Employer Contribution Record Layout

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Employer Contribution Record Layout

Employers that report contribution and member employment information electronically (by generating a computer file) must generate the file in a format specified by TRSGA.

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    o   The Report Header Record Format

    o   The Detail Contribution Transaction Record Format

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Overall Rules Relating to the Revised File Format

1. Contribution records will be read sequentially by TRSGA. They must be submitted by employers in the following order: Report Header Record, then the Detail Transaction Record(s) followed by the Report Trailer Record.

    ```
    Report Header Record
        Detail Transaction Record
        Detail Transaction Record
        Detail Transaction Record
        ...
    Report Trailer Record
    ```

2. Files that are improperly formatted, or contain invalid data (e.g., text data in numeric field) cannot be processed. TRSGA will reject the report and require the employer to resubmit the file in the correct format with valid data.

3. Employers that use the TRSGA file format for contribution submission will be able to send their files using File Transfer Protocol (FTP).

4. New Members or rehires may now be enrolled electronically. Employers must additionally provide SSN, Name, Date of Birth, Gender, Address information and TRS Eligibility Date for new member auto-enrollment. Name and address changes of existing members must also be reported electronically in this file.

5. Fields are listed as 'Optional' if TRSGA can process the record without the field being populated by the employer. Optional fields may or may not be optional to affect a given update to a member's demographic data; for example, to update an address, the address fields must be populated.

6. Employers have the option to send variable length tab-delimited (or comma separated) files instead of a fixed length file. Format Style field in the header must specify the format style of the report submitted by the employer.

7. Employers can now include prior period adjustments within the contribution detail file for the current report month. For prior period adjustment transactions, posting month must be prior to report month in the detail record. There must be a transaction previously submitted in that posting month for which employer is reporting a prior period adjustment.

8. Employers can now include multiple retroactive payments within the contribution detail file for the current report month. For retroactive contribution transactions, posting month must be prior to report month in the detail record. Employers must include a separate record for each posting month for a retroactive payment. Employers must refrain from reporting retroactive payments as a single contribution record, which will result in inflated salary and contributions in a single month.

9. Employers must report a termination reason code when reporting termination date. All subsequent contributions after termination date for the same employment must include termination reason code and termination date. TRS Eligibility date must be reported on the first contribution submitted for new hires and rehires.

10. Text fields such as First or Last Name may be all uppercase letters, all lower case, or mixed case based upon the employer's preference.

11. The system at TRSGA will perform various "edits" on the data reported by employers to determine if the amounts can actually be posted to individual member accounts. When certain discrepancies are found, the system will not post incoming transaction amounts to a member account. Instead, an error code will be assigned to the transaction and one of TRSGA's staff members will contact the employer to resolve the differences.

12. Electronic contribution files must be named as follows: 'yyyymmAAAAAAAA.TTT' where TTT is the file extension and must be the three-character report type, yyyymm is the report month, and AAAAAAAA is an alphanumeric employer code that is four to eight characters long. For example:

   ▪ The file name for the September 2004 contribution report from 6671 - Gwinnett County Schools must be '**2004096671.TRS**'

   ▪ The file name for the January 2005 contribution report from T302 - Cooperative Extension Service must be '**200501T302.TRS**'

Revised Fixed length File Format

Following are some rules relating to the file format with fixed length fields.

- Format Style field in the header must be set to 'F' designating fixed length fields.

- Amount fields such as the Employee Contribution, must be zero filled, right justified use two decimal positions and include the decimal point. For example, if the employee contribution is $143.75 then 000143.75 must be placed in the Employee Contribution field. In addition, if the employee contribution is $143 then 000143.00 must be placed in the Employee Contribution field.
- Alphanumeric Text fields, such as First Name, Last Name, Primary Address, etc. must be left justified, and right filled with spaces.
- Do not include the +/- sign in an amount field. There is a separate corresponding sign field for every amount field in the detail record format.
- Optional fields must be reported filled with spaces if no data is reported.

Contribution Report Header Record Format (Fixed Length)

The following table contains the record format for a Header Record. It is a summary of the detail transaction data. Employers must submit one Header Record in the first row of the file. This record must identify the report type, employer and report month.

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
001	001	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric **H** = Header Record	▪ This field must contain a value of "**H**" since this is a header record
002	002	1	Required	Format Style	Field designating the report format style being submitted (i.e. fixed length fields vs. tab delimited fields)	Alphanumeric **F** = Fixed length	▪ This field must contain a value of "F" for all reports submitted in the new format with fixed length fields as in the record layout described in this document
003	005	3	Required	Format Version	Identifies the version of the file format that the	Alphanumeric **001** = Version '001' of	▪ Field designating the version of the file format used

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
					employer is currently using	file format	▪ This field must contain a value of "001" for all reports submitted in the new format
006	008	3	Required	Report Type	Identifies the type of report submitted	**TRS**	▪ Currently all employers must report TRS in this field ▪ In the future if TRSGA adminstration rules change and additional reports are required this field will help identify one report file from the other in the same month
009	016	8	Required	Employer Code	A unique system number identifying employer	Alphanumeric, Left justified, right filled with spaces	
017	022	6	Required	Report Month	The month and year of the report	Date Field YYYYMM	▪ The period for which the employer is submitting the contribution report
023	030	8	Required	File Creation Date	The date on which this file was created by the employer	Date Field YYYYMMDD	▪ The date on which this file was created by the employer
031	512	482	Required	Filler	Filler	Pad with blanks	▪ For future use

Detail Contribution Transaction Record Format (Fixed Length)

The table below contains the record format that employers must use to report contribution detail transactions. These detail records follow the header record in the file layout.

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
001	001	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric **D** = Detail Record	▪ This field must contain a value of "**D**" since this is a detail record
002	002	1	Required	Transaction Type	Indicates if the transaction is a regular transaction, a prior period adjustment, or a retroactive payment	**C** = Regular Contribution **P** = Prior Period Adjustment **R** = Retroactive Payment **A**= Current month adjustment	▪ All regular contributions reported for current month (posting month is same as report month) must be reported with transaction type '**C**' ▪ When reporting a prior period adjustment electronically, the transaction type must be '**P**' and posting month must be prior to report month. The system will check if the reported contribution is an adjustment to a previously submitted transaction. This will also explain negative contributions ▪ When reporting a retroactive payment, the transaction type must be '**R**' and posting month must be prior to report month in the header. The system will confirm that no contribution was previously submitted with that posting month ▪ All current month adjustments can be reported with transaction type '**A**'
003	008	6	Required	Posting Month	The month and year the	DateField	▪ Posting month is the month/year to

