

# Data Element Definitions

## Payroll Contribution Reporting File – CSV

### Overview

This document outlines the data elements within a Payroll Contribution Reporting CSV file when reporting payroll. Descriptions, conditions for which they are used, field values, and character requirements are outlined for each element.

This document **does not** describe the file structure for developing the payroll contribution CSV file. The following page includes information about the resources available within the Employer Technical Toolkit to assist you in developing a CSV file for reporting.

## File Structure

A CSV file is organized using delimited text typically in Excel. Below is an outline of the CSV file structure that column headers must follow:

**Row 1 – Column Headers:** Service Center CalPERS ID, Employer CalPERS ID, Report Period Begin Date, Report Period End Date, Payroll Schedule Type, Test Report, Report Type, Participant CalPERS ID, First Name, Middle Name, Last Name, Record Period Begin Date, Record Period End Date, Payroll Record Memo, Division CalPERS ID, Appointment ID, Type Of Transaction, Pay Rate Type, Pay Rate, Reportable Earnings, Scheduled Full Time Hours Per Week, Scheduled Full Time Days Per Week, Total Hours Worked, Special Compensation Category, Special Compensation Type, Special Compensation Amount, Taxed Member Paid Contribution, Tax Deferred Member Paid Contribution, Tax Deferred Employer Paid Member Contribution, 1959 Survivor Contribution, SCP Taxed Member Paid Contribution, SCP Tax Deferred Member Paid Contribution, Taxed Member Paid Additional Contribution, Tax Deferred Employer Paid Additional Contribution

**Row 2 – Member information.** This outline can be repeated so there can be multiple records for a single or multiple members.

In addition to the Data Element Definitions (DED) document, sample CSV files are provided within the Payroll 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 a CSV file.

## File Naming Convention

The standard format for file names is `yyyymmddhhmiss_sss_10058.CSV`. The 10058 is the name of the file and will differentiate between payroll XML and payroll CSV files within the myCalPERS system. Whereas:

*yyyy* is the year

*mm* is the month

*dd* is the day

*hh* is the hours using a 24-hour clock

*mi* is the minutes

*ss* is the seconds

*sss* is the milliseconds (use 000 if milliseconds cannot be produced)

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 \(PDF\)](#) document published on the CalPERS Technical Resources web page.

# Payroll Contribution Reporting CSV Data Elements

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
1	Service Center CalPERS ID	<p><b>Description:</b> A unique identifier created by myCalPERS to identify a third-party service center, once the organization becomes an approved business partner (BP) of a CalPERS employer.</p> <p><b>Conditions:</b> Required – when the contact submitting the file is associated to the service center’s myCalPERS account. Optional – when the payroll file is created by a service center and submitted through a contracting employer’s myCalPERS account.</p> <p><b>Note:</b> A service center is a third-party who creates and may submit payroll files for an employer who they have a myCalPERS established BP relationship with.</p>	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
2	Employer CalPERS ID	<p><b>Description:</b></p> <p>A unique 10-digit identifier created by myCalPERS to identify the reporting organization.</p> <p><u>For schools, review the following:</u></p> <p>County Office of Education (COE) – if you report for other school districts, use your employer’s CalPERS ID.</p> <p>Districts who report independently from the COE – use your employer’s CalPERS ID.</p> <p><b>Conditions:</b></p> <p>Required – to identify which myCalPERS account is submitting the CSV file. The submitting organization must be a CalPERS contracted data owner.</p>	#####	10
3	Report Period Begin Date	<p><b>Description:</b></p> <p>The report period start date for earned period reports. This must coincide with an approved existing payroll schedule per the program being reported.</p> <p><b>Conditions:</b></p> <p>Required – to identify the start date for earned period reports.</p> <p><b>Note:</b></p> <p>When submitting an adjustment report, the report period begin date can be the date of file submission.</p>	mm/dd/yyyy	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
4	Report Period End Date	<p><b>Description:</b></p> <p>The report period end date for earned period reports. This must coincide with an approved existing payroll schedule per the program being reported.</p> <p><b>Conditions:</b></p> <p>Required – to identify the end date for earned period reports.</p> <p><b>Note:</b></p> <p>When submitting an adjustment report, the report period end date can be the date of file submission.</p>	mm/dd/yyyy	10
5	Payroll Schedule Type	<p><b>Description:</b></p> <p>The type of payroll schedule associated to the program being reported. This should coincide with an approved, existing payroll schedule listed in myCalPERS for the contracting employer.</p> <p><b>Conditions:</b></p> <p>Optional – recommended in adjustment reports when there are two or more active payroll schedules. The <i>Payroll Schedule Type</i> should only be identified in adjustment reports and not earned period reports.</p> <p><b>Note:</b></p> <p>Providing this data will ensure payroll transactions post to the correct schedule, reducing the chance of errors.</p> <p>For payroll schedule type definitions, refer to <a href="#">Appendix D</a>.</p>	<ul style="list-style-type: none"> <li>• MON = Monthly</li> <li>• SEM = Semi-Monthly</li> <li>• BIW = Bi-Weekly</li> <li>• QUW = Quadri-Weekly</li> <li>• GAP = GAP</li> <li>• PDE = Pre-Defined</li> </ul>	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
6	Test Report	<p><b>Description:</b></p> <p>An identifier used to indicate if the report is a test report. Test reports will be processed but transactions will never be posted regardless if the file contains an error or not. Transactions reported within non-test reports will process and can be posted. Files containing no errors will post automatically.</p> <p><b>Conditions:</b></p> <p>Required – to identify if a report is a test report. The value reported in the first row of the file is used to determine if the report is a test report.</p> <p><b>Note:</b></p> <p>All records should reflect the same identifier in the file.</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>	<ul style="list-style-type: none"> <li>• true</li> <li>• false</li> </ul>	5

