



Pension Reporting Compliance Record Layout - v 1.0



Document History

List of Contacts

| Name |
|---|
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Revision History

| Date | Version | Reason for change(s) | Author(s) |
|------------|---------|---|-----------------------------------|
| 02/13/2015 | 1.0 | <ul style="list-style-type: none">• Creation | Flavia Peynado, Keith Badalamente |
| 09/11/2018 | 1.0 | <ul style="list-style-type: none">• Add termination field | Flavia Peynado |



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PARIS – Pension Reporting Compliance file layout

Employers are required to report the requested data for all eligible employees not enrolled in an ERSGA retirement plan. 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:

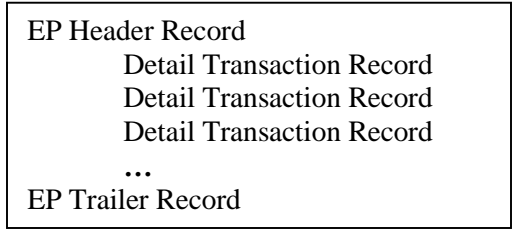
- Key rules relating to the file format
- Details of the layout
- Details of each fields
- Key rules pertaining to each field.



Overall Rules Pertaining to the PARIS Pension Reporting Compliance 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 Pension Reporting Compliance File Layout.

1. PARIS expects all files submitted by employers for processing to be in a fixed length, space delimited, 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 – 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 employee, re-hire date, etc.
 - EP Trailer Record – The trailer record will provide totals for data reported. There must be only one footer row for each Employer.
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. Amount fields such as the Employee Monthly Salary, must be zero filled, right justified use two decimal positions and include the decimal point. For example, if the Employee Monthly Salary is \$1043.75 then 001043.75 must be placed in the Employee 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.
8. Our PARIS system will perform various validations on the data reported by employers to ensure valid data is reported. 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.



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9. 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.
 10. Employer Pension Reporting Compliance files being submitted electronically must be named as follows:
'yyyymmAAAAAAAC.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 C is a constant designator used to distinguish this file from other data files submitted by the provider.
 - The file name for the January 2018 pension reporting compliance file from 910-0910 - Jekyll Island State Park Authority (employer submits own file) must be '**201801910-0910C.ERSGA**'
 - The file name for the January 2018 pension reporting compliance file from 999-0001 SMI (File Provider submits multiple employers in one file) must be '**201801999-0001C.ERSGA**'
 - The file name for the January 2018 pension reporting compliance file from 407 SAO (File Provider submits multiple employers in one file) must be '**201801407C.ERSGA**'
 - The file name for the January 2018 pension reporting compliance file from 128-121 Richmond County Health Department (Lead Department / File Provider submits multiple Health Departments in one file) must be '**201801128-121C.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).

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Pension Reporting Compliance 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 | <ul style="list-style-type: none"> 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 | <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 | 5 | 12 | 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. |
| Report Month | Required | 13 | 18 | 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 employee report data An employer submitting a report for January 2015 (which is due to ERSGA on February 1st) will use 201501 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 | <ul style="list-style-type: none"> The date on which this file was created by the employer |
| Filler | Required | 27 | 500 | 474 | Filler | Pad with blanks | <ul style="list-style-type: none"> For future use |



Detail Employee Transaction Record Format

The table below contains the record format that employers must use to report employee 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 E = Employee Detail Record | <ul style="list-style-type: none"> This field must contain a value of “E” since this is a Employee detail record. |
| Reporting Month | Required | 2 | 7 | 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 employee data An employer submitting a report for January 2015 (which is due to ERSGA by February 1st) will use 201501 as the Report Month. |
| SSN | Required | 8 | 16 | 9 | SSN of the employee being reported. Used to identify employee | 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 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 employee record being created. |
| Employer Code | Required | 17 | 24 | 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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|-----------------|----------|----|----|---|---|------------------------|--|
| Employment Date | Required | 25 | 32 | 8 | Represents the first day an employee is hired or rehired into a position . 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">▪ Employment date is a required field for new hires, rehires or transfers.▪ Employment Date cannot be greater than the last day of the Report Month |
|-----------------|----------|----|----|---|---|------------------------|--|

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|--------------------|----------|----|----|---|--|--|--|
| Job Classification | Required | 33 | 34 | 2 | Represents the employee'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 | <ul style="list-style-type: none"> ▪ This field will enable ERSGA to report meaningful demographic information on the employee population ▪ Please review the positions you report to determine the most appropriate classification for your employee. |
| Job Status | Required | 35 | 35 | 1 | Identifies the position status of employee as fulltime or part-time. | Alphanumeric F = FUL- time P = Part-time | <ul style="list-style-type: none"> ▪ Data enables ERS to confirm position status and report information on rehired employee population |

