Employment File Layout

The following table lists the order of fields, code values per field, description of each field/value and applicable structural rules for the Employment file. Employment files must be submitted with a comma separated value (CSV) file extension. Within the file, each field must be separated by a tilde (~) character.

The Employment file details the format in which to submit enrollment, termination, leave of absence, contact information, annual total compensation, annual excess sick leave awarded, reduction in school funds, and sick leave information to the Defined Benefit (DB) Program or Cash Balance (CB) Program via the Employment File.

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

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

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2	Transaction Subtype	NMBR MDCV PMCV RMSE WART ENER MTPT FORC SBTL FLBT PJCS WCPS UFSV MCOF OALA UNLA Blank	NMBR = Non-Member. MDCV = Mandatory Coverage. PMCV = Permissive Election of Coverage. RMSE = Retirement System Election. WART = Working After Retirement. ENER = Close Enrollment Opened in Error. MTPT = Maternity/Paternity. FORC = FMLA/CFRA. SBTL = Sabbatical. FLBT = Fullbright. PJCS = Peace/Job Corp. WCPS = Workers Compensation. UFSV = Uniformed Service. MCOF = Misconduct/Criminal Offense. OALA = Other Approved Leave of Absence. UNLA = Unapproved Leave of Absence.	Must be present and one of the listed code values when Transaction Type is Enrollment, Leave of Absence, Leave of Absence Correction, Leave of Absence Return, or Leave of Absence Return Correction. Otherwise it must be blank.
3	Transaction Effective Date	CCYYMMDD (i.e., 20180801)	Effective date of the transaction or, if Transaction Type is a correction, the effective date of the transaction that is being corrected.	Must be present and a valid date.
4	Organization Code	Numeric.	Must match an active Organization Code in the system.	Must be present and a valid Client ID. Cannot be greater than 10 numeric characters.
5	Benefit Program	DB CB Blank	DB = Defined Benefit Program. CB = Cash Balance Benefit Program.	Conditionally must be present and one of the listed code values.

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

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

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

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23	Email	Alphanumeric or blank.	Employee email address.	Optional field. Cannot be greater than 70 characters. Must contain an @ character.
24	Last Day of Work	CCYYMMDD (i.e., 20180801) or blank.	Last day employee performed creditable service.	Conditionally must be present and a valid date.
25	Last Compensation Date	CCYYMMDD (i.e., 20180801) or blank.	Last day employee earned creditable compensation.	Conditionally must be present and a valid date.
26	Full-Time Base Days	Numeric or blank.	Full-Time Base Days for Transaction Type Sick Leave Information.	Conditionally must be present. Minimum Value is 175 days and the maximum value is 261.
27	Unused Sick Leave	Numeric or blank.	Amount of Unused Sick Leave for Transaction Type Sick Leave Information.	Conditionally must be present and cannot be less than zero days.
28	Annual Excess Sick Leave Awarded	Numeric or blank.	Amount of Annual Excess Sick Leave Awarded.	Conditionally must be present and cannot be less than zero days.
29	Unused Excess Sick Leave	Numeric or blank.	Amount of Unused Excess Sick Leave for Transaction Type Sick Leave Information.	Conditionally must be present and cannot be less than zero days.

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30	Reduction in School Funds	CCYYCCYYD (i.e., 20182018) or blank.	Indicates the fiscal year(s) the employee was affected by the reduction in school funds.	Conditionally must be present and must be 8 digits.
31	Annual Total Compensation	Numeric or blank.	The sum of creditable and non-creditable compensation earned for the fiscal year.	Conditionally must be present and cannot be less than zero. Decimals are allowed/not assumed and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4). Cannot be greater than 999,999,999.99.
32	Correction Date	CCYYMMDD (i.e., 20180801) or blank.	For correction transactions, the new transaction effective date for the matching transaction. For Termination, Termination Correction, Leave of Absence Return, and Leave of Absence Return Correction transactions, the end date of the matching transaction.	Conditionally must be present and must be a valid date.
33	Void Record Indicator	Y Blank	For correction transactions, indicates that the matching record is voided.	Conditionally must be present and must be Y or Blank.

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Employment File Notes:

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