

Interface Design Specification

Adjustment Report Import



Overview

The interface can be used by an employer to create Adjustment Reports, which are loaded with adjusted payroll details from the interface file. This specification details the Payroll File Import for Adjustment Reports process.

Record Layout

Field Name	Length	Excel Cell Format	Data Type	Description
SSN	9	Text	Numeric	Member's social security number.
APERS ID	7	Text	Alphanumeric	Member's assigned APERS ID. Consists of the following: <ul style="list-style-type: none"> ▪ Nine (7) numeric characters ▪ No leading zeroes (i.e., the first character will never be a zero) ▪ No dashes
Original Paycheck Date	8	Date	Date MM/DD/YYYY	Paycheck date of the original Work Report that is being adjusted.
Adjustment Comments	250	Text	Alphanumeric	Comments regarding the purpose of the adjustment.
Adjustment to Reported Earnings	8	Number	Numeric	Total Gross Salary paid of the detail records. Note: this is the sum of all employee's gross salary.
Adjustment to Reported Lump Sum/ Contract Payout	8	Number	Numeric	Total Lump Sum Payment (applicable to County/Municipal Employees) and Contract Payouts (applicable to Public Schools) and Bonus/merit Amounts (applicable to State).
Adjustment	5	Number	Numeric	Hours compensated for the earning type reported.

to Reported Hours / Service Credits				Schools send in Service Credit. Always multiples of 25. AJRS Judges send in service credit – either 0 or 100.
Adjustment to Employee Contributions Reported	8	Number	Numeric	Deduction amount paid towards Employee Contribution.
Adjustment to Employee Additional Contributions Reported	8	Number	Numeric	Deduction amount paid towards Additional Employee Contribution.
Adjustment to Employer Contributions Reported	8	Number	Numeric	Employer Contribution paid on behalf of the member.
Adjustment to Employer Additional Contributions Reported	8	Number	Numeric	Additional Employer Contribution paid on behalf of the member.
Concurrent Service Job Category	10	Text	Valid Values: <ul style="list-style-type: none"> • AG • CC • CJT1 • CJT1B 	Job Category Code used to enroll the member. Only used if member has concurrent service. Valid Values: <ul style="list-style-type: none"> • AG - Attorney General • CC - First Class City Clerk • CJT1 - Chief Judge - Tier 1

			<ul style="list-style-type: none"> • CJT2 • CO • DCC • DJ • DJE • EO • FF • G • JT1 • JT1B • JT2 • L1 • L2 • L3 • M • PO • PS • REGULAR • S • SCP • SE • SPT1 • SPT2 • WLO 	<ul style="list-style-type: none"> • CJT1B - Chief Judge - Tier 1B • CJT2 - Chief Judge - Tier 2 • CO - Constitutional Official • DCC - District Court Clerk • DJ - ADJRS District Judge • DJE - District Judge • EO - Elected Official • FF - Firefighter • G - Governor • JT1 - Judge - Tier 1 • JT1B - Judge - Tier 1B • JT2 - Judge - Tier 2 • L1 - Legislative Tier 1 • L2 - Legislative Tier 2 • L3 - Legislative Tier 3 • M - First Class Mayor • PO - Police Officer • PS - Public Safety • REGULAR - Regular • S - Sheriff • SCP - State Capitol Police • SE - School Employee • SPT1 - State Police Tier 1 • SPT2 - State Police Tier 2 • WLO - Wildlife Officer
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Plan Code Correction	2	Text	Valid Values: <ul style="list-style-type: none"> ▪ C ▪ D ▪ K ▪ N ▪ R 	Plan Code used to enroll the member. Valid Values: <ul style="list-style-type: none"> • C - Contributory (Pre-78) • D - DROP • K - Contributory (Post 7/1/05) • N - Non-Contributory • R - Retiree
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