

POLITICAL SUBDIVISION PERSONNEL FILE LAYOUT			
RECORD TYPE	DESCRIPTION	REQUIRED FIELD	COMMENTS/EXAMPLES
01 - Header		YES - PERS/TRS/SBS/DCP	
Organization Code	Organization Code associated with the employer	YES - PERS/TRS/SBS/DCP	Organization code to be provided to each employer individually. Separate organization codes are no longer reported for each retirement system the employer participates in.
Interface Run Date	Date the interface was run. Format MMDDYYYY	YES - PERS/TRS/SBS/DCP	
02 - Demographic		YES - PERS/TRS/SBS/DCP	
Person SSN	SSN of the person. SSN format is 9 digits Numeric without dashes	YES - PERS/TRS/SBS/DCP	
First Name	First Name of the person 50 characters maximum	YES - PERS/TRS/SBS/DCP If a new employee or change is reported, then field is required.	If person does not have a First Name, leave field BLANK.
Middle Name	Middle Name or Middle Initial of the Person 50 characters maximum	YES - PERS/TRS/SBS/DCP If a new member or change is reported, then field is required.	Middle Name or Middle Initial can be entered. Multiple Middle Initials are allowed. No Period after Middle Initial. If no Middle Initial or Middle Name, leave field BLANK
Last Name	Last Name of the Person 50 characters maximum	YES - PERS/TRS/SBS/DCP If a new member or change is reported, then field is required.	If a new member or change is reported, then field is required. If person does not have a Last Name, leave field BLANK.
Name Suffix	Refer to BEARS Codes	NO	No period after suffix.
Name Prefix	Refer to BEARS Codes	NO	No period after prefix.
Date of Birth	Format MMDDYYYY	YES - PERS/TRS/SBS/DCP If a new member or change is reported, then field is required.	
Marital Status	Refer to BEARS Codes	YES - PERS/TRS/SBS/DCP If a new member or change is reported, then field is required.	
Gender	Refer to BEARS Codes	YES - PERS/TRS/SBS/DCP If a new member or change is reported, then field is required.	

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02 - Demographic (con't)			
Mail Address1	Mailing Address Line 1 of the person 60 characters maximum	YES - PERS/TRS/SBS/DCP If new address, then field is required.	Address Line 1 is typically the field for the main street address or PO Box number. Address Line 2 can be used for additional information such as apartment number, suite number, etc. If person address is to be care of "c/o" or Attn:, then use Address Line 1 for this information and address Line 2 for street or PO Box.
Mail Address2	Mailing Address Line 2 of the person 60 characters maximum	NO	Address Line 2 field is for secondary address such as apartments, suites, floor, building, department, or other address designators unless c/o is used in Address Line 1.
Mail City	Mailing Address City Name 50 characters maximum	YES - PERS/TRS/SBS/DCP If new address, then field is required.	
Mail State/Province	Mailing Address 50 characters maximum Refer to State and Province Codes	YES - PERS/TRS/SBS/DCP If new address, then field is required.	
Mail Postal Code	Mailing Address Postal Code 12 characters maximum	YES - PERS/TRS/SBS/DCP If new address, then field is required.	
Mail Country	Mailing Address Country 2 Characters Maximum Refer to Country Codes	YES - PERS/TRS/SBS/DCP If new address, then field is required.	
Physical Address1	Physical Address Line 1 of the person 60 characters maximum	YES - PERS/TRS/SBS/DCP If new address, then field is required.	Physical Address is required if Mailing address is PO Box.
Physical Address2	Physical Address Line 2 of the person 60 characters maximum	NO	
Physical City	Physical Address City Name 50 characters maximum	YES - PERS/TRS/SBS/DCP If new address, then field is required.	
Physical State/Province	Physical Address State Name 50 characters maximum Refer to State and Province Codes	YES - PERS/TRS/SBS/DCP If new address, then field is required.	
Postal Code	Physical Address Postal Code 12 characters maximum	YES - PERS/TRS/SBS/DCP If new address, then field is required.	

