

TRS Employer Wage Contribution Upload File Layout Specification

The Montana TRS Employer Wage & Contribution file upload process accepts non-delimited, fixed-length, plain-text files with file extensions of .txt, .trs, .lis or .exp only.

The file must contain one, or more, detail records and must contain one summary record as the last record in the file. The specifications for each record type, including data field, column positioning, data types and requirement are described on the following pages.

IMPORTANT!! Montana TRS does NOT have an online test system available for development and testing of Employer Wage & Contribution upload files. You must contact the TRS Information Technology office (trsit@mt.gov or via phone call) to have your test files uploaded to our test system. Under no circumstances should development or test Employer Wage & Contribution upload files be submitted online to the production system.

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* = Required		<i>Detail Records</i>			
Field No	Field Name	Starting	Length	Type	Notes
1*	Employer No	1	6	Text	TRS Assigned School District/Agency number
2*	Reporting Month	7	2	Text	Reporting month; must match the Pay Period Month specified on the Upload Report web page
3*	Reporting Year	9	2	Text	Reporting year; must match the Pay Period Year specified on the Uplod Report web page
4*	Record Type	11	1	Text	Must be either '1' or '2'; '1' for detail records, '2' for summary record
5	Action Code	12	1	Text	A=Add new member, C=Change, T=Terminate member; blank space is equivalent to 'C'
6*	Member Status Code	13	1	Text	F=Full, P=Part Time, H=Hourly, W=Working Retiree, T=TIAA, R=Reemployed Retiree, N=Non-contributing employee. See Note 6-D
7*	SSN	14	9	Text	Employee's SSN; nine-digit number, no hypens
8*	Last Name	23	20	Text	Employee's last name; may only include upper and lower case letters, apostrophes, hyphens, and space characters (" ")
9*	First Name	43	20	Text	Employee's first name; may only include upper and lower case letter, apostrophes, hyphens, and period
10	Middle Initial	63	1	Text	Employee's middle initial; can only include upper and lower case letters
11*	Regular Earnings	64	9	Number (9,2)	Employee's earnings for the month; right-most two digits are to the right of the decimal point (cents). See Note 11-D
12*	Monthly Contribution	73	9	Number (9,2)	Employee TRS contribution; right-most two digits are to the right of the decimal point (cents). See Note 12-D
13*	Monthly Hours	82	5	Number (5,2)	Total hours for non-Full Time employee; zeros otherwise; right-most two digits are to the right of the decimal point. See Note 13-D
14*	Monthly FTE	87	3	Number (3,2)	Applicable to Part Time employees (Member Status Code = P); right-most two digits are to the right of the decimal point. See Note 14-D
15*	Termination Pay Contribution	90	9	Number (9,2)	Employee's Termination Pay contribution to TRS; right-most two digits are to the right of the decimal point (cents). See Note 15-D
16	Termination Pay Option	99	1	Text	Valid values are 1, 2 or blank. See Note 16-D
17*	Additional Contribution	100	9	Number (9,2)	For Buybacks; Employee buyback amount; right-most two digits are to the right of the decimal point (cents). See Note 17-D
18	Additional Employer Contibution	109	9	Number (9,2)	For Buybacks; Employer buyback amount; right-most two digits are to the right of the decimal point (cents). See Note 18-D
19	Employer Term Pay Contribution	118	9	Number (9,2)	Employer's Termination Pay contribution to TRS; right-most two digits are to the right of the decimal point (cents). See Note 19-D
20	Filler	127	54	Text	Reserved for future use; leave blank
21	Address Line 1	181	30	Text	Employee address line 1; may only include upper & lower case letters, numbers, (. , # / -) and space characters (" "). See Note 21-D
22	Address Line 2	211	30	Text	Employee address line 2; may only include upper & lower case letters, numbers, (. , # / -) and space characters (" "). See Note 22-D
23	Address Line 3	241	30	Text	Employee address line 3; may only include upper & lower case letters, numbers, (. , # / -) and space characters (" "). See Note 23-D
24	City	271	20	Text	Employee address city; may only include upper & lower case letters. See Note 24-D
25*	State	291	2	Text	Employee address state; may only include upper case letters. See Note 25-D
26*	Zip Code +4	293	10	Text	Employee zip code; numbers only; zip or zip +4 including the hyphen. See Note 26-D
27	Home Phone	303	10	Text	With area code, numbers only, e.g. 4064443134
28	Work Phone	313	10	Text	With area code, numbers only, e.g. 4064443134
29	Work Phone Extension	323	5	Text	Business phone extension up to 5 digits, numbers only
30	Cell Phone	328	10	Text	With area code, numbers only, e.g. 4064443134
31	Email Address	338	50	Text	Employee email address; validated to be in valid email address format
32	Position Code	388	2	Text	For working retirees; applies if Field 6 = W. See Note 32-D
33	Date of Birth	390	8	Text	Employee DOB, format as YYYYMMDD, e.g. 19990116; only valid dates accepted. See Note 33-D
34	Gender	398	1	Text	Employee gender, M or F. See Note 34-D
35	Filler	399	113	Text	Reserved for future use; leave blank

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<i>Notes</i>				
6-D	Member Status Code N for non-contributing employees. This code is used only for substitute teachers or part-time teachers' aides/paraprofessionals who have elected to defer membership until they provide 210 or more hours of service in a single fiscal year.			
11-D	Also required for Member Status Code = N non-contributing employee			
12-D	Must be 0 for Member Status Code = N			
13-D	Also required for Member Status Code = N non-contributing employee			
14-D	For Full-Time employees (Member Status Code = F), enter 1; for Hourly employees, Working Retirees, Non-Contributing Employees, & Reemployed Retirees (Member Status Codes H, W, N, & R), enter 0			
15-D	Must be 0 for Member Status Code = N			
16-D	Must be 0 for Member Status Code = N			
17-D	Must be 0 for Member Status Code = N			
18-D	Must be 0 for Member Status Code = N			
19-D	Must be 0 for Member Status Code = N			
21-D	Address Line 1 is not required BUT for each record, if the value is empty, for new employees (Action Code = A) an error is generated and for existing employees a warning is generated			
22-D	Validated if Address Line 1 is present.			Full mailing address is required for new employees (Action Code = A) but is only retained if all address fields pass validation.
23-D	Validated if Address Line 1 is present.			Failed addresses will generate errors for new employees but can be corrected/added after report upload by using the -
24-D	Validated if Address Line 1 is present.			Member Search/Editfunction in the online web portal. See online Manual in the web portal.
25-D	Validated if Address Line 1 is present.			Lower case letters are not accepted and will cause full address validation failure.
26-D	Validated if Address Line 1 is present.			
32-D	Valid values are 01 - TRS Position, 02 - TRS Independent Contractor, 03 - PERS Position, 04 - PERS Independent Contractor, 05 - Disability Not TRS Reportable, 06 - Bona Fide Volunteer			
33-D	Required for new employees			
34-D	Required for new employees			
23-S	Dollar amount employer will remit to TRS via ACH, check or IUJ transfer			

* = Required Field