Item	Field Name	Length	Numeric length	Start Position	Stop Position	Description	Field Content
1	Record Type	X(01)	1	1	1	Indicates the type of record being reported.	Valid Values: "H" = Header Record - This is the only valid for the header record.
2	File Name	X(50)	50	2	51	Indicates the name of the File.	Valid Value: See worksheet "Payroll File Name".
3	Version	X(3)	3	52	54	Indicates the version number of the file format. Allows the ERS system to know what file format is being sent for processing.	Valid Values: V01 = Version 1 V02 = Version 2
4	Pay Period End Date	CCYYMMDD	8	55	62	Indicates the end date of the pay period being reported. The file should be created twice per month, e.g. the 15th and the last day of the month. Should be the same date as field 21 in the detail record	Numeric Only. Must be a valid date - YYYYMMDD Ex: 20071215
5	Reporting Agency	X(2)	2	63	64	Indicates which reporting agency is submitting the file.	Valid Values: State of Hawaii 10 = State of Hawaii 11 = East West Center 12 = Hawaii Air National Guard 13 = National Guard 14 = DOE Certificated 15 = UH Board of Regents (UHPA) 18 = Charter Schools (Ceridian) City & County of Honolulu 20 = City & County of Honolulu 21 = Board of Water Supply Honolulu Hawaii County 30 = Hawaii County 31 = Hawaii County - Dept of Water Supply Maui County 40 = Maui County Kauai County 50 = Kauai County
6	FILLER	X(536)	536	65	600	Reserved for future use.	Space fill

Seq	Field Name	Length	Numeric Length	Starting Position	Ending Position	Description	Field Content
1	Record Type	X(1)	1	1	1	Indicates the type of record being reported.	Valid Values: "D" = Detail Record - This is the only valid for the detail record.
2	SSN	X(9)	9	2	10	The member's Social Security Number without hyphens.	Numeric only. Note: No bogus numbers will be accepted. (Ex: 000000000, 111111111, 222222222, 333333333, 444444444, 555555555, 666666666, 777777777, 888888888, 999999999, 123456789, or 987654321).
3	Last Name	X(50)	50	11	60	The member's last name. If the Member only has one name, provide the name in this field instead of the First Name.	Alpha Characters and Hyphen Only Ex: Madonna (No Last Name) Ex: Smith (Last Name)
4	First Name	X(50)	50	61	110	The member's first name.	Alpha Characters and Hyphen Only Space fill accepted if member only has one name. Ex: John
5	Middle Name	X(50)	50	111	160	The member's middle name. Provide the full middle name if possible. Middle Initial and blank can be accepted if necessary.	Alpha Characters and Hyphen Only Ex: Allen
6	Name Suffix Code	X(10)	10	161	170	The member's name suffix.	Valid Values: EQ = Esquire JR = Junior SR = Senior 01 = I 02 = II 03 = III 04 = IV 05 = PhD 06 = MD 07 = V 08 = VI Space fill
7	Employer Code	X(3)	3	171	173	Employer Code of the member's employer as defined by ERS.	TBD. ERS will notify each reporting agency of which value to use. Valid Values: 001 = State of Hawaii 002 = City & County of Honolulu 003 = Hawaii County 004 = Maui County 005 = Kauai County

