# Transaction Layouts

**Note:** The word "teacher" in this document refers to any employee who is a TRAF member (including superintendents, designated eligible employees, etc.).

## TEACHER RECORD TRANSACTION FIELD LAYOUT

### CSV (COMMA-SEPARATED VALUES) FORMAT

| Field | Maximum Size | Field | Maximum Size |
|---|---|---|---|
| Record Type | 2/ | Substitute Pensionable Earnings | 8/2 |
| SIN | 9/0 | Percent of Service (POS) | 4/4 |
| School Division Number | 2/0 | Non-serviceable Pensionable Earnings (NSPE) | 8/2 |
| School District Number | 4/0 | Employment Commencement Date | 8/0 |
| Year | 4/0 | Employment Termination Date | 8/0 |
| Month | 2/0 | Surname | 30/ |
| Service Type | 3/0 | Given Name | 30/ |
| Contributions | 7/2 | Birthdate | 8/0 |
| Days Paid | 5/2 | Sex | 1/ |
| Number of Days in the Working Year | 5/2 | PSP (Professional School Personnel) Number | 10/0 |
| Contractual Salary | 8/2 | | |

*Service Type #043 must be a "VA" (actual contributions: voluntary) transaction.*
*All other service types must be a "CA" (actual contributions: regular) transaction.*

**Maximum Size**

- Form "n/d" for numeric fields and "n/" for character fields.
- "n" is for the maximum number of digits before the decimal point for a numeric field, and the maximum number of characters for a character field.

  **Example:** 234.567 (or -1,234.567) is a "7/3" maximum size.
- "d" indicates field is numeric and specifies maximum number of decimal digits (d) that field may have.
- If a numeric field value has at least one decimal digit, a decimal point must appear in the number. If a numeric field value has no decimal digits, a decimal point is not necessary.
- Negative signs precede the number.

  **Example:** -7, -2.23.

# TRANSACTION LAYOUT

## FIELD DESCRIPTIONS

**Record Type**
**Allowable Values**

- CA (actual contributions: regular)
- VA (actual contributions: voluntary)

**SIN**

- Teacher's SIN

**School Division Number**

- Please contact TRAF if you are unsure of your school division number.

**School District Number**

- Please contact TRAF if you are unsure of your school district number.

**Year**

- Calendar year of transaction. If an adjustment is made to a previous term, set the transaction year/month to the year/month being adjusted.

**Month**

- Calendar month of transaction. If an adjustment is made to a previous term, set the transaction year/month to the year/month being adjusted.

## FIELD DESCRIPTIONS (CONT'D)

| Service Type | |
|---|---|
| 003 | Regular Service |
| 043 | Additional Voluntary Contributions |
| 074 | Compliance Extra Time<br>• Extra service paid at teacher's pensionable salary rate.<br>• Only for part-time teacher. |
| 077 | Compliance Substitute Service (paid at a rate that annualizes under the year's maximum pensionable earnings (YMPE))<br>• Substitute service that had TRAF contributions deducted. |
| 123 | Non-compliance Substitute Service<br>• Substitute service that did not have TRAF contributions deducted.<br>• Teacher may purchase service from TRAF later. |
| 130 | Retro Payment Contributions<br>• This record must have no service (i.e., days paid), POS, earnings and contractual salary. |
| 140 | Variance Contributions<br>• This record must have no service (i.e., days paid), POS, earnings and contractual salary. |
| 222 | Compliance Substitute Service (paid at a rate that annualizes over the YMPE) |

*Service Type #043 must be a "VA" (actual contributions: voluntary) transaction.*
*All other service types must be a "CA" (actual contributions: regular) transaction.*

**Contributions**

- Amount remitted to TRAF.
- May be positive, zero or negative.
- August contributions should be included in the fall term with the associated days paid if teachers and other employees have days paid in August.

## FIELD DESCRIPTIONS (CONT'D)

**Days Paid**

- Number of days for which teacher was paid, including:
  - paid sick days
  - bereavement leave
  - professional development days
  - MTS leaves
  - local association duties
  - any days receiving partial pay
- Does not include days with no pay.
- For part-time teachers, days paid and POS (see below) reported should reflect the part-time percentage.

  **Example:** A teacher working 50% in an 80-day fall term, working half a day every day, would report 40 days (and a .5000 POS).
- August working days are always included in fall term.
- Field has two decimal digits (i.e., 2.375 days would be entered as 2.38).
- May be positive, zero or negative.
- Field must be zero for VA transactions and for Service Types #130 (Retro Payment Contributions) and #140 (Variance Contributions).

