



Enrolling Multiple Employees Online

If you wish to submit new employees to TCDRS in a file rather than enter them one-by-one on the employer 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, go to the “Enrollment” web page and click on "Enroll Employees From a File" to see an example.

You may enroll up to 300 employees in each file. If you have more than 300 employees to enroll, please divide the listing between two or more files.

Data Fields

Please use **initial capitalization** on all fields. Please do not use all caps or all lowercase.

Field Name	Required?	Instructions	Max Length
SSN (Social Security Number)	Yes	SSN with no dashes (111229999)	9
Date of Birth	Yes	Date with dashes or slashes (MM-DD-YYYY or MM/DD/YYYY)	8
First Name	Yes	First name (John)	50
Middle Name	No	Middle name (James)	50
Last Name	Yes	Last name (Doe)	50
Suffix	No	Suffix (Jr., Sr., II, III, IV, V or VI – only)	3
Gender	Yes	M or F	1
Mailing Address	Yes	Mailing address, line 1 with no punctuation (150 Main St)	100
Mailing Address 2	No	Mailing address, line 2 with no punctuation (Apt 2)	100
City	Yes	City (Austin)	50
State	Yes	State in all capitals, 2 digit code (TX)	2
Zip Code	Yes	5-digit zip code (77777)	5
Email Address	No	Work or personal email address	50

File Import

To import the file, sign in to www.tcdrs.org/employer. From the left menu, click on the “Enrollment” web page. Click the “Enroll Employees From File” link 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.”