



***New York State Teachers'
Retirement System***

***Employer Reporting Interface:
A Guide to File Layout***

As of January 2023



Employer Reporting Interface: A Guide to File Layout

This document is divided into five sections as follows:

1. **General Instructions** provides some overall instructions for the monthly file including format requirements for the various types of data fields.
2. **Control Header Record** provides the totals for the numeric fields on the file. This will be used to confirm that the file is complete and ready for processing. This section consists of a table that includes Data Description, Start and End Position, Data Type, and Format / Comments.
3. **Employee Layout** provides the format for the detailed payroll data. This data will be edited and validated before it is posted to the NYSTRS system. This section consists of a table that includes Data Description, Start and End Position, Data Type, Format / Valid Values, and Comments.
4. **Edits** provide the detail of the edit requirements for the data. To ensure that your data can be accepted by NYSTRS' system, those edits should be performed on the data before the file is sent to NYSTRS.
5. **Sample Cross-Reference Table** represents a solution for achieving the interface requirements. While there are many ways a software product can produce an interface file, we believe this is the least invasive method available. A table created by the software vendor is maintained by the School Districts. The unique payroll codes are mapped to the interface fields and maintained by the School District. The table is then used in the interface (report) create process.

NYSTRS will work directly with the School Districts on mapping their codes to the NYSTRS codes. The School Districts should provide a listing of their codes to NYSTRS early in the interface development process so that the mapping can be completed in a timely manner.



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General Instructions

Number	Comments
1.	Provide file in Text format.
2.	If possible, Header (Totals) record should be last record on file.
3.	Character fields (Type = Char) should be initialized to blanks and left justified.
4.	Numeric fields (Type = Nbr) should be initialized to zeroes and right justified. No decimals or commas.
5.	Signed numeric fields (Type = Sign) should be initialized to first position with blanks and remaining positions with zeroes. If a field has a negative value, replace the blank in the first position with a negative sign (-) and right justify data. No decimals or commas.
6.	Date fields (Type = Date) should be initialized to zero date (0000-00-00) or date should be in CCYY-MM-DD format where CC = century, YY = year, MM = month, DD = day. For birth date and hire date, allow valid year, day, month only. No zeroes, spaces, blanks or asterisks. Format must be CCYY-MM-DD. CCYY > 1900 for birth date and CCYY > 2000 for hire date. MM 1-12, DD 1-31. Districts should use "CCYY-01-01", where CCYY is 1901 if date of birth is unknown and CCYY is current year for date of hire if unknown.
7.	All pay, deductions and contributions reported in MTD fields must also include all adjustments made that month for prior payrolls.
8.	All pay reported in MTD Gross must also be reported in one of the detailed earnings provided.
9.	Members with no earnings for the month should not appear on the report.
10.	A file missing a first and last name will be rejected.



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Control Header Record

Data Description	Position	Type	Format / Comments
Location Code	1-5	Char	Code assigned by NYSTRS
Record Identifier	6-6	Char	Always 1
Reporting Period Start Date	7-16	Date	CCYY-MM-DD (month-begin date)
Reporting Period End Date	17-26	Date	CCYY-MM-DD (month-end date)
File Create Date	27-36	Date	CCYY-MM-DD
Total Count of Employees	37-44	Nbr	99999999
Total Service Days Worked	45-55	Sign	-99999999.99
Total Service Days from Hours	56-66	Sign	-99999999.99
Total Service Days from Fee	67-77	Sign	-99999999.99
Total MTD Gross Pay	78-91	Sign	-9999999999.99
Total MTD Base Salary Pay	92-105	Sign	-9999999999.99
Total MTD Instructional Pay	106-119	Sign	-9999999999.99
Total MTD Summer School Pay	120-133	Sign	-9999999999.99
Total MTD Holdover Pay	134-147	Sign	-9999999999.99
Total MTD Partial Leave Pay	148-161	Sign	-9999999999.99
Total MTD Retro Earliest Prior Yr Pay	162-175	Sign	-9999999999.99
Total MTD Retro Next Prior Yr Pay	176-189	Sign	-9999999999.99
Total MTD Retro Latest Prior Yr Pay	190-203	Sign	-9999999999.99
Total MTD Awards Pay	204-217	Sign	-9999999999.99
Total MTD Termination Pay	218-231	Sign	-9999999999.99
Total MTD Non-Regular Comp Pay	232-245	Sign	-9999999999.99
Total MTD Non-NYSTRS Pay	246-259	Sign	-9999999999.99
Total MTD Post-Retirement Pay	260-273	Sign	-9999999999.99
Total MTD Undefined Pay	274-287	Sign	-9999999999.99
Total MTD Loan Deduction	288-301	Sign	-9999999999.99
Total MTD Plan Contributions	302-315	Sign	-9999999999.99
Total MTD Voluntary Contributions	316-329	Sign	-9999999999.99
Filler	330-576	Char	

