



Employer Contribution Record Layout v 4.0



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PARIS - Employer Contribution Record Layout

Employers who report member contributions and employment information electronically (system generated file) must generate the file in a format specified by ERSGA. This document contains the technical format and data requirements based on the PARIS – Employer Contribution Record layout. The information contained herein includes:

- Key Rules relating to the revised file format
- Details of the layout, fields, and key rules pertaining to each field.



Overall Rules Pertaining to the PARIS Employer Contribution Record Layout

The file layout is a key component of the PARIS system implemented by ERSGA. This section provides information on some key rules along with the basics of the processing of the Employer Contribution Record Layout.

1. PARIS expects all files submitted by employers for processing to be in the PARIS file format.
2. The PARIS Employer Contribution Record Layout is only supported in a Fixed Length format. All alphanumeric characters must be upper case. These fields must be left justified, and right filled with spaces.
3. A Report month is the period for which the employer is submitting the contribution report (The month and year of the contribution report). For example, an employer submitting a report for April, 2009 (which is due to ERSGA by May 1, 2009) will use 200904 as the Report Month. A PARIS Employer Contribution file must only contain records for one (unique) report month. However, both prior period and retroactive adjustments can also be included in the contribution file. See rules 11 and 12 below for more information.
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 – This will include information such as Employer, Report Month, Plan, etc. There should be only one header row for the combination of Employer and Plan in the file.
 - Detail Transaction Record(s) – The details follow the header row. Details should include contributions for all members being reported for the Employer and Plan combination.
 - EP Trailer Record – The trailer record will provide totals for the contributions 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 that use PARIS file format for contribution submission will be able to send their files using File Transfer Protocol (FTP).
7. Contribution Group is used to validate the contribution amounts for each member being reported to ERSGA. Each member belongs to a Contribution Group. For example, a Department of Human Resources Employee may belong to NAR, GAR or OAR, depending upon if

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

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they are a New Plan member, a GSEPS member or an Old Plan Member. A New Plan Member will belong to the NAR contribution group. The contributions expected will be 1.5% of contribution salary for Employee contributions (EE Con) and 10.41% for Employer contributions (ER Con). Please refer to the Appendix II at the end of this document for a complete listing of retirement plans participating in ERSGA along with the contribution groups within those plans.

8. Members will be enrolled electronically. Employers must provide a valid SSN, Name, Date of Birth, Gender, Address information and the Eligibility Date for a new member's auto-enrollment. Eligibility date is also required for Re-Hires and anyone that has a change in Contribution Group. Name and address changes of existing members must also be reported electronically in this file.
9. Termination Date represents the date a member terminated employment or changed contribution group. Termination date is required and must be reported accurately as it impacts the accuracy of a members account.
10. Fields are listed as 'Optional' if ERSGA can process the record without the field being populated by the employer. Optional fields may or may not be optional to affect a given update to a member's demographic data; for example, to update an address, the address fields must be populated. Optional fields must be reported filled with spaces if no data is reported.
11. Employers can now include prior period adjustments within the contribution detail file. Prior period adjustments are identified as transactions which are submitted to rectify a previously submitted transaction for the posting month; as such posting month for a Prior period adjustment must occur prior to the report month.
12. Employers can now include multiple retroactive payments within the contribution detail file. Retroactive payments are identified as transactions which are submitted for posting months that occur prior to the report month. Employers must include a separate record for each posting month when reporting retroactive payments. They must refrain from reporting a single contribution record when reporting multiple posting months as it will result in an inflated salary and contributions in a single month.
13. Amount fields such as the Employee Contribution, must be zero filled, right justified use two decimal positions and include the decimal point. For example, if the employee contribution is \$143.75 then 000143.75 must be placed in the Employee Contribution field. In addition, if the employee contribution is a whole dollar amount such as \$143 then 000143.00 must be placed in the Employee Contribution field.
14. 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.
15. The system at ERSGA will perform various validations on the data reported by employers to determine if the amounts can be posted to individual member accounts. When certain discrepancies are found, the system will not post incoming contributions to a member

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account. 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.

16. 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.
17. Employer Contribution files being submitted electronically must be named as follows: 'yyyymmAAAAAAAAA.ERSGA'
 - The file name must include the report month in the yyyymm format.
 - The AAAAAAAAAA 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) will be assigned an employer code and must include it in the name of the file.
 - The file name for the February 2009 contribution report from 910-0910 - Jekyll Island State Park Foundation (employer submits own file) must be '**200902910-0910.ERSGA**'
 - The file name for the March 2009 contribution report from 999-0001 SMI (File Provider submits multiple employers in one file) must be '**200903999-0001.ERSGA**'
 - The file name for the March 2009 contribution report from 598-0598 Board of Regents (File Provider submits multiple employers in one file) must be '**200903598-0598.ERSGA**'
 - The file name for the April 2009 contribution report from 407 SAO (File Provider submits multiple employers in one file) must be '**200904407.ERSGA**'
 - The file name for the April 2009 contribution report from 128-148 Ware County Health Department (Lead Department / File Provider submits multiple Health Departments in one file) must be '**200904128-148.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).
18. Employers reporting members for the Public School Employees Retirement System (PRS) will not use many of the fields in the detail contribution record layout. To assist these employers, we have indicated in the Rules and Information column of the detail contribution record layout if a particular field is **NOT** applicable to PRS reporters. All of the fields in the contribution report header record are required

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for PRS. We have indicated in the Rules and Information column of the contribution report trailer record if a particular field is **NOT** applicable to PRS reporters. Fields not so indicated should be padded with blanks (filler fields) for PRS.

