



## **Employer Contribution Record Layout** *(File Specifications)*

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## **Employer Contribution Record Layout**

The Retirement Systems Division (RSD) requires employers to report contribution and member employment information electronically through the ORBIT system. Employers will either generate a file (in the file format specified by RSD – outlined in the following pages), or, if an employer is not capable of producing a file in the prescribed file format, log onto the RSD website to enter their contribution information manually (Enter Report Media Type). Should an employer choose to enter their monthly contribution information via the RSD website manually, very little, if any, programming would be required at the employer level.

The following pages contain technical format and data requirements on:

- Overall rules relating to the revised file format
- The fixed length file format
  - The Report Header Record Format
  - The Detail Contribution Transaction Record Format
  - The Report Trailer Record Format
  - File Testing is available upon request.
- If you have any questions regarding this document please contact the Employer Reporting Team at [OER@nctreasurer.com](mailto:OER@nctreasurer.com)

## Sample

**Overall Rules Relating to the File Format**

- Employers (in the following order) must submit contribution records in their file, which read sequentially by the RSD ORBIT system as data: (a) **Report Header** Record, (b) the **Detail Transaction Record(s)**, (c) Report Trailer Record (**footer**).
- Files improperly formatted, or contain invalid data (e.g., *text data in numeric field*) will not process and will reject by the system. The employer is required to resubmit the file with correct format with valid data.
- Employers will be able to send their files using File Transfer Protocol (FTP).
- New Members or rehires enroll electronically. Employers must provide required demographic information SSN, Full Name, Date of Birth, Gender, Address, Date of Employment and Contribution Eligibility Date if applicable for new member auto-enrollment. Name and address updates of existing members also reported electronically in the ORBIT file.
- RSD expects to receive a contribution transaction on the monthly report submitted to RSD from the time the member enrolls to the time the member terminates (*the only exception being for educational employees where the monthly report may be outside of the employee's contract period*).  
  
Employers imposing waiting (probationary) period must report the member information to RSD using the appropriate Plan Code with salary and contribution information of zero dollars for the probationary period. At the point in time when the member has past their probationary period, the employer should begin reporting contributions toward retirement.
- Fields listed as 'Optional' if RSD can process the record without the field populated by the employer.
- Certain fields are 'Conditional', meaning if one field populated for the record, another field will also be required; for example, if the **Date of Termination** field is populated, the **Termination Type Code** field must also contain data populated.
- Employers can include **prior period adjustments** within the contribution detail file for the current report month. A prior period adjustment is an adjustment transaction to a previously submitted transaction the employer has determined was incorrect. In order to submit prior period adjustment transactions, the pay period date must be prior to the current reporting month in the detail record. There must be an existing **posted** transaction for the member with **exact** pay periods for which employer is reporting a prior period adjustment. The pay begin/end dates of the prior period adjustment must match **exactly** with the pay periods previously reported for the adjustment to be successful.

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1 H2047520170400120170429
2 D2047510CG ..... 123456780000987654321Name .....
3 D2047510CG ..... 123456780000987654321Name .....
4 D2047510CG ..... 123456780000987654321Name .....
5 D2047510CG ..... 123456780000987654321Name .....
6 D2047510CG ..... 123456780000987654321Name .....
7 F2047520170400000000005+000066402.79+000003984.19

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9. Employers can now include multiple retroactive payments for omitted service within the contribution detail file for the current reporting month. For retroactive omitted contribution transactions, the posting pay period must be prior dates to reporting month detail record. Employers must include a separate record line item for each retroactive omitted payment to ensure service credit calculates accurately. Employers must refrain from reporting retroactive payments as a single line item contribution record covering multiple pay periods, which will result in inflated salary and contributions in a single month, and cause an inaccurate calculation of service credit.
- Reporting retroactive payments for omitted service over 90 days from the current reporting month will result in a cost calculation for the retroactive payments and a billing to the employer and employee will process separately unattached to the electronic reporting process. ***By reporting these type retroactive payments, the employee and the employer agree to pay the cost calculation for the omitted service.***
10. Employers must report a termination type code when reporting termination date. All subsequent contributions after termination date for the same employment must include termination type code and termination date. Salaries reported past termination must not surpass termination date. These must be reported using retroactive entry with previous pay begin/end dates.
11. Base text fields such as First or Last Name are not case sensitive and can be upon the employer's preference.
12. The ORBIT system at RSD will perform various "edit checks" on the data reported by employers to determine if the amounts can actually be posted to an individual member accounts. ***When the ORBIT system discovers discrepancies, the system will not post incoming detail record transaction, amounts or service to a members account.*** Instead, an error code is assigned to the transaction. An RSD staff member will contact the employer to resolve the discrepancy.
13. Electronic monthly reporting file name requirement is as follows: 'ccyymmNNNNN.CNT', CNT is the file extension, representing contribution report from the employer, ccyymm represents the report month, and NNNNN is a numeric employer code that is five characters long. **RSD will not accept monthly files named extensions other than .CNT**

**For example:**

- The file name for the **September 2016** contribution report from the City of Raleigh would be **20160999211.CNT**
- The file name for the **January 2017** contribution report from the City of Raleigh would be **20170199211.CNT**

## File Format

Following are some rules relating to the file format.

