Ohio Police and Fire Pension Fund
Employer's Work Report Export Specification for Electronic Payroll Reporting

1. Business Overview

Each month employers are required to submit payroll reports to the Ohio Police and Fire Pension Fund (OP&F). OP&F encourages all employers to report payroll electronically.

The file format as described below is comprised of a header record and one or more related detail records. The header record represents, at the Employer/Division level, the total contributions reported/contributed for that employer/division. The detail records represent each individual member level detail record for the specific employer, division, agreement, pickup type and Earning Period.

At the detail level, the units for Earning Type, Earning Period Beginning, Earning Period Ending, Hours Base, Hours Paid, Gross Salary, Taxed Employee Deductions, Employee Salary Reduction Deductions and Fringe Benefit Contributions Paid by Employer, are also reported.

I. File Layout
- Fixed block text file

II. "Save As" Options
- Notepad, FLT, text

III. Number of Files Generated:
- One Successful Work Report file per Division submitted per month. Corrected versions of unsuccessful files may be needed.
- Exact Duplicates to OP&F are not accepted.

The following specifications below outline the file layout for employers reporting payroll electronically.

2. Data Mappings – Destination Files/Columns

Work Report Header Record

Field	Bytes	Start	Stop	Mandatory (M) or Optional (O)	Format / Values	Sample	Comments
Header ID	10	1	10	M	Numeric	0000000361	Link between the header record and all detail records.
Division Code	5	11	15	M	Alphanumeric	0999F	Division Code for the employer submitting the work report transmission. Right justified.
Division Name	60	16	75	M	Alphanumeric	CITY OF SETONBURG FIRE	Division Name.
Pay Period Begin Date	8	76	83	M	Numeric	12222019	Beginning date of the reporting period. Format: MMDDYYYY
Pay Period End Date	8	84	91	M	Numeric	01182020	Ending Date of the reporting period. Format: MMDDYYYY
Agreement Code	9	92	100	M	Alphanumeric	0999FB1	Agreement code as assigned by OP&F. ***Note:*** This code identifies which agreement the employer/ division is reporting under. Left Justify Space Fill.
Detail Record Count	6	101	106	M	0000000	000133	Total number of detail records for this header record. Right justified, zero padded.
Total Gross Salary	11	107	117	M	###########	00001895737 = 18957.37	Total of the Gross Salary paid of the

Field	Bytes	Start	Stop	Mandatory (M) or Optional (O)	Format / Values	Sample	Comments
							detail records. *Note:* This is the sum of all employees' gross salary. Decimal place is implied.
Total Taxed Employee Deductions	10	118	127	M	##########	0000000000 = 0.00	Total of the Taxed Employee Deductions paid of the detail records. *Note:* This is the sum of all employee deductions (taxed). Decimal place is implied.
Total Salary Reduction Employer Pickup Deductions	10	128	137	M	##########	0000189576 = 1895.76	Total of the Salary Reduction Employer Pickup Deductions paid of the detail records. *Note:* This is the sum of all salary reduction deductions (tax-deferred). Decimal place is implied.
Total Fringe Contributions Paid by Employer	10	138	147	M	##########	0000000000 = 0.00	Total of the Fringe Contributions Paid by Employer Pickup. *Note:* This is the sum of all paid by the employer contributions (tax-deferred). Decimal place is implied.
Filler	137	148	284	M	Alphanumeric	Blank Fill	Blank Fill

Work Report Detail Record

Field	Bytes	Start	Stop	Mandatory (M) or Optional (O)	Format / Values	Sample	Comments
Header ID	10	1	10	M	Numeric	0000000361	Link between the header record and all detail records.
Adjustment Flag	1	11	11	M	Y/N	N	If sending an adjustment to a previous work report then this value would be 'Y', otherwise this field will always be set to 'N'
Pickup Type	1	12	12	M	Alphanumeric	A	The Pickup Type field identifies the pickup type the member belongs to. *Note:* This is determined by additional Resolution if B, C, or D. See Reference Table - Valid Values for a list of Pickup Types.
SSN	9	13	21	M	Numeric	123456789	Member's SSN with no embedded dashes.
Last Name	50	22	71	M	Alphanumeric	RAFTERY	Left Justified, space filled. Include Suffix in this field along with last name if suffix exists.
First Name	50	72	121	M	Alphanumeric	WILLIAM	Left Justified, space filled.
Middle Name	50	122	171	O	Alphanumeric	J	Left Justified, space filled.

