

# NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

## RETIREMENT CONTRIBUTION FILE LAYOUT

### 1 File:

Retirement Contribution File: To submit retirement contribution and salary information for employees participating in NDPERS retirement plans.

### 2 Purpose:

This File is used by employers to report retirement contributions to the Defined Benefit and Defined Contribution Retirement Plans for covered employees based on payroll information. The retirement contributions must be reported for all permanent employees who work at least 20 hours a week for at least five or more months, or at least 20 weeks, of their employment year. This file must be submitted by the employer to the NDPERS office by the 8<sup>th</sup> of each month.

This file is also used to report retirement contributions by a participating employer for part-time/ temporary employees electing to participate in the Defined Benefit or Defined Contribution Retirement Plan. This file is also used to submit salary adjustments for prior months like bonuses, retroactive pay increases, missed contributions, etc.

The new format of the file is useful to achieve the following:

- Prevents invalid or duplicate data from posting to the member's account
- Compares a member's current month salary (as adjusted) to preceding months and identifying instances where the information submitted violates NDPERS business rules (e.g., salary exceeds an acceptable parameter; no salary reported; duplicate salary etc.)
- Provides an audit trail of any adjustments in salary or contributions made to a member's account, including the ability to detail a member's salary and contributions, by employer, throughout the system and the member's history
- Provide front-end validations on SSN's, employer numbers, duplicate names, blank fields, negative numbers, dates, etc
- Provide front-end validations to determine whether reporting dates have already been posted on a member level, and if so, alert user to investigate
- Provide real-time processing of employer reports
- Reconcile the total amount of member contributions and employer portions plus any adjustments to the total remittance made by the employer taking into consideration pre-tax and/or after-tax amounts
- Support the processing of multiple employer reporting transactions for a given person in a given time period to handle standard pay, bonus, extra-curricular, etc
- Validate reported contributions data against tables of employer and employee contribution rates; pre-tax and post-tax amount, etc. based on matching the payroll ending date with the effective date of the contribution rate

For more details on reporting month's gross salary and contributions for each listed employee please visit NDPERS website.

### 3 File Description and Layout:

#### 3.1.1 File Naming Standard:

Retirement\_ORG\_CODE\_ID\_MONTH\_YEAR.txt

- ORG Code ID: Numerical identifier assigned by NDPERS to each organization that will be used in PERSLink. (Your **NEW** Org Code ID for PERSLink can be found on the NDPERS Website under Employer Services, by clicking on Program Administration, then clicking on the PERSLink Icon
- Month\_Year: Current Payroll Month and Year

#### 3.1.2 Frequency:

Monthly

### 3.1.3 Field Delimiter: ~ (Tilde)

### 3.1.4 File Layout:

Header Record Layout: This record is a header for all the underlying records in the file. There can be only one record per employer. Header record should precede all the detail records for that employer.

FIELD DESCRIPTION	NUMBER OF CHAR	DATA TYPE	DEFAULT	USE/BENEFIT
File Record Type		Char(1)	'1'	Type of the record in the file 1: Header Record 2: Detail Record
Count		Integer		Count of total detail records under that header
Org Code ID		Char(6)		Organization code assigned to employers by NDPERS
Type		Char(1)	'1' / '2'	Type of the report 1: Regular 2: Adjustment
Total Wages		Decimal(13,2)		Sum of total amount of wages reported and should match sum of all detail records to be a valid file
Total Contributions		Decimal(13,2)		Sum of total contribution amounts per employer and should match sum of all detail records to be a valid file
Reporting Month & Year		Char(6)		Month for which contributions are being reported in MMYYYY format

Detail Record Layout:

FIELD DESCRIPTION	NUMBER OF CHAR	DATA TYPE	DEFAULT	USE/BENEFIT
File Record Type		Char(1)	'2'	Type of the record in the file 1: Header Record 2: Detail Record
ORG Code ID		Char(6)		Organization code assigned to employers by NDPERS
SSN		Char(9)		SSN of the employee
Last Name		Char(50)		Last Name of the employee
First Name		Char(50)		First Name of the employee
Reporting_Month		Char(6)		Month for which contributions are being reported in MMYYYY format.  In the case of 'Bonus' this will be the starting month of the period for which the Bonus is effective
Bonus_Period_End_Month		Char(6)		Last month of the period for which the Bonus is effective in MMYYYY format. ONLY use this field when reporting a Bonus
Record_Type		Char(1)	'1' / '2' / '3' / '4'	Type of the record 1: Regular: Salary and contributions for the current reporting month for the detail record. Reporting Month & Year on header record and Reporting_Month on the detail record should match.  2: Positive Adjustment: Positive adjustments to the salary and contributions for the detail record as reported by employer. Reporting_Month on the detail record should be for a previous month

