

**Employer Reporting  
& Maintenance  
(ERM) Application**  
*Wage and Contribution  
File Layout Specification*



## ***Wage and Contribution Payroll File Layout***

The ERM application allows employers to upload wage and contribution payroll data using a file rather than entering each member individually. Using a file requires the use of the Wage and Contribution Payroll File Layout.

The ERM application allows employers to report wages and contributions, adjustments, missed regular wage and contributions, and settlement adjustments electronically. Employers will either **1)** generate a bulk upload file (using the Wage and Contribution Payroll File Layout format outlined in this document), or **2)** be able to log into the ERM application and enter the wage and contribution information directly online.

If choosing to enter the wage and contribution payroll information directly into the ERM application, you will not be required to generate a bulk upload file. However, the data required to be entered online will be the same as what is outlined in this specification. This specification provides information for reporting wage and contribution payroll files using the bulk upload method:

- Important Definitions and Reporting Rules
- File Formatting and Structural Rules
- Wage and Contribution File Layout Field Details
  - File Header Record
  - Detail Member Transaction Records

## ***Important Abbreviations and Definitions***

Employer and Submission Units	<p>An Employer in ERM will be the overarching sponsoring organization that participates in one or more of the funds (PERF, TRF, '77 Police/Fire, Judges', CE, PA, etc.). Each Employer must have at least one Submission Unit to which it is associated. A Submission Unit is the reporting group/entity and is associated with a single fund. Each Submission Unit will have its own unique account number assigned called the Submission Unit ID. Employers will be required to submit a <u>separate report for each Submission Unit</u> they administer. (Please note that multiple Submission Units can be reported on the same wage and contribution file but it will be divided into separate reports for each Submission Unit.) Employers who have one group of employees participating in one fund will have only one Submission Unit.</p> <p>Fictitious examples of Employers with multiple Submission Units:</p> <p><b><u>Example 1:</u></b> <b>Employer:</b> City of Elms</p> <ul style="list-style-type: none"><li>• <b>Submission Unit #1:</b> City of Elms<ul style="list-style-type: none"><li>○ <b>Submission Unit No.:</b> 1234-000 (public employees participating in PERF)</li></ul></li><li>• <b>Submission Unit #2:</b> City of Elms Police<ul style="list-style-type: none"><li>○ <b>Submission Unit No.:</b> 7789-100 (police officers participating in '77 Police and Fire fund)</li></ul></li><li>• <b>Submission Unit #3:</b> City of Elms Fire Department<ul style="list-style-type: none"><li>○ <b>Submission Unit No.:</b> 7789-200 (fire fighters participating in '77 Police and Fire fund)</li></ul></li></ul> <p><b><u>Example 2:</u></b> <b>Employer:</b> Monumental School Corporation</p> <ul style="list-style-type: none"><li>• <b>Submission Unit #1:</b> Monumental School Corporation Teachers<ul style="list-style-type: none"><li>○ <b>Submission Unit No.:</b> 0024-120 (teachers participating in TRF)</li></ul></li><li>• <b>Submission Unit #2:</b> Monumental School Corporation Employees<ul style="list-style-type: none"><li>○ <b>Submission Unit No.:</b> 1357-000 (public employees participating in PERF)</li></ul></li></ul>
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Payroll Date	The date payroll information is considered final and disbursed to the employee (check, direct deposit date).
Pay Period Start Date	The beginning date of the period for which the wage amount being reported was accrued or earned.
Pay Period End Date	The ending date of the period for which the wage amount being reported was accrued or earned.
Last Day in Covered Position	This date should be reported when an employee moves from a participating or covered position to a non-covered position, but remains employed with the employer in some capacity. This date signals when a member's creditable pension service should stop as well as the associated contributions for them. <i>Please note: a retirement and/or ASA distribution cannot be processed until the employee has completely separated from employment and a Last Day in Pay has been reported.</i>
Last Day in Pay	The last day an employee was employed in a covered or non-covered position. This is the date on which the employee/employer relationship is severed and the employee has no legal or contractual right to return to their position. In the event a member has been on a leave of absence (paid or unpaid) immediately preceding their termination, the date of the actual termination should be entered as the last day in pay and the date of the member's last pay check would be entered as the last check date; the last check date can be prior to the termination date. The member's termination life event, along with the last day in pay and last check date, should be entered in ERM immediately upon the member's termination. <i>Note: A retirement and/or ASA distribution cannot be processed until the employee has completely separated from employment and a Last Day in Pay has been reported.</i>
Last Check Date	This date is equal to the last Payroll Date an employee is included on once they have completely separated from employment. It is a required field if Last Day in Pay is reported. This date will be used to signal whether all wage and contribution information for a member requesting a retirement or ASA distribution has been received or is still in progress. An employee's Last Check Date should occur on or after their Last Day in Pay.

