

Gemini Project

Supplemental Savings Plan Employer Reporting File Format

Version 2.00

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Teachers' Retirement System of the State of Illinois



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Introduction

TRS has replaced its current in-house pension administration software and the associated online reporting and employer access with a solution called Gemini. Gemini facilitates outreach to TRS employers and provides an interactive user experience, that increases self-service with secure, efficient access to reliable, accurate data. As part of this effort, legislative requirements called for implementing a defined contribution plan which is called the TRS Supplemental Savings Plan (SSP).

This document is specifically for reporting contributions for the TRS Supplemental Savings Plan. The document for reporting traditional contributions and service for the TRS Defined Benefit (DB) Plan can be found at <https://www.trsil.org/employers/Gemini/Resources>.

Purpose & Scope

This document provides the technical format and data requirements which are to be included in the Employer Reporting File layout. The file layout includes individual specifications for header, footer, and detail records that will be contained within the file. Additionally, the document includes a definition of key terminology used in the Employer Reporting File layout, general business rules pertaining to the file format, the fixed length of the file format as well as the details of the layout, fields and key rules for each individual data field. This document is specifically tailored to reporting contributions for the TRS Supplemental Savings Plan. However, the layout itself and the definitions of which fields belong where is the same between Defined Benefit reporting and Supplemental Savings Plan reporting. The decision was made to split them into two separate documents to provide greater clarity on when a field might have different expectations or definitions between DB and SSP reporting.

NOTICE: Accuracy and timeliness in reporting and payment is vital. TRS's effectiveness in SSP administration rests largely on the reports provided by employers. By submitting your information using the format prescribed below, you are certifying the accuracy of the data. Although every effort has been made to ensure that the contents of this publication fully comply with the Illinois Pension Code (40 ILCS 5/16) and the Illinois Administrative Code (80IL Adm Code), this document does not have the authority to bind the System to any action contrary to law. Laws are subject to change. TRS is not responsible for any advice and/or guidance regarding any TRS matter received from a non-TRS source. Any TRS member or employer who relies upon non-TRS advice and/or guidance does so at his, her, or its risk. To be safe, advice and/or guidance from non-TRS sources should be confirmed with TRS. Please remember, the application of TRS laws and rules and the federal statutes and regulations governing TRS can be quite complicated and not fully understood nor appreciated by those who do not deal with TRS matters on a daily basis.

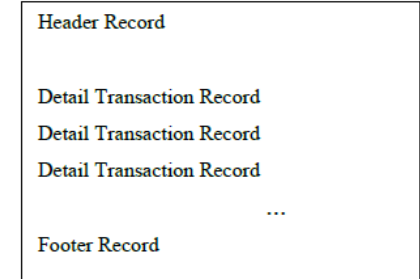
Key Terminology

Terminology	Description	Example(s)
Report Date	A Report Date represents the period for which the employer is submitting a payroll report	<ul style="list-style-type: none"> The Report Date that an employer will use will vary based upon their payroll frequency. Employers must submit reports every pay period for the SSP. Further information and examples for Report Date can be found under General Rule #6
Report Type	The Report Type indicates whether the report contains defined benefit information or Supplemental Savings Plan information	<ul style="list-style-type: none"> An employer will include separate reports as part of their file if they have both defined benefit and defined contribution information to report. The report type will indicate whether the information being reported in the detail records below is for DB or SSP purposes
Contribution Category	Contribution Category is a field within the file layout which is used to “organize” members into different TRS contribution categories. Each member reported to TRS must belong to a Contribution Category which will be used to validate the contribution amounts. There are six different Contribution Categories available to members participating in the Supplemental Savings Plan.	<ul style="list-style-type: none"> Depending on the member’s choices, there are six different SSP Contribution Categories that can be used for reporting: SSP Pretax, SSP Pretax Catch-Up, SSP Pretax Special Catch-Up, SSP Roth, SSP Roth Catch-Up, and SSP Roth Special Catch-Up
Compensation	The Earnings field has been renamed ‘Compensation’ for SSP reporting to provide greater clarity between the expected reporting for this field between Defined Benefit and SSP reports.	<ul style="list-style-type: none"> The SSP will allow members to elect their Contribution as a percentage in addition to the option to select a flat dollar amount. In order to ensure that the correct amount is being contributed for a member who has elected a percentage, we must define a standard across employers of what should be considered valid Compensation from which to withhold the percentage Contribution. The detailed definition of compensation can be found at Supplemental Savings Plan Compensation Definition Teachers' Retirement System of the State of Illinois (trsil.org)

Terminology	Description	Example(s)
Adjustments	Adjustments are identified as transactions submitted to rectify information previously submitted. The Pay Period Begin and End Dates will indicate the payroll to which the correction is to be applied. Corrections to dollar amount fields must be submitted as the difference between the original amount and the adjusted amount. Corrections to all other fields (including numeric non-currency fields like Days Paid) should be submitted as the new correct value, not a difference.	<ul style="list-style-type: none"> • Please contact the TRS Deferred Compensation Department prior to making an adjustment for guidance at employers@trsil.org or (888)678-3675. • An employer who submitted a report for a member with incorrect information may correct the transaction in a subsequent report. The correction must include Pay Period Begin and End Dates that match the Pay Period Begin and End Dates of the original transaction • Adjustments for SSP contributions are allowed, however given the nature of the SSP related to IRS requirements for 457(b) plans, employers may also choose to simply correct any issues with SSP Contributions from a previous payroll by withholding more or less as needed from a subsequent payroll. These altered Contributions can be reported as part of the subsequent payroll and are not required to be dated as Adjustments like they would be for Defined Benefit reporting. Users will receive a Warning when the reported Contributions do not match the member's elected deferral amount, but this can be certified to still progress forward. • Note that employers may be required to pay for any participant investment losses as a result of errors in reporting by the employer. Losses will currently be invoiced outside of the Gemini system but could result due to an adjustment.

General Rules – Employer File Layout

1. Gemini requires all enrollment and contribution data to be submitted for processing in the new Gemini Contribution File format. The Gemini Contribution File Layout is only supported in a fixed-length format.
2. Employers must report Demographic, Employment and Contribution information for employees enrolled in the SSP to TRS in the manner prescribed in this record layout. The file layout below is a comprehensive list of fields for all the information which is needed by TRS for per-pay period reporting.
3. Employers are required to report per-pay period for the SSP. For example, the employer must report separate files for each pay period based upon the payroll schedule they submitted to TRS at the beginning of the fiscal year. It is important for Employers to report SSP contributions timely and accurately so member SSP contributions are invested timely and accurately.
4. Employers can submit their files via TRS’s Employer Portal. The file size must be smaller than 20MB in order to upload via the website. Employers also will have the option of entering their payroll information directly through the Employer Portal.
5. All records in a file will be processed sequentially by Gemini. They must be submitted in the following order: (Illustrated below)
 - Header Record – This will include information such as Employer, Report Date, Report Type, etc. There should be only one header row for the combination of Employer and Report Type, and Report Date in the file.
 - Detail Transaction Record(s) – The details follow the header row. Details should include demographic, enrollment and contribution data for all members being reported for the specific Employer and Report Type combination.
 - Footer Record – The footer record will provide totals and employer contributions for the data reported. There must be only one footer row for the combination of Employer and Report Type, and Report Date in the file.



