

RITS

Bulk File Formats

For

Federal Program Agencies

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Application Overview

The Retirement and Insurance Transfer System (RITS) application was jointly developed by the Office of Personnel Management (OPM) and the Financial Management Service (FMS) to automate the transfer of Federal employee's health, benefit, retirement and life insurance program information and payments. FMS partnered with the Federal Reserve Bank of Richmond to re-engineer the RITS application. The improved RITS application automates the submission of the "Report of Withholdings and Contributions for Health Benefits, Life Insurance and Retirement" (SF2812) and the "Report of Withholdings and Contributions for Health Benefits by Enrollment Code" (SF2812A) to OPM.

RITS accumulates information from Federal Program Agencies (FPAs) about the total amount of withholdings and related agency contributions for retirement and insurance. Each user agency defines one or more payrolls, associated pay cycles and payroll start dates. From these parameters RITS creates and maintains an automated payroll/report schedule. This schedule gives the FPA and OPM the ability to calculate and track obligation due dates and payment timeliness. Agency submission performance is monitored on a regular basis by OPM. In the event that a payment is delinquent, OPM has the ability to create an estimated report on the agency's behalf. Estimated reports are based on the most recent payment made by the agency that best reflects the probable amount of the current obligation. Once an agency generates a RITS transaction for a delinquent obligation, the RITS application automatically reverses any estimated payment processed by the OPM administrator.

On a daily basis, the OPM administrator initiates a process to collect all RITS transactions due and submitted for payment. This process extracts all health benefit, retirement and life insurance program information for transmission to OPM for further processing. At the same time, it generates formatted transactions to be submitted to IPAC to transfer funds to satisfy the obligations incurred by each report.

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Bulk File Format Conventions

The following conventions were used in the bulk file formats for this document.

- All required fields are indicated by a ◆
- Values in the column “**Type**”
 - A – Alphanumeric
 - N – Numeric
- Alphanumeric fields are left justified and padded with spaces.
- Numeric fields are right justified and padded with zeros.
- Numeric fields with an implied decimal are described in the “**Lengths**” column as two numbers separated by a decimal. The first number represents the total length of the field. The second number represents the implied decimal places within the field.

For example, a numeric field defined as 11.2 has a total of 11 bytes with 2 implied decimal places.

- Standard or valid default value(s) of fields are denoted by quotes (“xxxxxx”) around the value.

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SF2812 Data

Purpose: The data elements reflect a line-by-line listing of the data elements for the developmental Retirement and Insurance Transfer System (RITS). Each 2812 and 2812A are viewed as one transaction containing multiple record types: the SF2812 Data will require three records, the number of records necessary for the SF 2812A Data will be determined by the number of Health Benefit codes reported, and one record will be required for the 2812A Total Record Data.

Data Flow: Input from Federal Program Agencies to RITS

Output from RITS to OPM

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SF 2812 File Identifier record

APPLICATION: RITS

FILE: 2812 File

FLOW: Input From Federal Program Agencies to RITS

RECORD: File Identifier record

APPLICATION DATA

FIELD	COLUMN	LENGTH	TYPE	VALUE/DESCRIPTION
FILE ID♦	1 - 7	7	A	"RIT2812" – RITS Bulk Files

* The last digit of the amount field is "signed" with an over-punch to indicate a positive or negative dollar amount.

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SF 2812 Data (Record 1 of 3)

APPLICATION: RITS

FILE: 2812 File

FLOW: Input From Federal Program Agencies to RITS

RECORD: SF 2812 Data (Record 1 of 3)

APPLICATION DATA

FIELD	COLUMN	LENGTH	TYPE	VALUE/DESCRIPTION
2812 Data Record Type ♦	1 – 4	4	N	“2812”
Transaction Code ♦	5 – 6	2	N	“01”
Payroll Office Number ♦	7 – 14	8	N	
Pay Period Code ♦	15 – 17	3	A	For Example, W01
Original/Supplemental ♦	18	1	A	(I) Original 2812, (S)supplemental
Date Paid ♦	19 – 24	6	N	YYMMDD
From Date ♦	25 – 30	6	N	YYMMDD
To Date ♦	31 – 36	6	N	YYMMDD
Basic Withholding	37 – 47	11.2	N	Life Insurance
Basic Contributions	48 – 58	11.2	N	Life Insurance
Stnd Withholding	59 – 69	11.2	N	Life Insurance
Additional Withholding	70 – 80	11.2	N	Life Insurance
Family Withholding	81 – 91	11.2	N	Life Insurance
Post-Ret-W/hold	92 – 102	11.2	N	Life Insurance
Tot-Life Ins W/hold	103 – 113	11.2	N	Life Insurance
Tot-Life Ins Contrib	114 – 124	11.2	N	Life Insurance
Total Life Ins	125 – 135	11.2	N	Life Insurance

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SF 2812 Data (Record 2 of 3)

