# ELECTRONIC ARP REPORTING FILE DEFINITION

**School Employees Retirement System of Ohio**
**Employer Services**
*Serving the People Who Serve Our Schools®*
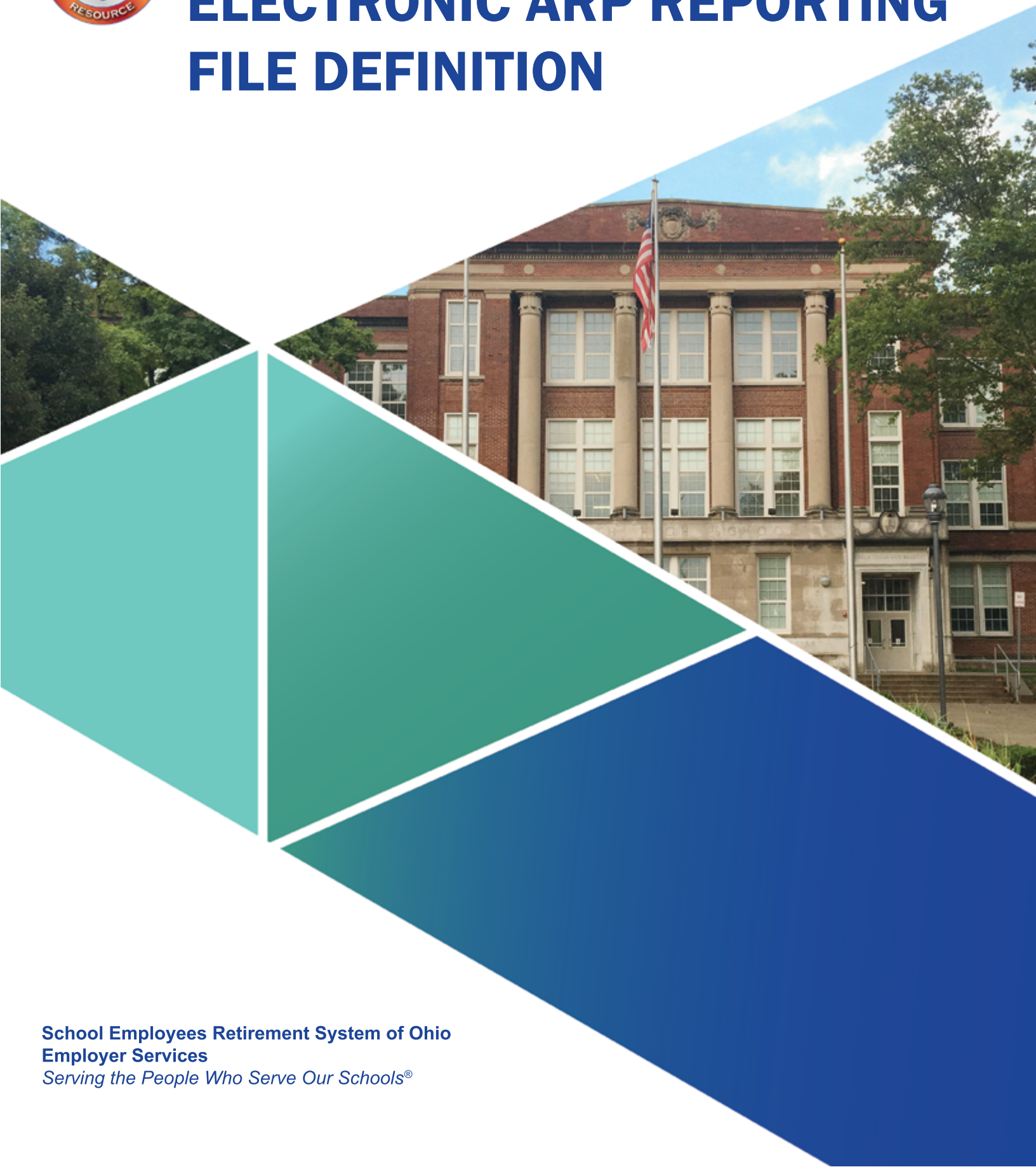
# Electronic ARP Reporting File

This file is a fixed length file, with a Header record(s) and Detail record(s). These records contain Information that can be "required" (must be present) or "optional" (might be present). The sections below define each record type, and the fields that are required or optional for the record.

**ARP Reporting File Header Record** – Contains information such as Employer ID, Contractor ID, Contribution Record Count, and Date/Time of file generation. The record must begin with the code "AH" to identify it as a Contribution Header record.

**ARP Reporting Detail Record** – Contains detail information for the employee such as the employee's Social Security number (SSN), Name, Employer Contributions, and Earnings. The record starts with "AD" to identify it as  a ARP Reporting Detail record.

More than one ARP Reporting Header record can be used in a single file. This allows employers to submit a file with varying reporting frequencies.