- Amount fields such as the *Employee Contributions*, must be zero filled, right justified using two decimal positions and include the decimal point. **Example:** if the employee contribution is **\$143.75** then **000000143.75** is the required placement in the Employee Contribution field. In addition, if the employee contribution is **\$174** even, then a decimal placement must be used **000000174.00** must be placed in the Employee Contribution field (**see column 435 to 446**)
- Alphanumeric Text fields, such as First Name, Last Name, Primary Address, etc. must be left justified, and right filled with spaces. (**see columns 035 through 184**)
- 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 (**See columns 434 through 447**)
- Reported “Optional” fields require filled with spaces if no data is used.

### **Contribution Report Header Record Format (Fixed Length):**

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.

**Example:** Agency #12345 Jan 2017 report header: **H1234520170100120170131**

Columns			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
From	To	Length						
001	001	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric	H = Header Record	<ul style="list-style-type: none"> <li>This field must contain a value of “H” since this is a header record</li> </ul>
002	006	5	Required	Agency Number	A unique system number identifying employer	Numeric, Right justified, left filled with zeros		
007	012	6	Required	Report Period	The month and year of the report	Date Field CCYYMM		<ul style="list-style-type: none"> <li>The period for which the employer is submitting the contribution report</li> </ul>

Columns			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
From	To	Length						
								<ul style="list-style-type: none"> <li>The date will represent the first day of the report month. For example, when reporting contributions representing the month of 07/2017, the Report Period would be 07/01/2017</li> </ul>
013	015	3	Required	Format Version	Identifies the version of the file format that the employer is currently using	Alphanumeric	<b>001</b> = Version '001' of file format	<ul style="list-style-type: none"> <li>Field designating the version of the file format used</li> <li>This field must contain a value of "001" for ALL reports submitted in the ORBIT format</li> </ul>
016	023	8	Required	File Creation Date	The date on which this file was created by the employer	Date Field CCYYMMDD		<ul style="list-style-type: none"> <li>The date on which this file was created by the employer</li> </ul>

**Detail Contribution Transaction Record Format (Fixed Length)**

The table below contains the record format that employers required to report contribution detail transactions. These detail records follow the header record in the file layout.

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
001	001	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric	<b>D</b> = Detail Record	<ul style="list-style-type: none"> <li>This field must contain a value of “<b>D</b>” since this is a detail record</li> </ul>
002	006	5	Required	Agency Number	A unique system number identifying the employer	Numeric, Right justified, left filled with zeros		<ul style="list-style-type: none"> <li>This number must be the same value as the Agency Number in the header record</li> </ul>
007	016	10	Required	Plan Code	A unique code identifying the member's classification	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> <li>See Plan Code list <i>(included at the end of this document)</i>.</li> </ul>
017	025	9	Required	SSN	SSN of the member being reported	Numeric, Right justified. Do not include the “-” to separate numbers		<ul style="list-style-type: none"> <li>Agencies must report a valid SSN for all employees. The SSN entered must match the number shown on the employee's Social Security card.</li> <li>An SSN reported with all zeroes will result in the data rejection (error status)</li> <li>Incorrect SSNs may result in contributions posted to the wrong member account or may also result in a new member profile with incorrect history.</li> </ul>



Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
026	034	9	Required only if the member <b><u>is not</u></b> a new hire, otherwise filled with zeros	Member Identifier	Unique member identifier in the Retirement System.	Numeric, Right justified, left filled with zeros.		<ul style="list-style-type: none"> <li>Agencies must report a valid Member Identifier for employees assigned a Member Identifier. This identifier must match the Member Identifier in the ORBIT system.</li> <li>An incorrect Member Identifier will result in the transaction receiving an error status preventing contributions from posting to the member's account.</li> <li>A new hire is assigned a "Member Identifier" after their first reported contributions are posted in the retirement system.</li> <li>The agency will have the ability to view the member identifier in self-service; Identifier must be used for future contribution reporting.</li> </ul>
035	084	50	Required	First Name	First name of the member being reported	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> <li>First Name is required to enroll a new member</li> <li>Must reflect the member name as maintained on the member's employment record</li> </ul>