- The wage and contribution payroll file specification applies to the following funds/systems:
  - PERF – Public Employees’ Retirement Fund
  - TRF – Teachers’ Retirement Fund
  - 77 – 1977 Police Officers’ and Firefighters’ Pension and Disability Fund
  - JU – Judges’ Retirement System
  - PA – Prosecuting Attorneys’ Retirement Fund
  - CE – State Excise Police, Gaming Agent, Gaming Control Officer and Conservation Enforcement Officers’ Retirement Plan
- A wage and contribution payroll report (either file upload or entered online) is expected to be submitted from each employer based on their payroll frequency (e.g. weekly, semi-monthly, bi-weekly, etc.). Payroll frequency and payroll dates will be collected and stored in the ERM application prior to implementation for each individual Employer and their associated Submission Unit(s).
- A wage and contribution payroll record is expected to be reported for each member unless they experience a Life Event such as a leave of absence (LOA), the member has been terminated or the member is no longer serving in a position that is covered by the respective plan.
- One or more wage and contribution payroll files may be uploaded/submitted for a single payroll date (e.g. if members were mistakenly left off the original wage and contribution payroll file upload report, or if an employer has multiple payroll runs with the same payroll date and wishes not to consolidate them into a single payroll record).
- Each wage and contribution payroll file must be associated with one, and only one, payroll date (denoted in the Header Record detail below). Detail member transaction records associated with a different payroll date should be handled separately through the ERM application or included in a separate payroll file upload. Including records that have different Pay Period Start/End Dates is acceptable as long as each record on the file has the SAME payroll date. The wage and contribution payroll file can be a mix of Regular Pay and Adjustments (a previously submitted Regular Pay) as long as each detail member transaction record included has the SAME payroll date.

**Example:** *Semi-monthly payroll frequency*

Pay Period Start Date – 1<sup>st</sup> and 16<sup>th</sup> of each month

Pay Period End Date – 15<sup>th</sup> and last day of each month

Payroll Dates – 5<sup>th</sup> and 20<sup>th</sup> of each month

*Scenario:*

- Payroll is processed on June 5<sup>th</sup> and reported shortly thereafter (via file upload in ERM) for the Pay Period Start/End Date of May 16<sup>th</sup> through May 31<sup>st</sup>).
- After the payroll has been reported for the June 5<sup>th</sup> submission, the employer notices that an adjustment to a member's wage and contribution amounts need to be made for the May 16<sup>th</sup> to May 31<sup>st</sup> time period that was already submitted. The employer determines the adjustment will be processed on the next payroll date, June 20<sup>th</sup>.

***How to report these transactions:***

- The employer should report both records, Regular Pay and Adjustment, with a payroll date of June 20<sup>th</sup> (denoted in the Header Recorded). If creating a single wage and contribution payroll file upload for June 20<sup>th</sup>, the member should be listed with two separate detail transaction records. One for the Regular Pay record with a Pay Period Start/End Date of June 1<sup>st</sup> to June 15<sup>th</sup>, and a second Adjustment record with a Pay Period Start/End Date of May 16<sup>th</sup> to May 31<sup>st</sup>.
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- Please note that the calculation for the ER Share is different for Hybrid members than it is for ASA-Only members. The calculation is provided in the Rules and Information section of the ER Share field in the File Layout Field Details section below.
  - Employers that offer both the Hybrid plan and the ASA-Only plan to their members should only report the member's Wages until the member makes a plan election or defaults into the designated plan per the employer's resolution. Once the member is enrolled into the plan of their choice, the employer will be required to submit the proper contributions for the plan selected.

