

## MONTHLY EMPLOYER REPORT DATA LAYOUT AND ELEMENTS

### HEADER RECORD

**THIS HAS BEEN UPDATED. PLEASE READ CAREFULLY.**

Category	Column Name	Description	Data Type	Length	Example
<b>Employer Info</b>	CountyCode	School/employer county code	integer	2	55
	DistrictCode	School/employer district code	text	4	C101
	Vendor	Software vendor used to prepare OTRS submissions	varchar	<=100	"ADPC" or "MAS"
	SummerSchool	Submission is for Summer School	text	1	N or Y

### DETAIL RECORD: OTRS PARTICIPANT

Category	Column Name	Description	Data Type	Length	Example
<b>Pay Period Info</b>	PayPeriodYear	Pay period year	integer	4	2021
	PayPeriodMonth	Pay period month	integer	2	10
	EmploymentYear	Employment year	integer	4	2022
<b>Personal Info</b>	TaxNumber	Taxpayer identification number	text	9	987654321
	TaxNumberType	Federal taxpayer identification number type - (S) social security number, (F) federal individual taxpayer identification number, (T) Temporary State Issued Tax Number	text	1	S
	FirstName	First name	text	<=100	Terry
	MiddleName	Middle name	text	<=100	Robert
	LastName	Last name	text	<=100	Doe
	Suffix	Suffix of name, if applicable (Jr, Sr, etc)	text	<=10	
	BirthDate	Employee date of birth	date		1962-06-27
	Gender	Employee gender - (M or F)	text	1	M
	Address1	Employee address - line 1	text	<=100	500 N. May
	Address2	Employee address - line 2	text	<=100	Apt. #202
	City	Employee address - city	text	<=50	Oklahoma City
	State	Employee address - state	text	2	OK
	ZipCode	Employee address - zip code	text	<=10	73162
SDEExperience	Years of Experience reported to SDE for state credit purposes	integer	<=2	10	
<b>Earnings Info</b>	Compensation	Regular Annual Compensation as defined in statutes that was paid to the employee during the monthly reporting period.	decimal	10,2	3000.00
	FederalCompensation	Compensation that was paid to the employee by federal funding during the monthly reporting period.	decimal	10,2	1000.00
<b>Contributions</b>	MemberAfterTax	After tax contributions for member	decimal	10,2	0.00

	MemberBeforeTax	Before tax contributions for member	decimal	10,2	170.74
	StateCredit	State credit for member	decimal	10,2	39.26
	EmployerContribution	Employer contribution - currently 9.5% of Compensation for common ed, 8.55% for higher ed	decimal	10,2	285.00
	FederalMatch	Federal matching funds - currently 8.0% of Federal Compensation	decimal	10,2	80.00
<b>Employment Info</b>	HoursPerWeekWorked	How many hours were worked in a typical work week?	decimal	4,1	40.0
	DateOfEligibility	Date upon which the employee became/will become eligible to participate - Only required for first month contributions are reported for the employment year	date		2021-07-01
<b>Position Info</b>	Optional	Indicates whether the position of this employee is optional with respect towards membership in TRS (Y/N); must be Y for optional membership or N for mandatory membership.	text	1	N
	Position	Position of employment	text	<=100	Teacher

**DETAIL RECORD: OPTED OUT EMPLOYEE****Only to be used to indicate optional employees that chose to opt out of TRS participation - needs to be reported once when employment begins**