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
					contributions are reported for	YYYYMM	which the transaction is to be applied ▪ For regular contributions (Transaction Type = 'C') the posting month must be the same as report month in the header ▪ Posting Month will provide the means for employers to report prior period adjustments and/or retroactive payments electronically ▪ For prior period adjustments (Transaction Type = 'P') and retroactive payments (Transaction Type = 'R') the posting month must be prior to the report month in the header. E.g. an employer will be able to report individual salary and contribution adjustments to a 02/2003 payroll in the 05/2003 payroll. The posting month in that case must be 02/2003 while the report month in the header is 05/2003
009	017	9	Required	SSN	SSN of the member being reported. Used to identify member	Numeric	▪ Employers must report a valid SSN for all employees. The SSN entered must match the number shown on the employee's Social Security card and the number reported on the paper Enrollment form ▪ An SSN reported with all zeroes will result in the transaction receiving an error status and may result in a refund to the employer

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
							▪ Incorrect SSNs may result in contributions getting posted to the wrong member account or may also result in a new member record being created
018	025	8	Required	Employer Code	A unique system number identifying employer	Alphanumeric, Left justified, right filled with spaces	▪ This code must be the same value as the Employer Code in the header record
026	028	3	Required	Plan	Represents the plan the member is currently contributing in	Alphanumeric **TRS** = TRS Participant **ORP** = ORP Participant	▪ Member must be eligible and enrolled in the Plan for which the contributions are being reported ▪ Currently, this field must be used to identify TRS and ORP (Optional Retirement Plan) participants. In the future if more plans are created, this field will help identify contributions under the appropriate plan
029	030	2	Required	Contract Type	Represents the contract member is employed under	Alphanumeric '08', '09', '10', '11', '12'	▪ A blank contract type will result in an error ▪ Enables TRSGA to determine how to award service credit accurately and perform average salary calculations for retirement applications
031	038	8	Required for new hires and rehires	TRS Eligibility Date	Represents the first day for which TRS expects to receive contributions for the member. This may be the employment date, re-hire date, or date member moved into a TRSGA covered position	DateField YYYYMMDD	▪ TRS eligibility date is a required field for new hires and rehires. ▪ This field must be used to enroll new members via the payroll report and eventually eliminate the need for membership application forms ▪ TRS eligibility date cannot be

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
							greater than the last day of the Report Month
039	040	2	Required	Job Classification	Represents the member's job classification	Alphanumeric **00** = teaching faculty **01** = instructional aides **02** = paraprofessionals **03** = executive, administrative, managerial **04** = clerical, secretarial, administrative support **05** = technology, technical, professional **06** = lunchroom, maintenance, warehouse and transportation	▪ This field will enable TRS to report meaningful demographic information on our membership population
041	041	1	Required	Bi-Weekly Flag	Identifies members who are paid on a bi-weekly basis	Alphanumeric **Y** = Biweekly **N** = Other Pay cycle	▪ Explains pay variations for members on bi-weekly pay cycles
042	043	2	Required	Payment Reason	Explains the type of reported compensation	Alphanumeric **00** = Regular	▪ Explains fluctuations in salary ▪ Enables TRSGA to determine how much employee and employer

Columns From Thru Total	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
				01 = Certificate Upgrade **02** = Promotion/Step Increase **03** = Position or Certificate Downgrade **04** = Leave without Pay **05** = Pay docked due to sick leave **06** = Discontinue 40 election **07** = HB210 / HB366 **08** = Interim Position Increase **09** = One Time Local Supplement Increase / One Time Special Pay Increase	contributions to expect for the posting month. It is very important that the correct code is used as follows: ▪ Use '**00**' to report that a member earned compensation for regular activity during the current pay period. Regular activity includes: wages, and paid days off (vacation, sick leave, holiday leave). ▪ Use '**01**' to explain increased salary and contributions due to member getting a certificate upgrade. This Payment Reason must only be reported in the first month in which the member reports increased contributions. Contributions in the following months may be reported as '00' - Regular ▪ Use '**02**' to explain increased salary and contributions due to member getting a promotion or step increase. This Payment Reason must only be reported in the first month in which the member reports increased contributions. Contributions in the following months may be reported as '00' - Regular ▪ Use '**03**' to explain reduced salary and contributions due to member being downgraded to another position. This Payment Reason

Columns From Thru Total	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
					must only be reported in the first month in which the member reports reduced contributions. Contributions in the following months may be reported as '00' - Regular
					▪ Use '**04**' to report 0.00 salary and 0.00 contributions for a period of time when member is on leave without pay and has not terminated from Employer. This Payment Reason must be reported each month in which the member is on leave without pay
					▪ Use '**05**' to report reduced salary and contributions when the decrease in contributions is due to *some* unpaid sick leave in the reporting period. This Payment Reason must be reported each month in which the pay is docked due to sick leave
					▪ Use '**06**' to report 0.00 contributions for a member who has 40+ yrs of service and has elected to discontinue monthly contributions. This Payment Reason must be reported each month for such members
					▪ Use '**07**' to explain 0.00 employee contributions for retirees returning to work under House Bill 210 or House Bill 366. This Payment Reason must be reported each

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
							month for such members ■ Use **'08'** to explain increased salary and contributions due to member getting a temporary increase. This Payment Reason must be reported in each month in which the member receives this temporary increase ■ Use **'09'** to explain increased salary and contributions due to a one-time local supplement payment or one-time special pay increase. This Payment Reason must be reported in the month in which the member receives a one-time pay increase. Contributions in the following months may be reported as '00' - Regular
044	044	1	Required	Service Credit Eligibility	Certifies if compensation reported is for a member who worked in a TRSGA covered position for greater than ½ the number of working days in the posting month	Alphanumeric, **Y** = Eligible for service credit **N** = Not Eligible for service credit	■ Employer must report 'Y' if the person worked in a TRSGA covered position for greater than ½ the number of working days in the posting month. The member will be granted service credit in this case ■ Employer must report 'N' if the salary earned is for less than ½ time or a non-covered TRSGA position. The member will not be granted service credit in this case
045	045	1	Required if 'Contract Pay'<> 0	Increase/Decrease Contract Pay	Indicates whether 'Contract Pay' is a negative or positive amount	Alphanumeric **+** = Increase/Positive **-** = Decrease/Negative	■ To report a negative (-) salary, the Transaction Type must be "**P**" indicating a prior period adjustment

