



Utah Retirement Systems

Trust • Commitment

Value • Innovation • Excellence



# Employment File Specifications

---

## Table of Contents

Description.....	4
Employment Summary Record Section.....	6
Employment Header Record Section.....	6
Employment Detail Record Section.....	7
Appendix A: Allowed Values.....	10
Appendix B: Scenarios/Use Cases.....	14
Assumptions.....	14
Additional Requirements and Information.....	15
Table of Scenarios.....	16
Scenario 1: Eligible: Tier 1 Public Employee (PUE).....	18
Scenario 2: Eligible: Tier 1 Elected Official (ELO).....	19
Scenario 3: Eligible to Exempt: Tier 1 Appointive Officer (APO).....	20
Scenario 4: Ineligible: Tier 1 Part-time, Elected Official (PTE).....	21
Scenario 5: Eligible: Tier 2 Elected Official (ELO).....	22
Scenario 6: Eligible to Exempt: Tier 2 Appointive Officer (APO).....	23
Scenario 7: Ineligible: Tier 2 Part-time, Elected Official (PTE).....	24
Scenario 8: Eligible: Tier 1 or 2 Administrator (ADM).....	25
Scenario 9: Eligible: Tier 1 or 2 Classified (CLA).....	26
Scenario 10: Eligible: Tier 1 or 2 Teacher (TEA).....	27
Scenario 11: Ineligible: Tier 1 or 2 Teacher (e.g., Substitute) (TEA).....	28
Scenario 12: Eligible: Tier 1 or 2 Dispatcher (DIS).....	29
Scenario 13: Independent Contractor (IND).....	30
Scenario 14: Temporary Employees (TEM).....	31
Scenario 15: Board Member (BOM).....	32
Scenario 16: Affiliated Service Worker (ASW).....	33
Scenario 17: Ineligible Part-Time Firefighter/Public Safety Officer (PFS).....	34
Scenario 18: Part-Time Justice Court Judge (PTJ).....	35
Scenario 19: Justice Court Judge (JCJ).....	36
Scenario 20: Public Safety Elected Official (ELO).....	37
Scenario 21: Law Enforcement Officer (LEO).....	38

# Employment File Specifications

---

Scenario 22: Correctional Officer (CRO) .....	39
Scenario 23: Special Functions Officer (SFO) .....	40
Scenario 24: Dispatcher (DIS) .....	41
Scenario 25: Board of Pardons (BOP) .....	42
Scenario 26: Firefighter (FFI) .....	43
Scenario 27: Judge (JUD) .....	44
Scenario 28: Eligible: Tier 1 Elected Official (ELO)   Governor.....	45
Scenario 29: Eligible: Tier 2 Elected Official (ELO)   Governor.....	46
Scenario 30: Eligible: Tier 1 Elected Official (ELO)   Legislator .....	47
Scenario 31: Eligible: Tier 2 Elected Official (ELO)   Legislator .....	48
Scenario 32: Leave: Begin Family and Medical Leave Act .....	49
Scenario 33: Leave: End Family and Medical Leave Act .....	50
Scenario 34: Leave: Begin Long-Term Disability (with BPC).....	51
Scenario 35: Leave: End Long-Term Disability (with BPC) .....	52
Scenario 36: Leave: Begin Leave of Absence With Pay .....	53
Scenario 37: Leave: End Leave of Absence With Pay.....	54
Scenario 38: Leave: Begin Leave of Absence Without Pay .....	55
Scenario 39: Leave: End Leave of Absence Without Pay .....	56
Scenario 40: Leave: Begin Military Leave .....	57
Scenario 41: Leave: End Military Leave .....	58
Scenario 42: Terminating Employment.....	59
Appendix C: Definitions and Clarifications .....	60
Employment Types .....	60
Appendix D: Change Log .....	61

# Employment File Specifications

---

## Description

This document shows the details of the fields required to enroll a person into a Benefit Program via file process. It also allows a reporting organization the ability to notify URS when a person has experienced an employment changes, such as a change in positions or commencing/returning from a leave event (e.g. FMLA, military leave, LTD, etc.). Further, the file extends the reporting organization the ability to notify URS when a person's employment has been terminated.

The developer may choose the file name. The file shall be a normal text file (.txt extension) delimited by commas. URS encourages the developer to have a file naming convention that distinguishes between the Payroll and Employment Files.

The file will be submitted by a reporting organization (typically, an employer) user through the Employer Portal or SFTP. Files are processed by AUREUS as soon as they are uploaded and the next batch cycle becomes available. Unless otherwise indicated, all numeric values are to be shown as whole numbers (no decimals). Additional file requirements are found in the appendices, below.

The employment file has three major sections, below. They are described in more detail in subsequent pages.

### Summary Record

Header Record

Detail Record

Detail Record

Detail Record

Header Record

Detail Record

Detail Record

## 1. Employment Summary Record Section

- Contains information such as record identifier, reporting organization, and total header count.
- This is the first record in the file.
- Only one Summary Record can exist per file.
- Summary Records must be followed by a Header Record.
- Unless otherwise indicated, all numeric values are to be shown as whole numbers (no decimals).

## 2. Employment Header Record Section

- A distinct Header Record shall be provided for each organization's Benefit Program.
- Since the person's Tier and Sub-Tier values may not be immediately known to the employer, the file does not request this information.
- Header Records must be followed by at least one Detail Record.
- Multiple Header Records may exist per file.
- Unless otherwise indicated, all numeric values are to be shown as whole numbers (no decimals).

# Employment File Specifications

---

## 3. Employment Detail Record Section

- Contains demographic and employment information for the person.
- Detail Records can be followed by either Detail Records or additional Header Records (for a new 'section' of information to begin).
- Unless otherwise indicated, all numeric values are to be shown as whole numbers (no decimals).

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

# Employment File Specifications

## Employment Summary Record Section

FIELD	FIELD NAME	REQ?	DATA TYPE	DESCRIPTION
1	Record Identifier	Yes	Numeric	A value of '00' (two zeros) indicates the record as a Summary Record.
2	Reporting Organization Code	Yes	Numeric	Indicates the Reporting Organization responsible for submitting all of the header and details captured in the employment file. The Reporting Organization needs to be an active organization with URS and can be the same organization as the employer which is submitting the employment file.
3	Total Header Count	Yes	Numeric	Indicates how many header records are to be included in the employment file.

## Employment Header Record Section

FIELD	FIELD NAME	REQ?	DATA TYPE	DESCRIPTION
1	Record Identifier	Yes	Numeric	A value of '01' indicates the record as a Header Record.
2	Employer Organization Code	Yes	Numeric	The Employer Organization Code for which the employment details will be submitted. In the past, this was known as the Employer or Unit ID, and it should be the same number between the legacy and AUREUS environments.
3	Benefit Program	Yes	Alpha-Numeric	Indicates the Benefit Program associated with the Employer Organization for which the contribution details will be submitted. The employer organization must participate with the stated Benefit Program for the start/end dates noted in the detail records, below. See Appendix A for Allowed Values.
4	Total Detail Count	Yes	Numeric	Indicates the total number of detail records which will be submitted in the subsequent detail record section. The value must be greater than 0.

# Employment File Specifications

## Employment Detail Record Section

FIELD	FIELD NAME	REQ?	DATA TYPE	DESCRIPTION
1	Record Identifier	Yes	Numeric	A value of '02' indicates the record as a Detail Record.
2	Employment Detail Type	Yes	Alpha	Indicates the type of the employment detail record. See Appendix A for Allowed Values.
3	Social Security Number	Yes	Numeric	Social Security Number for the person on the record. Must be a 9-digit number with no spaces nor dashes. Report preceding zeros as necessary.
4	Date of Birth	Yes	Date	Person's date of birth. Format = MM/DD/YYYY.
5	Last Name	Yes	Alpha-Numeric	Person's last name.
6	First Name	Yes	Alpha	Person's first name.
7	Middle Name	No	Alpha	Person's middle name.
8	Name Suffix	No	Alpha	Person's name suffix. See Appendix A for Allowed Values.
9	Marital Status	No	Alpha	Person's marital status. See Appendix A for Allowed Values.
10	Gender	Maybe	Alpha	Person's gender. Only used when the employment detail type is 'New Enrollment'. See Appendix A for Allowed Values.
11	Address Line 1	Maybe	Alpha-Numeric	Person's address line 1. Required if employment detail type is 'New Enrollment'.
12	Address Line 2	Maybe	Alpha-Numeric	Person's address line 2. Only use when employment detail type is 'New Enrollment'.
13	City	Maybe	Alpha	The city in which the employee resides. Required if employment detail type is 'New Enrollment'.
14	State	Maybe	Alpha	The state in which the employee resides. Required if employment detail type is 'New Enrollment'. See Appendix A for Allowed Values.
15	Country	Maybe	Alpha	The country in which the employee resides. Required if employment detail type is 'New Enrollment'. Default is 'USA'.
16	ZIP Code	Maybe	Numeric	Person's address ZIP Code. Required if employment detail type is 'New Enrollment'. Must be 5 digits.
17	ZIP+4	Maybe	Numeric	Person's address ZIP+4 value. Must be four digits.
18	Phone Number	Maybe	Numeric	Person's phone number. Required if employment detail type is 'New Enrollment'. No spaces nor dashes. Country code is not allowed. Format = 1234567890.
19	Email Address	Maybe	Alpha-Numeric	Person's email address. Required if employment detail type is 'New Enrollment'.

