

Data Element Definitions For Contribution Reporting

This document provides a description of the data elements needed for reporting payroll or supplemental income plan contributions along with the conditions for which they are used. For more information about all documents found within the Employer Technical Toolkit and how to utilize the information provided, please review the [Employer's Guide to the Technical Toolkit \(PDF\)](#) document that's published on the CalPERS Technical Resources Web page.

This document **does not** describe the file structure for developing the payroll contribution XML file. Refer to the [Employer Technical Toolkit \(ZIP\)](#) file to obtain the appropriate XML Schema Definition (XSD) documents required to assist you with identifying the correct file structure layout. In addition, the [Encryption Decryption External File Naming \(PDF\)](#) document provides instruction for the naming convention needed to create the XML file.

This document outlines the *Payroll Contribution Reporting File Table* that lists data elements employers provide to CalPERS during the contribution reporting process. Columns within the table provide important information for when the data should be submitted along with the required formats.

Each column should be interpreted as follows:

- **Data Element Number** – The numerical designation that corresponds with data element in the same row.
- **Data Element Name** – The name of the corresponding data element that may be reported to CalPERS.
- **Description of Submitted Data** – A detailed description of the data element including an explanation for when the data should be submitted and any conditions under which it must be reported.
- **R/O/C** – Indicates if the information is required, optional or conditional.
 - **'R'** indicates that the data element is required for reporting and will generate an error if not provided.
 - **'C'** indicates that the data element is only required when certain conditions are met based on prior values being reported. Applicable conditions are located within the Descriptions column. Note: the file or record may error if the scenario calls for a conditional element to be reported. Data elements that do not meet a condition and are still provided will be passed through and corresponding validations ignored.
 - **'O'** indicates that the data element is optional. Information populated when not called for by a condition will be passed through and corresponding validations ignored. Optional fields can be omitted from the XML file if no data is required to be reported.
- **my|CalPERS Field Values** – Provides the required format for which a data element should be reported. Field values may also be submitted as shortened text values. Within this column a table may be provided to map the long name value to a short name value that's reported within the XML file.
- **Max Length** – The maximum number of characters that the field will accept.

For the latest file format requirements and additional technical resources, refer to the Employers tab at www.CalPERS.ca.gov and select *my|CalPERS Technical Requirements*.

Within the *my|CalPERS Technical Resources* page, you will find the Employer Technical Toolkit that contains several documents needed to construct an XML file. The XML Schema Definition (XSD) documents (including the common utilities and soap envelope file) are pertinent, as XML files must conform to the XSD to be considered valid. Employers can use the schema to develop or alter their systems to ensure adherence to CalPERS standards. An XML file is organized in a hierarchical structure, much like a standard outline; and the XSD provides the file structure as an indication of how the data elements are related to each other. The following is an outline of the XML file structure:

File Header – i.e. the type of file, Employer ID, and report begin and end dates

A. Program Identifier – i.e. California Public Employees’ Retirement System (PERS), Judges’ Retirement System (JRS)

1. Program Information – i.e. Record Type, Record Type Counts, and Record Type Totals

2. Report Information – i.e. Payroll Earned Period Report, Supplemental Income Plan (SIP) Earned Period report

3. Participant Information – i.e. Participant CalPERS ID and the Participant Name

a. Participant Record Details – i.e. Record Period Begin Date and Record Period End Date

i. Payroll Details – i.e. Type of Transaction, Employer/Divisions CalPERS ID, Reportable Earnings, Contributions

The outline above can be repeated so there can be multiple programs, reports, and participants in a single file. In addition to the XSDs, sample XML files are provided within the Payroll folder of the Employer Technical Toolkit. The sample files can be used as a model for your agency as you produce files, however they should not be used as the main source of development or validation. They are provided as a means to identify possible scenarios and act as a visual representation which may aid in the development of an XML file.

Note: XML technologies define an extensible messaging framework applicable to a variety of underlying protocols. This framework is designed to be independent of any particular programming language, platform and other technical criteria.

