WAGE AND CONTRIBUTION FILE FORMAT

May be submitted as an excel file, a text file or a comma-separated variable file Items designated in **BOLD** reflect changes from the current CARSON file format

Field Name	Data Type	Length	Starting Position	Ending Position	Specific Value Validations	File Upload Validations	Changes from Previous Format
Last Name	Alpha Numeric	30	1	1		Required	Field length has been increased from 16 characters to 30 characters
First Name	Alpha Numeric	30	31	60		Required	Field length has been increased from 14 characters to 30 characters
Middle Name	Alpha Numeric	30	61	90		Optional	Has been renamed to Middle Name from MI, field length has been increased from 1 character to 30 characters
Suffix	Alpha Numeric	3	91	93	Jr, Sr, I, II, II, III, IV	Optional	Has been renamed to Suffix from Gen ID
SSN	Numeric	9	94	102	########	Required, must be a valid SSN. US Social Security Number: First three digits cannot be greater than 899. First three digits cannot be 000 or 666. 4th and 5th digit cannot be 00. Last four digits cannot be 0000. All digits cannot be the same. 123456789 is not allowed. 078051120 is not allowed. 219099999 is not allowed.	New validations on SSN
Employer #	Numeric	3	103	105	###	Required, must match the Employer # for which the report is being submitted	Has been renamed Employer # from Reporting Agency Number
Status Code	Numeric	2	106	107	XX, Values: 01,04,05,13,19,30,31,32,33,34,3 5,36,37,38,80,81,82,83	Required, must be a valid Status Code	Two new Status Codes were added for 82 - Overtime and 83 – Other Ineligible. Negative adjustment status codes have been removed ('02', '06', '07', '14', '40', '41', '42','43', '44', '45', '46', '47', '48', '90' & '91'). Instead of using the negative status code, use the positive status code with negative wage or hour amounts. For example, instead of using status code '02' – Reversing Monthly, use a negative amount for status code '01' - Monthly, amount -10000
Processing Calendar Month/Year	Date	6	108	113	ММҮҮҮҮ	Required, processing Calendar Month/Year must match the Month/Year for which the file is being uploaded	
Affected Reporting Month/Year	Date	6	114	119	MMYYYY	Required	
Affected Month Begin Date	Date	8	120	127	MMDDYYYY	Required	
Affected Month End Date	Date	8	128	135	MMDDYYYY	Required	

Base Hours	Signed Numeric	7	136	142	######	Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always for percentage of hours. For example, 5 hours, 15 minutes = 0000525	ı					
Actual Hours	Signed Numeric	7	143	149	######	Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always for percentage of hours. For example, 5 hours, 15 minutes = 0000525	Negative actual hours are allowed					
Base Wages	Signed Numeric	8	150	157	#######	Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always cents for currency fields.	Negative base wages are allowed					
Actual Wages	Signed Numeric	8	158	165	#######	Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always cents for currency fields.	Negative actual wages are allowed					
Department/Location	Numeric	4	166	169	####	Required for employer # 100 and 193 only, must match a valid Department/Location under the Agency for which this report is being submitted	Has been renamed to Department /Location from Statement Code					
Wages Subject to Contribution	Signed Numeric	8	170	177	#######							
Employee Contribution	Signed Numeric	8	178	185	#######							
Employer Contribution	Signed Numeric	8	186	193	#######							
ERPD Contributions	Signed Numeric	8	194	201	#######							
Employment Type	Alpha Numeric	1	202	202	Values for Eligible Member: R=Regular, M=MCCS, E=Other Elected, P=Police-Fire, V= Volunteer Fire Values for In-Eligible Member: T=Temporary, S=Substitute Teacher, C=Independent Contractor, I=Intermittent,	Required for all Contribution Plans except LRS and JRS, must match a valid Employment Type for this Agency	Has been renamed to Employment Type from Employ Group, values are: Regular, MCCS, Other Elected, Police- Fire, Temporary, Substitute Teacher, Independent Contractor, Intermittent, Volunteer Fire					
					A=Ineligible Elected Officials, L=Ineligible CLS							