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|--------------------------|---------------------------------|----|----|----|---|---|---|
| Filler | Required | 36 | 46 | 11 | Filler | Pad with blanks | ▪ For future use |
| Employee Monthly Salary | Required | 47 | 55 | 9 | Represents employee'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 employee monthly salary paid was \$3,650.00 |
| Reason for No Enrollment | Required | 56 | 57 | 2 | Represents the reason the employee was not enrolled in an ERSGA retirement plan | Alphanumeric 00 = Full-Time Student 01 = Work Study Student 02 = Rehired Retiree Part-time 03 = Non Employees 04 = Other Pension Plan 05 = Discontinue ERS after age 65 06 = Other | <ul style="list-style-type: none"> ▪ Full-time and Work Study Student only applies to Technical Schools and Universities ▪ Non Employees include Board Members, trustees, contractors or leased employees ▪ Other Pension Plan means a Publicly supported retirement or pension plan (TRS, ORP, County Plan etc) ▪ All employees labeled as Other will trigger an inquiry by ERSGA staff. |
| Termination Date | Required if employee terminates | 58 | 65 | 8 | Represents date employee terminated employment | Date Field YYYYMMDD | ▪ Should be within current fiscal year and should not be greater then the last day of the report month |

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|---------------|----------|-----|-----|----|---|--|--|
| Filler | Required | 66 | 75 | 10 | Filler | Pad with blanks | <ul style="list-style-type: none"> For future use |
| Date of Birth | Required | 76 | 83 | 8 | Represents the employee’s Date of Birth. Used to identify employee. | Date Field YYYYMMDD | <ul style="list-style-type: none"> Employee Date of Birth will be used for identification and demographic data A blank or ‘00000000’ will result in an error |
| Gender | Required | 84 | 84 | 1 | Represents the employee’s gender | Alphanumeric M = Male F = Female | <ul style="list-style-type: none"> Gender is required for demographic statistical data |
| Prefix | Optional | 85 | 88 | 4 | Represents the prefix of employee’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 employee’s name as maintained on the employment record |
| First Name | Required | 89 | 118 | 30 | Represents employee’s first name. Used to identify employee. | Alphanumeric, Left justified, right filled with spaces | <ul style="list-style-type: none"> Must reflect the employee’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 | 119 | 148 | 30 | Represents employee’s s middle name | Alphanumeric, Left justified, right filled with spaces | <ul style="list-style-type: none"> Should reflect the employee’s legal name as maintained on the member’s employment record |
| Last Name | Required | 149 | 178 | 30 | Represents employee’s last name. Used to identify employee | Alphanumeric, Left justified, right filled with spaces | <ul style="list-style-type: none"> Must reflect the employee’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 |

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|-----------------------|----------|-----|-----|-----|--|---|---|
| Suffix | Optional | 179 | 188 | 10 | Represents the suffix of employee's name | Alphanumeric, Left justified, right filled with spaces Examples include Jr., Sr.,III, MD., etc. | <ul style="list-style-type: none"> Should reflect the employee's legal name as maintained on the employee's employment record |
| Local Employee Number | Required | 189 | 203 | 15 | Represents the employee'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 |
| Filler | Required | 204 | 500 | 297 | Filler | Pad with blanks | <ul style="list-style-type: none"> For future use |

Pension Reporting Compliance Report Trailer Record Format

The following table contains the record format for a Trailer Record. It must have a record count and total of employee's 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> The period for which the employer is submitting employee data An employer submitting a report for January 2015 (which is due to ERSGA by February 1st) will use 201501 as the Report Month. |

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|-------------------------------|----------|----|-----|-----|---|---|---|
| Record Count | Required | 16 | 21 | 6 | Total Number of employee detail rows reported | Numeric, Right justified, Fill with leading zeroes 000000 to 999999 | <ul style="list-style-type: none"> ▪ This must be the record count of all employee detail rows for the combination of the Employer/Plan |
| Filler | Required | 22 | 22 | 1 | Filler | Pad with blanks | <ul style="list-style-type: none"> • For future use |
| | | | | | | | |
| Total Employee Monthly Salary | Required | 23 | 35 | 13 | Represents total employee salary during the month | 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 employee monthly salary paid was \$3,650.00 |
| File Creation Date | Required | 36 | 43 | 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 | 44 | 500 | 457 | Filler | Pad with blanks | <ul style="list-style-type: none"> ▪ For future use |