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
046	054	9	Required if member was paid salary for work done (or sick leave) during contract months	Contract Pay	Represents member's contract salary	Numeric Zero filled, right justified, two decimal positions, include decimal point `000000.00 to 999999.99`	▪ Enables TRSGA to determine how to award service credit accurately ▪ This field must have two decimal positions and must include a decimal point. For example, report 003650.00 in this field if the member was paid $3,650 per contract
055	055	1	Required if 'Prorated Summer Pay' <> 0	Increase/Decrease Prorated Summer Pay	Indicates whether 'Prorated Summer Pay' is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	▪ To report negative (-) prorated summer pay, the Transaction Type must be "**P**" indicating a prior period adjustment
056	064	9	Required if member was paid any accrued prorated summer pay	Prorated Summer Pay	Represents member's accrued pro-rated summer pay	Numeric Zero filled, right justified, two decimal positions, include decimal point `000000.00 to 999999.99`	▪ Enables TRSGA to determine how to award service credit accurately ▪ This field must have two decimal positions and must include a decimal point. For example, report 003650.00 in this field if the member was paid $3,650 as accrued prorated summer pay
065	065	1	Required if 'Summer Employment Pay' <> 0	Increase/Decrease Summer Employment Pay	Indicates whether 'Summer Employment Pay' is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	▪ To report negative (-) summer employment pay, the Transaction Type must be "**P**" indicating a prior period adjustment
066	074	9	Required if member was paid for work done in a TRSGA covered position performed during summer months	Summer Employment Pay	Represents salary received for work in a TRSGA covered position performed during summer months	Numeric Zero filled, right justified, two decimal positions, include decimal point `000000.00 to 999999.99`	▪ Enables TRSGA to determine how to award service credit accurately ▪ This field must have two decimal positions and must include a decimal point. For example, report 003650.00 in this field if the member was paid $3,650 for work done in a TRSGA covered position performed during summer months

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
075	075	1	Required if 'Salary that exceeds IRS limit' <> 0	Increase/Decrease Salary that exceeds IRS limit	Indicates whether 'Salary that exceeds IRS limit' is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	▪ To report negative (-) salary that exceeds IRS limit, the Transaction Type must be "**P**" indicating a prior period adjustment
076	084	9	Required if any portion of salary reported exceeded IRS limit.	Salary that exceeds IRS limit	Represents portion of the salary that is in excess of the IRS limit. Applicable for members hired on or after 07/01/1996	Numeric Zero filled, right justified, two decimal positions, include decimal point `000000.00 to 999999.99`	▪ Enables TRSGA to determine how to award service credit accurately ▪ This field must have two decimal positions and must include a decimal point. For example, report 001250.40 if the member was paid $1,250.40 in excess of IRS limit ▪ IRS limit on salary reported to TRSGA must be calculated on calendar year basis for BOR and on fiscal year basis for DOE employees
085	085	1	Required	Increase/Decrease TRS Earnable Compensation	Indicates whether 'TRS Earnable Compensation' is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	▪ To report a negative (-) salary, the Transaction Type must be "**P**" indicating a prior period adjustment
086	094	9	Required	TRS Earnable Compensation	Represents the sum of contract pay, prorated summer pay and summer employment pay less the salary that exceeds the IRS limit	Numeric Zero filled, right justified, two decimal positions, include decimal point `000000.00 to 999999.99`	▪ Employee and employer contribution amounts must be computed on the TRS Earnable Compensation using the applicable contribution rate
095	095	1	Required	Increase/Decrease Pre-tax EECON	Indicates whether pre-tax EECON is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	▪ To report a negative (-) Employee Contribution Amount, the Transaction Type must be "**P**" indicating a prior period adjustment

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
096	104	9	Required	Pre-tax EECON	Represents the pre-tax portion of the employee contributions based on the member's TRS earnable compensation for the posting month	Numeric Zero filled, right justified, two decimal positions, include decimal point 000000.00 to 999999.99	▪ EECON is typically pre-tax. Report such pre-tax employee contributions in this field ▪ If the employer funds a portion of the employee contribution, that supplement must be excluded from this EECON field and reported as 'Employer Paid EECON Supplement' ▪ Total Employee contributions must equal the TRS Earnable compensation times the applicable TRS employee contribution Rate ▪ A valid Payment Reason must accompany a zero, increased or decreased contribution amount reported
105	105	1	Required	Increase/Decrease Post-tax EECON	Indicates whether post-tax EECON is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	▪ To report a negative (-) Employee Contribution Amount, the Transaction Type must be "P" indicating a prior period adjustment
106	114	9	Required	Post-tax EECON	Represents the post-tax portion of EECON if applicable. Total Employee contributions must be based on the member's TRS earnable compensation for the posting month	Numeric Zero filled, right justified, two decimal positions, include decimal point 000000.00 to 999999.99	▪ In the rare situations when EECON is post-tax, report such post-tax employee contributions in this field ▪ Enables TRS to calculate member's tax liability accurately
115	115	1	Required	Employer Paid EECON Flag	Indicates if the employer on behalf of the member	Alphanumeric **Y** = Employer funds	▪ Enables TRS to track employer paid employee contributions.

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
					funds the full employee contributions	the employee contributions **N** = Employee funds the employee contributions	▪ Eliminates need for separate reporting ▪ If EECON is funded by the employee which is typical, report 'N' in this field ▪ In the rare situations when the employer funds EECON, report 'Y' in this field.
116	116	1	Optional	Increase/Decrease Employer Paid EECON Supplement	Indicates whether "Employer paid EECON Supplement" is a negative or positive amount	Alphanumeric **+** = Increase/Positive **-** = Decrease/Negative	▪ To report a negative (-) 'Employer paid EECON Supplement' Amount, the transaction type must be "P" indicating a prior period adjustment
117	125	9	Optional	Employer Paid EECON Supplement	Represents the portion of the pre-tax employee contribution that is funded by the employer due to a difference in contribution rates (currently used for Fulton County)	Numeric Zero filled, right justified, two decimal positions, include decimal point `000000.00 to 999999.99`	▪ Enables TRS to track employer paid employee supplements ▪ Will be used to determine correct refund payouts
126	126	1	Required	DOE Paid ERCON Flag	Indicates if the employer contributions will be funded by the Department of Education on behalf of the employer	Alphanumeric **Y** = DOE funds the employer contributions **N** = Employer funds the employer contributions	▪ Eliminates separate reporting of members covered by HB272, HB1321 or HB912
127	127	1	Optional	Increase/Decrease ERCON	Indicates whether employer contributions is a negative or positive amount	Alphanumeric **+** = Increase/Positive **-** = Decrease/Negative	▪ To report a negative (-) Employer Contribution Amount, the transaction type must be "P" indicating a prior period adjustment

