



OCERS Employer Handbook

Version 1.1

Table of Contents

1. Transmittal Process
 2. Employer Reporting
 3. Employer Self Service (ESS) Guide
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Transmittal Process

1. Purpose

The Orange County Employees Retirement System (OCERS) administers a defined benefit pension plan for eligible employees of the County and Special Districts who participate in the Plan (Employers). This handbook outlines the procedures and responsibilities involved in the **bi-weekly reporting and review of member payroll information** submitted by Employers.

This document also serves as a foundation for aligning employer practices with OCERS' upcoming **Pension Administration System (PAS)**, Employers can use this handbook to prepare for **both current requirements and future-state processes** under PAS.

2. Scope

Employers are required to provide complete and accurate bi-weekly transmittal data to OCERS through the Employer Self Service Portal (ESS) or — where applicable — through **other data-sharing methods approved by OCERS**. *(Additional methods may be defined or introduced as part of the PAS implementation.)*

This handbook is intended to support employers in meeting current requirements while also preparing for upcoming changes related to OCERS' new PAS, scheduled for implementation.

Where applicable, future-state processes related to PAS are included to support early preparation. These sections are clearly identified and, while not yet mandatory, are strongly encouraged to promote consistency and readiness ahead of PAS implementation, as they are expected to become requirements under the new PAS.

This document also applies to the remediation process and steps taken by both OCERS Employers and OCERS Employer Payroll (EP) staff in the event of discrepancies and/or errors reported on payroll transmittal files submitted by Employers. This ensures the accuracy of contributions, retirement benefits, and actuarial data reported by OCERS.

3. Roles and Responsibilities

Department	Role	Responsibilities
Member Services	Retirement Contribution Reconciliation Specialist (RCRS)	<ul style="list-style-type: none"> ▪ Assist Employers with submission related issues ▪ Release submitted files into the current PAS ▪ Review exception reports and remediate items that require OCERS action ▪ Provide feedback to Employers regarding items that require their attention ▪ Provide regular updates and resources pertaining to data reporting requirements ▪ Request system updates from IT when required for data reporting purposes
Participating Employer	Payroll Staff (Employer)	<ul style="list-style-type: none"> ▪ Submit complete payroll data for all active and on leave members, in a timely manner, no later than five business days after the pay period's pay date. ▪ Review exception reports and apply remediation steps as needed. ▪ Submit adjustment files to apply corrections to previous pay periods. ▪ Request new and updated Pay Items. ▪ Perform system and/or reporting related updates necessary for accomplishing accurate and timely payroll data submissions

4. Process

The following section outlines the process for both Employers and OCERS team members that must be taken to submit and release transmittal data accurately and timely.



IMPORTANT: OCERS has a new data requirement for pensionable (both earnable and cashable) paid time off and holiday compensation.

4.1 Employer Process

Below is the process that Employers must follow to submit transmittal data bi-weekly. For detailed instructions on the following required processes, reference the Employer Self Service Guide located within the Employer Self Service Portal (ESS). The bi-weekly transmittal should consist of all pensionable pay including compensation earnable pertaining to the pay period being reported.

1. Upload or generate the bi-weekly transmittal file via one of the following two options:
 - a. Create Transmittal Online (Inherent Process)
 - i. Add/Update member information in the employee roster
 - ii. Generate the file within the Employer Self Service Portal (Ess Guide Page 55)
 - b. Upload File – import the data file generated from Employer’s payroll system via the “Upload File” feature in ESS. (Preferred Method)



NOTE: For more location of ESS Guide, refer to *Employer Self Service (ESS) Portal* in [Related Resources](#).

- c. Validate file
 - i. Validate Successfully – success means there are no errors or exceptions
 - ii. Validate with Exceptions – review Transmittal Import Report and note exceptions to be cleared
 - iii. Validate with Errors – review Transmittal Import Report, correct errors and re-validate
- d. If applicable, enter Separation Dates for members who have separated within the pay period and re-validate
- e. Contact Employer Payroll if correction is required from OCERS (demographics/employment history updates)
- f. Process file

g. Review for errors that will prevent submission.

i. The Transmittal Error and Exception Handling guide will provide information on the different import errors and how they may remediate.



NOTE: For location of Transmittal Error and Exception Handling guide, refer to [Related Resources](#).

h. Correct erroneous data from the Work Report Editor (WRE), or leave members off file as needed (remove negatives from WRE, etc.)

2. Submit file to process the bi-weekly transmittal and send to OCERS



IMPORTANT: The bi-weekly payroll transmittal should include any changes in status (Active, On Leave, or Separation). No changes can be entered after the file has been submitted.

3. Review Transmittal Exception reports and take corrective action (Note: OCERS is actively developing enhanced exception reports, which are scheduled for release in 2026. See the next section (4) for more details on report types, delivery plans, and employer responsibilities.)

a. Follow remediation steps to correct by referencing the Transmittal Error and Exception Handling guide located within the Employer Self Service Portal

b. For additional troubleshooting assistance review ESS user guide or contact Employer Payroll



NOTE: Transmittal Exception reports provide Employers with a list of accounts whose reported data deviates from the established system guidelines. These exceptions can range from inconsistent contribution amounts, inaccuracies in reported hours, or mismatches in data, or incorrect member status. Corrective action must be taken when the underlying cause of the exception will result in inaccurate employment history within our member accounts.