Seq	Field Name	Length	Numeric Length	Starting Position	Ending Position	Description	Field Content
8	Billing Location Code	X(3)	3	174	176	The Billing Location of the member's employer as defined by ERS.	TBD. ERS will notify each reporting agency of which value to report. Valid Values: 001 = DAGS – UH & UHPA (effective 07/01/2011) 002 = DAGS – DOE 003 = DAGS – HHSC 004 = DAGS/DHRD – State of Hawaii 005 = DAGS – Charter Schools 006 = UHPA - Discontinued effective 06/30/2011 - refer to DAGS - UH (001) 007 = Charter Schools – Ceridian 008 = East West Center 009 = Hawaii Air National Guard 010 = City & County of Honolulu 011 = City & County of Honolulu – Board of Water Supply 012 = Hawaii County 013 = Hawaii County – Board of Water Supply 014 = Maui County 015 = Kauai County
9	Pay adjustment	S9(10)V99	13	177	189	Reserved for future use.	Numeric Only with two implied decimal positions. Report as zeores if no pay adjustment is being reported Ex: 0000000000600 = 6.00% Ex: 0000000000450 = 4.50%
10	Pay adjustment description	X(7)	7	190	196	Reserved for future use.	Valid Values: 0001 - Furlough Left jusified Space fill if pay adjustment percentage = 0
11	Pay Number	X(10)	10	197	206	Reporting Agency specific. Unique number for payroll reporting. Ties the personnel actions to the payroll transactions (Sequence #38 on Personnel File).	ERS to discuss with reporting agencies. Left justify **Added: For non-State employers, must be zero filled**
12	ER Tran Type	X(3)	3	207	209	Indicates if the reported transaction is for the current payroll period or is an adjustment to a previous payroll period. Each Reporting Agency needs to submit a separate record for adjustments to prior payroll periods. ERS to discuss with each Reporting Agency.	Valid Values: 1 - Not related to current pay period (Adjustment to a previous payroll period) 2 - Regular Payroll (include zero pay only if on LWOP) See attached Excel File with examples of how to report code 1 and 2 transaction types

Seq	Field Name	Length	Numeric Length	Starting Position	Ending Position	Description	Field Content
13	Retirement Group	X(2)	2	210	211	The member's Retirement Group as defined by ERS.	Member's Retirement Group 11 = State 12 = Directors/Deputy Directors 13 = 10-Mth Employee (e.g. EA, Health Aids, Speech Therapist, School Psychologist) 21 = 10-Mth DOE Certificated Personnel 22 = 12-Mth DOE Certificated Personnel (e.g. Ed Officers/Ed Spcls) 23 = DOE Principals 24 = 9-Mth UH Instructional Personnel 25 =Other UH Instructional Personnel 31 = County 32 = County Directors/Deputy Directors/County Clerks 41 = Police Officers 42 = Firefighters (24 hr) 43 = Firefighters (8 hr) 51 = Judges hired < 7/1/1999 52 = Judges hired > 6/30/1999 (Act 65) 61 = Elected Officials (e.g. Gov/Lt Gov, Prosec Atty, Mayors) 62 = State Senators, House of Rep, Council Members 63 = Legis Off (e.g. Sgt, Asst Sgt @ Arms)
			0		211		71 = Sewer and WWW 72 = Water Safety Officer 73 = EMT 81 = ACO 82 = Investigators (2.5% benefit) 83 = Investigator – County Prosec Atty (2.5% benefit) 84 = Water Safety Officers hired prior to 7/1/94 (2.5% benefit)
14	Retirement Class	X(2)	2	212	213	The member's Retirement Class as defined by ERS.	Valid Values: See worksheet "Class Code Table".
15	FTE Percent	S9(3)v99	6	214	219	The member's Full-Time Equivalent percentage.	Numeric Only with two implied decimal positions. Do not report member if less than 50% FTE. Ex: 10000 = 100% Ex: 09500 = 95%
16	Contract Type	X(2)	2	220	221	Used by UH and DOE ONLY. All other reporting agencies will report "12". The number of paid months pro-rated over a twelve month period.	Valid Values: 09 = 9-month employment 10 = 10-month employment 11 = 11-month employment 12 = 12-month employment
17	Pay Rate Code	X(2)	2	222	223	The member's Pay Rate Code indicates the basis for the Pay Rate field (Sequence #18).	Valid Values: (use zeros) SL = Semi Monthly (Salaried) H0 = Hourly D0 = Daily (Judges Only)

