



Outlined below are the new file layout specifications necessary for submitting the Work History Report via OP&F's new pension administration system tentatively scheduled for go-live in the Fall of 2026.

Please note, files provided via SFTP must contain a Header Record and Trailer Record created by the Employer.

New Work History Report Header Record

Field Name	Field Description	Maximum Field Length	Field Format	Optional or Required	Additional Comments
Employer Code	The unique, OP&F-assigned 4-digit ID for each Employer + Department (P for Police, or F for Fire).	5	Code	Required	For example, 0142P for CITY OF COLUMBUS POLICE.
File Name	The name of this interface file.	19	Text	Required	Constant: Work History Report
File Creation Date	The date the file was created.	10	MM/DD/YYYY	Required	For example a file created on January 2, 2026 would appear as 01/02/2026.
File Creation Timestamp	The time the file was created, in 24-hour format, and Eastern timezone (EST/EDT).	8	HH:MM:SS	Required	For example a file created at 5 AM would appear as 05:00:00, and a file generated at 1:05 PM would appear as 13:05:00.
Reporting Period Start Date	The first day of the month for the Reporting Period.	10	MM/DD/YYYY	Required	Must be populated when submitting the required monthly file. For example a file reporting the month of October 2026 would appear as 10/01/2026.
Reporting Period End Date	The last day of the month for the Reporting Period.	10	MM/DD/YYYY	Required	Must be populated when submitting the required monthly file. For example a file reporting the month of October 2026 would appear as 10/31/2026.

New Work History Report Trailer Record

Field Name	Field Description	Maximum Field Length	Field Format	Optional or Required	Additional Comments
Record Type	Indicates this is the Trailer record/end of the file.	1	Text	Required	Constant: T
Total Record Count	Total count of Detail records on the file, does not include the Header or Trailer. Used to confirm a complete file was transferred.	8	Text	Required	Formatted as text field, zero-padded. For example, on a file with 300 records this field should be populated with '00000300'.



New Work History Report Detail Record

Field Name	Field Description	Maximum Field Length	Field Format	Optional or Required	Additional Comments/Field Guidance
SSN	The Member's SSN.	9	Text	Required	Used to locate an Existing Member account. SSN changes and corrections must be submitted on the Member Data Report. Current SSN is a Text field that only allows numbers. Leading zeroes may be required in order to meet the field length (e.g., 012345678) and will be stored in the system.
First Name	Member's first name.	20	Text	Required	Used as an aid to Employers during data entry (vs using only the SSN). Employers will be notified of any differences between data submitted on this file and those stored in the system. If those changes are needed, they must be submitted on the Member Data Report.
Last Name	Member's last name.	30	Text	Required	Used as an aid to Employers during data entry (vs using only the SSN). Employers will be notified of any differences between data submitted on this file and those stored in the system. If those changes are needed, they must be submitted on the Member Data Report.
Employment Status Effective Date	The first day the Member is in the Employment Status provided in the Employment Status field.	10	MM/DD/YYYY	Required	Future-dated statuses are not accepted, this date must be equal to or prior to today's date.
Employment Status	The Member's Employment Status as of the Employment Status Effective Date. See Valid Codes tab for accepted values.	6	Code	Required	The Member's latest status as of the File Creation Date, even if it did not change since the last file. Only changes between ACTIVE and a leave status (LOAMED, LOASUS, LOANP, LOAMIL) are supported on this file. TERM, LAYOFF, and DEATHR must first be reported on the Member Data Report before being submitted on the Work History Report.
Employment Status Correction	Indicates if the Employment Status Effective Date and/or Employment Status is being corrected.	1	Y or blank/space	Optional	The Employment Status Correction field must be blank/space unless reporting a Data Correction. When the latest Employment Status Effective Date and/or Employment Status needs to be corrected, set the Employment Status Correction field to Y and provide the new Employment Status Effective Date and Employment Status. Data Corrections to a Hire Date, or a TERM, LAYOFF, or DEATHR status must be reported on the Member Data Report. Data Corrections to Employment Status records prior to the latest record cannot be processed on the Work History Report, please contact OP&F Customer Service for assistance.
Salary Effective Date	The first day the Member's Salary Rate Basis and Salary Rate are in effect.	10	MM/DD/YYYY	Required	Future-dated dates are not accepted, this date must be equal to or prior to today's date. Report the latest salary as of the file processing date, even if it did not change since the last file.
Salary Rate Basis	Indicates the basis (hourly or yearly) of the Member's Salary.	6	Code	Required	See Valid Codes tab for accepted values.