6. Each Report (Header-Detail-Footer) must be a unique combination of TRS Code, Report Date, and Report Type. The chart below explains how the Report Date differentiating each report will vary based on the employer’s payroll frequency.

Payroll Frequency	Reporting Frequency	Report Date	Example(s)
Monthly	Monthly	First of the month	For the payroll run in December of 2021 the Report Date would be 12012021.
Semi-Monthly	Semi-Monthly	Pay date for each payroll	Members are paid twice a month on the 15 th and the last day of the month. For November of 2021 the Report Dates would be 11152021 and 11302021.
Bi-Weekly	Bi-Weekly	Pay date for each payroll	Members are paid every other Friday. For May of 2022 the Report Dates would be 05012022, 05152022, and 05292022.
Weekly	Weekly	Pay date for each payroll	Members are paid every Wednesday. For August of 2021, Report Dates would be 08072021, 08142021, 08212021, and 08282021.
Multiple	Each pay period	Pay date for each payroll	Some members are paid bi-weekly (every other Friday) and others are paid semi-monthly (15 th and end of the month). For November of 2021, Report Dates for the bi-weekly payrolls would be 11062021 and 11202021. Report Dates for the semi-monthly payrolls would be 11152021 and 11302021.

7. Files that are improperly formatted or contain invalid data (e.g., text data in numeric field) cannot be processed. TRS will reject the file and require the employer to resubmit the file in the correct format with valid data.
8. Certain fields are optional if TRS can process the record without the field being populated by the employer. Optional fields must be reported with spaces if no data is reported for alphanumeric fields or as all zeros (with any properly placed decimal points applicable to that field) for numeric fields.
9. Certain fields are conditional, meaning that if one field is populated for the record, another field will also be required.
10. If certain fields are required, TRS will not be able to process the record if those required fields are not reported or if they are reported incorrectly. (Note: Whether a field is Optional (O), Conditional (C), Required (R) is indicated in the column called O/C/R in the field description below.)
11. Name and address changes for existing members must be reported electronically by Employers through DB reporting. Gemini will update the information in the member’s TRS record when a change is detected between the existing member’s information and the reported data from the employer. The member’s email address will only be updated if they do not have one on file with TRS to avoid issues with multiple employers or members who want TRS to use their personal email address. Changes to demographic data for existing members cannot be reported through a SSP report.
12. All alphanumeric fields must be left-justified and right-filled with spaces.

13. Numeric (amount, hours etc.) fields such as Contributions must be zero-filled, right-justified, use two decimal positions (unless otherwise specified in the individual field), and include a decimal point. For example, if the member's contribution is \$143.75, then 000143.75 must be placed in the Contributions field. In addition, if the member contribution is a whole dollar amount, such as \$143.00, then 000143.00 must be placed in Contributions.
14. Employer Defined Contributions is a required field in the SSP reports; however, it should be filled with \$0.00 if the employer is not making Employer Defined Contributions on the member's behalf.
15. Do not include the (+/-) sign in an amount field. A separate corresponding sign field exists for every amount field in the detail record format.
16. The Gemini system will perform various validations on the data reported by Employers to determine if the amounts can be posted to individual member accounts. When certain discrepancies are found the system will assign an error code requiring the Employers to resolve the errors prior to the information being accepted by TRS.
17. Adjustments to previously reported data which affect contributions must be submitted in the file as the difference between the original amount and the adjusted amount. Changes can also be made using the Employer Portal.
18. Employers / File Providers may report multiple combinations of Employer, Report Type, and Report Date in one file. Each combination must be separated out into a unique Header – Detail – Footer. For example, an employer who has members who participate in a TRS associated Defined Contribution plan can report the details related to those members in different reports within the same file (differentiated by Report Type). The file must contain multiple sets (Header – Detail – Footer) for each combination; one Header – Detail – Footer for all Defined Benefit Details for their members and another Header – Detail – Footer containing the Defined Contribution details for their members who participate.
19. Employer Contribution files being submitted electronically must be named as follows: 'yyymmddXXXAAAAAAAA_OptionalSuffix' or yyymmdd-XXX-AAAAAAAA_OptionalSuffix
 - The file name must include a date which would generally be the creation date of the file but there are no restrictions as long as it is a valid date in the yyymmdd format.
 - XXX in the file name should be a numeric value (Ex. 001) which will make the file name unique for each submission. If the file is submitted to TRS multiple times during the same day, this number will allow the file name to be unique.
 - The AAAAAAA is the TRS Code that is set at seven digits in length. Each Employer or File Provider (employer that reports for multiple Employers) is assigned a TRS Code which must be included in the name of the file.
 - Optionally, dashes can be used as separators between the date, submission number, and TRS to make the name more readable
 - After the TRS Code and optional suffix can be added with a preceding underscore to add any notation needed for the employer. TRS will ignore this suffix.
 - For example, the file name for the November 2021 Payroll Report which is uploaded by 084-1860 – Springfield School District 186 on November 16th, 2021 must be named '202111160010841860.txt' or '20211116-001-0841860_NovemberPayroll1.txt'.

Supplemental Savings Plan Rules

1. Employers must adopt and sign the SSP Participation Agreement before eligible employees will be allowed to contribute to the Supplemental Savings Plan.
2. Non-governmental employers are not eligible for participation in the SSP per IRC 457(b). TRS-covered employers that would be considered “non-governmental” would be labor organizations and associations.
3. Only Full Time or Part-Time Contractual members working in TRS-covered positions at eligible employers are eligible to participate in the Supplemental Savings Plan.
4. SSP Contributions must be reported promptly and employers will be required to pay for losses as a result of contributions not remitted in a timely manner.
5. SSP deferral elections must be processed by the employer on the first available payroll with a Pay Period Begin Date after the contribution effective date provided on the SSP Deferrals Report.
6. Deferrals/deductions should not be initiated, changed, or discontinued for an employee unless indicated on the Supplemental Savings Plan Deferrals Report provided by TRS whenever changes, new enrollments, or cancellations have been received from the third-party administrator.
7. Members cannot simultaneously contribute to either SSP Pretax Catch-Up or SSP Roth Catch-Up with either SSP Pretax Special Catch-Up or SSP Roth Special Catch-Up. Employer Defined Contributions are only permitted under the SSP Pretax Contribution Category.
8. For SSP Special Catch-Up and SSP Roth Special Catch-Up, 60 will be considered normal retirement age for Tier 1 members, 67 for Tier 2 members.
9. For eligible employees on a paid Leave of Absence, SSP deferral should continue to the extent to which compensation continues.

