

NHRS Employer Reporting Schema Layout

The Employer Reporting file must be submitted in .xml format with the following section tags. It is acceptable to send empty boule quotes for all XML Schema fields marked optional.

Transmittal

One Transmittal tag is required to be present per file when using the ‘validate XML Schema’ option when submitting the file. There are no fields sent under this tag.

Batch

The Batch tag is nested under the Transmittal tag and contains the following information about the entire reporting batch. Multiple Batch tags can be sent per Transmittal tag. At least one Batch tag is required to be present per file when using the ‘Validate XML Schema’ option when submitting the file.

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
EmployerID	A fund assigned employer key that corresponds to the employer	As listed on each Employer’s Common Area	Required		Required
FundID	The fund key that corresponds to the fund	1 = NHRS	Required		Required
TotalMemberCount	The number of members in the reported batch	Integer	Required	0	Required
TotalSalary	The sum of all salary pay item amounts on the reported batch	Decimal(11,2), no commas	Required	0	Required
ReportEndDate	The report end date of the batch	Date, format: YYYY-MM-DD	Required		Required
BatchName	The name of the batch	Varchar(25)	Optional		Optional
BatchNumber	The batch number of the file	Integer	Optional / Required if		Optional

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
			BatchType is Scheduled		
BatchType	The batch type code	3319 = Scheduled 3414 = Unscheduled	Required		Required
FiscalYear	The fiscal year for which the batch is being reported	Integer, YYYY	Required		Required

Member

The Member tag is nested under the Batch tag and contains the following fields. At least one Member tag is required to be present per file when using the 'Validate XML Schema' option when submitting the file.

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema Definition
SSN	The Social Security Number for the member	Varchar(9), no dashes	Required		Optional
Prefix	The name prefix for the member	Varchar(10)	Optional		Optional
FirstName	The first name of the member	Varchar(25)	Required		Optional
MiddleName	The middle name of the member	Varchar(25)	Optional		Optional
LastName	The last name of the member	Varchar(25)	Required		Optional
Suffix	The name suffix of the member	Varchar(25)	Optional		Optional
BirthDate	The birth date of the member	Date, format: YYYY-MM-DD	Required		Optional
Gender	The gender code for the member	2082 = Female 2079 = Male 2077 = Unknown	Required		Optional
MaritalStatus	The marital status code for the member	2075 = Divorced 573 = Domestic Partner 2071 = Married	Optional		Optional

		2073 = Separated 2068 = Single 2077 = Unknown 3470 = Widowed			
PositionTitle	Position Title of the Employee	Use Position Title of the Employee, must be less than 60 characters	Optional		Optional
HireDate	The hire date of the member for this specific employment	Date, format: YYYY-MM-DD	Required		Optional
ParticipationBeginDate	The participation begin date of the member for this specific employment	Date, format: YYYY-MM-DD	Required		Optional
EmploymentTerminationDate	The date of employment termination, if applicable. Not applicable if a DeathDate is reported.	Date, format: YYYY-MM-DD	Optional		Optional
TerminationReason	The termination reason if a member is terminating	30000312 = Terminated Employment 30000311 = Settlement 4 = Death	Required if Employment Termination Date reported		Optional
DeathDate	The date of death of the member, if applicable	Date, format: YYYY-MM-DD	Required if Death Type reported		Optional
DeathType	The death type code, if applicable	2419 = Duty 2422 = Non-Duty 2424 = Violent	Required if Death Date reported		Optional
NewHire	Indicates if the member is a new hire as of the pay period being reported	1 = True 0 = False	Required	0	Optional
ReHire	Indicates if the member is a rehire as of the pay period being reported	1 = True 0 = False	Required	0	Optional

Pay Period

The Pay Period tag is nested under the Member tag and contains the following fields. There can be multiple Pay Period tags per member. Each Pay Period tag can contain multiple Salary Component, Contribution, and SPC Payment tags (discussed further in following sections). The tag is not required.