Payroll Contribution Reporting File Table

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|---|-----------------------------|--|-------|--------------|------------|
| 1 | Service Center's CalPERS ID | <p>Description: A unique identifier created by my CalPERS to identify a third-party service center, once the organization becomes an approved business partner of a CalPERS employer.</p> <p>Explanation: <u>For the Judge's Court review the following:</u></p> <ul style="list-style-type: none"> Administrative Office of the Courts (AOC)—if you report for the Judge's Court, use your Service Center's CalPERS ID <p>Required: Only when the contact submitting the file is associated to the service center's my CalPERS account.</p> <p>This element is optional when the payroll file is created by a service center and submitted through a contracting employer's my CalPERS account.</p> <p>Note: A service center is a third-party who creates and may submit payroll files for an employer they have a my CalPERS established business partner relationship with.</p> | C | ##### | 10 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|---|-----------------------|--|-------|--------------|------------|
| 2 | Employer's CalPERS ID | <p>Description: A unique 10-digit identifier created by my CalPERS to identify the reporting organization.</p> <p>Explanation: <u>For schools, review the following:</u></p> <ul style="list-style-type: none"> • County Office of Education—if you report for other school districts, use your Employer's CalPERS ID • Districts who report independently from the County Office of Education—use your Employer's CalPERS ID <p><u>For Judge's Court, review the following:</u></p> <ul style="list-style-type: none"> • AOC—if you report for the Judge's Court, report the Judge's Court's CalPERS ID • SCO—if SCO is reporting, they would report the State's CalPERS ID <p>Required: To identify which my CalPERS account is submitting the XML file. The submitting organization must be a PERS/SIP contracted data owner.</p> <p>Note: No notable information to provide.</p> | R | ##### | 10 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|---|--------------------------|--|-------|--------------|------------|
| 3 | Report Period Begin Date | <p>Description: The report period start date for earned period reports.</p> <p>Explanation: The Report Period Begin Date must coincide with an approved existing payroll schedule per the program being reported.</p> <p>Required: To identify the start date for earned period reports.</p> <p>Note: When submitting an adjustment report, the Report Period Begin Date can equal the date of file submission.</p> | R | yyyy-mm-dd | 10 |
| 4 | Report Period End Date | <p>Description: The report period end date for earned period reports.</p> <p>Explanation: The Report Period End Date must coincide with an approved existing payroll schedule per the program being reported.</p> <p>Required: To identify the end date for earned period reports.</p> <p>Note: When submitting an adjustment report, the Report Period End Date can equal the date of file submission.</p> | R | yyyy-mm-dd | 10 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH | | | | | | | | | | | | | | |
|------------------------------|-----------------------|---|-------|--|------------------------------|------------|---------|-----|--------------|-----|-----------|-----|---------------|-----|-----|-----|-------------|-----|---|
| 5 | Payroll Schedule Type | <p>Description: The payroll schedule type associated to the program being reported.</p> <p>Explanation: The Payroll Schedule Type should coincide with an approved existing payroll schedule that's listed in my CalPERS for the contracting employer.</p> <p>Required: Even though this field is not required, it is recommended that the Payroll Schedule Type be provided when there are two or more active schedules—especially when submitting adjustment reports.</p> <p>Note: Providing the Payroll Schedule Type will ensure payroll transactions post to the correct schedule, reducing the chance of errors.</p> <p>See Appendix E for definitions of Payroll Schedule Types.</p> | O | <table border="1"> <thead> <tr> <th data-bbox="1325 331 1696 412">LONG NAME (Category Name)</th> <th data-bbox="1696 331 1835 412">CODE VALUE</th> </tr> </thead> <tbody> <tr> <td data-bbox="1325 412 1696 456">Monthly</td> <td data-bbox="1696 412 1835 456">MON</td> </tr> <tr> <td data-bbox="1325 456 1696 500">Semi-Monthly</td> <td data-bbox="1696 456 1835 500">SEM</td> </tr> <tr> <td data-bbox="1325 500 1696 544">Bi-Weekly</td> <td data-bbox="1696 500 1835 544">BIW</td> </tr> <tr> <td data-bbox="1325 544 1696 587">Quadri-Weekly</td> <td data-bbox="1696 544 1835 587">QUW</td> </tr> <tr> <td data-bbox="1325 587 1696 631">GAP</td> <td data-bbox="1696 587 1835 631">GAP</td> </tr> <tr> <td data-bbox="1325 631 1696 675">Pre-Defined</td> <td data-bbox="1696 631 1835 675">PDE</td> </tr> </tbody> </table> | LONG NAME (Category Name) | CODE VALUE | Monthly | MON | Semi-Monthly | SEM | Bi-Weekly | BIW | Quadri-Weekly | QUW | GAP | GAP | Pre-Defined | PDE | 3 |
| LONG NAME (Category Name) | CODE VALUE | | | | | | | | | | | | | | | | | | |
| Monthly | MON | | | | | | | | | | | | | | | | | | |
| Semi-Monthly | SEM | | | | | | | | | | | | | | | | | | |
| Bi-Weekly | BIW | | | | | | | | | | | | | | | | | | |
| Quadri-Weekly | QUW | | | | | | | | | | | | | | | | | | |
| GAP | GAP | | | | | | | | | | | | | | | | | | |
| Pre-Defined | PDE | | | | | | | | | | | | | | | | | | |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH | | | | | | | | | | | | | | | | |
|---|-------------------|---|-------|--|------------|------------|---|-----|--|-----|--------------------------------------|-----|---|-----|---|-----|----------------|-----|-------------------|-----|---|
| 6 | Program Type | <p>Description: Employers can contract for different programs. Program Type helps identify which program you are reporting on behalf of (i.e. PERS Retirements, Judges and Legislators', or the Supplemental Income Plan).</p> <p>Explanation: No notable information to provide.</p> <p>Required: To identify which program the information is being reported for.</p> <p>Note: It is recommended that employers submit two separate files when reporting on behalf of two or more programs.</p> | R | <table border="1"> <thead> <tr> <th>LONG NAME</th> <th>CODE VALUE</th> </tr> </thead> <tbody> <tr> <td>California Public Employees' Retirement System (PERS)</td> <td>CPE</td> </tr> <tr> <td>Judges' Retirement System (JRS)</td> <td>JR1</td> </tr> <tr> <td>Legislators' Retirement System (LRS)</td> <td>LRS</td> </tr> <tr> <td>Judges' Retirement System II (JRS II)</td> <td>JR2</td> </tr> <tr> <td>SIP – Supplemental Contribution Program</td> <td>SP1</td> </tr> <tr> <td>SIP – 457 Plan</td> <td>SP2</td> </tr> <tr> <td>SIP – 401(k) Plan</td> <td>SP4</td> </tr> </tbody> </table> | LONG NAME | CODE VALUE | California Public Employees' Retirement System (PERS) | CPE | Judges' Retirement System (JRS) | JR1 | Legislators' Retirement System (LRS) | LRS | Judges' Retirement System II (JRS II) | JR2 | SIP – Supplemental Contribution Program | SP1 | SIP – 457 Plan | SP2 | SIP – 401(k) Plan | SP4 | 3 |
| LONG NAME | CODE VALUE | | | | | | | | | | | | | | | | | | | | |
| California Public Employees' Retirement System (PERS) | CPE | | | | | | | | | | | | | | | | | | | | |
| Judges' Retirement System (JRS) | JR1 | | | | | | | | | | | | | | | | | | | | |
| Legislators' Retirement System (LRS) | LRS | | | | | | | | | | | | | | | | | | | | |
| Judges' Retirement System II (JRS II) | JR2 | | | | | | | | | | | | | | | | | | | | |
| SIP – Supplemental Contribution Program | SP1 | | | | | | | | | | | | | | | | | | | | |
| SIP – 457 Plan | SP2 | | | | | | | | | | | | | | | | | | | | |
| SIP – 401(k) Plan | SP4 | | | | | | | | | | | | | | | | | | | | |
| 7 | Record Type | <p>Description: Identifies the type of record being reported within the XML file.</p> <p>Explanation: No notable information to provide.</p> <p>Required: To identify specific record types.</p> <p>Note: See Appendix D for more information regarding Record Types, and when they can be reported.</p> | R | <table border="1"> <thead> <tr> <th>LONG NAME</th> <th>CODE VALUE</th> </tr> </thead> <tbody> <tr> <td>Payroll Record</td> <td>PAY</td> </tr> <tr> <td>Service Credit Purchase Deduction Record</td> <td>SCP</td> </tr> <tr> <td>Deduction for Overpayment Receivable</td> <td>OPR</td> </tr> <tr> <td>Supplemental Income Plan Deduction Record</td> <td>SIP</td> </tr> </tbody> </table> | LONG NAME | CODE VALUE | Payroll Record | PAY | Service Credit Purchase Deduction Record | SCP | Deduction for Overpayment Receivable | OPR | Supplemental Income Plan Deduction Record | SIP | 3 | | | | | | |
