

PERA Contribution Report (Human Resources) (Minnesota)

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The PERA Contribution Report collects data for the Public Employees Retirement Association of Minnesota.

PERA Contribution Extract Editor

Report Logic

- A **Header record** generates for each Pay Period Number where at least one Deduction History record with a Pay Period Number has a Benefit Type of PERA on the Pay Period End Date entered.
- A **Summary record** generates for each individual Retirement Information plan type where the employee has a PERA Deduction History record for the Pay Period in the header.
- A **Detail record** generates for each Deduction History record where the Pay Period Paid is on the Pay Period End Date entered, the Benefit Type is PERA and the Plan Type matches the summary record plan type. Each detail record will report under the header and summary records with the corresponding Pay

Period Number.

- When the Allocated Pay Period is the same on multiple record for a single employee, the report combines the records and reports the sum of the amounts in the Member Amount (field 14) and PERA Eligible Earning (field16) fields.
- All dollar amounts report with an implied decimal. For example, \$345.67 will report as 34567.

Generating the Extract

1. Select **PERA Contribution** as the Extract Type.
2. Enter a **Pay Period End Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date.

Data will be reported for the paid date of the payroll.

3. Enter a **Paid Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date.
4. Select the **Overtime Paycodes** to include in the report.
5. Select the **Format** in which the extract should generate. Use the *State Format* for submission to the state and *CSV* or *HTML* for data review and verification.
6. Click **Generate Extract** to view the report in the selected format.

Users have the option of submitting the report request to the batch queue by clicking Submit to Batch instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. The generated extract is available in the Process Inbox. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

```

3000000020121130+0000005738822000001
3100000002+000005738822+000002664414+000002664386+000000426302000433
3800000002123456789JOHNSON LYNN M
3800000002234567891JOHNSON JEAN A
3800000002345678912JONES CHRISTOPHER T
3800000002567891234JONES KAREN L
3800000002678912345SMITH VICKIE A
3800000002789123456SMITH THOMAS P
3800000002891234567SMITH CHERYL A
    
```

PERA Contribution Extract - State Format (Fixed Width)

	A	B	C	D	E	F	G	H	I	J
1	Transactio	Employer	PaymentC	Increase/D	Contributi	NumberO	Filler			
2	30	0	20121130	+	5738822	1				
3	Transactio	Employer	PlanID	Increase/D	PlanTotal	MemberT	MemberT	Employer	Employer	Additional
4	31	0	2	+	5738822	+	2664414	+	2664386	+
5	Transactio	Employer	PlanID	SocialSecu	LastName	FirstName	MiddleIni	TitleAfter	Coverage!	Coverage!
6	38	0	2	123456789	JOHNSON	LYNN	M		20121116	20121130
7	38	0	2	234567891	JOHNSON	JEAN	A		20121116	20121130
8	38	0	2	345678912	JONES	CHRISTOP	T		20121116	20121130
9	38	0	2	456789123	JONES	SANDRA	K		20121116	20121130
10	38	0	2	567891234	SMITH	KAREN	L		20121116	20121130
11	38	0	2	678912345	SMITH	VICKIE	A		20121116	20121130
12	38	0	2	789123456	SMITH	THOMAS	P		20121116	20121130
13	38	0	2	891234567	SMITH	CHERYL	A		20121116	20121130
14	38	0	2	912345678	SMITH	NANCY	L		20121116	20121130

PERA Contribution Extract - CSV Format

Header Records:1					
TransactionCode	EmployerNumber	PaymentDate	Increase/Decrease	ContributionTotal	NumberOfPlans
30	000000	20121130	+	00000005738822	000001

Summary Records:1						
TransactionCode	EmployerNumber	PlanID	Increase/Decrease	PlanTotal	MemberTotalSign	Member
31	000000	02	+	000005738822	+	00000266

PERA Payroll Records:433					
TransactionCode	EmployerNumber	PlanID	SocialSecurityNumber	LastName	FirstName
38	000000	02	123456789	JOHNSON	LYNN
38	000000	02	234567891	JOHNSON	JEAN
38	000000	02	345678912	JONES	CHRISTOPHER
38	000000	02	456789123	JONES	SANDRA
38	000000	02	567891234	SMITH	KAREN
38	000000	02	678912345	SMITH	VICKIE
38	000000	02	789123456	SMITH	THOMAS

PERA Contribution Extract - HTML Format

Header Layout

Element Name	Description	Type, Format, Length	Campus Database	Campus Location
Transaction Code	The transaction code for the plan summary record. Reports as 30.	Numeric, 2 digits	Not dynamically stored	Not dynamically stored
Employer Number	Reports the Employer Retirement Number when the Organization = PERA.	Numeric, 6 digits	HrDistrcrtRetirementInfo. employerRetirementNumber	Human Resources > Administration > District Master > Employer Retirement Number
Paid Date	The date the member's payroll was paid. Reports from the Paid Date selected on the extract editor.	Date field, 8 digits YYYYMMDD	N/A	N/A
Increase/Decrease	Indicates if the Contribution total is a positive or negative amount.	Alphanumeric + or -	Stored in the Campus Payroll database.	Human Resources > Payroll > Employee > Detailed Deductions > Deduction Amount, Cost Amounts