Seq	Field Name	Length	Numeric Length	Starting Position	Ending Position	Description	Field Content
18	Pay Rate	S9(10)V99	13	224	236	Semi-monthly Base Pay, Hourly Base Pay or Daily Per Diem; used in conjunction with Pay Rate Code (sequence #17).	Numeric Only Leading zeroes and two implied decimal positions.
19	Num of Hours Worked	S9(5)v99	8	237	244	Number of regular hours worked in the reported payroll period. (Exclude OT, other pay)	Numeric Only. Leading zeroes and two implied decimal positions.
20	Standard Work hours in period	S9(5)v99	8	245	252	Standard hours eligible to be worked in a payroll period.	Numeric Only. Leading zeroes and two implied decimal positions. If information is not available, leave space filled. (Do not use 80 hours as may have previously been informed unless 80 is the the actual Standard Work hours in the period.)
21	Pay Period End Date	CCCCYYDD	8	253	260	Date indicating the end of the payroll reporting period. Examples: 1) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 16, 2007 (Earning Period Start Date) to April 30, 2007 (Earning Period End Date). Check date (Payment Date) of April 30. 2) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 16, 2007 (Earning Period Start Date) to April 30, 2007 (Earning Period End Date). Check date (Payment Date) of May 5. 3) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 1, 2007 (Earning Period Start Date) to April 15, 2007 (Earning Period End Date). Check date (Payment Date) of May 5. 4) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 1, 2007 (Earning Period Start Date) to April 15, 2007 (Earning Period End Date). Check date (Payment Date) of April 30. 5) Retro Pay example: Time sheet or salary paid as part of the April 30, 2007 Payroll (Pay Period End Date). Employee works from February 16, 2007 (Earning Period Start Date) to February 28, 2007 (Earning Period End Date). Check date (Payment Date) of May 5. Pay Period End Date = April 30, 2007	Numeric Only. Must be a valid date - YYYYMMDD Ex: 20070430

Payroll File - **Detail Record**

Seq	Field Name	Length	Numeric Length	Starting Position	Ending Position	Description	Field Content
22	Earning Period Start Date	CCCCYYDD	8	261	268	Date indicating the first day of the work period being reported. Adjustments must be reported using the correct Earning Period Start Date and Earning Period End Date Examples: 1) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 16, 2007 (Earning Period Start Date) to April 30, 2007 (Earning Period End Date). Check date (Payment Date) of April 30. 2) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 16, 2007 (Earning Period Start Date) to April 30, 2007 (Earning Period End Date). Check date (Payment Date) of May 5. 3) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 1, 2007 (Earning Period Start Date) to April 15, 2007 (Earning Period End Date). Check date (Payment Date) of May 5. 4) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 1, 2007 (Earning Period Start Date) to April 15, 2007 (Earning Period End Date). Check date (Payment Date) of April 30. 5) Retro Pay example: Time sheet or salary paid as part of the April 30, 2007 Payroll (Pay Period End Date). Employee works from February 16, 2007 (Earning Period Start Date) to February 28, 2007 (Earning Period End Date). Check date (Payment Date) of May 5. Earning Period Start Date = varies (see examples)	Numeric Only. Must be a valid date - YYYYMMDD Ex: 20070401
23	Earning Period End Date	CCCCYYDD	8	269	276	Date indicating the last day of the work period being reported. Adjustments must be reported using the correct Earning Period Start Date and Earning Period End Date. Examples: 1) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 16, 2007 (Earning Period Start Date) to April 30, 2007 (Earning Period End Date). Check date (Payment Date) of April 30. 2) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 16, 2007 (Earning Period Start Date) to April 30, 2007 (Earning Period End Date). Check date (Payment Date) of May 5. 3) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 1, 2007 (Earning Period Start Date) to April 15, 2007 (Earning Period End Date). Check date (Payment Date) of May 5. 4) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 1, 2007 (Earning Period Start Date) to April 15, 2007 (Earning Period End Date). Check date (Payment Date) of April 30. 5) Retro Pay example: Time sheet or salary paid as part of the April 30, 2007 Payroll (Pay Period End Date). Employee works from February 16, 2007 (Earning Period Start Date) to February 28, 2007 (Earning Period End Date). Check date (Payment Date) of May 5. Earning Period End Date = varies (see examples)	Numeric Only. Must be a valid date - YYYYMMDD Ex: 20070415