- A 'Normal' record type is used to report the normal pay period for a member.
- A 'Pay Period Adjustment' record type is used to report corrections to a previously reported Normal pay period for the member.
 - The member must have a posted Normal account transaction for the pay period being adjusted or the 'Normal' record type must be reported in the same batch.
 - Pay Period Adjustments are used to correct a single pay period.
 - To correct multiple pay periods, a separate pay period adjustment record is required for each distinct pay period.
 - Pay Period Adjustments report the correction needed, positive or negative, and are not used to replace the amounts reported on the Normal account transaction. (e.g. a member had a contribution and salary reported too low by \$10 and \$100, respectively. The reporting pay period adjustment would come through with an adjustment for each of these amounts.)

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema Definition
PayPeriodID	The pay period number for the reported pay period	Integer	Required		Optional, cannot exceed 9 digits
SubGroup	The Sub Group code of the Plan the member belongs to for this pay period, such as Employee, Teacher, Fire, Police.	See Appendix for applicable field values	Required		Optional

BeginDate	The beginning date for the pay period	Date, format: YYYY-MM-DD	Required		Optional
EndDate	The end date for the pay period	Date, format: YYYY-MM-DD	Required		Optional
PayDate	The pay date for the pay period	Date, format: YYYY-MM-DD	Required		Optional
FinalReportingPay Period	Indicator to denote the member's final pay period with the associated employer.	1 = True 0 = False	Optional	0	Optional
EmploymentType	The Employment Type code	See Appendix for applicable field values	Required		Optional
RecordType	The record type code	2544 = Normal 2547 = Pay Period Adjustment	Required		Optional
AnnualBaseSalary	The annual base salary for the pay period	Decimal(11,2)	Required	0	Optional

Salary Component

The Salary Component tag is nested under the Pay Period tag and contains the following fields. There can be multiple Salary Component tags per Pay Period tag. The tag is not required.

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema Definition
SalaryComponent Type	The salary pay item for the salary	See Appendix for applicable field values	Required		Optional
SalaryAmount	If Pay Period Record Type is Normal – this is the total salary for the pay item for the pay period	Decimal(11,2)	Required	0	Optional

	If Pay Period Record Type is Pay Period Adjustment – this is the change in salary for pay item for the pay period				
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Contribution

The Contribution tag is nested under the Pay Period tag and contains the following fields. There can be multiple Contribution tags per Pay Period tag. The tag is not required.

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema Definition
ContributionType	The Available Contribution Key that corresponds to the contribution type	See Appendix for applicable field values	Required		Optional
PreTaxAmount	If Pay Period Record Type is Normal – this is the total Pre-Tax contribution amount for the contribution type for the pay period If Pay Period Record Type is Pay Period Adjustment – this is the change in Pre-Tax contribution amount for the contribution type for the pay period	Decimal(7,2)	Required	0	Optional
PostTaxAmount	If Pay Period Record Type is Normal – this is the total Post-Tax contribution amount for the contribution type for the pay period If Pay Period Record Type is Pay Period Adjustment – this is the change in Post-Tax contribution amount for the contribution type for the pay period	Decimal(7,2)	Required	0	Optional

Contract Information

The ContractInformation tag is nested under the Pay Period tag and contains the following fields. There can only be one ContractInformation tag per Pay Period tag. The tag is not required.

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema Definition
ContractBeginDate	The begin date of the contract	Date, format: YYYY-MM-DD	Required if SubGroup = Teacher		Optional
ContractEndDate	The end date of the contract	Date, format: YYYY-MM-DD	Required if SubGroup = Teacher		Optional
ContractSalary	The amount of salary for the Contract period	Decimal(7,2)	Required if SubGroup = Teacher		Optional
Pay Period Frequency	The rate at which the member is paid based on the pay period frequency values defined for the employer (usually 21 or 26).	See Appendix for applicable field values	Required if SubGroup = Teacher		Optional
JobShareFlag	The job share indicator.	1 = True 0 = False	Optional	0	Optional
JobSharePosition	The job share position.	The Job ID of the job share position.	Required if JobShareFlag = 1		Optional
ApplyToSubsequentPayPeriodsFlag	The indicator that the job share information for this pay period should be applied to the following pay periods in the batch.	1 = True 0 = False	Optional	0	Optional
ContractType	The Contract Type of the Teacher Contract Period.	Alphanumeric Text	Optional		Optional

