

<b>DATA ELEMENT NAME:</b>	<b>ADDRESS - CITY AND STATE</b>	<b>FORMAT:</b>	<b>A25</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>ALL</b>	<b>CITY_STATE</b>	<b>ADDR2</b>

**DEFINITION:** Identifies the employee's city and state address.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>ADDRESS - STREET OR P.O. BOX</b>	<b>FORMAT:</b>	<b>A28</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>ALL</b>	STREET_ADDR	ADDR1

**DEFINITION:** Identifies the employee's street address or post office box.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>ADDRESS - ZIP CODE</b>	<b>FORMAT:</b>	<b>A5</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>ALL</b>	ZIP_CD	ZIP

**DEFINITION:** Identifies the employee's zip code.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>ADJUSTMENT CODE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSPMTS - Payments	ADJUST_CD	ADJUSTCD

**DEFINITION:** Identifies the adjustment code.

- VALUES:**
- 0 No adjustment.
  - 1 Adjustment of time worked.
  - 2 Adjustment of salary rate.
  - 3 Adjustment of both time worked and salary rate.
  - 4 Adjustment of time base fraction.
  - 5 Adjustment of time base fraction and salary rate.
  - 6 Adjustment to gross.

<b>DATA ELEMENT NAME:</b>	<b>ADMINISTRATION COST</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Deductions</b>	ADMIN_COST	ADMIN

**DEFINITION:** Identifies the amount charged to an agency for processing health, dental, vision and benefit life insurance documentation.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>AGE</b>	<b>FORMAT:</b>	<b>I3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>ALL</b>	<b>AGE</b>	<b>AGE</b>

<b>DATA ELEMENT NAME:</b>	<b>AGENCY CODE</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMPL - Current</b>	AGENCY_CD	AGY
<b>CSEMPL - Historical</b>	HAGENCY_CD	HAGY
<b>CSPMTS - Payments</b>	PAY_AGENCY	PAYAGY
<b>CSPMTS - Deductions</b>	PAY_AGENCY	PAYAGY
<b>CSLAS</b>	LAGENCY_CD	LAGY
<b>THLAS</b>	THAGY	THAGY

**DEFINITION:** Identifies the department and fund from which salaries are payable.

**VALUES:** Refer to the Payroll Procedures Manual Section B.

<b>DATA ELEMENT NAME:</b>	<b>ALTERNATE RANGE</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMPL - Current</b>	ALT_RANGE	ALTRG
<b>CSEMPL - Historical</b>	HALT_RANGE	HALTRG
<b>CSLAS</b>	LALT_RANGE	LALTRG

**DEFINITION:** Identifies the employee's salary range when a class has more than one range.

**VALUES:** Refer to the Department of Personnel Administration Civil Service Pay Scales.

<b>DATA ELEMENT NAME:</b>	<b>ANNIVERSARY DATE</b>	<b>FORMAT:</b>	<b>YYM</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	ANNI_DT	ANNIDT
CSEMP - Historical	HANNI_DT	HANNIDT

**DEFINITION:** Identifies the pay period an employee will be eligible for a Special Ingrade Salary Adjustment (SISA) or Merit Salary Adjustment (MSA); or if no salary adjustment can be determined or is due.

**VALUES:** Blank      Anniversary date is NONE or MAX  
 (See ANNI\_DT\_CD or HANNIDT\_CD)

YYYY/MM      Value displays as 4-digit year and 2-digit month of anniversary date.

In WHERE/IF phrases, use YYYYMM.

<b>DATA ELEMENT NAME:</b>	<b>ANNIVERSARY DATE CODE</b>	<b>FORMAT:</b>	<b>A4</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	ANNI_DT_CD	ANNICD
<b>CSEMP - Historical</b>	HANNI_DT_CD	HANNICD

**DEFINITION:** Indicates whether or not an employee will be eligible for a Special Ingrade Salary Adjustment (SISA) or Merit Salary Adjustment (MSA).

**VALUES:**

MAX	Based on salary is maximum for the class or CEA employee's salary equals or exceeds CEA supervisor on same level.
NONE	Employee is not eligible for a SISA or MSA; or salary adjustment cannot be determined.
YES	Employee is eligible for a SISA or MSA.  (See ANNI_DT_CD or HANNI_DT_CD for the pay period an employee is eligible.)

<b>DATA ELEMENT NAME:</b>	<b>APPOINTMENT EXPIRATION DATE</b>	<b>FORMAT:</b>	<b>YYMD</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	APPT_EXP_DT	APPTEXP
CSEMP - Historical	HAPPT_EXP_DT	HAPPTEXP

**DEFINITION:** Identifies the expiration date of an appointment.

**VALUES:** YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

<b>DATA ELEMENT NAME:</b>	<b>APPOINTMENT EXPIRATION HOURS</b>	<b>FORMAT:</b>	<b>A4</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	APPT_EXP_HR	APPTEXPHR
<b>CSEMP - Historical</b>	HAPPT_EXP_HR	HAPPTEXPHR

**DEFINITION:** Identifies the hour of an appointment expiration if part of a day.

**VALUES:** Values display X.XX  
In WHERE/IF phrases, use X.XX.

<b>DATA ELEMENT NAME:</b>	<b>APPOINTMENT TENURE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMPL - Current</b>	APPT_TENURE	APPTEN
<b>CSEMPL - Historical</b>	HAPPT_TENURE	HAPPTEN
<b>CSLAS</b>	LAPPT_TENURE	LAPPTEN

**DEFINITION:** Identifies the tenure of the appointment the employee is serving.

**VALUES:**

- C Career Executive Assignment
- E Emergency
- L Limited term or specific period appointment (excluding TAU and exempt)
- P Permanent, including training assignment and permanent exempt
- R CalPERS or STRS Annuitant
- T TAU or temporary exempt (including TAU in lieu of permanent or TAU in lieu of limited term)

<b>DATA ELEMENT NAME:</b>	<b>APPOINTMENT TYPE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMPL - Current</b>	APPT_TYPE	APPT
<b>CSEMPL - Historical</b>	HAPPT_TYPE	HAPPT
<b>CSLAS</b>	LAPPT_TYPE	LAPPT

**DEFINITION:** Computer generated code assigned by State Controller’s Office (SCO), Personnel/Payroll Services Division (PPSD) that identifies the type of appointment or separation transaction.

- VALUES:**
- A Appointment From List
  - B Reinstatement
  - C Promotion
  - D Demotion
  - E Emergency
  - F Transfer
  - G SPB or Court Action
  - H Exempt
  - I Retired employee
  - J Training and Development
  - K TAU
  - L Leave of Absence Without Pay
  - M Military Leave Without Pay
  - N Non-Industrial Disability Leave
  - P Permanent Separation Without Fault
  - Q Disability Retirement
  - R Service Retirement
  - S Punitive Suspension
  - T Lay-off
  - U To Accept Exempt Appointment
  - W Permanent Separation With Fault
  - X Death

<b>DATA ELEMENT NAME:</b>	<b>BASED ON SALARY</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	BASE_PAY_RT	BASEPAY
<b>CSEMP - Historical</b>	HBASE_PAY_RT	HBASEPAY
<b>CSLAS</b>	LBASE_PAY_RT	LBASEPAY

**DEFINITION:** Identifies the rate on which the employee's salary is based.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>BIRTHDATE</b>	<b>FORMAT:</b>	<b>YYMD</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>ALL</b>	BIRTHDATE	BIRTH

**DEFINITION:** Identifies an employee's birthdate.

**VALUES:** YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

<b>DATA ELEMENT NAME:</b>	<b>BUDGET FUNCTION CODE</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	BUDGET_CODE	BUDGET

**DEFINITION:** Used in the position control system to group multiple agency/reporting units into a single budgetary unit, or identify an agency/reporting unit as a budgetary entity.

**NOTE:** Applicable only for agencies using budget function code.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>CARRIER NAME</b>	<b>FORMAT:</b>	<b>A32</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS</b>
<b>CSPMTS - Deductions</b>	CARRIER	CARRIER

**DEFINITION:** A MIRS generated field that converts the deduction and organization codes to the name of the health, dental or vision carrier.

**VALUES:** Refer to the Payroll Procedures Manual Section B.

<b>DATA ELEMENT NAME:</b>	<b>CARRIER NAME - ABBREVIATED</b>	<b>FORMAT:</b>	<b>A11</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Deductions</b>	CARRIER_ABBR	CARRABBR

**DEFINITION:** The abbreviated name for the carrier name.

**VALUES:** Refer to the Payroll Procedures Manual Section B.

<b>DATA ELEMENT NAME:</b>	<b>CLASS CODE</b>	<b>FORMAT:</b>	<b>A4</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	CLASS_CD	CLASS
CSEMP - Historical	HCLASS_CD	HCLASS
CSPM - Payments	PAY_CLASS	PAYCLASS
CSPM - Deductions	PAY_CLASS	PAYCLASS
CSLAS	LCLASS_CD	LCLASS
THLS	THCLASS	THCLASS

**DEFINITION:** Identifies the employee's class code.

**VALUES:** Refer to the Department of Personnel Administration Civil Service Pay Scales.

<b>DATA ELEMENT NAME:</b>	<b>CLASS TITLE - ABBREVIATED</b>	<b>FORMAT:</b>	<b>A18</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	CLTTL	CLTTL
CSEMP - Historical	HCLTTL	HCLTTL
CSPM - Payments	CLTTL	CLTTL
CSPM - Deductions	CLTTL	CLTTL
CSLAS	CLTTL	CLTTL
THLAS	CLTTL	CLTTL

**DEFINITION:** Identifies the abbreviated classification title for a specific class and range.

**VALUES:** Refer to the Department of Personnel Administration Civil Service Pay Scales.

<b>DATA ELEMENT NAME:</b>	<b>CLASS TYPE/CLASS CODE</b>	<b>FORMAT:</b>	<b>A5</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	CLASSCD_TP	CLASSCDTP
<b>CSEMP - Historical</b>	HCLASSCD_TP	HCLASSCDTP
<b>CSPMTS - Payments</b>	PCLASSCDTP	PCLASSCDTP
<b>CSPMTS - Deductions</b>	PCLASSCDTP	PCLASSCDTP
<b>CSLAS</b>	LCLASSCD_TP	CLASSCDTP
<b>THLAS</b>	THCLASSCD_TP	CLASSCDTP

**DEFINITION:** Identifies the job classification of an employee's position and the class type.

**VALUES:** The first character identifies the class type and the last 4 characters identify the class code. Refer to the Department of Personnel Administration Civil Service Pay Scales for class code values.

