Contribution Import File

Client Name: AZ PSPRS	Import Name: Contribution Import File

1. Contact Information

Name/Role	Organization	Phone	E-Mail
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2. Document Change Log

Version	Date	Change Description	Author
1.0	5/23/2022	Initial Spec	PSPRS / Vitech Inc.

3. Overview

The Contribution Import file is run by each employer for each pay period. Pay periods are different cycles depending on employer. The import contains Member's Wages, Contribution codes, and contribution amounts reported by pay period.

4. Import Details

File Layout	Record Format: fixed width(.txt) or .xlsx only Record Length: See end positions in section 7 (below) for fixed width files. Data Format: • Alpha fields left justified and padded with ending spaces
Frequency of Import Processing	Weekly, Bi-Weekly, Semi-Monthly, Monthly, and Quarterly
Time of Import Processing	As needed
Records Per Import	Variable
Expected Run Time	Unknown

5. Data Definition – Source File

Name of Import:	Contribution File Import
File Format:	Electronic File
Source File Name:	

6. Import Parameters

Import does not have a header or trailer record. (.txt)
Column titles will NOT be included in the contribution import file (xlsx) (See attached samples below)

7. File Layout Detail

7.1 File Change Summary

Please note the following fields / requirements changes to the contribution file:

- **First Name:** Extended to 50-character length, end position at 54 for fixed width files
- **Middle Name or Initial:** Extended to 50-character length, end position at 104 for fixed width files
- **Last Name:** Extended to 50-character length, end position at 154 for fixed width files
- **Social Security Withheld Indicator:** Now optional
- **Non-Payment Reason Code:** Now optional
- Full Length to File has increased from 152 to 219

Reporting requirements:

- **Contribution Limit:** Zero-dollar contributions and salary must be reported even after contribution limits have been reached
- **Leave without Pay:** Zero-dollar contributions and Zero-dollar salary must be reported

7.2 Detail Record

#	Column Name	Start Position	End Position	Length	Data Type	Required	Sample	Notes
Detail 1	Contribution Code	1	4	4	VARCHAR	Y	DBCN	See Detail 1 Table in 8.1 for code values
Detail 2	**First Name**	**5**	**54**	**50**	**VARCHAR**	**Y**	**John**	
Detail 3	**Middle Name or Initial**	**55**	**104**	**50**	**VARCHAR**	**N**	**A**	
Detail 4	**Last Name**	**105**	**154**	**50**	**VARCHAR**	**Y**	**Smith**	
Detail 5	SSN	155	163	9	NUMERIC	Y	244554444	
Detail 6	**Social Security Withheld Indicator**	**164**	**164**	**1**	**VARCHAR**	**N**		**Y= covered under Social Security. If blank assume No**
Detail 7	Employee Contribution	165	176	12	NUMERIC- 2 Decimals	Conditional, Not required with Contribution Code = ALTN , EEAL, and EPSL	1000	
Detail 8	Employer Contribution	177	187	11	NUMERIC- 2 Decimals	Conditional, Not required with Contribution Code = PDAT	1000	
Detail 9	Pay Period End	188	197	10	DATE (MM/DD/YYYY)	Y	12/12/2021	
Detail 10	Pay Date	198	207	10	DATE (MM/DD/YYYY)	Y	12/14/2021	
Detail 11	Member Pensionable Salary	208	217	10	NUMERIC- 2 Decimals	Y	10800	
Detail 12	**Non-Payment Reason Code**	**218**	**219**	**2**	**VARCHAR**	**N**		**See table with details in Section 8.2**

8. Field Details for Code Fields

8.1 Detail 1: Contribution Code Details

Detail 1: CONTRIBUTION CODE	
Field Values	**Details**
DBCN	Used to report defined benefit contributions (Pre-tax). Primary code for normal DB contributions. Required for all tier 1, 2, 3 DB members
DBCT	Used to report defined benefit contributions (Post-tax). Only used to report post-tax contributions for tier 1, 2, 3 DB members. This code should only be used in very limited situations.
DCCN	Used to report defined contributions. Required for all Tier 3 DC participants and Tier 2 & 3 PSPRS members employed with non-Social Security covered employers. Payment will not be invoiced against this code. This only used for informational reporting purposes only. Reporting and payment for DC contributions should be processed through DC Administrator (Nationwide).
DCDT	Used to report DC-Disability Fund contributions (Tier 3 DC participants only). Required DC contribution code.
DCHS	Used to report DC-Health Subsidy Fund contributions (used for those Tier 3 DC participants who elected coverage)
ALTN	Used to report alternate contribution (used for ACR required for retirees hired into covered plan positions). Employer only contribution.
EPSL	Used to report legacy (unfunded liability) portion of employer contribution requirement. Must be used in conjunction with DCCN reported contributions. This portion of contribution can be rolled up into ER reported DBCN contributions. Employer only contribution.
EEAL	Used to report legacy portion of EORP employer contribution requirements for those elected officials participating in the ASRS. Employer only contribution.
PDAT	Used to report member payroll deduction agreement contributions, associated with service purchase contract. Employee only contribution

8.2 Detail 2: Non-Payment Reason Code Details

Detail 1: NON-PAYMENT REASON CODE	
Field Values	**Details**
ML	Military Leave
IL	Industrial Leave
LW	Leave Without Pay
QU	Quit/Terminated
DP	Enter DROP
CL	Annual Contribution Limit Reached

EXAMPLE FILES:

ContributionFileDemo 7_29.xlsx

Contribution File .txt example.txt