# Employment File Specifications

FIELD	FIELD NAME	REQ?	DATA TYPE	DESCRIPTION
20	Start Date	Maybe	Date	Person's Start Date (e.g., 'Hire Date') with the Employer Organization's Benefit Program and Position. Required if employment detail type is 'New Enrollment'. Format = MM/DD/YYYY.
21	End Date	Maybe	Date	Person's End Date (e.g., 'Termination Date') with the Employer Organization's Benefit Program and Position. Required if employment detail type is 'Termination'. Format = MM/DD/YYYY.
22	Position	Maybe	Alpha	Person's category of position of employment. Required if employment detail type is 'New Enrollment'. While not required, URS encourages populating this field if employment detail type is 'Employment Change' or 'Termination'. See Appendix A for Allowed Values.
23	Eligibility	Maybe	Alpha	Person's eligibility status. Required if employment detail type is 'New Enrollment'. See Appendix A for Allowed Values.
24	Social Security Exemption	Maybe	Alpha	Indicate if the person is exempt from Social Security coverage or not. Many employers will already have default Yes or No responses on file with URS. If the default Yes or No values are on file and if the value is blank on the file, URS will assume the default. This field is required if the Benefit Program has a preset Social Security Exemption value = 'Mixed' (as opposed to 'Yes' or 'No'). See Appendix A for Allowed Values.
25	Qualified Benefit	Maybe	Alpha	Indicate if the person is receiving a qualified benefit. <sup>1</sup> Required if Employment Detail Type = 'New Enrollment'. See Appendix A for Allowed Values.
26	Other 401(k) Provider	Maybe	Alpha	Indicate if the required Employer 401(k) contributions are being sent to a non-URS Savings Plan. Required if Benefit Program-Tier-Sub-Tier combination is '16' or '18'. Otherwise, default is 'No'. See Appendix A for Allowed Values.
27	Contract Days	Maybe	Numeric	The contract days for the employment. Required if Employment Detail Type = 'New Enrollment' or 'Termination' AND position equals Teacher, Administrator or Classified. Formatted as a whole number (no decimal nor comma). Values must be between 160 and 366, inclusive.

<sup>1</sup> See the [URS Employer Guide](#) for more information.



# Employment File Specifications

FIELD	FIELD NAME	REQ?	DATA TYPE	DESCRIPTION
28	Contract Paid Over	Maybe	Numeric	Time period in which the contract will be paid over. Aids URS in accurately awarding service credit. Required if Employment Detail Type = 'New Enrollment' or 'Termination' AND if position equals Teacher, Administrator or Classified. See Appendix A for Allowed Values.
29	Pay Rate	Maybe	Numeric	The amount of pay the person receives as compensation for their work. Required if Employment Detail Type = 'New Enrollment' or 'Termination' AND position equals Teacher, Administrator or Classified. Format = 9999.99 (two decimal places and no commas).
30	Pay Rate Type	Maybe	Alpha	The classification of the earlier pay rate (e.g. dollars per hour, annual salary, etc.). Required if Employment Detail Type = 'New Enrollment' or 'Termination' AND position equals Teacher, Administrator or Classified. See Appendix A for Allowed Values.
31	Employment Change – Event	No	Alpha	The type of employment event. See Appendix A for allowed values.
32	Employment Change – Event Start Date	No	Date	The date for which an employment event begins. Format = MM/DD/YYYY.
33	Employment Change – Event End Date	No	Date	The date for which an employment event ends. Format = MM/DD/YYYY.
34	Date Last Check Will Be Issued	Maybe	Date	Required if Employment Detail Type = 'Termination'. Format = MM/DD/YYYY.
35	Number of Days Worked	Maybe	Numeric	Required if Employment Detail Type = 'Termination'. The number of days worked in the last fiscal year prior to termination.
36	Comments	No	Alpha-Numeric	Comments or special instructions specific to the Enrollment as provided by the Employer. Character type and limit = variable length data (varchar), 2000 characters.

# Employment File Specifications

## Appendix A: Allowed Values

RECORD	COLUMN NAME	ALLOWED VALUES	DESCRIPTION
Employment Summary	Record Identifier	00	00 - Employment Summary record
Employment Header	Record Identifier	01	01 - Employment Header record
Employment Header	Benefit Program	PE PS FF JUDGE LEG GOV	PE - Public Employees PS - Public Safety FF - Firefighters JUDGE - Judges LEG - Legislators GOV - Governors
Employment Detail	Record Identifier	02	02 - Employment Detail record
Employment Detail	Employment Detail Type	NEW EMC TER	NEW - New Enrollment EMC - Employment Change TER - Termination
Employment Detail	Name Suffix	JR SR I II III IV	JR - Junior SR - Senior I - First II - Second III - Third IV - Fourth
Employment Detail	Marital Status	MAR NMA	MAR - Married NMA - Not Married
Employment Detail	Gender	MAL FEM NBI	MAL - Male FEM - Female NBI - Non-Binary
Employment Detail	State	AK AL AZ AR CA CO CT DC DE FL GA HI	AK - Alaska AL - Alabama AZ - Arizona AR - Arkansas CA - California CO - Colorado CT - Connecticut DC - District of Columbia DE - Delaware FL - Florida GA - Georgia HI - Hawaii

# Employment File Specifications

RECORD	COLUMN NAME	ALLOWED VALUES	DESCRIPTION
		ID	ID - Idaho
		IL	IL - Illinois
		IN	IN - Indiana
		IA	IA - Iowa
		KS	KS - Kansas
		KY	KY - Kentucky
		LA	LA - Louisiana
		ME	ME - Maine
		MD	MD - Maryland
		MA	MA - Maine
		MI	MI - Michigan
		MN	MN - Minnesota
		MS	MS - Mississippi
		MO	MO - Missouri
		MT	MT - Montana
		NE	NE - Nebraska
		NV	NV - Nevada
		NH	NH - New Hampshire
		NJ	NJ - New Jersey
		NM	NM - New Mexico
		NY	NY - New York
		NC	NC - North Carolina
		ND	ND - North Dakota
		OH	OH - Ohio
		OK	OK - Oklahoma
		OR	OR - Oregon
		PA	PA - Pennsylvania
		RI	RI - Rhode Island
		SC	SC - South Carolina
		SD	SD - South Dakota
		TN	TN - Tennessee
		TX	TX - Texas
		UT	UT - Utah
		VT	VT - Vermont
		VA	VA - Virginia
		WA	WA - Washington
		WV	WV - West Virginia
		WI	WI - Wisconsin
		WY	WY - Wyoming
		AE	AE - Armed Forces - Europe, Middle East, Africa

# Employment File Specifications

RECORD	COLUMN NAME	ALLOWED VALUES	DESCRIPTION
		AP AA	AP - Armed Forces - Pacific AA - Armed Forces - Americas
Employment Detail	Country	USA	USA - United States of America
		LEO CRO SFO DIS ELO PTE APO FFI JUD IND PUE TEM TEA ADM CLA ASW VOF PFS BOM JCJ PTJ BOP	LEO - Law Enforcement Officer CRO - Correctional Officer SFO - Special Functions Officer DIS - Dispatcher ELO - Elected Official PTE - Part-Time Elected Official APO - Appointive Officer FFI - Firefighter JUD - Judge IND - Independent Contractor PUE - Public Employee TEM - Temporary TEA - Teacher ADM - Administrator CLA - Classified ASW - Affiliated Service Worker VOF - Volunteer Firefighter PFS - PT Firefighter/Public Safety BOM - Board Member JCJ - Justice Court Judge PTJ - Part-Time Justice Court Judge BOP - Board of Pardons PS PS PS PE, PS PE, PS, GOV, LEG PE PE, PS FF JUDGE PE PE PE PE PE PE PE PE PE PE PE PS PE PE PS
Employment Detail	Position		
Employment Detail	Eligibility	ELI EEX INE	ELI - Eligible EEX - Eligible to Exempt INE - Ineligible
Employment Detail	Social Security Exemption	Y N	Y - Yes N - No
Employment Detail	Qualified Benefit	Y N	Y - Yes N - No
Employment Detail	Other 401(k) Provider	Y N	Y - Yes N - No
Employment Detail	Contract Days	160 through 366	Must be between 160 and 366, inclusive
Employment Detail	Contract Paid Over	9 10 12	9 - 9 Months 10 - 10 Months 12 - 12 Months

# Employment File Specifications

RECORD	COLUMN NAME	ALLOWED VALUES	DESCRIPTION
Employment Detail	Pay Rate Type	HBS ABS DBS	HBS - Hourly Base Salary ABS - Annual Base Salary DBS - Daily Base Salary
Employment Detail	Employment Change Event	FMLA LTC LTN LWP LOP MIL	FMLA - Family and Medical Leave Act LTC - Long-Term Disability - Covered LTN - Long-Term Disability - Not Covered LWP - Leave of Absence - With Pay LOP - Leave of Absence - Without Pay MIL - Military Leave

# Employment File Specifications

## Appendix B: Scenarios/Use Cases

### Assumptions

For the Scenarios/Use Cases, we will use Hive City as the Reporting Organization (Code 9999) and Honeycomb Town as the Employer Organization (Code 9998). Note: If an employer reports the employment file for themselves (does not use another Organization to report for them), then Honeycomb Town (Code 9998) would be both the Reporting Organization and the Employer Organization.

