

# Employer File Format

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The Retirement Systems of Alabama (RSA)



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## 1 Enrollment and Contribution File Information

### 1.1 General Information

The following are general details regarding the file submission process:

1. Employees will be enrolled electronically. Employers must provide, at a minimum, the data contained within the Enrollment Only File for a new employee's auto-enrollment. Enrollment Begin Date is also required when an employee transfers from one agency to another, is rehired, or changes Contribution Group, or Position Status. A new enrollment record (not enrollment begin date) will be required if any other field changes, such as LOA Status or Units Scheduled to Work. Please pay special attention to rehires, and submit the enrollment date on which the employee is rehired (the most recent employment date), not the original date of enrollment (when the employee was first hired by the employer).
2. All employees of a participating employer must be reported on the Enrollment file and on the Contribution file whether they are eligible to contribute or not. (However, TRS participating employers should not report elected Board members or students who are employed in a position that is only eligible for students.)
3. Enrollment Files can be submitted as frequently as daily.
4. Contribution Files can be submitted as soon as the payroll is processed for a given Pay Period, Pay Date, or Payroll Frequency, at most once per day. Refer to *Section 2.2 File Submission* (items 2-5) for more information regarding the submission of Contribution Files.
5. Name and address changes for existing employees must be reported electronically in the reporting file. We will update the information in the employee's record when a change is detected between the existing employee record and the reported record from the employer, and employers will be notified via the Demographic Changes Report of the employees impacted.
6. All alphanumeric characters should be upper case. These fields should be left-justified and right-filled with spaces.
7. Numeric fields (i.e., amounts, hours) such as Employee Contribution should be zero-filled, right-justified, use two decimal positions (unless otherwise specified in the individual field), and include a decimal point.
8. Employer Contributions (ERCON) are not required in the file layout. Employer contributions will be calculated based on the wages submitted by the employer.
9. Do not include the (+/-) sign in an amount field. A separate corresponding sign field exists for every amount field in the detail record format.
10. Separate contribution records should be reported when reporting multiple pay periods. Reporting multiple pay periods as a single record may inflate the wages and contribution totals for the month and cause the record to be flagged as an error or to be rejected. Additionally, multiple records should be reported when an employee has more than one payment or payment type within the reporting period.
11. Adjustments that affect wages and contributions must be reported in the detail file and must be submitted as the difference between the original amount and the adjusted amount.
12. Highly-compensated employees may receive wages in a plan year that exceed limits for the wages, employee contributions, and employer contributions to qualified retirement systems as set forth in IRC 401 (a)(17). These limits vary per plan year; the RSA will supply the limits at the beginning of each plan year. The portion of wages that exceed the limit should be reported in the appropriate field with no contributions.
13. Separate contribution records should be reported when reporting multiple contribution groups and position statuses for one employee. For example, if a person is employed as both a Law

Enforcement Officer and a Corrections Officer, contribution records should be reported for each contribution group and position status separately within the contribution report.

## 1.2 File Submission

The following are general details regarding the file submission process:

1. Employers will upload their files via Employer Self-Service or Secure File Transfer Protocol (SFTP). The file size must be smaller than 20MB in order to upload via the website.
2. Employers should not report data for the same employer in multiple (separate) files for the same reporting period (i.e., the same pay period begin dates and pay period end dates) unless otherwise requested. Submitting multiple files which contain duplicate data (i.e., data already submitted) will result in inaccurate processing of the file or rejection of records.
3. Employers may report multiple Employers and Payroll Frequency in one file. Each Employer and Payroll Frequency must be separated into a unique Header – Detail – Footer combination (also known as a batch) within the file.
4. Employers who report multiple Employers, Payroll Frequencies, or Pay Dates, must report these as separate batches for a reporting period in one file. If there are multiple Pay Dates within the file for the same Employer or Payroll Frequency, the batches must be ordered by Pay Date in ascending order.

For example, Employer A reports for Employer B. If Employer A chooses to report wages and contributions for Employer A and Employer B in a single file, Employer A's file must consist of two "batches" within the file, one batch for Employer A with a Header – Detail(s) – Footer and another batch for Employer B with a Header – Detail(s) – Footer record. Alternately, Employer A may choose to provide separate files – one each for Employer A and Employer B.

As a second example, consider Employer C which has two different Payroll Frequencies for different types of employees – some employees are paid monthly at the end of each month, and some employees are paid on a bi-weekly basis. If Employer C submits both its January 31 monthly payroll and its January 28 bi-weekly payroll in the same file, Employer C's file must consist of two "batches" within the file, one batch for the January 31 monthly payroll and another for the January 28 bi-weekly payroll. Alternately, Employer C may choose to provide separate files for these pay frequencies.

5. Employers should only submit one regular pay record for an employee per pay period per contribution group and position status combination, unless the duplication results solely as a result of reporting wages attributable to a Summer Position in the same pay period that regular contract wages are paid (i.e., for a 9 paid 12 teacher getting paid for teaching during summer months). Additional records may be reported when a Payment Reason is something other than Regular Pay (e.g., Overtime).
6. Employer contribution files being submitted electronically must follow the approved naming convention: AAAAYYYMMDD (e.g., EDOT20160117), where AAAA represents the employer code and YYYMMDD represents the date the file is generated. The acceptable file extensions are .CONT (for Contribution Only File) and .ENRL (for Enrollment Only File). Only one file of each type may be submitted each day.

## 1.3 File Format Information

The following are general details regarding the file format:

1. The RSA requires all files submitted by employers for processing to be in the new file format. The Enrollment Record Layout is a new layout and replaces the enrollment forms submitted by the new employees. This new Contribution Record Layout format expands upon the former CRA format in an effort to more efficiently capture accurate and detailed information.

2. The Employer Enrollment Record Layout and Contribution Record Layout are only supported in a fixed-length format.
3. All fixed-length records in a file will be processed sequentially. They must be submitted by employers in the following order:
  - Header Record – This will include the Employer Code and Payroll Frequency. There should be only one header row for the combination of Employer, Payroll Frequency, and Pay Date in the file.
  - Detail Transaction Record(s) – The details follow the header row. Details should include contributions for all employers being reported for the Employer, Payroll Frequency and Pay Date combination.
  - Footer Record – The footer record will indicate the end of each batch.
4. There must be only one header and footer row for the combination of Employer, Payroll Frequency, and Pay Date in the file.
5. Files that are improperly formatted or contain invalid data (e.g., text data in numeric field) cannot be processed. The file will reject and will require the employer to resubmit the file in the correct format with valid data.
6. Certain fields are optional if the file can be processed without the field being populated by the employer. Optional fields must be reported as filled with spaces if no data is reported. Optional fields are indicated in the format.

## 2 Enrollment Only File Format

The table below contains the format for the Header/Detail/Footer combination. Employers must submit at least one Header Record in the first row of their contribution file and one Footer Record in the file. This file will be used to remit only enrollment information.