19. Highly compensated employees may receive salary in a fiscal year that exceeds IRS 401 (a) (17) limits for salary and employee and employer contributions to qualified plans. These limits vary per fiscal year. ERS will supply the limits for fiscal 1996 to the present and at the beginning of each fiscal year. Contributions (EECON, ERCON, Pick-up) should not be reported on the salary portion which exceeds the limit.



Contribution Report Header Record Format

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.

Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
Record Type	Required	001	001	1	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.
Format Version	Required	002	004	3	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.
Employer Code	Required	005	012	8	A unique system number identifying employer	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> A unique alphanumeric system number identifying the employer; this code is a maximum of eight characters long.

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
Plan	Required	013	015	3	Represents the plan for which the employer is reporting contributions	Alphanumeric ERS- Employees' Retirement System GDC- GA Defined Contribution Plan JRS- GA Judicial Retirement System LRS- GA Legislative Retirement System PRS- Public Schools Employees Retirement System SJF- Superior Court Judges Retirement Fund	<ul style="list-style-type: none"> Employer must participate in the Plan for which contributions are being reported.
Report Month	Required	016	021	6	The month and year of the report	Date Field YYYYMM	<ul style="list-style-type: none"> The period for which the employer is submitting the contribution report An employer submitting a report for April, 2009 (which is due to ERSGA by the 1st of May) will use 200904 as the Report Month.
File Creation Date	Required	022	029	8	The date on which this file was created by the employer	Date Field YYYYMMDD	<ul style="list-style-type: none"> The date on which this file was created by the employer
Filler	Required	030	512	483	Filler	Pad with blanks	<ul style="list-style-type: none"> For future use

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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	001	001	1	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.
Posting Month	Required	002	007	6	Posting Month is the month/year to which the transaction is to be applied	Date Field YYYYMM	<ul style="list-style-type: none"> 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 payments electronically.
SSN	Required	008	016	9	SSN of the member being reported. Used to identify member	Numeric	<ul style="list-style-type: none"> Employers must report a valid SSN for all employees. The SSN entered must match the number shown on the employee’s Social Security card and the number reported on the membership application SSN reported with all zeroes or with any other invalid combinations will result in the transaction receiving an error status and not posting to the member’s account. In addition, the contributions will be returned to the employer. Incorrect SSNs may result in contributions being posted to the wrong member’s accounts or may also result in an invalid member record being created.
Employer Code	Required	017	024	8	A unique system number identifying employer	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> This code must be the same value as the Employer Code in the header record

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
Contribution Group	Required	025	028	4	Represents the Contribution Group of the Member	NAR, OAR, GAR or GTDC For a complete list of plans and associated contribution groups, please refer to the appendix II.	<ul style="list-style-type: none"> Contribution Group is used to validate the amounts reported in the various contribution buckets (EECON, ERCON etc.). Member must be eligible for the Contribution Group for which the contributions are being reported. All plans have at least one contribution group, as such it must be reported
Plan Eligibility Date	Required	029	036	8	Represents the first day an employee is hired or rehired into a position covered by the plan. This may be the employment date, rehire date, or date the member becomes eligible for another pension plan. For transfers- in and rehires, this date represents the most recent employment date with the current employer.	Date Field YYYYMMDD	<ul style="list-style-type: none"> Plan Eligibility Date is a required field for new hires, rehires or changes in a contribution group. This field must be used to enroll new members via the payroll report. Plan Eligibility Date cannot be greater than the last day of the Report Month

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
Job Classification	Required	037	038	2	Represents the member'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 20 = JRS Agency Head	<ul style="list-style-type: none"> ▪ This field will enable ERSGA to report meaningful demographic information on our membership population ▪ Please review the positions you report to determine the most appropriate classification for your employees.

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
Payroll Frequency	Required	039	040	2	Identifies the frequency by which a member receives compensation for services rendered	Alphanumeric 00 = Monthly 01 = Semi-Monthly 02 = Bi-Weekly 03 = Weekly	<ul style="list-style-type: none"> Explains pay variations for members Not required when reporting the PSERS plan
Payment Reason	Required	041	042	2	Explains the type of reported compensation	Alphanumeric 00 = Regular Pay 01 = Leave Without Pay 02 = Military Leave Without Pay 03 = Pay Decrease Demotion / Position Downgrade 04 = Pay Increase Promotion / Step Increase / Position upgrade 05 = One-Time Annualized Bonus 06 = 34 year Discontinue 07 = Conditional Pay Supplement 08 = Interim Position Increase 11 = Three Pay Periods 12 = Five Pay Periods (weekly only)	<ul style="list-style-type: none"> Explains fluctuations in salary, effects service credit, eligibility for benefits and benefit calculations. Enables ERSGA to determine how much employee and employer contributions to expect for the posting month. It is very important that the correct code is used as follows: Use '00' to report that a member's compensation for regular activity during the current pay period. Regular activity includes: wages, and paid days off (vacation, sick leave, holiday leave). Use '01' to report 0.00 salary, 0.00 contributions and 0.00 percent time for any period of time a member is on leave without pay (for the whole month) and has not terminated from their employer. This Payment Reason must be reported each month in which the member is on leave without pay. If a member has only worked a partial month (50% time) and is on leave without pay for the other portion, report this payment reason along with the appropriate contribution salary and percent time worked.

