



New Employer Contribution Record Layout

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New Employer Contribution Record Layout

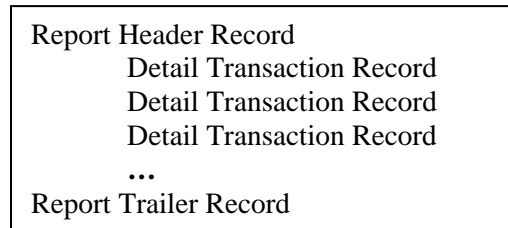
With the implementation of the ORBIT system, the Retirement Systems Division (RSD) will require employers to report contribution and member employment information electronically. Employers will either generate a file (in the file format specified by RSD – outlined below), or, if an employer is not capable of producing a file in the prescribed file format, log into an RSD website to enter their contribution information. Should an employer choose to enter their monthly contribution information via the RSD website, very little, if any, programming will be needed at the employer level.

The following pages contain technical format and data requirements on:

- Overall rules relating to the revised file format
- The fixed length file format
 - The Report Header Record Format
 - The Detail Contribution Transaction Record Format
 - The Report Trailer Record Format

Overall Rules Relating to the Revised File Format

1. Contribution records will be read sequentially by RSD. They must be submitted by employers in the following order: Report Header Record, then the Detail Transaction Record(s) followed by the Report Trailer Record.
2. Files that are improperly formatted, or contain invalid data (e.g., text data in numeric field) cannot be processed. RSD will reject the report and require the employer to resubmit the file in the correct format with valid data.



3. Employers will be able to send their files using File Transfer Protocol (FTP).
4. New Members or rehires will be enrolled electronically. Employers must provide SSN, Name, Date of Birth, Gender, Address information, Date of Employment and Contribution Eligibility Date, if applicable, for new member auto-enrollment. Name and address changes of existing members must also be reported electronically in this file.
5. RSD expects to receive a contribution transaction on the monthly report submitted to RSD from the time the member is enrolled to the time the member is terminated (the only exception being for educational employees where the monthly report may be outside of the employee's contract period).

Employers imposing waiting (probationary) period must report the member information to RSD using the appropriate Plan Code with salary and contribution information of zero dollars for the probationary period. At the point in time when the member has past their probationary period, the employer should begin reporting contributions toward retirement.

6. Fields are listed as 'Optional' if RSD can process the record without the field being populated by the employer.
7. Certain fields are 'Conditional', meaning if one field is populated for the record, another field will also be required; for example, if the Date of Termination field is populated, the Termination Type Code field must also be populated.
8. Employers can now include prior period adjustments within the contribution detail file for the current report month. A prior period adjustment is an adjustment transaction to a previously submitted transaction the employer has determined was incorrect. In order to submit prior period adjustment transactions, the pay period date must be prior to the current report month in the detail record. There must be a previously reported transaction for the **exact** pay period for which employer is reporting a prior period adjustment. The pay date of the prior period adjustment must match **exactly** with the pay period in the contribution transaction being adjusted.

9. Employers can now include multiple retroactive payments for omitted service within the contribution detail file for the current report month. For retroactive contribution transactions for omitted service, the posting pay period must be prior to report month in the detail record. Employers must include a separate record for each posting pay period for a retroactive payment to ensure service credit is calculated accurately. Employers must refrain from reporting retroactive payments as a single contribution record, which will result in inflated salary and contributions in a single month, and cause an inaccurate calculation of service credit.

The reporting of retroactive payments for omitted service which occurred more than 90 days from the current report date will result in a cost calculation for the retroactive payments and a billing to the employer and employee. **By reporting these type retroactive payments, the employee and the employer agree to pay the cost calculation for the omitted service.**

