**Interface:** MISC Higher Ed Payroll Issue File (Higher Ed version)

**Interface Type:** Inbound

**Frequency:** Daily, as needed

**Interface Description:**

Receive payroll warrant information from institutions as needed each day. A file will be submitted by each institution for each payroll that is to be processed through OST. Institutions will load the file into the State’s PeopleSoft system for claim validation prior to OMES release of the file to OST. OMES will run a process to combine all files submitted for the day into one file and create one header and trailer record for OST.

**General Rules:**

* Each file shall only contain records for one payroll claim for one agency.
* All fields are required unless stated otherwise.
* Alpha fields are left justified. Unused positions are filled with spaces.
* Numeric fields are right justified. Unused positions are filled with zeros.

**Location:** The file will be transmitted by institutions to the USS area of the OMES mainframe prior to loading into PeopleSoft –OR– it can be loaded directly from a workstation that is signed in to PeopleSoft.

Filename: [replace with current USS path/file name pattern)

Record length: 500

**File Layout:**

| **Header Record** | | | | |
| --- | --- | --- | --- | --- |
| DESCRIPTION | TYPE | POSITION | LEN | VALUE / DESCRIPTION |
| 1. Agency Account Number | Numeric | 1 - 7 | 7 | ‘0000000' |
| 2. Agency Number | Numeric | 8 - 10 | 3 | 3-digit agency number |
| 3. File Creation Date | Numeric | 11 – 18 | 8 | YYYYMMDD |
| 4. File Creation Time | Numeric | 19 - 24 | 6 | HHMMSS |
| 5. File Load Name | Alpha | 25 – 32 | 8 | ‘500MIXXX’ where XXX=3-digit agency number |
| 6. Record Type | Alpha | 33 - 38 | 6 | ‘HEADER’ |
| 7. Claim Number | Numeric | 39 - 48 | 10 | Must be the Payroll Fund Transfer (PFT) number used to fund this payroll.  *(this will have 2 more leading zeros.)* |
| 8. Filler | Alpha | 49 - 500 | 452 | Not used. |

