



# EDX File Format and Development Guide

## Employer Reporting Quick-Reference Guide

*This guide details the format specifications and requirements for uploading Detail 1 and Detail 2 record data files to EDX.*

**Employer  
Service  
Center**



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## About this guide

### Purpose

This guide serves as a technical reference for the Employer Data Exchange (EDX) version 2 file format structure. It provides the specifications that EDX report data files, called “dat” files, must match for EDX to upload them successfully.

#### DEFINITION

**DAT file:** A file with the extension .dat contains data in the form of binary text. The data in the file must be entered in a specific and precise format in order to be understood by the program that is receiving it.

### Audience

This guide is intended for those who use the file upload method to report for groups of employees in EDX. Employers who have more than 250 employees are required to use the file upload method; smaller employers may also use this method if they choose.

The target audience for this guide includes:

- Employer reporters.
- Internal software developers.
- Third-party payroll software providers.

### Resources and links

If you are responsible for file creation, you also need to be familiar with EDX reporting requirements, such as the timing of report submissions and how to populate data fields in different situations. For complete instructions on all types of reporting, refer to the series of employer reporting guides available [on the PERS website](#).

This guide refers to specific employer guides, which are in PDF format. Links to these guides will open in Adobe Acrobat, Acrobat Reader, or in your browser.

### Questions and assistance

If you have questions about the information in this guide, contact the PERS Employer Service Center:

- By phone at 888-320-7377. Select option 1, then option 2 to reach ESC.
- By email at [pers.edx.support@pers.oregon.gov](mailto:pers.edx.support@pers.oregon.gov).

## EDX reports and records overview

Employer reporters submit employment and salary information to PERS by filling out two types of EDX records. These records are submitted to PERS in one of two different types of EDX reports, which are explained below.

The type of report and record a reporter uses to submit information depends on the type of information they are reporting — whether it's hours and wages, a status change (like going on a leave of absence), a demographic change (like a new address), a correction to past wages, or something else.

EDX has rigid rules for how reports and records are filled out to ensure the data going into employee PERS accounts are 100% clear and accurate.

### How to create reports and records

This guide provides an overview of reports and records. For complete instructions on creating reports, read [employer reporting guide 4, \*Creating a Report\*](#). For complete instructions on filling out records, read [employer reporting guide 5, \*Creating a Record\*](#).

For instructions on reporting a new hire, read [guide 7, \*Reporting a New Employee\*](#), or [guide 8, \*Hiring a PERS Retiree\*](#).

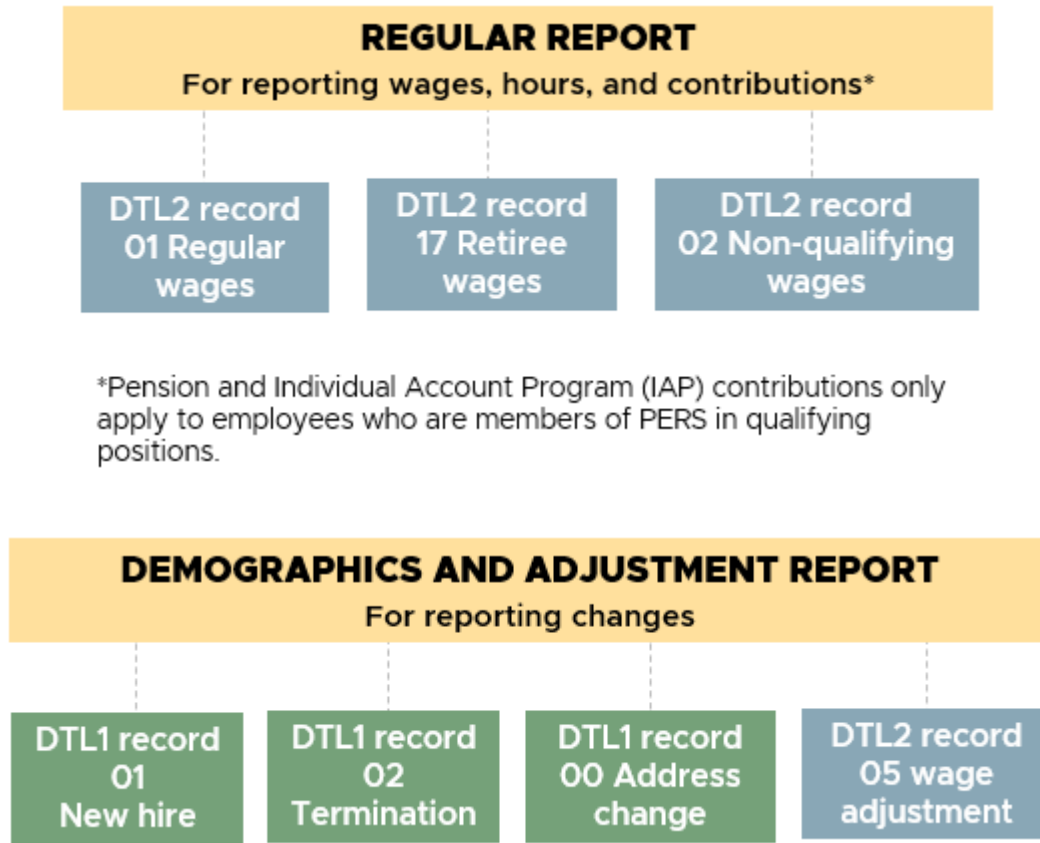
For instructions on reporting wages, read [guide 9, \*Reporting Wages for a Qualifying Employee\*](#), or [guide 10, \*Reporting Wages for a Non-Qualifying Employee\*](#).