Seq	Field Name	Length	Numeric Length	Starting Position	Ending Position	Description	Field Content
24	Payment Date	CCCCYYDD	8	277	284	The date of the member's check or EFT deposit. Examples: 1) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 16, 2007 (Earning Period Start Date) to April 30, 2007 (Earning Period End Date). Check date (Payment Date) of April 30. 2) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 16, 2007 (Earning Period Start Date) to April 30, 2007 (Earning Period End Date). Check date (Payment Date) of May 5. 3) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 1, 2007 (Earning Period Start Date) to April 15, 2007 (Earning Period End Date). Check date (Payment Date) of May 5. 4) Time sheet or salary paid as part of April 30, 2007 Payroll (Pay Period End Date). Employee works from April 1, 2007 (Earning Period Start Date) to April 15, 2007 (Earning Period End Date). Check date (Payment Date) of April 30. 5) Retro Pay example: Time sheet or salary paid as part of the April 30, 2007 Payroll (Pay Period End Date). Employee works from February 16, 2007 (Earning Period Start Date) to February 28, 2007 (Earning Period End Date). Check date (Payment Date) of May 5. Payment Date = varies (see examples)	Numeric Only. Must be a valid date - YYYYMMDD Ex: 20070505
25	Base Pay	S9(10)V99	13	285	297	Base Pay is what a salaried employee would earn for the payroll period when working 100% of the time (based on the bargaining unit pay table for their SR rating and step). Base pay should not be adjusted if an employee is on a 1 year sabbatical. **Examples:** **Example 1** - Salaried employee whose position is authorized FTE equal to 100%, authorized base pay is $1,000.00, no leave without pay. **Example 2** - Salaried employee whose position is authorized FTE equal to 50%, authorized base pay (at 100%FTE) is $1,000.00, no leave without pay. **Example 3** - Salaried employee whose position is authorized FTE equal to 100%, authorized base pay is $1,000.00, leave without pay adjustment equal to $250. **Example 4** - Professor has a base pay of $1000.00 and an FTE of 100%. Regular pay is $1,000.00. The professor is authorized for Sabbatical Leave. While on sabbatical, they should be reported with $1,000.00 base pay, a 100% FTE, and a $500.00 sabbatical pay. The regular pay is 0. **Example 5** - Salaried employee whose position is authorized FTE equal to 50%, authorized base pay is $1,000.00, leave without pay adjustment equal to $250. If FTE % < 100% and 　Base Pay = Reg Pay 　　Base Pay does NOT reflect the 100% value of a position, therefore 　　　True Base Pay = Base Pay / FTE% FTE% = 75% Base Pay = 750 Reg Pay = 750 True Base = 750 / .75 = 1000	Numeric Only Leading zeroes and two implied decimal positions.

Seq	Field Name	Length	Numeric Length	Starting Position	Ending Position	Description	Field Content
26	Gross Pay Amount	S9(10)V99	13	298	310	The total Semi-Monthly gross pay (Total of all Pay Fields excluding Base Pay): Regular Pay Amount + Vacation Pay Amount+ Workers Comp Pay Amount + Sabbatical Pay Amount + Other Pay Amount + Differential Pay Amount Recurring + Differential Pay Amount Non-Recurring + Retro Pay Amount + = Gross Pay Amount	Numeric Only Leading zeroes and two implied decimal positions. The Pay Amount fields must sum to the reported Gross Pay Amount. **Refer to Section 88-21.5 of the Hawaii Revised Statutes for definition of Compensation and type of pay reported in this field.**
27	Regular Pay Amount	S9(10)V99	13	311	323	Based on bargaining unit pay table for SR rating and step, adjusted for FTE minus any LWOP (leave without pay salary adjustment). Does not include differential, overtime, vacation pay etc.	Numeric Only Leading zeroes and two implied decimal positions.
28	Normal AS Contrib Amount	S9(10)V99	13	324	336	Normal Annuity Savings Contributions = (Gross Pay Amount - Vacation Pay Amount) * retirement contribution rate Note: Do NOT subtract Vacation Pay Amount from Gross Pay Amount for any member hired before 01/01/1971. Retirement contributions must be paid on vacation pay for members hired prior to 01/01/1971.	Numeric Only Leading zeroes and two implied decimal positions. **Determination of Normal AS Contribution if ER Trans:** **Code 2 normal AS = Gross x Contribution Rate** **Code 1 normal AS = Total Normal AS for all transactions in Earning period - Code 2 transaction amount** **[Codes 1 and 2 per field 12]**
29	Normal AS Tax Ind	X(2)	2	337	338	Indicates the tax treatment for the Normal AS Contrib Amount reported.	Valid Values: 01 = Pre-Tax 02 = Post-Tax Space fill
30	Addl AS Type 1	X(2)	2	339	340	Type of Additional AS Amount 1 being reported. Valid type accepted is for service acquisition and hybrid upgrade via payroll deduction.	Valid Values: 01 = Service Acquisition via payroll deduction
31	Addl AS Amount 1	S9(10)V99	13	341	353	Additional Annuity Savings Amount 1 is used to indicate the service credit purchase (SCP) amount being reported. Addl AS Amount 1 = Gross Pay Amount * retirement contribution rate (SCP)	Numeric Only Leading zeroes and two implied decimal positions.
32	Addl AS Tax Ind 1	X(2)	2	354	355	Indicates the tax treatment for the Addl AS Amount 1 reported.	Valid Value: 01 = Pre-Tax 02 = Post-Tax
33	Addl AS Type 2	X(2)	2	356	357	Type of Additional AS Amount 2 being reported. **Reserved for future use**	Valid Values: Space fill

