

Data Element Definitions

Payroll Reporting Response File

Overview

This document outlines the data elements within a CalPERS payroll reporting 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 payroll response 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 – i.e. 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 – i.e. 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 – i.e. 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) document published on the CalPERS Technical Resources web page.

Payroll Reporting Response Data Elements

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
1	Service Center's CalPERS ID	<p>Description:</p> <p>The CalPERS ID of the service center as provided in the Payroll Contribution Reporting file.</p> <p>Conditions:</p> <p>Required—when the contact who submitted the file is associated to the service center's myCalPERS account.</p> <p>Optional—when the payroll file was created by a service center and submitted through a contracting employer's myCalPERS account.</p>	#####	10
2	Employer CalPERS ID	<p>Description:</p> <p>The CalPERS ID of the employer as provided in the Payroll Contribution Reporting file.</p> <p>Conditions:</p> <p>Required—to identify which myCalPERS account submitted the XML file. The submitting organization must be a PERS/SIP contracted data owner.</p>	#####	10
3	Report Period Begin Date	<p>Description:</p> <p>The report period begin date as provided in the Payroll Contribution Reporting file.</p> <p>Conditions:</p> <p>Required—to identify the start date for earned period reports.</p>	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
4	Report Period End Date	Description: The report period end date as provided in the Payroll Contribution Reporting file. Conditions: Required—to identify the end date for earned period reports.	yyyy-mm-dd	10
5	Program Type	Description: The program for which the information is being reported as provided in the Payroll Contribution Reporting file. Conditions: Required—to identify which program the information was reported for.	<ul style="list-style-type: none"> • CPE = California Public Employees' Retirement System (CalPERS) • JR1 = Judges' Retirement System • LRS = Legislators' Retirement System • JR2 = Judges' Retirement System II (JRS II) • SP1 = SIP-Supplemental Contribution Program • SP2 = SIP-457 Plan • SP4 = SIP-401(k) Plan 	3
6	Record Type	Description: Identifies the type of record as provided in the Payroll Contribution Reporting file. Conditions: Required—to identify specific record types.	<ul style="list-style-type: none"> • PAY = Payroll Record • SCP = Service Credit Purchase Deduction Record • OPR = Deduction for Overpayment Receivable • SIP = Supplemental Income Plan Deduction Record 	3
7	Record Type Count	Description: The total number of records reported per record type. Conditions: Required—to identify the number of records provided in the Payroll Contribution Reporting file for each program record type reported.	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
8	Record Type Total	<p>Description:</p> <p>The sum of all pre-tax and after-tax contributions and/or deductions as provided in the Payroll Contribution Reporting file per record type.</p> <p>Conditions:</p> <p>Required—to identify the total contributions reported for each record type found within a specific report.</p>	#####.##	14
9	SIP Plan ID	<p>Description:</p> <p>The identifier for the Supplemental Income Plan (SIP) plan as provided in the Payroll Contribution Reporting file.</p> <p>Conditions:</p> <p>Required—when SIP contributions are provided in the Payroll Contribution Reporting file.</p>	#####	6
10	SIP Count	<p>Description:</p> <p>The total number of records per Supplemental Income Plan (SIP).</p> <p>Conditions:</p> <p>Required—when SIP contributions are provided in the Payroll Contribution Reporting file.</p>	#####	10
11	SIP Total	<p>Description:</p> <p>The total sum of contributions for the SIP Plan ID.</p> <p>Conditions:</p> <p>Required—when SIP contributions are provided in the Payroll Contribution Reporting file.</p>	#####.##	14