- Blank            Civil Service
- D                DPA Statutory
- E                California Conservation Corps
- F                DPA Exempt
- H                Hastings Law School
- J                Judicial Council
- L                Statutory
- M                Military
- P                CETA
- S                SPB Exempt

<b>DATA ELEMENT NAME:</b>	<b>CLEARANCE NUMBER</b>	<b>FORMAT:</b>	<b>A5</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	CLEARANCE_NU	CLNO

**DEFINITION:** Identifies the clearance number for payments and redeposits.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>CLEARANCE TYPE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	CLEARANCE_TP	CTYPE

**DEFINITION:** Identifies the type of fund transfer.

- VALUES:**
- 1 Issue Payment
  - 2 Direct Disbursement
  - 4 Redeposit
  - 5 Account Receivable
  - 6 Transfer of Funds (Delete Position)
  - 7 Transfer of Funds (Add Position)
  - 8 Non-USPS Transaction
  - 9 Reverse Account Receivable

<b>DATA ELEMENT NAME:</b>	<b>COLLECTIVE BARGAINING DESIGNATION - EMPLOYEE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	EMP_CBDSGN	EMPDSGN
<b>CSEMP - Historical</b>	HEMP_CBDSGN	HEMPDSGN
<b>CSLAS</b>	LEMP_CBDSGN	LEMPDSGN
<b>THLAS</b>	THEMPDSGN	THEMPDSGN

**DEFINITION:** Identifies the employee's collective bargaining designation.

- VALUES:**
- C Confidential
  - E Excluded
  - M Managerial
  - R Rank and File
  - S Supervisory

<b>DATA ELEMENT NAME:</b>	<b>COLLECTIVE BARGAINING DESIGNATION - NAME</b>	<b>FORMAT:</b>	<b>A13</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	DSGN_NAME	DSGN_NAME
<b>CSEMP - Historical</b>	HDSGN_NAME	HDSGN_NAME
<b>CSLAS</b>	LDSGN_NAME	LDSGN_NAME
<b>THLAS</b>	THDSGN_NAME	THDSGN_NAME

**DEFINITION:** Descriptive name for an employee's collective bargaining designation.

- VALUES:**
- CONFIDENTIAL
  - EXCLUDED
  - MANAGERIAL
  - RANK AND FILE
  - SUPERVISORY

<b>DATA ELEMENT NAME:</b>	<b>COLLECTIVE BARGAINING DESIGNATION - PAY SCALE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	CB_DESIG	CBDES
<b>CSPMTS - Deductions</b>	CB_DESIG	CBDES

**DEFINITION:** Identifies the Department of Personnel Administration Civil Service Pay Scale value for the collective bargaining designation for a specific class code.

- VALUES:**
- E Excluded
  - M Managerial
  - R Rank and File
  - S Supervisory
  - U Split class

<b>DATA ELEMENT NAME:</b>	<b>COLLECTIVE BARGAINING IDENTIFIER</b>	<b>FORMAT:</b>	<b>A4</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	EMPCBID	EMPCBID
<b>CSEMP - Historical</b>	HEMPCBID	HEMPCBID
<b>CSLAS</b>	LEMPCBID	LEMPCBID
<b>THLAS</b>	THEMPCBID	THEMPCBID

**DEFINITION:** Identifies the employee's assigned collective bargaining designation and unit.

**VALUES:**

C01-C21	Confidential
E-E99	Refer to the Department of Personnel Administration Civil Service Pay Scales.
M01-M21	Managerial
M99	Undecided
R01-R21	Rank and File
S-S21	Supervisory

<b>DATA ELEMENT NAME:</b>	<b>COLLECTIVE BARGAINING UNIT - EMPLOYEE</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	EMP_CBUNIT	EMPCBUNT
<b>CSEMP - Historical</b>	HEMP_CBUNIT	HEMPCBUNT
<b>CSLAS</b>	LEMP_CBUNIT	LEMPCBUNT
<b>THLAS</b>	THEMPCBUNT	THEMPCBUNT

**DEFINITION:** Identifies the employee's collective bargaining unit.

**VALUES:** Blank

01 - 99

<b>DATA ELEMENT NAME:</b>	<b>COLLECTIVE BARGAINING UNIT - PAY SCALE</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	CB_UNIT	CBUNT
<b>CSPMTS - Deductions</b>	CB_UNIT	CBUNT

**DEFINITION:** Identifies the Department of Personnel Administration Civil Service Pay Scales value of the collective bargaining unit for the class code.

**VALUES:** Refer to the Department of Personnel Administration Civil Service Pay Scales.

<b>DATA ELEMENT NAME:</b>	<b>COUNTY CODE</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMPL - Current</b>	COUNTY_CD	COUNTY
<b>CSEMPL - Historical</b>	HCOUNTY_CD	HCOUNTY

**DEFINITION:** Identifies the county in which the employee works.

<b>VALUES:</b>	01	Alameda	32	Plumas
	02	Alpine	33	Riverside
	03	Amador	34	Sacramento
	04	Butte	35	San Benito
	05	Calaveras	36	San Bernardino
	06	Colusa	37	San Diego
	07	Contra Costa	38	San Francisco
	08	Del Norte	39	San Joaquin
	09	El Dorado	40	San Luis Obispo
	10	Fresno	41	San Mateo
	11	Glenn	42	Santa Barbara
	12	Humboldt	43	Santa Clara
	13	Imperial	44	Santa Cruz
	14	Inyo	45	Shasta
	15	Kern	46	Sierra
	16	Kings	47	Siskiyou
	17	Lake	48	Solano
	18	Lassen	49	Sonoma
	19	Los Angeles	50	Stanislaus
	20	Madera	51	Sutter
	21	Marin	52	Tehama
	22	Mariposa	53	Trinity
	23	Mendocino	54	Tulare
	24	Merced	55	Tuolumne
	25	Modoc	56	Ventura
	26	Mono	57	Yolo
	27	Monterey	58	Yuba
	28	Napa	60	Out of State
	29	Nevada	61	Chicago, IL
	30	Orange	62	New York, NY
	31	Placer	70	Outside USA

<b>DATA ELEMENT NAME:</b>	<b>COUNTY NAME</b>	<b>FORMAT:</b>	<b>A17</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	COUNTY_NAME	COUNTY_NAME
<b>CSEMP - Historical</b>	HCOUNTY_NAME	HCOUNTY_NAME

**DEFINITION:** A MIRS generated field that converts the numeric county code to the name of the county.

**VALUES:**

ALAMEDA	PLUMAS
ALPINE	RIVERSIDE
AMADOR	SACRAMENTO
BUTTE	SAN BENITO
CALAVERAS	SAN BERNARDINO
COLUSA	SAN DIEGO
CONTRA COSTA	SAN FRANCISCO
DEL NORTE	SAN JOAQUIN
EL DORADO	SAN LUIS OBISPO
FRESNO	SAN MATEO
GLENN	SANTA BARBARA
HUMBOLDT	SANTA CLARA
IMPERIAL	SANTA CRUZ
INYO	SHASTA
KERN	SIERRA
KINGS	SISKIYOU
LAKE	SOLANO
LASSEN	SONOMA
LOS ANGELES	STANISLAUS
MADERA	SUTTER
MARIN	TEHAMA
MARIPOSA	TRINITY
MENDOCINO	TULARE
MERCED	TUOLUMNE
MODOC	VENTURA
MONO	YOLO
MONTEREY	YUBA
NAPA	OUT OF STATE
NEVADA	CHICAGO, IL
ORANGE	NEW YORK, NY
PLACER	OUTSIDE USA

<b>DATA ELEMENT NAME:</b>	<b>DATA AS OF DATE - MDYY</b>	<b>FORMAT:</b>	<b>MDYY</b>
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<b>FILE:</b>	<b>SYSTEM VARIABLE:</b>
<b>CSEMP - Current</b>	&&DATADT
<b>CSEMP - Historical</b>	&&DATADT
<b>CSPMTS - Payments</b>	&&PAYDATADT
<b>CSPMTS - Deductions</b>	&&PAYDATADT
<b>CSLAS</b>	&&LDATADT
<b>THLAS</b>	&&THDATADT

**DEFINITION:** A MIRS system variable, which supplies the date a file (CSEMP, CSPMTS, CSLAS or THLAS) was last updated.

This system variable is used in headings or footings (i.e.; DATA AS OF: &&DATADT, DATA AS OF: &&LDATADT).

