

**Ohio Police and Fire Pension Fund
Employer's Work Report Export Specification for Electronic Payroll
Reporting**

1. Business Overview

Each month employers are required to submit payroll reports to the Ohio Police and Fire Pension Fund (OP&F). Nearly 300 OP&F employers provide payroll reports electronically to OP&F.

The file format as described below is comprised of a header record and one or more related detail records. The header record represents, at the Employer/Division level, the total contributions reported/contributed for that employer/division. The detail records represent each individual member level detail record for the specific employer, division, agreement, pickup type and Earning Period.

At the detail level, the units for Earning Type, Earning Period Beginning, Earning Period Ending, Hours Base, Hours Paid, Gross Salary, Taxed Employee Deductions, Employee Salary Reduction Deductions and Paid by Employer Benefit Contributions, are also reported.

- A. File Layout
 - Fixed block text file
- B. Save as Options
 - Notepad, text
- C. Number of Files Generated:
 - One Work Report file per month however multiple Work Report Adjustments can be generated at any time.
- D. Frequency of Export Creation
 - Work Reports will be created once a month and Work Report Adjustments as needed

The following specification outlines the file layout for employers reporting payroll electronically.

2. Data Mappings – Destination Files/Columns

Work Report Header Record

| Field | Bytes | Start | Stop | Mandatory (M) or Optional (O) | Format / Values | Sample | Comments |
|-----------------------|-------|-------|------|-------------------------------|-----------------|-------------------------|--|
| Header ID | 10 | 1 | 10 | M | Numeric | 0000000361 | Link between one header record and many detail records. |
| Division Code | 5 | 11 | 15 | M | Alphanumeric | 1234F | Division Code for the employer submitting the work report transmission. Right justified. |
| Division Name | 60 | 16 | 75 | M | Alphanumeric | CITY OF GIBSONBURG FIRE | Division Name. |
| Pay Period Begin Date | 8 | 76 | 83 | M | Numeric | 12222003 | Beginning date of the reporting period. Format: MMDDYYYY |
| Pay Period End Date | 8 | 84 | 91 | M | Numeric | 01192004 | Ending Date of the reporting period. Format: MMDDYYYY |
| Agreement Code | 9 | 92 | 100 | M | Alphanumeric | 1234FB1 | Agreement code as assigned by OP&F. Note: this code identifies which agreement (contract) the employer / division is reporting under. Left Justify Space Fill. |
| Detail Record Count | 6 | 101 | 106 | M | 0000000 | 000133 | Total number of detail records for this header record. Right justified, zero padded. |
| Total Gross Salary | 11 | 107 | 117 | M | ##### | 00001895737 = 18957.37 | Total of the Gross Salary paid of the |

| Field | Bytes | Start | Stop | Mandatory (M) or Optional (O) | Format / Values | Sample | Comments |
|---|-------|-------|------|-------------------------------|-----------------|----------------------|---|
| | | | | | | | detail records. Note: this is the sum of all employees' gross salary. Decimal place is implied. |
| Total Employee Deductions | 10 | 118 | 127 | M | ##### | 0000000000 = 0.00 | Total of the Employee Deductions paid of the detail records. Note: this is the sum of all employee deductions (taxed). Decimal place is implied. |
| Total Salary Reduction Employer Pickup Deductions | 10 | 128 | 137 | M | ##### | 0000189576 = 1895.76 | Total of the Salary Reduction Employer Pickup Deductions paid of the detail records. Note: this is the sum of all salary reduction deductions (tax deferred). Decimal place is implied. |
| Total Paid by Employer Contributions | 10 | 138 | 147 | M | ##### | 0000000000 = 0.00 | Total of the Paid by Employer Pickup Contributions. Note: this is the sum of all paid by the employer contributions (tax-deferred). Decimal place is implied. |
| Filler | 137 | 148 | 284 | M | Alphanumeric | Blank Fill | Blank Fill |

Work Report Detail Record

| Field | Bytes | Start | Stop | Mandatory (M) or Optional (O) | Format / Values | Sample | Comments |
|-----------------|-------|-------|------|-------------------------------|-----------------|------------|---|
| Header ID | 10 | 1 | 10 | M | Numeric | 0000000361 | Link between one header record and many detail records. |
| Adjustment Flag | 1 | 11 | 11 | M | Y/N | N | If sending an adjustment (retro / supplemental (change) to a previous work report then this value would be 'Y' otherwise this field will always be set to 'N' |
| Pickup Type | 1 | 12 | 12 | M | A | A | The Pickup Type field identifies the pickup type the member belongs to. Note: This information will be given to the employer by OP&F. |
| SSN | 9 | 13 | 21 | M | Numeric | 123456789 | Member's SSN with no embedded dashes. |
| Last Name | 50 | 22 | 71 | M | Alphanumeric | RUSSELL | Left Justified, space filled. Include Suffix in this field along with last name if suffix exists. |
| First Name | 50 | 72 | 121 | M | Alphanumeric | DEVIN | Left Justified, space filled |
| Middle Name | 50 | 122 | 171 | O | Alphanumeric | P | Left Justified, space filled |
| Earning Type | 1 | 172 | 172 | M | Alphanumeric | 0 | The Earning Type identifies the type of payroll earnings being reported. NOTE: The type of payroll earnings |

