



Data File Layouts For Electronic Data Reporting

R. 5/23/18

LOUISIANA SCHOOL EMPLOYEES'
RETIREMENT SYSTEM

Purpose: To provide employers with data file layouts for submitting salary contributions, insurance deductions and other data electronically to Louisiana School Employees' Retirement System (LSERS).

General Information: Electronic reporting of data via [LSERSWeb](#) portal is available to those employers who have registered with LSERSWeb for access. Refer to the [Employer Registration/Access procedures](#) to gain access to the system.

File Layouts: [Salary Contribution File Layout](#)
[Monthly Insurance Deductions File Layout](#)
[Retirement Annual Salary File Layout](#)

A. Reporting Salary Contributions Electronically

The monthly salary and contribution data provide member salary and contribution information which is posted to the member accounts. Monthly data should be sent to LSERS within 15 calendar days after the end of the month covered by the file. Employers can submit monthly data via the [Salary Contributions Reporting and Corrections form](#).

For using the upload process, the data file will be produced by the employer and contains the information needed to post to the member accounts. Refer to the table on [page 2](#) for the data layout for the file.

B. Reporting Automated Insurance Deductions Electronically

The monthly insurance update data submitted by each employer provides the necessary information to make the automatic insurance deduction from each retiree's retirement benefit payment.

Automated Insurance Deductions data should be submitted to LSERS by the 10th of each month to allow time for correcting errors before LSERS retirement payroll is processed on or about the 20th of each month. LSERS will hold the most recent file until after payroll for that month has been completed. Employers can submit the monthly data via the [Insurance and Retirement Uploads](#). Refer to the table on [page 3](#) for the data file layout.

For using the upload process, the initial file produced by the employer containing the information needed to set up retirees on LSERS records for the insurance deductions will contain only adds. Each file thereafter will contain adds, changes, or deletes. The file specifications and record layouts for the initial file and the monthly production update file are identical.

C. Reporting Retirement Annual Salary (RET) Electronically



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Annual retirement salary data should contain all individuals paid by the employer, including payroll, accounts payable and 1099 payments. The data must be submitted by each employer on/before August 15 each year via the upload process.

Using the [Insurance and Retirement Uploads](#) procedures, the data file will be produced by the employer and contains the information required above. Refer to the table on [page 6](#) for the data file layout.

Salary Contribution File Layout

Starting Position	Field Description	Data Type	Length
1	System Code. Always a 1	Numeric	1
2	Social Security Number	Numeric	9
11	Filler (Blank)	Alpha	1
12	Employer ID	Numeric	4
16	Contribution Type: 10 – Unsheltered and 30 – Sheltered	Numeric	2
18	Reporting Month	Numeric	2
20	Reporting Year	Numeric	4
24	Filler (zeros)	Numeric	4
28	Actual Earnings	Numeric (7.2)	9*
37	Contributions	Numeric (7.2)	9*
46	Full-Time Earnings	Numeric (7.2)	9*
55	Filler (Blanks or Member Name)	Alpha	12
67	Filler (Blanks or Member Name)	Alpha	14
Total			80 Bytes

*The decimal point in the money fields is implied. For example \$3,459.37 must be reported as 000345937.

File record size: **80** bytes

Frequency: This file should be submitted once a month by the **15th**



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File name: **SALnnnn_mmyyyy**

Where 'SAL' identifies the file type

'nnnn' is the employer/agency number

'mmyyyy' is the month and year of the processing period of the file



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Monthly Insurance Deductions File Layout

Starting Position	Description	Data Type	Length
1	Employer Identification	Numeric	4
5	System Code	Numeric	1
6	Benefit Number	Numeric	9
15	Benefit Sequence Code	Numeric	1
16	Operation Code	Alpha	1
17	Deduction Type 1	Numeric	4
21	Deduction Amount 1	Numeric	6*
27	Deduction Type 2	Numeric	4
31	Deduction Amount 2	Numeric	6*
37	Total New Amount	Numeric	8*
45	Filler (or Member Name)	Alpha	36
Total			80 Bytes

*The decimal point in the money fields is implied. For example, a Deduction Amount of \$342.16, should be reported as 034216 and a Total New Amount of \$1,459.86, should be reported as 00145986.

File record size: **80** bytes

Frequency: This file should be submitted once a month by the **15th**

File name: **INSnnnn_mmyyyy**

Where 'INS' identifies the file type

'nnnn' is the employer/agency number

'mmyyyy' is the month and year of the processing period of the file

Employer Identification is the four-digit number assigned to each employer. If the employer identification number does not match that on the LSERS file, the deduction will reject.

