

Census

Note: Record lengths must be 236 for all records except for trailer which is 17.

Header Record

- Replace
Retirement Client ID in positions 18-37 with the Employer ID
- There should be no hyphens in the Employer ID

Label Record

- This is optional

Detail Record

- The Location code must be changed to use the Payroll Number / Payroll list ID.
This must change this to use the 3 digit payroll number associated with the payrolls that have been created. At the present time, this can be obtained from Client Services.

- **Required fields**

The following are required:

1. Last Name
2. First Name
3. Payroll Number (In field originally called Location Code for Retirement)
4. Address line 1
5. City
6. State
7. ZIP Code
8. Date of Birth

All other fields are optional

Trailer Record (optional)

- This is optional but if provided must include both fields and have a length of 17 characters.

Contribution

*All records must have a length of 222

Header Record

- Replace
 1. Retirement Client ID in positions 18-37 with the Employer ID
 2. The Retirement Site Code with the SSRP Payroll Number / Payroll list ID.

They must change this to use the 3 digit payroll number associated with the payrolls that have been created. For now they will need to get this from CSR. We are working on being able to send this in an email

- There should be no hyphens in the Employer ID

Label Record

- This is optional

Detail Record

- If previously using for other applications, the "Location" code must be changed to use the Payroll Number / Payroll list ID

Payroll providers can obtain all payroll numbers for employers through Clients Services who will send an email to those who request it. They must change this to use the 3 digit payroll number associated with the payrolls that have been created.

- Change the Employee Deferral-401k field to be the Roth Amount

- **Required fields**

The following are required

1. DTL
2. SSN
3. Roth Amount

All other fields are optional

Trailer Record

- **Required fields**

The following are required

1. TOT
2. Total number of Records
3. Total Roth Amount

All other fields are optional