

Physical Interface: Employer Reporting File

Description

This file is used as the format for the employer reporting. The same format applies to all employers regardless of how they report (web, mail, or diskette.)

Data Rules (for file name, file header record and member details record)

- Files must be named "#####.mmddyyyy.rgl" or "#####.mmddyyyy.adj", where ##### is the organization number and mmddyyyy is the reporting period end date. The suffix *rgl* stands for regular report, and *adj* stands for adjustment report.
- All values must be entered in the correct record position.
- Enter zeros where numeric fields are not needed. One exception to this rule is zip code as indicated in the following rule. Preceding zeros must be entered if a numeric field is not long enough to fill the entire record position.
- Enter spaces where alphanumeric fields and zip codes are not needed or are unknown. Spaces must be added to the end of an alphanumeric field that is not long enough to fill the entire record position.
- Multiple rows can exist for the same member based on number wage types being reported. For example when an adjustment wage record or an excluded wage for the same member is submitted with the regular wage record.
- All date fields should use the following format: *MMDDYYYY*
- If Mandatory is No and data is not reported but spaces (for character fields and zip code) or zeros (for numeric fields) must be used.

File Format

¹ Volunteer Fire Fighter Only

File Header Record (67 characters)

Field Name	Format	Length	Data Type	Position	Mandatory	Description	Examples
Employer Code	X(5)	5	Alphanumeric	1-5	Y	A five digit number assigned by PERA uniquely identifying the employer	01341, 02020, 03090, 08002
Employer Name	X(40)	40	Alphanumeric	6-45	Y	Name of the employer	
Reporting Period End Date	9(8)	8	Numeric	46-53	Y	Last day of the pay period.	05072004

Field Name	Format	Length	Data Type	Position	Mandatory	Description	Examples
Date Created	9(8)	8	Numeric	54-61	Y	The date the file was created. It should be in the format of 'MMDDYYYY'.	05142004
Business Meetings Held ¹	9(3)	3	Numeric	62-64	Y ¹	This field would be filled by the employers who belong to the Volunteer Fire Fighter fund. This is the number of business meetings held for the employer during the reported period.	
Fire Drills Held ¹	9(3)	3	Numeric	65-67	Y ¹	This field would be filled by the employers who belong to the Volunteer Fire Fighter fund. This is the number of Fire Drills held for the employer during the pay period.	

Member Details Record (400 characters)

Member Demographics Subsection

Field Name	Format	Length	Data Type	Position	Mandatory	Description	Examples
Address - 1	X(30)	30	Alphanumeric	1-30	N Required only when a member is starting as new hire (03) or excluded (02)	The first line of the member's address.	
Address - 2	X(30)	30	Alphanumeric	31-60	N	The second line of a member's address.	
Address - 3	X(30)	30	Alphanumeric	61-90	N	The third line of a member's address.	
City	X(28)	28	Alphanumeric	91 – 118	N	The city in which the member resides.	
State	X(2)	2	Alphanumeric	119 – 120	N	The state in which the member resides.	
Zip – 5	X(5)	5	Alphanumeric	121 – 125	N	The 5 digit zip code of the member.	
Zip – 4	X(4)	4	Alphanumeric	126 – 129	N	The 4 digit postal code of the member.	
Date of Birth	9(8)	8	Numeric	130-137	N	The date of birth of the member. This field is only reported for new hires. It should be in the format MMDDYYYY.	02101968, 00000000
Gender	X(1)	1	Alphanumeric	138	N	The gender of the member. This field is only reported for new hires.	M, F, Space

Wage and Service Subsection

Field Name	Format	Length	Data type	Position	Mandatory	Description	Examples
SSN	9(9)	9	Numeric	139-147	Y	The member's Social Security Number.	
Last Name	X(30)	30	Alphanumeric	148-177	Y	The member's last name.	
First Name	X(20)	20	Alphanumeric	178-197	Y	The member's first name.	
Middle Name	X(20)	20	Alphanumeric	198-217	Y	The member's middle name or the middle initial.	
Begin Date	9(8)	8	Numeric	218-225	Y	The first day of the pay period in which the member worked.	05162004
End Date	9(8)	8	Numeric	226-233	Y	The last day of the pay period in which the member worked.	05292004
Plan Code	X(4)	4	Alphanumeric	234-237	Y	4 character plan code the member belongs to.	SPL1
Reported Wage Code	X(2)	2	Alphanumeric	238-239	Y	The transaction code for the member record. The possible values are listed below:	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
Payroll Wages	9(7)v99	9	Decimal	240-248	Y	The employee's total gross reportable wages. If wage code is 01, 07 or 10, this is PERA wages (retirement gross.) If wage code is 04, this is Excluded (non PERA) wages.	000100480
Deferred Contributions	9(8)v99	10	Decimal	249-258	N	The Contributions of a member belonging to a deferred employer	0000013213
Non-Deferred Contributions	9(8)v99	10	Decimal	259-268	N	The Contributions of a member belonging to a non-deferred employer	0000013213

