

# Data Element Definitions

## Payroll Contribution Reporting File

### Overview

This document outlines the data elements within a CalPERS payroll contribution reporting XML file when reporting payroll or supplemental income plan contributions. 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 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, 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. Program Identifier – e.g. California Public Employees’ Retirement System (PERS), Judges’ Retirement System (JRS)*
  - 1. Program Information – i.e. Record Type, Record Type Counts, and Record Type Totals*
  - 2. Report Information – e.g. Payroll Earned Period Report, Supplemental Income Plan (SIP) Earned Period report*
  - 3. Participant Information – i.e. Participant CalPERS ID and the Participant Name*
    - a. Participant Record Details – i.e. Record Period Begin Date and Record Period End Date*
      - i. Payroll Details – e.g. Type of Transaction, Employer/Divisions CalPERS ID, Reportable Earnings, Contributions*

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

## Payroll Contribution Reporting Data Elements

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
1	Service Center's CalPERS ID	<p><b>Description:</b></p> <p>A unique identifier created by myCalPERS to identify a third-party service center once the organization becomes an approved business partner of a CalPERS employer.</p> <p><u>For Administrative Office of the Courts (AOC)</u>—if you report for the Judge's Court, use your service center's CalPERS ID.</p> <p><b>Conditions:</b></p> <p>Required—when the contact submitting the file is associated to the service center's myCalPERS account.</p> <p>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></p> <p>A service center is a third-party who creates and may submit payroll files for an employer they have a myCalPERS established business partner 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><u>For Judge’s Court, review the following:</u></p> <p>AOC—if you report for the Judge’s Court, report the Judge’s Court’s CalPERS ID.</p> <p>State Controller's Office (SCO)—if SCO is reporting, they would report the state’s CalPERS ID.</p> <p><b>Conditions:</b></p> <p>Required—to identify which myCalPERS account is submitting the XML file. The submitting organization must be a PERS/SIP 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>	yyyy-mm-dd	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>	yyyy-mm-dd	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 that's listed in myCalPERS for the contracting employer.</p> <p><b>Conditions:</b></p> <p>Optional—it is recommended the Payroll Schedule Type be provided in adjustment reports when there are two or more active schedules. Payroll Schedule Type 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	Program Type	<p><b>Description:</b></p> <p>Employers can contract for different programs. Program Type helps identify which program you are reporting on behalf of (i.e. PERS, JRS, Legislators' Retirement System (LRS), or SIP).</p> <p><b>Conditions:</b></p> <p>Required—to identify which program the information is being reported for.</p> <p><b>Note:</b></p> <p>It is recommended that employers submit two separate files when reporting on behalf of two or more programs.</p>	<ul style="list-style-type: none"> <li>• CPE = California Public Employees' Retirement System (CalPERS)</li> <li>• JR1 = Judges' Retirement System</li> <li>• LRS = Legislators' Retirement System</li> <li>• JR2 = Judges' Retirement System II (JRS II)</li> <li>• SP1 = SIP-Supplemental Contribution Program</li> <li>• SP2 = SIP-457 Plan</li> <li>• SP4 = SIP-401(k) Plan</li> </ul>	3
7	Record Type	<p><b>Description:</b></p> <p>Identifies the type of record being reported within the XML file.</p> <p><b>Conditions:</b></p> <p>Required—to identify specific record types.</p> <p><b>Note:</b></p> <p>For record types required by report types, refer to <a href="#">Appendix B3</a>.</p>	<ul style="list-style-type: none"> <li>• PAY = Payroll Record</li> <li>• SCP = Service Credit Purchase Deduction Record</li> <li>• OPR = Deduction for Overpayment Receivable</li> <li>• SIP = Supplemental Income Plan Deduction Record</li> </ul>	3