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02 - Demographic (con't)			
Country	Physical Address Country Name 2 Characters Maximum Refer to Country Codes	YES - PERS/TRS/SBS/DCP If new address, then field is required.	
Seasonal Start Month / Day	Format MMDD	NO - PERS/TRS/SBS/DCP If new address, then field is required.	Required if reporting a seasonal address, otherwise leave field BLANK.
Seasonal End Month / Day	Format MMDD	YES - PERS/TRS/SBS/DCP If new address, then field is required.	Required if reporting a seasonal address, otherwise leave field BLANK.
Seasonal Address1	Seasonal Address Line 1 of the person 60 characters maximum	YES - PERS/TRS/SBS/DCP If new address, then field is required.	Required if reporting a seasonal address, otherwise leave field BLANK. Seasonal Address Line1 is typically the field for the main street address
Seasonal Address2	Seasonal Address Line 2 of the person 60 characters maximum	NO	Seasonal Address Line 2 field is for secondary address such as apartments, suites, floor, building, department, or other address designators unless c/o is used in Address Line 1.
Seasonal City	Seasonal Address City Name 50 characters maximum	YES - PERS/TRS/SBS/DCP If new address, then field is required.	Required if reporting a seasonal address, otherwise leave field BLANK.
Seasonal State/Province	Seasonal Address State Name 50 characters maximum Refer to State and Province Codes	YES - PERS/TRS/SBS/DCP If new address, then field is required.	Required if reporting a seasonal address, otherwise leave field BLANK.
Seasonal Postal Code	Seasonal Address Postal Code 12 characters maximum	YES - PERS/TRS/SBS/DCP If new address, then field is required.	Required if reporting a seasonal address, otherwise leave field BLANK.
Seasonal Country	Seasonal Address Country Name 2 Characters Maximum Refer to Country Codes	YES - PERS/TRS/SBS/DCP If new address, then field is required.	Required if reporting a seasonal address, otherwise leave field BLANK.
Primary Phone	Numeric without dashes 10 characters maximum	NO	Recommended if available, otherwise leave field BLANK
Secondary Phone	Numeric without dashes 10 characters maximum	NO	Recommended if available, otherwise leave field BLANK
Cell Phone Number	Numeric without dashes 10 characters maximum	NO	Recommended if available, otherwise leave field BLANK
Primary Email Address	70 characters maximum	NO	Recommended if available, otherwise leave field BLANK
Secondary Email Address	70 characters maximum	NO	Recommended if available, otherwise leave field BLANK

POLITICAL SUBDIVISION PERSONNEL FILE LAYOUT			
RECORD TYPE	DESCRIPTION	REQUIRED FIELD	COMMENTS/EXAMPLES
03 - Employment		YES - PERS/TRS/SBS/DCP	
Employee ID	10 Characters Maximum Numeric only	NO	Political Subdivisions can enter if available, otherwise leave field BLANK.
Appointment ID	1 Character Maximum Format dash (-) or 0, 1, 2, 3....	YES - PERS/TRS/SBS/DCP	Only required if person has more than one simultaneous position with same employer, otherwise leave field BLANK.
Appointment Effective Date	Format MMDDYYYY	YES - PERS/TRS/SBS/DCP	Only required if person has more than one simultaneous position with same employer, otherwise leave field BLANK.
Position Code	Unique job code 20 Characters Maximum	BLANK	
Retirement System	Refer to BEARS Codes	YES - PERS/TRS/SBS/DCP	Personnel data for multiple Retirement Systems can be reported on the same file.
Department	Department code that employee works for. Refer to BEARS Codes	BLANK	
Division	Division that employee works for. Refer to BEARS Codes	BLANK	
Bargaining Unit	Bargaining unit for the employee. Refer to BEARS Codes	BLANK	
Employment Status	Refer to BEARS Codes	YES - PERS/TRS/SBS/DCP	Employment Status allows for administration of DRB benefits the person may be entitled to. Employment Status is required to be reported with a HIRE event or when there is a change in employment.
Seasonal Code	Refer to BEARS Codes	BLANK	
Personnel Status	Refer to BEARS Codes	YES - PERS/TRS/SBS/DCP	
Job Location	Location where work is performed. 4 Characters Maximum	BLANK	
Pay Cycle	Refer to BEARS Codes	YES - PERS/TRS/SBS/DCP	
Plan Code	Refer to BEARS Codes	YES - PERS/TRS/SBS/DCP	
Occupational Code	Refer to BEARS Codes	YES - PERS/TRS/SBS/DCP	