Field Name	Format	Length	Data type	Position	Mandatory	Description	Examples
Employer Contributions	9(8)v99	10	Decimal	269-278	Y	The contributions that the employer pays to PERA on behalf of the member. They are a percentage of the gross wages a member is paid.	0000009194
Hours	9(4)V99	6	Decimal	279-284	Y	The number of hours the member worked in the pay period	008000
Pay Rate	9(5)v99 99	9	Decimal	285-293	Y	The hourly pay rate for the position.	000125600
Member Transaction Status Code	X(2)	2	Alphanumeric	294-295	Y	The new status of the member if it has been changed since the last demographic section was created. The possible values are listed below.	00, 01, 02, 03, 04, 05
Member Transaction Status Date	9(8)	8	Numeric	296-303	Y	Used with the Status Code to determine the date in which the status is effective. It should be in the format 'MMDDYYYY'.	05202004, 00000000
Separation or Excluded Reason	X(2)	2	Alphanumeric	304-305	N	2 character reason code for separation if the status of the member has been reported as "Separated" or "Excluded." The possible values are listed below.	
Emergencies Accountable for ¹	9(3)	5	Numeric	306 -310	Y ¹	The emergencies that the member belonging to Volunteer Fire Fighter was accountable for	

Field Name	Format	Length	Data type	Position	Mandatory	Description	Examples
Emergencies Attended ¹	9(3)	5	Numeric	311-315	Y ¹	The Emergencies attended by the member belonging to Volunteer Fire Fighter	
Fire Drills Attended ¹	9(3)	3	Numeric	316-318	Y ¹	The number of Fire Drills Attended during the pay period by the member belonging to the Volunteer Fire Fighter	
Business Meetings Attended ¹	9(3)	3	Numeric	319-321	Y ¹	The number of Business Meetings Attended during the pay period by the member belonging to the Volunteer Fire Fighter	
Filler	X(83)	83	Alphanumeric	322-400	Y		

Wage Codes:

- 01 – Regular Wages: To report a member who has received regular wages.
- 02 – Positive Adjustment – Regular Wages: To report a positive adjustment to a previous pay period for a member. Only wage and service fields requiring adjustments should be reported. The fields that are reported will be added to the previously reported amounts.
- 03 – Negative Adjustment – Regular Wages: To report a negative adjustment to a previous pay period for a member. Only wage and service fields requiring adjustments should be reported. The fields that are reported will be subtracted from the previously reported amounts.
- 04 – Wages but no Contributions: To report a member who is on Workers' Compensation. The wage record is also used to report excluded data, members who are excluded or active members with excluded data such as Overtime/Sick Leave. An Excluded reason should be reported when using this wage record.
- 05 – Positive Adjustment – Wages but no Contributions: To report a positive adjustment to a previous pay period reporting for wage code 04
- 06 – Negative Adjustment – Wages but no Contributions: To report a negative adjustment to a previous pay period reporting for wage code 04
- 07 – Non-Regular Wages: To report member who has received non-regular wages such as longevity, super longevity
- 08 – Positive Adjustment – Non-Regular Wages: To report a positive adjustment to a previous pay period reporting for wage code 07
- 09 – Negative Adjustment – Non-Regular Wages: To report a negative adjustment to a previous pay period reporting for wage code 07
- 10 – Differential Wages: To report member who has received shift differential wages.
- 11 – Positive Adjustment - Differential Wages: To report a positive adjustment to a previous pay period reporting for wage code 10
- 12 – Negative Adjustment – Differential Wages: To report a negative adjustment to a previous pay period reporting for wage code 10

Status Codes: (Used to flag employment status changes)

