



## 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	<b>To be used by Higher Ed only:</b> '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 href="mailto:A@USA.COM">A@USA.COM</a>	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	<b>To be used by Higher Ed only:</b> '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.