	Standard postal abbreviations
Zip	9	400	408	M	Numeric	123456789	Left justified 9-bytes; zero-padded right.

Field	Bytes	Start	Stop	M/O	Format/Values	Sample	Comments
Country	3	409	411	M	Alpha	USA	'USA' = USA 'CAN' = Canada 'MEX' = Mexico 'CHN' = China
Phone 1	10	412	421	M	Alphanumeric	1234567890	
Email	30	422	451	M	Alphanumeric	A@USA.COM	Left justified, space filled
Job Category	2	452	453	M	Alpha	RU	Left justified, space filled 'R' = ERB Member; 'RU' = ERB Member earning \$24k or less; 'LT' = Long Term Substitute; 'LU' = Long Term Substitute \$24k or less; 'RT' = Return To Work; 'TU' = Return to Work earning \$24k or less; 'RP' = PERA Return To Work; 'PU' = PERA Return to Work \$24 or less; 'AP' = ARP Member; 'RE' = Retired Earning less than \$15k; 'RW' = Retired Working 0.25 FTE or less; 'LW' = Leave without Pay; 'PT' = Working 0.25 FTE or less; 'EX' = Excludable
Job Class	2	454	455	M	Alpha	AD	To be used by Higher Ed only: 'AD' = Administrator 'FA' = Faculty 'PR' = Professional Staff 'CL' = Classified Staff
Hire Date	8	456	463	M	MMDDYYYY		Date member started working for Employer.
Termination Date	8	464	471	M	MMDDYYYY		Date member stopped working for Employer.
Future Status Date	8	472	479	O	MMDDYYYY		Can be left blank.
Future Status	3	480	482	O	ACT, TRM, etc.		Left justified, space filled, can be left blank.
FTE Percentage	3	483	485	M	###	100	The percentage of a FTE the member works. Two decimal place is implied.