Address

The Address tag is nested under the Member tag and contains the following fields. An Address tag is not required for a member but if used only the Address Type of Home is accepted. The tag is not required.

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema Definition
AddressType	The address type code for this address	2203 = Home	Required		Optional
EffectiveDate	The date the address is effective	Date, format: YYYY-MM-DD	Optional	Report End Date of the batch	Optional
TerminationDate	The date the address is no longer effective	Date, format: YYYY-MM-DD	Optional		Optional
AddressLine1	Line 1 of the address	Varchar(64)	Required		Optional
AddressLine2	Line 2 of the address	Varchar(64)	Optional		Optional
City	City of the address	Varchar(30)	Required		Optional
State	The state code for the address	Applicable state codes listed in the appendix.	Required if Country = 481		Optional
Zip	Zip Code of the address If Country = 481, and Zip is provided, it must be 5 or 9 digits	Char(9)	Optional		Optional
MailStop	The mail stop for the address	Varchar(10)	Optional		Optional
Country	The country code for the country of the address	481 = USA 335 = Mexico 107 = Canada	Required		Optional

Phone

The Phone tag is nested under the Member tag and contains the following fields. There can be none, one, or multiple Phone tags per member. If there are multiple, they should be for different Phone Types. The tag is not required.

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema Definition
PhoneType	The phone type code for this phone number	2245 = Cell 2247 = Fax 2203 = Home 2016 = Main 2249 = Pager 2205 = Work	Required		Optional
CountryCode	The country code for the phone number	Char(5)	Optional		Optional
AreaCode	The area code for the phone number	Char(3)	Required for Country Code = 1 (US)		Optional
PhoneNumber	The phone number without the area code	Char(15)	Required for Country Code = 1 (US)		Optional
Extension	The extension for the phone number	Varchar(20)	Optional		Optional

Email

The Email tag is nested under the Member tag and contains the following fields. There can be none, one, or multiple Email tags per member. If there are multiple, they should be for different Email Types. The tag is not required.

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema Definition
EmailType	The email type code for this address	2203 = Home 2016 = Main 619 = Other 2205 = Work	Required		Optional
EmailAddress	The member's email address	Varchar(50)	Required		Optional

Appendix

Sub Group Codes

Field	Field Value	Description
Group	3123	Employee
Group	30000164	Fire
Group	30000165	Police
Group	30000163	Teacher
Group	3345	Not Applicable

Employment Codes

Field	Field Value	Description	Applicable Employer(s)
EmploymentType	FT12 FT10 FT12 - PT Judge	Full Time 12 Full Time 10 Full Time 12 - PT Judge	

Field	Field Value	Description	Applicable Employer(s)
PayPeriodFrequency	21 21+5 22 22+4 24 24+3 26 27	Same as value.	Only employers that offer a Plan with Sub Group of Teacher.

Contribution Type Codes

Field	Field Value	Description
ContributionType	501	Employee Current
ContributionType	503	Additional Annuity

Salary Pay Items

Field	Field Value	Description
SalaryComponentType	Base Pay	Base Pay
SalaryComponentType	Comp Over Base Pay	Comp Over Base Pay
SalaryComponentType	Extra Duty Pay	Extra or Special Duty Pay

State Codes

State Code	State
708	AE
652	AK
650	AL
658	AR
654	AS
656	AZ
660	CA
664	CO
666	CT
670	DC
668	DE
672	FL
686	IA
680	ID
682	IL
684	IN
688	KS
690	KY
692	LA
700	MA
698	MD
694	ME