For scenarios that are specific to public education entities, we will use Honeycomb School District (9997) as both the reporting organization and employer.

The individuals in the Use Cases are shown below. Unless otherwise stated, we will assume the scenarios are mutually exclusive.

FIRST NAME	LAST NAME	SSN	DB TIER	DB ELIGIBILITY STATUS
Honey	Bee	111-11-1111	1	Eligible
Bumble	Bee	222-22-2222	2	Eligible
Carpenter	Bee	333-33-3333	1	Ineligible
Longhorned	Bee	444-44-4444	2	Ineligible
Leafcutter	Bee	555-55-5555	1	Post-retired

Unless specifically called out, the scenarios universally apply to the Public Employees, Public Safety, and Firefighters' Benefit Programs.

# Employment File Specifications

---

## Additional Requirements and Information

- The file format is a comma delimited, which means a text file that has the fields separated by commas. Please do not send the file in the form of a spreadsheet, but rather in the form of a text document (e.g., Notepad).
- For the Employment File, the employer shall enroll *all* new employees in the applicable Defined Benefit (DB) Retirement Systems (including post-retired and ineligible employees who may or may not participate in a Savings Plan).
- The employer does *not* enroll the member *in a Savings Plan* – even if the member is entitled to an employer-required 401(k) contribution (such as Tier 1 members in Sub-Tiers 16 and 18 or Tier 2 members with an employer 401(k) contribution). The AUREUS system knows when a member’s record requires a 401(k) and will establish a 401(k) record if necessary.
- At the beginning of the enrollment process, the employer may not know if the individual being enrolled is Tier 1, Tier 2, or receiving a retirement benefit (post-retired). URS will provide that information to the employer at the conclusion of the enrollment process. URS will also tell the employer the Sub-Tier under which the member will be covered.
- In each scenario, we show you the format we are expecting to receive. Due to the length of the Detail Record (the one denoted with “02”), it is wrapping to the next line. This wrapping is due to the margin limitations on the page. When you submit the file to URS, do not impose a wrap. Instead, each detail record shall be on its own (only one) line.
- Members who commence a Short-term Disability or a Workers’ Compensation Leave are not covered by a Benefit Protection Contract like employees who are covered under a Long-term Disability Benefit Protection Contract. If an eligible employee is on a Short-term Disability or Workers’ Compensation Leave and is being paid by the employer (e.g., sick leave, paid time off, annual leave, etc.), then the salary and contributions should continue to be reported – and there’s no need to change the employment record for the employee. However, if the member is not being compensated by the employer, then salary and contributions shall cease, and the employment record shall be terminated with the appropriate/applicable termination date. If and when the member returns to employment, the member shall have a new employment record established at that later time.
- Members who go on Long-term Disability and are not covered by a Benefit Protection Contract, shall have their employment terminated with the appropriate/applicable termination date. If and when the member returns to employment, the member shall have a new employment record established at that later time.

# Employment File Specifications

## Table of Scenarios

The scenarios below are broadly grouped primarily by the Employment Detail Type (new enrollment, employment changes and termination), then Retirement Benefit Program, then position and eligibility.

Throughout the various scenarios, we may discuss other qualifying factors such as gender, marital status, Social Security exemption status, qualified benefit, and other 401(k) providers. For school districts, we discuss contract-related items within the applicable scenarios.

ID	Description	Type	Benefit Program	Tier	Pos. Code	Elig. Status	Soc Sec Exempt	Qual Benefit
<a href="#">1</a>	Eligible: Tier 1 Public Employee (PUE)	NEW	PE	1	PUE	ELI	N	Y
<a href="#">2</a>	Eligible: Tier 1 Elected Official (ELO)	NEW	PE	1	ELO	ELI	N	N
<a href="#">3</a>	Eligible to Exempt: Tier 1 Appointive Officer (APO)	NEW	PE	1	APO	EEX	N	N
<a href="#">4</a>	Ineligible: Tier 1 Part-time, Elected Official (PTE)	NEW	PE	1	PTE	INE	N	N
<a href="#">5</a>	Eligible: Tier 2 Elected Official (ELO)	NEW	PE	2	ELO	ELI	N	N
<a href="#">6</a>	Eligible to Exempt: Tier 2 Appointive Officer (APO)	NEW	PE	2	APO	EEX	N	N
<a href="#">7</a>	Ineligible: Tier 2 Part-time, Elected Official (PTE)	NEW	PE	2	PTE	INE	N	N
<a href="#">8</a>	Eligible: Tier 1 or 2 Administrator (ADM)	NEW	PE	1, 2	ADM	ELI	Y	Y
<a href="#">9</a>	Eligible: Tier 1 or 2 Classified (CLA)	NEW	PE	1, 2	CLA	ELI	N	Y
<a href="#">10</a>	Eligible: Tier 1 or 2 Teacher (TEA)	NEW	PE	1, 2	TEA	ELI	N	Y
<a href="#">11</a>	Ineligible: Tier 1 or 2 Teacher (e.g., Substitute) (TEA)	NEW	PE	1, 2	TEA	INE	N	N
<a href="#">12</a>	Eligible: Tier 1 or 2 Dispatcher (DIS)	NEW	PE	1, 2	DIS	ELI	N	Y
<a href="#">13</a>	Independent Contractor (IND)	NEW	PE	1, 2	IND	INE	N	N
<a href="#">14</a>	Temporary Employees (TEM)	NEW	PE	1, 2	TEM	INE	N	Y
<a href="#">15</a>	Board Member (BOM)	NEW	PE	1, 2	BOM	ELI	N	Y
<a href="#">16</a>	Affiliated Service Worker (ASW)	NEW	PE	1, 2	ASW	INE	N	N
<a href="#">17</a>	Ineligible: PT Firefighter/Public Safety (PFS)	NEW	PE	1, 2	PFS	INE	N	N
<a href="#">18</a>	Part-Time Justice Court Judge (PTJ)	NEW	PE	1, 2	PTJ	INE	N	N
<a href="#">19</a>	Justice Court Judge (JCJ)	NEW	PE	1, 2	JCJ	ELI	N	N
<a href="#">20</a>	Public Safety Elected Official (ELO)	NEW	PS		ELO	ELI	N	Y
<a href="#">21</a>	Law Enforcement Officer (LEO)	NEW	PS	1, 2	LEO	ELI	N	Y
<a href="#">22</a>	Correctional Officer (CRO)	NEW	PS	1, 2	CRO	ELI	N	Y
<a href="#">23</a>	Special Functions Officer (SFO)	NEW	PS	1, 2	SFO	ELI	N	Y
<a href="#">24</a>	Dispatcher (DIS)	NEW	PS	1, 2	DIS	ELI	Y	Y
<a href="#">25</a>	Board of Pardons (BOP)	NEW	PS	1, 2	BOP	ELI	N	Y
<a href="#">26</a>	Firefighter (FFI)	NEW	FF	1, 2	FFI	ELI	Y	Y
<a href="#">27</a>	Judge (JUD)	NEW	JUDGE	1	JUD	ELI	N	Y
<a href="#">28</a>	Eligible: Tier 1 Elected Official (ELO)	NEW	GOV	1	ELO	ELI	N	Y
<a href="#">29</a>	Eligible: Tier 2 Elected Official (ELO)	NEW	GOV	2	ELO	ELI	N	Y
<a href="#">30</a>	Eligible: Tier 1 Elected Official (ELO)	NEW	LEG	1	LEG	ELI	N	Y
<a href="#">31</a>	Eligible: Tier 2 Elected Official (ELO)	NEW	LEG	2	LEG	ELI	N	Y



# Employment File Specifications

ID	Description	Type	Benefit Program	Tier	Pos. Code	Elig. Status	Soc Sec Exempt	Qual Benefit
<a href="#">32</a>	Leave: Begin Family and Medical Leave Act	EMC		1, 2				
<a href="#">33</a>	Leave: End Family and Medical Leave Act	EMC		1, 2				
<a href="#">34</a>	Leave: Begin Long-Term Disability (with BPC)	EMC		1, 2				
<a href="#">35</a>	Leave: End Long-Term Disability (with BPC)	EMC		1, 2				
<a href="#">36</a>	Leave: Begin Leave of Absence With Pay	EMC		1, 2				
<a href="#">37</a>	Leave: End Leave of Absence With Pay	EMC		1, 2				
<a href="#">38</a>	Leave: Begin Leave of Absence Without Pay	EMC		1, 2				
<a href="#">39</a>	Leave: End Leave of Absence Without Pay	EMC		1, 2				
<a href="#">40</a>	Leave: Begin Military Leave	EMC		1, 2				
<a href="#">41</a>	Leave: End Military Leave	EMC		1, 2				
<a href="#">42</a>	Terminating Employment	TER		1, 2				

# Employment File Specifications

---

## *Scenario 1: Eligible: Tier 1 Public Employee (PUE)*

Honey Bee is being enrolled as a new employee with Honeycomb Town (9998). Before July 1, 2011, she had accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 1 member.

