

## CONTENTS

### [Online inquiry/reporting](#)

#### [Password requirements](#)

#### [Best browsers to use](#)

### [Electronic reporting](#)

#### [File specifications](#)

##### [File naming guidelines](#)

#### [File encryption](#)

#### [File submission](#)

#### [Direct upload to EMIS](#)

#### [File transfer protocol \(FTP\)](#)

### [File transaction layouts](#)

#### [Monthly files](#)

##### [Salary contribution \(SAL\) input file](#)

##### [Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

##### [Optional Retirement Plan \(ORP\) input file](#)

#### [Annual files](#)

##### [\(RET\) annual salary file](#)

##### [Sick leave data \(SL\) input](#)

#### [Other files](#)

##### [Full-time correction by fiscal year \(FTCOR\)](#)

##### [School food service \(SFS\) board election file](#)

### [Frequently asked questions](#)

TRSL allows employing agencies to report their information electronically. There are two methods employers can choose from:

1. Online inquiry and update of the TRSL member database (EMIS), or
2. Electronic reporting via FTP file transfer on the internet, using file encryption.

### Online inquiry/reporting

Online inquiry allows employing agencies to view and update certain member information in the Employer/Membership Site (EMIS). In order to gain access to these update processes, your agency must complete and submit an [Authorized Contacts](#) (Form 1) with the desired access permissions designated. *Please see Index 1.0 for more information about update permissions.*

Once TRSL has received and set up designated access permissions, an email notification will be sent to all designated individuals listed on the Form 1. Designated individuals logging into EMIS for the first time will be required to choose a password. Once this first login is completed, TRSL will send a confirmation to that staff member at the log-in email address.

When changing staff responsible for TRSL reporting and adding/deleting update permissions, you must notify TRSL by completing a new [Authorized Contacts](#) (Form 1). This process ensures that unauthorized personnel will not have access to TRSL records.

#### **Password requirements:**

- Must be at least 8 characters (maximum length: 16 characters)
- Must contain at least one upper and one lower alpha character
- Must contain at least one number
- Must contain at least one of the following special characters: #, %, \$, @, \*, or &
- Should not be the same as previous two passwords
- All employer user accounts will have a password expiration date.
- Once your password expires, you will be prompted to change your existing password when logging into EMIS.
- After this initial change, your password will expire every 90 days.

## CONTENTS

### [Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

### [Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

### [File transaction layouts](#)

[Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

[Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

[Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

### **Best browsers to use**

To view/use EMIS, we recommend the latest version of any of the following browsers:

- Microsoft Internet Explorer
- Google Chrome
- Mozilla Firefox

Please contact **TRSL's Technical Support HelpDesk** with any questions regarding online inquiry:

**Phone:** (225) 925-6460

**Fax:** (225) 925-4634

**Email:** [support@trsl.org](mailto:support@trsl.org)

### **Electronic reporting**

For TRSL employers who have more than 25 employees, member information must be reported to TRSL by File Transfer Protocol (FTP) or EMIS File Submission via the internet. In order to use EMIS File Submission, you must register with TRSL for computer access. No hard copy reports will be accepted.

All employers may submit member reporting information via FTP process or upload directly through EMIS. If submitting Salary or ORP Contributions through EMIS, employers with over 25 employees must upload information via file, while employers with 25 or less employees may enter information manually for upload or via file.

TRSL is committed to the security of member and employer account information. To comply with industry standards and best practices, TRSL sends and receives only encrypted files via FTP. As EMIS is a secure method of transmission, no encryption is required when uploading the file directly to EMIS.

Electronic reporting benefits both TRSL and our employing agencies by allowing TRSL to process monthly reports more quickly and efficiently. You will spend less time resolving errors and exceptions when you report electronically.

Employers who report to TRSL electronically by FTP or EMIS should not furnish hard copy reports. If you submit the file via another acceptable secure electronic media, the external label should clearly indicate the file name. We will also accept files on CD-ROMs or DVDs. The file name should also include the date created, the agency number and name, the number of records, and contact information.

