

Multiple Record Layout Tab Delimited Format - Using a Spreadsheet - PERS Report

Washington State Department of Retirement Systems
 Transmittal Template - Multiple Record Layout (MRL) Questions: Contact Employer Support Services at 360/664-7200 or 1-800-547-6657 or for more detail refer to the DRS *Employer Handbook* chapter 8.

Most employers will transmit electronically or use Web Based Employer Transmittals. This diagram shows the multiple record fields used to report retirement. Refer to the *Employer Handbook* Chapter 8 for a list of field edits and descriptions.

Summary Record

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	Expected Rpts	Total Comp	Total Mbr Con	Total Emp Cont	Total Hours	Total Records	Total Days	The Summary Record Totals come from the color-coded fields below.
1234	200608	R	01	02	8517.00	597.76	314.28	344.0	10	0.0	

Member Profile Record

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Name Chng	Mbr Last Name	Mbr First Name	Mbr Mid Name	Mbr Ext	Mbr Title	Mbr Suffix	Address Chng	Address 1	Address 2	Address 3
1234	200608	R	01	555602222	Y	Wilson	John	Jay	Sr	Dr		Y	123 1st Ave		

Employment Information Record

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	Plan Code	Type Code	Elig Start Date	Elig End Date	Dis Start Date	Dis End Date	Control Number	Org Display
1234	200608	R	01	555602222	P	3	20	20060701					

Defined Benefit Record

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	Plan Code	Type Code	Earning Per	Status Code	Hours	Days	Mbr Comp	Employer Cont	Def Ben	Member Cont
1234	200608	R	01	645806649	P	1	20	200607	A	89.0	0.0	3500.00	129.15		210.00
1234	200608	R	01	828913376	P	2	20	200607	B	0.0	0.0	0.0	0.00		0.00
1234	200608	R	01	741859963	P	2	20	200607	A	85.0	0.0	1733.00	63.95		60.66
1234	200608	R	01	555602222	P	3	20	200607	A	85.0	0.0	1629.00	60.11		
1234	200608	R	01	123454444	P	3	20	200607	A	85.0	0.0	1655.00	61.07		

Transactions in the Defined Contribution Record apply only to members of Plan 3

Defined Contribution Record

Add these two fields for the Summary Record Total Mbr Cont

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	Defined Cont	Tax Status	Invest Prgm	Rate Option
1234	200608	R	01	123454444	P	82.75		WSIB	A
1234	200608	R	01	555602222	P	244.35		Self	F

Plan Choice Record

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	P/T Choice Date	Plan Choice
1234	200608	R	01	555602222	P	20060801	3C

figure 8-21

City	State	Zip Code	Zip Ext	Gender	Birth Date
Lacey	WA	98507		M	19670513