State Code	State
696	MH
704	MI
712	MS
716	MT
706	MW
730	NC
732	ND
718	NE
722	NH
724	NJ
726	NM
720	NV
728	NY
736	OH
742	PW
748	RI
750	SC
752	SD
754	TN
756	TX
758	US
760	UT

State Code	State
766	VA
764	VI
762	VT
770	WA
674	GA
676	GU
678	HI
710	MN
714	MO
734	MP
710	OK
738	OR
740	PA
744	PR
746	OK
774	WI
768	WK
772	WV
776	WY

Sample File

This is a sample file for employers reporting teachers

```
<Batch FundID="001" EmployerID="0001" BatchType="3319" BatchName="CONTROL" FiscalYear="2020" TotalSalary="9230.76"
TotalMemberCount="1" ReportEndDate="2020-01-28" BatchNumber="100216">
  <Member SSN="000000000" Prefix="Prefix" FirstName="FIRST" MiddleName="M" LastName="LAST" Suffix="Suffix" Gender="2082"
  BirthDate="1966-12-14" MaritalStatus="2077" PositionTitle="Teacher" HireDate="2019-07-01" ParticipationBeginDate="2019-07-01"
  NewHire="0" ReHire="0">
    <Phone PhoneType="2203" CountryCode="1" AreaCode="888" PhoneNumber="1112222" Extension=""/>
    <Address AddressType="2203" EffectiveDate="2020-01-01" TerminationDate="2050-01-01" AddressLine1="123 Somewhere"
    AddressLine2="Lane" City="Anytown" State="722" Zip="22222" MailStop="TestStop" Country="481"/>
  <PayPeriod PayPeriodID="14" BeginDate="2019-12-14" EndDate="2019-12-27" PayDate="2020-01-03"
  EmploymentType="FT10" SubGroup="30000163" RecordType="2544" AnnualBaseSalary="80000.00" FinalReportingPayPeriod="0">
    <Contribution ContributionType="501" PreTaxAmount="215.38" PostTaxAmount="0.00"/>
    <ContractInformation ContractBeginDate="2019-07-01" ContractEndDate="2020-06-30"
    ContractSalary="80000.00" PayPeriodFrequency="26" JobShareFlag="0" JobSharePosition="1"
    ApplyToSubsequentPayPeriodsFlag="0"/>
    <SalaryComponent SalaryComponentType="Base Pay" SalaryAmount="3076.92"/>
    <SalaryComponent SalaryComponentType="Comp Over Base Pay" SalaryAmount="100.00"/>
  </PayPeriod>
  <PayPeriod PayPeriodID="15" BeginDate="2019-12-28" EndDate="2020-01-10" PayDate="2020-01-17"
  EmploymentType="FT10" SubGroup="30000163" RecordType="2544" AnnualBaseSalary="80000.00" FinalReportingPayPeriod="0">
    <Contribution ContributionType="501" PreTaxAmount="215.38" PostTaxAmount="0.00"/>
    <ContractInformation ContractBeginDate="2019-07-01" ContractEndDate="2020-06-30"
    ContractSalary="80000.00" PayPeriodFrequency="26" JobShareFlag="0" JobSharePosition="1"
    ApplyToSubsequentPayPeriodsFlag="0"/>
    <SalaryComponent SalaryComponentType="Base Pay" SalaryAmount="3076.92"/>
    <SalaryComponent SalaryComponentType="Comp Over Base Pay" SalaryAmount="100.00"/>
  </PayPeriod>
  <PayPeriod PayPeriodID="16" BeginDate="2020-01-11" EndDate="2020-01-24" PayDate="2020-01-31"
  EmploymentType="FT10" SubGroup="30000163" RecordType="2544" AnnualBaseSalary="80000.00" FinalReportingPayPeriod="0">
    <Contribution ContributionType="501" PreTaxAmount="215.38" PostTaxAmount="0.00"/>
    <ContractInformation ContractBeginDate="2019-07-01" ContractEndDate="2020-06-30"
    ContractSalary="80000.00" PayPeriodFrequency="26" JobShareFlag="0" JobSharePosition="1"
    ApplyToSubsequentPayPeriodsFlag="0"/>
    <SalaryComponent SalaryComponentType="Base Pay" SalaryAmount="3076.92"/>
    <SalaryComponent SalaryComponentType="Comp Over Base Pay" SalaryAmount="100.00"/>
  </PayPeriod>
  <Email EmailType="2203" EmailAddress="example@domain.com"/>
</Member>
</Batch>
</Transmittal>
```