New Work History Report Detail Record

Field Name	Field Description	Maximum Field Length	Field Format	Optional or Required	Additional Comments/Field Guidance
Salary Rate	The amount of the Member's Salary.	10	Decimal 2	Required	Format: decimal is explicit, and without dollar signs or commas. For example \$50,000.00 is reported as 50000.00
Salary Correction	Indicates if the Salary Effective Date, Salary Rate Basis, and/or Salary Rate is being corrected.	1	Y or blank/space	Optional	The Salary Correction field must be blank/space unless reporting a Data Correction. When the latest Salary Effective Date, Salary Rate Basis, and/or Salary Rate needs to be corrected, set the Salary Correction field to Y and provide the new Salary Effective Date, Salary Rate Basis, and Salary Rate. Data Corrections to Salary records prior to the latest record cannot be processed on the Work History Report, please contact OP&F Customer Service for assistance.
Pay Frequency Effective Date	The first day the Member is being paid according to the Pay Frequency provided in the Pay Frequency field.	10	MM/DD/YYYY	Required	Future-dated dates are not accepted, this date must be equal to or prior to today's date. Report the latest Pay Frequency as of the file processing date, even if it did not change since the last file.
Pay Frequency	The Member's Pay Frequency as of the Pay Frequency Effective Date.	11	Code	Required	See Valid Codes tab for accepted values.
Pay Frequency Correction	Indicates if the Pay Frequency Effective Date and/or Pay Frequency is being corrected.	1	Y or blank/space	Optional	The Pay Frequency Correction field must be blank/space unless reporting a Data Correction. When the latest Pay Frequency Effective Date and/or Pay Frequency needs to be corrected, set the Pay Frequency Correction field to Y and provide the new Pay Frequency Effective Date and Pay Frequency. Data Corrections to Pay Frequency records prior to the latest record cannot be processed on the Work History Report, please contact OP&F Customer Service for assistance.
Job Title/Rank Effective Date	The first day the Member is in the Job Title/Rank provided in the Job Title/Rank field.	10	MM/DD/YYYY	Required	Future-dated dates are not accepted, this date must be equal to or prior to today's date. Report the latest Job Title/Rank as of the file processing date, even if it did not change since the last file.
Job Title/Rank	The Member's Job Title/Rank as of the Job Title/Rank Effective Date.	50	Text	Required	Free-form text field.
Job Title/Rank Correction	Indicates if the Job Title/Rank Effective Date and/or Job Title/Rank is being corrected.	1	Y or blank/space	Optional	The Job Title/Rank Correction field must be blank/space unless reporting a Data Correction. When the latest Job Title/Rank Effective Date and/or Job Title/Rank needs to be corrected, set the Job Title/Rank Correction field to Y and provide the new Job Title/Rank Effective Date and Job Title/Rank. Data Corrections to Job Title/Rank records prior to the latest record cannot be processed on the Work History Report, please contact OP&F Customer Service for assistance.



New Work History Report Detail Record

Field Name	Field Description	Maximum Field Length	Field Format	Optional or Required	Additional Comments/Field Guidance
Pick-Up Plan Effective Date	The first day the Member is in the Pick-Up Plan provided in the Pick-Up Plan field.	10	MM/DD/YYYY	Required	<p>Future-dated dates are not accepted, this date must be equal to or prior to today's date.</p> <p>Report the latest Pick-Up Plan as of the file processing date, even if it did not change since the last file.</p> <p>For Members without a Pick-Up Plan (i.e., the default Pick-Up Plan = N where all contributions are post-tax paid by the Member) and who have never had a Pick-Up Plan, the Pick-Up Plan Effective Date should be equal to the Member's Hire Date.</p>
Pick-Up Plan	The Member's Pick-Up Plan code.	6	Code	Required	This code determines the taxability of the Gross Amount field and dictates the amounts that are expected in the Taxed Member Contributions, Tax Deferred Member Contributions, and Fringe Employer Pick-Up Contributions fields.
Pick-Up Plan Correction	Indicates if the Pick-Up Plan Effective Date or Pick-Up Plan is being corrected.	1	Y or blank/space	Optional	<p>The Pick-Up Plan Correction field should be blank/space unless reporting a Data Correction.</p> <p>When the latest Pick-Up Plan Effective Date and/or Pick-Up Plan needs to be corrected, set the Pick-Up Plan Correction field to Y and provide the new Pick-Up Plan Effective Date and Pick-Up Plan.</p> <p>Data Corrections to Pick-Up Plan records prior to the latest record cannot be processed on the Work History Report, please contact OP&F Customer Service for assistance.</p>
Payroll Adjustment	Indicates if this is new Payroll Data being provided, or a Payroll Adjustment to modify previously reported Payroll Data.	1	Y or blank/space	Optional	<p>The Payroll Adjustment field must be blank/space unless reporting a Payroll Adjustment.</p> <p>If modifying previously reported Payroll Data, set Payroll Adjustment = Y.</p>
Pay Code	Indicates the type of pay, hours, or a Service Credit Deduction being reported.	1	Code	Required	See the Valid Codes tab for accepted values.
Period Start Date	The first day of the pay, hours, or Service Credit Purchase Deduction being reported.	10	MM/DD/YYYY	Required	Future-dated dates are not accepted, this date must be equal to or prior to today's date.
Period End Date	The last day of the pay, hours, or Service Credit Purchase Deduction being reported.	10	MM/DD/YYYY	Required	Future-dated dates are not accepted, this date must be equal to or prior to today's date.