ERPD Factor Code	Alpha Numeric	2	203	204	XX	Required for employees under the employer pay (ERPD) plan	
Part Time Indicator	Alpha Numeric	1	205	205	Y/N	Required for status codes other than 30-38	
Contract Start Date	Date	8	206	213	MMDDYYYY	Required for school employers only	
Position Type:	Numeric	1	214	214	1, 2, 3, 4, 5, 6, 7	Required for school employers only. 1=12/12, 2=9/12, 3=9/9, 4=10/12, 5=10/10, 6=11/12, 7=11/11)	Previously had values for 1, 2 and 3. The new file format has values 1-7, (required if the employer is a school, 1=12/12, 2=9/12, 3=9/9, 4=10/12, 5=10/10, 6=11/12, 7=11/11)
Promotion Within the Pay Period	Alphanumeric	1	215	215	Y/N	Required	New field
Employee Hourly	Alphanumeric	umeric 1 216 216 Y/N				Required, if "Base Hours" is not equal to zero, "Employee Hourly" must be 'Y'	New field
Employee Hourly Rate of Pay	Signed Numeric	8	217	224	########	Required if "Part Time Indicator" is 'Y'. Optional if "Employee Hourly" = 'Y' and "Part Time Indicator" is 'N'. Numbers only excluding the first character which may be a '-' or a leading 0. The last two digits are always cents for currency fields. Not required for status codes 30-38	New field

