Termination / Salary Certification Upload File Definition

Uploaded file must be in Excel format (.xlsx or .xls). Uploaded file must have exact column names in the first line of the spreadsheet.

Column Name	Format / Values	Additional Validations
Employer #	Format: Numeric	
SSN	Format: Numeric	
Last Name	Format: String	Error message if the value entered in the Last Name column does not match the Last Name associated to the SSN.
First Name	Format: String	Error message if the value entered in the First Name column does not match the First Name associated to the SSN.
Employment Type	Values for Eligible Member: Regular, MCCS, Other Elected, Police-Fire, Volunteer Fire, Judges, Legislators Values for In-Eligible Member: Temporary, Substitute Teacher, Independent Contractor, Intermittent, Ineligible Elected, Ineligible CLS	Error message if the value in the Employment Type column is not valid.
Last Day of Employment	Format: Date (MM/DD/YYYY)	Error message if the value in the Termination Effective Date column does not meet the required format.
Termination Reason	Values: Death, Retirement, Ineligible for Membership, Separation of Employment	Error message if the value in the Termination Reason column is not valid.
Contract Payoff	Values: 'Y' or 'N'.	Error message if the value in the Contract Payoff column that is not 'Y' or 'N'.
Contract Payoff Amount	Format: Numeric, Currency	Error message if the value in the Contract Payoff Amount column does not meet the required format.

| First Day Worked in Current School Year | Format: Date (MM/DD/YYYY) | Error message if the value in the First Day Worked in Current School Year column does not meet the required format. |

Leave Upload File Definition

Uploaded file must be in Excel format (.xlsx or .xls). Uploaded file must have exact column names in the first line of the spreadsheet.

Column Name	Format / Values	Additional Validations
Employer #	Format: Numeric	
SSN	Format: Numeric	
Last Name	Format: String	Error message if the value entered in the Last Name column does not match the Last Name associated to the SSN.
First Name	Format: String	Error message if the value entered in the First Name column does not match the First Name associated to the SSN.
Employment Type	Values for Eligible Member: Regular, MCCS, Other Elected, Police-Fire, Volunteer Fire, Judges, Legislators Values for In-Eligible Member: Temporary, Substitute Teacher, Independent Contractor, Intermittent, Ineligible Elected, Ineligible CLS	Error message if the value in the Employment Type column is not valid.
Leave Type	Values: Leave without Pay, Legislative Leave, Military Leave (USERRA), Sabbatical Leave, Workers Comp	Error message if the value in the Leave Type column is not valid.

Leave Start Date	Format: Date (MM/DD/YYYY)	Error message if the value in the Leave Start Date column does not meet the required format.
Leave End Date	Format: Date (MM/DD/YYYY)	Error message if the value in the Leave End Date column does not meet the required format.

Promotion Report - Police-Fire Only Upload File Definition

Uploaded file must be in Excel format (.xlsx or .xls). Uploaded file must have exact column names in the first line of the spreadsheet.

Column Name	Format / Values	Additional Validations
Employer #	Format: Numeric	
SSN	Format: Numeric	
Last Name	Format: String	Error message if the value entered in the Last Name column does not match the Last Name associated to the SSN.
First Name	Format: String	Error message if the value entered in the First Name column does not match the First Name associated to the SSN.
Current Employment Type	Values for Eligible Member: Regular, MCCS, Other Elected, Police-Fire, Volunteer Fire, Judges, Legislators Values for In-Eligible Member: Temporary, Substitute Teacher, Independent Contractor, Intermittent, Ineligible Elected, Ineligible CLS	Error message if the value in the Employment Type column is not valid.
New Position Effective Date	Format: Date (MM/DD/YYYY)	Error message if the value in the Leave Start Date column does not meet the required format.

New Employment Type	Values for Eligible Member: Regular, MCCS, Other Elected, Police-Fire, Volunteer Fire, Judges, Legislators Values for In-Eligible Member: Temporary, Substitute Teacher, Independent Contractor, Intermittent, Ineligible Elected, Ineligible CLS	Error message if the value in the New Employment Type column is not valid.
New Full Time Equivalent	Values: Full-Time, Part-Time, Job Share	Error message if the value in the New Full Time Equivalent column is not valid.
New Position Code	Values: All active position codes associated to the employer.	Error message if the value in the New Position Code column is not valid.
New Critical Labor Shortage	Values: 'Y' or 'N'.	Error message if the value in the New Critical Labor Shortage column that is not 'Y' or 'N'.

Service Purchase Payment Upload File Definition

Uploaded file must be in Excel format (.xlsx or .xls). Uploaded file must have exact column names in the first line of the spreadsheet.

Column Name	Format / Values	Additional Validations
Employer #	Format: Numeric	
SSN	Format: Numeric	
Last Name	Format: String	Error message if the value entered in the Last Name column does not match the Last Name associated to the SSN.
First Name	Format: String	Error message if the value entered in the First Name column does not match the First Name associated to the SSN.
Agreement ID	Format: Numeric	Error message if the value in the Agreement ID column is not valid.
Payment Amount	Format: Numeric, Currency	Error message if the value in the Payment Amount column does not meet the required format.

Employer Reported Pay Period Upload File Definition

Uploaded file must be in Excel format (.xlsx or .xls). Uploaded file must have exact column names in the first line of the spreadsheet.

Column Name	Format / Values	Additional Validations
Pay Period Start Date	Format: Date (MM/DD/YYYY)	Reject file if any rows are missing a value for this column or if any of the values are not in the proper date format.
Pay Period End Date	Format: Date (MM/DD/YYYY)	Reject file if any rows are missing a value for this column or if any of the values are not in the proper date format.
Pay Date	Format: Date (MM/DD/YYYY)	Reject file if any rows are missing a value for this column or if any of the values are not in the proper date format.
Frequency	Values: Weekly, Bi-Weekly, Monthy, Semi-Monthly	Reject file if any rows are missing a valid value for this column.