

Data Element Definitions

State Agency Retirement Enrollment Reporting File

Overview

This document outlines the data elements within a CalPERS State Agency Retirement Enrollment XML File. Descriptions, conditions for which they are used, 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 Reporting Data Elements

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
1	Program Type	Description: Identifies the type of program for the transaction record sent by the employer. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP). Note: This data element is accepted for <i>Transaction Type</i> Appointment Change (ACH). Supplemental Income Plan (SIP) enrollments are not reportable through this file.	• CPE = California Public Employees' Retirement System (PERS) • JR3 = All Judge's Retirement Systems	3	N/A
2	Employer's CalPERS Id	Description: A unique 10-digit identifier created by myCalPERS to identify the reporting organization. Conditions: Required – to identify which myCalPERS account is submitting the XML file. Note: The submitting organization must be a CalPERS/SIP contracted data owner.	#####	10	Default to the State of California Employer CalPERS ID 5402440716

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
3	Transaction Type	Description: The type of transaction of a qualifying event. Conditions: Required – to identify the transaction type of a qualifying event. Note: For transaction type descriptions, refer to Appendix A.	• 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	• 11 = New Enrollment • 8 = Address Change • 9 = Name Change • 9 = Birth Date Correction • 9 = Gender Correction • 12 = Temporary Separation • 12 = Permanent Separation • 13 = Change Coverage Group
4	Agency Code	Description: The State Controller's Office (SCO) agency code from the former external position number; the organization that a participant reports to or works at. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP) or New Judge Appointment (NJA). Note: This data is accepted for <i>Program Type</i> California Public Employees' Retirement System (CPE) or All Judge's Retirement Systems (JR3) when the <i>Transaction Type</i> is Appointment Change (ACH).	###	3	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
5	Non-Central Agency Appointment Indicator	Description: Indicates if the employer is a non-central agency. Conditions: Optional – this data element is not required. Note: This data element must be reported in lowercase text only.	true / false	5	N/A
6	Unique Transaction Identifier	Description: A memo field available to employers to record text for tracking purposes. Conditions: Required – when the file is submitted using File Transfer Protocol (FTP). Optional – when the file is submitted using File Upload. Note: For FTP-based submissions, CalPERS will return the Universally Unique Identifier (UUID) provided by the employer, with each transaction's success or failure. Employers who choose this integration style must be able to programmatically match the UUIDs on the response with the transaction submitted to CalPERS on the input file. This number must be created by a UUID generator. When using File Upload, this field is not required for successful submission of the file but can be used as a free-text memo field for tracking purposes by the file submitter.	Free form field up to 36 characters	36	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
7	Leave of Absence Type	Description: The participant's leave of absence type. Conditions: Required – when the <i>Transaction Type</i> is Begin Leave (BEL).	• MIL = Military Leave • IDL = Industrial Disability Leave • NDL = Non-Industrial Disability Leave • 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	N/A
8	Perm Sep Reason	Description: The reason for permanent separation. Conditions: Required – when the <i>Transaction Type</i> is Permanent Separation (PSP).	• DEA = Death • LAY = Layoff • TWC = Termination With Cause • RET = Retirement • QIT = Resigned • OTH = Other	3	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
9	Transaction Effective Date	Description: The CalPERS effective date for the transaction reported. • <u>New Appointment</u>: date the employer begins reporting contributions for the participant. • <u>Appointment Change/Site Change</u>: first day the reported change takes effect. • <u>Begin Leave</u>: day the leave of absence begins. • <u>End Leave</u>: day the leave of absence ends. • <u>Permanent Separation/Left Bench</u>: day after the last day the participant works for your agency, often the day after the last day on payroll. • <u>New Judge Appointment</u>: first day on the bench. • <u>Address Change</u>: day the participant's address change is valid. • <u>Profile Change</u>: day the participant's profile change is valid. Conditions: Required – for any <i>Transaction Type</i> except Membership Inquiry (MIQ). Note: This date may differ from the original hire date if it took time for the participant to meet eligibility requirements.	yyyy-mm-dd	10	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
10	Deletion Indicator	Description: Rescinds a previous transaction. Conditions: Optional – this data element is not required. Note: The current transaction must have the same set of values as the transaction that should not have occurred. This data element must be reported in lowercase text only.	true / false	5	This can be left blank or completely left off. If included and left blank, it must be as follows: <DeletionIndicator></DeletionIndicator> OR <DeletionIndicator/>
11	Correction Indicator	Description: Corrects a previous transaction. Conditions: Optional – this data element is not required. Note: The current transaction must provide the updated values for the transaction you are correcting. This data element must be reported in lowercase text only.	true / false	5	This can be left blank or completely left off. If included and left blank, it must be as follows: <CorrectionIndicator></CorrectionIndicator> OR <CorrectionIndicator/>