WAGE AND CONTRIBUTION FILE FORMAT, REQUIRED FIELDS BY CODE

Code Code Name Number	Middle Last Name First Name Name	SSN Employer # Code Ca	cessing Affected Affec endar Reporting Mont nth/Year Date	ed Affected 1 Begin Month End Date	Base Actual Hours Hours		Department/ Wages Subject Location Contribution		ERPD Contributions Employme Type	ERPay Factor Part Time nt Code Indicator		Within the Pav	Employee Employee Hourly Rate of Pay
													Required if "Part Time Indicator" is 'Y'. Optional if
					Wages is is not specified	urs Required if Base Base Hours Wages is d, is not specified	, Optional,	Required if ERPD Required if ER Contributions is Contributions	is Employee Required	Only Required if ERPD Required,	Required if	· · · · · · · · · · · · · · · · · · ·	"Employee Hourly" = 'Y' and "Part Required, Time
01 Monthly	Required Required Optional Optional	Required Required Required Re	uired Required Requi	red Required	specified, Null if it Null if it is not	is specified, Null if it i Null if it is not	is provide only if applicable Required	not specified, Null not specified, if it is if it is	Null Contribution is not unless LRS of specified, Null if it is JRS		employer is a 'N" school	employer is a Required, blank is school assumed 'N"	assumed 'N" 'N' Required if "Part Time
													Indicator" is 'Y'. Optional if "Employee Hourly" = 'Y'
04 Adjust Wages	Required Required Optional Optional	Required Required Required Re	uired Required Requi	red Required	Must Be Must Be Null Null	Must Be Must Be Null Null	Optional, provide only if applicable Required	Required if ERPD Required if ER Contributions is Contributions not specified, Null not specified, if it is if it is			Required if employer is a 'N" school	employer is a Required, blank is	assumed 'N" 'N'
							···						Required if "Part Time Indicator" is 'Y'. Optional if
					Wages is is not specified	urs Required if Base Base Hours Wages is d, is not specified	, Optional,		Required	Only Required if ERPD Required,		•	"Employee Hourly" = 'Y' and "Part Required, Time blank is Indicator" is
05 Adjust Base or Actu	ual Required Required Optional Optional	Required Required Re	uired Required Requi	red Required	Null if it is not	is specified, Null if it i Null if it is not	if applicable Must Be Null	Must Be Null Must Be Null	unless LRS (employer is a 'N" school	employer is a Required, blank is school assumed 'N"	assumed 'N" 'N' Required if "Part Time Indicator" is
					Required if Required Base Base How Wages is is	d if Required urs Required if Base Base Hours Wages is		Required if ERPD Required if ER	PD Required if	Only Required if			"Y'. Optional if "Employee Hourly" = 'Y' and "Part
[For School District 13 Only] Contract Ove	c's erlap Required Required Optional Optional	Required Required Re	uired Required Requi	red Required	not specified	d, is not specified is specified, Null if it is not	, Optional,	Contributions is Contributions		ERPD Required, or Contributions blank is	Required if employer is a 'N" school	employer is a Required, blank is	Required, Time
					Must Be Must Be	e Must Be Must Be	Optional, provide only	Required if ERPD Required if ER Contributions is Contributions not specified, Null not specified,		Only Required if ERPD or Contributions	Required if employer is a	Required if employer is a Required, blank is	Required, blank is
30 Longevity Pay	Required Required Optional Optional	Required Required Required Re	uired Required Requi	red Required	Null Null	Null Null	if applicable Required	if it is if it is Required if ERPD Required if ER	specified, Null if it is JRS PD Required if	not Null Not Requ Only Required if	ired school	school assumed 'N"	assumed 'N" Not Required
31 Shift Differential Pa	ay Required Required Optional Optional	Required Required Required Re	uired Required Requi	red Required	Must Be Must Be Null Null	Must Be Must Be	Optional, provide only if applicable Required	Contributions is Contributions not specified, Null not specified, if it is	is Employee Required Null Contribution is not unless LRS of specified, Null if it is JRS		Required if employer is a school	employer is a Required, blank is	Required, blank is assumed 'N" Not Required
					Must Be Must Be	. Must Be Must Be	Optional, provide only	Required if ERPD Required if ER Contributions is Contributions not specified, Null not specified,		Only Required if ERPD or Contributions	Required if employer is a	Required if employer is a Required, blank is	Required, blank is
32 Hazardous Duty Pa	y Required Required Optional Optional	Required Required Required Re	uired Required Requi	red Required	Null Null	Null Null	if applicable Required	if it is if it is Required if ERPD Required if ER	•	not Null Not Requ	ired school	school assumed 'N"	assumed 'N" Not Required
Extra-Duty Assignm 33 Pay	nent Required Required Optional Optional	Required Required Required Re	uired Required Requi	red Required	Must Be Must Be Null Null	Must Be Must Be Null Null	Optional, provide only if applicable Required	Contributions is Contributions not specified, Null not specified, if it is if it is	is Employee Required Null Contribution is not unless LRS of specified, Null if it is JRS		Required if employer is a school	employer is a Required, blank is	Required, blank is assumed 'N" Not Required
					Must Be Must Be		Optional, provide only		is Employee Required Null Contribution is not unless LRS (Required if employer is a	employer is a Required, blank is	
34 Holiday Pay	Required Required Optional Optional	Required Required Required Re	uired Required Requi	red Required	Null Null	Null Null	if applicable Required	if it is if it is Required if ERPD Required if ER Contributions is Contributions	-	only Required if	red school Required if		assumed 'N" Not Required Required,
35 Stand-By Pay	Required Required Optional Optional	Required Required Re	uired Required Requi	red Required	Must Be Must Be Null Null	Must Be Must Be Null Null	Optional, provide only if applicable Required		Null Contribution is not unless LRS of specified, Null if it is JRS		employer is a	employer is a Required, blank is	· · ·
Call-Back Pay (pre 36 01/01/10)	Required Required Optional Optional	Required Required Required Re	uired Required Requi	red Required	Must Be Must Be	e Must Be Must Be	Optional, provide only if applicable Required		PD Required if is Employee Required Null Contribution is not unless LRS of specified, Null if it is JRS	or Contributions	Required if employer is a ired school	employer is a Required, blank is	Required, blank is assumed 'N" Not Required
55 52,52,10)		nequired ne	nequi	починей	THE PARTY OF THE P		Optional,	Required if ERPD Required if ER Contributions is Contributions	PD Required if	Only Required if	Required if		Required,
Call-Back Pay (post 38 01/10/10)	: Required Required Optional Optional	Required Required Required Re	uired Required Requi	red Required	Must Be Must Be Null Null	Must Be Must Be Null Null	provide only if applicable Required		Null Contribution is not unless LRS of specified, Null if it is JRS	or Contributions	employer is a ired school	employer is a Required, blank is	· ·
													'Y'. Optional if "Employee Hourly" = 'Y' and "Part
80 Non-Eligible Emplo	oyee Required Required Optional Optional	Required Required Required Re	uired Required Requi	red Required	Must Be Null Required	Must Be Must Be d Null Null	Optional, provide only if applicable Required	Must Be Null Must Be Null	Required unless LRS o Must Be Null JRS		Required if employer is a 'N" school	employer is a Required, blank is	Required, Time

