

PERA Contribution Report Spreadsheet Specifications

Revised 12/14/2005

The PERA Contribution Report can be submitted to PERA as a Microsoft Excel spreadsheet file (".xls"). When you set up your spreadsheet, put the following information in each column:

Column	Data Item	Description	Maximum number of characters	Type of characters to use ¹
A	"D" for detail records; "T" for final row totals.	Enter one row for each member for whom you are reporting contributions. Enter a "D" in the first column for each member to indicate to PERA that this is a "detail" record item. Enter a "T" in column A of the <i>final</i> row on your spreadsheet and record the grand total for all amounts in columns F, G, H, I, J, N, and O.	1	Alpha-numeric
B	PERA Employer Number	Enter your three-digit assigned PERA-affiliated employer number.	3	Numeric ¹
C	Social Security Number	Member's Social Security number – Do NOT include leading zeros. Do not put in dashes.	9	Numeric
D	Member Name (Last First Middle)	The name of the member (Last First Middle Initial) Do not use punctuation to separate names.	24	Alpha-numeric
E	Pay Period End Date (M)MYY	Enter the month and year of the ending date of the payroll period for the amounts reported on this line. Omit leading zeros (example: enter "705" for July 2005; or, "1205" for December 2005). Do not use any special date formatting. Do not enter a slash or dash between the month and year.	4	Numeric
F	PERA DB Includable Salary ²	Enter the salary for members enrolled in the PERA Defined Benefit plan. Rounded to two decimal places. ³ Do not use commas or dollar signs.	9	Numeric
G	PERA Member Contributions ²	Enter the PERA Member Contributions, equal to the salary multiplied by the member contribution rate. Rounded to two decimal places. ³ Do not use commas or dollar signs.	9	Numeric
H	Life Insurance	PERA Life Insurance Premium(s). Do not use commas or dollar signs.	6	Numeric
I	Member MatchMaker DC Contributions	This field is only used when calculating PERA MatchMaker contributions. This field should contain zeros after 5/31/2004. When used, this shows the member's contributions to a defined contribution ("DC") plan. This can be any tax-deferred retirement program in which the member participates and is either established under state law or sponsored by the employer and is authorized under section 401(k), 403(b), 457, or 401(a) of the Internal Revenue Code. Round to only two decimal places. ³	9	Numeric
J	MatchMaker	PERA MatchMaker contributions. This field should contain zeros after 5/31/2004. This is the portion of member's contributions to a DC plan that are matched under PERA's MatchMaker program and have been sent to a DC plan for the member. The match is the lesser of a) the member's contributions to an eligible tax-deferred retirement program, or b) the member's salary multiplied by the effective MatchMaker rate. Round to only two decimal places. ³	9	Numeric
K	Filler (Blank)		Blank	Blank
L	Filler (Blank)		Blank	Blank
M	Non-12-month pay pattern	If a member has a regular pay cycle where he or she is paid over 8 to 11 months each year (such as a school teacher who is not paid over 12 months), enter "8," otherwise leave blank.	2	Numeric
N	AED Only Salary	This field is only used by employers who have employees that have an option to join PERA on or after 1/1/2006. Enter the salary for employees who have elected a defined contribution plan in lieu of the PERA defined benefit plan. If there is an entry in this field, columns F and O should be blank.	9	Numeric
O	Retiree Salary	Enter the salary for any employee who is a PERA retiree receiving a PERA benefit and is working after retirement. If there is an entry in this field, columns F and N should be blank.	9	Numeric

¹ In the "numeric" cells, use only the numbers 0 through 9. Do not use the letter "o" for a zero. For all amount fields, you must include the decimal point. For SSN's that begin with a zero, omit the leading zeros. Do not use the spreadsheet's formatting function to format a cell as "text format" if the cell is supposed to contain a numeric value. Precede negative numbers with a negative sign ("-").

² If there is an entry in the PERA DB Salary field or the Member Contributions field, there should not be an entry in columns N and O. (Report salary only one time in either the PERA DB Salary column, or the AED Only Salary column, or the Retiree Salary column.)

³ Use the =ROUND function (Excel) to round any calculations to two decimal places. If you do not use the "Round" function, the spreadsheet will carry all decimal places and the grand total amounts may not be correct.

Naming Convention: Name your file "AGⁿⁿⁿPR.xls" where ⁿⁿⁿ is your three-digit PERA-affiliated employer number. For example, if your PERA-affiliated employer number is "860," then your PERA contribution file that you send to PERA would be named AG860PR.xls.

PERA Contribution Report Spreadsheet Example

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The following is an example of an Excel spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		PERA Employer Number	Social Security Number	Member Name (Last First Middle)	Pay Period End Date (M)MY	PERA DB Salary	PERA Member Contributions	Life Insurance	Member MatchMaker DC Contribution	PERA MatchMaker			Non-12-month Pay Pattern	AED Only Salary	Retiree Salary
2	D	413	101111101	Brooks Bruce B	705	2000.00	160.00	13.00							
3	D	413	201222201	Chavez Carla C	705										2500.00
4	D	413	301333303	Dobb Diane D	705	5000.00	400.00	26.00							
5	D	413	401444404	Enble Eve E	705	2750.00	220.00								
6	D	413	501555505	Fisher Frances F	705	1800.00	144.00	26.00					8		
7	D	413	601666606	Gimble George G	705	1600.00	128.00	6.50					8		
8	D	413	701777707	Heinze Hank H	705	200.00	16.00								
9	D	413	801888808	Irving Irene I	705										2000.00
10	D	413	901999909	Jensen Jasmine J	705	6500.00	520.00	26.00							
11	T					19850.00	1588.00	97.50	0.00	0.00				0.00	4500.00

Use columns A through O only for the items described. Do not use commas, dashes, dollar signs, or any special cell formatting. Save a copy of the spreadsheet to use as a template for your next payroll cycle.