

1 File:

Retirement File: To submit retirement contribution and salary information for all NDPERS retirement plan covered employees

2 Purpose:

This File is used to report retirement contributions to the Defined Benefit and Defined Contribution Retirement Plans by any agency for covered employees based on payroll information. The retirement contributions must be reported for all permanent employees who work at least 20 hours a week for at least five or more months, or at least 20 weeks, of their employment year. This file must be submitted by the employer to the NDPERS office by the 8th of each month.

This file is also used to report retirement contributions by any agency that has a part-time/ temporary employee electing to participate in NDPERS. This file is also used to submit salary adjustments for prior months like bonuses, missed payroll, etc.

The new format of the file is useful to achieve the following:

- Prevents invalid or duplicate data from posting to the member's account
- Compares a member's current month salary and hours (as adjusted) to preceding months and identifying, by employer, instances where the information submitted violates NDPERS business rules (e.g., salary exceeds an acceptable parameter; no salary reported; no hours reported but required for plan, etc.)
- Provides an audit trail of any adjustments in salary, contributions, or service made to a member's account, including the ability to detail a member's salary, contributions, and service by employer throughout the system and the member's history
- Calculate interest to employers based on late reporting
- Provide front-end validations on SSN's, agency numbers, duplicate names, blank fields, negative numbers, dates, etc
- Provide front-end validations to determine whether reporting dates have already been posted on a member level, and if so, alert user to investigate
- Provide real-time processing of employer reports
- Reconcile the total amount of member contributions and employer portions plus any adjustments to the total remittance made by the employer taking into consideration pre-tax and/or after-tax amounts
- Support the processing of multiple employer reporting transactions for a given person in a given time period to handle standard pay, bonus, extra-curricular, etc
- Validate reported contributions data against tables of employer and employee contribution rates; pre-tax and post-tax amount, etc. based on matching the payroll ending date with the effective date of the contribution rate

For more details on reporting month's gross salary and contributions for each listed employee please visit NDPERS website.

3 File Description and Layout:

3.1.1 File Naming Standard:

Retirement_ORG_CODE_ID_MONTH_YEAR.txt

- ORG Code ID: Org code ID assigned by NDPERS to the Employer
- Month_Year: Current Payroll Month and Year

3.1.2 Frequency:

Monthly

3.1.3 Field Delimiter: ~ (Tilde)

3.1.4 File Layout:

Header Record Layout: This record is a header for all the underlying record in the files. There can be only one record per employer. Header record should precede all the detail records for that employer.

FIELD DESCRIPTION	NUMBER OF CHAR	DATA TYPE	DEFAULT	USE/BENEFIT
File Record Type		Char(1)	'1'	Type of the record in the file 1: Header Record 2: Detail Record
Count		Integer		Count of total detail records under that header
Org Code ID		Char(6)		Organization code provided by NDPERS to each employer
Type		Char(1)	'1' / '2'	Type of the report 1: Regular 2: Adjustment
Total Wages		Decimal(13,2)		Sum of total amount of wages reported and should match sum of all details to be a valid file
Total Contributions		Decimal(13,2)		Sum of total contribution amounts per employer and should match sum of all details to be a valid file
Report Month & Year		Char(6)		Report Month In MMYYYY format

Detail Record Layout:

FIELD DESCRIPTION	NUMBER OF CHAR	DATA TYPE	DEFAULT	USE/BENEFIT
File Record Type		Char(1)	'2'	Type of the record in the file 1: Header Record 2: Detail Record
ORG Code ID		Char(6)		Organization code assigned to employers by NDPERS
SSN		Char(9)		SSN of the listed employee
Last Name		Char(50)		Last Name of the listed employee
First Name		Char(50)		First Name of the listed employee
Report_Month		Char(6)		Report Month In MMYYYY format. In the case of 'Bonus' or 'Retro' this will be the start month from which the Bonus or Retro is effective from
Report_End_Month		Char(6)		Ending Report Month In MMYYYY format ONLY for Bonuses or Retros
Record_Type		Char(1)	'1' / '2' / '3' / '4'	Type of the record 1: Regular: For the detail as reported in the monthly payroll with employer. Report Month & Year on

