

Data Element Definitions

State Agency Retirement Enrollment Response File

Overview

This document outlines the data elements within a CalPERS State Agency Retirement Enrollment Response XML File. Descriptions, conditions for which they are used, field/code values, and character requirements are outlined for each element.

This document **does not** describe the file structure for developing the State Agency Retirement Enrollment XML File. The following page includes information about the resources available within the [Employer Technical Toolkit \(ZIP, 10.8 MB\)](#) to assist you in developing an XML file for reporting.

Employer Technical Toolkit

On our [Technical Resources](#) webpage, you will find the [Employer Technical Toolkit \(ZIP, 10.8 MB\)](#) containing several documents needed to construct an XML file. The XML Schema Definition (XSD) documents (including the common utilities and Simple Object Access Protocol (SOAP) envelope file) identify the required file structure layout. Employers can use the schema to develop or alter their systems to ensure adherence to CalPERS standards. The [Encryption/Decryption & File Naming \(PDF\)](#) document provides instruction for the naming convention used to create the XML file.

File Structure

An XML file is organized in a hierarchical structure, much like a standard outline; 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. *Transaction Information* – i.e., Transaction Type, Unique Identifier, Effective Date

1. *Demographics* – i.e., Person Information, Address Information, Communication Information
2. *Appointment* – e.g., Employer Information, Employment Information, Job Position
 - a) *Employer Information* – e.g., Employer CalPERS ID, County
 - b) *Employment Information* – e.g., Original Hire Date, Collective Bargaining Unit
 - c) *Job Position Information* – e.g., Position Code, Appointment ID, Tier
3. *Retirement Enrollment* – i.e., Program, SSA designation, ARP designation

This outline 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 Retirement folder of the Employer Technical Toolkit. The sample files can be used as a model as you produce files; however, they should not be used as the main source of development or validation, but 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 programming language, platforms, and other technical criteria.

For more information about all documents found within the toolkit and how to utilize the information provided, review the [Employer's Guide to the Technical Toolkit \(PDF, 1.55 MB\)](#) document available on our [Technical Resources](#) webpage.

State Agency Retirement Enrollment Response Data Elements

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
1	Unique Transaction ID	Description: The unique transaction identifier as provided in the Retirement Enrollment Reporting File. Conditions: Required – to identify the transaction.	XXXXXXXX-XXXX-XXXX-XXXX- XXXXXXXXXXXX	36
2	Transaction Status	Description: The status of the transaction after running the business rule validation. Conditions: Required – to identify the status of the transaction.	• ERR = Error • VAL = Valid	3
3	Person Identifier	Description: The CalPERS ID (CID) of the person associated with the transaction. Conditions: Required – for records with a <i>Transaction Status</i> of Valid (VAL) as provided in the Retirement Enrollment Reporting File. Note: If the employer reports a new appointment for the participant using the participant's Social Security Number (SSN), the CID will be returned in this response file.	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
4	Appointment Identifier	Description: A unique 10-digit identifier created by myCalPERS to identify the job the participant has been hired into. Conditions: Required – for records with a <i>Transaction Status</i> of Valid (VAL) as provided in the Retirement Enrollment Reporting File. Note: If the employer reports a new appointment for the individual, the appointment ID will be returned in the response file.	#####	10
5	Error Code	Description: The coded value for the error. Conditions: Required – for records with a <i>Transaction Status</i> of Error (ERR) as provided in the Retirement Enrollment Reporting File.	#####	10
6	Error Field	Description: Identifies the original field as provided in the Retirement Enrollment Reporting File that generated the error. Conditions: Required – for records with a <i>Transaction Status</i> of Error (ERR) as provided in the Retirement Enrollment Reporting File.	Possible values for <i>Error Field</i> are the specific fields within the submission file that generated the error.	50

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
7	Error Message	Description: Provides a textual description of the error. Conditions: Required – for records with a <i>Transaction Status</i> of Error (ERR) as provided in the Retirement Enrollment Reporting File.	Free form text up to 1000 characters.	1000
8	Prior School Membership Date	Description: The membership date for a school employer. Conditions: Required – when <i>Transaction Type</i> Membership Inquiry (MIQ) is provided in the Retirement Enrollment Reporting File.	yyyy-mm-dd	10
9	Five Years Service Credit	Description: Indicates if the person has at least five years of service credit. Conditions: Required – when <i>Transaction Type</i> Membership Inquiry (MIQ) is provided in the Retirement Enrollment Reporting File.	true / false	5
10	Member	Description: Indicates if the participant is an existing member. Conditions: Required – when <i>Transaction Type</i> Membership Inquiry (MIQ) is provided in the Retirement Enrollment Reporting File.	true / false	5

