

Employer Reporting File Format

Updated 5/12/16

Excel/CSV Column Reference

	Data Type	Data Field	Data Field Description	Data Format	Record Length	Valid Values
A 0	Character	Record Type	Indicates whether the record is a regular transaction record, an adjustment for a prior payroll, or an employer only contribution.	Text	13	Regular Transactions = Regular Adjustment Transactions (Ex: Retroactive changes to contrib. amounts) = Adjustment Employer Only Contribution = Employer Only
B 1	Numeric	Reporting Period Start Date	Pay Period Start Date for the period for which the payroll is reported.	Date format (mmddccyy)	8	This is a date format. Date slashes are not necessary; however they are permitted.
C 2	Numeric	Reporting Period End Date	Pay Period End Date for the period for which the payroll is reported.	Date format (mmddccyy)	8	This is a date format. Date slashes are not necessary; however they are permitted.
D 3	Numeric	Employer Payroll Paid Date	Indicates the date on which the salary paid for the reporting period becomes actually payable to the member.	Date format (mmddccyy)	8	This is a date format. Date slashes are not necessary; however they are permitted.
E 4	Numeric	Employer Number	Each employer affiliated with FPPA has been assigned a unique number. Contact FPPA if you don't know yours.	Numeric	5	This is the ASPEN agency ID; zero filled.
F 5	Numeric	Plan	Indicates the Plan for which the payroll is reported.	####	4	* List of Valid plans shown at the end of the document.
G 6	Character	Reported SSN	Indicates the SSN of the member for whom the payroll is being reported	#####	9	No dashes. Zero filled.
H 7	Character	Member First Name	Indicates the First Name of the Member for whom the payroll details are being reported	Text	50	No fill; max length is 50.
I 8	Character	Member Last Name	Indicates the Last Name of the member for whom the payroll details are being reported	Text	50	No fill; max length is 50.
J 9	Character	Member Middle Initial	Indicates the Middle Initial in the name of the member for whom the payroll details are being reported	Text	50	No fill; max length is 50. Middle name can be reported.
K 10	Numeric	Date of Birth	Indicates the Date of Birth of the member for whom the payroll detail is being reported	Date Format (mmddccyy)	8	This is a date format. Date slashes are not necessary; however they are permitted.
L 11	Character	Gender	Indicates the Gender of the member for whom the payroll detail is being reported	Text	1	M – Male F – Female

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M 12	Numeric	Hours Worked	Indicates the number of hours that were worked by the member for the period for which the payroll is reported. Hours Worked are calculated using the same definition for Base Salary (does not include overtime, etc.).	#####	5	Not zero filled. No commas. Example: 99999. These are whole hours; no fractional hours should be reported.
N 13	Numeric	Salary Paid	Indicates the FPPA includable Base Salary that is paid to the member for the period the payroll is reported.	####00.00	Decimal (11,2)	Not zero filled. Example: 99999999999.99
O 14	Numeric	Pre-Tax: Member Pension or 457 Contributions	Indicates the amount that has been reported as this type of contribution by the employer in the payroll report	####00.00	Decimal (11,2)	Not zero filled Example: 99999999999.99
P 15	Numeric	Employer Pension or 457 Contributions	Indicates the amount that has been reported as this type of contribution by the employer in the payroll report	####00.00	Decimal (11,2)	Not zero filled. Example: 99999999999.99
Q 16	Numeric	Member Voluntary Contributions – (For Money Purchase & Hybrid Plans ONLY)	Indicates the amount that has been reported as this type of contribution by the employer in the payroll report	####00.00	Decimal (11,2)	Not zero filled Example: 99999999999.99
R 17	Numeric	Employer Voluntary Contributions (For Money Purchase & Hybrid Plans ONLY)	Indicates the amount that has been reported as this type of contribution by the employer in the payroll report	####00.00	Decimal (11,2)	Not zero filled Example: 99999999999.99
S 18	Numeric	D&D Member Contributions (Applies only to members hired after 1996.)	Indicates the amount that has been reported as this type of contribution by the employer in the payroll report	####00.00	Decimal (11,2)	Not zero filled Example: 99999999999.99
T 19	Numeric	D&D Employer Contributions (Applies only to members hired after 1996.)	Indicates the amount that has been reported as this type of contribution by the employer in the payroll report	####00.00	Decimal (11,2)	Not zero filled Example: 99999999999.99
U 20	Numeric	Post-Tax: Member Pension or Roth 457 Contributions	Indicates the amount that has been reported as this type of contribution by the employer in the payroll report	####00.00	Decimal (11,2)	Not zero filled Example: 99999999999.99
V 21	Numeric	For Future Use	Indicates the amount that has been reported as this type of contribution by the employer in the payroll report	####00.00	Decimal (11,2)	Not zero filled Example: 99999999999.99

