Furlough Report Formatting Instructions

The following information provides the formatting instructions for the Furlough Report. The file must include the specific information listed below and must be submitted as an Excel or Text document. This information must be submitted monthly and will follow the same reporting dates and deadlines as the monthly contribution report.

Field #1: Last Name – Maximum field lenghth of 16 characters, upper case only.

Field #2: First Name – Maximum field length of 13 characters, upper case only.

Field #3: Social Security Number – Maximum field length of 9 characters, no dashes allowed between numbers, an SSN of 000-11-2222 would be entered as 000112222.

Field #4: Agency Number – Maximum field length of 3 characters, this is the three digit number that is assigned to each public employer by PERS.

Field #5: Report Month/Year – Maximum field length of 6 characters, no punctuation. Example: The July 2010 report should be entered as 072010.

Field #6: Report Begin Date – Maximum field length of 8 characters, no punctuation. Example: A begin date of June 9, 2009 should be entered as 06092009.

Field #7: Report End Date – Minimum field length of 8 characters, no punctuation.
Example: An end date of July 25, 2009 should be entered as 07252009.

Field #8: Date of Birth – Maximum field length of 8 characters, no slashes between numbers, and a leading zero must be added to birth months or birth days that are less than 10. Example: A date of birth of 6/5/1970 must be entered as 06051970.

Field #9: Furlough Leave Days – Maximum field length of 4 characters, no punctuation. Example: 4.5 hours would be entered as 450, 8 hours would be entered as 800. If you are submitting a text file, there must be a leading zero (this is not required for Excel files). Example: 8 hours would be entered as 0800.

The Furlough Report file must follow a specific 10 character naming convention which begins with the letter "F", the three digit agency number assigned by PERS, the month, and the four digit year. Example: Agency number 999 is reporting their July 2010 furlough report. The report file must be submitted as F999072010. Excel files must include the file extension of .xls in the file name (example: F999072010.xls) and Text files must include the file extension of .txt in the file name (example: F999072010.txt).