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
12	Test Report	<p>Description:</p> <p>Identifies if this file is in response to a test report.</p> <p>Conditions:</p> <p>Required—to identify whether a report is a test report.</p> <p>Note:</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>	true / false	5
13	Report Type	<p>Description:</p> <p>Per program selected in the Payroll Contribution Reporting file, this is the type of report being submitted.</p> <p>Conditions:</p> <p>Required—to identify the type of report.</p>	<ul style="list-style-type: none"> • REG = Payroll – Earned Period Report • ADJ = Payroll – Adjustment Report • GAP = Payroll – Gap Report • SIP = Supplemental Income Plan – Earned Period Report • SAJ = Supplemental Income Plan – Adjustment Report 	3
14	Participant's CalPERS ID	<p>Description:</p> <p>The CalPERS ID of the participant for whom the response is being sent.</p> <p>Conditions:</p> <p>Required—to identify the participant for whom the record was reported as provided in the Payroll Contribution Reporting file. If the participant's CalPERS ID is unavailable this field should be populated with a zero.</p>	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
15	First Name	Description: The first name of the participant. Conditions: Required—if provided in the Payroll Contribution Reporting file.	XXXXXXXXXXXXXXXXXXXX	20
16	Middle Name	Description: The middle name of the participant. Conditions: Required—if provided in the Payroll Contribution Reporting file.	XXXXXXXXXXXXXXXXXXXX	20
17	Last Name	Description: The last name of the participant for whom the response is being sent. Conditions: Required—if provided in the Payroll Contribution Reporting file.	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	30
18	Record Period Begin Date	Description: The earned period start date for which the record was reported. Conditions: Required—if provided in the Payroll Contribution Reporting file.	yyyy-mm-dd	10
19	Record Period End Date	Description: The earned period end date for which the record was reported. Conditions: Required—if provided in the Payroll Contribution Reporting file.	yyyy-mm-dd	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
20	Payroll Record Memo	<p>Description:</p> <p>The payroll record memo as provided in the Payroll Contribution Reporting file.</p> <p>Conditions:</p> <p>Optional—this data element is not required.</p>	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	36
21	Division's CalPERS ID	<p>Description:</p> <p>The CalPERS ID of the division as provided in the Payroll Contribution Reporting file.</p> <p>Conditions:</p> <p>Required—when a participant has multiple appointments across divisions and the employer did not report an appointment ID.</p> <p>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 (CSU) campuses.</p>	#####	10
22	Appointment ID	<p>Description:</p> <p>Uniquely identifies the job into which the employee has been hired.</p> <p>Conditions:</p> <p>Required—when multiple appointments exist with the reporting employer.</p>	#####	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
23	SIP Plan ID	<p>Description:</p> <p>A unique identifier created by myCalPERS and supplied to the employer at the time of the Supplemental Income Plan (SIP) contract finalization. This unique identifier is reported for each SIP contribution record submitted.</p> <p>Conditions:</p> <p>Required—when record type is SIP.</p> <p>Note:</p> <p>In the schema, the element name is “PlanID.”</p>	#####	6
24	Pay Rate Type	<p>Description:</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>Conditions:</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 EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member is non-reportable for this pay period.</p>	<ul style="list-style-type: none"> • HRY = Hourly • DLY = Daily • MTY = Monthly 	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
25	Pay Rate	<p>Description:</p> <p>The dollar amount for the given pay rate type as provided in the Payroll Contribution Reporting file.</p> <p>Conditions:</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 EPR, EPN, PPA, or PPN, and is meant to report a zero-payroll line to confirm that the member is non-reportable for this pay period.</p>	#####.##	8
26	Type of Transaction	<p>Description:</p> <p>Describes the type of transaction reported for an employee (e.g. Earned Period, Prior Period Adjustment, Retroactive Salary Adjustment, etc.) as provided in the Payroll Contribution Reporting file.</p> <p>Conditions:</p> <p>Required—when record type is PAY.</p> <p>Note:</p> <p>For a list of transaction types, definitions, and code values, refer to Appendix B.</p>	<ul style="list-style-type: none"> • EPR = Earned Period Reporting • EPN = Earned Period No Contribution No Service • PPA = Prior Period Adjustment • PPN = Prior Period Adjustment No Contribution No Service • RSA = Retroactive Salary Adjustment • RSC = Retroactive Special Compensation Adjustment 	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
27	Reportable Earnings	<p>Description:</p> <p>The earnings reported during the reported pay 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>Conditions:</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 pay period.</p>	#####.##	8
28	Scheduled Full-Time Days Per Week	<p>Description:</p> <p>The number of days per week considered full-time for a position.</p> <p>Conditions:</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 pay period.</p>	#####.##	7
29	Scheduled Full-Time Hours Per Week	<p>Description:</p> <p>The number of hours per week considered full-time for a position.</p> <p>Conditions:</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 pay period.</p>	#####.##	7

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
30	Special Compensation Category	<p>Description:</p> <p>Identifies the specific special compensation category 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>Conditions:</p> <p>Required—when special compensation is reported for the participant and transaction type is <u>not</u> Retroactive Salary Adjustment (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 pay period.</p> <p>Note:</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"> • ICP = Incentive Pay • EDP = Educational Pay • PPP = Premium Pay • SAP = Special Assignment Pay • SSI = Statutory Items 	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
31	Special Compensation Type	<p>Description:</p> <p>Identifies the specific special compensation type 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>Conditions:</p> <p>Required—when special compensation is reported for the participant and transaction type is <u>not</u> Retroactive Salary Adjustment (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 pay period.</p> <p>Note:</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 categories, types, and code values, refer to Appendix A .	3