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
							<ul style="list-style-type: none"> ▪ Use '02' to report an employee that has been called to active duty military service and is on leave without pay. This code should be used for both full month leave without pay and partial month leave without pay where percent time is less than 100%. ▪ Use '03' to explain reduced salary and contributions due to the member being downgraded to another position. This Payment Reason must only be reported in the first month in which the member reports reduced contributions. Contributions in the following months may be reported as '00' – Regular. ▪ Use '04' to explain increased salary and contributions due to member being promoted to another position, temporary salary increases, or to report additional pay based on special working conditions such as shift differential, special detail, or temporary work assignments. This Payment Reason must only be reported in the first month in which the member reports increased contributions. Contributions in the following months may be reported as '00' – Regular.. ▪ Use '05' to explain increased salary and contributions due to a one-time annualized bonus. This Payment Reason must be reported in the month in which the member receives a one-time pay increase.

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
							<p>Contributions in the following months may be reported as '00' – Regular.</p> <ul style="list-style-type: none"> Use '06' to report ERS Old Plan members (OAR contribution group) who have accumulated 34 years of service and have elected to discontinue contributions. EECON and Pickup must be zero when this payment reason is used; however Contribution Salary and ERCON are required for benefit calculations and verification of ER contribution.
Filler	Required	043	043	1	Filler	Pad with blanks	<ul style="list-style-type: none"> For future use
Increase / Decrease in Percent Time (%)	Required if 'Percent Time' > 0	044	044	1	Indicates whether the 'Percent Time' worked is a negative or positive percentage	Alphanumeric + = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> To report a negative (-) Percent Time, the Posting Month must be less than Report Month (prior period adjustments) Not required when reporting the PSERS plan
Percent Time	Required	045	050	6	<p>Represents the Percent Time worked.</p> <p>Calculation:</p> <ol style="list-style-type: none"> Divide actual hours worked by (# of workdays in a pay period times # of daily hours (eight) Ex. $40 \div (10 \times 8) = 0.5$ Multiply number in 1 by 100 Ex. $0.5 \times 100 = 50$ Add the total percentages for 	<p>Numeric</p> <p>Zero filled, right justified, two decimal positions, include decimal point</p> <p>000.00 to 100.00</p>	<ul style="list-style-type: none"> This field must have two decimal positions and must include a decimal point. For example, report 050.00 in this field if the member worked 50% of the schedule time. A combination of Percent Time worked and Contribution Salary will be used to determine the Full Time Equivalent Salary. Enables ERSGA to accurately award service credit to members and is used for all benefit calculations. When percent time reported less than 100% due to leave without pay (01) or Military leave without pay (02) the appropriate payment reason must be used.

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
					all pay periods and divide by the number of pay periods in a month. Ex. (50+0) ÷ 2 = 25%		<ul style="list-style-type: none"> Not required when reporting the PSERS plan.
Increase / Decrease Contribution Salary	Required	051	051	1	Indicates whether Contribution Salary is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> To report a negative (-) salary, the Posting Month must be less than Report Month (prior period adjustments) Not required when reporting the PSERS plan
Contribution Salary	Required	052	060	9	Represents member's Contribution salary	Numeric Zero filled, right justified, two decimal positions, include decimal point 000000.00 to 999999.99	<ul style="list-style-type: none"> This field must have two decimal positions and must include a decimal point. For example, report 003650.00 in this field if the member was paid \$3,650 Employee, Employer and Pickup contribution amounts must be computed on the contribution salary using the applicable contribution rate (determined by the contrib. group reported)
Increase / Decrease Salary that exceeds IRS limit	Required if 'Salary that exceeds IRS limit' < 0	061	061	1	Indicates whether 'Salary that exceeds IRS limit' is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> To report negative (-) salary that exceeds the IRS limit, the Posting Month must be less than Report Month (prior period adjustments) Not required when reporting the PSERS plan
Salary that exceeds IRS limit	Required if any portion of salary reported	062	070	9	Represents portion of the salary that is in excess of the IRS limit. Applicable for contribution with the	Numeric Zero filled, right justified, two decimal positions, include decimal point	<ul style="list-style-type: none"> This field must have two decimal positions and must include a decimal point. For example, report 001250.40 if the member was paid \$1,250.40 in excess of the IRS limit

