PERA Demographics and Contribution Reports Extract (Minnesota)

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Human Resources will no longer be available after June 30th, 2025. For more information, visit the Human Resources and Staff Evaluation Deprecation FAQ .

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Tool Search: PERA Extracts

The PERA Demographics and Contribution Reports Extract collects data regarding all staff members within the district who are eligible for Public Employees Retirement Association of Minnesota (PERA) benefits.

PERA Demographics and Contributions Reports Extract Editor

Electronic Enrollment

The PERA Demographic record must be submitted to enroll members in PERA when any of the following occur:

- An employee newly hired, or a former employee rehired, into a position in which he/she is immediately qualifies for PERA coverage.
- A staff member currently employed who was previously ineligible for PERA coverage but now meets the eligibility requirements.
- An employee who changed positions resulting in the transfer of coverage from one PERA plan to another.
- An employee who changed his/her coverage from another Minnesota retirement system to PERA.

Report Logic

Report Logic is broken down into Enrollment, Status Changes and Demographic Changes since a change in each of these categories will cause a record to report. A Retirement Organization of PERA, along with an Eligibility Date before the dates entered on the extract editor are required for staff members to be reported regardless of which criteria they meet.

Enrollment

- Staff members who have a retirement record with PERA selected as their retirement organization, have an account number, and have an Eligibility Date between the Snapshot and Previous Snapshot Dates entered on

the extract editor report.

Status Changes

- If a Termination Date, a Leave Date, or a Hire Date (with the exception of a Hire Status of 00 or 20) is found between the Snapshot Date and the Previous Snapshot Date, a record reports.

Demographic Changes

- If the staff member has an identity Effective Date between the date range entered in the extract editor, a record reports if any of the following has changed:
    - First Name
    - Last Name
    - Middle Name
    - Suffix
    - Birth date

Report Editor Options

Field	Description
Extract Type	The type of extract to be generated. PERA Demographics must be selected for this extract.
Snapshot Date	The date on which the date range begins. Dates are entered in mmddyy format or may be entered by clicking the calendar icon and selecting a date.
Previous Snapshot Date	The date on which the date range ends. Dates are entered in mmddyy format or may be entered by clicking the calendar icon and selecting a date.
Enrollment / Status Change	**Enrollment**: When selected, the Enrollment report logic applies generating records for employees meeting the criteria. **Status Change**: When selected, the Status Changes and Demographics Changes logic is applied generating records for employees meeting the criteria.
Format	The format in which the report generates. Chose State Format (Fixed width) when submitting to the state, otherwise select either CSV or HTML to review data prior to submission.

Generating the Report

1. Select the **Extract Type**. PERA Demographics should be selected for this report.
2. Enter a **Snapshot Date**.
3. Enter a **Previous Snapshot Date**.
4. Select the appropriate radio button: **Enrollment** or **Status Changes**.
5. Select the desired **Format**.
6. Click **Generate Extract**. The extract will appear in the selected format.

PERA Demographics Extract - State Format(Fixed width)

PERA Demographics Extract - CSV

PERA Demographics Extract - HTML

Report Layout

Element	Description	Type, Format and Length	Campus Database	Campus Location
Transaction Code	The Transaction Code for reporting demographic data. Reports as 42.	Alphanumeric, 2 characters	Not Dynamically Stored	Not Dynamically Stored
Employer Number	The unique identifier assigned to the employer.	Numeric, 6 characters	HrRetirement.hrRetirementID	Human Resources > District Master > Employer Retirement Number
Plan ID	The code assigned to distinguish the type of retirement plan.	Alphanumeric, 20 characters	HrRetirement.planType	Human Resources> Personnel > Personnel Master > HR General Information > Retirement Information > PERA
Social Security Number	The staff member's Social Security Number.	Numeric, 9 digits	HrDemographics.ssn	Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number

Element	Description	Type, Format and Length	Campus Database	Campus Location
Last Name	The staff member's last name.	Alphanumeric, 30 characters	HrDemographics.lastName	Human Resources > Personnel > Personnel Master > HR General Information > Last Name
First Name	The staff member's first name.	Alphanumeric, 30 characters	HrDemographics.firstName	Human Resources > Personnel > Personnel Master > HR General Information > First Name
Middle Initial	The staff member's middle initial.	Alphanumeric, 1 character	HrDemographics.middleName	Human Resources > Personnel > Personnel Master > HR General Information > Middle Initial
Title Following Name	The suffix to the staff member's name.	Alphanumeric, 4 characters	HrDemographics.suffix	Human Resources > Personnel > Personnel Master > HR General Information > Suffix
Hire Date	The date on which the employee is to begin work in his/her current position.	Date Field, 8 characters CCYYMMDD	HrEmplyment.startDate	Human Resources > Personnel > Personnel Master > HR General Information > Employment Date > Hire Date
Eligibility Date	The date on which the employee became eligible for PERA.	Date Field, 8 characters CCYYMMDD	HrRetirement.eligibilityDate	Human Resources > Personnel > Personnel Master > HR General Information > Retirement > Eligibility Date
Exclusion Code	The code indicating why the employee was not eligible for PERA upon hire.	Alphanumeric, 3 characters	HrRetirement.eligibilityCode	Human Resources > Personnel > Personnel Master > HR General Information > HR General Information > Retirement > Exclusion Code