Category	Column Name	Description	Data Type	Length	Example
<b>Pay Period Info</b>	PayPeriodYear	Pay period year	integer	4	2021
	PayPeriodMonth	Pay period month	integer	2	10
	EmploymentYear	Employment year	integer	4	2022
<b>Personal Info</b>	TaxNumber	Taxpayer identification number	text	9	987654321
	TaxNumberType	Federal taxpayer identification number type - (S) social security number, (F) federal individual taxpayer identification number, (T) Temporary State Issued Tax Number	text	1	S
	FirstName	First name	text	<=100	Terry
	MiddleName	Middle name	text	<=100	Robert
	LastName	Last name	text	<=100	Doe
	Suffix	Suffix of name, if applicable (Jr, Sr, etc)	text	<=10	
	BirthDate	Employee date of birth	date		1962-06-27
	Gender	Employee gender - (M or F)	text	1	M
	Address1	Employee address - line 1	text	<=100	500 N. May
	Address2	Employee address - line 2	text	<=100	Apt. #202
	City	Employee address - city	text	<=50	Oklahoma City
	State	Employee address - state	text	2	OK
	ZipCode	Employee address - zip code	text	<=10	73162
	DateOfEligibility	Date upon which the employee became/will become eligible to participate	date		2021-07-01
Position	Position of employment	text	<=100	Interpreter	

**DETAIL RECORD: ALTERNATE RETIREMENT PLAN PARTICIPANT****Only to be used by Comprehensive Universities with an Alternative Retirement Plan**

Category	Column Name	Description	Data Type	Length	Example
<b>Pay Period Info</b>	PayPeriodYear	Pay period year	integer	4	2021
	PayPeriodMonth	Pay period month	integer	2	10
	EmploymentYear	Employment year	integer	4	2022
<b>Personal Info</b>	TaxNumber	Taxpayer identification number	text	9	987654321
	TaxNumberType	Federal taxpayer identification number type - (S) social security number, (F) federal individual taxpayer identification number, (T) Temporary State Issued Tax Number	text	1	S
	FirstName	First name	text	<=100	Terry
	MiddleName	Middle name	text	<=100	Robert
	LastName	Last name	text	<=100	Doe
	Suffix	Suffix of name, if applicable (Jr, Sr, etc)	text	<=10	
<b>Earnings Info</b>	Compensation	Regular Annual Compensation as defined in statutes that was paid to the employee during the monthly reporting period.	decimal	10,2	3000.00
<b>Contributions</b>	HESC	Higher-education service charge - currently 2.5% of Compensation	decimal	10,2	75.00



## REPORTING (DATA) ELEMENTS

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**CountyCode, DistrictCode:** Information about the employer submitting the report and the payroll month(s) for which it is being submitted.

**Vendor:** The third party that prepared your monthly report. *None* if report prepared internally.

**SummerSchool:** Indication of whether the submission is for Summer School. Enter N or Y.

**EmploymentYear:** The employment year for which the record is being submitted.

**PayPeriodYear:** The payroll calendar year for which the record is being submitted.

**PayPeriodMonth:** The payroll month for which the record is being submitted.

**TaxNumber:** The unique individual tax number for the employee being reported. For most employees, the TaxNumber will be their Social Security Number.

**TaxNumberType:** The type of individual tax number contained within TaxNumber field. Allowed entries are: (S) social security number, (F) federal individual taxpayer identification number, (T) temporary state-issued tax number.

**FirstName, MiddleName, LastName, Suffix:** The legal name of the employee for whom contributions are being reported. The Suffix field allows separate data field reporting of legal name suffixes (e.g., Jr., II, III).

**BirthDate:** The date of birth of the employee for whom contributions are being reported.

**Gender:** The gender of the employee for whom contributions are being reported.

**Address1, Address2, City, State, ZipCode:** Mailing address of the employee for whom contributions are being reported.

**SDEExperience:** Years of Experience reported to SDE for State Credit calculation. Higher Education or entities that do not report to SDE may report 0.

**Compensation:** Regular Annual Compensation (as defined within the *Employer Manual*) paid to the employee in the reporting month.

**FederalCompensation:** Amount of monthly salary paid from federal funds.

**MemberAfterTax, MemberBeforeTax, StateCredit:** After tax, before tax, and state credit amounts reported on behalf of the member.

**EmployerContribution:** Employer contributions submitted on behalf of employee.

**FederalMatch:** Employer's contribution based upon the amount of the employee's position salary paid with federal funds.

