



**Employer Contribution and Enrollment Reporting
Timeline and File Changes**

April 2024

Retirement & Investment Office | 1600 East Century Avenue, Suite 3 | PO Box 7100
Bismarck, ND 58507-7100
701.328.9885 | (F)701.328.9897 | rio@nd.gov

Table of Contents

1. Introduction	3
2. Managing the Changes / Timeline	3
3. Summary of Basic File Changes.....	4
4. Employee Contribution Reporting – Outbound File Definition (as of 1/20/2024).....	5
5. Enrollment Reporting – Outbound File Definition (as of 1/20/2024)	12
6. Reference: Current CPAS File Layout for TFFR.....	19
7. Reference: TFFR Pay Code Definitions	23

1. Introduction

The North Dakota Teachers' Fund For Retirement (TFFR) is replacing its Pension Administration System (PAS), currently CPAS from Avenu/CPAS, and selected a commercial package (called Neospin) from Sagitec to serve as the foundation. The anticipated go-live for the new PAS is Fall 2024.

In addition to the core PAS product used by TFFR staff, Neospin has several features that improve TFFR's efficiency and delivery. Transactions will be handled through Business Processes incorporated into Neospin, that will guide staff through common transactions. In addition, there will be online Internet portals for both members and employers encompassing real-time transaction validation and processing, document submission and retrieval, and financial transactions with immediate file data validation and correction. As is currently the case, employer file submissions will continue to be due by the 15th of the month following the payroll filing period being reported.

From an employer perspective, files will be routinely submitted through the new Employer Self-Service portal (ESS), validated prior to submission, and invoices paid via ACH in a single transaction set. This should significantly reduce errors in file submissions and timeliness and consistency of remittances. Similarly, many other transactions for employers and members will be handled through the ESS and the Member Self-Service (MSS) portal, eliminating most paper-based interactions. The ESS will have a secure messaging feature to facilitate communications between TFFR and employers.

Employer Organization Codes will be converted intact to the new PAS, so those will not change.

The purpose of this current document is to alert employers, and the vendors supporting employers, of the changes that will be required specifically in regular ongoing file submissions to TFFR ... as far in advance as practicable ... so that questions can be answered by TFFR and our vendor and ultimately those submissions can be developed and tested in a timely manner, well before the go-live date for the new PAS. This (preliminary) document is not a user manual, which will contain considerably more detail on system login and use; nor is it a technical manual, which typically provides specific field descriptions, error codes, security, technical address, and other information. Rather, the purpose of this document is to start a dialog that will continue through the remaining months to ensure a smooth transition from CPAS to Neospin.

2. Managing the Changes / Timeline

A considerable effort will be invested in training employers on Neospin screens and business processes, along with document submission and retrieval online. Neospin security features allow different individuals at employer organizations to have different defined roles, so that security risks are minimized; therefore, any given employer may have separate individuals responsible for creating contribution records, enrollment transactions, and financial transactions related to contributions.

TFFR and Sagitec intend to arrange for testing of files / format submissions in the Spring of 2024, at a point to be determined. TFFR will be the primary point of contact for Employer

Reporting and file testing. The online ESS, used by employer personnel, will not be ready for testing until later, with acceptance testing scheduled for July 9 through August 20. Currently, the anticipated go-live date for the entire PAS is mid-to-late October 2024.

To ensure as “clean” a transition as possible, there will be a “quiet: or “black-out” period prior to cut-over, enabling completion of outstanding financial reconciliations and employee/member-related transaction that are in-process at the end of CPAS use.

3. Summary of Basic File Changes

There will be several important changes required from the existing CPAS file submission process. Many of these are described in the file format tables that follow this section of the document. These tables also identify whether errors in any given field will result in rejection of the file or a single record, or just report a warning message to the employer end user, which provides an opportunity for the employer end user to research and correct the error(s) prior to file submission.