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
32	Special Compensation Amount	<p>Description:</p> <p>The specified dollar amount for the identified special compensation category and type as provided in the Payroll Contribution Reporting file.</p> <p>Government Code (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 (C.C.R.) section 571(a) and (b). Further, special compensation items must be identified with the correct category and type listed in C.C.R. section 571(a).</p> <p>Conditions:</p> <p>Required—when special compensation is reported for the participant and transaction type is <u>not</u> Retroactive Salary Adjustment (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 pay period.</p>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
33	Taxed Member Paid Contribution/Deduction	<p>Description:</p> <p>The amount of after-tax contribution/deduction associated to the reported earnings and special compensation amounts reported for a participant.</p> <p>Conditions:</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 pay period.</p>	#####.##	8
34	Tax Deferred Member Paid Contribution / Deduction	<p>Description:</p> <p>The amount of pre-tax contribution/deduction associated to the reported earnings and special compensation amounts reported for a participant.</p> <p>Conditions:</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 pay period.</p>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
35	Tax Deferred Employer Paid Member Contribution	<p>Description:</p> <p>The amount of pre-tax contribution/deduction associated to the reported earnings and special compensation amounts reported for a participant on behalf of the employer.</p> <p>Conditions:</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 Employer Paid Member Contributions 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 pay period.</p>	#####.##	8
36	1959 Survivor Contribution (Only for PERS)	<p>Description:</p> <p>The 1959 survivor benefit contribution amount paid by the participant. This benefit consists of a monthly allowance payable to eligible family members when the participant's death occurs during employment.</p> <p>Conditions:</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 pay period.</p>	#####.##	8

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
37	Survivor Contribution - Spouse (Only for JRS)	<p>Description:</p> <p>The survivor contribution (spouse) amount paid by the participant.</p> <p>Conditions:</p> <p>Required—when record type is PAY and the participant is enrolled in the Judges Survivor Benefit Program (spouse).</p>	#####.##	8
38	Survivor Contribution— Children (Only for JRS)	<p>Description:</p> <p>The survivor contribution (children) amount paid by the participant.</p> <p>Conditions:</p> <p>Required—when record type is PAY and the participant is enrolled in the Judges Survivor Benefit Program (children).</p>	#####.##	8
39	Taxed Member Paid Additional Contribution	<p>Description:</p> <p>Additional taxed contributions paid by the participant.</p> <p>Conditions:</p> <p>Required**—when the participant has an additional contribution account.</p> <p>Note:</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
40	Tax Deferred Employer Paid Additional Contribution	<p>Description:</p> <p>Additional pre-tax contributions that are paid by the employer on behalf of the participant.</p> <p>Conditions:</p> <p>Required**—when the participant has an additional contribution account.</p> <p>Note:</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
41	After Tax Loan Payment	<p>Description:</p> <p>The taxed member paid loan payment contributions for the reported period.</p> <p>Conditions:</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

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
42	Total Hours Worked	<p>Description:</p> <p>The total number of hours a CalPERS' retiree has worked during a reported earned period.</p> <p>Conditions:</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 pay period.</p>	####.##	7
43	Status	<p>Description:</p> <p>The status of the record after the system has attempted to process the record.</p> <p>Conditions:</p> <p>Required—to identify the record status.</p> <p>Notes:</p> <p>Pending Validation status is used by the system to display records that have been reported by the employer but have not yet been validated against the business rules. This code value will not be reported in the response file.</p>	<ul style="list-style-type: none"> • PEV = Pending Validation • ERR = Error • VAL = Valid • POS = Posted • VWE = Valid With Exceptions 	3
44	Error Code	<p>Description:</p> <p>The type of error that is reported in the response file.</p> <p>Conditions:</p> <p>Required—only for records with a status of Error or Valid With Exceptions.</p>	Field values for Error Codes can be found in the Payroll Validations (PDF) included in the Employer Technical Toolkit.	10

#	DATA ELEMENT NAME	DESCRIPTION/CONDITIONS	FIELD VALUES	MAX LENGTH
45	Error Field	<p>Description:</p> <p>The field on the original file for which the error was detected.</p> <p>Conditions:</p> <p>Required—only for records with a status of Error or Valid With Exceptions.</p>	Possible values for Error Field are the specific fields within the submission file that generated the error.	50
46	Error Severity	<p>Description:</p> <p>The total number of hours a CalPERS' retiree has worked during a reported earned period.</p> <p>Conditions:</p> <p>Required—only for records with a status of Error or Valid With Exceptions.</p>	Warning Confirmation Error	12
47	Error Message	<p>Description:</p> <p>The total number of hours a CalPERS' retiree has worked during a reported earned period.</p> <p>Conditions:</p> <p>Required—only for records with a status of Warning or Error.</p>	Field values for Error Message can be found in the Payroll Validations (PDF) included in the Employer Technical Toolkit.	1000

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	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—Transaction Type Descriptions and Field 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 pay 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 (ARP) 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 (ARP) 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 Adjustment	RSC is used to report or update special compensation values for one or more prior 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 requiring a reversal correction will need to be reversed at an exact match. Previously reported RSC transactions should be reversed with the original reported pay rate type and pay rate. <i>**Does not Affect Service Credit</i>	RSC