### 2.1 Header Format

Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Record Type	Required	1	1	1	Designates this as a header, detail, or footer record	Alphanumeric H = Header	This field must contain a value of H since this is a header record.
Format Version	Required	2	4	3	Indicates which file layout format the employer is using (i.e., Enrollment-only, Contributions-only)	Alphanumeric E01	This field must contain a value of E01 since this is an enrollment-only file.
Employer Code	Required	5	8	4	A unique system code that identifies the employer	Alphanumeric, left justified	A unique alphanumeric system code assigned by the RSA that identifies the employer. This code is four characters long (also known as Unit Code).

Table 2-1: Header Format

### 2.2 Detail Format

	Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
1	Record Type	Required	1	1	1	Designates this as a header, detail, or footer record	Alphanumeric D = Detail	This field must contain a value of D since this is a detail record.
2	Contribution Group	Required	2	8	7	Represents the Contribution Group of the employee: can be Contributing or Non-Contributing. Also for TRS employers, select Contributing or Non-Contributing group based upon whether the position is classified as Professional/Administrative, Support Worker, or Bus Driver	Alphanumeric, left justified, right filled with spaces  For a complete list of contribution groups, please refer to the Appendices	Regular, Seasonal / Irregular, and Adjunct employees who are not at least 50% of the full-time equivalent (i.e., units worked ÷ full-time units is greater than or equal to 0.50) should be reported under non-participating contribution groups unless they are employed with another employer in an eligible contributing position, or have a non-terminated account with the RSA.  Temporary and Substitute Teacher employees should be reported in the appropriate Non-Contributing Group.  Contribution Groups are used to validate employee contributions and calculate employer contributions, if any.  An employee must be eligible for the Contribution Group for which any wages or contributions are reported.

	Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
3	Position Status	Required	9	10	2	Lists the employee's position status	<p>Alphanumeric</p> <p>01 = Regular 03 = Seasonal / Irregular 04 = Temporary 05 = Adjunct 06 = Substitute Teacher 08 = Ineligible to Contribute 09 = Ineligible to Contribute &amp; Ineligible for PEEHIP</p>	<p>All employees must be reported whether they are contributing or non-contributing.</p> <p>01 (Regular) should be used for full-time employees, as well as part-time employees who have a regular work schedule.</p> <p>03 (Seasonal / Irregular) should be used for employees who do not have a regular work schedule.</p> <p>08 (Ineligible to Contribute) should be used for positions that are by definition never eligible to contribute towards an RSA retirement benefit regardless of the fulltime/part-time status of the person or any previous eligibility that was established for the member. Please note, if you are a TRS agency that participates in PEEHIP for your active employees, employees marked with this Position Status would still be eligible for PEEHIP insurance. Example: Employee participates in a different retirement plan not administered by the RSA or Employee has been grandfathered by a non-member election form.</p> <p>09 (Ineligible to Contribute &amp; Ineligible for PEEHIP) should only be used by TRS agencies that participate in PEEHIP for their active employees. It has the same impact on whether Employee contributions are expected as the 08 (Ineligible to Contribute) status but indicates that the person is also ineligible for PEEHIP insurance. Example: A School Board Member who is not eligible for either TRS Benefits or PEEHIP.</p>
4	SSN	Conditional	11	19	9	Refers to the SSN of the employee being reported	<p>Numeric, right justified, left filled with zeros</p> <p>For example, if the SSN is 012-34-5678, report "012345678". (Do not report "12345678 " or " 12345678".)</p>	<p>Employers must report a valid SSN for all employees, as shown on the employee's Social Security card.</p> <p>SSNs reported with invalid combinations will result in the transaction receiving an error status, which can delay posting to the employee's account.</p> <p>Incorrect SSNs may result in contributions posting to the wrong employee's account or an invalid employee record being created.</p> <p>SSN is required unless the employee is a foreign national and additional reporting steps have been taken to allow no SSN to be reported.</p>
5	PID	Conditional	20	27	8	PID refers to the unique identifier of the employee	<p>Numeric, right justified, left filled with zeros</p>	<p>Once assigned, employers may report the valid PID for employees.</p>

	Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
							For example, if the PID is 5000, report "00005000". Do not report "5000 " or " 5000".	<p>PID is required if the employee is a foreign national and additional reporting steps have been taken to allow no SSN to be reported; in this instance, a PID must be reported.</p> <p>If the employee has an SSN, or if the employee has an existing membership and you don't know the employee's PID, you may leave the PID blank.</p> <p>An incorrect PID will result in the transaction receiving an error status, which can delay posting to the employee's account or cause contributions to be returned to the employer.</p>
6	Enrollment Begin Date	Required	28	35	8	Represents the employee's start date associated with this employer for a specific contribution group and position status	Numeric, MMDDYYYY	<p>The Enrollment Begin Date must be entered for new hires, re-hires, or changes in Contribution Groups or Position Status for example, from nonparticipating Law Enforcement Officer to contributing Law Enforcement Officer, or from contributing Bus Driver to contributing Teacher).</p> <p>For employees who are changing Contribution Groups within the same position (e.g., from non-participating Law Enforcement Officer to contributing Law Enforcement Officer), the Enrollment Begin Date should reflect the date the employee began in the new Contribution Group.</p> <p>If reporting any other change in Contribution Group (e.g., due to a change in position status), report the date the position status changed.</p> <p>This field must be used to enroll new employees via the reporting process.</p> <p>Enrollment Begin Date should not be more than 12 months in the future or more than 11 months in the past.</p> <p>Please pay special attention to re-hires; submit the employment date the employee is re-hired (the most recent employment date).</p>
7	Enrollment End Date	Conditional	36	43	8	Represents date the employee terminated employment or the enrollment ends due to a change in contribution group or position status	Numeric, MMDDYYYY	<p>This date should not be later than 12 months from today or before the Enrollment Begin Date.</p> <p>Enrollment End Date must be accompanied by a valid Enrollment End Reason.</p> <p>Enrollment End Date (along with Enrollment End Reason) must be reported when the employee is terminated or when the employee's Contribution Group or Position Status changes due to a change in position.</p>



	Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
							Enrollment End Dates pertaining to retirements, including disability and death, should reflect the last date of paid employment, not the date the employee's retirement begins.	
8	Enrollment End Reason	Conditional	44	45	2	Represents reason employee terminated enrollment or changed Contribution Group (which includes position) or position status	Alphanumeric 00 = Change in Contribution Group 01 = Retirement 02 = Death 03 = Change in Position Status 04 = Transfer 05 = Hired in Error 06 = Voluntary Termination 07 = Involuntary Termination 08 = Gross Misconduct	Enrollment End Date (along with Enrollment End Reason) must be reported when the employee's enrollment ends, or when the Contribution Group changes due to a change in position.  Use 00 to report a change in enrollment which requires the contribution group to be updated (such as a change in position).  Use 03 to report a change in the position status (e.g., from Regular to Temporary)  04 (Transfer) is only applicable to TRS employers when the employee is terminating employment from one PEEHIP participating employer and begins employment with another PEEHIP participating employer.
9	LOA Status Effective Date	Required	46	53	8	Represents the effective date of the employee's approved unpaid leave of absence	Numeric, MMDDYYYY	For new employees, the LOA Status Effective Date should be the same as the employee's Enrollment Begin Date.  Required to be updated whenever the LOA Status is changed, either due to an employee going on unpaid leave or returning from unpaid leave.
10	LOA Status	Required	54	55	2	Represents the status of an employee's unpaid leave of absence.	00 = Not on Unpaid Leave 01 = Unpaid FMLA 02 = Unpaid Maternity 03 = Unpaid Medical Leave 04 = Unpaid Military 05 = Unpaid Workman's Comp 06 = Other Unpaid Leave 07 = Unpaid Maternity FMLA 08 = Administrative Leave	The status is required to be updated whenever an employee goes on, or returns from, an approved unpaid leave.  For new employees, the status should be reported as "Not on Unpaid Leave". The status should also be changed to the "Not on Unpaid Leave" value when an employee returns to work after going on unpaid leave.
11	Scheduled Units Effective Date	Required	56	63	8	Represents the date on which a change occurred in the Scheduled Type of Units Worked, Scheduled Units to Work per week, Scheduled Full Time Units per week, Units Annually Contracted to Work, or the Number of Months Paid	Numeric, MMDDYYYY	Whenever an employee has a change in their work schedule or their type of TRS contract, the employer should report the updated scheduled units, type of units, full time units per week, units annually contracted to work (if applicable), and number of months paid. The Scheduled Units Effective Date is used to keep track of an employee's scheduled work and contract history.

	Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
12	Scheduled Type of Units Worked	Required	64	65	2	Represents the type of units worked for the employee in this position	00 = Days 01 = Shifts 02 = Hours 03 = Courses	Indicates if the units worked by the employee are in Days, Shifts, Hours, or Courses.  PEEHIP participating employers must report TRS positions labeled as Support Workers in Hours. (See <i>Section 5.1.3 TRS Contribution Groups</i> for a list of positions with a PEEHIP Employment Designation of "Support".)  Bus Drivers should be reported in Shifts.  Courses only apply to Position Status of 05 (Adjunct).
13	Scheduled Units to Work per week	Required	66	71	6	Represents the number of units scheduled to work by employee in this position	Numeric, zero filled, right justified, two decimal positions, include decimal point  000.00 to 999.99	Indicates the units scheduled to be worked by the employee based on the type of units worked.  Employees with a Position Status of 01 (Regular) must have a value greater than 0.
14	Scheduled Full Time Units per week	Required	72	77	6	Represents the number of units employee would have to work per week to be considered a Full Time employee	Numeric, zero filled, right justified, two decimal positions, include decimal point  000.00 to 999.99	Indicates the units that would be required for full time per week. The full time units reported should be in the same type of units scheduled to work as represented in the units worked.  Employees with a Position Status of 01 (Regular) must have a value greater than 0.
15	Payroll Frequency	Required	78	79	2	Identifies the frequency by which an employee receives compensation for wages earned	Alphanumeric 00 = Monthly 01 = Semi-Monthly 02 = Bi-Weekly 03 = Weekly	This value must correspond to the employer's pay schedule and represents the frequency with which wages and contributions will be reported.
16	Spaces		80	82	3	Unused at this time	Unused at this time	Unused at this time.  Anything reported in this space will be ignored.
17	Number of Months Paid	Required	83	84	2	Number of months that employee is to be paid per year	Numeric, zero filled, right justified, no decimal point  9 to 12	TRS employers must provide an integer value between 9 and 12, inclusive, corresponding to the number of months the employee is expected to be paid during a year.  This value represents the number of months the employee is expected to be paid each year. If the employee is hired in the middle of the year, please provide the number of months the employee would be expected to be paid during a full year  ERS employers must be = 12.
18	Date of Birth	Required	85	92	8	Represents the employee's date of birth	Numeric, MMDDYYYY	Employee's birth date is required to enroll new employees and for all records going forward.

	Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
19	Gender	Required	93	93	1	Represents the employee's gender	Alphanumeric M = Male F = Female U = Unavailable	The gender of the employee (used for actuarial valuations).
20	First Name	Required	94	143	50	Represents the employee's first name	Alphanumeric, left justified, right filled with spaces	Must reflect the employee's legal name as maintained on the employee's employment record.
21	Middle Name	Optional	144	193	50	Represents the employee's middle name	Alphanumeric, left justified, right filled with spaces If no data is reported, right filled with spaces	Must reflect the employee's legal name as maintained on the employee's employment record.
22	Last Name	Required	194	243	50	Represents the employee's last name	Alphanumeric, left justified, right filled with spaces	Must reflect the employee's legal name as maintained on the employee's employment record.
23	Suffix	Optional	244	253	10	Represents the suffix of the employee's name	Alphanumeric, left justified, right filled with spaces II = Second III = Third IV = Fourth V = Fifth VI = Sixth JR = Junior SR = Senior If no data is reported, right filled with spaces	Must reflect the employee's legal name as maintained on the employee's employment record.
24	Primary Address Line	Required	254	303	50	Represents the primary address of the employee	Alphanumeric, left justified, right filled with spaces	When reporting an address, all components of the address that are marked as required must be reported.  Do not use both P.O. Box and street address, as USPS will reject mail using both P.O. Box and street address.  Use Secondary Address Line for information such as apartment numbers or suites.
25	Secondary Address Line	Optional	304	353	50	Represents the secondary line of home address of the employee	Alphanumeric, left justified, right filled with spaces	This field may include information such as apartment numbers or suites.  If Secondary Address Line is reported, it must be accompanied by Primary Address Line.  Do not use both P.O. Box and street address as USPS will reject mail using both P.O. Box and street address.
26	City	Conditional	354	378	25	Represents the city for the home address of the employee	Alphanumeric, left justified, right filled with spaces	This field is required, unless reporting a foreign address. For foreign addresses, this field must be blank.

	Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
27	State	Conditional	379	380	2	Represents the state for the home address of the employee	Alphanumeric, left justified, right filled with spaces	This field is required, unless reporting a foreign address. For foreign addresses, this field must be blank.
28	Zip Code	Conditional	381	389	9	Represents the zip code of the home address of the employee	Numeric, zero filled, left justified.  Do not include the - for zip+4 codes	When reporting an address, all components of the address that are marked as required must be reported.  Zip Code is required if the address is domestic.  For foreign addresses, this field must be blank.
29	Foreign Address Line	Conditional	390	439	50	Represents a foreign address for the employee	Alphanumeric, left justified, right filled with spaces	This field is only applicable for foreign addresses.  When reporting an international address, all components of the international address must be reported.  If the Country Code is anything other than US, then Foreign Address Line must be reported.  For foreign addresses, State, City, and Zip Code must be blank.
30	Country Code	Conditional	440	441	2	Represents the country for an employee's foreign address	Alphanumeric, left justified, right filled with spaces  For a complete list of country codes, please refer to the Appendices	This field is required for foreign addresses.  If the Country Code is null, we will assume US.  See Appendix for appropriate Country Codes.
31	Tier/Group	Required	442	443	2	Represents the tier or group for an employee	Alphanumeric 01 = Tier 1 or Group 1 02 = Tier 2 or Group 2 03 = Group 3 99 = No Tier or Group	For ERS and TRS participating agencies, each employee who is currently participating in the RSA, or who has ever previously participated in the RSA, should be reported with 01 or 02.  For JRF participating agencies, each employee who is currently participating in the RSA, or who has ever previously participated in the RSA, should be reported with 01, 02, or 03.  Employees who are currently participating in the RSA, or who have ever previously participated in the RSA, should NOT be reported with a value of 99. (Employees should be reported with 99 only if they currently do not participate in the RSA AND have never previously participated in the RSA.)  Please refer to an Agency Manual or a Member Handbook for definitions of the various Tiers/Groups.
32	Units Annually Contracted to Work	Conditional	444	447	4	Represents the number of units contracted to work per year	Numeric, zero filled, right justified, no decimal point Allowable values depend on the Scheduled Type of Units Worked (field 12):	This field is required for TRS employers; a blank value will be assumed for ERS employers.  This value represents the number of units the employee is expected to work each year. If the employee is hired in the

Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
					<ul style="list-style-type: none"> <li>For Courses, value must be between 1 and 20 inclusive</li> <li>For Days, value must be between 175 and 262 inclusive</li> <li>For Hours, value must be between 700 and 2088 inclusive</li> <li>For Shifts, value must be between 175 and 524 inclusive</li> </ul>	<p>middle of the year, please provide the number of units the employee would be expected to work during a full year.</p> <p>Use this field to report the expected full-time equivalent units annually contracted to work for this position.</p> <p>TRS employers will be asked to define their different Contract Types in ESS. The value reported here must map to one of those values.</p> <p>This is intended to capture whether the employee is a 9, 10, 11, or 12 month contract employee. For anything else, please report the equivalent of 260 Days based on the Scheduled Type of Units Worked. (For example, if the Scheduled Type of Units Worked is Hours, and 8 hours is considered full-time for 1 day of work, report 2080 in this field, with a Scheduled Type of Units of 00 (Days).)</p>	

Table 2-2: Detail Format

2.3 Footer Format

Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Record Type	Required	1	1	1	Designates this as a header, detail, or footer record	Alphanumeric F = Footer	This field must contain a value of F since this is a footer record.
Employer Code	Required	2	5	4	A unique system code that identifies the employer	Alphanumeric, left justified	A unique alphanumeric system code assigned by the RSA that identifies the employer. This code is four characters long (also known as Unit Code).

Table 2-3: Footer Format

### **3 Contribution Only File Format**

The table below contains the format for the Header/Detail/Footer combination. Employers must submit at least one Header Record in the first row of their contribution file and one Footer Record in the file. This file will be used to remit wages and contribution information for all employees, regardless of their contributing status. Enrollments must be created prior to employees being reported on a contribution file.

Reminder from Section 2 above:

3. Employers may report multiple Employers and Payroll Frequency in one file. Each Employer and Payroll Frequency must be separated into a unique Header – Detail – Footer combination (also known as a batch) within the file.

**3.1 Header Format**

	Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
1	Record Type	Required	1	1	1	Designates this as a header, detail, or footer record	Alphanumeric H = Header	This field must contain a value of H since this is a header record.
2	Format Version	Required	2	4	3	Indicates which file layout format the employer is using (i.e., Enrollment-only, Contributions-only)	Alphanumeric C01	This field must contain a value of C01 since this is a contribution-only file.
3	Employer Code	Required	5	8	4	A unique system code that identifies the employer	Alphanumeric, left justified	A unique alphanumeric system code assigned by the RSA that identifies the employer. This code is four characters long (also known as Unit Code).
4	Pay Date	Required	9	16	8	Indicates the pay date for which the current employer is submitting the report	Numeric, MMDDYYYY	This is the pay date for this batch which the employer is submitting a contribution report.
5	Payroll Frequency	Required	17	18	2	Identifies the frequency by which an employee receives compensation for wages earned	Alphanumeric 00 = Monthly 01 = Semi-Monthly 02 = Bi-Weekly 03 = Weekly	Explains pay variations which enables the RSA to provide accurate benefit calculations.  Payroll Frequency should not be confused with reporting frequency. Wages and contributions must be reported at least monthly regardless of an employer's payroll frequency.
6	Submission Context Type	Required	19	22	4	Identifies whether the file is a production file or a test file	Alphanumeric, left justified  PROD = Production Ready TEST = Test File	If the file is intended for submission, use PROD.  If the file is being used for test or practice submission purposes, use TEST.

**Table 3-1: Header Format**

3.2 Detail Format

Field Name	Optional/Conditional/Required	Columns			Description	Format/Available Values	Rules and Information	
		From	To	Length				
1	Record Type	Required	1	1	1	Designates this as a header, detail, or footer record	Alphanumeric D = Detail	This field must contain a value of D since this is a detail record.
2	Contribution Group	Required	2	8	7	Represents the Contribution Group of the employee: can be Contributing or Non-Contributing. Also for TRS employers, select Contributing or Non-Contributing group based upon whether the position is classified as Professional/Administrative, Support Worker, or Bus Driver	Alphanumeric, left justified, right filled with spaces  For a complete list of contribution groups, please refer to the Appendices	Regular, Seasonal / Irregular, and Adjunct employees who are not at least 50% of the full-time equivalent (i.e., units worked ÷ full-time units is greater than or equal to 0.50) should be reported under non-participating contribution groups unless they are employed with another employer in an eligible contributing position, or have a non-terminated account with the RSA.  Temporary and Substitute Teacher employees should be reported in the appropriate Non-Contributing Group.  Contribution Groups are used to validate employee contributions and calculate employer contributions, if any.  An employee must be eligible for the Contribution Group for which wages or contributions are being reported.
3	Position Status	Required	9	10	2	Lists the employee's position status	Alphanumeric  01 = Regular 03 = Seasonal / Irregular 04 = Temporary 05 = Adjunct 06 = Substitute Teacher 08 = Ineligible to Contribute 09 = Ineligible to Contribute & Ineligible for PEEHIP	All employees must be reported whether they are contributing or non-contributing. 01 (Regular) should be used for full-time employees, as well as part-time employees who have a regular work schedule.  03 (Seasonal / Irregular) should be used for employees who do not have a regular work schedule.  08 (Ineligible to Contribute) should be used for positions that are by definition never eligible to contribute towards an RSA retirement benefit regardless of the fulltime/part-time status of the person or any previous eligibility that was established for the member. Please note, if you are a TRS agency that participates in PEEHIP for your active employees, employees marked with this Position Status would still be eligible for PEEHIP insurance. Example: Employee participates in a different retirement plan not administered by the RSA or Employee has been grandfathered by a non-member election form.  09 (Ineligible to Contribute & Ineligible for PEEHIP) should only be used by TRS agencies that participate in PEEHIP for their active employees. It has the same impact on whether Employee contributions are expected as the 08 (Ineligible to Contribute) status but indicates that the person is also ineligible for PEEHIP insurance. Example: A School Board Member who is not eligible for either TRS Benefits or PEEHIP.



	Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
4	SSN	Conditional	11	19	9	Refers to the SSN of the employee being reported	Numeric, right justified, left filled with zeros	<p>Employers must report a valid SSN for all employees, as shown on the employee's Social Security card.</p> <p>SSNs reported with invalid combinations will result in the transaction receiving an error status, which can delay posting to the employee's account.</p> <p>Incorrect SSNs may result in contributions posting to the wrong employee's account or an invalid employee record being created.</p> <p>SSN is required unless the employee is a foreign national and additional reporting steps have been taken to allow no SSN to be reported.</p>
5	PID	Conditional	20	27	8	PID refers to the unique identifier of the employee	Numeric, right justified, left filled with zeros	<p>Once assigned, employers may report the valid PID for employees.</p> <p>PID is required if the employee is a foreign national and additional reporting steps have been taken to allow no SSN to be reported; in this instance, a PID must be reported.</p> <p>If the employee has an SSN, or if the employee has an existing membership and you don't know the employee's PID, you may leave the PID blank.</p> <p>An incorrect PID will result in the transaction receiving an error status, which can delay posting to the employee's account or cause contributions to be returned to the employer.</p>
6	Pay Period Begin Date	Required	28	35	8	Indicates the pay period begin date for which the employee is being reported	Numeric, MMDDYYYY	Determines the begin date to which the detail will be posted.
7	Pay Period End Date	Required	36	43	8	Indicates the pay period end date for which the employee is being reported	Numeric, MMDDYYYY	Determines the end date to which the detail will be posted.
8	Summer Position	Required	44	44	1	Indicates whether the Wages reported is attributable to summer employment.	Alphanumeric 0 = No 1 = Yes	<p>Applies to TRS only.</p> <p>Used to identify whether wages paid during the report period relate to a summer position.</p> <p>For example, summer school would be reported with a Payment Reason of 00 (Regular) with a 1 (Yes) in the Summer Position field.</p> <p>Wages for time worked during the contract period but paid in the summer (i.e., a 9 paid 12 getting paid during the summer months) should be reported with a Summer Position of 0 (No) and a Payment Reason of 00 (Regular).</p> <p>Summer Position can only be reported as 1 (Yes) if the Payment Reason is 00 (Regular).</p> <p>ERS employers should report all employees as 0 (No).</p>

	Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
9	Payment Reason	Required	45	46	2	Explains the type of reported pensionable or non-pensionable compensation	Alphanumeric 00 = Regular Pay 01 = Lump Sum / Longevity and Other Pensionable Wages 02 = Overtime 03 = Contract Payoff 04 = National Board Certification 97 = Non-Pensionable Overtime 98 = Non-Pensionable Lump Sum / Longevity 99 = Other Non-Pensionable Wages	Explains fluctuations in wages; impacts service credit, eligibility for benefits, and benefit calculations.  Enables the RSA to validate appropriate employee and employer contributions for the pay period.  1. Each separate payment reason must have its own detail record (e.g., if an employee is receiving regular pay and a lump sum, the employee will have two detail records within the file).  2. Pensionable wages should be reported under 00 (Regular Pay), 01 (Lump Sum / Longevity), 02 (Overtime), 03 (Contract Payoff), and/or 04 (National Board Certification). Non-pensionable wages should be reported under 97, 98, or 99.
<p>3. 03 (Contract Payoff) and 04 (National Board Certification) only applies to employees reported under TRS.</p> <p>4. Regular Pay includes straight time pay, shift differential pay, call-back pay, vacation, sick leave (not paid as a lump sum), and other related pensionable compensation made to an employee.</p> <p>5. Regular Pay does not include Lump Sum / Longevity, Overtime, Comp Time, Terminating Vacation, National Board Certification wages, or Terminating Sick Leave paid as a lump sum. There are separate Payment Reasons for these items.</p> <p>6. Overtime would include wages for time worked over and above the normal full-time work schedule in accordance with the Fair Labor Standards Act (FLSA). It would not include Overtime wages which have exceeded the limit on earnable compensation.</p> <p>7. Lump Sum / Longevity and Other Pensionable Wages include pensionable bonuses and other one- time payments, as well as pensionable longevity pay for an employee. For TRS employees, this would include pay for coaching, labs, or any time worked outside a normal contract, but does not include National Board Certification wages.</p> <p>8. Lump Sum / Longevity and Other Pensionable Wages also includes time spent in adjunct, overload or interim term positions, as well as additional time spent working (for example, in after school care, or coaching) outside of the normal position that the enrollment is tied to.</p> <p>9. National Board Certification wages only apply to employees reported under TRS and should only be used to report wages paid in relation to National Board Certification.</p> <p>10. Non-Pensionable Lump Sum / Longevity payments include Lump Sum Comp Time payments, bonuses, or other one time payments.</p> <p>11. Once an employee exceeds the earnable compensation limit, those earnings in excess of the earnable compensation limit should be reported as 97 (Non-Pensionable Overtime) [recommended] or 99 (Other Non-Pensionable Wages) because they are no longer pensionable. The earnable compensation limit is applied on a plan year basis.</p> <p>12. Wages being reported for an employee employed in a summer school position (only applicable to TRS employers) must be accompanied with a "Summer Position" indicator of 1 (Yes).</p> <p>13. When reporting pay for an employee with a non-participating Contribution Group, report the Payment Reason which would be applicable if the employee were a contributing employee.</p> <p>Note: For purposes of the limitation on earnable compensation, the "base earnings" will be determined based on the wages reported with a Payment Reason of 00 (Regular), 03 (Contract Payoff), or 04 (National Board Certification). The wages reported with a Payment Reason of 02 (Overtime) cannot exceed 20% (for Tier 1 members) or 25% (for Tier 2 members) of the "base earnings". Wages which exceed the earnable compensation should be reported under an appropriate non-pensionable payment reason such as 97 (Non-Pensionable Overtime).</p>								

	Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
10	Rate of Pay	Required	47	56	10	Represents the employee's rate of pay	Numeric, zero filled, right justified, two decimal positions, include decimal point  0000000.00 to 9999999.99	Use this field to report the expected full-time equivalent base earnings for an employee in this position as of the end of the pay period. Update the value every time the employee has a change in their expected base earnings.  1. A non-zero value is required for contributing employees when 1) the Payment Reason is 00 (Regular) and the Summer Position indicator is 0 (No), or 2) the Payment Reason is 03 (Contract Payoff).
<p>2. A zero value is acceptable for 1) non-participating employees, 2) for Payment Reasons other than 00 (Regular) or 03 (Contract Payoff), or 3) when the Summer Position indicator is 1 (Yes).</p> <p>3. The Rate of Pay should always be reported as the full-time equivalent, even if the employee is working less than full-time. For example, assume an employee works 20 hours per week and earns \$20,000 in base earnings per year. If a full-time equivalent would work 40 hours per week, the Rate of Pay amount should be \$40,000.</p> <p>4. Report only an employee's base rate of pay. Do NOT accumulate any additional pay such as overtime, overload, coaching supplements, National Board Certification wages, etc. in this field.</p> <p>5. If a contributing TRS employee has a Payment Reason of 00 (Regular) and a Summer Position indicator of 0 (No), the annualized Rate of Pay must be reported. (This does not apply when the Summer Position indicator is 1 (Yes).)</p> <p>6. If a contributing TRS employee has a Payment Reason of 03 (Contract Payoff), the Rate of Pay value should be set to the yearly salary (excluding National Board Certification wages) just like the value provided when the Payment Reason is 00 (Regular) for these individuals.</p> <p>Example A: If the employee is salaried and earns \$26,000 per year, enter 0026000.00 and the Type of Rate of Pay (below) would be 03 (Yearly).</p> <p>Example B: If an employee (earns \$11.00 an hour, enter 0000011.00 and the Type of Rate of Pay (below) would be 00 (Hourly). (This example does not apply to someone who meets the conditions in Rules 5 or 6 on this page.)</p> <p>Example C: If a contributing TRS support worker earns \$11.00 an hour and works 4 hours each day as part of their 230 day contract (and a full-time equivalent would work 8 hours per day), their annualized base Rate of Pay for Regular wages would be \$20,240. The Rate of Pay would be reported as 0020240.00 and the Type of Rate of Pay (below) would be 03 (Yearly). (\$11/hour x 8 hours per day of full-time equivalent work x 230 days = \$20,240.)</p>								
11	Type of Rate of Pay	Conditional	57	58	2	Identifies the employee's Rate of Pay as Hourly, Monthly, or Yearly	Numeric 00 – Hourly 01 – Shift 02 – Monthly 03 – Yearly	This field is used to indicate the Type of Rate of Pay for an employee on an hourly, shift, monthly, or yearly basis. This field should not be confused with the payroll frequency.  This field is only required when 1) the Payment Reason is 00 (Regular) and the Summer Position indicator is 0 (No), or 2) the Payment Reason is 03 (Contract Payoff).  The Type of Rate of Pay should be reported as 03 (Yearly) for contributing TRS employees when 1) the Payment Reason is 00 (Regular) and the Summer Position indicator is 0 (No), or 2) the Payment Reason is 03 (Contract Payoff).  A blank value is acceptable for non-participating employees, or for Payment Reasons other than 00 (Regular) or 03 (Contract Payoff), or when the Summer Position indicator is 1 (Yes).
12	Increase / Decrease Wages	Required	59	59	1	Indicates whether Wages is a positive or negative amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	To report a negative wage, the pay period begin and end must be for a prior pay period (i.e., for prior period adjustments).

	Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
13	Wages	Required	60	68	9	Represents employee's wages attributable to the selected Payment Reason.	Numeric, zero filled, right justified, two decimal positions, include decimal point 000000.00 to 999999.99	Employee contribution amounts will be verified against the wage using the applicable contribution rate as determined by the contribution group.  The portion of wages earned in the pay period that exceed the IRS plan year limit should be excluded from Wages and reported in the Wages that Exceed IRS Limit field.  If the record is for a prior period adjustment, the reported Wages should be the difference between the previously-reported Wages, and the actual Wages attributable to the pay period and Payment Reason (i.e., the difference that was shown on the employee's paycheck for the Payment Reason during this pay period).
14	Increase / Decrease Employee Contribution	Required	69	69	1	Indicates whether the employee contribution is a positive or negative amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	To report negative contributions, the pay period begin and end date must be for a prior pay period (i.e., for prior period adjustments).
15	Employee Contribution	Required	70	78	9	Represents portion of the employee contribution based on the employee's Wages for the pay period	Numeric, zero filled, right justified, two decimal positions, include decimal point 000000.00 to 999999.99	Only report employee contributions in this field. Report zero in this field if the employee does not have any employee contributions.  Contributions must equal the Wages times the applicable contribution rate based on the Contribution Group reported.  Contributions should NOT be deducted if the employee is in a non-participating group, and this field should be reported as 0 for such an employee.  If the record is for a prior period adjustment, the reported Employee Contribution should be the difference between the previously-reported Employee Contribution, and the actual Employee Contribution attributable to the pay period and Payment Reason (i.e., the difference that was shown on the employee's paycheck for the Payment Reason during this pay period).
16	Increase / Decrease Wages that Exceed IRS limit	Conditional	79	79	1	Indicates whether Wages that Exceed IRS Limit is a positive or negative amount	Alphanumeric + = Increase/Positive - = Decrease/Negative	Required if the Wages that Exceed IRS Limit is not 0.  To report negative wages that exceed the IRS limit, the pay period begin and end date must be before the Report Period (i.e., for prior period adjustments).
17	Wages that Exceed IRS Limit	Conditional	80	88	9	Represents portion of the wages that is in excess of the IRS limit	Numeric, zero filled, right justified, two decimal positions, include decimal point 000000.00 to 999999.99	Required if any portion of the wages reported exceed the IRS limit.  The portion of the wages that exceed the IRS limit in a certain month must be calculated by adding up all the wages reported on a plan year basis and comparing against the IRS limit for that plan year.  If the record is for a prior period adjustment, the reported Wages that Exceed IRS Limit should be the difference between the previously-reported Wages that Exceed IRS Limit, and the actual Wages that Exceed IRS Limit attributable to the pay period and Payment Reason (i.e., the difference that was shown on the employee's paycheck for the Payment Reason during this pay period).

