State of Connecticut

Office of the State Comptroller

Retirement Services Division

Municipal Employees Retirement System (MERS)

55 Elm Street Hartford, Ct. 06106

**Employer Reporting Package**

This is the Municipal Employees Retirement System (MERS) Employer Reporting package. This process is designed to assist municipalities/towns in reporting payroll information to the Retirement Services Division (RSD). With the new pension system being implemented by the Office of the State Comptroller, MERS prefers the file to be sent electronically (see details on the next page). This new reporting method will help maintain data integrity of individual account information for employees and reduce manual data entry.

There are two sections in this package. First is the file summary and technical information. Second is the new interface file layout. Both of these sections are intended to provide municipalities/towns with the information needed to report data to RSD.

This specification package is designed to standardize the way municipalities/towns report to MERS in an automated fashion. We prefer that you use these specifications for ease of data input. By reporting in this fashion, we will reduce errors and increase speed of processing.

If you have any questions, please contact the Core-CT team at [CORE-CTERSupport@ct.gov](mailto:CORE-CTERSupport@ct.gov).

Payroll Reporting File Summary

The file contains four types of data. Header and payroll data are required by all reporting entities. Demographic and employment data are only required when changes are made (e.g. new hires, rehires, termination, address change, etc.). Reporting frequency for MERS towns will remain as-is.

Employer Reporting File Technical Information

File Description:

File Type = text format, ASCII

File Name = CTPAI200xxxxxxxxx (x = Department ID)

File Extension = .dat

File Size = Fixed

Record length = 257 chars

Department IDs are defined for each town. The format is a pre-existing code identifier prefaced with MSO.

Town Code – 3 characters

Fund Code – 1 character

Group Code – 1 character

Part Code – 1 character

Example: The Department ID for Hartford City would be MSO064BTB with a File Name of CTPAI200MSO064BTB.

File Sort Criteria:

Sort by the following criteria, in this order ascending:

1. Department ID
2. Reporting Period End Date
3. Actual Pay Period End Date
4. Social Security Number

File Transfer method:

Primary = File Transfer Protocol (FTP) process.

Secondary = email with attached password protected files

The preferred reporting method is a File Transfer Protocol (FTP) process which can be used to send files to SERS. This is completed by accessing the state’s Secure File Transfer site: https://sft.ct.gov. For credentials to this site, please contact the Core-CT HR Interface team at [CORE-CTERSupport@ct.gov](mailto:CORE-CTERSupport@ct.gov).

Header record:

The header record contains the summary data for the employer’s (municipality/town) report of information to RSD. The purpose of this record is to verify the integrity of the file and ensure that no part of the file was lost in transmission. It contains the total number of records and employees in the file. If this does not match the detailed row or employees count, the file will be rejected and processing will be put on hold until an accurate count of record is provided. Other information, like total earnings and contributions, is used for balancing after the file processing is complete. 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 | An ID that is used to identify a Town. Pre-existing code identifier prefaced with a space and MSO. The following format should be used:  Space – 1 char  Company (MSO) – 3 char  Town Code - 3 char  Fund Code - 1 char  Group Code - 1 char  Part Code - 1 char  Example: “ MSO064BTB” |
| Reporting Period End Date | 08 | 9(08) | R | Year/Month/Day (YYYYMMDD).  This date should match the same-named date on payroll detail rows |
| Number of Rows/Records | 04 | N/A | R | Total number of records in the file excluding the Header record |
| Number of Employees | 04 | N/A | R | Total number of distinct employees in the file |
| Total Employee Earnings | 11 | X(11) | R | Sum of the earnings reported in the payroll detail section. Include decimal point. |
| Total Employee Contributions | 11 | X(11) | R | Sum of the total employee contributions reported in the payroll detail section. . Include decimal point. |
| Total Employer Contributions | 11 | X(11) | R for mers/na for state aided | Calculated value of the employer contributions based on the employee earnings. Include decimal point. |
| Employee Contribution Check Amount | 11 | X(11) | O | Include decimal point. |
| Employer Contribution Check Amount | 11 | X(11) | O | Include decimal point |
| Total Employee Earnings Adjustments | 11 | X(11) | R | Sum of the earnings reported in the payroll detail section for adjustment transaction. If no adjustments reported (Transaction Type of “A”), enter zero. If any adjustments are reported, this is the sum of the earnings amount on those adjustment records. Include decimal point |
| Total Employee Contributions Adjustments\* | 10 | X(11) | R | Sum of the total contributions reported in the payroll detail section for adjustments. If no adjustments reported (Transaction Type of “A”), enter zero. If any adjustments are reported, this is the sum of the contribution amount on those adjustment records. Include decimal point |
| Total Employer Contributions Adjustments\* | 10 | X(11) | O | Calculated value of the employer contributions based on the adjustments to the employee contributions. Include decimal point |
| Filler | 148 | N/A | R | Spaces – based on whether optional fields are populated |