**Number of Days in the Working Year**

- Total number of working days in the working year.
- Value for superintendents (as well as employment with Crown, colleges and universities) should differ from that of teachers with total number of Mondays to Fridays, including statutory holidays (around 260).
- Must never be negative.
- Field must be zero for VA transaction.

**Contractual Salary (i.e., pensionable contractual salary)**

- Full-time pensionable salary.
- May be positive for Service Types #3 (Regular Service) and #74 (Compliance Extra Time). Must never be negative.
- Field must be zero for VA transaction.

## FIELD DESCRIPTIONS (CONT'D)

**Substitute Pensionable Earnings**

- Must be zero for all service types except for #77, #222 and #123. For these service types, the value may be positive, zero or negative.
- May be negative for adjustments.
- Field must be zero for VA transaction.

**Percent of Service (POS)**

- For full-time employment, leave POS as zero. For part-time employment, enter the decimal value of the part-time percentage (e.g., enter .5000 for a record associated with 50% part-time employment).
- Round the POS if necessary. Enter 2/3 as .6667.
- Must be equal to zero for all service types except for Regular Service.
- If the POS is positive for Service Types #130 (Retro Payment Contributions)and #140 (Variance Contributions), the system will change it to zero automatically.
- POS must be zero for VA transaction.

**Non-serviceable Pensionable Earnings (NSPE)**

- Field contains pensionable earnings with no associated service.

  **Example:** *Daily Designated Head Teacher Allowance.*

- Must be zero for all service types except for Service Type #3 (Regular Service). May be negative for an adjustment.
- NSPE must be zero for VA transaction.

**Employment Commencement Date**

- Must be zero or in the form of "YYYYMMDD."
- Do not report dates of *Maternity Leaves* and *Leaves of Absence* as the teacher is considered employed during these leaves. A Miscellaneous Comment should be included on these records to indicate the effective date of the leave.

**Employment Termination Date**

- Must be zero or in the form of "YYYYMMDD."
- If both a *Commencement Date* and a *Termination Date* are entered, the *Commencement Date* will be on or prior to *Termination Date.*

## FIELD DESCRIPTIONS (CONT'D)

**Surname**

- Mandatory field.

**Given Name**

- Field used in conjunction with *Surname*.
- Optional field.

**Birthdate**

- Field used in conjunction with *Surname.*
- Optional field.
- If entered, must be eight-digit number in the form of "YYYYMMDD;" otherwise, set to zero.

**Sex**

- Field used in conjunction with *Surname.*
- Optional field.
- If entered, set to "M" (male) or "F" (female).

**Professional School Personnel (PSP) Number**

- This field is generally required.

# GENERAL COMMENTS

**Employment Commencement and Termination Dates**

- "CA" and "VA" transactions (of all service types) may contain neither, one or both of these dates.
- Following fields may be zero if transaction contains at least one of these dates:
    - Contributions
    - Days Paid
    - Number of Days in the Working Year
    - Substitute Pensionable Earnings
    - POS
    - NSPE

**Fields Required to be Zero: Service Type #43 (Additional Voluntary Contributions)**

- Following fields must be zero:
  - Days Paid
  - Number of Days in the Working Year
  - Contractual Salary
  - Substitute Pensionable Earnings
  - POS
  - NSPE

**Multiple Transactions for the Same Teacher**

- Since each transaction contains only one service type field, a separate transaction must be created for each of these three service types. For example, a teacher who works as a regular teacher, substitute teacher and has extra time would require three transactions.
- If a teacher's *Contractual Salary* changes in the reporting period, two transactions will have to be sent – one for each *Contractual Salary.* This also applies to a change in *POS* (Percent of Service) or *Number of Days in the Working Year.*
- Other situations may also require multiple transactions.

**Adjustments that May be Made with a Separate Transaction**

- Contributions
- Days Paid
- Substitute Pensionable Earnings
- Non-serviceable Pensionable Earnings

  **Example:** If TRAF was sent a *Days Paid* of 15 days instead of the correct value of 17 days, a school division should send TRAF a Teacher Record adjustment transaction (with the same year/month and *Number of Days in the Working Year* as the original) that contains a *Days Paid* of two. If the value should have been 12 instead of 15, send TRAF a Teacher Record adjustment transaction with a *Days Paid* of -3.

