



## Employment File Layout

The following table lists the order of fields, code values per field, description of each field/value and applicable structural rules for the Employment **File**. Employment 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 Employment **File** details the format in which to submit enrollment, termination, leave of absence, contact information, annual total compensation, annual excess sick leave awarded, reduction in school funds, and sick leave information to the Defined Benefit (DB) Program or Cash Balance (CB) **Benefit** Program via the Employment File.

The Employment **File** does not include header, control or total records. The system will automatically create summary and header records based on the information submitted.

Employment File Layout				
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
1	Transaction Type <sup>2,3,5</sup>	ELMT TRMN TMNC LVAB LOAC LOAR LARC CTCG ANTC ATCC ESLA SLAC RDSF RSFC UNSL USLC	ELMT = Enrollment. TRMN = Termination. TMNC = Termination Correction. LVAB = Leave of Absence. LOAC = Leave of Absence Correction. LOAR = Leave of Absence Return. LARC = Leave of Absence Return Correction. CTCG = Contact Information Change. ANTC = Annual Total Compensation. ATCC = Annual Total Compensation Correction. ESLA = Annual Excess Sick Leave Awarded. SLAC = Annual Excess Sick Leave Awarded Correction. RDSF = Reduction in School Funds. RSFC = Reduction in School Funds Correction. UNSL = Sick Leave Information. USLC = Sick Leave Information Correction.	Must be present and one of the listed code values.

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2	Transaction Subtype <sup>1</sup>	NMBR MDCV PMCV RMSE WART ENER MTPT FORC SBTL FLBT PJCS WCPS <del>MCOF</del> UFSV OALA UNLA <b>Blank Null</b>	NMBR = Non-Member. MDCV = Mandatory Coverage. PMCV = Permissive Election of Coverage. RMSE = Retirement System Election. WART = Working After Retirement. ENER = Close Enrollment Opened in Error. MTPT = Maternity/Paternity. FORC = FMLA/CFRA. SBTL = Sabbatical. FLBT = Fullbright. PJCS = Peace/Job Corp. WCPS = Workers Compensation. <del>MCOF = Misconduct/Criminal Offense.</del> UFSV = Uniformed Service. OALA = Other/ <u>Unspecified</u> Approved Leave of Absence. UNLA = Unapproved Leave of Absence.	Must be present and one of the listed code values when Transaction Type is Enrollment, Leave of Absence, Leave of Absence Correction, Leave of Absence Return, or Leave of Absence Return Correction. Otherwise it must be <del>blank</del> <b><u>null</u></b> .
3	Transaction Effective Date	CCYYMMDD (i.e., 20180801)	Effective date of the transaction or, if Transaction Type is a correction, the effective date of the transaction that is being corrected.	Must be present and a valid date.
4	Organization Code	Numeric.	<del>Must match an active Organization Code in the system</del> <b><u>Five digit unique organization code (e.g., 10240 = Fresno Unified School District).</u></b>	Must be present and a valid <b><u>organization code Client ID.</u></b>  <b><u>Must be an organization that belongs to the reporting source for the employment file.</u></b>
5	Benefit Program	DB CB <b>Blank Null</b>	DB = Defined Benefit Program. CB = Cash Balance Benefit Program.	Conditionally must be present and one of the listed code values.

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6	SSN <sup>2</sup>	Numeric or <del>Blank</del> <u>Null</u>	Employee Social Security Number.	Conditionally must be present.  Cannot start with 9.  Must be 9 digits.
7	Client ID <sup>2</sup>	Numeric or <del>Blank</del> <u>Null</u>	CalSTRS unique person identification number.	Conditionally must be present and a valid Client ID.  Cannot be greater than 10 numeric characters.
8	Last Name	Non-numeric <del>r</del>	Employee last name. If employee only has one name (does not have a first and a last name) populate this field with the name and an asterisk (*) within the First Name field.	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 (').
9	First Name	Non-numeric or <del>Blank</del> <u>Null</u>	Employee first name. If employee only has one name (does not have a first and a last name) populate this field with an asterisk (*) and supply the name within the Last Name field.	Conditionally must be present and at least 1 character but not more than 50 characters.  Cannot contain numeric or special characters except hyphens (-) or an asterisk (*).
10	Middle Name	Alphabetic or <del>Blank</del> <u>Null</u>	Employee middle name.	Optional field and at least 1 character but not more than 50 characters.  Cannot contain numeric or special characters.

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11	Suffix Name 1	<del>Blank</del> <u>Null</u> Jr Sr I II III IV V MD PHD	Employee suffix.	Optional field.  Must be one of the listed code values.  A person record can be saved with a <del>blank</del> <u>null</u> value.
12	Suffix Name 2	<del>Blank</del> <u>Null</u> Jr Sr I II III IV V MD PHD	Second Employee suffix if applicable.	Optional field.  Must be one of the listed code values.
13	Gender	MALE <del>FEMLE</del> NBRY <del>Blank</del> <u>Null</u>	Employee Gender: MALE = Male. <del>FEMLE</del> = Female. NBRY = Non-binary.	Conditionally must be present and one of the listed code values.
14	Birthdate	CCYYMMDD (i.e., 20180801)	Employee date of birth.	Conditionally must be present and be a valid date.
15	Address Line 1 <sup>1</sup>	Alphanumeric or <del>Blank</del> <u>Null</u>	Employee address.	Conditionally must be present.  Cannot be greater than 30 characters.

