Payroll Detail Record Layout

General Statute: GS115C-12 (18) (b)

Please Note: NCDPI's financial systems are changing as part of the School Business Systems Modernization initiative; therefore, these requirements are subject to change.

Overview:

Payroll information is collected from Public School Systems for reporting, analysis and compliance. Data is interfaced into NCDPI's Salary Compliance System to validate employees are paid in compliance with State and Federal laws. LEAs can review the results via reports on DPI's Licensure/Salary website. Millions of dollars in refunds are processed annually based on non-compliance.

File Characteristics:

File Name: UERN-CCYYMMDDHHMMSS–00-4213-PayXX-LEApayroll.txt

      Where: Date and Time stamp = CCYYMMDDHHMMSS

      XX = Processing Period (01 = July……12 = June 29, 13 = June 30)
      LEA = LEA #

Frequency: When Payroll is generated (generally once or twice a month). Also, when Payroll corrections are made in the Vendor system after the initial checks/vouchers have been written.

File Type: Text, Pipe (|) delimited

Bytes: 306

Formatting Notes: Negative amounts are designated with the '-' preceding the amount.
          Example: -150000 for credit balance of $1,500.00

Example:
1|87000||12345678|000|09232022|123456789|HEATH|MARIA|CAROLINE||1x|51100|0010|01230|31400|000|00|000|00000|2150|2150|2150|||
10000|540000|540000|331483||-15000 |Y| 03| 5991134669|123456789|M|07|0100||||||||||||||

North Carolina Department of Public Instruction
Uniform Education Reporting System
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