| LONG NAME | CODE VALUE | | | | | | | | | | | | | | | | | | | | |
| Payroll Record | PAY | | | | | | | | | | | | | | | | | | | | |
| Service Credit Purchase Deduction Record | SCP | | | | | | | | | | | | | | | | | | | | |
| Deduction for Overpayment Receivable | OPR | | | | | | | | | | | | | | | | | | | | |
| Supplemental Income Plan Deduction Record | SIP | | | | | | | | | | | | | | | | | | | | |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|---|-------------------|--|-------|--------------|------------|
| 8 | Record Type Count | <p>Description: The total number of records being reported per record type.</p> <p>Explanation: No notable information to provide.</p> <p>Required: To identify the number of records being providing within the report for each program record type being reported.</p> <p>Note: No notable information to provide.</p> | R | ##### | 10 |
| 9 | Record Type Total | <p>Description: The sum of all pre-tax and after-tax contributions and/or deductions reported within the file per record type.</p> <p>Explanation: No notable information to provide.</p> <p>Required: To identify the total contributions reported for each record type found within a specific report.</p> <p>Note: The value reported only accounts for contributions being reported. It does not include earnings or special compensation amounts.</p> | R | #####.## | 14 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|-------------------|--|-------|--------------|------------|
| 10 | SIP Plan ID | <p>Description: A unique identifier assigned by my CalPERS for the Supplemental Income Plan. CalPERS will supply this identifier to the employer once the contract is finalized.</p> <p>Explanation: When multiple SIP Plan IDs are submitted within a file, each Plan ID must be reported along with the record counts and contribution totals.</p> <p>Required: When the report contains SIP contributions.</p> <p>Note: The SIP Plan ID is unique to an employer and plan type.</p> | C | ##### | 6 |
| 11 | SIP Count | <p>Description: The total number of records per Supplemental Income Plan.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When the report contains SIP contributions.</p> <p>Note: No notable information to provide.</p> | C | ##### | 10 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|-------------------|---|-------|--------------|------------|
| 12 | SIP Total | <p>Description: The total sum of contributions for the SIP Plan ID.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When the report contains SIP contributions.</p> <p>Note: The value reported only accounts for contributions being reported. It does not include earnings amounts.</p> | C | #####.## | 14 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|-------------------|--|-------|--------------|------------|
| 13 | Test Report | <p>Description: An identifier used to indicate if the report is a test report. True test reports will process, but transactions will never post regardless if the file contains error or not. Transactions reported within non-test reports will process and have the opportunity to post. Files containing no errors will automatically post.</p> <p>Explanation: This is used to indicate whether the report sent is a test or an actual report.</p> <p>Required: This data element is required.</p> <p>Note: This element must be reported in lowercase text only.</p> <p>true = Denotes the report was sent as a test file</p> <p>false = Denotes the report was sent as an actual report with the intent to post reported transactions.</p> | R | true / false | 5 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH | | | | | | | | | | | | |
|---|-------------------|---|-------|---|------------|------------|--------------------------------|-----|-----------------------------|-----|----------------------|-----|---|-----|--|-----|---|
| 14 | Report Type | <p>Description: Per program selected, this is the type of report being submitted.</p> <p>Explanation: No notable information to provide.</p> <p>Required: To identify the report type.</p> <p>Note: Use the Payroll – Earned Period report type when submitting a combination of earned period and adjustment records within a report.</p> <p>See Appendix B, Section 1 for a list of Report Types, the valid code that can be given, and a description of what the report type means; and Appendix C for transaction type guidelines for Report Types.</p> | R | <table border="1"> <thead> <tr> <th data-bbox="1325 331 1692 410">LONG NAME</th> <th data-bbox="1692 331 1835 410">CODE VALUE</th> </tr> </thead> <tbody> <tr> <td data-bbox="1325 410 1692 483">Payroll - Earned Period Report</td> <td data-bbox="1692 410 1835 483">REG</td> </tr> <tr> <td data-bbox="1325 483 1692 521">Payroll – Adjustment Report</td> <td data-bbox="1692 483 1835 521">ADJ</td> </tr> <tr> <td data-bbox="1325 521 1692 558">Payroll – Gap Report</td> <td data-bbox="1692 521 1835 558">GAP</td> </tr> <tr> <td data-bbox="1325 558 1692 631">Supplemental Income Plan-Earned Period Report</td> <td data-bbox="1692 558 1835 631">SIP</td> </tr> <tr> <td data-bbox="1325 631 1692 704">Supplemental Income Plan – Adjustment Report</td> <td data-bbox="1692 631 1835 704">SAJ</td> </tr> </tbody> </table> | LONG NAME | CODE VALUE | Payroll - Earned Period Report | REG | Payroll – Adjustment Report | ADJ | Payroll – Gap Report | GAP | Supplemental Income Plan-Earned Period Report | SIP | Supplemental Income Plan – Adjustment Report | SAJ | 3 |
| LONG NAME | CODE VALUE | | | | | | | | | | | | | | | | |
| Payroll - Earned Period Report | REG | | | | | | | | | | | | | | | | |
| Payroll – Adjustment Report | ADJ | | | | | | | | | | | | | | | | |
| Payroll – Gap Report | GAP | | | | | | | | | | | | | | | | |
| Supplemental Income Plan-Earned Period Report | SIP | | | | | | | | | | | | | | | | |
| Supplemental Income Plan – Adjustment Report | SAJ | | | | | | | | | | | | | | | | |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|--------------------------|--|-------|----------------------|------------|
| 15 | Participant's CalPERS ID | <p>Description: A unique 10-digit identifier created by my CalPERS upon the participant's initial enrollment which will replace the participant's Social Security Number for all future reporting.</p> <p>Explanation: No notable information to provide.</p> <p>Required: To identify the participant for whom the record is being reported. If the participant's CalPERS ID is unavailable this field should be populated with a zero.</p> <p>Note: Generate the <i>Participant Appointment Details</i> report to obtain a list of participant CalPERS IDs for your employees.</p> | R | ##### | 10 |
| 16 | First Name | <p>Description: The participant's first name.</p> <p>Explanation: No notable information to provide.</p> <p>Required: This data element is required.</p> <p>Note: Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted.</p> | R | XXXXXXXXXXXXXXXXXXXX | 20 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|-------------------|---|-------|--------------------------------------|------------|
| 17 | Middle Name | <p>Description: The participant's middle name.</p> <p>Explanation: No notable information to provide.</p> <p>Required: This data element is optional and can be provided when available.</p> <p>Note: Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted.</p> | O | XXXXXXXXXXXXXXXXXXXX | 20 |
| 18 | Last Name | <p>Description: The participant's last name.</p> <p>Explanation: No notable information to provide.</p> <p>Required: This data element is required.</p> <p>Note: Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted.</p> <ul style="list-style-type: none"> • A minimum of one alpha character is required. • This field cannot start with a blank space. | R | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | 30 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|--------------------------|--|-------|--------------|------------|
| 19 | Record Period Begin Date | <p>Description: The earned period start date for the record being reported.</p> <p>Explanation: The Record Period Begin Date should coincide with an approved payroll schedule for the program being reported. In addition, the date should coincide with the participant's appointment start date which could fall between the Record Period Begin and End Dates.</p> <p>Required: To identify the earned period start date.</p> <p>Note: No notable information to provide.</p> | R | yyyy-mm-dd | 10 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|------------------------|--|-------|--------------|------------|
