

# ERS Extract (New York) (Human Resources)

Last Modified on 10/22/2022 9:56 am CDT

[Report Logic](#) | [Days of Service Calculation](#) | [Report Editor](#) | [Report Layout](#)

**PATH:** [Human Resources](#) > [Reports](#) > [ERS Extract](#)

This extract reports all ERS Retirement Members within the district who are assigned to ERS as their Retirement Organization. Staff demographics and Payroll information necessary for monthly reporting are included on the report and formatted for upload when run in the state reporting format. Additional formats are provided for data verification.

*ERS Extract Editor*

## Report Logic

- To report, the employee must be assigned to the *ERS: Employee Retirement System* in the **Retirement Organization** field on the [General Information tab](#) on the Personnel Master.

## Days of Service Calculation

If the employee...	Then Campus...
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If the employee...	Then Campus...										
<p>has a time sheet record with hours indicated.</p>	<ul style="list-style-type: none"> <li>• sums the Hours per Work Assignment for the pay periods within the dates selected on the extract editor.</li> <li>• divides the sum by the Hours per Day field on the Work Assignment. (This step provides the Service Days for each Work Assignment)</li> <li>• sums all the Work Assignment. If the SUM is greater than the maximum listed below, only the maximum reports.</li> </ul> <table border="1" data-bbox="517 544 855 853"> <thead> <tr> <th>Pay Frequency</th> <th>Max</th> </tr> </thead> <tbody> <tr> <td>Monthly</td> <td>22</td> </tr> <tr> <td>Semi-Monthly</td> <td>22</td> </tr> <tr> <td>Bi-Weekly</td> <td>30</td> </tr> <tr> <td>Weekly</td> <td>25</td> </tr> </tbody> </table>	Pay Frequency	Max	Monthly	22	Semi-Monthly	22	Bi-Weekly	30	Weekly	25
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If the employee...	Then Campus...																									
<p>does NOT have a time sheet record with hours indicated</p>	<p>checks the Pay Periods in the Date selection and if they have the End of Year Cycle selected, 0 reports. (Human Resources &gt; Payroll &gt; Process &gt; Tables &gt; Payroll Types &gt; Payroll Dates &gt; Details of the Pay Period)</p> <p>If the Work Months on the Position Code on the Employee Work Assignment is set to <b>10</b> or <b>12</b>, the following calculations are used.</p> <table border="1" data-bbox="453 506 1166 813"> <thead> <tr> <th>Pay Frequency</th> <th>Calculation</th> </tr> </thead> <tbody> <tr> <td>Monthly</td> <td>12 - # of Fiscal YE Payout Periods</td> </tr> <tr> <td>Semi-Monthly</td> <td>24 - # of Fiscal YE Payout Periods</td> </tr> <tr> <td>Bi-Weekly</td> <td>26 - # of Fiscal YE Payout Periods</td> </tr> <tr> <td>Weekly</td> <td>52 - # of Fiscal YE Payout Periods</td> </tr> </tbody> </table> <p>Next, the Days per Year (Human Resources &gt; Personnel &gt; Personnel Master &gt; Work Assignment) are divided by the calculation in the previous table. This determines the number of service days per pay period. The value is multiplied by the number of pay periods within the dates selected on the extract editor.</p> <p>All Work Assignments are summed and report as long as they are not greater than the following maximums.</p> <table border="1" data-bbox="453 1099 1236 1440"> <thead> <tr> <th>Pay Frequency</th> <th>10 Work Months Max</th> <th>12 Work Months Max</th> </tr> </thead> <tbody> <tr> <td>Weekly</td> <td>25</td> <td>52</td> </tr> <tr> <td>Bi-Weekly</td> <td>30</td> <td>26</td> </tr> <tr> <td>Monthly</td> <td>22</td> <td>12</td> </tr> <tr> <td>Semi-Monthly</td> <td>22</td> <td>24</td> </tr> </tbody> </table>	Pay Frequency	Calculation	Monthly	12 - # of Fiscal YE Payout Periods	Semi-Monthly	24 - # of Fiscal YE Payout Periods	Bi-Weekly	26 - # of Fiscal YE Payout Periods	Weekly	52 - # of Fiscal YE Payout Periods	Pay Frequency	10 Work Months Max	12 Work Months Max	Weekly	25	52	Bi-Weekly	30	26	Monthly	22	12	Semi-Monthly	22	24
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## Report Editor