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
	exceeded IRS limit.				Posting month greater than or equal to 07/1996	000000.00 to 999999.99	<ul style="list-style-type: none"> The IRS limit on salary reported to ERSGA must be calculated on Fiscal year basis Refer to rule # 19. Not required when reporting the PSERS plan
Increase / Decrease Post-Tax EECON	Required if Pre-Tax EECON is not reported	071	071	1	Indicates whether Post-Tax EECON is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> To report a negative (-) Employee Contribution Amount, the Posting Month must be less than Report Month (prior period adjustments)
Post-Tax EECON	Required if Pre-Tax EECON is not reported	072	080	9	Represents the Post-Tax portion of EECON if applicable. Total Employee contributions must be based on the member's Contribution Salary for the posting month	Numeric Zero filled, right justified, two decimal positions, include decimal point 000000.00 to 999999.99 PRS reports 000004.00 or 000000.00	<ul style="list-style-type: none"> EECON is typically Post-Tax. Report such Post-Tax Employee contributions in this field Total Employee contributions must equal the Contribution Salary times the applicable Contribution Rate (determined based on the contribution group reported) A valid Payment Reason must accompany a zero, increased or decreased contribution amount reported
Increase / Decrease Pre-Tax EECON	Required if Post-Tax EECON is not reported	081	081	1	Indicates whether pre-tax EECON is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> To report a negative (-) Employee Contribution Amount, the Posting Month must be less than Report Month (prior period adjustments) Not required when reporting the PSERS plan
Pre-Tax EECON	Required if Post-Tax EECON is not reported	082	090	9	Represents the pre-tax portion of the Employee contributions based on the member's Contribution Salary for the posting month	Numeric Zero filled, right justified, two decimal positions, include decimal point	<ul style="list-style-type: none"> In the rare situations when EECON is Pre-Tax, report such Pre-Tax Employee contributions in this field Enables ERSGA to calculate member's tax liability accurately

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
						000000.00 to 999999.99	<ul style="list-style-type: none"> Not required when reporting the PSERS plan
Increase / Decrease Post-Tax Pickup	Optional	091	091	1	Indicates whether post-tax "Pickup" is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> To report a negative (-) 'Pickup' Amount, the Posting Month must be less than Report Month (prior period adjustments)
Post-Tax Pickup	Optional	092	100	9	Represents the portion of the EECON in excess of the normal deduction picked up by the member	Numeric Zero filled, right justified, two decimal positions, include decimal point 000000.00 to 999999.99	<ul style="list-style-type: none"> Enables ERSGA to track the Pickup portion of the contribution for benefit calculations This amount is refundable to the member as such will be used to determine correct refund payouts Enables ERSGA to properly account for members' post-tax contributions to the retirement plan and calculate tax liability accurately at retirement
Increase / Decrease Pre-Tax Pickup	Optional	101	101	1	Indicates whether pre-tax "Pickup" is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> To report a negative (-) 'Pickup' Amount, the Posting Month must be less than Report Month
Pre-Tax Pickup	Optional	102	110	9	Represents the portion of pickup paid by the employer	Numeric Zero filled, right justified, two decimal positions, include decimal point 000000.00 to 999999.99	<ul style="list-style-type: none"> Enables ERSGA to track the Pickup portion of the contribution for benefit calculations Per the appendix II, when reporting a full month, the pickup contribution for an ERS Old plan member should be based on 5% - \$7 (As of April, 2009). If an ERS old plan member has only worked a partial month (50% time or less), the deduction must be calculated appropriately (As of April, 2009: 5% - \$3.5). This amount is refundable to the member as such will be used to determine correct refund payouts

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
Increase / Decrease ERCON	Required	111	111	1	Indicates whether the Employer contributions value is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> To report a negative (-) Employer Contribution Amount, the Posting Month must be less than Report Month Not required when reporting the PSERS or GDCP plans
ERCON	Required	112	120	9	Represents the Employer contributions based on the member's Contribution Salary for this month	Numeric Zero filled, right justified, two decimal positions, include decimal point 000000.00 to 999999.99	<ul style="list-style-type: none"> Employer contributions must equal Contribution Salary times the applicable employer contribution Rate Not required when reporting the PSERS or GDCP plans
Termination Date	Required if member terminates	121	128	8	Represents date member terminated employment or changed contribution group.	Date Field YYYYMMDD	<ul style="list-style-type: none"> Should be within current fiscal year and should not be greater than the last day of the report month Termination Date must be accompanied by a valid Termination Reason Termination Date (along with Termination Reason) must be reported when the employees' employment status or contribution group changes. This could be: <ol style="list-style-type: none"> actual termination of employment, transfer from one plan covered agency to another, the date contributions under a specific plan ended (e.g., date a member moved from GDCP to ERS), or a change in position which resulted in a change in the contribution group such as moving from a non-sworn to a sworn officer

