

Payroll Changes Report Specifications



Utah Retirement Systems

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Payroll Changes Report Specifications

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Payroll Changes Report Specifications

Description

This document shows the details of the fields which will be given when the employer downloads the Payroll Changes 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. When there are changes needing to be communicated to the employer, URS will produce the file weekly (on Mondays). However, the employer may produce on-demand reports after logging into the URS Employer Portal and selecting a desired date range. The weekly file will generate a CSV and PDF output. The ad hoc file will generate a PDF output.

Summary Record

Header Record

Detail Record

Detail Record

Detail Record

Header Record

Detail Record

Detail Record

1. Payroll Changes 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 will exist per file.
- Summary Records will be followed by a Header Record.
- Unless otherwise indicated, all numeric values are to be shown as whole numbers (no decimals).

2. Payroll Changes Header Record Section

- A distinct Header Record shall be provided for each organization's Benefit Program.
- Header Records must be followed by at least one Detail Record.
- Multiple Header Records may exist per file.
- The headers will have one of the following header types – see the below table for more detail:
 - Deferral Changes (denoted by "D")
 - Loan Installment Changes (denoted by "L")
 - Purchase Installment Changes (denoted by "P")
 - Long-term Disability Changes (denoted by "T")

3. Payroll Changes Detail Record Section

- The detail records are denoted by non-double zero (00) and non-zero-one (01) record identifiers, as follows:
 - Deferral Changes (denoted by "02")
 - Loan Installment Changes (denoted by "03")
 - Purchase Installment Changes (denoted by "04")
 - Long-term Disability Changes (denoted by "05")
- Contains demographic information for the employee.
- Detail Records can be followed by either Detail Records or additional Header Records (for a new 'section' of information to begin).
- Unless otherwise indicated, numeric values may have decimals (two places after the decimal).

Note: This document is for training purposes only the information contained may change without notice. See [Appendix D](#).

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Payroll Changes 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 associated with the Employer Organization (on the header record). The Reporting Organization needs to be an active organization with URS and can be the same organization as the employer which is receiving Payroll Changes Report file.
3	Total Header Count	Yes	Numeric	Indicates how many header records are included in the Payroll Changes Summary file.

Payroll Changes 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 Payroll Changes Summary will be received. 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	Header Type	Yes	Alpha	Indicates the type of header record. See Appendix A for allowed values.
4	Total Detail Count	Yes	Numeric	Indicates the total number of detail records which will be populated in the subsequent detail record section. The value must be greater than 0.

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Payroll Changes Detail Record Section : Deferral Changes

FIELD	FIELD NAME	REQ?	DATA TYPE	DESCRIPTION
1	Record Identifier	Yes	Numeric	A value of '02' indicates the record as a Detail Record for deferral changes.
2	Social Security Number	Yes	Numeric	Social Security Number of the employee will be a 9-digit number with no spaces nor dashes.
3	Last Name	Yes	Alpha	Employee's last name.
4	First Name	Yes	Alpha	Employee's first name.
5	Change Date	Yes	Date	Date the change was requested by the employee, the auto-enrollment effective date or auto-escalation effective date. Format = MM/DD/YYYY.
6	Benefit Program	Yes	Alpha-Numeric	See Appendix A for Allowed Values.
7	Taxability	Yes	Alpha	See Appendix A for Allowed Values.
8	Percentage	No	Numeric	<p>The percentage of Gross Salary the employee would like to have deducted from their paycheck and applied to the designated Benefit Program. This is a recurring deduction and is either effective the next payroll cycle, or at a future date (if the Future Deferral Date field is populated).</p> <p>Important note: Employer-required contributions, mandated by Utah Code Title 49 are based upon Retirement Salary. The optional percentage amounts employees elect to defer are based upon their Gross Salary, because they are not mandated by Utah Code Title 49.</p>
9	Recurring Amount	No	Numeric	The flat dollar amount the employee would like to have deducted from their paycheck and applied to the designated Benefit Program. The amount can be zero or greater than zero. This is a recurring deduction and is either effective the next payroll cycle, or at a future date (if the Future Deferral Date field is populated).
10	Future Deferral Date	No	Date	The future effective date for which the employee desires to have the deferral change take place. Format = MM/DD/YYYY.
11	One-Time Payment	No	Numeric	The flat dollar amount the employee would like to have deducted from their paycheck and applied to the designated benefit program. The amount can be zero or greater than zero. This is a one-time payment and is effective with the date indicated in the One-time Payment Date field.
12	One-Time Payment Date	No	Date	The one-time payment date for which the employee desires to have the deferral change take place. Format = MM/DD/YYYY.

