

DCP Record Layouts

Received by Record Keeper from DRS

Member Profile/Participant Record Layout

Member Profile/Participant Record Layout to be received by DCP Record Keeper from DRS

Field Name	Format	Position	Description
System/Plan	A(2)	1-2	'D1' = Deferred Comp, 'R1' = JRA
Member SSN	N(9)	3-11	Member SSN
Transaction Date	N(8)	12-19	CCYYMMDD
Type Code	A(1)	20	'E' = Member Enrollment, 'C' = Member Change, 'A' = Member Address Change, 'R' = Member Rehire, 'B' = Beneficiary Info, 'M' = Allocation Mix, 'F' = Foreign Address, 'D' = Deferral Changes, 'N' = Notes

Layout for Type Code 'E', 'C', 'A', and 'R':

Last Name	A(35)	21-55	Member Last Name
First Name	A(35)	56-90	Member First Name
Middle Initial	A(1)	91	Member Middle Initial
Address Line 1	A(30)	92-121	Member Mailing Address
Address Line 2	A(30)	122-151	Member Mailing Address
City	A(30)	152-181	
State	A(2)	182-183	State or 'FA' if Foreign Address
Zip Code	A(9)	184-192	
Gender Code	A(1)	193	M/F
Birth Date	N(8)	194-201	CCYYMMDD
Death Date	N(8)	202-209	CCYYMMDD
Enrollment Date	N(8)	210-217	CCYYMMDD
Day Area Code	N(3)	218-220	
Day Prefix	N(3)	221-223	
Day Suffix	N(4)	224-227	

Day Extension	A(6)	228-233	
Night Area Code	N(3)	234-236	
Night Prefix	N(3)	237-239	
Night Suffix	N(4)	240-243	
Night Extension	A(6)	244-249	
Filler	A(1)	250	Filler for future use

Layout for Type Code ‘B’:

Last Name	A(35)	21-55	Beneficiary Last Name
First Name	A(35)	56-90	Beneficiary First Name
Middle Initial	A(1)	91	Beneficiary Middle Initial
Address Line 1	A(30)	92-121	Beneficiary Mailing Address
Address Line 2	A(30)	122-151	Beneficiary Mailing Address
City	A(30)	152-181	
State	A(2)	182-183	State or ‘FA’ if Foreign Address
Zip Code	A(9)	184-192	
Gender Code	A(1)	193	M/F
Birth Date	N(8)	194-201	CCYYMMDD
Death Date	N(8)	202-209	CCYYMMDD
Beneficiary SSN	N(9)	210-218	Beneficiary SSN
Primary/Contingent Code	A(1)	219	‘P’ = Primary, ‘C’ = Contingent
Spouse Code	A(1)	220	‘S’ = Spouse, ‘N’ = Non-Spouse
Beneficiary Percent	N(3)	221-223	Percent of beneficiary withdrawal to be distributed to this Beneficiary
Filler	A(27)	224-250	Filler for future use

Layout for Type Code ‘M’:

Field Name	Format	Position	Description
Allocation Default Flag	A(1)	21	‘Y’ = Allocation was defaulted to default fund
Fund Count	N(2)	22-23	Number of Funds Selected by the participant
Fund Code	A(3)	24-26	DCP TPA Fund Code
Fund Percentage	N(3)	27-29	Percentage to be allocated to this fund
Fund Code...	A(3)	...	DCP TPA Fund Code
Fund Percentage...	N(3)	...	Percentage to be allocated to this fund
Department Number	A(6)	240-245	Department of current allocation
Filler	A(5)	246-250	Filler for future use

Layout for Type Code ‘F’:

Field Name	Format	Position	Description
Beneficiary Code	A(1)	21	'B' = Beneficiary, ' ' = Participant
Beneficiary SSN	N(9)	22-30	Beneficiary SSN
Address Line 1	A(30)	31-60	Mailing Address
Address Line 2	A(30)	61-90	Mailing Address
Country	A(35)	91-125	Country Name
Foreign Postal Code	A(9)	126-134	
Foreign Province	A(35)	135-169	Foreign Province Name
City	A(30)	170-199	City Name
Filler	A(51)	200-250	Filler for future use