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
Termination Reason	Required if 'Termination Date' is reported	129	130	2	Represents general reason member terminated employment or changed contribution group	Alphanumeric 00 = Contribution Group or Pension Plan Change 01 = Retirement 02 = Death 03 = Other 04 = Transfer	<ul style="list-style-type: none"> Enables ERSGA to provide better service to members. E.g., in cases of termination due to death, ERSGA will be able to contact the beneficiary and provide them with appropriate benefit options Termination Reason (along with Termination Date) must be reported when your employees' employment status or contribution group changes. This could be actual termination of employment, the date contributions under a specific plan ended (e.g., date a member moved from GDCP to ERS), or a change in position which resulted in a change in the contribution group such as moving from a non-sworn to a sworn officer
Date of Birth	Required	131	138	8	Represents the member's Date of Birth. Used to identify member	Date Field YYYYMMDD	<ul style="list-style-type: none"> Member's birth date is required to enroll new members and for all members after enrollment A blank or '00000000' will result in an error
Gender	Required	139	139	1	Represents the member's gender	Alphanumeric M = Male F = Female	<ul style="list-style-type: none"> Gender is required to enroll a new member and for all members after enrollment
Prefix	Optional	140	143	4	Represents the prefix of member's name	Alphanumeric, Left justified, right filled with spaces MR, MRS, MISS, MS, DR, JDG (Judge), Rep, Sen.	<ul style="list-style-type: none"> Should reflect the prefix of the member's name as maintained on the member's employment record

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
First Name	Required	144	173	30	Represents member's first name. Used to identify member	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> First Name is required to enroll a new member and for all members after enrollment Must reflect the member's legal name as maintained on the member's employment record When first name is reported a last name must also be reported. Partial names will not be accepted
Middle Name	Optional	174	203	30	Represents member's middle name	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> Should reflect the member's legal name as maintained on the member's employment record
Last Name	Required	204	233	30	Represents member's last name. Used to identify member	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> Last Name is required to enroll a new member and for all members after enrollment Must reflect the member's legal name as maintained on the member's employment record When first name is reported a last name must also be reported. Partial names will not be accepted
Suffix	Optional	234	243	10	Represents the suffix of member's name	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> Should reflect the member's legal name as maintained on the member's employment record Examples include Jr., Sr., III, MD., etc.
Primary Address Line	Required	244	278	35	Represents the primary address of the member. It must include Street Address or P.O. Box, etc.	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> Partial address will not be accepted. If an address is reported, all components of the address must be reported A complete address including Primary Address Line, City, State and Zip must be provided

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
							<ul style="list-style-type: none"> 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	279	313	35	Represents secondary line of home address of the member. It may include apartments, suites, etc	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> Partial address will not be accepted. If an address is reported, all components of the address must be reported 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'	314	343	30	Represents city for the home address of the member	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> 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
State	Required if 'International Address Flag' is 'N'	344	345	2	Represents state for the home address of the member	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> 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
Zip Code	Required if 'International Address Flag' is 'N'	346	354	9	Represents the zip code of the home address of the member	Numeric Zero filled, left justified. Do not include the ' - ' for zip+4 codes.	<ul style="list-style-type: none"> 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	355	355	1	Flag that represents if the member has an international address	Alphanumeric Y = International N = USA address	<ul style="list-style-type: none"> If member has a foreign address, this field must be reported as 'Y'

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
International Address Line	Required if 'International Address Flag' is 'Y'	356	405	50	Represents an international address for the member	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, City, State, and Zip are not required and must be blank
Local Employee Number	Required	406	420	15	Represents the member's local employee number at the agency.	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> Enables agencies that do not use SSN to identify an employee by local employee number when contacted by ERSGA
Accrued Sick Leave	Required	421	429	9	Represents the accrued sick leave of a member	Numeric Zero filled, right justified, two decimal positions, include decimal point 000000.00 to 999999.99	<ul style="list-style-type: none"> This data must be reported in hours. Report 000100.25 to represent a 100.25 hours Enables ERSGA to provide accurate data to members and may eliminate the use of certification of leave. Required for ERS Plan
Accrued Annual Leave	Required	430	438	9	Represents the accrued annual leave of a member	Numeric Zero filled, right justified, two decimal positions, include decimal point 000000.00 to 999999.99	<ul style="list-style-type: none"> This data must be reported in hours. Report 000100.25 to represent a 100.25 hours. Enables ERSGA to provide accurate data to members and may eliminate the use of certification of leave. Required for ERS Plan
Forfeited Leave	Required	439	447	9	Represents the accrued Forfeited Leave (forfeited sick and forfeited annual) of a member	Numeric Zero filled, right justified, two decimal positions, include decimal point 000000.00 to 999999.99	<ul style="list-style-type: none"> This data must be reported in hours. Report 000100.25 to represent a 100.25 hours. Enables ERSGA to provide accurate data to members and may eliminate the use of certification of leave. Required for ERS Plan
Unpaid Leave	Required	448	456	9	Represents the previously Unpaid Leave of a member (unpaid accrued sick and forfeited leave	Numeric Zero filled, right justified, two decimal positions, include decimal point	<ul style="list-style-type: none"> This data must be reported in hours. Report 000100.25 to represent a 100.25 hours