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Payroll Changes Detail Record Section : Loan Installment Changes

FIELD	FIELD NAME	REQ?	DATA TYPE	DESCRIPTION
1	Record Identifier	Yes	Numeric	A value of '03' indicates the record as a Detail Record for loan installment changes.
2	Social Security Number	Yes	Numeric	Social Security Number of the employee must be a 9-digit number with no spaces nor dashes. Report preceding zeros as necessary.
3	Last Name	Yes	Alpha	Employee's last name.
4	First Name	Yes	Alpha	Employee's first name.
5	Installment Amount	Yes	Numeric	The recurring dollar amount which should be deducted beginning with the pay period noted on the record. This amount should be deducted for each pay period for the employee, beginning with the noted Payroll Schedule Start Date/Payroll Schedule End Date noted on the record. The amount can be zero dollars (indicating the installment should be stopped) or a positive value (indicating an amount needs to be deducted from each paycheck and sent to URS).
6	Benefit Program	Yes	Alpha-Numeric	See Appendix A for Allowed Values.
7	Payroll Schedule Start Date	Yes	Date	The payroll period start date URS anticipates the installment beginning. Format = MM/DD/YYYY.
8	Payroll Schedule End Date	Yes	Date	The payroll period ending date URS anticipates the installment ending. Format = MM/DD/YYYY.

Payroll Changes Report Specifications

Payroll Changes Detail Record Section : Purchase Installment Changes

FIELD	FIELD NAME	REQ?	DATA TYPE	DESCRIPTION
1	Record Identifier	Yes	Numeric	A value of '04' indicates the record as a Detail Record for purchase installment changes.
2	Social Security Number	Yes	Numeric	Social Security Number of the employee must be a 9-digit number with no spaces nor dashes. Report preceding zeros as necessary.
3	Last Name	Yes	Alpha	Employee's last name.
4	First Name	Yes	Alpha	Employee's first name.
5	Installment Amount	Yes	Numeric	The recurring dollar amount which should be applied beginning with the pay period noted on the record. This amount should be applied for each pay period for the employee, beginning with the noted Payroll Schedule Start Date/Payroll Schedule End Date noted on the record. The amount can be zero dollars (indicating the installment should be stopped) or a positive value (indicating an amount needs to be deducted from the paycheck and sent to URS).
6	Payroll Schedule Start Date	Yes	Date	The payroll period start date URS anticipates the installment beginning. Format = MM/DD/YYYY.
7	Payroll Schedule End Date	Yes	Date	The payroll period ending date URS anticipates the installment ending. Format = MM/DD/YYYY.

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Payroll Changes Detail Record Section : Long-Term Disability Changes

FIELD	FIELD NAME	REQ?	DATA TYPE	DESCRIPTION
1	Record Identifier	Yes	Numeric	A value of '05' indicates the record as a Detail Record for long-term disability changes.
2	Social Security Number	Yes	Numeric	Social Security Number of the employee must be a 9-digit number with no spaces nor dashes. Report preceding zeros as necessary.
3	Last Name	Yes	Alpha	Employee's last name.
4	First Name	Yes	Alpha	Employee's first name.
5	Salary Amount	Maybe	Numeric	Salary amount with Cost of Living Adjustment (COLA) increase included, beginning with the noted Payroll Schedule Start Date/Payroll Schedule End Date noted on the record. Salary Amount field will be populated when the Reason = 'Salary increase due to COLA'.
6	Payroll Schedule Start Date	Yes	Date	The payroll period start date URS anticipates the LTD change taking effect. Format = MM/DD/YYYY.
7	Payroll Schedule End Date	Yes	Date	The payroll period ending date URS anticipates the LTD change taking effect. Format = MM/DD/YYYY.
8	Reason	Yes	Alpha	One of the following reasons will be given, per record: <ul style="list-style-type: none"> • Salary increase due to COLA • Stop contributions and terminate employment • Employer must pickup employee required contributions