| 20 | Record Period End Date | <p>Description: The earned period end date for the record being reported.</p> <p>Explanation: The Record Period End Date should coincide with an approved payroll schedule for the program being reported. In addition, the date should occur prior to a participant's appointment separation date which could fall between the Record Period Begin and End dates.</p> <p>Required: To identify the earned period end date.</p> <p>Note: No notable information to provide.</p> | R | yyyy-mm-dd | 10 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|---------------------|--|-------|--------------------------------------|------------|
| 21 | Payroll Record Memo | <p>Description: A memo line provided by the employer as a reference field.</p> <p>Explanation: The Payroll Record Memo may be used to identify employees within a department. This field is available to employers as free form text. When included within a record, all 36 characters must be provided, which may include spaces.</p> <p>Required: This is not a required data element.</p> <p>Note: If the memo line is received through File Upload or File Transfer Protocol (FTP), the memo must be exactly 36 characters (no fewer or more). If the memo line is received through FTP, CalPERS will forward this back to the submitting business partner via an FTP response file.</p> | O | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | 36 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|-----------------------|---|-------|--------------|------------|
| 22 | Division's CalPERS ID | <p>Description: The CalPERS ID of the division where the participant works.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When a participant has multiple appointments across divisions and the employer chooses not to report an Appointment ID.</p> <p>This element is conditionally required for record type Payroll when the Appointment ID is not reported and the participant has more than one appointment for an employer across divisions. This is common amongst County Schools and California State University (CSU) campuses.</p> <p>Note: No notable information to provide.</p> | C | ##### | 10 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|-------------------|---|-------|--------------|------------|
| 23 | Appointment ID | <p>Description: This element uniquely identifies the job into which the employee has been hired.</p> <p>Explanation: my CalPERS will generate Appointment IDs for employees upon each new enrollment.</p> <p>Required: When multiple appointments exist with the reporting employer.</p> <p>Note: Generate the <i>Participant Appointment Details</i> report to obtain a list of participant Appointment IDs.</p> | C | ##### | 10 |
| 24 | SIP Plan ID | <p>Description: A unique identifier created by my CalPERS and supplied to the employer at the time of the Supplemental Income Plan contract finalization.</p> <p>Explanation: This unique identifier is reported for each SIP contribution record submitted.</p> <p>Required: When record type is Supplemental Income Plan Deduction.</p> <p>Note: In the schema, the element name is "PlanID"</p> | C | ##### | 6 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH | | | | | | | | |
|-----------|-------------------|--|-------|--|------------|-------------|--------|-----|-------|-----|---------|-----|---|
| 25 | Pay Rate Type | <p>Description: Denotes the frequency for which payroll is being reported. It can be reported as Hourly, Daily, or Monthly. This value should coincide with the employer's publicly available payroll schedule.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When program type is CPE, record type is Pay, and transaction type is EPR, EPN, PPA, and RSA.</p> <p>Note: This should not be reported when transaction type is RSC.</p> | C | <table border="1"> <thead> <tr> <th data-bbox="1325 329 1623 410">LONG NAME</th> <th data-bbox="1623 329 1835 410">CODE VALUES</th> </tr> </thead> <tbody> <tr> <td data-bbox="1325 410 1623 451">Hourly</td> <td data-bbox="1623 410 1835 451">HRY</td> </tr> <tr> <td data-bbox="1325 451 1623 492">Daily</td> <td data-bbox="1623 451 1835 492">DLY</td> </tr> <tr> <td data-bbox="1325 492 1623 532">Monthly</td> <td data-bbox="1623 492 1835 532">MTY</td> </tr> </tbody> </table> | LONG NAME | CODE VALUES | Hourly | HRY | Daily | DLY | Monthly | MTY | 3 |
| LONG NAME | CODE VALUES | | | | | | | | | | | | |
| Hourly | HRY | | | | | | | | | | | | |
| Daily | DLY | | | | | | | | | | | | |
| Monthly | MTY | | | | | | | | | | | | |
| 26 | Pay Rate | <p>Description: The dollar amount for the given pay rate type.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When program type is CPE, record type is Pay, and transaction type is EPR, EPN, PPA, and RSA.</p> <p>Note: This should not be reported when transaction type is RSC.</p> | C | #####.## | 8 | | | | | | | | |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|---------------------|--|-------|--|------------|
| 27 | Type of Transaction | <p>Description: This describes the type of transaction reported for an employee (e.g. Earned Period, Prior Period Adjustment, Retroactive Salary Adjustment, etc.).</p> <p>Explanation: No notable information to provide.</p> <p>Required: When record type is Pay.</p> <p>Note: No notable information to provide.</p> | C | See Appendix B, Section 2 for a list of transaction types, the valid code that can be given, and a description of what the transaction type means. | 3 |
| 28 | Reportable Earnings | <p>Description: The earnings reported during the reported pay period.</p> <p>Explanation: Earnings should be calculated based on the pay rate and time worked for a reporting period. Special compensation should not be included within the reportable earnings field.</p> <p>Required: When program type is CPE, record type is Pay, and transaction type is NOT Retroactive Special Compensation Adjustment (RSC).</p> <p>Note: No notable information to provide.</p> | C | #####.## | 8 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|------------------------------------|--|-------|--------------|------------|
| 29 | Scheduled Full-Time Days Per Week | <p>Description: The number of days per week considered full-time for a position.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When record type is Pay and pay rate type is Daily.</p> <p>Note: No notable information to provide.</p> | C | ####.## | 7 |
| 30 | Scheduled Full-Time Hours Per Week | <p>Description: The number of hours per week considered full-time for a position.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When program type is CPE and record type is Pay.</p> <p>Note: No notable information to provide.</p> | C | ####.## | 7 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH | | | | | | | | | | | | |
|------------------------------|-------------------------------|--|-------|---|------------------------------|------------|---------------|-----|-----------------|-----|-------------|-----|------------------------|-----|-----------------|-----|---|
| 31 | Special Compensation Category | <p>Description: Identifies the specific special compensation category being reported pursuant to a labor policy or agreement to similarly situated members of a group or class of employment and is reported in addition to and separately from pay rate.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When reporting special compensation for the participant and transaction type is NOT Retroactive Salary Adjustment (RSA).</p> <p>Note: A payroll transaction can include multiple special compensation categories for the reported earned period as long as the special compensation type is not repeated within the record.</p> | C | <table border="1"> <thead> <tr> <th data-bbox="1325 331 1696 415">LONG NAME (Category Name)</th> <th data-bbox="1696 331 1835 415">CODE VALUE</th> </tr> </thead> <tbody> <tr> <td data-bbox="1325 415 1696 456">Incentive Pay</td> <td data-bbox="1696 415 1835 456">ICP</td> </tr> <tr> <td data-bbox="1325 456 1696 496">Educational Pay</td> <td data-bbox="1696 456 1835 496">EDP</td> </tr> <tr> <td data-bbox="1325 496 1696 537">Premium Pay</td> <td data-bbox="1696 496 1835 537">PPP</td> </tr> <tr> <td data-bbox="1325 537 1696 578">Special Assignment Pay</td> <td data-bbox="1696 537 1835 578">SAP</td> </tr> <tr> <td data-bbox="1325 578 1696 618">Statutory Items</td> <td data-bbox="1696 578 1835 618">SSI</td> </tr> </tbody> </table> | LONG NAME (Category Name) | CODE VALUE | Incentive Pay | ICP | Educational Pay | EDP | Premium Pay | PPP | Special Assignment Pay | SAP | Statutory Items | SSI | 3 |
| LONG NAME (Category Name) | CODE VALUE | | | | | | | | | | | | | | | | |
