Data Element Definitions:
Out of Class Validation Reporting

Overview

This document outlines the data elements needed for reporting Out-of-Class appointment records. Descriptions, conditions for which they are used, field values, and character requirements are outlined for each data element.

This document should be used as an aide for understanding the file format, structure, and order of operations required for developing the Out-of-Class Validation .CSV file. For more information about reporting Out-of-Class hours worked refer to the "Employers" section of the Employer Technical Resources page on our website.

File Naming Convention

Out-of-Class validation reporting files must adhere to the file naming convention described below.

The standard format for .CSV file name is *yyyymmddhhmiss_sss_p(n).csv*.

Where:

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)

p(n) application specific area of the file name (project defined)

- Out-of-Class validation files = 10055

Example: An Out-of-Class validation file created on July 5, 2019 could be named as follows; 20190705152359_000_10055.CSV

File Format Validation Rules

Upon upload of an Out-of-Class validation file, myCalPERS will conduct an initial validation to ensure the .CSV file is properly formatted. If the following requirements are not met, the file will be rejected:

- File Type must be in a .CSV (Comma Delimited) (*.csv) format
- Number of columns headers must match specific data specifications provided in the next section
- Each row must contain the correct number of columns as specified by the column header requirement
- Data fields cannot contain a comma (,)

Out-of-Class Validation Reporting Data Elements

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
1	Fiscal Year	**Description:** The fiscal year for the Out-of-Class validation reporting period. **Conditions:** Required—to identify the fiscal year of the reporting period. **Note:** The reporting period must coincide with the annual fiscal year that is required or for any prior fiscal year going back to 2018/2019.	YYYY/YYYY	9
2	Participant CalPERS ID	**Description:** A unique 10-digit identifier created by myCalPERS upon the participant's initial enrollment which will replace the participant's Social Security Number for all future reporting. **Conditions:** Required—to identify the participant for whom the record is being reported. **Note:** The myCalPERS *Participant Appointment Details* Cognos report can be generated to obtain a list of participant CalPERS IDs.	##########	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
3	Employer CalPERS ID	**Description:** A unique 10-digit identifier created by mylCalPERS to identify the reporting organization for which the participant has an active appointment. **Conditions:** Required—to identify the employer submitting the Out-of-Class validation report. **Note:** For school contracting employers, the Employer CalPERS ID will generally be the County Office of Education unless a district is reporting directly to CalPERS.	##########	10
4	Division CalPERS ID	**Description:** The CalPERS ID of the division where the participant works. **Conditions:** Required— when a County Office of Education is submitting a report on behalf of their school districts; when the appointment ID is not reported, and the participant has more than one appointment across divisions.	##########	10
5	Out-of-Class Begin Date	**Description:** The begin date reported for when an employee is appointed to an upgraded position or higher classification by an employer due to a vacancy. **Conditions:** Required—to identify the start date of the Out-of-Class reporting period.	YYYY-MM-DD	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
6	Out-of-Class End Date	**Description:** The end date reported for when an employee is appointed to an upgraded position or higher classification by an employer due to a vacancy. **Conditions:** Required—to identify the end date of the Out-of-Class reporting period.	YYYY-MM-DD	10
7	Appointment ID	**Description:** A unique identifier for the job which the employee was enrolled into. **Conditions:** Optional—when multiple appointments exist with the reporting employer or division. **Note:** myCalPERS will generate appointment IDs for employees upon each new enrollment. The myCalPERS *Participant Appointment Details* Cognos report can be generated to obtain a list of participant appointment IDs.	##########	10
8	Active Position Title	**Description:** The position title for which the participant was hired into prior to working in an Out-of-Class assignment. **Conditions:** Required—to identify the position title of the original active appointment. **Note:** Often, this is the position title that the participant was assigned to by human resources or per a personnel action form.	This field can be up to 120 characters in length.	120