**VALUES:** Refer to the MIRS Update Schedule for the current value for this system variable, (e.g., 07/28/2000).

<b>DATA ELEMENT NAME:</b>	<b>DATA AS OF DATE - MTRDYY</b>	<b>FORMAT:</b>	<b>MTRDYY</b>
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<b>FILE:</b>	<b>SYSTEM VARIABLE:</b>
<b>CSEMP - Current</b>	&&DATADT1
<b>CSEMP - Historical</b>	&&DATADT1
<b>CSPMTS - Payments</b>	&&PAYDATADT1
<b>CSPMTS - Deductions</b>	&&PAYDATADT1
<b>CSLAS</b>	&&LDATADT1
<b>THLAS</b>	&&THDATADT

**DEFINITION:** A MIRS system variable, which supplies the date a file (CSEMP, CSPMTS, CSLAS or THLAS) was last updated.

This system variable is used in headings or footings (i.e.; DATA AS OF: &&DATADT1, DATA AS OF: &&LDATADT1).

**VALUES:** Refer to the MIRS Update Schedule for the current value for this field, (e.g., July 28, 2000).

<b>DATA ELEMENT NAME:</b>	<b>DEDUCTION AMOUNT</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Deductions</b>	DED_AMOUNT	DEDAMT

**DEFINITION:** The amount of the deduction.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>DEDUCTION CODE</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Deductions</b>	DED_CODE	DEDCD

**DEFINITION:** Identifies the specific deduction for health, dental, vision, flex and benefit life insurance (e.g., Deduction Code 100 - Dental Care Plans) and/or the particular organization/company for whom monies are being deducted from employee salaries (e.g., Deduction Code 056 - Kaiser).

**VALUES:** Refer to the Payroll Procedures Manual Section B.

<b>DATA ELEMENT NAME:</b>	<b>DEDUCTION TYPE</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Deductions</b>	DED_TYPE	DEDTP

**DEFINITION:** Identifies the type of deduction.

- VALUES:**
- BL Employer sponsored life insurance
  - HB Employer sponsored health benefits insurance
  - HD Employer sponsored dental plan insurance
  - HV Employer sponsored vision insurance
  - FA FlexElect health care spending account
  - FB FlexElect dependent care spending account
  - FC FlexElect benefits cash option
  - FD FlexElect dental plans
  - FF Flex employer paid administration fee
  - FG Assembly long term care insurance
  - FH FlexElect health plans
  - FK Kaiser on-the-job worker's comp medical plan
  - FL FlexElect parking

<b>DATA ELEMENT NAME:</b>	<b>DEDUCTION TYPE - NAME</b>	<b>FORMAT:</b>	<b>A12</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Deductions</b>	DED_NAME	DED_NAME

**DEFINITION:** Descriptive name for type of deduction.

**VALUES:**

ASSEMBLY LTC	Assembly flex long term care insurance
DENTAL	Employer sponsored dental insurance
F HLTH RMB	FlexElect health care spending account
F DEP CARE	FlexElect dependent care spending account
FLEX CASH	Flex benefits cash option
FLEX PARKING	FlexElect parking
HEALTH	Employer sponsored health benefits insurance
KOJ PLAN	Kaiser on-the-job worker's comp medical plan
LIFE INS	Employer sponsored life insurance
ST FLEX FEE	Flex employer-paid administrative fee
VISION	Employer sponsored vision insurance

<b>DATA ELEMENT NAME:</b>	<b>DEPARTMENT CODE</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	DEPT_CD	DEPT
<b>CSEMP - Historical</b>	HDEPT_CD	HDEPT

**DEFINITION:** Assigned by Personnel Services to agencies with more than one SPB statistical organization.

**VALUES:** 000 None  
XXX Organization code (e.g., 001, 003, etc.)

<b>DATA ELEMENT NAME:</b>	<b>EFFECTIVE DATE &amp; HOURS - DATE</b>	<b>FORMAT:</b>	<b>YYMD</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	EFF_DATE	EFFDT
CSEMP - Historical	HEFF_DATE	HEFFDT

**DEFINITION:** Identifies the effective date of the PAR transaction.

**VALUES:** YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

<b>DATA ELEMENT NAME:</b>	<b>EFFECTIVE DATE &amp; HOURS - HOURS</b>	<b>FORMAT:</b>	<b>A4</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	EFF_HOUR	EFFHR
CSEMP - Historical	HEFF_HOUR	HEFFHR

**DEFINITION:** Identifies the effective hour and/or hundredths of an hour if the PAR transaction is effective part of a day.

- VALUES:**
- X.XX Hours on shift
  - BOB Beginning of Business
  - COB Close of Business

<b>DATA ELEMENT NAME:</b>	<b>ESTABLISHED EARNINGS AMOUNT - 1</b>	<b>FORMAT:</b>	<b>P8.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	EARN_AMT1	EARNAMT1
CSEMP - Historical	HEARN_AMT1	HEARNAMT1

**DEFINITION:** Identifies the first premium pay amount of an employee based on duties performed, work site location, job-related certifications, or physical fitness performance.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>ESTABLISHED EARNINGS AMOUNT - 2</b>	<b>FORMAT:</b>	<b>P8.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	EARN_AMT2	EARNAMT2
CSEMP - Historical	HEARN_AMT2	HEARNAMT2

**DEFINITION:** Identifies the second premium pay amount of an employee based on duties performed, work site location, job-related certifications, or physical fitness performance.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>ESTABLISHED EARNINGS AMOUNT - 3</b>	<b>FORMAT:</b>	<b>P8.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	EARN_AMT3	EARNAMT3
CSEMP - Historical	HEARN_AMT3	HEARNAMT3

**DEFINITION:** Identifies the third premium pay amount of an employee based on duties performed, work site location, job-related certifications, or physical fitness performance.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>ESTABLISHED EARNINGS IDENTIFIER - 1</b>	<b>FORMAT:</b>	<b>A4</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	EARN_ID1	EARNID1
CSEMP - Historical	HEARN_ID1	HEARNID1
CSPM - Payments	PAYEARN_ID1	PAYEARNID1

**DEFINITION:** CSEMP: Identifies the first premium pay code based on duties performed, work site location, job-related certifications, or physical fitness performance.

CSPM: Identifies the first payment earnings identifier.

**VALUES:** CSEMP: Refer to the Personnel Action Manual Item 351.

CSPM: Refer to the Payroll Procedures Manual, Section B.

<b>DATA ELEMENT NAME:</b>	<b>ESTABLISHED EARNINGS IDENTIFIER - 2</b>	<b>FORMAT:</b>	<b>A4</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	EARN_ID2	EARNID2
CSEMP - Historical	HEARN_ID2	HEARNID2
CSPM - Payments	PAYEARN_ID2	PAYEARNID2

**DEFINITION:** CSEMP: Identifies the second premium pay code based on duties performed, work site location, job-related certifications, or physical fitness performance.

CSPM: Identifies the second payment earnings identifier.

**VALUES:** CSEMP: Refer to the Personnel Action Manual Item 351.

CSPM: Refer to the Payroll Procedures Manual, Section B.

<b>DATA ELEMENT NAME:</b>	<b>ESTABLISHED EARNINGS IDENTIFIER - 3</b>	<b>FORMAT:</b>	<b>A4</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	EARN_ID3	EARNID3
<b>CSEMP - Historical</b>	HEARN_ID3	HEARNID3
<b>CSPM - Payments</b>	PAYEARN_ID3	PAYEARNID3

**DEFINITION:** CSEMP: Identifies the third premium pay code based on duties performed, work site location, job -related certifications, or physical fitness performance.

CSPM: Identifies the third payment earnings identifier.

**VALUES:** CSEMP: Refer to the Personnel Action Manual Item 351.

CSPM: Refer to the Payroll Procedures Manual, Section B.

<b>DATA ELEMENT NAME:</b>	<b>ETHNIC ORIGIN - CODE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
ALL	ETHNIC_CD	ETHNIC

**DEFINITION:** Identifies the employee's ethnic origin.

**VALUES:** Refer to the Personnel Action Manual Item 445.

**NOTE:** 9 is a California State University designation for Mexican-American.

<b>DATA ELEMENT NAME:</b>	<b>ETHNIC ORIGIN - NAME</b>	<b>FORMAT:</b>	<b>A11</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>ALL</b>	ETHNIC_NAME	ETHNIC_NAME

**DEFINITION:** Descriptive name for an employee's ethnic classification.

**VALUES:**

AMER INDIAN	American Indian, Aleut or Eskimo
ASIAN	Japanese, Chinese, Korean, Vietnamese, Asian Indian, Cambodian, Laotian, or other Asian
BLACK	Black
FILIPINO	Filipino
HISPANIC	Mexican, Mexican-American/Chicano, Puerto Rican, Cuban or any other Spanish/Hispanic
OTHER	Other not listed
PACIFIC ISL	Hawaiian, Samoan, Guamanian/Chamorro, or other Pacific Islander
WHITE	White

<b>DATA ELEMENT NAME:</b>	<b>GROSS PAY</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	GROSS_PAY	GROSS

**DEFINITION:** The gross amount of the payment.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>ISSUE DATE</b>	<b>FORMAT:</b>	<b>YYMD</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	ISSUE_DT	ISSUEDT

**DEFINITION:** Identifies the date an adjustment was made or a payment was issued.

**VALUES:** YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

<b>DATA ELEMENT NAME:</b>	<b>JOB INCURRED INJURY - BENEFIT DATE</b>	<b>FORMAT:</b>	<b>YYMD</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	BENEFIT_DT	BENEFITDT
<b>CSEMP - Historical</b>	HBENEFIT_DT	HBENEFITDT

**DEFINITION:** Identifies date Industrial Disability Leave (IDL) is approved; or State Compensation Insurance Fund (SCIF) compensation is received.

