

Contribution File Layout

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

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

Contribution File Layout

Defined Benefit Contribution 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).	<p>Must be present and a valid organization code.</p> <p>Must be an organization that belongs to the reporting source for the contribution file.</p>
3	Benefit Program Member Code	DB1 DB2	DB1 = Defined Benefit Member. DB2 = Defined Benefit Non Member.	Must be present and one of the listed code values.
4	Client ID	Numeric.	CalSTRS unique person identification number.	<p>Must be present and a valid Client ID.</p> <p>Cannot be greater than 10 numeric characters.</p>
5	Last Name	Non numeric.	Employee last name.	<p>Must be present and at least 1 character but not more than 50 characters.</p> <p>Cannot contain numeric or special characters except hyphens (-) and/or apostrophes (').</p>
6	Pay Period Begin Date	CCYYMMDD (i.e., 20180801).	Pay period begin date.	<p>Must be present and a valid date.</p> <p>Must be on or after 19000101 and on or before 25001231.</p>

Contribution File Layout

Defined Benefit Contribution File Layout				
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
7	Pay Period End Date	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	01 02 03 04 05 SPCC ORSE RETA TEAC COUN LIBR PRRE CRMD METR HESE CWSR SVAD PARC OUTG ELOF	01 = CCD/CCCC Lab Instructor. 02 = CCD/CCCC Lecturer / General Instructor. 03 = CCD/CCCC Adult Education Instructor. 04 = CCD/CCCC Librarian. 05 = CCD/CCCC Counselor. SPCC = Superintendent/President/Chancellor. ORSE = Other Retirement System Service. RETA = Retired Activities. 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. ELOF = Elected Officer.	Must be present and one of the listed code values.

Contribution File Layout

Defined Benefit Contribution File Layout				
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
9	Assignment Code	36 37 54 55 57 58 61 71	36 = Reduced Workload Program. 37 = Elected Officer. 54 = Substitute. 55 = Part-Time (non-contract). 57 = Contract. 58 = Temporary/Adjunct. 61 = Working After Retirement. 71 = Limited Term Special Pay.	Must be present and one of the listed code values.
10	Time Base	FLTM CCDN CCDT PTME PTLS PTHR PTDL SUBS RWPM Blank	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	Numeric	The number of hours required in a school term for full-time.	Conditionally must be present. Decimals are allowed/not assumed and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4).

Contribution File Layout

Defined Benefit Contribution File Layout				
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
12	Work Hours Per Day	Numeric	The number of hours required per day in a complete work day for full-time.	<p>Conditionally must be present.</p> <p>Decimals are allowed/not assumed and only up to 2 decimal places are allowed (i.e., 8.50 or 8.5).</p> <p>Must be greater than or equal to 5.50 and less than or equal to 8.50.</p> <p>Must be in increments of .25</p>

Contribution File Layout

Defined Benefit Contribution File Layout				
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
13	Expected Pay Periods	13JJ 12JJ 1100 11JM 11AJ 1000 10JA 10JM 10AM 10AJ 10SJ 0900 09AA 09SM 09OJ 0800 08AM 08AA 08SA 08SM 08SJ 08OM 0000 Blank	13JJ = 13 payments - Quadra weekly payments. 12JJ = 12 payments - July to June. 1100 = 11 payments - Unspecified Breaks. 11JM = 11 payments - July to May. 11AJ = 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 - unspecified breaks. 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 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). Blank	Conditionally must be present and one of the listed code values. Blank only allowed for Retired Activities.

Contribution File Layout

Defined Benefit Contribution File Layout				
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
14	Annualized Pay rate	Numeric	Rate of pay – must reflect annualized rate.	Decimals are allowed/not assumed and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4).
15	Earnings	Numeric	Earnings for the pay period reported.	Decimals are allowed/not assumed 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	SLRY CLDE HTRT LNGY DTSF EXST PMBK AVFG Blank	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.

