



## Direct Authorization Vendors Data Element Definitions For Deductions Request (Inbound) File

### **Important:**

This Data Element Definition document does NOT describe the file structure for the Deductions Request (Inbound) File. Please refer to the appropriate XSD (XML Schema Definition) file, contained in the Technical Toolkit, for the file structure and the Encryption Decryption External\_File Naming.pdf, for the file naming convention of the Deduction Request xml file. This Data Element Definition document is only intended to describe the data elements and relationships. Further information on how to use the documents and files included in the Technical Toolkit can be found in the Guide to the Technical Toolkit.

## ***Reporting Deduction Information to CalPERS – Inbound***

The table below provides the list of data fields that Direct Authorization (DA) business partners will be asked to provide CalPERS in the deduction submission process. The columns given below are intended to be used for the purpose of helping DA business partners identify the information that must be submitted, and how the information should be formatted. Each column should be interpreted as follows:

- ID – The numerical designation that corresponds with data element in the same row
- Field – The plain-English name of the information that will be required in this field
- Description – A longer, more detailed description of the field including explanation of submitted data, and any conditions under which the field must be populated
- Type – Tells what kind of data is being dealt with. May indicate date, string, integer, or decimal
- R/O/C – Indicates if the information is required, optional, or conditional
  - 'R' indicates that the data is required for the field and an error will generate if the field is not populated
  - 'C' indicates that the data for that field is required when certain conditions are met based on values in another field. Applicable conditions are located in the column of this document titled Description. Information populated when not called for by a condition will be ignored. If data is missing in a conditional field that required the data based on a condition, an error will be returned
  - 'O' indicates that the data is optional for that field. Information populated when not called for will be ignored. If data is missing in an optional field, no error will be returned. The column titled Description indicates what format the optional data must be provided in. If optional data is provided that does not meet the specified format an error will result
- Field Values – A list of the data that should be provided, if applicable, or the format that the field should be populated under
- Max Length – The maximum number of characters that the field will accept

XML technologies define an extensible messaging framework that provides a message construct that can be exchanged over a variety of underlying protocols. This framework is designed to be independent of any particular programming language, platform, and other technical criteria.

### **Version History**

Ver.	DE#	DATA ELEMENT NAME	DESCRIPTION OF CHANGE
V1			Initial release of document
V2		Cover Page	Updated note to indicate refer to the Encryption Decryption External_File Naming.pdf, for the file naming of Deduction Request xml file.
V3	9	Agreement ID	Updated to indicate a length of 10

ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH
<b>Deduction File</b>						
1	Submission Date	<p><b>Description:</b> Date the file was submitted to CalPERS</p> <p><b>Explanation:</b> Submission files will be group into file sets that are delimited by a Submission Date up to the Benefit Roll closing, after which a new file submission set will begin.</p> <p><b>Required:</b> Required to identify date the file was submitted to CalPERS and for file validation.</p> <p><b>Note:</b> Must be today or a future date and cannot be more than one year in the future.</p>	Date	R	yyyy-mm-dd	10

ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH
2	Business Partner	<p><b>Description:</b> This field should contain the Direct Authorization vendor's CalPERS ID. Identifies the vendor that is submitting the deductions.</p> <p><b>Explanation:</b> This unique identifier identifies the reporting business partner.</p> <p><b>Required:</b> Required to identify the business partner and for file validation.</p> <p><b>Note:</b> No notable information.</p>	String	R	#####	10

ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH
<b>Control Totals</b>						
3	Deduction Count	<b>Description:</b> Count of all deduction detail records in the file.  <b>Explanation:</b> Number of deduction detail records in the file.  <b>Required:</b> Required to verify the number of deduction records in the file.  <b>Note:</b> No notable information.	Integer	R	#####	7

ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH
4	Total Amount	<p><b>Description:</b> Sum of the deduction amounts of all deduction detail records in the file.</p> <p><b>Explanation:</b> Total of the deduction amounts contained in the file.</p> <p><b>Required:</b> Required to verify the total sum of the deduction amounts in the file.</p> <p><b>Note:</b> No notable information.</p>	Decimal	R	#####.##	12

ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH						
Participant Deductions												
5	Participant ID Type	<p><b>Description:</b> Code that specifies the type of participant identifier.</p> <p><b>Explanation:</b> When adding new deductions, this can be SSN. On all subsequent transactions for the member, this will be the CalPERS ID.</p> <p><b>Required:</b> Required to specify the type of participant ID being submitted.</p> <p><b>Note:</b> No notable information.</p>	String	R	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Social Security Number</td><td>SSN</td></tr><tr><td>CalPERS Identification</td><td>PID</td></tr></table>	LONG NAME	CODE VALUE	Social Security Number	SSN	CalPERS Identification	PID	3
LONG NAME	CODE VALUE											
Social Security Number	SSN											
CalPERS Identification	PID											
6	Participant ID	<p><b>Description:</b> This field will contain the member's unique identifier for the identifier type reported.</p> <p><b>Explanation:</b> Identifies the benefit recipient receiving retirement benefits from CalPERS.</p>	String	R	##### (CalPERS ID) ##### (SSN)	10						



ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH
		<p><b>Required:</b> Required to identify the member opting to allow a deduction and for file validation.</p> <p><b>Note:</b> If SSN is selected, the number must be submitted using the following format.</p> <ul style="list-style-type: none"> <li>• The Social Security Number must be nine digits (no hyphens).</li> <li>• Social Security Number cannot start with 8, 9, or 666.</li> <li>• Each section of the Social Security Number cannot be all zeroes (i.e., 000 ## ####, ###00####, and #####0000).</li> </ul> <p>The CalPERS ID is 10 digits in length.</p>				

ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH
7	Participant SSN-4	<p><b>Description:</b> The members last 4 digits of the Social Security Number used for validating identification of the participant receiving retirement benefits from CalPERS.</p> <p><b>Explanation:</b> Only the last 4 digits of the SSN xxx-xx-9999, used to validate the participant by comparing inbound Participant SSN-4 to the participant's SSN that is stored in the PSR DB.</p> <p><b>Required:</b> The last 4 digits of the participant's SSN are required if the participant ID being reported is a CalPERS ID. This field is not applicable for SSN values being reported in the Participant ID field.</p> <p><b>Note:</b> This cannot be all zeroes (i.e. 0000)</p>	String	C	####	4

ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH
<b>Deductions</b>						
8	Payee Account	<p><b>Description:</b> A composite of CalPERS ID and 2-digit unique sequence number appended together.</p> <p><b>Explanation:</b> The identifier that represents the Payee Account.</p> <p><b>Required:</b> Payee Account is optional. However, it is recommended to supply the data when possible.</p> <p><b>Note:</b> If the Payee Account is not reported, the my CalPERS system will assign the payee account based on predefined business rules.</p>	String	O	#####	12

ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH
<b>Deduction Detail</b>						
9	Agreement ID	<p><b>Description:</b> A unique identifier representing the direct authorization agreement established between the sponsor and CalPERS.</p> <p><b>Explanation:</b> A 10-digit unique identifier representing the direct authorization agreement that the deductions are being reported for.</p> <p><b>Required:</b> Required to identify the agreement the deductions are being reported for.</p> <p><b>Note:</b> No notable information.</p>	String	R	#####	10

ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH								
10	Transaction Code	<p><b>Description:</b> Identifies the transaction type for a unique record.</p> <p><b>Explanation:</b> Used to identify whether a transaction is being added, updated or deleted.</p> <p><b>Required:</b> Required entry to identify the transaction type.</p> <p><b>Note:</b> No notable information.</p>	Code	R	<table><tr><th>LONG NAME</th><th>CODE VALUE</th></tr><tr><td>Add</td><td>ADD</td></tr><tr><td>Update</td><td>UPD</td></tr><tr><td>Delete</td><td>DEL</td></tr></table>	LONG NAME	CODE VALUE	Add	ADD	Update	UPD	Delete	DEL	3
LONG NAME	CODE VALUE													
Add	ADD													
Update	UPD													
Delete	DEL													

ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH
11	Deduction Amount	<p><b>Description:</b> The amount that must be withheld from the participant's allowance.</p> <p><b>Explanation:</b> Indicates the amount of the deduction.</p> <p><b>Required:</b> Required to indicate amount of deduction.</p> <p><b>Note:</b> Cannot be blank; deduction amount of zeroes are allowed only on the UCRS deductions.</p>	Decimal	R	#####.##	8

ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH								
12	Deduction Frequency	<p><b>Description:</b> This field identifies a deduction as a regular/on-going monthly deduction, a single occurrence one-time deduction, an adjustment deduction, or a specified timeframe limited term deduction.</p> <p><b>Explanation:</b> Identifier used to signify the frequency of the deduction.</p> <p><b>Required:</b> Code required for UCRS or long term care. For regular DA vendors, this field must be blank.</p> <p><b>Note:</b> Only applicable for interfaces with UCRS or long term care.</p>	Code	C	<table><thead><tr><th>LONG NAME</th><th>CODE VALUE</th></tr></thead><tbody><tr><td>Deduction is taken monthly</td><td>REG</td></tr><tr><td>Deduction is taken once</td><td>ONE</td></tr><tr><td>Deduction is taken for a period of time</td><td>LIM</td></tr></tbody></table>	LONG NAME	CODE VALUE	Deduction is taken monthly	REG	Deduction is taken once	ONE	Deduction is taken for a period of time	LIM	3
LONG NAME	CODE VALUE													
Deduction is taken monthly	REG													
Deduction is taken once	ONE													
Deduction is taken for a period of time	LIM													

ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH
13	Deduction Start Date	<p><b>Description:</b> This field specifies the beginning of the coverage period for the deduction.</p> <p><b>Explanation:</b> Date which indicates when coverage will start.</p> <p><b>Required:</b> Required if Deduction Type is UCRS and Deduction Frequency is one-time or limited term.</p> <p>Required if Deduction Type is CalPERS Long Term Care.</p> <p><b>Note:</b> No notable information.</p>	Date	C	yyyy-mm-dd	10



ID	FIELD	DESCRIPTION	TYPE	R/O/C	FIELD VALUES	LENGTH
14	Deduction End Date	<p><b>Description:</b> This specifies the end of the coverage period for the deduction</p> <p><b>Explanation:</b> Date which indicates when coverage will end.</p> <p><b>Required:</b> Required if Deduction Type is UCRS and Deduction Frequency is one-time or limited term.</p> <p>Required if Deduction Type is CalPERS Long Term Care.</p> <p><b>Note:</b> No notable information.</p>	Date	C	yyyy-mm-dd	10