For instructions on reporting status changes, read [guides 11 through 17](#).

For instructions on confirming or changing employee information, read [guides 18 through 25](#).

## Report types

Regular report	Demographics and Adjustment report
<p>Regular reports are used to report your employees' salary, hours, and contributions, if applicable (contributions are only charged on the salaries of active PERS members working in qualifying positions).</p> <p><b>Schedule:</b> You submit Regular reports on a preassigned schedule (<a href="#">listed on the PERS website</a>).</p> <p><b>Records:</b> Regular reports only include Detail 2 (DTL2) Wage and Service records with wage codes 01, 02, 07, 08, 11, or 17. Wage codes are listed in <a href="#">Appendix A</a>.</p> <p><b>Report date:</b> Each report must have a unique report date that PERS has preassigned according to your organization's reporting frequency. Regular report schedules are posted on the <a href="#">Employer EDX Regular Report Dates webpage</a>.</p>	<p>Demographic and Adjustment reports are used to report changes in status (e.g., new hire, leave of absence), demographics (e.g., name, address), or prior salary payments.</p> <p><b>Schedule:</b> No set schedule; sent as soon as demographic or status change has occurred.</p> <p><b>Records:</b> Demographic and Adjustment reports can include Detail 1 (DTL1) records and Detail 2 (DTL2) records.</p> <p>Detail 1 records are used to report:</p> <ul style="list-style-type: none"><li>▪ Demographic changes (e.g., name, address) with status code 00.</li><li>▪ Status changes (e.g., new hire, any kind of leave of absence, termination) with one of status codes 01 through 15. Status codes are listed in <a href="#">Appendix A</a>.</li></ul> <p>Detail 2 records included in a demographics report are those used to report wage adjustments with wage codes 05, 06, 14, 16, 17, or 18. Wage codes are listed in <a href="#">Appendix A</a>.</p> <p><b>Report date:</b> You can assign a Demographics and Adjustment report any report date <b>other than</b> one reserved for a Regular report (Regular report dates are <a href="#">listed here</a>).</p>



## Record types

**Detail 1 (DTL1) — Member Demographics record:** Informs PERS of the status of your employee. For example, new hire, on leave, or termination of employment. The status code tells PERS the type of status update that you are reporting. (Status codes listed in [EDX Status Codes quick-reference guide](#).)

**Detail 2 (DTL2) — Wage and Service record:** Informs PERS of pay your employee has received, the type of pay, and contributions owed on that pay, if applicable. This record also enables you to back out, change, and add pay to a previous pay period.

## Choosing the right type of report and record

The requirements for type of report to use, type of record to use, when to submit it, and what values to include are the same whether you are providing the information by submitting an EDX report or uploading a .dat file.

For instructions on creating reports and records in EDX, refer to:

- [Employer reporting guide 4, Creating a Report](#).
- [Employer reporting guide 5, Creating a Record](#).

For a quick reference on what types of reports and records to use for reporting different kinds of information, refer to [Choosing the Best Reporting Method](#).

## EDX data files

An EDX-report data file is a standard ASCII text file that contains data from multiple records. The records are expressed as data rows in fixed lengths. Each field, or piece of data, is also a fixed length with its letters and/or numbers in exact positions with no blank spaces.

The number and types of records that should be included in the file depend on the type of report and number of reportable events employers need to submit to PERS. Each row must contain the appropriate field data based on the record type and the nature of activity being reported.

**DEFINITION**

**ASCII:** American Standard Code for Information Interchange (ASCII) is code representing alphanumeric information in computers and on the internet.

### Data file naming standard

All report data files must adhere to the following naming convention:

<b>organization number</b>	<b>.</b>	<b>report date</b>	<b>.</b>	<b>dat</b>
<u>Your PERS employer number starting with zero.</u>		<u>Date of the report created for this file.</u>		<u>Type of file.</u>

As an example of the naming convention, a file with a report date of 01/15/2024 for employer number 1234 would look like this:

01234.01152024.dat

If you fail to follow this naming convention, you will get an error message when you attempt to upload the file.