	Field Name	Optional/ Conditional/ Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
18	Type of Units Worked	Required	89	90	2	Represents the type of units worked for the employee	00 = Days 01 = Shifts 02 = Hours 03 = Courses	Indicates if the units worked by the employee are in days, shifts, hours, or courses.  PEEHIP participating employers must report TRS positions labeled as Support Workers in Hours. (See <i>Section 5.1.3 TRS Contribution Groups</i> for a list of positions with a PEEHIP Employment Designation of "Support".)  Bus Drivers must be reported in Shifts.  Courses only apply to Position Status of 05 (Adjunct).
19	Actual Units Worked	Required	91	96	6	Represents the actual number of units worked by employee in this reporting period	Numeric, zero filled, right justified, two decimal positions, include decimal point  000.00 to 999.99	Indicates the actual units worked by the employee based on the type of units worked.  The value must be greater than 0 if the Payment Reason is 00 (Regular) or 02 (Overtime). The value can be greater than 0 if the Payment Reason is 01 (Lump Sum / Longevity and Other Pensionable Wages) or 04 (National Board Certification). For all other payment reasons, the value must be equal to 0.
20	Full Time Units	Required	97	102	6	Represents the number of units employee would have worked to have been considered a Full Time employee in this reporting period	Numeric, zero filled, right justified, two decimal positions, include decimal point  000.00 to 999.99	Indicates the units that would be required for full time in the pay period being reported. The full time units reported should be in the same type of units worked as represented in the Actual Units Worked.  The value must be greater than zero if the Payment Reason is 00 (Regular) or if the Position Status is 05 (Adjunct). For all other payment reasons, the value must be 0.  Note: For TRS only, if the employer has defined the Full Time Units applicable to the Pay Period through the ESS portal's Maintain Contract Schedule transaction, the employer can provide a value of 0 in this field, and the system will look up the Full Time Units for that pay period from what has been defined online through the ESS portal. (If a non-zero value is provided in the file, the system will use the value of Full Time Units provided on the file.)
21	Pre-Tax RSA-1 Contribution	Optional	103	111	9	Represents the employee's RSA-1 pre-tax deferral amount	Numeric, zero filled, right justified, two decimal positions, include decimal point  000000.00 to 999999.99	If the employee has elected to participate in the optional RSA-1 deferred compensation plan, the pre-tax amount deducted from the wages reported in this record should be reported here. A pre-tax RSA-1 deferral is allowed even if the employee is in a non-participating contribution group or if the payment reason is non-pensionable.  Only positive numbers can be reported in this field.
22	Post-Tax RSA-1 Contribution	Optional	112	120	9	Represents the employee's post-tax RSA-1 deferral amount	Numeric, zero filled, right justified, two decimal positions, include decimal point  000000.00 to 999999.99	If the employee has elected to participate in the optional Roth RSA-1 deferred compensation plan, the post-tax (Roth) amount deducted from the wages reported in this record should be reported here. A post-tax RSA-1 deferral is allowed even if the employee is in a non-participating contribution group or if the payment reason is non-pensionable.  Only positive numbers can be reported in this field.

**Table 3-2: Detail Format**

**3.3 Footer Format**

	Field Name	Optional/Conditional/Required	Columns			Description	Format/Available Values	Rules and Information
			From	To	Length			
1	Record Type	Required	1	1	1	Field that designates this as a footer	Alphanumeric F = Footer	This field must contain a value of F since this is a footer record.
2	Employer Code	Required	2	5	4	A unique system code that identifies the employer	Alphanumeric, left justified	A unique alphanumeric system code assigned by the RSA that identifies the employer. This code is four characters long (also known as Unit Code).
3	Payroll Frequency	Required	6	7	2	Identifies the frequency by which an employee receives compensation for wages earned	Alphanumeric 00 = Monthly 01 = Semi-Monthly 02 = Bi-Weekly 03 = Weekly	Explains pay variations which enables the RSA to provide accurate benefit calculations.  Payroll Frequency should not be confused with reporting frequency. Wages and contributions must be reported at least monthly regardless of an employer's payroll frequency.

**Table 3-3: Footer Format**

## 4 Appendices

### 4.1 Contribution Groups

Contribution Groups vary depending on the Retirement System and the employee’s job position. The employer should refer to the correct table when determining an employee’s Contribution Group.

#### 4.1.1 ERS Contribution Groups – Local Units

Description	Position Code	Contribution Group for a Contributing Member	Contribution Group for a Non-Participating Employee
Firefighter	021	021CONT	021NONP
Law Enforcement Officer	022	022CONT	022NONP
ERS Retiree – School Resource Officer	029	Not Applicable	029NONP
Emergency Medical Service Personnel	026	026CONT	026NONP
Elected Official	031	031CONT	031NONP
FLC Elected Official	032	032CONT	032NONP
County Engineer	043	043CONT	043NONP
Local Employee	044	044CONT	044NONP
FLC Dual	099	099CONT	Not Applicable

Table 4-1: ERS Contribution Groups – Local Units

#### 4.1.2 ERS Contribution Groups – Finance

Description	Position Code	Contribution Group for a Contributing Member	Contribution Group for a Non-Participating Employee
Firefighter	021	021CONT	021NONP
Law Enforcement Officer	022	022CONT	022NONP
ERS Retiree – Correctional Officer	028	Not Applicable	028NONP
Correctional Officer	030	030CONT	030NONP
Regular State Employee	041	041CONT	041NONP
State Police	042	042CONT	042NONP
FLC Dual	099	099CONT	Not Applicable

Table 4-2: ERS Contribution Groups – Finance

**4.1.3 TRS Contribution Groups**

Description	PEEHIP Employment Designation	Position Code	Contribution Group for a Contributing Member	Contribution Group for a Non-Participating Employee
Other—Professional/Administrative	Professional/Admin	010	010CONT	010NONP
Teacher	Professional/Admin	011	011CONT	011NONP
Principal	Professional/Admin	012	012CONT	012NONP
Superintendent	Professional/Admin	013	013CONT	013NONP
Administrative	Professional/Admin	014	014CONT	014NONP
Clerical	Support	015	015CONT	015NONP
Lunchroom	Support	016	016CONT	016NONP
Maintenance	Support	017	017CONT	017NONP
Bus Driver	Bus Driver	018	018CONT	018NONP
Mechanic	Support	019	019CONT	019NONP
Other—Support Worker	Support	020	020CONT	020NONP
Firefighter	Professional/Admin	021	021CONT	021NONP
Law Enforcement Officer	Professional/Admin	022	022CONT	022NONP
Nurse	Professional/Admin	023	023CONT	023NONP
Physician's Assistant	Professional/Admin	024	024CONT	024NONP
Physician	Professional/Admin	025	025CONT	025NONP
ERS Retiree – School Resource Officer	Professional/Admin	029	Not Applicable	029NONP
FLC Dual	Professional/Admin	099	099CONT	Not Applicable

**Table 4-3: TRS Contribution Groups**

**4.1.4 JRF Contribution Groups**

Description	Position Code	Contribution Group for a Contributing Member	Contribution Group for a Non-Participating Employee
Chief Justice-Supreme Court	060	060CONT	060NONP
Associate Judge-Supreme Court	061	061CONT	061NONP
Presiding Judge-Criminal Appeals Court	062	062CONT	062NONP
Associate Judge-Criminal Appeals Court	063	063CONT	063NONP
Presiding Judge–Civil Appeals Court	064	064CONT	064NONP
Associate Judge–Civil Appeals Court	065	065CONT	065NONP
Circuit Judge	066	066CONT	066NONP
District Judge	067	067CONT	067NONP
Probate Judge	068	068CONT	068NONP
Clerk	069	069CONT	069NONP