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
12	Prior Transaction Effective Date	Description: Changes the effective date of a prior transaction. Conditions: Required – when <i>Correction Indicator</i> is true and <i>Transaction Effective Date</i> from the previous transaction requires correction. This is applicable when the <i>Transaction Type</i> is: • New Appointment (NAP)/New Judge Appointment (NJA) • Appointment Change (ACH) • Begin Leave (BEL) • End Leave (ENL) • Permanent Separation (PSP) Note: To locate the exact transaction to correct, enter the effective date (incorrect date) of that transaction.	yyyy-mm-dd	10	N/A
13	New SSN	Description: Denotes a correction to the Social Security Number (SSN). Conditions: Optional – this data element is not required. This data element is only accepted for <i>Transaction Type</i> Profile Change (PRC).	#####	9	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
14	Original Hire Date	Description: The first hire date recorded for the participant with this employer, regardless of whether the original hire led to membership. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP) and this is the first appointment with the employer.	yyyy-mm-dd	10	Only needed if this is the participant's first appointment with the employer (State of California).
15	Appointment Id	Description: A unique 10-digit identifier created by myCalPERS to identify the job the participant has been hired into. Conditions: Required – for any <i>Transaction Type</i> except New Appointment (NAP)*, Profile Change (PRC), or Address Change (ADC). *Include for corrections and deletions. Note: CalPERS will generate and store appointment IDs for participants at the time of enrollment.	#####	10	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
16	Position Code	Description: A unique code representing the position title the participant has been hired into (myCalPERS uses this value to derive the division the participant works in). Conditions: Optional – this data element is not required. Note: This data element is accepted for any <i>Transaction Type</i> except Address Change (ADC) and Profile Change (PRC).	• CSU#### = CSU • STATE#### = STATE	10	For <i>Transaction Type</i> Begin leave (BEL) or End Leave (ENL), include as an empty data element as follows: <pre><PositionCode source="SCS"> </PositionCode source="SCS"> OR <PositionCode source="SCS"/></pre>
17	External Position Number	Description: A 13-digit position number from SCO comprised of the agency (3 digits), unit (3 digits), classification (4 digits), and serial number (3 digits). Conditions: Required – for any <i>Transaction Type</i> except Address Change (ADC) and Profile Change (PRC). Note: This number is generated by SCO and myCalPERS uses this value as a cross reference between the myCalPERS appointment and the SCO appointment. This field is not always populated in myCalPERS.	#####	13	Agency (3 digits), unit (3 digits), classification (4 digits), and serial number (3 digits)

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
18	Appointment Sequence Number	Description: An SCO assigned sequence number for appointments. A unique identifier of the position title for the employer, generated by the employer. Conditions: Required – for any <i>Transaction Type</i> except Address Change (ADC) and Profile Change (PRC). Note: This field is not always populated in myCalPERS.	##	2	This number identifies concurrent appointments. It is not unique to the participant and can be reused.
19	Member Category	Description: Category assigned by the employer when a participant receives an appointment. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP), Site Change (STC), or Address Change (ADC). Note: This is used to determine benefit levels.	• SMF = State Miscellaneous • SIF = State Industrial • SSF = State Safety • PFT = Peace Officers - Fire Fighters • CFT = California Highway Patrol • NGU = National Guard <u>LRS Only:</u> • STO = Statutory Officer • CNO = Constitutional Officer • SEA = Senate • ASE = Assembly	3	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
20	Tier	Description: Tier assigned by the employer when a participant establishes an appointment. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP), Site Change (STC), or Address Change (ADC).	• 1 = First Tier • 2 = Second Tier	3	N/A
21	Work Calendar	Description: The position's yearly work schedule defining the number of months worked versus months paid. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP), Site Change (STC), or Address Change (ADC). Note: If the work calendar cannot be determined, Work 12/Paid 12 Months (010) should be entered.	• 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	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
22	CBU	Description: The collective bargaining unit (CBU) representing the participant. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP), Site Change (STC), or Address Change (ADC).	#####	10	Although defined as a max of 10 digits, this value is typically three digits such as “R01.”
23	Pay Scale CBU	Description: The CBU assigned by the employer, used for benefits determination for the participant. Conditions: Optional – when the <i>Transaction Type</i> is New Appointment (NAP), Site Change (STC), or Address Change (ADC).	#####	10	Although defined as a max of 10 digits, this value is typically three digits such as “R01.”
24	Enrollment Reason	Description: Reason for enrolling the participant as a CalPERS member. Conditions: Optional – should be provided when reporting <i>Transaction Type</i> New Appointment (NAP). Note: If using <i>Enrollment Reason</i> Other (OTH), the field length can be a max of 50 characters.	• MEM = Already a member • FTM = Full time for six months or more • HTM = At least half time or more for one year or longer • THO = Completed 1,000 hours in a fiscal year • SEM = Completed two consecutive semesters or three consecutive quarters – CSU • ELT = Elected CalPERS membership • OTH = Other	3	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
25	State ARP	Description: Indicates whether the participant is enrolled in the state Alternate Retirement Program (ARP). Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP), Site Change (STC), or Address Change (ADC). Note: This data element must be reported in lowercase text only.	true / false	5	This can be left blank or completely left off. If included and left blank, it must be as follows: <StateARP>/</StateARP> OR <StateARP/>
26	Date Entered State ARP	Description: Indicates the date the participant was enrolled in the state ARP. Conditions: Required – if <i>State ARP</i> is true, the date will be derived by myCalPERS.	yyyy-mm-dd	10	N/A
27	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: Optional – this data element is not required. Note: This data element is accepted for <i>Transaction Type</i> New Appointment (NAP), Site Change (STC), or Address Change (ADC).	OTH = Other	3	This field is currently populated with the field value being OTH for other. From TLOG these are the cases when the AF Ret Sys Code is 1 and the List Type is 'O' then populate with OTH.