New Work History Report Detail Record

Field Name	Field Description	Maximum Field Length	Field Format	Optional or Required	Additional Comments/Field Guidance
Final Wages Flag	For Members with an Employment Status of TERM, LAYOFF and DEATHR, this flag indicates that the Member's last Pay Code 0 (Regular Pay) Payroll Data are being reported in this Work History Report.	1	Y or blank/space	Optional	<p>Set Final Wages Flag to Y when reporting the Member's final Pay Code 0 Payroll Data, otherwise the Final Wages Flag should be blank/space.</p> <p>The Final Wages Flag is only applicable to Pay Code = 0, and will not be accepted for any other Pay Code (it must be blank/space).</p> <p>After the Final Wages Flag is set to Y, new Employment Data effective dated after the Member's last day on active payroll will not be accepted, and new Payroll Data will not be accepted for Reporting Periods that begin after the Pay Code 0 Reporting Period with the Final Wages Flag set to Y.</p> <p>After the Final Wages Flag is set to Y, Data Corrections to Employment Data effective dated prior to the Member's last day on active payroll will be accepted, and Payroll Adjustments for Reporting Periods prior to the Pay Code 0 Reporting Period with the Final Wages Flag = Y will be accepted. The Final Wages Flag must be blank/space on those Detail Records.</p> <p>After the Final Wages Flag is set to Y, Payroll Adjustments for the Payroll Data with the Final Wages Flag = Y will be accepted and the Final Wages Flag must be set to Y on those Detail Records.</p> <p>If the Final Wages Flag was reported in error, contact OP&F Customer Service for a manual correction.</p>
Hours Paid	The Member's paid hours from the Period Start Date to Period End Date.	7	Signed Decimal 2	Optional	<p>Required for Pay Code = 0 (Regular)</p> <p>Not allowed for all other Pay Codes (must be blank, zeroes are not allowed).</p> <p>For Members on an unpaid leave for the entire Earning Period, Hours Paid must be reported as 0.00 for Pay Code 0.</p> <p>Format: decimal is explicit and without a comma. For example 192 hours is reported as 192.00</p> <p>A Payroll Adjustment of negative 10 hours is reported as -10.00</p>
Hours Base	The Member's scheduled hours from the Period Start Date to Period End Date.	7	Signed Decimal 2	Optional	<p>Required for Pay Code = 0 (Regular).</p> <p>Not allowed for all other Pay Codes (must be blank, zeroes are not allowed).</p> <p>Format: decimal is explicit, and without a comma. For example 1,000.00 is reported as 1000.00</p> <p>A Payroll Adjustment to reduce Hours Base by 10 hours is reported as -10.00</p>



