TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM

Uploading Termination Data Files

Instead of manually entering termination dates for each individual employee, you may upload that data to our website. Please use the following instructions when creating your file.

File Format

The file must follow the Comma-Separated Values (CSV) files standard. Each record is located on a separate line, delimited by a line break. Data fields containing line breaks (CRLF), double quotes and commas should be enclosed in double quotes. To see an example of a properly formatted file, sign in at www.tcdrs.org/employer. From the left menu, select "Terminations" and click on "Upload Termination Data" to see an example.

The file can contain termination data for up to 300 employees. If you have data for more than 300 employees, please divide the listing between two or more files.

Data Fields

Please use **initial capitalization** on all fields. Please do <u>not</u> use all caps or all lowercase.

Field Name	Required?	Instructions	Max Length
SSN (Social Security Number)	Yes	SSN with no dashes For example: 111229999	9
First Name	Yes	First name	50
Middle Name	No	Middle name	50
Last Name	Yes	Last name	50
Termination Date	Yes	Date with dashes or slashes For example: MM-DD-YYYY or MM/DD/YYYY	10

File Import

To import the file, sign in to www.tcdrs.org/employer. From the left menu, click on "Employee Terminations". Click the "Upload Termination Data" button and then the "Select File" button. Use the file browse dialog to locate the CSV file on your computer. Once you have imported the file, click "Submit." Instructions on screen will help you complete the process.