Header Record Format

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Length				
Record Type	R	1	1	1	Field that designates this as a header, detail, or footer record	A	H = Header	<ul style="list-style-type: none"> This field must contain a value of H since this is a header record.
Report Type	R	2	3	2	Indicates the grouping of data on Defined Benefit vs. SSP	N	01 = Defined Benefit 02 = Supplemental Savings Plan	<ul style="list-style-type: none"> Separate reports must be submitted for each report type.
Format Version	R	4	6	3	Indicates which file layout format the employer is using	N	001	<ul style="list-style-type: none"> This field must contain a value of 001, the only accepted format as of 6/15/2022
TRS Code	R	7	13	7	A unique number that identifies the employer	N		<ul style="list-style-type: none"> A unique number assigned by TRS that identifies the employer. This number is fixed at seven digits. The first three characters are based upon the county the employer is located in. The last four are based on the employer's school district number.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Length				
Report Date	R	14	21	8	Represents the year, month and day of the contribution report being submitted.	N	MMDDYYYY Example: November 15, 2021 would be reported as 11152021	<ul style="list-style-type: none"> • A Report Date is the period for which the employer is submitting the contribution report. This will coincide with the pay dates provided by the employer to TRS during the beginning of the fiscal year when payroll schedules are reported through the Employer Portal. • If reporting each payroll separately, the Report Date should be the pay date of the payroll being reported.
File Creation Date	R	22	29	8	Date the submitted file was created	N	MMDDYYYY Example: November 27, 2021 would be reported as 11272021	<ul style="list-style-type: none"> • This date should not be modified based upon payroll frequency. It must strictly be the date the file was created.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Length				
Report Fiscal Year	R	30	37	8	Fiscal Year to which this report applies.	N	YYYYYYYYY Example: A report that is for fiscal year 2021-2022 would be reported as 20212022	<ul style="list-style-type: none"> • Must be a valid fiscal year, <i>i.e.</i>, two consecutive years. • The report can still contain Adjustment detail records for a different fiscal year. All non-Adjustment details in the report should match this fiscal year

*O/C/R = Optional/Conditional/Required

Detail Record Format

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Record Type	R	1	1	1	Field that designates this as a header, detail, or footer record	A	D = Detail	<ul style="list-style-type: none"> This field must contain a value of D since this is a detail record.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
SSN	R	2	10	9	Represents the Social Security Number of member being reported	N	000000000 – 899999999 Per the Social Security Administration, the following combinations are not used in valid SSNs: First Three Digits: 000,666, or 900-999 Middle Two Digits: 00 Last Four Digits: 0000	<ul style="list-style-type: none"> Employers must report a valid SSN for all members, as shown on the member's Social Security card. SSNs reported with invalid combinations will result in the transaction receiving an error status, which can delay contributions and service being posted to the member's account. Incorrect SSNs may result in contributions posting to the wrong member's account. SSN will not be considered valid if it is reported as the same digit repeated (ex. 111111111).
Prefix	O	11	13	3	Represents the prefix of the member's name	A	MR = Mr. MRS = Mrs. MS = Miss MZ = Ms. DR = Doctor SR = Sister FR = Father	<ul style="list-style-type: none"> This field must be left justified filled with spaces to the right. If no data is reported, fill with spaces.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
First Name	R	14	63	50	Represents the member's first name	A	A-Z a-z Space Dash or hyphen Period Apostrophe	<ul style="list-style-type: none"> This field must reflect the member's legal name as maintained on the member's employment record. This field must be left justified filled with spaces to the right.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Middle Name	O	64	113	50	Represents the member's middle name(s)	A	A-Z a-z Space Dash or hyphen Period Apostrophe	<ul style="list-style-type: none"> • This field must reflect the member's legal name as maintained on the member's employment record. • This field must be left justified filled with spaces to the right. • If reporting only a middle initial, do not include a period on the end. • If no data is reported, fill with spaces.
Last Name	R	114	163	50	Represents the member's last name(s)	A	A-Z a-z Space Dash or hyphen Period Apostrophe	<ul style="list-style-type: none"> • This field must reflect the member's legal name as maintained on the member's employment record. • This field must be left justified filled with spaces to the right.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Suffix	O	164	166	3	Represents the suffix of the member's name	A	JR = Junior SR = Senior I = First II = Second III = Third IV = Fourth V = Fifth VI = Sixth ESQ = Esquire PHD = Ph.D	<ul style="list-style-type: none"> If no data is reported, fill with spaces. This field must be left justified filled with spaces to the right.
Gender	R	167	168	2	Represents the member's gender	N	01 = Female 02 = Male	
Date of Birth	R	169	176	8	Represents the member's date of birth	N	MMDDYYYY Example: April 27, 1948 would be reported as 04271948	<ul style="list-style-type: none"> A member's birth date is required to enroll new members and for all records going forward. A blank or 00000000 will result in an error.
Pay Period Begin Date	R	177	184	8	Represents the date the pay period began	N	MMDDYYYY Example: November 15, 2021 would be reported as 11152021	<ul style="list-style-type: none"> This date must match the payroll schedule that was submitted at the beginning of the fiscal year. If payroll is supplemental, Pay Period Dates should still be reflective of the payroll schedule.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Pay Period End Date	R	185	192	8	Represents the date the pay period ended	N	MMDDYYYY Example: November 30, 2021 would be reported as 11302021	<ul style="list-style-type: none"> This date must match the payroll schedule that was submitted at the beginning of the fiscal year. If payroll is supplemental, Pay Period Dates should still be reflective of the payroll schedule.
Pay Date	R	193	200	8	Represents the actual date of payment for the pay period	N	MMDDYYYY Example: November 30, 2021 would be reported as 11302021	<ul style="list-style-type: none"> This date must match the Payroll Schedule that was submitted at the beginning of the fiscal year and should reflect the date employees are paid.
Payroll Frequency	R	201	202	2	Represents how frequently the member is paid	N	01 = Monthly 02 = Semi-monthly 03 = Bi-weekly 04 = Weekly	<ul style="list-style-type: none"> This value must correspond to the member's pay schedule. This will allow TRS to validate the dates each member is being paid, even if an employer has different payment frequencies for different members.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Employment Begin Date	R	203	210	8	First day physically at work in a TRS-covered position	N	MMDDYYYY Example: November 15, 2021 would be reported as 11152021	<ul style="list-style-type: none"> • This date must be reported for all employees including new hires and rehires. • This date should be the same one being reported on Defined Benefit reports for the member, but it will not be subject to the same level of scrutiny on SSP reports.
Employment End Date	O	211	218	8	Last day paid for a terminated member (inclusive of all used vacation, sick, and personal leave days)	N	MMDDYYYY Example: November 15, 2021 would be reported as 11152021	<ul style="list-style-type: none"> • This date can be reported for members who will no longer be employed by the district but it is not required for SSP reports. • If no data is reported, fill with all zeros or all spaces

