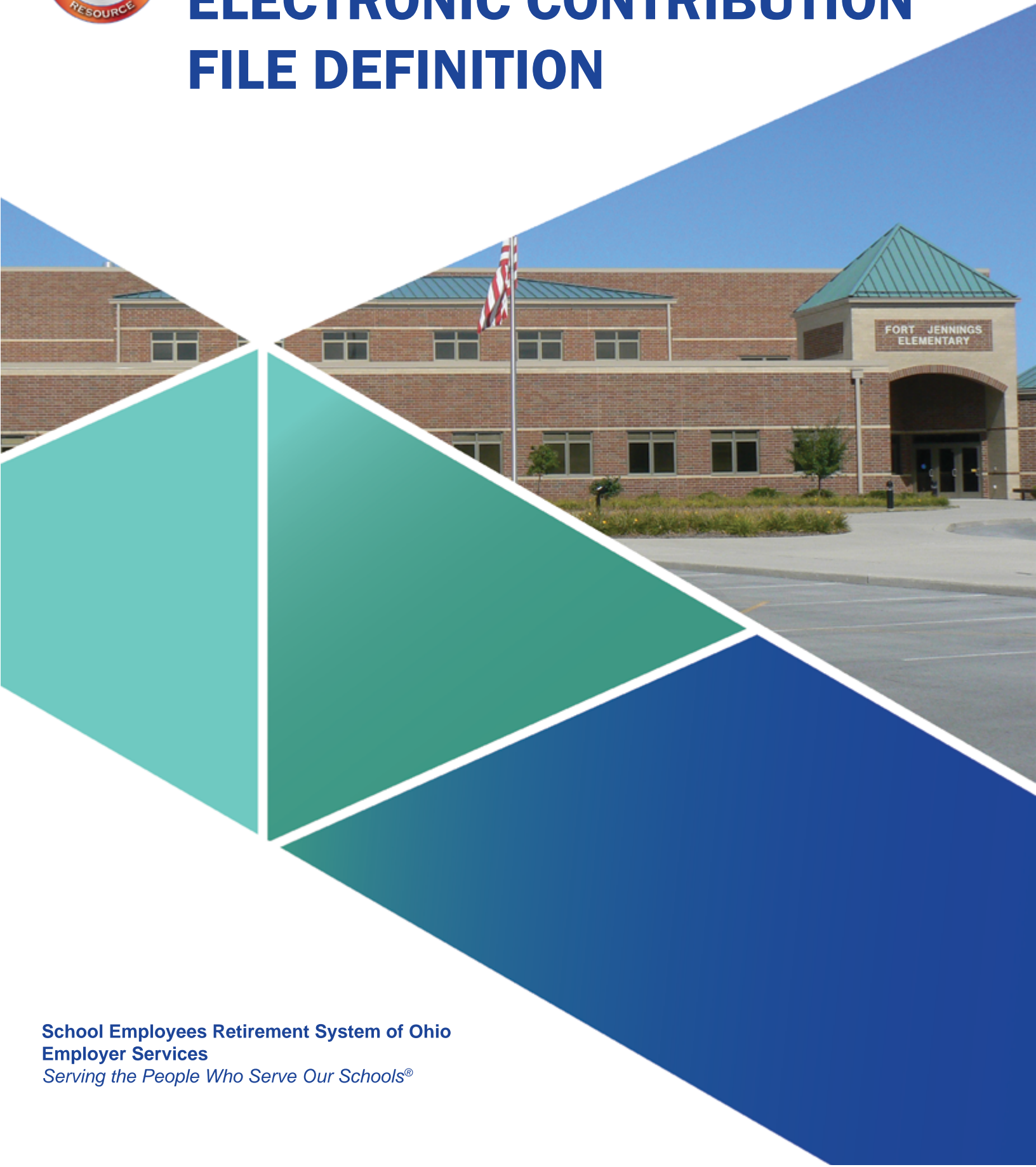




# EMPLOYER REPORTING **ELECTRONIC CONTRIBUTION FILE DEFINITION**



# Electronic Contribution File

This file is a fixed length file, with a Header record(s) and Detail record(s). These records contain information that can either 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.