NOTE: Highlighted fields are no longer being used to report Retroactive Pay. These fields may be repurposed in the future. No value should be included in this field on your monthly file.



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Employee Layout

Data Description	Position	Type	Format / Values	Comments
Location Code	1-5	Char	Code assigned by NYSTRS	Required. If current value is 4 positions – leave 5 th position blank.
Record Identifier	6-6	Char	Always 2	Required.
Reporting Month Start Date	7-16	Date	CCYY-MM-DD (month-begin date)	Required.
Reporting Month End Date	17-26	Date	CCYY-MM-DD (month-end date)	Required.
Status	27-27	Char	Always L	Required.
Current Social Security Number	28-36	Nbr	Nine digits (123456789) or a letter of the alphabet followed by seven digits (A1234567).	The National ID must contain nine digits if it is a Social Security Number for a U.S. citizen. If the National ID is a Visa Number for a non-U.S. national, it must have a length of eight characters with the first being a letter followed by seven digits. Blank or masked entries will not be accepted.
Prior Social Security Number	37-45	Nbr	999999999 (Numerals or blanks. No asterisks or other non-numbers. <u>All zeroes are allowed.</u>)	Required if Current Social Security Number is different from what was reported in the previous month and the Current Payroll ID is the Social Security number.
Current Payroll ID	46-60	Char		Required.
Filler1	61-63	Char		
Payroll Frequency	64-64	Char	W – Weekly, B – Bi-Weekly, S – Semi-Monthly, M – Monthly	Required.
Number of Pay Cycles in Period	65-66	Nbr	If Pay Freq = W, then 4 or 5 If Pay Freq = B, then 2 or 3 If Pay Freq = S, then 2 If Pay Freq = M, then 1	Based on number of check dates in month reported.
NYSTRS EmplID	67-75	Char	If available	Do not use RETD, FULL, PART. Only report EmplID if known.
First Name	76-95	Char	No Prefix	Required. No periods or commas.
Middle Name	96-115	Char	Name or Initial	No periods or commas.
Last Name	116-145	Char	With Suffix such as Jr, Sr, III	Required.



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Data Description	Position	Type	Format / Values	Comments
				No periods or commas.
Address Line 1	146-180	Char	First Address Line	Required. No periods or commas.
Address Line 2	181-215	Char	Second Address Line	No periods or commas.
Address Line 3	216-250	Char	Third Address Line	No periods or commas.
City	251-270	Char	City	Required. No periods.
State / Province	271-272	Char	State / Province such as NY, ON	Required. No periods.
Zip/ Postal Code	273-284	Char	Zip or Postal Code	Required.
Country	285-287	Char	USA or CAN (Canada)	Required. No periods.
Gender	288-288	Char	M – Male, F – Female, U – Non-binary/Other	Required. If not available, default to U.
Birth Date	289-298	Date	CCYY-MM-DD	Required. If not available, use 1901-01-01 and update when available.
Hire Date	299-308	Date	CCYY-MM-DD	Required. If not available, default to Membership date.
Leave Type Code	309-311	Char	MIL – Military MAT – Maternity, Paternity, Child Care SAB – Sabbatical SCK – Sick PER – Personal XXX – Up to the first 3 characters of Leave Type Code Blanks – Not on Leave	Only provide code if member is on an approved paid leave of absence. If you cannot map your Leave Type Code to the ones listed, provide up to the first three characters of your code. Provide the code for all months the member is on the leave including the starting and ending months.
Percent of Pay for Leave	312-314	Nbr	999	If member is on a fully paid leave, indicate 100. If member is paid less than 100%, indicate the percentage of pay received by member.
Separation Reason Code	315-317	Char	RET – Retired TER – Terminated/Excessed RES – Resigned DEA – Death XXX – Up to the first 3 Characters of Separation Reason Code Blanks – Not Separated	If you cannot map your Separation Reason Code to the ones listed, provide up to the first three characters of your code.
Ceased Teaching Date	318-327	Date	CCYY-MM-DD	Required when Separation Reason Code is not blank. This should be the last day worked.
Full/ Part Time Indicator	328-328	Char	F – Full-time	Required.