4. Enhanced Payroll Transmittal Exception Reports :

These new reports are currently in development and are scheduled to be released in **2026**. Reports will be delivered through **secure, automated delivery process, which may include secure email or access via a designated SharePoint site.**

OCERS will provide detailed training and user guidance before these reports go live, including:

- Where to access them.
 - How to interpret the information.
 - What actions are required from employers.
-
- a. Contributions exceptions report – Identifies discrepancies between the expected Employer and Employee contributions (as calculated by OCERS) and the contributions reported by the Employer. Reports will be bi-weekly and Cumulative.
 - b. Missing member report – Flags members who are classified in the PAS as “Active” but are missing from the Employer’s transmittal file.
 - c. No hours reported report – Highlights members who are included on the Employer’s transmittal but have no hours reported for the pay period. This can help identify members with the wrong status (e.g., Active, Deferred, etc.)
 - d. Pensionable salary differences report – Identifies variances between the pensionable salary re-calculated by PAS and the pensionable salary reported by the Employer.



IMPORTANT: Members in Active or Active on Leave status must report earnable salary in each pay period.

4.1.1 Additional Employer Responsibilities

The following section outlines additional Employer responsibilities required to be completed outside of the regular bi-weekly reporting cycle. This includes, but is not limited to, submitting adjustments to transmittal files, submitting Pay Item requests for all new Pay Items, and annual tasks..

Supplemental Tasks

Employer Task	Purpose
Transmittal Adjustments	<ul style="list-style-type: none">▪ Submit adjustments to correct pending issues on previously submitted transmittals▪ Adjustments submitted for:

Employer Task	Purpose
	<ul style="list-style-type: none"> ○ Termination Pay- can be reported on an adjustment file. ○ Lump Sum Retroactive Reporting- Employers must not submit Lump Sum reporting on transmittals for hours, salary or Pay Items that apply to a previous pay period, the excess hours/pay must be submitted as an adjustment to the applicable pay period(s). ○ A transmittal adjustment is required and must be submitted, in a timely manner, to accurately apply reported hours and/or salary to applicable pay periods
Termination Notices	<ul style="list-style-type: none"> ▪ Employers can report terminations to OCERS through the following methods: <ul style="list-style-type: none"> ○ Report a separation date on the transmittal file indicating the member's date of separation from employment (a Payroll Department function) ○ Submit a completed Termination Notice upon member separation (typically a Human Resources function)
New Pay Item Requests	<ul style="list-style-type: none"> ▪ Upon the inception of new Pay Items, Employers must submit a New Pay Item Request prior to the effective pay period of the Pay Item to be reported <ul style="list-style-type: none"> ○ New Pay Item procedure and request form can be found on the OCERS Website
Payroll Schedule	<ul style="list-style-type: none"> ▪ Employers must submit a copy of the following year's payroll schedule upon request by the OCERS Employer Payroll Team
Extra Help Reporting	<ul style="list-style-type: none"> ▪ Employers are required to annually report all Extra Help employees, including total hours worked during the fiscal year. ▪ Reporting is used to monitor statutory hour limits and ensure compliance with OCERS eligibility rules. ▪ Reports must be submitted in the format requested by OCERS and certified as accurate by the employer. ▪ OCERS may request payroll schedules or supporting records to validate reported hours. ▪ Submissions are provided to EmployerPayroll@ocers.org by the employer-specified deadline.

Employer Task	Purpose
Working Retirees Reporting	<ul style="list-style-type: none"> ▪ Employers are required to report rehired retired OCERS members working for their agency. ▪ Reporting includes position information, employment dates, hours worked, and pay, as applicable. ▪ Requirements support compliance with rehired retiree limitations and tracking rules. ▪ Employers must submit information upon request and certify data completeness and accuracy. ▪ Reports are submitted to EmployerPayroll@ocers.org and may be reviewed against payroll records.

4.2 OCERS Employer Payroll Process

The following section outlines the process the Employer Payroll team must follow to provide support to Employers, as well as review and reconcile the transmittal data received bi-weekly to verify that the data meets OCERS reporting requirements.

1. Support Employers during transmittal upload process
 - a. Enter corrections needed for processing (removing term dates, updating SSN, missing invalid DOB etc.). This is necessary when the information submitted by Employers conflicts with what is in the PAS. Upon encountering an error, Employers confirm the data on the transmittal is correct and notify the EP team. The EP team reviews the information in the PAS to determine whether it matches the transmittal file; if it does not, the EP team updates the PAS resolving the error
 - b. Clarify questions on error handling when the data correction must be entered by the Employer

2. Review file for errors preventing release
 - a. Remediate errors preventing release by utilizing the Transmittal Error and Exception Handling guide

3. Release file

4. Notify OCERS Finance to review the file for variances
 - a. If variance is confirmed, Finance may copy EP team on correspondences for adjustment requests to reconcile the discrepancy
 - b. EP will verify and release the adjustment as applicable

5. Review/remediate exception reports
 - a. Transmittal Exception Report
 - i. Format by exception
 - ii. Prioritize exceptions
 - iii. Remediate exceptions that OCERS must correct
 1. Review and correct exceptions rated 1
 2. Review exceptions rated 3 for possible correction
 3. Exceptions rated 4 are informational only, no action needed



IMPORTANT: Exceptions *rated 2* are Employer responsibility and must be a priority when processing a transmittal file.

4.2.1 Additional OCERS Employer Payroll Responsibilities

The following section outlines additional OCERS Employer Payroll responsibilities required to be completed outside of the regular bi-weekly reporting cycle. This includes, but is not limited to, requesting adjustments to transmittal files, reviewing requests for all new Pay Items, and annual or irregular tasks as required by OCERS Employer Data Policy.