New Work History Report Detail Record

Field Name	Field Description	Maximum Field Length	Field Format	Optional or Required	Additional Comments/Field Guidance
Gross Pensionable Pay	The Member's gross pensionable pay from the Period Start Date to Period End Date.	10	Signed Decimal 2	Optional	Format: decimal is explicit, and without dollar signs or commas. For example \$4,500.00 is reported as 4500.00 For Adjustments, set the Payroll Adjustment field to Y and the increase or decrease from the initially reported value is provided in this field. Example 1: increase of \$300, Gross Pensionable Pay = 300.00 Example 2: decrease of \$200, Gross Pensionable Pay = -200.00
Taxed Member Contributions	The Member's taxed contributions from the Period Start Date to Period End Date.	10	Signed Decimal 2	Optional	Taxed Member Contributions must equal the Taxed Member Contribution Rate in effect multiplied by Gross Pay. The Taxed Member Contribution Rate is determined by the Pick-Up Plan in effect. If a Taxed Member Contribution does not apply, leave this field empty/blank. Format: decimal is explicit, and without dollar signs or commas. For example \$1,000.00 is reported as 1000.00 For Adjustments, set the Payroll Adjustment field to Y and the increase or decrease from the initially reported value is provided in this field. Example 1: increase of \$100, Taxed Member Contributions = 100.00 Example 2: decrease of \$100, Taxed Member Contributions = -100.00
Tax Deferred Member Contributions	The Member's tax deferred contributions from the Period Start Date to Period End Date.	10	Signed Decimal 2	Optional	Tax Deferred Member Contributions must equal the Tax Deferred Member Contribution Rate in effect multiplied by Gross Pay. The Tax Deferred Member Contribution Rate is determined by the Pick-Up Plan in effect. If a Tax Deferred Member Contribution does not apply, leave this field empty/blank. Format: decimal is explicit, and without dollar signs or commas. For example \$1,000.00 is reported as 1000.00 For Adjustments, set the Payroll Adjustment field to Y and the increase or decrease from the initially reported value is provided in this field. Example 1: increase of \$100, Tax Deferred Member Contributions = 100.00 Example 2: decrease of \$100, Tax Deferred Member Contributions = -100.00
Fringe Employer Pick-Up Contributions	The Member contributions paid by the Employer from the Period Start Date to Period End Date.	10	Signed Decimal 2	Optional	Fringe Employer Pick-Up Contributions must equal the Fringe Employer Pick-Up Contribution Rate in effect multiplied by Gross Pay. The Fringe Employer Pick-Up Contribution Rate is determined by the Pick-Up Plan in effect. If a Fringe Employer Pick-Up Member Contribution does not apply, leave this field empty/blank. Format: decimal is explicit, and without dollar signs or commas. For example \$1,000.00 is reported as 1000.00 For Adjustments, set the Payroll Adjustment field to Y and the increase or decrease from the initially reported value is provided in this field. Example 1: increase of \$100, Fringe Employer Pick-Up Contributions = 100.00 Example 2: decrease of \$100, Fringe Employer Pick-Up Contributions = -100.00
Service Credit Purchase Deductions PreTax	The Member's tax deferred payroll deduction for a Service Credit Purchase.	10	Signed Decimal 2	Optional	Populated for Pay Code = P records for Members who have an active pre-tax Service Credit Purchase Payroll Deduction Plan on file. If not, must be blank. OP&F Customer Service will communicate the approved Service Credit Purchase Payroll Deduction Plan to Employers via the Notification of Payroll Deduction Plan. Format: decimal is explicit, and without dollar signs or commas. For example \$1,000.00 is reported as 1000.00 Payroll Adjustments to this field are not supported, contact OP&F Customer Service for assistance.
Service Credit Purchase Deductions PostTax	The Member's taxed payroll deduction for a Service Credit Purchase.	10	Signed Decimal 2	Optional	Populated for Pay Code = P records for Members who have an active post-tax Service Credit Purchase Payroll Deduction Plan on file. If not, must be blank. OP&F Customer Service will communicate the approved Service Credit Purchase Payroll Deduction Plan to Employers via the Notification of Payroll Deduction Plan. Format: decimal is explicit, and without dollar signs or commas. For example \$1,000.00 is reported as 1000.00 Payroll Adjustments to this field are not supported, contact OP&F Customer Service for assistance.