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
085	134	50	Optional	Middle Name	Middle name of the member being reported	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> <li>Must reflect the member name as maintained on the member's employment record</li> </ul>
135	184	50	Required	Last Name	Last name of the member being reported	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> <li>Last Name is required to enroll a new member</li> <li>Must reflect the member name as maintained on the member's employment record</li> </ul>
185	194	10	Optional	Suffix	Suffix of the member being reported	Alphanumeric, Left justified, right filled with spaces	<b>II</b> = The Second <b>III</b> = The Third <b>IV</b> = The Fourth <b>V</b> = The Fifth <b>JR</b> = Junior <b>SR</b> = Senior <b>MD</b> = Medical Doctor	<ul style="list-style-type: none"> <li>The Code used must reflect the member name as maintained on the member's employment record</li> </ul>
195	195	1	Required	Gender	A unique code identifying the gender of the member	Alphanumeric	<b>M</b> = Male <b>F</b> = Female <b>U</b> = Unknown	<ul style="list-style-type: none"> <li>Gender is required to enroll a new member</li> </ul>
196	203	8	Required	Date of Birth	Date of birth of the member	Date Field CCYYMMDD		<ul style="list-style-type: none"> <li>Member's birth date is required to enroll new members</li> <li>A blank or '00000000' will result in an ERROR</li> </ul>

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
204	253	50	Required	Address Line 1	First line of member's home address	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> <li>Represents primary address for member, It must include Street Address, P.O. Box, etc.</li> <li>If not a foreign address, a complete address including Address Line 1, City, State and Zip must be provided</li> </ul>
254	303	50	Optional	Address Line 2	Second line of member's home address	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> <li>Represents secondary address line for member, may include apt number, suites, etc.</li> <li>If secondary address line is reported, it must be accompanied by Address line 1 (column 204-253)</li> </ul>
304	328	25	Required	City	City (domestic or foreign) of member's home address	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> <li>Represents city of the home address for member</li> <li>If not a foreign address, a complete address including Address Line 1, City, State and Zip must be provided</li> </ul>
329	330	2	Required if the 'Out of Country Address Line' has <b>not</b> been populated	State	State of member's home address	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> <li>Represents state for the home address of the member</li> <li>If not a foreign address, a complete address including Address Line 1, City, State and Zip must be provided</li> </ul>

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
331	339	9	Required if the 'Out of Country Address Line' has <b>not</b> been populated	Zip Code	Zip Code of member's home address	Numeric Zero filled, Left justified. Do not include the "-" for zip+4 codes.		<ul style="list-style-type: none"> <li>Represents the zip code of the home address of the member</li> <li>If not a foreign address, a complete address including Address line 1, City, State and Zip must be provided</li> </ul>
340	389	50	Required if the address is foreign	Out of Country Address Line	Line used for out of country addresses	Alphanumeric, Left justified, right filled with spaces		<ul style="list-style-type: none"> <li>If foreign address, International Address Line must be reported</li> <li>For foreign addresses, State and Zip are not required and must be blank</li> <li>For a foreign address, a complete address including Address Line 1, City, and Out of Country Address Line must be provided</li> </ul>
390	395	6	Required	Job Classification Identifier	Unique code identifying the class of work in which the member is employed	Numeric, Right justified, left filled with zeros		See Job Classification Code List Attachment ( <i>included at the end of this document</i> ).
396	401	6	Optional	Department Number	Internal number at an agency to identify a specific department	Numeric, Right justified, left filled with zeros	000000 to 999999	<ul style="list-style-type: none"> <li>Optional field allowing agencies to report internal departments of the agency – this number can be any internal number used by the agency to designate a department, but must</li> </ul>

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
								meet the data standards of the field. This will allow RSD to group members into more meaningful groups for mailings
402	409	8	Required	Employment Date	Date the member begins employment with the employer and is eligible to participate in Retirement. Exception: Local Employers that require a Waiting Period will enter the actual "Date of Hire"	Date Field CCYYMMDD		<ul style="list-style-type: none"> <li>Employment Date cannot occur after the Termination Date</li> <li>Employment Date cannot occur in the future (<b>With the exception of Retirees returning to work part time, the Hire date changes to date of re-hire</b>)</li> </ul>
410	417	8	Required if a 'waiting' period is used by the agency	Date Eligible to Participate in Retirement	Date the member becomes eligible to begin earning creditable service toward retirement ( <i>participation date</i> )	Date Field CCYYMMDD		<ul style="list-style-type: none"> <li>Applicable to members requiring waiting period (<i>Local Government Employers</i>)</li> <li>Date Eligible to Participate in Retirement <i>cannot occur prior</i> to the Employment Date.</li> </ul>
418	425	8	Required	Pay Period Begin Date	Date indicating the begin date for the period of time paid for in the salary being reported	Date Field CCYYMMDD		<ul style="list-style-type: none"> <li>Beginning Date of the Pay Period according to the manner in which the agency submits contribution transactions to RSD.</li> <li>The Pay Period Begin Date of a transaction</li> </ul>