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
28	Optional Date of Entry	Description: Indicates the date the participant entered the optional member position. Conditions: Optional – this data element is not required. Note: This data element is accepted for <i>Transaction Type</i> New Appointment (NAP), Site Change (STC), and Address Change (ADC).	yyyy-mm-dd	10	This field can be left blank even if the participant is identified as having an <i>Optional Member Position</i> code of OTH.
29	Covered by '59 Survivor	Description: Indicates the participant has elected 1959 Survivor Benefits coverage. Conditions: Optional – this data element is not required. Note: This data element is accepted when the <i>Transaction Type</i> is New Appointment (NAP), Site Change (STC), or Address Change (ADC); however, cannot be marked true if <i>Covered by SSA</i> is marked true. If not submitted in the XML, will default to false. This data element must be reported in lowercase text only.	true / false	5	This can be left blank or completely left off. If included and left blank, it must be as follows: <CoveredBy59Survivor>< /CoveredBy59Survivor> OR <CoveredBy59Survivor/>

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
30	Covered by SSA	Description: Indicates the participant is covered by Social Security. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP), Site Change (STC), or Address Change (ADC). Note: This data element cannot be marked true if <i>Covered by '59 Survivor</i> is marked true. This data element must be reported in lowercase text only.	true / false	5	This should throw an error if both data elements are set to false. This can be left blank or completely left off. If included and left blank, it must be as follows: <CoveredBySSA> </CoveredBySSA> OR <CoveredBySSA/>
31	PLP Participant	Description: Indicates the participant has elected to enroll in the Personal Leave Program (PLP). Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP), Site Change (STC), or Address Change (ADC). Note: This data element must be reported in lowercase text only.	true / false	5	This can be left blank or completely left off. If included and left blank, it must be as follows: <PLPParticipant>>false </PLPParticipant> OR <PLPParticipant/>
32	PLP Rates	Description: The rate the participant earns PLP credit. Conditions: Required – if the participant is enrolled in PLP.	#####.###	9	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
33	Exempt Authority	Description: Identifies the records exempt from civil service. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP), Site Change (STC), or Address Change (ADC).	• 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	N/A
34	Court Level	Description: The level the judge has been elected or appointed, for JRS and JRS II. Conditions: Required – when the <i>Transaction Type</i> is New Judge Appointment (NJA).	• CSC = County Superior Court • CAC = California Appellate Court • CSU = California Supreme Court • CJU = Chief Justice	3	• County Superior Court = 93## • California Appellate Court = 92## • California Supreme Court = 91## • Chief Justice = 91##
35	County/District	Description: The county the Superior Court Judge is serving, or the district the Appellate Court Judge is serving. Conditions: Required – when the <i>Transaction Type</i> is New Judge Appointment (NJA).	For a list of code values, refer to Appendix B .	3	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
36	Temporary Appointment	Description: Indicates the appointment is not permanent. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP), Site Change (STC), or Address Change (ADC). Note: This is keyed with an ‘A54’ transaction code. This data element must be reported in lowercase text only.	true / false	5	This field will be set to true and provide the temporary appointment separation date provided for A54 transactions. A PSP <i>Transaction Type</i> will not be created for these temporary appointments. These appointments are CSU appointments where the last day worked is populated. This can be left blank or completely left off. If included and left blank, it must be as follows: <TempAppt> </TempAppot> OR <TempAppt/>

