

**Maryland State Retirement Systems**  
**120 E. Baltimore Street**  
**Baltimore, Maryland 21202**

**FORMATE REQUIREMENTS FOR PAYROLL FILES (405 Transaction)**

**SECURE WEBSITE TEXT FILE REQUIREMENTS**

ASCII (DOS TEXT)

Record Length: 250 characters

Filename **PAYROLL**

**Additional Reporting Tips:**

- The record format must be setup as a fixed length ASCII (DOS TEXT) file with positions as defined below.
- All characters must be upper case (capitalized). Lower case characters are not recognized by our automated systems.
- Numeric fields as indicated below by an "\*" in the record format position column are right justified and require leading zeroes to fill out the field column. For example, a pay period ending January 1, 1999 must be reported as "01011999" and not "10199".
- Non-numeric fields (characters) are left justified and any unused positions for that field name must have spaces. Do not truncate fields.
- Include the end of line (carriage returns or line feeds) at the end of each record. The next record must start at position 1 on the next line and **must not follow the 250 character of the preceding record.**

**Record Format**

<u>POSITIONS</u>	<u>FIELD NAME</u>	<u>FIELD VALUE &amp; DESCRIPTION</u>
1 - 3	Transaction Code	"405" Payroll data transaction
4 - 11*	Payroll Period Ending Date	Month-Day-Century-Year Ex. "01011999"
12	Space	Required
13	System Code	"1" - Teachers Retirement, "2" - Employees Retirement, "6" - Teachers Pension, "7" - Employees' Pension, "9" Law Enforcement Officers Pension
14 - 21*	Employer Location Code	As assigned by the State Retirement Agency
22 - 26	Spaces	Required
27	Plan Code	"8" identifies members of the Contributory Pension Plan
28 - 36*	Social Security Number	Required
37 - 53	Last Name	Left justified - space from end of data to end of field.
54 - 65	First Name	Left justified - space from end of data to end of field.

<u>POSITIONS</u>	<u>FIELD NAME</u>	<u>FIELD VALUE &amp; DESCRIPTION</u>
66	Middle Initial	As required
67 - 73*	Actual Annual Compensation <i>(formerly referred to as Actual Annual Budgeted Base Salary)</i>	For full-time members this amount equals the annual earnable compensation. For part-time members, calculated as member's annual earnable compensation <u>multiplied</u> by the percentage of time. Dollars only. Example: \$12,499.88 per year = 0012500
74 - 82*	Employee Contribution Amount	Dollars & cents of <u>employee</u> contribution amount withheld for the pay period. Example: 000002680 represents \$26.80
83 - 86*	Hours Worked	The number of actual hours worked during this pay period, <u>exclusive of overtime</u> . Example: 0355 represents 35.5 hours. (implied decimal point)
87 - 90*	Standard Hours	The number of normal or regular hours for the full-time equivalent position during this pay period. Example: 0710 represents 71.0 hours. (implied decimal point)
91 - 92*	Percentage of Time	If the member is a full-time employee, fill with zeros. If the member is a part-time employee, enter the budgeted part-time percentage into this field. Example: "50" represents 50% of full-time, "00" = 100%.
93 - 101*	Pay Period Base Salary Paid	Dollars and cents of actual base earnings for the pay period, exclusive of overtime, shift-differential, bonus, summer school wages, etc, Example: 000085495 represents \$854.95.
102 - 108*	Annual Earnable Compensation (full-time) <i>(formerly referred to as Annualized Full-Time Salary)</i>	For full-time members this amount equals the actual annual compensation. For part-time members, calculated as member's actual annual compensation <u>divided</u> by the percentage of time. Dollars only. Example: \$12,499.88 per year = 0012500
109 - 124	Spaces	Required
125 - 159	Street Address	Required for each payroll (primary address line)
160 - 194	Miscellaneous Address	Report as necessary. Overflow address field for additional miscellaneous home address information such as Apt. B.
195 - 227	City	Required for each payroll
228 - 229	State	Required for each payroll
230 - 234*	Zip Code - First 5	Must be numeric. Use zeros if foreign or unknown.
235 - 238*	Zip Code - Last 4	Must be numeric. Use zeros if foreign or unknown.
239 - 250	Spaces	Required