

MONTHLY EMPLOYER REPORT DATA LAYOUT AND ELEMENTS

HEADER RECORD

Category	Column Name	Description	Data Type	Length	Example
Employer Info	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"

DETAIL RECORD: OTRS PARTICIPANT

Category	Column Name	Description	Data Type	Length	Example
Pay Period Info	PayPeriodYear	Pay period year	integer	4	2010
	PayPeriodMonth	Pay period month	integer	2	10
	EmploymentYear	Employment year	integer	4	2011
Personal Info	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	Teacher
	Suffix	Suffix of name, if applicable (Jr, Sr, etc)	text	<=10	
	BirthDate	Employee date of birth	date		1956-05-02
	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. # 201
Earnings Info	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 calculation	integer	<=2	10
	Compensation	Regular Annual Compensation as defined in statutes that was paid to the employee during the monthly reporting period. Formerly called "MonthlySalaryPaid"	decimal	10,2	3000.00
	FederalCompensation	Compensation that was paid to the employee by federal funding during the monthly reporting period. Formerly called "FederalSalary"	decimal	10,2	1000.00
	Contributions	MemberAfterTax	After tax contributions for member	decimal	10,2
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 Salary for common ed, 8.55% for higher ed	decimal	10,2	285.00
FederalMatch		Federal matching funds - currently 8.0% of FederalSalary	decimal	10,2	80.00

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
Pay Period Info	PayPeriodYear	Pay period year	integer	4	2010
	PayPeriodMonth	Pay period month	integer	2	10
	EmploymentYear	Employment year	integer	4	2011
Personal Info	TaxNumber	Taxpayer identification number	text	9	98765432 1
	TaxNumberType	Federal taxpayer identification number type - (S) social security number, (F) federal individual taxpayer identification number, (T) temporary stateissued tax number	text	1	S
	FirstName	First name	text	<=100	Terry
	MiddleName	Middle name	text	<=100	Robert
	LastName	Last name	text	<=100	Teacher
	Suffix	Suffix of name, if applicable (Jr, Sr, etc)	text	<=10	
Earnings Info	Compensation	Regular Annual Compensation as defined in statutes that was paid to the employee during the monthly reporting period.	decimal	10,2	3000.00
Contributions	HESC	Higher-education service charge - currently 2.5% of Compensation	decimal	10,2	75.00

REPORTING (DATA) ELEMENTS

CountyCode, DistrictCode, PayPeriodYear, PayPeriodMonth: 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.

EmploymentYear: The employment year for which the report 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.

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

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

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

- 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.
- 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.
- City cannot contain digit or symbol (ex: comma).
- City must contain at least one letter.
- City should have at least 3 characters.
- 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 pay period 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.
- Member contribution rate is incorrect. If the employee has not retired, the sum of MemberAfterTax, MemberBeforeTax, and StateCredit values must equal the current member rate of the Compensation total for the employee for the pay period month.
- Member contribution rate 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 the current member rate of the Compensation total for the employee for the pay period month.
- Contribution rate is incorrect. The sum of MemberAfterTax, MemberBeforeTax, StateCredit, and EmployerContribution values for the employee for the pay period must equal the appropriate employer rate plus the member rate of the Compensation total for the employee for the pay period month.
- 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.
- EmploymentYear cannot be after the current employment year.
- EmploymentYear cannot be before 2013.
- 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.
- 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.
- 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.
- FirstName cannot contain a digit.
- 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.
- 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).
- 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.
- MemberAfterTax total cannot be greater than zero if HESC total is greater than zero for the employee for the pay period month (by employer).
- 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).
- 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.
- If the employee was retired in the pay period month, the MemberBeforeTax total for the employee for the pay period month should equal zero (unless the member suspended the retirement and returned to work).
- 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.
- 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.
- SDEExperience must be the same for all records in a submission for an employee for an employment year.
- State must have exactly two alphanumeric characters.
- State should be in list of valid states (including Canadian provinces).
- 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.
- 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).

- SDEExperience cannot be more than 60.
- 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.
- Cannot submit monthly contribution report if employer has already submitted an annual report for the employment year.
- EmploymentYear must be the same for all records in the submission.
- Submission must contain at least one participant (OTRS or Alternate Retirement Plan).
- Total contribution amount cannot be more than the total payment amount. (Employer cannot mail check.)
- Total contribution amount cannot be negative. (Employer cannot submit negative total for refund.)
- Total payment amount must equal the total contribution amount if any payment is submitted.
- SDEExperience values cannot all be the same for a submission with at least 5 people in it.
- 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).