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
								<p>cannot appear after the Pay Period End Date of the same transaction.</p> <ul style="list-style-type: none"> <li><b>Example:</b> If the salary paid on 09/10/2017, reported on the Sept.2017 report for work performed from 08/05/2017 through 09/05/2017 the pay begin date is 08/05/2017.</li> </ul>
426	433	8	Required	Pay Period End Date	Date indicating the end date for the period of time paid for in the salary being reported	Date Field CCYYMMDD		<ul style="list-style-type: none"> <li>End Date of the Pay Period according to the manner in which the agency submits contribution transactions to RSD.</li> <li>The number days between the Pay Period Begin Date and Pay Period End Date may <b>not</b> exceed 31 calendar days and <u>must be at least 24 hours</u> (per transaction).</li> <li><b>Example:</b> If the salary paid on 09/10/2017, reported on the Sept.2017 report for work performed from 08/05/2017 through 09/05/2017 the pay end date is 09/05/2017.</li> </ul>

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
434	434	1	Required if 'Salary' <> 0	Increase or Decrease Salary	Indicates whether 'Salary' is a negative or positive amount	Alphanumeric	+ = Increase/Positive  - = Decrease/Negative	<ul style="list-style-type: none"> <li>To report a negative (-) salary, the Adjustment Code must be "<b>PRIOR</b>" indicating a prior period adjustment</li> </ul>
435	446	12	Required	Salary	Reported salary for the member (for the pay period being reported)	Numeric, Right justified, left filled with zeros, two decimal positions, include decimal point	000000000.00 to 999999999.99	<ul style="list-style-type: none"> <li>Enables RSD to determine how to award service credit accurately</li> <li>This field must have two decimal positions and must include a decimal point. For example, report 000003650.00 in this field if the member was paid \$3,650 for the pay period</li> </ul>
447	447	1	Required if 'Employee Contributions' <> 0	Increase or Decrease Employee Contributions	Indicates whether 'Employee Contributions' is a negative or positive amount	Alphanumeric	+ = Increase/Positive  - = Decrease/Negative	<ul style="list-style-type: none"> <li>To report a negative (-) employee contribution, the Adjustment Code must be "<b>PRIOR</b>" indicating a prior period adjustment</li> </ul>
448	459	12	Required	Employee Contributions	Reported employee contributions for the member (for the pay period being reported)	Numeric, Right justified, left filled with zeros, two decimal positions, include decimal point	000000000.00 to 999999999.99	<ul style="list-style-type: none"> <li>Total Employee contributions must equal the earnable compensation (Salary amount reported) times the applicable employee contribution rate. Zero Contributions must include a valid pay type code.</li> </ul>

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
460	469	10	Required if the transaction represents an adjustment to a member's contributions	Adjustment Code	Unique code indicating the detail transaction is an adjustment	Alphanumeric, Left justified, right filled with spaces	<p><b>PRIOR</b> = Prior Period Adjustment <i>(used to correct an existing record in the members account)</i></p> <p><b>RETRO</b> = Retro-active Payment <i>(used to report omitted contributions for a members previous pay periods within 90 days)</i></p>	<ul style="list-style-type: none"> <li>When reporting a prior period adjustment electronically, the transaction type must be "<b>PRIOR</b>" and posting period must be prior a previous pay period to current report period. The system will check if the reported contribution is an adjustment to a previously submitted <u>posted</u> transaction. This will also apply to negative contributions</li> <li>When reporting a retroactive payment, the transaction type requires a "<b>RETRO</b>" and posting period must be a previous pay period to current report period in the header. The system will confirm that no contribution was previously submitted with that posting period</li> <li>When not reporting a "<b>PRIOR</b>" or "<b>RETRO</b>" transaction, this field requires filled with spaces.</li> </ul>



Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
470	479	10	Required	Pay Type Code	Unique code indicating the type of pay for the detail transaction	Alphanumeric, Left justified, right filled with spaces	<p><b>REG</b> = Regular Contribution</p> <p><b>BONUS</b> = Bonus Payment (<b>Performance based only. i.e. Xmas bonus is not reportable</b>)</p> <p><b>ANNLONG</b> = Annual Longevity Payment</p> <p><b>ANNLEAVE</b> = Lump-sum Annual Leave Payment</p> <p><b>OVERTIME</b> = Overtime Payment (<b>Must match reg. pay periods</b>)</p> <p><b>WORKCOMP</b> = Worker's Compensation Payment</p> <p><b>LEAVEPAY</b> = Leave Without Pay</p> <p><b>SUMMERPAY</b>= Summer Payment outside of the normal contract</p>	<ul style="list-style-type: none"> <li>When reporting a contribution transaction for creditable service based on the member's salary, the Pay Type Code must be "<b>REG</b>". If the contribution is due as a result of their contract salary, the contribution should be reported as "<b>REG</b>".</li> <li>When reporting a bonus (and the contributions associated with the bonus), the Pay Type Code must be "<b>BONUS</b>".</li> <li>For State and Teacher's Retirement System members, when reporting the Annual Longevity Payment, the Pay Type Code must be "<b>ANNLONG</b>". This Pay Type code is submitted on annual basis or when the member terminates.</li> </ul> <p>(Continues on next page)</p>

Columns			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
From	To	Length						
								<ul style="list-style-type: none"> <li>When reporting the Annual Leave Payment, the Pay Type Code must be <b>"ANNLEAVE"</b>, this pay type is reported when a member has terminated and the termination Date is reported for the member. <i>(Pay end date should not surpass Termination date)</i></li> <li>When reporting an Overtime Payment for the member, the Pay Type Code must be <b>"OVERTIME"</b>. <i>(Overtime and Regular pay must represent the same pay period)</i></li> <li>When reporting a Worker's Compensation the Pay Type Code must be <b>"WORKCOMP"</b></li> <li>Use <b>"LEAVEPAY"</b> to report Zero (0.00) salary and ZERO (0.00) contributions for a period of time when member is on leave without pay and has not terminated from Employer <i>(used as a place holder for RSD)</i></li> </ul> <p><b>(Continues on next page)</b></p>

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
								<ul style="list-style-type: none"> <li>Use <b>"SUMMERPAY"</b> to indicate the member is receiving non-contract pay outside of their contract period. (Also known as Teachers supplement Pay)</li> </ul>
480	484	5	Required if Date of Termination has been populated	Vacation Hours Paid (Upon Termination)	Number of hours paid in a lump sum payout at the termination of employment.	Numeric, Right justified, left filled with zeros, one decimal position, include decimal point	000.0 to 999.9	<ul style="list-style-type: none"> <li>The number of Vacation Hours Paid  <b>Example:</b> <b>36.47</b> hours should display <b>036.5</b></li> <li>Hours reported when the member terminates. This field is required if the date of termination is not blank. If there was no vacation payout at time of termination, this field must contain zeros.</li> </ul>

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
485	494	10	Only Required for educational employers	Contract Period / Employment Period Code	Unique code indicating the member's contract total number of months for the detail transaction.	Alphanumeric, Left justified, right filled with spaces	<b>08</b> = Eight Month Contract  <b>09</b> = Nine Month Contract  <b>10</b> = Ten Month Contract  <b>11</b> = Eleven Month Contract  <b>12</b> = Twelve Month Contract	<ul style="list-style-type: none"> <li>A blank contract type will result in an error</li> <li>Enables RSD to determine how to calculate and award service credit accurately and perform average salary calculations for retirement applications</li> <li><b>Non-educational</b> employers should report a Contract Period Code of "<b>12</b>".</li> </ul>
495	502	8	Only Required for educational employers	Retirement Service Period begin Date (Contract Begin Date)	Date indicating the begin date of the member's annual contract	Date Field CCYYMMDD		<ul style="list-style-type: none"> <li>This field is for <b>Educational Institution</b> use</li> <li>The Contract Period Begin Date represents the period of time when a member may begin to earn creditable retirement service.</li> <li><b>Non-educational</b> employers should report spaces for this field</li> </ul>

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
503	510	8	Required for educational employers	Retirement Service Period End Date (Contract END Date)	Date indicating the end date of the member's annual contract	Date Field CCYYMMDD		<ul style="list-style-type: none"> <li>This field is for <b>Educational Institution</b> use</li> <li>The Contract Period End Date represents the period of time when a member ceases to earn creditable retirement service.</li> <li>The number days between the Retirement Service Begin Date and Retirement Service End Date may <b>not</b> exceed 365 days (per transaction).</li> <li>Non-educational employers should report spaces for this field</li> </ul>
511	518	8	Required at time of member termination	Date of Termination	Date of member's last day of work for the employer  <b>Note:</b> Pay Period "End Date" Cannot surpass the termination date on detail transaction (If payout occurs after date of termination, see RETRO on page 16).	Date Field CCYYMMDD		<ul style="list-style-type: none"> <li>Termination Date cannot occur prior to the Employment Date.</li> <li>Termination Date cannot occur in the future.</li> <li>Termination Date must be accompanied by a valid Termination Reason</li> <li>Termination Date should be filled with spaces if the member has not terminated</li> </ul>