10. Employers must report a termination type code when reporting termination date. All subsequent contributions after termination date for the same employment must include termination type code and termination date.
11. Text fields such as First or Last Name may be all uppercase letters, all lower case, or mixed case based upon the employer's preference.
12. The system at RSD will perform various "edits" on the data reported by employers to determine if the amounts can actually be posted to individual member accounts. **When certain discrepancies are found, the system will not post incoming transaction amounts (or service) to a member account.** Instead, an error code will be assigned to the transaction and RSD staff members will contact the employer to resolve the differences.
13. Electronic contribution files must be named as follows: 'ccyymmNNNNN.CNT' where CNT is the file extension, representing a contribution report from the employer, ccyymm represents the report month, and NNNNN is a numeric employer code that is five characters long. For example:
- The file name for the September 2004 contribution report from the City of Raleigh would be 20040999211.CNT
 - The file name for the January 2005 contribution report from the City of Raleigh would be 20050199211.CNT

If you have any questions regarding this document, please email Roscoe Perry at: roscoe.perry@nctreasurer.com

Revised File Format

Following are some rules relating to the file format.

- Amount fields such as the Employee Contribution, must be zero filled, right justified using two decimal positions and include the decimal point. For example, if the employee contribution is \$143.75 then 000000143.75 must be placed in the Employee Contribution field. In addition, if the employee contribution is \$143 then 000000143.00 must be placed in the Employee Contribution field.
- Alphanumeric Text fields, such as First Name, Last Name, Primary Address, etc. must be left justified, and right filled with spaces.
- Do not include the +/- sign in an amount field. There is a separate corresponding sign field for every amount field in the detail record format.
- Optional fields must be reported filled with spaces if no data is reported.

Contribution Report Header Record Format (Fixed Length)

The following table contains the record format for a Header Record. It is a summary of the detail transaction data. Employers must submit one Header Record in the first row of the file. This record must identify the report type, employer and report month.

Columns			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
From	To	Length						
001	001	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric	H = Header Record	<ul style="list-style-type: none"> This field must contain a value of “H” since this is a header record
002	006	5	Required	Agency Number	A unique system number identifying employer	Numeric, Right justified, left filled with zeros		
007	012	6	Required	Report Period	The month and year of the report	Date Field CCYYMM		<ul style="list-style-type: none"> The period for which the employer is submitting the contribution report The date will represent

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
								the first day of the report month. For example, when reporting contributions representing the month of 07/2004, the Report Period would be 07/01/2004
013	015	3	Required	Format Version	Identifies the version of the file format that the employer is currently using	Alphanumeric	001 = Version '001' of file format	<ul style="list-style-type: none"> ▪ Field designating the version of the file format used ▪ This field must contain a value of "001" for all reports submitted in the new format
016	023	8	Required	File Creation Date	The date on which this file was created by the employer	Date Field CCYYMMDD		<ul style="list-style-type: none"> ▪ The date on which this file was created by the employer

Detail Contribution Transaction Record Format (Fixed Length)

The table below contains the record format that employers must use to report contribution detail transactions. These detail records follow the header record in the file layout.

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
001	001	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric	D = Detail Record	<ul style="list-style-type: none"> This field must contain a value of “D” since this is a detail record
002	006	5	Required	Agency Number	A unique system number identifying the employer	Numeric, Right justified, left filled with zeros		<ul style="list-style-type: none"> This number must be the same value as the Agency Number in the header record
007	016	10	Required	Plan Code	A unique code identifying the member’s classification	Alphanumeric, Left justified, right filled with spaces		See Plan Code Attachment (included at the end of this document).
017	025	9	Required	SSN	SSN of the member being reported	Numeric, Right justified. Do not include the ‘-’		<ul style="list-style-type: none"> Agencies must report a valid SSN for all employees. The SSN entered must match the number shown on the employee’s Social Security card. An SSN reported with all zeroes will result in the transaction receiving an error status Incorrect SSNs may result in contributions getting posted to the wrong member account or may also result in a new member record

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
								being created.
026	034	9	Required if the member is not a new hire	Member Identifier	Unique identifier of the member in the ORBIT system.	Numeric, Right justified, left filled with zeros		<ul style="list-style-type: none"> ▪ Agencies must report a valid Member Identifier for employees who have been assigned a Member Identifier. This identifier must match the Member Identifier in the ORBIT system. ▪ An incorrect Member Identifier will result in the transaction receiving an error status preventing contributions from posting to the member's account. ▪ A new hire will be assigned a Member Identifier after the first posted payroll transaction. The agency will be notified of the Member Identifier to be used for future contribution reports, subsequent to the posting of the current payroll.
035	084	50	Required	First Name	First name of the member being reported	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> ▪ First Name is required to enroll a new member ▪ Must reflect the member name as maintained on the