- 00 – No Change in Status (Note: use '00000000' for the Status Date when using this code)
- 01 – Separation: (To flag the separation of PERA member employees)
- 02 – Excluded: To flag the new-hire of a PERA non-member employee
- 03 – New Hire: To flag the new-hire of a PERA member employee
- 04 – Resume from Leave (To flag the return from separation of PERA member employees)
- 05 – Termination (To flag the termination of PERA member or non-member employees)
- 06 – Part-Time (Part-time employees who were not vested as of 6/30/14)

Separation Reason Codes:

- 01 – Deceased
- 02 – Maternity Leave
- 03 – Paternity Leave
- 04 – On Worker's Compensation
- 05 – Off Worker's Compensation
- 06 – FMLA Family Medical Leave Act
- 07 – Education Leave
- 08 – Sabbatical Leave
- 09 – Layoff
- 10 – Military Leave
- 11 – Leave of absence
- 12 – Other

Excluded Reasons:

- 01 – Seasonal Employee or Temporary Employee
- 02 – Part-Time Employee
- 03 – Student Employee
- 04 – Retired Member from ERA, JRA, or MRA
- 05 – Independent Contractor
- 06 – Private Retirement
- 07 – Elected Official
- 08 – Municipality
- 09 – Undersheriff/Chief of Police
- 10 – Overtime
- 11 – Other
- 12 – Re-employed retiree

Plan Codes:

<u>Plan Name</u>	<u>Plan Code</u>
State Plan 1	SPL1
State Plan 2	SPL2
State Plan 3	SPL3
State Plan – Peace Officers	
*Tier 2 Only (hired after 6/30/13)	SPPO
State Juvenile Correctional Officer 1	SHD1
State Juvenile Correctional Officer 2	SHD2
State Police/Adult Correctional Officer	STP1
State Police/Adult Correctional Officer	
20% Added	STP3
Municipal Plan 1	MPL1
Municipal Plan 2	MPL2
Municipal Plan 3	MPL3
Municipal Plan 4	MPL4
Municipal Police Plan 1	MPO1
Municipal Police Plan 2	MPO2
Municipal Police Plan 3	MPO3
Municipal Police Plan 4	MPO4
Municipal Police Plan 5	MPO5
Municipal Fire Plan 1	MFR1
Municipal Fire Plan 2	MFR2
Municipal Fire Plan 3	MFR3
Municipal Fire Plan 4	MFR4
Municipal Fire Plan 5	MFR5
Municipal Detention Officer Plan 1	MDO1
Legislative Plan	LEG1
Judicial Plan 1	JUD1
Judicial Plan 2	JUD2
Judicial Plan 3	JUD3
Judicial Plan 4	JUD4
Judicial Plan 5(hired after 07/01/2014)	JUD5

Plan Name

Magistrate Plan 1	MAG1
Magistrate Plan 2	MAG2
Magistrate Plan 3(hired after 07/01/2014)	MAG3
Volunteer Firefighter Plan	VFF1

Examples

File Name

03090.10292010.rgl OR 03090.10292010.adj

↑ ↑ ↙ ↘

Employer Code
PERA Assigned
5 characters

Period End Date
MMDDYYYY
8 characters

File Extension
3 characters
rgl – regular report
adj – adjustment report

File Header Record (67 Characters)

03090	DONA ANA COUNTY	10292010	11052010	000	000
12345	6 45	46 53	54 61	62 64	65 67

↑ ↑ ↑ ↑

Employer Code
PERA Assigned
5 characters

Employer Name
40 characters
Position 6-45

Period End Date
MMDDYYYY
8 characters
Position 46-53

File Create Date
MMDDYYYY
8 characters
Position 54-61

- The employer code in the file header record should match with the employer code in the file name.
- The period end date in the file header record should match with the period end date in the file name.

Reporting Examples

Member Record (400 Characters)

- Following fields are mandatory on all member records
 - SSN
 - Last Name
 - First Name
 - Middle Name
 - Begin Date (Pay period begin date)
 - End Date (Pay period end date)
 - Plan Code
 - Reported Wage Code
 - Member Status
 - Member Status Date

New Hire Reporting

In addition to the mandatory fields, member record should have the following key data for new hires:

- Member Status – 03 (New Hire)
- Member Status Date – MMDDYYYY (Date when the member started employment)
- Reported Wage Code – 01 (Regular Wages)
- Payroll Wages – Wages earned by the member from the hire date till the pay period end date
- Deferred Contributions – (Wages x Employee contribution Rate), if the employer is deferred
- Non-Deferred Contributions – (Wages x Employee Contribution Rate), if the employer is non-deferred
- Employer Contributions – (Wages x Employer contribution Rate)
- Hours – Hours worked by the member from the hire date till the pay period end date
- Pay Rate – (Payroll Wages/Hours)
- Address – 1
- Address – 2 (if available)
- Address – 3 (if available)
- City
- State
- Zip – 5
- Zip – 4 (if available)
- Date of birth
- Gender

Ongoing Reporting

In addition to mandatory fields, records should have the following key data for working members every pay period:

- Member Status – 00 (No Change)
- Member Status Date – 00000000
- Reported Wage Code – 01 (Regular Wages)
- Payroll Wages – Wages earned by member from pay period begin date until pay period end date
- Deferred Contributions – (Wages x Employee Contribution Rate), if the employer is deferred
- Non-Deferred Contributions – (Wages x Employee Contribution Rate), if the employer is non-deferred
- Employer Contributions – (Wages x Employer Contribution Rate)
- Hours – Hours worked by member from pay period begin date until pay period end date
- Pay Rate – (Payroll Wages/Hours)

New Hire Reporting – Non Member Employee (prior to reporting period)

The following example is for the initial set-up of a non-member employee **hired in a prior reporting period**. Submit a Regular Report. In addition to the mandatory fields, non-member record should include the following:

- Member Status – 02 (Excluded)
- Member Status Date – MMDDYYYY (date member started employment)
- Excluded Reason – 01, (Seasonal or Temporary employee), 02 (Part Time Employee), 07 (Elected Official), etc. Use appropriate excluded reason code as applies to employee employment situation.
- Reported Wage Code – 05 (Positive Adjustment)
- Employee demographic information (e.g. address, date of birth, gender)
- Begin and End Dates – Begin and end dates of the pay period in which the member was hired.

New Hire Reporting – Non Member Employee (current reporting period)

The following example is for the initial set-up of a non-member employee **hired in the current reporting period**. Submit a Regular Report. In addition to the mandatory fields, non-member record should include the following:

- Member Status – 02 (Excluded)
- Member Status Date – MMDDYYYY (date member started employment)
- Excluded Reason – 01, (Seasonal or Temporary employee), 02 (Part Time Employee), 07 (Elected Official), etc. Use appropriate excluded reason code as applies to employee employment situation.
- Reported Wage Code – 04 (Wages but no Contributions)
- Payroll Wages – Wages earned from the hire date until the pay period end date
- Hours – Hours worked from the hire date until the pay period end date
- Pay Rate – (Payroll Wages/Hours)
- Employee demographic information (e.g. address, date of birth, gender)
- Begin and End Dates – Begin and end dates of the current pay period

Ongoing Reporting – Non Member Employee

The following example is for the ongoing reporting of a non-member employee. Submit a Regular Report. In addition to the mandatory fields, non-member record should include the following:

- Member Status – 00 (No Change)
- Member Status Date – 00000000
- Reported Wage Code – 04 (Wages but no Contributions)
- Payroll Wages – Wages earned by member from pay period begin date until pay period end date
- Excluded Reason – 01, (Seasonal or Temporary Employee), 02 (Part Time Employee), 07 (Elected Official), etc. Use appropriate excluded reason code as applies to employee employment situation.
- Hours – Overtime hours worked from the hire date until the pay period end date
- Pay Rate – (Payroll Wages/Hours)
- Begin and End Dates – Begin and end dates of the current pay period

Overtime Wages

The following example is for the ongoing reporting of overtime wages. Submit a Regular Report. In addition to the mandatory fields, non-member record should include the following:

- Member Status – 00 (No Change)
- Member Status Date – 00000000
- Reported Wage Code – 04 (Wages but no Contributions)
- Payroll Wages – Overtime Wages earned from pay period begin date until pay period end date
- Excluded Reason – 10 (Overtime)
- Hours – Hours worked from the hire date until the pay period end date
- Pay Rate – (Payroll Wages/Hours)
- Begin and End Dates – Begin and end dates of the current pay period

Shift Differential Wages

The following example is for the ongoing reporting of shift differential wages. Submit a Regular Report. In addition to the mandatory fields, non-member record should include the following:

- Member Status – 00 (No Change)
- Member Status Date – 00000000
- Reported Wage Code – 10 (Differential Wages)
- Payroll Wages – Shift Differential Wages earned from pay period begin date until pay period end date
- Deferred Contributions – (Wages x Employee Contribution Rate), if the employer is deferred
- Non-Deferred Contributions – (Wages x Employee Contribution Rate), if the employer is non-deferred
- Employer Contributions – (Wages x Employer Contribution Rate)
- Hours – Shift Differential Hours worked from the hire date until the pay period end date
- Pay Rate – (Payroll Wages/Hours)
- Begin and End Dates – Begin and end dates of the current pay period

Termination – Non Member Employee (terminated in current reporting period)

The following example is for the termination of a non-member employee **in the current reporting period**. Submit a Regular Report. In addition to the mandatory fields, non-member record should include the following:

- Member Status – 05 (Termination)
- Member Status Date – MMDDYYYY (date member terminated)
- Reported Wage Code – 04 (Wages but no Contributions)
- Payroll Wages – Wages earned from the hire date until the date of termination
- Hours – Hours worked from pay period begin date until the date of termination
- Pay Rate – (Payroll Wages/Hours)
- Begin and End Dates – Begin and end dates of the current pay period

Termination (terminated in a prior reporting period)

The following example is for the termination of a non-member employee **in a prior reporting period**. Submit a Regular Report. In addition to the mandatory fields, member record should include the following:

- Member Status – 05 (Termination)
- Member Status Date – MMDDYYYY (date member terminated)
- Reported Wage Code – 05 (Positive Adjustment)
- Begin and End Dates – Begin and end dates of the pay period in which the member was terminated.

RETIREES HIRED BEFORE JULY 1, 2010

- Retirees who are re-employed by PERA affiliates **before** July 1, 2010 will be grandfathered in under the laws in place when they were reemployed, as long as they continue working without a break in service with their employer..
- The reemployed retirees will continue to receive both a pension and a salary.
- Effective July 1, 2010, reemployed retirees must begin paying the employee contribution portion on his or her salary.
- The PERA affiliate will continue to pay the employer contribution amount on behalf of the employee.
- Employee contributions made during reemployment are nonrefundable and stay in the PERA fund.

Ongoing Reporting For Retired Member Re-hired before July 1, 2010

The following example is for ongoing reporting of a retired member re-hired **before July 1, 2010**. Submit a Regular Report. In addition to the mandatory fields, member record should include the following:

- Member Status – 00 (No Change)
- Member Status Date – 00000000
- Reported Wage Code – 01 (Regular Wages)
- Payroll Wages – Wages earned from pay period begin date until the pay period end date
- Hours – Hours worked from pay period begin date until the pay period end date
- Pay Rate – (Payroll Wages/Hours)
- Begin and End Dates – Begin and end dates of the current pay period
- Deferred Contributions – (Wages x Employee Contribution Rate), if the employer is deferred
- Non-Deferred Contributions – (Wages x Employee Contribution Rate), if the employer is non-deferred
- Employer Contributions – (Wages x Employer Contribution Rate)

RETIREES HIRED ON OR AFTER JULY 1, 2010

- Effective July 1, 2010, the pension of a retiree who returns to work for a PERA affiliate will be suspended by law.
- If the retiree completed a 12-month break in service from the date of retirement, service credit is not accrued for the re-employment and neither the employee nor the employer makes PERA contributions.

Re-employed Retiree - Excluded *(also see Non-member employees)*

The following example is for the re-hire of a retired member **hired on or after July 1, 2010**. Submit a Regular Report. In addition to the mandatory fields, member record should include the following:

- Member Status – 02 (Excluded)
- Member Status Date – MMDDYYYY (date member started employment)
- Excluded Reason – 12 (Re-employed Retiree)
- Reported Wage Code – 04 (Wages but no Contributions)
- Payroll Wages – Wages earned from the hire date until the pay period end date
- Hours – Hours worked from the hire date until the pay period end date
- Pay Rate – (Payroll Wages/Hours)
- Employee demographic information (e.g. address, date of birth, gender)
- Begin and End Dates – Begin and end dates of the current pay period

Ongoing Reporting for Re-employed Retiree – Excluded *(also see Non-member employees)*

The following example is for ongoing reporting of a retired member **hired on or after July 1, 2010**. Submit a Regular Report. In addition to the mandatory fields, member record should include the following:

- Member Status – 00 (No Change)
- Member Status Date – 00000000
- Excluded Reason – 12 (Re-employed Retiree)
- Reported Wage Code – 04 (Wages but no Contributions)
- Payroll Wages – Wages earned from pay period begin date until the pay period end date
- Hours – Hours worked from pay period begin date until the pay period end date
- Pay Rate – (Payroll Wages/Hours)
- Begin and End Dates – Begin and end dates of the current pay period

RETIREES BECOMING PERA MEMBERS

- Retirees have the option of suspending their pension and becoming active PERA members again.
- The employee then pays PERA contributions, earns service credit and has his or her retirement pension recalculated when re-retiring.

