



## **FIREFIIGHTERS' RETIREMENT SYSTEM**

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As you are aware, the Firefighters' Retirement System is in the process of implementing a new pension administration software. The new software will include an 'Employer Portal' for all employers for submitting monthly contributions, uploading applications, and enrolling new hires. You will also be able to submit status changes and all paperwork that is normally mailed, faxed, or emailed through a secure site. Your payments to the retirement system will be automatically drafted from your bank accounts, so there will no longer be a need to mail checks or send ACH payments.

Monthly contribution reports will be submitted electronically through the portal instead of manually through the mail or fax. All employers will need to have their payroll software vendor create either an Excel CSV file or a fixed (flat) file that can be downloaded from your payroll software, and then uploaded through the FRS Employer Portal. The file layout specifications are attached for your vendors to create a file for testing. If you only have a few employees and do not want to download a file, there will be a manual option for entering your monthly information in the employer portal. **It is important that you send in these test files no later than March 1, 2023 so there is no delay in going 'live' with the new system.**

An 'Employer Information' form is also enclosed for you to complete and return to this office. **This form should be completed and returned as soon as received.**

If you or your software vendor need assistance or have any questions concerning the file requested you may call Susita Suire at 225-921-6593. Ms. Suire is the Retirement Specialist with Pension Technology Group (PTG) assisting FRS with the pension administration software.

You may also call our office at 225-925-4060.

FIREFIGHTERS' RETIREMENT SYSTEM  
CONTRIBUTION FILE LAYOUT  
FIXED FORMAT

DETAIL RECORD:

Pos. 01-01	“D” (1 character - always “D”)
Pos. 02-11	Social Security No. (10 digits - zero fill 1 <sup>st</sup> position)
Pos. 12-35	Employee name (24 characters)
Pos. 36-39	Earnings Type “B” – Base (or leave blank)
Pos. 40-48	Earnable Compensation *
Pos. 49-57	Employee Contributions *
Pos. 58-66	Employer Contributions *
Pos. 67-80	Employer Name (14 characters)
Pos. 81- 89	Base Salary *
Pos. 90 – 98	State Supplement *
Pos. 99 – 107	Education Incentive *
Pos. 108 – 116	Holiday Pay *
Pos. 117 – 125	Seniority Incentive *
Pos. 126 – 134	Step-Up Pay *
Pos. 135 – 143	Other Earnable Comp *
Pos. 144 – 152	Not Normal Duty Overtime *
Pos. 153 – 161	Other Non-Earnable Comp *
Pos. 162 – 170	Total Gross Pay *
Pos. 171 - 171	Below Poverty (“Y” or “N”) If blank, “N” is assumed
Pos. 172 – 181	Payroll Date MMDDYYYY

TOTALS RECORD:

Pos. 01-01	“T” (1 character - always “T”)
Pos. 02-33	BLANKS (not used)
Pos. 34-39	Payroll date (6 digits - MMYYYYY format)
Pos. 40-48	Total Earnable Compensation *
Pos. 49-57	Total Employee Contributions *
Pos. 58-66	Total Employer Contributions *
Pos. 67-80	Employer Name (14 characters)

\* 9 digits - 9(7)v99-decimal implied

## CSV FILE FORMAT

### DETAIL RECORD: (20 fields / columns)

Field 1	“D” (1 character - always “D”)
Field 2	Social Security No. (10 digits - zero fill 1 <sup>st</sup> pos)
Field 3	Employee name (24 characters)
Field 4	Earnings Type B - Base
Field 5	Earnable Compensation **
Field 6	Employee Contributions **
Field 7	Employer Contributions **
Field 8	Employer Name (14 characters)
Field 9	Base Salary **
Field 10	State Supplement **
Field 11	Education Incentive **
Field 12	Holiday Pay **
Field 13	Seniority Incentive **
Field 14	Step-Up Pay **
Field 15	Other Earnable Comp **
Field 16	Not Normal Duty Overtime **
Field 17	Other Non-Earnable Comp **
Field 18	Total Gross Pay **
Field 19	Below Poverty (“Y” or “N”) If blank, “N” is assumed
Field 20	Payroll Date MMDDYYYY

### TOTALS RECORD:

Field 1	“T” (1 character - always “T”)
Field 2	BLANKS (not used)
Field 3	Payroll date (6 digits - MMYYYY format)
Field 4	Total Earnable Compensation **
Field 5	Total Employee Contributions **
Field 6	Total Employer Contributions **
Field 7	Employer Name (14 characters)

\*\* numeric, decimal included, ex: 1234.56

FIREFIGHTERS' RETIREMENT SYSTEM  
EMPLOYER INFORMATION

EMPLOYER \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

PAYROLL SOFTWARE \_\_\_\_\_

SOFTWARE VENDOR \_\_\_\_\_

VENDOR CONTACT NAME \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_