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W 22	Numeric	For Future Use	Indicates the amount that has been reported as this type of contribution by the employer in the payroll report	####00.00	Decimal (11,2)	Not zero filled Example: 9999999999.99
X 23	Numeric	For Future Use	Indicates the amount that has been reported as this type of contribution by the employer in the payroll report	####00.00	Decimal (11,2)	Not zero filled Example: 9999999999.99
Y 24	Numeric	Start Date	Indicates the date on which the member was hired with the employer and started in the pension plan.	Date Format (mmddccyy)	8	This is a date format. Date slashes are not necessary; however they are permitted.
Z 25	Numeric	End Date	Indicates the date on which a member has ended contributing to the plan.	Date Format (mmddccyy)	8	This is a date format. Date slashes are not necessary; however they are permitted.
AA 26	Character	Reason	Indicates current status so field cannot be left blank--default should be "Enrollment" for all members, until the member's status changes to "Termination."	Text	60	** List of the valid Status Reasons that can be used is shown at the end of the document.
AB 27	Character	Address 1	Indicates the first line of the address to which the correspondence is currently being sent to the member by the employer.	Text	60	No fill; max length is 60.
AC 28	Character	Address 2	Indicates the second line of the address to which the correspondence is currently being sent to the member by the employer.	Text	60	No fill; max length is 60.
AD 29	Character	City	Indicates the City of the address to which the correspondence is currently being sent to the member by the employer.	Text	50	
AE 30	Character	State	Indicates the State of the address to which the correspondence is currently being sent to the member by the employer.	Text	4	
AF 31	Character	Zip Code	Indicates the Zip Code of the address to which the correspondence is currently being sent to the member by the employer.	Text	10	Not zero filled; If reporting Zip+4 then a dash is required between the Zip Code and the Extended Zip Code
AG 32	Numeric	Phone	Indicates the phone number of the member for whom the contributions are being reported	#####	20	No dashes or commas. No zero filled.
AH 33	Character	Comments	This field is used to capture any comments by the Employer to indicate why adjustments are being sent (in case of an adjustment type of transaction) or if military makeup contributions are sent etc.	Text	1000	No fill; max length is 1000.

Additional Criteria/Information:

1. The monthly FPPA contribution report can be submitted to FPPA as a character separated value or CSV file (".csv"). The character separator used as the delimiter must be a comma.
2. If you create the data from your Payroll System:
 - a. The first record of the file must be a header record. The header record contains the label name for each field. Each field must be separated by a comma.
 - b. If a text field has a comma within the record, then quotation marks must surround the text field. We can accept quotation marks around all text fields too. For example: "Smith, Jr.,John,M
3. If you plan to use Microsoft Excel to enter the data:
 - a. The first row must be the header record containing the label name for each field.
 - b. The issue with commas within the text fields will be resolved when you save the document as a .CSV file within Microsoft Excel.
4. If you have members that are participating in a pension plan or the Statewide Death & Disability Plan and are not contributing to those plans, you must include them with your payroll reporting process. The information is required on those members so that we can calculate a benefit for those plans. Information such as salary, hours worked, address, etc. are required.

* Appendix – A: List of the Plans

Plan_Code	Plan_Name	Plan_Code	Plan_Name
2010	Colorado Springs Fire New Hire Defined Benefit Plans	1001	Statewide Defined Benefit Plan – DROP
2012	Colorado Springs Fire New Hire DROP Plans	1004	Statewide Defined Benefit Plan – DROP Re-Entry
2020	Colorado Springs Police New Hire Defined Benefit Plans	3003	Statewide Defined Benefit Plan – Supplemental Social Security Plans
2022	Colorado Springs Police New Hire DROP Plans	3005	Statewide Defined Benefit Plan – Supplemental Social Security Plans Pre 2007
3002	Deferred Compensation 457 Plans	3006	Statewide Defined Benefit Plan – Supplemental Social Security Plans DROP
2011	Local New Hire Money Purchase Plan	1020	Statewide Hybrid Plan
2000	Old Hire Defined Benefit Plans	1021	Statewide Hybrid Plan – Defined Benefit Component DROP
2001	Old Hire DROP Plans	1022	Statewide Hybrid Plan – Money Purchase Only
1031	Statewide Death & Disability Only Plan – Local Defined Benefit	1026	Statewide Hybrid Plan – Money Purchase Part-time Members
1030	Statewide Death & Disability Only Plan – Local Money Purchase	1002	Statewide Money Purchase Plan
1000	Statewide Defined Benefit Plan	1003	Statewide Money Purchase Plan – Part-time Members
1023	Statewide Defined Benefit Plan – Re-Entry	3001	Volunteer Plans

** Appendix – B: List of valid Reason codes

Reason Code	Description
Enrollment	Status reason is set to Enrollment when the member first joins the retirement system or when he/she rejoins the system after a period of separation.
Termination	Status reason is set to termination when the member terminates his/her active service with the employer thereby stopping contributions to the pension plan.