

# **Indiana Public Retirement System (INPRS) Employer Reporting and Maintenance (ERM) Bulk Member Maintenance File Layout Specification**

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# Member Maintenance File Layout

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The Employer Reporting and Maintenance (ERM) application allows employers to maintain a portion of the member information. Employers can update member information by either 1) generating a bulk upload file (using the Member Maintenance File format outlined in this document), or 2) logging into ERM and updating the member(s) information individually online through Member Maintenance.

If choosing to update member information for a single member, it is recommended that employers update the information directly online, without the use of a bulk upload file. The bulk upload file can be used for making changes to one or more members at a time. This specification provides information for updating important member information using the bulk upload method:

- Important Definitions and Reporting Rules
- File Formatting and Structural Rules
- Member Maintenance File Layout Field Details
  - File Header Record
  - Detail Member Maintenance Records
- [Valid Life Events](#) for each fund

**NOTE:** In other documents the various funds, systems, and plans may be abbreviated as follows:

- 1977 Fund, 77 Fund, PF77 – 1977 Police Officers’ and Firefighters’ Pension and Disability Fund
- CE, C&E, CAEP, EG&C - Excise, Gaming, and Conservation Officers’ Retirement Plan
- JU, JRS, JUDG – Judges’ Retirement System
- LE, LE DC, LE DB, LRS – Legislators’ Retirement System (Defined Contribution or Defined Benefit)
- PA, PARF – Prosecuting Attorneys’ Retirement Fund
- PERF, PE, PR2, PR3, PMCH – Public Employees’ Retirement Fund Retirement Fund
- TRF, TRFF, TR2, TMCH – Indiana State Teachers’ Retirement Fund

No matter how they are abbreviated, the abbreviations refer to these named funds, systems, and plans and often are referred to as “fund”, “plan”, or “system”.

## Important Abbreviations and Reporting Rules

Term	Reporting Rules
<b>Employer and Submission Units</b>	<p>An Employer in ERM is the overarching sponsoring organization that participates in one or more of the funds (PERF, TRF, '77 Police/Fire, Judges', CE, and PA). Each Employer must have at least one Submission Unit to which it is associated. A Submission Unit is the reporting group/entity and is associated with a single fund. Each Submission Unit has its own unique account number assigned (the same as the current Employer ID used on the quarterly report). Employers are required to submit a <b>separate report for each Submission Unit</b> they administer. Employers that only have one group of employees participating in only one fund have only one Submission Unit.</p> <p>Examples of Employers with multiple Submission Units:</p> <p><b>EXAMPLE 1: Employer:</b> Elms County</p> <ul style="list-style-type: none"> <li>• <b>Submission Unit #1:</b> Elms County <ul style="list-style-type: none"> <li>◦ <b>Submission Unit No.:</b> 1234-000 (public employees participating in PERF)</li> </ul> </li> <li>• <b>Submission Unit #2:</b> Elms Police <ul style="list-style-type: none"> <li>◦ <b>Submission Unit No.:</b> 7789-100 (police officers participating in '77 Police and Fire fund)</li> </ul> </li> <li>• <b>Submission Unit #3:</b> Elms Fire Depart. <ul style="list-style-type: none"> <li>◦ <b>Submission Unit No.:</b> 7789-200 (fire fighters participating in '77 Police and Fire fund)</li> </ul> </li> </ul> <p><b>EXAMPLE 2: Employer:</b> Monumental School Corporation</p> <ul style="list-style-type: none"> <li>• <b>Submission Unit #1:</b> Monumental School Corporation Teachers <ul style="list-style-type: none"> <li>◦ <b>Submission Unit No.:</b> 0024-120 (teachers participating in TRF)</li> </ul> </li> <li>• <b>Submission Unit #2:</b> Monumental School Corporation Employees <ul style="list-style-type: none"> <li>◦ <b>Submission Unit No.:</b> 1357-000 (public employees participating in PERF)</li> </ul> </li> </ul>
<b>Last Day in Pay</b>	<p>This date should be reported once an employee has completely separated from employment and is defined as the last day that the employee accrued or earned a wage (i.e., termination date) as a covered or non-covered employee.</p> <p><b>NOTE:</b> A retirement and/or Defined Contribution (DC) (formerly ASA) distribution cannot be processed until 30 days after the employee has completely separated from employment and a Last Day in Pay has been reported. Effective 1/1/2021, the 30-day wait period no longer applies for distribution of the DC upon separation from employment.</p>
<b>Last Check Date</b>	<p>This date is equal to the date of the last payroll on which the member will be included once they have completely separated from employment. It is a required field if Last Day in Pay is reported. This date is used to signal whether all wage and contribution information for a member requesting a retirement or DC (formerly ASA) distribution has been received or is still in progress. An employee's Last Check Date should occur on or after the Last Day in Pay.</p>
<b>Life Event</b> (Refer to <a href="#">Valid Life Events</a> for each fund)	<p>Refers to an event that changes the status of the member:</p> <ul style="list-style-type: none"> <li>• Changing from a covered position to a non-covered position (within a Submission Unit)</li> <li>• Termination</li> <li>• LOA - Leave of Absence</li> <li>• LOA – Medical Leave (Non-member) – TRF/PERF</li> <li>• LOA – FMLA (Non-member) – TRF only</li> <li>• Suspension ('77 Fund only)</li> </ul>