Element	Description	Type, Format and Length	Campus Database	Campus Location
Member Employment Status	The code reflecting the member's status. This field is determined by the categorical report logic as follows: • **Enrollment**: N reports. • **Status/Demographic Change**: See the Hire Status, Exit Reason and State Leave codes for options.	Alphanumeric, 2 characters	HrEmployment.hireStatus HrEmployment.exitReason HrLeaveEvent.stateLeaveCode	Human Resources > Personnel > Personnel Master > HR General Information > Employment Date > Hire Date Human Resources > Personnel > Personnel Master > HR General Information > Hire Status/Termination Date/State Leave Code
Member Employment Status Effective Date	The date on which the member's status became eligible for PERA. This field is determined by the categorical report logic as follows: • **Enrollment**: Eligibility Date reports • **Status/Demographics Change**: Date on which the status change occurred reports.	Date Field, 8 characters CCYYMMDD	HrDemographics.hireDate HrDemographics.termination Date HrLeaveEvent.startDate	Human Resources > Personnel > Personnel Master > HR General Information > Retirement > Eligibility Date
Position Code	The code reflecting the member's position. Reports as OTHR.	Alphanumeric, 4 characters	Not Dynamically Stored	Not Dynamically Stored
Position Class	The code reflecting the member's position classification.	Alphanumeric, 2 characters	HrDemographics.code	Human Resources > Personnel > Personnel Master > HR General Information > Status
Job Title	The member's position title.	Alphanumeric, 30 characters	HrWorkAssignment. positionCode	Human Resources > Personnel > Personnel Master > Work Assignment > Position Code
Birth Last Name	The member's last name at the time of birth. Reports blank.	Alphanumeric, 30 characters	Not Dynamically Stored	Not Dynamically Stored

Element	Description	Type, Format and Length	Campus Database	Campus Location
Sex	The member's gender.	Alphanumeric, 1 character M/F	HrDemographics.gender	Human Resources > Personnel > Personnel Master > HR General Information > Gender
Date of Birth	The member's date of birth.	Date Field, 8 characters CCYYMMDD	HrDemographics.birthdate	Human Resources > Personnel > Personnel Master > HR General Information > Birth Date
Address Attn.	The person in which attendance correspondence must be sent. Reports blank.	Alphanumeric, 30 characters	Not Dynamically Stored	Not Dynamically Stored
Address 1	The member's address line one.	Alphanumeric, 40 characters	HrHLAddress.street	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Address
Address 2	The member's address line two.	Alphanumeric, 40 characters	HrHLAddress.street	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Address
City	The city in which the member resides.	Alphanumeric, 20 characters	HrHLAddress.city	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Address > City
State	The state in which the member resides.	Alphanumeric, 2 characters	HrHLAddress.state	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Address > State

Element	Description	Type, Format and Length	Campus Database	Campus Location
Zip Code	The zip code of the city in which the member resides.	Numeric, 5 digits	HrHLAddress.zip	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Address > Zip
Zip + four	The four additional digits attached to the zip code of the city in which the member resides.	Numeric, 4 digits	HrHLAddress.zip	Human Resources > Personnel > Personnel Master > HR General Information > Contact Information > Address > Zip
Filler	N/A	N/A	N/A	N/A

Hire Status Codes

Code	Description	Mapping
00	Not newly Hired	NULL
01	Newly Licensed Staff	N
02	Staff returning to profession after a break in service	A
03	Transferred from another public school system in Minnesota	N
04	Transferred from school in another state, country or a non-public school	N
05	Newly Licensed Staff (out-of-state or country graduate)	N

Exit Reason Codes

Code	Description	Mapping
30	Intra-District transfer from a licensed position to a non-licensed position	T
46	Staff Reduction	L
47	Personal Reasons	T
49	Retirement	T
50	Death	C
51	Educator in Another District	T
52	Educator in Another State of Outside U.S.	T
54	Other Educational Occupation	T
57	Not Offered Reemployment for Reasons Other Than Staff Reduction	T
60	Unknown / Other	T

State Leave Codes

Code	Description	Mapping
10	Family Leave	M
12	Workers Compensation	W
14	Legislative Leave	P
16	Voluntary Leave	P
18	Part-time teacher program	P
21	Maternity / Paternity / Adoption	K
22	Illness	M
23	Personal Obligations / or Other	P
24	Travel	P
25	Professional Growth	P
26	Military Service	X
28	Extended Leave / Alternative Career Exploration / Sabbatical	W