## CONTENTS

### [Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

### [Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

### [File transaction layouts](#)

[Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

[Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

[Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

You must mail this electronic media in protective packaging to the following address:

#### **TRSL**

**PO Box 94123**

**Baton Rouge, LA 70804-9123**

#### ***File specifications***

When you send TRSL your files electronically, they must conform to certain transaction layout specifications and file-naming conventions.

Your files must contain ASCII fixed-length records, which are plain text records with no formatting.

ASCII is an acronym for the American Standard Code for Information Interchange; it makes it possible to transfer data from one computer to another.

*NOTE: By submitting your files in plain text without formatting, you are providing the information in a raw format that any computer can understand.*

#### **All files must meet the following file specifications:**

- ASCII fixed-length records
- Carriage return (CR) and line feed (LF) record delimiters included

When you submit your files electronically using file transfer protocol (FTP), the files must meet the following file encryption specifications:

- You must use TRSL's public key for PGP encryption of files sent to TRSL.
- TRSL will use your public key for PGP encryption when files are sent to you.
  - This applies to all electronic files sent to and from TRSL by FTP, CD-ROM, or DVD.
- The encrypted file name must conform to the naming convention given in the transaction layout.

Files uploaded directly to EMIS should be unencrypted.

## CONTENTS

[Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

[Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

[File transaction layouts](#)

[Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

[Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

[Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

### File naming guidelines

#### The first few characters indicate file type:

- 'SAL' = salary contribution
- 'INS' = insurance deduction
- 'VNDR' = vendor
- 'ORP' = Optional Retirement Plan
- 'RET' = annual salary file
- 'SL' = sick leave
- 'FTCOR' = full-time correction by fiscal year
- 'SFS-ELECTION' = school food service (SFS) board election

#### The next four characters indicate employer's four-digit ID number:

- 'nnnn'

#### Next, include an underscore ( \_ ) and the month and year of the processing period of the file:

- '\_mmyyyy'

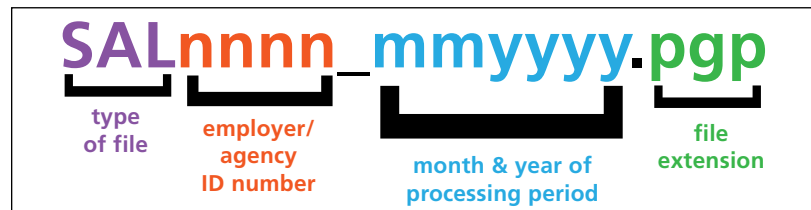
#### Characters that appear after the period represent the file extension, or what type of file is being transmitted:

- Encrypted files (for FTP) will use '.pgp'
- Unencrypted file types, (for direct upload in EMIS) can be .txt, .doc, etc.

**EXAMPLE:** A salary contribution file processed in May 2017 by employer/ agency #9999 would be named like this:

<b>If encrypted for FTP:</b>	SAL9999_052017.pgp
<b>If unencrypted* for direct upload in EMIS:</b>	SAL9999_052017.txt

\*See [file naming guidelines](#) for more info on file extensions on unencrypted files.



Please direct any questions about preparing information for electronic transmittal to your own data processing staff or to **TRSL's Technical Support HelpDesk:**

**Phone:** (225) 925-6460

**Email:** [support@trsl.org](mailto:support@trsl.org)

## CONTENTS

[Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

[Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

[File transaction layouts](#)

[Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

[Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

[Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

### **File encryption (for File Transfer Protocol, CD-ROM, or DVD files)**

TRSL's procedures for sending and receiving encrypted files meet industry security standards. If you do not already have encryption software, our IT Technical Support staff recommends one of the PGP products available on the [www.pgp.com](http://www.pgp.com) website. The application should contain straightforward instructions for setting up a public key or using a TRSL public key.