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
11	Retired	Description: Indicates if the participant is retired. Conditions: Required – when <i>Transaction Type</i> Membership Inquiry (MIQ) is provided in the Retirement Enrollment Reporting File.	true / false	5
12	Transaction Type	Description: The transaction type of a qualifying event. Conditions: Required – to identify the transaction type.	• NAP = New Appointment • ACH = Appointment Change • BEL = Begin Leave • ENL = End Leave • PSP = Permanent Separation • NJA = New Judge Appointment • ADC = Address Change • PRC = Profile Change • MIQ = Membership Inquiry • STC = Site Change • LFB = Left Bench	3
13	Transaction Effective Date	Description: The CalPERS effective date for the transaction reported. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	yyyy-mm-dd	10
14	Prior Transaction Effective Date	Description: Changes the effective date of a prior transaction. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
15	Deletion Indicator	Description: Rescinds a previous transaction. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	true / false	5
16	Correction Indicator	Description: Corrects a previous transaction. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	true / false	5
17	New SSN	Description: Denotes a correction to the Social Security Number (SSN). Conditions: Required – when provided in the Retirement Enrollment Reporting File.	#####	9
18	Program Type	Description: Identifies the type of program for the transaction record sent by the employer. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	• CPE = California Public Employees' Retirement System (PERS) • JR3 = All Judge's Retirement Systems	3
19	Employer's CalPERS Id	Description: A unique 10-digit identifier created by myCalPERS to identify the reporting organization. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
20	Agency Code	Description: The State Controller's Office (SCO) agency code from the former external position number. Conditions: Required – when provided in the Retirement Enrollment Reporting File. Note: This should reflect the physical location a participant reports to/works at.	###	3
21	Original Hire Date	Description: The first hire date recorded for this participant with this employer, regardless of whether the original hire led to membership. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	yyyy-mm-dd	10
22	Position Code	Description: A unique code representing the position title the participant has been hired into. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	#####	10
23	Member Category	Description: Category assigned by the employer when a participant receives an appointment. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	• MIS = Miscellaneous • SPO = Safety – Police • SFI = Safety – Fire • SCP = Safety – County Peace Office • SSH = Safety – Sheriff • SPR = Safety – Prosecutor • SMF = Safety – Other Safety	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
24	Tier	Description: Tier assigned by the employer when a participant establishes an appointment. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	1 = First Tier 2 = Second Tier	3
25	Work Calendar	Description: The position's yearly work schedule defining the number of months worked versus months paid. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	001 = Work 9/Paid 9 Months 002 = Work 9/Paid 10 Months 003 = Work 9/Paid 11 Months 004 = Work 9/Paid 12 Months 005 = Work 10/Paid 10 Months 006 = Work 10/Paid 11 Months 007 = Work 10/Paid 12 Months 008 = Work 11/Paid 11 Months 009 = Work 11/Paid 12 Months 010 = Work 12/Paid 12 Months	3
26	CBU	Description: The collective bargaining unit (CBU) representing the participant. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	xxxxxxxxxx	10
27	Pay Scale CBU	Description: The CBU assigned by the employer, used for benefits determination for the participant. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	xxxxxxxxxx	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
28	State ARP	Description: Indicates whether the participant is enrolled in the state Alternate Retirement Program (ARP). Conditions: Required – when provided in the Retirement Enrollment Reporting File.	true / false	5
29	Date Entered State ARP	Description: Indicates the date the participant was enrolled in the state ARP. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	yyyy-mm-dd	10
30	Optional Member Position	Description: Indicates the position a participant holds is not required to participate in the CalPERS retirement program but the participant elected to enroll voluntarily. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	• CYC = City Council • CBS = County Board of Supervisors • OTH = Other	3
31	Optional Member Date of Entry	Description: Indicates the date the participant entered the optional member position. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	yyyy-mm-dd	10
32	Covered by '59 Survivor	Description: Indicates the participant has elected 1959 Survivor Benefits coverage. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	true / false	5

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
33	Covered by SSA	Description: Indicates the participant is covered by Social Security. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	true / false	5
34	PLP Participant	Description: Indicates the participant has elected to enroll in the Personal Leave Program (PLP). Conditions: Required – when provided in the Retirement Enrollment Reporting File.	true / false	5
35	PLP Rates	Description: The rate the participant earns PLP credit. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	#####.###	9