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
519	528	10	Required if 'Date of Termination Date' has been populated	Termination Reason Type Code	Unique code indicating the reason type of termination	Alphanumeric, Left justified, right filled with spaces	<b>RETIRE</b> = Retirement  <b>DEATH</b> = Death  <b>VOL</b> = Voluntarily left employment  <b>INVOL</b> = Involuntarily left employment	<ul style="list-style-type: none"> <li>The Termination Reason Type Code is required at the time of termination, and must accompany a termination date on detail.</li> <li>When a member terminates employment due to <i>retirement</i>, report "<b>RETIRE</b>" as the Termination Type Code.</li> <li>When a member terminates employment as a result of <i>death</i>, report "<b>DEATH</b>" as the Termination Type Code.</li> <li>When a member terminates employment <i>voluntarily</i>, report "<b>VOL</b>" as the Termination Type Code.</li> <li>When a member has their employment <i>terminated by the employer</i>, report "<b>INVOL</b>" as the Termination Type Code.</li> </ul>

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
529	534	6	Required if member is sharing a position with another member	Shared Position Identifier	Indicates the position identifier in cases of multiple members sharing one position	Numeric, Right justified, left filled with zeros		<ul style="list-style-type: none"> <li>Shared Position Identifier used by RSD in correctly calculating service for members sharing a single position.</li> <li>When a member is sharing a position with one or more members, the Position Identifier (of the employer) the member is sharing must be reported for each member sharing that specific position.</li> <li>The employer determines the Position Identifier.</li> <li><b>Under 2005 law, this is applicable only to Public School entities.</b></li> <li>If no Shared Position Identifier applies, blanks spaces reported in field.</li> </ul>

**Contribution Report Trailer Record Footer Format (Fixed Length)**

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

Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
001	001	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric	<b>F</b> = Footer Record	<ul style="list-style-type: none"> <li>This field must contain a value of "F" since this is a footer record</li> </ul>
002	006	5	Required	Agency Number	A unique system number identifying employer (Agency/Employer Code)	Numeric, right justified, left filled with zeros		<ul style="list-style-type: none"> <li>This number must be the same value as the Agency Number in the header record and detail records</li> </ul>
007	012	6	Required	Report Period	The month and year of the report	Date Field CCYYMM		<ul style="list-style-type: none"> <li>The period for which the employer is submitting the contribution report</li> <li>The date must match the Report Period in the header record</li> </ul>
013	023	11	Required	Record Count	Total number of detail transactions on file	Numeric, Right justified, left filled with zeros		<ul style="list-style-type: none"> <li>This must be the record count of transactions in the detail file</li> </ul>
024	024	1	Required	Increase / Decrease in Total Salary	Indicates whether 'Total Salary' is a negative or positive amount	Alphanumeric	+ = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> <li>Processed as reported</li> </ul>
025	036	12	Required	Total Salary	Salary calculation totals from file detail transactions.	Numeric, Right justified, left filled with zeros	000000000.00 to 999999999.99	<ul style="list-style-type: none"> <li>This must be the total of 'Salary' reported in the detail file</li> <li>This data is to have two</li> </ul>



Columns From To Length			Optional / Required	Field Name	Description	Format	Available Values	Rules and Information
								decimal positions and must include a decimal point. For example placing <b>000005143.75</b> in this field will be understood by RSD to be <b>\$5,143.75</b>
037	037	1	Required	Increase / Decrease in Total Employee Contributions	Indicates whether 'Total Employee Contributions' is a negative or positive amount	Alphanumeric	+ = Increase/Positive - = Decrease/Negative	<ul style="list-style-type: none"> <li>Processed as reported</li> </ul>
038	049	12	Required	Total Employee Contributions	Total amount of employee contributions reported from the detail transactions	Numeric, Right justified, left filled with zeros, two decimal positions, include decimal point	000000000.00 to 999999999.99	<ul style="list-style-type: none"> <li>This must be the total of 'Employee Contributions' reported in the detail file</li> <li>This data is to have two decimal positions and must include a decimal point. For example placing <b>000001236.75</b> in this field will be understood by RSD to be <b>\$1236.75</b></li> </ul>



## Plan Codes

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## Introduction to Plan Codes

The Retirement Systems Division (RSD) administers multiple retirement systems and multiple classifications of members. Within a retirement system there may be various rule sets that pertain to different classifications of employees/members. These rules include membership eligibility, contribution reporting guidelines, or benefit calculation and payment rules.

