

Personnel Interface File - Header Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
1	Record Type	X(1)	1	1	1	Indicates the type of record being reported.	Accepted Values: "H" = Header Record - This is the only valid for the header record.
2	File Name	X(50)	50	2	51	Indicates the name of the File.	Accepted Value: See worksheet "Personnel File Names".
3	Version	X(3)	3	52	54	Indicates the version number of the file format. Allows the ERS system to know what file format is being sent for processing.	Accepted Value: V01 = Version 1
4	File Creation Date	CCYYMMDD	8	55	62	Indicates the date the file was created by the reporting agency The file should be created twice per month corresponding to the payroll cycles.	Numeric Only. Must be a valid date - YYYYMMDD Ex: 20071215
5	Reporting Agency	X(2)	2	63	64	Indicates which reporting agency is submitting the file.	ERS will notify each reporting agency of the value to submit. Accepted Values: State of Hawaii 10 = State of Hawaii (DHRD) 11 = East West Center 12 = Hawaii Air National Guard 13 = National Guard 14 = DOE Certificated 15 = UH Board of Regents 16 = Judiciary 17 = Hawaii Health System Corporation 18 = Charter Schools 19 = Board of Education Student Support Personnel and Classified Personnel 1A = Senate 1B = House 1C = Ombudsman 1D = Legislative Reference Bureau 1E = Legislative Auditor 1F = Ethics Commission 1G = Office of Hawaiian Affairs 1I = Governor's Office 1J = Lieutenant Governor's Office
							City & County of Honolulu 20 = City & County of Honolulu 21 = Board of Water Supply Honolulu Hawaii County 30 = Hawaii County 31 = Hawaii County - Dept of Water Supply Maui County 40 = Maui County Kauai County 50 = Kauai County
6	Filler	X(1341)	1436	65	1500	Reserved for future use.	Space filled

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
1	Record Type	X(01)	1	1	1	Indicates the type of record being reported.	Accepted Values: "D" = Detail Record - This is the only valid value for a detail transaction.
2	SSN	X(9)	9	2	10	The member's Social Security Number without hyphens.	Numeric only. Note: No bogus numbers will be accepted. (Ex: 000000000, 111111111, 222222222, 333333333, 444444444, 555555555, 666666666, 777777777, 888888888, 999999999, 123456789, or 987654321).
3	Old SSN	X(9)	9	11	19	The member's old Social Security Number without hyphens. Used only if reporting a change in SSN.	Only required if Nature of Action = "CHGSSN" Numeric only. Notes: No bogus numbers will be accepted (ex. 000000000, 111111111, 222222222, 333333333, 444444444, 555555555, 666666666, 777777777, 888888888, 999999999, 123456789, or 987654321).
4	Prefix	X(2)	2	20	21	The member's name prefix.	Accepted Values: MR = Mister MS = Ms. MA = Mrs. MI = Miss DR = Doctor Space filled
5	Last Name	X(50)	50	22	71	The member's last name. If the Member only has one name, provide the name in this field instead of the First Name field.	Alpha Characters and Hyphen Only Ex: Madonna (No Last Name) Ex: Smith (Last Name)
6	First Name	X(50)	50	72	121	The member's first Name.	Alpha Characters and Hyphen Only Space filled accepted if member only has one name. Ex: John
7	Middle Name	X(50)	50	122	171	The member's middle name. Provide the full middle name if possible. Middle Initial and blank can be accepted if necessary.	Alpha Characters and Hyphen Only Ex: Allen

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
8	Suffix	X(2)	2	172	173	The member's name suffix.	Accepted Values: EQ = Esquire JR = Junior SR = Senior 01 = I 02 = II 03 = III 04 = IV 05 = PhD 06 = MD 07 = V 08 = VI Space filled
9	Gender	X(1)	1	174	174	The member's gender.	Accepted Values: M = Male F = Female U = Unknown
10	Date of Birth	CCYYMMDD	8	175	182	Member's Date of Birth	Numeric Only. Must be a valid date - YYYYMMDD Ex: 19660816
11	Marital Status	X(1)	1	183	183	The member's marital status.	Accepted Values: M = Married S = Single D = Divorced W = Widowed B = Reciprocal Beneficiary C = Civil Union Space fill
12	Address Line 1	X(100)	100	184	283	The member's correspondence address Line 1.	Alphanumeric characters. Ex: Employees' Retirement System
13	Address Line 2	X(100)	100	284	383	The member's correspondence address Line 2.	Alphanumeric characters. Ex: 201 Merchant St STE 1600
14	Address Line 3	X(100)	100	384	483	The member's correspondence address Line 3. Used only if an additional address line is needed to define where a person is located.	Alphanumeric characters.
15	City	X(50)	50	484	533	The member's correspondence address City.	Alphanumeric characters. Ex: Honolulu

