
AUTOMATED REPORTING FORMATS

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As an automated agency, you have the technical ability to create the retirement report by computer. The report is then submitted to the division electronically (FTP) or through Submit Report on FRS Online. For the security of your employee data, retirement reports submitted via FTP must be encrypted. The division uses PGP encryption software. The retirement report is the instrument described in Chapter 3 that reporting units use to advise the division of covered wages and corresponding contributions due on all covered employees (members). It is important to remember that the report should include all wages actually paid in the month being reported. State Universities will submit a monthly FRS retirement report and biweekly ORP retirement report.

The report consists of three record types:

- Report header record
- Report detail record
- Report trailer record

I. FILE CHARACTERISTICS

File Name	
A. FRS	<p>CO050<MMYYYY></p> <p>Where MMYYYY refers to the two-digit month and four-digit year of the report.</p> <p>For example, the file name for the December 2013 report would be: CO050122013</p>
B. ORP	<p>OP050<MMDDYYYY></p> <p>Where MMDDYYYY represents the biweekly warrant date of the file.</p> <p>For example, the file name for the 1/10/2014 warrant date would be: OP05001102014</p>
RECORD LENGTHS	<p>HEADER – 20 characters</p> <p>DETAIL – 487 characters</p> <p>FOOTER – 26 characters</p>
FILE SEQUENCE	<p>HEADER RECORD</p> <p>DETAIL RECORD(S)</p> <p>TRAILER RECORD</p>
NUMERIC FIELDS	<p>RIGHT JUSTIFY AND ZERO FILL</p> <p>EXPLICIT SIGN IN LEFTMOST CHARACTER</p> <p>WHEN AMOUNTS ARE NEGATIVE</p>
ALPHA FIELDS	<p>LEFT JUSTIFY AND SPACE FILL</p>

II. RECORD LAYOUT FOR RETIREMENT RECORDS

A. RETIREMENT REPORT HEADER RECORD

Data Field	Logical Length	Cobol Picture	Definition
Agency	5	9(5)	Unique number identifying reporting agency.
Report Format Code	9	X(9)	This field should contain a value of “NHD” for all reports submitted. The “NHD” should be right justified with six leading spaces.
Report Period	6	9(6) in MMYYYY format	Period for which employer is submitting contribution report.

B. RETIREMENT REPORT DETAIL RECORD

Data Field	Logical Length	Cobol Length	Definition
Agency Number	5	9(5)	Number identifying agency submitting report. This number should be same value as agency number in header record.
SSN	9	9(9)	SSN of member being reported.
Check Date	6	9(6) in MMYYYY format	Date, in month/year format, when payment is credited to member.
Name	31	X(31)	Name of member in following format: LastName Suffix,FirstName MI
Plan	2	X(2)	Retirement plan under which member’s contribution transaction is being reported.
Work Period	2	9(2)	Code identifying work period under which member is employed.
Adj Code	1	X(1)	Code identifying transaction as an adjustment and type of adjustment being reported.

Data Field	Logical Length	Cobol Length	Definition
Salary	11	S9(8)V99 SIGN IS LEADING SEPARATE	Reported salary for member.
EE Cont	11	S9(8)V99 SIGN IS LEADING SEPARATE	Reported employee contributions for member.
ER Cont	11	S9(8)V99 SIGN IS LEADING SEPARATE	Reported employer contributions for member.
AL Hours	6	S9(3)V99 SIGN IS LEADING SEPARATE	Annual leave hours reported for member.
Dept	12	X(12)	Department number in which member works.
Sex	1	X(1)	Code designating sex of member.
Date of Birth (DOB)	8	9(8) in MMDDYYYY Y format	Member's date of birth.
Educational Employee Indicator	1	X(1)	'Y' if employee is an instructional employee as defined in section 1012.01(2)(a)-(e), Florida Statutes, else left blank. Continue to send 'Y' on every payroll if employee is an instructional employee.
Class Code	5	9(5)	Code designating class in which member is employed.
Position Number	10	9(10)	Code designating position member is filling.
Address Line 1	31	X(31)	First line of member's home address. All address related fields should be reported upon new enrollments or address changes.
Address Line 2	31	X(31)	Second line of member's home address.
Out-of- Country Address Line	31	X(31)	To be used only for out-of-country addresses. This address line is used in place of regular City, State, Zip fields and holds city name, country, etc.
City	25	X(25)	City of member's home address.

Data Field	Logical Length	Cobol Length	Definition
State	2	X(2)	State of member's home address.
Zip Code	9	X(9)	Zip code of member's home address. Do <u>not</u> include the hyphen or dash (-) for zip+four codes.
Date of Hire	8	9(8) in MMDDYYYY Y format	Date of hire in month/day/year format. The date of hire should be the most recent hire date in a regularly established position.
Date of Termination	8	9(8) in MMDDYYYY Y format	Date of termination in month/day/year format.
Annualized Salary Amount	11	S9(8)V99 SIGN IS LEADING SEPARATE	Annual salary of member.
415 Eligible Compensation	11	S9(8)V99 SIGN IS LEADING SEPARATE	Year-to-Date 415 Eligible Compensation.
457 Plan Contributions	11	S9(8)V99 SIGN IS LEADING SEPARATE	Year-to-Date 457 Plan Contributions.
457 Catch-Up Flag	1	X(1)	457 Catch-Up Flag (non-EGTRRA). If participating, remit value of 'Y'; if not participating, remit value of 'N'. [This refers to the last three years' catch-up.]
Unused 457 Catch-Up Contributions	11	S9(8)V99 SIGN IS LEADING SEPARATE	Inception-to-Date Unused 457 Catch-Up Contributions (non-EGTRRA). [Note aggregation of elective deferrals under 403(b), 401(k), and SEP plans for this purpose prior to 2002. See Treasury Regulations §1.457-4(c)(3)(iv), 26 CFR, Chapter 1, 4/1/04 edition, relating to maximum deferral limitations, special rules concerning application of the coordination limit for years prior to 2002.]
403(b)(3) Includible Compensation	11	S9(8)V99 SIGN IS LEADING SEPARATE	Year-to-Date 403(b)(3) Includible Compensation.