## ***File Formatting and Structural Rules***

- Contribution records will be read sequentially. The Header record must be first, followed by the Detail member transaction record(s).
- Valid file format for the upload file will be a pipe delimited (|) text file (.txt extension) for the header and detail records.
- Records with invalid data (text in numeric field, invalid characters, etc.) will result in structural errors immediately upon upload.
- Fields listed as 'Optional' are not required for processing.
- A field listed as 'Conditional' is only required if the 'Optional' field it is associated with is included.
- If 'Optional' fields do not have data to report, insert a pipe (|) to indicate the end of the field.
- All amount fields, such as the Pensionable Wages, should include a decimal point and no comma. For example, the amount \$1,847.17, should be reported as 1847.17.
- If the record is defined as Regular Pay or Missed Regular Wage and Contribution, the wage and contribution amount fields cannot be less than zero.
- If the record is defined as a Regular Pay Adjustment or a Settlement Adjustment, positive and negative amount fields are acceptable.
- If the Regular Pay Adjustment or a Settlement Adjustment amount being reported is negative, a hyphen at the beginning of the amount should be included (e.g. a negative amount of **(\$500.00)** should be entered as -500.00 in the appropriate amount field.
- Some fields are not applicable for all funds (see Rules and Information column for each field). If fields do not include data, insert a pipe (|) to indicate the end of the field. The value entered for the Submission Unit Fund field (either PERF, TRF, 77, JU, PA or CE) will determine whether or not ERM will read and process the field on that payroll file.

## File Layout Field Details

### File Header Record

The header record is a summary of the detail member wage and contribution payroll data being reported. The header record will include the Payroll Date and the number of records included in the detail member transactions. Insert a pipe (|) at end of each field.

HEADER RECORD						
#	Max Len	Required Optional Conditional	Field Name Field Description	Format	Sample	Rules and Information
1	8	R	<b>Payroll Date</b> The date the payroll was distributed to employees	<b>Date</b> MMDDYYYY	05202011	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• The date the payroll was distributed to employees (check, direct deposit).</li> <li>• All of the detail transactions must be associated with this payroll date</li> </ul>
2	9	R	<b>Row Count</b> Number of rows in the file that contain data to be uploaded.	<b>Integer</b> No Commas	1877	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• The number of transaction records included in the file to be uploaded.</li> <li>• This number will be compared with the actual number of records ERM reads to ensure all records were captured in the upload.</li> </ul>

### Detail Contribution Transaction Records

The detail member wage and contribution transactions for Regular Pay, Regular Pay Adjustments or Settlement Adjustments being reported for the members of a Submission Unit. Insert a pipe (|) at end of each field. If fields do not include data, insert a pipe (|) to indicate the end of the field.

DETAIL CONTRIBUTION TRANSACTION RECORDS						
#	Max	Required Optional Conditiona	Field Name Field Description	Format	Sample	Rules and Information
1	5	O <sup>1</sup>	Unused Field	Alphanumeric		<ul style="list-style-type: none"> <li>All Funds</li> <li>Only applies to specific employers</li> </ul>
2	7	R	<b>Submission Unit Number</b> This was formerly the 7 digit Employer Number. The new field name is the Submission Unit Number.	Alphanumeric No Hyphens Numbers only	0115000	<ul style="list-style-type: none"> <li>All Funds</li> <li>Submission Unit is represented by 7 digits in two parts – 4 digits and 3 digits.</li> <li>PERF: Typically 4 digits, followed by 3 zeros. Fill in all digits. (e.g. 0550-000 will be 0550000)</li> <li>TRF: Typically 2 digits representing the Employer Account Number, followed by the Unit Code which is 1 – 3 digits. Fill in all digits. (e.g. 99-12 will be 0099012)</li> </ul>
3	4	R	<b>Submission Unit Fund</b> This is the Retirement Fund of the Submission Unit that is reporting Wages and Contributions.	Alphanumeric	PERF	<ul style="list-style-type: none"> <li>All Funds</li> <li>Valid Values: PERF, TRF, PA, JU, 77, CE</li> <li>Defines which Retirement Fund this Submission Unit reports Wages and Contributions to.</li> </ul>
4	9	R <sup>2</sup>	<b>Social Security Number</b> 9 digit Social Security Number of the member (zero fill)  <sup>2</sup> Require at least 2 of the following: <ul style="list-style-type: none"> <li>Social Security Number</li> <li>Pension ID</li> <li>Last Name</li> </ul>	Integer 9 Digits No Hyphens	303030303	<ul style="list-style-type: none"> <li>All Funds</li> <li>2 of 3 Fields required for member validation.</li> </ul>