Historically RSD has managed these different rule sets within each System by using different employer codes for the different classifications of employees/members. For example, the City of Raleigh (*Local Government*) has an employer code assigned for the reporting of salary and contribution information for General Employees (LOGG) and a second employer code assigned for the reporting of salary and contribution information for Law Enforcement Officers (LOCL).

With the ORBIT system, RSD will refine the reporting requirements in order for an employer to report more classifications of employees/members without adding additional employer codes; this is accomplished by the introduction of the **Plan Code** concept. Each reporting employer will have one employer code assigned (*also known as the agency number*). All reporting by an employer for various classes of employees is done under one employer code with various Plan Codes if needed. For example, a Public school system that employs General Employees, Law Enforcement Employees, and Retirees Subject to the Earnings Limitation would report the following on a single monthly contribution report to RSD:

**Employer Code:** 3XXXX  
**Plan Codes:** STG, STL, and STRS (based on the employee)

Listing of the Plan Codes defined to this point, is located at the end of this document. RSD will expect that each employer assign the proper Plan Code to each employee/member reported.

## Explanation of Plan Codes

Plan Codes briefly explained as follows:

1. **General** - Employees reported to us with the general employer code.
  - For a Local Governmental employer: Employees reported to RSD with the employer code that begins with “9”. **(LOCG)**
  - For Public Schools and Community Colleges: Employees reported to RSD with the employer code that begins with “3”. **(STG)**
  - For Universities: Employees reported to RSD with the employer code that begins with “2”; **(STG)**  
[excluding the Optional Retirement Plan employees, reported as ORP-General].
2. **Retired-Subject to Earnings Limitations** - RSD retired employees rehired part-time with earnings reported on the monthly contribution report. For all employers, with the exception of Public Schools, a retiree rehired is subject to an earnings limitation. The intent of RSD is to assist the employers and employees in avoiding a problem of an employee exceeding the earnings limitation, resulting in having their retirement benefit impacted or a penalty implemented to the employer. RSD intends to inform each employer/employee when the retired employee is approaching their earnings limit. **(LOCRS or STRS)**
3. **State-Short term Disability** - This Plan Code is used by employers of the Teachers' and State Employees' Retirement System to report employees who are not working as a result of being approved for Short Term Disability. By reporting this information, RSD will have the required information should the employee subsequently apply for Long Term Disability. **(STDIS)**
4. **Max Limit** – Code used by State and Local employers to report the earnings for employees who have exceeded the Internal Revenue Service limit for reportable earnings and contributions within a calendar year. When the employee reaches the earnings limit, the employer will change the employee from the General Plan Code to the Max Limit Plan Code for the balance of the calendar year. In January of the following year, the employer will change the employee back to the General Plan Code. **(LOCMAX or STMAX)**
5. **Local Waiting Period** –Used by Local Governmental employers to report the employees during the employer imposed waiting period. The employer will report zero salary and contributions. When the employee becomes eligible to participate in Retirement, the employer will change the Plan Code to the appropriate Plan Code for reporting salaries and contributions **(LOCWP then LOCG)**

6. The Employer contribution rate (if applicable) determined by “Plan Code” assigned to employee. The Plan Code of each employee will also determine the Employee contribution.

## Retirement System Plan Codes

As part of the Employer Contribution Reporting Process, employers are required to report one of the following Plan Codes for each detail transaction on the employer report.

<i>Plan Code</i>	<i>Plan Code Description</i>
<b>STG</b>	Teachers' and State Employees' General Class
<b>STL</b>	Teachers' and State Employees' Law Enforcement Class
<b>STMAX</b>	Teachers' and State Employees' earnings for employees that have exceeded IRS limit for reportable earnings and contributions within a calendar year.
<b>STRS</b>	Teachers' and State Employees' System retirees that are rehired and subject to an earnings limitation.
<b>STDIS</b>	Teachers' and State Employees' employees on Short Term Disability
<b>LOGG</b>	Local Governmental Employees System General Class
<b>LOCL</b>	Local Governmental Employees System Law Enforcement Class
<b>LOCF</b>	Local Governmental Employees System Firemen and Rescue workers Class
<b>LOCMAX</b>	Local Governmental Employees System earnings for employees that have exceeded the Internal Revenue Service limit for reportable earnings and contributions within a calendar year

