File Layout Overview

The layout records provided in these pages are the only acceptable format for uploading the DC Member and Employer contributions to Voya.

Header Record

Field #.	Field Name	Position	Length	Format	Notes
1	Record Identifier	1-1	1	alpha	Constant = H
2	File Creation Date	2-9	8	CCYYMMDD	
3	File Creation Time	10-15	5	HH:MM	Time file was sent for processing
4	File Name	16-45	30	Alpha	File Name
5	ER Location ID	46	4	Numeric	

Public School Employees' Retirement System

Detail Record

Field #.	Field Name	Position	Length	Format	Notes
1	Record Identifier	1-1	1	alphabetic	Constant value = D
2	Employee SSN	2-10	9	numeric	Include leading zeros
3	PSERS ER Location #	11-14	4	numeric	This is the 4 position number for the employer provided by PSERS.
4	Mandatory Pre-Tax Contribution	15-24	10	9999999.99 Left justified not zero filled	*Put negative sign in first position if negative value.* Mandatory Pre-Tax Contributions deducted from paycheck for the pay period.
5	After-tax Cont.	25-34	10	9999999.99 Left justified not zero filled	*Put negative sign in first position if negative value.* After-tax Contributions deducted for the pay period.
6	Employer Share	35-44	10	9999999.99 Left justified not zero filled	*Put negative sign in first position if negative value.* Employer Shares contributions for this pay period.
7	Pre-tax RCC paid this period	45-54	10	9999999.99 Left justified not zero filled	*Put negative sign in first position if negative value.* Eligible per pay period Pre-Tax compensation (Retirement Covered Compensation) reported this pay period for this employer. BASE+OT+SUPP
8	After-tax RCC paid this period	55-64	10	9999999.99 Left justified not zero filled	*Put negative sign in first position if negative value.* Eligible per pay period After-Tax compensation reported this pay period for this employer. Field 7 minus taxes and other deductions.
9	URCC	65-74	10	alphabetic	*Put negative sign in first position if negative value.* Unpaid Retirement Covered Compensation, because the member is on a contributing, approved leave of absence: ACTMLC – Activated Military Contributing Leave EXCHGC – Exchange Teacher Contributing Leave SABTLC – Sabbatical Contributing Leave SSLSSC – Special Sick Leave, School Sponsored SSLWCC - Special Sick Leave, Workers Compensation STUDYC – Professional Study Contributing Leave The member's pre-tax contributions (Field #4) are calculated on the sum of Field 7 and Field 9.
10	Pay Date	75-82	8	CCYYMMDD	This is the date that members are paid for this payroll.

Trailer Record

File #	Field Name	Position	Length	Format	Additional Information
1	Record Identifier	1-1	1	alpha	Constant = T
2	Total Participant records	2-7	6	Numeric	Count of records in the file, includes header and trailer records.
3	Total Mandatory Pre-tax Contribution	8-17	10	9999999.99 Left justified not zero filled	Sum pre-tax contribution for this pay period. Must be net positive.
4	Total Amount of Employer Share	18-27	10	9999999.99 Left justified not zero filled	Sum Employer Share for this pay period. Must be net positive
5	Total Amount of After-tax Contributions	28-37	10	9999999.99 Left justified not zero filled	Sum after-tax contribution for this pay period. Must be net positive
6	Total pre-tax RCC paid this period	38-47	10	9999999.99 Left justified not zero filled	Sum pre-tax RCC for this pay period
7	Total after-tax RCC paid this period	48-57	10	9999999.99 Left justified not zero filled	Sum after tax RCC for this pay period
8	Total URCC paid this period	58-67	10	9999999.99 Left justified not zero filled	Sum URCC for this pay period