

Member Data Contract and Position Adjustment Record

MD45 Record

The MD45 is used to:

1. **CORRECT** an error in a previously submitted and TRS-accepted MD40 record. This is done by submitting an MD45 with the **exact same Beginning Date of Contract/Work Agreement for the same FY as the originally accepted contract.** The original contract is voided and is replaced by the information submitted on the new MD45.

OR

2. **MODIFY** the original MD40 record submitted and accepted by TRS due to a change in assignment or other information. In such a situation, the original contract/work agreement will have ended earlier than the original end date due to the change. Unlike a Correction, the original contract/work agreement is not replaced, it remains on the system and is given a new ending date of the day prior to the beginning date of the subsequent contract and another contract/work agreement is added to the system using the new information on the MD45. **The Beginning Date of Contract/Work Agreement must be later than the Beginning Date of Contract/Work Agreement on the originally accepted contract otherwise a “Correction” is assumed.**

All fields of this record must be completed. All fields must be padded to their full length. Left pad numeric fields with 0. Right pad alpha fields with **spaces**.

Beginning Position	Ending Position	Element	Length	Description
1	4	TRS District Number	N4	TRS assigned district number <i>Must match lead record</i>
5	6	Report Type Code="MD"	A2	Code indicating type of report <i>Must match lead record</i>
7	8	Record Type Code="45"	N2	Code indicating type of record
9	17	Member Identification Number	N9	Member identification number (social security number or TRS assigned number)
18	25	Date of Birth	N8	Member date of birth (DOB) in MMDDYYYY format
26	26	Gender Code	A1	Member sex (F or M)

27	51	Last Name	A25	Member last name <i>Hyphens and apostrophes are acceptable on all names</i>
52	76	First Name	A25	Member first name
77	80	Generation	A4	Jr., Sr., I, II, III, etc,
81	105	Middle Name	A25	Member middle name
106	106	Pay Unit / Salary Flag	A1	Code indicating if member is hourly or salary (H or S)
107	111	Hourly Rate	N5	For hourly employees, their normal hourly rate of pay (no edit characters, 2 decimal places implied)
112	112	Year Round School Flag	A1	Flag indicating if employed in a year-round school (Y or N)
113	113	Non-standard Contract/Work Agreement Flag	A1	Flag indicating if member has a non-standard contract or work agreement. Non-standard contracts or work agreements are defined as beginning after June 30 th but before September 1 st of the same year (Y or N)
114	121	Beginning Date of Contract/Work Agreement	N8	Beginning date of new year contract/work agreement in (MMDDYYYY format Calendar date, not fiscal)
122	129	Ending Date of Contract/Work Agreement	N8	Ending date of new year contract/work agreement MMDDYYYY format Calendar date, not fiscal
130	138	Amount of Salary Paid in July Under the Contract/Work Agreement for the new year	N9	ONLY for non-standard contract/work agreements beginning in July. Report the amount of salary paid in July under the new contract/work agreement. This represents payment number 1 for the new year (no edit characters, 2 decimal places implied)

139	147	Amount of Salary Paid in August Under the Contract/Work Agreement for the new year	N9	ONLY for non-standard contract/work agreements beginning in August. Report the amount of salary paid in August under the new contract/work agreement. This represents payment number 1 for the new year (no edit characters, 2 decimal places implied)
148	150	Number of Paid Days in Contract/Work Agreement	N3	Actual number of paid days in contract or work agreement.
151	153	Percentage of Time Worked	N3	100% or less (no edit characters, no decimal places implied) (do not include the % sign in the field)
154	155	Position Code	N2	Code indicating primary position <i>See codes below</i>
156	156	Member Pays FICA	A1	F=Full, N=None, M=Medicare Only
157	164	ORP Eligibility Date	A8	Higher education only. Date on which member is eligible for ORP. MMDDYYYY format. Calendar date, not fiscal Pad with spaces if not used
165	172	ORP Election Date	A8	Higher education only. Date on which member elects ORP. MMDDYYYY format. Calendar date, not fiscal Pad with spaces if not used
173	173	ORP Vested Flag	A1	Higher education only. Y=Yes, N=No Pad with a space if not used
174	174	Adjustment Reason Code	A1	Reason for Adjustment (not used at this time)

175	176	Original Position Code	N2	<p>This element must be used when modifying an MD40 for a member employed in multiple position codes and for whom multiple MD40 records have been submitted and accepted.</p> <p>It must also be used when a change in position code has taken place. In this scenario the position code in this field must be the “Original Position Code” being replaced.</p> <p>Pad with spaces if not used</p>
177	200	Blank	A24	Pad with spaces
<p><i>Last Updated on 08/26/2011</i> <i>By Teacher Retirement System</i></p>				

Position Codes:

- '01'=Professional Staff
- '02'=Teacher/Full-time Librarian
- '03'=Support Staff
- '04'=Bus Driver
- '05'=Full-time Nurse/Counselor
- '06'=Peace Officer