

ACERA Transmittal File Layout





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Section 1 - Brief Description

The following is the layout required to import an employer reported transmittal batch file into PensionGold Version 3 (PGV3). This employer reported transmittal batch file is used by the employer to report ACERA member information for each pay period, including salary and contributions.

1.1 - Pre-Conditions and Assumptions

1. The file is submitted in an XML format with the section tags defined in the Design Details section of this document.
2. Notes about format of the layout in this design:
 - a. All Field Values must be provided in double quotes. Example: TotalSalary="36425.17".
 - b. If a Field Value is listed below in the design as a "Code = Value", only the code is to be sent in the file. Example, if design says: "3319 = Scheduled", file should say: BatchType="3319".
 - c. If the possible Field Values are too long to list in the grid, they are listed in the Appendix (as noted in the grid).
 - d. The description for each tag indicates if the tag is required to be reported and if multiple tags are allowed in the file.
 - e. If a field has a value in the 'Default if not provided' column, that field does not have to be included in the file. If it is not included in the file, the value in the 'Default if not provided' column is the value used for that field when processed by PGV3. For example, if a person is not a new hire, the NewHire field can either be included on the file with a value of "0" or the NewHire field does not have to be included in the file at all.

1.2 - Design Details

The Employer Reporting transmittal batch file must be submitted in xml format with the following section tags. See a [SAMPLE FILE](#) at the end of this document.



Section 2 – Transmittal Layout

2.1- Transmittal

One Transmittal tag must be present per file. There are no fields sent under this tag.

2.2 – Batch

The Batch tag is nested under the Transmittal tag and contains the following information about the entire reporting batch. Multiple Batch tags can be sent per Transmittal tag, but at least one is required.

Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
EmployerID	A fund assigned employer key that corresponds to the employer	3 = Alameda Co Housing Authority 1 = Alameda County 6 = Alameda County Medical Center 7 = Alameda County Superior Court 8 = First 5 Alameda County 4 = LARPD	Required		Y - F002 (all)
FundID	The fund key that corresponds to the fund	1 = ACERA	Required		Y – F001 (all)
TotalMemberCount	The number of members in the reported batch	Integer	Required	0	Y – F017 (trailer)
TotalSalary	The sum of all salary amounts included on the Salary Component records for the batch	Decimal(11,2), no commas	Required	0	N



Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
TotalSPCPayments	The sum of all SPC payment amounts for the reported batch	Decimal(11,2), no commas	Required	0	Y – F021 (trailer)
ReportEndDate	The report end date (Pay period end date)	Date, format: YYYY-MM-DD	Required		Y - F012 (all)
BatchName	The name of the batch	Varchar(25)	Optional (Not currently used by ACERA)		
BatchNumber	The batch number of the Scheduled file. When reporting schedules are used, the employer will be provided with a Batch Number for each expected batch. No BatchNumber should be reported for Unscheduled files.	Integer	Optional / Required if BatchType is Scheduled		Y – F006 (all)
BatchType	The batch type code	3319 = Scheduled 3414 = Unscheduled	Required		N
FiscalYear	The fiscal year for which the batch is being reported	Integer, YYYY	Required		Y – F003 (all)



2.3 – Member

The Member tag is nested under the Batch tag and contains the following fields. One Member tag is reported for each member included in the batch.

Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
SSN	The Social Security Number for the member	Varchar(9), no dashes	Required		Y – F017 (member transmittal record)
Prefix	The name prefix for the member	Varchar(10)	Optional		Y – F021 (member transmittal record)
FirstName	The first name of the member	Varchar(25)	Required		Y – F022 (member transmittal record)
MiddleName	The middle name of the member	Varchar(25)	Optional		Y – F023 (member transmittal record)
LastName	The last name of the member	Varchar(25)	Required		Y – F024 (member transmittal record)
Suffix	The name suffix of the member	Varchar(25)	Optional		Y – F025 (member transmittal record)
BirthDate	The birth date of the member	Date, format: YYYY-MM-DD	Required		Y – F098 (member transmittal record)
Gender	The gender code for the member	2082 = Female 2079 = Male 2077 = Unknown	Required		Y – F026 (member transmittal record)
MaritalStatus	The marital status code for the member	2075 = Divorced 573 = Domestic Partner 2071 = Married 2073 = Separated 2068 = Single 2077 = Unknown 3470 = Widowed	Required		Y – F028 (member transmittal record)
EmployeeID	The employee number	Varchar(20)	Optional		N
HireDate	The hire or re-hire date of the member	Date, format: YYYY-MM-DD	Required		Y – F031 (member transmittal record)



Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
ParticipationBeginDate	Member's most recent plan participation begin date (aka entry date)	Date, format: YYYY-MM-DD	Required		Y – F030 (member transmittal record)
EmploymentTerminationDate	The date of employment termination, if applicable. Not applicable if a DeathDate is reported.	Date, format: YYYY-MM-DD	Optional		Y – F032 (member transmittal record)
EmploymentStatus	The employment status code for the member. Only sent if Employment Termination Date is reported. Not applicable if a DeathDate is reported.	2042 = Inactive	Optional		N
TerminationReason	The termination reason for the member. Only sent if Employment Termination Date OR Death Date is reported.	2066 = Deceased 2571 = Retired 2312 = Terminated	Optional		N
DeathDate	The date of death of the member, if applicable	Date, format: YYYY-MM-DD	Required if Death Type reported		Y – F102 (member transmittal record)
DeathType	The death type code, if applicable	2419 = Duty 2422 = Non-Duty 2424 = Violent	Required if Death Date reported		Y – F103 (member transmittal record)
NewHire	Indicates if the member is a new hire as of the pay period being reported	1 = True 0 = False	Required	0	N
ReHire	Indicates if the member is a rehire as of the pay period being reported	1 = True 0 = False	Required	0	N

2.4 – Pay Period

The Pay Period tag is nested under the Member tag and contains the following fields. There can be multiple Pay Period tags per member. Each Pay Period tag can contain multiple Salary Component, Contribution, and SPC Payment tags (discussed further in following sections).

- A 'Normal' record type is used to report the normal pay period for a member.
- A 'Pay Period Adjustment' record type is used to report corrections to a previously reported 'Normal' pay period for the member.
 - The member must have a posted 'Normal' account transaction for the pay period being adjusted or the 'Normal' record type must be reported in the same batch. The BeginDate and EndDate for the pay period adjustment must match the BeginDate and EndDate of the 'Normal' record.
 - 'Pay Period Adjustments' are used to correct a single pay period.
 - To correct multiple pay periods, a separate 'Pay Period Adjustment' record is required for each distinct pay period.
 - 'Pay Period Adjustments' report the correction needed, positive or negative, for salary and/or contributions and are not used to replace the amounts reported on the 'Normal' account transaction. (e.g., a member had a contribution and salary reported too low by \$10 and \$100, respectively. The transmittal 'Pay Period Adjustment' would be reported with a contribution amount of \$10 and a salary amount of \$100.)
 - 'Pay Period Adjustments' can be included in the regularly scheduled transmittal file with other 'Normal' pay periods, or they can be sent in a separate unscheduled transmittal file.
- An 'Account Adjustment' record type is used to report corrections to previously reported 'Normal' pay periods for the member when the employer cannot report each individual pay period as a 'Pay Period Adjustment'
 - The BeginDate reported in the retro adjustment 'Account Adjustment' Pay Period tag is the earliest pay period begin date for the retro period. Likewise, the EndDate is the latest pay period end date of the retro period.
 - If a retro adjustment period spans multiple fiscal years, a separate 'Account Adjustment' Pay Period tag is reported for each fiscal year. This is to allow the limits to be applied correctly. For example, the fiscal year for 2020 includes pay periods 12/15/2019 – 12/12/2020, while fiscal year 2021 includes pay periods 12/13/2020 – 12/11/2021. A member has a retro adjustment for 11/1/2020 – 2/20/2021. One 'Account Adjustment' Pay Period tag should be reported with a Begin Date of 11/1/2020 and an End Date of 12/12/2020 containing only the salary and contribution adjustment amounts for fiscal year 2020. Another 'Account Adjustment' Pay Period tag should be reported

- with a Begin Date of 12/13/2020 and an End Date of 2/20/2021 containing only the salary and contribution adjustment amounts for fiscal year 2021.
- If the member exceeded the Social Security Cap or 401(a)(17) Limit for the retro fiscal year, the appropriate flag in the 'Account Adjustment' Pay Period tag should be set accordingly.
- Salary amounts should be reported per pay code using the SalaryComponentType along with any adjustment to the corresponding UnitsPerPayItem.
- 'Account Adjustments', like 'Pay Period Adjustments' above, report the correction needed, positive or negative, for salary and/or contributions and are not used to replace the amounts reported on the 'Normal' account transaction.
- PGV3 will attempt to evenly split the 'Account Adjustment' salary into 'Pay Period Adjustments' so that the salary is included in the correct pay periods for FAS and salary limit verification processing. The user is given the opportunity to save the information as an 'Account Adjustment' to the member's account if it cannot be automatically split by PGV3. The user can then manually split the salary at a later date.
- Contributions are saved as a lump sum amount as of the Report End Date so that interest is granted based on when the contributions were reported.
- 'Account Adjustments' can be included in the regularly scheduled transmittal file with other 'Normal' pay periods, or they can be sent in a separate unscheduled transmittal file.

Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
PayPeriodID	The pay period number for the reported 'Normal' pay period Not required for 'Pay Period Adjustments' and 'Account Adjustments'. If this field is reported for 'Pay Period Adjustments' and 'Account Adjustments' it is not used by PGV3. Instead, the Pay Period ID associated with the previously reported 'Normal' pay period is used.	Integer	Optional		Y – F005 (all)



Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
Plan	The member's plan key for this pay period or adjustment	See Appendix for applicable field values	Required		Y – F036 (member transmittal record)
BeginDate	The beginning date for the pay period for 'Normal' and 'Pay Period Adjustments'. For 'Account Adjustments' this is the earliest pay period begin date for the adjustment period.	Date, format: YYYY-MM-DD	Required		Y – F011 (member transmittal record)
EndDate	The end date for the pay period for 'Normal' and 'Pay Period Adjustments'. For 'Account Adjustments' this is the latest pay period end date for the adjustment period.	Date, format: YYYY-MM-DD	Required		Y – F012 (member transmittal record)
PayDate	The pay date for the information being reported	Date, format: YYYY-MM-DD	Required		Y – F053 (member transmittal record)
EmploymentType	The Employment Type code for 'Normal' and 'Pay Period Adjustment' Record Types. Not required for 'Account Adjustments'. If this field is reported for 'Account Adjustments' it is not used by PGV3. If an Account Adjustment is split into pay period adjustments, the Employment Type from the pay period is used rather than any Employment Type reported with the 'Account Adjustment'.	From 7.1.0 Account Transactions: FT72 = Full Time 72 FT75 = Full Time 75 FT80 = Full Time 80 PT72 = Part Time 72 PT75 = Part Time 75 PT80 = Part Time 80	Required when Record Type is 'Normal' or 'Pay Period Adjustment'		Y – F083 (member transmittal record)



Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
UnitsWorked	<p>The number of units (hours) worked during the 'Normal' pay period</p> <p>If Pay Period Record Type is 'Pay Period Adjustment' or 'Account Adjustment' – this is the lump sum change in units (hours) worked for the period being reported, if any</p>	Decimal(7,2)	Required	0	Y – F062 (member transmittal record)
RecordType	The record type code	2544 = Normal 2547 = Pay Period Adjustment 2549 = Account Adjustment	Required		N
SocialSecurityCap	<p>Indicates if the member has reached the Social Security Cap for the fiscal year being reported, if available.</p> <p>If the Social Security Cap does not apply to this member, or if it is not known if the limit was reached in the pay period or adjustment period, this field should not be reported.</p>	1 = True/Limit Reached 0 = False/Below Limit	Optional		Y – F139 (member transmittal record)
Limit401	<p>Indicates if the member has reached the 401(a)(17) Limit for the fiscal year being reported, if available.</p> <p>If 401(a)(17) limits do not apply to this member, or if it is not known if the limit was reached in the pay period or adjustment period, this field should not be reported.</p>	1 = True/Limit Reached 0 = False/Below Limit	Optional		N

Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
Department	<p>The department of the member's employment, if available</p> <p>If Pay Period Record Type is 'Pay Period Adjustment' this should be the Department for the pay period being adjusted, but this field is not required for 'Pay Period Adjustments'.</p> <p>If the Record Type is 'Account Adjustment' this field should not be reported.</p>	<p>See Employer → Home → Employer Parameters → Employment Codes for Department. The Employment Code Value is the value reported on the file.</p>	Optional		Y – F085 (member transmittal record)
Division	<p>The division of the member's employment</p>	Not Applicable	Optional (Not currently used by ACERA)		
JobClass	<p>The job class of the member's employment, if available.</p> <p>If Pay Period Record Type is 'Pay Period Adjustment' this should be the Job Class for the pay period being adjusted, but this field is not required for 'Pay Period Adjustments'.</p> <p>If the Record Type is 'Account Adjustment' this field should not be reported.</p>	<p>See Employer → Home → Employer Parameters → Employment Codes for Job Class. The Employment Code Value is the value reported on the file.</p>	Optional		Y – F089 (member transmittal record)

Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
JobTitle	<p>The job title of the member's employment, if available</p> <p>If Pay Period Record Type is 'Pay Period Adjustment' this should be the Job Title for the pay period being adjusted, but this field is not required for 'Pay Period Adjustments'.</p> <p>If the Record Type is 'Account Adjustment' this field should not be reported.</p>	<p>See Employer → Home → Employer Parameters → Employment Codes for Job Title. The Employment Code Value is the value reported on the file.</p>	Optional		Y – F0091 (member transmittal record)
BargainingUnit	<p>The bargaining unit of the member's employment</p> <p>If Pay Period Record Type is 'Pay Period Adjustment' this should be the Bargaining Unit for the pay period being adjusted.</p> <p>If the Record Type is 'Account Adjustment' this field should not be reported.</p> <p>This field is required for employers with an Employer Sick Leave Calculation Method of 'Bargaining Unit'.</p>	<p>See Employer → Home → Employer Parameters → Employment Codes for Bargaining Unit. The Employment Code Value is the value reported on the file.</p>	Optional		Y – F084 (member transmittal record)
PayGrade	<p>The pay grade of the member's employment</p>	Not Applicable	Optional (Not currently used by ACERA)		



Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
PayGradeAmount	<p>The normal bi-weekly salary for the pay period.</p> <p>If Pay Period Record Type is 'Pay Period Adjustment', report the full normal bi-weekly salary for the pay period, not the change in salary. However, this field is not required for 'Pay Period Adjustments'</p> <p>If the Record Type is 'Account Adjustment' or the normal bi-weekly salary is not known, this field should not be reported.</p>	Decimal(11,2)	Optional	0	Y – F094 (member transmittal record)
PayStatus	<p>The pay status for the pay period</p> <p>If Pay Period Record Type is 'Pay Period Adjustment' this should be the Pay Status for the pay period being adjusted.</p> <p>If the Record Type is 'Account Adjustment' or the Pay Status is not known, this field should not be reported.</p>	<p>From 7.1.0 Account Transactions:</p> <p>ACTIV = Active</p> <p>ADMIN = Administrative Leave</p> <p>FLMAS = FLMA-Self</p> <p>FLMAF = FLMA-Family</p> <p>INACT = Inactive</p> <p>INVCD = Invalid Code</p> <p>NAPPL = Not Applicable</p> <p>LWOP = On Leave</p> <p>MIL = Military Leave</p> <p>SUSP = Suspension</p> <p>WCOMP = Workers' Comp</p>	Optional		



Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
SickLeaveBalance	<p>The sick leave balance accrued as of the pay period</p> <p>If Pay Period Record Type is 'Pay Period Adjustment' or 'Account Adjustment' only include this field if the <i>current</i> sick leave balance should be updated.</p>	Decimal(9,4)	Optional		Y – F040 (member transmittal record)
VacationBalance	<p>The vacation balance accrued as of the pay period</p> <p>If Pay Period Record Type is 'Pay Period Adjustment' or 'Account Adjustment' only include this field if the <i>current</i> vacation leave balance should be updated.</p>	Decimal(9,4)	Optional		Y – F041 (member transmittal record)
VacationAccrual	<p>The annual vacation accrual to be reported in the form of hours on each transmittal. Eg. 7.696 x 26 (pay period) -- 200.0096</p> <p>If Pay Period Record Type is 'Pay Period Adjustment', report the full annual amount for the pay period, not the change in hours. However, this field is not required for 'Pay Period Adjustments'</p> <p>If the Record Type is 'Account Adjustment', this field should not be reported and will be ignored if it is included on the file.</p>	Decimal (7,4)	Required		Y - F133



Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
VacationPayable	The vacation max allowable to sell per the MOU to be reported in the form of hours on the transmittal. Eg. SEIU (BU/MOU) the amount of hours allowed to sell within a given timeframe consistent with the MOU per employment type -- 80.0000 If Pay Period Record Type is 'Pay Period Adjustment', report the full amount, not the change in hours. However, this field is not required for 'Pay Period Adjustments' If the Record Type is 'Account Adjustment', this field should not be reported and will be ignored if it is included on the file.	Decimal (7,4)	Optional		
CompensationBalance	The compensation balance as of the pay period.	Decimal(9,4)	Optional (Not currently used by ACERA)		
HolidayBalance	The holiday balance as of the pay period.	Decimal(9,4)	Optional (Not currently used by ACERA)		

2.5 – Salary Component

The Salary Component tag is nested under the Pay Period tag and contains the following fields. There can be multiple Salary Component tags per Pay Period tag. A separate Salary Component tag should be included for each reported salary pay code. Note: Salary Component tags do not have to be reported if the member has no salary for the pay period or adjustment period. For ‘Pay Period Adjustments’ and ‘Account Adjustments’, if there is no change in either the Salary Amount or Units Per Pay Item for a salary pay item, the salary record should not be included.

Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
SalaryComponentType	The salary pay item for the salary	See Employer → Home → Employer Parameters → Salary Pay Items. The Salary Pay Item is the value reported on the file.	Required		N
SalaryAmount	If Pay Period Record Type is ‘Normal’ – this is the total salary for the pay item for the pay period If Pay Period Record Type is ‘Pay Period Adjustment’ or ‘Account Adjustment’ – this is the change in salary for pay item for the pay period or adjustment period.	Decimal(11,2)	Required	0	N
UnitsPerPayItem	The units worked for this salary pay item. If Pay Period Record Type is ‘Pay Period Adjustment’ or ‘Account Adjustment’, this is the lump sum change in units worked for this salary pay item for the pay period or adjustment period, if any.	Decimal(7,2)	Required	0	N



2.6 – Contribution

The Contribution tag is nested under the Pay Period tag and contains the following fields. There can be multiple Contribution tags per Pay Period tag. A separate Contribution tag should be included for each reported Contribution Type. Note: Contribution tags do not have to be reported if the member has no contributions for the pay period or adjustment period. For ‘Pay Period Adjustments’ and ‘Account Adjustments’, if there is no change in either the contribution amount for a contribution type, the contribution record should not be included.

Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
ContributionType	The Available Contribution Key that corresponds to the contribution type	501502 = Combined Employee Current and Employee COLA 503504 = Combined Employer Current and Employer COLA 502 = Employee COLA 501 = Employee Current 504 = Employer COLA 503 = Employer Current 508 = Employer Offset COLA 507 = Employer Offset Current 506 = Vol/Man Time Off COLA 505 = Vol/Man Time Off Current 501502 is converted to Employee Current contributions and 503504 is converted to Employer Current contributions when the file is submitted to PGV3. The Current contribution amounts will be split into Current and COLA during the transmittal trial and posting process if no COLA contribution exists.	Required		N - related to F072, F073, F075, F076, F078, F079, F129, F130, F131, F132 (member transmittal record)



Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
PreTaxAmount	<p>If Pay Period Record Type is 'Normal' – this is the total Pre-Tax contribution amount for the contribution type for the pay period</p> <p>If Pay Period Record Type is 'Pay Period Adjustment' or 'Account Adjustment' – this is the change in Pre-Tax contribution amount for the contribution type for the pay period or adjustment period.</p>	Decimal(7,2)	Required	0	N - Similar to F072, F075, F078 (member transmittal record)
PostTaxAmount	<p>If Pay Period Record Type is 'Normal' – this is the total Post-Tax contribution amount for the contribution type for the pay period</p> <p>If Pay Period Record Type is 'Pay Period Adjustment' or 'Account Adjustment' – this is the change in Post-Tax contribution amount for the contribution type for the pay period or adjustment period.</p>	Decimal(7,2)	Required	0	N - Similar to F073, F076, F079 (member transmittal record)

2.7 – SPC Payments

The SPC (Service Purchase Contracts) Payments tag is nested under the Pay Period tag and contains the following fields. There can be none or one SPC Payments tag per Pay Period tag. The member’s total SPC payments are reported as a single amount under this tag. NOTE: This tag is required when the member has an Active SPC contract where the First Payment Due Date is on or before the pay period end date.

Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
Amount	<p>The summed payment amount of any Active purchase contracts for the pay period.</p> <p>If Pay Period Record Type is ‘Pay Period Adjustment’ or ‘Account Adjustment’ the amount reported is considered an additional payment for the purchase. So, this is normally not reported for those record types.</p>	Decimal(11,2)	Required	0	Y- F081, F082 (member transmittal record)

2.8 – Address

The Address tag is nested under the Member tag and contains the following fields. There can be none, one, or multiple Address tags per member. If there are multiple, they should be for different Address Types.

Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
AddressType	The address type code for this address	2201 = Correspondence 2203 = Home 34008906 = Mailing 2016 = Main 619 = Other 34008913 = Postal 2167 = Primary 3101 = Secondary 2251 = Vacation 2205 = Work	Required		Y – similar to F111 (member transmittal record)
AddressLine1	Line 1 of the address	Varchar(64)	Required		Y – F112 (member transmittal record)
AddressLine2	Line 2 of the address	Varchar(64)	Optional		Y – F113 (member transmittal record)
City	City of the address	Varchar(30)	Required		Y – F115 (member transmittal record)
State	The state code for the address	Applicable state codes listed in the appendix.	Required if Country = 481		Y – F116 (member transmittal record)
Zip	Zip Code of the address If Country = 481, and Zip is provided, it must be 5 or 9 digits	Char(9)	Optional		Y – F117 (member transmittal record)
Country	The country code for the country of the address	481 = USA 335 = Mexico 107 = Canada	Required		Y – F120 (member transmittal record)

2.9 – Phone

The Phone tag is nested under the Member tag and contains the following fields. There can be none, one, or multiple Phone tags per member. If there are multiple, they should be for different Phone Types.

Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
PhoneType	The phone type code for this phone number	2245 = Cell 2247 = Fax 2203 = Home 2016 = Main 2249 = Pager 255870 = Seminar 2205 = Work	Required		Y – F123 (member transmittal record)
CountryCode	The country code for the phone number	Char(5)	Optional		Y – F124 (member transmittal record)
AreaCode	The area code for the phone number	Char(3)	Required for Country Code = 1 (US)		Y – F125 (member transmittal record)
PhoneNumber	The phone number without the area code (without dashes)	Char(15)	Required for Country Code = 1 (US)		Y – F126 (member transmittal record)
Extension	The extension for the phone number	Varchar(20)	Optional		Y – F127 (member transmittal record)

2.10 – Email

The Email tag is nested under the Member tag and contains the following fields. Because only Transmittal email addresses are reported for ACERA, only one Email tag per member should be reported by the employer. An Email tag is not required for the member.

Field Name	Description	Field Value	Required or Optional	Default if not provided	PG V2 Mapping (Y/N) - Field # If Applicable
EmailType	The email type code for this address	2552 = Transmittal	Required	2552	N
EmailAddress	The member's email address	Varchar(50)	Required		Y – F118 (member transmittal record)



Section 3 – Appendix

3.1 – Plans

V2 Plan Key	PGV3 Plan Key	Field
13	14	ACMC General Tier I – Int
14	15	ACMC General Tier I – N/I
15	16	ACMC General Tier II – Int
16	17	ACMC General Tier II – N/I
41	42	ACMC General Tier IV – Int
42	43	ACMC General Tier IV – N/I
21	22	Courts General Tier I – Int
22	23	Courts General Tier I – N/I
23	24	Courts General Tier II – Int
24	25	Courts General Tier II – N/I
43	44	Courts General Tier IV – Int
44	45	Courts General Tier IV – N/I
7	8	District General Tier I – Int
9	10	District General Tier I – N/I
8	9	District General Tier II – Int
12	13	District General Tier II – N/I
45	46	District General Tier IV – Int
46	47	District General Tier IV – N/I
17	18	First 5 General Tier I – Int
18	19	First 5 General Tier I – N/I
19	20	First 5 General Tier II – Int
20	21	First 5 General Tier II – N/I
47	48	First 5 General Tier IV – Int
48	49	First 5 General Tier IV – N/I
3	4	General Tier I – Int
1	2	General Tier I – N/I
4	5	General Tier II – Int

