

PAROCHIAL EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA

SPECIFICATIONS FOR MAGNETICALLY REPORTING RETIREMENT CONTRIBUTIONS

Diskettes of 3 ½" created using MS-DOS with one file name PERS.RPT

Location	Length	
1-10	10	Social Security Number, Right Justify, Numeric Characters only, NO SPECIAL CHARACTERS i.e.(-)
11-40	30	Employees' Name
41-49	9	Member Wages Amount for this reporting period. Right justify, No Negative amounts, No decimal point, no special characters i.e.(,.)
50-58	9	Member Contribution amount. Right justify, no negative amounts, no decimal point, no special characters i.e.(,.)
59-67	9	Employer Contribution amount. Right justify, no negative amounts, no decimal point, no special characters i.e.(,.)
68-69	2	Record Delimiter of carriage return & line feed, HEX OD-OA.

Also, remember that you will still need to submit a hard copy of the quarterly report along with the cover sheet.

REPORTING RETIREMENT CONTRIBUTIONS WHEN USING EXCEL

If you are currently running your quarterly contributions report using Excel, it will be very simple to submit your report in the desired manner. Simply follow the steps listed below.

1. Make sure your report is in the same format as the second page of the form we sent you.
For Example:

Social Security No.	Name of Employee	Total Earnings for Qtr.	Amt. of Ded.
000-00-0000	John Doe	3000.00	285.00

2. Save the report as **"TEXT(TAB DELIMITED)"** file on 3 ½" disk to submit.
- 3 **Also, remember that you will still need to submit a hard copy of the quarterly report along with the cover sheet.**

If you have any questions, please feel free to give Geraldine Ferguson a call at 225-928-1361.

Thank you.