Field	Bytes	Start	Stop	Mandatory (M) or Optional (O)	Format / Values	Sample	Comments
Earning Type	1	172	172	M	Alphanumeric	0	The Earning Type identifies the type of payroll earnings reported. See Reference Table – Valid Values for a list of Earning Types.
Status	3	173	175	M	AAA	PEN	This status is used to identify pensionable earnings for each earning type. Default to "PEN" (Pensionable)
Earning Period Begin Date	8	176	183	M	MMDDYYYY	12222019	The beginning date of the earning period.
Earning Period End Date	8	184	191	M	MMDDYYYY	01182020	The end date of the earning period.
Number Sign	1	192	192	O	#	+	Blank or "+" indicates positive value. "-" indicates a negative.
Hours Base	6	193	198	M	#######	016000 = 160.00	Normal scheduled hours. The hours base varies by division and frequency.
Hours Paid	6	199	204	M	######	005750 = 57.50	Hours Compensated for the earning type reported. Decimal place is implied.
Number Sign	1	205	205	O	#	+	Blank or "+" indicates positive value. "-" indicates a negative.
Gross Salary	7	206	212	M	######	0106145 = 1061.45	Employee's gross amount of wages paid for selected earning type. Decimal place is implied.

Field	Bytes	Start	Stop	Mandatory (M) or Optional (O)	Format / Values	Sample	Comments
Number Sign	1	213	213	O	#	+	Blank or "+" indicates a positive value. "-" indicates a negative.
Taxed Employee Deductions	6	214	219	M	######	0000000 = 0000.00	This is the amount of Member contributions that taxes have been paid on (taxed). Decimal place is implied.
Number Sign	1	220	220	O	#	+	Blank or "+" indicates positive value. "-" indicates a negative.
Salary Reduction Employer Pickup Deductions	6	221	226	M	######	004245 = 42.45	This is the amount of member contributions that taxes have NOT been paid on. *Note:* These contributions are deducted from the member's pay. (tax-deferred) Decimal place is implied.
Number Sign	1	227	227	O	#	+	Blank or "+" indicates positive value. "-" indicates a negative.
Fringe Contributions Paid by the Employer Pickup	6	228	233	M	######	006368 = 63.68	This is the amount of member contributions that taxes have not been paid on. *Note:* Employer, on the member's behalf, pays these contributions (tax-deferred). Decimal place is implied.

Field	Bytes	Start	Stop	Mandatory (M) or Optional (O)	Format / Values	Sample	Comments
Description	50	234	283	O	Alphanumeric	Worked Holiday Premium included / or 3-day Suspension	This is a description field allowing the employer to write notes about the record being submitted. It will also allow the employer to clarify a work code or low hours paid on a member.
Work Code	1	284	284	O	Alphanumeric	N	Work codes are used to explain member status changes *Note:* if Adjustment is used, work report Record Detail #11 should be set to Y (yes) and dates should be prior to current report dates. See Reference Table - Valid Values for a list of Work Codes.

3. Reference Table – Valid Values

Field	Valid Values
Earning Type	• 0 – Regular • 1 – Holiday • 2 – Overtime • 3 – Longevity • 4 – Shift Diff (If paid Qrtly, Semi, or Annually) • 5 – Acting Pay (If paid Qrtly, Semi, or Annually) • 6 – Retro Pay Increase • 7 – CAAS (Current Additional Allowable Salary) • 8 – LSAAS (Lump Sum Additional Allowable Salary) • A – Educational Allowance • B – Performance / Merit Bonus • C – Sick Incentive • D – Stress / Hazard Pay • E – Special Duty
Pickup Type	• A • B • C • D
Status	• PEN
Work Codes	• N – New • T – Termed • R – Retired • D – Deceased • S – Suspended • M – Military • L – Leave without pay • A – Pay Adjustment for Prior Reporting Period