1. Two files will now be required.
 - a. Employer Contributions will be reported in one file, that will be in a different field order, and several new data elements / fields are required that are not included in the current CPAS file submission. The file descriptions below identify in the last column whether the field is in the current file submission; those which are not will have to be identified in source systems and incorporated into the new submission file structures. One significant change is the requirement that monthly Contributions files also report hours worked for the reported time period / month; currently, hours are only reported to TFFR in the event that the file contains Last Day Worked, for example, at the end of a year or at a point where a member terminates. Also, for any given employee, earnings, contributions, and hours will be reported using separate Pay Codes for each type of activity which is retirement-eligible.
 - b. Enrollments, along with several common changes to enrollment status, will be reported using the same upload process and on the same schedule as that for contributions. A significant enhancement in TFFR’s new PAS is the inclusion of these transactions in file submissions rather than paper-based transactions. (Note that employers also have the option of submitting these Enrollment-related transactions online in real-time using the ESS, for example, when there are a small number of these transactions in a given reporting period.)
 - i. Because this new Enrollment File submission can be used for several different basic transactions, several data elements / fields in the new file structure are listed as “conditional” depending on what specific change is being processed.
 - ii. Detail records will require that employees be identified as part-time versus full-time, whether they are dual-members with ND PERS, teacher license certifications, etc.

- iii. Enrollment submissions will have to include other basic information that should be in source systems, such as estimates of annual contract hours and dollars, and start or end dates for status changes.
2. Neospin requires that file submissions be in CSV, comma-delimited format. The current CPAS files are fixed-field-length and, as noted, do not contain all required fields for Neospin.
3. Consistency of Pay Codes: Currently, Pay Codes in use by employers do not match those used by TFFR for retirement administration purposes. This open issue will be addressed between TFFR and vendors / employers in the transition from CPAS to Neospin. TFFR sees two solutions to reconcile this inconsistency:
 - a. Establish a common set of Pay Codes shared by employers in their respective payroll and other HR systems, which TFFR feels offers advantages for all parties in the long run and is the much-preferred solution, or
 - b. In the event that Pay Codes cannot be made consistent, create cross-walk tables that will be used by employers / software vendors to translate input file Pay Code submissions from employers into those Pay Codes required by TFFR in order to provide accurate benefits administration. The information found in the tables below is accurate as of 4/1/2024. Based on feedback from employers and their vendors over the course of the next few months, along with TFFR acceptance testing, further definition may result, and changes may be incorporated into the tables. Again, this document's purpose is to continue communication among all relevant parties, to ensure a smoothly functioning PAS for many years to come.
4. In the event of differences in calculated amounts attributable to rounding errors, tolerances will be accepted to a maximum of 5 cents on an individual record. Where differences are within that tolerance, Neospin will adjust its calculated value to match that reported by the employer.

4. Employee Contribution Reporting – Outbound File Definition (as of 4/1/2024)

Below is the file/field definition for the Employee Contribution Reporting report, to be submitted online by the 15th of the month following the period being reported; that schedule has not changed. The report is output from the employer's payroll / human resources source system and will be securely sent by the employer to TFFR through the future ESS portal. The report will be validated in real-time by the ESS, and accepted only when all hard errors are resolved by the reporting employer's authorized user. Invoicing is handled by the ESS, and payments remitted to TFFR through ACH transaction at time of submission.

All file records should be CSV, comma-delimited containing plain text characters. Fields that have no content should simply have a comma following the prior field with content. To report a negative numeric value, insert a minus sign (i.e., "-") in front of the first number in the field.

The file record structure consists of a Summary record followed by Header records and Detail records sequenced as follows:

File Record Structure Overview:

- Summary Record
- Header Record
 - Detail Record
 - Pay Code Detail Record
 - Pay Code Detail Record...
 - Detail Record
 - Pay Code Detail Record...
- Header Record
 - Detail Record
 - Pay Code Detail Record...
 - Detail Record....
 - Pay Code Detail Record...

Each of these records are described below, along with defining whether the field is required, whether errors in that field are hard (stop processing) or warning messages only (continue processing, either the file, or the subsequent detail records within the file), and whether the field is currently in the CPAS file submission.

Summary Record

This is the first record in the Employer Reporting Contribution Report. Only one Summary Record can exist per Contribution Report File.