Allowed file extensions are .txt or .dat or .seq

**Contribution File Header Record** – Contains information such as Employer ID, the ITC ID, the Contractor ID, the Contribution Record Count, and the date/time of file generation. The record must begin with the code “CH” to identify it as a Contribution Header record.

**Contribution Detail Record** – Contains contribution information for the employee, such as the employee’s Social Security number (SSN), Name, Contributions, and Earnings. The record starts with “CD” to identify it as a Contribution Detail record.

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

## Contribution 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 "CH." This field is <b>required</b> .
2	5	3-7	Employer ID	A unique five digit number assigned to each employer by SERS. This field is <b>required</b> .
3	8	8-15	ITC ID	This field may be blank, contain eight zeros, or have a valid ITC ID to identify the ITC submitting the information. This field is <b>optional</b> .
4	8	16-23	Contractor ID	This field may be blank, contain eight zeros, or have a valid Contractor ID to identify the contractor submitting the information. This field is <b>optional</b> .
5	6	24-29	Record Count	Indicates number of detail records (Contribution) present under the header. This field is <b>required</b> and must be numeric.
6	8	30-37	Pay Date	Indicates pay date of the current contribution file.

FIELD NUMBER	FIELD LENGTH	FIELD POSITION	FIELD NAME	COMMENTS
				<p>This field is <b>required</b> and must be a valid date in YYYYMMDD format and must match a pay date defined in the Employer's Payroll Schedule.</p> <ul style="list-style-type: none"> <li>▪ e.g. 20140121 – First four digits should represent year, followed by two-digit month and two-digit day</li> </ul> <p>For single any digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). For single digit days (i.e. 1 through 9) the day should be preceded by a 0 (01, 02, etc.).</p>
7	7	38-44	Contribution Cycle Code	<p>Identifies payroll frequency for each employer. This code is generated for each employer when entering payroll schedules on eSERS.</p> <p>This field is <b>required</b>.</p>
8	14	45-58	Unique ID	<p>Unique Identifier (i.e. datetimestamp of the file in yyymmddhhmmss format). It is used to reject the file if another file with the same identifier is submitted.</p> <p>This field is <b>required</b>.</p> <p>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.</p> <p>e.g. 20120614130434</p>

## Contribution Detail Definition

FIELD NUMBER	FIELD LENGTH	FIELD POSITION	FIELD NAME	COMMENTS
1	2	1-2	Record Identifier	Identifies the Contribution Detail record. The value must be equal to "CD." This field is <b>required</b> .
2	9	3-11	SSN	SSN of the employee. This field is <b>required</b> and must be numeric.
3	25	12-36	Last Name	Last name of the employee. This field is <b>required</b> .
4	25	37-61	First Name	First name of the employee. This field is <b>required</b> .
5	25	62-86	Middle Name	Middle name of the employee. It can be blank. This field is <b>optional</b> .
6	4	87-90	Name Suffix	Employee name suffix. This field is <b>optional</b> . Valid values are: <ul style="list-style-type: none"> <li>▪ CPA</li> <li>▪ D.O.</li> <li>▪ Jr.</li> <li>▪ Sr.</li> <li>▪ I</li> <li>▪ II</li> <li>▪ III</li> <li>▪ IV</li> <li>▪ V</li> <li>▪ VI</li> <li>▪ VII</li> <li>▪ M.D.</li> </ul>
7	5	91-95	Employer ID	A unique five digit number assigned to each employer by SERS. This field is <b>required</b> .
8	8	96-103	Period Begin Date	Begin Date of the Service period. This field is <b>required</b> and must be a valid date in YYYYMMDD format and must match the period begin date defined for the pay date in the Employer's Payroll Schedule. <ul style="list-style-type: none"> <li>▪ e.g. 20140101 – First four digits should represent year, followed by two-digit month and two-digit day</li> </ul>