*NOTE: Products from other vendors must be compatible with the PGP encryption.*

### **File submission**

TRSL offers two different methods for submitting your files to us:

Method	Description	Registration process
Direct upload on EMIS	Upload <b>unencrypted</b> file on EMIS.  TRSL receives and posts file immediately.	Employer must be registered on <a href="#">Form 1</a> to access EMIS and request access rights to "Submit Files."  <i>See Index 1.0 for more information.</i>
File Transfer Protocol (FTP)	Send <b>encrypted</b> file via PGP-compatible encryption software.  Employer uses TRSL public key for PGP encryption of files sent to TRSL.  File transaction occurs overnight; file posts to TRSL on the next business day.	Employer must make application and register with TRSL via <a href="#">Form 18</a> to obtain the TRSL public key.  Encrypted file name must conform to naming convention given in the transaction layout.

All employers with more than 25 employees must choose one of these methods for submitting files to TRSL.

*NOTE: For employers who have 25 or fewer employees, salary reporting and ORP reporting can be manually keyed in or submitted via file.*

## CONTENTS

[Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

[Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

[File transaction layouts](#)

[Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

[Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

[Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

### Direct upload to EMIS

In order to have access to submit your files by direct upload to EMIS, your agency must request file submission access rights for designated personnel on [Authorized Contacts](#) (Form 1).

If file submission access is requested on Form 1, employer-authorized staff can upload files directly to EMIS in real-time and without encryption. Those with file submission access will see a "Submit Files" menu after logging into the site.



After selecting the appropriate option, the File Submission screen will prompt employer to select the file and upload directly to TRSL.

- Select "Browse" button to find the file path and file name from your computer system.
- Select "Upload File" once the correct file has been selected. (No encryption is necessary and no specific naming convention is required.)



### Submit files menu

[ORP salary](#)

[Salary contribution](#)

[Sick leave](#)

[Submit miscellaneous file](#)



## CONTENTS

[Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

[Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

[File transaction layouts](#)

[Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

[Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

[Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

### Submit miscellaneous files categories

<a href="#">Annual salary (RET)*</a>	Group benefits
Board elections	<a href="#">Insurance</a>
Death	<a href="#">School food service members</a>
<a href="#">Full-time corrections</a>	Other†

\*This is the (RET) Annual Salary File discussed in Index 15.

†If you chose Other, TRSL requires you put a notation in the comment field provided to describe the file being submitted.

### File Transfer Protocol (FTP)

In order for you to submit your files by FTP, you must make sure that the [Electronic Reporting Registration](#) (Form 18) has been completed and submitted to **TRSL's Technical Support HelpDesk**.

**Mailing address:** Technical Support HelpDesk  
Teachers' Retirement System of Louisiana  
PO Box 94123  
Baton Rouge, LA 70804-9123

**Phone:** (225) 925-6460

**Fax:** (225) 925-4634

**Email:** [support@trsl.org](mailto:support@trsl.org)

You must provide us with a **static** IP address for each user's workstation that will have access to TRSL via the internet.

- An IP address is a unique network address used on the internet.
- TRSL uses this information to provide security to our firewall and internal membership server.
- We allow only those IP addresses registered in our database to pass through to our local systems and FTP server.
- Users' email addresses are used for technical support purposes.

Each encrypted file's name must end in ".pgp," regardless of the media such as FTP, CD-ROM, or DVD.

**EXAMPLE:** PGP encrypted file name must be SALnnnn\_mmyyyy.pgp.

*In this example, SAL stands for salary file, and nnnn stands for the agency/ employer #. The mmyyyy indicates the processing period.*

## CONTENTS

### [Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

### [Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

### [File transaction layouts](#)

#### [Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

#### [Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

#### [Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

### [Frequently asked questions](#)

For new employers to send encrypted files to TRSL, our public key will be required by the employer for encryption and will be provided upon request. Once you submit an encrypted file to us, we will test decrypting it. You will be notified when the test is successful. After that, we will accept encrypted files from that employer.

*NOTE: You must send a TEST encrypted file for each type of transaction, before submitting encrypted files for processing. Follow TEST encrypted file-name conventions for each file type defined in the input file transaction layouts that follow in this section. This applies to all electronic files sent to TRSL by FTP, CD-ROM, or DVD.*

If we need to encrypt a file to send to an employer, we will need the employer's public key.