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
16	State	X(50)	50	534	583	The member's correspondence address State.	Alpha Characters Only For States and Territories in the United States, use the United States Postal Service (USPS) 2-letter state codes. Ex: HI For outside the United States, enter the complete State name. Ex: New South Wales
17	ZIP + 4	9(9)	9	584	592	The member's correspondence address ZIP Code.	Numeric characters only. Used only if Member's Country Code = US. Ex: 968130000 or 968132928
18	Postal Code	X(10)	10	593	602	The member's correspondence address Postal Code.	Used only if Member's Country Code is not "US". Alphanumeric Characters. Ex: If Country Code = CA, Postal Code may = A07389.
19	Country Code	X(2)	2	603	604	The member's correspondence address Country code.	Accepted Values: Valid values as defined by the USPS 2-letter standard code.
20	Employer Code	X(3)	3	605	607	Employer Code of the member's employer as defined by ERS.	ERS will notify each reporting agency of which value to use. Accepted Values: 001 = State of Hawaii 002 = City & County of Honolulu 003 = Hawaii County 004 = Maui County 005 = Kauai County
21	Billing Location	X(3)	3	608	610	The Billing Location of the member's employer as defined by ERS.	ERS will notify each reporting agency of which value to report. Accepted Values: 001 = DAGS – UH 002 = DAGS – DOE 003 = DAGS – HHSC 004 = DAGS/DHRD – State of Hawaii 005 = DAGS – Charter Schools 006 = UHPA 007 = Charter Schools – Ceridian 008 = East West Center 009 = Hawaii Air National Guard 010 = City & County of Honolulu 011 = City & County of Honolulu – Board of Water Supply 012 = Hawaii County 013 = Hawaii County – Board of Water Supply 014 = Maui County 015 = Kauai County
22	Position Number	X(10)	10	611	620	The organization's position number for the member's position. ERS uses this data as an indicator of multiple employments for an individual member.	Accept any alphanumeric value as defined by the reporting agency.

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
23	Position Title	X(50)	50	621	670	The title is the description of the member's position. Ex: "Accountant V"	Accept any alphanumeric value as defined by the reporting agency.
24	NOAC Effective Date	CCYYMMDD	8	671	678	The effective date of the nature of action being reported.	Numeric Only. Must be a valid date - YYYYMMDD Ex: 20070816
25	NOAC Certification Date	CCYYMMDD	8	679	686	The date that the NOAC was approved/entered in the system. Used to determine the sequence of employment transactions in case multiple transactions with the same action and the same effective date are reported. DHRD, DOE Certificated, DOE - BSSP, HHSC = Employer's Nature of Action Code Certification Date. ERS to discuss with employers not listed above.	Numeric Only. Must be a valid date - YYYYMMDD Ex: 20070701 Optional: use field #58 to determine sequence of employment transactions with same action and same effective date being reported on the same file.
26	Last Day Worked	CCYYMMDD	8	687	694	Member's Last Day Worked (COB Date). Used only when a termination type nature of action is reported. ERS to discuss with employers.	Numeric Only. Must be a valid date - YYYYMMDD Ex: 20070831 Also referred to as the ERS COB (close of business) day
27	Employer NOAC	X(6)	6	695	700	Reporting Agency specific code that indicates the nature of action for the transaction being reported. ERS will discuss with the individual employers.	Accept any alphanumeric value as defined by the reporting agency.
28	NOAC Change Code	X(3)	3	701	703	The Employer's Nature of Action Change Code (Used for the following employers: DHRD, DOE Certificated, DOE - BSSP, HHSC)* *ERS to discuss with employers not listed above.	Accepted Values: 999 = cancel of a previous record 991 = correction to a previous record If not using '999' or '991' Space fill - check with ERS first