POLITICAL SUBDIVISION PERSONNEL FILE LAYOUT			
RECORD TYPE	DESCRIPTION	REQUIRED FIELD	COMMENTS/EXAMPLES
03 - Employment (Con't)			
Regularly scheduled Daily Hours	Expected daily hours for employment. Numeric value - 4 digits Maximum	YES - PERS/TRS/SBS/DCP	Required when HIRE events are reported or there is a change in Regularly Scheduled Daily Hours.
Regularly Scheduled Weekly Hours	Expected weekly hours for employment. Numeric value - 4 digits Maximum	YES - PERS/TRS/SBS/DCP	Required when HIRE events are reported or there is a change in Regularly Scheduled Weekly Hours.
GeoDiff %	Numeric value - 2 digits Maximum	BLANK	
Job Class Code	6 Characters Maximum	BLANK	
Service Level %	Numeric value - must be between 50 and 100 Example 50% = 50 100% = 100	Yes for TRS or PERS Alt D Blank for all other occupation codes (A, E, F, P)	TRS Teacher Contract Percentage PERS Alternate Option (ALT D) Employee Contract Percentage Otherwise BLANK
Position Title	Position Title for the member. 100 Character Maximum	YES - PERS/TRS/SBS/DCP	If new position, then field is required for new hires or change in position.
Employee ID	10 Characters Maximum	NO	Political Subdivisions can enter if available, otherwise leave field BLANK.
Appointment ID	1 Character Maximum Format dash (-) or 0, 1, 2, 3....	YES - PERS/TRS/SBS/DCP	Only required if person has more than one simultaneous position with same employer, otherwise leave field BLANK.
Retirement System	Refer to BEARS Codes	YES - PERS/TRS/SBS/DCP	Personnel data for multiple Retirement Systems can be reported on the same file.
Plan Code	Refer to BEARS Codes	YES - PERS/TRS/SBS/DCP	
Employment Event Effective Date	Format MMDDYYYY	YES - PERS/TRS/SBS/DCP	
Employment Event Type	Refer to BEARS Codes	YES - PERS/TRS/SBS/DCP	

POLITICAL SUBDIVISION PERSONNEL FILE LAYOUT
BEARS CODES

Name Prefix	HONO MR MS	Honorable Mr (no period after prefix) Ms (no period after prefix)
Name Suffix	I II III IV JR SR	I (no period after suffix) II (no period after suffix) III (no period after suffix) IV (no period after suffix) Jr (no period after suffix) Sr (no period after suffix)
Gender	FEML MALE UNKN	Female Male EE does not identify with a specific gender
Marital Status	MRRD SNGL	Married Single
Retirement System	PERS TRS SBS DCP	Public Employees Retirement System Teachers Retirement System Supplemental Annuity Plan Deferred Compensation Plan
Employment Status <i>see FAQs for definitions</i>	PE WKC EMRG INTN ONCL SUB TEMP	Permanent Employee Workers Comp Emergency Employee - such as Emergency Fire Fighter, Disaster Relief, etc. Student Intern On Call Employee - Employees who report to work on an as needed basis. Substitute Teacher Temporary Employee - not to exceed 2 years.
Personnel Status	F P D	Full Time = works minimum 30 hours per week Part Time = works 15-29.9 hours per week Occupational Disability (<i>only after notified by DRB to report</i>)

Pay Cycle	BIWK1 BIWK4 SEMI1 SEMI2 MONTH1 MONTH2	Bi-weekly Pay Cycle Bi-weekly Pay Cycle Semi Monthly Pay Cycle Semi Monthly Pay Cycle Monthly Pay Cycle Monthly Pay Cycle
Plan Code	DB DC	Defined Benefit Plan Defined Contribution Plan
Occupation Codes	A D E F P T	ALL OTHERS SPECIAL SCHOOL DISTRICT ELECTED OFFICIALS FIRE FIGHTER PEACE OFFICER TEACHER
Employment Event	ALWP CEXP HIRE ILWP LWP MLWP RTN2 SAB STAT TERM TSE	TRS Active Leave Without Pay - DB only TRS - Teaching Certificate Expired Hire Event TRS Inactive Leave Without Pay Leave Without Pay Military Leave Without Pay Return to Work -Event reported when an employee returns to pay status from LWP, ILWP, SAB, or WKC. TRS Sabbatical Leave Status Change Report STAT for the following criteria: - Personnel status change (part time to full time or full time to part time); - Changes to Occ Code; - Returning to work after TSE - Changes to Service Level % (Teacher Contract % or Alt D Employee Contract) Termination Event TRS - Teacher Service End