				<p>header record and Report_Month on the detail record should be in-sync.</p> <p>2: Positive Adjustment: Positive adjustments to the salary and contributions for the detail as reported by employer, Report_Month on the detail record should be for the previous month</p> <p>3: Bonus or Retro Pay: For the detail as reported in the monthly payroll with employer. Report_Month and Report_End_Month should be past months</p> <p>4: Negative Adjustment: Negative adjustments to the salary and contributions for the detail as reported by employer, Report_Month on the detail record should be for the previous month</p>
Plan		Char(4)		<p>Plan in which the employee is enrolled</p> <p>MAIN: Main MN20: Main 2020 Tier LEOE: Law enforcement with Prior service</p> <p>LENE: Law enforcement without Prior Service</p> <p>NAGD: National Guard HWPL: Highway Patrol JDGS: Judges JBSR: Job Services DICM: Defined Contributions DC20: Defined Contribution 2020 Tier</p>
EE		Decimal(13,2)		Post tax Employee share of contribution. This is validated with the rate and reported 'Eligible Wages'.
EE Pre Tax		Decimal(13,2)		Pre tax Employee share of contribution. This is validated with the rate and reported 'Eligible Wages'.
EE Pre Tax Employer pickup		Decimal(13,2)		Pre tax Employee share of contribution picked up by the employer. This is validated with the rate and reported 'Eligible Wages'.
ER		Decimal(13,2)		Employer share of contribution. This is validated with the rate and reported 'Eligible Wages'.
RHIC ER		Decimal(13,2)		Retiree Health Insurance Credit contribution paid by the employer. This is validated with the rate and reported 'Eligible Wages'.

RHIC EE		Decimal(13,2)		Post tax Employee share of Retiree Health Insurance Credit contribution paid by employee. This is validated with the rate and reported 'Eligible Wages'.
Eligible Wages		Decimal(13,2)		Wages that are contributing to NDPERS

3.1.5 Example:

Regular File

1~8~019200~1~17232.96~2680.91~032022
2~019200~999999999~LAST~FIRST~032022~1~MAIN~0.00~64.62~86.16~153.37~24.55~0.00~2154.12
2~019200~999999998~LAST~FIRST~032022~1~MN20~0.00~64.62~86.16~177.93~0.00~0.00~2154.12
2~019200~999999997~LAST~FIRST~032022~1~LEOE~0.00~64.62~53.85~211.31~24.55~0.00~2154.12
2~019200~999999996~LAST~FIRST~032022~1~LENE~0.00~64.62~53.85~211.31~24.55~0.00~2154.12
2~019200~999999995~LAST~FIRST~032022~1~DICM~0.00~64.62~86.16~153.37~24.55~0.00~2154.12
2~019200~999999994~LAST~FIRST~032022~1~DC20~0.00~64.62~86.16~177.93~0.00~0.00~2154.12
2~019200~999999999~TEMP~FIRST~032022~1~MAIN~304.16~0.00~0.00~0.00~0.00~24.55~2154.12
2~019200~999999999~TEMP~FIRST~032022~1~MN20~328.72~0.00~0.00~0.00~0.00~0.00~2154.12

Adjustment File:

1~12~019200~2~17232.96~2680.89~122022
2~019200~999999999~LAST~FIRST~012022~2~MAIN~0.00~64.62~86.16~153.37~24.55~0.00~2154.12
2~019200~999999999~LAST~FIRST~112022~4~MN20~0.00~64.62~86.16~177.93~0.00~0.00~2154.12
2~019200~999999997~LAST~FIRST~042022~2~LEOE~0.00~64.62~53.85~211.31~24.55~0.00~2154.12
2~019200~999999996~LAST~FIRST~032022~4~LENE~0.00~64.62~53.85~211.31~24.55~0.00~2154.12
2~019200~999999995~LAST~FIRST~032022~2~DICM~0.00~64.62~86.16~153.37~24.55~0.00~2154.12
2~019200~999999994~LAST~FIRST~032022~4~DC20~0.00~64.62~86.16~177.93~0.00~0.00~2154.12
2~019200~999999999~TEMP~FIRST~032022~2~MAIN~304.16~0.00~0.00~0.00~0.00~24.55~2154.12
2~019200~999999999~TEMP~FIRST~032022~2~MN20~328.72~0.00~0.00~0.00~0.00~0.00~2154.12
2~019200~999999999~LAST~FIRST~012022~122022~3~MAIN~0.00~64.62~86.16~153.37~24.55~0.00~2154.12
2~019200~999999999~LAST~FIRST~012022~122022~3~MN20~0.00~64.62~86.16~177.93~0.00~0.00~2154.12
2~019200~999999999~LAST~FIRST~072022~122022~3~LEOE~0.00~64.62~53.85~211.31~24.55~0.00~2154.12
2~019200~999999999~LAST~FIRST~072022~122022~3~LENE~0.00~64.62~53.85~211.31~24.55~0.00~2154.12
2~019200~999999999~LAST~FIRST~092022~122022~3~DICM~0.00~64.62~86.16~153.37~24.55~0.00~2154.12
2~019200~999999999~LAST~FIRST~012022~122022~3~DC20~0.00~64.62~86.16~177.93~0.00~0.00~2154.12

4 Alternate to Files / Descriptions:

- 1) FTP upload: Employer can upload the file using FTP to NDPERS and NDPERS will process the file as part of nightly batch cycle. FTP information / credential will be provided in a later correspondence.
- 2) HTTP Web Upload: Employer can upload the file after logging into employer 'Self Service Portal'
- 3) Entering the data: Employer can enter individual record after logging into employer 'Self Service Portal'. This method is well suited for employer with less number of employees and does not need a system development effort on employer side.