APPLICATION: RITS

FILE: 2812 File

FLOW: Input from Federal Program Agencies to RITS

RECORD: SF 2812 Data (Record 2 of 3)

APPLICATION DATA

FIELD	COLUMN	LENGTH	TYPE	VALUE/DESCRIPTION
2812 Data Record Type ♦	1 – 4	4	N	“2812”
Transaction Code ♦	5 – 6	2	N	“02”
Regular Withholding	7 – 17	11.2	N	Health Benefits
Regular Contribution	18 – 28	11.2	N	Health Benefits
TCC Withholding	29 – 39	11.2	N	Health Benefits
TCC Contributions	40 – 50	11.2	N	Health Benefits
Total HB Withholding	51 – 61	11.2	N	Health Benefits
Total HB Contributions	62 – 72	11.2	N	Health Benefits
Total Health Benefits	73 – 83	11.2	N	Health Benefits
All Category Withholding	84 – 94	11.2	N	Retirement - CSRS
All Category Contributions	95 – 105	11.2	N	Retirement - CSRS
Salary Offset Contributions	106 – 116	11.2	N	Retirement – CSRS
Mil/Civ Dep. Withholdings	117 – 127	11.2	N	Retirement - CSRS
Total CSRS Withholding	128 – 138	11.2	N	Retirement - CSRS
Total CSRS Contributions	139 – 149	11.2	N	Retirement - CSRS
Total CSRS	150 – 160	11.2	N	Retirement - CSRS

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SF 2812 Data (Record 3 of 3)

APPLICATION: RITS

FILE: 2812 File

FLOW: Input from Federal Program Agencies to RITS

RECORD: SF 2812 Data (Record 3 of 3)

APPLICATION DATA

FIELD	COLUMN	LENGTH	TYPE	VALUE/DESCRIPTION
2812 Data Record Type ♦	1 – 4	4	N	“2812”
Transaction Code ♦	5 – 6	2	N	“03”
Regular Withholding	7 – 17	11.2	N	Retirement - FERS
Regular Contributions	18 – 28	11.2	N	Retirement - FERS
Rsv Tech Withholding	29 – 39	11.2	N	Retirement - FERS
Rsv Tech Contributions	40 – 50	11.2	N	Retirement - FERS
Spec Withholding	51 – 61	11.2	N	Retirement - FERS
Spec Contributions	62 – 72	11.2	N	Retirement - FERS
Sal Offset Contributions	73 – 83	11.2	N	Retirement - FERS
Mil Deposit Withholding	84 – 94	11.2	N	Retirement - FERS
Tot FERS Withholding	95 – 105	11.2	N	Retirement - FERS
Total FERS Contributions	106 – 116	11.2	N	Retirement - FERS
Total FERS	117 – 127	11.2	N	Retirement - FERS
Total Retire Withholding	128 – 138	11.2	N	Retirement - FERS
Total Retire Contributions	139 – 149	11.2	N	Retirement - FERS
Total Retirement	150 – 160	11.2	N	Retirement – FERS

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APPLICATION DATA

FIELD	COLUMN	LENGTH	TYPE	VALUE/DESCRIPTION
Grand Total Withholding	161 – 173	13.2	N	Grand Totals
Grand Total Contributions	174 – 186	13.2	N	Grand Totals
Grand Total Total	187 – 199	13.2	N	Grand Totals

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SF 2812A – Enrollment Code Record

APPLICATION: RITS

FILE: 2812A File

FLOW: Input from Federal Program Agencies to RITS

RECORD: SF 2812A – Enrollment Code Record

This record is optional and should be reported only if Health Benefit data is reported.

APPLICATION DATA

FIELD	COLUMN	LENGTH	TYPE	VALUE/DESCRIPTION
2812 Data Record Type ♦	1 – 5	5	N	“2812A”
Transaction Code ♦	6 – 7	2	N	“01”
Enrollment Code #1	8 – 12	5	A	For example, AA2
HB W/Hold & Contribution #1	13 – 23	11.2	N	
Enrollment Code #2	24 – 28	5	A	For example, BB2
HB W/Hold & Contribution #2	29 – 39	11.2	N	
Filler	40 – 199	160	A	Spaces

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SF 2812A – Totals Record

APPLICATION: RITS

FILE: 2812A File

FLOW: Input From Federal Program Agencies to RITS

RECORD: SF 2812A – Totals Record

This record is optional and should be reported only if Health Benefit data is reported.

APPLICATION DATA

FIELD	COLUMN	LENGTH	TYPE	VALUE/DESCRIPTION
2812 Data Record Type ♦	1 – 5	5	N	“2812A”
Transaction Code ♦	6 – 7	2	N	“02”
Total Number of Enrollment Codes	8 – 12	5	N	For Example, 99999
Total HB W/Hold & Contributions	13 – 23	11.2	N	

* The last digit of the amount field is “signed” with an over-punch to indicate a positive or negative dollar amount.