

The following tables list the order of fields, code values per field, description of each field/value and applicable structural rules for the Defined Benefit, Cash Balance and Account Receivable Contribution files. Account Receivable transactions can be co-mingled with Defined Benefit contribution transactions or submitted separately. If co-mingled, Account Receivable transaction types (PRAR and POAR) must adhere to the Account Receivable Contribution File Layout outlined below.

Contribution files must be submitted with a comma separated value (CSV) file extension. Within the file, each field must be separated by a tilde (~) character.

The Contribution <u>f</u>Eile does not include header, control or total records <u>f</u>formally known as Page Total (P), District Total (D), <u>or</u> County Total (C) record <u>for on the</u> F496 <u>File</u>, and Header (00), Report Unit Total (02), <u>or</u> Report Source Total (03) record <u>for on the</u> VDF <u>File</u>). The system will automatically create summary and header records based on the contribution information submitted.

Field		Code		
Position	Field Name	Values/Format	Field Description	Structural Field Rules
1	Transaction Type ¹	RGLR ADJS RPRA PRAR POAR	RGLR = Regular transaction type used for current month or arrears. ADJS = Adjustment transaction type used to correct previously reported and erroneous payroll transactions. Cannot be used to report arrears. RPRA = Bargained Retroactive Pay Rate transaction type used to adjust pay rates due to a bargained pay rate increase or decrease. PRAR = Pre-Tax Account Receivable transaction type. POAR = Post-Tax Account Receivable transaction type.	Must be present and one of the listed code values.



Defined Bo	enefit Contribu	tion File Layout		
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
2	Organization Code	Numeric _*	Five digit unique organization code (e.g., 37050 = San Diego Unified School District).	Must be present and a valid organization code. Must be an organization that
				belongs to the reporting source for the contribution file.
3	Benefit Program Member Code ^{4.5}	DB1 DB2	DB1 = Defined Benefit Member. DB2 = Defined Benefit Non <u>-</u> Member.	Must be present and one of the listed code values.
4	Client ID	Numeric∓	CalSTRS unique person identification number.	Must be present and a valid Client ID. Cannot be greater than 10 numeric characters.
5	Last Name	Non <u>-</u> numeric 	Employee last name.	Must be present and at least 1 character but not more than 50 characters. Cannot contain numeric or special characters except
				hyphens (-) and/or apostrophes (').
6	Pay Period Begin Date ²	CCYYMMDD (i.e., 20180801)₹	Pay period begin date.	Must be present and a valid date.
				Must be on or after 19000101 and on or before 25001231.



Defined B	enefit Contribu	tion File Layout		
Field		Code		
Position	Field Name	Values/Format	Field Description	Structural Field Rules
7	Pay Period	CCYYMMDD	Pay Period end date.	Must be present and a valid
	End Date ^{<u>₹</u>}	(i.e., 20180831)₹		date.
				Must be on or after 19000101 and on or before 25001231.
8	Service Type8.	01	01 = CCD/CCCC Lab Instructor.	Must be present and one of the
	<u>10</u>	02	02 = CCD/CCCC Lecturer / General Instructor.	listed code values.
		03	03 = CCD/CCCC Adult Education Instructor.	
		04	04 = CCD/CCCC Librarian.	
		05	05 = CCD/CCCC Counselor.	
		SPCC	SPCC = Superintendent/President/Chancellor.	
		ORS <u>€</u>S	ORS E S = Other Retirement System Service.	
		RETA	RETA = Retired Activities.	
		TEAC	TEAC = Teaching.	
		COUN	COUN = Counseling.	
		LIBR	LIBR = Librarian.	
		PRRE	PRRE = Program Research/Evaluation.	
		CRMD	CRMD = Curriculum/Materials Development.	
		METR	METR = Mentoring/Training.	
		HESE	HESE = Health Services.	
		CWSR	CWSR = Child Welfare Services.	
		SVAD	SVAD = Supervision/Administration.	
		PARC	PARC = PAR Consultant.	
		OUTG	OUTG = Outgrowth.	
		ELOF	ELOF = Elected Officer.	