**HoursPerWeekWorked:** Hours per week worked during the reporting period.

**DateOfEligibility:** Date upon which the employee became/will become eligible to participate. Shall be left blank after initial reporting month and must be within reporting month.



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**Optional:** Indication of whether the member is employed in a non-classified position.

**Position:** Employment position.

**HESC:** Higher Education Service Charge. Mandatory employer contributions, by individual, for higher education employees who opt to participate in the alternative retirement system.

## EMPLOYER REPORT LAYOUT

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The following employer report layout provides additional information about the submission of individual data elements, including information about the datatype required for each data element.

### Datatype Requirements:

- The “integer” format requires whole numbers (i.e., no decimals) and no commas.
- The “decimal” format allows for both positive and negative numbers that have decimal places (i.e., numbers to the right of the decimal point) and no commas.
- The “date” format identifies a specific arrangement of year, month, and day information that would occur within a calendar year (e.g., 2010-02-14 is valid and 2010-02-30 is not). The particular date format identified within the layout table (yyyy-mm-dd) requires four “year” digits, a dash, two “month” digits (e.g., January is “01”), another dash, and two “day” digits (e.g., the third day of the month is “03”).
- The “text” format allows the entry of any combination of letters, numbers, and some symbols.

### Length Requirements:

Exact length requirements are indicated by the presence of an equal sign (e.g., “=4” requires an entry of exactly four characters).

“No greater than” length requirements are indicated by the presence of a “less than or equal to” sign (e.g., “<=2” requires an entry of no more than two characters).

Decimal length requirements provide information about both the total number of digits that can be entered and the number of digits that can be entered to the right of the decimal point (e.g., “10,2” allows up to ten total digits—up to two digits to the right of the decimal point and up to eight digits to the left of the decimal place).

## VALIDATIONS

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In addition to schema validations, the following validations will also be run against the monthly report:

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## Employer Info

- Summer School must be Y or N.
- Summer School submissions must only contain OTRS Contributions.
- Cannot submit report with a mixture of Summer School and Non-Summer School OTRS Contributions.

## Pay Period Info

- EmploymentYear cannot be after the current employment year.
- EmploymentYear cannot be before 2018.
- EmploymentYear cannot be after the maximum allowed employment year for the schema.
- EmploymentYear cannot be out of range for the PayPeriodMonth and PayPeriodYear. PayPeriodMonth cannot be after August of the EmploymentYear.
- EmploymentYear cannot be out of range for the PayPeriodMonth and PayPeriodYear. PayPeriodMonth cannot be before July of the previous calendar year.
- If the employee is deceased, PayPeriodMonth cannot be more than 3 months after death date.
- PayPeriodMonth cannot be too far in the future. PayPeriodMonth can be 3 months in the future during April, May, and June. In all other months, PayPeriodMonth must be the current or a previous month.

## Personal Info

- Address1 must contain at least one letter.
- Address1 or Address2 should contain at least one digit.
- Address1 should have at least 3 characters.
- Address2 should have at least 2 characters if it is given. A single character is not valid.
- Address2 must contain address information. It cannot contain the employee position.
- BirthDate cannot indicate that the employee is less than 14 years old.
- BirthDate cannot indicate that the employee is more than 100 years old.
- BirthDate must be the same for all records in a submission for an employee.
- BirthDate must match that which OTRS has on record for this employee. If BirthDate has been verified to be correct, contact OTRS to request a change to the person's record.
- City cannot contain digit or symbol (ex: comma).
- City must contain at least one letter.
- City should have at least 3 characters.
- State must have exactly two alphanumeric characters.
- State should be in list of valid states (including Canadian provinces).
- ZipCode (excluding hyphens and spaces) must have exactly 5 or 9 digits if State is in list of US states; if State is a Canadian province, ZipCode (excluding spaces) must have exactly 6 alphanumeric characters.
- ZipCode can only contain alphanumeric characters, hyphens, and spaces.
- ZipCode must contain at least one digit.
- ZipCode should be valid (ex: cannot be all zeroes).