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Employment End Reason	O	219	220	2	Reason for end of current employment	N	01 = Terminated 02 = Death	<ul style="list-style-type: none"> This field can be reported for members with an Employment End Date but it is not required for SSP reports. Terminated is used for any reason for leaving besides death (terminated, resigned, RIFed, separated, etc.). If no data is reported, fill with spaces.
Employment Type	R	221	221	1	Type of employment based upon TRS definitions	A	F = Full Time P = Part-Time Contractual S = Substitute H = Part-Time Non-Contractual (Hourly) E = Extra-Duty	<ul style="list-style-type: none"> This field should match what is reported for the member on Defined Benefit reports but its sole purpose on SSP reports is to match the record to the appropriate Payroll Schedule.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Job Category	R	222	223	2	Represents to what category the member's position belongs	N	01 = Teacher 02 = Administrator 03 = Medical/Counseling	<ul style="list-style-type: none"> This field should match what is reported for the member on Defined Benefit reports but its sole purpose on SSP reports is to match the record to the appropriate Payroll Schedule.
Contract Days	O	224	226	3	Number of days in the school term or the member's employment agreement, whichever is greater	N	180-265 or 000	<ul style="list-style-type: none"> This field should match what is reported for the member on Defined Benefit reports but can also be left as '000' for SSP reports.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Contribution Category	R	227	228	2	Represents the SSP contribution type elected by the member	N	03 = SSP Pretax 04 = SSP Pretax Catch-Up 05 = SSP Pretax Special Catch-Up 06 = SSP Roth 07 = SSP Roth Catch-Up 08 = SSP Roth Special Catch-Up	<ul style="list-style-type: none"> • The appropriate Contribution Category for a member will be indicated on the SSP Deferrals Report available on the Gemini Employer Portal. • A member may participate in more than one category at a time. If so, each contribution would be reported on a separate record with the appropriate Contribution Category. • If a member has an elected SSP Pretax (03) contribution on the SSP Deferrals Report and also has Employer Defined Contributions (can only be 03), these can be combined on one record with the SSP Pretax Contribution Category.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
FTE Percentage	O	229	231	3	Whole number percentage of the Full Time Equivalent salary the member is receiving	N	010-100 or 000 Example: A member receiving 50% of their Full Time Equivalent salary would be reported as 050	<ul style="list-style-type: none"> This field should match what is reported for the member on Defined Benefit reports but can also be left as '000' for SSP reports.
Full Annual Rate	O	232	240	9	Full rate member is expected to receive for the full year	N	000000.00 – 999999.99 Example A: A member whose base salary rate for the year is \$100,000 and who does not have any portion of their TRS contributions paid by their employer would be reported as 100000.00 Example B: A member whose base salary rate for the year is \$90,000 and whose employer pays the full 9% factor of their TRS contributions would be reported as 098901.09 (90,000 x 1.098901)	<ul style="list-style-type: none"> This field should match what is reported for the member on Defined Benefit reports but can also be left as '000000.00' for SSP reports. This field must be right justified with leading zeros.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Payment Reason	R	241	242	2	Reason for salary reported in this payment record	A	BS = Base Salary	<ul style="list-style-type: none"> • Base Salary is the only valid Payment Reason for SSP Reporting • All Contributions for the same Contribution Category must be combined into a single detail record with a Payment Reason of Base Salary
Deferred	R	243	243	1	Indicates if earnings reported under the preceding Payment Reason were deferred	A	Y = Yes N = No	<ul style="list-style-type: none"> • For consistency, this field should match what is reported for the member on the corresponding Defined Benefit report for this pay period, but it will not cause problems if it does not.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Increase/Decrease Compensation	R	244	244	1	Indicates whether reported earnings are a positive or negative amount	A	+ = Positive/Increase - = Negative/Decrease	<ul style="list-style-type: none"> Negative values are used to facilitate the reporting of adjustments to certain fields. When reporting negative earnings, the adjustment must reflect Pay Period Dates prior to the Report Date.
Compensation	R	245	253	9	Money earned for the specified Payment Reason	N	000000.00 – 999999.99	<ul style="list-style-type: none"> The definition can be found at https://www.trsil.org/employers/SSP-compensation-definition
Increase/Decrease Earnings that exceed Salary Limits	R	254	254	1	Indicates whether reported excess earnings are a positive or negative amount	A	+ = Positive/Increase - = Negative/Decrease	<ul style="list-style-type: none"> This field does not apply to the SSP; however, a + or a – is still required to maintain the correct layout.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Earnings that exceed Salary Limits	R	255	263	9	Earnings paid after the member has exceeded either the IRS 401(a)(17) or TRS Tier 2 pensionable limits for the fiscal year	N	000000.00 – 999999.99 Example A: A member whose base salary earnings that exceeded annual IRS limits for the pay period are \$6,000 and who does not have any portion of their TRS contributions paid by their employer would be reported as 006000.00 Example B: A member whose base salary earnings that exceeded annual TRS Tier 2 limits for the pay period are \$3,000 and who does not have any portion of their TRS contributions paid by their employer would be reported as 003000.00	<ul style="list-style-type: none"> This field does not apply to the SSP; however, it should be filled with zeros in the appropriate formatting.
Increase/Decrease Contributions	R	264	264	1	Indicates whether reported contributions are a positive or negative amount	A	+ = Positive/Increase - = Negative/Decrease	<ul style="list-style-type: none"> Negative values are used to facilitate the reporting of adjustments to certain fields. When reporting negative contributions, the adjustment must reflect Pay Period Dates prior to the Report Date.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Contributions	R	265	273	9	The amount of contributions withheld from the member's pay for the given SSP Contribution Category	N	000000.00 – 999999.99 Example A: A member has elected an SSP Pre-Tax Contribution of \$75.00 would be reported as 000075.00 Example B: A member has elected an SSP Roth Contribution of 3% and has reported Compensation of \$2,537.24. Their contributions would be reported as 000076.12	<ul style="list-style-type: none"> The amount of Contributions withheld from the member's pay for the reported Contribution Category. Contributions should match the member's elected dollar amount or percentage of Compensation as indicated on the SSP Deferral Report available on the Gemini Employer Portal This field must be right justified with leading zeros.