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
								member's employment record
085	134	50	Optional	Middle Name	Middle name of the member being reported	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> Must reflect the member name as maintained on the member's employment record
135	184	50	Required	Last Name	Last name of the member being reported	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> Last Name is required to enroll a new member Must reflect the member name as maintained on the member's employment record
185	194	10	Optional	Suffix	Suffix of the member being reported	Alphanumeric, Left justified, right filled with spaces	II = The Second III = The Third IV =The Fourth V = The Fifth JR = Junior SR = Senior MD = Medical Doctor	<ul style="list-style-type: none"> The Code used must reflect the member name as maintained on the member's employment record
195	195	1	Required	Gender	A unique code identifying the gender of the member	Alphanumeric	M = Male F = Female U = Unknown	<ul style="list-style-type: none"> Gender is required to enroll a new member
196	203	8	Required	Date of Birth	Date of birth of the member	Date Field CCYYMMDD		<ul style="list-style-type: none"> Member's birth date is required to enroll new members A blank or '00000000' will result in an error
204	253	50	Required	Address Line 1	First line of member's	Alphanumeric,		<ul style="list-style-type: none"> Represents the primary

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
					home address	Left justified, right filled with spaces		<p>address of the member. It must include Street Address, P.O. Box, etc</p> <ul style="list-style-type: none"> ▪ If not a foreign address, a complete address including Address Line 1, City, State and Zip must be provided
254	303	50	Optional	Address Line 2	Second line of member's home address	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> ▪ Represents secondary line of home address of the member. It may include apartments, suites, etc ▪ If secondary address line is reported, it must be accompanied by Address line 1
304	328	25	Required	City	City (domestic or foreign) of member's home address	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> ▪ Represents city for the home address of the member ▪ If not a foreign address, a complete address including Address Line 1, City, State and Zip must be provided
329	330	2	Required if the 'Out of Country Address Line' has not been populated	State	State of member's home address	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> ▪ Represents state for the home address of the member ▪ If not a foreign address, a complete address including Address Line 1, City, State and Zip must be provided

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
331	339	9	Required if the 'Out of Country Address Line' has not been populated	Zip Code	Zip Code of member's home address	Numeric Zero filled, Left justified. Do not include the '-' for zip+4 codes.		<ul style="list-style-type: none"> Represents the zip code of the home address of the member If not a foreign address, a complete address including Address line 1, City, State and Zip must be provided
340	389	50	Required if the address is foreign	Out of Country Address Line	Line used for out of country addresses	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> If foreign address, International Address Line must be reported For foreign addresses, State and Zip are not required and must be blank For a foreign address, a complete address including Address Line 1, City, and Out of Country Address Line must be provided
390	395	6	Required	Job Classification Identifier	Unique code identifying the class of work in which the member is employed	Numeric, Right justified, left filled with zeros		See Job Classification Code Attachment (included at the end of this document).
396	401	6	Optional	Department Number	Internal number at an agency to identify a specific department	Numeric, Right justified, left filled with zeros	000000 to 999999	<ul style="list-style-type: none"> Optional field allowing agencies to report internal departments of the agency – this number can be any internal number used by the agency to designate a department, but must

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
								meet the data standards of the field. This will allow RSD to group members into more meaningful groups for mailings
402	409	8	Required	Employment Date	Date the member begins employment with the employer and is eligible to participate in Retirement. Exception: Local Employers that require a Waiting Period will enter the actual start date of eligible employment	Date Field CCYYMMDD		<ul style="list-style-type: none"> ▪ Employment Date cannot occur after the Termination Date ▪ Employment Date cannot occur in the future
410	417	8	Required if a 'waiting' period is used by the agency	Date Eligible to Participate in Retirement	Date the member becomes eligible to begin earning creditable service toward retirement	Date Field CCYYMMDD		<ul style="list-style-type: none"> ▪ Applicable to local employers requiring a 'waiting' period. ▪ Date Eligible to Participate in Retirement cannot occur prior to the Employment Date
418	425	8	Required	Pay Period Begin Date	Date indicating the begin date for the period of time paid for in the salary being reported	Date Field CCYYMMDD		<ul style="list-style-type: none"> ▪ Begin Date of the Pay Period according to the manner in which the agency submits contribution transactions to RSD. ▪ The Pay Period Begin Date of a transaction