V2 Plan Key	PGV3 Plan Key	Field
2	3	General Tier II – N/I
49	50	General Tier IV – Int
50	51	General Tier IV – N/I
31	32	LARPD General Tier I – N/I
32	33	LARPD General Tier III – N/I
53	54	LARPD General Tier IV – N/I
34	35	Safety 3% @55 A Tier I – N/I
33	34	Safety 3% @55 A Tier I – Int
35	36	Safety 3% @55 A Tier II – Int
36	37	Safety 3% @55 A Tier II – N/I
38	39	Safety 3% @55 B Tier I – N/I
37	38	Safety 3% @55 B Tier I – Int
39	40	Safety 3% @55 B Tier II – Int
40	41	Safety 3% @55 B Tier II – N/I
25	26	Safety @ 2% Tier I – Int
26	27	Safety @ 2% Tier I – N/I
27	28	Safety @ 2% Tier II – Int
28	29	Safety @ 2% Tier II – N/I
29	30	Safety Def. Fire Tier I – N/I
30	31	Safety Def. Fire Tier II – N/I
10	11	Safety Tier I – Int
5	6	Safety Tier I – N/I
11	12	Safety Tier II – Int
6	7	Safety Tier II – N/I
51	52	Safety Tier IV – Int
52	53	Safety Tier IV – N/I



3.2 – State Codes

State Code	State	State Code	State	State Code	State	State Code	State
708	AE	686	IA	712	MS	742	PW
652	AK	680	ID	716	MT	748	RI
650	AL	682	IL	706	MW	750	SC
658	AR	684	IN	730	NC	752	SD
654	AS	688	KS	732	ND	754	TN
656	AZ	690	KY	718	NE	756	TX
660	CA	692	LA	722	NH	758	US
664	CO	700	MA	724	NJ	760	UT
666	CT	698	MD	726	NM	766	VA
670	DC	694	ME	720	NV	764	VI
668	DE	696	MH	728	NY	762	VT
672	FL	704	MI	736	OH	770	WA
674	GA	710	MN	738	OK	774	WI
676	GU	714	MO	740	OR	768	WK
678	HI	734	MP	744	PA	772	WV
				746	PR	776	WY



3.3 – Sample Files

Normal Record Types

The sample file below is for the scheduled batch for pay period 3.

```
<Transmittal>
  <Batch EmployerID="1" FundID="1" TotalMemberCount="2" TotalSalary="2000.00" TotalSPCPayments="70.75" ReportEndDate="2019-01-26"
  BatchNumber="1234567" BatchType="3319" FiscalYear="2020">
    <Member SSN="555551231" FirstName="Jane" LastName="Doe" BirthDate="1972-11-06" Gender="2082" MaritalStatus="2071" HireDate="2005-10-27"
    ParticipationBeginDate="2005-11-10">
      <PayPeriod PayPeriodID="3" Plan="4" BeginDate="2019-01-13" EndDate="2019-01-26" PayDate="2019-02-05" EmploymentType="FT80" UnitsWorked="80"
      RecordType="2544" Limit401="0" Department="98510" JobTitle="0135" BargainingUnit="010" PayGradeAmount="3076.92" SickLeaveBalance="123.4567"
      VacationBalance="24.3214" VacationAccrual="200.0096" VacationPayable="80.0000">
        <SalaryComponent SalaryComponentType="REG" SalaryAmount="500.00" UnitsPerPayItem="80.00"></SalaryComponent>
        <SalaryComponent SalaryComponentType="715" SalaryAmount="500.00" UnitsPerPayItem="0.00"></SalaryComponent>
        <Contribution ContributionType="501502" PreTaxAmount="12.50" PostTaxAmount="0" ></Contribution>
        <Contribution ContributionType="503504" PreTaxAmount="56.52" PostTaxAmount="0" ></Contribution>
      </PayPeriod>
      <Address AddressType="2203" AddressLine1="123 Anystreet" City="Cincinnati" State="736" Zip="12345" Country="481" ></Address>
      <Phone PhoneType="2203" AreaCode="217" PhoneNumber="5554444" />
      <Email EmailType="2552" EmailAddress="example@domain.com" />
    </Member>
    <Member SSN="555551232" FirstName="John" MiddleName="L" LastName="Smith" Gender="2079" HireDate="1989-05-14" BirthDate="1959-03-01"
    ParticipationBeginDate="1989-05-28" EmployeeID="051651" MaritalStatus="2077">
      <PayPeriod BeginDate="2019-01-13" EndDate="2019-01-26" PayDate="2019-02-05" EmploymentType="FT72" UnitsWorked="72" RecordType="2544"
      PayPeriodID="3" Plan="2" Department="20025" JobTitle="1235" BargainingUnit="068" SickLeaveBalance="529.5" VacationBalance="24.55"
      VacationAccrual="280.0096" VacationPayable="120.0000" Limit401="0" JobTitle="1213" PayGradeAmount="2541.54" >
        <SalaryComponent SalaryComponentType="REG" SalaryAmount="500.00" UnitsPerPayItem="36.00"></SalaryComponent>
        <SalaryComponent SalaryComponentType="JUR" SalaryAmount="500.00" UnitsPerPayItem="36.00"></SalaryComponent>
        <Contribution ContributionType="501502" PreTaxAmount="99.83" PostTaxAmount="0" ></Contribution>
        <Contribution ContributionType="503504" PreTaxAmount="242.45" PostTaxAmount="0" ></Contribution>
        <SPCPayments Amount="70.75" />
      </PayPeriod>
      <Address AddressType="2203" AddressLine1="1234 Anystreet" City="Cincinnati" Country="481" State="736" Zip="12345"></Address>
    </Member>
  </Batch>
</Transmittal>
```



Pay Period Adjustment Record Types

After the file above was sent (the file for Normal pay period ID 4 has already been sent as well), it is discovered that member Jane Doe got a retroactive pay raise effective 1/13/2019. She is owed an additional \$100 for pay periods 3 and 4.