New Work History Report Table of allowable values for specific fields

Field Name	Code	Description
Employment Status	ACTIVE	Active This indicates the Member is currently working for the Employer.
	LOAMED	Medical Leave This indicates the Member is on a leave of absence for medical reasons. A Medical Leave can be paid or unpaid.
	LOASUS	Suspension This indicates the Member is on a leave of absence due to a suspension. A suspension is usually unpaid. If the Member is getting paid while on suspension (aka administrative leave) they would remain in an ACTIVE status.
	LOANP	LOA - no Pay This indicates the Member is on a leave of absence without pay.
	LOAMIL	Military Leave This indicates the Member is on a leave of absence for military service. A Military Leave can be paid or unpaid.
	TERM	Termination This indicates the Member is terminated and no longer working for the Employer. Note - A Member's Employment Status cannot be changed to TERM via the Work History Report, but it is an acceptable value on the Work History Report after a Member's Employment Status is set to TERM via the Member Data Report.
	LAYOFF	Layoff This indicates the Member is terminated with a reason of layoff and no longer working for the Employer. Note - A Member's Employment Status cannot be changed to LAYOFF via the Work History Report, but it is an acceptable value on the Work History Report after a Member's Employment Status is set to LAYOFF via the Member Data Report.
	DEATHR	Deceased-In-Service This indicates the Member is terminated with a reason of death, and is no longer working for the Employer. Note - A Member's Employment Status cannot be changed to DEATHR via the Work History Report, but it is an acceptable value on the Work History Report after a Member's Employment Status is set to DEATHR via the Member Data Report.
Employment Status Correction	Y	Yes This option is selected if modifying the Employment Status Effective Date and/or Employment Status provided on a prior Work History Report.
Salary Rate Basis	HOURLY	The Member's Salary Rate is provided as an Hourly amount.
	YEARLY	The Member's Salary Rate is provided as an annual amount.
Salary Correction	Y	Yes This option is selected if modifying the Salary Effective Date, Salary Rate Basis, and/or Salary Rate provided on a prior Work History Report.



New Work History Report Table of allowable values for specific fields

Field Name	Code	Description
Pay Frequency	WEEKLY	The Member is paid Weekly; once per 7 days.
	BIWEEKLY	The Member is paid Biweekly; once per 14 days.
	SEMIMONTHLY	The Member is paid Semi-monthly; twice per calendar month.
	MONTHLY	The Member is paid Monthly; once per calendar month.
Pay Frequency Correction	Y	Yes This option is selected if modifying the Pay Frequency Effective Date and/or Pay Frequency provided on a prior Work History Report.
Job Title/Rank Correction	Y	Yes This option is selected if modifying the Job Title/Rank Effective Date and/or Job Title/Rank provided on a prior Work History Report.
Pick-Up Plan Correction	Y	Yes This option is selected if modifying the Pick-Up Plan Effective Date and/or Pick-Up Plan provided on a prior Work History Report.
Payroll Adjustment	Y	Yes This option is selected if modifying Payroll Data provided on a prior Work History Report.
Pay Code	0	Regular Pay This includes all salary earned during the Member's normally scheduled worked time. Salary includes everything the Member earned during their scheduled (base) hours including, but not limited to, the following: worked holidays, shift premiums, officer-in-charge pay, Military pay , FLSA pay and vacation, sick leave and compensatory time that would keep the Member on active payroll. Cash-outs (payments above and beyond normally scheduled hours) of accumulated sick leave, vacation leave, and compensatory time are not pensionable and should not be reported. Note Pay Code 0 is used to correct Regular Pay (not Pay Code 6, which is a special kind of retroactive adjustment). If multiple periods need to be adjusted, separate records must be used with the correct Earning Period dates. Pay Code 0 is used to report Payroll Data for Members Reinstated with Back Pay. A separate Detail Record must be provided for each Reporting Period of back pay, not a single Detail Record aggregating multiple Reporting Periods into one.
	1	Holiday* Do not report hours paid. Consists of pay for holidays that do not make up any portion of the Member's normal schedule. This includes Lump Sum Payments and cash-out of unused, accumulated or banked holiday hours. In addition, if the holiday occurs on a Member's scheduled off day or the Member is called into work the holiday on their scheduled day off, report the pay using Pay Code 1. Report applicable Earning Period dates which could be current Reporting Period dates or Lump Sum Payment dates depending on when the holidays were earned. Cash out of unused floating holidays or personal days are not pensionable and should not be reported. If a holiday falls on a Member's scheduled workday and they receive holiday premium pay, then the earnings should be reported as Pay Code 0. Holiday pay must be paid within one year of earning the Holiday Pay. <i>* Holiday is an Exception Pay Code.</i>
	2	Overtime Do not report hours paid. Use this Pay Code to report hours worked beyond the Member's normal work schedule. If a Member chooses to bank worked overtime for use at a later date, it is not pensionable, unless it is used to make up the Member's regular schedule at a later date. FLSA pay that is earned as part of a Member's wages during their scheduled (base) hours should be reported using Pay Code 0, not as overtime, even if paid at an overtime rate.