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
					from previous employment with current or former employer which is not included in the Accrued Sick Leave or Forfeited Leave balances)	000000.00 to 999999.99	<ul style="list-style-type: none"> Enables ERSGA to provide accurate data to members and may eliminate the use of certification of leave. Required for ERS Plan.
GSEPS Notification	Optional	457	457	1	Represents the field that denotes that a newly eligible GSEPS employee has been notified about the 5% auto enrollment.	Alphanumeric Y = Yes employee notified about the GSEPS auto enrollment Blank = Employee has not been notified about the GSEPS auto enrollment or is not GSEPS	<ul style="list-style-type: none"> The field is populated by HR when an employee gains GSEPS eligibility on or after 7/1/2014 and has been provided notification regarding being automatically enrolled in GSEPS 401(k) HR attains and retains a signed document from the GSEPS employees stating they understand the auto enrollment provision Internal reports will be done at ERS to identify GSEPS accounts eligible >= 7/1/2014 that do not have a Y indicator ERS will follow-up with HR on any blanks for GSEPS employees gaining eligibility on or after 7/1/2014
Monthly Hours Worked	Required	458	466	9	Represents hours the employee worked during the month.	Numeric Zero filled, right justified, two decimal positions, include decimal point 000000.00 to 000999.99	<ul style="list-style-type: none"> This field must have two decimal positions and must include a decimal point. For example, report 160 hours as 0160.00
Standard Hours	Optional	467	473	7	Represents the max hours an employee is expected to work during the month.	0000.00 to 0999.99	<ul style="list-style-type: none"> This field must have two decimal positions and must include a decimal point.

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
Employment Type	Optional	474	474	1	Represents the type of work done by an employee.	Alphanumeric H=Hourly S=Salaried	<ul style="list-style-type: none"> Data enables ERS to confirm employment type and report information on population
Job Type	Optional	475	475	1	Represents the time or status of an employee for a certain period of time	R=Regular T=Temporary P=Permanent	<ul style="list-style-type: none"> Data enables ERS to confirm job type and report information on population
Job Status	Optional	476	476	1	Represents the time and employee is expected work within a month	F=Fulltime P=Part-time	<ul style="list-style-type: none"> Data enables ERS to confirm job status and report information on population
Benefit Program	Optional	479	479	3	Represents the Benefits of which an employee is eligible given their job, job type and/or job status	CNV = Conversion Program FLX = Flexible Benefits Program HBP = No Bens ACA Garns & GA defined HNF = ACA No Flex NBP =No Bens-Only Garns & GA Define NOF =All But FLEX (NoFLEXorEeSHBP) NSW = Non Statewide PSX = Sys delivered empty Ben Pgm RET = Retirement Benefit Program	<ul style="list-style-type: none"> Data enables ERS to confirm Benefit Program and report information on population
Filler	Required	480	512	33	Filler	Pad with blanks	<ul style="list-style-type: none"> For future use

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Contribution Report Trailer Record Format

The following table contains the record format for a Trailer Record. It must have a record count and total of salary, employee contribution and Employer contributions 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	001	001	1	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
Employer Code	Required	002	009	8	A unique system number identifying employer	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> A unique alphanumeric system number identifying the employer; this code is a maximum of eight characters long.
Plan	Required	010	012	3	Represents the plan for which the employer is reporting contributions	Alphanumeric ERS- Employees’ Retirement System GDC- GA Defined Contribution Plan JRS- GA Judicial Retirement System LRS- GA Legislative Retirement System PRS- Public Schools Employees Retirement System SJF- Superior Court Judges Retirement Fund	<ul style="list-style-type: none"> Employer must participate in the Plan for which contributions are being reported

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
Report Month	Required	013	018	6	The month and year of the report	Date Field YYYYMM	<ul style="list-style-type: none"> The period for which the employer is submitting the contribution report An employer submitting a report for April, 2009 (which is due to ERSGA by the 1st of May) will use 200904 as the Report Month.
Record Count	Required	019	024	6	Total Number of detail contribution transactions reported	Numeric, Right justified, Fill with leading zeroes 000000 to 999999	<ul style="list-style-type: none"> This must be the record count of transactions for the combination of the Employer/Plan
Increase / Decrease Total Salary that exceeds IRS limit	Required if 'Salary that exceeds IRS limit' < 0	025	025	1	Indicates whether Total 'Salary that exceeds IRS limit' is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> To report negative (-) salary that exceeds the IRS limit, the Posting Month must be less than Report Month
Total Salary that exceeds IRS limit	Required if any portion of salary reported exceeded IRS limit.	026	038	13	Represents the Total salary that is in excess of the IRS limit.	Numeric Zero filled, right justified, two decimal positions, include decimal point 0000000000.00 to 9999999999.99	<ul style="list-style-type: none"> This data is to have two decimal positions and must include a decimal point. For example placing 0000005143.75 in this field will be understood by ERSGA to be \$5143.75 IRS limit on salary reported to ERSGA must be calculated on Fiscal year basis
Increase / Decrease Total Contribution (Plan) Salary	Required	039	039	1	Indicates whether the total contribution salaries being reported is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> ERS processes records with these values as they are reported
Total Contribution (Plan) Salary	Required	040	052	13	Represents the Total Contribution Salaries reported	Numeric Zero filled, right justified, two decimal positions, include decimal point	<ul style="list-style-type: none"> This data is to have two decimal positions and must include a decimal point. For example placing 0000005143.75 in this

