

# Data Element Definitions

## Payroll – CalPERS Review CSV File

### Overview

This document outlines the data elements within a Payroll – CalPERS Review CSV file when reporting payroll data requested by service credit or membership reviews. 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 CalPERS Review CSV file. The following page includes information about the resources available within the Employer Technical Toolkit to assist you in developing an CSV file for arrears.

## File Structure

A CSV file is organized using delimited text typically in Excel. The following is an outline of the CSV file structure:

Row 1 – Column Headers: Participants CalPERS ID, Employer CalPERS ID, Division CalPERS ID, First Name, Last Name, Middle Name, Begin Date, End Date, Appointment ID, Transaction type, Pay Rate Type, Pay Rate, Reportable Earnings, Taxed Member Paid Contribution, Tax Deferred Member Paid Contribution, Tax Deferred Employer Paid Member Contribution, Survivor Contribution, Special Compensation Category, Special Compensation Type, Special Compensation Amount, Scheduled Full Time Hours Per Week, Scheduled Full Time Days Per Week, Total Hours Worked, Overtime Hours Worked, Position Title, CBU, Member Category, Class Code

The members information would be entered on row 2. This outline can be repeated so there can be multiple review reports for a single member or multiple members.

In addition to the DED, 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 the CSV file.

## File Naming Convention

The standard format for file names is `yyyymmddhhmiss_sss_10056.CSV`. The 10056 is the name of the file and will differentiate between normal payroll files and review reports 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—CalPERS Review CSV Data Elements

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
1	Participant 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</p> <p><b>Note:</b></p> <p>For a list of participant CalPERS ID (CID)s, run the Participant Appointment Details Report Cognos report in myCalPERS.</p>	#####	10
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><b>Conditions:</b></p> <p>Required</p> <p><b>Note:</b></p> <p>If you are a state, school district, or superior court employer use your division CID in the Employer CalPERS ID field and leave the division CalPERS ID CID field blank.</p> <p>If you are a County Office of Education (COE) reporting on behalf of a district, use your COE CID in the Employer CalPERS ID field and use the division CID in the division CalPERS ID field.</p>	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
3	Division CalPERS ID	<p><b>Description:</b> The CalPERS ID of the division where the participant works.</p> <p><b>Conditions:</b> Required — to identify which division the participant works for. If the employee works at the COE, you can leave this field blank</p> <p><b>Note:</b> If you are a state, school district, or superior court employer use your division CID in the Employer CalPERS ID field and leave the Division CalPERS ID field blank. If you are a COE reporting for a district, use your COE CID in the Employer CalPERS ID field and use the division CID in the Division CalPERS ID field.</p>	#####	10
4	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 (') will be accepted. The First Name must match the first name listed in the participant's CalPERS account.</p>	xxxxxxxxx	20
5	Last Name	<p><b>Description:</b> The participant's last name.</p> <p><b>Conditions:</b> Required — to identify the participant's last name</p> <p><b>Note:</b> Only alpha characters, blank spaces, hyphens (-), and apostrophes (') will be accepted. The Last Name must match the last name listed in the participant's CalPERS account.</p>	xxxxxxxxx	30

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
6	Middle Name	<p><b>Description:</b> The participant’s middle name.</p> <p><b>Conditions:</b> Optional — can be provided when available</p> <p><b>Note:</b> Only alpha characters, blank spaces, hyphens (-), and apostrophes (‘) will be accepted.</p>	xxxxxxxxxx	20
7	Begin Date	<p><b>Description:</b> The report period begin date for earned period reports. This must coincide with an approved existing payroll schedule.</p> <p><b>Conditions:</b> Required — to identify the begin date for earned period reports</p> <p><b>Note:</b> When typing in the date, manually adjust Microsoft Excel to show the zero before the digit from January to September. Otherwise, the zero before a number disappears in Microsoft Excel, causing the file to error out. Must use a two digit month, two digit day, and four digit year.</p>	mm/dd/yyyy <sup>1</sup>	10

<sup>1</sup> In Excel, highlight the column containing the begin and end dates, but be sure not to highlight the column headers. Select the “General” drop-down box in the Number section within the Home tab. Select “More Number Formats” then within the Category column select “Custom” and type in mm/dd/yyyy. This will ensure both the month and day will have two digits even with a zero.

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
8	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.</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 typing in the date, manually adjust Microsoft Excel to show the zero before the digit from January to September. Otherwise, the zero before a number disappears in Microsoft Excel, causing the file to error out. Must use a two digit month, two digit day, and four digit year.</p>	mm/dd/yyyy <sup>2</sup>	10
9	Appointment ID	<p><b>Description:</b></p> <p>This element uniquely identifies the job in which the employee has been hired.</p> <p><b>Conditions:</b></p> <p>Optional — used if the member has multiple active appointments during the reporting period</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 Cognos</i> report in myCalPERS.</p>	#####	10

<sup>2</sup> In Excel, highlight the column contain the begin and end dates, but be sure not to highlight the column headers. Select the “General” drop-down box in the Number section within the Home tab. Select “More Number Formats” then within the Category column select “Custom” and type in mm/dd/yyyy. This will ensure both the month and day will have two digits even with a zero.

