

**ATTACHMENT A – BASELINE PERSONNEL EMPLOYER REPORTING REQUIREMENTS**

(Compliance with these baseline requirements will be evaluated during the July 1, 2024 to June 30, 2025 Compliance Review and Evaluation Period)

Personnel Reporting	Objective(s)	Personnel Employer Reporting Requirements
<p>Class Code Reporting (CCR)</p> <p>Employers must obtain an ERS Class Code for all ERS-eligible new and returning employees to properly enroll or re-enroll employees timely using the Class Code Reporting (CCR) template.</p> <p>The CCR template can be found on the ERS website at: Employers » Employer Reporting » Personnel Reporting</p>	<p>The correct ERS Class Code ensures the proper deductions for retirement contributions are withheld from the employee’s paycheck.</p>	<ol style="list-style-type: none"> <li>1. Employers shall report to the ERS all employees who are anticipated to be hired in an ERS-eligible position using the CCR template, including employees who change from an ineligible position to an ERS-eligible position.</li> <li>2. Employers shall submit the CCR template to the ERS a minimum of five (5) business days prior to the employee’s first payroll processing to obtain ERS Class Codes via the secure Axway method.</li> <li>3. Employers shall use the Class Codes provided by the ERS for personnel reporting, payroll reporting, and enrollment.</li> <li>4. For all ERS-eligible new and returning employees, employers shall submit an ERS-1 Enrollment Form (containing the Class Code(s) provided by the ERS) and an ERS Form 1A Designation of Beneficiary form within thirty (30) days after the ERS-eligibility date.</li> </ol>
<p>Personnel Interface File (PIF)</p> <p>PIF transactions should be submitted with the fixed length text in the required format.</p> <p>The PIF Detail Record Layout can be found on the ERS website at: Employers » Employer Reporting » Personnel Reporting.</p>	<p>PIF transactions are used to determine and calculate ERS membership service benefits (e.g. death, refund, retirements).</p>	<ol style="list-style-type: none"> <li>1. Employers shall submit all PIF transactions via the 1500-character fixed length text file format.</li> <li>2. Employers shall ensure that all fields meet the required field length and field content.</li> <li>3. Employers shall map the Employer Nature of Action Codes (NOAC) to ERS action codes.</li> <li>4. Employers shall notify the ERS of any updates to their action codes within 30 days of the effective date of the code.</li> </ol>