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
								<p>may not appear after the Pay Period End Date of the same transaction.</p> <ul style="list-style-type: none"> If the salary paid on 09/10/2005, and is being reported on the 09/2005 report, is for the period of time from 08/05/2005 through 09/05/2005, then this date would be 08/05/2005
426	433	8	Required	Pay Period End Date	Date indicating the end date for the period of time paid for in the salary being reported	Date Field CCYYMMDD		<ul style="list-style-type: none"> End Date of the Pay Period according to the manner in which the agency submits contribution transactions to RSD. The number days between the Pay Period Begin Date and Pay Period End Date may not exceed 31 calendar days (per transaction). If the salary paid on 09/10/2005, and is being reported on the 09/2005 report, is for the period of time from 08/05/2005 through 09/05/2005, then this date would be 09/05/2005
434	434	1	Required if	Increase /	Indicates whether	Alphanumeric	+ =	<ul style="list-style-type: none"> To report a negative (-)

Columns			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
From	To	Length						
			'Salary' <> 0	Decrease Salary	'Salary' is a negative or positive amount		Increase/Positive - = Decrease/Negative	salary, the Adjustment Code must be " PRIOR " indicating a prior period adjustment
435	446	12	Required	Salary	Reported salary for the member (for the pay period being reported)	Numeric, Right justified, left filled with zeros, two decimal positions, include decimal point	000000000.00 to 999999999.99	<ul style="list-style-type: none"> Enables RSD to determine how to award service credit accurately This field must have two decimal positions and must include a decimal point. For example, report 000003650.00 in this field if the member was paid \$3,650 for the pay period
447	447	1	Required if 'Employee Contributions' <> 0	Increase / Decrease Employee Contributions	Indicates whether 'Employee Contributions' is a negative or positive amount	Alphanumeric	+ = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> To report a negative (-) employee contribution, the Adjustment Code must be "PRIOR" indicating a prior period adjustment
448	459	12	Required	Employee Contributions	Reported employee contributions for the member (for the pay period being reported)	Numeric, Right justified, left filled with zeros, two decimal positions, include decimal point	000000000.00 to 999999999.99	<ul style="list-style-type: none"> Total Employee contributions must equal the earnable compensation (Salary amount reported) times the applicable employee contribution rate A valid Pay Type Code must accompany a zero, increased or decreased

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
								contribution amount reported
460	469	10	Required if the transaction represents an adjustment to a member's contributions	Adjustment Code	Unique code indicating the detail transaction is an adjustment	Alphanumeric, Left justified, right filled with spaces	PRIOR = Prior Period Adjustment RETRO = Retro-active Payment	<ul style="list-style-type: none"> ▪ When reporting a prior period adjustment electronically, the transaction type must be "PRIOR" and posting period must be prior to current report period. The system will check if the reported contribution is an adjustment to a previously submitted transaction. This will also explain negative contributions ▪ When reporting a retroactive payment, the transaction type must be "RETRO" and posting period must be prior to report period in the header. The system will confirm that no contribution was previously submitted with that posting period ▪ When not reporting a "PRIOR" or "RETRO" transaction, this field should be filled with spaces.