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
128	136	9	Optional	ERCON	Represents the employer contributions based on the member's TRS Earnable compensation for this month	Numeric Zero filled, right justified, two decimal positions, include decimal point `000000.00 to 999999.99`	▪ Employer contributions must equal the TRS Earnable compensation times the applicable TRS employer contribution Rate
137	144	8	Required if member terminates	Termination Date	Represents date member terminated employment with current employer	DateField YYYYMMDD	▪ Must be within current fiscal year ▪ Termination Date must be accompanied by a valid Termination Reason
145	146	2	Required if 'Termination Date' is reported	Termination Reason	Represents reason why member has terminated current employment	Alphanumeric **01** = Left Employment **02** = Retirement **03** = Death **04** = Other	▪ Enables TRSGA to provide better service to members. E.g. In cases of termination due to death, TRSGA will be able to contact the beneficiary and provide them with appropriate benefit options
147	154	8	Required	Date of Birth	Represents the member's Date of Birth. Used to identify member	DateField YYYYMMDD	▪ Member's birth date is required to enroll new members ▪ A blank or '00000000' will result in an error
155	155	1	Required	Gender	Represents the member's gender	Alphanumeric **M** = Male **F** = Female	▪ Gender is required to enroll a new member
156	159	4	Optional	Prefix	Represents the prefix of member's name	Alphanumeric, Left justified, right filled with spaces MR, MRS, MISS, MS, DR	▪ Must reflect the member name as maintained on the member's employment record
160	189	30	Required	First Name	Represents member's first name. Used to identify	Alphanumeric, Left justified, right	▪ First Name is required to enroll a new member

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
					member	filled with spaces	▪ Must reflect the member name as maintained on the member's employment record ▪ Partial names will not be accepted
190	219	30	Optional	Middle Name	Represents member's middle name	Alphanumeric, Left justified, right filled with spaces	▪ Must reflect the member name as maintained on the member's employment record ▪ Partial names will not be accepted
220	249	30	Required	Last Name	Represents member's last name. Used to identify member	Alphanumeric, Left justified, right filled with spaces	▪ Last Name is required to enroll a new member ▪ Must reflect the member name as maintained on the member's employment record ▪ Partial names will not be accepted
250	259	10	Optional	Suffix	Represents the suffix of member's name	Alphanumeric, Left justified, right filled with spaces	▪ Must reflect the member name as maintained on the member's employment record
260	294	35	Required	Primary Address Line	Represents the primary address of the member. It must include Street Address, P.O. Box, etc	Alphanumeric, Left justified, right filled with spaces	▪ Partial address will not be accepted ▪ If not a foreign address, a complete address including Primary Address Line, City, State and Zip must be provided
295	329	35	Optional	Secondary Address Line	Represents secondary line of home address of the member. It may include apartments, suites, etc	Alphanumeric, Left justified, right filled with spaces	▪ Partial address will not be accepted ▪ If secondary address line is reported, it must be accompanied by Primary Address line
330	359	30	Required if 'International Address Flag' is 'N'	City	Represents city for the home address of the member	Alphanumeric, Left justified, right filled with spaces	▪ Partial address will not be accepted ▪ If not a foreign address, a complete address including Primary Address line, City, State and Zip must be provided
360	361	2	Required if 'International	State	Represents state for the home address of the	Alphanumeric, Left justified, right	▪ Partial address will not be accepted ▪ If not a foreign address, a complete

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
			Address Flag' is 'N'		member	filled with spaces	address including Primary Address line, City, State and Zip must be provided
362	370	9	Required if 'International Address Flag' is 'N'	Zip Code	Represents the zip code of the home address of the member	Numeric Zero filled, left justified. Do not include the ' - ' for zip+4 codes.	• Partial address will not be accepted • If not a foreign address, a complete address including Primary Address line, City, State and Zip must be provided
371	371	1	Required	International Address Flag	Flag that represents if the member has an international address	Alphanumeric **Y** = International **N** = USA address	• If member has a foreign address, this field must be reported as 'Y'
372	421	50	Required if 'International Address Flag' is 'Y'	International Address Line	Represents an international address for the member	Alphanumeric, Left justified, right filled with spaces	• If foreign address, International Address Line must be reported • For foreign addresses, City, State, and Zip are not required and must be blank
422	456	35	Required for sorting bulk distribution such as member annual statements	Locator Code	Represents the school system's distribution location or drop box	Alphanumeric, Left justified, right filled with spaces	• Enables school systems to receive bulk mailings such as member annual statements sorted in a particular order
457	466	10	Optional	Local Employee Number	Represents the member's local employee number at the school system	Alphanumeric, Left justified, right filled with spaces	• Enables school systems that do not use SSN to identify an employee by local employee number when contacted by TRSGA
467	467	1	Optional	Increase/Decrease DOE Paid ERCON Salary	Indicates whether the portion of TRS earnable compensation on which DOE will fund employer contributions is a negative or positive amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	• To report a negative (-) DOE paid ERCON Salary amount, the transaction type must be "P" indicating a prior period adjustment
468	476	9	Optional	DOE Paid ERCON Salary	Represents the portion of TRS earnable	Numeric Zero filled, right	• DOE Paid ERCON Salary Amount may be blank but if its entered it

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
					compensation on which DOE will fund the employer contributions. When applicable, usually DOE will fund ERCON on the entire salary in which case this field is optional	justified, two decimal positions, include decimal point 000000.00 to 999999.99	must be <= TRS Earnable compensation ▪ DOE Paid ERCON flag must be 'Y' if a non zero amount is entered in the DOE Paid ERCON Salary field.
477	512	36	Required	Filler	Filler	Pad with blanks	▪ For future use

Contribution Report Trailer Record Format (Fixed Length)

The following table contains the record format for a Trailer Record. It must have a record count and total of salary, employee contribution and employer contributions reported in the detail transactions. Employers must submit one Trailer Record in the file. The trailer record will provide a means to verify the accuracy and integrity of the detail transactions submitted in the file.

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
001	001	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric **F** = Footer Record	▪ This field must contain a value of "**F**" since this is a footer record
002	009	8	Required	Employer Code	A unique system number identifying employer	Alphanumeric, Left justified, right filled with spaces	▪ Employer number must exist in the TRSGA system
010	015	6	Required	Report Month	The month and year of the report	Date field YYYYMM	▪ The period for which the employer is submitting the contribution report
016	021	6	Required	Record Count	Total Number of detail contribution transactions included in the file	Numeric, Right justified, Fill with leading zeroes `000000 to 999999`	▪ This must be the record count of transactions in the detail file
022	022	1	Required	Increase / Decrease Total TRS Earnable Compensation	Indicates whether the Total Salary reported in the detail file is a positive or negative amount	Alphanumeric + = Increase/positive - = Decrease/negative	▪ Processed as reported
023	035	13	Required	Total TRS Earnable Compensation	Net Total of all member salaries reported	Numeric Zero filled, right justified, two decimal positions, include decimal point `0000000000.00 to 9999999999.99`	▪ This must be the total of 'TRS Earnable Compensation' reported in the detail file ▪ This data is to have two decimal positions and must include a decimal point. For example placing 0000005143.75 in this field will be understood by TRSGA

