

UNIFIED DATABASE CHAPTER SCHEDULE

- **Starting on the date shown below for your chapter**, please attempt to import your .csv file into the database.
- Communicate with Kristen Holjes (KristenH@pasr.org) and/or Mark Krempa (mkrempa@pasr.org) at headquarters (717-697-7077) to notify them that you have begun and/or for any help or instructions.
- **Please do not begin this process until the date shown below**, as starting earlier could cause difficulties in completing the process
- **Prior to starting**, please ensure that you have all of your membership information entered into a spreadsheet (Microsoft Excel, Apple Numbers or Google Sheets) using the prescribed column headers (those shown next to solid bullets, and exactly as shown):

Required Fields

To avoid duplication, please use the name as it would be registered in the Pennsylvania State Retirement and Pension (ie: first name William, not Bill)

- first_name
- last_name
- address_1
- city
- state
- zip
 - *entered as 5 digits only*
- renewal_date
 - *formatted as m/d/yyyy*

Optional Fields

- title
- middle_initial
- suffix
- email
- address_2
- zip_4
- phone
 - including area code*
- member_type
 - Numeric values only:
 - 50 (annual member - DEFAULT IF NOT SPECIFIED)
 - 52 (life member)
 - 53 (associate member)
 - 54 (emeriti member)
 - 60 (SSMHF member)
- deceased_date
 - complete only where necessary formatted as m/d/yyyy or leave blank*

- **Save your spreadsheet as a .csv file** (found under “save as”, choose your location to save it to, then choose “save as type” pulldown menu and select .csv file type, and save it. Use the saved .csv file as the document that is imported to the database)

DATE TO BEGIN	CHAPTER NAME
November 13, 2017	Allegheny
November 27, 2017	Centre
	Clearfield
December 5, 2017	Huntington
	Mifflin
	Snyder
	Union
December 11, 2017	Bucks
	Chester
	Delaware
January 8, 2018	Fayette
	Greene
January 16, 2018	Washington
	Westmoreland
February 5, 2018	Cumberland
	Dauphin
	Lebanon
February 12, 2018	Franklin
	Fulton
	Juniata
	Perry
February 20, 2018	Adams
	Lancaster
	York
February 26, 2018	Philadelphia
March 5, 2018	Beaver
	Butler
	Clarion
	Mercer

DATE TO BEGIN	CHAPTER NAME
March 19, 2018	Alle-Kiski
	Armstrong
	Indiana
March 26, 2018	Bedford
	Cambria
	Johnstown
	Somerset
April 9, 2018	Bradford/Sullivan
	Luzerne/Wyoming
	Susquehanna
April 16, 2018	Lackawanna
	Monroe
	Wayne/Pike
April 23, 2018	Crawford
	Erie
	Venango
	Warren/Forest
May 14, 2018	Berks
	Lehigh
May 21, 2018	Carbon
	Northampton
	Schuylkill
June 6, 2018	Clinton
	Lycoming
	McKean
	Potter/Tioga