

Data Element Definitions

State Agency

Retirement Enrollment Response File

Overview

This document outlines the data elements within a CalPERS State retirement enrollment response XML file. 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 retirement enrollment XML file. The following page includes information about the resources available within the Employer Technical Toolkit to assist you in developing an XML file for reporting.



Employer Technical Toolkit

Within the *myCalPERS Technical Resources* page on the CalPERS website, you will find the [Employer Technical Toolkit](#) (ZIP) that contains several documents needed to construct an XML file. The XML Schema Definition (XSD) documents (including the common utilities and 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. In addition, the [Encryption/Decryption & File Naming](#) (PDF) document provides instruction for the naming convention needed 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 – i.e. Employer Information, Employment Information, Job Position*
 - a. Employer Information – i.e. Employer CalPERS ID, County*
 - b. Employment Information – i.e. Original Hire Date, Collective Bargaining Unit*
 - c. Job Position Information – i.e. 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, please review the [Employer's Guide to the Technical Toolkit](#) (PDF) document published on the CalPERS Technical Resources web page.

State Retirement Enrollment Reporting Response File

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
1	Unique Transaction ID	Description: A 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.	<ul style="list-style-type: none"> • Error = ERR • Valid = VAL 	3
3	Person Identifier	Description: The CalPERS ID of the person associated with the transaction. If the employer reports a new appointment for the individual using SSN, the CalPERS ID will be returned in this response file. Conditions: Required—for records with a transaction status of Valid as provided in the Retirement Enrollment Reporting File.	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
4	Appointment Identifier	<p>Description:</p> <p>A unique identifier for the appointment. If the employer reports a new appointment for the individual, the Appointment ID will be returned in this response file.</p> <p>Conditions:</p> <p>Required—for records with a transaction status of Valid as provided in the Retirement Enrollment Reporting File.</p>	#####	10
5	Error Code	<p>Description:</p> <p>The coded value for the error.</p> <p>Conditions:</p> <p>Required—for records with a transaction status of Error as provided in the Retirement Enrollment Reporting File.</p>	#####	10
6	Error Field	<p>Description:</p> <p>Identifies the original field as provided in the Retirement Enrollment Reporting File that generated the error.</p> <p>Conditions:</p> <p>Required—for records with a transaction status of Error as provided in the Retirement Enrollment Reporting File.</p>	Possible values for Error Field are the specific fields within the submission file that generated the error.	50
7	Error Message	<p>Description:</p> <p>Provides a textual description of the error.</p> <p>Conditions:</p> <p>Required—for records with a transaction status of Error as provided in the Retirement Enrollment Reporting File.</p>	Free form text up to 1000 characters.	1000

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
8	Prior School Membership Date	Description: The membership date for a school employer. Conditions: Required—when transaction type of Membership Inquiry 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 transaction type of Membership Inquiry is provided in the Retirement Enrollment Reporting File.	true / false	5
10	Member	Description: Indicates if the person is an existing member. Conditions: Required—when transaction type of Membership Inquiry is provided in the Retirement Enrollment Reporting File.	true / false	5
11	Retired	Description: Indicates if the person is retired. Conditions: Required—when transaction type of Membership Inquiry is provided in the Retirement Enrollment Reporting File.	true / false	5

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
12	Transaction Type	Description: Indicates the transaction type of a qualifying event. Conditions: Required—to identify the transaction type.	<ul style="list-style-type: none"> • New Appointment = NAP • Appointment Change = ACH • Begin Leave = BEL • End Leave = ENL • Permanent Separation = PSP • To Local ARP = TLA • From Local ARP = FLA • New Judge Appointment = NJA • Address Change = ADC • Profile Change = PRC • Membership Inquiry = MIQ • Site Change = STC • Left Bench = LFB 	3
13	Transaction Effective Date	Description: The CalPERS' effective date for the specific transaction. Conditions: Required—if 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—if provided in the Retirement Enrollment Reporting File.	yyyy-mm-dd	10
15	Deletion Indicator	Description: Rescinds a previous transaction. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	true / false	5

