

# Employee Roster Lookup Report Specifications

## Description

The Employee Roster Lookup Report is an ad hoc generated report. It shows the list of employees, from URS's perspective, who are employed (or were employed) with a specific Employer Organization.

This document shows the details of the fields which will be given when the employer downloads the Employee Roster Lookup Report from the URS Employer Portal. URS will populate the applicable fields and the employer may use the below file format to consume the file, which will be in an Excel format. The employer may produce on-demand reports after logging into the URS Employer Portal.

**Note:** This document is for training purposes only and is current as of October 31, 2022. The information contained may change without notice.

## Headers

The Employee Roster Lookup Report shows the Reporting Organization's name as well as the date the report was generated in the report header.

## Columns

COLUMN NUMBER	COLUMN HEADING	COLUMN FORMAT	COLUMN DESCRIPTION
1	SSN		Employee's masked Social Security number
2	Date of Birth	Date	Employee's date of birth
3	Last Name	Alpha	Employee's last name
4	First Name	Alpha	Employee's first name
5	Position	Alpha	Employee's position
6	Eligibility	Alpha	Employee's eligibility
7	Employer	Alpha	Employer Organization Name
8	Benefit Program	Alpha	Employee's Benefit Program
9	Tier	Alpha	Employee's Tier
10	Sub-Tier	Alpha	Employee's Sub-Tier
11	Total Service Credit	Numeric	Employee's Total Service Credit in the Benefit Program-Tier-Sub-Tier Combo
12	Employer Service Credit	Numeric	Employee's Total Service Credit specifically tied to the employer
13	Start Date	Date	Employee's most current employment start date with the employer
14	End Date	Date	Employee's most current employment end date with the employer if it exists
15	Post-Retired	Alpha	Employee's Post-retired status
16	Status	Alpha	Employee's employment status

# Employee Roster Lookup Report Specifications

## Employee Roster

Reporting Organization: Hive City      Date Generated: 04/02/2020

SSN	Date of Birth	Last Name	First Name	Position	Eligibility	Employer	Benefit Program	Tier	Sub-Tier	Total Service Credit	ER Service Credit	Start Date	End Date	Post-Retired	Status
XXX-XX-1111	1/1/1950	Bee	Honey	Public Employee	Eligible	Hive City	Public Employees	Tier 1	016 - Noncontrib - State and School	24.80980	20.87610	9/13/1999		No	Active
XXX-XX-2222	1/1/1970	Bee	Bumble	Public Employee	Eligible	Hive City	Public Employees	Tier 2	112 - Contrib - State and School	4.80980	1.80980	9/19/2018		No	Active