It was also discovered that John Smith's information for pay period ID 3 was incorrect. He really only worked 66 hours. His REG salary should have been \$400 for 30 Units Per Pay Item. His Employee contributions (501502) should have been \$90 and his Employer contributions (503504) should have been \$230.00. The following pay period adjustments are used to report this information.

These Pay Period Adjustments can be included in the next scheduled file with Normal pay periods for pay period 5, or they can be sent in a separate unscheduled file. The sample file below is as if they were included in a separate unscheduled file.

```
<Transmittal>
  <Batch EmployerID="1" FundID="1" TotalMemberCount="2" TotalSalary="100.00" TotalSPCPayments="0.00" ReportEndDate="2019-02-19" BatchType="3414"
  FiscalYear="2020">
    <Member SSN="555551231" FirstName="Jane" LastName="Doe" BirthDate="1972-11-06" Gender="2082" MaritalStatus="2071" HireDate="2005-10-27"
    ParticipationBeginDate="2005-11-10">
      <PayPeriod PayPeriodID="3" Plan="4" BeginDate="2019-01-13" EndDate="2019-01-26" PayDate="2019-02-19" EmploymentType="FT80" UnitsWorked="0"
      RecordType="2547" Limit401="0" Department="98510" JobTitle="0135" BargainingUnit="010" PayGradeAmount="3176.92">
        <SalaryComponent SalaryComponentType="REG" SalaryAmount="100.00" UnitsPerPayItem="0.00"></SalaryComponent>
      </PayPeriod>
      <PayPeriod PayPeriodID="4" Plan="4" BeginDate="2019-01-27" EndDate="2019-02-09" PayDate="2019-02-19" EmploymentType="FT80" UnitsWorked="0"
      RecordType="2547" Limit401="0" Department="98510" JobTitle="0135" BargainingUnit="010" PayGradeAmount="3176.92">
        <SalaryComponent SalaryComponentType="REG" SalaryAmount="100.00" UnitsPerPayItem="0.00"></SalaryComponent>
      </PayPeriod>
    </Member>
    <Member SSN="555551232" FirstName="John" MiddleName="L" LastName="Smith" Gender="2079" HireDate="1989-05-14" BirthDate="1959-03-01"
    ParticipationBeginDate="1989-05-28" EmployeeID="051651" MaritalStatus="2077">
      <PayPeriod BeginDate="2019-01-13" EndDate="2019-01-26" PayDate="2019-02-19" EmploymentType="FT72" UnitsWorked="-6" RecordType="2547"
      Plan="2" Department="20025" JobTitle="1235" BargainingUnit="068" Limit401="0" JobTitle="1213" PayGradeAmount="2541.54">
        <SalaryComponent SalaryComponentType="REG" SalaryAmount="-100.00" UnitsPerPayItem="-6.00"></SalaryComponent>
        <Contribution ContributionType="501502" PreTaxAmount="-9.83" PostTaxAmount="0"></Contribution>
        <Contribution ContributionType="503504" PreTaxAmount="-12.45" PostTaxAmount="0"></Contribution>
      </PayPeriod>
    </Member>
  </Batch>
</Transmittal>
```



Retro Adjustments – Account Adjustments

Below is the same sample transmittal file shown above for [Normal Record Types](#), but also includes the following retro adjustments.

- Jane Doe has a retro adjustment from 11/4/2018 – 1/12/2019. Because this spans multiple fiscal years, multiple Account Adjustment Pay Period tags are reported for the retro adjustment.
- Sally Jones has a retro adjustment for 2/2/2018 – 11/17/2018, but is not included in the Normal 1/13/2019 – 1/26/2019 pay period.