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
36	Exempt Authority	Description: Identifies the records exempt from civil service. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	• EAA = Exempt Authority A • EAB = Exempt Authority B • EAC = Exempt Authority C • EAD = Exempt Authority D • EAE = Exempt Authority E • EAF = Exempt Authority F • EAG = Exempt Authority G • EAH = Exempt Authority H • EAI = Exempt Authority I • EAK = Exempt Authority K • EAL = Exempt Authority L • EAM = Exempt Authority M • EAR = Exempt Authority R • EAS = Exempt Authority S	3
37	Court Level	Description: The level the judge has been elected or appointed, for JRS and JRS II. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	• CSC = County Superior Court • CAC = California Appellate Court • CSU = California Supreme Court • CJU = Chief Justice	3
38	County/District	Description: The county the Superior Court Judge is serving, or the district the Appellate Court Judge is serving. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	Refer to Appendix A in the State Agency Retirement Enrollment Reporting File (PDF) in the Employer Technical Toolkit.	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
39	Assignment Type	Description: Indicates whether the assignment is elected or appointed. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	- ELE = Elected - APP = Appointed	3
40	Temporary Appointment	Description: Identifies the appointment is not permanent. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	true / false	5
41	Temporary Appointment Separation Date	Description: Indicates the separation date for the temporary appointment. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
42	Leave of Absence Type	Description: The participant's leave of absence type. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	• MIL = Military Leave • IDL = Industrial Disability Leave • NDL = Non-Industrial DL • SDL = State Disability Leave • SFP = Sabbatical – Full Pay • SPP = Sabbatical – Partial Pay • WC = Workers Comp • FML = Family Medical Leave • EDL = Educational Leave • SEL = Service Leave • MPL = Maternity/Paternity Leave • OTL = Other Leave • UNL = Unpaid Leave	3
43	Retired Annuitant	Description: Indicates the participant being reported is retired, with qualification to work under a certain limit. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	true / false	5
44	Perm Sep Reason	Description: The reason for permanent separation. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	• DEA = Death • LAY = Layoff • TWC = Termination With Cause • OTH = Other	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
45	Unused Sick Leave	Description: The remaining hours of sick leave at the time of separation from employment, as reported by the employer. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	#####.###	9
46	Unused Education Leave	Description: The remaining hours of educational leave at the time of separation from employment, as reported by the employer. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	#####.###	9
47	Person ID Type	Description: The type of unique person identifier. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	• SSN = Social Security Number • TIN = Taxpayer Identification Number • PID = CalPERS Identification	3
48	Person Identifier	Description: The participant's unique identifier for the identifier type reported. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	#####	10
49	First Name	Description: The participant's first name. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	xxxxxxxxxxxxxxxxxxxxxx	20

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
50	Middle Name	Description: The participant's middle name. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	XXXXXXXXXXXXXXXXXXXX	20
51	Last Name	Description: The participant's last name. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	XXXXXXXXXXXXXXXXXXXX	20
52	Suffix	Description: The participant's suffix, if applicable. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	• SR = Senior • JR = Junior • I = I • II = II • III = III • IV = IV • V = V • PHD = Doctor of Philosophy • MD = Doctor of Medicine • CPA = Certified Public Accountant • EDD = Doctor of Education • ESQ = Esquire • DDS = Doctor of Dental Surgery	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
53	Gender	Description: The participant's gender identification. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	• F = Female • M = Male • N = Nonbinary • U = Unknown	3
54	Birth Date	Description: The participant's date of birth. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	yyyy-mm-dd	10
55	Address Type	Description: The participant's address type. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	• MAI = Mailing Address • PHY = Physical Address	3
56	Address Line 1	Description: The first address line of the address, typically used for the participant's street address or "In care of" information. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	Free form text up to 30 characters.	30

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
57	Address Line 2	Description: The second address line, typically used for the participant's street address if <i>Address Line 1</i> was used for "In care of" information. Otherwise used for address information that does not fit on <i>Address Line 1</i> (e.g., suite number, building name, room number, apartment number, etc.). Conditions: Required – when provided in the Retirement Enrollment Reporting File.	Free form text up to 30 characters.	30
58	Address Line 3	Description: The third address line, typically used for any address data that does not fit on <i>Address Line 1</i> and <i>Address Line 2</i>. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	Free form text up to 30 characters	30
59	City	Description: The city applicable to the address entered. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	Free form text up to 30 characters	30
60	State	Description: The state applicable to the address entered, if country selected is USA or Mexico. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	Refer to Appendix A of the State Agency Retirement Enrollment Reporting File (PDF) in the Employer Technical Toolkit.	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
61	ZIP Code 5	Description: The first five digits of the ZIP code for the address identified in <i>Address Type</i> . Conditions: Required – when provided in the Retirement Enrollment Reporting File.	#####	5
62	ZIP Code 4	Description: The next four digits of the ZIP code for the address identified in <i>Address Type</i> . Conditions: Required – when provided in the Retirement Enrollment Reporting File.	####	4
63	Country	Description: The country coinciding with the address entered. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	Refer to Appendix A of the Retirement Enrollment Reporting File in the Employer Technical Toolkit.	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
64	Province	Description: The province or territory coinciding with the address entered. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	Free form text up to 50 characters • AB = Alberta • BC = British Columbia • MB = Manitoba • NB = New Brunswick • NF = Newfoundland • NT = Northwest Territories • NS = Nova Scotia • ON = Ontario • PE = Prince Edward Island • PQ = Quebec • SK = Saskatchewan • YT = Yukon	50
65	Postal Code	Description: The international postal code. Conditions: Required – when provided in the Retirement Enrollment Reporting File.	Free form text up to 12 characters	12
66	Enrollment Level	Description: The participant's enrollment level. Conditions: Required	• P = PEPRA New • C = Classic	1
67	Formula Name	Description: The formula name. Conditions: Required	Example: 2% @ 62	15

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
68	Member Base Rate	Description: The participant's base contribution rate percentage provided by the Actuarial Office. Conditions: Required	###.##	5
69	Cost Share	Description: The formal cost share percentage. Conditions: Required	###.##	5
70	Contribution Modification	Description: The contribution modification amount. Conditions: Required	Example: 33% \$400	15