FIELD NUMBER	FIELD LENGTH	FIELD POSITION	FIELD NAME	COMMENTS
				<p><b>Note:</b> For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).</p>
9	8	104-111	Period End Date	<p>End Date of the Service period.</p> <p>This field is <b>required</b> and must be a valid date in YYYYMMDD format and must match the period end date defined for the pay date in the Employer’s Payroll Schedule.</p> <ul style="list-style-type: none"> <li>▪ e.g. 20140114 – First four digits should represent year, followed by two-digit month and two-digit day</li> </ul> <p><b>Note:</b> For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).</p>
10	2	112-113	Earnings Code	<p>Two-digit code to identify the type of earnings and adjustments.</p> <p>This field is <b>required</b> and needs a valid two-digit code. Valid two-digit codes are:</p> <ul style="list-style-type: none"> <li>▪ 01 - Regular</li> <li>▪ 02 - Supplemental</li> <li>▪ 03 - Retro Pay</li> <li>▪ 04 - Stretch Pay</li> <li>▪ 05 - Grievance pay</li> <li>▪ 51 - Adjustment to Regular Contribution</li> <li>▪ 52 - Adjustment to Supplemental</li> <li>▪ 53 - Adjustment to Retro Pay</li> <li>▪ 54 - Adjustment to Stretch Pay</li> <li>▪ 55 - Adjustment to Grievance Pay</li> <li>▪ 91 – Missed Regular Contribution</li> <li>▪ 92 – Missed Supplemental Contribution</li> <li>▪ 94 – Missed Stretch Pay Contribution</li> </ul>

FIELD NUMBER	FIELD LENGTH	FIELD POSITION	FIELD NAME	COMMENTS
11	9	114-112	Earnings	<p>Total employee earnings in the service period.</p> <p>This field is <b>required</b> and must be numeric value (decimal and negative allowed).</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>▪ -00200098 is the same as -02000.98</li> <li>▪ 000200000 is the same as 002000.00</li> <li>▪ 000200010 is the same as 002000.10</li> </ul>
12	9	123-131	Employee Pre-Tax Contribution	<p>Total pre-tax employee contribution during the service period.</p> <p>This field is <b>required</b> unless contribution is entered in Post-Tax field and must be numeric value (decimal and negative allowed).</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>▪ -00200098 is the same as -02000.98</li> <li>▪ 000200000 is the same as 002000.00</li> <li>▪ 000200010 is the same as 002000.10</li> </ul>
13	9	132-140	Employee Post-Tax Contribution	<p>Total post-tax employee contribution during the service period.</p> <p>This field is <b>required</b> unless contribution is entered in Pre-Tax field and must be numeric value (decimal and negative allowed).</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>▪ -00200098 is the same as -02000.98</li> <li>▪ 000200000 is the same as 002000.00</li> <li>▪ 000200010 is the same as 002000.10</li> </ul>
14	4	141-144	Service Days	<p>Number of days of the service.</p> <p>This field is <b>required</b> for Earning Codes 01, 02, 91, and 92 and must be numeric value (negative allowed for Earning Codes 51, 52, and 55).</p>

FIELD NUMBER	FIELD LENGTH	FIELD POSITION	FIELD NAME	COMMENTS
15	7	145-151	Hours Paid	<p>Number of Hours Paid during the service period.</p> <p>This field is <b>required</b> for Earning Codes 01, 02, 91, and 92, and must be numeric value with decimal (negative allowed for Earning Codes 51, 52, and 55).</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>▪ -.50</li> <li>▪ 15.5</li> <li>▪ 80.25</li> <li>▪ 80 is the same as 80.00</li> <li>▪ 80.5 is the same as 80.50</li> </ul>
16	2	152-153	Employment Status Code	<p>Employment Status Code to identify the changes to the employment status.</p> <p>This field is <b>optional</b>; if used it must be a valid two-digit code.</p> <p>Valid two-digit codes are:</p> <ul style="list-style-type: none"> <li>▪ 01 - Deceased</li> <li>▪ 02 - Military Leave</li> <li>▪ 03 - Leave of Absence</li> <li>▪ 04 - Workers Comp</li> <li>▪ 05 - Retired</li> <li>▪ 06 - Terminated</li> <li>▪ 07 - Return from Leave</li> <li>▪ 08 – Reemployed</li> </ul>
17	8	154-161	Employment Status Effective Date	<p>Effective Date of the Employment Status Code.</p> <p>This field is <b>optional</b> unless an Employment Status Code was used in previous field. If used it must be a valid date in YYYYMMDD format.</p> <ul style="list-style-type: none"> <li>▪ e.g. 20140101 – First four digits should represent year, followed by two-digit month and two-digit day</li> </ul> <p>Note: For any single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).</p>