

Interface Design Specification

Work Report Import



Overview

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

Record Layout

Field Name	Length	Excel Cell Format	Data Type	Description
Paycheck Date	7	Date	Date - MM/DD/YYYY	This is the paycheck date associated with the compensation period. This date must match the date entered in the import parameters.
SSN	8	Text	Numeric	Member's social security number.
APERS ID	8	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
Regular Earnings	5	Number	Numeric	Total Gross Salary paid of the detail records. Note: this is the sum of all employee's gross salary.
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).
Hours / Service Credits	8	Number	Numeric	Hours compensated for the earning type reported. Schools send in Service Credit. Always multiples of 25. AJRS Judges send in service credit – either 0 or 100.
Employee Contributions Reported	8	Number	Numeric	Deduction amount paid towards Employee Contribution.

Employee Additional Contributions Reported	8	Number	Numeric	Deduction amount paid towards Additional Employee Contribution.
Employer Contributions Reported	10	Number	Numeric	Employer Contribution paid on behalf of the member.
Employer Additional Contributions Reported	7	Number	Numeric	Additional Employer Contribution paid on behalf of the member.
Concurrent Service Job Category	8	Text	Valid Values: <ul style="list-style-type: none"> • AG • CC • CJT1 • CJT1B • CJT2 • CO • DCC • DJ • DJE • EO • FF • G • JT1 • JT1B • JT2 • L1 • L2 • L3 • M • PO • PS • REGULAR 	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 • 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

			<ul style="list-style-type: none"> • S • SCP • SE • SPT1 • SPT2 WLO	<ul style="list-style-type: none"> • 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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