Since Honey works more than 20 hours a week and receives a qualifying benefit with Honeycomb Town, she is eligible to accrue service toward a Tier 1 benefit. In this scenario, Honeycomb Town has chosen to cover Honey Bee with Social Security. Honey is being enrolled in Sub-Tier 015, which is under the Public Employees Retirement System (PE Header).

Here's how the employment file will look for this scenario:

00,9999,1

01,9998,PE,1

02,NEW,11111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey

Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,PUE,ELI,N,Y,N,,,18.21,HBS,,,,,

# Employment File Specifications

---

## *Scenario 2: Eligible: Tier 1 Elected Official (ELO)*

Honey Bee is being enrolled as a new elected official in 2021 with Honeycomb Town (9998). Before July 1, 2011, she had accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 1 member.

Since Honey is a Tier 1 elected official who is paid at least the [monthly minimum earnings requirement](#) (she earns \$1,148/month, which is \$13,776/year), she is considered eligible for coverage under URS. Honeycomb Town does not provide a qualifying benefit to Honey, but she remains eligible, because a Tier 1 elected official's eligibility is determined by the amount of money they earn on a monthly basis (and if that money exceeds the minimum requirement). Honey is being enrolled in Sub-Tier 015, which is under the Public Employees Retirement System (PE Header).

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PE,1
02,NEW,11111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey
Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,ELO,ELI,N,N,N,,,13776.00,ABS,,,,,
```

# Employment File Specifications

---

## *Scenario 3: Eligible to Exempt: Tier 1 Appointive Officer (APO)*

Honey Bee is being enrolled as a new appointive officer in 2021 with Honeycomb Town (9998). Before July 1, 2011, she had accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 1 member.

Since Honey is a Tier 1 appointive officer who is paid at least the [monthly minimum earnings requirement](#) (she earns \$1,200/month, which is \$14,400/year), she is considered eligible for coverage under URS. Honeycomb Town does not provide a qualifying benefit to Honey, but she remains eligible, because a Tier 1 appointive officer's eligibility is determined by the amount of money they earn on a monthly basis (and if that money exceeds the minimum requirement). Honey is being enrolled in Sub-Tier 015, which is under the Public Employees Retirement System (PE Header).

As a Tier 1 Appointive Officer, Honey is in a position which is eligible to exempt from the DB System. She will need to proactively make an exemption election before her first day on the job in order to make the exemption be considered by URS.

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PE,1
02,NEW,111111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey
Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,APO,EEX,N,N,N,,,14400.00,ABS,,,,,
```

# Employment File Specifications

---

## *Scenario 4: Ineligible: Tier 1 Part-time, Elected Official (PTE)*

Honey Bee is being enrolled as a new elected official with Honeycomb Town (9998). Before July 1, 2011, she had accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 1 member.

Since Honey is a Tier 1 elected official who is paid less than the [monthly minimum earnings requirement](#) (she earns \$500/month, which is \$6,000/year), she is considered ineligible for coverage under URS. Honeycomb Town does not provide a qualifying benefit to Honey. Honey is being enrolled in Sub-Tier 015, which is under the Public Employees Retirement System (PE Header).

Here's how the employment file will look for this scenario:

00,9999,1

01,9998,PE,1

02,NEW,11111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey

Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,PTE,INE,N,N,N,,,6000.00,ABS,,,,,

# Employment File Specifications

---

## *Scenario 5: Eligible: Tier 2 Elected Official (ELO)*

Bumble Bee is being enrolled as a new full-time elected official with Honeycomb Town (9998). Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 2 member.

Since Bumble is a Tier 2 elected official, his eligibility is derived from the employer's policy and determination if he is considered a full-time (eligible) or part-time (ineligible) elected official. His eligibility is not determined by the receipt, nor lack, of a qualified benefit. While the earnings do not necessary qualify him to be covered by URS (like his Tier 1 counterpart), his earnings of \$1,148/month (\$13,776/year) are still reported on the file.

Tier 2 Elected Officials (who are considered "full-time") are exempt from the DC vesting requirements for the required employer contributions paid to them while functioning in their capacity as an elected official. They will generally be placed in the 200-series Sub-Tier upon enrollment.

Bumble is being enrolled in Sub-Tier 211, which is under the Public Employees Retirement System (PE Header).

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PE,1
02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey
Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,ELO,ELI,N,N,N,,,13776.00,ABS,,,,,
```

# Employment File Specifications

---

## Scenario 6: Eligible to Exempt: Tier 2 Appointive Officer (APO)

Bumble Bee is being enrolled as a new full-time appointive officer with Honeycomb Town (9998). Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 2 member.

Since Bumble is a Tier 2 appointive officer, his eligibility is derived from the employer's policy and determination if he is considered a full-time (eligible) or part-time (ineligible) appointive officer. His eligibility is not determined by the receipt, nor lack, of a qualified benefit. While his earnings do not necessary qualify him to be covered by URS (like his Tier 1 counterpart), his earnings of \$1,148/month (\$13,776/year) are still reported on the file.

Tier 2 appointive officers (who are considered "full-time") are eligible to choose to exempt from the DC vesting requirements for the required employer contributions paid to them while functioning in their capacity as an appointive officer. Depending on whether the member is within their initial year with URS, they may be able to make a career election (DB Hybrid/DC Option). If the appointive officer desires to exempt from the DC vesting requirements, they will need to formally and timely file a Request for Exemption with URS. Tier 2 appointive officers may be enrolled in the 100-series (DB Hybrid) or 200-series (DC Option) Sub-Tiers.

Because Bumble is within his initial year with URS, he is being enrolled in Sub-Tier 111, which is under the Public Employees Retirement System (PE Header).

As a Tier 2 Appointive Officer, Bumble is in a position which is eligible to exempt from the DC vesting requirements. He will need to proactively make an exemption election before his first day on the job (if he is outside his first year), but in this case, he can make the election in concert with his career DB/DC career election in order for the exemption to be considered by URS.

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PE,1
02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey
Blvd,,Beehive,UT,USA,81111,,8012222222,Bumble@HoneycombTown.com,10/01/2021,,APO,EEX,N,N,N,,,13776.00,ABS,,,,,
```

# Employment File Specifications

---

## *Scenario 7: Ineligible: Tier 2 Part-time, Elected Official (PTE)*

Bumble Bee is being enrolled as a new, part-time elected official with Honeycomb Town (9998). Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 2 member.

Since Bumble is a Tier 2 elected official, his eligibility is derived from the employer's policy and determination if he is considered a full-time (eligible) or part-time (ineligible) elected official. His eligibility is not determined by the receipt, nor lack, of a qualified benefit. While the earnings do not necessary qualify him to be covered by URS (like his Tier 1 counterpart), his earnings of \$581/month (\$6,972/year) are still reported on the file.

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PE,1
02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey
Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,PTE,INE,N,N,N,,,6972.00,ABS,,,,,
```



# Employment File Specifications

---

## Scenario 8: Eligible: Tier 1 or 2 Administrator (ADM)

*Note: This scenario applies only to public education entities (e.g., school districts, charter schools, etc.). For this scenario, we will use Honeycomb School District (9997) as both the reporting organization and employer.*

Bumble Bee is being enrolled as a new administrator. Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 2 member.

Since Bumble is a Tier 2 administrator, his eligibility is derived from the employer providing him a qualified benefit in addition to him working 20+ hours/week. He earns \$35.12/hour. His employer has chosen to not cover him (as well as others in a similar position as him) with Social Security benefits. He is on a 260-day contract and has chosen to receive his paychecks over the course of 12 months.

Since he is within his initial year with URS, he will be enrolled in the 100-series plan. Bumble is being enrolled in Sub-Tier 112, which is under the Public Employees Retirement System (PE Header).

Here's how the employment file will look for this scenario:

```
00,9997,1
01,9997,PE,1
02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey
Bldv,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombSD.com,10/01/2021,,ADM,ELI,Y,Y,N,260,12,35.12,HBS,,,,,
```

# Employment File Specifications

---

## Scenario 9: Eligible: Tier 1 or 2 Classified (CLA)

*Note: This scenario applies only to public education entities (e.g., school districts, charter schools, etc.). For this scenario, we will use Honeycomb School District (9997) as both the reporting organization and employer.*

Honey Bee has been hired as a new classified employee and is now being enrolled with URS. Before July 1, 2011, she had accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 1 member.

Since Honey is a newly hired classified employee, her eligibility is derived from the employer providing a qualified benefit in addition to working 20+ hours/week. She earns \$23.45/hour. Her employer has chosen to cover her (as well as others in a similar position as her) with Social Security benefits. She is on a 165-day contract and has chosen to receive her paychecks over the course of 10 months.

Honey is being enrolled in Sub-Tier 016, which is under the Public Employees Retirement System (PE Header) and as such, she may choose to have any required 401(k) contributions paid to a non-URS DC provider.<sup>2</sup> Both she and the employer have chosen to invoke this privilege.

Here's how the employment file will look for this scenario:

```
00,9997,1
01,9997,PE,1
02,NEW,11111111,04/01/1971,Bee,Honey,,NMA,FEM,123 Honey
Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombSD.com,09/01/2021,,CLA,ELI,N,Y,Y,165,10,23.45,HBS,,,,,
```

---

<sup>2</sup> This clause only applies to employees hired under Sub-Tiers 016 and 018.

# Employment File Specifications

---

## Scenario 10: Eligible: Tier 1 or 2 Teacher (TEA)

*Note: This scenario applies only to public education entities (e.g., school districts, charter schools, etc.). For this scenario, we will use Honeycomb School District (9997) as both the reporting organization and employer.*

Honey Bee is being enrolled as a new teacher. Before July 1, 2011, she had accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 1 member.

Since Honey is a newly hired Tier 1 teacher, her eligibility is derived from the employer providing a qualified benefit in addition to working at least a half-time teaching contract. She earns \$65,000/year. Her employer has chosen to cover her (as well as others in a similar position as her) with Social Security benefits. While she works a 180-day contract, her employer allows her the option to choose the frequency of her paychecks – either 9, 10 or 12 months. Honey has opted to be paid over the course of 12 months.

She will be enrolled in Sub-Tier 016 and will have her employer-paid 401(k) sent to URS.

Here's how the employment file will look for this scenario:

```
00,9997,1
01,9997,PE,1
02,NEW,11111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey
Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombSD.com,09/01/2021,,TEA,ELI,N,Y,N,180,12,65000.00,ABS,,,,
,
```

# Employment File Specifications

---

## Scenario 11: Ineligible: Tier 1 or 2 Teacher (e.g., Substitute) (TEA)

*Note: This scenario applies only to public education entities (e.g., school districts, charter schools, etc.). For this scenario, we will use Honeycomb School District (9997) as both the reporting organization and employer.*

Carpenter Bee is being enrolled as a new substitute teacher. She does not receive a qualifying benefit, nor does she have a half-time or greater contract with the school district. She is considered ineligible and, as such, she will be enrolled in Sub-Tier 009 (regardless if she is a Tier 1 or Tier 2 member).

She earns \$150/day. Her employer has chosen to cover her (as well as others in a similar position as her) with Social Security benefits. The employer has not extended the option for her to choose if she would like to have her earnings spread over several pay checks. Instead, she will be paid in the normal payroll cycle in which she works.

Here's how the employment file will look for this scenario:

```
00,9997,1
01,9997,PE,1
02,NEW,33333333,06/03/1973,Bee,Carpenter,,,NMA,FEM,789 Honey Comb
Dr,,Beehive,UT,USA,81111,,8013333333,Carpenter@HoneycombSD.com,09/01/2021,,TEA,INE,N,N,N,0,12,150.00,DBS,,,,,
```

# Employment File Specifications

---

## Scenario 12: Eligible: Tier 1 or 2 Dispatcher (DIS)

*Note: An employer may choose to cover their eligible dispatchers under the Public Employees' Retirement System or the Public Safety Retirement System. For this scenario, Honeycomb Town has chosen to cover dispatchers under the Public Employees' Retirement System.*

Bumble Bee is being enrolled as a new dispatcher with Honeycomb Town (9998). Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 2 member.

Since Honeycomb Town has chosen to cover dispatchers under the Public Employees' System, Bumble must meet eligibility requirements in order to be covered. He does meet the requirements because he works more than 20 hours a week and receives a qualifying benefit in his employment with Honeycomb Town. Additionally, his employer has chosen to cover him (as well as others in a similar position as her) with Social Security benefits.

For this scenario, Bumble began employment with another URS-participating employer over 1 year ago. Due to this new offer of employment at Honeycomb Town, he terminated employment with the other employer last week. During his initial year of coverage with URS, he opted to join the Tier 2 DC Plan. Now that he is outside his initial year, after he is enrolled with Honeycomb Town, URS will let Honeycomb know he should be enrolled in Sub-Tier 211 (the Tier 2 DC Plan for local government and a select other entity types that is within the Public Employees' Retirement System).

Here's how the employment file will look for this scenario:

```
00,9999,1  
01,9998,PE,1  
02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey  
Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,DIS,ELI,N,Y,N,,,33.25,HBS,,,,,
```

# Employment File Specifications

---

## Scenario 13: Independent Contractor (IND)

Note: For more information on Independent Contractors, please reference the [Employer Guide](#).

Leafcutter Bee and Longhorned Bee have been identified as individuals who work or perform services on a contract for a participating employer as the contractor or an owner, partner, or principal of the contractor.

The employer is required to notify URS of each independent contractor so URS may identify potential post-retirees. If a post-retiree is found, URS will communicate the member's post-retirement status to the employer via the Employer Portal. The employer will then need to report the post-retiree on the payroll file.

The example, below, shows how the employer will notify URS of both independent contractors (because at the point of notifying URS, the employer does not know that Leafcutter Bee is a post-retiree and Longhorned Bee is not a post-retiree).

Here's how the employment file will look for this scenario (it is indented for better visualization):

```
00,9999,1
01,9998,PE,2
02,NEW,444444444,07/04/1974,Bee,Longhorned,,,MAR,MAL,321 Beehive
Lane,,Beehive,UT,USA,81111,,8014444444,Longhorned@HoneycombTown.com,10/01/2021,,IND,INE,N,N,N,,,15000.00,
ABS,,,,,
02,NEW,555555555,08/05/1955,Bee,Leafcutter,,,MAR,FEM,654 Clover
Dr,,Beehive,UT,USA,81111,,8015555555,Leafcutter@HoneycombTown.com,10/01/2021,,IND,INE,N,N,N,,,20000.00,ABS,
,,,,
```

# Employment File Specifications

---

## Scenario 14: Temporary Employees (TEM)

URS defines a temporary employee as someone who is hired into a position and receives the benefits and hours to be otherwise eligible for retirement benefits, but is employed in a specific project or task scheduled to be completed in six months or less. These employees should be certified as ineligible for the first six months. If they remain employed beginning with the seventh month and they receive a qualifying benefit while working at least 20 hours a week, the employer shall certify the employee as eligible and report the requisite salary and contributions.

Carpenter Bee was hired as a temporary employee<sup>3</sup>, whose project is expected to be completed within the next four months. To incentivize the employee's work, the employer has also provided an employer-paid 401(k) contribution. Additionally, the employer has decided to pay Carpenter \$75,000 to complete the project.

Here's how the employment file will look for this scenario:

```
00,9999,1  
01,9998,PE,1  
02,NEW,333333333,06/03/1973,Bee,Carpenter,,,NMA,FEM,789 Honey Comb  
Dr,,Beehive,UT,USA,81111,,801333333,Carpenter@HoneycombTown.com,09/01/2021,,TEM,INE,N,Y,N,,,75000.00,ABS,,,,,
```

---

<sup>3</sup> For more information about Temporary Employees, please visit the [Employer Guide](#).

# Employment File Specifications

---

## Scenario 15: Board Member (BOM)

Absent a Dual Employment<sup>4</sup> agreement with URS, each position must stand on its own for coverage.

Due to a long and productive career, Honey Bee has become an expert in her field and was hired as a Board Member. She is nearing retirement and wants to continue working as a Board Member immediately following her retirement (which she'll be able to do). The employer pays its Board Members \$15,000.00/year for rendering their services and expects Board Members to work at least 20 hours a week. They also provide a qualifying benefit. As a result, the Board Member position is considered eligible for service credit.

Here's how the employment file will look for this scenario:

00,9999,1

01,9998,PE,1

02,NEW,11111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey

Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,BOM,ELI,N,Y,N,,,15000.00,ABS,,,,,

---

<sup>4</sup> For more information about Dual Employment, please visit the [Employer Guide](#).



# Employment File Specifications

---

## *Scenario 16: Affiliated Service Worker (ASW)*

Leafcutter Bee has retired from another organization covered by URS and has been hired by Honeycomb Town (9998) as an Affiliated Service Worker.<sup>5</sup>

She makes \$495/month (\$5,940/year) and does not receive any employer-provided benefits like health insurance.

Here's how the employment file will look for this scenario:

00,9999,1

01,9998,PE,1

02,NEW,55555555,08/05/1955,Bee,Leafcutter,,,MAR,FEM,654 Clover

Dr,,Beehive,UT,USA,81111,,801555555,Leafcutter@HoneycombTown.com,10/01/2021,,ASW,INE,N,N,N,,,5940.00,ABS,,,,,

---

<sup>5</sup> To learn more about Affiliated Service Workers, please visit the [Employer Guide](#).

# Employment File Specifications

---

## *Scenario 17: Ineligible Part-Time Firefighter/Public Safety Officer (PFS)*

Bumble Bee is being enrolled as a new, part-time public safety officer with Honeycomb Town (9998). Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 2 member.

Since Bumble works in a part-time capacity (for example 1,000 hours a year) as a public safety officer, he is not eligible to participate in the Public Safety Retirement System. Instead, his eligibility is based upon the requirements in the Public Employees Retirement System (hours/benefits).

He is currently working 19 hours a week (\$18.00/hour), which falls below the minimum hours required for participating in the Public Employees Retirement System. As a result, he will be certified as ineligible.

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PE,1
02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey
Blvd,,Beehive,UT,USA,81111,,8012222222,Bumble@HoneycombTown.com,10/01/2021,,PFS,INE,N,N,N,,,18.00,HBS,,,,,
```

# Employment File Specifications

---

## Scenario 18: Part-Time Justice Court Judge (PTJ)

*Note: The employer shall verify with the Justice Court Judge or the Administrative Office of the Courts if the Justice Court Judge is considered a Part-Time Justice Court Judge. If so, proceed with certifying the employee as noted below.*

Bumble Bee has been elected as a Part-time Justice Court Judge. He is paid \$600.00/month (\$7,200/year) for his services and he does not receive health insurance or other benefits from the employer.