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
470	479	10	Required	Pay Type Code	Unique code indicating the type of pay for the detail transaction	Alphanumeric, Left justified, right filled with spaces	REG = Regular Contribution BONUS = Bonus Payment ANNLONG = Annual Longevity Payment ANNLEAVE = Lump-sum Annual Leave Payment OVERTIME = Overtime Payment WORKCOMP = Worker's Compensation Payment LEAVEPAY = Leave Without Pay SUMMERPAY = Summer Payment outside of the normal contract	<ul style="list-style-type: none"> ▪ When reporting a contribution transaction for creditable service based on the member's salary, the Pay Type Code must be "REG". If the contribution is due as a result of their contract salary, the contribution should be reported as "REG" (even if reported outside of their contract period). ▪ When reporting a bonus (and the contributions associated with the bonus), the Pay Type Code must be "BONUS". ▪ For State and Teacher's Retirement System members, when reporting the Annual Longevity Payment, the Pay Type Code must be "ANNLONG". This Pay Type Code may be submitted on an annual basis or when the member terminates. ▪ When reporting the Annual Leave Payment, the Pay Type Code

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
								<p>must be “ANNLEAVE”. This pay type may only be reported when a member has terminated and the termination Date is reported for the member.</p> <ul style="list-style-type: none"> ▪ When reporting an Overtime Payment for the member, the Pay Type Code must be “OVERTIME”. ▪ When reporting a Worker’s Compensation Payment, the Pay Type Code must be “WORKCOMP” ▪ Use “LEAVEPAY” to report 0.00 salary and 0.00 contributions for a period of time when member is on leave without pay and has not terminated from Employer ▪ Use “SUMMERPAY” to indicate the member is receiving non-contract pay outside of their contract period.
480	484	5	Required if ‘Date of	Vacation Hours Paid (upon	Number of hours paid in a lump sum payout at	Numeric, Right justified, left	000.0 to 999.9	<ul style="list-style-type: none"> ▪ The number of Vacation Hours Paid

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
			Termination' has been populated	Termination)	the termination of employment.	filled with zeros, one decimal position, include decimal point		must be reported when the member terminates employment. This field is required if the Date of Termination is not blank. This field must contain zeros if no vacation hours were paid at termination.
485	494	10	Required	Contract Period / Employment Period Code	Unique code indicating the member's contract for the detail transaction	Alphanumeric, Left justified, right filled with spaces	08 = Eight Month Contract 09 = Nine Month Contract 10 = Ten Month Contract 11 = Eleven Month Contract 12 = Twelve Month Contract	<ul style="list-style-type: none"> ▪ A blank contract type will result in an error ▪ Enables RSD to determine how to award service credit accurately and perform average salary calculations for retirement applications ▪ Non-educational employers should report a Contract Period Code of "12".
495	502	8	Required for educational employers	Contract Period / Employment Period Begin Date	Date indicating the begin date of the member's annual contract	Date Field CCYYMMDD		<ul style="list-style-type: none"> ▪ This field is for Educational Institution use ▪ The Contract Period Begin Date represents the period of time when a member may begin to earn creditable retirement service. ▪ Non-educational employers should report spaces for this field

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
503	510	8	Required for educational employers	Contract Period / Employment Period End Date	Date indicating the end date of the member's annual contract	Date Field CCYYMMDD		<ul style="list-style-type: none"> ▪ This field is for Educational Institution use ▪ The Contract Period End Date represents the period of time when a member ceases to earn creditable retirement service. ▪ The number days between the Contract Period Begin Date and Contract Period End Date may not exceed 365 days (per transaction). ▪ Non-educational employers should report spaces for this field
511	518	8	Required at time of member termination	Date of Termination	Date of member's last day of work for the employer	Date Field CCYYMMDD		<ul style="list-style-type: none"> ▪ Termination Date cannot occur prior to the Employment Date. ▪ Termination Date cannot occur in the future. ▪ Termination Date must be accompanied by a valid Termination Reason ▪ Termination Date should be filled with spaces if the member has not terminated

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
519	528	10	Required if 'Date of Termination' has been populated	Termination Type Code	Unique code indicating the type of termination	Alphanumeric, Left justified, right filled with spaces	RETIRE = Retirement DEATH = Death VOL = Voluntarily left employment INVOL = Involuntarily left employment	<ul style="list-style-type: none"> ▪ The Termination Type Code must be reported at the time of termination, and must accompany a Termination Date. ▪ When a member terminates employment due to retirement, report "RETIRE" as the Termination Type Code. ▪ When a member terminates employment as a result of death, report "DEATH" as the Termination Type Code. ▪ When a member terminates employment voluntarily, report "VOL" as the Termination Type Code. ▪ When a member has their employment terminated by the employer, report "INVOL" as the Termination Type Code.
529	534	6	Required if member is sharing a	Shared Position Identifier	Indicates the position identifier in cases of multiple members	Numeric, Right justified, left filled with zeros		<ul style="list-style-type: none"> ▪ The Shared Position Identifier is used by RSD to correctly