Payroll record:

The payroll record is the primary reporting record for employees and is always required. The record format consists of a set of fields to describe the employee and then ten sets of three fields. The ten sets of three fields may be used to report either earnings or deductions/contributions taken for an employee. The fields have the following structure:

* TRANDOE# - Used to describe the type of earnings or deductions/contributions
* DOL-SIGN# - Used to indicate a positive or negative value
* DOLLARS# - Used to describe the amount

For security purposes, RSD is committed to eliminating the use of social security numbers (SSN) for ongoing reporting of data. When an employee is newly hired, the social security number is required to ensure that any previous employment in RSD’s systems is connected to the new employment. However, once this is achieved, RSD would prefer that the SSN no longer be used for ongoing reporting of payroll data. To this end RSD assigns an employee ID (EMPLID) to all MERS members and requests that Towns use this employee ID for all future reporting. The file layout below includes a field for both SSN and EMPLID. RSD would prefer that only the EMPLID field be used, but during a transitional period while Towns adjust their systems to the new EMPLID, RSD will accept SSN as the means to associate payroll records with employees in RSD’s systems.

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.** For example, to adjust the pay data for a prior reporting period, the following data would be reported

* Transaction Type = “A”
* Reporting Period End Date = Current month end date
* Actual Pay Period End Date = Previous month end date
* Hours/ Earnings / Contribution amounts = the adjustment amount(s) to be applied to the previously reported values

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Size** | **Format** | **Required/**  **Optional** | **Comments** |
| Row Identifier | 03 | X(03) | R | Default Value ‘PAY’ |
| Emplid | 09 | X(09) | R\* | Employers will receive this information from the HR department after the new-hire processing is completed by OSC; required for all employees except new hires. No leading zeroes on the 6 digit emplid’s |
| SSN | 09 | 9(09) | R\* | Required for new hires or if Emplid is not provided |
| First 5 chars of Last Name | 05 | X(05) | R |  |
| Date of Birth | 08 | 9(08) | O | Year/Mth/Day (YYYYMMDD) |
| Transaction Type | 01 | X(01) | R | N: Current Month Payroll  A: Prior Period Adjustment |
| Reporting Period End Date | 08 | 9(08) | R | Year/Mth/Day (YYYMMDD)  If reporting period is monthly, this date would be the last day of the month. An employer with a bi-weekly payroll period end date would use the last date for which employees are paid. |
| Actual Pay Period End Date | 08 | 9(08) | R | If the Transaction Type is “N,” this will be the same date as the Reporting Period End Date.  If the Transaction Type is “A,” this would be the pay period end date that is being adjusted. |
| Actual Hours/ Time | 07 | X(7) | R | Number hours worked. Include decimal point. |
| Retire Code | 1 | X(01) | R for sers/ na for mers | List of Valid Values:  H – Tier I Plan B  J – Tier I Plan C  N – Tier II  4 – Probate |
| TRANDOE1 | 06 | X(06) | R | This is to report either earnings or contributions codes. The crosswalk of earnings and contributions codes can be found in the tables below; typically, one earnings code and one contributions code will be present for an employee. |
| DOL-SIGN1 | 01 | X(01) | R | ‘+’ or ‘-‘  Indicates a positive or negative value |
| 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 |
| TRANDOE5 | 06 | X(06) | O |  |
| DOL-SIGN5 | 01 | X(01) | O | ‘+’ or ‘-‘ |
| DOLLLARS5 | 09 | X(9) | O | Required if TRANDOE5 is present. Include decimal point and leading zeroes |
| TRANDOE6 | 06 | X(06) | O |  |
| DOL-SIGN6 | 01 | X(01) | O | ‘+’ or ‘-‘ |
| DOLLLARS6 | 09 | X(9) | O | Required if TRANDOE6 is present Include decimal point |
| TRANDOE7 | 06 | X(06) | O |  |
| DOL-SIGN7 | 01 | X(01) | O | ‘+’ or ‘-‘ |
| DOLLLARS7 | 09 | X(9) | O | Required if TRANDOE7 is present. Include decimal point and leading zeroes |
| TRANDOE8 | 06 | X(06) | O |  |
| DOL-SIGN8 | 01 | X(01) | O | ‘+’ or ‘-‘ |
| DOLLLARS8 | 09 | X(9) | O | Required if TRANDOE8 is present. Include decimal point and leading zeroes |
| TRANDOE9 | 06 | X(06) | O |  |
| DOL-SIGN9 | 01 | X(01) | O | ‘+’ or ‘-‘ |
| DOLLLARS9 | 09 | X(9) | O | Required if TRANDOE9 is present. Include decimal point |
| TRANDOE10 | 06 | X(06) | O |  |
| DOL-SIGN10 | 01 | X(01) | O | ‘+’ or ‘-‘ |
| DOLLLARS10 | 09 | X(9) | O | Required if TRANDOE10 is present Include decimal point and leading zeroes |
| Filler | 50 | N/A | O | Spaces – based on how many earnings/contributions codes are used |

