



Employer Work History Report File Layout Specifications

Outlined below are the file layout specifications necessary for submitting an Employer Work History Report via the Employer Self-Serve Web platform. All files must adhere strictly to an electronic data file format and must be named with ‘.txt’ file extensions in lowercase.

Work History Report Header Record

The header record encapsulates the entirety of contributions reported at the employer/division level for that specific employer/division.

Field	Length	Position Start	Position End	Required (R) or Optional (O)	Data Type and Format	General Field Description	Example
Header ID	10	1	10	R	Numeric	Link between the header record and all the detail records. Note: Add leading zeros.	0000000361
Division Code	5	11	15	R	Alphanumeric	Division Code for the employer submitting the work history report.	0999F
Division Name	60	16	75	R	Alphanumeric	Division Name. Note: Fill unused positions with blanks.	CITY OF SETONBURG FIRE
Earning Start Date	8	76	83	R	Numeric MMDDYYYY	Earning Start date of the reporting period.	01212024
Earning Stop Date	8	84	91	R	Numeric MMDDYYYY	Earning Stop date of the reporting period.	02172024

Field	Length	Position Start	Position End	Required (R) or Optional (O)	Data Type and Format	General Field Description	Example
Agreement Code	9	92	100	R	Alphanumeric Left justified	Agreement code as assigned by OP&F. This code identifies which agreement the employer is reporting under. Note: Fill unused positions with blanks.	0999FB1
Detail Record Count	6	101	106	R	Numeric Right justified	Total number of detail records for the header record. Note: Add leading zeros.	000133
Total Gross Salary	11	107	117	R	Numeric	Aggregate "Gross Salary" paid across all detail records. Note: Add leading zeros and do not include the decimal point.	18957.37 = 00001895737

Field	Length	Position Start	Position End	Required (R) or Optional (O)	Data Type and Format	General Field Description	Example
Total Taxed Employee Deductions	10	118	127	R	Numeric	Aggregate "Taxed Employee Deductions" paid across all detail records. Note: Add leading zeros and do not include the decimal point.	0.00 = 0000000000
Total Salary Reduction Employer Pickup Deductions	10	128	137	R	Numeric	Aggregate "Salary Reduction Employer Pickup Deductions" paid across all detail records. Note: Add leading zeros and do not include the decimal point.	2322.28 = 0000232228
Total Fringe Contributions Paid by Employer Pickup	10	138	147	R	Numeric	Aggregate "Fringe Contributions paid by Employer Pickup." Note: Add leading zeros and do not include the decimal point.	0.00 = 0000000000
Filler	137	148	284	R	Blank	Enter blanks.	



Work History Report Detail Record

The detail records represent the individual member-level details for each specific employer/division.

Field	Length	Position Start	Position End	Required (R) or Optional (O)	Data Type and Format	General Field Description	Example
Header ID	10	1	10	R	Numeric	Link between the header record and all detail records.	0000000361
Adjustment Flag	1	11	11	R	Y/N	If sending an adjustment to a previous work history report then this value would be 'Y', otherwise this field will always be set to 'N'	N
Pickup Type	1	12	12	R	Alphabetic	The "Pickup Type" field identifies the pickup type the member belongs to. Note: This is determined by additional "Resolution" if B, C, or D. See Reference Table - Valid Values for a list of Pickup Types.	A
SSN	9	13	21	R	Numeric	Member's SSN with no embedded dashes.	123456789

Field	Length	Position Start	Position End	Required (R) or Optional (O)	Data Type and Format	General Field Description	Example
Last Name	50	22	71	R	Alphanumeric Left Justified	Member's last name. If suffix exist, include in this field after the last name. Note: Fill unused positions with blanks.	JOHNSON
First Name	50	72	121	R	Alphanumeric Left Justified	Member's first name. Note: Fill unused positions with blanks.	WILLIAM
Middle Name	50	122	171	O	Alphanumeric Left Justified	Member's middle name. Note: Fill unused positions with blanks.	J
Earning Type	1	172	172	R	Alphanumeric	"Earning Type" identifies the type of payroll earnings reported. See Reference Table – Valid Values for a list of Earning Types.	0
Status	3	173	175	R	Alphabetic	This status is used to identify pensionable earnings for each earning type. Default to "PEN" (Pensionable)	PEN