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
							to be 5143.75
036	036	1	Required	Increase / Decrease Total EECON	Indicates whether the total employee contribution reported in the detail file is a positive or negative amount	Alphanumeric + = Increase/positive - = Decrease/negative	▪ Processed as reported
037	049	13	Required	Total EECON	Net total of all employee contributions reported	Numeric Zero filled, right justified, two decimal positions, include decimal point 0000000000.00 to 9999999999.99	▪ This must be the total of 'pre-tax EECON', 'post-tax EECON' and 'Employer Paid EECON Supplement' reported in the detail file ▪ This data is to have two decimal positions and must include a decimal point. For example placing 0000005143.75 in this field will be understood by TRSGA to be 5143.75
050	050	1	Required if 'Total ERCON' <> 0	Increase / Decrease Total ERCON	Indicates whether the Total employer contribution reported in the detail file is a positive or negative amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	▪ Processed as reported
051	063	13	Required if "ERCON" is <> 0 in any detail contribution transaction record	Total ERCON	Net total of all employer contributions reported	Numeric Zero filled, right justified, two decimal positions, include decimal point 0000000000.00 to 9999999999.99	▪ This must be the total of 'ERCON' reported in the detail file ▪ This data is to have two decimal positions and must include a decimal point. For example placing 0000005143.75 in this field will be understood by TRSGA to be 5143.75
064	069	6	Required if "DOE Paid	Total Count of members for whom	Indicates count of members for whom DOE will fund the	Numeric, Right justified,	▪ Report the record count of transactions in the detail

Columns From Thru Total			Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
			ERCON Flag" is 'Y' in any detail contribution transaction record	DOE will fund the employer contributions	employer contributions	Fill with leading zeroes `000000 to 999999`	where DOE Paid ERCON Flag is 'Y' ▪ This will assist TRSGA in accurate and timely billing of DOE for employer contributions under HB272 and HB1321
070	070	1	Required if 'Total TRS Earnable Compensation of members whose employer contribution will be funded by DOE' <> 0	Increase / Decrease Total TRS Earnable Compensation of members whose employer contribution will be funded by DOE	Indicates whether the 'Total salary of members for whom DOE funds the employer contributions' reported in the detail file is a positive or negative amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	▪ Processed as reported
071	083	13	Required if "DOE Paid ERCON Flag" is 'Y' in any detail contribution transaction record	Total TRS Earnable Compensation of members whose employer contribution will be funded by DOE	Total salary of members for whom DOE funds the employer contributions	Numeric Zero filled, right justified, two decimal positions, include decimal point `0000000000.00 to 9999999999.99`	▪ Report the sum of TRS Earnable Compensation amounts on all transactions in the detail where DOE Paid ERCON Flag is 'Y'. **Important**: In cases where DOE will fund ERCON only on a portion of the salary, use the DOE Paid ERCON Salary amount on the transaction. ▪ This data is to have two decimal positions and must include a decimal point. For example placing 0000005143.75 in this field will be understood by TRSGA to be 5143.75

Columns From Thru Total	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
084 512 429	Required	Filler	Filler	Pad with blanks	▪ For future use

Variable length File Format

Following are some rules relating to the file format with variable length fields.

- Format Style field in the header must be set to 'T ' if the fields are tab delimited.

- Format Style field in the header must be set to 'C ' if the fields are comma separated like in .CSV files.

- Amount fields will be processed with or without decimals. For eg. If the employee contribution is $143 then 143 or 143. or 143.0 or 143.00 will be accepted as valid data in the Employee Contribution field.

- Amount fields such as the Employee Contribution must use a maximum of two significant decimal positions. For eg. If the employee contribution is $143.75 then 143.75 or even 143.750 will be accepted as valid data in the Employee Contribution field. However data with more that two significant deimal positions such as 143.754 will not be accepted as valid data and will result in an error.

- Amount fields such as the Employee Contribution may include a sign character (+ is optional). For eg. If the employee contribution *adjustment* is -$143.75 then -143.75 will be accepted as valid data in the Employee Contribution field.

- Do not fill Alphanumeric Text fields such as First Name, Last Name, Primary Address and Amount fields such as the Employee Contribution with spaces.

- If the fields are comma separated, a field using a comma character as part of the data should be enclosed in double quotes ("). In the case of enclosure in double quotes, we will strip the quote characters and not treat the enclosed comma as a separator. *Please note that enclosing the field in double quotes is done automatically by an Excel export to either tab-delimited or comma-delimited files, and need not be done by an Excel user*

Contribution Report Header Record Format (Variable Length)

The following table contains the record format for a Header Record. It is a summary of the detail transaction data. Employers must submit one Header Record in the first row of the file. This record must identify the report type, employer and report month.

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
1	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric **H** = Header Record	▪ This field must contain a value of "**H**" since this is a header record
2	1	Required	Format Style	Field designating the report format style being submitted (i.e. fixed length fields vs. tab delimited fields)	Alphanumeric **T** = Tab delimited **C** = Comma separated	▪ This field must contain a value of "T" for all reports submitted in the new format with tab-delimited fields ▪ This field must contain a value of "C" for all reports submitted in the new format with comma separated fields (.CSV files)
3	3	Required	Format Version	Identifies the version of the file format that the employer is currently using	Alphanumeric **001** = Version '001' of file format	▪ Field designating the version of the file format used ▪ This field must contain a value of "001" for all reports submitted in the new format
4	3	Required	Report Type	Identifies the type of report submitted	**TRS**	▪ Currently all employers must report TRS in this field ▪ In the future if TRSGA adminstration rules change and additional reports are required this field will help identify one report file from the other in the same month
5	8	Required	Employer Code	A unique system number identifying employer	Alphanumeric	
6	6	Required	Report Month	The month and year of the report	Date Field YYYYMM	▪ The period for which the employer is submitting the contribution report
7	8	Required	File Creation Date	The date on which this file was created by the	Date Field YYYYMMDD	▪ The date on which this file was created by the employer

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
				employer		

Detail Contribution Transaction Record Format (Variable Length)

The table below contains the record format that employers must use to report contribution detail transactions. These detail records follow the header record in the file layout.