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
29	ERS Action Code	X(10)	10	704	713	<p>ERS' Action Code</p> <p>ERS will assist each Reporting Agency in mapping their nature of action codes to the ERS nature of action code.</p> <p>[For initial load, use code APPCONV - check with ERS first]</p>	<p>Accepted Values:</p> <p>APPCHG = Appointment Changes APPCONV = Appointment Conversion (Conversion from a non-ERS position to an ERS position, e.g. emergency hire to permanent) APPJURI = Appointment Jurisdictions APPNEW = Appointment New CHGDEMO = Change Demographics CHGSSN = Change SSN LOAEDU = LOA Education LOAGEN = LOA General LOAHTH = LOA Health LOAINJ = LOA Industrial Injury LOALOAN = LOA on loan to another agency/jurisdiction LOAMIL = LOA Military LOAOTH = LOA Other LOAPRO = LOA Professional Improvement LOASAB = LOA Sabbatical PAY = Pay PAYBON = Pay Bonus PAYDIFF = Pay Differential ROAEDU = ROA Education ROAGEN = ROA General ROAHTH = ROA Health ROAINJ = ROA Industrial Injury ROALOAN = ROA on loan to another agency/jurisdiction ROAMIL = ROA Military ROAOTH = ROA Other ROAPRO = ROA Professional Improvement ROASAB = ROA Sabbatical</p>
							<p>TRM = Termination TRM253 = Termination Act 253 TRMDISM = Termination Dismissal TRMDTH = Termination Death TRMGEN = Termination General TRMPGM = Termination Program TRMRET = Termination Retirement (Service) TRMROD = Termination Retirement (Ordinary Disability) TRMRSC = Termination Retirement (Service Connected) ZAP = Does not apply to ERS</p>

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
30	Retirement Group	X(2)	2	714	715	Member's Retirement Group	Accepted Values: 11 = State (General Employee) 12 = Directors/Deputy Directors 13 = 10-Mth Employee (e.g. EA, Health Aids, Speech Therapist, School Psychologist) 21 = 10-Mth DOE Certificated Personnel 22 = 12-Mth DOE Certificated Personnel (e.g. Ed Officers/Ed Spcls) 23 = DOE Principals 24 = 9-Mth UH Instructional Personnel 25 = Other UH Instructional Personnel 31 = County (General Employee) 32 = County Directors/Deputy Directors/County Clerks 41 = Police Officers 42 = Firefighters (24 hr) 43 = Firefighters (8 hr) 51 = Judges hired < 7/1/1999 52 = Judges hired > 6/30/1999 (Act 65) 61 = Elected Officials (e.g. Gov/Lt Gov, Prosec Atty, Mayors) 62 = State Senators, House of Rep, Council Members 63 = Legis Off (e.g. Sgt, Asst Sgt @ Arms) 71 = Sewer and WWW 72 = Water Safety Officer 73 = EMT 81 = ACO 82 = Investigators (2.5% benefit) 83 = Investigator – County Prosec Atty (2.5% benefit) 84 = Water Safety Officers hired prior to 7/1/94 (2.5% benefit)
31	Retirement Class	X(2)	2	716	717	The member's Retirement Class as defined by ERS.	Accepted Values: See worksheet "Class Code Table".
32	FTE	X(5)	5	718	722	The member's Full-Time Equivalent percentage.	Numeric Only with two implied decimal positions. Do not report member if less than 50% FTE. Ex: 10000 = 100% Ex: 09500 = 95%
33	Contract Type	X(2)	2	723	724	The number of paid months pro-rated over a twelve month period.	Accepted Values: 09 = 9-month employment* 10 = 10-month employment* 11 = 11-month employment* 12 = 12-month employment Used by UH and DOE ONLY. All other reporting agencies will report "12".