- You should email your public key to [support@trsl.org](mailto:support@trsl.org).
- We will encrypt a test file for the employer to decrypt.
- Once we are successful, the employer will begin receiving encrypted files on a permanent basis.

We have had employers call in the past to request instant access to our systems. Under emergency situations, we can arrange to get data to and from TRSL electronically. However, we do wish to limit alternative electronic data transfers to emergencies only.

We recommend that you use the latest version of one of the following browsers for FTP:

- Microsoft Internet Explorer
- Google Chrome
- Mozilla Firefox

For file encryption set-up and testing, please contact TRSL's **Technical Support HelpDesk**. You should also contact the **TRSL HelpDesk** with any questions, issues, or problems:

**Mailing address:** Technical Support HelpDesk  
Teachers' Retirement System of Louisiana  
PO Box 94123  
Baton Rouge, LA 70804-9123

**Phone:** (225) 925-6460

**Fax:** (225) 925-4634

**Email:** [support@trsl.org](mailto:support@trsl.org)



## CONTENTS

### [Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

### [Electronic reporting](#)

#### [File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

### [File transaction layouts](#)

#### [Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

#### [Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

#### [Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

## File transaction layouts

### Monthly files

#### Salary contribution (SAL) input file – transaction layout

This file is submitted to TRSL on a monthly basis to provide salary and contribution information for your employees. It must include all employees whose salary meets the definition of “earnable compensation.” The file record size is 80 bytes (characters).

Starting position	Field description	Data type	Length
1	System code: <ul style="list-style-type: none"> <li>• 2 - School Lunch Plan A</li> <li>• 3 - School Lunch Plan B</li> <li>• 4 - Teachers Regular Plan</li> </ul>	numeric	1
2	Social Security number	numeric	9
11	Filler (blank)	alpha	1
12	Employer ID	numeric	4
16	Contribution type: <ul style="list-style-type: none"> <li>• 10 - Regular Unsheltered</li> <li>• 30 - Regular Sheltered</li> </ul>	numeric	2
18	Reporting month/year (mmyyyy)	numeric	6
24	Filler (zeros)	numeric	4
28	Actual earnings	numeric (7.2)	9*
37	Contributions	numeric (7.2)	9*
46	Full-time earnings	numeric (7.2)	9*
55	Filler (blanks or member name)	alpha	26

**TOTAL 80 bytes (characters)**

\*The decimal point in the money field is implied.

## CONTENTS

[Online inquiry/reporting](#)
[Password requirements](#)
[Best browsers to use](#)
[Electronic reporting](#)
[File specifications](#)
[File naming guidelines](#)
[File encryption](#)
[File submission](#)
[Direct upload to EMIS](#)
[File transfer protocol \(FTP\)](#)
[File transaction layouts](#)
[Monthly files](#)
[Salary contribution \(SAL\) input file](#)
[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)
[Optional Retirement Plan \(ORP\) input file](#)
[Annual files](#)
[\(RET\) annual salary file](#)
[Sick leave data \(SL\) input](#)
[Other files](#)
[Full-time correction by fiscal year \(FTCOR\)](#)
[School food service \(SFS\) board election file](#)
[Frequently asked questions](#)

**EXAMPLE:** 5,420.85 must be reported as 000542085

<b>Encrypted file name (for FTP):</b>	SALnnnn_mmyyyy.pgp
<b>Unencrypted* file name (for direct upload to EMIS):</b>	SALnnnn_mmyyyy
<b>TEST encrypted file name:</b>	SALnnnn_TEST.pgp

\*See [file naming guidelines](#) for more info on file extensions on unencrypted files.

### Salary contribution (SAL) input file – transmittal record layout

This file is a summary total record for the contribution data being submitted and is sent as a trailing record with the contribution file. The file record size is 80 bytes (characters).