				<p>3: Bonus: For the detail record when reporting a bonus payment. Reporting_Month should be a previous month.</p> <p>4: Negative Adjustment: Negative adjustments to the salary and contributions for the detail record as reported by employer. Reporting_Month on the detail record should be for a previous month</p>
Plan		Char(4)		<p>Plan in which the employee is enrolled</p> <p>MAIN: Main Defined Benefit LEOE: Law Enforcement with Prior Service</p> <p>LENE: Law Enforcement without Prior Service</p> <p>NAGD: National Guard HWPL: Highway Patrol JDGS: Judges JBSR: Job Service DICM: Defined Contribution</p>
EE		Decimal(13,2)		After-tax employee share of contribution. This is eligible wages multiplied by the Employee Contribution percentage that is being deducted from the employee's paycheck after federal withholding has been computed. This amount is validated against the rate on file with NDPERS and reported 'Eligible Wages'.
EE Pre Tax		Decimal(13,2)		Tax deferred employee share of contribution. This is eligible wages multiplied by the Employee Contribution percentage that is being deducted from the employee's paycheck before federal withholding has been computed. This amount is validated against the rate on file with NDPERS and reported 'Eligible Wages'.
EE Pre Tax Employer pickup		Decimal(13,2)		Tax deferred employee share of contribution that is being paid by the employer. This is eligible wages multiplied by the Employee Contribution percentage that is being paid by the employer. This amount is validated against the rate on file with NDPERS and reported 'Eligible Wages'.
ER		Decimal(13,2)		Employer share of contribution. This is eligible wages multiplied by the Employer Contribution percentage. Do not include the RHIC contribution here. This amount is validated against the rate and reported 'Eligible Wages'.
RHIC ER		Decimal(13,2)		Retiree Health Insurance Credit contribution paid by the employer. This is eligible wages multiplied by the RHIC Contribution percentage that is paid by the employer. This amount is validated against the rate and reported 'Eligible Wages'.
RHIC EE		Decimal(13,2)		Retiree Health Insurance Credit contribution paid by employee. This only applies to part-time temporary employees who have elected to participate in the retirement plan. This is validated against the rate and reported 'Eligible Wages'.

Eligible Wages		Decimal(13,2)		<p>Wages on which contributions are based. This includes earnings in eligible employment which are reported on the member's federal income tax withholding statements plus any salary reduction or salary deferral amounts under an IRC Section 125, 401(k), 403(b), 414(h), or 457 Plan.</p> <p>Do not include fringe benefits such as payments for overtime, unused sick leave, personal leave, vacation leave paid in a lump sum, transportation expenses, severance pay, early retirement incentive pay, medical insurance, worker's compensation benefits, disability insurance premiums or benefits, or salary received by a member in lieu of a previously employer-provided fringe benefit under an agreement between the member and the participating employer. Bonuses may be considered as wages if reported and annualized pursuant to rules adopted by the NDPERS Board.</p>
----------------	--	---------------	--	---

**3.1.5 Example:**

**Regular File**

1~100~019200~1~123452.12~12254.12~102008  
2~019200~999999999~ABCDEFGH~IJKLMNOPQRST~102008~~1~MAIN~100.12~0.00~0.00~95.12~12.12~0.00~2154.12  
2~019200~999999998~ABCDEFGH~IJKLMNOPQRST~102008~~1~MAIN~100.12~0.00~0.00~95.12~12.12~0.00~2154.12  
2~019200~999999997~ABCDEFGH~IJKLMNOPQRST~102008~~1~MAIN~100.12~0.00~0.00~95.12~12.12~0.00~2154.12  
2~019200~999999996~ABCDEFGH~IJKLMNOPQRST~102008~~1~MAIN~100.12~0.00~0.00~95.12~12.12~0.00~2154.12

**Adjustment File:**

1~100~019200~2~123452.12~12254.12~102008  
2~019200~999999999~ABCDEFGH~IJKLMNOPQRST~012008~102008~3~MAIN~100.12~0.00~0.00~95.12~12.12~0.00~2154.12  
2~019200~999999998~ABCDEFGH~IJKLMNOPQRST~022008~082008~3~MAIN~100.12~0.00~0.00~95.12~12.12~0.00~2154.12

1. Open Excel Workbook named PERSLink Monthly Retirement Contributions
2. Enter allocation percentages for plans that employees are contributing to – Employee After Tax, Employee Pre-tax, Employee Pre-Tax Employer Pickup