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
37	Temporary Appointment Separation Date	Description: Indicates the separation date for the temporary appointment. Conditions: Required – when <i>Temporary Appointment</i> is reported as true.	yyyy-mm-dd	10	N/A
38	Assignment Type	Description: Identifies whether the assignment is elected or appointed. Conditions: Required – when the <i>Transaction Type</i> is New Judge Appointment (NJA).	• ELE = Elected • APP = Appointed	3	N/A
39	Retired Annuitant	Description: Indicates the participant being reported is retired, with qualification to work under a certain limit. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP). Optional – when the <i>Transaction Type</i> is Address Change (ADC) or Site Change (STC). Note: This data element must be reported in lowercase text only.	true / false	5	N/A
40	Retired Annuitant Info Type	Description: Indicates the type of retired annuitant. Conditions: Recommended – when <i>Retired Annuitant</i> is true.	• EHP = Extra Help • FER = FERP • VPS = Vacant Position • ELT = Earnings Limit	3	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
41	180 Day Exception	Description: Indicates if a retired annuitant was hired before the mandatory 180 day wait period. Conditions: Recommended – when <i>Retired Annuitant</i> is true. Note: This data element must be reported in lowercase text only.	true / false	5	N/A
42	180 Day Exception Reason	Description: Indicates the exception reason. Conditions: Recommended – when <i>180 Day Exception</i> is true.	• AGB = Appointed by Governing Body • FER = CSU – Faculty Early Retirement Program • SAR = Senate or Assembly Rules	3	N/A
43	Unused Sick Leave	Description: The remaining hours of sick leave at the time of separation from employment, as reported by the employer. Conditions: Optional – this data element is not required. Note: This is only applicable for <i>Transaction Type</i> Permanent Separation (PSP). myCalPERS will convert hours submitted into days.	#####.###	9	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
44	Unused Education Leave	Description: The remaining hours of educational leave at the time of separation from employment, as reported by the employer. Conditions: Optional – this data element is not required. Note: This is only applicable for the <i>Transaction Type</i> Permanent Septation (PSP). myCalPERS will convert hours submitted into days.	#####.###	9	N/A
45	Person ID Type	Description: The type of unique person identifier. Conditions: Required – to identify the participant. Note: When first reporting for a participant, this ID can be a Social Security Number (SSN) or Taxpayer Identification Number (TIN). On all subsequent transactions for the participant, the CalPERS ID must be the ID type provided.	• SSN = Social Security Number • TIN = Taxpayer Identification Number • PID = CalPERS Identification Number	3	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
46	Person ID	Description: The participant's unique identifier for the identifier type reported. Conditions: Required – to identify the participant who qualifies for retirement enrollment. Note: When SSN is selected for <i>Person ID Type</i>, the SSN should be submitted using the following format: • Must be nine digits • Cannot start with 9 or 666 • The individual sections of the SSN cannot be all zeroes (i.e., 000#####, ###00####, or #####0000) The CalPERS ID, which is 10-digits, will be created and stored by myCalPERS during enrollment, and will be used to identify participants when data is shared with CalPERS. It will be used in place of the SSN in subsequent enrollment files.	• ##### = SSN • ##### = CID	10	N/A
47	First Name	Description: The participant's first name. Conditions: Required – for any <i>Transaction Type</i> except Member Inquiry (MIQ). Note: Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted. Must be a minimum of one alpha character. Cannot begin with a blank space.	xxxxxxxxxxxxxxxxxxxxxx	20	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
48	Middle Name	Description: The participant's middle name. Conditions: Optional – this data element is not required. Note: Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted. No character minimum.	xxxxxxxxxxxxxxxxxxxxxx	20	N/A
49	Last Name	Description: The participant's last name. Conditions: Required – for any <i>Transaction Type</i> except Member Inquiry (MIQ). Note: Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted. Must be a minimum of one alpha character. Cannot begin with a blank space.	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx x	30	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
50	Suffix	Description: The participant's suffix, if applicable. Conditions: Optional – this data element is not required.	• 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	N/A
51	Gender	Description: The participant's gender identification. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP) or Profile Change (PRC).	• F = Female • M = Male • N = Nonbinary • U = Unknown	3	N/A
52	Birth Date	Description: The participant's date of birth. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP), New Judge Appointment (NJA), or Profile Change (PRC).	yyyy-mm-dd	10	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
53	Address Type	Description: The participant's address type. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP), New Judge Appointment (NJA), or Address Change (ADC). Note: This will be one of two types, mailing or physical (preferred).	- MAI = Mailing Address - PHY = Physical Address	3	1 = Mailing Address 2 = Physical Address Only the mailing address will be sent from SCO. The mailing address can be populated on the NAP or not. The NAP will not fail if no address information is supplied. If P.O. box is submitted in the mailing address and the member does not have a physical address or does not have health eligibility associated to the employer address or has health eligibility tied to the mailing address, then this will fail because a P.O. box is not accepted in the mailing address field due to health eligibility rules.

