



Department of Technology,  
Management & Budget

# Detail 4 – DC Contributions File Layout

Effective December 1, 2012

Field Name	Format	Length	Position	Required Field	Explanation
Section Identifier - DTL4	X(4)	4	1-4	Y	This field is used to identify the type of section the record represents. For the DC contribution section, "DTL4" should be used.
SSN	9(9)	9	5-13	Y	The member's current social security number. This field will also be used to report a corrected SSN for a member whose SSN has changed.
Last Name	X(30)	30	14-43	Y	The member's last name.
First Name	X(20)	20	44-63	Y	The member's first name.
Middle Name	X(20)	20	64-83	N	The member's middle name or initial. If you do not provide a middle name, fill with 20 spaces.
Begin Date	9(8)	8	84-91	Y	Begin date of reporting period (or first day member was paid for in the reporting period being submitted).
End Date	9(8)	8	92-99	Y	End date of the reporting period (or last day member was paid for in the reporting period being submitted).
DC Record Type	9(2)	2	100-101	Y	The record type of the Detail 4 record being reported. The possible values are 01=Original DC Record, 05=Positive DC Adjustment, 06=Negative DC Adjustment
Gross Wages	9(7)v99	9	102-110	Y	Member's gross wages.
Member DC Contributions	9(7)v99	9	111-119	Y	Dollar amount of member's DC contributions to the DC saving plan or DC 401(k).
Member DC Percent (%)	9(3)v99	5	120-124	Y	Percentage of member's wages allocated as DC contributions.
Employer DC Contributions	9(7)v99	9	125-133	Y	Dollar amount of employer's DC contributions.
Employer DC Match Percent (%)	9(3)v99	5	134-138	Y	Percentage of employer match allocated to member's DC contributions.
Status Change Date	9(8)	8	139-146	Y	Date of change must be populated if member status has changed. If no status change, fill with 8 zeroes.
Status Change Reason Code	9(2)	2	147-148	Y	Transaction code for the status change must be populated if the member status has changed. The possible values are 01=Retired, 02=Terminated/separated, 03=Disability retirement, 04=Death, 05=Laid off, 06=Leave of absence. If no status change code to report, fill with 2 zeroes.

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Member PHF Contributions	9(7)v99	9	149-157	Y	Dollar amount of member's DC PHF contributions.
Member PHF Percent (%)	9(3)v99	5	158-162	Y	Percentage of member's wages allocated as DC PHF contributions.
Employer PHF Contributions	9(7)v99	9	163-171	Y	Dollar amount of employer's match of the employee's DC PHF contributions.
Employer PHF Match Percent (%)	9(3)v99	5	172-176	Y	Percentage of employer's match of the employee's DC PHF contributions.
Filler	x(204)	204	177-380	Optional	