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
			position with another member		sharing one position			<p>calculate service for members sharing a single position.</p> <ul style="list-style-type: none"> ▪ When a member is sharing a position with one or more members, the Position Identifier (of the employer) the member is sharing must be reported for each member sharing that specific position. ▪ The Position Identifier is determined by the employer. ▪ Under 2005 law, this is applicable only to Public School entities. ▪ If no Shared Position Identifier is reported, blanks or spaces should be reported in this field.

Contribution Report Trailer Record Format (Fixed Length)

The following table contains the record format for a Trailer Record. It must have a record count and total of salary and employee contribution reported in the detail transactions. Employers must submit one Trailer Record in the file. The trailer record will provide a means to verify the accuracy and integrity of the detail transactions submitted in the file.

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
001	001	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric	F = Footer Record	<ul style="list-style-type: none"> This field must contain a value of "F" since this is a footer record
002	006	5	Required	Agency Number	A unique system number identifying employer	Numeric, right justified, left filled with zeros		<ul style="list-style-type: none"> This number must be the same value as the Agency Number in the header record and detail records
007	012	6	Required	Report Period	The month and year of the report	Date Field CCYYMM		<ul style="list-style-type: none"> The period for which the employer is submitting the contribution report The date must match the Report Period in the header record
013	023	11	Required	Record Count	Total number of detail transactions	Numeric, Right justified, left filled with zeros		<ul style="list-style-type: none"> This must be the record count of transactions in the detail file
024	024	1	Required	Increase / Decrease in Total Salary	Indicates whether 'Total Salary' is a negative or positive amount	Alphanumeric	+ = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> Processed as reported
025	036	12	Required	Total Salary	Total amount of salary reported from the detail transactions	Numeric, Right justified, left filled with zeros	00000000.00 to 999999999.99	<ul style="list-style-type: none"> This must be the total of 'Salary' reported in the detail file This data is to have two

<i>Columns</i>			<i>Optional / Required</i>	<i>Field Name</i>	<i>Description</i>	<i>Format</i>	<i>Available Values</i>	<i>Rules and Information</i>
<i>From</i>	<i>To</i>	<i>Length</i>						
								decimal positions and must include a decimal point. For example placing 000005143.75 in this field will be understood by RSD to be 5143.75
037	037	1	Required	Increase / Decrease in Total Employee Contributions	Indicates whether 'Total Employee Contributions' is a negative or positive amount	Alphanumeric	+ = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> Processed as reported
038	049	12	Required	Total Employee Contributions	Total amount of employee contributions reported from the detail transactions	Numeric, Right justified, left filled with zeros, two decimal positions, include decimal point	000000000.00 to 999999999.99	<ul style="list-style-type: none"> This must be the total of 'Employee Contributions' reported in the detail file This data is to have two decimal positions and must include a decimal point. For example placing 000005143.75 in this field will be understood by RSD to be 5143.75



Plan Codes

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Introduction to Plan Codes

Currently, the Retirement Systems Division (RSD) administers multiple retirement systems and multiple classifications of members. Within a retirement system there may be various rule sets that pertain to different classifications of employees/members. These rules may include membership eligibility, contribution reporting guidelines, or benefit calculation and payment rules.

Historically RSD has managed these different rule sets within each System by using different employer codes for the different classifications of employees/members. For example the City of Raleigh has an employer code assigned for the reporting of salary and contribution information for General Employees and a second employer code assigned for the reporting of salary and contribution information for Law Enforcement Officers.