Field	Field Name	Field Description	Req'd?	Field Length/Format	Continue Processing File?	Reported in CPAS?
1	Record Identifier	A value of '00' indicates the record as a Summary Record. If the first record in the file does not have a record indicator of '00', the file will be rejected.	Yes	2	No	No
2	Reporting Organization Code	Indicates the organization responsible for submitting all of the details captured in the contribution report file. Must be an active organization of type "Employer Reporting".	Yes	10	No	Yes
3	File Creation Date and Time	Indicates the file creation date and time. The date and time stamp at which time the source system created the file.	Yes	MMDDYY YYY HH:MM: SS	No	No

Summary Records must be followed by a Header Record.

Header Record

A distinct Header Record will be provided for each organization/ Month Begin Date/Month End Date being reported in the file.

Field	Field Name	Field Description	Req'd?	Field Length	Continue Processing File?	Continue Processing Details?	Reported in CPAS?														
1	Record Identifier	A value of '01' indicates the record as a Header Record. Record Identifiers not of type '01' or '02' or '03' will result in a rejected file.	Yes	2	No	No	No														
2	Organization Code	Indicates the Organization Code for which the contribution details will be submitted for. Must be an active or inactive organization of type "Employer Organization".	Yes	10	Yes	No	Yes														
3	Month End Date	Indicates the end date of the pay period for which the contribution details will be submitted for. Must be a valid date in MMDDYYYY format.	Yes	MMDD YYYY	Yes	No	Yes														
4	Employer Model	Employer Model code as mentioned below from Organization Maintenance for the fiscal year associated with Employer payroll header Month. Allowed Values (Model Code):	Yes	2	Yes	No	No														
		<table border="1"> <thead> <tr> <th>Model Name</th> <th>Model Code</th> </tr> </thead> <tbody> <tr> <td>Model 0</td> <td>0</td> </tr> <tr> <td>Model 1</td> <td>1</td> </tr> <tr> <td>Model 2 – Partial</td> <td>2P</td> </tr> <tr> <td>Model 2 – Full</td> <td>2F</td> </tr> <tr> <td>Model 3</td> <td>3</td> </tr> <tr> <td>Model 4</td> <td>4</td> </tr> </tbody> </table>	Model Name	Model Code	Model 0	0	Model 1	1	Model 2 – Partial	2P	Model 2 – Full	2F	Model 3	3	Model 4	4					
Model Name	Model Code																				
Model 0	0																				
Model 1	1																				
Model 2 – Partial	2P																				
Model 2 – Full	2F																				
Model 3	3																				
Model 4	4																				
5	Total Detail Count	Indicates the total number of detail records which will be submitted in the	No		Yes	Yes	No														

subsequent detail record section. If provided, must be an integer > 0. If the Total Detail Count is provided and does not equal the number of Detail records, reject the file.

Header Records must be followed by at least one Detail Record. Detailed records will not be processed if an error is found in the Header Record. Move to the next header record and continue processing.

Detail Record

A distinct Detail Record will be provided for each employee for the organization being reported in the file. Detail Records will be followed by Pay Code Detail Record, which reports detail (earnings, contributions, and hours) by Pay Code for that specific employee.

Field	Field Name	Field Description	Req'd?	Field Length/Format	Continue Processing File?	Continue Processing Details?	Reported in CPAS?
1	Record Identifier	A value of '02' indicates the record as a Detail Record. Required. Record Identifiers not of type '01' or '02' or '03' will result in a rejected file.	Yes	2	No	No	No
2	Transaction Type	Indicates the transaction type of the employee detail record. If the value provided is not an allowable value, replace the transaction type with Null. Allowed value: REGL - Regular ADJT - Adjustment	Yes	4	Yes	No	No
3	SSN	Social Security Number of the employee. Reject the detail record if there are any non-numeric characters in the SSN.	Yes	9	Yes	Yes	Yes
4	Last Name	Last Name of the employee.	Yes	50	Yes	Yes	Yes