Defined Bo	enefit Contribu	tion File Layout		
Field		Code		
Position	Field Name	Values/Format	Field Description	Structural Field Rules
9	Assignment	36	36 = Reduced Workload Program.	Must be present and one of the
	Code <u>^{3, 9}</u>	37	37 = Elected Officer.	listed code values.
		54	54 = Substitute.	
		55	55 = Part-Time <u>Employee</u> (non-contract).	
		57	57 = Contract.	
		58	58 = Temporary/Adjunct.	
		61	61 = Working After Retirement.	
		71	71 = Limited_Term Special Pay.	
10	Time Base	FLTM CCDN CCDT PTME PTLS PTHR PTDL SUBS RWPM Blank Null	FLTM = Full Time. CCDN = CCD (Non-Temporary/Non-Adjunct). CCDT = CCD (Temporary/Adjunct). PTME = Part Time (50% or More). PTLS = Part Time (Less than 50%). PTHR = Part Time (Hourly). PTDL = Part Time (Daily). SUBS = Substitute. RWPM = Reduced Workload Program (RWP).	Conditionally must be present and one of the listed code values.
11	Full-Time Base Hours for Position ¹¹	Numeric or Blank <u>Null</u>	The number of hours required in a school term for full-time.	Conditionally must be present. Decimals are allowed/not assumed required if reporting fractional values and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4).



Defined Bo	enefit Contribu	tion File Layout		
Field		Code		
Position	Field Name	Values/Format	Field Description	Structural Field Rules
12	Work Hours Per Day ¹²	Numeric or Blank Null	The number of hours required per day in a complete work day for full-time.	Conditionally must be present.
	wy			Decimals are allowed/not assumed required if reporting fractional values and only up to 2 decimal places are allowed (i.e., 8.50 or 8.5). Must be greater than or equal to 5.50 and less than or equal to 8.50.
				Must be in increments of 0 .25



Defined Benefit Contribution File Layout				
Field		Code		
Position	Field Name	Values/Format	Field Description	Structural Field Rules
	Field Name Expected Pay Periods ¹³		Field Description 13JJ = 13 payments - Quadra weekly payments. 12JJ = 12 payments - July to June. 1100 = 11 payments - Unspecified Breaks. 11JM = 11 payments - August to June. 1000= 10 payments - Unspecified Breaks. 10JA = 10 payments - July to April. 10JM = 10 payments - July to May (December break). 10AM = 10 payments - August to May. 10AJ = 10 payments - August to June (January break). 10SJ = 10 payments - September to June. 0900 = 9 payments - Lunspecified Labreaks. 09AA = 9 payments - August to April. 09SM = 9 payments - September to May. 09OJ = 9 payments - October to June. 0800 = 8 payments - Unspecified Breaks. 08AM = 8 payments - August to March. 08AA = 8 payments - August to March. 08AA = 8 payments - August to April (December break). 08SA = 8 payments - September to April. 08SM = 8 payments - September to May (January break). 08SJ = 8 payments - September to June (Jan/Feb break). 08OM = 8 payments - October to May. 0000 = 0 payments - Intermittent (used for service performed outside the school term such as summer school or intersession or for service that cannot be performed for a full school term).	Structural Field Rules Conditionally must be present and one of the listed code values. Blank Null only allowed for Retired Activities.



Defined B	enefit Contribu	tion File Layout		
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
14	Annualized Pay rate <u>Rate</u>	Numeric	Rate of pay – must reflect annualized rate.	Decimals are allowed/not assumed required if reporting fractional values and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4).
				Cannot be greater than 999,999,999,999.
15	Earnings	Numeric	Earnings for the pay period reported.	Decimals are allowed/not assumed required if reporting fractional values and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45). Cannot be greater than 999,999,999.99.
16	Earnings Type ^{1, 2, 3, 9}	SLRY CLDE HTRT LNGY DTSF EXST PMBK AVFG Blank Null	SLRY = Salary. CLDE = Special Pay Certificate/License/Degree. HTRT = Special Pay Hiring/Transfer/Retirement. LNGY = Special Pay Longevity. DTSF = Special Pay Difficult to Staff. EXST = Special Pay Excess Students. PMBK = Special Pay Performance Benchmark. AVFG = Special Pay Available Funding.	Conditionally must be present and one of the listed code values.



Defined Bo	enefit Contribu	tion File Layout		
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
17	Member Contributions	Numeric	Pre Tax or Post Tax member contributions.	Decimals are allowed/not assumed required if reporting fractional values and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45). Cannot be greater than 999,999,999.99.
18	Employer Contributions	Numeric	Employer Contributions.	Decimals are allowed/not assumed required if reporting fractional values and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45). Cannot be greater than 999,999,999.99.