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Data Description	Position	Type	Format / Values	Comments
			P – Part-time R – Retired	
Employment Base	329-331	Char	200 – 10-Month Employee 220 – 10.5/11-Month Empl 240 – 12-Month Employee	Required.
Plan Elected	332-334	Char	TRS – TRS Plan ORP – ORP Plan Blanks – Not-Participating	Required if School District is a SUNY or Community College.
ORP Employment Date	335-344	Date	CCYY-MM-DD	Required if School District is a SUNY or Community College and the plan is ORP.
Service Days Worked	345-350	Sign	-999.99 Pay # of Max Freq Periods Days W 4 20 W 5 25 B 2 20 B 3 30 S 2 20 M 1 20	Required if member is not an hourly employee. Should be the actual full days for which the employee has been paid with the limit applied. Depending on how your payroll system pays a salaried employee, you may derive the value from days worked, days scheduled to work and actual days paid, or from the base salary paid and the annualized pay rate. Zero may be a valid value.
Service Days from Hours	351-356	Sign	-999.99 Pay # of Max Freq Periods Days W 4 20 W 5 25 B 2 20 B 3 30 S 2 20 M 1 20	Required if member is paid for hours worked with the limit applied. Compute Hours Worked / Hours in Standard Full-Time Work Day for the School District. If more than one Standard Full-Time Work Day is defined (i.e., if primary and secondary schools have different rates, use the lowest number of hours in a full-time day for the School District, but never less than six hours) Some members may have days for both Service Days Worked and Service Days from Hours.
Service Days from Fee	357-362	Sign	-999.99	Required if member is paid for fee-based assignment where no hours are available such as coaching. Compute Fee Payment / Entry Level



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Data Description	Position	Type	Format / Values	Comments
				Annual Base Salary rate. If more than one Rate is available, use the lowest rate for the School District.
Annual Base Salary Pay Rate	363-371	Nbr	9999999.99	Required. This is the full-time equivalent (FTE) pay rate including monies for administrative duties, team leaders, etc. Daily and hourly rates must be annualized reflecting the Employment Base for the member. If the rate changes during the reporting period, report the rate in effect at the end of the month.
A: MTD Gross Pay	372-381	Sign	-9999999.99	Total compensation for reporting period. Must equal the sum of the detail. $A = B + C + D + E + F + G + H + I + J + K + L + M + N + O$.
B: MTD Base Salary Pay	382-391	Sign	-9999999.99	Money paid as base contract salary including pay for team leader, department chair, coordinator, substitute teaching, etc.
C: MTD Instructional Pay	392-401	Sign	-9999999.99	Money paid for instructional after-school activities and extra-curriculum activities such as tutoring, chaperoning, coaching, etc.
D: MTD Summer School Pay	402-411	Sign	-9999999.99	Money paid for teaching summer school.
E: MTD Holdover Pay	412-421	Sign	-9999999.99	Money paid over the summer to a 10-month employee for service rendered during the prior school year.
F: MTD Partial Leave Pay	422-431	Sign	-9999999.99	Money paid while on leave and not reported as Base Salary Pay. This is usually a partial percentage of the base salary such as 50% for a sabbatical.