As a Justice Court Judge, he will be enrolled in the Public Employees Retirement System.

Here's how the employment file will look for this scenario:

00,9999,1

01,9998,PE,1

02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey

Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,PTJ,INE,N,N,N,,,7200.00,ABS,,,,,

# Employment File Specifications

---

## Scenario 19: Justice Court Judge (JCJ)

*Note: For Tier 1 members, the employer shall verify with the Justice Court Judge or the Administrative Office of the Courts if the Justice Court Judge is considered a Full-Time Justice Court Judge. If so, proceed with certifying the employee as noted below. Tier 2 Justice Court Judges are eligible or ineligible, based upon the employer's policy.*

Bumble Bee has been elected as a Full-time Justice Court Judge. He is paid \$600.00/month (\$7,200/year) for his services and he does not receive health insurance or other benefits from the employer.

As a Justice Court Judge, he will be enrolled in the Public Employees Retirement System. Since he is full-time, he is eligible for retirement benefits and will be enrolled in either the DB Hybrid or DC Plan (because he is Tier 2) – as he is within his initial year, he will be enrolled in the DB Hybrid System (Sub-Tier 111).

Full-time Justice Court Judges are eligible based upon their being deemed full-time by the Administrative Office of the Courts. They are not required to meet minimum earnings limitations, work a specified number of hours, nor be provided certain benefits to become eligible.

Here's how the employment file will look for this scenario:

00,9999,1

01,9998,PE,1

02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey

Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,JCJ,ELI,N,N,N,,,7200.00,ABS,,,,,

# Employment File Specifications

---

## Scenario 20: Public Safety Elected Official (ELO)

Honey Bee is being enrolled as a new public safety elected official (i.e., Sheriff) with Honeycomb Town (9998). Before July 1, 2011, she had accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 1 member. She is paid \$125,000/year and her employer covers her with Social Security benefits. She also receives health insurance as part of her benefit package.

As the Sheriff, Honey is eligible to participate in the Public Safety Retirement System if she meets the following requirements:

- The employee has successfully completed the Police Officers Standards & Training (POST)
- Is in a position approved by URS (each Public Safety position will be broadly categorized under Law Enforcement Officer, Correctional Officer, Special Functions Officer, and Dispatcher – similar to what is found on the POST Certification)
- The employee's life or personal safety is at risk
- Performs duties that actively prevent or detect crime and enforce criminal statutes
- Responds to situations involving public safety and making emergency decisions affecting the lives and health of others, and
- Provides community protection

The above eligibility requirements are valid, regardless of the Tier an employee is under.

Here's how the employment file will look for this scenario:

```
00,9999,1  
01,9998,PS,1  
02,NEW,11111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey  
Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,ELO,ELI,N,Y,N,,,125000.00,ABS,,,,,
```

# Employment File Specifications

---

## Scenario 21: Law Enforcement Officer (LEO)

Bumble Bee is being enrolled as a new Law Enforcement Official with Honeycomb Town (9998). Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 2 member. He is paid \$75,000.00/year and his employer covers him with Social Security benefits. He also receives health insurance as part of his benefit package.

As a Law Enforcement Officer, Bumble is eligible to participate in the Public Safety Retirement System if he meets the following requirements:

- The employee has successfully completed the Police Officers Standards & Training (POST)
- Is in a position approved by URS (each Public Safety position will be broadly categorized under Law Enforcement Officer, Correctional Officer, Special Functions Officer, and Dispatcher – similar to what is found on the POST Certification)
- The employee’s life or personal safety is at risk
- Performs duties that actively prevent or detect crime and enforce criminal statutes
- Responds to situations involving public safety and making emergency decisions affecting the lives and health of others, and
- Provides community protection

The above eligibility requirements are valid, regardless of the Tier an employee is under.

Here’s how the employment file will look for this scenario:

```
00,9999,1
01,9998,PS,1
02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey
Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,LEO,ELI,N,Y,N,,,75000.00,ABS,,,,,
```

# Employment File Specifications

---

## Scenario 22: Correctional Officer (CRO)

Bumble Bee is being enrolled as a new Correctional Officer with Honeycomb Town (9998). Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 2 member. He is paid \$33.65/hour and his employer covers him with Social Security benefits. He also receives health insurance as part of his benefit package.

As a Correctional Officer, Bumble is eligible to participate in the Public Safety Retirement System if he meets the following requirements:

- The employee has successfully completed the Police Officers Standards & Training (POST)
- Is in a position approved by URS (each Public Safety position will be broadly categorized under Law Enforcement Officer, Correctional Officer, Special Functions Officer, and Dispatcher – similar to what is found on the POST Certification)
- The employee's life or personal safety is at risk
- Performs duties that actively prevent or detect crime and enforce criminal statutes
- Responds to situations involving public safety and making emergency decisions affecting the lives and health of others, and
- Provides community protection

The above eligibility requirements are valid, regardless of the Tier an employee is under.

During his initial year of coverage with URS, Bumble opted to join the Tier 2 DB Hybrid System. Now that he is outside his initial year, after he is enrolled with Honeycomb Town, URS will let Honeycomb know he should be enrolled in Sub-Tier 122 (the Tier 2 DB Hybrid System component for the Public Safety Retirement System).

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PS,1
02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey
Blvd,,Beehive,UT,USA,81111,,8012222222,Bumble@HoneycombTown.com,10/01/2021,,CRO,ELI,N,Y,N,,,33.65,HBS,,,,,
```

# Employment File Specifications

---

## Scenario 23: Special Functions Officer (SFO)

Honey Bee is being enrolled as a new Special Functions Officer with Honeycomb Town (9998). Before July 1, 2011, she had accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 1 member. She is paid \$31.25/hour and her employer covers her with Social Security benefits. She also receives health insurance as part of her benefit package.

As a Special Functions Officer, Honey is eligible to participate in the Public Safety Retirement System if she meets the following requirements:

- The employee has successfully completed the Police Officers Standards & Training (POST)
- Is in a position approved by URS (each Public Safety position will be broadly categorized under Law Enforcement Officer, Correctional Officer, Special Functions Officer, and Dispatcher – similar to what is found on the POST Certification)
- The employee's life or personal safety is at risk
- Performs duties that actively prevent or detect crime and enforce criminal statutes
- Responds to situations involving public safety and making emergency decisions affecting the lives and health of others, and
- Provides community protection

The above eligibility requirements are valid, regardless of the Tier an employee is under.

Here's how the employment file will look for this scenario:

```
00,9999,1  
01,9998,PS,1  
02,NEW,11111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey  
Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,SFO,ELI,N,Y,N,,,31.25,HBS,,,,,
```



# Employment File Specifications

---

## Scenario 24: Dispatcher (DIS)

*Note: An employer may choose to cover their eligible dispatchers under the Public Employees' Retirement System or the Public Safety Retirement System. For this scenario, Honeycomb Town has chosen to cover dispatchers under the Public Safety Retirement System.*

Bumble Bee is being enrolled as a new Dispatcher with Honeycomb Town (9998). Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 2 member. He is paid \$31.57/hour and his employer does not cover him with Social Security benefits. He receives health insurance as part of his benefit package.

Since Honeycomb town has chosen to cover dispatchers under the Public Safety System, Bumble is eligible to participate in the Public Safety Retirement System if he meets the following requirements:

- The employee has successfully completed the Police Officers Standards & Training (POST), Basic Public Safety Dispatcher training, and passed the required certification examination
- The duties listed are that of a full-time dispatcher
- The employee receives crisis calls for emergency personnel and dispatches the appropriate personnel and equipment, and
- The employee makes urgent decisions affecting the life, health, and welfare of the public and public safety employees

The above eligibility requirements are valid, regardless of the Tier an employee is under.

During his initial year of coverage with URS, Bumble opted to join the Tier 2 DC Plan. Now that he is outside his initial year, after he is enrolled with Honeycomb Town, URS will let Honeycomb know he should be enrolled in Sub-Tier 222 (the Tier 2 DC Plan for the Public Safety Retirement System).

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PS,1
02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey
Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,DIS,ELI,Y,Y,N,,,31.57,HBS,,,,,
```

# Employment File Specifications

---

## *Scenario 25: Board of Pardons (BOP)*

Bumble Bee is being enrolled as a new, full-time member of the Board of Pardons and Parole. Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 2 member. He is paid \$57.56/hour and his employer covers him with Social Security benefits. He receives health insurance as part of his benefit package.

