



ARP Report and Report Header Layouts

The following layout is required to transmit ARP information via secure file upload on our website. Files must be in electronic data format and file names can only include one period followed by the “txt” file extension (e.g., .txt).

ARP Report						
Field No.	Field Name	Description	Start Location	Field Length	Format	Valid Values
1	Employer Number	Four-character employer number.	1	4	Alphanumeric	STRS Ohio employer number
2	Fiscal Year	The STRS Ohio fiscal year runs from July 1 through the following June 30. Fiscal year 2023–2024 is reported as 2023.	5	4	CCYY	Fiscal year
3	Fiscal Month Number	Two-digits representing the fiscal reporting month numbered in ascending order beginning with July (01) and ending with June (12).	9	2	MM	Fiscal month
4	Social Security Number	Social Security number of employee.	11	9	999999999	Numeric
5	Membership Type Code	Single alpha character identifies employee as an ARP participant.	20	1	Alphanumeric	A=ARP participant
6	Last Name	Last name of employee. No punctuation except dash [-].	21	25	Alphanumeric	
7	First Name	First name of employee. No punctuation except dash [-].	46	15	Alphanumeric	
8	Middle Name	Middle name of employee. No punctuation except dash [-].	61	15	Alphanumeric	
9	Suffix	Suffix of employee. No punctuation except dash [-].	76	3	Alphanumeric	
10	Employer Contribution Amount	Eight-digit number containing employer's 2.91% monthly contribution based on employee's earnings. Monthly contributions of \$64.25 would be reported as 00006425.	79	8	99999999 (2 assumed decimals)	Unsigned numeric, no commas
11	Earnings	Nine-digit number containing employee's earnings paid during the fiscal reporting month. Monthly earnings of \$1,437.36 would be reported as 000143736.	87	9	999999999 (2 assumed decimals)	Unsigned numeric, no commas

Total record length = 95

Report Header						
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1	Employer Number	Four-character employer number.	1	4	Alphanumeric	STRS Ohio employer number
2	Fiscal Year	The STRS Ohio fiscal year runs from July 1 through the following June 30. Fiscal year 2023–2024 is reported as 2023.	5	4	CCYY	Fiscal year
3	Fiscal Month Number	Two-digits representing the fiscal reporting month numbered in ascending order beginning with July (01) and ending with June (12).	9	2	MM	Fiscal month
4	Number of ARP Records	Total number of ARP records transmitted (leading zeros).	11	9	999999999	Numeric
5	Total Control	T to identify total control.	20	1	Alphanumeric	T=Total control
6	Control Total Record	Control total record.	21	25	Alphanumeric	Control total record
7	Spaces	Spaces (optional field).	46	33	Alphanumeric	Spaces
8	Zeros	Zeros (optional field).	79	17	999999999	Zeros

Total record length = 95