| **Detail Record** | | | | |
| --- | --- | --- | --- | --- |
| DESCRIPTION | TYPE | POSITION | LEN | VALUE / DESCRIPTION |
| 1. Key 2. **OST Account Number**   (i). Warrant Type  (ii). Fund Number  (iii). Agency Number   1. **Effective Date** 2. **Warrant Number**   (i). Warrant Code  (ii). Warrant Seq Nbr | GROUP  Numeric  Numeric  Numeric  Numeric  GROUP  Numeric  Numeric | **(1 – 7)**  1 - 1  2 - 4  5 - 7  8 - 13  **(14 – 22)**  14  15 - 22 | 7  1  3  3  6  9  1  8 | This is a 7 position group field. It consists of the next 3 fields.  Value ‘7’  3-digit fund number ‘789’  3-digit agency number  YYMMDD (Payment Date of Payroll)  This is a 9 position group field. It consists of the next 2 fields.  Value ‘2’ (HiEd payroll identifier)  Normal warrant number |
| 2. Amount | Numeric | 23 - 33 | 11 | Net pay amount  9(9)v99  Must be greater than zero |
| 3. Payee Name | Alpha | 34 – 78 | 45 | Payee Name |
| 4. Payee Address Line 1 | Alpha | 79 – 123 | 45 | Payee Address Line 1 |
| 5. Payee Address Line2 | Alpha | 124 – 168 | 45 | Payee Address Line 2 |
| 6. Payee City | Alpha | 169 – 203 | 35 | Payee City |
| 7. Payee State | Alpha | 204 – 205 | 2 | State code |
| 8. Payee Zip | Alpha | 206 – 215 | 10 | Zip Code format = 99999-9999 |
| 9. Pay Type | Alpha | 216 – 216 | 1 | See Table 1 |
| 10. Participant ID/Employee ID | Alpha | 217 – 231 | 15 | Either participant ID or Employee ID |
| 11. Class ID | Alpha | 232 – 234 | 3 | OST assigns a specific Class ID to each agency. |
| 12. Transit Number | Numeric | 235 – 243 | 9 | Required for Pay Type A  Else, it is not used |
| 13. Bank Account number | Alpha | 244 – 260 | 17 | Required for Pay Type A  Else, it is not used |
| 14. Checking/Savings Flag | Alpha | 261 – 261 | 1 | Required for Pay Type A  Else, it is not used  ‘C’ For Checking  ‘S’ For Savings |
| 15. Originating Agency Number | Numeric | 262 – 264 | 3 | 3-digit agency number |
| 16. Filler | Numeric | 265 – 266 | 2 | ‘00’ |
| 17. Record ID | Alpha | 267 – 267 | 1 | ‘1' |
| 18. Invoice ID | Alpha | 268 – 297 | 30 | Claim number with record number (1510007\_1, 1510007\_2, 1510007\_3…) |
| 19. Invoice Date | Alpha | 298 – 305 | 8 | YYYYMMDD  Payment Date of Payroll |
| 20. Filler | Alpha | 306 - 307 | 2 | Not used. |
| 21. Invoice Amount | Numeric | 308 – 318 | 11 | Net pay amount  9(9)v99  Same value as Field 2 – Amount |
| 22A. INVOICE MESSAGE | GROUP | **(319 – 388)** | 70 | Optional  This is a 70 position group field. It consists of the next 3 fields.  They are only used for paper warrants  ( i.e. when Pay Type = P) |
| 22. Voucher Desc | Alpha | 319 – 325 | 7 | Optional. Usable when Pay Type = P. |
| 23. Voucher ID | Alpha | 326 – 334 | 9 | Optional. Usable when Pay Type = P. |
| 24 Voucher Description | Alpha | 335 - 388 | 54 | Optional. Usable when Pay Type = P. |
| 25. Claim Number | Numeric | 389 – 398 | 10 | Must be the Payroll Fund Transfer (PFT) number used to fund this payroll.  *(this will have 2 more leading zeros.)*  Same value as Header Record Field 7 – Claim Number. |
| 26. Country Code | Alpha | 399 – 401 | 3 | If Pay Type = P, then  this is required for non-US addresses. |
| 27. Country Name | Alpha | 402 – 446 | 45 | If Pay Type = P, then  this is required for non-US addresses. |
| 28. Location (warrant sequence number) | Alpha | 447 – 456 | 10 | Not used. |
| 29. Class PCD Addenda Number | Alpha | 457 – 472 | 16 | Not used. |
| 30. RTGS Bank Line | Numeric | 473 – 478 | 6 | Not used. |
| 31. Filler | Alpha | 479 – 500 | 22 | Not used. |

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| **Table 1 - Pay Type Values** |
| A = EFT item, uses the bank account number sent with the record to create the EFT and add or update database account information for the participant.  E = EFT item, does not use the bank account info in the transaction. It ONLY uses the participant’s bank account from the OST database to create EFT.  P = Paper Warrant item. |

| **Trailer Record** | | | | |
| --- | --- | --- | --- | --- |
| DESCRIPTION | TYPE | POSITION | LEN | VALUE / DESCRIPTION |
| 1. Account Number | Numeric | 1 - 7 | 7 | **‘**9999999**’** |
| 2. Effective Date | Numeric | 8 - 13 | 6 | YYMMDD  Same value as Header Record Field 3 – File Creation Date. |
| 3. Total Number Warrants | Numeric | 14 - 22 | 9 | Total number of warrants in the file, not the total number of detail records. |
| 4. Total Dollar Amount | Numeric | 23 - 33 | 11 | Total dollar amount of the warrants in the file.  9(9)V99 |
| 5. Filler | Alpha | 34 - 500 | 467 | Not used. |