Seq	Field Name	Length	Numeric Length	Starting Position	Ending Position	Description	Field Content
34	Addl AS Amount 2	S9(10)V99	13	358	370	Additional Annuity Savings Amount 2 **Reserved for future use**	Numeric Only Leading zeroes and two implied decimal positions.
35	Addl AS Tax Ind 2	X(2)	2	371	372	Indicates the tax treatment for the Addl AS Amount 2 reported. **Reserved for future use**	Valid Value: 01 = Pre-Tax 02 = Post-Tax
36	Vacation Pay Amount	S9(10)V99	13	373	385	This is the unused Vacation Pay (payment in lieu of vacation) at the time of termination or retirement.	Numeric Only Leading zeroes and two implied decimal positions.
37	WC Pay Amount	S9(10)V99	13	386	398	The Worker's Compensation Pay Amount being reported while the member is on an industrial leave. **[Note: Normal contributions reported on the WC Pay Amount will be placed in a post tax contributions contribution "bucket"]**	Numeric Only Leading zeroes and two implied decimal positions.
38	Sabbatical Leave Pay Amount	S9(10)V99	13	399	411	The member's compensation while on a sabbatical leave.	Numeric Only Leading zeroes and two implied decimal positions.
39	Other Pay Amount	S9(10)V99	13	412	424	All other payments to the member not specifically defined on this layout.	Numeric Only Leading zeroes and two implied decimal positions.
40	Differential Pay Amount Recurring	S9(10)V99	13	425	437	This is the sum of all recurring differentials paid each payroll period.	Numeric Only Leading zeroes and two implied decimal positions.
41	Differential Pay Amount Non-recurring	S9(10)V99	13	438	450	This is the sum of all differentials (non recurring) paid for this payroll period.	Numeric Only Leading zeroes and two implied decimal positions.
42	Retro Pay Type	X(2)	2	451	452	The type of Retroactive Pay Amount being reported for the payroll period.	Valid Values: 01 Settlement 02 Reclassification 03 Retroactive Pay Increase 04 Delayed Regular Pay 05 Retroactive Overtime 06 One-Time 07 Summer Pay 08 Reserve Pay 09 Advance Lag Pay (Full recovery) - **For City & County of Honolulu only** 10 Advance Lag Pay (Partial recovery) - **For City & County of Honolulu only** Space fill
43	Retro Pay Amount	S9(10)V99	13	453	465	The total amount of retroactive pay being reported for this payroll period.	Numeric Only Leading zeroes and two implied decimal positions.