Field	Field Name	Field Description	Req'd?	Field Length/Format	Continue Processing File?	Continue Processing Details?	Reported in CPAS?
5	First Name	First Name of the employee.	Yes	50	Yes	Yes	Yes
6	Middle Name	Middle Name of the employee.	No	50	Yes	Yes	No
7	Adjustment Fiscal Year	Indicates the adjusted Fiscal Year. Must be a valid year in YYYY format. If an invalid year is provided, reject the detail record.	Required if transaction type is an adjustment, otherwise ignored.	4	Yes	Yes	No
8	Retirement Earnings	The gross retirement earnings paid to the employee for the reporting period. Must be a valid number.	Yes		Yes	Yes	No
9	EE Pre-Tax Contributions	Employee Pre-Tax Contribution for the pay period. Must be a valid number.	No		Yes	Yes	No
10	EE After-Tax Contributions	Employee Post-Tax Contribution for the pay period. Must be a valid number.	No		Yes	Yes	No
11	ER Pick-up Pre-Tax Contributions	Employer Pickup Contribution for the pay period. Must be a valid number.	No		Yes	Yes	No
12	Employer Contributions	Employer Contribution for the pay period. Must be a valid number.	Yes		Yes	Yes	No
13	Member Exceeded IRC 401(a)(17) Limit	Indicates the limit reached flag for the member. Allowed Values either 'Y' or 'N'.	Yes	1	Yes	Yes	No

Field	Field Name	Field Description	Req'd?	Field Length/Format	Continue Processing File?	Continue Processing Details?	Reported in CPAS?
14	Last Date Taught	The last date the person worked/taught for the year. Must be a valid date in MMDDYYYY format. NOTE: This field is only included if applicable, that is, the pay period is either that last one in which the employee worked for the fiscal year, or reporting is for the last pay period of the fiscal year.	No	MMDDYY YY	Yes	Yes	Yes
15	Hours Worked	The number of hours a Member has worked. Must be a numeric field with a value less than or equal to 2100. NOTE: This field is only included if applicable, that is, the pay period is either that last one in which the employee worked for the fiscal year, or reporting is for the last pay period of the fiscal year.	No		Yes	Yes	No
16	ND Teaching License Number	ND State Teaching License Number as found in ND Department of Public Instructions (DPI).	Yes	20	Yes	Yes	No
17	License Expiration Date	Expiration Date of the ND Department of Public Instructions issued License.	Yes	MMDDYY YY	Yes	Yes	No

Pay Code Detail Record

A distinct Pay Code Detail Record will be provided for each employee's Detail Record being reported in the file. Pay Code Detail Records can be followed by either the next Pay Code Detail Record for the current employee if that employee has earnings/hours/contributions in more than one Pay Code for the given reporting period, or a Detail Record for the next employee in the file submission (or the end of the file). Employers must only report retirement-eligible earnings/contributions/hours to TFFR in the file submission, under the appropriate TFFR Pay Codes. TFFR Pay Code descriptions are included as a Reference document at the end of this document.

As discussed, the Record Identifier 03 will be added to the file format to hold Pay Code related information for the employee referred in the Record Identifier 02. Basically, Record Identifier 03 will serve as a child record for the Record Identifier 02. Each Record Identifier 02 must be followed by at least one Record Identifier 03.

Field	Field Name	Field Description	Req'd?	Field Length / Format	Continue Processing File?	Continue Processing Details?	Reported in CPAS?
1	Record Identifier	A value of '03 indicates the record as a Pay Code Detail Record. Required. Record Identifiers not of type '01', '02' or '03' will result in a rejected file.	Yes	2	No	No	No
2	Pay Code	TFFR eligible Pay Code.	Yes	2	No	No	No

There should be at least one pay code record for each Detail record.

Allowed Values –

Pay Code 1

Pay Code 2

Pay Code 3

Pay Code 4

Pay Code 5

Pay Code 6

Pay Code 7

Pay Code 8

Pay Code 9

Pay Code 10

Pay Code 11

Pay Code 12

Note: The Pay Code will be set up as a code value and a provision for adding a new Pay Code for

Field	Field Name	Field Description	Req'd?	Field Length / Format	Continue Processing File?	Continue Processing Details?	Reported in CPAS?
		<u>administrators should be available.</u>					
		<u>See Section 7 of this document for a listing of TFFR Pay Codes.</u>					
3	Earnings	Indicates the Earnings for the corresponding Pay Code Must be a valid number.	Yes	Precision – 11 Scale - 2	No	No	No

Key Points

- The file should contain only the eligible Pay Codes. Neospin will only accept contribution files that contain the pay codes specified by TFFR. Pay codes used by employer systems must be converted to one of the pay codes as specified by TFFR prior to file submission.
- For Neospin, Earnings will be the “source of truth” at the Pay Code level to validate the contributions.
- Neospin will calculate Retirement Earnings based on the reported Earnings and Employer Model. Neospin will error out if reported Retirement Earnings for Pay Codes combined do not match with the Neospin calculated Retirement Earnings.

