

# Instructions for Completing the Contribution Data Report

**DO NOT ENTER ANY FORMULAS OR LINKS IN FILE**

**DO NOT ADD COLUMNS IN FILE**

Once all data has been entered into file, ensure you save it as a CSV (Comma delimited) (\*.csv) file type using the naming convention ###MMYYYY, whereas ### represents your employer number, MM represents the 2 digit payroll month of the contributions, and YYYY represents the four digit calendar year.

*Example: 001022024, where employer 001 is submitting contributions for February of 2024*

After file is saved, upload the file to the PTG portal and forward a copy of the file to FRS using the Dropbox. Training videos on how to complete this file, how to upload to PTG and how to submit using the Dropbox can be located on the FRS website at [FFRET.com](https://ffret.com) (<https://ffret.com/ptgemployerreporting/>)

*This report may be re-used each month after initial set up; however, the amounts and employee demographics may change month to month. If an employee is still employed for the next month, but does not have any earnings for that month, just leave them on the report and insert zeros (0.00) on the report for that employee. If you have a new employee, add a row to add them to the file. If an employee is no longer employed, remove them and that row from the report.*

As a control total to verify accuracy of figures entered, the amount for each row, column E should equal the amount for each row of column R minus column P minus column Q; **[E=R-P-Q]**

An additional control total to verify figures entered, column R should equal the sum of columns I through Q; **[I+J+K+L+M+N+O+P+Q=R]**

## INDIVIDUAL EMPLOYEE DATA RECORDS

This is the individual contributions and payroll data for each employee; each employee is listed on their own row

Column A	= D	Column A is always "D"
Column B	= 0Social Security Number	Enter a "0" in front of the social security number; it will go away, but instruction for file is to enter the leading zero; do not enter dashes
Column C	= Employee Last Name, Employee First Name	This field is limited to 24 characters, including spaces and comma
Column D	= B	Column D is always "B", which represents Base Earnings Type
<b>Column E</b>	= Earnable Compensation	Do not enter commas; Must enter decimal and two digits that represent cents after the decimal
Column F	= Employee Contributions	
Column G	= Employer Contributions	
Column H	= Employer Name	This column is limited to 14 characters, including spaces
Column I	= Base Salary	Do not enter commas; Must enter decimal and two digits that represent cents after the decimal
Column J	= State Supplement Amount	
Column K	= Education Incentive	
Column L	= Holiday Pay	
Column M	= Seniority Incentive	
Column N	= Step-Up Pay	
Column O	= Other Earnable Compensation	
<b>Column P</b>	= Not Normal Duty Overtime	
<b>Column Q</b>	= Other Non-Earnable Compensation	
<b>Column R</b>	= Total Gross Pay	
Column S	= Below Poverty Indicator (Y or N)	Enter Y if below poverty; If not below poverty, enter N or leave blank
Column T	= Monthly Payroll Date (MMDDYYYY)	Date format for this field requires 2 digits for month so include leading zero if needed, 2 digits for day so include leading zero if needed, and 4 digits for the calendar year; NOTE: Although some employers have more than one payroll per month, use the end of the month payroll date for the report (02292024, 03312024, 04302024, etc.)

## TOTALS RECORD

This is the row immediately after the last row with employee data and includes report totals

Column A	T	Column A for the Totals Record is always "T", representing total
Column C	Payroll Date (MMYYYY)	Date format for the Totals Record requires 2 digits for month, even if a leading zero and 4 digits for the calendar year
Column D	Total Earnable Compensation	This is the total earnable compensation for the payroll period; Do not enter commas; Do enter a decimal and two figures after the decimal
Column E	Total Employee Contributions	
Column F	Total Employer Contributions	
Column G	Employer Name	This field is limited to 14 characters

