

PERS Appendix

Field Name	Field Values	PERS Application
Job Position	County Commissioner (0000)	To report elected members of County Commissions who are eligible to participate in PERS due to being members of a legislative body.
	City Council Member (0001)	To report elected members of City Council who are eligible to participate in PERS due to being members of a legislative body.
	Elected Member of a Board of Education (0002)	To report elected members of Boards of Education who are eligible to participate in PERS due to being members of a legislative body.
	Mayor (0003)	To report elected Mayors who are eligible to participate in PERS due to being members of a legislative body.
	Municipal Police Officer (0004)	Not Applicable
	Municipal Fire Professional (0005)	Not Applicable
	EMSO (0006)	Not Applicable
	Deputy Sheriff (0007)	Not Applicable
	Sheriff (0008)	To report the Sheriff of the county who is eligible to participate in PERS.
	Chief Deputy (0009)	Not Applicable
	Judge (0010)	To report a member as a Judge of the Circuit Courts of West Virginia.
	Justice (0011)	To report a member as a Justice of the West Virginia Supreme Court of Appeals.
	State Police (0012)	Not Applicable
Teacher (0013)	Not Applicable	

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	Administrator (0014)	Not Applicable
	Service Personnel (0015)	Not Applicable
	Concurrent (0016)	To report the members as Concurrent. Please contact CPRB for more information regarding Concurrent employees.
	Appointed Board Member (0017)	To report the person as an Appointed Board Member.
	Other (0018)	To report employees who do not belong to one of the positions described.
	Governor (0019)	To report the Governor of the State of West Virginia.
	Secretary of State (0020)	To report the Secretary of State of the State of West Virginia.
	State Auditor (0021)	To report the State Auditor of the State of West Virginia.
	State Treasurer (0022)	To report the State Treasurer of the State of West Virginia.
	Commissioner of Agriculture (0023)	To report the Commissioner of Agriculture of the State of West Virginia.
	Attorney General (0024)	To report the Attorney General of the State of West Virginia.
	Judge of Court of Claims (0025)	To report a Judge of the Court of Claims of the State of West Virginia.
	Elected Clerk (0026)	To report the positions of the Clerk of the House of Delegates or the Clerk of the Senate for the West Virginia Legislature.
	Sergeant at Arms (0027)	To report the positions of the Sergeant at Arms of the House of Delegates or Sergeant at Arms of the Senate for the West Virginia Legislature.
	Doorkeeper (0028)	To report the positions of the Doorkeeper of the House of Delegates or the Doorkeeper of the Senate.
	Senator (0029)	To report an elected Legislator to the West Virginia Senate.

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	Delegate (0030)	To report an elected Legislator to the West Virginia House of Delegates.
	21st Century Learner Fellow (0031)	Not Applicable
Position Status	Permanent Full Time (00)	Any person who is regularly employed in a position that normally requires 12 months employment per calendar year and at least 1040 hours per calendar year. Participation in PERS is mandatory for permanent full time employees.
	Permanent Part Time (01)	Any person who is not working an average of at least 20 hours per week thus 1040 hours per calendar year or was not hired in a position that normally requires 12 months per calendar year, is considered to be working in a permanent part time position. Part-time employees are not eligible to participate in PERS and should be reported under a Not-Eligible contribution group.
	Temporary/Provisional (02)	Any person who is a temporary or provisional employee, meaning they work in a capacity other than permanent employment. Temporary/provisional employees are not eligible to participate in PERS and should be reported under a Not-Eligible contribution group.
	Posted 21 Day (03)	Not Applicable
	Substitute (04)	Not Applicable
	Elected (05)	Any person who is an “Elected Public Official” meaning a position held as a result of a public election, or appointment as holder of a public official position.
Report Date	Report Date indicates the date on which the employees are paid.	The report date is the date on which the employees are paid, regardless of when the wages are earned. This date is used by CPRB to award service credit to the members of the PERS System.
Payment Reason	Regular Pay (00)	To report an employee’s regular wages for a pay period. See the definition of salary for PERS provided in this appendix for further clarification.