**VALUES:** YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

<b>DATA ELEMENT NAME:</b>	<b>JOB INCURRED INJURY - CODE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMPL - Current	INJURY_CD	INJCD
CSEMPL - Historical	HINJURY_CD	HINJCD

**DEFINITION:** Identifies the type of compensation resulting from an employee's job-incurred injury or illness.

<b>VALUES:</b>			
1	On WCTD	On payroll, employee has credits for full supplementation	
2	On WCTD	Off payroll, employee does not have credits for or does not want full supplementation	
3	Off WCTD	On payroll at time of return to work	
4	Off WCTD	Off payroll at time of return to work	
5	On IDL	Off payroll	
6	Off IDL	On payroll	

<b>DATA ELEMENT NAME:</b>	<b>JOB INCURRED INJURY DATE</b>	<b>FORMAT:</b>	<b>YYMD</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	INJURY_DT	INJDT
CSEMP - Historical	HINJURY_DT	HINJDT

**DEFINITION:** Identifies the date of an employee's injury.

**VALUES:** YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

<b>DATA ELEMENT NAME:</b>	<b>LEAVE BENEFIT ABBREVIATED NAME</b>	<b>FORMAT:</b>	<b>A8</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSLAS	BENEFIT_NAME	BENNM
THLAS	THBENNM	THBENNM

**DEFINITION:** The abbreviated name for a leave benefit.

**VALUES:** Refer to the California Leave Accounting System (CLAS) Manual Section D.

<b>DATA ELEMENT NAME:</b>	<b>LEAVE BENEFIT ACCRUAL RATE INDICATOR</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>THLAS</b>	ACCRUALRATEIND	ACCRUALRATEIND

**DEFINITION:** Indicates whether the transaction accrual rate of an "accrued" benefit is standard or nonstandard.

**VALUES:**

Blank	A nonaccrual type transaction
N	Nonstandard
S	Standard

<b>DATA ELEMENT NAME:</b>	<b>LEAVE BENEFIT BALANCE</b>	<b>FORMAT:</b>	<b>P8.2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSLAS	BENEFIT_BAL	BENBAL

**DEFINITION:** The current balances for leave benefits.

**NOTE:** A zero balance will be displayed if the leave benefit balance equals zero or if the leave benefit is out-of-service (use the BEN\_OUT\_IND field to identify out-of-service leave benefits).

**VALUES:** XXXXX.XX

<b>DATA ELEMENT NAME:</b>	<b>LEAVE BENEFIT FULL TIME ACCRUAL RATE</b>	<b>FORMAT:</b>	<b>P8.3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
THLAS	STDACCRUALRATE	STDACCRUALRATE

**DEFINITION:** The amount of an "accrued" benefit credited to an employee upon completion of one month of qualifying State Service.

**VALUES:** XXXX.XXX

<b>DATA ELEMENT NAME:</b>	<b>LEAVE BENEFIT IDENTIFIER</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSLAS	BENEFIT_ID	BENID
THLAS	THBENID	THBENID

**DEFINITION:** Identifies the leave benefit.

**VALUES:** Refer to the California Leave Accounting System (CLAS) Manual Section D.

<b>DATA ELEMENT NAME:</b>	<b>LEAVE BENEFIT NAME</b>	<b>FORMAT:</b>	<b>A25</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
THLAS	THFULL_BENNM	THFULL_BENNM

**DEFINITION:** Identifies the full name of a Leave Benefit.

**VALUES:** Refer to the California Leave Accounting System (CLAS) Manual Section D.

<b>DATA ELEMENT NAME:</b>	<b>LEAVE BENEFIT OUT-OF-SERVICE INDICATOR</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSLAS	BEN_OUT_IND	BENOUT

**DEFINITION:** Indicates whether a benefit is out-of-service or in-service.

**VALUES:** Blank Benefit is in-service  
X Benefit is out-of-service

<b>DATA ELEMENT NAME:</b>	<b>LEAVE BENEFIT TRANSACTION AMOUNT</b>	<b>FORMAT:</b>	<b>P8.3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
THLAS	THTRANSAMT	THTRANSAMT

**DEFINITION:** The amount of debit or credit to the balance of a specific leave benefit.

**VALUES:** XXXX.XXX

<b>DATA ELEMENT NAME:</b>	<b>LEAVE BENEFIT TRANSACTION CODE</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>THLAS</b>	THTRANSCD	THTRANSCD

**DEFINITION:** A unique code which defines the way a leave benefit amount is to be processed.

**VALUES:** Refer to the California Leave Accounting System (CLAS) Manual Section D.

<b>DATA ELEMENT NAME:</b>	<b>LEAVE BENEFIT TRANSACTION CODE NAME</b>	<b>FORMAT:</b>	<b>A12</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
THLAS	THTRANS_NAME	THTRANS_NAME

**DEFINITION:** Indicates the way a leave benefit is to be processed.

**VALUES:** Refer to the California Leave Accounting System (CLAS) Manual Section D.

<b>DATA ELEMENT NAME:</b>	<b>LEAVE BENEFIT TRANSACTION PREMIUM AMOUNT</b>	<b>FORMAT:</b>	<b>P8.3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>THLAS</b>	<b>THPREMAMT</b>	<b>THPREMAMT</b>

**DEFINITION:** The amount of extra leave reported when time is earned at a ratio greater than 1 to 1. For example, if overtime is earned at 1.5 times and an employee worked 4 hours of overtime, this field would display 2 hours. The original 4 hours will display in the transaction amount.

**VALUES:** XXXX.XXX

<b>DATA ELEMENT NAME:</b>	<b>LEAVE PERIOD</b>	<b>FORMAT:</b>	<b>YYM</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
THLAS	THLVPD	THLVPD

**DEFINITION:** Identifies an accounting period for leave activity.

**VALUES:** YYYY/MM Values display as 4-digit year and 2-digit month.

In WHERE/IF phrases, use YYYYMM.

<b>DATA ELEMENT NAME:</b>	<b>MEDICARE (EMPLOYEE)</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	MEDICARE_W	MEDW

**DEFINITION:** The amount of the employee contribution to Medicare.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>MEDICARE (STATE SHARE)</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	SS_MED_W	SSMEDW

**DEFINITION:** The amount of the employer contribution to Medicare.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>NAME - FIRST AND MIDDLE INITIAL</b>	<b>FORMAT:</b>	<b>A16</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>ALL</b>	NAME1	NAME1

**DEFINITION:** Identifies the employee's first name and middle initial.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>NAME - INITIALS</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
ALL	INITIAL	INITIAL

**DEFINITION:** A MIRS generated field that displays the first and middle initials of an employee's name.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>NAME - LAST</b>	<b>FORMAT:</b>	<b>A21</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>ALL</b>	SUR_NAME	SURNAME

**DEFINITION:** Identifies the employee's last name.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>NAME - LAST, FIRST, MIDDLE INITIAL</b>	<b>FORMAT:</b>	<b>A39</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>ALL</b>	FULL_NAME	FULL_NAME

**DEFINITION:** Identifies employee's last name, first name and middle initial.

**NOTE:** When using the CSPMTS or THLAS file, employees who have transferred to another department will display the value "EMPLOYEE TRANSFERRED".

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>NAME - LAST, INITIALS</b>	<b>FORMAT:</b>	<b>A26</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>ALL</b>	F_NAME	F_NAME

**DEFINITION:** A MIRS generated field that displays an employee's last name and first and middle initial.

**NOTE:** When using the CSPMITS or THLAS file, employees who have transferred to another department will display the value "EMPLOYEE TRANSFERRED".

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>NUMBER OF MONTHS</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	APPT_MONTHS	APPTMO
<b>CSEMP - Historical</b>	HAPPT_MONTHS	HAPPTMO

**DEFINITION:** Identifies number of months of an appointment, managerial tenure or time worked if counted on an "Actual Time Worked" basis.

- VALUES:**
- NM Non-restricted managerial tenure
  - P TAU in lieu of permanent
  - PT TAU in lieu of permanent with time to be counted on an "Actual Time Worked" basis
  - RM Restricted managerial tenure
  - T Temporary and time to be counted on an "Actual Time Worked" basis
  - 01-24 The number of months of an appointment

<b>DATA ELEMENT NAME:</b>	<b>OATH/NON CITIZEN</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	OATH	OATH
CSEMP - Historical	HOATH	HOATH

**DEFINITION:** Identifies if an oath has been signed or if non-citizen, whether employee has Social Security coverage based on type of visa.

- VALUES:**
- A Non-resident alien not subject to Social Security or Medicare deduction
  - B Resident or non-resident alien subject to Social Security or Medicare
  - X Employee is a citizen and oath has been signed

<b>DATA ELEMENT NAME:</b>	<b>ORGANIZATION CODE</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Deductions</b>	ORG_CODE	ORGCD

**DEFINITION:** Identifies the deduction company or organization.

**VALUES:** Refer to the Payroll Procedures Manual Section B.

<b>DATA ELEMENT NAME:</b>	<b>OTHER ELIGIBILITY SUBSTANTIATION</b>	<b>FORMAT:</b>	<b>A29</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	OTHER_SUBST	SUBSTN
CSEMP - Historical	HOTHER_SUBST	HSUBSTN

**DEFINITION:** Identifies the class code - agency code - name and/or date(s), or reason for the substantiation code.

**VALUES:** Refer to the Personnel Action Manual Item 957.

<b>DATA ELEMENT NAME:</b>	<b>OTHER ELIGIBILITY SUBSTANTIATION - CODE</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMPL - Current</b>	OTHER_SUBCD	SUBCD
<b>CSEMPL - Historical</b>	HOTHER_SUBCD	HSUBCD

**DEFINITION:** Identifies eligibility necessary for certain types of permissive and mandatory reinstatements; eligibility necessary for demotion or transfer with or without examination; qualification for payment of leave credits under certain conditions; reason for termination of CEA appointment upon reinstatement or transfer; eligibility for or termination of certain types of disability benefits; an illegal appointment under G.C. 19257.5; or seasonal classification appointment justification.