8	Record Type Count	<p><b>Description:</b></p> <p>The total number of records being reported per record type.</p> <p><b>Conditions:</b></p> <p>Required—to identify the number of records being providing within the report for each program record type being reported.</p>	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
9	Record Type Total	<p><b>Description:</b></p> <p>The sum of all pre- and after-tax contributions and/or deductions reported within the file per record type.</p> <p><b>Conditions:</b></p> <p>Required—to identify the total contributions reported for each record type found within a specific report.</p> <p><b>Note:</b></p> <p>The value reported only accounts for contributions being reported. It does not include earnings or special compensation amounts.</p>	#####.##	14
10	SIP Plan ID	<p><b>Description:</b></p> <p>A unique identifier assigned by myCalPERS for SIP. CalPERS will supply this identifier to the employer once the contract is finalized. When multiple SIP Plan IDs are submitted within a file, each Plan ID must be reported along with the record counts and contribution totals.</p> <p><b>Conditions:</b></p> <p>Required—when the report contains SIP contributions.</p> <p><b>Note:</b></p> <p>The SIP Plan ID is unique to an employer and plan type.</p>	#####	6
11	SIP Count	<p><b>Description:</b></p> <p>The total number of records per SIP.</p> <p><b>Conditions:</b></p> <p>Required—when the report contains SIP contributions.</p>	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
12	SIP Total	<p><b>Description:</b></p> <p>The total sum of contributions for the SIP Plan ID.</p> <p><b>Conditions:</b></p> <p>Required—when the report contains SIP contributions.</p> <p><b>Note:</b></p> <p>The value reported only accounts for contributions being reported. It does not include earnings amounts.</p>	#####.##	14
13	Test Report	<p><b>Description:</b></p> <p>An identifier used to indicate if the report is a test report. True test reports will process, but transactions will never post regardless of the file containing an error or not. Transactions reported within non-test reports will process and can be posted. Files containing no errors will automatically post.</p> <p><b>Conditions:</b></p> <p>Required—to identify whether a report is a test report.</p> <p><b>Note:</b></p> <p>This element must be reported in lowercase text only.</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
14	Report Type	<p><b>Description:</b></p> <p>The type of report being submitted per selected program.</p> <p><b>Conditions:</b></p> <p>Required—to identify the type of report.</p> <p><b>Note:</b></p> <p>Use the Payroll – Earned Period report type when submitting a combination of earned period and adjustment records within a report.</p> <p>For a list of report types, descriptions, and field values for each, refer to <a href="#">Appendix B1</a>.</p> <p>For record types required by report type, refer to <a href="#">Appendix B3</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> <li>• SIP = Supplemental Income Plan – Earned Period Report</li> <li>• SAJ = Supplemental Income Plan – Adjustment Report</li> </ul>	3
15	Participant's CalPERS ID	<p><b>Description:</b></p> <p>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.</p> <p><b>Conditions:</b></p> <p>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></p> <p>For a list of participant CalPERS IDs, run the <i>Participant Appointment Details Report</i> Cognos report in myCalPERS.</p>	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
16	First Name	<p><b>Description:</b></p> <p>The participant's first name.</p> <p><b>Conditions:</b></p> <p>Required—to identify the participant's first name.</p> <p><b>Note:</b></p> <p>Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted.</p>	XXXXXXXXXXXXXXXXXXXX	20
17	Middle Name	<p><b>Description:</b></p> <p>The participant's middle name.</p> <p><b>Conditions:</b></p> <p>Optional—can be provided when available.</p> <p><b>Note:</b></p> <p>Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted.</p>	XXXXXXXXXXXXXXXXXXXX	20
18	Last Name	<p><b>Description:</b></p> <p>The participant's last name.</p> <p><b>Conditions:</b></p> <p>Required—to identify the participant's last name.</p> <p><b>Note:</b></p> <p>Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted.</p> <ul style="list-style-type: none"> <li>• A minimum of one alpha character is required.</li> <li>• This field cannot start with a blank space.</li> </ul>	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	30

