Retirement Services Division   **State of Connecticut**

<u>Employer Reporting: File Format</u>

The following provides the file layout and information required to create the file for submitting monthly earnings and contributions for MERS members. If you have any questions related to workflow and procedures, please submit them to the following e-mail address: MERS_Employer_Reports@ct.gov

Please submit any technical questions specific to the file layout to the following address: CORE-CTERSupport@ct.gov

<u>File Description:</u>

File Type = text format, ASCII
File Name = CTPAI200XXXXXXXXX (X = 9 character DEPTID)
File Extension = .dat
File Size = Fixed
Record length = 257 chars

<u>File Transfer - File Transfer Protocol (FTP)</u>

File Transfer Protocol is the process in which files are transmitted to the State of CT. This is accomplished by accessing the Secure File Transfer site: https://sft.ct.gov. To obtain credentials to this site, please contact the Core-CT HR Interface team at CORE-CTERSupport@ct.gov.

Header Record Format:

The header record contains the summary data for the Employer's (municipality/town) report. The purpose of this record is to verify the integrity of the file and ensure that all records were transmitted. The following describes the layout for the header record.

Description	Size	Format	Required/ Optional	Comments
Row Identifier	03	X(03)	R	Default Value 'HDR'
Department ID	10	X(10)	R	Space (1), followed by "MSO" (3) and DEPTID (6)
Reporting Period End Date	08	9(08)	R	YYYYMMDD
Number of Rows/Records	04	N/A	R	Total rows/records excluding Header record
Number of Employees	04	N/A	R	Total number of distinct employees
Total Employee Earnings	11	X(11)	R	Sum of earnings (include decimal point)
Total Employee Contributions	11	X(11)	R	Sum of employee contributions (include decimal point)
Total Employer Contributions	11	X(11)	R	Sum of employer contributions (include decimal point)
Employee Contribution Check Amount	11	X(11)	O	N/A
Employer Contribution Check Amount	11	X(11)	O	N/A
Total Employee Earnings Adjustments	11	X(11)	R	Sum of the earnings reported in the payroll detail section for adjustment transactions. If adjustments are reported, this is the sum of the earnings amount for those adjustment records. Include decimal point. Enter zero if no adjustments are reported.
Total Employee Contributions Adjustments*	10	X(11)	R	Sum of the contributions reported in the payroll detail section for adjustments transactions. If adjustments are reported, this is the sum of the contribution amount on for those adjustment records. Include decimal point. Enter zero if no adjustments are reported.
Total Employer Contributions Adjustments*	10	X(11)	O	Total value of the employer contributions based on the adjustments to the employee contributions. Include decimal point
Filler	148	N/A	R	Spaces

Payroll Record Format:

The payroll file format provides the requirements to report contributions and earnings, and related data. The format allows employers to report up to ten sets of values, using the following structure.

- TRANDOE# - Code associated with the type of earnings or contributions
- DOL-SIGN# - Positive (+) or Negative (-)
- DOLLARS# - Amount

The EMPLID for each employee is required and the social security number is optional.

Contributions Codes:
- RMRSBA - MERS Fund B (no Social Security)
- RMRSBB - MERS Fund B (with Social Security)
- RMRSCC - MERS Fund C (Survivors)

Earnings Codes:
- REG - Regular Pay
- RTR - Retroactive Pay
- OT1 - Overtime

Adjustments

The transaction type field is provided to support the reporting of retroactive changes to prior periods. When the transaction type = "A", the row of data applies to a previous reporting period that is described by the **Actual Pay Period End Date.** To adjust contributions and earnings for a prior reporting period, the following data would be reported as follows:

- Transaction Type = A
- Actual Pay Period End Date = The prior month end date for the month being adjusted

Description	Size	Format	Required/ Optional	Comments
Row Identifier	03	X(03)	R	Default Value 'PAY'
EMPLID	09	X(09)	R	Leave the first 3 characters blank, followed by the 6 digits
SSN	09	9(09)	O	
Filler	05	X(05)	R	Spaces (5)
Filler	08	9(08)	O	Spaces (8)
Transaction Type	01	X(01)	R	N; or A if adjusting a prior month
Reporting Period End Date	08	9(08)	R	YYYYMMDD
Actual Pay Period End Date	08	9(08)	R	YYYYMMDD (same as above) If transaction type is "A", record month-end date for the month being adjusted.
Actual Hours	07	X(7)	R	Number of hours worked (include decimal point)
Retire Code	1	X(01)	N/A	N/A
TRANDOE1	06	X(06)	R	See Contributions and Earnings Code Tables above.
DOL-SIGN1	01	X(01)	R	'+' (or '-' if a code A)
DOLLLARS1	09	X(9)	R	Include decimal point and leading zeroes
TRANDOE2	06	X(06)	O	
DOL-SIGN2	01	X(01)	O	'+' or '-'
DOLLLARS2	09	X(9)	O	Required if TRANDOE2 is present. Include decimal point and leading zeroes
TRANDOE3	06	X(06)	O	
DOL-SIGN3	01	X(01)	O	'+' or '-'
DOLLLARS3	09	X(9)	O	Required if TRANDOE3 is present. Include decimal point and leading zeroes
TRANDOE4	06	X(06)	O	
DOL-SIGN4	01	X(01)	O	'+' or '-'
DOLLLARS4	09	X(9)	O	Required if TRANDOE4 is present. Include decimal point and leading zeroes