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
9	Active Appointment Pay Rate Type	**Description:** 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 salary schedule. **Conditions:** Required—to identify the pay rate type associated to the original position the employee was appointed to prior to being assigned an Out-of-Class appointment.	• Hourly = HRY • Daily = DLY • Monthly = MTY	3
10	Active Appointment Pay Rate	**Description:** The dollar amount for the given pay rate type. This is the pay rate for the original active position the employee was hired into prior to being assigned to an upgraded position or higher classification. The assignment is initiated by an employer due to a vacancy for a limited duration while a recruitment process is underway. **Conditions:** Required—to identify the pay rate associated to the original position, per an employer's salary schedule, that the employee was appointed to prior to being assigned to an Out-of-Class appointment. **Note:** The numeric value should be greater than 0.00, include no more than two decimal positions, and omit a comma if greater than 999.99 (i.e., 1000.00).	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
11	Active Appointment Total Earnings	**Description:** The total earnings that would have been earned during the Out-of-Class reporting period. The total earnings should be calculated based on the original active appointment pay rate and time worked for the reporting period. Special compensation should not be included within this field. **Conditions:** Required—to identify all earnings that would have been earned if the employee were to perform services associated to their original position prior to being assigned to an Out-of-Class appointment. **Note:** The numeric value should be greater than 0.00, include no more than two decimal positions, and omit a comma if greater than 999.99 (i.e., 1000.00).	#######.##	10
12	Out-of-Class Position Title	**Description:** The position title for which the participant was hired into while working in an Out-of-Class assignment. Often, this is the position title that the participant has been assigned to by human resources or per a personnel action form. **Conditions:** Required—to identify the position title of the Out-of-Class appointment.	This field can be up to 120 characters in length.	120

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
13	Out-of-Class Appointment Pay Rate Type	**Description:** 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 salary schedule. **Conditions:** Required—to identify the pay rate type associated to the position the employee is assigned to while working in an Out-of-Class appointment.	• Hourly = HRY • Daily = DLY • Monthly = MTY	3
14	Out-of-Class Appointment Pay Rate	**Description:** The dollar amount for the given pay rate type. This is the pay rate for the Out-of-Class position that the employee was hired into as part of their assignment to an upgraded position or higher classification. The assignment is initiated by an employer due to a vacancy for a limited duration while a recruitment process is underway. **Conditions:** Required—to identify the pay rate associated to the Out-of-Class appointment per an employer's salary schedule. **Note:** The numeric value should be greater than 0.00, include no more than two decimal positions, and omit a comma if greater than 999.99 (i.e., 1000.00).	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
15	Out-of-Class Appointment Total Earnings	**Description:** The total earnings earned while performing services in an Out-of-Class appointment during the reporting period. Total earnings should be calculated based on the Out-of-Class appointment's pay rate and time worked for the reporting period. Special compensation should not be included within this field. **Conditions:** Required—to identify all earnings that were earned while the employee performed services associated to their Out-of-Class appointment. **Note:** The numeric value should be greater than 0.00, include no more than two decimal positions, and omit a comma if greater than 999.99 (i.e., 1000.00).	#######.##	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
16	Out-of-Class Appointment Total Paid Temporary Upgrade Pay	**Description:** The total amount of the special compensation type of Temporary Upgrade Pay that was paid to the member during the Out-of-Class reporting period regardless if it was reported to CalPERS as reportable compensation. **Conditions:** Required—when Temporary Upgrade Pay was paid to the member. **Note:** Temporary upgrade pay may not have been reported to CalPERS if the employee was a PEPRA member. If reported to CalPERS, it is paid in addition to and separately from pay rate and total earnings. The numeric value should be equal to or greater than 0.00, include no more than two decimal positions, and omit a comma if greater than 999.99 (i.e., 1000.00). If special compensation is not reportable, provide a value of 0.00.	########.##	10
17	Out-of-Class Appointment Total Hours Worked	**Description:** The total number of hours a participant worked during an Out-of-Class reporting period including all hours for which the participant received compensation paid to them (i.e. Overtime, Vacation, or Sick Leave). **Conditions:** Required—to identify all hours the employee worked or received compensation during the Out-of-Class reporting period. **Note:** The numeric value should be greater than 0.00, include no more than two decimal positions, and omit a comma if greater than 999.99 (i.e., 1000.00).	####.##	7

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
18	Out-of-Class Appointment Position Vacant Indicator	**Description:** Indicates if the Out-of-Class assignment is associated to a vacancy. **Conditions:** Required—to identify if the Out-of-Class appointment was due to a vacancy. **Note:** Per Government Code 20480, an Out-of-Class appointment is an appointment to an upgraded position or higher classification by an employer or governing board/body due to a vacancy for a limited duration.	• A value of Yes = Y • A value of No = N	1
19	Out-of-Class Appointment Position in a Recruitment Indicator	**Description:** Indicates if the Out-of-Class assignment is associated to an appointment for which the employer has entered a recruitment process. **Conditions:** Required—to identify if the Out-of-Class position is due to a vacancy during a recruitment for a permanent appointment. **Note:** Per Government Code 20480, an Out-of-Class appointment is an appointment to a position that is vacant during a recruitment for a permanent appointment. A vacant position does not refer to a position that is temporarily available due to another employee's leave of absence.	• A value of Yes = Y • A value of No = N	1