## ARP Reporting File Header Definition

| FIELD NUMBER | FIELD LENGTH | FIELD POSITION | FIELD NAME | COMMENTS |
|---|---|---|---|---|
| 1 | 2 | 1-2 | Record Identifier | Identifies the file header. The value **must** be equal to "AH." <br><br> This field is **required**. |
| 2 | 5 | 3-7 | Employer ID | A unique 5-digit number assigned to each employer by SERS. <br><br> This field is **required**. |
| 3 | 8 | 8-15 | N/A | Reserved for future use <br><br> This field is **required** and **must** be blank spaces or all zeroes. |
| 4 | 8 | 16-23 | Contractor ID | Contractor ID to identify contractor submitting the information. <br><br> This field is **required** and **must** contain a valid Contractor ID or all zeroes. |
| 5 | 6 | 24-29 | Record Count | Indicates number of detail records (ARP Reporting) present under the header. <br><br> This field is **required** and **must** be numeric. |
| 6 | 8 | 30-37 | Pay Date | Pay Date of the current ARP Reporting file. <br><br> This field is **required** and **must** be a valid date in YYYYMMDD format. <br><br> ▪ e.g. 20140121 – First 4 digits should represent year, followed by 2-digit Month and 2-digit day <br><br> For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). <br><br> For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.). |

| FIELD NUMBER | FIELD LENGTH | FIELD POSITION | FIELD NAME | COMMENTS |
|---|---|---|---|---|
| 7 | 14 | 38-51 | Unique ID | Unique Identifier (i.e. datetimestamp of the file in yyyymmddhhmmss format).<br><br>This field is **required**.<br><br>The ID should be generated based on the following information, i.e. Current Date with Hours (24 hour format), Minutes, and Seconds, and is left justified. e.g. 20120614130434 |

## ARP Reporting Detail Definition

| FIELD NUMBER | FIELD LENGTH | FIELD POSITION | FIELD NAME | COMMENTS |
|---|---|---|---|---|
| 1 | 2 | 1-2 | Record Identifier | Identifies the ARP Reporting Detail record. The value **must** be equal to "AD."<br><br>This field is **required**. |
| 2 | 9 | 3-11 | SSN | SSN of the employee.<br><br>This field is **required** and **must** be numeric. |
| 3 | 25 | 12-36 | Last Name | Last Name of the employee.<br><br>This field is **required**. |
| 4 | 25 | 37-61 | First Name | Middle Name of the employee.<br><br>This field is **required**. |
| 5 | 25 | 62-86 | Middle Name | Middle Name of the employee.<br><br>This field is **optional**. |
| 6 | 4 | 87-90 | Name Suffix | Employee Name suffix.<br><br>This field is **optional**.<br><br>Valid values are:<br>▪ CPA<br>▪ D.O.<br>▪ Jr.<br>▪ Sr.<br>▪ I<br>▪ II<br>▪ III<br>▪ IV<br>▪ V<br>▪ VI<br>▪ VII<br>▪ M.D. |

| FIELD NUMBER | FIELD LENGTH | FIELD POSITION | FIELD NAME | COMMENTS |
|---|---|---|---|---|
| 7 | 5 | 91-95 | Employer ID | A unique 5-digit number assigned to each employer by SERS. This field is **required**. |
| 8 | 8 | 96-103 | Period Begin Date | Begin Date of the Service period. This field is **required** and **must** be a valid date in YYYYMMDD format. <br> • e.g. 20140101 – First 4 digits should represent year, followed by 2-digit Month and 2-digit day <br> For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). <br> For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.). |
| 9 | 8 | 104-111 | Period End Date | End Date of the Service period. This field is **required** and **must** be a valid date in YYYYMMDD format. <br> • e.g. 20140114 – First 4 digits should represent year, followed by 2-digit Month and 2-digit day <br> For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). <br> For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.). |
| 10 | 2 | 112-113 | Earnings Code | Two-digit code to identify the type of earnings and adjustments. This field is **required** and valid 2-digit code. Valid 2-digit codes are: <br> • 01 - Regular Contributions <br> • 51 - Adjustment to Regular Contribution |
| 11 | 9 | 114-122 | Earnings | Total employee earnings in the service period. This field is **required** and **must** be numeric value (decimal and negative allowed). Examples: <br> • -00200098 is the same as -02000.98 <br> • 000200000 is the same as 002000.00 <br> • 000200010 is the same as 002000.10 |

| FIELD NUMBER | FIELD LENGTH | FIELD POSITION | FIELD NAME | COMMENTS |
|---|---|---|---|---|
| 12 | 9 | 123-131 | Employer ARP Contribution | Total employer ARP contribution during the service period.<br><br>This field is **required** and **must** be numeric value (decimal and negative allowed).<br><br>Examples:<br>▪ -00200098 is the same as -02000.98<br>▪ 000200000 is the same as 002000.00<br>▪ 000200010 is the same as 002000.10 |
| 13 | 2 | 132-133 | Employment Status Code | Employment Status Code to identify the changes to the employment status.<br><br>This field is **optional**; if used it **must** be a valid 2-digit code.<br><br>Valid 2-digit codes are:<br>▪ 01 - Deceased<br>▪ 02 - Military Leave<br>▪ 03 - Leave of Absence<br>▪ 04 - Workers Comp<br>▪ 05 - Retired<br>▪ 06 - Terminated<br>▪ 07 - Return from Leave<br>▪ 08 – Reemployed |
| 14 | 8 | 134-141 | Employment Status Effective Date | Effective Date of the Employment Status Code.<br><br>This field is **optional** unless an Employment Status Code was used in previous field.<br><br>If used it **must** be a valid date in YYYYMMDD format.<br>▪ e.g. 20140101 – First 4 digits should represent year, followed by 2-digit Month and 2-digit day<br><br>For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.).<br><br>For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.). |