**NOTE:** One transmittal record per system must be submitted.

Starting position	Field description	Data type	Length
1	System code: <ul style="list-style-type: none"> <li>2 - School Lunch Plan A</li> <li>3 - School Lunch Plan B</li> <li>4 - Teachers Regular Plan</li> </ul>	numeric	1
2	Employer ID	numeric	4
6	Filler (blank)	alpha	1
7	Reporting month/year (mmyyyy)	numeric	6
13	Total earnings	numeric (8.2)	10*
23	Total sheltered contributions	numeric (7.2)	9*
32	Total unsheltered contributions	numeric (7.2)	9*
41	Total full-time earnings	numeric (8.2)	10*
51	Filler (blank)	alpha	30
<b>TOTAL 80 bytes (characters)</b>			

\*The decimal point in the money field is implied.

## CONTENTS

[Online inquiry/reporting](#)
[Password requirements](#)
[Best browsers to use](#)
[Electronic reporting](#)
[File specifications](#)
[File naming guidelines](#)
[File encryption](#)
[File submission](#)
[Direct upload to EMIS](#)
[File transfer protocol \(FTP\)](#)
[File transaction layouts](#)
[Monthly files](#)
[Salary contribution \(SAL\) input file](#)
[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)
[Optional Retirement Plan \(ORP\) input file](#)
[Annual files](#)
[\(RET\) annual salary file](#)
[Sick leave data \(SL\) input](#)
[Other files](#)
[Full-time correction by fiscal year \(FTCOR\)](#)
[School food service \(SFS\) board election file](#)
[Frequently asked questions](#)

**EXAMPLE:** 1,355,420.85 must be reported as 0135542085.

<b>Encrypted file name (for FTP):</b>	SALnnnn_mmyyyy.pgp
<b>Unencrypted* file name (for direct upload to EMIS):</b>	SALnnnn_mmyyyy
<b>TEST encrypted file name:</b>	SALnnnn_TEST.pgp

\*See [file naming guidelines](#) for more info on file extensions on unencrypted files.

### Insurance deduction (INS) or vendor (VNDR) input file – transaction layout

This file is for employers/vendors to report insurance deductions made from the monthly benefits of retirees/beneficiaries. The file record size is 80 bytes (characters).

Starting position	Field description	Data type	Length
1	Employer/vendor ID	numeric	4
5	System code: <ul style="list-style-type: none"> <li>• 2 - School Lunch Plan A</li> <li>• 3 - School Lunch Plan B</li> <li>• 4 - Teachers Regular Plan</li> </ul>	numeric	1
6	Social Security number	numeric	9
15	Benefit sequence	numeric	1
16	Operation code: <ul style="list-style-type: none"> <li>• A = add new deductions</li> <li>• C = change existing deductions</li> <li>• D = delete code (due to discontinuation of code type)</li> </ul>	alpha	1
17	Deduction type - 1	numeric	4
21	Deduction amount - 1	numeric (4.2)	6* †
27	Deduction type - 2	numeric	4
31	Deduction amount - 2	numeric (4.2)	6* †
37	Total deduction amount	numeric (6.2)	8*

**TOTAL 44 bytes (characters)**

\*The decimal point in amounts is implied.

### CONTENTS

[Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

[Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

[File transaction layouts](#)

[Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

[Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

[Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

**EXAMPLE:** 50.00 must be coded as 005000 as a deduction and 00005000 as total deduction.

†Deduction Type-2 and Deduction Amount-2 do not apply to private vendors.

#### Insurance Deduction

<b>Encrypted file name (for FTP):</b>	INSnnnn_mmyyyy.pgp
<b>Unencrypted* file name (for direct upload to EMIS):</b>	INSnnnn_mmyyyy
<b>TEST encrypted file name:</b>	INSnnnn_TEST.pgp

#### Vendor Input

<b>Encrypted file name (for FTP):</b>	VNDRnnnn_mmyyyy.pgp
<b>Unencrypted* file name (for direct upload to EMIS):</b>	VNDRnnnn_mmyyyy
<b>TEST encrypted file name:</b>	VNDnnnn_TEST.pgp

\*See [file naming guidelines](#) for more info on file extensions on unencrypted files.