**Employer number:** For instructions on finding your organization's employer number, refer to [employer guide 2, Employer Requirements and Support](#), section "Employer Number."

**IMPORTANT**

The report date you use in the filename and the date in the Report Date field in the header **must be identical**.

**Example:** Employer reporter created a Regular report date 11/30/2024 in EDX. The .dat file name must match the report date created. Filename must be 01234.11302024.

**Note:** PERS can neither provide .dat creation tools nor assist with modification or enhancement of your existing third-party tools.

## Data file sections

Report data files have three sections with their own format requirements:

**Header** — The first row in the file. Begins with HEAD. Contains employer number, name, report date, creation date, and EDX format file structure number, which is 2.

**Detail** — The middle rows in the file. First row of each record begins with type of record (DTL1 or DTL2), employer number, employee's Social Security number, and name. Next, it contains either status information from a Detail 1 record or it contains wage, hour, and contribution information from a Detail 2 record.

**Footer** — The last row in the file. Begins with FOOT, then employer number, employer name, and number of detail records in the .dat file.

## Data file format requirements

<b>IMPORTANT</b>	<p><b>Use correct record length</b> — Each record, regardless of type, must have a fixed length of 450 positions before the carriage return (CR) and line feed (LF) characters at the end of the line. (Some files only have CR at the end of the line.)</p> <p><b>Fill all positions</b> — Each record field has a specific number of positions that must be filled. If the data is not long enough to fill the number of positions in a numeric field:</p> <ul style="list-style-type: none"><li>▪ In a numeric field: add <b>zeros before</b> the data in the field.</li><li>▪ In an alphanumeric field, add <b>blank spaces after</b> the data in the field.</li></ul> <p><b>Use numerals in numeric field</b> — Numeric fields (indicated with 9) must contain only numbers.</p> <p><b>Use letters in alphanumeric field</b> — Alphanumeric fields (indicated with X) must contain only letters and spaces.</p> <p><b>Use correct date format</b> — All dates must be in the format MMDDYYYY.</p> <p><b>Use correct file format</b> — Create all reports using the file format specified in this guide.</p>
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## File format specifications by record type

The tables in this section provide data specifications for each field in each record type. Failure to adhere to these specifications will cause errors when loading report files and “bad format” record validation errors.

### Format specifications

You must:

- ☐ Enter values in the correct record position.
- ☐ Make sure that each row in the file has exactly 450 characters followed by a line return.
- ☐ If a field is intended to be left blank:
  - **Enter zeros** to fill the entire **numeric** field.
  - **Enter spaces** to fill an entire **alphanumeric** field.
- ☐ If data in a field does not fill the entire field:
  - **Enter preceding zeros** to fill out a numeric field.
  - **Add following spaces** to fill out the end of an alphanumeric field.

### Format codes/data types in this guide

These codes, or data types, indicate the type of data to enter in each field, as specified in the tables in this guide.

**X** = Alphanumeric

**9** = Numeric

**v** = Decimal point (Do not include decimal points in the file. This only indicates where the decimal place is located.)

#### Example

Here’s an example of how these codes are used in the tables in this guide.

Field name	Data type	Length	Positions
<b>Employer Name</b>	<b>X(30)</b>	<b>30</b>	<b>10–39</b>
<i>The type of information; also name of the field in a DLT1 or DTL2 record.</i>	<i>X=alphanumeric characters. (30)=number of characters.</i>	<i>Number of characters allotted. If data is shorter, add spaces after. If data is longer, abbreviate it.</i>	<i>Letters must be in these exact positions and fill all positions. Positions with no data must have a space.</i>
<b>Date Created</b>	<b>9(8)</b>	<b>8</b>	<b>40–47</b>
<i>The type of information; also name of the field in a DLT1 or DTL2 record.</i>	<i>9=numeric characters. (8)=numbers of characters.</i>	<i>Exactly eight characters allotted. All dates are entered as MMDDYYYY.</i>	<i>Numbers must be in these exact positions and fill all positions. Positions with no data must have a zero.</i>

## File formatting

This section details the formatting of the three sections of a .dat file: the header, the details (i.e., the records), and the footer.

### Header format

Data are required in a field unless identified as optional in the Note column. Optional fields must be filled with either zeros for numerical fields or spaces for alphanumerical fields.

**Note about report date**

The date entered in the Report Date field of the header row must match the report date in the .dat file name and the report date created in EDX. If the dates do not match, EDX will not allow the report to upload.