Term	Reporting Rules
	<ul style="list-style-type: none"> <li>Return from Leave of Absence</li> <li>Return from Suspension ('77 Fund only)</li> <li>Return from Military Leave</li> </ul>
<b>Covered to Non-Covered Position (Life Event type)</b>	<p>This Life Event and effective date should be reported when an employee moves from a participating or covered position to a non-covered position, but remains employed with the employer in some capacity. This date signals when a member's creditable pension service should stop as well as the associated contributions for them.</p> <p><b>NOTE:</b> A retirement and/or DC (ASA) distribution cannot be processed until 30 days after the employee has completely separated from employment and a Last Day in Pay has been reported. Effective 1/1/2021, the 30-day wait period no longer applies for distribution of the DC upon separation from employment.</p>

- The Member Maintenance File Layout specification applies to the following funds/systems:
  - PERF – Public Employees' Retirement Fund (Hybrid or My Choice)
  - TRF – Teachers' Retirement Fund (Hybrid or My Choice)
  - '77 – 1977 Police Officers' and Firefighters' Pension and Disability Fund
  - JU – Judges' Retirement System
  - PA – Prosecuting Attorneys' Retirement Fund
  - CE – State Excise Police, Gaming Agent, Gaming Control Officer and Conservation Enforcement Officers' Retirement Plan, *currently Excise, Gaming, and Conservation Officers' Retirement Plan (EG&C)*
- A member's Social Security Number (SSN), Pension ID (PID) and Last Name **cannot** be updated or corrected by using this file layout. These fields are included for identification purposes only. If a member's SSN or PID needs to be updated or corrected, please contact INPRS staff for assistance. A member's name can be updated using the Modify Member section in ERM.

**NOTE:** Address changes are not made through ERM and are not a part of the Member Maintenance function and layout specification.

## File Formatting and Structural Rules

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- Member maintenance records read sequentially. The Header record must be first, followed by the Detail Member Maintenance record(s). See the Sample Layout listed at the end of the Detail Member Maintenance Record layout.
- Valid file format for the upload file is a pipe delimited (|) text file (.txt extension). Each field ends with a pipe (|), even if the field has no data to report.
- Records with invalid data (text in numeric field, invalid characters, etc.) result in structural errors immediately upon upload.
- Fields listed as **Optional** are not required for processing.
- A field listed as **Conditional** is only required if the **Optional** field it is associated with is included.
- If **Optional** fields do not have data to report, insert a pipe (|) to indicate the end of the field.
- Some fields are not applicable for all funds (see **Rules and Information** column for each field). Insert a pipe (|) to indicate the field has no data to report.
- If a field is not changing, insert a pipe (|) and leave the field empty.
- All fields are **not** case-sensitive.