Increase/Decrease THIS Contributions	R	274	274	1	Indicates whether reported THIS Contributions are a positive or negative amount	A	+ = Positive/Increase - = Negative/Decrease	<ul style="list-style-type: none"> This field does not apply to the SSP; however, a + or a - is still required to maintain the correct layout.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
THIS Contributions	O	275	283	9	The amount of the member's contribution to the THIS Fund	N	000000.00 – 999999.99	<ul style="list-style-type: none"> This field should always be reported as '000000.00' on SSP reports to avoid fatal errors the user will have to correct. THIS Contributions are not applicable to the SSP. This field must be right justified with leading zeros.
Increase/Decrease Employer Defined Contributions	R	284	284	1	Indicates whether reported employer defined contributions are a positive or negative amount	A	+ = Positive/Increase - = Negative/Decrease	<ul style="list-style-type: none"> Negative values are used to facilitate the reporting of adjustments to certain fields. When reporting negative employer defined contributions, the adjustment must reflect Pay Period Dates prior to the Report Date.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Employer Defined Contributions	R	285	293	9	Contributions made to the member's Supplemental Savings Plan by the employer	N	000000.00 – 999999.99 Example: An employer contributes \$200 to a member's TRS Supplemental Savings Plan. It would be reported as 000200.00	<ul style="list-style-type: none"> This field will be used for reporting contributions made by employers to the member's Supplemental Savings Plan. Employer Defined Contributions must always be reported with a Contribution Category of 03 – SSP Pretax. Employer Contributions are not allowed for Roth or Catch-Up/Special Catch-Up categories. This field must be right justified with leading zeros
Docked Days	O	294	299	6	Number of days in period for which member was docked	N	000.00 – 999.99 Example A: A member is docked 2.5 days during the pay period. This would be reported as 002.50 Example B: A member is docked 3 half days during the pay period. This would be reported as 001.50	<ul style="list-style-type: none"> This field is optional and will be ignored on SSP reports. If leaving blank, must still be reported as '000.00'.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Sick Leave/Personal Days	O	300	305	6	Current combined balance of sick leave and personal time, reported as days	N	0000.0 – 9999.9 Example A: A member's current balance of sick leave and personal days is 83.5. This would be reported as 0083.5 Example B: A member's current balance of sick leave and personal days is 113.75. This would be reported as 0113.8	<ul style="list-style-type: none"> This field is optional and will be ignored on SSP reports. If leaving blank, must still be reported as '0000.0'.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Days Paid	O	306	307	2	Number of days for which the member was paid during the pay period	N	00 – 99 Example A: A member worked six full days and two half days. Their Days Paid should be reported as 08 Example B: A member worked 12 partial days. Their Days Paid should be reported as 12 Example C: A member is on an unpaid leave of absence. During this pay period they missed 15 days for which they would have been paid. Their Payment Reason should be reported as LA and their Days Paid as 15 Example D: A member started an unpaid leave of absence in the middle of the pay period. They were paid for seven days and then missed eight more work days while on leave. Their employer should include two detail records for the member, one for their base salary reported as BS in the Payment Reason field with Days Paid of 07 , and a second detail record with LA reported in the Payment Reason Field with a Days Paid reported as 08 .	<ul style="list-style-type: none"> This field is optional and will be ignored on SSP reports. If leaving blank, must still be reported as '00'.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Post-Retirement Hours	O	308	313	6	Number of hours a retired member worked in the pay period. Any days during which the member worked more than five hours, should only be recorded as five hours.	N	000.00 – 999.99 Example: A retired TRS member works five days in the pay period working four, three, seven, four, and seven hours respectively. Their total hours worked during the pay period should be reported as 021.00	<ul style="list-style-type: none"> This field is optional and will be ignored on SSP reports. If leaving blank, must still be reported as '000.00'.
Balanced Calendar	O	314	314	1	Indicates whether the member is working on a balanced (year-round) calendar	A	Y = Yes N = No	<ul style="list-style-type: none"> This field can be left as a blank space on SSP reports.
Email Address	O	315	389	75	Member's current email address on file with their employer	A		<ul style="list-style-type: none"> This field must be left justified with spaces to the right.
Phone	O	390	399	10	Member's contact phone number	N		<ul style="list-style-type: none"> If left blank this field should be reported as all zeros.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Address Line 1	R	400	449	50	Member's current mailing address	A	Valid characters are: A-Z 0-9 Space Dash or Hyphen Forward Slash	<ul style="list-style-type: none"> Post Office Boxes or Care Of (C/O:) should always be reported in Address Line 1. See Appendix D: Address Standards
Address Line 2	R	450	499	50	Member's current mailing address	A	Valid characters are: A-Z 0-9 Space Dash or Hyphen Forward Slash	<ul style="list-style-type: none"> See Appendix D: Address Standards
City	R	500	524	25	Member's current mailing address	A		<ul style="list-style-type: none"> See Appendix D: Address Standards
State	R	525	526	2	Member's current mailing address	A	A list available state values can be found in Appendix B	<ul style="list-style-type: none"> This field must be a valid United States Postal Code for any US State, Territory, Possession, or Armed Forces Office (APO/FPO/DPO).
Zip Code	R	527	535	9	Member's current mailing address	A	Left justified with spaces to the right	<ul style="list-style-type: none"> Must be AT LEAST five digits
Country	O	536	537	2	Member's current mailing address	A	A list of available country codes can be found in Appendix C	<ul style="list-style-type: none"> This field is only required if entering a foreign address.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Detail Fiscal Year	R	538	545	8	Fiscal year to which this detail record should be applied	N	YYYYYYYYY Example: A record that is for fiscal year 2021-2022 would be reported as 20212022	<ul style="list-style-type: none"> • Must be a valid fiscal year, <i>i.e.</i>, two consecutive years. • This field should match what is reported for the member on the corresponding Defined Benefit report for this pay period but its sole purpose on SSP reports is to match the record to the appropriate Payroll Schedule.
Padding	R	546	600	55	Blank spaces	A	Must be entirely filled with spaces	<ul style="list-style-type: none"> • Blank space padding to be reserved for potential future use.

