

Column Beg Len		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"> <li>• 0= Certified Plan Member</li> <li>• 1= Non-certified Plan Member</li> <li>• 8= Certified System Member</li> <li>• 9= Non-certified System Member</li> </ul> All non-educational institutions default the value as mentioned below: <ul style="list-style-type: none"> <li>• 0=Plan Members</li> <li>• 8=System Members</li> </ul>
16	8	Contract/Control Number	Y	AN	/8	If Contract Number assigned by the ASRS cannot be used, use the deduction number from employer payroll system. Left-justified. Trailing spaces
24	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
44	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
74	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

Column Beg Len		Field Name	REQ	Field Type	Min/ Max	Data Layout Specification
94	9	Employee Payment Amount	Y	N	/9	Lead sign separate in first character Lead sign can be negative. Dollars and cents, no decimal. Leading zeroes.
103	35	<i>Not Used</i>			35/ 35	Spaces
138	2	Employee Pay Type	Y	N	2/2	Employee Pay Type  01=Base Pay/ Leave Pay  <b>Note:</b> IF reporting Balance of Contract Pay use pay type "01" for Service Purchase transaction.
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 date plus one year"
148	2	Transaction Code	Y	N	2/2	40 = Service Purchase under eligible PLAN categories 41 = SYSTEM members only  Only 40 or 41 allowed. If 40, then Member Type = P If 41, then Member Type = S
150	1	Member Type	Y	A	1/1	P: Plan (Defined Benefit) S: System (Defined Contribution)
151	2	Employee Type	Y	N	2/2	Numeric Integer Value must be 00
	<b>152</b>	<b>TOTAL</b>				