

Proposed New File Format Field Values

Employment File

Field Title	Field Description	Field Values	Existing or New
Transaction Type	Defines the type of transaction that is being submitted.	Contact Information Change	Existing with Changes
		Enrollment	
		Termination	
		Termination Correction	
		Leave of Absence	
		Leave of Absence Correction	
		Leave of Absence Return	
		Leave of Absence Return Correction	
		Annual Total Compensation	
		Annual Total Compensation Correction	
		Annual Excess Sick Leave Awarded	
		Annual Excess Sick Leave Awarded Correction	
		Reduction in School Funds	
		Reduction in School Funds Correction	
		Unused Sick Leave	
Unused Sick Leave Correction			

Field Title	Field Description	Field Values	Existing or New
Transaction Subtype	Defines the subtype for Transaction Types: Enrollment Leave of Absence Leave of Absence Correction Leave of Absence Return Leave of Absence Return Correction	Nonmember	New Field
		Mandatory Coverage	
		Permissive Election of Coverage	
		Retirement System Election	
		Working after Retirement	
		Close enrollment opened in error	
		Maternity/Paternity	
		FMLA/CFRA	
		Sabbatical	
		Fulbright	
		Peace/Job Corps	
		Workers Compensation	
		Uniformed Service	
Misconduct/Criminal Offense			
Other Approved Leave of Absence			
Unapproved Leave of Absence			
Transaction Effective Date	Effective date of the transaction.	Date	Existing
Void/Correction Effective Date	Void/Effective date of the correction.	Date	New Field
Void Record Indicator	Indicates the record should be voided	Y/Blank	New Field
Organization Code	Identifies the employer associated with the transaction.	Organization Code	Existing with Changes
Benefit Program	Identifies the SSN of the employee associated with the transaction.	Defined Benefit	New Field
		Cash Balance	

Field Title	Field Description	Field Values	Existing or New
SSN	Identifies the Client ID of the employee associated with the transaction.	SSN	Existing
Client ID	Identifies the Last Name of the employee associated with the transaction.	Client ID	New Field
Last Name	Identifies the First Name of the employee associated with the transaction.	Last Name	Existing
First Name	Identifies the Middle Name (middle initial) of the employee associated with the transaction.	First Name	Existing
Middle Name	Identifies the Suffix Name 1 of the employee associated with the transaction.	Middle Initial	Existing
Suffix Name 1	Identifies the Suffix Name 2 of the employee associated with the transaction.	Suffix Name 1	New Field
Suffix Name 2	Identifies the Benefit Program associated with the transaction.	Suffix Name 2	New Field
Gender	Identifies the Gender of the employee associated with the transaction.	Male	Existing with Changes
		Female	
		Nonbinary	
Birthdate	Identifies the birthdate of the employee associated with the transaction.	Birthdate	Existing
Address Line 1	Identifies Address Line 1 of the employee associated with the transaction (required for an address).	Address Line 1	Existing

Field Title	Field Description	Field Values	Existing or New
Address Line 2	Identifies Address Line 2 of the employee associated with the transaction (not required for a valid address).	Address Line 2	Existing
City	Identifies the City of the address associated with the transaction.	City	Existing
State	Identifies the State of the address associated with the transaction.	State	Existing
Zip Code	Identifies the Zip Code associated with the transaction.	Zip Code	Existing
Phone	Identifies the primary Phone associated with the transaction.	Phone Number	New Field
Secondary Phone	Identifies the Secondary Phone associated with the transaction.	Secondary Phone Number	New Field
Mobile Phone	Identifies the Mobile Phone associated with the transaction.	Mobile Phone Number	New Field
Email	Identifies the Email associated with the transaction.	Email Address	New Field
Last Day of Performed Service	Identifies the Last Day of Performed Service for Transaction Type Termination.	Last Day of Performed Service	New Field
Last Day of Creditable Compensation	Identifies the Last Day of Creditable Compensation for Transaction Type Termination.	Last Day of Creditable Compensation	New Field
Full-Time Base Days	Identifies the Full-Time Base Days for Transaction Type Termination.	Full-Time Base Days	New Field

Field Title	Field Description	Field Values	Existing or New
Unused Sick Leave	Identifies the amount of Unused Sick Leave for Transaction Type Termination.	Unused Sick Leave	New Field
Annual Excess Sick Leave Awarded	Identifies the amount of Annual Excess Sick Leave Awarded.	Annual Excess Sick Leave Awarded	New Field
Unused Excess Sick Leave	Identifies the amount of Unused Excess Sick Leave for Transaction Type Termination.	Unused Excess Sick Leave	New Field
Reduction in School Funds	Identifies the Fiscal Year or Fiscal Year range for an employee impacted by a Reduction in School Funds.	Fiscal Year(s)	New Field
Total Compensation	Total compensation associated for the contribution line (creditable and non-creditable). Collected annually.	Total Compensation	New Field