*O/C/R = Optional/Conditional/Required

Footer Record Format

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Record Type	R	1	1	1	Field that designates this as a header, detail, or footer record	A	F = Footer	<ul style="list-style-type: none"> This field must contain a value of F since this is a footer record.
Report Type	R	2	3	2	Indicates the grouping of data on Defined Benefit vs. SSP	N	01 = Defined Benefit 02 = Supplemental Savings Plan	<ul style="list-style-type: none"> Separate reports must be submitted for each report type.
Format Version	R	4	6	3	Indicates which file layout format the employer is using	N	001	<ul style="list-style-type: none"> This field must contain a value of 001, the only accepted format as of 6/15/2022

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
TRS Code	R	7	13	7	A unique number that identifies the employer	N		<ul style="list-style-type: none"> • A unique number assigned by TRS that identifies the employer. • This number is fixed at seven digits. • The first three characters are based upon the county the employer is located in. • The last four are based on the employer's school district number.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Report Date	R	14	21	8	Represents the year, month and day of the contribution report being submitted.	N	MMDDYYYY Example: November 15, 2021 would be reported as 11152021	<ul style="list-style-type: none"> • A Report Date is the period for which the employer is submitting the contribution report. This will coincide with the pay dates provided by the employer to TRS during the beginning of the fiscal year when payroll schedules are reported through the Employer Portal. • If reporting each payroll separately, the Report Date should be the pay date of the payroll being reported.
Record Count	R	22	27	6	Indicates the total number of detail records reported	N		<ul style="list-style-type: none"> • This count should only include records marked as D.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Increase/Decrease Total Compensation	R	28	28	1	Indicates whether reported earnings are a positive or negative amount	A	+ = Positive/Increase - = Negative/Decrease	<ul style="list-style-type: none"> Negative values are used to facilitate the reporting of adjustments to certain fields. When reporting negative earnings, the adjustment must reflect Pay Period Dates prior to the Report Date.
Total Compensation	R	29	41	13	Total Monies earned for all Payment Reasons	N	0000000000.00 – 9999999999.99	<ul style="list-style-type: none"> The definition can be found at https://www.trsil.org/employers/SSP-compensation-definition This field must be right justified with leading zeros.
Increase/Decrease Total Earnings that exceed Salary Limits	R	42	42	1	Indicates whether reported excess earnings are a positive or negative amount	A	+ = Positive/Increase - = Negative/Decrease	<ul style="list-style-type: none"> This field does not apply to the SSP; however, a + or a – is still required to maintain the correct layout.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Total Earnings that exceed Salary Limits	R	43	55	13	Total Earnings paid after the member has exceeded the IRS pensionable limits for the fiscal year	N	0000000000.00 – 9999999999.99	<ul style="list-style-type: none"> This field does not apply to the SSP; however, it should be filled with zeros in the appropriate formatting.
Increase/Decrease Total Contributions	R	56	56	1	Indicates whether reported contributions are a positive or negative amount	A	+ = Positive/Increase - = Negative/Decrease	<ul style="list-style-type: none"> Negative values are used to facilitate the reporting of adjustments to certain fields. When reporting negative contributions, the adjustment must reflect Pay Period Dates prior to the Report Date.
Total Contributions	R	57	69	13	The total amount of contributions paid by all members	N	0000000000.00 – 9999999999.99	<ul style="list-style-type: none"> This field must be right justified with leading zeros.
Increase/Decrease Total THIS Contributions	R	70	70	1	Indicates whether reported total THIS Contributions are a positive or negative amount	A	+ = Positive/Increase - = Negative/Decrease	<ul style="list-style-type: none"> This field does not apply to the SSP; however, a + or a – is still required to maintain the correct layout.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
Total THIS Contributions	R	71	83	13	The total amount of the members' contribution to the THIS Fund	N	0000000000.00 – 9999999999.99	<ul style="list-style-type: none"> This field does not apply to the SSP. This field must be right justified with leading zeros.
Increase/Decrease Total Employer Defined Contributions	R	84	84	1	Indicates whether reported total employer defined contributions are a positive or negative amount	A	+ = Positive/Increase – = Negative/Decrease	<ul style="list-style-type: none"> Negative values are used to facilitate the reporting of adjustments to certain fields. When reporting negative employer defined contributions, the adjustment must reflect Pay Period Dates prior to the Report Date.
Total Employer Defined Contributions	R	85	97	13	Total Contributions made to a TRS connected DC plan by the employer	N	0000000000.00 – 9999999999.99	<ul style="list-style-type: none"> This field will be used for reporting contributions made by employers to the member's Supplemental Savings Plan. This field must be right justified with leading zeros.

Field Name	O/C/R*	Columns			Description	Format	Available Values	Rules and Additional Information
		From	To	Len				
File Creation Date	R	98	105	8	Date the submitted file was created	N	MMDDYYYY Example: November 27, 2021 would be reported as 11272021	<ul style="list-style-type: none"> This date should not be modified based upon payroll frequency. It must strictly be the date the file was created.
Report Fiscal Year	R	106	113	8	Fiscal Year to which this report applies.	N	YYYYYYYY Example: A report that is for fiscal year 2021-2022 would be reported as 20212022	<ul style="list-style-type: none"> Must be a valid fiscal year, <i>i.e.</i>, two consecutive years. The report can still contain Adjustment detail records for a different fiscal year. All non-Adjustment details in the report should match this fiscal year

*O/C/R = Optional/Conditional/Required

Appendices

Appendix A: Payroll File Examples

The examples depicted below do not include all detail fields, nor are they in the correct order. Each example only contains those fields necessary to illustrate each concept.

Single Member Contributions

N	First Name	Last Name	Pay Date	Payment Reason	Contribution Category	+/-	Contributions	+/-	Employer Defined Contributions
8781	Tony	Smith	11/15/2022	BS	03	+	000100.00	+	000000.00

The above figure illustrates that for the Pay Date of 11/15/22, Tony Smith contributed \$100.00 in SSP Pretax Contributions (03).

Multiple Member Contributions

N	First Name	Last Name	Pay Date	Payment Reason	Contribution Category	+/-	Contributions	+/-	Employer Defined Contributions
1786	Elizabeth	Bennett	11/15/2022	BS	03	+	000100.00	+	000000.00
1786	Elizabeth	Bennett	11/15/2022	BS	06	+	000050.00	+	000000.00

The above figure illustrates that for the Pay Date of 11/15/22, Elizabeth Bennett contributed both \$100.00 in SSP Pretax Contributions (03) and \$50.00 in SSP Roth Contributions (06). These are reported on two separate records with the two appropriate Contribution Categories matched up to their respective Contributions.

Employer Defined Contributions

N	First Name	Last Name	Pay Date	Payment Reason	Contribution Category	+/-	Contributions	+/-	Employer Defined Contributions
12545	Brian	Thomas	11/15/2022	BS	03	+	000100.00	+	000075.00

The above figure illustrates that for the Pay Date of 11/15/22, Brian Thomas contributed \$100.00 in SSP Pretax Contributions (03) and his employer contributed \$75.00 in SSP Pretax Contributions (03), reported separately in the Employer Defined Contribution field of the same record.

N	First Name	Last Name	Pay Date	Payment Reason	Contribution Category	+/-	Contributions	+/-	Employer Defined Contributions
41001	Alisa	Jenkins	11/15/2022	BS	03	+	000000.00	+	000075.00

The above figure illustrates that for the Pay Date of 11/15/22, Alisa Jenkins' employer contributed \$75.00 in SSP Pretax Contributions (03). The member did not contribute so the Contributions field is \$0.00.

Employer Defined Contributions (cont.)

V	First Name	Last Name	Pay Date	Payment Reason	Contribution Category	+/-	Contributions	+/-	Employer Defined Contributions
1555	Andrew	Sparks	11/15/2022	BS	06	+	000300.00	+	000000.00
1555	Andrew	Sparks	11/15/2022	BS	03	+	000000.00	+	000200.00

The above figure illustrates that for the Pay Date of 11/15/22, Andrew Sparks contributed \$300.00 in SSP Roth Contributions (06) and his employer contributed \$200.00 in SSP Pretax Contributions (03). These are reported on two separate records because the Employer Defined Contributions can only be reported as and contribute towards the SSP Pretax Contribution Category (03) and the member's elected deferral needs correctly reported as contributing to the SSP Roth Contribution Category (06).