Supplemental Tasks

Employer Payroll Task	Role	Purpose
Adjustment Requests	Employer Payroll Staff	<ul style="list-style-type: none"> ▪ Submit adjustments requests to applicable Employers when member data needs to be corrected on previously submitted transmittals
Troubleshooting	Retirement Contribution Reconciliation Specialist (RCRS)	<ul style="list-style-type: none"> ▪ Assist and follow up with Employers with any questions related to transmittals processing or other general requests
New Pay Item Requests	Employer Payroll Supervisor	<ul style="list-style-type: none"> ▪ Review and respond to Pay Item requests following the New Pay Item Request procedure to assist Employers in successfully implementing and submitting new Pay Items on transmittal files
Schedule Employer Meetings	Employer Payroll Supervisor	<ul style="list-style-type: none"> ▪ Schedule regular meetings such as Employer Workshops, walkthroughs, and training sessions to touch base with Employers on pressing issues and/or updates on new requirements or changes to reporting

5.0 FAS Automation: Employer Reporting Enhancements

To support OCERS' transition toward fully automated Final Average Salary (FAS) calculations — and in alignment with the future **Pension Administration System (PAS)**,

Historically, certain pensionable Pay Items were manually validated by OCERS staff using supplemental documentation such as timesheets and paystubs. The practices outlined below introduce

streamlined, electronic methods that reduce manual intervention and improve consistency with MOU and P&SR rules.

5.1 Leave, Holiday Compensation Pay, and manual Pay Items

The following subsections provide employer-specific guidance for how OCERS' Pension Administration System (PAS) will process FAS-relevant data. Each Employer entry outlines the rules and configuration logic for:

- **Leave balances** (e.g., vacation, sick, annual leave)
 - **Holiday compensation hours** (e.g., hours earned and hours cashed out)
 - **Other pensionable Pay Items**
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These provisions reflect the terms outlined in each employer's applicable **Memorandum of Understanding (MOU)** or **Personnel & Salary Resolution (P&SR)** and are designed to support automation, compliance, and consistent reporting. Where applicable, rules specific to **Legacy Members** are also included. This structure ensures

that OCERS can accurately calculate FAS with minimal manual intervention, using data reported directly through the payroll transmittal process.

County of Orange and Employers supported by County Auditor-Controller's Office:

- Cemetery District
 - Children and Families Commission
 - Orange County Employees Retirement System
 - Orange County Local Agency Formation Commission
 - Orange County Superior Court
 - Public Law Library
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- **For Leave Balances (Annual Leave/Vacation) for Legacy Members only:**
 - To be included in each year of the three-year measuring period for FAS purposes, vacation and/or annual leave hours accrued must be available in the member's corresponding leave bank field (e.g., "Annl Lv bank", "Vac bank") on each pay period's transmittal.
 - Cashed out vacation and annual leave hours must continue to be reported as separate Pay Items, consistent with current practice.
 - OCERS' future PAS will be configured to calculate leave time credited in the FAS based on the reported leave balances cash outs in the transmittal file. OCERS will **apply vacation/annual leave annual accrual limits directly** by pulling the relevant rules from each employer's **Memorandum of Understanding (MOU) or Personnel & Salary Resolution (P&SR)** based

on the employee's bargaining unit.(Employers are not required to report accrued rates separately.)

- **For Holiday Compensation for Legacy Members only:**

- The County of Orange Auditor-Controller's Office is currently testing a new use of the existing "Hol Bank" column in the payroll transmittal file. This field, which is currently unused, is being repurposed to capture pensionable Holiday Compensation (HC) hours earned each pay period. Cashed-out HC hours will continue to be reported as a separate Pay Item, consistent with current practice.
 - Early adoption of this reporting approach will support readiness for the upcoming PAS and streamline future FAS processing.
- This will allow the new PAS to track a running balance of pensionable HC hours earned during the MP, which will be automatically factored into FAS estimates and final benefit calculations once the system is live.

- **Other pensionable Pay Items previously captured manually by OCERS for FAS purposes.**

- OCERS and the County of Orange Auditor-Controller's Office are exploring a solution to securely obtain Post Overtime (6DE) hours needed for FAS calculations. Both parties are currently awaiting approval from the County's Legal Department to proceed with developing a data-sharing agreement that would allow OCERS to access this information directly.
 - This effort supports future FAS automation under the new PAS. In the future, reporting of pay associated with 6DE may be standardized to align with how other pensionable pay items are currently reported via the payroll transmittal file.

Orange County Transportation Authority

- **For Leave Balances (Vacation/Sick) for Legacy Members only:**

- To be included in each year of the three-year measuring period for FAS purposes, vacation and sick hours banked must be available in the member's corresponding leave bank field (e.g., "vac bank", "sick bank") on each pay period's transmittal.
- Cashed out vacation (VSB pay code) and cashed out sick hours (SPO pay code) must continue to be reported as separate Pay Items, consistent with current practice.

OCERS' future PAS will be configured to determine whether an employee has met the minimum vacation usage rule (e.g. 40 hours per year), as required by MOU and/or P&SR, based on accrual levels and balances.

- OCERS' PAS will use the Bargaining Unit reported for each employee to determine the applicable MOU or P&SR when applying limits to vacation and sick Pay Items in the Final Average Salary (FAS) calculation.
- **For Holiday Compensation for Legacy Members only:**
 - Holiday compensation is already reported as a Pay Item (pay code HW) and no change in process is required.

- **Other pensionable Pay Items previously captured manually by OCERS for FAS purposes:**
 - Not applicable to OCTA at this time.