5. Enrollment Reporting – Outbound File Definition (as of 1/20/2024)

This file is for Reporting Organizations to send enrollment records to the TFFR for loading into the Neospin system. Enrollment Files will be processed prior to Contribution Files to ensure that new employees are created prior to acceptance of contributions.

Below is the file / field definition for the Enrollment Reporting report, to be submitted by the 15th of the month following the period being reported, along with the Employee Contributions report described above. The Enrollment report is output from the employer’s payroll / human resources source system and will be securely sent by the employer to TFFR through the future ESS portal. The report will be validated in real-time by the ESS, and accepted only when all hard errors are resolved.

Enrollment Files should only include employees for whom an enrollment add/change/delete is applicable for the payroll reporting period.

All file records should be in CSV, comma-delimited format containing plain text characters. Fields that have no content should simply have a comma following the prior field with content. To report a negative numeric value, insert a minus sign (i.e., "-") in front of the first number in the field.

There are multiple reporting organizations, through software provided by Software Unlimited or RDA, as well as several organizations which have their own in-house source (HR or payroll) systems.

The Enrollment File should be passed to TFFR no matter whether there were new enrollments or not. If there are no new enrollments, then only the File Summary Record should appear, properly formatted, but with zeros in fields five, six, and seven.

The file record structure consists of a Summary record followed by Detail records sequenced as follows:

File Record Structure Overview:

- File Summary Record
- Detail Record
- Detail Record
- Detail Record

File Summary Record

This must be the first record in the outbound (to TFFR) Enrollment File. Only one Summary Record can exist per file. The Summary Record must be followed by Enrollment Detail Records.

Required fields that are labeled as 'Yes' are required to be in the file, and if they are not, the file will be rejected until the data are corrected, at which time the file can be submitted.

Field ID	Field Name	Field Description	Field Length/Format	Required	Continue Processing	Reported in CPAS?
1	Record Identifier	A value of '00' indicates the record as a Summary Record. If the first record in the file does not have a record indicator of '00', the file will be rejected.	2	Yes	No	No
2	Reporting Organization Code	Indicates the organization responsible for submitting all the details captured in the Enrollment File. Must be an active organization of type "Reporting Organization/ Payroll Provider".	10	Yes	No	Yes

Field ID	Field Name	Field Description	Field Length/Format	Required	Continue Processing	Reported in CPAS?
3	Period Begin Date	Indicates the start date of the period covered in the file (usually the date of the first day of the month)	MMDDY YYY	Yes	No	Available as Month End Date
4	Period End Date	Indicates the end date of the period covered in the file (usually the date of the last day of the month)	MMDDY YYY	Yes	No	Available as Month End Date
5	Sum of all Total Estimated Contracted Hours	Sum of all Total Estimated Contracted Hours in the file. If the total does not equal the sum of Enrollment records, reject the file.	4	Yes	No	Not Available
6	Sum of all Total Estimated Contracted Annual Salary	Sum of all Total Estimated Contracted Annual Salary in the file If the total does not equal the sum of Enrollment records, reject the file.	Precision – 11 Scale - 2	Yes	No	Not Available
7	Total Enrollment Count	Indicates how many detail records are included in the Enrollment File. If the total does not equal the number of Enrollment records, reject the file.		Yes	No	Not Available

Enrollment Detail Record

A distinct Enrollment Detail Record will be provided for each Organization / SSN being enrolled through the file. Detail Records can be followed by subsequent Detail Records or the end of the file.

Required fields that are labeled as 'Yes' are required to be on the record regardless of Enrollment Type; those that are marked as 'Conditional' are required for certain Enrollment Types; those marked as 'No' are optional and can be included if available. For example, the 'Return to Payroll Date' field is not required for a 'New Enrollment', but it is required for Enrollment Type 'Return to Payroll.'