<b>LOCWP</b>	Local Governmental Employees System probationary employees under an employer imposed waiting period
<b>LOCROD</b>	Local Governmental Employees System Register Of Deeds Class
<b>LOCRS</b>	Local Governmental Employees System retirees that are rehired and subject to an earnings limitation
<b>JUD1</b>	Consolidated Judicial System - Justices of the Supreme Court and Judges of the Court of Appeals
<b>JUD2</b>	Consolidated Judicial System - Judges of the Superior Court and Administrative Officer of the Courts
<b>JUD3</b>	Consolidated Judicial System - Judges of the District Court, District Attorney, Clerk of Superior Court
<b>LEGL</b>	Legislative Retirement System Legislators
<b>ORPG</b>	Optional Retirement Program for applicable University and Community College personnel
<b>ORPMAX</b>	Optional Retirement Program earnings for the employees that have exceeded the Internal Revenue Service limit for reportable earnings and contributions within a calendar year





## **Job Classification Codes**

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### **Introduction to Job Classification Codes**

In order to ensure the accuracy of the type of employee reported, the Retirement Systems Division (RSD) is increasing the level of detail used in reporting a member's job classification. RSD uses this information to increase the service level provided to the membership and to the employer.

In addition to increasing the level of service to the membership and employers, RSD is required to provide accurate member occupational information to the State's Actuarial Firm in order to develop meaningful and accurate information concerning the Retirement Programs administered by RSD. Having more detailed classifications will also allow RSD to meet the reporting requirements for the General Assembly and other governmental entities.

In order to provide this information, each employer must determine the occupation/category of work for each employee reported to RSD. After the initial employment of an employee should the employee change the category of work performed, on a permanent basis, employer should include reporting the classification code for the employee detail.

### Job Classification Codes

As part of the new Employer Contribution Reporting Process, employers will be required to report one of the following Job Classification Codes for each detail transaction on the employer report.

<b><i>Job Classification Code</i></b>	<b><i>Job Classification Title</i></b>	<b><i>Job Classification Description</i></b>
<b>100</b>	Education Professionals	Teachers; Teacher Aides; Coaches; Guidance Counselors; Librarians
<b>102</b>	Educational Executives	Superintendents; Assistant Superintendents
<b>103</b>	Educational Management	Principals; Assistant Principals; Educational Administrative Personnel;
<b>104</b>	Educational Administrative Support Personnel	Office Support; clerical
<b>105</b>	Educational Support Personnel	Bus Drivers; Custodians; Cafeteria Workers
<b>200</b>	Professionals	Engineers; Attorneys; Directors; Management; Business and Finance Professionals; Architects; Computer Specialists; County Librarians
<b>201</b>	Government Officials and Executives	Elected/Appointed Officials; Town Managers; County Managers; Judges; Legislators
<b>202</b>	Administrative	Secretarial; clerical support; file clerks; stenographers; receptionists; MSC / Mailroom clerks; computer operators
<b>203</b>	Technical and Trades	surveyors; engineering techs; electricians; plumbers; welders; truck drivers; machine operators; Painters; Mechanics; Butchers; Chefs; Blacksmiths; bricklayers; carpenters

Job Classification Codes Attachment  
RSD ORBIT Project

<b>204</b>	Skilled Labor	Garbage Collectors; Construction Workers; Custodians; Transportation Workers; Elevator Attendants; Gardeners & Grounds Keepers; Helpers
<b>300</b>	University and Community College Professionals	Instructors; Professors
<b>301</b>	University and Community College Executives	University Presidents; Community College Presidents; Deans of Education; Faculty Dept Heads
<b>302</b>	University and Community College Management	Directors; Managers; Supervisors
<b>303</b>	University Agricultural (AG)Extension	AG Extension Employees
<b>400</b>	Local Firefighters	
<b>401</b>	Local Emergency workers	EMS; Paramedics; First Responders; Ambulance Drivers
<b>500</b>	SHP Trooper	SHP Trooper
<b>501</b>	Police Officer	Police Officer
<b>502</b>	Public Safety Officer	Public Safety Officer
<b>503</b>	Sheriff	Sheriff
<b>504</b>	Deputy Sheriff	Deputy Sheriff
<b>505</b>	Wildlife Officer	Wildlife Officer

<b>506</b>	Revenue Enforcement Officer	Revenue Enforcement Officer
<b>507</b>	ALE Officer	ALE Officer
<b>508</b>	Jailer (Certified)	Jailer (Certified)
<b>509</b>	Protective Services (Non-Certified)	Correctional Officers; Jailers-(Non Certified); dispatchers; Security Guards; Civilian Guards; Parking Enforcement; Animal Control Workers; Lifeguards
<b>600</b>	Health Care Professionals	Doctors; Nurses; Physician's Assistant; Therapists; Veterinarians; Dentists; Pharmacists
<b>601</b>	Social Service Professionals	Social Worker