Contribution File Layout

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

Contribution File Layout

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

Contribution File Layout

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

Contribution File Layout

Cash Balance Contribution File Layout				
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
8	Service Type	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.	NA	Must be blank for Cash Balance benefit program.
10	Time Base	CCDT PTLS PTHR PTDL SUBS Blank	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.

Contribution File Layout

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.	NA	Must be blank for Cash Balance benefit program.
12	Work Hours Per Day	Blank.	NA	Must be blank for Cash Balance benefit program.
13	Expected Pay Periods	Blank.	NA	Must be blank for Cash Balance benefit program.
14	Annualized Pay rate	Numeric, decimals and negative sign allowed.	Rate of pay – must reflect annualized rate.	Decimals are allowed/not assumed and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4).
15	Earnings	Numeric	Earnings for the pay period reported.	Decimals are allowed/not assumed 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.

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Cash Balance Contribution File Layout				
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
16	Earnings Type	SLRY CLDE HTRT LNGY DTSF EXST PMBK AVFG Blank	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.
17	Member Contributions	Numeric	Post or Pre Tax member contributions.	Decimals are allowed/not assumed 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 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.



Contribution File Layout

Contribution File Layout

Account Receivable Contribution File Layout				
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.	NA	Must be blank 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 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	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.

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Account Receivable Contribution File Layout				
Field Position	Field Name	Code Values/Format	Field Description	Structural Field Rules
7	Pay Period End Date	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.	NA	Must be blank for transaction types Pre-Tax and Post-Tax Account Receivable.
9	Assignment Code	Blank.	NA	Must be blank for transaction types Pre-Tax and Post-Tax Account Receivable.
10	Time Base	Blank.	NA	Must be blank for transaction types Pre-Tax and Post-Tax Account Receivable.
11	Full-Time Base Hours for Position	Blank.	NA	Must be blank for transaction types Pre-Tax and Post-Tax Account Receivable.
12	Work Hours Per Day	Blank.	NA	Must be blank for transaction types Pre-Tax and Post-Tax Account Receivable.

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13	Expected Pay Periods	13JJ 12JJ 1100 11JM 11AJ 1000 10JA 10JM 10AM 10AJ 10SJ 0900 09AA 09SM 09OJ 0800 08AM 08AA 08SA 08SM 08SJ 08OM 0000	13JJ = 13 payments - Quadra weekly payments. 12JJ = 12 payments - July to June. 1100 = 11 payments - Unspecified Breaks. 11JM = 11 payments - July to May. 11AJ = 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 - unspecified breaks. 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 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).	Must be present and one of the listed code values.
14	Annualized Pay rate	Blank.	NA	Must be blank for transaction types Pre-Tax and Post-Tax Account Receivable.

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

Contribution File Notes:

- Special compensation has been removed as a transaction type and is now indicated by using one of the applicable earnings types (field position 16).
- Special compensation and special pay are synonymous. Special pay must be reported with one of the applicable non salary earnings type.
- Special Pay reported with Assignment Code 71 is limited term. Special Pay reported with any other Assignment Code is ongoing.
- DB1 and DB2 benefit program member codes are synonymous with F496 member codes 1 and 2.
- Defined Benefit non member (DB2) lines are no longer required for Cash Balance participants.
- Cash Balance non member (CB2) lines are required if all of the following conditions are met:
 - Employer offers the Cash Balance Program.
 - Employee is performing creditable service.
 - Employee elects an alternate retirement plan (e.g., Social Security)
- Pay period begin and end date is synonymous with service period begin and end date. The field has been re-labeled “pay period” to be consistent with the Education Code.
- Service type values 01 through 05 are synonymous with F496 classification codes 01 through 05 and used for Community College Comparison Calculation (CCCC) eligible employees formerly known as AB1586.
- Assignment code 72 (Special Compensation for 2% at 62 members) is no longer valid, and instead indicated with one of the applicable earnings types (field position 16).