The 'SSN' field is required on all Enrollment Types. Therefore, if the appropriate fields are not all present for the respective Enrollment Type, then the individual record must be corrected by the Reporting Organization prior to submission.

Since the 'Continue Processing' field is set to 'Yes' for all fields, all records will be checked for correctness before the file can complete processing. Once all required records have been corrected by the Reporting Organization and are past the validations, then the file can be submitted to TFFR.

Note: The fields in the range 1 through 21 that are listed as "Required" must be included for all records.

Field ID	Field Name	Field Description	Field Length/ Format	Required	Continue Processing	Reported in CPAS?
1	Record Identifier	A value of '02' indicates the record as an Enrollment Detail Record. Record Identifiers not of type '02' will result in a rejected file.	2	Yes	Yes	No
2	Enrollment Type	Indicates the type of the Enrollment detail record. Allowed Values: EMCH – Employment Change NEW – New Enrollment RTPR – Return to Payroll TERM – Termination	4	Yes	Yes	No
3	Employer Organization Code	Indicates the Organization Code for which the Enrollment details are submitted. Must be an Active or Inactive Organization of type "Employer Organization".	10	Yes	Yes	Yes
4	SSN	Social Security Number of the employee. Reject the record if the SSN does not meet the validation rules.	9	Yes	Yes	Yes
5	Date of birth	Date of Birth of the Employee.	MMDDY YYY	Yes	Yes	Yes
6	Gender	Gender of the employee. Allowed Values: FEML - Female MALE - Male NBIN – Non-Binary UNKN - Unknown	4	Yes	Yes	Yes
7	Last Name	Last Name of the employee.	50	Yes	Yes	Yes
8	First Name	First Name of the employee.	50	Yes	Yes	Yes
9	Middle Name	Middle Name of the employee.	50	No	Yes	No
10	Alternate Last Name	AKA Maiden Name of the Employee.	50	No	Yes	No
11	Name Prefix	Name Prefix of the Employee. Allowed Values: DR – Dr. HON – Hon. MIS – Mis. MR – Mr. MRS – Mrs. MS – Ms. MX – Mx.	4	No	Yes	No
12	Name Suffix	Name Suffix of the Employee. Allowed Values: II - II III - III	4	No	Yes	No

Field ID	Field Name	Field Description	Field Length/ Format	Required	Continue Processing	Reported in CPAS?
		JR – Jr. SR – Sr.				
13	Marital Status	Marital Status of the employee. Allowed Values: MRRD - Married WIDO - Widowed SNGL - Single UNKN - Unknown	4	Yes	Yes	No
14	Address Line 1	Address Line 1 of the Employee.	60	Yes	Yes	Yes
15	Address Line 2	Address Line 2 of the Employee.	60	No	Yes	Yes
16	Address Line 3	Address Line 3 of the Employee.	60	No	Yes	No
17	City	City of the Employee.	50	Yes	Yes	Yes
18	County	County of the Employee.	50	No	Yes	No
19	State Code	State Code of the Employee.	4	Yes	Yes	Yes
20	Zip Code	Zip code of the Employee.	5	Yes	Yes	Yes
21	Zip + 4	Zip + 4 of the Employee.	4	No	Yes	No
22	Employment Start Date	Employment Start date of the Employee with the Employer Organization.	MMDDYY YYY	Conditional	Yes	No
23	Employment End Date	Employment Termination date with Employer Organization.	MMDDYY YYY	Conditional	Yes	No
24	Part-Time Indicator	Indicator specifying if the Employee is in 'Part time' Employment with the Employer Organization Soft error if the value is 'Y' Note for Employers: If an employee is expected to receive less than 700 hours Service Credit for the year, then the Part-Time Indicator should be 'N', else 'Y'.	1	Conditional	Yes	No
25	Primary Phone Number	Primary Phone number of the Employee.	20	Conditional	Yes	No
26	Primary Phone Type	Landline or Mobile. Allowed Values: LAND - Landline MOBL - Mobile	4	Conditional	Yes	No
27	Secondary Phone Number	Secondary Phone number of the Employee.	20	No	Yes	No
28	Secondary Phone Type	Landline or Mobile. Allowed Values: LAND - Landline MOBL - Mobile	4	No	Yes	No
29	Primary Email Address	Primary Email Address of the Employee.	50	Yes	Yes	No
30	Secondary Email Address	Secondary Email Address of the Employee.	50	No	Yes	No