Payroll Changes Report Specifications

Payroll Changes Report

Reporting Organization: Hive City Date Generated: 03/02/2020

Deferral Changes

Employer: Honeycomb Town

SSN	Last Name	First Name	Change Date	Benefit Program	Taxability	Percentage	Recurring Amount	Future Deferral Date	One-Time Payment	One-Time Payment Date
111-11-1111	Bee	Honey	3/1/2020	401k	Pretax	5.00	0.00		0.00	
222-22-2222	Bee	Bumble	3/2/2020	R401k	After Tax	0.00	100.00	4/1/2020	0.00	

Loan Installments

Employer: Honeycomb Town

SSN	Last Name	First Name	Installment Amount	Benefit Program	Payroll Schedule Start Date	Payroll Schedule End Date
111-11-1111	Bee	Honey	50.00	401k	3/1/2020	3/31/2020
222-22-2222	Bee	Bumble	0.00	457b		

Purchase Installments

Employer: Honeycomb Town

SSN	Last Name	First Name	Installment Amount	Payroll Schedule Start Date	Payroll Schedule End Date
111-11-1111	Bee	Honey	75.00	3/1/2020	3/31/2020
222-22-2222	Bee	Bumble	125.00	4/1/2020	4/30/2020

Long-Term Disability

Employer: Honeycomb Town

SSN	Last Name	First Name	Salary Amount	Payroll Schedule Start Date	Payroll Schedule End Date	Reason
111-11-1111	Bee	Honey	\$ 3,230.00	3/1/2020	3/31/2020	Salary increase due to COLA
222-22-2222	Bee	Bumble		4/1/2020	4/30/2020	Stop contributions and terminate employment
333-33-3333	Bee	Carpenter		4/1/2020	4/30/2020	Employer must pickup employee required contributions

Note: The report above is for visualization of how the report may appear when presented as a PDF through the URS Employer Portal and may or may not correspond with the scenarios in [Appendix B](#).

Payroll Changes Report Specifications

Appendix A: Allowed Values

RECORD	COLUMN NAME	ALLOWED VALUES	DESCRIPTION
Payroll Changes Summary	Record Identifier	00	00 - Payroll Changes Summary record
Payroll Changes Header	Record Identifier	01	01 - Payroll Changes Header record
Payroll Changes Header	Header Type	D L P T	D - Deferral Change Records L - Loan Installment Records P - Purchase Installment Records T - Long-Term Disability Records
Payroll Changes Detail	Record Identifier	02 03 04 05	02 - Deferral Changes Detail record 03 - Installment Changes Detail record 04 - Purchase Installment Changes Detail record 05 - Long-Term Disability
Payroll Changes Detail	Benefit Program	401k R401k 457b R457b IRA Roth	401k - 401(k) Savings Plan R401k - Roth 401(k) Savings Plan ¹ 457b - 457(b) Savings Plan R457b - Roth 457(b) Savings Plan ² IRA - Traditional IRA Savings Plan Roth - Roth IRA Savings Plan
Payroll Changes Detail	Taxability	A P	A - After Tax P - Pre-tax

¹ This Savings Plan is being introduced as part of the AUREUS project. We may or may not initially 'go live' with the Savings Plan in place, but we encourage you to develop for its integration. Employees desiring to participate will need to be enrolled prior to participation.

² This Savings Plan is being introduced as part of the AUREUS project. We may or may not initially 'go live' with the Savings Plan in place, but we encourage you to develop for its integration. Employees desiring to participate will need to be enrolled prior to participation.

Payroll Changes Report 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: In many cases, the Reporting Organization and Employer Organization will be the same organization.

The employees 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
Honey	Bee	111-11-1111	1
Bumble	Bee	222-22-2222	2

Additional Requirements and Information

- The file format is a comma delimited, which means a text file that has the fields separated by commas. URS will also provide the content in a PDF format, which is easier for humans to consume. However, this Developer Certification will not address the PDF formatted file.
- The employer shall make good-faith efforts to integrate the various updates timely and accurately.