With the implementation of the ORBIT system, RSD will refine the reporting requirements in order for an employer to report more classifications of employees/members without adding additional employer codes. This will be accomplished by the introduction of the **Plan Code** concept. Each reporting employer will have one employer code assigned. All reporting by an employer for various classes of employees will be done under one employer code with various Plan Codes. For example, a Public school system that employs General Employees, Law Enforcement Employees, Retirees Exempt from the Earnings Limitation, and Retirees Subject to the Earnings Limitation would report the following on a single monthly contribution report to RSD:

Employer Code: 3XXXX
Plan Codes: STG, STL, STRE, and STRS (based on the employee)

A listing of the Plan Codes that have been defined to this point is found at the end of this document. RSD will expect that each employer will assign the proper Plan Code to each employee/member being reported. Prior to the implementation of Plan Codes (and the new Employer Contribution File Format), RSD will inform each employer of the current Plan Code for its members, as well as the employer's consolidated employer code.

Explanation of Plan Codes

Plan Codes may be explained as follows:

1. General - Employees now reported to us with the general employer code.

- For a Local Governmental employer, these are the employees reported to RSD with the employer code that begins with “9”.
 - For Public Schools and Community Colleges, these are the employees reported to RSD with the employer code that begins with “3”.
 - For Universities, these are the employees reported to RSD with the employer code that begins with “2”; excluding the Optional Retirement Plan employees who will be reported as ORP-General.
2. Law Enforcement - Employees for **all** systems now reported to RSD with an employer code that begins with “7”.
 3. Retired-Subject to Earnings Limitations - RSD is asking for retired employees who are rehired to also be reported on the monthly contribution report. For all employers, with the exception of Public Schools, a retiree who is rehired is subject to an earnings limitation. The intent of RSD is to assist the employers and employees in avoiding the problem of an employee exceeding the earnings limitation, resulting in having their retirement benefit impacted. RSD intends to inform each employer/employee when the retired employee is approaching their earnings limit.
 4. Retired-Exempt from Earnings Limitations - This Plan Code will be used by Public Schools (and specified State Agencies) to report the salaries for retired rehired teachers who are not subject to the earnings limitations.
 5. State-Short term Disability - This Plan Code will be used by employers of the Teachers’ and State Employees’ Retirement System to report employees who are not working as a result of being approved for Short Term Disability. By reporting this information, RSD will have the required information should the employee subsequently apply for Long Term Disability.
 6. Max Limit - This Code will be used by State and Local employers to report the earnings for employees who have exceeded the Internal Revenue Service limit for reportable earnings and contributions within a calendar year. When the employee reaches the earnings limit, the employer will change the employee from the General Plan Code to the Max Limit Plan Code for the balance of the calendar year. In January of the following year, the employer will change the employee back to the General Plan Code.
 7. Local Waiting Period – This code will be used by Local Governmental employers to report the employees during the employer imposed waiting period. The employer will report zero salary and contributions. When the employee becomes eligible to participate in Retirement, the employer will change the Plan Code to the appropriate Plan Code for reporting salaries and contributions.

8. The employer contribution rates, if applicable, will be determined by the Plan Code of each employee. The employee contribution rate, if applicable, will be determined by the Plan Code of each employee.

Plan Codes

As part of the new Employer Contribution Reporting Process, employers will be required to report one of the following Plan Codes for each detail transaction on the employer report.

<i>Plan Code</i>	<i>Plan Code Description</i>
STG	Teachers' and State Employees' General Class
STL	Teachers' and State Employees' Law Enforcement Class
STMAX	Teachers' and State Employees' earnings for employees that have exceeded the Internal Revenue Service limit for reportable earnings and contributions within a calendar year.
STRS	Teachers' and State Employees' System retirees that are rehired and subject to an earnings limitation.
STRE	Teachers' and State Employees' System retirees that are rehired and are exempt from an earnings limitation
STDIS	Teachers' and State Employees' employees on Short Term Disability
LOCG	Local Governmental Employees System General Class
LOCL	Local Governmental Employees System Law Enforcement Class
LOCF	Local Governmental Employees System Firemen Class
LOCMAX	Local Governmental Employees System earnings for employees that have exceeded the Internal Revenue Service limit for reportable earnings and contributions within a calendar year
LOCWP	Local Governmental Employees System probationary employees under an employer imposed waiting period
LOCROD	Local Governmental Employees System Register Of Deeds Class
LOCRS	Local Governmental Employees System retirees that are rehired and subject to an earnings limitation
JUD1	Consolidated Judicial System - Justices of the Supreme Court and Judges of the Court of Appeals
JUD2	Consolidated Judicial System - Judges of the Superior Court and Administrative Officer of the Courts
JUD3	Consolidated Judicial System - Judges of the District Court, District Attorney, Clerk of Superior Court
LEGL	Legislative Retirement System Legislators
ORPG	Optional Retirement Program for applicable University and Community College personnel
ORPMAX	Optional Retirement Program earnings for the employees that have exceeded the Internal Revenue Service limit for reportable earnings and contributions within a calendar year