Plan	Employee %	Employer %	RHIC %	Employee After Tax Contribution	Employee Pre Tax Contribution	Employee Pre Tax Employer pickup
Main	4.00%	4.12%	1.14%			
LEOE	4.00%	8.31%	1.14%			
LENE	4.00%	6.43%	1.14%			
DICM	4.00%	4.12%	1.14%			
Temp	8.12%	0.00%	1.14%			

3. Enter contribution data –Blue numbered and blue lettered cells
4. Sample of PERSLink Monthly Retirement Contributions Excel File on next page

# Sample of PERSLink Monthly Retirement Contributions Excel File

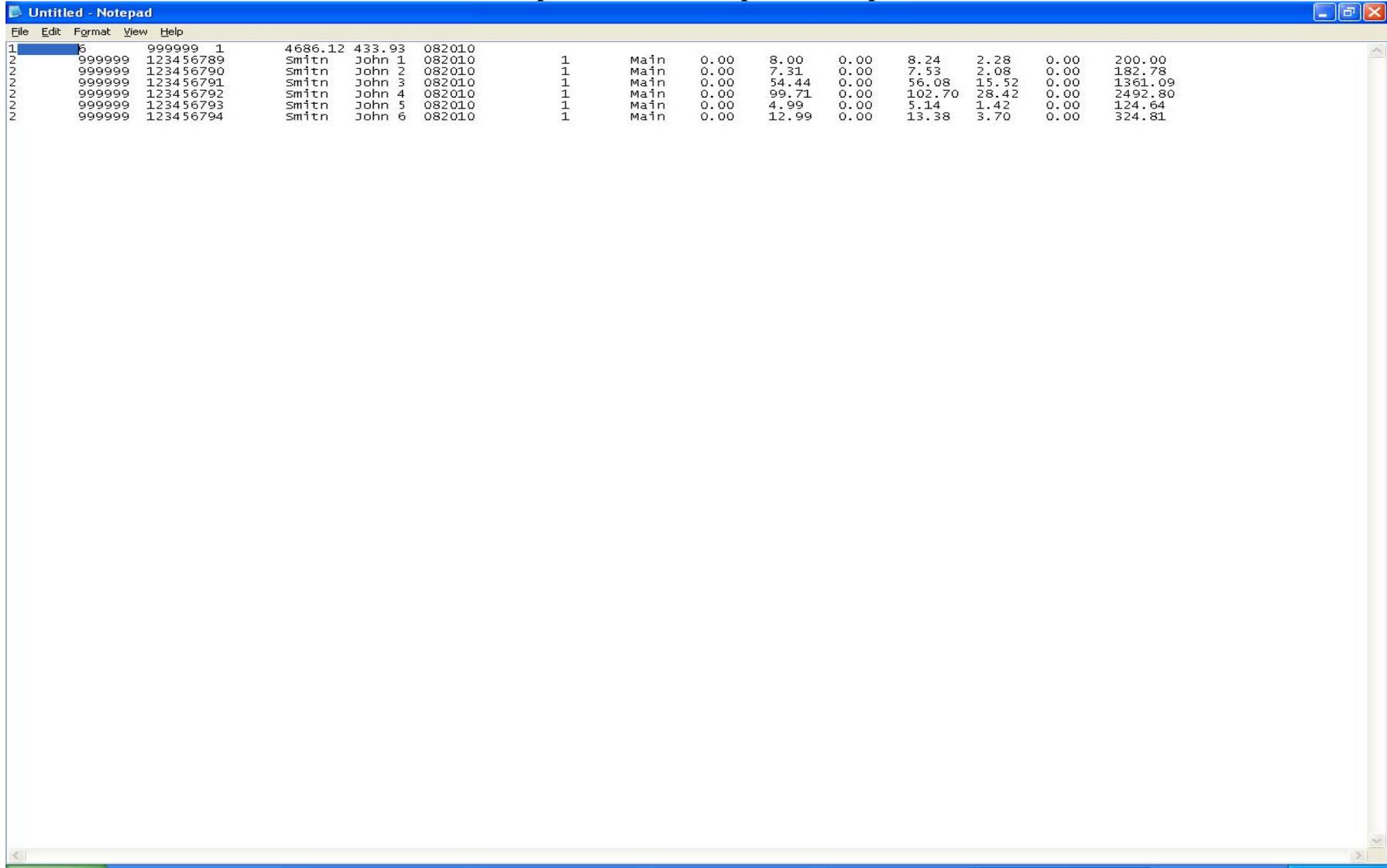
Richland County PERSLink 022011 Monthly Retirement Contributions Rates for Multi Plans.xls [Compatibility Mode] - Microsoft Excel