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
19	Record Period Begin Date	<p><b>Description:</b></p> <p>The earned period start date for the record being reported. This should coincide with an approved payroll schedule for the program being reported. In addition, the date should coincide with the participant's appointment start 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 start date.</p>	yyyy-mm-dd	10
20	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. In addition, the date should 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>	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
21	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> <p><b>Note:</b></p> <p>If the memo line is received through a File Upload or File Transfer Protocol (FTP), the memo must be exactly 36 characters (no fewer or more). If the memo line is received through FTP, CalPERS will forward this back to the submitting business partner via an FTP response file.</p>	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	36
22	Division's 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—when a participant has multiple appointments across divisions and the employer chooses not to report an appointment ID.</p> <p>Condition required—for record type Payroll 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 campuses.</p>	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
23	Appointment ID	<p><b>Description:</b></p> <p>This element uniquely identifies the job into which the employee has been hired.</p> <p><b>Conditions:</b></p> <p>Required—when multiple appointments exist with the reporting employer.</p> <p><b>Note:</b></p> <p>myCalPERS will generate appointment IDs for employees upon each new enrollment. For a list of appointment IDs, run the <i>Participant Appointment Details Report</i> Cognos report in myCalPERS.</p>	#####	10
24	SIP Plan ID	<p><b>Description:</b></p> <p>A unique identifier created by myCalPERS and supplied to the employer at the time of the SIP contract finalization. This unique identifier is reported for each SIP contribution record submitted.</p> <p><b>Conditions:</b></p> <p>Required—when record type is SIP.</p> <p><b>Note:</b></p> <p>In the schema, the element name is “PlanID.”</p>	#####	6

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
25	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 payroll schedule.</p> <p><b>Conditions:</b></p> <p>Required—when program type is CalPERS (CPE), record type is payroll record (PAY), and transaction type is Earned Period Reporting (EPR), Earned Period No Contribution No Service (EPN), Prior Period Adjustment (PPA), and Retroactive Salary Adjustment (RSA).</p> <p>This should not be reported when transaction type is Retroactive Special Compensation Adjustment (RSC); or EPR, EPN, PPA, or Prior Period Adjustment No Contribution No Service (PPN), and is meant to report a zero-payroll line to confirm that the member 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
26	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—when program type is CPE, record type is PAY, and transaction type is EPR, EPN, PPA, and RSA.</p> <p>This should not be reported when transaction type is RSC; or EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member is non-reportable for this earned period.</p>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
27	Type of Transaction	<p><b>Description:</b></p> <p>Describes the type of transaction reported for an employee (e.g. Earned Period, Prior Period Adjustment, Retroactive Salary Adjustment, etc.).</p> <p><b>Conditions:</b></p> <p>Required—when record type is PAY.</p> <p><b>Note:</b></p> <p>For transaction type descriptions, refer to <a href="#">Appendix B2</a>.</p> <p>For transaction types reported by report type with record type of PAY, refer to <a href="#">Appendix C</a>.</p> <p>This should not be reported for record types SCP, SIP, and OPR.</p> <p>Report types of SIP and SAJ utilize the record type of SIP but do not use transaction types.</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 Adjustment No Contribution No Service</li> <li>• RSA = Retroactive Salary Adjustment</li> <li>• RSC = Retroactive Special Compensation Adjustment</li> </ul>	3
28	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—when program type is CPE, record type is PAY, and transaction type is <u>not</u> RSC.</p> <p>This should not be reported when transaction type is EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member is non-reportable for this earned period.</p>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
29	Scheduled Full-Time Days Per Week	<p><b>Description:</b></p> <p>The number of days per week considered full-time for a position.</p> <p><b>Conditions:</b></p> <p>Required—when record type is PAY and pay rate type is Daily.</p> <p>This should not be reported when transaction type is EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member is non-reportable for this earned period.</p>	####.##	7
30	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—when program type is CPE and record type is PAY.</p> <p>This should not be reported when transaction type is EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member is non-reportable for this earned period.</p>	####.##	7