Field ID	Field Name	Field Description	Field Length/ Format	Required	Continue Processing	Reported in CPAS?
31	Employment Change Date	Employment Change Date, that would result in any Events with the Reason Code specified below in the Employment Change Reason field; only valid for the Enrollment Type = Employment Change.	MMDDY YYY	Conditional	Yes	No
32	Employment Change Reason	The Reason Code resulting in the above Employment Change in the Employment Change Date field. Only valid for the Enrollment Type = Employment Change. Allowed Values: DISA - Disability EMDC – Employment Detail Change LVAB – Leave of Absence MILV – Military Leave NCVD – Non-Covered	4	Conditional	Yes	No
33	Return to Payroll Date	The date when an Employment becomes active again due to the Termination of Event. Used only with Enrollment Type value of “Return to Payroll”; specifically, this is the date of the first day back to work when a person returns to work from Military Leave, Leave of Absence, Disability, etc.	MMDDY YYY	Conditional	Yes	No
34	Current Employment End Date	The date when the open Enrollment Event is Terminated. Used only with Enrollment of “Return to Payroll” along with “Return to Payroll date” field.	MMDDY YYY	Conditional	Yes	No
35	Comments	Comments or special instructions specific to the Enrollment as provided by the Employer.	2000	No	Yes	No
36	Contract or Written Agreement on File	A current contract or written employment agreement must be on file with the Employer. Allowed Values: Y N	1	Conditional	Yes	No
37	Total Estimated Contracted Hours	Total hours contracted which count towards TFFR Service; generally equal to 700 hours.	4	Conditional	Yes	No
38	Total Estimated Contracted Annual Salary	This field represents the total contracted salary amount paid to	Precision – 11	Conditional	Yes	No

Field ID	Field Name	Field Description	Field Length/ Format	Required	Continue Processing	Reported in CPAS?
		the Employee that is pensionable.	Scale – 2			
39	Member of ND PERS	A Yes/No indicator to denote a whether a teacher has an NDPERS Defined Benefit retirement account. Allowed Values: Y N	1	Conditional	Yes	No

6. Reference: Current CPAS File Layout for TFFR

RECORD DATA SHEET TI662005 BATCH HEADER

Item No.	Field Description	Constant	Fld. Size	Dec. Plc.	Pos.	Justify	Edit Rules
010	CODE	**	3		1	Left	Constant of '**' followed by one space
020	PROGRAM ID	TI6620	6		4	Left	Program name: TI6620
030	BATCH NUMBER		3		10		Assigned by system
040	TRANSACTION COUNT		3		13	Right	Required. Must equal number of member records
050	TAXED-ASSESSMENTS		10	2	16	Right	Required. Must equal total TAXED-ASSESSMENTS of individual records.
060	TAX-DEFERRED-ASSESSMENTS		10	2	26	Right	Required. Must equal total TAX-DEFERRED-ASSESSMENTS of individual records.
070	EMPLOYER-CONTRIBUTIONS		10	2	36	Right	Required. 1. Must equal total of members' EMPLOYER-CONTRIBUTIONS 2. Must equal total of TAXED-ASSESSMENTS + TAX-DEFERRED-ASSESSMENTS
080	AMOUNT-REPORTED		10	2	46	Right	Required.

Item No.	Field Description	Constant	Fld. Size	Dec. Plc.	Pos.	Justify	Edit Rules
							Must equal total of TAXED-ASSESSMENTS + TAX-DEFERRED-ASSESSMENTS + EMPLOYER-CONTRIBUTIONS
090	CONTRACT / ADDITIONAL-SALARY		10	2	56	Right	Required. Must equal total CONTRACT / ADDITIONAL-SALARY of individual records.
100	RETIREMENT-SALARY		10	2	66	Right	Required. Must equal total RETIREMENT-SALARY of individual records.
110	EMPLOYER-NUMBER		5		76		Required. Send all 5 characters, including leading zeros.
120	MONTH-ENDING		8		81		Required. Format MMDDCCYY. Last day of month reporting.
130	TYPE	01	2		89		Required. Constant '01'
140	MONTHLY-PAYMENT		10	2	91	Right	Required. Must equal AMOUNT-REPORTED.
150	FILLER		376		101		Spaces

