

NHRS Employer Reporting File Layout

Details

1. The Employer Reporting file must be submitted in .xml format with the section tags described below.
2. All Field Values must be provided in double quotes. Example: **TotalSalary="36425.17"**. If a Field Value is listed below in the design as a "{Code} = {Value}", only the code is to be sent in the file. Example, if design says: "3319 = Scheduled", file should say: **BatchType="3319"**.
3. If data is submitted within a particular tag, the 'Required or Optional' column denotes if the field is required or optional to be included. The column labeled "Required or Optional" is really what is required from a business point of view. For example, SSN is required. If you submit a reporting file and a member does not have an SSN, the batch file will still be processed but the specific member will be flagged with an exception to fix the SSN. The system requires this field to completely process the file to a posted status.
4. Each field description includes if that required is required or not under the 'XML Schema' column. The column "XML Schema" tells you what is needed for the system to not reject the batch prior to processing it. For example:
 - a. Batch Type IS required according to the XML Schema. This is because without it, the whole batch gets rejected.
 - b. SSN is not required per the XML Schema column. This is because the system can still process the file for the other members without the SSN of the single member.
5. The purpose of the 'Validate XML Schema' option when submitting a file is to validate the syntax of the XML file and the fields required for the batch to not be rejected.
6. Fields **highlighted like this** are new fields.

Transmittal Tag

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 Tag

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	Required		Optional
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 Tag

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
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

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
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 2073 = Separated 2068 = Single 2077 = Unknown 3470 = Widowed	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

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
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 Tag

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 and Contribution 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
PayPeriodID	The pay period number for the reported pay period	Integer	Required		Optional, cannot exceed 9 digits

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
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 within Sub Group Codes	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
FinalReportingPayPeriod	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 within Employment Codes	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 Tag

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
SalaryComponentType	The salary pay item for the salary	See Appendix for applicable field values	Required		Optional

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
SalaryAmount	<p>If Pay Period Record Type is Normal – this is the total salary for the pay item for the pay period</p> <p>If Pay Period Record Type is Pay Period Adjustment – this is the change in salary for pay item for the pay period</p>	Decimal(11,2)	Required	0	Optional

Contribution Tag

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
ContributionType	The Available Contribution Key that corresponds to the contribution type	See Appendix for applicable field values within Contribution Type Codes	Required		Optional
PreTaxAmount	<p>If Pay Period Record Type is Normal – this is the total Pre-Tax contribution amount for the contribution type for the pay period</p> <p>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</p>	Decimal(7,2)	Required	0	Optional

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
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 Tag

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
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 within Employment Codes	Required if SubGroup = Teacher		Optional
JobShareFlag	The job share indicator.	1 = True 0 = False	Optional	0	Optional

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
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

Address Tag

The Address tag is nested under the Member tag and contains the following fields. The tag is not required.

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
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	See Appendix for applicable field values.	Required if Country = 481 (USA)		Optional
Zip	Zip Code of the address <ul style="list-style-type: none"> 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

Field Name	Description	Field Value	Required or Optional	Default if not provided	XML Schema
Country	The country code for the country of the address	481 = USA 335 = Mexico 107 = Canada	Required		Optional

Phone Tag

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
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 Tag

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
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

Employment Codes

Field	Field Value	Description	Applicable Employer(s)
EmploymentType	FT12	Full Time 12	
	FT10	Full Time 10	
	FT12 - PT Judge	Full Time 12 - PT Judge	
PayPeriodFrequency	21	21	Only employers that offer a Plan with Sub Group of Teacher.
	22	22	
	24	24	
	26	26	

Contribution Type Codes

Field	Field Value	Description
ContributionType	501	Employee Current
ContributionType	502	Employer Current
ContributionType	503	Additional Annuity
ContributionType	504	Employer Medical Subsidy

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	State Code	State	State Code	State	State Code	State
708	AE	686	IA	712	MS	742	PW
652	AK	680	ID	716	MT	748	RI
650	AL	682	IL	706	MW	750	SC
658	AR	684	IN	730	NC	752	SD
654	AS	688	KS	732	ND	754	TN
656	AZ	690	KY	718	NE	756	TX
660	CA	692	LA	722	NH	758	US
664	CO	700	MA	724	NJ	760	UT
666	CT	698	MD	726	NM	766	VA
670	DC	694	ME	720	NV	764	VI
668	DE	696	MH	728	NY	762	VT
672	FL	704	MI	736	OH	770	WA
674	GA	710	MN	738	OK	774	WI
676	GU	714	MO	740	OR	768	WK
678	HI	734	MP	744	PA	772	WV
				746	PR	776	WY

Sample File

<Transmittal>

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<Batch FundID="001" EmployerID="0001" BatchType="3319" BatchName="CONTROL" FiscalYear="2020" TotalSalary="9230.76"
TotalMemberCount="1" ReportEndDate="2020-01-28" BatchNumber="100216">
  <Member SSN="000112222" Prefix="Prefix" FirstName="FIRST" MiddleName="M" LastName="LAST" Suffix="Suffix" Gender="2082"
  BirthDate="1966-12-14" MaritalStatus="2077" EmployeeID="9999" 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"/>
    </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"/>
    </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"/>
    </PayPeriod>
    <Email EmailType="2203" EmailAddress="example@domain.com"/>
  </Member>
</Batch>
</Transmittal>

```