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
54	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 the <i>Transaction Type</i> is New Appointment (NAP) or Address Change (ADC). Note: This data element is identified in the XML as <AddressLine> (refer to CommonUtilities.xsd, in the Technical Toolkit), which can occur up to three times. If entered as <AddressLine1> it will generate a Level 1 error.	Free form text up to 30 characters	30	N/A
55	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: Optional – this data element is not required. Note: This data element is accepted if <i>Address Line 1</i> is supplied. Applicable to <i>Transaction Type</i> New Appointment (NAP) and Address Change (ADC).	Free form text up to 30 characters	30	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
56	City	Description: The city applicable to the address entered. Conditions: Required – when <i>Address Line 1</i> is supplied. Note: This data element is accepted if <i>Address Line 1</i> is supplied. This field accepts alpha and numeric characters.	Free form text up to 30 characters	30	If the city is unknown, insert a default value such as “UNK” so the file does not fail level 1 validation.
57	State	Description: The state applicable to the address entered, if the country selected is USA (US) or Mexico (MX). Conditions: Required – when the <i>Country</i> is USA (US) or Mexico (MX) and <i>Address Line 1</i> is supplied. Note: This data element is accepted for <i>Transaction Type</i> New Appointment (NAP), New Judge Appointment (NJA), and Address Change (ADC).	Free form text up to 30 characters For a list of code values, refer to Appendix B.	30	If the state is unknown, insert a default value such as “UNK” so the file does not fail level 1 validation.

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
58	ZIP Code 5	Description: The first five digits of the ZIP code for the address identified in <i>Address Type</i>. Conditions: Required – when the <i>Country</i> is USA (US) and <i>Address Line 1</i> is supplied. If the country is USA, you are required to use: • Numeric format • The first five numbers of the ZIP code Note: This data element is accepted for <i>Transaction Type</i> New Appointment (NAP), New Judge Appointment (NJA), and Address Change (ADC).	#####	5	N/A
59	ZIP Code 4	Description: The next four digits of the ZIP code for the address identified in <i>Address Type</i>. Conditions: Optional – this data element is not required. Note: This data element is accepted if <i>ZIP Code 5</i> is supplied for <i>Transaction Type</i> New Appointment (NAP), New Judge Appointment (NJA), or Address Change (ADC).	####	4	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
60	Country	Description: The country for the address identified in <i>Address Type</i>. Conditions: Required – when the <i>Transaction Type</i> is New Appointment (NAP) or Address Change (ADC), or <i>Address Line 1</i> is supplied. Note: This data element is accepted for <i>Transaction Type</i> New Appointment (NAP) and New Judge Appointment (NJA).	For a list of code values, refer to Appendix B .	3	N/A
61	Province	Description: The province or territory for the address identified <i>Address Type</i>. Conditions: Required – when the <i>Country</i> is <u>not</u> USA (US) nor Mexico (MX) and the <i>Transaction Type</i> is New Appointment (NAP) or Address Change (ADC). Optional – when the country is not USA (US), Mexico (MX), or Canada (CA). Note: This data element is accepted for <i>Transaction Type</i> New Judge Appointment (NJA). If country is Canada, use the appropriate code value listed in the Code Values column.	Free form text up to 50 characters For state, province, and territories code values, refer to Appendix B. • 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	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
62	Postal Code	Description: The (alphanumeric) international postal code for the address. Conditions: Required – when the <i>Country</i> is not USA (US). Note: This data element is accepted for <i>Transaction Type</i> New Appointment (NAP), New Judge Appointment (NJA), and Address Change (ADC).	Free form text up to 12 characters	12	N/A
63	Reciprocal Agency Indicator	Description: Indicates this participant previously attained membership in a reciprocal retirement system. Conditions: Optional – this data element is not required. Note: This data element must be reported in lowercase text only.	true / false	5	This can be left blank or completely left off. If included and left blank, it must be as follows: <ReciprocalAgencyIndicator></ReciprocalAgencyIndicator> OR </ReciprocalAgencyIndicator> This is a Level 2 required field that needs to be populated with true or false for every record or the record will fail.