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Table of Scenarios

ID	Description	Type	Benefit Program	Tax	Recur?
1	Deferral Change: Percentage 401(k) Recurring	Deferral	401k	Pre-tax	Yes
2	Deferral Change: Flat Dollar 401(k) Recurring	Deferral	401k	Pre-tax	Yes
3	Deferral Change: Flat Dollar 401(k) Recurring, Future-dated	Deferral	401k	Pre-tax	Yes
4	Deferral Change: Flat Dollar 401(k) One-time	Deferral	401k	Pre-tax	No
5	Deferral Change: Flat Dollar Roth 401(k) Recurring	Deferral	R401k	After Tax	Yes
6	Loan Installment: 401(k) Starting Installment	Loan	401k	NA	Yes
7	Loan Installment: 457(b) Ending Installment	Loan	457b	NA	NA
8	Purchase Installment: Starting Installment	Purchase	NA	NA	Yes
9	Purchase Installment: Ending Installment	Purchase	NA	NA	NA
10	Long-Term Disability: Salary Increase	LTD	NA	NA	Yes
11	Long-Term Disability: Stop Contributions and Terminate Employment	LTD	NA	NA	Yes
12	Long-Term Disability: Employer Must Pickup Employee Required Contributions	LTD	NA	NA	Yes

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Scenario 1: Deferral Change: Percentage 401(k) Recurring

Note: For this scenario, today is March 1, 2022. If the employer does not run an ad hoc report between now and Monday, March 7, 2022, the employer will first become aware of this request as of March 7, 2022.

This morning, Honey Bee requested to have 5.5% of her salary deducted from her paycheck and placed in her URS 401(k) Savings Plan effective the next possible payroll cycle.

Here's how the Payroll Changes Summary file will look for this scenario:

```
00,9999,1  
01,9998,D,1  
02,111111111,Bee,Honey,03/01/2022,401k,P,5.50,,,
```

Scenario 2: Deferral Change: Flat Dollar 401(k) Recurring

Note: For this scenario, today is March 1, 2022. If the employer does not run an ad hoc report between now and Monday, March 7, 2022, the employer will first become aware of this request as of March 7, 2022.

This morning, Honey Bee requested to have \$75.00 deducted from her paycheck and placed in her URS 401(k) Savings Plan effective the next possible payroll cycle.

Here's how the Payroll Changes Summary file will look for this scenario:

```
00,9999,1  
01,9998,D,1  
02,111111111,Bee,Honey,03/01/2022,401k,P,,75.00,,,
```

Scenario 3: Deferral Change: Flat Dollar 401(k) Recurring, Future-dated

Note: For this scenario, today is March 1, 2022. If the employer does not run an ad hoc report between now and Monday, March 7, 2022, the employer will first become aware of this request as of March 7, 2022.

This morning, Honey Bee requested to have \$125.00 deducted from her paycheck and placed in her URS 401(k) Savings Plan effective the payroll cycle which contains August 1, 2022.

Here's how the Payroll Changes Summary file will look for this scenario:

```
00,9999,1  
01,9998,D,1  
02,111111111,Bee,Honey,03/01/2022,401k,P,,125.00,08/01/2022,,
```

Payroll Changes Report Specifications

Scenario 4: Deferral Change: Flat Dollar 401(k) One-time

Note: For this scenario, today is March 1, 2022. If the employer does not run an ad hoc report between now and Monday, March 7, 2022, the employer will first become aware of this request as of March 7, 2022.

This morning, Honey Bee requested to have a one-time deduction of \$1,000.00 taken from her paycheck and placed in her URS 401(k) Savings Plan effective the payroll cycle which contains September 1, 2022.

Here's how the Payroll Changes Summary file will look for this scenario:

```
00,9999,1  
01,9998,D,1  
02,111111111,Bee,Honey,03/01/2022,401k,P,,,,1000.00,09/01/2022
```

Scenario 5: Deferral Change: Flat Dollar Roth 401(k) Recurring

Note: For this scenario, today is March 1, 2022. If the employer does not run an ad hoc report between now and Monday, March 7, 2022, the employer will first become aware of this request as of March 7, 2022.

This morning, Honey Bee requested to have a recurring deduction of \$83.21 taken from her paycheck and placed in her URS Roth 401(k) Savings Plan effective the next available payroll cycle.

Here's how the Payroll Changes Summary file will look for this scenario:

```
00,9999,1  
01,9998,D,1  
02,111111111,Bee,Honey,03/01/2022,R401k,A,,83.21,,
```

Scenario 6: Loan Installment: 401(k) Starting Installment

Note: For this scenario, today is March 1, 2022. If the employer does not run an ad hoc report between now and Monday, March 7, 2022, the employer will first become aware of this request as of March 7, 2022.