Seq	Field Name	Length	Numeric Length	Starting Position	Ending Position	Description	Field Content
44	Excess Reg Pay Type	X(2)	2	466	467	For Salary <100% FTE employees that REG PAY exceeds BASE x FTE	Valid Values: 01 - Earnings or Hours in Excess of FTE Space fill
45	Excess Reg Pay Amount	S9(10)V99	13	468	480		Numeric Only Leading zeroes and two implied decimal positions.
46	Misc Non-pay Amount Type	X(2)	2	481	482	Reserved for future use.	Valid Values: Space fill
47	Misc Non-pay Amount	S9(10)V99	13	483	495	Reserved for future use.	Numeric Only Leading zeroes and two implied decimal positions.
48	Straight-time Pay	S9(10)V99	13	496	508	Example - Salaried employee whose position is authorized FTE equal to 50%, old base pay (at 100%FTE) is $500.00, no leave without pay. What REG PAY should be without LWOP. FTE% = 75% Base Pay @ 100% FTE = 1000.00 Old Base = 1000.00 / .75 = 750.00	Numeric Only Leading zeroes and two implied decimal positions.
49	Bargaining Unit	X(2)	2	509	510	Indicates the member's Bargaining Unit.	Valid Values: Refer to worksheet "Bargaining Unit".
50	Employer A/S	S9(10)V99	13	511	523	A/S contributions paid by employer on behalf of member Example: Contributions for Serviceman's act, loaned employer, etc. **NOTE: PLEASE CONTACT ERS BEFORE POPULATING THIS FIELD**	Numeric Only Leading zeroes and two implied decimal positions.
51	Warrant Distribution Code	X(10)	10	524	533	Indicates the office/location where the member works on a regular basis. Reporting Agency specific. Used for payroll distribution. Ties the personnel actions to the payroll transactions (Sequence #39 on Personnel File). ERS to discuss with reporting agencies.	Alpha/Numeric Left justified Space filled. Employer defined values
52	Filler	X(67)	67	534	600	Reserved for future use.	Space fill

Item	Field Name	Length	Numeric length	Start Position	End Postion	Description	Field Content
1	Record Type	X(01)	1	1	1	Indicates the type of record being reported.	Valid Values: "T" = Trailer Record - This is the only valid for the trailer record.
2	Record Count	9(20)	20	2	21	Total Number of Records in File.	Numeric. Include leading zeroes and two implied decimal positions.
3	Total Gross Pay	S9(18)V2	21	22	42	Total Gross Pay reported.	Numeric. Include leading zeroes and two implied decimal positions.
4	Regular Pay Amount	S9(18)V2	21	43	63	Total Regular Pay reported.	Numeric. Include leading zeroes and two implied decimal positions.
5	Normal AS Contrib Amount	S9(18)V2	21	64	84	Total Normal AS Contribution Amount reported.	Numeric. Include leading zeroes and two implied decimal positions.
6	Addl AS Amount 1	S9(18)V2	21	85	105	Total Additional AS Contribution Amount 1 reported.	Numeric. Include leading zeroes and two implied decimal positions.
7	Addl AS Amount 2	S9(18)V2	21	106	126	Total Additional AS Contribution Amount 2 reported	Numeric. Include leading zeroes and two implied decimal positions.
8	Vacation Pay Amount	S9(18)V2	21	127	147	Total Vacation Pay reported.	Numeric. Include leading zeroes and two implied decimal positions.
9	WC Pay Amount	S9(18)V2	21	148	168	Total Workers Compensation Pay reported.	Numeric. Include leading zeroes and two implied decimal positions.
10	Sabbatical Leave Pay Amount	S9(18)V2	21	169	189	Total Sabbatical Leave Pay reported.	Numeric. Include leading zeroes and two implied decimal positions.
11	Other Pay Amount	S9(18)V2	21	190	210	Total Other Pay Amount - ERS reported.	Numeric. Include leading zeroes and two implied decimal positions.
12	Differential Pay Amount Recurring	S9(18)V2	21	211	231	Total Differential Pay - Recurring reported.	Numeric. Include leading zeroes and two implied decimal positions.
13	Differential Pay Amount Non-recurring	S9(18)V2	21	232	252	Total Differential Pay - Non-recurring reported.	Numeric. Include leading zeroes and two implied decimal positions.

Item	Field Name	Length	Numeric length	Start Position	End Postion	Description	Field Content
14	Retro Pay Amt Regular	S9(18)V2	21	253	273	Total Retroactive Pay reported.	Numeric. Include leading zeroes and two implied decimal positions.
15	Excess Reg Pay Amount	S9(18)V2	21	274	294	Total Excess Reg Pay Amount Reported	Numeric. Include leading zeroes and two implied decimal positions.
16	Misc Non-pay Amount	S9(18)V2	21	295	315	Total Misc Non-pay Amount Reported	Numeric. Include leading zeroes and two implied decimal positions.
17	Employer A/S	S9(18)V2	21	316	336	A/S contributions paid by employer on the member's behalf	Numeric. Include leading zeroes and two implied decimal positions.
18	Filler	X(306)	264	337	600	Reserved for future use.	Space fill