POLITICAL SUBDIVISION PERSONNEL FILE LAYOUT
COUNTRY CODES

US	United States of America	CB	Cambodia	FJ	Fiji
AF	Afghanistan	CM	Cameroon	FI	Finland
AL	Albania	CA	Canada	FR	France
AG	Algeria	CV	Cape Verde	FP	French Polynesia
AN	Andorra	CJ	Cayman Islands	GB	Gabon
AO	Angola	CT	Central African Republic	GA	Gambia
AV	Anguilla	CD	Chad	GS	Gaza Strip
AY	Antarctica	CI	Chile	GG	Georgia
AB	Antigua and Barbuda	CH	China	GM	Germany
AR	Argentina	KT	Christmas Island	GH	Ghana
AM	Armenia	CK	Cocos (Keeling) Islands	GI	Gibraltar
AA	Aruba	CO	Colombia	GR	Greece
AS	Australia	CN	Comoros	GL	Greenland
AU	Austria	CW	Cook Islands	GJ	Grenada
AJ	Azerbaijan	CS	Costa Rica	GT	Guatemala
BF	Bahamas	HR	Croatia	GV	Guinea
BA	Bahrain	CU	Cuba	PU	Guinea-Bissau
BG	Bangladesh	CY	Cyprus	GY	Guyana
BB	Barbados	EZ	Czech Republic	HA	Haiti
BO	Belarus	DC	Democratic Republic of the Congo	HS	Holy See (Vatican City)
BE	Belgium	DA	Denmark	HO	Honduras
BH	Belize	DJ	Djibouti	HK	Hong Kong
BN	Benin	DO	Dominica	HU	Hungary
BD	Bermuda	DR	Dominican Republic	IC	Iceland
BT	Bhutan	TT	East Timor	IN	India
BL	Bolivia	EC	Ecuador	ID	Indonesia
BS	Bosnia and Herzegovina	EG	Egypt	IR	Iran
BC	Botswana	ES	El Salvador	IZ	Iraq
BR	Brazil	EK	Equatorial Guinea	EI	Ireland
BU	Brunei	ER	Eritrea	IM	Isle of Man
BI	Bulgaria	EN	Estonia	IS	Israel
UV	Burkina Faso	ET	Ethiopia	IT	Italy
BM	Burma (Myanmar)	FA	Falkland Islands	IV	Ivory Coast
BY	Burundi	FO	Faroe Islands	JM	Jamaica