System Code will be 1.



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Benefit Number is the social security number. If social security number does not match the LSERS file, the transaction will reject.

Benefit Sequence Code will always be 0.

Valid Operation Codes are A-Add, C-Change, and D-Delete.

A – Add code is to be used when adding any NEW DEDUCTIONS to LSERS file. If a retiree chooses only one of the insurance deduction types initially and adds the other deduction type later, the operation code to add the new option would be **A**.

C – Change code is used when changing any existing deduction amount. Once a deduction type and amount have been added to LSERS files by the above procedure, the deduction amounts remain the same until a change or delete is submitted. If a **6070** or **6075** deduction already exists for a retiree, any changes in the deduction amount will be submitted as a “**C**” in the Operation Code.

D – Delete code is used when discontinuing a deduction type. It is used when a retiree drops one or both deduction types (**6070** or **6075**). When entering a **Delete** transaction, show only the Deduction Type. The Deduction Amount and Total New Amount should show zeros on the transaction.

Deduction Type and Deduction Amount occurs twice and may be thought of as a table of insurance deductions. This table should be loaded top down. If a deduction is being added, changed, or deleted on only one of the deduction types, enter only the deduction type and amount being added, changed, or deleted in the first entry of the table, Deduction Type **1** and Deduction Amount **1**. If the transaction contains only one entry, the second entry should be zero filled. If nothing is being changed on the other deduction type, do not include it in the transaction; enter zeros in the second entry of the table, Deduction Type **2** and Deduction Amount **2**. It will remain on the deduction file exactly as it was the previous month**. If a change is to be made on an existing deduction and the retiree wishes to add or delete the other deduction, two separate transactions must be made.

Valid Deduction Types	Description
6070	Employer Health Insurance
6075	Employer Life Insurance

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Before changes: 6070 has \$100.00 and 6075 has \$10.00

Changes: 60700286180000000000



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After changes: 6070 has \$286.18 and 6075 has \$10.00

Deduction Amount is the amount of the premium deduction for each deduction type on the transaction being made. It should be the amount to which the premium is being changed. The old amount will be overlaid.

Total New Amount is control totals of the deduction amounts in a single add, change, or delete transaction. It is NOT the total of the current coverage of the retiree. If both deduction types exist on the retiree's LSERS file and only one deduction type is to be changed, the transaction should involve only the deduction type being changed and the deduction amount it is being changed to. The Total New Amount would be the total of the changed deduction amount. If both deduction types are having changes in the deduction amount, the total new amount would be the total of the two changed deduction amounts. If the transaction is rejected because of an error, the deduction file will remain the same as the previous month until a change is made***.

***:

Before changes: 6070 has \$10.00 and 6075 does not exist

Changes: 60750001800000000000

After changes: 6070 has \$10.00 and reject the changes since 6075 does not exist

Filler is the space left on the file (**36** characters) for the employer to use as needed. LSERS recommends using the retiree name in this space. The employer may also wish to include carrier codes or other pertinent information in this space.



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Retirement File Layout

Starting Position	Description	Data Type	Length	Example
1	Fiscal Year	Numeric	4	2018
5	Employer Identification	Numeric	4	0001
9	Social Security	Numeric	9	555555555
18	Earnings	Numeric	9*	000495037
27	Position Description	Alpha	100	BUS OPERATOR
127	Employment Type	Alpha	2	FT
Total			128 Bytes	

Example:

201800015555555555000495037BUS OPERATOR

FT

Note: The spacing between the position description and employment type was created using the space bar not the tab key.

File name: **RETnnnn_yyyy**

Where '**RET**' identifies the file type; '**nnnn**' is the employer number; '**yyyy**' is the fiscal year of the processing period of the file

Fiscal Year is the four-digit number of the fiscal year of the processing period of the file. For fiscal year beginning July 1, 2017 and ending June 30, 2018, enter 2018.

Employer Identification is the four-digit number assigned to each employer.

Social Security is the nine-digit identification number for each payee without any spaces or dashes.

Earnings are the nine-digit number for total earned income for each position in fiscal year. *The decimal point in the money fields is implied. For example, an amount of \$342.16 should be reported as 000034216.

Position Description is the 100 alpha characters for the employer to use as needed in describing the type of job held for each payee during filing fiscal year.

Employment Type is the two alpha characters for type of job for each payee during fiscal year. Fill as PT for part-time or FT for full- time.