# File Layout Field Details

## File Header Record

The header record is a summary of the detail member maintenance records being reported. The header record includes the Submission Unit Number and the number of records included in the detail member maintenance records. A pipe (|) must be inserted at end of each field.

**Figure 1: File Header Record**

HEADER RECORD						
#	Max Len	Required Optional Conditional	Field Name Field Description	Format	Sample	Rules and Information
1	7	R	Submission Unit Number  This was formerly the 7 digit Employer Number. The new field name is the Submission Unit Number.	<b>Alphanumeric</b> No Hyphens Numbers only	0115000	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li>Submission Unit is represented by 7 digits.</li> <li><b>PERF:</b> Typically 4 digits, followed by 3 zeros. Fill in all digits (e.g., 0550-000 will be 0550000). Formerly known as Employer Number.</li> <li><b>TRF:</b> Typically 2 digits representing the Employer Account Number, followed by the Unit Code which is 1 – 3 digits. Fill in all digits (e.g., 99-12 will be 0099012).</li> </ul>
2	9	R	Row Count  Number of rows in the file that contain data to be uploaded.	<b>Integer</b> No Commas	1877	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li>This number will be compared with the actual number of records ERM reads to ensure all records were captured in the upload.</li> </ul>

## Detail Member Enrollment Records

The detail member maintenance information being reported for the new members of a Submission Unit. Each field must end with a pipe (|).

**Figure 2: Detail Member Maintenance Records**

DETAIL MEMBER MAINTENANCE RECORDS						
#	Max Len	Required Optional Conditional	Field Name Field Description	Format	Sample	Rules and Information
1	9	R <sup>1</sup>	Social Security Number 9 digit Social Security Number of the member <sup>1</sup> Need at least 2 of the following: <ul style="list-style-type: none"> <li>Social Security Number</li> <li>Pension ID</li> <li>Last Name</li> </ul>	<b>Integer</b> 9 Digits No Hyphens	011020303	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li>One of the “2 of 3 Fields Required” for member identification.</li> <li>For identification purposes only. <b>Cannot</b> be updated or corrected in file layout. Contact INPRS for assistance if a member’s SSN needs to be corrected.</li> </ul>

## DETAIL MEMBER MAINTENANCE RECORDS

#	Max Len	Required Optional Conditional	Field Name Field Description	Format	Sample	Rules and Information
2	9	R <sup>2</sup>	<b>Pension ID</b> 9 digit Pension ID assigned to the member <sup>2</sup> Need at least 2 of the following: <ul style="list-style-type: none"> <li>Social Security Number</li> <li>Pension ID</li> <li>Last Name</li> </ul>	Integer	000045123	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li>One of the “2 of 3 Fields Required” for member identification.</li> <li>Formerly TRF Number for TRF members.</li> <li>For identification purposes only. <b>Cannot</b> be updated or corrected in file layout. Contact INPRS for assistance if a member’s PID needs to be corrected.</li> </ul>
3	30	R <sup>3</sup>	<b>Last Name</b> Last Name of the member <sup>3</sup> Need at least 2 of the following: <ul style="list-style-type: none"> <li>Social Security Number</li> <li>Pension ID</li> <li>Last Name</li> </ul>	<b>Alphanumeric</b> A – Z and special characters	O’Connor-Jones	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li>One of the “2 of 3 Fields Required” for member identification.</li> <li>A – Z</li> <li>May contain special characters.</li> <li>May contain spaces within the last name.</li> <li>For identification purposes only. <b>Cannot</b> be updated or corrected in file layout. If member’s name needs to be updated please use the Modify Member section in ERM.</li> </ul>
4	1	O	<b>Gender</b> Gender of the Member	Alpha	M	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li><b>Valid Values (if changing):</b> M = Male F = Female</li> </ul>
5	1	O	<b>Marital Status</b> Marital Status of the member	Alpha	M	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li><b>Valid Values (if changing):</b> M = Married S = Single</li> </ul>
6	8	C <sup>4</sup>	<b>Last Day in Pay</b> Date the member’s employment was terminated	<b>Date</b> MMDDYYYY	10122011	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li><sup>4</sup>Required for termination transactions.</li> <li>This date should be reported once an employee has completely separated from employment and is defined as the last day that the employee accrued or earned a wage (i.e., termination date) as a covered or non-covered employee.</li> <li>This field can also be reported as part of the Wage &amp; Contribution file upload.</li> </ul>



