

ASRS Contribution Reporting File Format for Retirement Contributions: 152 Characters

Column Beg	End	Field Name	REQ	Field Type	Min/ Max	Data Layout Specification
1	9	Social Security Number	Y	N	9/9	Numeric Integer Value >0<999999999 Do not allow SSN that starts with "000"
10	6	Employer Number	Y	N	6/6	Numeric Integer Assigned by ASRS First five digits: Value >0<99999 Sixth digit valid values are one of the following for educational institutions only : <ul style="list-style-type: none"> • 0= Certified Plan Member • 1= Non-certified Plan Member • 8= Certified System Member • 9= Non-certified System Member All non-educational institutions default the value as mentioned below: <ul style="list-style-type: none"> • 0=Plan Members • 8=System Members
16	5	Employee number	N	AN	0/5	For use by employer. Not used by ASRS. Trailing spaces
21	20	First Name	Y	A	/20	Field is left justified -Trailing spaces -Spaces allowed. -Hyphen allowed. -Omit apostrophes, commas, periods, or any other punctuation. -Upper case is required
41	30	Last Name	Y	A	/30	Field is left justified -Trailing spaces -Spaces allowed. -Hyphen allowed. -Omit apostrophes, commas, periods, or any other punctuation. -Upper case is required
71	20	Middle Name	N	A	/20	Field is left justified -Trailing spaces -Spaces allowed. -Hyphen allowed. -Omit apostrophes, commas, periods, or any other punctuation. -Upper case is required
91	10	Gross Pay Amount	Y	N	/10	Lead sign separate in first character Lead sign can be negative. Dollars and cents, no decimal. Leading zeroes.
101	9	Employee Contribution Amount	Y	N	/9	Lead sign separate in first character Lead sign can be negative.

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						Dollars and cents, no decimal. Leading zeroes.
110	9	Employer Contribution Amount	Y	N	/9	Lead sign separate in first character Lead sign can be negative. Dollars and cents, no decimal. Leading zeroes.
119	4	Reporting Unit Number	Y	N	4/4	Numeric Integer Leading zeroes Value >0<9999
123	5	Hours Worked during Pay Period	Y	N	/5	Numeric Integer Leading zeroes Value must be between 0 to 350 No decimal.
128	10	Not used	N	N	10/10	Spaces
138	2	Employee Pay Type	Y	N	2/2	Numeric Integer Employee Pay Type codes accepted are: 01=Base Pay/ Leave Pay 02=Overtime Pay 03=Leave of Absence Partial Pay 04=Non-Standard Pay 05=Balance of Contract Pay 06=Retroactive and Claim Resolution Pay 07=Performance, Bonuses, Longevity and Stability Pay 08=Termination Incentive 09=Termination Pay
140	2	Pay Period Ending Date: Month	Y	N	2/2	MM 01 - 12
142	2	Pay Period Ending Date: Day	Y	N	2/2	DD 01 - 31
144	4	Pay Period Ending Date: Year	Y	N	4/4	YYYY Value >2010< "System year plus one"
148	2	Transaction Code	Y	N	2/2	00 = Retirement
150	1	Member Type	Y	A	1/1	P: Plan (Defined Benefit) S: System (Defined Contribution)

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151	2	Employee Type	Y	N	2/2	Numeric Integer Leading zeroes For an educational institution, the valid values in months are: <ul style="list-style-type: none"> • 09,10,11 or 12 For a non-educational institution, the valid value in months is: <ul style="list-style-type: none"> • 12
	152	TOTAL				