Demographic Import File

Client Name: AZ PSPRS	Import Name: Demographic 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	9/12/2022	Initial Spec	PSPRS / Vitech Inc.

3. Overview

The Demographic file is a new import file that can be uploaded into PSPRS' future Pension Administration System (PAS). It will be used to report changes in employees' demographic information as well as employment status. This file can be run every payroll **prior to the Contribution Import file**. This import will also create new employment records within PSPRS' PAS with the demographic information provided.

If there are no changes to previously reported data, the employer does not need to submit a Demographic file.

The Employer may submit the full population of their employees/members in the Demographic file **OR** the Employer may submit a file that only contains those employees that have changes in their demographic information and/or new hire enrollments. If an Employer reports change information for a given employee, all required fields (indicated in section 6 below) for that employee must be entered.

Employers who do not wish to automatically create a file will be able to manually enter their employees' changes via the self-service portal or they may generate a preexisting roster of their employee population (using the same file format as describer in section 6), enter in the changes, then upload.

4. Import Details

File Layout	Record Format: .xlsx, fixed width Record Length: See end positions in section 6 (below) for fixed width files Data Format: • Alpha fields left justified and padded with ending spaces
Name of Import	Demographic Import
Frequency of Import Processing	Per pay period- weekly, bi-weekly, monthly, semi-monthly, and quarterly
Time of Import Processing	As needed
Records Per Import	Variable
Expected Run Time	Unknown

5. Import Parameters

Import does not have a header or trailer record. (.txt)
Column titles will **NOT** be included in the Demographic import file (xlsx) (See attached samples in Section 8. below)

6. File Layout Detail

Reporting Requirements:
- Death date is required IF Status code = KIA or D
- Email is required IF Status code = H or AL
- Status code is required if Effective Date is not blank
- Effective Date is required if Status code is not blank
- Position code is required for CORP AOC and EORP Employers

Please also see Section 7 for details on the Status codes.

Detail Record

Position	Column Name	Start Position	End Position	Length	Data Type	GUI Field Name	Required	Sample
Detail Records								
1	First Name	1	50	50	Text	First Name	Y	Susan
2	Middle Initial	51	100	50	Text	Middle Name	N	Ann
3	Last Name	101	150	50	Text	Last Name	Y	Smith
4	SSN	151	159	9	Numeric	SSN	Y	012345678
5	Birth Date	160	169	10	Date (MM/DD/YYYY)	Birth Date	Y	12/11/1978
6	Death Date	170	179	10	Date (MM/DD/YYYY)	Death Date	Conditional if Status code = D or KIA	12/11/2021
7	Email	180	229	50	VARCHAR2	Email	Conditional if Status codes = H or AL	Email@email.com
8	Address 1	230	279	50	VARCHAR2	Address 1	N	200 Park Place
9	Address 2	280	329	50	VARCHAR2	Address 2	N	Apt 340
10	City	330	379	50	VARCHAR2	City	N	Phoenix
11	State	380	381	2	VARCHAR2	State	N	AZ
12	Postal Code	382	391	10	Numeric	Zip	N	85001
13	Phone Number 1	392	401	10	Numeric	Home Phone	N	4052994242
14	Phone Number 2	402	411	10	Numeric	Cell Phone	N	4059282424
15	Status	412	414	3	VARCHAR2	Status	Conditional if Effective Date is not null	H
16	Effective Date	415	424	10	Date (MM/DD/YYYY)	Effective Date	Conditional If Status is not null, then required	01/01/2021
17	Gender	425	425	1	Text	Gender	Y	M or F
18	Position (for CORP AOC and EORP only)	426	427	2	VARCHAR2	Position (for CORP AOC and EORP only)	Conditional Required for CORP AOC and EORP employers	PO

7. Field Details for Code Fields

7.1 Demographic Status Code

Work Status	Status Code	Code Description	Applicable Plan
Deceased	D	Used as a termination code to report date of death (not line of duty death) of employee.	ALL Plans
Entered DROP	DP	Used to report the effective date of participation in DROP for employee	PSPRS (Tier 1 Only)
Hired	H	Used to report new hire employment date in covered position.	All Plans
Hired - Return to work	RTW	Used to report new hire employment of retired member in position within plan that member retired from.	All Plans
Hired EODC - ASRS Legacy	AL	Used to report new hire employment of elected official where official's plan participation is ASRS.	EORP
Line of Duty Death	KIA	Used as a termination code to report line of duty date of death for employee.	PSPRS CORP
Leave Without Pay	LW	Used to report effective date of employee who moves into a noncontributory status. Contributions will be expected through the effective date.	All Plans
Military Leave	MP	Used to report effective date an employee goes on military leave (regardless of type of military leave). Status will put employee into noncontributory status.	All Plans
Quit/Terminated	QU	Used as a termination code to report when employee separates service in covered plan.	All Plans
Resume Service	RS	Used to report effective date employee returns to a contributory status (return from LWOP or Military Leave)	All Plans

7.2 Demographic Position Codes

PSPRS
- PSPRS employers are not required to add positions and doing so will cause validation errors

CORP - AOC

Plan	Position	Code
CORP	Juvenile Detention Officer	DO
CORP	Other	OT
CORP	Probation Officer	PO
CORP	Surveillance Officer	SO

EORP

Plan	Position	Code
EORP	Appellate Court Judge	AJ
EORP	City Councilmember	CM
EORP	Clerk Of The Superior Court	CC
EORP	Constable	CN
EORP	Corporation Commissioner	CP
EORP	County Assessor	AS
EORP	County Attorney	CA
EORP	County Recorder	RC
EORP	County Sheriff	SH

EORP	County Superintendent Of Schools	CS
EORP	County Supervisor	SU
EORP	County Treasurer	CT
EORP	Court Commissioner	CR
EORP	Governor	GV
EORP	Justice Of The Peace	JP
EORP	Mayor	MY
EORP	Other	EO
EORP	Secretary Of State	SS
EORP	State Attorney General	AG
EORP	State Representative	SR
EORP	State Senator	SN
EORP	State Treasurer	TR
EORP	Superintendent Of Public Instruction (State Level)	SI
EORP	Superior Court Judge	SC
EORP	Supreme Court Chief Justice	CJ
EORP	Supreme Court Justice	SM
EORP	Vice Mayor	VM

8. File Examples

Demo import
file_SAMPLE.xlsx

Demo import
file_SAMPLE TXT.txt