## CONTENTS

[Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

[Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

[File transaction layouts](#)

[Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

[Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

[Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

### Optional Retirement Plan (ORP) input file – transaction layout

This file is submitted to TRSL on a monthly basis to provide salary and contribution data for ORP members. It must include all ORP-covered employees whose salaries meet the definition of “earnable compensation.” The file record size is 80 bytes (characters).

Starting position	Field description	Data type	Length
1	System code (6)	numeric	1
2	Social Security number	numeric	9
11	Employer ID	numeric	4
15	End-of-month date (mmddyyyy)	numeric	8
23	Carrier code: <ul style="list-style-type: none"> <li>• 01 - VOYA</li> <li>• 02 - TIAA</li> <li>• 03 - AIG - RS</li> </ul>	numeric	2
25	Salary	numeric (6.2)	8*
33	Employer contributions	numeric (6.2)	8*
41	Employee contributions	numeric (6.2)	8*
49	Name (optional)	alpha	26
75	Filler (blanks)	alpha	6

**TOTAL 80 bytes (characters)**

\*The decimal point in the money field is implied.

**EXAMPLE:** 2,350.75 must be reported as 00235075.

<b>Encrypted file name (for FTP):</b>	ORPnnnn_mmyyyy.pgp
<b>Unencrypted* file name (for direct upload to EMIS):</b>	ORPnnnn_mmyyyy
<b>TEST encrypted file name:</b>	ORPnnnn_TEST.pgp

\*See [file naming guidelines](#) for more info on file extensions on unencrypted files.

## CONTENTS

### [Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

### [Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

### [File transaction layouts](#)

[Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

[Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

[Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

## Annual files

### (RET) annual salary file – transaction layout

This file is submitted to TRSL each year by August 15th. It must be in a fixed length format, CSV file, or an Excel Spreadsheet and must be encrypted, unless submitted via EMIS. It must include all payees paid by the employer, including payroll, accounts payable, and 1099 payments.

Starting position	Field description	Data type	Length
1	Fiscal year	numeric	4
5	Employer ID	numeric	4
9	Social Security or tax ID number	numeric	9
18	Earnings	numeric	9
27	Position description	alpha	100
127	Employment type	alpha	2

**TOTAL record length = 128 characters**

**Definitions of field descriptions:** All fields must contain the appropriate data (no blank fields).

- **Fiscal Year** – 4 numeric characters for the fiscal year the file identifies.
- **Employer ID** – 4 numeric characters for the Employer identification number provided by TRSL. This should be padded with zeroes from the left.

*EXAMPLE: 97 should be reported as 0097*

- **Social Security or Tax ID Number** – 9 numeric characters for each payee, no spaces or dashes.
- **Earnings** (total for each position held during the fiscal year) – 9 numeric characters. This should be padded with zeroes from the left and the decimal point is implied.

*EXAMPLE: 32,550.80 must be reported as 003255080*



### CONTENTS

[Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

[Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

[File transaction layouts](#)

[Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

[Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

[Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

- **Position Description** (include a separate line for each position held during the fiscal year) – 100 alpha characters. This should be padded with spaces on the right to maintain the field length of 100 characters.

- PreK – 12 employers/agencies:

- We suggest using the object and function descriptions used for Profile of Educational Personnel (PEP) reporting, e.g. Teacher Elementary Program. Refer to the [Department of Education website](#) for the latest [PEP Classification Codes with Schedule Requirements](#).
- Use of your agency’s official job titles/descriptions is acceptable.

- Higher education and other employers/agencies:

- Use official job titles/descriptions

*NOTE: For accounts payable or contract payments, a generic description such as “contract” is acceptable.*

- **Employment Type** – 2 alpha characters.

- Only use FT = full-time or PT = part-time

<b>Encrypted file name (for FTP):</b>	RETnnnn_mmyyyy.pgp
<b>Unencrypted* file name (for direct upload to EMIS):</b>	RETnnnn_mmyyyy
<b>TEST encrypted file name:</b>	RETnnnn_TEST.pgp

\*See [file naming guidelines](#) for more info on file extensions on unencrypted files.