<Transmittal>

```
<Batch EmployerID="1" FundID="1" TotalMemberCount="3" TotalSalary="8200.00" TotalSPCPayments="70.75" ReportEndDate="2019-01-26"
BatchNumber="1234567" BatchType="3319" FiscalYear="2020">
  <Member SSN="555551231" FirstName="Jane" LastName="Doe" BirthDate="1972-11-06" Gender="2082" MaritalStatus="2071" HireDate="2005-10-27"
  ParticipationBeginDate="2005-11-10">
    <PayPeriod PayPeriodID="3" Plan="4" BeginDate="2019-01-13" EndDate="2019-01-26" PayDate="2019-02-05" EmploymentType="FT80" UnitsWorked="80"
    RecordType="2544" Limit401="0" Department="98510" JobTitle="0135" BargainingUnit="010" PayGradeAmount="3076.92" SickLeaveBalance="123.4567"
    VacationBalance="24.3214" VacationAccrual="200.0096" VacationPayable="80.0000">
      <SalaryComponent SalaryComponentType="REG" SalaryAmount="500.00" UnitsPerPayItem="80.00"></SalaryComponent>
      <SalaryComponent SalaryComponentType="715" SalaryAmount="500.00" UnitsPerPayItem="0.00"></SalaryComponent>
      <Contribution ContributionType="501502" PreTaxAmount="12.50" PostTaxAmount="0"></Contribution>
      <Contribution ContributionType="503504" PreTaxAmount="56.52" PostTaxAmount="0"></Contribution>
    </PayPeriod>
    <PayPeriod BeginDate="2018-11-04" EndDate="2018-12-15" PayDate="2019-02-05" RecordType="2549" Limit401="0">
      <SalaryComponent SalaryComponentType="REG" SalaryAmount="475.00" UnitsPerPayItem="0.00"></SalaryComponent>
      <SalaryComponent SalaryComponentType="715" SalaryAmount="25.00" UnitsPerPayItem="0.00"></SalaryComponent>
      <SalaryComponent SalaryComponentType="VMC" SalaryAmount="100.00" UnitsPerPayItem="10.00"></SalaryComponent>
      <Contribution ContributionType="501502" PreTaxAmount="6.25" PostTaxAmount="0"></Contribution>
      <Contribution ContributionType="503504" PreTaxAmount="28.26" PostTaxAmount="0"></Contribution>
    </PayPeriod>
    <PayPeriod BeginDate="2018-12-16" EndDate="2019-01-12" PayDate="2019-02-05" RecordType="2549" Limit401="0">
      <SalaryComponent SalaryComponentType="REG" SalaryAmount="75.00" UnitsPerPayItem="0.00"></SalaryComponent>
      <SalaryComponent SalaryComponentType="715" SalaryAmount="25.00" UnitsPerPayItem="0.00"></SalaryComponent>
      <Contribution ContributionType="501502" PreTaxAmount="1.25" PostTaxAmount="0"></Contribution>
      <Contribution ContributionType="503504" PreTaxAmount="5.65" PostTaxAmount="0"></Contribution>
    </PayPeriod>
    <Address AddressType="2203" AddressLine1="123 Anystreet" City="Cincinnati" State="736" Zip="12345" Country="481"></Address>
    <Phone PhoneType="2203" AreaCode="217" PhoneNumber="5554444" />
    <Email EmailType="2552" EmailAddress="example@domain.com" />
  </Member>
  <Member SSN="555551232" FirstName="John" MiddleName="L" LastName="Smith" Gender="2079" HireDate="1989-05-14" BirthDate="1959-03-01"
  ParticipationBeginDate="1989-05-28" EmployeeID="051651" MaritalStatus="2077">
```



```
<PayPeriod BeginDate ="2019-01-13" EndDate ="2019-01-26" PayDate ="2019-02-05" EmploymentType="FT72" UnitsWorked="72" RecordType="2544"
PayPeriodID="3" Plan="2" Department="20025" JobTitle="1235" BargainingUnit="068" SickLeaveBalance="529.5" VacationBalance="24.55"
VacationAccrual="280.0096" VacationPayable="120.0000" Limit401="0" JobTitle="1213" PayGradeAmount="2541.54" >
  <SalaryComponent SalaryComponentType="REG" SalaryAmount="500.00" UnitsPerPayItem="36.00"></SalaryComponent>
  <SalaryComponent SalaryComponentType="JUR" SalaryAmount="500.00" UnitsPerPayItem="36.00"></SalaryComponent>
  <Contribution ContributionType="501502" PreTaxAmount="99.83" PostTaxAmount="0" ></Contribution>
  <Contribution ContributionType="503504" PreTaxAmount="242.45" PostTaxAmount="0" ></Contribution>
  <SPCPayments Amount="70.75" />
</PayPeriod>
<Address AddressType="2203" AddressLine1="1234 Anystreet" City="Cincinnati" Country="481" State="736" Zip="12345"></Address>
</Member>
<Member SSN="555559547" FirstName="Sally" LastName="Jones" Gender="2082" HireDate ="2017-03-01" BirthDate ="1982-05-11" ParticipationBeginDate
="2017-03-12" MaritalStatus="2077">
  <PayPeriod BeginDate ="2018-02-02" EndDate ="2018-11-17" PayDate ="2019-02-05" RecordType="2549" SocialSecurityCap="1" >
    <SalaryComponent SalaryComponentType="REG" SalaryAmount="5000.00" UnitsPerPayItem="0.00"></SalaryComponent>
    <SalaryComponent SalaryComponentType="JUR" SalaryAmount="500.00" UnitsPerPayItem="0.00"></SalaryComponent>
    <Contribution ContributionType="501502" PreTaxAmount="998.30" PostTaxAmount="0" ></Contribution>
    <Contribution ContributionType="503504" PreTaxAmount="2424.50" PostTaxAmount="0" social></Contribution>
  </PayPeriod>
  <Address AddressType="2203" AddressLine1="1234 Anystreet" City="Cincinnati" Country="481" State="736" Zip="12345"></Address>
</Member>
</Batch>
</Transmittal>
```