Header field	Data type	Length	Positions	Note
Record Type Identifier – HEAD	X(4)	4	1–4	First four spaces always have HEAD.
PERS Employer Number	X(5)	5	5–9	Your organization’s five-digit employer number leading with zero.
Employer Name	X(30)	30	10–39	Agency or organization name. If longer than 30 positions, abbreviate. If shorter, add spaces after name to fill 30 positions.
Report Date	9(8)	8	40–47	MMDDYYYY. Must match date in name of file.
Date Created	9(8)	8	48–55	Format MMDDYYYY.
Filler	X(5)	5	56–60	No longer used; must be filled with five spaces.
Filler	X(30)	30	61–90	No longer used; must be filled with 30 spaces.
Format Version Code	X(1)	1	91–91	Must have a “2” for the current .dat file format structure.
Filler	X(359)	359	92–450	Unused positions must be filled with 359 spaces.
Carriage return (CR) and line feed (LF)				Characters that mark the end of each row. The CR and LF characters appear after converting the .dat file template into an ASCII file. Some files only have CR.

## Header record example

### Scenario

Employer 3000 Oregon School Districts created a report on November 27, 2024, with a report date of November 30, 2024. Format version code was 2 (the current version code of the .dat file format). After that data, the remaining positions 92–450 with no data were filled with spaces before the carriage return (CR) and line feed (LF).

Data	Record Type Identifier	PERS Employer Number	Employer Name	Report Date
Positions	1–4=4	5–9=5	10–39=30	40–47=8
Example	HEAD	03000	. OREGON SCHOOL DISTRICTS . . . . .	11302024

Data	Date Created	Filler	Filler
Positions	48–55=8	56–60=5	61–90=30
Example	11272024	. . . . .	. . . . .

Data	Format Version Code	Filler
Positions	91–91=1	92–450=359
Example	2	. . . . .CR LF (shortened to fit in this table)

### Image of .dat file header row — truncated to fit

### Full line — split and enlarged for readability

#### Left side

#### Right side

## Demographic (DTL1) record format

DTL1 field	Data type	Length	Positions	Note
Record Type Identifier – DTL1	X(4)	4	1–4	Identifies record as a Detail 1 Demographics record.
PERS Employer Number	9(5)	5	5–9	Your organization's five-digit employer number leading with a zero.
SSN	9(9)	9	10–18	Social Security number with no hyphens.
Old SSN	9(9)	9	19–27	Incorrect SSN, if updating (to fix clerical error). If not, fill with zeros.
Last Name	X(30)	30	28–57	If longer than 30, abbreviate. If shorter, add spaces after name to fill 30 spots.
First Name	X(20)	20	58–77	If longer than 20, abbreviate. If shorter, add spaces to fill.
Middle Name	X(20)	20	78–97	If longer than 20, abbreviate. If shorter or blank, add spaces to fill.
Name Change Indicator	X(1)	1	98–98	Either N or Y.
Date of Birth	9(8)	8	99–106	MMDDYYYY.
Gender	X(1)	1	107–107	Either F or M.
Address – 1	X(30)	30	108–137	Follow the guidelines in <a href="#">Appendix C</a> . Add spaces to add to 30, if needed.
Address – 2	X(30)	30	138–167	Fill with spaces if blank.
Address – 3	X(30)	30	168–197	Fill with spaces if blank.
City	X(28)	28	198–225	Fill empty positions with spaces.
State	X(2)	2	226–227	Two-letter state abbreviation.
Zip – 1	9(5)	5	228–232	Five-digit ZIP code.
Zip – 2	9(4)	4	233–236	Four-digit ZIP code extension, if included. If not, fill with four spaces.

*Continued*

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DTL1 field	Data type	Length	Positions	Note
Province	X(20)	20	237–256	Fill with spaces if blank. See <a href="#">Appendix C</a> for international address.
Country Code	X(3)	3	257–259	Three-letter country abbreviation.
Postal Code	9(7)	7	260–266	Fill with spaces if blank.
Status Code	9(2)	2	267–268	Two-digit numerical code representing status code. (Codes are listed and defined in <a href="#">EDX Status Codes guide</a> .)
Status Date	9(8)	8	269–276	MMDDYYYY.
Filler	X(8)	8	277–284	Positions that are no longer used; fill with spaces.
PERS Job Class Code	9(2)	2	285–286	Two-digit numerical code representing job class. <a href="#">Listed in Appendix A</a> .
Filler	X(3)	3	287–289	Positions that are no longer used; fill with spaces.
Average Overtime Hours Code	X(2)	2	290–291	Two-digit numerical code representing average overtime hours. <a href="#">Listed in Appendix A</a> .
Unused Sick Leave Hours	9(4)v99 with 02 status code X(6) with all other status codes	6	292–297	When you report a termination, EDX expects numerals in this field. The last two positions are numerals after the decimal point. For example, 50.75 hours would be 005075.  If no unused sick leave to report with a termination, fill with zeros.  For any other status code, fill with spaces.
Contract No. of Months	9(2)	2	298–299	Options are 00, 09, 10, 11, or 12.
Employer Site Distribution Code	X(15)	15	300–314	Fill with spaces if blank.
Non PERS Data Memo	X(40)	40	315–354	Fill with spaces if blank.
Last Day Service	9(8)	8	355–362	MMDDYYYY or zeros if blank.
Filler	X(88)	88	363–450	Fill with spaces.
CR LF (or CR)				Characters that mark end of each row.