Field	Description
<b>Start Date</b>	The first day of the reporting range.
<b>End Date</b>	The last day of the reporting range.
<b>Pay Type</b>	The <a href="#">Pay Type</a> on which you want to report. Pay Types are set up in <i>Human Resources &gt; Payroll &gt; Process &gt; Pay Cycle &gt; Tables &gt; Payroll Types</i> .
<b>Report Code</b>	The Report Code is a code assigned by the retirement system. You must enter a number greater than 009 and less than 100.

Field	Description
<b># of Fiscal YE Payout Periods</b>	Campus uses the number you enter here to determine the employee's days of service if the employee does not have a time sheet record with hours indicated on it.
<b>Format</b>	<ul style="list-style-type: none"> <li>• Fixed Width (State Format)</li> <li>• PDF</li> <li>• CSV</li> </ul>

## Report Layout

Field	Logic	Format and Length	Campus Database	Campus Location
<b>Loc Code</b>	Code Assigned by the retirement system.	Numeric, 5 digits	HRDistrictRetirementInfo.organization	Human Resources > Administration > District Master > District Master > Employer Retirement Number (for ERS)
<b>Report Code</b>	Code Assigned by the retirement system. Must be greater than 009 and less than 100	Numeric, 3 digits	N/A	Human Resources > Reports > ERS Extract > Report Code
<b>Reported Date</b>	The End Date from the report parameters.	Date field, 10 characters  YYYY-MM-DD	N/A	Human Resources > Reports > ERS Extract > End Date

Field	Logic	Format and Length	Campus Database	Campus Location
<b>Reg #</b>	The employee's registration number.	Numeric, 8 digits	HRRetirement.accountNumber	Human Resources > Personnel > Personnel Master > HR General Information > Retirement Account Number
<b>SSN</b>	The employee's Social Security Number.	Numeric, 9 digits	Identity.ssn	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number
<b>CI</b>	First Letter of the employee's Last Name.	Alphanumeric, 1 character	Identity.lastName	Human Resources > Personnel > Personnel Master > HR General Information > Last Name
<b>Last Name</b>	The employee's last name and suffix.	Alphanumeric, 20 characters	Identity.lastName	Human Resources > Personnel > Personnel Master > HR General Information > Last Name and Suffix

Field	Logic	Format and Length	Campus Database	Campus Location
<b>First Name</b>	The employee's first name.	Alphanumeric, 20 characters	Identity.firstName	Human Resources > Personnel > Personnel Master > HR General Information > First Name
<b>Days of Service</b>	The number of days the employee worked. See the <a href="#">Days of Service Calculation</a> for more information.	Numeric, 10 digits	N/A	N/A
<b>Salary</b>	The Gross Salary for the month in the date report parameters.	Numeric, 10 digits	PayrollPaymentHistory.amountActual	Human Resources > Payroll > Employee
<b>Contribs</b>	The total amount of the employee's contributions.	Numeric, 10 digits	N/A	Human Resources > Payroll > Benefits > Benefit Codes Human Resources > Employee > Benefits Human Resources > Payroll > Process > Pay Cycle > Processes > Pay to Net

Field	Logic	Format and Length	Campus Database	Campus Location
<b>Loan</b>	The total amount of staff loan payments.	Numeric, 10 digits	N/A	Human Resources > Payroll > Benefits > Benefit Codes Human Resources > Employee > Benefits Human Resources > Payroll > Process > Pay Cycle > Processes > Pay to Net
<b>Arrears</b>	The total amount of staff arrears payments. This is the SUM of deductions with a Benefit Code of ERMA and ERVA.	Numeric, 10 digits	N/A	Human Resources > Payroll > Benefits > Benefit Codes Human Resources > Employee > Benefits Human Resources > Payroll > Process > Pay Cycle > Processes > Pay to Net
<b>Item #</b>	A 5-character number that identifies an employee. Campus uses the last 5 characters of their Primary Location Code.	Numeric, 5 digits	HREmploymentAssignment.primaryLocation	Human Resources > Personnel > Personnel Master > HR General Information > Primary Location