| Field | Bytes | Start | Stop | Mandatory (M) or Optional (O) | Format / Values | Sample | Comments |
|---------------------------|-------|-------|------|-------------------------------|-----------------|-------------------|---|
| | | | | | | | must be Pensionable. See Reference Table Valid Values for a list of valid earning types. |
| Status | 3 | 173 | 175 | M | AAA | PEN | Note: This status is used to identify pensionable earnings for each earning type. Default to "PEN" (Pensionable) |
| Earning Period Begin Date | 8 | 176 | 183 | M | MMDDYYYY | 12222003 | The beginning date of the earning period. |
| Earning Period End Date | 8 | 184 | 191 | M | MMDDYYYY | 01192004 | The end date of the earning period. |
| Number Sign | 1 | 192 | 192 | O | # | + | Blank or "+" indicates positive value. “-“ indicates a negative. |
| Hours Base | 6 | 193 | 198 | M | ##### | 016000 = 160.00 | The hours base varies by division and frequency. See the Description section for further explanation. |
| Hours Paid | 6 | 199 | 204 | M | ##### | 005750 = 57.50 | Hours Compensated for the earning type reported. Decimal place is implied. |
| Number Sign | 1 | 205 | 205 | O | # | + | Blank or "+" indicates positive value. “-“ indicates a negative |
| Gross Salary | 7 | 206 | 212 | M | ##### | 0106145 = 1061.45 | Employee's gross amount of wages paid for selected earning type. Decimal place is implied. |
| Number Sign | 1 | 213 | 213 | O | # | + | Blank or "+" indicates |

| Field | Bytes | Start | Stop | Mandatory (M) or Optional (O) | Format / Values | Sample | Comments |
|---|-------|-------|------|-------------------------------|-----------------|-----------------------|--|
| | | | | | | | positive value. “-“ indicates a negative |
| Taxed Employee Deductions | 6 | 214 | 219 | M | ##### | 0000000 = 0000.00 | This is the amount of Member contributions that taxes have been paid on. Decimal place is implied. |
| Number Sign | 1 | 220 | 220 | O | # | + | Blank or “+” indicates positive value. “-“ indicates a negative |
| Salary Reduction Employer Pickup Deductions | 6 | 221 | 226 | M | ##### | 004245 = 42.45 | This is the amount of member contributions that taxes have NOT been paid on. Note: These contributions are deducted from the member’s pay. Decimal place is implied. |
| Number Sign | 1 | 227 | 227 | O | # | + | Blank or “+” indicates positive value. “-“ indicates a negative |
| Paid by the Employer Pickup Contributions | 6 | 228 | 233 | M | ##### | 006368 = 63.68 | This is the amount of member contributions that taxes have not been paid on. Note: The employer, on the member’s behalf, pays these contributions. Decimal place is implied. |
| Description | 50 | 234 | 283 | O | Alphanumeric | Suspended Without Pay | This is a description field allowing the employer/division to write notes about the record being |

| Field | Bytes | Start | Stop | Mandatory (M) or Optional (O) | Format / Values | Sample | Comments |
|-----------|-------|-------|------|-------------------------------|-----------------|--|---|
| | | | | | | | submitted. For example, it will allow the employer to explain why an employee is short of full service credit for a given month. |
| Work Code | 1 | 284 | 284 | O | Alphanumeric | N, or T, or R, or D, or S, or M, or L, or A. | This states whether the member is new, has quit, is retired, or deceased, on leave (military or medical), or suspended. Note: if this is populated on one record, it must be populated on ALL detail records for the member. |

3. Reference Table – Valid Values

| Field | Valid Values |
|--------------|--|
| Earning Type | <ul style="list-style-type: none"> • 0 - Regular • 1 - Holiday • 2 - Overtime • 3 - Longevity • 4 - Shift Diff • 5 - Acting Pay • 6 - Retro Pay • 7 - CAAS (Current Additional Allowable Salary) • 8 - LSAAS (Lump Sum Additional Allowable Salary) • 9 - Military Pay • A - Ed Allow • B - Perf Bonus • C - SL Incentive • D - Stress Pay • E - Special Duty |
| Pickup Type | <ul style="list-style-type: none"> • A • B • C • D |
| Status | <ul style="list-style-type: none"> • PEN |