

Vendor Payroll Deductions Upload File Definition

The table below lists the fields in the deduction upload file, in the order listed in the file. A description of each field and its use is defined in the Field Descriptions section below. The PERIS application will only support the following upload file formats: .xls, .xlsx, and .csv. Fixed length files in the .txt format will no longer be supported in PERIS for vendor deduction upload files.

Field	Data Type	Restrictions	Requirement
Vendor Number	Number	4 digits	Required
Change Type	Text	Allowed values: A, C, S	Required
Retiree SSN	Text	9 digits	Required
Recipient SSN	Text	9 digits	Required
Recipient Last Name	Text	1-30 characters	Required
Recipient First Name	Text	1-30 characters	Required
Recipient Middle Name	Text	0-30 characters	Optional
Deduction Code	Text	2 numeric digits	Required
Start Date	Text	MMDDYYYY	Optional
Stop Date	Text	MMDDYYYY	Optional
Deduction Amount	Number	1-18 digits with 0-2 digits after the decimal	Required
Note	Text		Optional

Field Descriptions

- Vendor Number
 - o The Vendor Number is a unique identifier assigned by PERS at the time of the Vendor creation. The Vendor Number in the uploaded file must match the vendor that was selected in the Vendor Portal before navigating to the create/upload the Vendor Deduction report. This field is used to verify that the deductions being uploaded are meant to be associated to the vendor that has been selected.

- Change Type
 - o The Change Type refers to the type of deduction change that the user is uploading for the recipient. The possible values are A = Add, C = Change, and S = Stop. Add allows the user to add a new deduction for a recipient and requires a Start Date. Change allows the user to stop the current deduction and start another deduction by requiring a Start Date, which will populate the Stop Date on the current deduction one day before the Start Date of the newly changed deduction. Stop allows a user to end an existing deduction for a recipient.
- Retiree SSN
 - o The Retiree SSN refers to the SSN of the member who contributed to the pension system. If a Retiree SSN has a leading 0 and the file is in an Excel format, the user should format the column as Text to prevent data loss.
- Recipient SSN
 - o The Recipient SSN refers to the SSN of the benefit recipient. This may be the same as the Retiree SSN. If a Recipient SSN has a leading 0 and the file is in an Excel format, the user should format the column as Text to prevent data loss.
- Recipient Last Name
 - o The Recipient Last Name is used to verify that the uploaded information matches the information available in the system for the Recipient SSN.
- First Name
 - o The Recipient First Name is used to verify that the uploaded information matches the information available in the system for the Recipient SSN.
- Middle Name
 - o The Recipient Middle Name is used to verify that the uploaded information matches the information available in the system for the Recipient SSN. However, this is an optional field.
- Deduction Code
 - o The Deduction Code is a two digit code that designates which Vendor Deduction type is being added, changed, or stopped for the recipient and vendor combination. The Deduction Code may include a leading 0 and thus this column should be formatted as Text to prevent the loss of the appropriate data.
- Start Date

- o The Start Date is utilized when the Change Type is Add or Change. This information will be used during the posting of a vendor deduction report to create/edit new or existing deduction items that will be processed by payroll.

- Stop Date

- o The Stop Date is utilized when the Change Type is Stop. This information will be used during the posting of a vendor deduction report to edit existing deduction items associated to the recipient and vendor.

- Deduction Amount

- o The Deduction Amount refers to the amount that should be deducted from the recipient's benefit and must be greater than or equal to 0.00. This information will be used during the posting of a vendor deduction report to create/edit new or existing deduction items that will be processed by payroll.

- Note

- o The note allows the user to add additional information about the deduction report line if desired. This is an optional field.