## CONTENTS

### [Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

### [Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

### [File transaction layouts](#)

#### [Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

#### [Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

#### [Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

### [Frequently asked questions](#)

### Sick leave data (SL) input file – transaction layout

This file can be submitted annually at the end of each fiscal year for prior fiscal year sick leave data and at any time for any back years sick leave data. The file record size is 32 bytes (characters).

Starting position	Field description	Data type	Length
1	Employer ID	alpha	4
5	Social Security number	numeric	9
14	Fiscal year	numeric	4
18	Contract months	numeric	2
20	Sick leave days used	numeric	5*
25	Summer percent effort (e.g., 050 for 50%)	numeric	3
28	Summer days worked	numeric	5*

**TOTAL 32 bytes (characters)**

\*The field is actually 3.2 with an implied decimal point.

**EXAMPLE:** 10.5 sick leave days used or summer days worked must be coded as 01050.

#### Field description explanation:

- **Employer ID** – TRSL assigned 4-digit code with leading zeroes.
- **Social Security Number** – Member's 9-digit Social Security number without dashes.
- **Fiscal year** – Fiscal year ending 6/30/yyyy.
- **Contract Months** – Enter 09, 10, 11, or 12. Round the months of contract to the nearest whole number.

**EXAMPLE:** A 9.25 months of contract would round to 9, which should be reported as 09. A 10.50 months of contract would round to 11, which should be reported as 11

When certifying sick leave days used for a fiscal year, if there are multiple months of contracts throughout the fiscal year, enter the months of contract with the higher percent of service credit. If the percent of service credit is the same (ex. 50/50) for each month of contract, then enter the largest number as the months of contract.

## CONTENTS

### [Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

### [Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

### [File transaction layouts](#)

[Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

[Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

[Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

**EXAMPLE:** If a member worked three months as a 12-month employee then switched to a 10-month employee for the remaining 9 months, then enter 10 as the months of contract for the fiscal year since the member worked more as a 10-month employee than a 12-month employee.

- **Sick Days Used** – Enter the number of sick leave days used by the member for the fiscal year (July 1 – June 30), even if 0.
- **Summer Percent Effort** – Enter the percent effort the member worked during the summer.

**EXAMPLES:** If the member worked 2 hours out of a possible 4 hours, enter 050 for 50%.

If the member worked at more than one percent of effort during summer school for a fiscal year, convert the percents of effort and enter the total amount of summer school days worked as 100% effort.

The member worked 45 days in July and August 2015 at 75% effort and 20 days in June 2016 at 50% effort.

$$45 \times .75 = 33.75 \text{ days and } 20 \times .50 = 10 \text{ days}$$

You would report 43.75 days at 100% effort.

**NOTE:** To avoid a sick leave error report, report summer percent effort as 0 (000 format) if no summer school days were worked.

- **Summer Days Worked** – Enter the number of summer school days worked for the fiscal year (July 1 – June 30). Generally, summer school covers the period from June through August. This period covers two fiscal years. The summer days worked in June would be reported on one fiscal year, and the days worked in July and August would be reported in the next fiscal year.

<b>Encrypted file name (for FTP):</b>	SLnnnn_mmyyyy.pgp
<b>Unencrypted* file name (for direct upload to EMIS):</b>	SLnnnn_mmyyyy
<b>TEST encrypted file name:</b>	SLnnn_TEST.pgp

\*See [file naming guidelines](#) for more info on file extensions on unencrypted files.

## CONTENTS

### [Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

### [Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

### [File transaction layouts](#)

#### [Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

#### [Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

#### [Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

### **Other files:**

#### **Full-time correction by fiscal year (FTCOR) input file – transaction layout**

This file is used as a mass update to full-time earnings. It will update 100s or 1000s of records at a single time. For more information, you may contact your [Retirement Analyst Liaison](#). The file record size is 99 bytes (characters).