| Incentive Pay | ICP | | | | | | | | | | | | | | | | |
| Educational Pay | EDP | | | | | | | | | | | | | | | | |
| Premium Pay | PPP | | | | | | | | | | | | | | | | |
| Special Assignment Pay | SAP | | | | | | | | | | | | | | | | |
| Statutory Items | SSI | | | | | | | | | | | | | | | | |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|---------------------------|---|-------|---|------------|
| 32 | Special Compensation Type | <p>Description: Identifies the specific special compensation type being reported pursuant to a labor policy or agreement to similarly situated members of a group or class of employment.</p> <p>Explanation: This is reported in addition to and separately from pay rate.</p> <p>Required: When reporting special compensation for the participant and transaction type is NOT Retroactive Salary Adjustment (RSA).</p> <p>Note: A payroll transaction can include multiple special compensation categories for the reported earned period as long as the Special Compensation Type is not repeated within the record.</p> | C | See Appendix A for code values for Compensation Types and the Special Compensation Categories they belong to. | 3 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|-----------------------------|---|-------|--------------|------------|
| 33 | Special Compensation Amount | <p>Description: The specified dollar amount reported for the identified special compensation category and type.</p> <p>Explanation: Government Code (G.C.) section 20636.1(c)(1) specifies that “special compensation of a member includes any payment received for special skills, knowledge, abilities, work assignment, workdays or hours, or other work conditions.” All items of special compensation reported to CalPERS must be reported separate from pay rate and meet specific requirements set forth in California Code of Regulations (C.C.R.) section 571(a) and (b). Further, special compensation items must be identified with the correct category and type listed in C.C.R. section 571(a).</p> <p>Required: When reporting special compensation for the participant and transaction type is NOT Retroactive Salary Adjustment (RSA)</p> <p>Note: With the implementation of the Public Employees’ Pension Reform Act (PEPRA), only specific special compensation types can be reported for PEPRA participants. Please refer to Circular Letter 200-062-12 that outlines pensionable compensation for PEPRA participants.</p> | C | #####.## | 8 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|--|--|-------|--------------|------------|
| 34 | Taxed Member Paid Contribution/ Deduction | <p>Description: The amount of after-tax contribution/deduction associated to the reported earnings and special compensation amounts being reported for a participant.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When record types are Service Credit Purchase Deduction, Deduction for Overpayment Receivable and Supplemental Income Plan, providing a deduction is made in the same report.</p> <p>When record type is Pay and Taxed Member Paid Contributions have been deducted from the participants pay; and employer does not have a 414(h)(2) Resolution for Employer Pick-up on file.</p> <p>Note: When the Member Contribution rate is 0%, report 0.00 for this field.</p> | C | #####.## | 8 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|--|--|-------|--------------|------------|
| 35 | Tax Deferred Member Paid Contribution/ Deduction | <p>Description: The amount of pre-tax contribution/deduction associated to the reported earnings and special compensation amounts being reported for a participant.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When record types are Service Credit Purchase Deduction and Supplemental Income Plan Deduction, provided a deduction is made in the same report.</p> <p>When record type is Pay and Tax Deferred Member Paid Contributions have been deducted from participant's pay; and when the employer has a 414(h)(2) Resolution for Employer Pick-up on file.</p> <p>This element is not required when record type is Deduction for Overpayment Receivable.</p> <p>Note: Under PEPRA regulations, employers who report on a pre-tax basis can only report contributions or deductions for PEPRA enrollment level participants as Tax Deferred Member Paid Contribution or Deductions. The contributions or deductions cannot be reported as Tax Deferred Employer Paid Member Contributions (EPMC). See Circular Letter 200-055-12 for more information.</p> | C | #####.## | 8 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|--|---|-------|--------------|------------|
| 36 | Tax Deferred Employer Paid Member Contribution | <p>Description: The amount of pre-tax contribution/deduction associated to the reported earnings and special compensation amounts being reported for a participant on behalf of the employer.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When record type is Supplemental Income Plan Deduction, provided a deduction is made in the same report.</p> <p>When record type is Pay and contributions are employer paid; and when the employer has a Resolution for Employer Paid Member Contributions on file.</p> <p>Note: When the Member Contribution rate is 0%, report 0.00 for this field.</p> <p>Under PEPPRA regulations, employers who report on a pre-tax basis can only report contributions or deductions for PEPPRA enrollment level participants as Tax Deferred Member Paid Contribution or Deductions. The contributions or deductions cannot be reported as Tax Deferred Employer Paid Member Contributions (EPMC). See Circular Letter 200-055-12 for more information.</p> | C | #####.## | 8 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|---|--|-------|--------------|------------|
| 37 | 1959 Survivor Contribution (Only for PERS) | <p>Description: Participants covered by the 1959 Survivor Benefit are not covered by Social Security. This benefit consists of a monthly allowance payable to eligible family members when the participant's death occurs during employment.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When record type is Pay and participant is enrolled in the CalPERS 1959 Survivor Benefit Program.</p> <p>Note: No notable information to provide.</p> | C | #####.## | 8 |
| 38 | Survivor Contribution - Spouse (Only for - JRS) | <p>Description: The survivor contribution (spouse) amount paid by the participant.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When record type is Pay and the participant is enrolled in the Judges Survivor Benefit Program (spouse).</p> <p>Note: No notable information to provide.</p> | C | #####.## | 8 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|---|---|-------|--------------|------------|
| 39 | Survivor Contribution—Children (Only for JRS) | <p>Description: The survivor contribution (children) amount paid by the participant.</p> <p>Explanation: No notable information to provide.</p> <p>Required: When record type is Pay and the participant is enrolled in the Judges Survivor Benefit Program (children).</p> <p>Note: No notable information to provide.</p> | C | #####.## | 8 |
| 40 | Taxed Member Paid Additional Contribution | <p>Description: Additional taxed contributions that are paid by the participant.</p> <p>Explanation: This program is discontinued and is not available to new participants, i.e., this type of contribution is only applicable to participants who have participated in the program continuously prior to July 1, 1983.</p> <p>Required: When the participant has an additional contribution account.</p> <p>Note: This field does not apply to most employers.</p> | C | #####.## | 8 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|--|---|-------|--------------|------------|
| 41 | Tax Deferred Employer Paid Additional Contribution | <p>Description: Additional pre-tax contributions that are paid by the employer on behalf of the participant.</p> <p>Explanation: This program is discontinued and is not available to new participants, i.e., this type of contribution is only applicable to participants who have participated in the program continuously prior to July 1, 1983.</p> <p>Required: When the participant has an additional contribution account.</p> <p>Note: This field does not apply to most employers.</p> | C | #####.## | 8 |
| 42 | Total Hours Worked | <p>Description: The total number of hours a CalPERS' retiree has worked during a reported earned period.</p> <p>Explanation: No notable information to provide.</p> <p>Required: Only when the employee is a CalPERS retired annuitant and the record type is Pay.</p> <p>Note: No notable information to provide.</p> | C | ####.## | 7 |

