

POLITICAL SUBDIVISION PAYROLL FILE LAYOUT			
RECORD TYPE	DESCRIPTION	REQUIRED FIELD	COMMENTS/EXAMPLES
01 - Header		Yes	
Organization Code	Organization code of the Reporting Agency	Yes	Organization code to be provided to each employer individually. Separate organization codes are no longer reported for each retirement system the employer participates in.
Payroll Run ID	Unique identifier for this payroll run	Yes	Unique number from the employer's payroll system. This can be used to identify specific data or discrepancies
RunDate	Current date for the payroll process Format MMDDYYYY	Yes	Employer generated date based on file submission
VersionNumber	Indicates the version number of this file layout	No	Field to be utilized in the future if new file layout is developed Field can be BLANK or v.1
02 - Employment Earnings		Yes	
SSN	SSN of the person. SSN format is 9 digits Numeric without dashes	Yes	
Employee ID	10 Characters Max.	No	Political Subdivisions can enter if available.
Appointment ID	1 Character Maximum Format dash (-) or 0, 1, 2, 3....	Required if person has more than one simultaneous appointment.	Political Subdivisions can enter if available.
Retirement System	Refer to BEARS Codes	Yes	Payroll data for multiple Retirement Systems can be reported on the same file.
Pay Cycle	Refer to BEARS Codes	Yes	
Pay Period End date	Regular Pay Period Ending (PPE) date for payroll run Format MMDDYYYY	Yes	
Issue Date	Pay date for this payroll run. Format MMDDYYYY	Yes	Issue date is the date check employee is paid (check date)
Transaction Type	N or A	Yes	N= Normal record A = Adjutment record
Regular Earnings	Numeric Field (decimal) in which the last two places imply decimal places.	Yes	\$5,000.00 = 500000 \$ 900.58 = 90058
Paycheck Number	The number that identifies an employee's paycheck. 15 characters Max.	No	
Ending Leave Balance	Ending Leave balance after payroll is calculated. Numeric Field (decimal in which the last two places imply decimal places).	BLANK	

POLITICAL SUBDIVISION PAYROLL FILE LAYOUT			
RECORD TYPE	DESCRIPTION	REQUIRED FIELD	COMMENTS/EXAMPLES
03 - Deduction Information		Yes	
SSN	SSN of the person. SSN format is 9 digits Numeric without dashes	Yes	
Employee ID	10 Characters Max.	No	Political Subdivisions can enter if available.
Appointment ID	1 Character Maximum Format dash (-) or 0, 1, 2, 3....	Required if person has more than one simultaneous appointment.	Political Subdivisions can enter if available.
Retirement System	Refer to BEARS Codes	Yes	Payroll data for multiple Retirement Systems can be reported on the same file.
Pay Cycle	Refer to BEARS Codes	Yes	
Pay Period End date	Regular Pay Period Ending (PPE) date for this payroll run Format MMDDYYYY	Yes	
Deduction Type	Refer to Deduction Type Mapping - Column A	Yes	
Deduction Plan Code	Refer Deduction Type Mapping Column B	Yes	
Deduction Amount	Amount of employee deduction/contribution. Numeric Field (decimal) in which the last two places imply decimal places.	Yes	\$5,000.00 = 500000 \$ 900.58 = 90058
BasisAmount	The non-GeoDiff amount of the base is used for calculations. Numeric Field (decimal) in which the last two places imply decimal places.	BLANK	
GeoDiff Basis Amount	The GeoDiff amount of the base is used for calculations or zero if not applicable Numeric Field (decimal) in which the last two places imply decimal places.	BLANK	