This afternoon, Bumble Bee was approved for a loan against his 401(k). His recurring installment payments will be \$131.34. The payments shall be deducted from his paycheck, beginning with the payroll cycle that starts on March 14, 2022, and ends on March 27, 2022. While it is not indicated on the file, installment payments are after-tax.

Here's how the Payroll Changes Summary file will look for this scenario:

```
00,9999,1  
01,9998,L,1  
03,222222222,Bee,Bumble,131.34,401k,03/14/2022,03/27/2022
```


Payroll Changes Report Specifications

Scenario 7: Loan Installment: 457(b) Ending Installment

Note: For this scenario, today is March 1, 2022. If the employer does not run an ad hoc report between now and Monday, March 7, 2022, the employer will first become aware of this request as of March 7, 2022.

This morning, the employer submitted their Payroll Report to URS. As part of that Payroll Report process, Bumble Bee paid off his 457(b) loan installment. The employer needs to stop future payroll deductions, beginning with the payroll cycle that starts on March 14, 2022, and ends on March 27, 2022. While it is not indicated on the file, installment payments are after-tax.

Here's how the Payroll Changes Summary file will look for this scenario:

```
00,9999,1  
01,9998,L,1  
03,22222222,Bee,Bumble,0.00,457b,03/14/2022,03/27/2022
```

Scenario 8: Purchase Installment: Starting Installment

Note: For this scenario, today is March 1, 2022. If the employer does not run an ad hoc report between now and Monday, March 7, 2022, the employer will first become aware of this request as of March 7, 2022.

This afternoon, Honey Bee created a Purchase Installment agreement (she wants to purchase service credit) with URS. Her recurring installment payment will be \$532.89. The payments shall be deducted from her paycheck, beginning with the payroll cycle that starts on March 14, 2022, and ends on March 27, 2022. While it is not indicated on the file, installment payments are after-tax.

Here's how the Payroll Changes Summary file will look for this scenario:

```
00,9999,1  
01,9998,P,1  
04,11111111,Bee,Honey,532.89,03/14/2022,03/27/2022
```

Payroll Changes Report Specifications

Scenario 9: Purchase Installment: Ending Installment

Note: For this scenario, today is March 1, 2022. If the employer does not run an ad hoc report between now and Monday, March 7, 2022, the employer will first become aware of this request as of March 7, 2022.

This afternoon, Honey Bee completed her previous Purchase Installment agreement with URS. Her previous recurring installment payment, which was being deducted from her paycheck shall be stopped, beginning with the payroll cycle that starts on March 14, 2022, and ends on March 27, 2022. While it is not indicated on the file, installment payments are after-tax.

Here's how the Payroll Changes Summary file will look for this scenario:

```
00,9999,1  
01,9998,P,1  
04,111111111,Bee,Honey,0.00,03/14/2022,03/27/2022
```

Scenario 10: Long-Term Disability: Salary Increase

Note: For this scenario, today is March 1, 2022. If the employer does not run an ad hoc report between now and Monday, March 7, 2022, the employer will first become aware of this request as of March 7, 2022.

Honey Bee has been on a Long-Term Disability Benefit Protection for the past year. URS has determined she is to be given a reasonable Cost of Living Adjustment (COLA) and is notifying Honeycomb Town they need to increase the salary for Honey Bee.

Here's how the Payroll Changes Summary file will look for this scenario:

```
00,9999,1  
01,9998,T,1  
05,111111111,Bee,Honey,3230.00,03/14/2022,03/27/2022,Salary increase due to COLA
```

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Scenario 11: Long-Term Disability: Stop Contributions and Terminate Employment

Note: For this scenario, today is March 1, 2022. If the employer does not run an ad hoc report between now and Monday, March 7, 2022, the employer will first become aware of this request as of March 7, 2022.

Bumble Bee has been on a Long-Term Disability (LTD) Benefit Protection. URS has been notified by the LTD carrier that the Bumble will no longer be covered by LTD. Since the employer has been paying contributions on behalf of Bumble while he was on LTD, URS is notifying the employer to stop contributions. Additionally, the employer shall terminate Bumble's employment (assuming he is no longer an employee at Honeycomb Town).

Here's how the Payroll Changes Summary file will look for this scenario:

```
00,9999,1  
01,9998,T,1  
05,111111111,Bee,Bumble,,03/14/2022,03/27/2022,Stop contributions and terminate employment
```

Scenario 12: Long-Term Disability: Employer Must Pickup Employee Required Contributions

Note: For this scenario, today is March 1, 2022. If the employer does not run an ad hoc report between now and Monday, March 7, 2022, the employer will first become aware of this request as of March 7, 2022.