| # | DATA ELEMENT NAME | DESCRIPTION OF SUBMITTED DATA | R/O/C | FIELD VALUES | MAX LENGTH |
|----|------------------------|--|-------|--------------|------------|
| 43 | After Tax Loan Payment | <p>Description: The taxed member paid loan payment contributions for the reported period.</p> <p>Explanation: No notable information to provide.</p> <p>Required: Only for program types SIP – 457 Plan and SIP – 401(k) Plan and when the employer has a loan provision on their SIP agreement.</p> <p>Note: No notable information to provide.</p> | C | #####.## | 8 |

Appendix A—Special Compensation Type Code Values (Sorted by Special Compensation Category, Ascending)

| SPECIAL COMPENSATION CATEGORY | SPECIAL COMPENSATION TYPE | CODE VALUE |
|-------------------------------|---|------------|
| Educational Pay | Applicator's Differential | AAD |
| Educational Pay | Certified Public Accountant Incentive | CPA |
| Educational Pay | Educational Incentive | EEI |
| Educational Pay | Emergency Medical Technician Pay | EMT |
| Educational Pay | Engineering Registration Premium | ERP |
| Educational Pay | Government Agency Required Licenses | GAR |
| Educational Pay | International Conference of Building Officials Certificate | ICB |
| Educational Pay | Mechanical Premium | MPP |
| Educational Pay | National Institute of Automotive Service Excellence Certificate | NAS |
| Educational Pay | Notary Pay | NPP |
| Educational Pay | Paramedic Pay | PPP |
| Educational Pay | Peace Officer Standard Training (POST) Certificate Pay | POS |
| Educational Pay | Reading Specialist Premium | RSP |
| Educational Pay | Recertification Bonus | RRB |
| Educational Pay | Special Class Driver's License Pay | SCD |
| Educational Pay | Undergraduate/Graduate/Doctoral Credit | UGD |
| Incentive Pay | Bonus | BON |
| Incentive Pay | Dictation/Shorthand/typing Premium | DST |
| Incentive Pay | Longevity Pay | LLP |
| Incentive Pay | Management Incentive Pay | MIP |
| Incentive Pay | Marksmanship Pay | MKP |
| Incentive Pay | Master Police Officer | MPO |
| Incentive Pay | Off-Salary-Schedule Pay | OSP |
| Incentive Pay | Physical Fitness Program | PFP |
| Incentive Pay | Value of Employer Paid Member Contributions | VEP |
| Premium Pay | Temporary Upgrade Pay | TUP |

