



OPTrust File Format Overview

Transaction Types (Summary)

Transaction Type	Short Description
0	Header Record
1	Social Insurance Number Change
2	Client Basic Information
3	Address Information
4	Employment Information
5	Leave of Absence Information
6	Salary Information
7	Payroll Contributions
8	Termination Information
A	Transfer Information
9	Trailer Information



Transaction Detail

Transaction 0 - Header

Field	Format / Length	Position	Description
Transaction Code	CHAR(1)	01:01	0 (One zero to indicate the Header transaction)
Organization Code	CHAR(4)	02:05	Ministry (2 digits + 2 blank spaces) / ABC Code (4 digits)
Filler	CHAR(2)	06:07	2 Blank spaces
Plan Code	CHAR(4)	08:11	OPSU (Plan Code)
Filler	CHAR(5)	12:16	00000 (5 zeros) or blank spaces
Transaction Date	YYYYMMDD	17:24	The date when the file is created
Transaction File Number	INTEGER(3)	25:27	001 (increment by 1 for additional transaction files)
Filler	INTEGER(2)	28:29	00 (2 zeros)
File Number	INTEGER(4)	30:33	File Number (Incremental for OSS – 1 to 26 for ABC's)
File Version Number	INTEGER(2)	34:35	00 (incremented by 1 for each replacement file – used primarily for corrupt or erroneous data)
Pay Period/Record Start Date	YYYYMMDD	36:43	The start date of the transaction period
Pay Period/Record End Date	YYYYMMDD	44:51	The end date of the transaction period
Pay Date	YYYYMMDD	52:59	The pay date (null if only reporting non payroll data)



Transaction 1 – Social Insurance Number Change

Field	Format / Length	Position	Description
Transaction Code	CHAR(1)	01:01	1 (One 1 to indicate the SIN change transaction)
Organization Code	CHAR(4)	02:05	Ministry (2 digits + 2 blank spaces) / ABC Code (4 digits)
Filler	CHAR(2)	06:07	2 Blank Spaces
New Social Insurance Number	INTEGER(9)	08:16	Unique number assigned by the Federal Government
Transaction Date	YYYYMMDD	17:24	The date when the transaction was entered in the system
Transaction Counter	INTEGER(4)	25:28	An incremental counter if the same type of transaction occurred multiple times for the same employee in the same interface
Surname	CHAR(30)	29:58	Employees last name
First Name/Initial	CHAR(30)	59:88	Employees first name or initials
Former Social Insurance Number	INTEGER(9)	89:97	Expired unique number assigned by the Federal Government



Transaction 2 – Client Basic Information

Field	Format / Length	Position	Description
Transaction Code	CHAR(1)	01:01	2 (One 2 to represent Client Basic transaction)
Organization Code	CHAR(4)	02:05	Ministry (2 digits + 2 blank spaces) / ABC Code (4 digits)
Filler	CHAR(2)	06:07	2 Blank Spaces
Social Insurance Number	INTEGER(9)	08:16	A unique number assigned by the Federal Government
Transaction Date	YYYYMMDD	17:24	The date when the transaction was entered in the system
Transaction Counter	INTEGER(4)	25:28	An incremental counter if the same type of transaction occurred multiple times for the same employee in the same interface
Surname	CHAR(30)	29:58	Employees last name
First Name	CHAR(30)	59:88	Employees first name
Middle Name/Initial	CHAR(30)	89:118	Employees middle name or initials
Former Surname	CHAR(30)	119:148	Used for maiden or legal name changes
Title Indicator	CHAR(1)	149:149	P
Title	CHAR(10)	150:159	Abbreviated description of the employees marital status or profession. List of values: MR MRS MS MISS DR
Sex	CHAR(1)	160:160	A code representing the sex of the employee. List of values: M (Male) F (Female)
Date of Birth	YYYYMMDD	161:168	The date the employee was born
Marital Status	CHAR(2)	169:170	A code representing the marital status of the employee SI (Single) MA (Married) CO (Common Law) WI (Widowed) SE (Separated)