DETAIL CONTRIBUTION TRANSACTION RECORDS						
ERM Fields						
#	Max Len	Required Optional Conditional	Field Name Field Description	Format	Sample	Rules and Information
5	9	R <sup>2</sup>	<b>Pension ID</b> 9 digit Pension ID assigned to the member (zero fill)  <sup>2</sup> Require at least 2 of the following: – Social Security Number – Pension ID – Last Name	<b>Integer</b> 9 digits Right Justified Zero Filled	000045123	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• <b>2 of 3 Fields required for member validation.</b></li> <li>• Will be 9 digits, right justified and zero filled.</li> <li>• Exists in TRF as TRF Number</li> </ul>
6	30	R <sup>2</sup>	<b>Last Name of member</b> A – Z and special characters.  <sup>2</sup> Require at least 2 of the following: – Social Security Number – Pension ID – Last Name	<b>Alphanumeric</b>	O'Connor-Jones	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• <b>2 of 3 Fields required for member validation.</b></li> <li>• A – Z.</li> <li>• May contain special characters.</li> <li>• May contain spaces within the last name.</li> <li>• If the member has a last name change, they will need to contact PERF/TRF to change their name in the system to ensure that it won't kick out as an invalid match.</li> </ul>
7	9	O	<b>Pensionable Wages</b> Wage amount for member	<b>Integer</b> Include Decimal No Commas	1849.17	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• Wage amount for the member for this pay period.</li> <li>• Maximum of 9 digits, if greater than 0.</li> <li>• \$1849.17 will be entered as 1849.17</li> <li>• Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>• (\$500.00) will be entered as -500.00</li> <li>• Include the decimal.</li> <li>• If employer offers both plans, only the member's Wages should be submitted until the member makes a plan election.</li> </ul>

DETAIL CONTRIBUTION TRANSACTION RECORDS						
ERM Fields						
#	Max Len	Required Optional Conditional	Field Name Field Description	Format	Sample	Rules and Information
8	9	0	Mandatory Post-tax Contributions 3% Mandatory Contribution paid by Employee - Post-tax	Integer Include Decimal No Commas	54.47	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• Mandatory Post-tax contributions for the member for this pay period.</li> <li>• Maximum of 9 digits, if greater than 0.</li> <li>• \$54.47 will be entered as 54.47</li> <li>• Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>• (\$34.23) will be entered as -34.23</li> <li>• Include the decimal.</li> </ul>
9	9	0	Mandatory Pre-tax Contributions 3% Mandatory Contribution paid by Employer - Pre-tax	Integer Include Decimal No Commas	54.47	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• Mandatory Pre-tax contributions for the member for this pay period.</li> <li>• Maximum of 9 digits, if greater than 0.</li> <li>• \$54.47 will be entered as 54.47</li> <li>• Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>• (\$34.23) will be entered -34.23</li> <li>• Include the decimal.</li> </ul>