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
1	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric **D** = Detail Record	▪ This field must contain a value of "**D**" since this is a detail record
2	1	Required	Transaction Type	Indicates if the transaction is a regular transaction, a prior period adjustment, or a retroactive payment	**C** = Regular Contribution **P** = Prior Period Adjustment **R** = Retroactive Payment	▪ All regular contributions reported for current month (posting month is same as report month) must be reported with transaction type '**C**' ▪ When reporting a prior period adjustment electronically, the transaction type must be '**P**' and posting month must be prior to report month. The system will check if the reported contribution is an adjustment to a previously submitted transaction. This will also explain negative contributions ▪ When reporting a retroactive payment, the transaction type must be '**R**' and posting month must be prior to report month in the header. The system will confirm that no contribution was previously submitted with that posting month
3	6	Required	Posting Month	The month and year the contributions are reported for	DateField YYYYMM	▪ Posting month is the month/year to which the transaction is to be applied ▪ For regular contributions (Transaction Type = 'C') the posting

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
						month must be the same as report month in the header ▪ Posting Month will provide the means for employers to report prior period adjustments and/or retroactive payments electronically ▪ For prior period adjustments (Transaction Type = 'P') and retroactive payments (Transaction Type = 'R') the posting month must be prior to the report month in the header. E.g. an employer will be able to report individual salary and contribution adjustments to a 02/2003 payroll in the 05/2003 payroll. The posting month in that case must be 02/2003 while the report month in the header is 05/2003
4	9	Required	SSN	SSN of the member being reported. Used to identify member	Numeric	▪ Employers must report a valid SSN for all employees. The SSN entered must match the number shown on the employee's Social Security card and the number reported on the paper Enrollment form ▪ An SSN reported with all zeroes will result in the transaction receiving an error status and may result in a refund to the employer ▪ Incorrect SSNs may result in contributions getting posted to the wrong member account or may also result in a new member record being created
5	8	Required	Employer Code	A unique system number	Alphanumeric	▪ This code must be the same value as

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
				identifying employer		the Employer Code in the header record
6	3	Required	Plan	Represents the plan the member is currently contributing in	Alphanumeric **TRS** = TRS Participant **ORP** = ORP Participant	▪ Member must be eligible and enrolled in the Plan for which the contributions are being reported ▪ Currently, this field must be used to identify TRS and ORP (Optional Retirement Plan) participants. In the future if more plans are created, this field will help identify contributions under the appropriate plan
7	2	Required	Contract Type	Represents the contract member is employed under	Alphanumeric '08', '09', '10', '11', '12'	▪ A blank contract type will result in an error ▪ Enables TRSGA to determine how to award service credit accurately and perform average salary calculations for retirement applications
8	8	Required for new hires and rehires	TRS Eligibility Date	Represents the first day for which TRS expects to receive contributions for the member. This may be the employment date, re-hire date, or date member moved into a TRSGA covered position	DateField YYYYMMDD	▪ TRS eligibility date is a required field for new hires and rehires. ▪ This field must be used to enroll new members via the payroll report and eventually eliminate the need for membership application forms ▪ TRS eligibility date cannot be greater than the last day of the Report Month
9	2	Required	Job Classification	Represents the member's job classification	Alphanumeric **00** = teaching faculty **01** = instructional aides **02** = paraprofessionals	▪ This field will enable TRS to report meaningful demographic information on our membership population

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
					03 = executive, administrative, managerial **04** = clerical, secretarial, administrative support **05** = technology, technical, professional **06** = lunchroom, maintenance, warehouse and transportation	
10	1	Required	Bi-Weekly Flag	Identifies members who are paid on a bi-weekly basis	Alphanumeric **Y** = Biweekly **N** = Other Pay cycle	▪ Explains pay variations for members on bi-weekly pay cycles
11	2	Required	Payment Reason	Explains the type of reported compensation	Alphanumeric **00** = Regular **01** = Certificate Upgrade **02** = Promotion/Step Increase **03** = Position or Certificate Downgrade	▪ Explains fluctuations in salary ▪ Enables TRSGA to determine how much employee and employer contributions to expect for the posting month. It is very important that the correct code is used as follows: ▪ Use **'00'** to report that a member earned compensation for regular activity during the current pay period. Regular activity includes: wages, and paid days off (vacation, sick leave, holiday leave).

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
					04 = Leave without Pay **05** = Pay docked due to sick leave **06** = Discontinue 40 election **07** = HB210 / HB366 **08** = Interim Position Increase **09** = One Time Local Supplement Increase / One Time Special Pay Increase	▪ Use '**01**' to explain increased salary and contributions due to member getting a certificate upgrade. This Payment Reason must only be reported in the first month in which the member reports increased contributions. Contributions in the following months may be reported as '00' - Regular ▪ Use '**02**' to explain increased salary and contributions due to member getting a promotion or step increase. This Payment Reason must only be reported in the first month in which the member reports increased contributions. Contributions in the following months may be reported as '00' - Regular ▪ Use '**03**' to explain reduced salary and contributions due to member being downgraded to another position. This Payment Reason must only be reported in the first month in which the member reports reduced contributions. Contributions in the following months may be reported as '00' - Regular ▪ Use '**04**' to report 0.00 salary and 0.00 contributions for a period of time when member is on leave without pay and has not terminated from Employer. This Payment Reason must be reported each month in which the member is on leave

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
						without pay
						▪ Use '**05**' to report reduced salary and contributions when the decrease in contributions is due to *some* unpaid sick leave in the reporting period. This Payment Reason must be reported each month in which the pay is docked due to sick leave
						▪ Use '**06**' to report 0.00 contributions for a member who has 40+ yrs of service and has elected to discontinue monthly contributions. This Payment Reason must be reported each month for such members
						▪ Use '**07**' to explain 0.00 employee contributions for retirees returning to work under House Bill 210 or House Bill 366. This Payment Reason must be reported each month for such members
						▪ Use '**08**' to explain increased salary and contributions due to member getting a temporary increase. This Payment Reason must be reported in each month in which the member receives this temporary increase
						▪ Use '**09**' to explain increased salary and contributions due to a one-time local supplement payment or one-time special pay increase. This Payment Reason must be reported in the month in which the member receives a one-time pay increase. Contributions in the following

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
						months may be reported as '00' - Regular
12	1	Required	Service Credit Eligibility	Certifies if compensation reported is for a member who worked in a TRSGA covered position for greater than ½ the number of working days in the posting month	Alphanumeric, **Y** = Eligible for service credit **N** = Not Eligible for service credit	• Employer must report 'Y' if the person worked in a TRSGA covered position for greater than ½ the number of working days in the posting month. The member will be granted service credit in this case • Employer must report 'N' if the salary earned is for less than ½ time or a non-covered TRSGA position. The member will not be granted service credit in this case
13	10	Required if member was paid salary for work done (or sick leave) during contract months	Contract Pay	Represents member's contract salary	Numeric, Max length is 10 including a sign (+ is optional), no more than 6 significant positions to the left of the decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal `-999999.99 to +999999.99`	• Enables TRSGA to determine how to award service credit accurately • This field must have two decimal positions and must include a decimal point. For example, report 003650.00 in this field if the member was paid $3,650 per contract • To report a negative (-) salary, the Transaction Type must be "**P**" indicating a prior period adjustment
14	10	Required if member was paid any accrued prorated summer pay	Prorated Summer Pay	Represents member's accrued pro-rated summer pay	Numeric, Max length is 10 including a sign (+ is optional), no more than 6 significant positions to the left of the	• Enables TRSGA to determine how to award service credit accurately • This field must have two decimal positions and must include a decimal point. For example, report 003650.00 in this field if the member

