Retiree_Return_to_Work_Record Layout - v 1.0

Document History

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Revision History

Date	Version	Reason for change(s)	Author(s)
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TABLE OF CONTENTS

PARIS – Rehired Retiree file layout

Employers are required to submit hours worked for any state retiree that has been hired in a part time or full time position. Information submitted electronically (system generated file) must have a file format conforming to that specified by ERSGA. This document contains the technical format and data requirements for the Pension And Retirement Information System (PARIS) used by the Employees' Retirement System of Georgia. The information contained herein includes:

▪ Key rules relating to the file format

▪ Details of the layout

▪ Details of each fields

▪ Key rules pertaining to each field.

Overall Rules Pertaining to the PARIS Rehired Retiree File Layout

The file layout is a key component for data processing by ERSGA. This section provides information on some key rules along with the basics of processing the Rehired Retiree File Layout.

1. PARIS expects all files submitted by employers for processing to be in a fixed length, space delimitated, ASCII file format.

2. Alphabetical fields must be left justified, and right filled with spaces.

3. Numeric fields should be left justified and zero filled.

4. All records in the file will be processed sequentially by PARIS. They must be submitted by employers in the following order: (illustrated to the right)

    ```
    EP Header Record
            Detail Transaction Record
            Detail Transaction Record
            Detail Transaction Record
            ...
    EP Trailer Record
    ```

    • EP Header Record – This will include information such as Employer, Reporting Month, etc. There should be only one header row per Employer in the file.

    • Detail Transaction Record(s) – The details follow the header row. Details should include name of retiree, re-hire date, etc.

    • EP Trailer Record – The trailer record will provide totals for data reported. There must be only one footer row for the combination of Employer and Plan combination.

5. Files that are improperly formatted or contain invalid data (e.g., text data in numeric field) cannot be processed. ERSGA will reject the file and require the employer to resubmit the file in the correct format with valid data.

6. Employers will be able to send their files using Secure File Transfer Protocol (SFTP) or via a secure web interface.

7. Termination Date represents the date a retiree terminated / ends employment with an agency. Termination date and reason code is required and must be reported accurately as it may impact a retirees benefit payments.

8. Amount fields such as the Retiree Monthly Salary, must be zero filled, right justified use two decimal positions and include the decimal point. For example, if the Retiree Monthly Salary is $1043.75 then 001043.75 must be placed in the Retiree Monthly Salary field. 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.
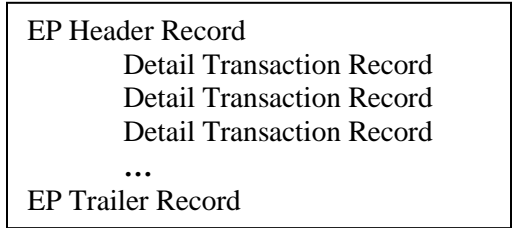
9. Our PARIS system will perform various validations on the data reported by employers to ensure valid data can be posted to a Retiree account. When certain discrepancies are found, the system will not automatically post the data. Instead, an error code will be assigned to the transaction and one of ERSGA's staff members will contact the employer to resolve the error.

10. Employers/File Providers must not report data for the same employer in multiple files per Report Month unless otherwise requested by ERSGA. Submitting multiple files which contain duplicate data (data already submitted to ERSGA) will result in inaccurate processing of the file.

11. Employer Rehired Retiree files being submitted electronically must be named as follows: 'yyyymmAAAAAAAAR.ERSGA'

  ▪ The file name must include the report month in the yyyymm format.

  ▪ The AAAAAAAA is an alphanumeric employer code that is a minimum of three characters and a maximum of eight characters long. Each Employer or File Provider (agency that reports for multiple employers) is assigned an employer code and must include it in the name of the file.

  ▪ The R is a constant designator used to distinguish this file from other data files submitted by the provider.

  ▪ The file name for the July 2010 rehired retiree file from 910-0910 - Jekyll Island State Park Foundation (employer submits own file) must be '**201007910-0910R.ERSGA**'

  ▪ The file name for the July 2010 rehired retiree file from 999-0001 SMI (File Provider submits multiple employers in one file) must be '**201007999-0001R.ERSGA**'

  ▪ The file name for the July 2010 rehired retiree file from 407 SAO (File Provider submits multiple employers in one file) must be '**201007407R.ERSGA**'

  ▪ The file name for the July 2010 rehired retiree report from 128-121 Richmond County Health Department (Lead Department / File Provider submits multiple Health Departments in one file) must be '**201007128-121R.ERSGA**'

**NOTE: Please include the hyphen (-) in the employer code field (as needed) when reporting information (filename, header, detail and footer should contain the hyphen in the employer code field when appropriate).