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Field Name	Optional / Required	Columns From Thru Totals			Description	Format/Available Values	Rules and Information
						0000000000.00 to 9999999999.99	field will be understood by ERSGA to be 5143.75
Increase / Decrease Total EECON	Required	053	053	1	Indicates whether the total employee contribution reported in the detail file is a positive or negative amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> ERSGA processes records with these values as they are reported
Total EECON	Required	054	066	13	Net total of all Employee contributions reported	Numeric Zero filled, right justified, two decimal positions, include decimal point 0000000000.00 to 9999999999.99	<ul style="list-style-type: none"> This must be the total of 'pre-tax EECON', 'post-tax EECON', 'Pre-Tax Pickup' and 'Post-Tax Pickup' 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 ERSGA to be 5143.75
Increase / Decrease Total ERCON	Required	067	067	1	Indicates whether the Total ERCON is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> ERSGA processes records with these values as they are reported
Total ERCON	Required	068	080	13	Represents the portion of the Total ERCON if applicable	Numeric Zero filled, right justified, two decimal positions, include decimal point 0000000000.00 to 9999999999.99	<ul style="list-style-type: none"> This must be the total of 'ERCON' reported 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 ERSGA to be 5143.75
File Creation Date	Required	081	088	8	The date on which this file was created by the employer	Date Field YYYYMMDD	<ul style="list-style-type: none"> The date on which this file was created by the employer
Filler	Required	089	512	424	Filler	Pad with blanks	<ul style="list-style-type: none"> For future use

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Appendix I - File Provider Codes

Below is a list of all file providers who report for multiple agencies. The File Provider / Employer Code must be used in the name of the file when submitted the File to ERSGA. Please reference the rules section of the Employer Contribution Records Layout for the naming convention of the file.

File Provider/ Employer Code	File Provider Name	Reports For
999-0001	SMI	Department of family and children services
407	State Accounting Office (SAO)	All statewide agencies
598-0598	Board of Regents (BOR)	Colleges & Universities
128-057	Floyd County Health Department	All county health departments in the Northwest district
128-061	Cherokee County Health Department	All county health departments in the North Georgia district
128-069	Hall County Health Department	All county health departments in the North district
128-033	Cobb County Health Department	All county health departments in the Cobb-Douglas district
128-031	Clayton County Health Department	Clayton County
128-067	Gwinnett County Health Department	All county health departments in the East Metro district
128-044	Dekalb County Health Department	Dekalb County
128-141	Troup County Health Department	All county health departments in the LaGrange district
128-087	Laurens County Health Department	All county health departments in the South Central district
128-011	Bibb County Health Department	All county health departments in the North Central district
128-121	Richmond County Health Department	All county health departments in the East Central district
128-106	Muscogee County Health Department	All county health departments in the West Central district
128-010	Lowndes County Health Department	All county health departments in the South district
128-047	Dougherty County Health Department	All county health departments in the Southwest district
128-025	Chatham County Health Department	All county health departments in the Coastal district
128-148	Ware County Health Department	All county health departments in the Southeast district
128-029	Clarke County Health Department	All county health departments in the Northeast district

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Appendix II - Contribution Groups

All rates below are current as of **July 01, 2016** and are subject to change based on future legislation.

Employer Plan Code	Contribution Group Code	Contribution Group Description	EECON %	ERCON %	PICK UP %
ERS	NAR	NEW PLAN	1.5	24.78	0
ERS	NCA	New Plan Appeal Court Judges	4.0 + \$7	40.78	5.0 - \$7
ERS	NCA1	New Plan Appeal Court Judges-No GTLI	3.75 + \$7	40.78	4.75 - \$7
ERS	NCJ	New Plan Supreme Court Justices	4.0 + \$7	40.78	5.0 - \$7
ERS	NCJ1	New Plan Supreme Court Justices-No GTLI	3.75 + \$7	40.78	4.75 - \$7
ERS	NCO	New Plan Department of Corrections Probation Officers	1.5	24.84	0
ERS	NDR	New Plan Natural Resources Deputy Conservation Rangers	1.5	24.84	0
ERS	NNR	New Plan Natural Resources Conservation Rangers	1.5	30.58	0
ERS	NOA	New Plan Georgia Bureau of Investigation Officers/Agents	1.5	30.58	0
ERS	NPCT	New Plan Solicitors Office Staff	1.5	24.78	0
ERS	NPP	New Plan State Board of Pardons and Paroles Parole Officers	1.5	24.84	0
ERS	NPS	New Plan Public Safety	1.5	30.58	0
ERS	NRA	New Plan Revenue Agents	1.5	30.58	0
ERS	NRI	New Plan Revenue Department Special Investigators	1.5	30.52	0
ERS	NSCT	New Plan State Courts	1.5	24.78	0
ERS	NTO	New Plan Tax Officials	1.5	24.78	0
ERS	GAR	Georgia State Employees Pension & Savings Plan (GSEPS)	1.25	21.78	0
ERS	GCO	GSEPS Department of Correction Probation Officers	1.25	21.82	0
ERS	GDR	GSEPS Natural Resources Deputy Conservation Rangers	1.25	21.82	0
ERS	GNR	GSEPS Natural Resources Conservation Rangers	1.25	23.96	0
ERS	GOA	GSEPS Georgia Bureau of Investigation Officers/Agents	1.25	23.96	0
ERS	GPCT	GSEPS Solicitors Office Staff	1.25	21.78	0
ERS	GPP	GSEPS State Board of Pardons and Paroles Parole Officers	1.25	21.82	0
ERS	GPS	GSEPS Public Safety	1.25	23.96	0
ERS	GRA	GSEPS Revenue Agents	1.25	23.96	0
ERS	GRI	GSEPS Revenue Department Special Investigators	1.25	23.92	0