Retirement Class Code

Class Code	Description
A0	Contributory
A1	Contributory (after 7/1/2012)
B0	Contributory – Police/Fire LE 03/31/1986, J1 Visa Groups 1,2,3,5,6,7,8 should be considered valid if membership date < 01/01/2004
C0	Noncontributory Note: A data conversion rule will need to be defined to accept "C" as a valid class code prior to 1984 for contributory members who elected to become noncontributory. A decision was made to change their class code from "A" or "B" to "C" when the salary, contribution and other related information was keyed from the member's folder and loaded in to the DPP/TPP/OSCAR/OAR system.
D0	Contributory – Police/Fire GT 03/31/1986
D1	Contributory – Police/Fire GT 06/30/2012
E0	Not Eligible for ERS Membership
S0	Non ERS Member with FICA & Medicare State Employees less than 50% FTE, less than 90 days, PTS positions County Employees less than 50% FTE, less than 90 days, PTS positions
N0	Employees Exempt from ERS Membership
J0	ERS Contributory members who have attained their maximum benefit allowance and are not required to contribute to ERS.
T0	DOE Substitute Teachers Paid Daily Rate
K0	State Employees less than 50% FTE, less than 90 days, PTS positions
H0	Hybrid
H1	Hybrid (after 7/1/2012)
R1	Retiree return to work - Act 179/2010 - Groups 11, 13, 21 to 25, 31, 51, 52, or 61 to 64, 71 to 73
R2	Retiree return to work - Act 179/2010 - Groups 41 to 43, 81 to 84
L0	Elected officers who choose not to be members of the ERS
V0	Employees with J-1, F-1, M-1 or Q-1 visas hired after 12/31/2003 and before 07/01/2006 who elected to remain in the Noncontributory Plan. Effective 07/01/2006, no plan transfer when visa status changes. Note: For APPX this class code is changed to "C".
Z0	Employees with J-1, F-1, M-1 or Q-1 visas hired after 06/30/2006. These employees were previously coded Class C (Class V for payroll purposes).
Z1	Employees with J-1, F-1, M-1 or Q-1 visas hired after 06/30/2012. These employees were previously coded Class H0 (Class Z0 for payroll purposes).
M0	Returning retired members who reached their maximum benefit (80% Police/Fire, 75% Judges/Elected Officials