PENSION AND RETIREMENT INFORMATION SYSTEM (PARIS)
Rehired Retiree Employer Record File Layout – v1.0
November 30, 2009

P.A.R.I.S.
Pension and Retirement Information System

Rehired Retiree Report Header Record Format

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

Field Name	Optional / Required	Columns From	Thru	Totals	Description	Format/ available Values	Rules and Information
Record Type	Required	1	1	1	Field designating this as a header, detail or footer record	Alphanumeric **H** = Header Record	▪ This field must contain a value of "**H**" since this is a header record.
Format Version	Required	2	4	3	Identifies the version of the file format that the employer is currently using	Alphanumeric **001** = Version '001' of file format	▪ 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.
Employer Code	Required	5	12	8	A unique system number identifying employer	Alphanumeric, Left justified, right filled with spaces	▪ A unique alphanumeric system number identifying the employer; this code is a maximum of eight characters long.
Report Month	Required	13	18	6	The month and year of the report	Date Field YYYYMM	▪ The period for which the employer is submitting rehired retiree report data ▪ An employer submitting a report for July , 2010 (which is due to ERSGA on August 1st) will use 201007 as the Report Month.
File Creation Date	Required	19	26	8	The date on which this file was created by the employer	Date Field YYYYMMDD	▪ The date on which this file was created by the employer
Filler	Required	27	500	474	Filler	Pad with blanks	▪ For future use

P.A.R.I.S
Pension and Retirement Information System

Detail Contribution Transaction Record Format

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.

Field Name	Optional / Required	Columns From	Thru	Totals	Description	Format/Available Values	Rules and Information
Record Type	Required	1	1	1	Field designating this as a header, detail or footer record	Alphanumeric **R** = Retiree Detail Record	▪ This field must contain a value of "R" since this is a Retiree detail record.
Reporting Month	Required	2	7	6	Posting Month is the month/year to which the transaction is to be applied	Date Field YYYYMM	▪ Posting Month is the month/year to which the transaction is to be applied. ▪ Posting Month will provide the means for employers to report prior period adjustments and/or retroactive detail electronically.
SSN	Required	8	16	9	SSN of the retiree being reported. Used to identify retiree	Numeric	▪ Employers must report a valid SSN for all retirees. The SSN entered must match the number shown on the retiree's Social Security card and the number previously reported on the membership application ▪ SSN reported with all zeroes or with any other invalid combinations will result in the transaction being rejected. ▪ Incorrect SSNs may result in data being posted to the wrong accounts or may also result in an invalid retiree record being created.
Employer Code	Required	17	24	8	A unique system number identifying employer	Alphanumeric, Left justified, right filled with spaces	▪ This code must be the same value as the Employer Code in the header record

Job Classification	Required	25	26	2	Represents the retiree's job classification	Alphanumeric **00** = Education / Instruction / Testing **01** = Engineering / Technology Support **02** = Facilities / Materials / Equipment **03** = Financial Management / Revenue **04** = Food Services / Farm Services **05** = General Support Services **06** = Health Care **07** = Information / Telecommunication Systems **08** = Laboratory Services / Physical Sciences **09** = Legal **10** = Parks / Recreation / Natural Resource Mgt **11** = Personnel Administration **12** = Public Safety / Corrections / Investigations **13** = Real Estate / Property Management **14** = Regulatory Compliance **15** = Social Services / Counseling **16** = Transportation **17** = Unspecified	▪ This field will enable ERSGA to report meaningful demographic information on our rehired retiree membership population ▪ Please review the positions you report to determine the most appropriate classification for your rehired retiree.
Job Status	Required	27	27	1	Identifies the position status of retiree as fulltime or part-time.	Alphanumeric **F** = FUL- time **P** = Part-time	▪ Data enables ERS to confirm position status and report information on rehired retiree population

PENSION AND RETIREMENT INFORMATION SYSTEM (PARIS)
Rehired Retiree Employer Record File Layout – v1.0
November 30, 2009