Data Field	Logical Length	Cobol Length	Definition
403(b) Employee Contributions	11	S9(8)V99 SIGN IS LEADING SEPARATE	Year-to-Date 403(b) Plan Employee Contributions.
403(b) Employer Contributions	11	S9(8)V99 SIGN IS LEADING SEPARATE	Year-to-Date 403(b) Plan Employer Contributions.
403(b) Catch-Up Flag	1	X(1)	403(b) Catch-Up Flag (non-EGTRRA). If participating, remit value of 'Y'; if not participating, remit value of 'N'. [This is the 15-year catch-up rule.]
403(b) Catch-Up Contributions	11	S9(8)V99 SIGN IS LEADING SEPARATE	Inception-to-Date 403(B) Catch-Up Contributions (non- EGTRRA).
401(k) Employee Contributions	11	S9(8)V99 SIGN IS LEADING SEPARATE	Year-to-Date 401(k) Plan Employee Contributions.
401(k) Employer Contributions	11	S9(8)V99 SIGN IS LEADING SEPARATE	Year-to-Date 401(k) Plan Employer Contributions.
401(a) Employer Contributions	11	S9(8)V99 SIGN IS LEADING SEPARATE	Year-to-Date 401(a) Plan Employer Contributions. (For plans other than the FRS Investment or Pension Plan.)
Public Records Exemption Indicator	1	X(1)	If this account is to be marked secure remit 'Y', else leave blank.
Mandatory ORP Indicator	1	X(1)	If membership is in a mandatory ORP position remit 'Y', else leave blank.
Email	60	X(60)	Member's email address.

Data Field	Logical Length	Cobol Length	Definition
Fund Code	15	X(15)	Alpha-numeric field employer may use to identify fund codes or categories.
Mobile Phone Number	10	X(10)	Numeric field for employer to submit a 10-digit mobile phone number which includes the area code.

C. RETIREMENT REPORT TRAILER RECORD

Data Field	Logical Length	Cobol Picture	Definition
Agency	5	9(5)	Unique number identifying the reporting agency.
TR	9	X(9)	Field contains the value of "99999999TR".
Report Period	6	9(6) in MMYYYY format	The period for which the employer is submitting the contribution report.
Detail Record Count	6	9(6)	Count of detail transactions submitted.

III. FILE LAYOUT FOR RETIREMENT REPORTS

A. PAYROLL HEADER RECORD

A	B	C
1	6	15

- A – Agency Number
- B – Record Type
- C – Report Period

B. PAYROLL DETAIL RECORD

A	B	C	D	E	F	G	H	I
1	6	15	21	52	54	56	57	68

- A – Agency Number
- B – Social Security Number
- C – Check Date
- D – Name
- E – Plan
- F – Work Period
- G – Adjustment Code
- H – Salary
- I – Employee Contributions

J	K	L	M	N	O	P	Q
79	90	96	108	109	117	118	123

- J – Employer Contributions
- K – Annual Leave Hours
- L – Department Number
- M – Sex Code
- N – Date of Birth
- O – Educational Employee Indicator
- P – Class Code
- Q – Position Number

R	S	T	U	V	W	X	Y
133	164	195	226	251	253	262	270

- R – Address Line 1
- S – Address Line 2
- T – Out-of-Country Address Line
- U – City
- V – State
- W – Zip
- X – Date of Hire
- Y – Date of Termination

Z	AA	AB	AC	AD	AE	AF	AG
278	289	300	311	312	323	334	345

- Z – Annualized Salary Amount
- AA – 415 Eligible Compensation
- AB – 457 Plan Contribution
- AC – 457 Catch-Up Flag
- AD – Unused 457 Catch-Up Contributions
- AE – 403(b)(3) Includible Compensation
- AF – 403(B) Employee Contribution
- AG – 403(B) Employer Contribution

AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
356	357	368	379	390	401	402	403	463	478 487

- AH – 403(b) Catch-Up Flag
- AI – 403(b) Catch-Up Contributions
- AJ – 401(k) Employee Contributions
- AK – 401(k) Employer Contributions
- AL – 401(a) Employer Contributions
- AM – Public Records Exemption Indicator
- AN – Mandatory ORP Indicator
- AO – Email Address
- AP – Fund Code
- AQ – Mobile Phone Number

C. PAYROLL TRAILER RECORD

A	B	C	D
1	6	15	21

- A – Agency Number
- B – Record Type
- C – Report Period
- D – Detail Record Count

IV. ACCEPTABLE IMPLICIT SIGN CHARACTERS

Positive Amounts or Debits Ending with:	Implicit Sign Character
1	A
2	B
3	C
4	D
5	E
6	F
7	G
8	H
9	I
0	{

Please note that it is acceptable for the last digit in a positive amount/debit to be the actual numeric value (i.e., 0 – 9).

Negative Amounts or Credits Ending with:	Implicit Sign Character
1	J
2	K
3	L
4	M
5	N
6	O
7	P
8	Q
9	R
0	!

Using both the negative sign (–) and the negative implicit sign character on the same salary amount will cause the amount reported to be a positive. For example, if you report a credit of \$1,351.43 as –000013514L on the retirement report, the number will be changed to a positive \$1,351.43 because of the two negative signs.