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
16	Correction Indicator	Description: Corrects a previous transaction. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	true / false	5
17	New SSN	Description: Denotes a correction to the Social Security Number. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	#####	9
18	Program Type	Description: Identifies the program for the transaction record sent by the employer. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> California Public Employees' Retirement System (PERS) = CPE All Judge's Retirement Systems = JR3 	3
19	Employer's CalPERS Id	Description: A unique 10-digit identifier created by my CalPERS. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	#####	10
20	Agency Code	Description: The SCO Agency Code from a former external position number. This should reflect the physical location that a participant reports to or works at. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	###	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
21	Original Hire Date	Description: The first hire date recorded for this participant at this employer, regardless of whether the original hire led to membership. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	yyyy-mm-dd	10
22	Position Code	Description: A code representing the position title into which the employee has been hired. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	#####	10
23	Member Category	Description: The category assigned by the employer when an employee receives an appointment. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> • Miscellaneous = MIS • Safety – Police = SPO • Safety – Fire = SFI • Safety – County Peace Office = SCP • Safety – Sheriff = SSH • Safety – Prosecutor = SPR • Safety – Other Safety = SMF 	3
24	Tier	Description: The tier assigned by the employer when a participant establishes an appointment. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> • 1st Tier = 1 • 2nd Tier = 2 	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
25	Work Calendar	<p>Description: The position's yearly work schedule defining the number of months worked versus months paid.</p> <p>Conditions: Required—if provided in the Retirement Enrollment Reporting File.</p>	<ul style="list-style-type: none"> • Work 9/Paid 9 Months = 001 • Work 9/Paid 10 Months = 002 • Work 9/Paid 11 Months = 003 • Work 9/Paid 12 Months = 004 • Work 10/Paid 10 Months = 005 • Work 10/Paid 11 Months = 006 • Work 10/Paid 12 Months = 007 • Work 11/Paid 11 Months = 008 • Work 11/Paid 12 Months = 009 • Work 12/Paid 12 Months = 010 	3
26	CBU	<p>Description: The number for the collective bargaining unit representing the participant.</p> <p>Conditions: Required—if provided in the Retirement Enrollment Reporting File.</p>	xxxxxxxxxx	10
27	State ARP	<p>Description: Indicates whether the participant is enrolled in the State Alternate Retirement Program (ARP).</p> <p>Conditions: Required—if provided in the Retirement Enrollment Reporting File.</p>	true / false	5
28	Date Entered State ARP	<p>Description: Indicates the date the participant was enrolled in the State Alternate Retirement Program (ARP).</p> <p>Conditions: Required—if provided in the Retirement Enrollment Reporting File.</p>	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
29	Optional Member Position	<p>Description: Indicates the position a participant holds if they are not required to participate in CalPERS retirement program and have elected to enroll voluntarily.</p> <p>Conditions: Required—if provided in the Retirement Enrollment Reporting File.</p>	<ul style="list-style-type: none"> • City Council = CYC • County Board of Supervisors = CBS • Other = OTH 	3
30	Optional Member Date of Entry	<p>Description: Indicates the date the participant entered the optional member position.</p> <p>Conditions: Required—if provided in the Retirement Enrollment Reporting File.</p>	yyyy-mm-dd	10
31	Covered by '59 Survivor	<p>Description: Indicates the participant has elected 1959 Survivor Benefits coverage.</p> <p>Conditions: Required—if provided in the Retirement Enrollment Reporting File.</p>	true / false	5
32	Covered by SSA	<p>Description: Indicates the participant is covered by Social Security.</p> <p>Conditions: Required—if provided in the Retirement Enrollment Reporting File.</p>	true / false	5

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
33	PLP Participant	Description: Indicates the participant has elected to enroll in the Personal Leave Program (PLP). Conditions: Required—if provided in the Retirement Enrollment Reporting File.	true / false	5
34	PLP Rates	Description: The rate at which the participant earns PLP credit. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	#####.###	9
35	Exempt Authority	Description: Identifies the records that are exempt from civil service. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> • Exempt Authority A = EAA • Exempt Authority B = EAB • Exempt Authority C = EAC • Exempt Authority D = EAD • Exempt Authority E = EAE • Exempt Authority F = EAF • Exempt Authority G = EAG • Exempt Authority H = EAH • Exempt Authority I = EAI • Exempt Authority K = EAK • Exempt Authority L = EAL • Exempt Authority M = EAM • Exempt Authority R = EAR • Exempt Authority S = EAS 	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
36	Court Level	Description: Indicates the level to which the judge has been elected or appointed. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> County Superior Court = CSC California Appellate Court = CAC California Supreme Court = CSU Chief Justice = CJU 	3
37	County / District	Description: Indicates the county in which the Superior Court Judge is serving, or the district in which the Appellate Court Judge is serving. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	Refer to Appendix A3 of Retirement Enrollment Reporting File in the Employer Technical Toolkit.	3
38	Assignment Type	Description: Indicates whether the assignment is elected or appointed. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> Elected = ELE Appointed = APP 	3
39	Temporary Appointment	Description: Identifies the appointment is not a permanent appointment. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	true / false	5
40	Temporary Appointment Separation Date	Description: Captures the separation date for the temporary appointment. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
41	Leave of Absence Type	Description: The participant's leave of absence type. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> • Military Leave = MIL • Industrial Disability Leave = IDL • Non-Industrial DL = NDL • State Disability Leave = SDL • Sabbatical – Full Pay = SFP • Sabbatical – Partial Pay = SPP • Workers Comp = WC • Family Medical Leave = FML • Educational Leave = EDL • Service Leave = SEL • Maternity/Paternity Leave = MPL • Other Leave = OTL • Unpaid Leave = UNL 	3
42	Retired Annuitant	Description: Indicates the individual being reported is retired, with qualification to work under a certain limit. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	true / false	5
43	Perm Sep Reason	Description: Reason for a permanent separation. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> • Death = DEA • Layoff = LAY • Termination With Cause = TWC • Other = OTH 	3
44	Unused Sick Leave	Description: Remaining hours of sick leave at the time of separation from employment, as reported by the employer. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	#####.###	9