Transportation Corridor Agency (TCA)

- **For Comprehensive Annual Leave (CAL) Balances for Legacy Members only:**
 - To be included in each year of the three-year measuring period for FAS purposes, CAL hours banked must be available in the member's corresponding leave bank (e.g., "vac bank") field on each pay period's transmittal.
 - Cashed out CAL hours (ALAN4 pay code) must continue to be reported as a separate Pay Item, consistent with current practice.
 - OCERS' PAS will use the Bargaining Unit reported for each employee to determine the applicable P&SR when applying limits to vacation and sick Pay Items in the FAS calculation. Currently, there is just one P&SR applicable to all employees.
- **For Holiday Compensation for Legacy Members only:**
 - TCA does not have cashable Holiday Comp pay.
- **Other pensionable Pay Items previously captured manually by OCERS for FAS purposes:**

- Not applicable to TCA at this time.

The following section applies to the Orange County Sanitation District (OC San)

- **For Leave Balances (Vacation/Sick) for Legacy Members only:**
 - To be included in each year of the three-year measuring period for FAS purposes, vacation and sick hours banked must be available in the member's corresponding leave bank field (e.g., "vac bank", "sick bank") on each pay period's transmittal
 - Cashed out vacation (VACPY pay code) and cashed out sick hours (SZPAY pay code) must continue to be reported as separate Pay Items, consistent with current practice.
 - OCERS' PAS will use the Bargaining Unit reported for each employee to determine the applicable MOU or P&SR when applying limits to vacation and sick Pay Items in the FAS calculation.
- **For Holiday Compensation for Legacy Members only:**

- OC San must populate the currently unused “Hol Bank” column in the transmittal file to reflect pensionable HC hours earned—but not cashed out—each pay period. Cashed out HC must

continue to be reported as a separate Pay Item, consistent with current practice. Banked HC hours taken as time off must be reflected as a reduction in the Hol Bank field.

- This allows the PAS to track a running balance of pensionable HC hours earned during the MP, which will be automatically factored into FAS estimates and final calculations.
- **Other pensionable Pay Items previously captured manually by OCERS for FAS purposes:**
 - IISP (Investment Incentive Salary Pay) –OCERS PAS will be configured to include IISP pay in the FAS calculation, applying the current MOU-defined rate of 4% of the FAS credit attributed to vacation, sick, and holiday compensation pay, for eligible employees.

The following section applies to the Orange County Fire Authority (OCFA)

- **For Leave Balances (Vacation) for Legacy Members only:**
 - To be included in each year of the three-year measuring period for FAS purposes, vacation and sick hours banked must be available in the member's corresponding leave bank field (e.g., "vac bank", "sick bank") on each pay period's transmittal
 - Cashed out vacation (VE and VP3 pay codes¹¹) and cashed out sick hours (SZPAY pay code) must continue to be reported as separate Pay Items, consistent with current practice

- OCERS' PAS will use the Bargaining Unit reported for each employee to determine the applicable P&SR when applying limits to vacation and sick Pay Items in the FAS calculation. Currently, there is just one P&SR applicable to all employees.
- **For Holiday Compensation for Legacy Members only:**
 - OCFA should populate the currently unused "Hol Bank" column in the transmittal file to reflect pensionable HC hours earned—but not cashed out—each pay period. Cashed out HC must

continue to be reported as a separate Pay Item, consistent with current practice. Banked HC hours taken as time off must be reflected as a reduction in the Hol Bank field.

- This allows the PAS to track a running balance of pensionable HC hours earned during the MP, which will be automatically factored into FAS estimates and final calculations.
- **Other pensionable Pay Items previously captured manually by OCERS for FAS purposes:**
 - Not applicable to OCFA at this time.

The following section applies to the City of San Juan Capistrano

- **For Leave Balances (Vacation) for Legacy Members only:**
 - To be included in each year of the three-year measuring period for FAS purposes, vacation and sick hours banked must be available to OCERS.
 - City of San Juan Capistrano does not pass vacation and sick bank balances and will instead have to provide to OCERS via a data sharing arrangement, or by modifying their current payroll transmittal report to include these balances
 - Cashed out vacation (VACPY pay code) and cashed out sick hours (SZPAY pay code) must continue to be reported as separate Pay Items, consistent with current practice.

- OCERS' future PAS will be configured to determine whether an employee has met the minimum vacation usage rule (e.g. two weeks per year), as required by MOU and/or Personnel Rules, based on accrual levels and balances.
 - OCERS' PAS will use the Bargaining Unit reported for each employee to determine the applicable P&SR when applying limits to vacation and sick Pay Items in the FAS calculation. Currently, there is just one P&SR applicable to all employees.

- **For Holiday Compensation for Legacy Members only:**

- City of San Juan Capistrano does not have cashable Holiday Comp pay.

- **Other pensionable Pay Items previously captured manually by OCERS for FAS purposes:**
 - N/A

The following section applies to the In Home Support Services Public Authority

- **For Leave Balances (PTO for Legacy Members only):**
 - To be included in each year of the three-year measuring period for FAS purposes, PTO hours banked must be available in the member's corresponding leave bank field (e.g., "vac bank") on each pay period's transmittal.

To be included in the FAS, OCERS' future PAS will be configured to determine whether an employee has met the minimum vacation balance remaining (e.g. 40 hours), as required by P&SR, based on accrual levels and balances.

- OCERS' PAS will use the Bargaining Unit reported for each employee to determine the applicable Personnel, Policies, and Procedures document when applying limits to PTO pay in the FAS calculation.

- **For Holiday Compensation for Legacy Members only:**

- IHSS does not have cashable Holiday Comp pay.
- Other pensionable Pay Items previously captured manually by OCERS for FAS purposes:
 - N/A

6 Related Resources

Document Number	Resource Title	Source
N/A	<i>Employer Self Service (ESS) Portal</i>	www.ocers.org
MEM-WI-0001	<i>New Pay Item Procedures</i>	F:\Common\Documentation\Member Services (OCERS use only)
N/A	<i>Pay Item Request and Approval Procedures for Employers</i>	www.ocers.org (Employers use)
N/A	<i>Transmittal Error and Exceptions Handling</i>	F:\Transmittals (OCERS use only)

Employer Reporting

1. Transmittal Field Requirements

The following section outlines each field of the OCERS transmittal, specifying whether it is required, providing a brief description, and including any additional comments.