Appendix B: State, Territory, Possession, Associated States, and Armed Forces Abbreviations

Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM

New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY
District of Columbia	DC
American Samoa	AS
Guam	GU
Northern Mariana Islands	MP
Puerto Rico	PR
U.S. Virgin Islands	VI
Micronesia, Federated States of	FM
Marshall Islands, Republic of the	MH
Palau, Republic of	PW
Armed Forces – Americas	AA
Armed Forces – Europe	AE
Armed Forces – Pacific	AP

Appendix C: Country Codes

These codes come from the International Standards Organization (ISO 3166-1 alpha-2).

AD	Andorra
AE	United Arab Emirates
AF	Afghanistan
AG	Antigua and Barbuda
AI	Anguilla
AL	Albania
AM	Armenia
AO	Angola
AQ	Antarctica
AR	Argentina
AT	Austria
AU	Australia
AW	Aruba
AX	Åland Islands
AZ	Azerbaijan
BA	Bosnia and Herzegovina
BB	Barbados
BD	Bangladesh
BE	Belgium
BF	Burkina Faso
BG	Bulgaria
BH	Bahrain
BI	Burundi
BJ	Benin
BL	Saint Barthélemy
BM	Bermuda
BN	Brunei Darussalam
BO	Bolivia, Plurinational State of

BQ	Bonaire, Sint Eustatius and Saba
BR	Brazil
BS	Bahamas
BT	Bhutan
BV	Bouvet Island
BW	Botswana
BY	Belarus
BZ	Belize
CA	Canada
CC	Cocos (Keeling) Islands
CD	Congo, the Democratic Republic of the
CF	Central African Republic
CG	Congo
CH	Switzerland
CI	Côte d'Ivoire
CK	Cook Islands
CL	Chile
CM	Cameroon
CN	China
CO	Colombia
CR	Costa Rica
CU	Cuba
CV	Cabo Verde
CW	Curaçao
CX	Christmas Island
CY	Cyprus
CZ	Czechia
DE	Germany

DJ	Djibouti
DK	Denmark
DM	Dominica
DO	Dominican Republic
DZ	Algeria
EC	Ecuador
EE	Estonia
EG	Egypt
EH	Western Sahara
ER	Eritrea
ES	Spain
ET	Ethiopia
FI	Finland
FJ	Fiji
FK	Falkland Islands (Malvinas)
FM	Micronesia, Federated States of
FO	Faroe Islands
FR	France
GA	Gabon
GB	United Kingdom of Great Britain and Northern Ireland
GD	Grenada
GE	Georgia
GF	French Guiana
GG	Guernsey
GH	Ghana
GI	Gibraltar
GL	Greenland
GM	Gambia

GN	Guinea
GP	Guadeloupe
GQ	Equatorial Guinea
GR	Greece
GS	South Georgia and the South Sandwich Islands
GT	Guatemala
GW	Guinea-Bissau
GY	Guyana
HK	Hong Kong
HM	Heard Island and McDonald Islands
HN	Honduras
HR	Croatia
HT	Haiti
HU	Hungary
ID	Indonesia
IE	Ireland
IL	Israel
IM	Isle of Man
IN	India
IO	British Indian Ocean Territory
IQ	Iraq
IR	Iran, Islamic Republic of
IS	Iceland
IT	Italy
JE	Jersey
JM	Jamaica
JO	Jordan
JP	Japan
KE	Kenya
KG	Kyrgyzstan
KH	Cambodia
KI	Kiribati

KM	Comoros
KN	Saint Kitts and Nevis
KP	Korea, Democratic People's Republic of
KR	Korea, Republic of
KW	Kuwait
KY	Cayman Islands
KZ	Kazakhstan
LA	Lao People's Democratic Republic
LB	Lebanon
LC	Saint Lucia
LI	Liechtenstein
LK	Sri Lanka
LR	Liberia
LS	Lesotho
LT	Lithuania
LU	Luxembourg
LV	Latvia
LY	Libya
MA	Morocco
MC	Monaco
MD	Moldova, Republic of
ME	Montenegro
MF	Saint Martin (French part)
MG	Madagascar
MH	Marshall Islands
MK	North Macedonia, Republic of
ML	Mali
MM	Myanmar
MN	Mongolia
MO	Macao
MQ	Martinique
MR	Mauritania

MS	Montserrat
MT	Malta
MU	Mauritius
MV	Maldives
MW	Malawi
MX	Mexico
MY	Malaysia
MZ	Mozambique
NA	Namibia
NC	New Caledonia
NE	Niger
NF	Norfolk Island
NG	Nigeria
NI	Nicaragua
NL	Netherlands
NO	Norway
NP	Nepal
NR	Nauru
NU	Niue
NZ	New Zealand
OM	Oman
PA	Panama
PE	Peru
PF	French Polynesia
PG	Papua New Guinea
PH	Philippines
PK	Pakistan
PL	Poland
PM	Saint Pierre and Miquelon
PN	Pitcairn
PS	Palestine, State of
PT	Portugal

PW	Palau
PY	Paraguay
QA	Qatar
RE	Réunion
RO	Romania
RS	Serbia
RU	Russian Federation
RW	Rwanda
SA	Saudi Arabia
SB	Solomon Islands
SC	Seychelles
SD	Sudan
SE	Sweden
SG	Singapore
SH	Saint Helena, Ascension and Tristan da Cunha
SI	Slovenia
SJ	Svalbard and Jan Mayen
SK	Slovakia
SL	Sierra Leone
SM	San Marino
SN	Senegal
SO	Somalia

SR	Suriname
SS	South Sudan
ST	Sao Tome and Principe
SV	El Salvador
SX	Sint Maarten (Dutch part)
SY	Syrian Arab Republic
SZ	Eswatini
TC	Turks and Caicos Islands
TD	Chad
TF	French Southern Territories
TG	Togo
TH	Thailand
TJ	Tajikistan
TK	Tokelau
TL	Timor-Leste
TM	Turkmenistan
TN	Tunisia
TO	Tonga
TR	Turkey
TT	Trinidad and Tobago
TV	Tuvalu
TW	Taiwan, Province of China

TZ	Tanzania, United Republic of
UA	Ukraine
UG	Uganda
UM	United States Minor Outlying Islands
US	United States of America
UY	Uruguay
UZ	Uzbekistan
VA	Holy See
VC	Saint Vincent and the Grenadines
VE	Venezuela, Bolivarian Republic of
VG	Virgin Islands, British
VN	Viet Nam
VU	Vanuatu
WF	Wallis and Futuna
WS	Samoa
YE	Yemen
YT	Mayotte
ZA	South Africa
ZM	Zambia
ZW	Zimbabwe

Appendix D: Address Standards

When submitting member addresses to TRS, please try to adhere to USPS standards (detailed briefly below) as much as possible to avoid issues attempting to compare reported addresses with those already on file for members.