New Work History Report Table of allowable values for specific fields

Field Name	Code	Description
Pay Code	3	<p>Longevity*</p> <p>Do not report hours paid. Use this Pay Code to report Longevity. Report applicable Earning Period dates which could be current Reporting Period dates or Lump Sum Payment dates. If paid annually, report Earning Period dates of Jan. 1 - Dec. 31. If paid on the Member's anniversary date of hire, report Earning Period dates that reflect the 12 month period beginning with the month of hire. For example, if a Member has an anniversary date in the month of April, the Employer would report Earning Period dates of April 1 of the prior calendar year through March 31 of the current calendar year. If the longevity payment is paid monthly, report the current Reporting Period dates.</p> <p><i>* Longevity is an Exception Pay Code.</i></p>
	4	<p>Shift Differential</p> <p>Do not report hours paid. Use this Pay Code if shift differential is paid as a Lump Sum Payment (annual, semiannual, etc.) and report applicable Earning Period dates. If shift differential pay is earned within the current Reporting Period, the earnings should be reported using Pay Code 0.</p>
	5	<p>Acting Pay/Officer in charge pay</p> <p>Do not report hours paid. Use this Pay Code if acting pay/officer in charge pay is paid as a Lump Sum Payment (annual, semi-annual, etc.) and report applicable Earning Period dates. If acting pay/officer in charge pay is earned within the current Reporting Period, the earnings should be reported using Pay Code 0.</p>
	6	<p>Retroactive Pay Increase</p> <p>Do not report hours paid. Use this Pay Code for back payments to Members for a pay increase due to contract settlement or an across the board pay raise. Retroactive pay should be reported in full months for each Member. The Lump Sum Payment can cross multiple years. Any retroactive pay related to the current Reporting Period should be reported using Pay Code 0.</p>
	7	<p>CAAS (Current Additional Allowable Salary)</p> <p>Do not report hours paid. Use this Pay Code for payments that are earned in the current Reporting Period but are not included in the Member's salary. Please contact your assigned Employer Services Specialist before reporting any payments under this Pay Code not specifically listed below. This Pay Code includes the following:</p> <ul style="list-style-type: none"> • Resident pay • Firearms proficiency • Weapons allowance • K-9 pay (compensation paid to K-9 handlers) • Court time • Fire and EMT runs • Paramedic pay • Fire drills • Phone duty • Training pay • Extra hours at straight or base pay
	8	<p>LSAAS (Lump Sum Additional Allowable Salary)</p> <p>Do not report hours paid. This Pay Code is for the same list of payments as Pay Code 7, except these payments are not earned in the current Reporting Period. Report applicable Earning Period dates for the time frame that the payment pertains to.</p>
	A	<p>Educational Allowance</p> <p>Do not report hours paid. Use this Pay Code to report payments for achieving a degree, passing a course, or to maintain a certificate of completion. Report applicable Earning Period dates which could be current Reporting Period dates or Lump Sum Payment dates depending on the timing of the payment. Tuition reimbursements are not pensionable and should not be reported.</p>



New Work History Report Table of allowable values for specific fields

Field Name	Code	Description
Pay Code	B	<p>Performance/Merit Bonus</p> <p>Do not report hours paid. Report applicable Earning Period dates for Lump Sum Payments not earned within the current Reporting Period.</p>
	C	<p>Sick Leave Incentive</p> <p>Do not report hours paid. Use this Pay Code to report sick leave incentives (usually paid as an award for good attendance) if the payment does not reduce the Member's sick leave bank. Report applicable Earning Period dates for Lump Sum Payments not earned within the current Reporting Period. Sick leave payments that reduce the Member's sick leave bank, including sick leave cash-outs, are not pensionable and should not be reported.</p>
	D	<p>Stress/Hazard Pay*</p> <p>Do not report hours paid. Report applicable Earning Period dates which could be current Reporting Period dates or Lump Sum Payment dates.</p> <p><i>* Stress/Hazard Pay is an Exception Pay Code.</i></p>
	E	<p>Special Duty</p> <p>Do not report hours paid. Report applicable Earning Period dates which could be current Reporting Period dates or Lump Sum Payment dates. Special duty assignments may include traffic control at special events, such as parades or sporting events. Special duty pay is pensionable only if paid to the Member directly by their Employer. Special duty paid to a Member by a third party entity is not pensionable and should not be reported.</p>
	P	<p>Service Credit Purchase</p> <p>Service credit payroll deductions can be made using a taxed or tax-deferred method. Service Credit Purchase Payroll Deduction payments are due to OP&F no later than the last day of the month following the Period End Date associated with the deduction.</p>
Final Wages Flag	Y	<p>Yes</p> <p>This option is selected when an Employer is submitting final Pay Code 0 Payroll Data for a Member. This indicates the Member is no longer employed, and new Employment Data and Payroll Data cannot be reported.</p>