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
7	Report Type	<p><b>Description:</b> The type of report being submitted.</p> <p><b>Conditions:</b> Required – to identify the type of report. The value reported in the first row of the file is used to determine the report type.</p> <p><b>Note:</b> Use the ‘Payroll – Earned Period Report’ type when submitting a combination of earned period and adjustment records within a single report. All records should reflect the same report type in the file. If the file contains adjustment records only, the report type must be ADJ and cannot contain records with an earned period reporting (EPR) or earned period no contribution no service (EPN) transaction type. For a list of report types, descriptions, and field values refer to <a href="#">Appendix B1</a>. For record types required by report type, refer to <a href="#">Appendix B3</a>. For transaction types allowed within each report type, refer to <a href="#">Appendix C</a>.</p>	<ul style="list-style-type: none"> <li>• REG = Payroll – Earned Period Report</li> <li>• ADJ = Payroll – Adjustment Report</li> <li>• GAP = Payroll – Gap Report</li> </ul>	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
8	Participant CalPERS ID	<p><b>Description:</b> A unique 10-digit identifier created by myCalPERS upon the participant's initial enrollment which will replace the participant's Social Security Number (SSN) for all future reporting.</p> <p><b>Conditions:</b> 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><b>Note:</b> For a list of participant CalPERS IDs, run the <i>Participant Appointment Details Report</i> in myCalPERS.</p>	#####	10
9	First Name	<p><b>Description:</b> The participant's first name.</p> <p><b>Conditions:</b> Required – to identify the participant's first name.</p> <p><b>Note:</b> Only alpha characters, blank spaces, hyphens (-), and apostrophes (') accepted.</p>	XXXXXXXXXXXXXXXXXXXXX XXXXXXXX	20