Bumble Bee has been on a Long-Term Disability (LTD) Benefit Protection. While on LTD, the Tier 2 DB Hybrid System in which Bumble had been participating went into a contributory status (meaning the employee is now required to pay toward the pension to make it whole). Since Bumble is not earning a salary with Honeycomb, and there is a Benefit Protection Contract in place, Honeycomb is responsible to pick up Bumble's portion of the Tier 2 DB Hybrid contributory payment – even if the employer is not permitted or has not chosen to pick up the contributions for other similar employees who are eligible and are currently gainfully employed.

Here's how the Payroll Changes Summary file will look for this scenario:

```
00,9999,1  
01,9998,T,1  
05,111111111,Bee,Bumble,,03/14/2022,03/27/2022,Employer must pickup employee required contributions
```

Payroll Changes Report Specifications

Appendix C: Definitions and Clarifications

Term	Definition/Clarification	Current As Of
Benefit Program	<p>The hierarchical structure of the Defined Benefit or Defined Contribution (Savings Plan) programs which URS administers. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Defined Benefit <ul style="list-style-type: none"> ○ Public Employees Retirement System ○ Public Safety Retirement System ○ Firefighters' Retirement System • Defined Contribution <ul style="list-style-type: none"> ○ 401(k) Savings Plan ○ 457(b) Savings Plan ○ IRA Savings Plan ○ Roth 401(k) Savings Plan 	09/20/2023
Taxability	<p>Whether the payroll deduction is made before or after taxes are paid. From Appendix A, we can see that instructions will include:</p> <ul style="list-style-type: none"> • "Pretax" (before taxes are paid) • "After Tax" (after taxes are paid) 	09/20/2023
Percentage	<p>The recurring amount, in the form of a percentage of salary, the member wants deferred from their paycheck. Since this is a percentage, the actual dollar value could vary depending on the actual amount of salary the member earned during the pay period. The maximum percentage a member is allowed to defer is 95% of their paycheck. A member may choose to defer either a percentage or a recurring amount.</p>	09/20/2023
Recurring Amount	<p>A fixed dollar amount the member wants deferred from their paycheck. A member may choose to defer either a percentage or a recurring amount.</p>	09/20/2023
Future Deferral Date	<p>A member may choose to have their paycheck deferral take effect at a future point in time. URS will tell you of that future-dated time. It is your responsibility to ensure the deferral does not go into effect until the appropriate pay period.</p>	09/20/2023
One-Time Payment	<p>A member may desire to have a singular instance of an amount deferred from their paycheck – and to then resume their previous payments. This most likely happens when the member experiences an out-of-the-ordinary income increase, like a bonus, and they want to defer all or a portion of that one-time increase into a URS Savings Plan.</p>	09/20/2023
One-Time Payment Date	<p>The effective date of the One-Time Payment. It is your responsibility to ensure the deferral goes into effect at the appropriate time.</p>	09/20/2023

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Appendix D: Change Log

Note: Stylistic and immaterial updates (e.g., page numbering updates, grammatical or spelling corrections, etc.) are not noted below.

Date	Changes	Location
09/14/2023	Removed the statement about a deferred start date for 457(b) member contributions (Field 5)	Deferral Changes Detail Record
09/14/2023	In the Allowed Values column, added 'T' (Payroll Changes Header)	Appendix A
09/14/2023	In the Allowed Values column, added '05' (Payroll Changes Detail)	Appendix A
09/20/2023	Added clarifying note at the bottom of the table	Payroll Changes Report
09/20/2023	Footnote clarifying URS may or may not have the Roth 401(k) and Roth 457(b) Savings Plans immediately available at the 'go-live' time of AUREUS.	Appendix A
09/20/2023	Repurposed Appendix C to be "Definitions and Clarifications"	Appendix C
09/20/2023	Moved the "Change Log" to Appendix D	Appendix D
09/29/2023	Clarified LTD Detail Record Fields 6 and 7 Description.	LTD Detail Record
10/5/2023	Added Table of Contents	Table of Contents
10/5/2023	Clarified when Salary Amount (Field 5) value would be displayed	LTD Detail Record