

DSRS Appendix

Field Name	Field Values	DSRS 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)	To report the members who are appointed as Deputy Sheriff by a Sheriff.
	Sheriff (0008)	To report the Sheriff of the county who is eligible to participate in DSRS.
	Chief Deputy (0009)	To report a member as Chief Deputy.
	Judge (0010)	Not Applicable
	Justice (0011)	Not Applicable
	State Police (0012)	Not Applicable
	Teacher (0013)	Not Applicable
Administrator (0014)	Not Applicable	

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	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)	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)	Not Applicable

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Position Status	Permanent Full Time (00)	<p>Any Deputy Sheriff and Chief Deputy must participate in DSRS and should be reported as Permanent Full Time.</p> <p>Participation in DSRS is mandatory if an employee is in a permanent full time position.</p> <p>Note: Any active DSRS member or DSRS retiree who is elected Sheriff may elect to participate in DSRS and should be reported as permanent full time.</p>
	Permanent Part Time (01)	Not Applicable
	Temporary/Provisional (02)	Not Applicable
	Posted 21 Day (03)	Not Applicable
	Substitute (04)	Not Applicable
	Elected (05)	To report an elected Sheriff who is holding public position, through either election or appointment.
Report Date	Report Date indicates the date on which the employees are paid.	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 DSRS.
Payment Reason	Regular Pay (00)	To report a member's regular wages for a pay period. See the definition of salary for DSRS provided in this appendix for further clarification.
	Additional Pensionable Compensation (01)	<p>To report 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 EE taking health insurance 3. On call pay

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		4. Annually guaranteed increment pay or longevity pay
	Overtime (02)	To report overtime separate from regular wages for each pay period. Contributions should be withheld on these amounts.
	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. Cash Reimbursements or Expense Allowance due to: Travel or mileage, Travel incidentals (food, tolls), Gym membership, Clothing allowance, Cell phone 2. Non-cash remuneration paid annually as part of salary due to costs associated with: Uniform, Laundering 3. Sick Leave Bank payment/Donated Leave 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

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		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)	Not Applicable
	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)	To report the Loan I payroll deducted loan payments for DSRS members. This payment type should always be reported as Post-Tax EE Contributions.
	Loan II Payment (15)	Not Applicable
	State Employee Increment (16)	Not Applicable
	TRS/TDC Legislative (17)	Not Applicable
Salary	The wages paid to an employee for a pay period.	To report Annual Compensation; the wages paid to the member during covered employment based upon the nature or location of employment or services performed during the plan year.