#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
10	Middle Name	<b>Description:</b> The participant's middle name.  <b>Conditions:</b> Optional – can be provided when available.  <b>Note:</b> Only alpha characters, blank spaces, hyphens (-), and apostrophes (') accepted.	XXXXXXXXXXXXXXXXXXXXX XXXXXXXX	20
11	Last Name	<b>Description:</b> The participant's last name.  <b>Conditions:</b> Required – to identify the participant's last name.  <b>Note:</b> Only alpha characters, blank spaces, hyphens (-), and apostrophes (') accepted. A minimum of one alpha character is required. Cannot start with a blank space.	XXXXXXXXXXXXXXXXXXXXX XXXXXXXX	30
12	Record Period Begin Date	<b>Description:</b> The earned period start date for the record being reported. This should coincide with an approved payroll schedule for the program being reported. The date should also coincide with the participant's appointment start date which could fall between the record period begin and end dates.  <b>Conditions:</b> Required – to identify the earned period start date.	mm/dd/yyyy	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
13	Record Period End Date	<p><b>Description:</b></p> <p>The earned period end date for the record being reported. This should coincide with an approved payroll schedule for the program being reported. The date should also occur prior to a participant's appointment separation date which could fall between the record period begin and end dates.</p> <p><b>Conditions:</b></p> <p>Required – to identify the earned period end date.</p>	mm/dd/yyyy	10
14	Payroll Record Memo	<p><b>Description:</b></p> <p>A memo line provided by the employer as a reference field. This 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><b>Conditions:</b></p> <p>Optional – this is not required.</p>	XXXXXXXXXXXXXXXXXXXXX XXXXXXXX	36
15	Division CalPERS ID	<p><b>Description:</b></p> <p>The CalPERS ID of the division where the participant works.</p> <p><b>Conditions:</b></p> <p>Required – for payroll records 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>	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
16	Appointment ID	<p><b>Description:</b> This element uniquely identifies the job the employee has been hired into.</p> <p><b>Conditions:</b> Required – when multiple appointments exist with the reporting employer.</p> <p><b>Note:</b> myCalPERS will generate appointment IDs for employees upon each new appointment. For a list of appointment IDs, run the <i>Participant Appointment Details Report</i> in myCalPERS.</p>	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
17	Type Of Transaction	<p><b>Description:</b> Describes the type of transaction reported for an employee.</p> <p><b>Conditions:</b> Required – for payroll records.</p> <p><b>Note:</b> For transaction type descriptions, refer to <a href="#">Appendix B2</a>. For transaction types reported by report type for payroll records, refer to <a href="#">Appendix C</a>. This should not be reported when only reporting a service credit purchase (SCP) deduction.</p>	<ul style="list-style-type: none"> <li>• EPR = Earned Period Reporting</li> <li>• EPN = Earned Period No Contribution No Service</li> <li>• PPA = Prior Period Adjustment</li> <li>• PPN = Prior Period No Contribution No Service</li> <li>• RSA = Retroactive Salary Adjustment</li> <li>• RSC = Retroactive Special Compensation Adjustment</li> </ul>	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
18	Pay Rate Type	<p><b>Description:</b></p> <p>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 pay schedule.</p> <p><b>Conditions:</b></p> <p>Required – for payroll records when the <i>Program Type</i> is CPE and <i>Type of Transaction</i> is EPR, EPN, PPA, or RSA.</p> <p>This should not be reported when the <i>Type of Transaction</i> is RSC; or EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p>	<ul style="list-style-type: none"> <li>• HRY = Hourly</li> <li>• DLY = Daily</li> <li>• MTY = Monthly</li> </ul>	3
19	Pay Rate	<p><b>Description:</b></p> <p>The dollar amount for the given pay rate type.</p> <p><b>Conditions:</b></p> <p>Required – for payroll records when the <i>Program Type</i> is CPE and <i>Type of Transaction</i> is EPR, EPN, PPA, and RSA.</p> <p>This should not be reported when the <i>Type of Transaction</i> is RSC; or EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p> <p><b>Note:</b> Do not include special characters such as commas or dollar signs.</p>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
20	Reportable Earnings	<p><b>Description:</b></p> <p>The earnings reported during the reported earned period. 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><b>Conditions:</b></p> <p>Required – for payroll records when the <i>Program Type</i> is CPE and <i>Type of Transaction</i> is not RSC.</p> <p>This should not be reported when the <i>Type of Transaction</i> is EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p> <p><b>Note:</b> Do not include special characters such as commas or dollar signs.</p>	####.##	8
21	Scheduled Full Time Hours Per Week	<p><b>Description:</b></p> <p>The number of hours per week considered full time for a position.</p> <p><b>Conditions:</b></p> <p>Required – for payroll records when the <i>Program Type</i> is CPE.</p> <p>This should not be reported when the <i>Type of Transaction</i> is EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p>	####.##	7

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
22	Scheduled Full Time Days Per Week	<p><b>Description:</b> The number of days per week considered full time for a position.</p> <p><b>Conditions:</b> Required – for payroll records when <i>Pay Rate Type</i> is Daily. This should not be reported when the <i>Type of Transaction</i> is EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p>	####.##	7
23	Total Hours Worked	<p><b>Description:</b> The total number of hours a CalPERS retired annuitant has worked during a reported earned period.</p> <p><b>Conditions:</b> Required – for payroll records when the participant is a CalPERS retired annuitant. This should not be reported when the <i>Type of Transaction</i> is EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p>	####.##	7

