

TDC Appendix

Field Name	Field Values	TDC Application
<b>Job Position</b>	<b>County Commissioner (0000)</b>	Not Applicable
	<b>City Council Member (0001)</b>	Not Applicable
	<b>Elected Member of a Board of Education (0002)</b>	Not Applicable
	<b>Mayor (0003)</b>	Not Applicable
	<b>Municipal Police Officer (0004)</b>	Not Applicable
	<b>Municipal Fire Professional (0005)</b>	Not Applicable
	<b>EMSO (0006)</b>	Not Applicable
	<b>Deputy Sheriff (0007)</b>	Not Applicable
	<b>Sheriff (0008)</b>	Not Applicable
	<b>Chief Deputy (0009)</b>	Not Applicable
	<b>Judge (0010)</b>	Not Applicable
	<b>Justice (0011)</b>	Not Applicable
	<b>State Police (0012)</b>	Not Applicable
	<b>Teacher (0013)</b>	To report Teachers or employees working in a Professional capacity, such as Counselor, Speech Pathologist, or Social Worker.

Field Name	Field Values	TDC Application
	<b>Administrator (0014)</b>	To report an employee as an Administrator.
	<b>Service Personnel (0015)</b>	To report an employee as Service Personnel.
	<b>Concurrent (0016)</b>	To report the members as Concurrent. Please contact CPRB for more information regarding Concurrent employees.
	<b>Appointed Board Member (0017)</b>	Not Applicable
	<b>Other (0018)</b>	Not Applicable
	<b>Governor (0019)</b>	Not Applicable
	<b>Secretary of State (0020)</b>	Not Applicable
	<b>State Auditor (0021)</b>	Not Applicable
	<b>State Treasurer (0022)</b>	Not Applicable
	<b>Commissioner of Agriculture (0023)</b>	Not Applicable
	<b>Attorney General (0024)</b>	Not Applicable
	<b>Judge of Court of Claims (0025)</b>	Not Applicable
	<b>Elected Clerk (0026)</b>	Not Applicable
	<b>Sergeant at Arms (0027)</b>	Not Applicable
	<b>Doorkeeper (0028)</b>	Not Applicable
	<b>Senator (0029)</b>	Not Applicable
	<b>Delegate (0030)</b>	Not Applicable

Field Name	Field Values	TDC Application
	<b>21st Century Learner Fellow (0031)</b>	To report an employee as 21 <sup>st</sup> Century Learner Fellow.
<b>Position Status</b>	<b>Permanent Full Time (00)</b>	Any person who is regularly employed for full time service with a participating employer. Participation is mandatory based on prior participation in TDC. <b>Note:</b> Permanent teaching substitutes who are on a 200 day contract are considered to be full time and the person is required to participate if they are an eligible TDC participant.
	<b>Permanent Part Time (01)</b>	Not Applicable
	<b>Temporary/Provisional (02)</b>	Any person who accepts employment with a participating employer and is not considered in any way a permanent or regular employee. Contract lengths shorter than 200 days are allowed for temporary employees. Employees in temporary/provisional positions are not eligible to participate in TDC unless they are already contributing to TDC as a Permanent Full Time employee on a regular contract length exceeding 200 days.
	<b>Posted 21 Day (03)</b>	If a substitute service person is employed to fill the posted position of an employee who is absent as per §18A-4-15 and is employed in the position for twenty or more working days, they should be reported as Posted 21 Days and contributions should be reported to TDC if their regular contribution group would be TDC.
	<b>Substitute (04)</b>	Day to Day substitute/temporary substitute teaching is not considered full time work and day to day substitute teachers are not eligible to participate in TDC and should be reported under a Not-Eligible contribution group.
	<b>Elected (05)</b>	Not Applicable
<b>Report Date</b>	<b>Report Date indicates the date on which the employees are paid.</b>	This is the date the employees are paid, regardless of when the wages are earned. This date will be used to determine if the remittance is received by CPRB within 15 days for the reporting period. If the remittance is outside of the allowed

Field Name	Field Values	TDC Application
		timeframe, then the report will be considered delinquent. TDC members must be reported on per pay period basis.
<b>Payment Reason</b>	<b>Regular Pay (00)</b>	To report a member's regular wages for a pay period. See the definition of salary for TDC provided in this appendix for further clarification.
	<b>Additional Pensionable Compensation (01)</b>	To report pensionable compensation for work performed by a member in addition to their regular wages.  Not Applicable to full time and supplemental contracts, where earnings should be reported as regular pay. The additional pensionable compensation payment reason is applicable only to additional work performed, however is not characterized as their regular pay.
	<b>Overtime (02)</b>	To report overtime separate from regular wages for each pay period. Contributions should be withheld on these amounts.
	<b>Non Pensionable Payment (03)</b>	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:  Donated or Banked Sick Leave payments should be reported under this payment category and no contributions should be withheld.
	<b>Leave Without Pay (04)</b>	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.
	<b>Military Leave (05)</b>	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

Field Name	Field Values	TDC Application
		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.
	<b>Workers Comp (06)</b>	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.
	<b>Reinstatement (07)</b>	Not Applicable
	<b>Purchase of Military Service Credit (08)</b>	Not Applicable
	<b>Back Wages (09)</b>	To report back wage settlement or grievance payments for an employee that were not previously reported.
	<b>Lump sum payment of unused Comp or Holiday (10)</b>	To report lump sum payments of unused comp or holiday time. Contributions should not be withheld on these amounts.
	<b>Lump sum payment of unused leave (11)</b>	To report Lump sum payments for Unused Annual, Vacation and/or Sick leave. Contributions should not be withheld on these payments.
	<b>Summer Months (12)</b>	To report zero wages and contributions for TDC Higher Ed and BOE employees who do not work and do not receive deferred summer pay during the summer months (June, July or August) but who have not terminated employment.
	<b>Deferred Summer Pay (13)</b>	To report the deferred summer wages and contributions for Higher Ed and BOE employees who are paid for 10 months over 12 months. This would be for those checks typically printed on June 26,27,28,29 but not mailed to employees until July and August.
	<b>Loan I (14)</b>	Not Applicable

Field Name	Field Values	TDC Application
	<b>Loan II Payment (15)</b>	Not Applicable
	<b>State Employee Increment (16)</b>	To report the State of West Virginia annual increment payments for the employees of TDC participating employers who receive the state increment payments.
	<b>TRS/TDC Legislative (17)</b>	To report TDC members during periods of service in the WV legislature. This payment reason will allow salary and employer contributions to be reported without employee contributions.
<b>Salary</b>	<b>The wages paid to an employee for a pay period.</b>	To report Compensation; the full compensation actually received by members for service whether or not a part of the compensation is received from other funds, federal or otherwise, than those provided by the state or its subdivisions.