				Total		Reporting	Detail			Employer			Employee	Employee	Employee		
		Count	Org Code	Type of Report	Total Wages	Contributions	MonthYear	Record Type	Plan	Employee %	%	RHIC %	After Tax Contribution	Pre Tax Contribution	Pre Tax Employer pickup		
1								1	Regular	Main	4.00%	4.12%	1.14%			4.00%	
2	Type							2	Positive Adj	LEOE	4.00%	8.31%	1.14%				
3								3	Bonus	LENE	4.00%	6.43%	1.14%				
4	1	6	999999	1	4686.12	433.93	082010	4	Negative	DICM	4.00%	4.12%	1.14%				
5	1=Regular 2=Adjustment				Balances												
6																	
File Record Type	Org Code	SSN	Last Name	First Name	Reporting Month	Bonus Period End Month	Detail Record Type	Plan	Employee After Tax Contribution	Employee Pre Tax Contribution	Employee Pre Tax Employer pickup	Employer Contribution	RHIC Employer Contribution	RHIC Employee Contribution	Eligible Wages		
2	999999	123456789	Smith 1	John 1	082010		1	Main	0.00	0.00	8.00	8.24	2.28	0.00	\$200.00		
2	999999	123456789	Smith 2	John 2	082010		1	Main	0.00	0.00	7.31	7.53	2.08	0.00	\$182.78		
2	999999	123456789	Smith 3	John 3	082010		1	Main	0.00	0.00	54.44	56.08	15.52	0.00	\$1,361.09		
2	999999	123456789	Smith 4	John 4	082010		1	Main	0.00	0.00	99.71	102.70	28.42	0.00	\$2,492.80		
2	999999	123456789	Smith 5	John 5	082010		1	Main	0.00	0.00	4.99	5.14	1.42	0.00	\$124.64		
2	999999	123456789	Smith 6	John 6	082010		1	Main	0.00	0.00	12.99	13.38	3.70	0.00	\$324.81		

## After all contributions are entered

1. Click on the Start button (bottom left corner of monitor) and select Notepad
2. Highlight and copy cells of 'File Record Type 1' and 'Paste' into the first position of the Notepad
3. Highlight and copy all cells of 'File Record Type 2' and 'Paste' into the Notepad under the 'File Record Type 1' data

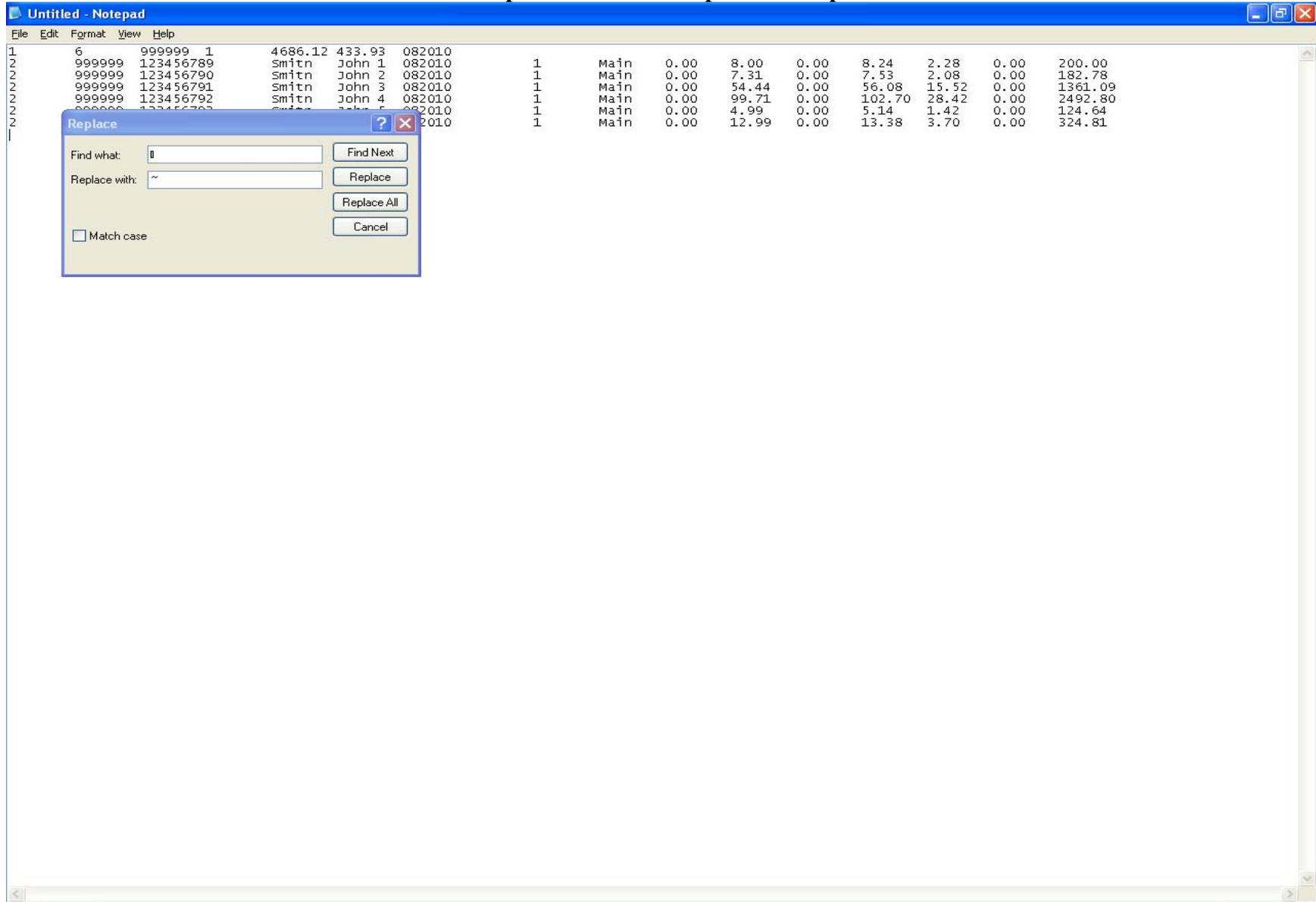
### Sample of Excel File Copied to Notepad