Layout for Type Code 'D':

Field Name	Format	Position	Description
Deferral Amount	P(9.2)	21-26	Participant deferral amount entered at DRS
Deferral Percentage	N(3)	27-29	Participant deferral percentage entered at DRS
Deferral Frequency	A(1)	30	
Deferral Type Code	A(1)	31	'R' = Regular, 'S' = Special, 'C' = Catch Up, 'H' = Hardship, 'U' = 50+ Catch Up
Deferral Start Date	N(8)	32-39	
Deferral Stop Date	N(8)	40-47	
Filler	A(203)	48-250	Filler for future use

Layout for Type Code 'N':

Field Name	Format	Position	Description
Notes 1	A(30)	21-50	
Notes 2	A(30)	51-80	
Notes 3	A(30)	81-110	
Notes 4	A(30)	111-140	
Filler	A(110)	141-250	Filler for future use

Layout for Type Code 'Z':

Field Name	Format	Position	Description
Type Code 'E' count	N(7)	21-27	Number of Type Code 'E' records on this file
Type Code 'C' count	N(7)	28-34	Number of Type Code 'C' records on this file
Type Code 'A' count	N(7)	35-41	Number of Type Code 'A' records on this file
Type Code 'R' count	N(7)	42-48	Number of Type Code 'R' records on this file
Type Code 'B' count	N(7)	49-55	Number of Type Code 'B' records on this file
Type Code 'M' count	N(7)	56-62	Number of Type Code 'M' records on this file
Type Code 'F' count	N(7)	63-69	Number of Type Code 'F' records on this file
Type Code 'D' count	N(7)	70-76	Number of Type Code 'D' records on this file
Type Code 'N' count	N(7)	77-83	Number of Type Code 'N' records on this file
Filler	A(167)	84-250	Filler for future use

Daily Activity Record Layout File

Daily Activity Record Layout to be received by DCP Record Keeper from DRS
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Field Name	Format	Position	Description
System/Plan	A(2)	1-2	'D1' = Deferred Comp, 'R1' = JRA
SSN	N(9)	3-11	Participant ID Number
Transaction Date	N(8)	12-19	CCYYMMDD
Transaction Type	A(4)	20-23	TCNN, TCNT, TEFT, TERM, TPTO, TSN1, TSN2, TWDN, TDRO, TW4N, TPDB, TPDP, TPDQ, TPDR, TPDZ

Layout for Transaction Types TCNN, TCNT, TERM, TPDB, TPDP, TPDQ, TPDR, TSN1, TSN2, TDRO:

Employer's Department	A(6)	24-29	Department # from the Payment Advice or 'NDA' for all TSN1, TSN2, 'BPP' for TPDB, TPDP, TPDQ, TPDR, blank for TERM & TDRO
Reporting Period	N(6)	30-35	CCYYMM - Date received from the employer on the Payment Advice or the date of the actual cash wire or blank for TERM & TDRO
Reporting Type	A(1)	36	'R' = Regular, 'C' = Correction (from the Payment Advice), blank for TERM & TDRO
Sequence Number	N(2)	37-38	Number from Payment Advice or day of the cash wire (DD) or blank for TERM & TDRO
Not Used	A(1)	39	
Trade Date	N(8)	40-47	CCYYMMDD or blank for TERM & TDRO
Not Used	A(1)	48	
Mandatory Deferral Amount	+P9.2	49-54	Participant mandatory deferral amount ('R1' only) or blank for TERM & TDRO
Voluntary Deferral Amount	+P9.2	55-60	Participant voluntary deferral or Plan to Plan Transfer In amount ('D1' only) or blank for TERM & TDRO
Not Used	A(12)	61-72	
Reconciliation Date	N(8)	73-80	CCYYMMDD or blank for TERM & TDRO
New SSN	N(9)	81-89	Members new SSN for TSN1 & TSN2
Not Used	A(11)	90-100	
Termination Date	N(8)	101-108	Will be filled in only for TERM. Date of Employment Termination.
Termination Received Date	N(8)	109-116	Will be filled in only for TERM. Date Termination Notice was received at DRS.
Not Used	A(109)	117-225	
DRO Status Code	A(1)	226	Will be filled in only for TDRO. Values are: 'P' = Pending, 'F' = Files, 'R' = Removed
Not Used	A(11)	227-237	