Element Name	Description	Type, Format, Length	Campus Database	Campus Location
Contribution Total	The absolute value of all contributions being reported.	Numeric, 14 digits	Stored in the Campus Payroll database.	Human Resources > Payroll > Employee > Detailed Deductions > Deduct Amount, Cost Amounts
Number of Plan Summary Records	The number of plan summary records associated with the SDR records.	Numeric, 6 digits	Stored in the Campus Payroll database.	Calculated, not dynamically stored
Filler	N/A	N/A	N/A	N/A

Summary Layout

Element Name	Description	Type, Format and Length	Campus Database	Campus Location
Transaction Code	The transaction code for the plan summary record. Reports as 31.	Numeric, 2 digits	Not dynamically stored	Not dynamically stored
Employer Number	Reports the Employer Retirement Number when the Organization = PERA.	Numeric, 6 digits	HrDistirctRetirementInfo. employerRetirementNumber	Human Resources > Administration > District Master > Employer Retirement Number
Plan ID	The unique identifier for the plan. Reports the plan type reported for this Plan Summary record.	Numeric, 2 digits	HrRetirement. accountNumber	Human Resources > Personnel > Personnel Master > HR General Information > Retirement Information > PERA

Element Name	Description	Type, Format and Length	Campus Database	Campus Location
Increase/Decrease	Indicates if the plan total is a positive or negative amount.	Alphanumeric + or -	Stored in the Campus Payroll database.	Human Resources > Payroll > Employee > Detailed Deductions > Deduct Amount, Cost Amounts
Plan Total	The sum of all Member Total, Employer Total, and Additional Total values being reported.	Numeric, 12 digits	Stored in the Campus Payroll database.	Human Resources > Payroll > Employee > Detailed Deductions > Deduct Amount, Cost Amounts
Increase/Decrease	Indicates if the member total is a positive or negative amount.	Alphanumeric + or -	Stored in the Campus Payroll database.	Human Resources > Payroll > Employee > Detailed Deductions > Deduct Amount
Member Total	The sum of all Member Amount values being reported.	Numeric, 12 digits	Stored in the Campus Payroll database.	Human Resources > Payroll > Employee > Detailed Deductions > Deduct Amount
Increase/Decrease	Indicates whether the employer total is a positive or negative amount.	Alphanumeric + or -	Stored in the Campus Payroll database.	Calculated, not dynamically stored
Employer Total	The sum of all employer contribution values from the Employer Amount calculation MINUS the Additional Total.	Numeric, 12 digits	Stored in the Campus Payroll database.	Calculated, not dynamically stored
Increase/Decrease	Indicates whether the additional total is a positive or negative amount.	Alphanumeric + or -	Stored in the Campus Payroll database.	Calculated, not dynamically stored

Element Name	Description	Type, Format and Length	Campus Database	Campus Location
Additional Total	The sum of all PERA eligible earnings.	Numeric, 12 digits	Stored in the Campus Payroll database.	Calculated, not dynamically stored
Number of Detail Records	The total number of detail records associated with this summary record.	Numeric, 6 digits	Stored in the Campus Payroll database.	Calculated, not dynamically stored
Filler	N/A	N/A	N/A	N/A

Detail Layout

#	Element Name	Description	Type, Format and Length	Campus Database	Campus Location
1	Transaction Code	The transaction code for the plan summary record. Reports as 38.	Numeric, 2 digits	Not dynamically stored	Not dynamically stored
2	Employer Number	Reports the Employer Retirement Number when the Organization = PERA.	Numeric, 6 digits	HrDistirctRetirementInfo. employerRetirementNumber	Human Resources > Administratio > District Master > Employer Retirement Number
3	Plan ID	The unique identifier for the plan. Reports the plan type for the employee on the Date Pay Period Paid.	Numeric, 2 digits	HrRetirement. accountNumber	Human Resources > Personnel > Personnel Master > HR General Information > Retirement Information > PERA, Accour Number

#	Element Name	Description	Type, Format and Length	Campus Database	Campus Location
4	Social Security Number	The Social Security Number of the employee from the active personnel record of the individual being reported.	Numeric, 9 digits	Person.staffStateID	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number
5	Last Name	The last name from the active personnel record.	Alphanumeric, 30 characters	Identity.lastName	Human Resources > Personnel > Personnel Master > HR General Information > Last Name
6	First Name	The first name from the active personnel record.	Alphanumeric, 30 characters	Identity.firstName	Human Resources > Personnel > Personnel Master > HR General Information > First Name
7	Middle Initial	The middle initial from the active personnel record.	Alphanumeric, 1 character	Identity.middleName	Human Resources > Personnel > Personnel Master > HR General Information > Middle Name
8	Title After Name	Any suffix following the individual's name.	Alphanumeric, 4 characters	Identity.suffix	Human Resources > Personnel > Personnel Master > HR General Information > Suffix