G:	432-441	Sign	-9999999.99	Money paid as a retro
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Data Description	Position	Type	Format / Values	Comments
MTD Retro Earliest Prior Yr Pay				contract adjustment(s) for one or more years. See retro payment samples on page 14.
H: MTD Retro Next Prior Yr Pay	442-451	Sign	-9999999.99	Money paid as a retro contract adjustment to the next or the second year reported.
I: MTD Retro Latest Prior Yr Pay	452-461	Sign	-9999999.99	Money paid as a retro contract adjustment to the last or the third year reported.
J: MTD Awards Pay	462-471	Sign	-9999999.99	Money paid to an individual for settlement, grievances, or litigation. All paperwork must be forwarded to NYSTRS.
K: MTD Termination Pay	472-481	Sign	-9999999.99	Money paid as a result of cessation of employment because of retirement, severance, etc. This is usually retirement incentives, unused sick, personal, and annual leave payments.
L: MTD Non-Regular Comp Pay	482-491	Sign	-9999999.99	Money paid as bonuses or one-time payments that are not included in a member's base pay. It includes taxable fringe benefits, payment in lieu of health insurance, cash value of automobiles that are reportable to the IRS, employer provided tax-sheltered annuities, etc.
M: MTD Non-NYSTRS Pay	492-501	Sign	-9999999.99	Money paid that is non-reportable pay such as clerk of the board, reimbursement for expenses, non-instructional summer recreation pay, print shop monies, etc.
N: MTD Post-Retirement Pay	502-511	Sign	-9999999.99	Money paid as Base Salary Pay or Instructional Pay to a member who has previously retired from the plan.

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O: MTD Undefined Pay	512-521	Sign	-9999999.99	Money paid that is included in Gross Pay but not mapped to any B through N category. This should always be zero. If a new pay category is established and you cannot map it to any B through N category, default it to Undefined Pay. NYSTRS will remove the earnings until a resolution is reached.
Retro Contract Multiple Year Flag	522-522	Char	Y – Yes, Blank – No	If retro contract earnings cannot be separated by year, report total in earliest year and set this flag to Y.
Retro Contract Start Year	523-526	Nbr	CCYY	Plan year of the earliest contract earnings reported (i.e. 6/30/CCYY).
MTD Loan Deduction	527-536	Sign	-9999999.99	
MTD Plan Contributions	537-546	Sign	-9999999.99	Tier 4-6 Plan Contributions
MTD Voluntary Contributions	547-556	Sign	-9999999.99	Tier 1 Voluntary Contributions
Filler2	557-576	Char		

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Edits

Data Description	Req	E/W/N	Edits
Location Code	Y	E	Must be valid code
Record Identifier	Y	E	Must be 1 or 2
Reporting Period Start Date	Y	E E	Must be CCYY-MM-DD format DD must be 01
Reporting Period End Date	Y	E E	Must be CCYY-MM-DD format Must be month-end of Period Start Date
Status	Y	E	Must be L
Current Social Security Number	Y	E E E	Must be 9 positions Must be numeric Not all zeroes, not all nines
Prior Social Security Number	N	E E E	Must be 9 positions Must be numeric Must be different from Current Social Security Number or all zeroes.
Current Payroll ID	Y	E	Must not be blanks
Payroll Frequency	Y	E	Must be W, B, S, or M
Number of Pay Cycles in Period	Y	E	If Pay Freq = W, and not 4 or 5 If Pay Freq = B, and not 2 or 3 If Pay Freq = S, and not 2 If Pay Freq = M, and not 1
NYSTRS EmplID	N	W W	Should be left justified or blanks If RETD, PART, FULL
First Name	Y	E	Must not be blanks
Middle Name	N	N	Not edited
Last Name	Y	E	Must not be blanks
Address Line 1	Y	E	Must not be blanks
Address Line 2	N	N	Not edited
Address Line 3	N	N	Not edited
City	Y	E	Must not be blanks
State/ Province	Y	E	Must not be blanks
Zip/ Postal Code	Y	E	Must not be blanks
Country	Y	E	Not USA or CAN
Sex	Y	E	Not M or F
Birth Date	Y	E W	Must be CCYY-MM-DD format Must not be zero date
Hire Date	Y	E W	Must be CCYY-MM-DD format Must not be zero date
Leave Type	N	N	Not edited