| SPECIAL COMPENSATION CATEGORY | SPECIAL COMPENSATION TYPE | CODE VALUE |
|-------------------------------|--|------------|
| Special Assignment Pay | Accountant Premium | AAP |
| Special Assignment Pay | Administrative Secretary Premium | ASP |
| Special Assignment Pay | Aircraft/Helicopter Pilot Premium | APP |
| Special Assignment Pay | Asphalt Work Premium | AWP |
| Special Assignment Pay | Audio Visual Premium | AVP |
| Special Assignment Pay | Auditorium Preparation Premium | APR |
| Special Assignment Pay | Bilingual Premium | BBP |
| Special Assignment Pay | Branch Assignment Premium | BAP |
| Special Assignment Pay | Canine Officer/Animal Premium | COA |
| Special Assignment Pay | Cement Finisher Premium | CFP |
| Special Assignment Pay | Circulation Librarian Premium | CLP |
| Special Assignment Pay | Computer Operations Premium | COP |
| Special Assignment Pay | Confidential Premium | CCP |
| Special Assignment Pay | Contract Administrator Coordinator Premium | CAC |
| Special Assignment Pay | Crime Scene Investigator Premium | CSI |
| Special Assignment Pay | Critical Care Differential Premium | CCD |
| Special Assignment Pay | D.A.R.E. Premium | DAP |
| Special Assignment Pay | Detective Division Premium | DDP |
| Special Assignment Pay | Detention Services Premium | DSP |
| Special Assignment Pay | DUI Traffic Officer Premium | DTO |
| Special Assignment Pay | Extradition Officer Premium | EOP |
| Special Assignment Pay | Fire Inspector Premium | FIP |
| Special Assignment Pay | Fire Investigator Premium | FIN |
| Special Assignment Pay | Fire Prevention Assignment Premium | FPA |
| Special Assignment Pay | Fire Staff Premium | FSP |
| Special Assignment Pay | Flight Time Premium | FTP |
| Special Assignment Pay | Float Differential Premium | FDP |
| Special Assignment Pay | Front Desk Assignment (Jail) | FDA |

| SPECIAL COMPENSATION CATEGORY | SPECIAL COMPENSATION TYPE | CODE VALUE |
|-------------------------------|--|------------|
| Special Assignment Pay | Fugitive Officer Premium | FOP |
| Special Assignment Pay | Gang Detail Assignment Premium | GDA |
| Special Assignment Pay | Gas Maintenance Premium | GMP |
| Special Assignment Pay | Grading Assignment Premium | GAP |
| Special Assignment Pay | Hazard Premium | HZP |
| Special Assignment Pay | Heavy/Special Equipment Operator | HSE |
| Special Assignment Pay | Height Premium | HHP |
| Special Assignment Pay | Housing Specialist Premium | HSP |
| Special Assignment Pay | Juvenile Officer Premium | JOP |
| Special Assignment Pay | Lead Worker/Supervisor Premium | LWP |
| Special Assignment Pay | Library Reference Desk Premium | LRD |
| Special Assignment Pay | MCO Instructor Premium | MCI |
| Special Assignment Pay | Motorcycle Patrol Premium | MOP |
| Special Assignment Pay | Mounted Patrol Premium | MMP |
| Special Assignment Pay | Narcotic Division Premium | NDP |
| Special Assignment Pay | Paramedic Coordinator Premium | PCP |
| Special Assignment Pay | Park Construction Premium | PPC |
| Special Assignment Pay | Park Maintenance/Equipment Manager Premium | PMM |
| Special Assignment Pay | Parking Citation Premium | PCC |
| Special Assignment Pay | Patrol Premium | PAP |
| Special Assignment Pay | Plumber Irrigation System Premium | PIS |
| Special Assignment Pay | Police Administrative Officer | PAO |
| Special Assignment Pay | Police Investigator Premium | PIP |
| Special Assignment Pay | Police Liaison Premium | PLP |
| Special Assignment Pay | Police Polygraph Officer | PPO |
| Special Assignment Pay | Police Records Assignment Premium | PRA |
| Special Assignment Pay | Range master Premium | RMP |
| Special Assignment Pay | Refugee Arrival Cleanup Premium | RAC |

| SPECIAL COMPENSATION CATEGORY | SPECIAL COMPENSATION TYPE | CODE VALUE |
|-------------------------------|---|------------|
| Special Assignment Pay | Refuse Collector Premium | RCP |
| Special Assignment Pay | Safety Officer Training/Coordinator Premium | SOT |
| Special Assignment Pay | Sandblasting Premium | SPP |
| Special Assignment Pay | School Yard Premium | SYP |
| Special Assignment Pay | Search Pay Premium | SEP |
| Special Assignment Pay | Severely Disabled Premium | SDP |
| Special Assignment Pay | Sewer Crew Premium | SCP |
| Special Assignment Pay | Shift Differential | SDD |
| Special Assignment Pay | Solo Patrol Premium | SSP |
| Special Assignment Pay | Sprinkler and Backflow Premium | SBP |
| Special Assignment Pay | Street Lamp Replacement Premium | SLR |
| Special Assignment Pay | Tiller Premium | TIP |
| Special Assignment Pay | Tire Technician Premium | TTP |
| Special Assignment Pay | Traffic Detail Premium | TDP |
| Special Assignment Pay | Training Premium | TPP |
| Special Assignment Pay | Tree Crew Premium | TCP |
| Special Assignment Pay | Utility Systems Operation Premium | USO |
| Special Assignment Pay | Water Certification Premium | WCP |
| Statutory Items | Fair Labor Standards Act (FLSA) | FLS |
| Statutory Items | Holiday Pay | HPP |
| Statutory Items | Uniform Allowance | UAA |

Appendix B—Valid Field Values

1. Report Type, Descriptions, and Code Values

| LONG NAME | DESCRIPTION | CODE VALUE |
|---|--|------------|
| Payroll - Earned Period Report | The report type used to report current earned period payroll records. This report can also include adjustment records for prior periods (PPA or PPN), retroactive salary adjustments (RSA), or retroactive special compensation (RSC). SIP records cannot be reported within a Payroll report. | REG |
| Payroll – Adjustment Report | The report type used to report adjustments/corrections for payroll. Regular earned period (EPR or EPN) records and SIP records cannot be reported within an Adjustment Report. | ADJ |
| Payroll – Gap Report | The report type used to report payroll when there is a gap in the reporting schedule due to a payroll schedule frequency change (i.e. semi-monthly to bi-weekly). SIP records cannot be reported within a GAP report | GAP |
| Supplemental Income Plan – Earned Period Report | The report type used to report Supplemental Income Plan deductions. This report can also be used to report SIP adjustment records. Regular payroll records cannot be included within a SIP report. | SIP |
| Supplemental Income Plan – Adjustment Report | The report type used to report adjustments/corrections to Supplemental Income Plan deduction. Regular earned period SIP records and payroll records cannot be reported within the SIP adjustment report. | SAJ |