## Demographic (DTL1) record example

**Scenario**

On October 1, 2024, Ginger S. Snap was hired to work full time in the Records Department of her city police department in a 12-month limited-duration position. She had never worked for a PERS-participating employer before. This is how her new-hire record .dat file would look.

**Mailing address:** 352 SW CRUM CT PORTLAND, OR 97217

**Date of birth:** March 31, 2001

**Job classification code:** 01 – General Service

**Average overtime expected for her position:** 100 hours/calendar year

**Contract No. of months:** default 00

**Note:** All positions must be filled. Blank numerical spaces are filled with zeros; blank alphanumerical fields are filled with spaces, indicated below as . . . . .

Data	Record Type Identifier	PERS Employer Number	SSN	Old SSN	Last Name
<b>Positions</b>	1-4=4	5-9=5	10-18=9	19-27=9	28-57=30
<b>Example</b>	DTL1	03000	111223335	000000000	SNAP . . . . .

Data	First Name	Middle Name	Name Change Indicator	Date of Birth
<b>Positions</b>	58-77=20	78-97=20	98-98=1	99-106=8
<b>Example</b>	GINGER . . . . .	S . . . . .	N	03312001

Data	Gender	Address - 1	Address - 2
<b>Positions</b>	107-107=1	108-137=30	138-167=30
<b>Example</b>	F	352 SW CRUM CT . . . . .	. . . . .

Data	Address - 3	City	State
<b>Positions</b>	168-197=30	198-225=28	226-227=2
<b>Example</b>	. . . . .	PORTLAND . . . . .	OR

*Continued*

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Data	Zip - 1	Zip - 2	Province	Country Code	Postal Code
Positions	228–232=5	233–236=4	237–256=20	257–259=3	260–266=7
Example	97217	....	.....	USA	.....

Data	Status Code	Status Date	Filler	Job Class Code	Filler	Average OT Hours code
Positions	267–268=2	269–276=8	277–284=8	285–286=2	287–289=3	290–291=2
Example	01	10012024	.....	01	...	01

Data	Unused Sick Leave Hours	Contract No. of Months	Employer Site Distribution Code	Non PERS Data Memo
Positions	292–297=6	298–299=2	300–314=15	315–354=40
Example	.....	00	.....	12-month LD position ..... (shortened to fit this table)

Data	Last Day Service	Filler
Positions	355–362=8	364–450=88
Example	00000000	..... <b>CR LF</b> (shortened to fit this table)

Image of .dat file Detail 1 row — truncated to fit

DTL103000111223335000000000SNAP.....GINGER.....N03312001F352.SW.CRUM.CT.....Portland.....OR97217.....USA.....0110012024.....01.....01.....

Image of .dat file Detail 1 row — split and enlarged for readability

**Left half**

DTL103000111223335000000000SNAP.....GINGER.....N03312001F352.SW.CRUM.CT.....

**Right half**

.....Portland.....OR97217.....USA.....0110012024.....01.....01.....

## Wage and Service (DTL2) record format

Field name	Data type	Length	Positions	Note
Record Type Identifier – DTL2	X(4)	4	1–4	Identifies record as a Detail 2 Wage and Service record.
PERS Employer Number	X(5)	5	5–9	Your organization's five-digit employer number leading with a zero.
SSN	9(9)	9	10–18	Social Security number with no hyphens.
Last Name	X(30)	30	19–48	If longer than 30, abbreviate. If shorter, add spaces after name to fill 30 spots.
First Name	X(20)	20	49–68	If longer than 20, abbreviate. If shorter, add spaces to fill.
Pay Date	9(8)	8	69–76	MMDDYYYY.
Hours Worked (Regular)	9(4)v99	6	77–82	Use preceding zeros if number of hours fills fewer than six positions. Last two positions are for numbers after the decimal point. 80.25 hours would be 008025. To report academic employee hours, see <a href="#">Appendix B</a> .
Hours Worked (Overtime)	9(4)v99	6	83–88	Fill with zeros or use preceding zeros if number of hours fills fewer than six positions. Last two positions are for numbers after the decimal point. Eight hours would be 000800.
Reported Wage Code	9(2)	2	89–90	Two-digit wage code (codes listed in <a href="#">Appendix A</a> ).
Subject Salary, Regular	9(7)v99	9	91–99	Use preceding zeros if number takes up fewer than nine positions. Last two positions are for numbers after the decimal point. \$4,537.25 would be 000453725.
Subject Salary, Overtime	9(7)v99	9	100–108	Same as above. Fill with zeros if no overtime pay to report.