POLITICAL SUBDIVISION PERSONNEL FILE LAYOUT
COUNTRY CODES

JA	Japan	MO	Morocco	ST	Saint Lucia
JO	Jordan	MZ	Mozambique	RN	Saint Martin
KZ	Kazakhstan	WA	Namibia	SQ	Saint Pierre and Miquelon
KE	Kenya	NR	Nauru	SS	Saint Vincent and the Grenadines
KR	Kiribati	NP	Nepal	WS	Samoa
KV	Kosovo	NL	Netherlands	SM	San Marino
KU	Kuwait	NA	Netherlands Antilles	TP	Sao Tome and Principe
KG	Kyrgyzstan	NC	New Caledonia	SA	Saudi Arabia
LA	Laos	NZ	New Zealand	SG	Senegal
LG	Latvia	NU	Nicaragua	RI	Serbia
LE	Lebanon	NG	Niger	SE	Seychelles
LT	Lesotho	NI	Nigeria	SL	Sierra Leone
LI	Liberia	NE	Niue	SN	Singapore
LY	Libya	NF	Norfolk Island	LO	Slovakia
LS	Liechtenstein	NK	North Korea	SI	Slovenia
LH	Lithuania	NO	Norway	BP	Solomon Islands
LU	Luxembourg	MU	Oman	SO	Somalia
MC	Macau	PK	Pakistan	SF	South Africa
MK	Macedonia	PM	Panama	SK	South Korea
MA	Madagascar	PG	Papua New Guinea	SP	Spain
MI	Malawi	PA	Paraguay	CE	Sri Lanka
MY	Malaysia	PE	Peru	SU	Sudan
MV	Maldives	RP	Philippines	NS	Suriname
ML	Mali	PC	Pitcairn Islands	WZ	Swaziland
MT	Malta	PL	Poland	SW	Sweden
MR	Mauritania	PO	Portugal	SZ	Switzerland
MP	Mauritius	QA	Qatar	SY	Syria
ME	Mayotte	RC	Republic of the Congo	TW	Taiwan
MX	Mexico	RO	Romania	TI	Tajikistan
MD	Moldova	RS	Russia	TZ	Tanzania
MN	Monaco	RW	Rwanda	TH	Thailand
MG	Mongolia	TB	Saint Barthelemy	TO	Togo
MJ	Montenegro	SH	Saint Helena	TE	Tokelau
MH	Montserrat	SV	Saint Kitts and Nevis	TN	Tonga

POLITICAL SUBDIVISION PERSONNEL FILE LAYOUT
COUNTRY CODES

TD	Trinidad and Tobago
TS	Tunisia
TU	Turkey
TX	Turkmenistan
TK	Turks and Caicos Islands
TV	Tuvalu
UG	Uganda
UP	Ukraine
AE	United Arab Emirates
UK	United Kingdom
UY	Uruguay
UZ	Uzbekistan
NH	Vanuatu
VE	Venezuela
VM	Vietnam
WQ	Wake Island
WF	Wallis and Futuna
WB	West Bank
YN	Yemen
ZA	Zambia
ZI	Zimbabwe

POLITICAL SUBDIVISION PERSONNEL FILE LAYOUT					
STATE AND ARMED FORCES CODES				PROVINCE CODES	
AL	Alabama	NM	New Mexico	AB	Alberta, CA
AK	Alaska	NY	New York	BC	British Columbia, CA
AZ	Arizona	NC	North Carolina	MB	Manitoba, CA
AR	Arkansas	ND	North Dakota	NB	New Brunswick, CA
AA	Armed Forces America	OH	Ohio	NL	Newfoundland and
AE	Armed Forces Europe	OK	Oklahoma	NT	Northwest Territories, CA
AP	Armed Forces Pacific	OR	Oregon	NS	Nova Scotia, CA
CA	California	PA	Pennsylvania	NU	Nunavut, CA
CO	Colorado	RI	Rhode Island	ON	Ontario, CA
CT	Connecticut	SC	South Carolina	PE	Prince Edward Island, CA
DE	Delaware	SD	South Dakota	QC	Quebec, CA
DC	District of Columbia	TN	Tennessee	SK	Saskatchewan, CA
FL	Florida	TX	Texas	YT	Yukon, CA
GA	Georgia	UT	Utah		
HI	Hawaii	VT	Vermont		
ID	Idaho	VA	Virginia		
IL	Illinois	WA	Washington		
IN	Indiana	WV	West Virginia		
IA	Iowa	WI	Wisconsin		
KS	Kansas	WY	Wyoming		
KY	Kentucky	RI	RI-Rhode Island		
LA	Louisiana	SC	SC-South Carolina		
ME	Maine	SD	SD-South Dakota		
MD	Maryland	TN	TN-Tennessee		
MA	Massachusetts	TX	TX-Texas		
MI	Michigan	UT	UT-Utah		
MN	Minnesota	VA	VA-Virginia		
MS	Mississippi	VI	VI-VIRGIN ISLANDS		
MO	Missouri	VT	VT-Vermont		
MT	Montana	WA	WA-Washington		
NE	Nebraska	WI	WI-Wisconsin		
NV	Nevada	WV	WV-West Virginia		
NH	New Hampshire	WY	WY-Wyoming		
NJ	New Jersey				