DETAIL CONTRIBUTION TRANSACTION RECORDS						
ERM Fields						
#	Max Len	Required Optional Conditional	Field Name Field Description	Format	Sample	Rules and Information
10	9	O	Employer Share Employer contribution	Integer Include Decimal No Commas	54.47	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• Employer Share for the member for this pay period.</li> <li>• Maximum of 9 digits, if greater than 0.</li> <li>• \$54.47 will be entered as 54.47</li> <li>• Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>• <b>(\$34.23)</b> will be entered as -34.23</li> <li>• Include the decimal.</li> <li>• Employer Share for Hybrid members= Member's Wages x ER Share Percent</li> <li>• Employer Share for ASA-Only members= [(Normal Cost % x Member's Wages) + (Supplemental Cost % x Member's Wages) + (Matching Component % x (Member's Voluntary Pre-Tax amount + Member's Voluntary Post-Tax amount))]</li> </ul>
11	9	O <sup>3</sup>	FSP Wages <sup>3</sup> TRF Only FSP (Federally Supported Program) Wages	Integer Include Decimal No Commas	1554.47	<ul style="list-style-type: none"> <li>• <b>TRF ONLY</b></li> <li>• FSP Wages for the member for this pay period.</li> <li>• Maximum of 9 digits, if greater than 0.</li> <li>• \$1554.47 will be entered as 1554.47</li> <li>• Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>• <b>(\$34.23)</b> will be entered as -3423</li> <li>• Include the decimal.</li> </ul>

DETAIL CONTRIBUTION TRANSACTION RECORDS						
ERM Fields						
#	Max Len	Required Optional Conditional	Field Name Field Description	Format	Sample	Rules and Information
12	9	O <sup>3</sup>	FSP Contributions <sup>3</sup> TRF Only FSP (Federally Supported Program) Contributions	Integer Include Decimal No Commas	54.47	<ul style="list-style-type: none"> <li>• <b>TRF ONLY</b></li> <li>• FSP Contributions for the member for this pay period.</li> <li>• Maximum of 9 digits, if greater than 0.</li> <li>• \$54.47 will be entered as 54.47</li> <li>• Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>• <b>(\$34.23)</b> will be entered as -34.23</li> <li>• Include the decimal.</li> </ul>
13	9	O <sup>3</sup>	HEP Contributions <sup>3</sup> TRF Only HEP (Higher Education Program) Contributions	Integer Include Decimal No Commas	54.47	<ul style="list-style-type: none"> <li>• <b>TRF ONLY</b></li> <li>• HEP Contributions for the member for this pay period.</li> <li>• Maximum of 9 digits, if greater than 0.</li> <li>• \$54.47 will be entered as 54.47</li> <li>• Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>• <b>(\$34.23)</b> will be entered as -34.23</li> <li>• Include the decimal.</li> </ul>
14	3	O <sup>3</sup>	Credited Days <sup>3</sup> TRF Only Credited Days Days worked	Integer	10	<ul style="list-style-type: none"> <li>• <b>TRF ONLY</b></li> <li>• Credited Days for the member for this pay period.</li> <li>• Maximum of 3 digits, if greater than 0.</li> <li>• Maximum of 2 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> </ul>

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ERM Fields						
#	Max Len	Required Optional Conditional	Field Name Field Description	Format	Sample	Rules and Information
15	9	O	<b>Member Voluntary Post-tax Contributions</b> Amount the member has voluntarily contributed after taxes have been taken out	<b>Integer</b> Include Decimal No Commas	54.47	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• Member Voluntary Post-tax Contributions for the member for this pay period.</li> <li>• Maximum of 9 digits, if greater than 0.</li> <li>• \$54.47 will be entered as 54.47</li> <li>• Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>• <b>(\$34.23)</b> will be entered as -34.23</li> <li>• Include the decimal.</li> </ul>
16	9	O	<b>Member Voluntary Pre-tax Contributions</b> Amount the member has voluntarily contributed before taxes have been taken out	<b>Integer</b> Include Decimal No Commas	54.47	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• Member Voluntary Pre-tax Contributions for the member for this pay period.</li> <li>• Maximum of 9 digits, if greater than 0.</li> <li>• \$54.47 will be entered as 54.47</li> <li>• Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>• <b>(\$34.23)</b> will be entered as -34.23</li> <li>• Include the decimal.</li> </ul>
17	8	O	<b>Last Day in Covered Position</b> Used if member is moving from a covered position to a non-covered position and represents the last day the member worked in the covered position.	<b>Date</b> MMDDYYYY	08262011	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• Used when a member moves from a PERF/TRF covered position to a non-covered position.</li> <li>• Represents the last day the member worked in the covered position.</li> </ul>
18	8	O	<b>Last Day in Pay</b> Date the Member's Employment was Terminated (Leave of Absence types and dates will be in the Member Maintenance upload or online) The last day the member worked in a covered position if member was terminated.	<b>Date</b> MMDDYYYY	10072011	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• Represents the last day the member worked in a PERF/TRF covered or non-covered position if the member was terminated.</li> </ul>