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
					decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal -999999.99 to +999999.99	was paid $3,650 as accrued prorated summer pay ▪ To report negative (-) prorated summer pay, the Transaction Type must be "**P**" indicating a prior period adjustment
15	10	Required if member was paid for work done in a TRSGA covered position performed during summer months	Summer Employment Pay	Represents salary received for work in a TRSGA covered position performed during summer months	Numeric, Max length is 10 including a sign (+ is optional), no more than 6 significant positions to the left of the decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal -999999.99 to +999999.99	▪ Enables TRSGA to determine how to award service credit accurately ▪ This field must have two decimal positions and must include a decimal point. For example, report 003650.00 in this field if the member was paid $3,650 for work done in a TRSGA covered position performed during summer months ▪ To report negative (-) summer employment pay, the Transaction Type must be "**P**" indicating a prior period adjustment
16	10	Required if any portion of salary reported exceeded IRS limit.	Salary that exceeds IRS limit	Represents portion of the salary that is in excess of the IRS limit. Applicable for members hired on or after 07/01/1996	Numeric, Max length is 10 including a sign (+ is optional), no more than 6 significant positions to the left of the decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal	▪ Enables TRSGA to determine how to award service credit accurately ▪ This field must have two decimal positions and must include a decimal point. For example, report 001250.40 if the member was paid $1,250.40 in excess of IRS limit ▪ IRS limit on salary reported to TRSGA must be calculated on calendar year basis for BOR and on fiscal year basis for DOE employees ▪ To report negative (-) salary that

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
					`-999999.99 to +999999.99`	exceeds IRS limit, the Transaction Type must be "**P**" indicating a prior period adjustment
17	10	Required	TRS Earnable Compensation	Represents the sum of contract pay, prorated summer pay and summer employment pay less the salary that exceeds the IRS limit	Numeric, Max length is 10 including a sign (+ is optional), no more than 6 significant positions to the left of the decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal `-999999.99 to +999999.99`	▪ Employee and employer contribution amounts must be computed on the TRS Earnable Compensation using the applicable contribution rate ▪ To report a negative (-) salary, the Transaction Type must be "**P**" indicating a prior period adjustment
18	10	Required	Pre-tax EECON	Represents the pre-tax portion of the employee contributions based on the member's TRS earnable compensation for the posting month	Numeric, Max length is 10 including a sign (+ is optional), no more than 6 significant positions to the left of the decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal `-999999.99 to +999999.99`	▪ EECON is typically pre-tax. Report such pre-tax employee contributions in this field ▪ If the employer funds a portion of the employee contribution, that supplement must be excluded from this EECON field and reported as 'Employer Paid EECON Supplement' ▪ Total Employee contributions must equal the TRS Earnable compensation times the applicable TRS employee contribution Rate ▪ A valid Payment Reason must accompany a zero, increased or decreased contribution amount reported

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
						▪ To report a negative (-) Employee Contribution Amount, the Transaction Type must be "P" indicating a prior period adjustment
19	10	Required	Post-tax EECON	Represents the post-tax portion of EECON if applicable. Total Employee contributions must be based on the member's TRS earnable compensation for the posting month	Numeric, Max length is 10 including a sign (+ is optional), no more than 6 significant positions to the left of the decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal `-999999.99 to +999999.99`	▪ In the rare situations when EECON is post-tax, report such post-tax employee contributions in this field ▪ Enables TRS to calculate member's tax liability accurately ▪ To report a negative (-) Employee Contribution Amount, the Transaction Type must be "P" indicating a prior period adjustment
20	1	Required	Employer Paid EECON Flag	Indicates if the employer on behalf of the member funds the full employee contributions	Alphanumeric **Y** = Employer funds the employee contributions **N** = Employee funds the employee contributions	▪ Enables TRS to track employer paid employee contributions. ▪ Eliminates need for separate reporting ▪ If EECON is funded by the employee which is typical, report 'N' in this field ▪ In the rare situations when the employer funds EECON, report 'Y' in this field
21	10	Optional	Employer Paid EECON Supplement	Represents the portion of the pre-tax employee contribution that is funded by the employer due to a difference in contribution	Numeric, Max length is 10 including a sign (+ is optional), no more than 6 significant positions	▪ Enables TRS to track employer paid employee supplements ▪ Will be used to determine correct refund payouts ▪ To report a negative (-) 'Employer

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
				rates (currently used for Fulton County)	to the left of the decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal -999999.99 to +999999.99	paid EECON Supplement' Amount, the transaction type must be "P" indicating a prior period adjustment
22	1	Required	DOE Paid ERCON Flag	Indicates if the employer contributions will be funded by the Department of Education on behalf of the employer	Alphanumeric **Y** = DOE funds the employer contributions **N** = Employer funds the employer contributions	▪ Eliminates separate reporting of members covered by HB272, HB1321 or HB912
23	10	Optional	ERCON	Represents the employer contributions based on the member's TRS Earnable compensation for this month	Numeric, Max length is 10 including a sign (+ is optional), no more than 6 significant positions to the left of the decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal -999999.99 to +999999.99	▪ Employer contributions must equal the TRS Earnable compensation times the applicable TRS employer contribution Rate ▪ To report a negative (-) Employer Contribution Amount, the transaction type must be "P" indicating a prior period adjustment
24	8	Required if member terminates	Termination Date	Represents date member terminated employment with current employer	DateField YYYYMMDD	▪ Must be within current fiscal year ▪ Termination Date must be accompanied by a valid Termination Reason

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
25	2	Required if 'Termination Date' is reported	Termination Reason	Represents reason why member has terminated current employment	Alphanumeric **01** = Left Employment **02** = Retirement **03** = Death **04** = Other	▪ Enables TRSGA to provide better service to members. E.g. In cases of termination due to death, TRSGA will be able to contact the beneficiary and provide them with appropriate benefit options
26	8	Required	Date of Birth	Represents the member's Date of Birth. Used to identify member	DateField YYYYMMDD	▪ Member's birth date is required to enroll new members ▪ A blank or '00000000' will result in an error
27	1	Required	Gender	Represents the member's gender	Alphanumeric **M** = Male **F** = Female	▪ Gender is required to enroll a new member
28	4	Optional	Prefix	Represents the prefix of member's name	Alphanumeric MR, MRS, MISS, MS, DR	▪ Must reflect the member name as maintained on the member's employment record
29	30	Required	First Name	Represents member's first name. Used to identify member	Alphanumeric	▪ First Name is required to enroll a new member ▪ Must reflect the member name as maintained on the member's employment record ▪ Partial names will not be accepted
30	30	Optional	Middle Name	Represents member's middle name	Alphanumeric	▪ Must reflect the member name as maintained on the member's employment record ▪ Partial names will not be accepted
31	30	Required	Last Name	Represents member's last name. Used to identify member	Alphanumeric	▪ Last Name is required to enroll a new member ▪ Must reflect the member name as maintained on the member's employment record ▪ Partial names will not be accepted