Transaction 3 – Address Information

Field	Format / Length	Position	Description
Transaction Code	CHAR(1)	01:01	3 (One 3 to represent Address Information transaction)
Organization Code	CHAR(4)	02:05	Ministry (2 digits + 2 blank spaces) / ABC Code (4 digits)
Filler	CHAR(2)	06:07	2 Blank Spaces
Social Insurance Number	INTEGER(9)	08:16	A unique number assigned by the Federal Government
Transaction Date	YYYYMMDD	17:24	The date when the transaction was entered in the system
Transaction Counter	INTEGER(4)	25:28	An incremental counter if the same type of transaction occurred multiple times for the same employee in the same interface
Surname	CHAR(30)	29:58	Employees last name
First Name/Initial	CHAR(30)	59:88	Employees first name
Address Type	CHAR(2)	89:90	A code confirming resident or non resident address R (One R to reflect Canadian resident)
Street Name and street number line 1	CHAR(30)	91:120	Include Apartment number if applicable followed by street number, street name or rural route number/P.O. Box Number
Street Name and street number line 2	CHAR(30)	121:150	Additional address information
Street Name and street number line 3	CHAR(30)	151:180	Additional address information
Filler	CHAR(6)	181:186	6 Blank spaces
City	CHAR(20)	187:206	Name of the city
Province Code	CHAR(2)	207:208	A code representing a Canadian province. List of values: QC (Quebec) ON (Ontario) BC (British Columbia) SK (Saskatchewan) NF (Newfoundland) PE (Prince Edward Island) AB (Alberta) MB (Manitoba) NB (New Brunswick) NS (Nova Scotia) YT (Yukon Territories) NT (Northwest Territories)
Postal/ZIP Code	CHAR(10)	209:218	Postal Code of the address (A0A 0A0)



Country Code	CHAR(4)	219:222	A code registering in which country the address is in CAN (Canada) US (United States) OTH (Other)
Phone Number	INTEGER(10)	223:232	Employees residential area code plus phone number



Transaction 4 – Employment Information

Field	Format / Length	Position	Description
Transaction Code	CHAR(1)	01:01	4 (One 4 to represent the Employment Information transaction)
Organization Code	CHAR(4)	02:05	Ministry (2 digits + 2 blank spaces) / ABC Code (4 digits)
Filler	CHAR(2)	06:07	2 Blank Spaces
Social Insurance Number	INTEGER(9)	08:16	A unique number assigned by the Federal Government
Transaction Date	YYYYMMDD	17:24	The date when the transaction was entered in the system
Transaction Counter	INTEGER(4)	25:28	An incremental counter if the same type of transaction occurred multiple times for the same employee in the same interface
Job Assignment Number	CHAR(2)	29:30	A unique number to identify the job assignment if the employee has multiple job assignments with the same employer. This field will be left blank if there is only one job assignment
Surname	CHAR(30)	31:60	Employees last name
First Name/Initial	CHAR(30)	61:90	Employees first name
Employment Start Date	YYYYMMDD	91:98	The date the employee began employment with the identified organization
Employment Type Code	CHAR(3)	99:101	A code that describes the employment for a class of employees. List of values: FT (Full-Time) RPT (Regular Part-Time) S (Seasonal) U (Unclassified)
Employment Type Start Date	YYYYMMDD	102:109	The date the employment type became effective
Classification	CHAR(6)	110:115	A code used to identify a group to which several different positions are allocated by virtue of similar duties, responsibilities and qualifications (may also be left as blanks)
Bargaining Unit Code	CHAR(6)	116:121	A code indicating the employees union bargaining unit (may also be left as blanks)
Standard Work Hours	DECIMAL(5.2)	122:129	The standard number of hours a full time employee works during a pay period
RPT Ratio	DECIMAL (0.3)	130:133	Percentage of full work week by Regular Part Time staff – For example, .500 for 50% of full time. If employee is FULL TIME, use .000 (decimal zero zero zero)