Job Classification Codes

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Introduction to Job Classification Codes

In order to ensure the accuracy of the type of employee reported, the Retirement Systems Division (RSD) is increasing the level of detail used in reporting a member's job classification. This information will be used within RSD to increase the service level provided to the membership and to the employer.

In addition to increasing the level of service to the membership and employers, RSD is required to provide accurate member occupational information to the State's Actuarial Firm in order to develop meaningful and accurate information concerning the Retirement Programs administered by RSD. Having more detailed classifications will also allow RSD to meet the reporting requirements for the General Assembly and other governmental entities.

In order to provide this information, each employer must determine the occupation/category of work for each employee reported to RSD. After the initial employment of an employee should the employee change the category of work being performed, on a permanent basis, the employer should begin reporting the new classification code for the employee.

Job Classification Codes

As part of the new Employer Contribution Reporting Process, employers will be required to report one of the following Job Classification Codes for each detail transaction on the employer report.

<i>Job Classification Code</i>	<i>Job Classification Title</i>	<i>Job Classification Description</i>
100	Education Professionals	Teachers; Teacher Aides; Coaches; Guidance Counselors; Librarians
102	Educational Executives	Superintendents; Assistant Superintendents
103	Educational Management	Principals; Assistant Principals; Educational Administrative Personnel;
104	Educational Administrative Support Personnel	Office Support; clerical
105	Educational Support Personnel	Bus Drivers; Custodians; Cafeteria Workers
200	Professionals	Engineers; Attorneys; Directors; Management; Business and Finance Professionals; Architects; Computer Specialists; County Librarians
201	Government Officials and Executives	Elected/Appointed Officials; Town Managers; County Managers; Judges; Legislators
202	Administrative	Secretarial; clerical support; file clerks; stenographers; receptionists; MSC / Mailroom clerks; computer operators
203	Technical and Trades	surveyors; engineering techs; electricians; plumbers; welders; truck drivers; machine operators; Painters; Mechanics; Butchers; Chefs; Blacksmiths; bricklayers; carpenters
204	Skilled Labor	Garbage Collectors; Construction Workers; Custodians; Transportation Workers; Elevator Attendants; Gardeners & Grounds Keepers; Helpers
300	University and Community College Professionals	Instructors; Professors
301	University and Community College Executives	University Presidents; Community College Presidents; Deans of Education; Faculty Dept Heads
302	University and Community College Management	Directors; Managers; Supervisors
303	University Agricultural (AG)Extension	AG Extension Employees
400	Local Firefighters	
401	Local Emergency workers	EMS; Paramedics; First Responders; Ambulance Drivers
500	SHP Trooper	SHP Trooper
501	Police Officer	Police Officer
502	Public Safety Officer	Public Safety Officer
503	Sheriff	Sheriff

504	Deputy Sheriff	Deputy Sheriff
505	Wildlife Officer	Wildlife Officer
506	Revenue Enforcement Officer	Revenue Enforcement Officer
507	ALE Officer	ALE Officer
508	Jailer (Certified)	Jailer (Certified)
509	Protective Services (Non-Certified)	Correctional Officers; Jailers-(Non Certified); dispatchers; Security Guards; Civilian Guards; Parking Enforcement; Animal Control Workers; Lifeguards
600	Health Care Professionals	Doctors; Nurses; Physicians Assistant; Therapists; Veterinarians; Dentists; Pharmacists
601	Social Service Professionals	Social Worker