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
34	Partial Pay Status	X(1)	1	725	725	Indicates that the member is on leave for a partial day for more than one day. ERS to discuss with employers.	Use (*) when partial day leave is for more than 1 day (NOA = LOAxxx). This field is used together with Partial Pay Hours (field #35) and Partial Pay Minutes (field #36). Note: Submit a return from leave (ROA) to indicate that the partial leave period ends. Accepted Values: Space filled = Indicates one partial day worked when Partial Pay Hours and Partial Pay Minutes are reported. * = Continuous Duration of Partial Days Worked. Partial Pay Hours and Partial Pay Minutes must be reported.
35	Partial Pay Hours	9(2)	2	726	727	The number of hours worked by a member when taking a partial leave for a single day or a continuous period. ERS to discuss with employers.	For Partial day leaves, indicates the number of hours employee works. Accepted Values 00 = 0 hours 01 = 1 hour 02 = 2 hours through 24 = 24 hours
36	Partial Pay Minutes	9(2)	2	728	729	The number of minutes worked by a member when taking a partial leave for a single day or continuous period. ERS to discuss with employers.	For Partial day leaves, indicates the number of minutes employee works. Accepted Values: 00 = 0 minutes 01 = 1 minute 02 = 2 minutes through 59 = 59 minutes
37	Island Code	X(2)	2	730	731	Indicates the island where the member works on a regular basis.	Accepted Values: 01 = Hawaii 02 = Oahu 03 = Molokai 04 = Kauai 05 = Maui 06 = Lanai 07 = Niihau 08 = Other
38	Pay Number	X(10)	10	732	741	Reporting Agency specific. Unique number for payroll reporting. Ties the personnel actions to the payroll transactions (Sequence #11 on Payroll File).	ERS to discuss with reporting agencies Spaces to the right, left justified [Some agencies, this is the payroll number. For non-State agencies, ok to space fill]

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
39	Personnel Location	X(10)	10	742	751	Indicates the office/location where the member works on a regular basis. ERS to discuss with reporting agencies.	ERS to discuss with reporting agencies If no personnel location, use default value of PERSONNEL [Some agencies, this is the warrant distribution code]
40	Bargaining Unit	X(2)	2	752	753	Indicates the member's Bargaining Unit.	Accepted Values: Refer to worksheet "Bargaining Unit".
41	Occupational Group Code	X(10)	10	754	763	The member's Occupational Group Code, as defined by the reporting agencies.	Accepted Values: Accept any alphanumeric value provided by agencies.
42	Employment Date	CCYYMMDD	8	764	771	The member's initial hire date with the reporting agency.	Numeric Only. Must be a valid date - YYYYMMDD Ex: 19760816
43	Pay Frequency	X(2)	2	772	773	The frequency of the member's payroll.	Accepted Values: BW = Bi-Weekly [DO NOT USE THIS CODE WITHOUT CONTACTING THE ERS] SM = Semi-Monthly
44	Pay Cycle	X(2)	2	774	775	Indicates when the member is paid in relation to when the work was performed (earned period).	Accepted Values: ON = On-Time DE = Delayed (5 days) LG = Lagged by one pay period LD = Lagged by one pay period and Delayed (5 days)
45	Pay Rate Code	X(2)	2	776	777	The member's Pay Rate Code indicates the basis for the Pay Rate field (Sequence #46).	Accepted Values: SL = Monthly (Salaried) H0 = Hourly D0 = Daily (Judges Only)
46	Pay Rate	9(11)V99	13	778	790	Monthly base pay, hourly rate pay, or daily pay rate. Used in conjunction with Pay Rate Code (sequence #45).	Numeric Only Include leading zeroes, and two implied decimal positions.
47	Differential Code 1	X(5)	5	791	795	This field indicates the Reporting Agency's code for the recurring differential amount reported as Differential Amount 1 (Sequence # 48). The differential uses the same basis as the Pay Rate Code (Sequence #45). Recurring differential are differentials that are paid each pay period.	Accepted Values: Zero fill if not using.
48	Differential Amount 1	9(11)V99	13	796	808	This field provides the amount of the recurring differential identified by Differential Code 1 (Sequence #47).	Numeric Only Include leading zeroes, and two implied decimal positions.