#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
31	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.</p> <p><b>Conditions:</b></p> <p>Required—when reporting special compensation for the participant and transaction type is <u>not</u> RSA.</p> <p>This should not be reported when transaction type is EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member is non-reportable for this earned period.</p> <p><b>Note:</b></p> <p>A payroll transaction can include multiple special compensation categories for the reported earned period if the special compensation type is not repeated within the record.</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
32	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.</p> <p><b>Conditions:</b></p> <p>Required—when reporting special compensation for the participant and transaction type is <u>not</u> RSA.</p> <p>This should not be reported when transaction type is EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member is non-reportable for this earned period.</p> <p><b>Note:</b></p> <p>A payroll transaction can include multiple special compensation categories for the reported earned period if the Special Compensation Type is not repeated within the record.</p>	For special compensation types, categories, and code values, refer to <a href="#">Appendix A</a> .	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
33	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 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 transaction type is <u>not</u> RSA.</p> <p>This should not be reported when transaction type is EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member 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. Circular Letter <a href="#">200-062-12</a> outlines pensionable compensation for PEPRA participants.</p>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
34	Taxed Member Paid Contribution/Deduction	<p><b>Description:</b></p> <p>The amount of after-tax contribution/deduction associated to the reported earnings and special compensation amounts being reported for a participant.</p> <p><b>Conditions:</b></p> <p>Required—when record types are SCP, OPR, and SIP, providing a deduction is made in the same report.</p> <p>Required—when record type is PAY and 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 transaction type is EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member 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
35	Tax Deferred Member Paid Contribution / Deduction	<p><b>Description:</b></p> <p>The amount of pre-tax contribution/deduction associated to the reported earnings and special compensation amounts being reported for a participant.</p> <p><b>Conditions:</b></p> <p>Required—when record types are SCP and SIP provided a deduction is made in the same report.</p> <p>Required—when record type is PAY and 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 element is not required when record type is OPR.</p> <p>This should not be reported when transaction type is EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member 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 or Deductions. The contributions or deductions cannot be reported as Tax Deferred Employer Paid Member Contributions (EPMC). Refer to Circular Letter <a href="#">200-055-12</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
36	Tax Deferred Employer Paid Member Contribution	<p><b>Description:</b></p> <p>The amount of pre-tax contribution/deduction 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 record type is SIP, provided a deduction is made in the same report.</p> <p>Required—when record type is PAY and contributions are employer paid; and when the employer has a Resolution for EPMC on file.</p> <p>This should not be reported when transaction type is EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member 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 or Deductions. The contributions or deductions cannot be reported as Tax Deferred EPMC. Refer to Circular Letter 200-055-12 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
37	1959 Survivor Contribution (Only for PERS)	<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 record type is PAY and participant is enrolled in the CalPERS 1959 Survivor Benefit Program.</p> <p>This should not be reported when transaction type is EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member is non-reportable for this earned period.</p>	#####.##	8
38	Survivor Contribution - Spouse (Only for JRS)	<p><b>Description:</b></p> <p>The survivor contribution (spouse) amount paid by the participant.</p> <p><b>Conditions:</b></p> <p>Required—when record type is PAY and the participant is enrolled in the Judges Survivor Benefit Program (spouse).</p>	#####.##	8
39	Survivor Contribution—Children (Only for JRS)	<p><b>Description:</b></p> <p>The survivor contribution (children) amount paid by the participant.</p> <p><b>Conditions:</b></p> <p>Required—when record type is PAY and the participant is enrolled in the Judges Survivor Benefit Program (children).</p>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
40	Taxed Member Paid Additional Contribution	<p><b>Description:</b></p> <p>Additional taxed contributions that are paid by the participant.</p> <p><b>Conditions:</b></p> <p>Required**—when the participant has an additional contribution account.</p> <p>This should not be reported when transaction type is EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member is non-reportable for this earned period.</p> <p><b>Note:</b></p> <p>This field does not apply to most employers.</p> <p>**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
41	Tax Deferred Employer Paid Additional Contribution	<p><b>Description:</b></p> <p>Additional pre-tax contributions that are paid by the employer on behalf of the participant.</p> <p><b>Conditions:</b></p> <p>Required**—when the participant has an additional contribution account.</p> <p>This should not be reported when transaction type is EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member is non-reportable for this earned period.</p> <p><b>Note:</b></p> <p>This field does not apply to most employers.</p> <p>**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
42	Total Hours Worked	<p><b>Description:</b></p> <p>The total number of hours a CalPERS' retiree has worked during a reported earned period.</p> <p><b>Conditions:</b></p> <p>Required—when the employee is a CalPERS retired annuitant, and the record type is PAY.</p> <p>This should not be reported when transaction type is EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member is non-reportable for this earned period.</p>	####.##	7