*Continued*



Field name	Data type	Length	Positions	Note
Gross Salary	9(7)v99	9	109–117	Use preceding zeros if number takes up fewer than nine positions. Last two positions are for numbers after the decimal point.
Non-Subject Salary	9(7)v99	9	118–126	Fill with zeros if blank. (Field only used for payments defined as non-subject by law. Refer to <a href="#">Payment Categories chart</a> .)
Lump-sum Payoff	9(7)v99	9	127–135	Fill with zeros if blank. Otherwise, last two positions are for decimal numbers; fill empty spaces preceding the number with zeros.
Member Paid After-Tax Contribution (MPAT)	9(7)v99	9	136–144	Fill with zeros if blank. Otherwise, last two positions are for decimal numbers; fill empty spaces preceding the number with zeros.
Member Paid Pre-Tax Contribution (MPPT)	9(7)v99	9	145–153	Fill with zeros if blank. Otherwise, last two positions are for decimal numbers; fill empty spaces preceding the number with zeros.
Unit Contribution	9(7)v99	9	154–162	Fill with zeros if blank. Field rarely used.
Employer Paid Pre-Tax Contribution (EPPT)	9(7)v99	9	163–171	Fill with zeros if blank. Otherwise, last two positions are for decimal numbers (required) ; fill empty spaces preceding the number with zeros.
Optional Employer IAP Percentage	9(1)	1	172–172	Enter 0 if field is not used. Otherwise, number must be between 1 and 6.
Optional Employer IAP Contribution	9(7)v99	9	173–181	Fill with zeros if field is not used. Otherwise, enter the dollar amount using the last two positions for the decimals (required) and filling blank spaces before the number with zeros.

*Continued*

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Field name	Data type	Length	Positions	Note
PERS Job Class Code	X(2)	2	182–183	Not required on DTL2. Fill with two spaces.
Filler	X(3)	3	184–186	No longer used. Fill with three spaces.
Average Overtime Hours Code	X(2)	2	187–188	Not required on DTL2. Fill with two spaces.
Filler	X(8)	8	189–196	No longer used. Fill with eight spaces.
Employer Site Distribution Code	X(15)	15	197–211	Optional field. Fill with 15 spaces if not used.
Non PERS Data Memo	X(40)	40	212–251	Optional field. Fill with 40 spaces if not used.
Work Period Begin Date	9(8)	8	252–259	Used by local government employers only. Date format MMDDYYYY. Fill with eight zeros if not used.
Work Period End Date	9(8)	8	260–267	Same as above.
Lump-sum Vacation Payoff	9(7)v99	9	268–276	Fill with zeros if field is not used. Otherwise, enter the dollar amount using the last two positions for the decimals (required) and filling blank spaces before the number with zeros.
Filler	X(174)	174	277–450	Fill all 175 positions with spaces.
CR LF (or only CR)				Characters after position 450 that mark the end of the row.

## Wage and Service (DTL2) record example

**Scenario**

Mary Contrary works full time as a teacher at Smith Middle School. You are reporting her biweekly pay and contributions. Your organization picks up the 6% IAP contributions, so Mary's IAP contribution type is employer-paid pre-tax (EPPT).

**Pay date:** November 22, 2024

**Regular hours worked:** 80.25

**Overtime hours worked:** 5.75

**Wage code:** 01 Regular Wages

**Regular subject salary:** \$6,215.68

**Overtime subject salary:** \$647.43

**Gross salary:** \$6,863.11.

**IAP contribution, EPPT:** \$411.79

Data	Record Type Identifier	PERS Employer Number	SSN	Last Name
<b>Positions</b>	1-4=4	5-9=5	10-18=9	19-48=30
<b>Example</b>	DTL2	03000	111223338	CONTRARY .....

Data	First Name	Pay Date	Hours Worked (Regular)	Hours Worked (Overtime)
<b>Positions</b>	49-68=20	69-76=8	77-82=6	83-88=6
<b>Example</b>	MARY .....	11222024	008025	000575

Data	Reported Wage Code	Subject Salary, Regular	Subject Salary, Overtime
<b>Positions</b>	89-90=2	91-99=9	100-108=9
<b>Example</b>	01	000621568	000064743

Data	Gross Salary	Non-Subject Salary	Lump-sum Payoff
<b>Positions</b>	109-117=9	118-126=9	127-135=9
<b>Example</b>	000686311	000000000	000000000

*Continued*

Data	Optional Employer IAP Contribution	PERS Job Class Code	Filler	Average Overtime Hours Code	Filler	Employer Site Distribution Code
Positions	173–181=9	182–183=2	184–186=3	187–188=2	189–196=8	197–211=15
Example	0000000000	00	...	00	.....	.....