R\* - during a transitional period of time, SSN may be used instead of EMPLID. RSD’s system uses the following matching strategy.

* EMPLID
* If no EMPLID provided, SSN
* If no EMPLID or SSN provided, Last Name (5 characters) and Date of Birth

Valid Pensionable Earnings Codes:

|  |  |  |
| --- | --- | --- |
| **New Code** | **Current Code** | **Description** |
| REG | 00 | Regular Pay |
| FRB | 02 | Fringe Benefit Auto |
| TX1 | 03 | Taxable Maintenance #1 |
| LNG | 09 | Longevity |
| RTR\* (Adjustments) | 10 | Retro Payment. |
| SD1 | 11 | Shift Differential 1 |
| SIR | 11 | Snow and Ice Removal 1.40 |
| WDA | 11 | Weekend Differential Time and a Half |
| OT1 | 15 | Time and a Half OT |
| HCO | 17 | Overtime Holiday Pay |
| HPR | 17 | Holiday Premium |
| MER | 18 | Merit Bonus |
| CBP | 20 | Call Back Payment |
| MIS | 21 | Miscellaneous Earnings Amount Only |
| OCA | 22 | On Call/Standby Amount |
| MLA | 23 | Meal Allowance |
| SEV | 25 | Severance Payment |
| VPA | 28 | Vacation Payment Amounts |
| HBA | 0Z | HEP Payment |
| OTH | 1D | Half Time OT |

\* - Because it increases the accuracy of pension calculations, it is preferable that retroactive earnings amounts be reported using the Transaction Type = “A” and not as RTR. Using the RTR earnings code in the current period lacks the detail of when the pay was actually earned. By using the adjustment transaction type A, the detail of when the pay was earned can be reported. RSD will accept the RTR code as it is better than the data not being reported at all, but RSD encourages Towns to use the retroactive adjustment reporting capability.

Valid Contributions Codes:

|  |  |
| --- | --- |
| **New Code** | **Description** |
| RMRSBA | MERF Fund B with No Social Security |
| RMRSBB | MERF Fund B with Social Security |
| RMRSCC | MERF Fund C Police / Fire / Survivor |

Demographic record:

The demographic information section is used to report new hire, name change, or address change situations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Size** | **Format** | **Required/**  **Optional** | **Comments** |
| Row Identifier | 03 | X(03) | R | Default Value ‘HRS’ |
| Emplid | 09 | X(09) | R\* | Employers will receive this information from the HR department after the new-hire processing is completed by OSC; required for all employees except new hires |
| SSN | 09 | 9(09) | R\* | Required for new hires or if Emplid is not provided |
| Last Name | 30 | X(30) | R |  |
| First Name | 30 | X(30) | R |  |
| Middle Name | 30 | X(30) | O |  |
| Date of Birth | 08 | 9(08) | R | Year/Mth/Day (YYYYMMDD) |
| Gender | 01 | X(01) | R | F = Female  M = Male |
| Addr1 | 30 | X(30) | R |  |
| Addr2 | 30 | X(30) | O |  |
| City | 16 | X(16) | R |  |
| State | 02 | X(02) | R |  |
| Postal | 10 | X(10) | R | (nnnnn-nnnn). Include 10 digit code if available; 5 digit code will be accepted |
| Phone | 10 | X(10) | O | (Area code & number) |
| Marital Status | 01 | X(01) | O | S = Single  M = Married  W = Widowed  D = Divorced |
| Date of Marriage | 08 | 9(08) | O | Year/Mth/Day (YYYYMMDD) |
| Spouse Name | 30 | X(30) | O |  |

R\* - during a transitional period of time, SSN may be used instead of EMPLID

Employment record:

The employment information is used to report if there is a new hire or rehire situation or if there is a change in status or salary/compensation rate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Size** | **Format** | **Required/**  **Optional** | **Comments** |
| Row Identifier | 03 | X(03) | R | Default Value ‘JOB’ |
| Emplid | 09 | X(09) | R\* | Employers will receive this information from the HR department after the new-hire processing is completed by OSC; required for all employees except new hires |
| SSN | 09 | 9(09) | R\* | Required for new hires or if Emplid is not provided |
| Effective Date | 08 | 9(08) | R | Year/Mth/Day (YYYYMMDD) |
| Action | 03 | X(03) | R | HIR - New Hire  REH – Rehire  RET – Rehire Retiree  ------  NOC – No Change  ------  TER – Terminate Employee  DEA – Death  ------  LWC – Leave for Workers’ Compensation  LER – Return from Leave |
| Job Code | 06 | X(06) | O | ACCT = Accountant  ADM = Administrative  ADMAST = Admin Assistant  ASSR = Assessor  CAFEWK = Cafeteria Worker  CARPEN = Carpenter  CASEWK = Case Worker  CHIEFF = Fire Chief  CHIEFP = Police Chief  CLERK = Regular clerk  CLERKT = Town Clerk  COORD = Coordinator  CUSTOD = Custodian  DIR = Director  EQOP = Equipment Operator  FIELD = Field Worker  FIRE = Firefighter  FOREMN = Foreperson  HAIDE = Health Aide  HWY = Highway Worker  INSPT = Inspector  LABOR = Laborer  LIBRY = Library Worker  MAINT = Maintainer  NCERTE = Non Certified Ed Worker  NURSE = Nurse  PLTOP = Plant Operator  POLICE = Police Officer  REC = Park and Rec Worker  SECRET = Secretary  SOCWK = Social Worker  SUPERV = Supervisor  PROJDG = Probate Judge  PROEMP = Probate Employee |
| Location | 09 | X(09) | O | No longer defaulting to "MSOSTAID0" |
| Employment Status | 01 | X(01) | R | F - Full time (35+ hours)  P - Part time (<35 hours)  C - Contingent worker (Temporary Staff) |
| Compensation Rate | 18 | X(18)) | O | The rate of pay based on the compensation rate frequency. Include decimal point |
| Compensation Rate Frequency | 01 | X(01) | O | A = Annual  S = Semi Annual  M = Monthly  B = Biweekly  W = Weekly  D = Daily  H = Hourly |
| Dual Employment | 01 | X(01) | O | Y - Yes  N - No |
| Other Town Name | 10 | X(10) | O | Town Number and Town Code  Example: 064BTB (Hartford City)  Required if Dual Employment = ‘Y’ |
| Filler | 190 | N/A | R | Spaces |

R\* - during a transitional period of time, SSN may be used instead of EMPLID

Employment Actions and Record Types

As employees experience various employment actions there are different ways the record types can be used to support the reporting of those actions; from very detailed and sophisticated to simple and rudimentary. The following matrix illustrates three different strategies of reporting. The HDR record is not mentioned because it is always required.

| Employment  Action | Simple  PAY Records Only | Simple  All Records Always | Sophisticated Detailed Changes |
| --- | --- | --- | --- |
| No action; normal payroll report | PAY | HRS, JOB, PAY | PAY |
| Hire | None. CO-931 paper form | HRS, JOB, PAY | HRS, JOB, PAY |
| Terminate | None. CO-931 paper form | HRS, JOB, PAY | JOB, PAY |
| Go on Leave; Return from Leave | None. CO-931 paper form | HRS, JOB, PAY | JOB, PAY |
| Marriage; Name or Address Change | None. CO-931 paper form | HRS, JOB, PAY | HRS, PAY |

Change Log:

|  |  |
| --- | --- |
| Date of Change | Description |
| May 18, 2017 | Updated the web address for the FTP site to <https://sft.ct.gov>. |
| May 10, 2017 | A new email has been setup for testing and development of files. Once test files are prepared, please contact the Core-CT interface team at [CORE-CTERSupport@ct.gov](mailto:CORE-CTERSupport@ct.gov). |
| March 21, 2017 | Updated the available Employment Record Action codes:  Added:   * NOC – No Change * LWC – Leave for Workers’ Compensation   Removed:   * TEN – Terminate Employee (No Benefit Payments) * LEP – Leave of Absence Pensionable * LEN – Leave of Absence Non-Pensionable |
| August 14, 2017 | Changed money fields from s9v99 format to X() – added note to include decimal point |
| August 21 2017 | Added location field to job record – this was missing from this document – but is in the original ER layout |
| August 29,2017 | Added retire code field to pay record – this was missing from this document – but is in the original ER layout |
| Feb 27, 2018 | On pay record dollars1-10 added to include leading zeroes. On emplid added that 6 digit emplid’s do not include leading zeroes |