P.A.R.I.S
Pension and Retirement Information System

Payroll Frequency	Required	28	29	2	Identifies the frequency by which retirees receives compensation for services rendered	Alphanumeric **00** = Monthly **01** = Semi-Monthly **02** = Bi-Weekly **03** = Weekly	▪ Explains pay variations for retirees
Increase / Decrease Monthly Hours Worked	Required	30	30	1	Indicates whether hours worked is a negative or positive amount	Alphanumeric + = Increase/Positive **-** = Decrease/Negative	▪ To report a negative (-) hours worked, the Posting Month must be less than Report Month (prior month correction)
Monthly Hours Worked	Required	31	39	9	Represents hours retiree worked during the month.	Numeric Zero filled, right justified, two decimal positions, include decimal point 000000.00 to 000999.99	▪ This field must have two decimal positions and must include a decimal point. For example, report 160 hours as 0160.00
Increase / Decrease Total hours worked to date in calendar year	Required	40	40	1	Indicates whether total calendar year hours worked is a negative or positive amount	Alphanumeric + = Increase/Positive **-** = Decrease/Negative	▪ To report a negative (-) hours worked, the Posting Month must be less than Report Month (prior month correction)
Total Hours worked to date in calendar year	Required	41	49	9	Represents retirees total hours worked to-date in the calendar year	Numeric Zero filled, right justified, two decimal positions, include decimal point 000000.00 to 000999.99	▪ This field must have two decimal positions and must include a decimal point. For example, report 160.00 hours as 000160.00
Increase / Decrease Monthly Salary	Required	50	50	1	Indicates whether Monthly Salary is a negative or positive amount	Alphanumeric + = Increase/Positive **-** = Decrease/Negative	▪ To report a negative (-) salary, the Posting Month must be less than Report Month (prior period adjustments)

Monthly Salary	Required	51	59	9	Represents retiree's monthly salary	Numeric Zero filled, right justified, two decimal positions, include decimal point `000000.00 to 999999.99`	▪ This field must have two decimal positions and must include a decimal point. For example, report 003650.00 in this field if the retiree monthly salary paid was $3,650.00
Rehire Date	Required	60	67	8	Represents date of retiree hire / rehire by the employer.	Date Field YYYYMMDD	▪ Represent date 1040 hour count should begin
Termination Date	Required when retiree terminates	68	75	8	Represents date retiree terminated employment or transferred to new employer	Date Field YYYYMMDD	▪ Termination Date must be accompanied by a valid Termination Reason ▪ Termination Date (along with Termination Reason) must be reported when the retiree terminates or transfers to another employer.
Termination Reason	Required if Termination Date is reported	76	77	2	Represents general reason retiree employment terminated	Alphanumeric **02** = Death **03** = Other **04 =** Transfer	▪ Enables ERSGA to track retiree termination status. Termination due to death, ERSGA will be able to contact the beneficiary and provide appropriate benefit options ▪ Termination Reason (along with Termination Date) must be reported when the retiree terminates or transfer to another employer
Date of Birth	Required	78	85	8	Represents the retiree's Date of Birth. Used to identify retiree	Date Field YYYYMMDD	▪ Retiree Date of Birth will be used for identification and demographic data ▪ A blank or '00000000' will result in an error

PENSION AND RETIREMENT INFORMATION SYSTEM (PARIS)
Rehired Retiree Employer Record File Layout – v1.0
November 30, 2009

P.A.R.I.S.
Pension and Retirement Information System

Gender	Required	86	86	1	Represents the retiree's gender	Alphanumeric **M** = Male **F** = Female	▪ Gender is required for demographic statistical data
Prefix	Optional	87	90	4	Represents the prefix of retiree's name	Alphanumeric, Left justified, right filled with spaces MR, MRS, MISS, MS, DR, JDG (Judge), Rep, Sen.	▪ Should reflect the prefix of the retiree's name as maintained on the employment record
First Name	Required	91	120	30	Represents retiree's first name. Used to identify retiree	Alphanumeric, Left justified, right filled with spaces	▪ Must reflect the retiree's legal name as maintained on the retiree's employment record ▪ When first name is reported a last name must also be reported. Partial names will not be accepted
Middle Name	Optional	121	150	30	Represents retiree's middle name	Alphanumeric, Left justified, right filled with spaces	▪ Should reflect the retiree's legal name as maintained on the member's employment record
Last Name	Required	151	180	30	Represents retiree's last name. Used to identify retiree	Alphanumeric, Left justified, right filled with spaces	▪ Must reflect the retiree's legal name as maintained on the retiree's employment record ▪ When first name is reported a last name must also be reported. Partial names will not be accepted
Suffix	Optional	181	190	10	Represents the suffix of retiree's name	Alphanumeric, Left justified, right filled with spaces Examples include Jr., Sr.,III, MD., etc.	▪ Should reflect the retiree's legal name as maintained on the retiree's employment record
Primary Address Line	Required	191	225	35	Represents the primary address of the retiree. It must include Street Address	Alphanumeric,	▪ A complete address including Primary Address Line, City, State and Zip must be provided