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
45	Unused Education Leave	Description: Remaining hours of educational leave at the time of separation from employment, as reported by the employer. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	#####.###	9
46	Person ID Type	Description: The type of unique identifier. Options include SSN, TIN, or CalPERS ID. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> • Social Security Number = SSN • Taxpayer Identification Number = TIN • CalPERS Identification = PID 	3
47	Person Identifier	Description: The participant's unique identifier for the identifier type reported. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> • ##### (SSN) • ##### (CalPERS ID) 	10
48	First Name	Description: The participant's first name. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	xxxxxxxxxxxxxxxxxxxxxx	20
49	Middle Name	Description: The participant's middle name. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	xxxxxxxxxxxxxxxxxxxxxx	20

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
50	Last Name	Description: The participant's last name. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	XXXXXXXXXXXXXXXXXXXX	20
51	Suffix	Description: The participant's suffix, if applicable. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> • Senior = SR • Junior = JR • I = I • II = II • III = III • IV = IV • V = V • Doctor of Philosophy = PHD • Doctor of Medicine = MD • Certified Public Accountant = CPA • Doctor of Education = EDD • Esquire = ESQ • Doctor of Dental Surgery = DDS 	3
52	Gender	Description: The participant's gender. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> • Female = F • Male = M • Nonbinary = N • Unknown = U 	3
53	Birth Date	Description: The participant's birth date. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
54	Address Type	Description: The participant's address type. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> • Mailing Address = MAI • Physical Address = PHY 	3
55	Address 1	Description: The first address line of the address. This is typically used for the participant's street address or "In care of" information. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	Free form text up to 30 characters.	30
56	Address 2	Description: The second address line. This is typically used for the participant's street address if Address 1 was used for "In care of" information; otherwise it would be used for address information that does not fit on Address 1 (e.g., suite number, building name, room number, apartment number, etc). Conditions: Required—if provided in the Retirement Enrollment Reporting File.	Free form text up to 30 characters.	30
57	Address 3	Description: The third address line. This is typically used for any address data that does not fit on Address 1 and 2. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	Free form text up to 30 characters	30

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
58	City	Description: The city applicable to the address entered. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	Free form text up to 30 characters	30
59	State	Description: The code value for the state applicable to the address entered, if country selected is USA or Mexico. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	Refer to Appendix A2 of the Retirement Enrollment Reporting File in the Employer Technical Toolkit.	3
60	ZIP Code 5	Description: The first five digits of the ZIP code for the address designated in Address Type. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	#####	5
61	ZIP Code 4	Description: The next four digits of the ZIP code for the address designated in Address Type. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	####	4
62	Country	Description: The code value for the country. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	Refer to Appendix A4 of the Retirement Enrollment Reporting File in the Employer Technical Toolkit.	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
63	Province	Description: The province or territory of the address provided. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	Free form text up to 50 characters <ul style="list-style-type: none"> • Alberta = AB • British Columbia = BC • Manitoba = MB • New Brunswick = NB • Newfoundland = NF • Northwest Territories = NT • Nova Scotia = NS • Ontario = ON • Prince Edward Island = PE • Quebec = PQ • Saskatchewan = SK • Yukon = YT 	50
64	Postal Code	Description: The international postal code. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	Free form text up to 12 characters	12
65	Enrollment Level	Description: The enrollment level indicator. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	<ul style="list-style-type: none"> • PEPRA New = P • Classic = C 	1
66	Formula Name	Description: The formula name. Conditions: Required—if provided in the Retirement Enrollment Reporting File.	Example: 2% @62	15

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