Bargaining Unit Code

BUs	Description	Union	BU Reference
00	Employees not covered by a union bargaining unit.	N/A	00
01	UPW - Blue Collar, Non-Supvry	UPW	01
02	HGEA - Blue Collar, Supvry	HGEA	02
03	HGEA - White Collar, Non-Supvry	HGEA	03
04	HGEA -White Collar, Supvry	HGEA	04
05	HSTA - Teachers	HSTA	05
06	HSTA - Educational Officers	HSTA	06
07	UHPA - UH Faculty	UHPA	07
08	UHPA - UH Non-Faculty	UHPA	08
09	HGEA - Registered Professional Nurse, Non-Supvry	HGEA	09
10	UPW - Nonprofessional Hospital & Institutional Worker, Non-Supvry	UPW	10
11	HFFA - Firefighter, Non-Supvry	HFFA	11
12	SHOPO - Police, Non-Supvry	SHOPO	12
13	HGEA - Professional & Scientific, Non-Supvry	HGEA	13
20	UPW - Nonprofessional Hospital & Institutional Worker, Supvry	UPW	10
21	HFFA - Firefighter, Supvry	HFFA	11
22	SHOPO - Police, Supvry	SHOPO	12
23	HGEA - Professional & Scientific, Supvry	HGEA	13
29	HGEA - Registered Professional Nurse, Supvry	HGEA	09
30	UPW - Blue Collar, Supvry Managerial - Excluded	UPW	02
31	HGEA - White Collar, Supvry Managerial - Excluded	HGEA	03
32	HGEA - Registered Professional Nurse, Managerial - Excluded	HGEA	09
33	UPW - Nonprofessional Hospital & Institutional Worker, Managerial – Excluded	UPW	10
34	Firefighter, – Managerial – Excluded	HFFA	11
35	HGEA - Professional & Scientific, Managerial - Excluded	HGEA	13
36	SHOPO - Police, Managerial – Excluded	SHOPO	12
45	HSTA - Teachers part-time 50% FTE	HSTA	05
55	HSTA - Teachers - ROTC	HSTA	05
56	HSTA - Educational Officers - 100%	HSTA	06
61	UPW - Blue Collar, Non-Supvry – Excluded	UPW	02
63	HGEA - White Collar, Non-Supvry – Excluded	HGEA	03
70	UPW - Nonprofessional Hospital & Institutional, Non-Supvry - Excluded	UPW	10
71	Firefighter, – Non-Supvry – Excluded	HFFA	11
72	SHOPO - Police, Non-Supvry – Excluded	SHOPO	12
73	HGEA - Professional & Scientific, Non-Supvry – Excluded	HGEA	13
79	HGEA - Registered Professional Nurse, Non-Supvry – Excluded	HGEA	09
82	UPW - Blue Collar, Supvry – Excluded	UPW	02
84	HGEA - White Collar, Supvry – Excluded	HGEA	03
90	UPW - Nonprofessional Hospital & Institutional Worker, Supvry – Excluded	UPW	10
91	Firefighter, Supvry – Excluded	HFFA	11
92	SHOPO - Police, Supvry – Excluded	SHOPO	12
93	HGEA - Professional & Scientific, Supvry – Excluded	HGEA	13
96	HSTA - Educational Officers	HSTA	06
99	HGEA - Registered Professional Nurse, Supvry - Excluded	HGEA	09
14B	HGEA – Law Enfrcment & Ocean/WSO, Included	HGEA	14
14E	HGEA – Law Enfrcment & Ocean/WSO, Excluded	HGEA	14
14	Law Enfrcment & Ocean/WSO	HGEA	14

Current Employer Code	Reporting Agency Code	Employer	V3 Employer	V3 Billing Location	Proposed V3 File Name [Note: the ccyymmdd should be the same date as field #4, Pay Period End Date]
1	10	State of Hawaii	001 - State of Hawaii	004 DAGS - State of Hawaii 001 DAGS - UH	V3PAYSTATE-ccyymmdd.TXT
7	11	East West Center	001 - State of Hawaii	008 East West Center	V3PAYEWC-ccyymmdd.TXT
8	12	Hawaii Air National Guard	001 - State of Hawaii	009 Hawaii Air National Guard	V3PAYHANG-ccyymmdd.TXT
9	13	National Guard			V3PAYHNG-ccyymmdd.TXT
14	14	DOE Certificated	001 - State of Hawaii	005 DAGS - Charter Schools 002 DAGS - DOE	V3PAYDOECER-ccyymmdd.TXT
15	15	UH Board of Regents	001 - State of Hawaii	006 UHPA	V3PAYUHBOR-ccyymmdd.TXT
16	16	Judiciary	001 - State of Hawaii	004 DAGS - State of Hawaii	V3PAYJUD-ccyymmdd.TXT
17	17	Hawaii Health System Corporation	001 - State of Hawaii	003 DAGS - HHSC	V3PAYHHSC-ccyymmdd.TXT
18	18	Charter Schools (Ceridian)	001 - State of Hawaii	007 Charter Schools - Ceridian	V3PAYCSC-ccyymmdd.TXT
2	20	City & County of Honolulu	002 - City & County of Honolulu	010 City & County of Honolulu 011 City & County of Honolulu BWS	V3PAYCCH-ccyymmdd.TXT
	21	Board of Water Supply Honolulu	002 - City & County of Honolulu	011 City & County of Honolulu BWS	V3PAYCCH-BWS-ccyymmdd.TXT
3	30	Hawaii County	003 - Hawaii County	012 Hawaii County	V3PAYHC-ccyymmdd.TXT
32	31	Hawaii County - Dept of Water Supply	003 - Hawaii County	013 Hawaii BWS	V3PAYHC-DWS-ccyymmdd.TXT
4	40	Maui County	004 - Maui County	014 Maui County	V3PAYMC-ccyymmdd.TXT
5	50	Kauai County	005 - Kauai County	015 Kauai County	V3PAYKC-ccyymmdd.TXT