

Interface Design Specification

Demographic Import



Overview

The interface can be used by an employer to enroll a new member or maintain an existing member’s demographic and employment history records. This specification details the Demographic Import process.

Record Layout

Field Name	Length	Excel Cell Format	Data Type	Description
SSN	11	Text	Numeric	Member’s SSN with no dashes.
APERS ID	9	Text	Alphanumeric	Member’s APERS ID.
Last Name	40	Text	Alphanumeric	Member’s last name.
First Name	40	Text	Alphanumeric	Member’s first name.
Middle Name	40	Text	Alphanumeric	Member’s middle name.
Name Suffix	15	Text	Valid Values: <ul style="list-style-type: none"> ▪ EQ ▪ JR ▪ SR ▪ 02 ▪ 03 ▪ 04 ▪ 05 ▪ 06 ▪ MD ▪ N 	Member’s suffix Valid Values: <ul style="list-style-type: none"> ▪ EQ - Esq. ▪ JR - Jr. ▪ SR - Sr. ▪ 02 - II ▪ 03 - III ▪ 04 - IV ▪ 05 - V ▪ 06 - VI ▪ MD - MD ▪ N – Null Value

Date Of Birth	10	Date	Date – MM/DD/YYYY	Member's date of birth in short date format.
Marital Status	1		Valid Values: ▪ D ▪ M ▪ S ▪ U ▪ W	Member's marital status. Valid values: ▪ D - Divorced ▪ M - Married ▪ S - Single ▪ U - Unknown ▪ W - Widowed
Gender	1	Text	Valid Values: ▪ F ▪ M ▪ U	Member's gender. Valid Values: ▪ F - Female ▪ M - Male ▪ U - Unknown
Email	50	Text	Alphanumeric	Member's personal email address in name@name.com format.
Address Line 1	60	Text	Alphanumeric	Member's mailing address line 1.
Address Line 2	60	Text	Alphanumeric	Member's mailing address line 2.
City	40	Text	Alphanumeric	Member's mailing city.
State	3	Text	Alphanumeric	Member's mailing state.
Zip Code	10	Text	Numeric	Member's mailing zip code.
Phone Number	14	Text	Numeric	Member's home phone number.
Status Code	2	Text	Valid Values:	Represents the type of record that is to be either created or modified.

			<ul style="list-style-type: none"> ▪ N ▪ T ▪ D ▪ PC ▪ LW ▪ M ▪ RL ▪ RM ▪ EL ▪ RE ▪ WC ▪ RW ▪ DC 	Valid Values: <ul style="list-style-type: none"> ▪ N - New ▪ T - Terminated ▪ D - Deceased ▪ PC - Plan Code Change ▪ LW - Leave without Pay ▪ M - Military Leave ▪ RL - Return from Leave without Pay ▪ RM - Return from Military Leave ▪ EL - Educational Leave ▪ RE - Return from Educational Leave ▪ WC - Worker's Comp ▪ RW - Return from Worker's Comp ▪ DC - Demographic Change
Status Code Effective Date	10	Date	Date – MM/DD/YYYY	Represents the date that should be used in tandem with the supplied status code. Should be in short date format.
Job category	40	Text	Valid Values: <ul style="list-style-type: none"> • AG • CC • CJT1 • CJT1B • CJT2 • CO • DCC • DJ • DJE 	Represents the Job Category that should be used in tandem with the supplied status code. Valid Values: <ul style="list-style-type: none"> ▪ AG - Attorney General ▪ CC - First Class City Clerk ▪ CJT1 - Chief Judge - Tier 1 ▪ CJT1B - Chief Judge - Tier 1B ▪ CJT2 - Chief Judge - Tier 2 ▪ CO - Constitutional Official ▪ DCC - District Court Clerk

			<ul style="list-style-type: none"> • 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"> ▪ 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
Plan Code	2	Text	Valid Values: <ul style="list-style-type: none"> ▪ C ▪ D ▪ K ▪ N 	Represents the plan that should be used in tandem with the supplied status code. Valid Values: <ul style="list-style-type: none"> ▪ C - Contributory (Pre-78) ▪ D - DROP

			▪ R	▪ K - Contributory (Post 7/1/05) ▪ N - Non-Contributory ▪ R - Retiree
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