Re-employed Retiree – Contributing Member *(also see New Hire Reporting)*

The following example is for the re-hire of a retired member **hired in the current reporting period** who elects to become a contributing member. Submit a Regular Report. In addition to the mandatory fields, member record should include the following:

- Member Status – 03 (New Hire)
- Member Status Date – MMDDYYYY (Date when the member started employment)
- Reported Wage Code – 01 (Regular Wages)
- Payroll Wages – Wages earned from the re-hire date until the pay period end date
- Hours – Hours worked from the hire date until the pay period end date
- Pay Rate – (Payroll Wages/Hours)
- Employee demographic information (e.g. address, date of birth, gender)
- Begin and End Dates – Begin and end dates of the current pay period

Ongoing Reporting for Re-employed Retiree – Contributing Member

The following example is for ongoing reporting of a retired member re-hired **on or after July 1, 2010**. Submit a Regular Report. In addition to the mandatory fields, member record should include the following:

- Member Status – 00 (No Change)
- Member Status Date – 00000000
- Reported Wage Code – 01 (Regular Wages)
- Payroll Wages – Wages earned by member from pay period begin date until pay period end date
- Deferred Contributions – (Wages x Employee Contribution Rate), if the employer is deferred
- Non-Deferred Contributions – (Wages x Employee Contribution Rate), if the employer is non-deferred
- Employer Contributions – (Wages x Employer Contribution Rate)
- Hours – Hours worked by member from pay period begin date until pay period end date
- Pay Rate – (Payroll Wages/Hours)

Termination of Rehired Retiree Member (current reporting period)

The following example is for the termination of a rehired retiree member employee in the current reporting period. Submit a Regular Report. In addition to the mandatory fields, member record should include the following:

- Member Status – 05 (Termination)
- Member Status Date – MMDDYYYY (date member terminated)
- Reported Wage Code – 01 (Regular Wages) or 04 (Wages but no Contributions)
- Payroll Wages – Wages earned from pay period begin date until the date of termination
- Hours - Hours worked from pay period begin date until the date of termination
- Pay Rate – (Payroll Wages / Hours)
- Begin and End Dates – the begin and end dates of the current pay period

Positive Adjustment

The following example is for the reporting of a positive adjustment to a previous pay period. Only wage and service fields requiring adjustment should be reported. The fields that are reported will be added to the previously reported amounts. Submit an Adjustment Report. In addition to the mandatory fields, member record should include the following:

- Member Status – 00 (No Change in Status)
- Member Status Date – 00000000
- Reported Wage Code – 02 (Positive Adjustment)
- Payroll Wages – Payroll Wage positive adjustment amount as required
- Deferred/Non Deferred Contributions – Deferred/Non Deferred Contribution positive adjustment
- Hours - Hours positive adjustment amount as required
- Pay Rate – (Payroll Wages / Hours)
- Employer Contributions – Employer Contribution adjustment amount as required (Wages x Employer Contribution Rate)
- Begin and End Dates – the begin and end dates of the pay period to which the positive adjustment applies

Negative Adjustment

The following example is for the reporting of a negative adjustment to a previous pay period. Only wage and service fields requiring adjustment should be reported. The fields that are reported will be subtracted from the previously reported amounts. Submit an Adjustment Report. In addition to the mandatory fields, member record should include the following:

- Member Status – 00 (No Change in Status)
- Member Status Date – 00000000
- Reported Wage Code – 03 (Negative Adjustment)
- Payroll Wages – Payroll Wage negative adjustment amount as required
- Deferred/Non Deferred Contributions – Deferred/Non Deferred Contribution negative adjustment
- Hours - Hours negative adjustment amount as required
- Pay Rate – (Payroll Wages / Hours)
- Employer Contributions – Employer Contribution adjustment amount as required (Wages x Employer Contribution Rate)
- Begin and End Dates – the begin and end dates of the pay period to which the negative adjustment applies