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- Gender must be M, m, F, or f.
- Gender must be the same for all records in a submission for an employee.
- Gender should match that which OTRS has on record. If this value is not changed, the OTRS record will be updated.
- FirstName cannot contain a digit.
- LastName cannot contain a digit.
- LastName must be the same for all records in a submission for an employee.
- LastName should have at least 2 characters. A single character may indicate that the LastName value is the employee's first or middle initial.
- If MiddleName is given, it should contain at least one letter. Leave MiddleName blank if the employee does not have a middle name or if it is unknown.
- MiddleName cannot contain a digit.
- TaxNumber must have exactly 9 digits.
- TaxNumber must meet basic SSN validation rules if TaxNumberType is S.
- TaxNumberType must be S, s, F, f, T, or t.
- TaxNumberType must be the same for all records in a submission for an employee.
- If OTRS has TaxNumber on record, TaxNumberType should match that which OTRS has on record.
- SDEExperience must be the same for all records in a submission for an employee for an employment year.
- SDEExperience values cannot all be the same for a submission with at least 5 people in it.
- SDEExperience cannot be more than 60.
- SDEExperience should be the same for all records. A different amount has been used on a previous report. Check to be sure it is correct on this report.
- There is a member with the same name and birthdate but different SSN. Check that the SSN is correct.
- Last name and first name may be switched for this member. They are reversed for the SSN given.
- Your most recent submission changes the name associated with this SSN and DOB. Please contact Employer Reporting to allow the submission.

### **Earnings Info**

- Compensation total for the employee for the pay period month cannot be negative.
- Compensation total for the employee for the pay period month cannot equal zero if the sum of MemberAfterTax, MemberBeforeTax, and StateCredit values does not equal zero.
- Compensation total for the employee for the employment year (summed across all employers) may not exceed the IRS limit for the year.
- Compensation, FederalCompensation, MemberAfterTax, MemberBeforeTax, StateCredit, EmployerContribution, and FederalMatch cannot all equal zero.
- Reported Compensation cannot be zero if employer contribution is greater than zero.
- Compensation Totals cannot increase from previous month by more than \$2,000. Be sure the increase is not due to payment of unused leave or bonus. If so, contact helpdesk at [helpdesk@trs.ok.gov](mailto:helpdesk@trs.ok.gov) or 405-522-3130 for help.
- Member Compensation must be greater than zero for non-retirees

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- FederalCompensation total for the employee for the pay period month cannot be negative.
- FederalCompensation total for the employee for the pay period month must be less than or equal to the Compensation total for the employee for the pay period month.

## Contributions

- Member contribution is incorrect. Total member contributions received for this employment must be within an acceptable range of the compensation total times the appropriate member contribution rate
- Member contribution is incorrect. The sum of MemberAfterTax, MemberBeforeTax, and StateCredit values for an employee for a pay period month must equal zero (for post-retirement) or within an acceptable range of the compensation total times the appropriate member contribution rate.
- Member contributions cannot be negative if the member has a death payout completed after the PayPeriodMonth and PayPeriodYear.
- Member contributions cannot be negative if the member has a transfer to OPERS completed after the PayPeriodMonth and PayPeriodYear.
- Member contributions cannot be negative if the member has a withdrawal completed after the PayPeriodMonth and PayPeriodYear.
- Employee retirement has been set and member contributions are present. Remember that employee cannot work more than 10 days beyond retirement date and must have a 60-day break before returning to post-retirement employment.
- Contribution is incorrect. Total member and employer contributions received for this employment must be within an acceptable range of the compensation total times the appropriate employer rate plus the member rate
- EmployerContribution total cannot be greater than zero if HESC total is greater than zero for the employee for the pay period month (by employer).
- EmployerContribution total for the employee for the pay period month cannot be negative.
- Federal match rate is incorrect. FederalMatch total for the employee for the pay period month must equal the federal match rate of the FederalCompensation total for the employee for the pay period month.
- FederalMatch total cannot be greater than zero if HESC total is greater than zero for the employee for the pay period month (by employer).
- FederalMatch total for the employee for the pay period month cannot be negative.
- FederalMatch total must equal zero if the FederalCompensation total for the employee for the pay period month equals zero.
- **FederalMatch must use the correct rate for Summer School submissions.**
- MemberAfterTax total for the employee for the pay period month cannot be negative.
- If the employee was retired in the pay period month, the MemberAfterTax total for the employee for the pay period month should equal zero (unless the member suspended the retirement and returned to work).
- Member After Tax cannot be greater than zero.