This is a sample file for employers reporting non-teachers

```
<Batch FundID="001" EmployerID="0001" BatchType="3319" BatchName="CONTROL" FiscalYear="2020" TotalSalary="9230.76"
TotalMemberCount="1" ReportEndDate="2020-01-28" BatchNumber="100216">
  <Member SSN="000000001" Prefix="Prefix" FirstName="FIRST1" MiddleName="M" LastName="LAST2" Suffix="Suffix" Gender="2082"
    BirthDate="1966-12-14" MaritalStatus="2077" PositionTitle="Patrol" HireDate="2019-07-01" ParticipationBeginDate="2019-07-01"
    NewHire="0" ReHire="0">
    <Phone PhoneType="2203" CountryCode="1" AreaCode="888" PhoneNumber="1112222" Extension=""/>
    <Address AddressType="2203" EffectiveDate="2020-01-01" TerminationDate="2050-01-01" AddressLine1="123 Somewhere"
      AddressLine2="Lane" City="Anytown" State="722" Zip="22222" MailStop="TestStop" Country="481"/>
  <PayPeriod PayPeriodID="14" BeginDate="2019-12-14" EndDate="2019-12-27" PayDate="2020-01-03"
    EmploymentType="FT12" SubGroup="30000165" RecordType="2544" AnnualBaseSalary="80000.00" FinalReportingPayPeriod="0">
    <Contribution ContributionType="501" PreTaxAmount="215.38" PostTaxAmount="0.00"/>
    <SalaryComponent SalaryComponentType="Base Pay" SalaryAmount="3076.92"/>
    <SalaryComponent SalaryComponentType="Comp Over Base Pay" SalaryAmount="100.00"/>
    <SalaryComponent SalaryComponentType="Extra Duty Pay" SalaryAmount="100.00"/>
  </PayPeriod>
  <PayPeriod PayPeriodID="15" BeginDate="2019-12-28" EndDate="2020-01-10" PayDate="2020-01-17"
    EmploymentType="FT12" SubGroup="30000165" RecordType="2544" AnnualBaseSalary="80000.00" FinalReportingPayPeriod="0">
    <Contribution ContributionType="501" PreTaxAmount="215.38" PostTaxAmount="0.00"/>
    <SalaryComponent SalaryComponentType="Base Pay" SalaryAmount="3076.92"/>
    <SalaryComponent SalaryComponentType="Comp Over Base Pay" SalaryAmount="100.00"/>
  </PayPeriod>
  <PayPeriod PayPeriodID="16" BeginDate="2020-01-11" EndDate="2020-01-24" PayDate="2020-01-31"
    EmploymentType="FT12" SubGroup="30000165" RecordType="2544" AnnualBaseSalary="80000.00" FinalReportingPayPeriod="0">
    <Contribution ContributionType="501" PreTaxAmount="215.38" PostTaxAmount="0.00"/>
    <SalaryComponent SalaryComponentType="Base Pay" SalaryAmount="3076.92"/>
    <SalaryComponent SalaryComponentType="Comp Over Base Pay" SalaryAmount="100.00"/>
  </PayPeriod>
  <Email EmailType="2203" EmailAddress="example@domain.com"/>
</Member>
</Batch>
</Transmittal>
```

**These layouts are informational only and do not contain real reporting data.*