**RECORD DATA SHEET TI662005
MEMBER RECORD ASSESSMENTS / CONTRIBUTIONS**

Item No.	Field Description	Constant	Fld. Size	Dec. Plc.	Pos.	Justify	Edit Rules
010	MEMBER-SSN		9		1		Required – no dashes
020	LAST-NAME		20		10	Left	Required if new member or changing name
030	FIRST-NAME		15		30	Left	Required if new member or changing name
040	INITIAL		1		45	Left	Required if new member or changing name
050	ADDRESS1		30		46	Left	Required if new member or changing
060	ADDRESS2		30		76	Left	Required if new member or changing
070	CITY		20		106	Left	Required if new member or changing
080	STATE		2		126	Left	Required if new member or changing
090	ZIP		9		128	Left	Required if new member or changing. Send 9-digit or 5-digit plus 4 spaces
100	LAST-DAY-WORKED		8		137	Right	Format MMDDCCYY. Required if HOURS-PAID is sent.
110	HOURS-PAID		3		145	Right	Required if LAST-DAY-WORKED is sent.
120	TAXED-ASSESSMENTS		7	2	148	Right	Required if member reports salary for month. See Model Specifications for calculations and edits.
130	TAX-DEFERRED-ASSESSMENTS		7	2	155	Right	Required if member reports salary for month.

							See Model Specifications for calculations and edits.
140	EMPLOYER-CONTRIBUTION		7	2	162	Right	Required if member reports salary for month. See Model Specifications for calculations and edits.
150	CONTRACT / ADDITIONAL-SALARY		9	2	169	Right	Required if member reports salary for month. See Model Specifications for calculations and edits.
160	DATE-OF-BIRTH		8		178		Required. Format MMDDCCYY
170	SEX		1		186		Required. M=Male or F=Female
180	RETIREMENT-SALARY		9	2	187	Right	Required if member reports salary for month. See Model Specifications for calculations and edits.
190	FILLER		281		196		Spaces

7. Reference: TFFR Pay Code Definitions

Pay code	Duty	Definition
Pay code 1	Main teaching and/or administrative duties	Contracted teachers, administrators, superintendents, principals, directors, etc. Includes contracts, written agreements, board minutes or something in writing.
Pay code 2	Extra-curricular duties	Coaching, music, drama, advisor, monitor, supervisor, athletic director, etc. Not tournament manager or athletic director if listed on the extra-curricular schedule in the master negotiated agreement.
Pay code 3	Technology Coordinator	Only those titled as Technology Coordinators are reportable.
Pay code 4	Summer School/Drivers Education	Summer school programs, including drivers' education. Summer School/Drivers Ed salary is reportable in the fiscal year in which the pay is earned. Summer salary earned in the month of June is required to be reported in the month of June. Summer salary earned in the months of July/August needs to be reported in July/August for the next fiscal year.
Pay code 5	In-staff subbing	Subbing performed by a teacher contracted with the reporting district. Includes third party agreements.
Pay code 6	Teacher education	Professional development, curriculum development, mentoring, staff trainings and meetings, etc.
Pay code 7	Academic and career support programs	Adult education, dual credit, ESOL, etc.
Pay code 8	Assessments, tutoring, kindergarten prep	Hearing, speech, academic, and other assessments, etc.

Pay code 9	Grant writing	Time spent specifically on grant writing and duties directly attributable to grant writing. Any percentage of the grant given to administrators/teachers is not reportable.
Pay code 10	Travel between schools	Only time spent traveling during work hours is reportable. Does not include student transport.
Pay code 11	Paid leave	<u>Paid</u> annual, sick, funeral, personal, maternity, etc. Unused SL or AL is not reportable.
Pay code 12	Other	New positions - if outside the other pay codes, can report here. Example: COVID pay. Notify TFFR for approval prior to including any reportable salary under this code.