2. Transaction Types, Descriptions, and Code Values

| LONG NAME | DESCRIPTION | CODE VALUE |
|---|--|------------|
| Earned Period Reporting | A current earned period contribution payroll record. This transaction type contains only positive values for reporting earnings, special compensation, and Survivor/PERS contributions. <i>** Affects Service Credit</i> | EPR |
| Prior Period Adjustment | An adjustment to a prior period payroll record. This transaction type may be used to report both positive and negative adjustments for earnings, special compensation, or contributions. The Pay Rate must be a positive value. When modifying posted payroll, the exact pay rate amount as what was previously reported must be used. This can only be used to report one pay period at a time. <i>** Affects Service Credit</i> | PPA |
| Earned Period No Contribution and No Service | An earned period payroll record for a Retiree or Local Alternate Retirement Plan member or reporting of earnings for non-contributory appointment. This transaction type contains only positive values for reporting earnings and special compensation. Contributions are not reported for EPN. <i>** No Service Credit Earned</i> | EPN |
| Prior Period No Contribution and No Service | A prior period adjustment record for a Retiree or Local Alternate Retirement Plan member or reporting of earnings for non-contributory appointment. Similar to PPA, this transaction type may be used to report both positive and negative values for earnings and special compensation. Contributions are not reported for PPN. <i>** No Service Credit Earned</i> | PPN |
| Retroactive Salary Adjustment | RSA captures base salary retroactive salary increases for one or more prior posted periods. When multiple periods are reported, the system will separate the records based on the record begin/end date reported. RSA only contains positive pay rate increases and the difference in reported earnings. Negative values can only be used to reverse a prior posted RSA record. If reducing pay rate or earnings from a prior posted period, employers are required to use PPA. Special compensation records cannot be combined with RSAs. If special compensation needs reporting, a separate record must be created with transaction type "Retroactive Special Compensation Adjustment." <i>** Does not Affect Service Credit</i> | RSA |
| Retroactive Special Compensation (RSC) Adjustment | RSC is used to report or update Special Compensation values for one or more prior periods. For new RSC transactions report Pay Rate Type as blank and Pay Rate with a value of "0" dollars. RSC should also be used to reduce the amount of special compensation previously reported. Any previously reported RSC transaction that requires a reversal correction will need to be reversed at an exact match. Therefore, previously reported RSC transactions should be reversed with the original reported Pay Rate Type and Pay Rate. <i>** Does not Affect Service Credit</i> | RSC |

3. Mapping Payroll XML Dependencies

| Report Types | | | | Record Types | | | |
|--------------|--|--------------------|------------|----------------|-------------------------|--------------------------------------|--------------------------|
| # | LONG NAME | SHORT NAME | CODE VALUE | REF1 | REF2 | REF3 | REF4 |
| | | | | Payroll Record | Service Credit Purchase | Deduction for Overpayment Receivable | Supplemental Income Plan |
| 1 | Payroll - Earned Period | Regular Payroll | REG | Y | Y | Y | N |
| 2 | Payroll - Adjustments | Payroll Adjustment | ADJ | Y | Y | Y | N |
| 3 | Payroll - Gap | Gap | GAP | Y | N | N | N |
| 4 | Supplemental Income Plan - Earned Period | SIP-Earned Period | SIP | N | N | N | Y |
| 5 | Supplemental Income Plan - Adjustments | SIP-Adjustments | SAJ | N | N | N | Y |

Appendix C— Transaction Type Guidelines for Report Types

| Report Type | REG | Record Type | | | |
|---|-----|-------------|-----|-----|-----|
| | | PAY | SCP | OPR | SIP |
| Transaction Type (Only needed for record type of PAY. Also SIP record type should not be present in the report type of REG / ADJ) | | EPR | | | |
| | | EPN | | | |
| | | PPA | | | |
| | | PPN | | | |
| | | RSA | | | |
| | | RSC | | | |

| Report Type | ADJ | Record Type | | | |
|---|-----|-------------|-----|-----|-----|
| | | PAY | SCP | OPR | SIP |
| Transaction Type (Only needed for record type of PAY. Also SIP record type should not be present in the report type of REG / ADJ) | | | | | |
| | | | | | |
| | | PPA | | | |
| | | PPN | | | |
| | | RSA | | | |
| | | RSC | | | |

| Report Type | GAP | Record Type | | | |
|--|-----|-------------|-----|-----|-----|
| | | PAY | SCP | OPR | SIP |
| Transaction Type (Gap report should have only earned period record.) | | EPR | | | |
| | | EPN | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

NOTE – The report types of SIP (Supplemental Income Plan) and SAJ (Supplemental Income Plan Adjustment) utilize the record type of SIP but do not use transaction types.

Appendix D—Transaction Type Guidelines for Record Types

| Record Types | | | | Transaction Types | | | | | |
|--------------|--------------------------------------|------------|---|-------------------|-----|-----|-----|-----|-----|
| # | LONG NAME | CODE VALUE | DESCRIPTION | EPR | EPN | PPA | PPN | RSA | RSC |
| 1 | Payroll Record | PAY | The record type when reporting payroll contributions. | Y | Y | Y | Y | Y | Y |
| 2 | Service Credit Purchase Deduction | SCP | The record type when reporting service credit purchase deductions. | N/A | N/A | N/A | N/A | N/A | N/A |
| 3 | Deduction for Overpayment Receivable | OPR | The record type when reporting deduction for overpayment receivables. | N/A | N/A | N/A | N/A | N/A | N/A |
| 4 | Supplemental Income Plan Deduction | SIP | The record type when reporting supplemental income plan deductions. | N/A | N/A | N/A | N/A | N/A | N/A |

Appendix E—Payroll Schedule Types, Descriptions, and Code Values

| LONG NAME | DESCRIPTION | CODE VALUE |
|---------------|---|------------|
| Monthly | This is the schedule type used to report the service period which spans for one month. | MON |
| Semi-Monthly | This is the schedule type used to report the service period which that begins on the 1st of the month and ends on the 15th of the month, followed by another service period on the 16th of the month through the last day of the month. | SEM |
| Bi-Weekly | This is the schedule type used to report the service period of 14 days. | BIW |
| Quadri-Weekly | This is the schedule type used to report the service period of 28 days. | QUW |
| GAP | This is the schedule type used to span the period between a schedule that is being terminated and the schedule that will replace it. | GAP |
| Pre-Defined | This is the schedule type used by all employers reported by SCO. The schedule is created by SCO loaded into PSR. | PDE |