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RECORD TYPE	DESCRIPTION	REQUIRED FIELD	COMMENTS/EXAMPLES
04 - Service Information		Record Type 04 is used to report any payroll service type for the employee. If none, this section can be blank.	
SSN	SSN of the person. SSN format is 9 digits Numeric without dashes	Yes	
Employee ID	10 Characters Max.	No	Political Subdivisions can enter if available.
Appointment ID	1 Character Maximum Format dash (-) or 0, 1, 2, 3....	Required if person has more than one simultaneous appointment.	Political Subdivisions can enter if available.
Retirement System	Refer to BEARS Codes	Yes	Payroll data for multiple Retirement Systems can be reported on the same file.
Pay Cycle	Refer to BEARS Codes	Yes	
Pay Period End Date	Regular Pay Period Ending (PPE) date for this payroll run Format MMDDYYYY	Yes	
Service Date	Date of this service. Format MMDDYYYY	BLANK	
ServiceTypeCode	Refer to BEARS Codes	Yes	ER will report a separate line 04 for each service type to be entered.
Service Units	Days or hours depending on service type code. Numeric Field (decimal) in which the last two places imply decimal places.	Yes	Based on the service codes referenced on BEARS Codes, this field can be reported as days or hours. Example 10 hours reported as 1000 or 1 day reported as 100.

**POLITICAL SUBDIVISION PAYROLL FILE LAYOUT
BEARS CODES**

DESCRIPTION	CODE VALUE	DESCRIPTION	RETIREMENT SYSTEM	COMMENTS/EXAMPLES
Retirement System	PERS	Public Employees Retirement System		
	TRS	Teachers Retirement System		
	SBS	Supplemental Annuity Plan		
	DCP	Deferred Compensation Plan		
Pay Cycle	BIWK1	Bi-weekly Pay Cycle	PERS/TRS/SBS/DCP	
	BIWK4	Bi-weekly Pay Cycle	PERS/TRS/SBS/DCP	To be used if report second biweekly payroll with same PPE date
	SEMI	Semi Monthly Pay Cycle	PERS/TRS/SBS/DCP	
	MONTH1	Monthly Pay Cycle	PERS/TRS/SBS/DCP	
	MONTH2	Monthly Pay Cycle	PERS/TRS/SBS/DCP	To be used if report second Monthly payroll with same PPE date
Transaction Type	N	Regular	PERS/TRS/SBS/DCP	
	A	Adjustment	PERS/TRS/SBS/DCP	
Service Type	LWP	Leave without Pay Hours (while in active status)	PERS	Service Type of Leave Without Pay (LWP) is used when reporting scattered leave and employee's employment status is active. LWP hours are not to be reported if employee is inactive and has been reported with Employment Status of LWP on personnel file.
	PDW	Positive Days Worked	PERS Alt D TRS	Positive Days Worked (PDW) are required to be reported in the following situations: Occupation Code D (Alternate Option) Employment Status of ILWP (TRS Only)
	PHP	Positive Hours in Paid Status	PERS	Positive Hours Worked (PHP) are required to be reported in the following situations: Personnel Status reported as PT
	WC	Worker's Comp LWOP Hours	PERS TRS	When Employment Status is reported as Workers Comp, Worker's Comp LWOP Hours (WC) are required to be reported. Workers comp pay not PERS eligible compensation, but hours are required to be reported on payroll file. Employee could have combination of regular hours worked and WC hours reported on payroll file. LWP event and LWP hours should not be reported if employee on WKC.

