



RITS Bulk File Layout

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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.

Bulk File Processing Constraints

The recommended file size recommended for all IPAC bulk files is less than 30mb; however, there are other file processing factors that could contribute to “application exception” errors. This includes the number of transaction types in a single file, transaction errors, multiple bulk files submitted at the same time and other agency files processing at the same time. It is recommended file submissions be staggered and not submit a larger number of files at the same time.

SF 2812 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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Overstrike Codes

The last character of the field contained a letter instead of a digit, which is an Overstrike Code. This is used to code positive/credit, negative/debit values in the amount field.

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

Example: "N" translates to a negative "5."

Digit	Positive values	Negative values
0	{	}
1	A	J
2	B	K
3	C	L
4	D	M
5	E	N
6	F	O
7	G	P
8	H	Q
9	I	R

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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

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"

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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
Std 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
Rsve Tech Withholding	29 - 39	11.2	N	Retirement – FERS
Rsve 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	

Document Revision History

Version	Date	Description
1.0	4/25/2001	Original version FRB-Richmond and Fiscal Service
1.1	5/22/2019	Format changes, removed app overview; no layout changes made
1.2	11/16/2023	Bulk File Processing Constraints