

TRS Appendix

Field Name	Field Values	TRS Application
Job Position	County Commissioner (0000)	Not Applicable
	City Council Member (0001)	Not Applicable
	Elected Member of a Board of Education (0002)	Not Applicable
	Mayor (0003)	Not Applicable
	Municipal Police Officer (0004)	Not Applicable
	Municipal Fire Professional (0005)	Not Applicable
	EMSO (0006)	Not Applicable
	Deputy Sheriff (0007)	Not Applicable
	Sheriff (0008)	Not Applicable
	Chief Deputy (0009)	Not Applicable
	Judge (0010)	Not Applicable
	Justice (0011)	Not Applicable
	State Police (0012)	Not Applicable
	Teacher (0013)	For Boards of Education: To report Teachers or employees working in a Professional capacity, such as Counselor, Speech Pathologist, or Social Worker. For Higher Education Institutes: To report an employee as Faculty.
	Administrator (0014)	For Boards of Education: To report an employee as an Administrator. For Higher Education Institutes: To report an employee as Non-Classified.
Service Personnel (0015)	For Boards of Education: To report an employee as Service Personnel. For Higher Education Institutes: To report an employee as Classified.	

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	Concurrent (0016)	To report the members as Concurrent. Please contact CPRB for more information regarding Concurrent employees.
	Appointed Board Member (0017)	Not Applicable
	Other (0018)	Not Applicable
	Governor (0019)	Not Applicable
	Secretary of State (0020)	Not Applicable
	State Auditor (0021)	Not Applicable
	State Treasurer (0022)	Not Applicable
	Commissioner of Agriculture (0023)	Not Applicable
	Attorney General (0024)	Not Applicable
	Judge of Court of Claims (0025)	Not Applicable
	Elected Clerk (0026)	Not Applicable
	Sergeant at Arms (0027)	Not Applicable
	Doorkeeper (0028)	Not Applicable
	Senator (0029)	Not Applicable
	Delegate (0030)	Not Applicable
	21st Century Learner Fellow (0031)	To report an employee as 21 st Century Learner Fellow.
Position Status	Permanent Full Time (00)	Any person who is regularly employed for full time service with a participating employer. Participation in the correct plan is mandatory. Note: Permanent teaching substitutes who are on a 200 day contract are considered to be full time and the person is required to participate.
	Permanent Part Time (01)	Not Applicable
	Temporary/Provisional (02)	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 180 days are allowed for temporary employees with Higher Education

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		employers and shorter than 200 days for employees with Board of Education employers. Temporary employees should be reported under a Not-Eligible contribution group and are not eligible to participate in TRS unless they are already contributing as a Permanent Full Time employee on a regular contract length exceeding 180 days with a Higher Education employer or exceeding 200 days with a Board of Education employer.
	Posted 21 Day (03)	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.
	Substitute (04)	To report Day to Day Substitute or Temporary Substitute Teaching. These positions are not considered full time and should be reported under a Not-Eligible contribution group and are not eligible to participate in TRS Plan 1, Plan 3, or Plan 9.
	Elected (05)	Not Applicable
Report Date	Report Date indicates the date on which the employees are paid.	This date is used by CPRB to indicate when TRS employees are paid, regardless of when the wages are earned. For TRS, the Report Date will not be used to grant retirement service credit; instead the Pay Period End Date will be used.
Payment Reason	Regular Pay (00)	To report an employee's regular wages for a pay period. See the definition of salary for TRS provided in this appendix for further clarification.
	Additional Pensionable Compensation (01)	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.
	Overtime (02)	Not Applicable.

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	Non Pensionable Payment (03)	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.
	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.
	Workers 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)	Not Applicable
	Purchase of Military Service Credit (08)	To report Purchase of Military Service payments. 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 Posting Date, SSN, CPRB ID, DOB, Gender, First & Last Name, Contribution Group, Payment Reason and Post-Tax EECON.
	Back Wages (09)	To report back wage settlement or grievance payments for an employee that were not previously reported.

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	Lump sum payment of unused Comp or Holiday (10)	To report lump sum payments of unused comp or holiday time. Contributions should not be withheld on these amounts.
	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)	To report zero wages and contributions for TRS 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.
	Deferred Summer Pay (13)	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.
	Loan I (14)	To report the Loan I payroll deducted loan payments for TRS members. This payment type should always be reported as Post-Tax EE Contributions.
	Loan II Payment (15)	To report the Loan II payroll deducted loan payments for TRS members. This payment type should always be reported as Post-Tax EE Contributions.
	State Employee Increment (16)	To report the State of West Virginia annual increment payments for the employees of TRS participating employers who receive the state increment payments.
	TRS/TDC Legislative (17)	To report TRS members during their periods of service in the WV legislature. This payment reason will allow salary and employer contributions to be reported without employee contributions.
Salary	The wages paid to an employee for a pay period.	To report Gross salary; the fixed annual or periodic cash wages paid to a member by a participating public employer for performing duties for the participating public employer for which the member was hired.