<b>Data</b>	Filler
<b>Positions</b>	277–450=174
<b>Example</b>	..... CR LF (shortened to fit this table)

000111223338CONTRARY.....MARY.....112220240080250

Image of .dat file Detail 2 row — split and enlarged for readability

DTL203000111223338CONTRARY.....MARY.....11222024

```
008025000575010006215680000647430006863110000000000000000000000000000000000000000000000000000
```

11790000000000 | SMITH MIDDLE

```
000000000
```

- **CR LF**

## Footer format

Field name	Data type	Length	Positions	Note
Record Type Identifier – FOOT	X(4)	4	1–4	Identifies row as the footer.
PERS Employer Number	X(5)	5	5–9	Your organization's five-digit employer number leading with zero.
Employer Name	X(30)	30	10–39	Your organization's name. If longer than 30 characters, abbreviate; if shorter, enter spaces after name to fill 30 positions.
Total Detail Records	9(8)	8	40–47	The total number of records being submitted in this file; equal to the total number of Detail rows in the file, not including HEAD and FOOT.
Filler	X(403)	403	48–450	Use spaces as a filler for positions 48–450.
CR LF (or only CR)				Characters that mark the end of the row after position 450. Spaces must fill all the way to these characters.

### Footer record example

#### Scenario

Oregon School Districts (fictional) is submitting seven DTL2 Wage and Service records in one .dat file.

<b>Data</b>	Record Type Identifier	PERS Employer Number	Employer Name
<b>Positions</b>	1–4=4	5–9=5	10–39=30
<b>Example</b>	FOOT	03000	.OREGON SCHOOL DISTRICTS . . . . .

<b>Data</b>	Total Detail Records	Filler
<b>Positions</b>	40–47=8	48–450=403
<b>Example</b>	00000007	..... <b>CR LF</b> (shortened to fit in this table)

[illegible]

**Left half**

```

1  HEAD03000 OREGON SCHOOL DISTRICTS ..... 1130202411272024
2  DTL203000111223333POND ..... LILY
3  DTL203000111223334GRAS ..... MARTY
4  DTL203000111223335SNAP ..... GINGER
5  DTL203000111223336STEM ..... TULIP
6  DTL203000111223337WINGS ..... ANGEL
7  DTL203000111223338CONTRARY ..... MARY
8  DTL203000111223339FROST ..... JACK
9  FOOT03000 OREGON SCHOOL DISTRICTS ..... 00000007


```

[illegible]

## Most common errors


**Error:** Report date in header line in positions 40–47 does not match either the .dat filename or the date of the report to which you are uploading data or both.

**Correction:** Date must match the .dat file name.



```

1 HEAD03000 OREGON SCHOOL DISTRICTS ..... 11302024 11272024 ..... 2
2 DTL203000111223333POND ..... LILY ..... 112220240080010000000100031012600000
3 DTL203000111223334GRAS ..... MARTY ..... 112220240079990000000100035434200000
4 DTL203000111223335SNAP ..... GINGER ..... 112220240064000000000200017013400000
5 DTL203000111223336STEM ..... TULIP ..... 112220240079420000000100030831300000
6 DTL203000111223337WINGS ..... ANGEL ..... 112220240080000001340100035168100000
7 DTL203000111223338CONTRARY ..... MARY ..... 112220240080250005750100062156800000
8 DTL203000111223339FROST ..... JACK ..... 112220240016000000001700023136600000
9 FOOT03000 OREGON SCHOOL DISTRICTS ..... 00000009
  
```




**Error:** Footer count is total number of lines in the .dat file, including the header and footer data type lines.

**Correction:** Number is only the number of Detail lines in the file, excluding the header and footer.

**Error:** Number of filler spaces between last reported data and end of line does not fill all the way to the end of the line.

**Correction:** Spaces must fill to position 450 for all data type lines before carriage return and line feed in the .dat file.



```

1 ..... 000000000 ..... CR LF
2 ..... 000000000 ..... CR LF
3 ..... 000000000 ..... CR LF
4 ..... 000000000 ..... CR LF
5 ..... 000000000 ..... CR LF
6 ..... 000000000 ..... CR LF
7 ..... 000000000 ..... CR LF
8 ..... 000000000 ..... CR LF
9 ..... 000000000 ..... CR LF
  
```

## Appendix A — EDX codes

### Wage codes

Wages codes are defined in the [EDX Wage Codes quick-reference guide](#).