## DETAIL MEMBER MAINTENANCE RECORDS

#	Max Len	Required Optional Conditional	Field Name Field Description	Format	Sample	Rules and Information
7	8	C <sup>5</sup>	Last Check Date Mandatory if Last Day in Pay is entered. Date of the last check.	Date MMDDYYYY	10212011	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li><sup>5</sup>Mandatory if Last Day in Pay date is reported.</li> <li>This date is equal to the last Payroll Date an employee is included on once they have completely separated from employment. An employee's Last Check Date should occur on or after their Last Day in Pay.</li> <li>This field can also be reported as part of the Wage &amp; Contribution file upload.</li> </ul>
8	50	O	Life Event Life Event of the member	Alphanumeric	LMAT	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li>Not case-sensitive</li> <li><b>Valid Values:</b></li> <li>See <i>Valid Life Events</i> and their corresponding field value for each fund.</li> </ul>
9	8	C <sup>6</sup>	Life Event Effective Date Date the selected Life Event is effective	Date MMDDYYYY	06062011	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li><sup>6</sup>Required if a Life Event is reported.</li> </ul>
10	8	C <sup>7</sup>	Active Duty Military Discharge Date Date in which the member was discharged from Active Duty in the Military Service	Date MMDDYYYY	05132011	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li><sup>7</sup>Required if Life Event reported is Return from Military Leave</li> </ul>
11	1	O	Part-Time/Substitute? Is the member a part-time or a substitute teacher?	Alpha	Y	<ul style="list-style-type: none"> <li><b>TRF Only</b></li> <li><b>Valid Values:</b></li> <li>Y = Yes</li> <li>N = No</li> </ul>
12	8	C <sup>8</sup>	Part-time/Substitute Effective Date Date the part-time/Substitute status is effective	Date MMDDYYYY	07012011	<ul style="list-style-type: none"> <li><b>TRF Only</b></li> <li><sup>8</sup>Required if Part-Time/Substitute is reported</li> </ul>
13	70	C <sup>9</sup>	E-mail Address E-mail address of the member	Alphanumeric A – Z and special characters	p.manning@employer.com	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li><sup>9</sup><b>Required for TRF Full-time Members</b></li> <li>Recommended for all other members</li> </ul>
14	1	O	Elected Official? Is the member an elected official?	Alpha	Y	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li><b>Valid Values:</b></li> <li>Y = Yes</li> <li>N = No</li> </ul>

## DETAIL MEMBER MAINTENANCE RECORDS

#	Max Len	Required Optional Conditional	Field Name Field Description	Format	Sample	Rules and Information
15	50	C <sup>10</sup>	Elected Official Type Type of elected official from list of valid values	Alphanumeric	Sheriff	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li><sup>10</sup>Required if Elected Official? = Y</li> <li><b>Valid Values:</b> County Auditor County Clerk County Recorder County Treasurer Coroner Sheriff State Elected Comptroller, formerly Auditor* State Elected Treasurer State Elected Secretary County Surveyor</li> <li>Any Elected Official not listed above</li> </ul>
16	8	C <sup>11</sup>	Elected Official Effective Date Date the Elected Official designation is effective	Date MMDDYYYY	01122012	<ul style="list-style-type: none"> <li><b>All Funds</b></li> <li><sup>11</sup>Required if Elected Official? is populated</li> </ul>

\* Effective July 1, 2023, the title changes to State Comptroller.