**VALUES:** Refer to the Personnel Action Manual Item 957.

<b>DATA ELEMENT NAME:</b>	<b>OVERTIME CODE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	OVERTIME_CD	OT

**DEFINITION:** Identifies the overtime code.

- VALUES:**
- Blank Straight Time
  - A Quintuple Time
  - B Quintuple Time and One Half
  - 1 Time and One Half
  - 2 Half Time
  - 3 Double Time
  - 4 Double Time and One Quarter
  - 5 Double Time and One Half
  - 6 Triple Time
  - 7 Triple Time and Three Quarters
  - 8 Quadruple Time
  - 9 Quadruple Time and One Half

<b>DATA ELEMENT NAME:</b>	<b>PAR KEYED DATE</b>	<b>FORMAT:</b>	<b>YYMD</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS</b>
<b>CSEMP - Current</b>	PAR_DATE	PARDT
<b>CSEMP - Historical</b>	HPAR_DATE	HPARDT

**DEFINITION:** Identifies the date the PAR was entered into the Employment History system.

<b>DATA ELEMENT NAME:</b>	<b>PARTY RATE CODE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Deductions</b>	PARTY_RT_CD	PARTY

**DEFINITION:** Identifies the number of people covered under a health, dental or vision employer sponsored insurance plan.

**VALUES:**

100% 50% 75%

A	L	W	Employee who has entered into a domestic partnership and one dependent under same plan
B	M	X	Employee who has entered into a domestic partnership and two or more dependents under same plan
1			Employee only
2	C	N	Employee and one dependent under same plan
3	D	P	Employee and two or more dependents under same plan
4	E	Q	Employee under supplement to Medicare and one dependent under basic plan
5	F	R	Employee under supplement to Medicare and two or more dependents under basic plan
6	G	S	Employee and one dependent under supplement to Medicare and one or more dependents under basic plan
7	H	T	Employee under basic plan and one dependent under supplement to Medicare
8	J	U	Employee and one or more dependents under basic plan and two or more dependents under supplement to Medicare
9	K	V	Employee and one or more dependents under basic plan and one dependent under supplement to Medicare

<b>DATA ELEMENT NAME:</b>	<b>PAY FREQUENCY</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMPL - Current	PAY_FREQ	PAYFREQ
CSEMPL - Historical	HPAY_FREQ	HPAYFREQ
CSLAS	LPAY_FREQ	LPAYFREQ

**DEFINITION:** Identifies the period for which the salary payment is based.

- VALUES:**
- B Bi-Weekly
  - M Monthly
  - O Other  
(includes employees whose salary is zero or MAINT)
  - S Semi-Monthly
  - Y Yearly

<b>DATA ELEMENT NAME:</b>	<b>PAY PERIOD</b>	<b>FORMAT:</b>	<b>YYM</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSPMTS - Payments	PAYPD	PAYPD
CSPMTS - Deductions	PAYPD	PAYPD

**DEFINITION:** Identifies the specific time period for which payments are issued.

**VALUES:** YYYY/MM Values display as 4-digit year and 2-digit month.  
In WHERE/IF phrases, use YYYYMM.

<b>DATA ELEMENT NAME:</b>	<b>PAY PERIOD TYPE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	PAYPD_TYPE	PAYPDTP

**DEFINITION:** Identifies the type of pay period.

- VALUES:**
- A Bi-weekly - first of pay period month
  - B Bi-weekly - second of pay period month
  - C Bi-weekly - third of pay period month
  - D Bi-weekly - June segment of period spanning two fiscal years.
  - E Bi-weekly - July segment of period spanning two fiscal years.
  - 0 Monthly
  - 1 Semi-monthly - first half
  - 2 Semi-monthly - second half

<b>DATA ELEMENT NAME:</b>	<b>PAYMENT TYPE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	PAYMENT_TYPE	PAYTP

**DEFINITION:** Identifies the type of payment made.

**VALUES:** Refer to the Payroll Procedures Manual Section B.

<b>DATA ELEMENT NAME:</b>	<b>PAYMENT TYPE - NAME</b>	<b>FORMAT:</b>	<b>A11</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	PAY_NAME	PAY_NAME

**DEFINITION:** Descriptive name for type of payment.

**VALUES:**

AWARD	(Payroll Procedures Manual Section B)
DED ADJ REF	Deduction Refund (Credit Issue)
DED ADJ A/R	Deduction A/R Collection
DSBLTY SUPP	Supplemental Temporary Disability
EMERGENCY	Emergency
FIRE PAY	Fire Mission
FOLIO	Folio
FRINGE BEN	(Payroll Procedures Manual Section B)
IDL-FULL	Industrial Disability Leave - Full Pay
IDL - 2/3	Industrial Disability Leave - 2/3 Pay
L/S OT	Lump Sum Overtime
L/S SICK LV	Lump Sum Sick Leave
L/S VAC	Lump Sum Vacation
LC4800 REF	LC 4800 Tax Refund
MILITARY LV	Military Leave
MISC	(Payroll Procedures Manual Section B)
NDI	Non-Industrial Disability Indemnity
NON-USPS	Non-USPS transactions (Payroll Procedures Manual Section B)
OTHER	All Others
OUT-OF-ST	Out-of-State Pay (Dept. of Insurance)
OVERTIME	Overtime
PREMIUM PAY	(Payroll Procedures Manual Section B)
REGULAR	Regular
SETTLEMENT	Final Settlement
SHIFT	Shift Differential
TRADE RATE	Trade Rate Benefit
NOT DEFINED	Payment type has not been defined for MIRS

<b>DATA ELEMENT NAME:</b>	<b>PAYMENT TYPE SUFFIX</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	PAY_SUFFIX	PAYSUF

**DEFINITION:** Identifies the kind of payment within the payment type.

**VALUES:** Refer to the Payroll Procedures Manual Section B.

<b>DATA ELEMENT NAME:</b>	<b>PERSONNEL MONTH</b>	<b>FORMAT:</b>	<b>P10.2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS</b>
<b>CSPMTS - Payments</b>	PERSONNEL_MO	PERSONNEL_MO

**DEFINITION:** A MIRS generated field that converts the number of hours in a pay period to its decimal equivalent.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>PLUS SALARY</b>	<b>FORMAT:</b>	<b>P10.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	PLUS_SALARY	PLUSSAL
<b>CSEMP - Historical</b>	HPLUS_SALARY	HPLUSSAL

**DEFINITION:** Identifies an authorized additional rate of pay granted to the employee.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>PLUS SALARY EXPIRATION DATE</b>	<b>FORMAT:</b>	<b>A10</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMPL - Current</b>	PLUS_EXP_DT	PLUS_EXP_DT
<b>CSEMPL - Historical</b>	HPLUS_EXP_DT	HPLUS_EXP_DT

**DEFINITION:** Identifies the expiration date of an employee's authorized additional rate of pay (plus salary), indefinite plus salary authorization or no plus salary.

**VALUES:**

Blank	No plus salary.
INDEF	Plus salary in effect with no expiration date.
YYYY/MM/DD	Date plus salary expires. Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

<b>DATA ELEMENT NAME:</b>	<b>POSITION NUMBER</b>	<b>FORMAT:</b>	<b>A16</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMPL - Current	PSNO	PSNO
CSEMPL - Historical	HPSNO	HPSNO
CSPMTS - Payments	PAYPSN	PAYPSN
CSPMTS - Deductions	PAYPSN	PAYPSN
CSLAS	LPSNO	LPSNO
THLAS	THPSNO	THPSNO

**DEFINITION:** Identifies agency code, reporting unit, class code and serial number of an employee's position.

**NOTE:** CSPMTS - PAYPSN identifies the position number of the payment.

**VALUES:** Values displayed XXX-XXX-XXXX-XXX

In WHERE/IF phrases, use XXX-XXX-XXXX-XXX.