Detail Record Layout

Transmittal Section	Field Name	Required?	Description; Formatting; References	Comments
Demographic	Source System ID	N	ID that traces back to the employer's source system. Space-fill if not using, or add trailing spaces after value	Optional field; may be provided by the employer to provide traceability to source system
Demographic	Member SSN	Y	Format as all numeric; include leading zeros	Use SSN as unique lookup; if SSN is not found, then auto-create new member; compare new member's first, last name, birth date with existing members on file for possible duplicate. When creating a member record, set the type = "Member"
Demographic	Member Alt ID	N	Source system's ID for this person. Space-fill if not using, or add trailing spaces after value	In order to ensure global uniqueness of the ID, the source system's ID should be prefixed with the employer code and a dash. For example, if an ID from the Orange County payroll system is 12345, and the source employer is Orange County, then the value should be 101-12345
Demographic	Birth Date	Y	Member Birth date, formatted as YYYYMMDD	Birth date must be before employment / entry date. Birth date must be within the range of greater than today - 99 years and today - 18 years. If these conditions are met and different from value in V3, then raise exception. If imaged doc of doc type "birth certificate" exists for this member, and birth date is different than date in V3, then raise exception and do not make update. Only update when source vs target indicates a real change
Demographic	First Name	Y	First name of member; OCERS preference is Initial Caps / Mixed Case; space fill after name	Only update when source vs target indicates a real change; that is, the staged value does not exactly match the V3 existing value.

Demographic	Middle Name	N	Middle name of member; OCERS preference is Initial Caps / Mixed Case; space fill after name	Only update when source vs target indicates a real change; if value is invalid, then raise exception and do not make any update; only update when the staged value is not blank
Demographic	Last Name	Y	Last name of member; OCERS preference is Initial Caps / Mixed Case; space fill after name	Only update when source vs target indicates a real change; if value is invalid, then raise exception and do not make any update
Demographic	Suffix	N	See Valid Values tab	Only update when source vs target indicates a real change, and when the staged value is not blank and is a valid value. Validate the staged value against the configured V3 values for this field (do not hard-code the valid values list)
Demographic	Gender	Y	See Valid Values tab	Only update when source vs target indicates a real change, and when the staged value is not blank and is a valid value. Validate the staged value against the configured V3 values for this field (do not hard-code the valid values list)
Demographic	Marital Status	Y	See Valid Values tab	Only update when source vs target indicates a real change, and when the staged value is not blank and is a valid value. Validate the staged value against the configured V3 values for this field (do not hard-code the valid values list)
Demographic	Address1	Y	Space fill after string	if 10-16 change, then end date existing address record and create new home address record; use import date as the current date
Demographic	Address2	N	Space fill after string	Space fill after string
Demographic	Address3	N	Space fill after string	if 10-16 change, then end date existing address record and create new home

				address record; use import date as the current date
Demographic	City	Y	Space fill after string	if 10-16 change, then end date existing address record and create new home address record; use import date as the current date
Demographic	State	Y	Space fill after string	if 10-16 change, then end date existing address record and create new home address record; use import date as the current date
Demographic	Zip Code	Y	No dash between 5 digit zip code and 4-digit mail route; if mail rout is unknown then space-fill	if 10-16 change, then end date existing address record and create new home address record; use import date as the current date
Demographic	Country Code	N	all-caps; valid value must be 2-char country code (ISO 3166-1)	if 10-16 change, then end date existing address record and create new home address record; use import date as the current date. If country code left blank, assume US
Demographic	Phone	N	Member's phone number; include area code, e.g. 9495551212. Do not include any special characters, i.e., + - (). Space-fill to indicate null field	If provided, set source to "E" for employer
Demographic	Phone Type	Y	See Valid Values tab, required if Phone 1 field is filled in.	Use the value to set the subtype ID for a phone type. Validate against the factor table (do not hard code the validation of valid values)
Demographic	Phone Country Code	N	all-caps; valid value must be 2-char country code (ISO 3166-1)	If country code left blank, assume US
Demographic	Phone Extension	N	Space fill after string or if blank	
Demographic	Phone 2	N	Member's phone number; include area code, e.g. 9495551212. Do not include any special characters, i.e., + - (). Space-fill to indicate null field	If provided, set source to "E" for employer
Demographic	Phone 2 Type	Y	See Valid Values tab, required if Phone 2 field is filled in.	Use the value to set the subtype ID for a phone type. Validate against the factor table (do not hard code the validation of valid values)
Demographic	Phone 2 Country Code	N	all-caps; valid value must be 2-char country code (ISO 3166-1)	If country code left blank, assume US