Cash Balance Contribution File Layout				
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
1	Transaction Type	RGLR ADJS RPRA	RGLR = Regular transaction type used for current month or arrears. ADJS = Adjustment transaction type used to correct previously reported and erroneous payroll transactions. Cannot be used to report arrears. RPRA = Bargained Retroactive Pay Rate transaction type used to adjust pay rates due to a bargained pay rate increase or	Must be present and one of the listed code values.
2	Organization Code ⁶	Numeric₌	decrease. Five digit unique organization code (e.g., 41050 = San Mateo Community College District).	Must be present and a valid organization code.
	00.00			Must be an organization that belongs to the reporting source for the contribution file.
3	Benefit Program Member Code <u>⁶</u>	CB1 CB2	CB1 = Cash Balance Member. CB2 = Cash Balance Non <u>-</u> Member.	Must be present and one of the listed code values.
4	Client ID	Numeric₌	CalSTRS unique person identification number.	Must be present and a valid Client ID. Cannot be greater than 10



Cash Bala	nce Contributi	on File Layout		
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
5	Last Name	Non <u>-</u> numeric -	Employee last name.	Must be present and at least 1 character but not more than 50 characters.
				Cannot contain numeric or special characters except hyphens (-) and/or apostrophes (').
6	Pay Period Begin Date ²	CCYYMMDD (i.e., 20180801) _₹	Pay period begin date.	Must be present and a valid date.
				Must be on or after 19000101 and on or before 25001231.
7	Pay Period End Date ²	CCYYMMDD (i.e., 20180831) _₹	Pay Period end date.	Must be present and a valid date.
				Must be on or after 19000101 and on or before 25001231.



Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
8	Service Type ¹⁴	SPCC TRST TEAC COUN LIBR PRRE CRMD METR HESE CWSR SVAD PARC OUTG	SPCC = Superintendent/President/Chancellor. TRST = Trustee Service. TEAC = Teaching. COUN = Counseling. LIBR = Librarian. PRRE = Program Research/Evaluation. CRMD = Curriculum/Materials Development. METR = Mentoring/Training. HESE = Health Services. CWSR = Child Welfare Services. SVAD = Supervision/Administration. PARC = PAR Consultant. OUTG = Outgrowth.	Must be present and one of the listed code values.
9	Assignment Code	Blank, <u>Null</u>	NA	Must be blank null for Cash Balance benefit program.
10	Time Base	CCDT PTLS PTHR PTDL SUBS Null	CCDT = CCD (Temporary/Adjunct). PTLS = Part Time (Less than 50%). PTHR = Part Time (Hourly). PTDL = Part Time (Daily). SUBS = Substitute.	Conditionally must be present and one of the listed code values or blank null.



Cash Balance Contribution File Layout				
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
11	Full-Time Base Hours for Position	Blank. <u>Null</u>	NA	Must be blank null for Cash Balance benefit program.
12	Work Hours Per Day	Blank. <u>Null</u>	NA	Must be blank null for Cash Balance benefit program.
13	Expected Pay Periods	Blank, Null	NA	Must be blank null for Cash Balance benefit program.
14	Annualized Pay rate <u>Rate</u>	Numeric, decimals and negative sign allowed	Rate of pay – must reflect annualized rate.	Decimals are allowed/not assumed required if reportin fractional values and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4). Cannot be greater than 999.999.999.99.
15	Earnings	Numeric	Earnings for the pay period reported.	Decimals are allowed/not assumed required if reporting fractional values and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45). Cannot be greater than 999,999,999.99.



Field	Field Name	Code	Field Description	Structural Field Rules
Position		Values/Format	•	
16	Earnings	SLRY	SLRY = Salary.	Conditionally must be present
	Type ²	CLDE	CLDE = Special Pay Certificate/License/Degree.	and one of the listed code
		HTRT	HTRT = Special Pay Hiring/Transfer/Retirement.	values.
		LNGY	LNGY = Special Pay Longevity.	
		DTSF	DTSF = Special Pay Difficult to Staff.	
		EXST	EXST = Special Pay Excess Students.	
		PMBK	PMBK = Special Pay Performance Benchmark.	
		AVFG	AVFG = Special Pay Available Funding.	
		Blank. <u>Null</u>		
17	Member	Numeric	Pre Tax or Post Tax member contributions.	Decimals are allowed/not
	Contributions			assumed required if reporting
				fractional values and only up
				to 2 decimal places are allowe
				(i.e., 123.40 or 123.4).
				Negative values must have a
				negative sign in the first
				character of the field
				(i.e., -123.45).
				Cannot be greater than
				999,999,999.99.



Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
18	Employer Contributions	Numeric	Employer Contributions.	Decimals are allowed/not assumed required if reporting fractional values and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45).



Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
1	Transaction Type	PRAR POAR	PRAR = Pre-Tax Account Receivable transaction type. POAR = Post-Tax Account Receivable transaction type.	Must be present and one of the listed code values.
2	Organization Code	Numeric₹	Five digit unique organization code (e.g., 10240 = Fresno Unified School District).	Must be present and a valid organization code. Must be an organization that belongs to the reporting source for the contribution file.
3	Benefit Program Member Code	Blank, <u>Null</u>	NA	Must be blank null for transaction types Pre-Tax and Post-Tax Account Receivable.
4	Client ID	Numeric∓	CalSTRS unique person identification number.	Must be present and a valid Client ID. Cannot be greater than 10 numeric characters.
5	Last Name	Non <u>-</u> numeric ,	Employee last name.	Must be present and at least 1 character but not more than 50 characters. Cannot contain numeric or special characters except hyphens (-) and/or apostropher (').
6	Pay Period Begin Date ²	CCYYMMDD (i.e., 20180801)₹	Pay period begin date.	Must be present and a valid date. Must be on or after 19000101 and on or before 25001231.



Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
7	Pay Period End Date ²	CCYYMMDD (i.e., 20180831) _₹	Pay Period end date.	Must be present and a valid date.
				Must be on or after 19000101 and on or before 25001231.
8	Service Type	Blank. <u>Null</u>	NA	Must be blank null for transaction types Pre-Tax and Post-Tax Account Receivable
9	Assignment Code	Blank, <u>Null</u>	NA	Must be blank <u>null</u> for transaction types Pre-Tax and Post-Tax Account Receivable
10	Time Base	Blank. <u>Null</u>	NA	Must be blank null for transaction types Pre-Tax and Post-Tax Account Receivable
11	Full-Time Base Hours for Position	Blank, <u>Null</u>	NA	Must be blank null for transaction types Pre-Tax and Post-Tax Account Receivable
12	Work Hours Per Day	Blank. <u>Null</u>	NA	Must be blank null for transaction types Pre-Tax and Post-Tax Account Receivable



Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
13	Expected Pay Periods ¹³	13JJ 12JJ 1100 11JM 11AJ 1000 10JA 10JM 10AM 10AJ 10SJ 0900 09AA 09SM 09OJ 0800 08AM 08AA 08SA 08SM 08SJ	13JJ = 13 payments - Quadra weekly payments. 12JJ = 12 payments - July to June. 1100 = 11 payments - Unspecified Breaks. 11JM = 11 payments - August to June. 1000= 10 payments - Unspecified Breaks. 10JA = 10 payments - Unspecified Breaks. 10JA = 10 payments - July to April. 10JM = 10 payments - July to May (December break). 10AM = 10 payments - August to May. 10AJ = 10 payments - August to June (January break). 10SJ = 10 payments - September to June. 0900 = 9 payments - Langust to April. 09SM = 9 payments - August to April. 09SM = 9 payments - October to June. 0800 = 8 payments - Unspecified Breaks. 08AM = 8 payments - August to March. 08AA = 8 payments - August to April (December break). 08SA = 8 payments - September to April. 08SM = 8 payments - September to May (January break). 08SJ = 8 payments - September to June (Jan/Feb break). 08OM = 8 payments - October to May. 0000 = 0 payments - Intermittent (used for service performed outside the school term such as summer school or intersession or for service that cannot be performed for a full school term).	Must be present and one of the listed code values.
14	Annualized Pay	Blank, <u>Null</u>	NA	Must be blank null for transaction types Pre-Tax and



Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
15	Earnings	Blank. <u>Null</u>	NA	Must be blank null for transaction types Pre-Tax and Post-Tax Account Receivable.
16	Earnings Type	Blank, <u>Null</u>	NA	Must be blank null for transaction types Pre-Tax and Post-Tax Account Receivable.
17	Member Contributions	Numeric	Post or Pre Tax member contributions Receivable amount.	Decimals are allowed/not assumed required if reportin fractional values and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4). Negative values not allowed. Cannot be greater than
18	Employer Contributions	Blank, <u>Null</u>	NA	999,999,999.99. Must be blank null for transaction types Pre-Tax and Post-Tax Account Receivable.

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Contribution File Layout

Contribution File End Notes:

- **1** Special compensation has been removed as a transaction type and is now indicated by using one of the applicable earnings types (field position 16).
- 2. Special compensation and special pay are synonymous. Special pay must be reported with one of the applicable non salary earnings type.
- 3. Special Pay pay reported with Assignment Code 71 is limited term. Special Pay pay reported with any other Aassignment Code is ongoing.
- <u>4.</u> DB1 and DB2 <u>benefit program member codes</u> <u>Benefit Program Member Codes</u> are synonymous with F496 <u>File</u> member codes 1 and 2.
- <u>5.</u> Defined Benefit nonmember (DB2) lines are Corresponding DB2 Benefit Program Member Code detail records are not required when reporting no longer required for Cash Balance participants.
- **<u>6.</u>** Cash Balance nonmember (CB2) lines are The CB2 Benefit Program Member Code is required if all of the following conditions are met:
 - **a.** Employer offers the Cash Balance **Benefit** Program.
 - **b.** Employee is performing creditable service **activities**.
 - **<u>c.</u>** Employee elects an alternate retirement plan (e.g., Social Security).
- 7. Pay period begin <u>date</u> and <u>pay period</u> end date <u>is are</u> synonymous with <u>F496 File</u> service period begin <u>date</u> and <u>service period</u> end date. The field has been re-labeled <u>"pay period"</u> to be consistent with the Education Code.
- 8. Service type values 01 through 05 are synonymous with F496 <u>File</u> classification codes 01 through 05 and used for Community College Comparison Calculation (CCCC) eligible employees <u>(</u>formerly known as AB1586<u>)</u>.
- **<u>9.</u>** Assignment eode Code 72 (Special Compensation for 2% at 62 members) is no longer valid, and instead is indicated with one of the applicable earnings types instead (field position 16).
- 10. The following Education Code sections further define service type values for the Defined Benefit Contribution File Layout:
 - $01 = \frac{\text{CCD/CCCC Lab Instructor.}}{\text{Education Code section 22138.5(c)(5)}}$
 - <u>02 = CCD/CCCC Lecturer / General Instructor. [Education Code section 22138.5(c)(5)]</u>
 - 03 = CCD/CCCC Adult Education Instructor. [Education Code section 22138.5(c)(6)]
 - 04 = CCD/CCCC Librarian. [Education Code section 22138.5(c)(4)]



- 05 = CCD/CCCC Counselor. [Education Code section 22138.5(c)(4)]
- SPCC = Superintendent/President/Chancellor. [Education Code section 22119.5(c)(1)]
- ORSS = Other Retirement System Service. [Education Code sections 22508, 22508.5 and 22508.6]
- RETA = Retired Activities. [Education Code section 22164.5]
- TEAC = Teaching. [Education Code section 22119.5(b)(1)]
- o COUN = Counseling. [Education Code section 22119.5(b)(2)]
- LIBR = Librarian. [Education Code section 22119.5(b)(7)]
- PRRE = Program Research/Evaluation. [Education Code section 22119.5(b)(3)]
- <u>CRMD = Curriculum/Materials Development. [Education Code section 22119.5(b)(4)]</u>
- METR = Mentoring/Training, [Education Code section 22119.5(b)(5)]
- HESE = Health Services. [Education Code section 22119.5(b)(6)]
- o CWSR = Child Welfare Services. [Education Code section 22119.5(b)(8)]
- **SVAD = Supervision/Administration.** [Education Code section 22119.5(b)(9)]
- PARC = PAR Consultant. [Education Code section 22119.5(c)(2)]
- **OUTG = Outgrowth.** [Education Code section 22119.5(d)]
- ELOF = Elected Officer. [Education Code section 22711]
- 11. Full-time base hours for position is required for non-members performing creditable service activities and Community College Comparison Calculation (CCCC) eligible employees (formerly known as AB1586).
- 12. Work hours per day is required only for non-members performing creditable service activities.
- 13. Except for "Intermittent" service, the expected pay periods shall be determined based on the expected payments for a full school term in a particular position. Accordingly, unless otherwise performed as "Intermittent" service, the expected pay periods reported with "Substitute" service shall be determined based on the expected payments that would be received if the substitute service was performed for the full school term.
- 14. The following Education Code sections further define service type values for the Cash Balance Contribution File Layout:
 - o SPCC = Superintendent/President/Chancellor. [Education Code section 26113(c)(1)]
 - o TRST = Trustee Service. [Education Code section 26113(b)(10)]



- TEAC = Teaching. [Education Code section 26113(b)(1)]
- COUN = Counseling. [Education Code section 26113(b)(2)]
- o LIBR = Librarian. [Education Code section 26113(b)(7)]
- o PRRE = Program Research/Evaluation. [Education Code section 26113(b)(3)]
- o CRMD = Curriculum/Materials Development. [Education Code section 26113(b)(4)]
- o METR = Mentoring/Training. [Education Code section 26113(b)(5)]
- HESE = Health Services. [Education Code section 26113(b)(6)]
- CWSR = Child Welfare Services. [Education Code section 26113(b)(8)]
- **SVAD = Supervision/Administration.** [Education Code section 26113(b)(9)]
- o PARC = PAR Consultant. [Education Code section 26113(c)(2)]
- o OUTG = Outgrowth. [Education Code section 26113(d)]