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
43	After Tax Loan Payment	<p><b>Description:</b></p> <p>The taxed member paid loan payment contributions for the reported period.</p> <p><b>Conditions:</b></p> <p>Required—for program types SIP – 457 Plan and SIP – 401(k) Plan and when the employer has a loan provision on their SIP agreement.</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
Incentive Pay	Marksmanship Pay	MKP
Incentive Pay	Master Police Officer	MPO
Incentive Pay	Off-Salary-Schedule Pay	OSP

SPECIAL COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
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 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 COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
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 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 COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
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 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	Streetlamp 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	The report type used to report current earned period payroll records. This report can also include adjustment records for prior periods (PPA or PPN), RSA, or RSC. SIP records cannot be reported within a payroll report.	REG
Payroll – Adjustment Report	The report type used to report adjustments/corrections for payroll. Regular earned period (EPR or EPN) records and SIP records cannot be reported within an Adjustment Report.	ADJ
Payroll – Gap Report	The report type 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 GAP report	GAP
Supplemental Income Plan – Earned Period Report	The report type used to report SIP deductions. This report can also be used to report SIP adjustment records. Regular payroll records cannot be included within a SIP report.	SIP
Supplemental Income Plan – Adjustment Report	The report type used to report adjustments/corrections to SIP deduction. Regular earned period SIP records and payroll records cannot be reported within the SIP adjustment report.	SAJ

## 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/PERS 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, the system 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 transaction type "Retroactive Special Compensation Adjustment." <i>**Does not affect service credit</i>	RSA
Retroactive Special Compensation (RSC) Adjustment	RSC is used to report or update special compensation values for one or more periods. For new RSC transactions report Pay Rate Type as blank and Pay Rate with a value of "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 at an exact match. <i>**Does not affect service credit</i>	RSC



### 3. Mapping Payroll XML Dependencies

REPORT TYPE			RECORD TYPE			
LONG NAME	SHORT NAME	CODE VALUE	PAYROLL RECORD	SERVICE CREDIT PURCHASE	DEDUCTION FOR OVERPAYMENT RECEIVABLE	SUPPLEMENTAL INCOME PLAN
Payroll - Earned Period	Regular Payroll	REG	Y	Y	Y	N
Payroll - Adjustments	Payroll Adjustment	ADJ	Y	Y	Y	N
Payroll - Gap	Gap	GAP	Y	N	N	N
Supplemental Income Plan- Earned Period	SIP-Earned Period	SIP	N	N	N	Y
Supplemental Income Plan - Adjustments	SIP-Adjustments	SAJ	N	N	N	Y

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

REPORT TYPE		TRANSACTION TYPE					
LONG NAME	CODE VALUE	EPR	EPN	PPA	PPN	RSA	RSC
Payroll - Earned Period	PAY	Y	Y	Y	Y	Y	Y
Payroll - Adjustments	SCP	N/A	N/A	Y	Y	Y	Y
Payroll - Gap	OPR	Y	Y	N/A	N/A	N/A	N/A
Supplemental Income Plan- Earned Period	SIP	N/A	N/A	N/A	N/A	N/A	N/A
Supplemental Income Plan - Adjustments	SAJ	N/A	N/A	N/A	N/A	N/A	N/A

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

LONG NAME	DESCRIPTION	CODE VALUE
Monthly	This is the schedule type used to report the service period which spans for one month.	MON
Semi-Monthly	This is the schedule type used to report the service period which that 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 through the last day of the month.	SEM
Bi-Weekly	This is the schedule type used to report the service period of 14 days.	BIW
Quadri-Weekly	This is the schedule type used to report the service period of 28 days.	QUW
GAP	This is the schedule type used to span the period between a schedule that is being terminated and the schedule that will replace it.	GAP
Pre-Defined	This is the schedule type used by all employers reported by SCO. The schedule is created by SCO loaded into myCalPERS.	PDE