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16	Address Line 2 <sup>1</sup>	Alphanumeric or <del>Blank</del> <u>Null</u>	Employee address.	Optional field.  Cannot be greater than 30 characters.
17	City <sup>1</sup>	Non-numeric or <del>Blank</del> <u>Null</u>	City name.	Conditionally must be present.  Cannot be greater than 50 characters.
18	State <sup>1</sup>	Non-numeric or <del>Blank</del> <u>Null</u>	State abbreviation.	Conditionally must be present.  Must be a valid postal abbreviation.
19	Zip code <sup>1</sup>	Numeric or <del>Blank</del> <u>Null</u>	Zip code.	Conditionally must be present.  Must be numeric and 5 digits or 9 digits if zip code plus 4.
20	Phone	Numeric or <del>Blank</del> <u>Null</u>	Employee phone number.	Optional field.  Cannot be greater than 50 characters.
21	Secondary Phone	Numeric or <del>Blank</del> <u>Null</u>	Employee secondary phone number.	Optional field.  Cannot be greater than 50 characters.
22	Mobile Phone	Numeric or <del>Blank</del> <u>Null</u>	Employee mobile phone number.	Optional field.  Cannot be greater than 50 characters.

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23	Email	Alphanumeric or <del>Blank</del> <u>Null</u>	Employee email address.	Optional field.  Cannot be greater than 70 characters.  Must contain an @ character.
24	Last Day of Work	CCYYMMDD (i.e., 2018 <del>06150801</del> ) or <del>Blank</del> <u>Null</u>	Last day employee performed creditable service.	Conditionally must be present and a valid date.
25	Last Compensation Date	CCYYMMDD (i.e., 2018 <del>06300801</del> ) or <del>Blank</del> <u>Null</u>	Last day employee earned creditable compensation.	Conditionally must be present and a valid date.
26	Full-Time Base Days	Numeric or <del>Blank</del> <u>Null</u>	Full-Time Base Days for Transaction Type Sick Leave Information.	Conditionally must be present.  Minimum Value is 175 days and the maximum value is 261.
27	Unused Sick Leave	Numeric or <del>Blank</del> <u>Null</u>	Amount of Unused Sick Leave for Transaction Type Sick Leave Information.	Conditionally must be present and cannot be less than zero days.
28	Annual Excess Sick Leave Awarded	Numeric or <del>Blank</del> <u>Null</u>	Amount of Annual Excess Sick Leave Awarded.	Conditionally must be present and cannot be less than zero days.
29	Unused Excess Sick Leave	Numeric or <del>Blank</del> <u>Null</u>	Amount of Unused Excess Sick Leave for Transaction Type Sick Leave Information.	Conditionally must be present and cannot be less than zero days.

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30	Reduction in School Funds	CCYYCCYY <del>D</del> (i.e., 20182018) or <del>Blank</del> <u>Null</u>	Indicates the fiscal year(s) the employee was affected by the reduction in school funds.  <u>Fiscal years are represented by the last year in the fiscal year. For example, a reduction that occurred in a single fiscal year (e.g., 2018/2019) will be reported as 20192019. Reductions that occurred in a span of fiscal years (e.g., 2017/2018 and 2018/2019) will be reported as 20182019.</u>	Conditionally must be present and must be 8 digits.
31	Annual Total Compensation	Numeric or <del>Blank</del> <u>Null</u>	<del>The sum of creditable and non-creditable compensation earned for the fiscal year</del> <u>The total subject wages reported to the Employment Development Department for each employee on the Quarterly Contribution Return and Report of Wages (Continuation) form (DE 9C).</u>	Conditionally must be present and cannot be less than zero.  Decimals are <del>allowed/not assumed</del> <u>required if reporting fractional values</u> and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4).  Cannot be greater than 999,999,999.99.
32	Correction Date	CCYYMMDD (i.e., 20180801) or <del>Blank</del> <u>Null</u>	For correction transactions, the new transaction effective date for the matching transaction.  For Termination, Termination Correction, Leave of Absence Return, and Leave of Absence Return Correction transactions, the end date of the matching transaction.	Conditionally must be present and must be a valid date.
33	Void Record Indicator <sup>4</sup>	Y <del>Blank</del> <u>Null</u>	For correction transactions, indicates that the matching record is voided.	Conditionally must be present and must be Y or <del>blank</del> <u>null</u> .

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### Employment File End Notes:

1. ~~An address~~ Address is required on ~~enrollments~~ transaction subtypes of Permissive Election of Coverage, Mandatory Coverage, Retirement System Election, and ~~Non-Member~~ Nonmember, ~~when the member is new to the system or exists in the system for the same employer.~~
2. A Social Security Number is required on ~~enrollment transactions~~ the Enrollment transaction type when the employee is new to the system. A Social Security Number is prohibited when the employee exists in the system, and ~~instead,~~ a Client Identification Number must be used instead.
3. A Sick Leave Information transaction type can only be reported when a Service Retirement Benefit Application exists, and ~~the~~ employment ~~in context~~ has been terminated.
4. ~~You cannot be void a transaction~~ A transaction cannot be voided when a benefit calculation has been processed.
5. Leave of Absence Correction and Leave of Absence Return Correction transaction types are not allowed when a processed Service Credit Purchase already exists for the leave record ~~in context~~.