POLITICAL SUBDIVISION PAYROLL FILE LAYOUT
DEDUCTION TYPE CODES

Deduction Type Code	Deduction Plan Code	Description	Plan Code	Retirement System	Comments
3030	3030	PERS DB VOLUNTARY SAVINGS	DB	PERS	
3040	3040	PERS INDEBTEDNESS POST TAX EE	DB	PERS	
3510	3510	PERS DB MANDATORY EE	DB	PERS	ALL PERS occupation codes - A, D, E, F, P
3510	ADJ	PERS DB MANDATORY EE ADJ	DB	PERS	ALL PERS occupation codes - A, D, E, F, P
3570	3570	PERS DCR MANDATORY EE	DC	PERS	ALL PERS occupation codes - A, D, E, F, P
3570	ADJ	PERS DCR MANDATORY EE ADJ	DC	PERS	ALL PERS occupation codes - A, D, E, F, P
3596	3596	PERS DB INDEBTEDNESS PRETAX EE	DB	PERS	
3840	3840	PERS DB MANDATORY ER	DB	PERS	
3840	ADJ	PERS DB MANDATORY ER ADJ	DB	PERS	
3950	3950	PERS DCR ER MATCH	DC	PERS	
3950	ADJ	PERS DCR ER MATCH ADJ	DC	PERS	
3951	3951	PERS DCR DBUL	DC	PERS	
3951	ADJ	PERS DCR DBUL ADJ	DC	PERS	
3952	3952	PERS DCR ODD	DC	PERS	
3952	ADJ	PERS DCR ODD ADJ	DC	PERS	
3954	3954	PERS DCR RMP	DC	PERS	
3954	ADJ	PERS DCR RMP ADJ	DC	PERS	
3955	3955	PERS DCR HRA FULL TIME	DC	PERS	
3955	ADJ	PERS DCR HRA FULL TIME ADJ	DC	PERS	
3957	3957	PERS DCR HRA PART TIME	DC	PERS	
3957	ADJ	PERS DCR HRA PART TIME ADJ	DC	PERS	
3958	3958	PERS 22% EMPLOYER CONTRIBUTIONS	DC	PERS	
3958	ADJ	PERS 22% EMPLOYER CONTRIBUTIONS	DC	PERS	
4031	4031	TRS DB SUPPLEMENTAL RETIREMENT	DB	TRS	
4043	4043	TRS INDEBTEDNESS POST-TAX EE	DB	TRS	
4517	4517	TRS DB MANDATORY EE	DB	TRS	
4517	ADJ	TRS DB MANDATORY EE ADJ	DB	TRS	
4575	4575	TRS DCR MANDATORY EE	DC	TRS	
4575	ADJ	TRS DCR MANDATORY EE ADJ	DC	TRS	
4597	4597	TRS DB INDEBTEDNESS PRETAX EE	DB	TRS	
4846	4846	TRS DB MANDATORY ER	DB	TRS	

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DEDUCTION TYPE CODES

Deduction Type Code	Deduction Plan Code	Description	Plan Code	Retirement System	Comments
4846	ADJ	TRS DB MANDATORY ER ADJ	DB	TRS	
4960	4960	TRS DCR ER MATCH	DC	TRS	
4960	ADJ	TRS DCR ER MATCH ADJ	DC	TRS	
4961	4961	TRS DCR DBUL	DC	TRS	
4961	ADJ	TRS DCR DBUL ADJ	DC	TRS	
4962	4962	TRS DCR ODD	DC	TRS	
4962	ADJ	TRS DCR ODD ADJ	DC	TRS	
4964	4964	TRS DCR RMP	DC	TRS	
4964	ADJ	TRS DCR RMP ADJ	DC	TRS	
4965	4965	TRS DCR HRA FULL TIME	DC	TRS	
4965	ADJ	TRS DCR HRA FULL TIME ADJ	DC	TRS	
4966	4966	TRS DCR HRA PART TIME	DC	TRS	
4966	ADJ	TRS DCR HRA PART TIME ADJ	DC	TRS	
4967	3958	TRS12.56% EMPLOYER CONTRIBUTIONS	DC	PERS	
4967	ADJ	TRS12.56% EMPLOYER CONTRIBUTIONS	DC	PERS	
5500	5500	SBS MANDATORY EE	DC	SBS	
5500	ADJ	SBS MANDATORY EE ADJ	DC	SBS	
5800	5800	SBS MANDATORY ER	DC	SBS	
5800	ADJ	SBS MANDATORY ER ADJ	DC	SBS	
5050M	5050M	SBS USERRA REPAY EE	DC	SBS	
5080MR	5080MR	SBS USERRA REPAY ER	DC	SBS	
6521	6521	DEFERRED COMPENSATION (PRETAX)	DC	DCP	
6523	6523	DEFERRED COMPENSATION USERRA REPAY	DC	DCP	
6057	6057	ROTH 457	DC	DCP	
6058	6058	ROTH 457 +50&ABOVE	DC	DCP	
6005C	6005C	ROTH 457 CATCHUP	DC	DCP	
6052C	6052C	DEFERRED COMPENSATION CATCHUP	DC	DCP	
M521	M521	DEFERRED COMP ER MATCH	DC	DCP	