**All Other Transaction Changes Must be Made by Sending a Memo to TRAF**

- Among other fields, this applies to:
  - POS
  - Number of Days in the Working Year
  - Employment Commencement Date
  - Employment Termination Date

**Transaction Fields that May Have a Negative Value**

- The only transaction fields that may be negative are those that may be adjusted by a transaction, as described above. These fields are:
  - Contributions
  - Days Paid
  - Substitute Pensionable Earnings
  - Non-serviceable Pensionable Earnings

**Adjustments to Data for Previous or Current School Terms with Year/Month Transaction**

- Must contain a year/month belonging to the current school term or to the school term that has just been completed. However, adjustments can be made to previous school terms by simply setting this year/month to a date in that previous term.

**Contribution Adjustments for Previous Working Year**

- *Contributions* must always be recorded for the period in which the payment was made to TRAF.

# COMMENTS

## SERVICE TYPE #3 (REGULAR SERVICE)

Some fields of a typical transaction are:

- Contributions (pension contributions) – positive
- Days Paid – positive
- Number of Days in the Working Year – positive
- Contractual Salary – positive
- Substitute Pensionable Earnings – zero
- POS – greater than or equal to zero (where zero means 100% full-time)
- Non-serviceable Pensionable Earnings – greater than or equal to zero
- Employment Commencement Date – zero or a valid date (YYYYMMDD)
- Employment Termination Date – zero or a valid date (YYYYMMDD)

**Field That Must be Zero**

- Substitute Pensionable Earnings

**Field That May be Negative**

- Contributions
- Days Paid
- Non-serviceable Pensionable Earnings

**Days Paid, Number of Days in the Working Year, Contractual Salary**

- If *Days Paid* is not zero, then both the *Number of Working Days in the Working Year* and the *Contractual Salary* must not be zero.
- If *Days Paid* is zero, then the other two fields should also be zero since they would be meaningless.

**Contributions Only**

- May only contain *Contributions*.
- Following fields may be zero:
  - Days Paid
  - Number of Days in the Working Year
  - Contractual Salary
  - Substitute Pensionable Earnings
  - POS (where zero means 100%)
  - NSPE
  - Employment Commencement Date
  - Employment Termination Date

## SERVICE TYPE #74 (COMPLIANCE EXTRA TIME)

The comments regarding Service Type #3 (Regular Service) apply, with the following two exceptions:

- POS must be zero.
- Non-serviceable pensionable earnings must be zero.

## SERVICE TYPES #77 AND #222 (COMPLIANCE SUBSTITUTE SERVICE)

Some fields of typical transactions are:

- Contributions (pension contributions) – positive
- Days Paid – positive
- Number of Days in the Working Year – positive
- Substitute Pensionable Earnings – positive
- Employment Commencement Date – zero or valid date (YYYYMMDD)
- Employment Termination Date – zero or valid date (YYYYMMDD)
- Contractual Salary – zero
- POS – zero (where zero means 100%)
- Non-serviceable Pensionable Earnings – zero

**Fields That Must be Zero**

- Contractual Salary
- Non-serviceable Pensionable Earnings
- POS

**Fields That May be Negative**

- Contributions
- Days Paid
- Substitute Pensionable Earnings

**Contributions Only**

- May only contain *Contributions.*
- The following may be zero:
    - Days Paid
    - Number of Days in the Working Year
    - Contractual Salary
    - Substitute Pensionable Earnings
    - POS
    - NSPE
    - Employment Commencement Date
    - Employment Termination Date

**How Does this Differ from Service Type #123 (Non-compliance Substitute Service)?**

- *Contributions* must be zero.
- Non-compliance Substitute Service would have *Substitute Pensionable Earnings* calculated and specified exactly as Service Types #77 and #222 even though these earnings are not pensionable.

## SERVICE TYPES #77, #222 AND #123 (NON-COMPLIANCE SUBSTITUTE SERVICE)

**Days Paid, Number of Days in the Working Year and Substitute Pensionable Earnings**

- If *Days Paid* is not zero, then the *Number of Working Days in the Working Year* must not be zero. However, the *Substitute Pensionable Earnings* may be zero as in the case of an adjustment to the teacher's *Days Paid.*
- If *Days Paid* is zero, then the *Number of Working Days in the Working Year* should also be zero since it would be meaningless. However, the *Substitute Pensionable Earnings* may be non-zero as for an adjustment to the teacher's *Substitute Pensionable Earnings.*