Wage code	Name
01	Regular Wages
02	Regular/Non-Qualifying
04	Retroactive Payment
05	Positive Adjustment
06	Negative Adjustment
07	Retired/No Contributions
08	Contributions/No Service
11	USERRA Qualifying Wages
14	Negative Adjustment/No Contributions
16	Negative Adjustment - USERRA Wages
17	Retiree Wage - ER Rate
18	Negative Adjustment Retiree Wage - ER Rate



## Status codes

Status codes are listed and defined in the [EDX Status Codes quick-reference guide](#).

Status code	Name
00	No Change in Status
01	Qualifying New Hire
02	Terminated
03	On Family Leave
04	On Career Development Leave
05	On Military Leave
06	On Legislator Leave
07	On Leave of Absence
08	Return From Leave
09	Seasonal Leave of Absence
10	Deceased
11	Retiree New Hire with Hour Limit
12	Retiree New Hire without Hour Limit
13	New Hire - Retiree Return to Service
15	Non-Qualifying Hire

## Job classification codes

PERS job class codes are important because a PERS member's job classification is an important factor in their future retirement benefits (active members only; retirees do not earn retirement benefits).

A job classification code is required on a Demographic (DTL1) record whenever you are hiring someone with a new-hire status code (01, 11, 12, 13, or 15). For definitions of job class codes, refer to the [Job Classification Codes quick-reference guide](#).

To change a job class code, submit a Demographic Correction Request, as explained in [employer guide 20, Creating a Demographic Correction Request \(DCR\)](#).

Code	Job classification name
01	General Service
02	Police and Fire
04	TIAA/CREF (Teachers Insurance Annuity Association/College Retirement Equity Fund)
05	Judge Member
06	Legislator
07	TRFA (Teachers Retirement Fund Association)
08	Elected Official
09	School Employee

## Average overtime hours codes

This code represents the number of annual overtime hours considered average for the employee's new job class. The average overtime hours code places a limit on how many overtime hours EDX uses for purposes of calculating a retiree's final average salary — it does not limit how many overtime hours the employee can be paid for nor work.

For instructions on determining average overtime, read [employer guide 18, Reporting or Changing "Average Overtime."](#)

Code	Average overtime hours
00	0
01	100
02	200
03	300
04	400
05	500
06	600
07	700
08	800
09	900
10	1,000
11	1,100
12	1,200
13	1,300
14	1,400
15	1,500
16	1,600
17	1,700
18	1,800
19	1,900
20	2,000

### Formatting tips

1. If this field is left blank in the EDX record, this field in the .dat file will have 00.
2. Sometimes when creating the ASCII file, the format removes the first digit of the average overtime code. Always check this field to ensure it has two digits.

Original format

Corrected format

## Appendix B — Reporting hours for academic employees

Time that community college and public university employees spend teaching in the classroom must be converted from full-time equivalent (FTE) hours into regular hours for PERS reporting. House Bill 2740 (2023) changed the method of this conversion in 2024.

To convert and report time worked on January 1, 2024, and later, refer to [employer announcement 103, Reporting Hours for Community College and Public University Employees](#).

To convert and report time worked before 2024, read [employer announcement 93, Community Colleges: Eligibility and Use of FTE](#).

## Appendix C — Addresses

### Mailing address format

The mailing address format for Detail 1 records is based on EDX formatting requirements and the United States Postal Service (USPS) standards. Complete USPS standards are provided on the [USPS website](#).

#### Do this:

- Use ALL CAPITAL letters.
- Use only approved USPS abbreviations, which are listed on the next page.
- Abbreviate the directional (e.g., NW, SE) in the address (e.g., 29TH ST SW, N BAY ST, SW BAY BLVD) unless it is the street name (e.g., 124 BAY WEST DR).
- Enter “PO BOX” with no periods.
- Use an apostrophe or hyphen in a name or address, as needed (e.g., MARY O’NEIL, MARY CONTRARY-SMITH).

#### Avoid this:

- Using a period after an abbreviation.
- Including a comma between words (123 SPRINGFIELD ST, APT C).
- Using the Address – 2 and Address – 3 fields in a Detail 2 record. However, if the whole address will not fit on one line, put the secondary address information in the Address – 2 field. For example:

Name	GINGER SNAP
Address – 1	5800 SPRINGFIELD GARDENS CIR
Address – 2	APT C
City, State, ZIP	SPRINGFIELD OR 97403

## Abbreviations

Use these USPS-approved abbreviations in addresses.

Address term	Abbreviation
APARTMENT	<b>APT</b>
BUILDING	<b>BLDG</b>
DEPARTMENT	<b>DEPT</b>
FLOOR	<b>FL</b>
ROOM	<b>RM</b>
SUITE	<b>STE</b>
UNIT	<b>UNIT</b>

## International addresses

Formats for international addresses vary by country. For instructions, refer to [employer guide 7, Reporting a New Employee](#), section “Reporting a New Employee,” subsection “How to Enter an International Address.”

## Military addresses

For guidelines, go to the USPS website section [Military Addresses](#).