Transaction 5 – Leave of Absence Information

Field	Format / Length	Position	Description
Transaction Code	CHAR(1)	01:01	Equals to 5
Organization Code	CHAR(4)	02:05	Ministry (2 digits + 2 blank spaces) / ABC Code (4 digits)
Filler	CHAR(2)	06:07	2 Blank Spaces
Social Insurance Number	INTEGER(9)	08:16	A unique number assigned by the Federal Government
Transaction Date	YYYYMMDD	17:24	The date when the transaction was entered in the system
Transaction Counter	INTEGER(4)	25:28	An incremental counter if the same type of transaction occurred multiple times for the same employee in the same interface
Job Assignment Number	CHAR(2)	29:30	A unique number to identify the job assignment if the employee has multiple job assignments with the same employer. The field will be left blank if there is only one job assignment
Surname	CHAR(30)	31:60	Employees last name
First Name/Initial	CHAR(30)	61:90	Employees first name
Leave of Absence Reason	CHAR(4)	91:94	A code indicating the reason for the pre-authorized leave of absence. List of values: LOAP (Parental) LOAA (Adoption) LOAI (Illness) LOAE (Education) LOAW (WSIB) LTIP (LTIP) LOAK (Strike) LOAS (Special)
Leave of Absence Start Date	YYYYMMDD	95:102	The date the employee started the pre-authorized leave of absence
Leave of Absence Return Date	YYYYMMDD	103:110	The date on which the employee expects to return from the LOA (May be left blank)
Disability Date	YYYYMMDD	111:118	The date the disability commenced (LTIP only)



Transaction 7 – Pension Contributions

Entity Name	Payroll Contributions – Current		
Field	Format / Length	Position	Description
Transaction Code	CHAR(1)	01:01	7 (One 7 to represent the Payroll Contributions transactions)
Organization Code	CHAR(4)	02:05	Ministry (2 digits + 2 blank spaces) / ABC Code (4 digits)
Filler	CHAR(2)	06:07	2 Blank spaces
Social Insurance Number	INTEGER(9)	08:16	A unique number assigned by the Federal Government
Transaction Date	YYYYMMDD	17:24	The date when the transaction was entered in the system
Transaction Counter	INTEGER(4)	25:28	An incremental counter if the same type of transaction occurred multiple times for the same employee in the same interface
Surname	CHAR(30)	29:58	Employees last name
First Name/Initial	CHAR(30)	59:88	Employees first name
Actual Hours Worked	DECIMAL(5.2)	89:96	For employees that work irregular hours the actual amount of regular hours worked during the pay period
Contribution Type	CHAR(3)	97:99	A code indicating the type of contribution relative to the period of employment. List of values: R (Regular) 054 (Employee Buyback – Unmatched by Employer) 055 (Employee Buyback – Matched by Employer)
Filler	CHAR(1)	100:100	1 Blank Space (<i>utilized to accommodate '.' in old abc bb codes (ie. 73.1)</i>)
Amount Contributed	DECIMAL(9.2)	101:112	The cost of service purchased for a particular period of time
Filler	DECIMAL(9.2)	113:124	000000000.00 (<i>supplementary contributions – not available at oprust</i>)
CPP Amount Contributed	DECIMAL(9.2)	125:136	The amount the employee paid for CPP Contributions
Negative Indicator	CHAR(1)	137:137	This field is used together with the Amount Contributed/Supplementary/ CPP amount to indicate a negative amount. Can be null or Y.



Transaction 8 – Termination Information

Field	Format / Length	Position	Description
Transaction Code	CHAR(1)	01:01	Equals to 8
Organization Code	CHAR(4)	02:05	Ministry (2 digits + 2 blank spaces) / ABC Code (4 digits)
Filler	CHAR(2)	06:07	2 Blank Spaces
Social Insurance Number	INTEGER(9)	08:16	A unique number assigned by the Federal Government
Transaction Date	YYYYMMDD	17:24	The date when the transaction was entered in the system
Transaction Counter	INTEGER(4)	25:28	An incremental counter if the same type of transaction occurred multiple times for the same employee in the same interface
Job Assignment Number	CHAR(2)	29:30	A unique number to identify the job assignment if the employee has multiple job assignments with the same employer. The field will be left blank if there is only one job assignment
Surname	CHAR(30)	31:60	Employees last name
First Name/Initial	CHAR(30)	61:90	Employees first name
Employment End Date	YYYYMMDD	91:98	The date the employee stops working the job assignment/organization
Separation Reason	CHAR(2)	99:100	A code indicating the reason for separation. List of values: 00 (Closing job) 01 (Retirement at or after age 65) 02 (Retirement-Before age 65 on immediate pension) 03 (Resignation-Quit/No Reason Given) 06 (Resignation-On Disability Pension) 12 (Release-Work Shortage) 18 (Release-Contract Expiry) 20 (Release-For Cause) 21 (Release-Divestment) 22 (Release-Closure of Facilities) 24 (Death)
FILLER	CHAR(1)	101:101	Leave Null - Space for old benefits coverage info (Health/Hospital) (N,F,S)
FILLER	CHAR(1)	102:102	Leave Null - Space for old benefits coverage info (Dental) (N,F,S)
FILLER	CHAR(1)	103:103	Leave Null - Space for old benefits coverage info (Vision) (N,F,S)
FILLER	CHAR(1)	104:104	Leave Null - Space for old benefits coverage info (Life) (1,2,3,N)