Field	Length	Position Start	Position End	Required (R) or Optional (O)	Data Type and Format	General Field Description	Example
Earning Start Date	8	176	183	R	Numeric MMDDYYYY	The beginning date of the earning period.	01212024
Earning Stop Date	8	184	191	R	Numeric MMDDYYYY	The end date of the earning period.	02172024
Number Sign	1	192	192	O	Numeric	Blank or “+” indicates positive value. “-“ indicates a negative value.	+
Hours Base	6	193	198	R	Numeric	Normal scheduled hours. The hours base varies by division and frequency. Note: Add leading zeros and do not include the decimal point.	160.00 = 016000
Hours Paid	6	199	204	R	Numeric	Hours compensated for the earning type reported. Note: Add leading zeros and do not include the decimal point.	57.50 = 005750
Number Sign	1	205	205	O	Numeric	Blank or “+” indicates positive value. “-“ indicates a negative value.	+

Field	Length	Position Start	Position End	Required (R) or Optional (O)	Data Type and Format	General Field Description	Example
Gross Salary	7	206	212	R	Numeric	Employee's gross amount of wages paid for selected earning type. Note: Add leading zeros and do not include the decimal point.	1061.45 = 0106145
Number Sign	1	213	213	O	Numeric	Blank or "+" indicates a positive value. "-" indicates a negative value.	+
Taxed Employee Deductions	6	214	219	R	Numeric	This is the amount of member contributions that have had taxes paid on them. Note: Add leading zeros and do not include the decimal point.	0000.00 = 000000
Number Sign	1	220	220	O	Numeric	Blank or "+" indicates positive value. "-" indicates a negative value.	+

Field	Length	Position Start	Position End	Required (R) or Optional (O)	Data Type and Format	General Field Description	Example
Salary Reduction Employer Pickup Deductions	6	221	226	R	Numeric	Amount of member contributions on which taxes have not been paid. These contributions are deducted from the member's pay (tax-deferred). Note: Add leading zeros and do not include the decimal point.	42.45 = 004245
Number Sign	1	227	227	O	Numeric	Blank or "+" indicates positive value. "-" indicates a negative value.	+

Field	Length	Position Start	Position End	Required (R) or Optional (O)	Data Type and Format	General Field Description	Example
Fringe Contributions Paid by the Employer Pickup	6	228	233	R	Numeric	Amount of member contributions that taxes have not been paid on. The employer pays these contributions on behalf of the member (tax-deferred). Note: Add leading zeros and do not include the decimal point.	63.68 = 006368
Description	50	234	283	O	Alphanumeric	Description field allowing the employer to write notes about the record being submitted. It will also allow the employer to clarify a work code or low hours paid on a member.	Member had a 3-day Suspension.

Field	Length	Position Start	Position End	Required (R) or Optional (O)	Data Type and Format	General Field Description	Example
Work Code	1	284	284	O	Alphabetic	Work codes are used to explain member status changes. See Reference Table - Valid Values for a list of Work Codes.	N

Reference Table – Valid Values

Field	Valid Values
Earning Type	0 – Regular 1 – Holiday 2 – Overtime 3 – Longevity 4 – Shift Diff (If paid Quarterly, Semi, or Annually) 5 – Acting Pay (If paid Quarterly, Semi, or Annually) 6 – Retro Pay Increase 7 – CAAS (Current Additional Allowable Salary) 8 – LSAAS (Lump Sum Additional Allowable Salary) A – Educational Allowance B – Performance / Merit Bonus C – Sick Incentive D – Stress / Hazard Pay E – Special Duty
Pickup Type	A B C D
Status	PEN
Work Codes	N – New T – Termed R – Retired D – Deceased S – Suspended M – Military L – Leave without pay A – Pay Adjustment for Prior Reporting Period