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Employer Plan Code	Contribution Group Code	Contribution Group Description	EECON %	ERCON %	PICK UP %
ERS	GSCT	GSEPS State Courts	1.25	21.78	0
ERS	GTO	GSEPS Tax Officials	1.25	21.78	0
ERS	OAR	OLD PLAN	1.5	20.03	5.0 - \$7
ERS	OCO	Old Plan Department of Corrections Probation Officers	1.5	20.03	5.0 - \$7
ERS	ODR	Old Plan Natural Resources Deputy Conservation Rangers	1.5	20.03	5.0 - \$7
ERS	ONR	Old Plan Natural Resources Conservation Rangers	1.5	20.03	5.0 - \$7
ERS	OOA	Old Plan Georgia Bureau of Investigation Officers/Agents	1.5	20.03	5.0 - \$7
ERS	OPCT	Old Plan Solicitors Office Staff	6.5	20.03	0
ERS	OPP	Old Plan State Board of Pardons and Paroles Parole Officers	1.5	20.03	5.0 - \$7
ERS	OPS	Old Plan Public Safety	1.5	20.03	5.0 - \$7
ERS	ORA	Old Plan Revenue Agents	1.5	20.03	5.0 - \$7
ERS	ORI	Old Plan Revenue Department Special Investigators	1.5	20.03	5.0 - \$7
ERS	OSCT	Old Plan State Courts	6.5	20.03	0
ERS	OTO	Old Plan Tax Officials	6.5	20.03	0
GDC	GTDC	Georgia Defined	7.5	0	0
JRS	NDA1	District Attorney's	2.5 + \$7	7.83	5.0 - \$7
JRS	NDA2	District Attorney's	5.0 + \$7	7.83	5.0 - \$7
JRS	NLC1	Legislative Council	7.5	7.83	0
JRS	NLC2	Legislative Council	10	7.83	0
JRS	NPA1	Prosecuting Attorney	7.5	7.83	0
JRS	NPA2	Prosecuting Attorney	10	7.83	0
JRS	NSC1	Superior Court Judges	2.5 + \$7	7.83	5.0 - \$7
JRS	NSC2	Superior Court Judges	5.0 + \$7	7.83	5.0 - \$7
JRS	NCS1	State Court Judge	7.5	7.83	
JRS	NCS2	State Court Judge	10	7.83	
JRS	NJC1	Juvenile Court Judge	7.5	7.83	
JRS	NJC2	Juvenile Court Judge	10	7.83	
JRS	NPC1	Solicitor General	7.5	7.83	
JRS	NPC2	Solicitor General	10	7.83	
JRS	SDA1	District Attorney's	2.75 + \$7	7.83	5.0 - \$7

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Employer Plan Code	Contribution Group Code	Contribution Group Description	EECON %	ERCON %	PICK UP %
JRS	SDA2	District Attorney's	5.25 + \$7	7.83	5.0 - \$7
JRS	SLC1	Legislative Council	7.75	7.83	0
JRS	SLC2	Legislative Council	10.25	7.83	0
JRS	SPA1	Prosecuting Attorney	7.75	7.83	0
JRS	SPA2	Prosecuting Attorney	10.25	7.83	0
JRS	SSC1	Superior Court Judges	2.75 + \$7	7.83	5.0 - \$7
JRS	SSC2	Superior Court Judges	5.25 + \$7	7.83	5.0 - \$7
JRS	SCS1	State Court Judge	7.75	7.83	
JRS	SCS2	State Court Judge	10.25	7.83	
JRS	SJC1	Juvenile Court Judge	7.75	7.83	
JRS	SJC2	Juvenile Court Judge	10.25	7.83	
JRS	SPC1	Solicitor General	10.25	7.83	
JRS	SPC2	Solicitor General	7.75	7.83	
LRS	LXS	Legislative Retirement	4.0 + \$7	0	5.0 - \$7
LRS	LXG	Legislative Retirement-No GTLI	3.75 +\$7	0	4.75 - \$7
PRS	PSRS	Public Schools-\$4	\$4	0	0
PRS	PXRS	Public Schools-\$10	\$10	0	0