PENSION AND RETIREMENT INFORMATION SYSTEM (PARIS)
Rehired Retiree Employer Record File Layout – v1.0
November 30, 2009

P.A.R.I.S
Pension and Retirement Information System

					or P.O. Box, etc.	Left justified, right filled with spaces	▪ Do not use both P.O. Box and street address as Post office will reject mail using both P.O. box and street address
Secondary Address Line	Optional	226	260	35	Represents secondary line of home address for the retiree. It may include apartments, suites, etc	Alphanumeric, Left justified, right filled with spaces	▪ If secondary address line is reported, it must be accompanied by Primary ▪ Do not use both P.O. Box and street address as Post office will reject mail using both P.O. Box and street address
City	Required if International Address Flag is 'N'	261	290	30	Represents city for the home address of the retiree	Alphanumeric, Left justified, right filled with spaces	▪ If not a foreign address, a complete address including Primary Address line, City, State and Zip must be provided
State	Required if International Address Flag is 'N'	291	292	2	Represents state for the home address of the retiree	Alphanumeric, Left justified, right filled with spaces	▪ If not a foreign address, a complete address including Primary Address line, City, State and Zip must be provided
Zip Code	Required if International Address Flag is 'N'	293	301	9	Represents the zip code of the home address of the retiree	Numeric Zero filled, left justified. Do not include the ' - ' for zip+4 codes.	▪ Partial address will not be accepted. If an address is reported, all components of the address must be reported ▪ If not a foreign address, a complete address including Primary Address line, City, State and Zip must be provided
International Address Flag	Required	302	302	1	Flag that represents if the retiree has an international address	Alphanumeric **Y** = International **N** = USA address	▪ If retiree has a foreign address, this field must be reported as 'Y'
International Address Line	Required if International Address Flag is 'Y'	303	352	50	Represents an international address for the retiree	Alphanumeric, Left justified, right filled with spaces	▪ If foreign address, International Address Line must be reported ▪ For foreign addresses, City, State, and Zip are not required and must be blank

| Local Employee Number | Required | 353 | 367 | 15 | Represents the retiree's local employee number at the agency. | Alphanumeric, Left justified, right filled with spaces | ▪ Enables agencies that do not use SSN to identify an employee by local employee number when contacted by ERSGA |
| Filler | Required | 368 | 500 | 133 | Filler | Pad with blanks | ▪ For future use |

Rehired Retiree Report Trailer Record Format

The following table contains the record format for a Trailer Record. It must have a record count and total of retiree salary 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.

Field Name	Optional / Required	Columns From	Thru	Totals	Description	Format/Available Values	Rules and Information
Record Type	Required	1	1	1	Field designating this as a header, detail or footer record	Alphanumeric **F** = Footer Record	▪ This field must contain a value of "**F**" since this is a footer record
Employer Code	Required	2	9	8	A unique system number identifying employer	Alphanumeric, Left justified, right filled with spaces	▪ A unique alphanumeric system number identifying the employer; this code is a maximum of eight characters long.
Report Month	Required	10	15	6	The month and year of the report	Date Field YYYYMM	▪ The period for which the employer is submitting rehired retiree data ▪ An employer submitting a report for July, 2010 (which is due to ERSGA by August 1st) will use 201007 as the Report Month.
Record Count	Required	16	21	6	Total Number of retiree detail rows reported	Numeric, Right justified, Fill with leading zeroes ``000000 to 999999``	▪ This must be the record count of all retiree detail rows for the combination of the Employer/Plan

PENSION AND RETIREMENT INFORMATION SYSTEM (PARIS)
Rehired Retiree Employer Record File Layout – v1.0
November 30, 2009

P.A.R.I.S.
Pension and Retirement Information System

Increase / Decrease Total Monthly Hours Worked	Required	22	22	1	Indicates whether hours worked is a negative or positive amount	Alphanumeric + = Increase/Positive **-** = Decrease/Negative	▪ ERS processes records with these values as they are reported

Total Monthly Hours Worked	Required	23	35	13	Represents hours retiree worked during the month.	Numeric
						Zero filled, right justified, two decimal positions, include decimal point
						
						`000000.00 to`
						`000999.99`
							▪ This field must have two decimal positions and must include a decimal point. For example, report 160 hours as 0160.00

File Creation Date	Required	36	43	8	The date on which this file was created by the employer	Date Field YYYYMMDD	▪ The date on which this file was created by the employer
Filler	Required	44	500	457	Filler	Pad with blanks	▪ For future use