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
49	Differential Code 2	X(5)	5	809	813	This field indicates the Reporting Agency's code for the recurring differential amount reported as Differential Amount 2 (Sequence # 50). The differential uses the same basis as the Pay Rate Code (Sequence #45). Recurring differential are differentials that are added to a members base pay each pay period.	Accepted Values: Zero fill if not using.
50	Differential Amount 2	9(11)V99	13	814	826	This field provides the amount of the recurring differential identified by Differential Code 2 (Sequence #49).	Numeric Only Include leading zeroes, and two implied decimal positions.
51	Differential Code 3	X(5)	5	827	831	This field indicates the Reporting Agency's code for the recurring differential amount reported as Differential Amount 3 (Sequence # 51). The differential uses the same basis as the Pay Rate Code (Sequence #45). Recurring differential are differentials that are added to a members base pay each pay period.	Accepted Values: Zero fill if not using.
52	Differential Amount 3	9(11)V99	13	832	844	This field provides the amount of the recurring differential identified by Differential Code 3 (Sequence #51).	Numeric Only Include leading zeroes, and two implied decimal positions.
53	Differential Code 4	X(5)	5	845	849	This field indicates the Reporting Agency's code for the recurring differential amount reported as Differential Amount 4 (Sequence # 54). The differential uses the same basis as the Pay Rate Code (Sequence #45). Recurring differential are differentials that are added to a members base pay each pay period.	Accepted Values: Zero fill if not using.
54	Differential Amount 4	9(11)V99	13	850	862	This field provides the amount of the recurring differential identified by Differential Code 4 (Sequence #53).	Numeric Only Include sign, leading zeroes, and two implied decimal positions.
55	Salary Schedule/Range/Step	X(6)	6	863	868	The member's Salary Schedule/Range/Step as set by their bargaining unit. These three separate fields are reported as one combined field.	Accept any value provided by agencies. Ex. SR01A Optional: use field #59 for additional information related to salary schedule/range step.
56	Step Movement Date	CCYYMMDD	8	869	876	The date associated with the next change in Pay Rate (sequence #46). Used in conjunction with Salary Schedule/Range/Step (sequence # 55).	Numeric Only. Must be a valid date - YYYYMMDD Ex: 20080701 Report last step movement date if not available.
57	Remarks	X(500)	500	877	1376	Additional remarks provided by the reporting agency related to the transaction being reported.	ERS to discuss with reporting agencies

Personnel Interface File - Detail Record

Item	Field Name	Length	Numeric Length	Start Position	Stop Position	Description	Field Content
58	NOAC Certification Time	9(06)	6	1377	1382	The time that the NOAC was approved/entered in the system. Used to determine the sequence of employment transactions in case multiple transactions with the same action and the same effective date are reported. Used in conjunction with NOAC Certification Date (sequence # 25). DHRD, DOE Certificated, DOE - BSSP, HHSC = Employer's Nature of Action Code Certification Date. ERS to discuss with employers not listed above.	Numeric Only. Must be a valid time (000000 to 235959) - HHMMSS where HH = Hours MM = Minutes SS = Seconds Ex: 083000 - 8:30:00 am 134510 - 1:45:10 pm Zero fill if applicable.
59	Salary Schedule/Range/Step Extended	X(20)	20	1383	1402	Additional information related to the salary schedule, range and step (sequence # 55).	Accept any value provided by agencies.
60	School Track Code	X(10)	10	1403	1412	Used to identify which	Left justified Space filled. Employer defined values
61	DAGS FICA Code	X(02)	2	1413	1414	This field indicates the DAGS FICA code	Left justified Space filled.
62	FILLER	X(86)	86	1415	1500	Reserved for future use.	Space filled.

Personnel Interface File - Trailer Record

Item	Field Name	Length	Numeric length	Start Position	Stop Position	Description and Valid Values	Field Content
1	Record Type	X(01)	1	1	1	Indicates the type of record being reported.	Accepted Values: "T" = Trailer Record - This is the only valid for the trailer record.
2	Record Count	9(20)	20	2	21	Total Number of Records in File. Exclude the Header and Trailer Record	Numeric. Include sign and leading zeroes.
3	APPCHG Count	9(20)	20	22	41	Count of Records with ERS Action Code = APPCHG.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
4	APPCONV Count	9(20)	20	42	61	Count of Records with ERS Action Code = APPCONV.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
5	APPJURI Count	9(20)	20	62	81	Count of Records with ERS Action Code = APPJURI.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
6	APPNEW Count	9(20)	20	82	101	Count of Records with ERS Action Code = APPNEW.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
7	CHGDEMO Count	9(20)	20	102	121	Count of Records with ERS Action Code = CHGDEMO.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
8	CHGSSN Count	9(20)	20	122	141	Count of Records with ERS Action Code = CHGSSN.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
9	LOAEDU Count	9(20)	20	142	161	Count of Records with ERS Action Code = LOAEDU.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
10	LOAGEN Count	9(20)	20	162	181	Count of Records with ERS Action Code = LOAGEN.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
11	LOAHTH Count	9(20)	20	182	201	Count of Records with ERS Action Code = LOAHTH.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.