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
64	Reciprocal Agency CalPERS ID	Description: Identifies the most recent reciprocal retirement system the participant attained membership in. Conditions: Required – when the <i>Reciprocal Agency Indicator</i> is true. If provided, the <i>Reciprocal Agency Indicator</i> must be set to true. Note: The provided CalPERS ID must belong to an agency with a reciprocal agreement in effect on the enrollment eligibility date.	#####	10	N/A
65	Reciprocal Membership Date	Description: The participant's earliest date of membership in a reciprocal retirement system. Conditions: Required – when <i>Reciprocal Agency Indicator</i> is true.	yyyy-mm-dd	10	N/A
66	Reciprocal Permanent Separation Date	Description: The participant's most recent separation date from a reciprocal retirement system. Conditions: Required – when <i>Reciprocal Agency Indicator</i> is true. If provided, the <i>Reciprocal Agency Indicator</i> must be set to true.	yyyy-mm-dd	10	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
67	Retired Reciprocal Member Indicator	Description: Designates this participant previously retired from a reciprocal retirement system. Conditions: Required – when <i>Reciprocal Agency Indicator</i> is true. If provided, the <i>Reciprocal Agency Indicator</i> must be set to <i>true</i>. Note: This data element must be reported in lowercase text only.	true / false	5	This can be left blank or completely left off. If included and left blank, it must be as follows: <RetiredReciprocalMemberIndicator>>false</RetiredReciprocalMemberIndicator> OR </RetiredReciprocalMemberIndicator>
68	Reciprocal Retirement Date	Description: The date the participant retired from a reciprocal retirement system. Conditions: Required – when <i>Retired Reciprocal Member Indicator</i> is true.	yyyy-mm-dd	10	N/A

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	CODE VALUES	MAX LENGTH	ADDITIONAL NOTES
69	Refunded Reciprocal Member Indicator	Description: Designates this participant previously refunded from a reciprocal retirement system. Conditions: Required – when a reciprocal member has refunded from a previous reciprocal retirement system. If provided, <i>Reciprocal Agency Indicator</i> must be set to true. Note: This data element must be reported in lowercase text only.	true / false	5	This can be left blank or completely left off. If included as blank, it must be as follows: <RefundedReciprocalMemberIndicator>>false</RefundedReciprocalMemberIndicator> OR </RefundedReciprocalMemberIndicator>
70	Reciprocal Refund Date	Description: The most recent date the participant refunded from a reciprocal retirement system. Conditions: Required – when <i>Refunded Reciprocal Member Indicator</i> is true.	yyyy-mm-dd	10	N/A

Appendix A – Transaction Type Descriptions

TRANSACTION TYPE	DESCRIPTION
New Appointment	New employment/a new position a participant takes with the employer. This includes the first time the participant is employed with the employer, rehiring a participant who worked for the employer previously, or additional employment for a participant who is currently employed by the same employer. Transactions should be reported upon reaching eligibility for CalPERS membership. The effective date is the first day of membership.
Appointment Change	A change in employment that is continuous (i.e., no employment gaps). This could include one or more of the following changes: a move from one site to another or a position, group, or member category change. This transaction could result in a benefit change for the participant. The effective date is the first day the changes take effect.
Begin Leave	Indicates the beginning of a leave of absence (e.g., Military Leave). The effective date is the first day of the leave period.
End Leave	Indicates the end of a leave of absence. The effective date is the first day back on the job.
Permanent Separation	The participant leaves the position with no expectation of returning. This is the day after the last day a participant works for your agency, which is often the day after the last day on payroll.
New Judge Appointment	New employment for state and county judges. The effective date is the first day on the bench.
Address Change	A change to the participant's address. The effective date is the first day the address is valid.
Profile Change	A change to the participant's profile (e.g., name, gender, birth date, SSN). The effective date is the first day the change is valid.