Demographic	Phone 2 Extension	N	Space fill after string or if blank	
Demographic	Phone 3	N	Member's phone number; include area code, e.g. 9495551212. Do not include any special characters, i.e., + - (). Space-fill to indicate null field	If provided, set source to "E" for employer
Demographic	Phone 3 Type	Y	See Valid Values tab, required if Phone 3 field is filled in.	Use the value to set the subtype ID for a phone type. Validate against the factor table (do not hard code the validation of valid values)
Demographic	Phone 3 Country Code	N	all-caps; valid value must be 2-char country code (ISO 3166-1)	If country code left blank, assume US
Demographic	Phone 3 Extension	N	Space fill after string or if blank	
Demographic	Email	N	Email address of member. Must be valid email xx@xx.xx	If provided, set source to "E" for employer
Demographic	Email Type	Y	See Valid Values tab, required if Email field is filled in.	Use the value to set the subtype ID for an email type. Validate against the factor table (do not hard code the validation of valid values)
Employment	Employment Entry Date	N	Format: YYYYMMDD; Date member entered the pension system. (Note, this is not always the same as the hire date in the source payroll system.)	Use this date to create employment record, and conditionally update member status in return to work scenarios
Employment	Separation Date	N	Format: YYYYMMDD; Last day member was on payroll in OCERS-eligible employment. Space-fill to leave the field blank.	Use this date to update existing employment record and set member status = Deferred, and, conditionally generate letter: for retirement-eligible, send retirement-eligible letter; otherwise, send refund / withdrawal / outgoing recip letter
Employment	Employment Type	Y	Full time or Part time; see Valid Values tab for codes	Compare with employment type on open employment record. If employment type does not match, then check employment change effective date. If employment change effective date is later than existing employment record's start date, end-date the existing employment record for employment change

				effective date – 1 day; create new employment record. If employment type does not match and employment change effective date is equal to or less than the start date of the open record, then raise error. See Word document for additional validation and processing logic related to employment records.
Employment	Plan Numeric ID	Y	See valid values tab.	Use Plan numeric ID and Tier level to look up V3 barg unit ID to compare with existing employment record. Then follow same directions as provided for Employment Type. See Word document for additional validation and processing logic related to employment records.
Employment	Tier Level	Y	See Valid Values tab; add trailing spaces	Use Plan numeric ID and Tier level to look up V3 barg unit ID to compare with existing employment record. Then follow same directions as provided for Employment Type. See Word document for additional validation and processing logic related to employment records.
Employment	Bargaining Unit	Y	List of Values : See Job Category Table	Follow same directions as provided for Employment Type. See Word document for additional validation and processing logic related to employment records.
Employment	Department Code	Y	List of Values : See Department Code (Billing Location); add trailing spaces after string	Follow same directions as provided for Employment Type. See Word document for additional validation and processing logic related to employment records.

Employment	Job Class Code	N	List of Values: See Job Class Code table; add trailing spaces after string, or space fill if left blank	Follow same directions as provided for Employment Type. See Word document for additional validation and processing logic related to employment records.
Employment	Pay Status	Y	List of Values: see valid values tab	Follow same directions as provided for Employment Type. See Word document for additional validation and processing logic related to employment records.
Employment	Employment Change Effective Date	N	Date that any employment attribute change took effect; that is, if employment type, plan ID, tier level, barg unit, dept code, job class code, or pay status code has changed, then the effective date captures the effective date of the change of any of those fields. Formatted as YYYYMMDD.	OCERS V3 system will assume an effective date of the first day of the pay period if this field is left blank. (Pay period begin date)
Transmittal	Pay Period Year	Y	Pay Period Year to which record is applied; formatted as YYYY	
Transmittal	Pay Period Number	Y	For biweekly – use 01-26 where 01 is the first pay period of the calendar year. For monthly, use 01 – 12, where 01 is January	
Transmittal	Pay Period Begin Date	Y	Beginning Date of the Pay Period. Formatted as YYYYMMDD.	
Transmittal	Pay Period End Date	Y	Ending Date of the Pay Period. Formatted as YYYYMMDD.	
Transmittal	Pay Date	Y	Payroll process Date. Formatted as YYYYMMDD.	
Transmittal	Comp Time Balance	N	Comp Time balance from Active Payroll as of the Pay Period End Date. Implied Decimal (e.g. 10000 = 1.0000); add leading zeros in front of string; value should always be >= 0. Zero-fill if no value reported	
Transmittal	Annual Leave Balance	N	Annual Leave balance from Active Payroll as of the Pay Period End Date. Implied Decimal (e.g. 10000 = 1.0000); add leading zeros in front of string; value should always be >= 0. Zero fill if no value reported	

Transmittal	Sick Balance	N	Sick balance from Active Payroll as of the Pay Period End Date. Implied Decimal (e.g. 785000 = 78.5000); add leading zeros in front of string; value should always be >= 0. Zero fill if no value reported	
Transmittal	Vacation Balance	N	Vacation balance from Active Payroll as of the Pay Period End Date. Implied Decimal (e.g. 785000 = 78.5000); add leading zeros in front of string; value should always be >= 0. Zero fill if no value reported	
Transmittal	Holiday Balance	N	Holiday balance from Active Payroll as of the Pay Period End Date. Implied Decimal (e.g. 0= would still have a value of 0); value should always be >= 0. Zero fill if no value reported	
Transmittal	Gross Salary Amount	Y	Contains 2 implied decimals (e.g. 1000 = 10.00) Total Salary (Salary + All Pensionable Pay Items); add leading zeros in front of string; negative sign in front of leading zeros	
Transmittal	Earnable Salary Amount	Y	Contains 2 implied decimals (e.g. 1000 = 10.00) Hourly Rate * 80; If PT, should = 0.00; add leading zeros in front of string; negative sign in front of leading zeros	
Transmittal	Pensionable Salary Amount	Y	Contains 2 implied decimals (e.g. 1000 = 10.00) Hourly Rate * actual hours worked; does not include pay items	
Transmittal	Reported Total Pensionable Pay Items	N	Contains 2 implied decimals (e.g. 1000 = 10.00); include only Pensionable Pay Items ; add leading zeros in front of string; negative sign in front of leading zeros	This represents the sum of the individual pay item amounts that are considered pensionable. For example, if 3 different pay items were reported, and they each had individual amounts of \$100, and 2 of them are considered pensionable, then the the value in this field would be \$200
Transmittal	Reported Total Earnable Pay Items	N	Contains 2 implied decimals (e.g. 1000 = 10.00); include only Earnable Pay Items; add leading zeros in front of string; negative sign in front of leading zeros	This represents the sum of the individual pay item amounts that are considered earnable (includable in final average salary calc). For example, if 3 different pay items were reported, and they each

