

State Optional Retirement Program  
 Payroll Data Interchange file format

Field Name	Start/Stop Positions	Field Length	Field Type	Required (R) or Optional (O)	Format/Value	Description
Employer ID	1-5	5	Numb	R	99999	As listed with PEBA's Retirement System
Employee SSN	6-14	9	Numb	R	999999999	
Employee Last Name	15-49	35	Char	R		
Employee First Name	50-69	20	Char	R		
Employee Middle Initial	70-70	1	Char	O		
Name Suffix	71-85	15	Char	O		
Birth Date	86-95	10	Date	R	mm/dd/yyyy	Must be four digit year.
Gender	96-96	1	Char	R	M=Male, F=Female	
Address Line 1	97-131	35	Char	R		
Address Line 2	132-166	35	Char	R		
City	167-186	20	Char	R		
State	187-188	2	Char	R		Upper Case
Zip Code	189-198	10	Char	R	99999-9999 or 99999	
Country Code	199-200	2	Char	R		Assigned Country Code (Table provided. Blank if US)
Home Phone Number	201-210	10	Char	O	9999999999	
Work Phone Number	211-220	10	Char	R	9999999999	
Work Phone Ext.	221-224	4	Char	O		
Hire Date	225-234	10	Date	R	mm/dd/yyyy	Must be four digit year.
Termination Date	235-244	10	Date	R	mm/dd/yyyy	Must be four digit year.
Check Date (payday)	245-254	10	Date	R	mm/dd/yyyy	Current payroll ending date. Identifies the plan year to which contributions are applied. Must be four digit year.
Employee Contribution	255-264	10	Numb	R	9999999.99 Positive number implied	Per statute, 9% of covered pay, withheld from gross pay
Employer Contribution	265-274	10	Numb	R	9999999.99 Positive number implied	Per statute, 5% of covered pay, paid by employer
Email Address	275-314	40	Char	R		Employee email address. Blank if none available.
Salary Amount	315-331	17	Numb	R	99999999999999.99 Positive number implied	Salary for the employee for the given payroll period.
Salary Period	332-332	1	Char	R		A=Annual, M= Monthly, S= Semi-Monthly, B= Bi-Weekly, H=Hourly, W= Weekly