### Example:

- Submission Unit Number = 1234-567
- Employer needs to report changes or updates to 3 member's information or status using the bulk upload feature in ERM

### Sample Enrollment Layout:

```
1234567|3|
313001313|000714521|Freney||||LMDA|02012011|
204004204|000015231|Addai|M||||N|08012011|j.addai@employer.com|
211002154|000421563|Manning||||RFL|06012011|
```

## Valid Life Events

### PERF

Valid Life Events – PERF	Valid Field Values
Covered to Non-covered Position	CNC
LOA-Adoption Leave	LADP
LOA-Disability Leave	LDIS
LOA-FMLA (Member)	LFMA
LOA-Maternity/Paternity	LMAT
LOA-Medical Leave	LMDA
LOA-Medical Leave (non-member)	LMDB
LOA-Sick Leave	LSCK
LOA-USERRA Military Leave	LUSA
LOA-Workman's Comp	LWCB
LOA-None of the Above	LPLA
Return from Leave	RFL
Return from Suspension	RFS
Return from USERRA Military Leave	RFML
Suspension (Paid)	SU
Suspension (Unpaid)	SUU
Terminate Employment	TE

### 77 Fund

Valid Life Events – '77 Fund	Valid Field Values
Covered to Non-covered Position	CNC
LOA-Disability Leave	LDIS
LOA-Elected Official	EEO
LOA-FMLA	LFMA
LOA-USERRA Military Leave	LUSA
LOA-Sick Leave	LSCK
LOA-None of the above	LPLA
Return from Leave	RFL
Return from USERRA Military Leave	RFML
Return from Suspension	RFS
Suspension (Paid)	SU
Suspension (Unpaid)	SUU
Terminate Employment	TE

## TRF

Valid Life Events – TRF	Valid Field Values
Covered to Non-covered Position	CNC
LOA-Adoption Leave	LADP
LOA-Advanced Study/Sabbatical	LAST
LOA-Approved Educational Travel	LTRV
LOA-Disability Leave	LDIS
LOA-FMLA	LFMA
LOA-FMLA (non-member)	LFMB
LOA-Maternity/Paternity Leave	LMAT
LOA-Medical Leave	LMDA
LOA-Medical Leave (non-member)	LMDB
LOA-USERRA Military Leave	LUSA
LOA-Sick Leave	LSCK
LOA-Teacher Exchange	LTCH
LOA-Work Experience	LEXP
LOA-Worker's Comp	LWCB
LOA-None of the Above	LPLA
Return from Leave	RFL
Return from Suspension	RFS
Return from USERRA Military Leave	RFML
Suspension (Paid)	SU
Suspension (Unpaid)	SUU
Terminate Employment	TE

## JU, PA Funds

Valid Life Events – JU, PA Fund	Valid Field Values
Covered to Non-covered Position	CNC
LOA-FMLA	LFMA
LOA-USERRA Military Leave	LUSA
LOA-None of the Above	LPLA
Return from Leave	RFL
Return from Suspension	RFS
Return from USERRA Military Leave	RFML
Suspension (Paid)	SU
Suspension (Unpaid)	SUU
Terminate Employment	TE

## CE Fund

Valid Life Events – CE Fund	Valid Field Values
Covered to Non-covered Position	CNC
LOA-Disability Leave	LDIS
LOA-FMLA	LFMA
LOA-USERRA Military Leave	LUSA
LOA-None of the above	LPLA
Return from Leave	RFL
Return from USERRA Military Leave	RFML
Return from Suspension	RFS
Suspension (Paid)	SU
Suspension (Unpaid)	SUU
Terminate Employment	TE