He is eligible to participate in the Public Safety Retirement System solely because he is a full-time member of the Board of Pardons and Parole. This applies to all full-time member of the Board of Pardons and Parole members, regardless of their Tier.

During his initial year of coverage with URS, Bumble opted to join the Tier 2 DC Plan. Now that he is outside his initial year, after he is enrolled with Honeycomb Town, URS will let Honeycomb know he should be enrolled in Sub-Tier 222 (the Tier 2 DC Plan for the Public Safety Retirement System).

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PS,1
02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey
Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,BOP,ELI,N,Y,N,,,57.56,HBS,,,,,
```

# Employment File Specifications

---

## Scenario 26: Firefighter (FFI)

Bumble Bee is being enrolled as a firefighter. Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 2 member. He is paid \$43.21/hour and his employer does not cover him with Social Security benefits. He receives health insurance as part of his benefit package.

He is eligible to participate in the Firefighter Retirement System because his employment normally requires an average of 2,080 hours of regularly scheduled employment per year in a regularly constituted fire department, he is trained in firefighter techniques and is assigned to a position of hazardous duty.<sup>6</sup>

During his initial year of coverage with URS, Bumble opted to join the Tier 2 DC Plan. Now that he is outside his initial year, after he is enrolled with Honeycomb Town, URS will let Honeycomb know he should be enrolled in Sub-Tier 232 (the Tier 2 DC Plan for the Firefighter Retirement System).

Here's how the employment file will look for this scenario:

00,9999,1

01,9998,FF,1

02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey

Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,FFI,ELI,Y,Y,N,,,43.21,HBS,,,,,

---

<sup>6</sup> See the [Employer Guide](#) for more information

# Employment File Specifications

---

## Scenario 27: Judge (JUD)

Bumble Bee is being enrolled as a Supreme Court Justice in the Judge's System. Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, would normally be considered a Tier 2 member. However, since the Judge's System does not have a Tier 2, he is enrolled as a Tier 1 (the only available option).

He is paid \$125.34/hour and his employer covers him with Social Security benefits. He receives health insurance as part of his benefit package.

Even if he participated in another system as a Tier 2 employee, he will be enrolled in Sub-Tier 037.

Here's how the employment file will look for this scenario:

00,9999,1

01,9998,JUDGE,1

02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey

Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,JUD,ELI,N,Y,N,,,125.34,HBS,,,,,

# Employment File Specifications

---

## Scenario 28: Eligible: Tier 1 Elected Official (ELO) | Governor

Honey Bee was recently elected as the new Governor for Hive State (9996). Before July 1, 2011, she had accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 1 member. She is paid \$81.27/hour and her employer covers her with Social Security benefits. She also receives health insurance as part of her benefit package.

Since Honey is a Tier 1 elected official who is paid at least the [monthly minimum earnings requirement](#), she is considered eligible for coverage under URS. Honey is being enrolled in Sub-Tier 014, which is under the Governors' and Legislators' Retirement System (GOV Header).

Here's how the employment file will look for this scenario:

00,9996,1

01,9996,GOV,1

02,NEW,111111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey

Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,ELO,ELI,N,Y,N,,,81.27,HBS,,,,,

# Employment File Specifications

---

## *Scenario 29: Eligible: Tier 2 Elected Official (ELO) | Governor*

Bumble Bee was recently elected as the new Governor for Hive State (9996). Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 2 employee.

Since Bumble is a Tier 2 elected official, his eligibility is derived from the employer's policy and determination if he is considered a full-time (eligible) or part-time (ineligible) elected official. His eligibility is not determined by the receipt, nor lack, of a qualified benefit. While the earnings do not necessary qualify him to be covered by URS (like his Tier 1 counterpart), his earnings of \$81.27/hour are still reported on the file.

Tier 2 Elected Officials (who are considered "full-time") are exempt from the DC vesting requirements for the required employer contributions paid to them while functioning in their capacity as an elected official. They will generally be placed in the 200-series Sub-Tier upon enrollment.

Bumble is being enrolled in Sub-Tier 214, which is under the Governors' and Legislators' Retirement System (GOV Header).

Here's how the employment file will look for this scenario:

00,9996,1

01,9996,GOV,1

02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey

Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,ELO,ELI,N,Y,N,,,81.27,HBS,,,,,

# Employment File Specifications

---

## *Scenario 30: Eligible: Tier 1 Elected Official (ELO) | Legislator*

Honey Bee was recently elected as a member of the Senate for Hive State (9996). Before July 1, 2011, she had accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 1 member. She is paid \$30.00/hour and her employer covers her with Social Security benefits. She also receives health insurance as part of her benefit package.

Since Honey is a Tier 1 elected official who is paid at least the [monthly minimum earnings requirement](#), she is considered eligible for coverage under URS. Honey is being enrolled in Sub-Tier 014, which is under the Governors' and Legislators' Retirement System (LEG Header).

Here's how the employment file will look for this scenario:

00,9996,1

01,9996,LEG,1

02,NEW,11111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey

Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,ELO,ELI,N,Y,N,,,30.00,HBS,,,,,

# Employment File Specifications

---

## *Scenario 31: Eligible: Tier 2 Elected Official (ELO) | Legislator*

Bumble Bee was recently elected as a member of the Senate for Hive State (Reporting and Organization Code = 9996). Before July 1, 2011, he had not accrued at least 1 day of qualified service with a URS covered employer, and as such, is considered a Tier 2 employee.

Since Bumble is a Tier 2 elected official, his eligibility is derived from the employer's policy and determination if he is considered a full-time (eligible) or part-time (ineligible) elected official. His eligibility is not determined by the receipt, nor lack, of a qualified benefit. While the earnings do not necessary qualify him to be covered by URS (like his Tier 1 counterpart), his earnings of \$30.00/hour are still reported on the file.

Tier 2 Elected Officials (who are considered "full-time") are exempt from the DC vesting requirements for the required employer contributions paid to them while functioning in their capacity as an elected official. They will generally be placed in the 200-series Sub-Tier upon enrollment.

Bumble is being enrolled in Sub-Tier 214, which is under the Governors' and Legislators' Retirement System (LEG Header).

Here's how the employment file will look for this scenario:

```
00,9996,1  
01,9996,LEG,1  
02,NEW,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey  
Blvd,,Beehive,UT,USA,81111,,8012222222,Bumble@HoneycombTown.com,10/01/2021,,ELO,ELI,N,Y,N,,,30.00,HBS,,,,,
```



# Employment File Specifications

---

## *Scenario 32: Leave: Begin Family and Medical Leave Act*

While working in the Public Employees' System, Honey Bee needs to begin an 8-week Family and Medical Leave Act-covered leave, beginning January 1, 2022.

To ensure URS is capturing the correct employment record, when reporting leave events, the employer shall include the employment start date, position code, eligibility, Social Security exemption code, qualified benefit code value, other 401(k) provider code value, contract days, contract paid over values, pay rate, and pay rate type.

For this scenario, we will use the same values for Honey as already established in [Scenario 1](#).

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PE,1
02,EMC,11111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey
Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,PUE,ELI,N,Y,N,,,18.21,HBS,FMLA,
01/01/2022,,,,
```

# Employment File Specifications

---

## *Scenario 33: Leave: End Family and Medical Leave Act*

While working in the Public Employees' System, Honey Bee resumes employment after concluding an approximately 8-week Family and Medical Leave Act-covered leave. The leave began on January 1, 2022 and concluded March 5, 2022.

To ensure URS is capturing the correct employment record, when reporting leave events, the employer shall include the employment start date, position code, eligibility, Social Security exemption code, qualified benefit code value, other 401(k) provider code value, contract days, contract paid over values, pay rate, and pay rate type.

For this scenario, we will use the same values for Honey as already established in [Scenario 1](#).