- Do not use punctuation of any kind other than dashes or forward slashes in addresses. This includes omitting periods at the end of abbreviations.
- Be sure to include any apartment numbers or similar using Address Line 2. See list of USPS standard abbreviations for common unit designations below. The pound sign (#) should not be used if the proper unit designation is known.

Unit Designation	USPS Standard Abbreviation	Unit Designation	USPS Standard Abbreviation
Apartment	APT	Penthouse	PH
Basement	BSMT	Pier	PIER
Building	BLDG	Rear	REAR
Department	DEPT	Room	RM
Floor	FL	Side	SIDE
Front	FRNT	Slip	SLIP
Hanger	HNGR	Space	SPC
Key	KEY	Stop	STOP
Lobby	LBBY	Suite	STE
Lot	LOT	Trailer	TRLR
Lower	LOWR	Unit	UNIT
Office	OFC	Upper	UPPR

- Post Office Boxes should be listed in Address Line 1 in the format “PO Box” with no periods.
- Use “RR” rather than spelling out Rural Route
- Abbreviate directionals unless they are a part of the streets primary name (Ex. N Main St instead of North Main St).
- Ordinal streets should generally always be reported in abbreviated format (Ex: 7th St instead Seventh St).
- City names should not be abbreviated (Ex: Arlington Heights not Arlington Hts) unless it part of the actual name of the city (Ex: East St. Louis not E St. Louis or East Saint Louis)
- Use the USPS standard abbreviations on the below pages for Address Lines 1 and 2:

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
ALLEY	ALY
ANEX	ANX
ARCADE	ARC
AVENUE	AVE
BAYOU	BYU
BEACH	BCH
BEND	BND
BLUFF	BLF
BLUFFS	BLFS
BOTTOM	BTM
BOULEVARD	BLVD
BRANCH	BR
BRIDGE	BRG
BROOK	BRK
BROOKS	BRKS
BURG	BG
BURGS	BGS
BYPASS	BYP
CAMP	CP
CANYON	CYN
CAPE	CPE
CAUSEWAY	CSWY
CENTER	CTR
CENTERS	CTRS
CIRCLE	CIR
CIRCLES	CIRS
CLIFF	CLF
CLIFFS	CLFS
CLUB	CLB
COMMON	CMN
COMMONS	CMNS

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
CORNER	COR
CORNERS	CORS
COURSE	CRSE
COURT	CT
COURTS	CTS
COVE	CV
COVES	CVS
CREEK	CRK
CRESCENT	CRES
CREST	CRST
CROSSING	XING
CROSSROAD	XRD
CROSSROADS	XRDS
CURVE	CURV
DALE	DL
DAM	DM
DIVIDE	DV
DRIVE	DR
DRIVES	DRS
ESTATE	EST
ESTATES	ESTS
EXPRESSWAY	EXPY
EXTENSION	EXT
EXTENSIONS	EXTS
FALL	FALL
FALLS	FLS
FERRY	FRY
FIELD	FLD
FIELDS	FLDS
FLAT	FLT
FLATS	FLTS

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
FORD	FRD
FORDS	FRDS
FOREST	FRST
FORGE	FRG
FORGES	FRGS
FORK	FRK
FORKS	FRKS
FORT	FT
FREEWAY	FWY
GARDEN	GDN
GARDENS	GDNS
GATEWAY	GTWY
GLEN	GLN
GLENS	GLNS
GREEN	GRN
GREENS	GRNS
GROVE	GRV
GROVES	GRVS
HARBOR	HBR
HARBORS	HBRs
HAVEN	HVN
HEIGHTS	HTS
HIGHWAY	HWY
HILL	HL
HILLS	HLS
HOLLOW	HOLW
INLET	INLT
ISLAND	IS
ISLANDS	ISS
ISLE	ISLE
JUNCTION	JCT

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
JUNCTIONS	JCTS
KEY	KY
KEYS	KYS
KNOLL	KNL
KNOLLS	KNLS
LAKE	LK
LAKES	LKS
LAND	LAND
LANDING	LNDG
LANE	LN
LIGHT	LGT
LIGHTS	LGTS
LOAF	LF
LOCK	LCK
LOCKS	LCKS
LODGE	LDG
LOOP	LOOP
MALL	MALL
MANOR	MNR
MANORS	MNRS
MEADOW	MDW
MEADOWS	MDWS
MEWS	MEWS
MILL	ML
MILLS	MLS
MISSION	MSN
MOTORWAY	MTWY
MOUNT	MT
MOUNTAIN	MTN
MOUNTAINS	MTNS
NECK	NCK

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
ORCHARD	ORCH
OVAL	OVAL
OVERPASS	OPAS
PARK	PARK
PARKS	PARK
PARKWAY	PKWY
PARKWAYS	PKWY
PASS	PASS
PASSAGE	PSGE
PATH	PATH
PIKE	PIKE
PINE	PNE
PINES	PNES
PLACE	PL
PLAIN	PLN
PLAINS	PLNS
PLAZA	PLZ
POINT	PT
POINTS	PTS
PORT	PRT
PORTS	PRTS
PRAIRIE	PR
RADIAL	RADL
RAMP	RAMP
RANCH	RNCH
RAPID	RPD
RAPIDS	RPDS
REST	RST
RIDGE	RDG
RIDGES	RDGS
RIVER	RIV

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
ROAD	RD
ROADS	RDS
ROUTE	RTE
ROW	ROW
RUE	RUE
RUN	RUN
SHOAL	SHL
SHOALS	SHLS
SHORE	SHR
SHORES	SHRS
SKYWAY	SKWY
SPRING	SPG
SPRINGS	SPGS
SPUR	SPUR
SPURS	SPUR
SQUARE	SQ
SQUARES	SQS
STATION	STA
STRAVENUE	STRA
STREAM	STRM
STREET	ST
STREETS	STS
SUMMIT	SMT
TERRACE	TER
THROUGHWAY	TRWY
TRACE	TRCE
TRACK	TRAK
TRAFFICWAY	TRFY
TRAIL	TRL
TRAILER	TRLR
TUNNEL	TUNL

Primary Street Suffix Name	USPS Standard Suffix Abbreviation
TURNPIKE	TPKE
UNDERPASS	UPAS
UNION	UN
UNIONS	UNS
VALLEY	VLY
VALLEYS	VLYS
VIADUCT	VIA
VIEW	VW
VIEWS	VWS
VILLAGE	VLG
VILLAGES	VLGS
VILLE	VL
VISTA	VIS
WALK	WALK
WALKS	WALK
WALL	WALL
WAY	WAY
WAYS	WAYS
WELL	WL
WELLS	WLS