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	Additional Pensionable Compensation (01)	<p>To report pensionable compensation that includes monies other than regular wages for a Pay Period, these payments include but are not limited to the following examples:</p> <ol style="list-style-type: none"> 1. Annual statutory payment: such as Sheriff & Assessor payments 2. Payment in lieu of Employee taking health insurance 3. On call pay 4. Annually guaranteed increment pay or longevity pay 5. Salary differential
	Overtime (02)	<p>To report overtime separate from regular wages for each pay period. Contributions should be withheld on these amounts.</p>
	Non Pensionable Payment (03)	<p>To report payments which are not pensionable (to confirm the pensionable status of a payment, please contact CPRB). These payments include but are not limited to the following examples:</p> <ol style="list-style-type: none"> 1. Non-permanent bonus or payment(s) (paid one time or multiple times) due to: Excess budget, Cost of living adjustment, Non-permanent salary enhancement, Non-base building payment, Christmas bonus, Benchmarking bonus, Poll worker payment, Good attendance bonus, Employee of month/year payment, Performance bonus 2. Cash Reimbursements or Expense Allowance: Travel or mileage, Travel incidentals (food, tolls), Gym membership, Clothing allowance, Cell phone allowance 3. Supplemental payment: Non-regular salary/wage payment 4. Non-cash remuneration paid annually as part of salary: Uniform, Laundering 5. Sick Leave Bank payment/Donated Leave

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	Leave Without Pay (04)	To report zero salary and zero contributions for each Pay Period when an employee is on leave without pay but has not terminated from employment. This payment reason should be used when reporting someone who has worked for part of a pay period and then goes on leave during that pay period so that we know why less than the normal amount of wages is being reported.
	Military Leave (05)	To report zero salary and zero contributions for each Pay Period when a member is on military leave and has not terminated from employment. This payment reason should be used when reporting someone who has worked for part of a pay period and then goes on leave due to active military service call up during that pay period so that we know why less than the normal amount of wages is being reported.
	Worker's Comp (06)	To report zero salary and zero contributions for each Pay Period when a member is paid through Worker's Compensation and has not terminated from employment. This payment reason should be used when reporting someone who has worked for part of a pay period and then goes on leave due to a Workers' Compensation claim during that pay period so that we know why less than the normal amount of wages is being reported.
	Reinstatement (07)	To report post tax employee contributions remitted for payroll deducted PERS Reinstatement of Service payments. When reporting only Reinstatement payments, only a subset of the fields in the file layout should be reported. Required fields for Reinstatement payments are Posting Date, SSN, CPRB ID, DOB, Gender, First & Last Name, Contribution Group, Payment Reason and Post-Tax EECON.
	Purchase of Military Service Credit (08)	To report Purchase of Military Service payments for Tier 2 members only. When reporting Military Service Purchase, only a subset of the fields in the file layout should be reported. Required fields for Military Service Purchase payments are Pay Period End Date, SSN, CPRB ID, DOB, Gender, First & Last Name, Contribution Group, Payment Reason and Post-Tax EECON.

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	Back Wages (09)	To report back wage settlement or grievance payments for an employee that were not previously reported.
	Lump sum payment of unused Comp or Holiday (10)	To report lump sum payments of unused comp or holiday time. Contributions should be withheld on these amounts. These payments should be reported in the pay period in which they were earned, regardless of when they are paid.
	Lump sum payment of unused leave (11)	To report Lump sum payments for Unused Annual, Vacation and/or Sick leave. Contributions should not be withheld on these payments.
	Summer Months (12)	Not Applicable
	Deferred Summer Pay (13)	Not Applicable
	Loan I (14)	Not Applicable
	Loan II Payment (15)	Not Applicable
	State Employee Increment (16)	To report the State of West Virginia annual increment payments for the employees. Contributions should be withheld on these payments.
	TRS/TDC Legislative (17)	Not Applicable
Salary	The wages paid to an employee for a pay period.	To report Compensation; the remuneration paid to a member by a participating public employer for personal services rendered by the member to the participating public employer.