# Professional Services Leave Data Input File Specifications

**Population**

Provide data on all employees who were on professional services leave or professional services released time between July 1, 2017 and June 30, 2021.

**Document Format**

The input file from each reporting unit should be provided to ORS in the form of an ASCII-encoded, tab-delimited text (.txt) file. The first record in the file MUST contain the tab-delimited field names exactly as written under the Field Specifications.

**Data Requirements**

For each employee who was on professional services leave or professional released time, between July 1, 2017 and June 30, 2021, please provide the information indicated below under Field Specifications. If an employee was on professional services leave or professional released time for multiple pay periods, each pay period should be included as a separate row. Please see the included PSL Data Template for an example. Pay period PSL wages should be provided according to when the professional services leave, or professional services released time wages were paid and not when they were earned.

**Field Specifications**

|  |  |
| --- | --- |
| **Data field** | **Format** |
| RU Number | 5 characters, numeric only, must be the same on every record in a file |
| SSN | 9 characters, numeric only |
| first name | 20 characters, no tabs |
| last name | 30 characters, no tabs |
| pay period begin date | 10 characters including slash-delimiters: MM/DD/YYYY |
| pay period end date | 10 characters including slash-delimiters: MM/DD/YYYY |
| pay period PSL wages | numeric only, explicit decimal. Example: 100.00 |

**If creating file in Excel**

1. Open the file in Excel.
2. Populate your data by adding them to the appropriate columns (Note: Be careful to include the column headers).
3. Once all your data is populated and in the proper format; Go to ***File – Save As***
4. Change the filename to include your district code and the date you are transmitting it to ORS (MM-DD-YYYY), then select the Text (tab-delimited) (\*.txt) from the ***Save as type*** drop-down below.

**Sending the file**

Once the file is completed, please upload to the File Transfer Service (FTS) at <https://dxgweb.state.mi.us>, Recipient: DMBORSER. Class ID: PSLAUD. Transfer mode: Binary. This should be sent separate from the Professional Services Leave Certification form. Please do not submit these files via email.