TRANSACTION TYPE	DESCRIPTION
Membership Inquiry	Used only to query myCalPERS as to whether the participant is eligible for CalPERS membership. The participant must be a current active member in myCalPERS, not in a refunded or retired status. Eligibility is strictly for the CalPERS program, not JRS, JRS II, or LRS. This is only available for SFTP submitters.
Site Change	Indicates the participant has changed their location of work, still working for the same employer but working at a different division/agency.
Left Bench	The judge leaves the bench with no expectation of returning. The effective date is the day after the last day of employment.

Appendix B – Long Name and Code Values

States, Provinces, and Territories

LONG NAME	CODE VALUE
California	CA
Alabama	AL
Alaska	AK
American Samoa	AS
Arizona	AZ
Arkansas	AR
Armed Forces Europe	AE
Armed Forces Pacific	AP
Armed Forces the Americas	AA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Federated States of Micronesia	FM
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY

LONG NAME	CODE VALUE
Louisiana	LA
Maine	ME
Marshall Islands	MH
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
North Mariana Islands	MP
Ohio	OH
Oklahoma	OK
Oregon	OR
Palau	PW
Pennsylvania	PA

LONG NAME	CODE VALUE
Puerto Rico	PR
Rhode Island	RI
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virgin Islands	VI
Virgina	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY
Aguascalientes	AG
Baja California, Norte	BJ
Baja California, Sur	BS
Campeche	CP
Chiapas	CHI
Chihuahua	CI
Coahuila	CU
Colima	CL
Distrito Federal	DF
Durango	DG
Guanajuato	GJ

LONG NAME	CODE VALUE
South Carolina	SC
South Dakota	SD
Guerrero	GR
Hidalgo	HG
Jalisco	JA
Mexico	EM
Michoacan	MH
Morelos	MR
Nayarit	NA
Nuevo Leon	NL
Oaxaca	OA
Puebla	PU
Queretaro	QA
Quintana Roo	QR
San Luis Potosi	SL
Sinaloa	SI
Sonora	SO
Tabasco	TA
Tamaulipas	TM
Tlaxcala	TL
Veracruz	VZ
Yucatan	YC
Zacatecas	ZT

Counties/Districts

LONG NAME	CODE VALUE
1 - Alameda	001
2 - Alpine	003
3 - Amador	005
4 - Butte	007
5 - Calaveras	009
6 - Colusa	011
7 - Contra Costa	013
8 - Del Norte	015
9 - El Dorado	017
10 - Fresno	019
11 - Glenn	021
12 - Humboldt	023
13 - Imperial	025
14 - Inyo	027
15 - Kern	029
16 - Kings	031
17 - Lake	033
18 - Lassen	035
19 - Los Angeles	037
20 - Madera	039
21 - Marin	041
22 - Mariposa	043
23 - Mendocino	045
24 - Merced	047
25 - Modoc	049
26 - Mono	051

LONG NAME	CODE VALUE
27 - Monterey	053
28 - Napa	055
29 - Nevada	057
30 - Orange	059
31 - Placer	061
32 - Plumas	063
33 - Riverside	065
34 - Sacramento	067
35 - San Benito	069
36 - San Bernardino	071
37 - San Diego	073
38 - San Francisco	075
39 - San Joaquin	077
40 - San Luis Obispo	079
41 - San Mateo	081
42 - Santa Barbara	083
43 - Santa Clara	085
44 - Santa Cruz	087
45 - Shasta	089
46 - Sierra	091
47 - Siskiyou	093
48 - Solano	095
49 - Sonoma	097
50 - Stanislaus	099
51 - Sutter	101
52 - Tehama	103

LONG NAME	CODE VALUE
53 - Trinity	105
54 - Tulare	107
55 - Tuolumne	109
56 - Ventura	113
57 - Yolo	115
58 - Yuba	000
Out of State	000
1st District (SF)	100

LONG NAME	CODE VALUE
2nd District (LA)	110
2nd Sub District (Ventura)	117
3rd District (Sac)	120
4th District (San Diego)	130
4th Sub District (Riverside)	131
4th Sub District (Santa Ana)	132
5th District (Fresno)	140
6th District (Santa Clara)	150

Countries

LONG NAME	CODE VALUE
United States	US
Afghanistan	AF
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ
Antigua & Barbuda	AG
Argentina	AR
Armenia	AM
Aruba	AW
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belarus	BY
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia	BO