Filler	A(13)	238-250	Blank
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Layout for Transaction Type TWDN:

Alternate Payee Code	A(1)	24	'B' = Beneficiary, 'Q' = QDRO
Alternate Payee SSN	N(9)	25-33	Beneficiary/Legal Order SSN
Pay Out Reason	A(1)	34	Blank for future date requests, 'T' = Termination, 'H' = Hardship, 'S' = In Service, 'M' = Mandatory Distributions, 'D' = Death, 'P' = Purchase of Service Credit, 'L' = Legal Order
Pay Out Count	N(1)	35	Contains the number of Pay Outs to follow
Pay Out Type-1	A(1)	36	'A' = Annuity Purchase, 'B' = 403B Plan Transfer Out, 'C' = Installments with Annual COLA, 'D' = Future Distribution, 'F' = Fractional, 'I' = Installments, 'J' = Installments with joint life expectancies, 'L' = Lump Sum, 'M' = Minimum Distribution , 'N' = IRA Plan Transfer Out, 'Q' = Qualified Plan Transfer Out, 'R' = MRD's, 'S' = Installments with single life expectancies, 'T' = 457 Plan Transfer Out
Pay Out Start Date-1	N(8)	37-44	CCYYMMDD
Pay Out Number of Payments-1	N(3)	45-47	Number of payments to be made
Pay Out Amount-1	+P9.2	48-53	Amount of payment
Pay Out Percent-1	N(3)	54-56	Percent of Account Balance to pay out
Pay Out COLA %-1	(N2)	57-58	Will be populated only for Pay Out Type 'C'. Contains the annual COLA Percent
Pay Out Frequency-1	A(1)	59	'O' = One Time, 'M' = Monthly, 'Q' = Quarterly, 'S' = Semi-annually, 'A' = Annually
Pay Out Method-1	A(1)	60	'C' = Check, 'E' = EFT
Pay Out Type-2	A(1)	61	
Pay Out Start Date-2	N(8)	62-69	
Pay Out Number of Payments-2	N(3)	70-72	

Pay Out Amount-2	+P9.2	73-78	
Pay Out Percent-2	N(3)	79-81	
Pay Out COLA %-2	(N2)	82-83	
Pay Out Frequency-2	A(1)	84	
Pay Out Method-2	A(1)	85	
Pay Out Type-3	A(1)	86	
Pay Out Start Date-3	N(8)	87-94	
Pay Out Number of Payments-3	N(3)	95-97	
Pay Out Amount-3	+P9.2	98-103	
Pay Out Percent-3	N(3)	104-106	
Pay Out COLA %-3	(N2)	107-108	
Pay Out Frequency-3	A(1)	109	
Pay Out Method-3	A(1)	110	
Pay Out Type-4	A(1)	111	
Pay Out Start Date-4	N(8)	112-119	
Pay Out Number of Payments-4	N(3)	120-122	
Pay Out Amount-4	+P9.2	123-128	
Pay Out Percent-4	N(3)	129-131	
Pay Out COLA %-4	(N2)	132-133	
Pay Out Frequency-4	A(1)	134	
Pay Out Method-4	A(1)	135	
Pay Out Type-5	A(1)	136	
Pay Out Start Date-5	N(8)	137-144	
Pay Out Number of Payments-5	N(3)	145-147	
Pay Out Amount-5	+P9.2	148-153	
Pay Out Percent-5	N(3)	154-156	
Pay Out COLA %-5	(N2)	157-158	
Pay Out Frequency-5	A(1)	159	
Pay Out Method-5	A(1)	160	
Pay Out Type-6	A(1)	161	
Pay Out Start Date-6	N(8)	162-169	
Pay Out Number of Payments-6	N(3)	170-172	
Pay Out Amount-6	+P9.2	173-178	
Pay Out Percent-6	N(3)	179-181	
Pay Out COLA %-6	(N2)	182-183	
Pay Out Frequency-6	A(1)	184	