									Optional,					Required		Required,	Required if	Required if			"Part Time Indicator" is 'Y'. Optional if "Employee Hourly" = 'Y' and "Part Time
Non Eligible-Employee 81 PERS Retiree	Required Required Optional Optional	Required Required	Required Required	Required	Required	Required	Must Be Null Required Null	Must Be Null	provide only if applicable R	Required	Must Be Null	Must Be Null	Must Be Null	unless LRS or JRS	Must Be Null	blank is assumed 'N"	employer is a school		Required, blank assumed 'N"	assumed 'N"	Indicator" is 'N' Required if "Part Time Indicator" is 'Y'. Optional if "Employee Hourly" = 'Y'
82 [Optional] Overtime	Required Required Optional Optional	Required Required	Required Required	Required	Required	Required	Must Be Must Be Null Required Null	Must Be Null	Optional, provide only if applicable R	Required	Must Be Null	Must Be Null	Must Be Null	Required unless LRS or JRS	Must Be Null	Required, blank is assumed 'N"	Required if employer is a school		Required, blank assumed 'N"	Required, is blank is assumed 'N"	and "Part Time Indicator" is
[Optional] Other 83 Ineligible	Required Required Optional Optional	Required Required	Required Required	Required	Required	Required	Must Be Must Be Null Required Null	Must Be Null	Optional, provide only if applicable R	Required	Must Be Null	Must Be Null		Required unless LRS or JRS	Must Be Null	Required, blank is assumed 'N"	Required if employer is a school	Required if employer is a school	Required, blank assumed 'N"	Required, is blank is assumed 'N"	"Employee Hourly" = 'Y' and "Part Time Indicator" is
[For PERS Internal Use Only] Dual Service (Non 19 Teacher)		Required Required	Required Required	Required	Required		Required if Required if Base Base Hours Required Wages is is Base Hour not specified, is not specified, Null if it is specified, Null if it is Null if it is	rs Wages is specified, Null if it is	Optional,	Required	Contributions is	Contributions is not specified, Null			Only Required i ERPD Contributions not Null	f Required, blank is assumed 'N"	Required if employer is a school		Required, blank assumed 'N"	Required,	Indicator" is 'Y'. Optional if "Employee Hourly" = 'Y' and "Part Time Indicator" is
[For PERS Internal Use Only] Call-Back Pay as o 37 07/01/08	of	Required Required	Required Required	Required	Required	Required	Must Be Must Be Null Null Null	Must Be Null	Optional, provide only if applicable R	Required	Contributions is not specified, Null	Required if ERPD Contributions is not specified, Null if it is		Required unless LRS or JRS		f Not Required	Required if employer is a			Required, is blank is assumed 'N"	Not Required

Last Name	First Name	Middle Name	Suffix	SSN	Employer #	Status Code	Processing Calendar Month/Year	Affected Reporting Month/Year	Affected Month Begin Date	Affected Month End Date	Base Hours	Actual Hours	Base Wages A	Actual Wages	Department/L Wages Subject ocation to Contribution	Employee Contribution	Employer Contribution	ERPD Contributions	Employment Type	ERPD Factor Code	Part Time Indicator	Contract Start Date	Promotion osition Type Within the Pay Period	Employee Hourly	Employee Hourly Rate of Pay
LastN2	FIRSTN1	MIDDLEN1 II		562147036	230	1	12022	22022	2052022	2172022	45211	62556			85400			546	R	E	Υ	1252020	1 N	Υ	45
LastN1	FIRSTN2	MIDDLEN2 JR	•	276130485	230	13	12022	22022	2052022	2172022			100580	102558	12302	6320	211		R			1252020	2		