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Data Description	Req	E/W/N	Edits
Percent of Part Pay for Leave	N	N	Not edited
Separation Reason Code	N	N	Not edited
Ceased Teaching Date	N	W	Must be CCYY-MM-DD format
Full/ Part Time Indicator	Y	E	If not F, P or R
Employment Base	Y	E	If not 200, 220 or 240
Plan Elected	N	W	If not TRS, ORP or Blanks
ORP Employment Date	N	W W	Must be CCYY-MM-DD format If Plan Elected = ORP and zero date
Service Days Worked	Y	E E	If service exceeds value when Pay # of Freq Periods Days W 4 20 W 5 25 B 2 20 B 3 30 S 2 20 M 1 20
Service Days from Hours	Y	E E	If service exceeds value when Pay # of Freq Periods Days W 4 20 W 5 25 B 2 20 B 3 30 S 2 20 M 1 20
Service Days from Fee	Y	E	Not numeric
Annual Base Salary Pay Rate	Y	E	Not numeric
MTD Gross Pay	Y	E	Not numeric
MTD Base Salary Pay	Y	E	Not numeric
MTD Instructional Pay	N	E	Not numeric
MTD Summer School Pay	N	E	Not numeric
MTD Holdover Pay	N	E	Not numeric
MTD Partial Leave Pay	N	E	Not numeric
MTD Retro Earliest Prior Yr Pay	N	E	Not numeric
MTD Retro Next Prior Yr Pay	N	E	Not numeric
MTD Retro Latest Prior Yr Pay	N	E	Not numeric
MTD Awards Pay	N	E	Not numeric
MTD Termination Pay	N	E	Not numeric
MTD Non-Regular Comp Pay	N	E	Not numeric
MTD Non-NYSTRS Pay	N	E	Not numeric

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Data Description	Req	E/W/N	Edits
MTD Post-Retirement Pay	N	E	Not numeric
MTD Undefined Pay	Y	E	Not numeric
Retro Contract Multiple Yr Flag	N	E	Not numeric
Retro Contract Start Year	N	E	Not numeric
MTD Loan Deduction	N	E	Not numeric
MTD Plan Contributions	Y	E	Not numeric
MTD Voluntary Contributions	Y	E	Not numeric

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Samples of Retro Pay Reporting can be found in [Section 2](#) of the [Employer Manual](#) on NYSTRS.org.



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Sample Cross-Reference Table

Payroll Code	Description	NYSTRS Code	Description
001	Regular Salary	B	Base Salary Pay
002	Department Chair	B	Base Salary Pay
003	Principal Aide	B	Base Salary Pay
004	Managerial Confident	M	Non-NYSTRS Pay
005	Treasurer Stipend	M	Non-NYSTRS Pay
006	Principal Steno Stipend	M	Non-NYSTRS Pay
007	Reg Sal Summer	D	Summer School Pay
008	Overtime	M	Non-NYSTRS Pay
009	Double-time	M	Non-NYSTRS Pay
010	Extra Hours	M	Non-NYSTRS Pay
011	Home Teaching	C	Instructional Pay
012	Period Coverage	C	Instructional Pay
013	Substitute Teacher	B	Base Salary Pay
014	Coaching	C	Instructional Pay
015	Co-curricular	C	Instructional Pay
016	Chaperone	C	Instructional Pay
017	Cont Ed Certified	C	Instructional Pay
018	Community Rec	M	Non-NYSTRS Pay
019	Health Reimb-No ERS/TRS	M	Non-NYSTRS Pay
020	Tier 1&2 Vaca ACR/Reimb	K	Termination Pay
021	Summer School	D	Summer School Pay
022	FAC Reimt Entitlement	K	Termination Pay
023	Substitute Custodial	M	Non-NYSTRS Pay
024	Substitute Clerical	M	Non-NYSTRS Pay
025	Substitute FSW	M	Non-NYSTRS Pay
026	Groundsman Stipend	M	Non-NYSTRS Pay
027	Differential	M	Non-NYSTRS Pay
028	Optional Pay 1	C	Instructional Pay
029	Optional Pay 2	C	Instructional Pay
030	Teachers' Aides	M	Non-NYSTRS Pay
031	Community Educators	M	Non-NYSTRS Pay
032	Stenographer	M	Non-NYSTRS Pay
033	Aides	M	Non-NYSTRS Pay
034	Watchmen	M	Non-NYSTRS Pay
035	Security	M	Non-NYSTRS Pay
036	Guards	M	Non-NYSTRS Pay
037	Groundsmen	M	Non-NYSTRS Pay
038	Bus Drivers	M	Non-NYSTRS Pay