<b>DATA ELEMENT NAME:</b>	<b>POSITION SEQUENCE NUMBER</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	PSN_SEQ_NO	PSNSEQ
CSEMP - Historical	HPSN_SEQ_NO	HPSNSEQ
CSLAS	LPSN_SEQ_NO	LPSNSEQ
THLAS	THPSNSEQ	THPSNSEQ

**DEFINITION:** Identifies the sequence number an employee's position is associated with.

**VALUES:** 01-20

<b>DATA ELEMENT NAME:</b>	<b>PROBATION MONTHS</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMPL - Current</b>	PROB_MONTHS	PROBMO
<b>CSEMPL - Historical</b>	HPROB_MONTHS	HPROBMO
<b>CSPMTS - Payments</b>	PROB_MONTHS	PROBMO
<b>CSPMTS - Deductions</b>	PROB_MONTHS	PROBMO
<b>CSLAS</b>	PROB_MONTHS	PROBMO
<b>THLAS</b>	PROB_MONTHS	PROBMO

**DEFINITION:** Identifies the number of probation months for a class.

**VALUES:** Refer to the Department of Personnel Administration Civil Service Pay Scales.

<b>DATA ELEMENT NAME:</b>	<b>PROBATIONARY PERIOD - CODE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMPL - Current	PROB_CD	PROBCD
CSEMPL - Historical	HPROB_CD	HPROBCD

**DEFINITION:** Identifies an employee's probationary status.

**VALUES:**

Blank	Blank for tenure T, C, L, E, or R when appointed under G.C. 19144 subject to G.C. 21153 or Exempt Appointments
N	Cannot require new probationary period
1	Must serve new probationary period with this appointment
2	Waived probationary period
3	Must complete probationary period now serving
4	Completing a probationary period started prior to last appointment
5	Extending a probationary period for full-time employee only
6	Intermittent or indeterminate or fractional time base employee completed probationary period
7	Blanketed into State Service

<b>DATA ELEMENT NAME:</b>	<b>PROBATIONARY PERIOD - DATE</b>	<b>FORMAT:</b>	<b>YYMD</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	PROB_END_DT	PROBEND
<b>CSEMP - Historical</b>	HPROB_END_DT	HPROBEND

**DEFINITION:** Identifies the last day of the employee's probationary period.

**VALUES:** YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

<b>DATA ELEMENT NAME:</b>	<b>PROFESSIONAL LICENSE - DATE</b>	<b>FORMAT:</b>	<b>YYMD</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	LIC_EXP_DT	LICEXP
<b>CSEMP - Historical</b>	HLIC_EXP_DT	HLICEXP

**DEFINITION:** Identifies the date a professional license, credential or certificate will expire.

**VALUES:** YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

<b>DATA ELEMENT NAME:</b>	<b>PROFESSIONAL LICENSE - TYPE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMPL - Current</b>	LICENSE_TP	LICTP
<b>CSEMPL - Historical</b>	HLICENSE_TP	HLICTP

**DEFINITION:** Identifies the type of license, credential or certificate required to continue employment in specific classes.

- VALUES:**
- 1 Driver License
  - 2 Consumer Affairs License (e.g., Medical, Engineer, Nurse, Architect, Psychiatric Technician)
  - 3 Teaching Credential
  - 4 Other

<b>DATA ELEMENT NAME:</b>	<b>REASON FOR SEPARATION</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMPL - Current	SEP_REASON	SEPRSN
CSEMPL - Historical	HSEP_REASON	HSEPRSN

**DEFINITION:** Identifies the employee's reason for separation.

- VALUE:**
- 01 Other employment
  - 02 Job dissatisfaction
  - 03 Pregnancy leave not requested
  - 04 Remain at home
  - 05 Further education
  - 06 Illness
  - 07 Family illness or obligations
  - 08 Transportation problems
  - 09 Moving to another area
  - 10 Personal reasons or other acceptable reasons
  - 11 Parental Leave
  - 13 Not listed - on file in department
  - 14 Non school period
  - 15 Accepting another state job after 11 working days
  - 16 Failed to comply with leave conditions
  - 17 Failed to submit military orders within 15 working days
  - 18 Failed to meet conditions of employment
  - 20 U. S. Merchant Marine Service
  - 21 Full Time Red Cross Employment
  - 22 Military Substitute Service
  - 23 Peace Corps or Vista Service
  - 25 Illegal appointment under G.C. 19257.5
  - 26 Lessen impact of layoff per SPB Rule 6.2 and 361
  - 27 Intermittent employee in non-work status for over 1 year
  - 28 Intermittent employee waived 3 requests to report to work
  - 29 Veteran's education
  - 30 Technical cooperation program
  - 31 Illegal appointment under G.C. 19257
  - 32 Adoption
  - 33 Union activity
  - 34 Federal Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA)

<b>DATA ELEMENT NAME:</b>	<b>REPORTING UNIT</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMPL - Current	UNIT	UNIT
CSEMPL - Historical	HUNIT	HUNIT
CSPMTS - Payments	PAY_UNIT	PAYUNIT
CSPMTS - Deductions	PAY_UNIT	PAYUNIT
CSLAS	LUNIT	LUNIT
THLAS	THUNIT	THUNIT

**DEFINITION:** Identifies the appropriation (or account) within the agency fund group from which salaries are payable.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>RETIREMENT (EMPLOYEE)</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	RETIREMENT_W	RETRW

**DEFINITION:** The amount of the employee contribution to retirement.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>RETIREMENT (STATE SHARE)</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	STATE_SH_RET	SSRETR

**DEFINITION:** The amount of the employer contribution to various retirement systems.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>RETIREMENT ACCOUNT CODE</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	ACCOUNT_CD	ACCTCD
<b>CSEMP - Historical</b>	HACCOUNT_CD	HACCTCD
<b>CSLAS</b>	LACCOUNT_CD	LACCTCD

**DEFINITION:** Code that designates an employee's retirement status.

**VALUES:** Refer to the Personnel Action Manual Item 505.

<b>DATA ELEMENT NAME:</b>	<b>RETIREMENT COVERAGE</b>	<b>FORMAT:</b>	<b>A7</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS</b>
<b>CSEMP - Current</b>	RETIRE_COV	RETIRE_COV
<b>CSEMP - Historical</b>	HRETIRE_COV	HRETIRE_COV
<b>CSLAS</b>	LRETIRE_COV	LRETIRE_COV

**DEFINITION:** A MIRS generated field that converts the retirement account code to the retirement coverage name (i.e.; Safety, Peace Officer/Firefighter, etc.)

**Note:** If the Retirement Account Code (i.e.; 08) appears instead of the retirement coverage name, please contact a MIRS Consultant.

- VALUES:**
- CHP
  - INDUS
  - JRS
  - LRS
  - MISC
  - NON
  - PO/F
  - PST
  - SAFETY
  - STRS

<b>DATA ELEMENT NAME:</b>	<b>RETIREMENT RATE</b>	<b>FORMAT:</b>	<b>A4</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	RETR_RT	RETRATE
CSEMP - Historical	HRETR_RT	HRETRATE

**DEFINITION:** Identifies the percentage (in decimal fraction) to be deducted from a salary for an employee's retirement fund.

**VALUES:** Refer to the Personnel Action Manual Item 530.

<b>DATA ELEMENT NAME:</b>	<b>RETIREMENT SYSTEMS</b>	<b>FORMAT:</b>	<b>A7</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS</b>
<b>CSEMP - Current</b>	RETIRE_PLAN	RETIRE_PLAN
<b>CSEMP - Historical</b>	HRETIRE_PLAN	HRETIRE_PLAN
<b>CSLAS</b>	LRETIRE_PLAN	LRETIRE_PLAN

**DEFINITION:** A MIRS generated field that converts the retirement account codes to different retirement systems.

**Note:** If the Retirement Account Code (i.e.; 08) appears instead of the retirement system name, please contact a MIRS Consultant.

**VALUES:** CALPERS  
  
JRS  
  
LRS  
  
NON  
  
PST  
  
STRS

<b>DATA ELEMENT NAME:</b>	<b>RETIREMENT TIER INFORMATION</b>	<b>FORMAT:</b>	<b>A10</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS</b>
<b>CSEMP - Current</b>	RETIRE_INFO	RETIRE_INFO
<b>CSEMP - Historical</b>	HRETIRE_INFO	HRETIRE_INFO
<b>CSLAS</b>	LRETIRE_INFO	LRETIRE_INFO

**DEFINITION:** A MIRS generated field that converts the retirement account codes to different retirement tiers.

**VALUES:** Refer to the Personnel Action Manual Item 505.

<b>DATA ELEMENT NAME:</b>	<b>RIGHT OF RETURN DESIGNATION</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMPL - Current	RET_RIGHT	RETURN
CSEMPL - Historical	HRET_RIGHT	HRETURN

**DEFINITION:** Identifies the circumstances of an employee's mandatory right of return. That is, whether he/she has or has not a mandatory right of return following another appointment or temporary separation and the length of such right.

- VALUES:**
- 01 Indefinite right of return from appointment effective date when accepting exempt appointment
  - 02 Four year right of return from appointment effective date when accepting exempt appointment
  - 03 Six month right of return from appointment effective date when accepting exempt appointment
  - 04 Does **not** have a right of return
  - 05 Right of return upon expiration date of temporary separation
  - 06 Right of return upon rejection during probationary period only
  - 07 Right of return but does not wish to exercise it
  - 08 Did not request right of return within legal time limit
  - 09 Right of return upon termination/expiration of appointment.