Pay Out Method-6	A(1)	185	
Pay Out Cancel Date	N(8)	186-193	Notification that all Pay Out 1 - 6 should be cancelled if not paid out yet.
Spouse Birth Date	N(8)	194-201	Will be filled in only when a joint life expectancy installment distribution is chosen (pay out type = 'J').
Filler	A(49)	202-250	Blank

Layout for Transaction Type TPTO (If Pay Out Type was ‘A’, ‘B’, ‘N’, ‘Q’ or ‘T’ then will get this record):

Field Name	Format	Position	Description
Alternate Payee Code	A(1)	24	‘B’ = Beneficiary, ‘Q’ = QDRO
Alternate Payee SSN	N(9)	25-33	Beneficiary/Legal Order SSN
Payee Name-1	A(35)	34-68	
Payee Name-2	A(35)	69-103	
Payee Name-3	A(35)	104-138	
Plan Name	A(28)	139-166	
Plan Address	A(30)	167-196	
City	A(30)	197-226	
State	A(2)	227-228	
Zip Code	A(9)	229-237	
Purchase DRS Service Credit Flag	A(1)	238	Will only be populated when Pay Out Reason on TWDN record is ‘P’. ‘Y’ value will indicate that the associated TWDN amount is used to purchase service credit at DRS. The wire to the Distribution account will be shorted by this amount to speed Purchase of Service Credit at DRS.
Filler	A(12)	239-250	Blank

Layout for Transaction Type TEFT (If any of the Pay Out Method Codes was an ‘E’ then will get this record):

Field Name	Format	Position	Description
Alternate Payee Code	A(1)	24	‘B’ = Beneficiary, ‘Q’ = QDRO
Alternate Payee SSN	N(9)	25-33	Beneficiary/Legal Order SSN
EFT Transit Routing Number	N(9)	34-42	
Bank Name	A(50)	43-92	
EFT Account Type	A(1)	93	‘C’ = Checking, ‘S’ = Savings, ...
EFT Account Number	A(20)	94-113	
Bank Address Line 1	A(30)	114-143	
Bank Address Line 2	A(30)	144-173	
City	A(30)	174-203	
State	A(2)	204-205	
Zip Code	A(9)	206-214	
Stop Date	N(8)	215-222	If value in field, STOP the EFT and pay by Check
Filler	A(28)	223-250	Blank

Layout for Transaction Type TW4N (Each TWDN record with “how” details will have one of these records and they can be sent alone for any W4 changes):

Field Name	Format	Position	Description
Alternate Payee Code	A(1)	24	‘B’ = Beneficiary, ‘Q’ = QDRO
Alternate Payee SSN	N(9)	25-33	Beneficiary/Legal Order SSN
W4 Default Calculation Flag	A(1)	34	Values are: ‘ ‘ or ‘Y’ = Default Marital Status and Allowances
W4 No Withholding Flag	A(1)	35	Values are: ‘ ‘ or ‘Y’ = No withholding from this distribution
W4 Extra Withholding Amt	+P9.2	36-41	Specifies additional withholding amount to be deducted from this participants distribution
W4 Marital Status	A(1)	42	Values are: ‘ ‘ = Status not provided, or ‘M’ = Married, or ‘S’ = Single
W4 Allowances	N(2)	43-44	Specifies number of allowances (0 through 99)
W4 Extra Withholding Percent	N(2)	45-46	Specifies additional withholding percent to be deducted from this participants distribution
W4 Withholding Amount	+P9.2	47-52	Specifies withholding amount to be deducted from this participants distribution
W4 Withholding Percent	N(3)	53-55	Specifies withholding percent to be deducted from this participants distribution
Filler	A(195)	56-250	For future use.