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
24	Special Compensation Category	<p><b>Description:</b></p> <p>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 and reportable earnings.</p> <p><b>Conditions:</b></p> <p>Required – when reporting special compensation for the participant and the <i>Type of Transaction</i> is not RSA.</p> <p>This should not be reported when the <i>Type of Transaction</i> is EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p> <p><b>Note:</b></p> <p>When reporting multiple special compensation categories and types for the reported earned period each special compensation category and type should be reported in a separate row identifying the special compensation amount.</p> <p>Reportable earnings and contributions should only be reported in the initial row for the earned period.</p>	<ul style="list-style-type: none"> <li>• ICP = Incentive Pay</li> <li>• EDP = Educational Pay</li> <li>• PPP = Premium Pay</li> <li>• SAP = Special Assignment Pay</li> <li>• SSI = Statutory Items</li> </ul>	3



#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
25	Special Compensation Type	<p><b>Description:</b></p> <p>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. This is reported in addition to and separately from pay rate and reportable earnings.</p> <p><b>Conditions:</b></p> <p>Required – when reporting special compensation for the participant and the <i>Type of Transaction</i> is not RSA.</p> <p>This should not be reported when the <i>Type of Transaction</i> is EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p> <p><b>Note:</b></p> <p>When reporting multiple special compensation categories and types for the reported earned period each special compensation category and type should be reported in a separate row identifying the special compensation amount.</p> <p>Reportable earnings and contributions should only be reported in the initial row for the earned period.</p>	For special compensation types, categories, and code values, refer to <a href="#">Appendix A</a> .	3

26	Special Compensation Amount	<p><b>Description:</b></p> <p>The specified dollar amount reported for the identified special compensation category and type.</p> <p>Government (Gov.) Code 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 (CCR) section 571(a) and (b). Further, special compensation items must be identified with the correct category and type listed in CCR section 571(a).</p> <p><b>Conditions:</b></p> <p>Required – when reporting special compensation for the participant and the <i>Type of Transaction</i> is not RSA.</p> <p>This should not be reported when the <i>Type of Transaction</i> is EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p> <p><b>Note:</b></p> <p>With the implementation of the Public Employees’ Pension Reform Act (PEPRA), only specific special compensation types can be reported for PEPRA participants. <a href="#">Circular Letter 200-062-12 (PDF)</a> outlines pensionable compensation for PEPRA participants.</p> <p>When reporting multiple special compensation categories and types for the reported earned period, each should be reported in a separate row identifying the special compensation amount. Reportable earnings and contributions should only be reported in the initial row for the earned period.</p>	#####.##	8
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#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
27	Taxed Member Paid Contribution	<p><b>Description:</b></p> <p>The amount of after-tax contribution associated to the reported earnings and special compensation amounts being reported for a participant.</p> <p><b>Conditions:</b></p> <p>Required – when 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>This should not be reported when the <i>Type of Transaction</i> is EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p> <p><b>Note:</b></p> <p>When the member contribution rate is zero percent (0%), report 0.00 for this field.</p> <p>Cost share could be included in this data element.</p>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
28	Tax Deferred Member Paid Contribution	<p><b>Description:</b></p> <p>The amount of pre-tax contribution associated to the reported earnings and special compensation amounts being reported for a participant.</p> <p><b>Conditions:</b></p> <p>Required – when 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 should not be reported when the <i>Type of Transaction</i> is EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p> <p><b>Note:</b></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. The contributions cannot be reported as Tax Deferred Employer Paid Member Contributions (EPMC). Refer to <a href="#">Circular Letter 200-055-12 (PDF)</a> for more information.</p> <p>When the member contribution rate is zero percent (0%), report 0.00 for this field.</p> <p>Cost share could be included in this data element.</p>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
29	Tax Deferred Employer Paid Member Contribution	<p><b>Description:</b></p> <p>The amount of pre-tax contribution associated to the reported earnings and special compensation amounts being reported for a participant on behalf of the employer.</p> <p><b>Conditions:</b></p> <p>Required – when member contributions are employer paid; and when the employer has a resolution for EPMC on file.</p> <p>This should not be reported when the <i>Type of Transaction</i> is EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p> <p><b>Note:</b></p> <p>Under PEPPRA regulations, employers who report on a pre-tax basis can only report contributions for PEPPRA enrollment level participants as Tax Deferred Member Paid Contributions or Deductions. The contributions or deductions cannot be reported as tax-deferred EPMC. Refer to <a href="#">Circular Letter 200-055-12 (PDF)</a> for more information.</p> <p>When the member contribution rate is zero percent (0%), report 0.00 for this field.</p> <p>Cost share could be included in this data element.</p>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
30	1959 Survivor Contribution	<p><b>Description:</b></p> <p>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 if the participant's death occurs during employment.</p> <p><b>Conditions:</b></p> <p>Required – when the participant is enrolled in the CalPERS 1959 Survivor Benefit Program.</p> <p>This should not be reported when the <i>Type of Transaction</i> is EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p>	#####.##	8
31	SCP Taxed Member Paid Contribution	<p><b>Description:</b></p> <p>The reported SCP deduction amount paid by the participant which has been taxed.</p> <p><b>Conditions:</b></p> <p>Required – when the participant has an open SCP and a deduction was made in the reported earned period.</p>	#####.##	8
32	SCP Tax Deferred Member Paid Contribution	<p><b>Description:</b></p> <p>The reported SCP deduction amount paid by the participant which has not been taxed.</p> <p><b>Conditions:</b></p> <p>Required – when the participant has an open SCP and a deduction was made in the reported earned period.</p>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
33	Taxed Member Paid Additional Contribution	<p><b>Description:</b> Additional taxed contributions paid by the participant.</p> <p><b>Conditions:</b> Required – when the participant has an additional contribution account. This should not be reported when the <i>Type of Transaction</i> is EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p> <p><b>Note:</b> This field does not apply to most employers. 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>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
34	Tax Deferred Employer Paid Additional Contribution	<p><b>Description:</b> Additional pre-tax contributions paid by the employer on behalf of the participant.</p> <p><b>Conditions:</b> Required – when the participant has an additional contribution account. This should not be reported when the <i>Type of Transaction</i> is EPR, EPN, PPA, or PPN and is meant to report a zero-payroll line to confirm the participant is non-reportable for this earned period.</p> <p><b>Note:</b> This field does not apply to most employers. 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>	#####.##	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