LONG NAME	CODE VALUE
Bosnia-Herzegovina	BA
Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Terr	IO
Brunei	BN
Bulgaria	BG
Burkina Faso	BF
Burundi	BI
Cambodia	KH
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF
Chad	TD
Chile	CL
China	CN
Christmas Island (Pacific)	CX
Cocos (Keeling) Islands	CC
Colombia	CO
Comoros	KM
Congo	CG
Cook Islands	CK
Costa Rica	CR
Croatia	HR
Cuba	CU

LONG NAME	CODE VALUE
Cyprus	CY
Czech Republic	CZ
Denmark	DK
Djibouti	DJ
Dominica	DM
Dominican Republic	DO
Ecuador	EC
Egypt	EG
El Salvador	SV
Equatorial Guinea	GQ
Eritrea	ER
Estonia	EE
Ethiopia	ET
Falkland Islands	FK
Faroe Islands	FO
Fiji	FJ
Finland	FI
France	FR
French Guiana	GF
French Polynesia	PF
Gabon	GA
Gambia	GM
Georgia	GE
Germany	DE
Ghana	GH
Gibraltar	GI
Greece	GR
Greenland	GL

LONG NAME	CODE VALUE
Grenada	GD
Guadeloupe	GP
Guam	GU
Guatemala	GT
Guernsey	GG
Guinea	GN
Guinea Bissau	GW
Guyana	GY
Haiti	HT
Heard McDonald Islands	HM
Honduras	HN
Hong Kong	HK
Hungary	HU
Iceland	IS
India	IN
Indonesia	ID
Iran	IR
Iraq	IQ
Ireland	IE
Isle of Man	IM
Israel	IL
Italy	IT
Ivory Coast	CI
Jamaica	JM
Jan Mayen	SJ
Japan	JP
Jersey	JE
Jordan	JO

LONG NAME	CODE VALUE
Kazakhstan	KZ
Kenya	KE
Kiribati	KI
Kuwait	KW
Kyrgyzstan	KG
Laos	LA
Latvia	LV
Lebanon	LB
Lesotho	LS
Liberia	LR
Libya	LY
Liechtenstein	LI
Lithuania	LT
Luxembourg	LU
Macau	MO
Macedonia	MK
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Marshall Islands	MH
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mayotte	YT
Mexico	MX

LONG NAME	CODE VALUE
Micronesia	FM
Moldova	MD
Monaco	MC
Mongolia	MN
Montenegro	ME
Montserrat	MS
Morocco	MA
Mozambique	MZ
Myanmar	MM
Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	AN
New Caledonia	NC
New Zealand	NZ
Nicaragua	NI
Niger	NE
Nigeria	NG
Niue	NU
Norfolk Island	NF
North Korea	KP
Northern Mariana Islands	MP
Norway	NO
Oman	OM
Pakistan	PK
Panama	PA
Papua New Guinea	PG

LONG NAME	CODE VALUE
Paraguay	PY
Peru	PE
Philippines	PH
Pitcairn Island	PN
Poland	PL
Portugal	PT
Puerto Rico	PR
Qatar	QA
Republic of South Korea	KR
Reunion	RE
Romania	RO
Russia	RU
Rwanda	RW
San Marino	SM
Sao Tome & Principe	ST
Saudi Arabia	SA
Senegal	SN
Serbia	RS
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Slovakia	SK
Slovenia	SI
Solomon Islands	SB
Somalia	SO
South Africa	ZA
Spain	ES
Sri Lanka	LK

LONG NAME	CODE VALUE
St Helena	SH
St Kitts & Nevis	KN
St Lucia	LC
St Pierre & Miquelon	PM
St Vincent & Grenadines	VC
Sudan	SD
Suriname	SR
Swaziland	SZ
Sweden	SE
Switzerland	CH
Syria	SY
Taiwan	TW
Tajikistan	TJ
Tanzania	TZ
Thailand	TH
The Democratic Republic of the Congo	CD
Togo	TG
Tokelau	TK
Tonga	TO
Trinidad and Tobago	TT
Tunisia	TN
Turkey	TR
Turkmenistan	TM
Turks & Caicos Islands	TC
Tuvalu	TV
Uganda	UG
Ukraine	UA
United Arab Emirates	AE

LONG NAME	CODE VALUE
United Kingdom	GB
Uruguay	UY
Uzbekistan	UZ
Vanuatu	VU
Vatican City	VA
Venezuela	VE
Vietnam	VN
Virgin Islands (British)	VG

LONG NAME	CODE VALUE
Virgin Islands (U.S.)	VI
Wallis & FUTUNA	WF
Western Sahara	EH
Western Samoa	WS
Yemen	YE
Zambia	ZM
Zimbabwe	ZW