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
10	Transaction Type	<p><b>Description:</b> Describes the type of transaction reported for an employee for CalPERS Review.</p> <p><b>Conditions:</b> Required — report PPA when report type is “Payroll – CalPERS Review”</p> <p><b>Note:</b> For arrears, you should only be using PPA.</p>	<p>PPA = Prior Period Adjustment</p> <p><b>Note:</b> Long name or code value can be used. For special compensation types, categories, and code values, refer to <a href="#">Appendix A</a>.</p>	23
11	Pay Rate Type	<p><b>Description:</b> 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> Required</p>	<ul style="list-style-type: none"> <li>• HRY = Hourly</li> <li>• DLY = Daily</li> <li>• MTY = Monthly</li> </ul> <p><b>Note:</b> Long name or code value can be used. For special compensation types, categories, and code values, refer to <a href="#">Appendix A</a>.</p>	7
12	Pay Rate	<p><b>Description:</b> The dollar amount for the given pay rate type during the arrears period.</p> <p><b>Conditions:</b> Required — Hourly rate must be between 8 and 86. Daily rate must be between 56 and 860. Monthly rate must be between 1,280 and 14,000.</p>	#####.##	8
13	Reportable Earnings	<p><b>Description:</b> 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> Required</p>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
14	Survivor Contribution	<p><b>Description:</b> 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 when the participant's death occurs during employment.</p> <p><b>Conditions:</b> Optional</p>	#####.##	8
15	Special Compensation Category	<p><b>Description:</b> 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. This is reported in addition to and separately from pay rate.</p> <p><b>Conditions:</b> Optional</p> <p><b>Note:</b> 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. Either the long name or the abbreviation can be used.</p>	<p>ICP = Incentive Pay EDP = Educational Pay PPP = Premium Pay SAP = Special Assignment Pay SSI = Statutory Items</p> <p><b>Note:</b> Long name or code value can be used. For special compensation types, categories, and code values, refer to <a href="#">Appendix A</a>.</p>	65
16	Special Compensation Type	<p><b>Description:</b> 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> Optional</p> <p><b>Note:</b> 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. Either the long name or the code value can be used.</p>	<p><b>Note:</b> Long name or code value can be used. For special compensation types, categories, and code values, refer to <a href="#">Appendix A</a>.</p>	65



#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
17	Special Compensation Amount	<p><b>Description:</b></p> <p>The specified dollar amount reported for the identified special compensation category and type. 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) sections 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>Optional</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>	#####.##	8
18	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 — The scheduled full time hours per week must be between 34 and</p>	####.##	7
19	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 the pay rate type is Daily</p>	####.##	7

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
20	Total Hours Worked	<p><b>Description:</b> The total number of hours a CalPERS member worked during the reported earned period.</p> <p><b>Conditions:</b> Required</p>	####.##	7
21	Overtime Hours Worked	<p><b>Description:</b> The total number of overtime hours that the participant worked during the reported earned period.</p> <p><b>Conditions:</b> Optional – if a member has worked overtime during the period</p>	####.##	7
22	Position Title	<p><b>Description:</b> The title held while performing the related service.</p> <p><b>Conditions:</b> Either position title or Collective Bargaining Unit (CBU) is required</p>	Free form text	120
23	CBU	<p><b>Description:</b> The CBU code related to position title held while performing the related service.</p> <p><b>Conditions:</b> Either Position Title or CBU is required Required — for State</p>	xxxxxxxxxx	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
24	Member Category	<p><b>Description:</b> The category assigned by the employer when an employee receives an appointment. This is used to determine benefit levels.</p> <p><b>Conditions:</b> Required — when report type is “Payroll — CalPERS Review”</p> <p><b>Note:</b> Either the long name or the abbreviation can be used.</p>	<ul style="list-style-type: none"> <li>• Miscellaneous or MIS</li> <li>• Safety — Police or SPO</li> <li>• Safety — Fire or SFI</li> <li>• Safety — Police and Fire or SPF</li> <li>• Safety — County Peace Officer or SCP</li> <li>• Safety — Sheriff or SSH</li> <li>• Safety — Prosecutor or SPR</li> <li>• Safety — Other Safety or SOS</li> <li>• State Miscellaneous or SMF</li> <li>• State Industrial or SIF</li> <li>• State Safety or SSF</li> <li>• Peace Officers — Fire Fighters or PFT</li> <li>• California Highway Patrol or CFT</li> <li>• National Guard or NGU</li> <li>• Constitutional Officer or CNO</li> <li>• Senate or SEA</li> <li>• Statutory Officer or STO</li> <li>• Assembly or ASE</li> </ul>	50
25	Class Code	<p><b>Description:</b> For CSUs only.</p> <p><b>Conditions:</b> Required — for CSU</p>	#####	10

# 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	EI
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
Incentive Pay	Physical Fitness Program	PFP

SPECIAL COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
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 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 COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
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 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 COMPENSATION CATEGORY	SPECIAL COMPENSATION TYPE	CODE VALUE
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	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 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

## Report Type, Descriptions, and Code Values

LONG NAME	DESCRIPTION	CODE VALUE
Payroll – CalPERS Review	The report type used to report current earned period payroll records. This report can also include adjustment records for prior periods (PPA or PPN), Retroactive Salary Adjustments (RSA), or Retroactive Special Compensation (RSC). SIP records cannot be reported within a payroll report.	CPR

## Transaction Types, Descriptions, and Code Values

LONG NAME	DESCRIPTION	CODE VALUE
Prior Period Adjustment	For the Payroll – CalPERS Review report, a Prior Period Adjustment transaction type is used to reflect potential payroll and service credit to be applied to a member’s account upon review by the service credit purchase or membership teams.	PPA

## Mapping Payroll CSV Dependencies

REPORT TYPE			RECORD TYPE			
LONG NAME	SHORT NAME	CODE VALUE	Payroll Record	Service Credit Purchase	Deduction for Overpayment Receivable	Supplemental Income Plan
Payroll – CalPERS Review	CalPERS Review	CPR	Y	N	N	N



# 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 – CalPERS Review	PAY	N/A	N/A	Y	N/A	N/A	N/A

## Resources

[Employer Technical Toolkit \(ZIP\)](#)

[Encryption/Decryption & File Naming \(PDF\)](#)

[Employer’s Guide to the Technical Toolkit \(PDF\)](#)