SPECIAL COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
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 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 COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
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 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 COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
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 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 COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
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 Meter Premium	UMP
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	Used to report current earned period payroll records. This report can also include adjustment records for prior periods (PPA or PPN), RSA, or RSC. Supplemental Income Plan (SIP) records cannot be reported within a Payroll – Earned Period Report.	REG
Payroll – Adjustment Report	Used to report adjustments/corrections for payroll. Regular earned period (EPR or EPN) records and SIP records cannot be reported within a Payroll – Adjustment Report.	ADJ
Payroll – Gap Report	Used to report payroll when there is a gap in the reporting schedule due to a payroll schedule frequency change (e.g., semi-monthly to bi-weekly). SIP records cannot be reported within a Payroll – GAP Report.	GAP

## 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/CalPERS 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 earned 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. Like 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, myCalPERS 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 the <i>Type of Transaction</i> RSC. <b>**Does Not Affect Service Credit</b>	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 <i>Pay Rate Type</i> as blank and <i>Pay Rate</i> with a value of zero (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 as an exact match. <b>** Does not Affect Service Credit</b>	RSC



### 3. Mapping Payroll CSV Dependencies

REPORT TYPE			RECORD TYPE	
LONG NAME	SHORT NAME	CODE VALUE	Payroll Record	Service Credit Purchase
Payroll – Earned Period	Regular Payroll	REG	Y	Y
Payroll – Adjustments	Payroll Adjustment	ADJ	Y	Y
Payroll – Gap	Gap	GAP	Y	N

## Appendix C – Transaction Type Guidelines for Report Types with Record Type Payroll

REPORT TYPE	TRANSACTION TYPE					
LONG NAME	EPR	EPN	PPA	PPN	RSA	RSC
Payroll – Earned Period	Y	Y	Y	Y	Y	Y
Payroll – Adjustments	N/A	N/A	Y	Y	Y	Y
Payroll – Gap	Y	Y	N/A	N/A	N/A	N/A

## Appendix D – Payroll Schedule Types, Descriptions, and Code Values

LONG NAME	DESCRIPTION	CODE VALUE
Monthly	Schedule type used to report a service period which spans one month.	MON
Semi-Monthly	Schedule type used to report a service period which 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 and ends on the last day of the month.	SEM
Bi-Weekly	Schedule type used to report a service period of 14 days.	BIW
Quadri-Weekly	Schedule type used to report a service period of 28 days.	QUW
GAP	Schedule type used to span the period between a schedule being terminated and the schedule replacing it.	GAP
Pre-Defined	Schedule type used by all employers reported by State Controller's Office (SCO). The schedule is created by SCO and loaded into myCalPERS.	PDE