<b>DATA ELEMENT NAME:</b>	<b>ROLL CODE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	ROLL_CODE	ROLLCD

**DEFINITION:** Identifies the pay plan of the employee.

- VALUES:**
- 0 Positive attendance, paid monthly - miscellaneous rates
  - 1 Negative attendance, paid monthly - monthly rate
  - 2 Negative attendance, paid semi-monthly - monthly rate
  - 3 Positive attendance, paid monthly - hourly rate
  - 4 Positive attendance, paid semi-monthly - hourly rate
  - 5 Positive attendance, paid monthly - daily rate
  - 6 Positive attendance, paid semi-monthly - hourly rate
  - 7 Positive attendance, paid bi-weekly - hourly rate
  - 8 Positive attendance, paid semi-monthly - monthly rate

<b>DATA ELEMENT NAME:</b>	<b>SAFETY MEMBER</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	SAFETY	SAFETY
<b>CSEMP - Historical</b>	HSAFETY	HSAFETY
<b>CSLAS</b>	LSAFETY	LSAFETY

**DEFINITION:** Identifies the employee's CalPERS category.

**VALUES:**

IND	Industrial Member
MIS	Miscellaneous Member
NO	Non-Retirement Member
PAT	Patrol Member
POF	Peace Officer/Firefighter Member
SAF	Safety Member

<b>DATA ELEMENT NAME:</b>	<b>SALARY PER</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMPL - Current</b>	SALARY_PER	SALPER
<b>CSEMPL - Historical</b>	HSALARY_PER	HSALPER
<b>CSLAS</b>	LSALARY_PER	LSALPER

**DEFINITION:** Identifies the rate on which an employee's salary is based.

- VALUES:**
- D Day (or visit or meeting when paid by the day)
  - H Hour
  - M Month
  - O Other (for piece work salary in fraction of a cent or if Based on Salary, shows MAINT or zero)
  - U Unit (for other than fraction of a cent)
  - Y Year

<b>DATA ELEMENT NAME:</b>	<b>SALARY RATE</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSPMTS - Payments	PAY_SALARY	PAYSAL

**DEFINITION:** Identifies the salary rate used to compute the payment.

**NOTE:** If the payment is not computed based on a salary rate (such as a merit award) the salary rate will show zero.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>SCHEMATIC CODE</b>	<b>FORMAT:</b>	<b>A4</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	SCHEM	SCHEM
<b>CSEMP - Historical</b>	HSCHEM	HSCHEM
<b>CSPM - Payments</b>	SCHEM	SCHEM
<b>CSPM - Deductions</b>	SCHEM	SCHEM
<b>CSLAS</b>	SCHEM	SCHEM
<b>THLAS</b>	SCHEM	SCHEM

**DEFINITION:** Identifies the schematic code used to locate the classification in the schematic section of the pay scales.

**VALUES:** Refer to the Department of Personnel Administration Civil Service Pay Scales.

<b>DATA ELEMENT NAME:</b>	<b>SEPARATION EXPIRATION DATE and HOURS - DATE</b>	<b>FORMAT:</b>	<b>YYMD</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	SEP_EXP_DT	SEPEXP
<b>CSEMP - Historical</b>	HSEP_EXP_DT	HSEPEXP

**DEFINITION:** Identifies the last day an employee may be on a temporary separation.

**VALUES:** YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

<b>DATA ELEMENT NAME:</b>	<b>SEPARATION EXPIRATION DATE and HOURS - HOURS</b>	<b>FORMAT:</b>	<b>A4</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	SEP_EXP_HR	SEPEXPHR
<b>CSEMP - Historical</b>	HSEP_EXP_HR	HSEPEXPHR

**DEFINITION:** Identifies the last hour of the day an employee may be on a temporary separation.

**VALUE:** Values displayed X.XX  
In WHERE/IF phrases, use X.XX.

<b>DATA ELEMENT NAME:</b>	<b>SERIAL NUMBER</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	SERIAL_NO	SRL
CSEMP - Historical	HSERIAL_NO	HSRL
CSPMTS - Payments	PAY_SERIAL	PAYSRL
CSPMTS - Deductions	PAY_SERIAL	PAYSRL
CSLAS	LSERIAL_NO	LSRL
THLAS	THSRL	THSRL

**DEFINITION:** Identifies the position within each class in each function as an established or blanket position.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>SEX CODE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
ALL	SEX	SEX

**DEFINITION:** Identifies the employee's gender.

**VALUES:** F Female  
M Male

<b>DATA ELEMENT NAME:</b>	<b>SHIFT DIFFERENTIAL</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	SHIFT_DIFF	SHIFT
CSEMP - Historical	HSHIFT_DIFF	HSHIFT

**DEFINITION:** Identifies an employee as entitled to receive a differential rate for evening or night shift work.

**VALUES:** Refer to the Personnel Action Manual Item 345.

<b>DATA ELEMENT NAME:</b>	<b>SHIFT DIFFERENTIAL CODE</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	PAY_SHIFT	PAYSHIFT

**DEFINITION:** Identifies the shift employee worked and was paid.

**VALUES:** Refer to the Payroll Procedures Manual Section B.

<b>DATA ELEMENT NAME:</b>	<b>SOCIAL SECURITY (EMPLOYEE)</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	SOC_SEC_W	SOCSECW

**DEFINITION:** The amount of the employee contribution to Social Security.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>SOCIAL SECURITY (STATE SHARE)</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	SS_SOC_SEC_W	SSSOCSECW

**DEFINITION:** The amount of the employer contribution to Social Security.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>SOCIAL SECURITY/MEDICARE (EMPLOYEE)</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSPMTS - Payments	OASDIMEDW	OASDIMEDW

**DEFINITION:** The amount of the employee contribution to Social Security or Medicare.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>SOCIAL SECURITY/MEDICARE (STATE SHARE)</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSPMTS - Payments	SSOASDIMED	SSOASDIMED

**DEFINITION:** The amount of the employer contribution to Social Security or Medicare.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>SOCIAL SECURITY MEMBER</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	OASDI	OASDI
CSEMP - Historical	HOASDI	HOASDI

**DEFINITION:** Identifies if an employee has Social Security or Medicare coverage or neither.

**VALUES:**

MED	Medicare coverage
NO	Neither
YES	Social Security coverage

<b>DATA ELEMENT NAME:</b>	<b>SOCIAL SECURITY NUMBER</b>	<b>FORMAT:</b>	<b>A11</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
ALL	SSN	SSN

**DEFINITION:** Identifies the employee's unique number assigned by the Social Security Administration.

**VALUES:** Values displayed as XXX-XX-XXXX  
In WHERE/IF phrases, use XXX-XX-XXXX.

<b>DATA ELEMENT NAME:</b>	<b>SPECIAL PAY</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	SPECIAL_PAY	SPECPAY
<b>CSEMP - Historical</b>	HSPECIAL_PAY	HSPECPAY

**DEFINITION:** Identifies if employee is on or off fire mission status or receiving various range salary.

- VALUES:**
- F On Fire Mission Status
  - N On Non-Fire Mission Status
  - V Various Range Salary or  
 Brand Inspector - Intermittent (0304) or  
 Physician and Surgeon II - Intermittent (7565) or  
 Retired Annuitant

<b>DATA ELEMENT NAME:</b>	<b>STATE SERVICE MONTHS (CLAS)</b>	<b>FORMAT:</b>	<b>P3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSLAS	SS_MONTHS	SSMONTHS

**DEFINITION:** Identifies an employee's total state service months.

**VALUES:** 1 - 999

<b>DATA ELEMENT NAME:</b>	<b>STATE SERVICE OUT-OF-SERVICE INDICATOR</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSLAS	SS_OUT_IND	SSOUT

**DEFINITION:** Indicates whether state service is out-of-service or in-service.

**VALUES:** Blank State service is in-service  
X State service is out-of-service

<b>DATA ELEMENT NAME:</b>	<b>STATE SHARE AMOUNT</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Deductions</b>	STATE_SHARE	SS

**DEFINITION:** Identifies the amount of employer share of insurance premium.

**VALUE:**

<b>DATA ELEMENT NAME:</b>	<b>STATUS CODE</b>	<b>FORMAT:</b>	<b>A8</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMPL - Current	STATUS_CD	STATCD
CSLAS	LSTATUS_CD	LSTATCD

**DEFINITION:** Identifies an employee's employment status in a position.

**NOTE:** CSLAS excludes these employees, who are considered Not Leave System Eligible (NLSE) by CLAS.

- VALUES:**
- |          |  |
|----------|--|
| ACTIVE   | On pay status.                                     |
| PERM SEP | Permanently separated - permanently off pay status |
| TEMP SEP | Temporarily separated – temporarily off pay status |
- CSLAS excludes Layoff (S30), Termination without fault for Medical Reasons (S32), Displacement (S33) and Disability Retirement (S71) which are considered Not Leave System Eligible (NLSE) by CLAS.

<b>DATA ELEMENT NAME:</b>	<b>SURVIVORS BENEFITS</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	SURVIVOR	SUR
CSEMP - Historical	HSURVIVOR	HSUR

**DEFINITION:** Identifies if an employee is covered under CalPERS 1959 Survivors Benefits.

**VALUES:** NO None  
YES Covered by Survivors Benefits

<b>DATA ELEMENT NAME:</b>	<b>TIME</b>	<b>FORMAT:</b>	<b>P12.2C</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS</b>
<b>CSPMTS - Payments</b>	TIME	TIME

**DEFINITION:** A MIRS generated field that converts the number of days in a pay period to hours.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>TIME BASE</b>	<b>FORMAT:</b>	<b>A7</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	TIMEBASE	TBASE
CSEMP - Historical	HTIMEBASE	HTBASE
CSLAS	LTIMEBASE	LTBASE
THTBASE	THTBASE	THTBASE

**DEFINITION:** Indicates the job schedule an employee works - identified by code or part-time fraction.

**VALUES:**

FT	Full-time
IND	Indeterminate
INT	Intermittent
XXX/XXX	Part-time fraction (e.g., 001/004, 003/004)

<b>DATA ELEMENT NAME:</b>	<b>TIME BASE DENOMINATOR - CSEMPL, CSLAS AND THLAS</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMPL - Current</b>	TBASEDEN	TBASEDEN
<b>CSEMPL - Historical</b>	HTBASEDEN	HTBASEDEN
<b>CSLAS</b>	LTBASEDEN	LTBASEDEN
<b>THLAS</b>	THTBASEDEN	THTBASEDEN

**DEFINITION:** Identifies the denominator of the fraction of time an employee is appointed.

**NOTE:** CSEMPL: Refer to TIMEBASE for full fraction  
 CSLAS: Refer to LTIMEBASE for full fraction  
 THLAS: Refer to THTIMEBASE for full fraction

**VALUES:** 000 Not a part-time fractional employee  
 XXX Denominator of part-time fractional employee (e.g., 002, 003)

<b>DATA ELEMENT NAME:</b>	<b>TIME BASE DENOMINATOR - CSPMTS</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	PTBASEDEN	PTBASEDEN

**DEFINITION:** Identifies the payment is made based on fractional rate and indicates the denominator of the fraction.

**NOTE:** Refer to PAY\_TBASE for full fraction.

**VALUES:**

000	Payment based on full-time, indeterminate or intermittent fraction.
XXX	Payment based on denominator of part-time fraction (e.g., 002, 003).