				had individual amounts of \$100, and 2 of them are considered earnable, then the the value in this field would be \$200
Transmittal	Scheduled Hours	Y	2 decimal places implied, e.g. 125 would represent 1 hour, 15 minutes; fill with leading zeros	80 hours should be reported for standard full-time schedules. For non-standard schedules, the actual scheduled hours should be reported. For example, some firefighters work on a 112, 112, 96 hour schedule. Some dispatchers work on an 85, 85, 68 hour schedule. These scdeduled hours should be reported here.
Transmittal	Reported Hours	Y	2 decimal places implied, e.g. 125 would represent 1 hour, 15 minutes; fill with leading zeros	Report the actual hours paid. Usually this will match the scheduled hours. But if the member started a leave without pay, or continued a leave without pay, then the reported hours could be less.
Transmittal	Hourly Rate	Y	Current Hourly Rate; contains 2 implied decimals (e.g. 1000 = 10.00); value should always be >= 0	
Contributions	Reported Contrib Basis Date	Y	Formatted as YYYYMMDD. Contribution Date reported from Employer (will not be used to update V3)	
Contributions	Reported Age at Entry	N	Age at Entry used by employer to determine EE contrib rate; integer value; zero-fill if left blank	
Contributions	Employee Share	Y	Employee Portion of the Contributions (EE Contrib minus ER.1 and ER .2) Contains 2 implied decimals (e.g. 1000 = 10.00); add leading zeros in front of string; negative sign in front of leading zeros; 0-fill if no contribution reported	EE share contribution (may be zero if employer is picking up all contributions via .1 and .2 pickups)
Contributions	EE .2 ER Pickup	Y	Contains 2 implied decimals (e.g. 1000 = 10.00); add leading zeros in front of string; negative sign in front of leading zeros; 0-fill if no contribution reported	.2 pickup contribution by the employer; still employee-owned and refundable to the employee

Contributions	EE Rvs Pickup UAAL	Y	EE Rvs Pickup of ER UAAL contributions; Contains 2 implied decimals (e.g. 1000 = 10.00); add leading zeros in front of string; negative sign in front of leading zeros; 0-fill if no contribution reported	Employee pickup of UAAL costs on behalf of the employer; refundable to the employee
Contributions	EE Rvs Pickup ER Norm	Y	EE Rvs Pickup of ER Normal contributions; Contains 2 implied decimals (e.g. 1000 = 10.00); add leading zeros in front of string; negative sign in front of leading zeros; 0-fill if no contribution reported	Employee pickup of ER normal costs on behalf of the employer; refundable to the employee
Contributions	SCP Payment	Y	SCP Payment; Contains 2 implied decimals (e.g. 1000 = 10.00); add leading zeros in front of string; value may be positive or negative; 0-fill if no contribution reported	Service Credit Purchase deduction based on instructions from OCERS for additional payroll deduction for an approved service purchase contract for the member. Deductions should only be reported on regular files.
Contributions	Employer Share	Y	Employer Portion of the Contributions Contains 2 implied decimals (e.g. 1000 = 10.00); add leading zeros in front of string; negative sign in front of leading zeros; 0-fill if no contribution reported	ER normal share of contribution, net of any employee reverse pickup of the ER normal cost
Contributions	EE .1 ER Pickup	Y	Employer .1 Pickup Portion of the Contributions; Contains 2 implied decimals (e.g. 32500 = 325.00); add leading zeros in front of string; negative sign in front of leading zeros; 0-fill if no contribution reported	.1 pickup contribution by the employer; not refundable to the employee
Pay Items	Pay Item Code	Y	Pay Items Code Table; add spaces after string. Required if pay item 01 amount is populated	
Pay Items	Pay Item Amount	N	Amount associated with Pay Item 01; Contains 2 implied decimals (e.g. 1000 = 10.00); add leading zeros in front of string; negative sign in front of leading zeros	

2. Exceptions (current V3 reporting)

The following section details each type of exception in an OCERS transmittal file in the current PAS (V3), indicating the type of file it applies to, and whether it prevents submission or release.

Work Report Editor - Errors and Exceptions				
Validation Message	Applies to File Type	Prevents Submission?	Prevents Release?	Validation Condition
Reported total of pensionable Pay Items does not match calculated total	Both (Regular and Adjustment Files)	N	N	Reported pensionable Pay Items does not match calculated total
Reported total of earnable Pay Items does not match calculated total	Both	N	N	Reported earnable Pay Items does not match calculated total

Non-zero amount reported for <basis name>, but no Pay Item has been selected	Both	Y	Y	Non-zero amount reported for a Pay Item, but no Pay Item is selected
Negative <basis name> amount reported	Regular	Y	Y	On a regular work report, any negative basis amount except for: EE Ctrb ER Ctrb EE Rvs UAAL ER .1 Pickup ER .2 Pickup SCP pre-tax EE Rvs ER Norm
Reported contribution basis date does not match contribution basis date on file	Regular	N	N	Reported contribution basis date does not match contribution basis date on file
No hours reported for member in active work status	Regular	N	N	Reported hours worked are zero, even though work status indicates Active
Earnable salary should be reported for member on leave	Regular	N	N	Work status = On leave and earnable salary is null or zero
Employment type of <display value for code_16> does not match the member's employment record	Regular	Y	Y	Employment type does not match current employment type on employment record

