

# Employer Technical Toolkit Quick Reference - Payroll

## Documentation for Getting Started

**Guide to the Technical Toolkit (PDF)** – This guide defines the content within the Toolkit with instructions and guidelines specific to payroll, retirement and health transactions for the development of XML files and requesting SFTP access for business partners interested in submitting files via SFTP.

**Encryption Decryption File Naming (PDF)** – This document describes the Encryption Decryption Service, designed to allow an external entity (such as an employer) to interact with CalPERS using encrypted data files.

## Common Schemas/Utilities

These XSD files are used when creating all XML files received by/sent from myCalPERS.

**CommonUtilities (XSD)** – This file defines the specifications for the data elements that are common across all of the XML files used by myCalPERS (i.e., addresses, phone numbers, dates, currency amounts, etc.).

**SoapEnvelope (XSD)** – This file is common across all files transmitted to CalPERS using SFTP or file upload.

## Schemas for Creating Payroll Contribution XML Files

**Schema Documentation (PDF)** – This document provides the technical details for the payroll retirement transactions schema (PayrollRetirementV1.xsd).

**PayrollRetirementV1 (XSD)** – This file defines the structural requirements for building the payroll contribution XML file.

**PayrollReportResponseV1 (XSD)** – This file defines the structure of the file CalPERS will return to employers who submit payroll contributions in an XML file using SFTP. (SFTP submission only)

## Documents for Creating Payroll XML Files

**Payroll Contribution Data Element Definitions (PDF)** – This document defines the data elements and business rules needed to transmit information within the payroll contribution XML file. These data elements are embedded into the structure found in the payroll contribution schema.

**Payroll Response Data Element Definitions (PDF)** – This document defines the data elements CalPERS will return in the response file when employers submit payroll contribution files using SFTP. (SFTP submission only)

**Common Payroll Errors (PDF)** – This document provides a list of common level 1 validation payroll error messages and resolution tips.

**Creating a Payroll Adjustment Report (PDF)** – This document provides the steps to manually convert a regular payroll earned period XML report into an adjustment report. This should be referenced by business partner’s whose payroll software is limited to generating regular reports only.

**20130123000000\_123\_10006\_SamplePayroll.xml** – A sample payroll contribution XML file, which can be used as a reference.

**20160101000000\_000\_10006\_SamplePayrollResponse.xml** – A sample payroll contribution response XML file, which can be used as a reference for SFTP submitters. (SFTP submission only)

Figure 1.1 Sample Employer Technical Toolkit Contents, Health Folder