Control Record:

System/Plan	A(2)	1-2	'D1' or 'R1' for Transaction Type Control Records, Blank for final Control Record
SSN	N(9)	3-11	999999999
Transaction Date	N(8)	12-19	CCYYMMDD
Transaction Type	A(4)	20-23	TCNN, TCNT, TDPR, TEFT, TERM, TPDB, TPDP, TPDQ, TPDR, TPDZ, TPTO, TSN1, TSN2, TWDN, TW4N or ZZZZ
Employer's Department	A(6)	24-29	'999999'
Reporting Period	N(6)	30-35	Number of records for a Transaction Type or total number of records on file for 'ZZZZ'
Reporting Type	A(1)	36	Blank
Sequence Number	N(2)	37-38	00
Not Used	A(1)	39	
Trade Date	N(8)	40-47	99999999
Not Used	A(1)	48	
Not Used	A(6)	49-54	
Deferral Amount	+P9.2	55-60	Total Participant deferral amount
Not Used	A(6)	61-66	
Plan to Plan Amount	+P9.2	67-72	Total Plan to Plan Transfer amount
Filler	A(177)	73-250	Blank

Daily Cash Activity File Layout

Daily Cash Activity File (CAF) Layout to be received by DCP Record Keeper from DRS

Field Name	Format	Position	Description
System/Plan	A(2)	1-2	'D1' = Deferred Comp, 'R1' = JRA
Not Used	A(1)	3	
Wire Date	N(8)	4-11	CCYYMMDD - Date the actual cash is to be wired to DCP TPA
Department	A(6)	12-17	Employer's department number from the Payment Advice or 'BPP' for TPDB, TPDP, TPDQ and TPDR records
Reporting Period	N(6)	18-23	CCYYMM - Date received from the employer on the Payment Advice
Reporting Type	A(1)	24	'R' = Regular or 'C' = Correction from the Payment Advice
Sequence Number	N(2)	25-26	Number from Payment Advice
ERT Amount	N(11.2)	27-39	Amount of money associated with a particular ERT
Filler	A(61)	40-100	Filler for future use

Control Record:

System/Plan	A(2)	1-2	Blank
Not Used	A(1)	3	Blank
Wire Date	N(8)	4-11	CCYYMMDD - Date the actual cash is to be wired to SSiA
Department	A(6)	12-17	'999999'
Reporting Period	N(6)	18-23	Number of records on the file
Reporting Type	A(1)	24	Blank
Sequence Number	N(2)	25-26	00
ERT Amount	N(11.2)	27-39	Total amount to be wired
Filler	A(61)	40-100	Blank

Received by DRS from Record Keeper

Member Feedback Record Layout

Field Name	Format	Position	Description
System/Plan	A(2)	1-2	'D1' = Deferred Comp, 'R1' = JRA
Member SSN	N(9)	3-11	Member SSN
Alternate Payee Code	A(1)	12	'B' = Beneficiary, 'Q' = Qualified Domestic Relations Order (QDRO)
Alternate Payee SSN	N(9)	13-21	Beneficiary/Legal Order SSN
Transaction Type	A(1)	22	'A' = First Annuity Distribution, 'E' = Deferral Amount/Percentage change, 'H' = Hardship Distribution, 'I' = First Installment Payment or Installment Reversal, 'J' = Rejected Deferral, 'L' = 100% Lumpsum Reversals, 'M' = Minimum Distribution, 'S' = In Service Distribution 'W' = Withdrawal/Distribution or Partial Lumpsum Withdrawal Reversal or Hardship Withdrawal Reversal, 'Z' = Zero Acct Balance Record, '9' = Control Record
Transaction Date	N(8)	23-30	CCYYMMDD
403B Paid Amount	P(9.2)	31-36	403B Distribution Amount
IRA Paid Amount	P(9.2)	37-42	IRA Distribution Amount
Other Qualified Paid Amount	P(9.2)	43-48	Other Qualified Distribution Amount
457 Paid Amount	P(9.2)	49-54	457 Distribution Amount
Not Used	A(1)	55	
Department Number	A(6)	56-61	Department Number for Deferral
Deferral Amount	P(9.2)	62-67	Deferral Amount to be passed to the Employer
Deferral Percent	N(3)	68-70	Deferral Percent to be passed to the Employer
Deferral Signature or Zero Account Date	N(8)	71-78	Signature Date on the Deferral Change form or Date the member requested the Deferral Change or Date the Account went to zero.
Filler	A(2)	79-80	Filler for future use

For Type 'L', 'W', or 'I' when related to a 'reversal', the Negative Reversal Amount must have six zeros in the first Withdrawal Date Field and six zeros in the Zero Balance Date Field.