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Payroll Code	Description	NYSTRS Code	Description
039	Summer Groundsmen	M	Non-NYSTRS Pay
040	Adjustment	M	Non-NYSTRS Pay
041	Food Svc Wkr 3 Hr	M	Non-NYSTRS Pay
042	Retro Pay	G	Retro Earliest Prior Yr Pay
043	Non FAC Reinmt Entitlement	M	Non-NYSTRS Pay
044	Food Svc Wkr 4 Hr	M	Non-NYSTRS Pay
045	Reg Pay - NYSTRS Exempt	M	Non-NYSTRS Pay
046	Overtime - NYSTRS Exempt	M	Non-NYSTRS Pay
047	Sub Tchr - ERS Exempt	B	Base Salary Pay
048	Faculty Retirement	K	Termination Pay
049	ERS Exempt Vacation	M	Non-NYSTRS Pay
050	Tier 1&2 Recess Day-Admin	K	Termination Pay
051	Tier 3-6 Vaca ACR/Reimb	K	Termination Pay
052	Tier 3-6 Recess Day-Admin	K	Termination Pay
053	Alt Eve HS Sprvsr	B	Base Salary Pay
054	Alt Eve HS Asst Sprvsr	B	Base Salary Pay
055	Health Reimb-TRS Tier 1	L	Non-Regular Comp Pay
056	ERS Non-Exempt Vacation	M	Non-NYSTRS Pay
057	Community Ed-TRS Exempt	M	Non-NYSTRS Pay
058	Prior Year Tenure	G	Retro Earliest Prior Yr Pay
059	School Hall Monitor	M	Non-NYSTRS Pay
060	Lead Counselor	B	Base Salary Pay
061	Substitute Aide	M	Non-NYSTRS Pay
062	CSE	C	Instructional Pay
063	Substitute Nurse	M	Non-NYSTRS Pay
064	Retro Sal Yr 1	G	Retro Earliest Prior Yr Pay
065	Retro Sal Yr 2	G	Retro Earliest Prior Yr Pay
066	Retro OT Year 1	M	Non-NYSTRS Pay
067	Retro OT Year 2	M	Non-NYSTRS Pay
068	Retro Dif Year 1	M	Non-NYSTRS Pay
069	Retro Dif Year 2	M	Non-NYSTRS Pay
070	TSA Stipend	L	Non-Regular Comp Pay
071	Retro HT	G	Retro Earliest Prior Yr Pay
072	Retro PDS	G	Retro Earliest Prior Yr Pay
073	Retro Subs	G	Retro Earliest Prior Yr Pay
074	Retro COA	G	Retro Earliest Prior Yr Pay
075	Retro Co-Curr	G	Retro Earliest Prior Yr Pay
076	Retro Chaperone	G	Retro Earliest Prior Yr Pay
077	Retro CEC Alt Ed EVG HS	G	Retro Earliest Prior Yr Pay
078	Administrator Claim Form	C	Instructional Pay



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Payroll Code	Description	NYSTRS Code	Description
079	Retro Other Pay	G	Retro Earliest Prior Yr Pay
080	FSW Adjustment	M	Non-NYSTRS Pay
081	Retro Summer School	G	Retro Earliest Prior Yr Pay
082	Retro CSE Per Diem	G	Retro Earliest Prior Yr Pay
083	Retro RGSM Reg Salary	G	Retro Earliest Prior Yr Pay
084	Retro Sal Yr 3	I	Retro Earliest Prior Yr Pay
085	Retro Tier 1&2 Vac ACR/RB	K	Termination Pay
086	Retro Tier 3&4 Vac ACR/RB	K	Termination Pay
087	Retro Pay Admins	G	Retro Earliest Prior Yr Pay
088	Retro Tier 1&2 Recess Adm	K	Termination Pay
089	Retro Tier 3&4 Recess-Adm	K	Termination Pay
090	Athletic Trainer	M	Non-NYSTRS Pay
091	Score Keeper	C	Instructional Pay
092	Time Keeper	C	Instructional Pay