Transaction A – Transfer Information

Field	Format / Length	Position	Description
Transaction Code	CHAR(1)	01:01	A (One A to represent the Transfer Information transaction)
Organization Code	CHAR(4)	02:05	Equals to the Ministry /ABC code
Filler	CHAR(2)	06:07	2 Blank Spaces
Social Insurance Number	INTEGER(9)	08:16	A unique number assigned by the Federal Government
Transaction Date	YYYYMMDD	17:24	The date when the transaction was entered in the system
Transaction Counter	INTEGER(4)	25:28	An incremental counter if the same type of transaction occurred multiple times for the same employee in the same interface
Job Assignment Number	CHAR(2)	29:30	A unique number to identify the job assignment if the employee has multiple job assignments with the same employer. The field will be left blank if there is only one job assignment
Surname	CHAR(30)	31:60	Employees last name
First Name/Initial	CHAR(24)	61:84	Employees first name
Old Plan Code	CHAR(4)	85:88	The Plan Code of the former pension plan (OPSU, PSPB)
New Plan Code	CHAR(4)	89:92	The Plan Code of the new Pension Plan (OPSU, PSPB)
Plan Effective Date	YYYYMMDD	93:100	The date the membership status becomes effective
Transfer Effective Date	YYYYMMDD	101:108	The date of the transfer



Transaction 9 – Trailer

Field	Format / Length	Position	Description
Transaction Code	CHAR(1)	01:01	9 (One 9 to represent the trailer transaction)
Organization Code	CHAR(4)	02:05	Equals to the Ministry /ABC code
Filler	CHAR(2)	06:07	Blank Spaces
Filler	INTEGER(9)	08:16	Equals to 999999999
Transaction Date	YYYYMMDD	17:24	The date when the interface file was created
Total number of Employees	INTEGER(9)	25:33	The total of unique employees on the file (unique sin count)
Total Transaction Type 1	INTEGER(9)	34:42	Total number of SIN change records on the file
Total Transaction Type 2	INTEGER(9)	43:51	Total number of Client Basic Information records on the file
Total Transaction Type 3	INTEGER(9)	52:60	Total number of Address Information records on the file
Total Transaction Type 4	INTEGER(9)	61:69	Total number of Work History Information records on the file
Total Transaction Type 5	INTEGER(9)	70:78	Total number of LOA Information records on the file
Total Transaction Type 6	INTEGER(9)	79:87	Total number of Salary History records on the file
Total Transaction Type 7	INTEGER(9)	88:96	Total number of Payroll Contribution records on the file
Total Transaction Type 8	INTEGER(9)	97:105	Total number of Termination Information records on the file
Total Fields Changed	INTEGER(9)	106:114	Total number of data elements placed on the file that have been changed from the last transmission
Total Regular Contributions	DECIMAL(9.2)	115:126	Total amount of regular contributions
Total Supplementary Contributions	DECIMAL(9.2)	127:138	Total amount of supplementary contributions
Total Buyback Contributions	DECIMAL(9.2)	139:150	The total amount of buyback contributions
Total LTIP Contributions	DECIMAL(9.2)	151:162	Total amount of LTIP contributions
Total Reversal of Contributions	DECIMAL(9.2)	163:174	The total amount of contribution reversals
Total Transaction Type A	INTEGER(9)	175:183	Total number of Transfer records on the file