<b>DATA ELEMENT NAME:</b>	<b>TIME BASE FRACTION - CSPMTS</b>	<b>FORMAT:</b>	<b>A7</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	PAY_TBASE	PAYTBASE

**DEFINITION:** Indicates the numerator and denominator of the fraction that an employee's payment is based.

**VALUES:** Values displayed XXX/XXX

In WHERE/IF phrases, use XXX/XXX.

**NOTE:** 000/000 displays for full-time, indeterminate or intermittent time base.

<b>DATA ELEMENT NAME:</b>	<b>TIME BASE NUMERATOR - CSEMP, CSLAS AND THLAS</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMP - Current</b>	TBASENUM	TBASENUM
<b>CSEMP - Historical</b>	HTBASENUM	HTBASENUM
<b>CSLAS</b>	LTBASENUM	LTBASENUM
<b>THLAS</b>	THTBASENUM	THTBASENUM

**DEFINITION:** Identifies the numerator of the fraction of time an employee is appointed.

**NOTE:** CSEMP: Refer to TIMEBASE for full fraction  
 CSLAS: Refer to LTIMEBASE for full fraction  
 THLAS: Refer to THTIMEBASE for full fraction

**VALUES:** 000 Not a part-time fractional employee  
 XXX Numerator of part-time fractional employee (e.g., 001, 002)

<b>DATA ELEMENT NAME:</b>	<b>TIME BASE NUMERATOR - CSPMTS</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	PTBASENUM	PTBASENUM

**DEFINITION:** Identifies the payment is made based on fractional rate and indicates the numerator of the fraction.

**NOTE:** Refer to PAY\_TBASE for full fraction.

**VALUES:**

000	Payment based on full-time, indeterminate or intermittent fraction.
XXX	Payment based on numerator of part-time fraction (e.g., 001, 002).

<b>DATA ELEMENT NAME:</b>	<b>TIME PAID - DAYS</b>	<b>FORMAT:</b>	<b>I3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	TIME_PD_DAYS	DAYSPAID

**DEFINITION:** Identifies the days paid or adjusted.

**VALUES:** 000 None  
XXX Time charged (e.g., 15, 20)

**NOTE:** Standard payments will show 99

<b>DATA ELEMENT NAME:</b>	<b>TIME PAID - DAYS CONVERTED</b>	<b>FORMAT:</b>	<b>P3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS</b>
<b>CSPMTS - Payments</b>	DAY	DAY

**DEFINITION:** A MIRS generated field that converts the days paid in a pay period from 99 or -99 to 21, -21, 22 or -22.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>TIME PAID - HOURS</b>	<b>FORMAT:</b>	<b>P10.2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	TIME_PD_HRS	HOURSPAID

**DEFINITION:** Identifies the number of hours or units (piece work only, salary type 9) paid or adjusted.

**VALUES:** Values displayed XXX.XX

In WHERE/IF phrases, use XXX.XX.

<b>DATA ELEMENT NAME:</b>	<b>TOTAL SALARY</b>	<b>FORMAT:</b>	<b>P12.2M</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	SALARY_TOT	SALTOT
CSEMP - Historical	HSALARY_TOT	HSALTOT
CSLAS	LSALARY_TOT	LSALTOT

**DEFINITION:** Identifies the employee's total salary including the actual rate, plus salary, monthly shift differential, special plus and special pay.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>TRANSACTION CODE</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	TRANS_CODE	TRANSCD
CSEMP - Historical	HTRANS_CODE	HTRANSCD

**DEFINITION:** Identifies the type of transaction being reported.

**VALUES:** Refer to the Personnel Action Manual for appointment transaction, miscellaneous change transaction and separation transaction codes.

<b>DATA ELEMENT NAME:</b>	<b>TRANSACTION NAME</b>	<b>FORMAT:</b>	<b>A23</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS</b>
<b>CSEMP - Current</b>	TRANS_NAME	TRANS_NAME
<b>CSEMP - Historical</b>	HTRANS_NAME	HTRANS_NAME

**DEFINITION:** A MIRS generated field that converts the transaction code to a descriptive transaction name.

**VALUES:** To identify the values for your department, run either of the following reports:

```
TABLE FILE CSEMP  
BY TRANSCD  
BY TRANS_NAME  
END
```

```
TABLE FILE CSEMP  
BY HTRANSCD  
BY HTRANS_NAME  
END
```

<b>DATA ELEMENT NAME:</b>	<b>TRANSACTION RELEASE TIME BANK IDENTIFIER</b>	<b>FORMAT:</b>	<b>A3</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>THLAS</b>	<b>TIMEBANKCBID</b>	<b>TIMEBANKCBID</b>

**DEFINITION:** Identifies the release time bank to which leave is donated.

**VALUES:** R01 - R21

<b>DATA ELEMENT NAME:</b>	<b>TRANSACTION TRANSFER LEAVE BENEFIT IDENTIFIER</b>	<b>FORMAT:</b>	<b>A2</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>THLAS</b>	<b>TRANSFERLB</b>	<b>TRANSFERLB</b>

**DEFINITION:** Identifies the leave benefit which leave is transferred from or to.

**VALUES:** Refer to the California Leave Accounting System Manual, Section D.

<b>DATA ELEMENT NAME:</b>	<b>TYPE OF LIST</b>	<b>FORMAT:</b>	<b>A1</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSEMPL - Current</b>	LIST_TYPE	LISTTP
<b>CSEMPL - Historical</b>	HLIST_TYPE	HLISTTP

**DEFINITION:** Identifies type of certification list a civil service employee is appointed; or whether or not an exempt employee is eligible for CalPERS membership.

**VALUES:** Civil Service Employees:

- Blank    None
- C        CEA Roster
- 1        Subdivisional Reemployment
- 2        Departmental Reemployment
- 3        General Reemployment
- 4        Subdivisional Promotional
- 5        Departmental Promotional
- 6        Multi-Departmental Promotional
- 7        Servicewide Promotional
- 8        Preferred Limited Term
- 9        Open

Exempt Employees:

- M        Mandatory
- O        Optional
- N        Not Eligible

<b>DATA ELEMENT NAME:</b>	<b>WAITING PERIOD END LEAVE PERIOD</b>	<b>FORMAT:</b>	<b>A6YYM</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSLAS	WAIT_END_LP	WAITENDLP

**DEFINITION:** The last leave period of the waiting period range an employee must serve before accruing or using a leave benefit.

**VALUES:** YYYYMM Values display as 4-digit year and 2-digit month with slashes, i.e.; 2000/04.

In WHERE/IF phrases, use YYYYMM

<b>DATA ELEMENT NAME:</b>	<b>WARRANT NUMBER</b>	<b>FORMAT:</b>	<b>A8</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
<b>CSPMTS - Payments</b>	<b>WARRANT_NO</b>	<b>WARRANTNO</b>

**DEFINITION:** Identifies warrant number for payments and redeposits.

**VALUES:**

<b>DATA ELEMENT NAME:</b>	<b>WORK WEEK GROUP</b>	<b>FORMAT:</b>	<b>A4</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS:</b>
CSEMP - Current	WWGROUP	WWG
CSEMP - Historical	HWWGROUP	HWWG
CSLAS	LWWGROUP	LWWG

**DEFINITION:** Identifies the workweek group assigned to an employee's class.

**VALUES:** Refer to the Department of Personnel Administration Civil Service Pay Scales.

<b>DATA ELEMENT NAME:</b>	<b>1<sup>st</sup> PROBATION DUE DATE</b>	<b>FORMAT:</b>	<b>YYMD</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS</b>
<b>CSEMPL - Current</b>	1ST_PROB	1ST_PROB

**DEFINITION:** A MIRS generated field that displays the due date of an employee's first probationary period.

**VALUES:** YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

<b>DATA ELEMENT NAME:</b>	<b>2<sup>nd</sup> PROBATION DUE DATE</b>	<b>FORMAT:</b>	<b>YYMD</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS</b>
<b>CSEMPL - Current</b>	2ND_PROB	2ND_PROB

**DEFINITION:** A MIRS generated field that displays the due date of an employee's second probationary period.

**VALUES:** YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.

<b>DATA ELEMENT NAME:</b>	<b>3<sup>rd</sup> PROBATION DUE DATE</b>	<b>FORMAT:</b>	<b>YYMD</b>
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<b>FILE:</b>	<b>FIELDNAME:</b>	<b>ALIAS</b>
<b>CSEMPL - Current</b>	3RD_PROB	3RD_PROB

**DEFINITION:** A MIRS generated field that displays the due date of an employee's third probationary period.

**VALUES:** YYYY/MM/DD Values display as 4-digit year, 2-digit month and 2-digit day.

In WHERE/IF phrases, use YYYYMMDD.