#	Element Name	Description	Type, Format and Length	Campus Database	Campus Location
9	Coverage Start Date	The beginning date of the reported pay period. The report finds the pay period to which the PERA deduction was allocated (Human Resources > Payroll > Employee > Employees > Payroll > Detailed Deductions > PERA > Allocated Pay Period) and reports the beginning date for that pay period.	Date field, 8 digits YYYYMMDD	Stored in the Campus Payroll database.	Human Resources > Payroll > Process > Pay Cycle > Tables > Payroll Types > Payroll Dates > Payroll Date Details > Date Start
10	Coverage End Date	The end date of the reported pay period. The report finds the pay period to which the PERA deduction was allocated (Human Resources > Payroll > Employee > Employees > Payroll > Detailed Deductions > PERA > Allocated Pay Period) and reports the end date for that pay period.	Date field, 8 digits YYYYMMDD	Stored in the Campus Payroll database.	Human Resources > Payroll > Process > Pay Cycle > Tables > Payroll Types > Payroll Dates > Payroll Date Details > Date End

#	Element Name	Description	Type, Format and Length	Campus Database	Campus Location
11	Pay Type	<p>The type of pay the contribution is based on. Reports the Pension Payment Type.</p> <p>Options are:</p> <ul style="list-style-type: none"> • 01: Regular service activity • 02: Lump sum payments of unused, accrued compensatory time • 04: Grievance pay • 05: Lump sum payments that have retroactive earnings period • 06: Omitted Deduction from earnings of a member 	Numeric, 2 digits	Stored in the Campus Payroll database.	Stored in the Campus Payroll database.
12	Adjustment Indicator	<p>Indicates that the transaction is an adjustment to a previously submitted transaction. Reports as A if the Pension Transaction Type is marked as an adjustment. Otherwise reports as O.</p>	Alphanumeric, 1 character	Stored in the Campus Payroll database.	Stored in the Campus Payroll database.
13	Increase/Decrease	<p>Indicates whether the Member Amount is a positive or negative amount.</p>	Alphanumeric + or -	Stored in the Campus Payroll database.	Human Resources > Payroll > Employee > Detailed Deductions > PERA > Deduct Amount

#	Element Name	Description	Type, Format and Length	Campus Database	Campus Location
14	Member Amount	Reports the Member Contribution amount equal to the PERA eligible earnings multiplied by the Plan Rate.	Numeric, 10 digits	Stored in the Campus Payroll database.	Humanr Resources > Payroll > Employee > Detailed Deductions > PERA > Deduct Amount
15	Increase/Decrease	Indicates whether the PERA Eligible Earnings is a positive or negative number.	Alphanumeric + or -	Stored in the Campus Payroll database.	Calculated, not dynamically stored.
16	PERA Eligible Earning	Reports the member's eligible earnings for the reported pay period.	Numeric, 10 digits	Stored in the Campus Payroll database.	Stored in the Campus Payroll database.
17	Increase/Decrease	Indicates whether the DCP Employer Amount is positive or negative.	Alphanumeric + or -	Stored in the Campus Payroll database.	Stored in the Campus Payroll database.
18	Employer Amount	Reports the sum of all Employer Cost fields for the employee AND plan type.	Numeric, 10 digits	Stored in the Campus Payroll database.	Stored in the Campus Payroll database.

#	Element Name	Description	Type, Format and Length	Campus Database	Campus Location
19	School Fiscal Year	<p>The school year during which the reported earnings were accrued.</p> <p>If the Pay Type is <i>01: Regular service activity</i> AND the Coverage Start Date and Coverage End Date are in June, July or August, then the report finds the pay period to which the deduction was allocated and reports the fiscal year for that pay period.</p> <p>All other scenarios report blank.</p>	Numeric, 4 digits	Stored in the Campus Payroll database.	Human Resources > Payroll > Process > Pay Cycle > Tables > Payroll Types > Payroll Dates > Details > Payroll Date Years > FSC
20	Reference	Reports additional transaction details. Currently reports as blank.	N/A	N/A	N/A
21	Increase/Decrease	Indicates whether the Compensated Hours is a positive or negative value. Currently reports as blank.	N/A	N/A	N/A
22	Compensated Hours	Reports the number of hours for which the employee receives compensation during the reported pay cycle. Currently reports as blank.	N/A	N/A	N/A
23	Increase/Decrease Overtime Pay	Indicates whether the compensated hours are a positive or negative amount.	Alphanumeric + or -	Stored in the Campus Payroll database.	Calculated, not dynamically stored.

#	Element Name	Description	Type, Format and Length	Campus Database	Campus Location
24	Overtime Pay	The total amount of overtime pay for the employee. The sum of all pay tied to all pay codes entered into the Overtime Paycodes field on the extract editor reports.	Numeric, 10 digits	Stored in the Campus Payroll database.	Calculated, not dynamically stored.
25	Filler	N/A	N/A	N/A	N/A