



# BEARS File Layout Examples

## Personnel File Layout

01	Organization Code	Interface Run Date							
02	Employee SSN	First Name	Middle Name	Last Name	Name Suffix	Name Prefix	Date of Birth	Marital Status	Gender
03	Employee ID	Appointment ID	Effective Date	Position Code	Retirement System	Department	Division	Bargaining Unit	Employment Status
04	Employee ID	Appointment ID	Retirement System	Plan Code	Effective Date	Event Type			
02	Employee SSN	First Name	Middle Name	Last Name	Name Suffix	Name Prefix	Date of Birth	Marital Status	Gender
03	Employee ID	Appointment ID	Effective Date	Position Code	Retirement System	Department	Division	Bargaining Unit	Employment Status
04	Employee ID	Appointment ID	Retirement System	Plan Code	Effective Date	Event Type			

## Table Legend

	01 - Header		01 - Header
Employee 1	02 - Demographic	Employee 2	02 - Demographic
Employee 1	03 - Employment	Employee 2	03 - Employment
Employee 1	04 - Employment Event	Employee 2	04 - Employment Event

## Personnel File Layout Continued

01									
02	Mail Address 1	Mail Address 2	Mail City	Mail State/Province	Mail Postal Code	Mail Country	Physical Address 1	Physical Address 2	
03	Seasonal Code	Personnel Status	Job Location Code	Pay Cycle	Plan Code	Occupation Code	Scheduled Daily Hours	Scheduled Daily Hours	
04									
02	Mail Address 1	Mail Address 2	Mail City	Mail State/Province	Mail Postal Code	Mail Country	Physical Address 1	Physical Address 2	
03	Seasonal Code	Personnel Status	Job Location Code	Pay Cycle	Plan Code	Occupation Code	Scheduled Daily Hours	Scheduled Daily Hours	
04									

## Personnel File Layout Continued

01									
02	Physical City	Physical State/Province	Physical Postal Code	Physical Country	Seasonal Start MM/DD	Seasonal End MM/DD	Seasonal Address 1	Seasonal Address 2	
03	GeoDiff %	Job Class Code	Service Level %	Position Title					
04									
02	Physical City	Physical State/Province	Physical Postal Code	Physical Country	Seasonal Start MM/DD	Seasonal End MM/DD	Seasonal Address 1	Seasonal Address 2	
03	GeoDiff %	Job Class Code	Service Level %	Position Title					
04									

## Personnel File Layout Continued

01									
02	Seasonal City	Seasonal State/Province	Seasonal Postal Code	Seasonal Country	Primary Phone	Secondary Phone	Cell Phone	Primary Email	Secondary Email
03									
04									
02	Seasonal City	Seasonal State/Province	Seasonal Postal Code	Seasonal Country	Primary Phone	Secondary Phone	Cell Phone	Primary Email	Secondary Email
03									
04									