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DETAIL CONTRIBUTION TRANSACTION RECORDS						
ERM Fields						
#	Max Len	Required Optional Conditional	Field Name Field Description	Format	Sample	Rules and Information
19	8	C <sup>4</sup>	Last Check Date <sup>4</sup> Mandatory if Last Day in Pay is entered. Date of the last check.	Date MMDDYYYY	10212011	<ul style="list-style-type: none"> <li>All Funds</li> <li>Conditional field</li> <li>Mandatory if Last Day in Pay is entered.</li> <li>Represents the date of the member's last check.</li> </ul>
20	9	O	Severance Wages Wages received as severance	Integer Include Decimal No Commas	2554.47	<ul style="list-style-type: none"> <li>All Funds</li> <li>Severance Wages (Full Amount)</li> <li>Maximum of 9 digits, if greater than 0.</li> <li>\$2554.47 will be entered as 2554.47</li> <li>Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>(\$34.23) will be entered as -34.23</li> <li>Include the decimal.</li> </ul>
21	9	O	Severance - Mandatory Post-tax Contributions Severance - 3% Mandatory Contribution paid by Employee on Severance Wages - Post-tax	Integer Include Decimal No Commas	54.47	<ul style="list-style-type: none"> <li>All Funds</li> <li>Mandatory Post-tax Contributions on Severance Wages.</li> <li>Maximum of 9 digits, if greater than 0.</li> <li>\$54.47 will be entered as 54.47</li> <li>Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>(\$34.23) will be entered as -34.23</li> <li>Include the decimal.</li> </ul>
22	9	O	Severance - Mandatory Pre-tax Contributions Severance - 3% Mandatory Contribution paid by Employer on Severance Wages - Pre-tax	Integer Include Decimal No Commas	54.47	<ul style="list-style-type: none"> <li>All Funds</li> <li>Mandatory Pre-tax Contributions on Severance Wages.</li> <li>Maximum of 9 digits, if greater than 0.</li> <li>\$54.47 will be entered as 54.47</li> <li>Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>(\$34.23) will be entered as -34.23</li> <li>Include the decimal.</li> </ul>

DETAIL CONTRIBUTION TRANSACTION RECORDS						
ERM Fields						
#	Max Len	Required Optional Conditional	Field Name Field Description	Format	Sample	Rules and Information
23	9	O	Severance - Employer Share	<b>Integer</b> Include Decimal No Commas	54.47	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• Employer Share on Severance Wages.</li> <li>• Maximum of 9 digits, if greater than 0.</li> <li>• \$54.47 will be entered as 54.47</li> <li>• Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>• <b>(\$34.23)</b> will be entered as -34.23</li> <li>• Include the decimal.</li> <li>• Severance - Employer Share for Hybrid members= Member's Severance Wages x ER Share Percent</li> <li>• Severance - Employer Share for ASA-Only members= [(Normal Cost % x Member's Wages) + (Supplemental Cost % x Member's Wages) + (Matching Component % x (Member's Voluntary Pre-Tax amount + Member's Voluntary Post-Tax amount))]</li> </ul>
24	9	O	Severance - Member Voluntary Post-tax Contributions Amount the member has voluntarily contributed on Severance Wages after taxes have been taken out	<b>Integer</b> Include Decimal No Commas	54.47	<ul style="list-style-type: none"> <li>• <b>All Funds</b></li> <li>• Member Voluntary Post-tax Contributions on Severance Wages.</li> <li>• Maximum of 9 digits, if greater than 0.</li> <li>• \$54.47 will be entered as 54.47</li> <li>• Maximum of 8 digits, if less than zero, includes hyphen at the beginning of the field to indicate amount is less than 0 (used for adjustments).</li> <li>• <b>(\$34.23)</b> will be entered as -34.23</li> <li>• Include the decimal.</li> </ul>