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PE,1
02,EMC,11111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey
Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,PUE,ELI,N,Y,N,,,18.21,HBS,FMLA,
01/01/2022,03/05/2022,,
```

# Employment File Specifications

---

## *Scenario 34: Leave: Begin Long-Term Disability (with BPC)*

Bumble Bee is working as a Tier 2 Law Enforcement Official with Honeycomb Town (9998). Unfortunately, he now finds himself in a situation where he needs to go on Long-term Disability, effective February 2, 2022.

To ensure URS is capturing the correct employment record, when reporting leave events, the employer shall include the employment start date, position code, eligibility, Social Security exemption code, qualified benefit code value, other 401(k) provider code value, contract days, contract paid over values, pay rate, and pay rate type.

For this scenario, we will use the same values for Bumble as already established in [Scenario 8](#).

Here's how the employment file will look for this scenario:

```
00,9999,1  
01,9998,PS,1  
02,EMC,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey  
Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,ADM,ELI,Y,Y,N,260,12,35.12,HBS,  
LTC,02/02/2022,,,,
```

*Note: the payroll implications of starting Tier 1 or Tier 2 Long-term Disability leaves that are covered with a Benefit Protection Contract are starkly different. However, on the employment file, they are handled the same.*

# Employment File Specifications

---

## *Scenario 35: Leave: End Long-Term Disability (with BPC)*

Bumble Bee was working as a Tier 2 Law Enforcement Official with Honeycomb Town (9998). Fortunately, he now finds himself in a situation where he has sufficiently healed and is able to return to work after his covered Long-term Disability leave, which started on February 2, 2022. He is able to return to work, effective October 2, 2022.

To ensure URS is capturing the correct employment record, when reporting leave events, the employer shall include the employment start date, position code, eligibility, Social Security exemption code, qualified benefit code value, other 401(k) provider code value, contract days, contract paid over values, pay rate, and pay rate type.

For this scenario, we will use the same values for Bumble as already established in [Scenario 8](#).

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PS,1
02,EMC,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey
Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,ADM,ELI,Y,Y,N,260,12,35.12,HBS,
LTC,02/02/2022,10/02/2022,,,
```

*Note: the payroll implications of starting Tier 1 or Tier 2 Long-term Disability leaves that are covered with a Benefit Protection Contract are starkly different. However, on the employment file, they are handled the same.*

# Employment File Specifications

---

## *Scenario 36: Leave: Begin Leave of Absence With Pay*

While working in the Public Employees' System, Honey Bee begins an approximately 8-week Leave of Absence With Pay. The leave begins on January 1, 2022 and concludes March 5, 2022.

To ensure URS is capturing the correct employment record, when reporting leave events, the employer shall include the employment start date, position code, eligibility, Social Security exemption code, qualified benefit code value, other 401(k) provider code value, contract days, contract paid over values, pay rate, and pay rate type.

For this scenario, we will use the same values for Honey as already established in [Scenario 1](#).

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PE,1
02,EMC,11111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey
Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,PUE,ELI,N,Y,N,,,18.21,HBS,LWP,
01/01/2022,,,,
```

# Employment File Specifications

---

## *Scenario 37: Leave: End Leave of Absence With Pay*

While working in the Public Employees' System, Honey Bee resumes employment after concluding an approximately 8-week Leave of Absence With Pay. The leave began on January 1, 2022 and concluded March 5, 2022.

To ensure URS is capturing the correct employment record, when reporting leave events, the employer shall include the employment start date, position code, eligibility, Social Security exemption code, qualified benefit code value, other 401(k) provider code value, contract days, contract paid over values, pay rate, and pay rate type.

For this scenario, we will use the same values for Honey as already established in [Scenario 1](#).

Here's how the employment file will look for this scenario:

00,9999,1

01,9998,PE,1

02,EMC,11111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey

Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,PUE,ELI,N,Y,N,,,18.21,HBS,LWP,01/  
01/2022,03/05/2022,,

# Employment File Specifications

---

## *Scenario 38: Leave: Begin Leave of Absence Without Pay*

While working in the Public Employees' System, Honey Bee begins an approximately 8-week Leave of Absence Without Pay. The leave begins on January 1, 2022 and concludes March 5, 2022.

To ensure URS is capturing the correct employment record, when reporting leave events, the employer shall include the employment start date, position code, eligibility, Social Security exemption code, qualified benefit code value, other 401(k) provider code value, contract days, contract paid over values, pay rate, and pay rate type.

For this scenario, we will use the same values for Honey as already established in [Scenario 1](#).

Here's how the employment file will look for this scenario:

```
00,9999,1
01,9998,PE,1
02,EMC,111111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey
Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,PUE,ELI,N,Y,N,,,18.21,HBS,LOP,
01/01/2022,,,,
```

# Employment File Specifications

---

## *Scenario 39: Leave: End Leave of Absence Without Pay*

While working in the Public Employees' System, Honey Bee resumes employment after concluding an approximately 8-week Leave of Absence Without Pay. The leave began on January 1, 2022 and concluded March 5, 2022.

To ensure URS is capturing the correct employment record, when reporting leave events, the employer shall include the employment start date, position code, eligibility, Social Security exemption code, qualified benefit code value, other 401(k) provider code value, contract days, contract paid over values, pay rate, and pay rate type.

For this scenario, we will use the same values for Honey as already established in [Scenario 1](#).

Here's how the employment file will look for this scenario:

```
00,9999,1  
01,9998,PE,1  
02,EMC,11111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey  
Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,,PUE,ELI,N,Y,N,,,18.21,HBS,LOP,  
01/01/2022,03/05/2022,,,
```



# Employment File Specifications

---

## *Scenario 40: Leave: Begin Military Leave*

While working in the Public Safety System, Bumble Bee is deployed in the armed forces for the next 6 months, beginning February 2, 2022.

To ensure URS is capturing the correct employment record, when reporting leave events, the employer shall include the employment start date, position code, eligibility, Social Security exemption code, qualified benefit code value, other 401(k) provider code value, contract days, contract paid over values, pay rate, and pay rate type.

For this scenario, we will use the same values for Bumble as already established in [Scenario 21](#).

Here's how the employment file will look for this scenario:

00,9999,1

01,9998,PS,1

02,EMC,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey

Blvd,,Beehive,UT,USA,81111,,801222222,Bumble@HoneycombTown.com,10/01/2021,,LEO,ELI,N,Y,N,,,75000.00,ABS,MIL  
,02/02/2022,,,,

# Employment File Specifications

---

## *Scenario 41: Leave: End Military Leave*

Bumble Bee returned from a 6-month military deployment, starting February 2, 2022 and concluding August 2, 2022.

To ensure URS is capturing the correct employment record, when reporting leave events, the employer shall include the employment start date, position code, eligibility, Social Security exemption code, qualified benefit code value, other 401(k) provider code value, contract days, contract paid over values, pay rate, and pay rate type.

For this scenario, we will use the same values for Bumble as already established in [Scenario 21](#).

Here's how the employment file will look for this scenario:

00,9999,1

01,9998,PS,1

02,EMC,22222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey

Blvd,,Beehive,UT,USA,81111,,8012222222,Bumble@HoneycombTown.com,10/01/2021,,LEO,ELI,N,Y,N,,,75000.00,ABS,MIL  
,02/02/2022,08/02/2022,,,

# Employment File Specifications

---

## Scenario 42: Terminating Employment

Honey Bee and Bumble Bee are terminating their employment. Honey is covered in the Public Employees Retirement System and her employment will be terminated effective September 1, 2022. Bumble is covered in the Public Safety Retirement System and his employment will be terminated effective October 20, 2022.

To ensure URS is capturing the correct employment record, when reporting leave events, the employer shall include the employment start date, position code, eligibility, Social Security exemption code, qualified benefit code value, other 401(k) provider code value, contract days, contract paid over values, pay rate, and pay rate type.

For this scenario, we will use the same values for Honey as already established in [Scenario 1](#) and Bumble as already established in [Scenario 21](#).

Here's how the employment file will look for this scenario (it is indented for better visualization):

```
00,9999,2
01,9998,PE,1
02,TER,111111111,04/01/1971,Bee,Honey,,,NMA,FEM,123 Honey
Lane,,Beehive,UT,USA,81111,,8011111111,Honey@HoneycombTown.com,09/01/2021,09/01/2022,PUE,ELI,N,Y,
N,,,18.21,HBS,,,,09/08/2022,260,
01,9998,PS,1
02,TER,222222222,05/02/1972,Bee,Bumble,,,MAR,MAL,456 Honey
Blvd,,Beehive,UT,USA,81111,,8012222222,Bumble@HoneycombTown.com,10/01/2021,10/20/2022,LEO,ELI,N,Y,
N,,,75000.00,ABS,,,,10/27/2022,260,
```

# Employment File Specifications

---

## Appendix C: Definitions and Clarifications

### Employment Types

- **New Enrollment**
  - This employment type is used to capture the details of a new member enrollment. It may be used for members who do not currently exist in the system or for members who already exist in the system but are moving to a different Benefit Program / Tier / Sub-Tier or to a different employer in a different job position or term of position.
- **Employment Change**
  - This employment type is used to capture employment change information for an existing member including an update in job position, term of position, or leave of absence.
- **Termination**
  - This employment type is used to capture the termination of employment of a member.

# Employment File Specifications

---

## Appendix D: Change Log

Date	Changes	Location
08/15/2023	Updated position code from 'ELO' to 'PTE' in the example.	<a href="#">Scenario 7</a>
08/15/2023	Clarification added to the Note to distinguish the difference in eligibility requirements for Tier 1 and Tier 2 Justice Court Judges	<a href="#">Scenario 19</a>
12/5/2023	Added file naming convention guidelines	<a href="#">Description</a>
12/5/2023	Added Table of Contents and added hyperlinks to footer	<a href="#">TOC</a> and Page Footers