


# MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA

## MEMORANDUM

TO: ALL MUNICIPALITIES

FROM: WARREN D. PONDER, ACTING DIRECTOR 

RE: **ELECTRONIC FILE SUBMISSION – CONTRIBUTION REPORTS  
ACH TRANSMISSION – CONTRIBUTION PAYMENTS**

DATE: JANUARY 19, 2016

Municipal Employees' Retirement System of Louisiana formally requests that municipalities with 50 or more employees submit contribution reports electronically to Janet Stevens, Benefits Payroll Manager. Electronic submission of contribution reports will assist in improving the efficiency and accuracy of processing contribution reporting. See attached "MERS Specifications for Electronic Submission of Contribution Payments."

If you have any questions regarding electronic submission of contribution reports, please contact Janet Stevens at 225/925-4815.

In addition, MERS also encourages all municipalities to submit contribution payments through ACH to the retirement system. By submitting employer and employee contributions through ACH, municipalities will be able to avoid delinquent fee charges as long as the ACH transmission is performed on or before the 10<sup>th</sup> of each month.

If you have any questions regarding submitting contribution payments through ACH, please contact Monica Guidry, Benefits Accountant, at 225/925-4812.

## MERS Specifications for Electronic Submission of Contribution Reports

### DETAIL RECORD: (80 BYTES)

|            |     |   |
|------------|-----|---|
| Pos. 01-01 | ... | “D” (1 character - always “D”)                                  |
| Pos. 02-11 | ... | Social Security No. (10 digits - zero fill 1 <sup>st</sup> pos) |
| Pos. 12-35 | ... | Employee name (24 characters)                                   |
| Pos. 36-39 | ... | BLANKS (not used)   |
| Pos. 40-48 | ... | Employee Salary (9 digits - 9(7)v99-decimal implied)            |
| Pos. 49-57 | ... | Employee Contributions (9 digits - 9(7)v99-decimal implied)     |
| Pos. 58-66 | ... | BLANKS (not used)   |
| Pos. 67-80 | ... | Municipality Name (14 characters)                               |

### TOTALS RECORD: (80 BYTES)

|            |     |   |
|------------|-----|---|
| Pos. 01-01 | ... | “T” (1 character - always “T”)                                  |
| Pos. 02-33 | ... | BLANKS (not used)   |
| Pos. 34-39 | ... | Payroll date (6 digits - MMYYYY format)                         |
| Pos. 40-48 | ... | Total Salary (9 digits - 9(7)v99 - decimal implied)             |
| Pos. 49-57 | ... | Total Employee Contributions (9 digits-9(7)v99-decimal implied) |
| Pos. 58-66 | ... | Total Employer Contributions (9 digits-9(7)v99-decimal implied) |
| Pos. 67-80 | ... | Municipality Name (14 characters)                               |