

MEMORANDUM

TO: ALL MUNICIPALITIES

FROM: ROBERT L. RUST, ADMINISTRATIVE DIRECTOR

RE: MONTHLY REPORTING DISKETTE LAYOUT

DATE: JANUARY 6, 2005

On December 20, 2004, we sent the required specifications for sending your monthly reporting data to us electronically (by disk). Unfortunately, the specifications that we mailed out were incorrect. **Please discard the previous specifications and replace them with the enclosed corrected specifications.**

We apologize for any inconvenience that we may have caused to you and/or your programmers.

We thank you for your cooperation and understanding during this system upgrade. Should you have any questions regarding the new procedures, please call our office and any of our staff would be more than glad to visit with you.

M.E.R.S. DISKETTE LAYOUT

DETAIL RECORD: (80 BYTES)

Pos. 01-01	...	“D” (1 character - always “D”)
Pos. 02-11	...	Social Security No. (10 digits - zero fill 1 st 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)