SERS Employer Reporting

SUBMITTING FILES FOR AN ALTERNATIVE RETIREMENT PLAN (ARP)

SERS Employer Services

Submitting Files For an Alternative Retirement Plan

The file for an Alternative Retirement Plan (ARP) is a fixed-length file. These files are processed by SMART as soon as they are uploaded.

Files can be submitted with an ARP File Header Section and corresponding ARP File Detail Section records.

The ARP File Header Section
This section confirms information such as the Employer ID, the ITC ID, the Contractor ID, the ARP Record Count, and the date / time of file generation. The record begins with the code "AH." This identifies it as an ARP File Header Section record.

The ARP File Detail Section
This section contains the ARP contribution detail information for the employee. The record begins with the code "AD." This section always follows the ARP File Header Section.

ARP Reporting File Header Definition

FIELD POSITION	FIELD DESCRIPTION	FIELD LENGTH	COMMENTS
1	Record Identifier	2	This identifies the file header. The value must be equal to "AH." This field is mandatory.
2	Employer ID	5	This is a unique five digit number assigned to each employer by SERS. This field cannot be blank.
3	ITC ID	8	This field may be blank, contain eight zeros, or have a valid ITC ID to identify the ITC submitting the information. This field is optional.
4	Contractor ID	8	The Contractor ID is used to identify Contractor submitting the information. This field may be blank, contain eight zeros, or have a valid Contrator ID to identify the contractor submitting the information. This field is optional.
5	Record Count	6	This indicates number of detail records (ARP) present under the header. This field must be numeric, and is a mandatory field.
6	Reporting Date	8	This is the Reporting Date of the current Contribution file. This: • Cannot be blank • Must be numeric • Valid date in YYYYMMDD format • e.g. 19750101 – First four digits should represent year, followed by 2 digit Month and 2 digit day Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).
7	Unique ID	14	This is the Unique Identifier, i.e. datetimestamp of the file in yyyymmddhhmmss format. It is used to reject the file if another file with same unique identifier is submitted to SERS. Hours is 24-hour layout. The ID should be generated based on the following information, i.e. Current Date with Hours, Minutes, and Seconds. It is left justified. e.g. 20120614010434

ARP File Detail Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Record Identifier	2	This identifies the Contribution Detail record. The value must be equal to "AD." This field is mandatory.
2	SSN	9	This is the Social Security Number of the employee. • Cannot be blank • Must be numeric
3	Last Name	25	This is the last name of the employee. Cannot be blank.
4	First Name	25	This is the first name of the employee. Cannot be blank.
5	Middle Name	25	This is the middle name of the employee. Can be blank.
6	Name Suffix	4	Employee Name suffix. This field is optional. • Valid values are CPA • D.O. • Jr. • Sr. • I • II • III • IV • V • VI • VII • M.D.
7	Employer ID	5	This is a unique five digit number assigned to each employer by SERS. This field cannot be blank.
8	Period Begin Date	8	This is the beginning date of the service period. • Cannot be blank • Must be numeric • Valid date in YYYYMMDD format • e.g. 20090101 – First 4 digits should represent year, followed by 2 digit Month and 2 digit day Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February – 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
9	Period End Date	8	This is the end date of the service period. • Cannot be blank • Cannot be special characters or alphabets • Valid date in YYYYMMDD format • e.g. 20090101 – First 4 digits should represent year, followed by 2 digit Month and 2 digit day Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February – 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).
10	Earnings Code	2	This is the two digit code to identify the type of earnings and also used to identify adjustments: • 01 - Regular Contributions • 51 - Adjustment to Regular Contribution
11	Employee Earnings	9	This is the total earnings in the service period: • Cannot be blank • Must be numeric, and a decimal is allowed • A decimal and a negative sign (-) are allowed. Example: -2000.98 is allowed Other examples: • 2000 is considered as 2000.00 • 2000.1 is considered as 2000.10 • 2000.11 is considered as 2000.11
12	Employer ARP Contribution	9	This is the total employer ARP contribution during the service period: • Cannot be blank • Must be numeric, and a decimal is allowed • A decimal and a negative sign (-) are allowed. Example: -2000.98 is allowed. Other examples: • 2000 is considered as 2000.00 • 2000.1 is considered as 2000.10 • 2000.11 is considered as 2000.11
13	Employment Status Code	2	This is the Employment Status Code to identify the changes to the employment status: • Allowed two digit numbers • Cannot be blank if Employment Status Effective Date is present Possible values are: • 01 - Deceased

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
			• 03 - Leave of Absence • 06 - Terminated • 07 - Return from Leave
14	Employment Status Effective Date	8	This is the effective date of the Employment Status Code: • Cannot be blank if Employment Status Code is present • Must be numeric • Valid date in YYYYMMDD format • e.g. 20090101 – First 4 digits should represent year, followed by 2 digit Month and 2 digit day Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February – 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).