Employer Plan <Barg unit name> does not match the member's employment record	Regular	Y	Y	Employer Plan does not match plan on current employment record
Employment status does not match the member's employment record	Regular	Y	Y	Employment status does not match current employment status on employment record
Barg unit does not match the member's employment record	Regular	Y	Y	Barg unit does not match Barg unit on employment record
No employment record exists for this member and employer	Both	Y	Y	No employment record exists for this member and employer
Members with current employment records with this employer are missing from this transmittal	Regular	Y	Y	Employment records exist, but members are not included on the transmittal worksheet
Member has multiple open FT employment records. Need to review.	Regular	N	N	Member has multiple Open (no Stop Date), FT employment records
EE Share contribution mismatch; Employer reported <work_01>; OCERS calculated <due_10>	Both	N	N	Reported EE Share does not match calculated EE Share

EE .1 ER Pickup contribution mismatch; Employer reported <work_04>; OCERS calculated <due_19>	Both	N	N	Reported EE .1 ER Pickup does not match calculated EE .1 ER Pickup
ER Normal contribution mismatch; Employer reported <work_02>; OCERS calculated <due_20>	Both	N	N	Reported ER Normal does not match calculated ER Normal
EE .2 ER Pickup contribution mismatch; Employer reported <work_17>; OCERS calculated <due_18>	Both	N	N	Reported EE .2 ER Pickup does not match calculated EE .2 ER Pickup
EE Rvs ER UAAL contribution mismatch; Employer reported <work_03>; OCERS calculated <due_16>	Both	N	N	Reported EE Rvs UAAL does not match calculated EE Rvs UAAL
EE Rvs ER Norm contribution mismatch; Employer reported <work_45>; OCERS calculated <due_17>	Both	N	N	Reported EE Rvs ER Normal does not match calculated EE Rvs ER Normal
SCP payment received, but no open SCP transactions exist	Regular	N	Y	SCP payment received, but no open SCP transactions exist
SCP payment reported on adjustment report; SCP payments can only be reported on regular reports	Adjustment	Y	Y	SCP payment reported on adjustment report

Expected SCP payment is missing	Regular	N	N	SCP payment expected, but no SCP payment reported
SCP Payment received does not match payment amount	Regular	N	N	SCP Payment received does not match payment amount
More than one active SCP found with payment option of <"payroll deduction">	Regular	N	Y	SCP payment received, and more than one active SCP is found with a payment option of "payroll deduction"
Reported pensionable salary of <work_06> is n% change vs previous pensionable salary	Regular	N	N	Reported pensionable salary is greater than a given percentage vs previous reported pensionable salary
Negative reported adjustment of <basis name> is more than the total released amount for this member, employer, Barg unit, and pay period	Adjustment	Y	Y	On an adjustment report, any basis amount is negative, resulting in a "net negative" value when summed with existing released work history

<p>The selected Pay Item is different than the previously reported Pay Item. Enter a new Pay Item in another Pay Item column.</p>	<p>Adjustment</p>	<p>Y</p>	<p>Y</p>	<p>Value selected from Pay Item drop-down is different than the previous Pay Item drop-down value, and the previous pay period drop-down is not blank.</p>
<p>This member's plan class is <Plan Class display name>; Pay Item <Pay Item display name> plan class is <Pay Item plan class display name> (conditionally add a semicolon and repeat " the Pay Item <Pay Item display name> plan class is <Pay Item plan class display name> " for as many Pay Items as have a mismatch.</p> <p>Example: This member's plan class is PEPR; Pay Item "Uniform Allowance" plan class is PrePEPR; Pay Item "Language Special Skill" plan class is PrePEPR.</p> <p>Example 2: This member's plan class is Pre-PEPR; Pay Item</p>	<p>Both</p>	<p>N</p>	<p>N</p>	<p>Member has one or more Pay Items that have a "plan class" that does not match the "plan class" of the member's plan, and the Pay Item "plan class" is not "Both".</p>

<p>"Certification" plan class is PEPRA.</p> <p>Example 3: This member's plan class is "PEPRA Compliant"; Pay Item "Uniform Allowance" plan class is PrePEPRA; Pay Item "Language Special Skill" plan class is PrePEPRA.</p>				
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Document Control

Revision	Change Description
1.0	Initial release
1.1	Extra Help and Working Retirees reporting requirements added

This document was last approved by [Mark Adviento 04/28/2026](#).

Employer Self-Service (ESS) Guide

Can be found on the Employer Self-Service Portal using the following menu path.

Shortcuts

- Message Center
- Create New Transmittal
- Process New Hire
- Upload Data File

Menu

- Home
- Member/Employee
- Uploaded Data Files
- Transmittals
- Account Transactions
- Message Center
- Forms**
- Documents
- Reports
- Age At Entry Calculator
- Employer Information
- Departments
- FAQ

Forms

A List of forms available for download

Authorization Forms

- V3 ESS Authorization Form

Downloadable Forms

- Elected Official Member Affidavit
- Employee Termination/Transfer Notice
- Employer Concurrence Waiver of Membership
- IRC Section 415 Notice
- Member Affidavit
- New Paycode Request Form
- New PEPRA Member Affidavit
- Retirement Plan Election Member Affidavit
- Social Security SSA-1945
- Waiver of Membership

Transmittal Processing

- How to Manually Create a Transmittal File
- V3 Transmittal File Specifications
- Transmittal Error & Exception Handling Guide

User Guides & Other Documentation

- OCERS ESS & Transmittal Contacts
- Employer Self-Service (ESS) Portal User Guide

