

# Tier 2 Change Report Specifications

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## Description

The Tier 2 Change Report informs employers which Tier 2 employees have moved from the Tier 2 DB Hybrid System to the Tier 2 DC Plan, including the new Sub-tier for which the employee shall be reported on future Payroll files.

This document shows the details of the fields which will be given when the employer downloads the Tier 2 Change Report File 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 Fridays) and the last business day of the month. However, the employer may produce on-demand reports after logging into the URS Employer Portal and selecting a desired date range.

### Summary Record

Header Record

Detail Record

Detail Record

Detail Record

Header Record

Detail Record

Detail Record

### 1. Tier 2 Change Report 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. Tier 2 Change Report Header Record Section

- Header Records will be followed by at least one Detail Record.

### 3. Tier 2 Change Report Detail Record Section

- The detail records contain demographic information, the new Sub-Tier, and Tier 2 Anniversary Date for the employee as well as the payroll schedule URS anticipates the change taking effect.
- 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 and is current as of October 31, 2022. The information contained may change without notice.

# Tier 2 Change Report Specifications

## Tier 2 Change Report 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 the Tier 2 Change Report Summary file.
3	Total Header Count	Yes	Numeric	Indicates how many Header Records are included in the Tier 2 Change Report Summary file.

## Tier 2 Change Report 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 Tier 2 Change Report Summary 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	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.

## Tier 2 Change Report 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	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	New Sub-Tier	Yes	Numeric	Displays the Tier 2 DC Plan Sub-Tier number for the member. See Appendix A for Allowed Values.
6	Anniversary Date	Yes	Date	Tier 2 Anniversary Date for the employee. Format = MM/DD/YYYY.
7	Payroll Schedule Start Date	Yes	Date	The payroll period start date URS anticipates the payroll change beginning. Format = MM/DD/YYYY.
8	Payroll Schedule End Date	Yes	Date	The payroll period ending date URS anticipates the payroll change beginning. Format = MM/DD/YYYY.

# Tier 2 Change Report Specifications

## Appendix A: Allowed Values

RECORD	COLUMN NAME	ALLOWED VALUES	DESCRIPTION
Tier 2 Summary	Record Identifier	00	00 - Tier 2 Change Report Summary record
Tier 2 Header	Record Identifier	01	01 - Tier 2 Change Report Header record
Tier 2 Detail	Record Identifier	02	02 - Tier 2 Change Report Detail record
Tier 2 Detail	New Sub-Tier	211	211 - Tier 2 DC Option Local Government
		212	212 - Tier 2 DC Option State/School
		217	217 - Tier 2 DC Option Higher Education
		222	222 - Tier 2 DC Option Public Safety
		232	232 - Tier 2 DC Option Firefighters

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## 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	2
Bumble	Bee	222-22-2222	2
Carpenter	Bee	333-33-3333	2
Longhorned	Bee	444-44-4444	2
Leafcutter	Bee	555-55-5555	2

*Note: in other Developer Certifications (e.g., Payroll File, Employment File, etc.), the DB Tier may be different for the Bees, listed above. For this Developer Certification, we will assume they are all Tier 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.

# Tier 2 Change Report Specifications

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## Scenario 1: All Same Benefit Program

Each of the Bees are coming up on their Tier 2 Anniversary Date within a week of each other. They each work in the Public Employees Retirement System (Local Government) and have made the Tier 2 career election of the Tier 2 DC Plan. They will be placed on the same file for the week and should be switched to the new sub-tier on the Payroll File, beginning with the payroll period which starts and ends on 4/9/2022-4/22/2022, respectively.

Here's how the Tier 2 Change Report file will look for this scenario:

```
00,9999,1
01,9998,5
02,111111111,Bee,Honey,211,04/03/2022,04/09/2022,04/22/2022
02,222222222,Bee,Bumble,211,04/04/2022,04/09/2022,04/22/2022
02,333333333,Bee,Carpenter,211,04/05/2022,04/09/2022,04/22/2022
02,444444444,Bee,Longhorned,211,04/06/2022,04/09/2022,04/22/2022
02,555555555,Bee,Leafcutter,211,04/07/2022,04/09/2022,04/22/2022
```

## Scenario 2: Mixed Benefit Programs

Each of the Bees are coming up on their Tier 2 Anniversary Date within a week of each other. Two work in the Public Employees Retirement System (Local Government), two work in the Public Safety Retirement System, and one works as a Firefighter. Each has made the Tier 2 career election of the Tier 2 DC Plan. They will be placed on the same file for the week and should be switched to the new sub-tier on the Payroll File, beginning with the payroll period which starts and ends on 4/9/2022-4/22/2022, respectively.

*Note: For the Tier 2 Change Report, the Summary Record and Header Record are the same in Scenarios 1 and 2. The only difference in Scenario 2 is the Sub-tier changes to reflect the applicable sub-tier for the employee.*

Here's how the Tier 2 Change Report file will look for this scenario:

```
00,9999,1
01,9998,5
02,111111111,Bee,Honey,211,04/03/2022,04/09/2022,04/22/2022
02,222222222,Bee,Bumble,211,04/04/2022,04/09/2022,04/22/2022
02,333333333,Bee,Carpenter,222,04/05/2022,04/09/2022,04/22/2022
02,444444444,Bee,Longhorned,222,04/06/2022,04/09/2022,04/22/2022
02,555555555,Bee,Leafcutter,232,04/07/2022,04/09/2022,04/22/2022
```