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- MemberBeforeTax total cannot be greater than zero if HESC total is greater than zero for the employee for the pay period month (by employer).
- MemberBeforeTax total for the employee for the pay period month cannot be negative.
- Employee is retired. Unless employee has suspended retirement and returned to work, all employee contributions should be zero and only Employer Statutory Contributions should be paid.
- StateCredit total cannot be greater than zero if HESC total is greater than zero for the employee for the pay period month (by employer).
- StateCredit total for the employee for the employment year for all employers cannot exceed the allowable limit for the provided SDEExperience value.
- StateCredit total for the employee for the pay period month cannot be negative.
- StateCredit total for the employee for the pay period month must equal zero for an employer that is not a school district.
- State credit claimed on monthly submission is more or less than the expected amount.
- This member works for another employer and state credit has been reported by that employer.
- If the employee was retired in the pay period month, the StateCredit total for the employee for the pay period month should equal zero (unless the member suspended the retirement and returned to work).
- Employer cannot submit employer only contributions for a retiree that has returned to teaching.
- OTRS contributions cannot be submitted for participants of an alternate retirement plan.
- OTRS contributions and Alternate contributions cannot be submitted for the same participants on the same report.
- Alternate Contributions cannot be submitted for TRS retirees.
- Compensation and HESC cannot both equal zero for an AlternateRetirementPlanParticipant.
- Employer code must be 14H760, 55H770, or 60H010 for AlternateRetirementPlanParticipants.
- HESC rate is incorrect. HESC total for the employee for the pay period month must equal the HESC rate of the Compensation total for the employee for the pay period month.
- HESC total cannot be greater than zero if EmployerContribution, FederalMatch, MemberAfterTax, MemberBeforeTax, or StateCredit total is greater than zero for the employee for the pay period month (by employer).
- HESC total for the employee for the pay period month cannot be negative.
- HESC total must equal zero if the Compensation total for the employee for the pay period month equals zero.
- HESC total should not be greater than zero if EmployerContribution, FederalMatch, MemberAfterTax, MemberBeforeTax, or StateCredit total is greater than zero for the employee for the pay period month (across employers).
- MemberAfterTax total cannot be greater than zero if HESC total is greater than zero for the employee for the pay period month (by employer).

#### **Late Fee & Other**

- Payment amount cannot be less than or equal to zero.
- Late fee must be paid or waived before report can be submitted
- Late Fee Paid cannot exceed Late Fee Assessed

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- A duplicate of this monthly submission already exists.
- Submission cannot be submitted until there are contribution rates for this employment year. Contact helpdesk at 405-522-3130 for help.

#### **Employment Info**

- DateOfEligibility must be within the reporting month.
- HoursPerWeekWorked must be greater or equal to 20 for optional employees. OTRS contributions cannot be submitted for an optional employee working less than 20 hours per week.
- HoursPerWeekWorked must be less than 112.
- HoursPerWeekWorked must be populated unless member is retiree without member contributions.

#### **Position Info**

- Optional must be populated unless member is a retiree without member contributions.
- Optional must be Y or N.
- OTRS contributions cannot be submitted for optional employees that have opted out unless the employee is now employed in a classified position. Position name must indicate new position.
- Position must be provided for all employees.
- Contributions have been received for this member. You cannot submit an opt-out record for them until you reverse the contributions submitted.