Personnel Interface File - Trailer Record

Item	Field Name	Length	Numeric length	Start Position	Stop Position	Description and Valid Values	Field Content
12	LOAINJ Count	9(20)	20	202	221	Count of Records with ERS Action Code = LOAINJ.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
13	LOALOAN Count	9(20)	20	222	241	Count of Records with ERS Action Code = LOALOAN.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
14	LOAMIL Count	9(20)	20	242	261	Count of Records with ERS Action Code = LOAMIL.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
15	LOAOTH Count	9(20)	20	262	281	Count of Records with ERS Action Code = LOAOTH.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
16	LOAPRO Count	9(20)	20	282	301	Count of Records with ERS Action Code = LOAPRO.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
17	LOASAB Count	9(20)	20	302	321	Count of Records with ERS Action Code = LOASAB.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
17	ROAEDU Count	9(20)	20	322	341	Count of Records with ERS Action Code = ROAEDU.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
18	ROAGEN Count	9(20)	20	342	361	Count of Records with ERS Action Code = ROAGEN.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
19	ROAHTH Count	9(20)	20	362	381	Count of Records with ERS Action Code = ROAHTH.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
20	ROAINJ Count	9(20)	20	382	401	Count of Records with ERS Action Code = ROAINJ.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
21	ROALOAN Count	9(20)	20	402	421	Count of Records with ERS Action Code = ROALOAN.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.

Personnel Interface File - Trailer Record

Item	Field Name	Length	Numeric length	Start Position	Stop Position	Description and Valid Values	Field Content
22	ROAMIL Count	9(20)	20	422	441	Count of Records with ERS Action Code = ROAMIL.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
23	ROAOTH Count	9(20)	20	442	461	Count of Records with ERS Action Code = ROAOTH.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
24	ROAPRO Count	9(20)	20	462	481	Count of Records with ERS Action Code = ROAPRO.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
25	ROASAB Count	9(20)	20	482	501	Count of Records with ERS Action Code = ROASAB.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
26	TRM Count	9(20)	20	502	521	Count of Records with ERS Action Code = TRM.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
27	TRM253 Count	9(20)	20	522	541	Count of Records with ERS Action Code = TRM253.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
28	TRMDISM Count	9(20)	20	542	561	Count of Records with ERS Action Code = TRMDISM.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
29	TRMDTH Count	9(20)	20	562	581	Count of Records with ERS Action Code = TRMDTH.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
30	FILLER	9(20)	20	582	601	Reserved for future use.	
31	TRMGEN Count	9(20)	20	602	621	Count of Records with ERS Action Code = TRMGEN.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
32	TRMPGM Count	9(20)	20	622	641	Count of Records with ERS Action Code = TRMPGM.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.

Personnel Interface File - Trailer Record

Item	Field Name	Length	Numeric length	Start Position	Stop Position	Description and Valid Values	Field Content
33	TRMRET Count	9(20)	20	642	661	Count of Records with ERS Action Code = TRMRET.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
34	TRMROD Count	9(20)	20	662	681	Count of Records with ERS Action Code = TRMROD.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
35	TRMRSC Count	9(20)	20	682	701	Count of Records with ERS Action Code = TRMRSC.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
36	ZAP Count	9(20)	20	702	721	Count of Records with ERS Action Code = ZAP.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
37	Other Count	9(20)	20	722	741	Count of Records with ERS Action Code = value not listed as an ERS Action Code.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
38	Blank Count	9(20)	20	742	761	Count of Records with ERS Action Code = null.	OPTIONAL. Zero fill if not using. Numeric. Include sign and leading zeroes.
39	FILLER	X(250)	739	762	1500	Reserved for future use.	Filler – Space filled