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
32	10	Optional	Suffix	Represents the suffix of member's name	Alphanumeric	▪ Must reflect the member name as maintained on the member's employment record
33	35	Required	Primary Address Line	Represents the primary address of the member. It must include Street Address, P.O. Box, etc	Alphanumeric	▪ Partial address will not be accepted ▪ If not a foreign address, a complete address including Primary Address Line, City, State and Zip must be provided
34	35	Optional	Secondary Address Line	Represents secondary line of home address of the member. It may include apartments, suites, etc	Alphanumeric	▪ Partial address will not be accepted ▪ If secondary address line is reported, it must be accompanied by Primary Address line
35	30	Required if 'International Address Flag' is 'N'	City	Represents city for the home address of the member	Alphanumeric	▪ Partial address will not be accepted ▪ If not a foreign address, a complete address including Primary Address line, City, State and Zip must be provided
36	2	Required if 'International Address Flag' is 'N'	State	Represents state for the home address of the member	Alphanumeric	▪ Partial address will not be accepted ▪ If not a foreign address, a complete address including Primary Address line, City, State and Zip must be provided
37	9	Required if 'International Address Flag' is 'N'	Zip Code	Represents the zip code of the home address of the member	Numeric, Zipcode must either be 5 or 9 digits long Do not include the ' - ' for zip+4 codes.	▪ Partial address will not be accepted ▪ If not a foreign address, a complete address including Primary Address line, City, State and Zip must be provided
38	1	Required	International Address Flag	Flag that represents if the member has an international address	Alphanumeric **Y** = International **N** = USA address	▪ If member has a foreign address, this field must be reported as 'Y'
39	50	Required if 'International Address	International Address Line	Represents an international address for the member	Alphanumeric	▪ If foreign address, International Address Line must be reported ▪ For foreign addresses, City, State,

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
		Flag' is 'Y'				and Zip are not required and must be blank
40	35	Required for sorting bulk distribution such as member annual statements	Locator Code	Represents the school system's distribution location or drop box	Alphanumeric	▪ Enables school systems to receive bulk mailings such as member annual statements sorted in a particular order
41	10	Optional	Local Employee Number	Represents the member's local employee number at the school system	Alphanumeric	▪ Enables school systems that do not use SSN to identify an employee by local employee number when contacted by TRSGA
42	10	Optional	DOE Paid ERCON Salary	Represents the portion of TRS earnable compensation on which DOE will fund the employer contributions. When applicable, usually DOE will fund ERCON on the entire salary in which case this field is optional	Numeric, Max length is 10 including a sign (+ is optional), no more than 6 significant positions to the left of the decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal -999999.99 to +999999.99	▪ DOE Paid ERCON Salary Amount may be blank but if its entered it must be <= TRS Earnable compensation ▪ DOE Paid ERCON flag must be 'Y' if a non zero amount is entered in the DOE Paid ERCON Salary field. ▪ To report a negative (-) DOE Paid ERCON Salary Amount, the transaction type must be "P" indicating a prior period adjustment

Contribution Report Trailer Record Format (Variable Length)

The following table contains the record format for a Trailer Record. It must have a record count and total of salary, employee contribution and employer contributions reported in the detail transactions. Employers must submit one Trailer Record in the file. The trailer record will provide a means to verify the accuracy and integrity of the detail transactions submitted in the file.

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
1	1	Required	Record Type	Field designating this as a header, detail or footer record	Alphanumeric **F** = Footer Record	▪ This field must contain a value of "**F**" since this is a footer record
2	8	Required	Employer Code	A unique system number identifying employer	Alphanumeric	▪ Employer number must exist in the TRSGA system
3	6	Required	Report Month	The month and year of the report	Date field YYYYMM	▪ The period for which the employer is submitting the contribution report
4	6	Required	Record Count	Total Number of detail contribution transactions included in the file	Numeric `0 to 999999`	▪ This must be the record count of transactions in the detail file

5	14	Required	Total TRS Earnable Compensation	Net Total of all member salaries reported	Numeric,
					Max length is 14 including a sign (+ is optional), no more than 10 significant positions to the left of the decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal
					
					`-9999999999.99`
					`to`
					`+9999999999.99`
						▪ This must be the total of 'TRS Earnable Compensation' reported in the detail file

6	14	Required	Total EECON	Net total of all employee contributions reported	Numeric, Max length is 14	▪ This must be the total of 'pre-tax EECON', 'post-tax EECON' and

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
					including a sign (+ is optional), no more than 10 significant positions to the left of the decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal `-9999999999.99 to +9999999999.99`	'Employer Paid EECON Supplement' reported in the detail file
7	14	Required if "ERCON" is <> 0 in any detail contribution transaction record	Total ERCON	Net total of all employer contributions reported	Numeric, Max length is 14 including a sign (+ is optional), no more than 10 significant positions to the left of the decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal `-9999999999.99 to +9999999999.99`	▪ This must be the total of 'ERCON' reported in the detail file
8	6	Required if "DOE Paid ERCON Flag" is 'Y' in any detail contribution	Total Count of members for whom DOE will fund the employer contributions	Indicates count of members for whom DOE will fund the employer contributions	Numeric `0 to 999999`	▪ Report the record count of transactions in the detail where DOE Paid ERCON Flag is 'Y' ▪ This will assist TRSGA in accurate and timely billing of DOE for employer contributions under HB272

Field #	Max Length	Optional / Required	Field Name	Description	Format/Available Values	Rules and Information
		transaction record				and HB1321

9	14	Required if "DOE Paid ERCON Flag" is 'Y' in any detail contribution transaction record	Total TRS Earnable Compensation of members whose employer contribution will be funded by DOE	Total salary of members for whom DOE funds the employer contributions	Numeric, Max length is 14 including a sign (+ is optional), no more than 10 significant positions to the left of the decimal, the actual decimal point, and no more than 2 significant positions to the right of the decimal
					
					`-9999999999.99`
					`to`
					`+9999999999.99`
						▪ Report the sum of TRS Earnable Compensation amounts on all transactions in the detail where DOE Paid ERCON Flag is 'Y'
						▪ **Important**: In cases where DOE will fund ERCON only on a portion of the salary, use the DOE Paid ERCON Salary amount on the transaction.