Description	Position Code	Contribution Group for a Contributing Member	Contribution Group for a Non-Participating Employee
District Attorney	070	070CONT	070NONP

Table 4-4: JRF Contribution Groups

#### 4.1.5 Supernumerary (SNU) Contribution Groups

Description	Position Code	Contribution Group for a Contributing Member	Contribution Group for a Non-Participating Employee
SNU	080	080CONT	080NONP

#### 4.2 Country Codes

Country Code	Country	Country Code	Country
AD	Andorra	LA	Lao People's Democratic Republic
AE	United Arab Emirates	LB	Lebanon
AF	Afghanistan	LC	Saint Lucia
AG	Antigua And Barbuda	LI	Liechtenstein
AI	Anguilla	LK	Sri Lanka
AL	Albania	LR	Liberia
AM	Armenia	LS	Lesotho
AN	Netherlands Antilles	LT	Lithuania
AO	Angola	LU	Luxembourg
AQ	Antarctica	LV	Latvia
AR	Argentina	LY	Libyan Arab Jamahiriya
AS	American Samoa	MA	Morocco
AT	Austria	MC	Monaco
AU	Australia	MD	Moldova, Republic Of
AW	Aruba	MG	Madagascar
AX	Aland Islands	MH	Marshall Islands
AZ	Azerbaijan	MK	Macedonia, The Former Yugoslav Republic Of
BA	Bosnia And Herzegovina	ML	Mali
BB	Barbados	MM	Myanmar
BD	Bangladesh	MN	Mongolia

Country Code	Country	Country Code	Country
BE	Belgium	MO	Macao
BF	Burkina Faso	MP	Northern Mariana Islands
BG	Bulgaria	MQ	Martinique
BH	Bahrain	MR	Mauritania
BI	Burundi	MS	Montserrat
BJ	Benin	MT	Malta
BM	Bermuda	MU	Mauritius
BN	Brunei Darussalam	MV	Maldives
BO	Bolivia	MW	Malawi
BR	Brazil	MX	Mexico
BS	Bahamas	MY	Malaysia
BT	Bhutan	MZ	Mozambique
BV	Bouvet Island	NA	Namibia
BW	Botswana	NC	New Caledonia
BY	Belarus	NE	Niger
BZ	Belize	NF	Norfolk Island
CA	Canada	NG	Nigeria
CC	Cocos (Keeling) Islands	NI	Nicaragua
CD	Congo, The Democratic Republic Of The	NL	Netherlands
CF	Central African Republic	NO	Norway
CG	Congo	NP	Nepal
CH	Switzerland	NR	Nauru
CI	Cote D'ivoire	NU	Niue
CK	Cook Islands	NZ	New Zealand
CL	Chile	OM	Oman
CM	Cameroon	PA	Panama
CN	China	PE	Peru
CO	Colombia	PF	French Polynesia
CR	Costa Rica	PG	Papua New Guinea
CS	Serbia And Montenegro	PH	Philippines

Country Code	Country	Country Code	Country
CU	Cuba	PK	Pakistan
CV	Cape Verde	PL	Poland
CX	Christmas Island	PM	Saint Pierre And Miquelon
CY	Cyprus	PN	Pitcairn
CZ	Czech Republic	PR	Puerto Rico
DE	Germany	PS	Palestinian Territory, Occupied
DJ	Djibouti	PT	Portugal
DK	Denmark	PW	Palau
DM	Dominica	PY	Paraguay
DO	Dominican Republic	QA	Qatar
DZ	Algeria	RE	Reunion
EC	Ecuador	RO	Romania
EE	Estonia	RU	Russian Federation
EG	Egypt	RW	Rwanda
EH	Western Sahara	SA	Saudi Arabia
ER	Eritrea	SB	Solomon Islands
ES	Spain	SC	Seychelles
ET	Ethiopia	SD	Sudan
FI	Finland	SE	Sweden
FJ	Fiji	SG	Singapore
FK	Falkland Islands (Malvinas)	SH	Saint Helena
FM	Micronesia, Federated States Of	SI	Slovenia
FO	Faroe Islands	SJ	Svalbard And Jan Mayen
FR	France	SK	Slovakia
GA	Gabon	SL	Sierra Leone
GB	United Kingdom	SM	San Marino
GD	Grenada	SN	Senegal
GE	Georgia	SO	Somalia
GF	French Guiana	SR	Suriname
GH	Ghana	ST	Sao Tome And Principe

Country Code	Country	Country Code	Country
GI	Gibraltar	SV	El Salvador
GL	Greenland	SY	Syrian Arab Republic
GM	Gambia	SZ	Swaziland
GN	Guinea	TC	Turks And Caicos Islands
GP	Guadeloupe	TD	Chad
GQ	Equatorial Guinea	TF	French Southern Territories
GR	Greece	TG	Togo
GS	South Georgia And The South Sandwich Island	TH	Thailand
GT	Guatemala	TJ	Tajikistan
GU	Guam	TK	Tokelau
GW	Guinea-Bissau	TL	Timor-Leste
GY	Guyana	TM	Turkmenistan
HK	Hong Kong	TN	Tunisia
HM	Heard Island And Mcdonald Islands	TO	Tonga
HN	Honduras	TR	Turkey
HR	Croatia	TT	Trinidad And Tobago
HT	Haiti	TV	Tuvalu
HU	Hungary	TW	Taiwan, Province Of China
ID	Indonesia	TZ	Tanzania, United Republic Of
IE	Ireland	UA	Ukraine
IL	Israel	UG	Uganda
IN	India	UM	United States Minor Outlying Islands
IO	British Indian Ocean Territory	US	United States
IQ	Iraq	UY	Uruguay
IR	Iran, Islamic Republic Of	UZ	Uzbekistan
IS	Iceland	VA	Holy See (Vatican City State)
IT	Italy	VC	Saint Vincent And The Grenadines
JM	Jamaica	VE	Venezuela
JO	Jordan	VG	Virgin Islands, British
JP	Japan	VI	Virgin Islands, U.S.

Country Code	Country	Country Code	Country
KE	Kenya	VN	Vietnam
KG	Kyrgyzstan	VU	Vanuatu
KH	Cambodia	WF	Wallis And Futuna
KI	Kiribati	WS	Samoa
KM	Comoros	YE	Yemen
KN	Saint Kitts And Nevis	YT	Mayotte
KP	Korea, Democratic People's Republic Of	ZA	South Africa
KR	Korea, Republic Of	ZM	Zambia
KW	Kuwait	ZW	Zimbabwe
KY	Cayman Islands		
KZ	Kazakhstan		

**Table 4-5: Country Codes**