*NOTE: Full Time Corrections must be submitted for Active and Inactive statuses only.*

Starting position	Field description	Data type	Length
1	System code: <ul style="list-style-type: none"> <li>2 - School Lunch Plan A</li> <li>3 - School Lunch Plan B</li> <li>4 - Teachers Regular Plan</li> </ul>	numeric	1
2	Social Security number	numeric	9
11	Employer ID	numeric	4
15	Fiscal year	numeric	4
19	Full-time earnings amount	numeric (7.2)	9*
28	Reason for correction	alpha	72

**TOTAL 99 bytes (characters)**

<b>Encrypted file name (for FTP):</b>	FTCORnnnn_mmyyyy.pgp
<b>Unencrypted* file name (for direct upload to EMIS):</b>	FTCORnnnn_mmyyyy
<b>TEST encrypted file name:</b>	FTCORnnnn_TEST.pgp

\*See [file naming guidelines](#) for more info on file extensions on unencrypted files.

## CONTENTS

### [Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

### [Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

### [File transaction layouts](#)

[Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

[Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

[Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

[Frequently asked questions](#)

### School food service (SFS) board election file – transaction layout

This data file is a list of active TRSL members who are paid with school food service funds and is used for TRSL Board of Trustees School Food Service Representative election purposes. The file record size is 158 bytes (characters).

Starting position	Field description	Data type	Length
1	Employer ID	numeric	4
5	Name (last name first)	alpha	26
31	Address line 1	alpha	30
61	Address line 2	alpha	30
91	Address line 3	alpha	30
121	City	alpha	16
137	State	alpha	2
139	Zip	alpha	9
148	Filler (blank)	alpha	2
150	Social Security number	numeric	9

**TOTAL 158 bytes (characters)**

#### NOTES:

1. If Address Line 2 or Address Line 3 is not needed, fill in with blanks.
2. Zip must be left justified.
3. No delimiters (periods, commas, etc.) between fields and information provided should be in ALL CAPITAL LETTERS.

<b>Encrypted file name (for FTP):</b>	<i>SFS-ELECTIONnnnn_mmYYYY.pgp</i>
<b>Unencrypted* file name (for direct upload to EMIS):</b>	<i>SFS-ELECTIONnnnn_mmYYYY</i>
<b>TEST encrypted file name:</b>	<i>SFS-ELECTIONnnnn_mmYYYY.pgp</i>

\*See [file naming guidelines](#) for more info on file extensions on unencrypted files.

## CONTENTS

### [Online inquiry/reporting](#)

[Password requirements](#)

[Best browsers to use](#)

### [Electronic reporting](#)

[File specifications](#)

[File naming guidelines](#)

[File encryption](#)

[File submission](#)

[Direct upload to EMIS](#)

[File transfer protocol \(FTP\)](#)

### [File transaction layouts](#)

#### [Monthly files](#)

[Salary contribution \(SAL\) input file](#)

[Insurance deduction \(INS\) or vendor \(VNDR\) input file](#)

[Optional Retirement Plan \(ORP\) input file](#)

#### [Annual files](#)

[\(RET\) annual salary file](#)

[Sick leave data \(SL\) input](#)

#### [Other files](#)

[Full-time correction by fiscal year \(FTCOR\)](#)

[School food service \(SFS\) board election file](#)

### [Frequently asked questions](#)

## Frequently asked questions

- 1. I'm trying to review the transmittal notice after I upload my file. It is two pages, but I cannot advance to the second page. What should I do?**
  - » You may need to use a different browser or perform a compatibility test to make sure you have all functions available through EMIS.
- 2. Why can't I send enrollments through data file?**
  - » TRSL no longer accepts enrollments through data file submission. With the enactment of the Forfeiture of Retirement Benefits, there are other steps needed to complete the enrollment process.
- 3. What options do I have to send my data file to TRSL?**
  - » You can submit your files using one of two ways:
    - Upload file directly to EMIS (unencrypted)
    - File Transfer Protocol (encrypted)
- 4. How do I submit a file through EMIS?**
  - » You first need access to EMIS. This desired access right can be designated on the [Form 1](#). Under the Submit Files tab of EMIS, you will choose the file you wish to upload.