1	6	999999	1	4686.12	433.93	082010									
2	999999	123456789	Smitn	John 1	082010		1	Main	0.00	8.00	0.00	8.24	2.28	0.00	200.00
2	999999	123456790	Smitn	John 2	082010		1	Main	0.00	7.31	0.00	7.53	2.08	0.00	182.78
2	999999	123456791	Smitn	John 3	082010		1	Main	0.00	54.44	0.00	56.08	15.52	0.00	1361.09
2	999999	123456792	Smitn	John 4	082010		1	Main	0.00	99.71	0.00	102.70	28.42	0.00	2492.80
2	999999	123456793	Smitn	John 5	082010		1	Main	0.00	4.99	0.00	5.14	1.42	0.00	124.64
2	999999	123456794	Smitn	John 6	082010		1	Main	0.00	12.99	0.00	13.38	3.70	0.00	324.81

1. Highlight the space between the first and second column (as shown on the previous page), click right mouse button and then click 'Copy'
2. Click on 'Edit' and select 'Replace', place cursor in 'Find Box', click right mouse button and then click 'Paste'
3. Place cursor in 'Replace with' Box and type in symbol ~ (shift upper left key)
4. Place cursor on 'Replace All' button and click left mouse button

### Sample of Excel File Copied to Notepad



1. After clicking the 'Replace All' button, the file will appear like the following view
2. Click on 'File', click 'Save AS', and then select the folder to save the file  
File Naming Standard: Retirement\_ORG\_CODE\_ID\_MONTH\_YEAR.txt
  - ORG Code ID: Numerical identifier assigned by NDPERS to each organization that will be used in PERSLink. (Your NEW Org Code ID for PERSLink can be found on the NDPERS Website under Employer Services, by clicking on Program Administration, then clicking on the PERSLink Icon
  - Month Year: Current Payroll Month and Year. File Naming Sample – Retirement\_999999\_082010.txt
3. Upload the file into PERSLink

### Sample of Final Excel File



```
1~6~999999~1~4686.12~433.93~082010
2~999999~123456789~Smitn~John 1~082010~1~Main~0.00~8.00~0.00~8.24~2.28~0.00~200.00
2~999999~123456790~Smitn~John 2~082010~1~Main~0.00~7.31~0.00~7.53~2.08~0.00~182.78
2~999999~123456791~Smitn~John 3~082010~1~Main~0.00~54.44~0.00~56.08~15.52~0.00~1361.09
2~999999~123456792~Smitn~John 4~082010~1~Main~0.00~99.71~0.00~102.70~28.42~0.00~2492.80
2~999999~123456793~Smitn~John 5~082010~1~Main~0.00~4.99~0.00~5.14~1.42~0.00~124.64
2~999999~123456794~Smitn~John 6~082010~1~Main~0.00~12.99~0.00~13.38~3.70~0.00~324.81
```