PAYROLL SUMMARY RECORD for SPRS AGENCIES

Payroll Summary Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
Agency Number	Agency Number	AGENCY_NO		
Process Date	Process Date	PROCESS_DT	SPEHST	
Payment Date	Payment Date	PAY_DT	SPPSUM	
Document Number	Document Number	BATCH_DOC_NO		
Employee Social Security Number	Social Security Number	SSN		
First Name	Employee First Name	EMPL_FIRST_NAME	SHEMPL	
Middle Name	Employee Middle Name	EMPL_MIDDLE_NAME	SHEMPL	
Last Name	Employee Last Name	EMPL_LAST_NAME	SHEMPL	
Payment Number	Payment number	PAY_NO	SPPSUM	
Payment Sequence	Payment Sequence Number	PAY_SEQ_NO	SPPSUM	
Pay Override Indicator (SPRS Only)	Pay Override Indicator	OVERRIDE_IND	SPPSUM	**O** – (*Override*)
Employment Date	Employment Date	EMPLOYMENT_DT	SHEMPL	
Termination Date	Employee Term Date	EMPL_TERMNT_DT	SHEMPL	
State Effective Service Date	Effective Service Date	EFF_SVC_DT	SHEMPL	
BRP Leveling Indicator	BRP Eligibility Indicator	BRP_IND	SHEMPL	**LEVEL** (*Y*) **NOT ELIG** (*W*) **UNLEVELED** (*N*)
Retirement Type	Retirement Code	RET_CODE	SHEMPL	**90D** (*90 day wait ERS – N*) **90L** (*90 day wait LECOS – Q*) **DEC** (*declined – D*) **ERS** (*Employees Retirement System – E*) **LEC** (*Employees Retirement System/LECOS – C*) **MAX** (*maximum retirement – limited*) **SCE** (*return to work retiree subject to ERS surcharge – R*) **SCL** (*return to work retiree subject to LECOS surcharge – S*) **XMP** (*exempt*)
Pay Cycle	Pay Cycle	PAY_CYCLE	SHJOBD	**M** – (*Monthly*) **S** – (*Semi-monthly*)
Summary Pay Period Begin Date		PAY_PRD_STRT_DT	SPPSUM	
Summary Pay Period End Date		PAY_PRD_END_DT	SPPSUM	
Payment Distribution	Payment Distribution Type	PAY_DIST	SPDHST	**D** – (*Direct Deposit Payment*) **DH** – (*Held Warrant issued for employee on direct deposit*)

Payroll Summary Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
				R – *(Warrant Payment)* **RH** – (*Held Warrant issued*). *Employee not on direct deposit* **SO** – (*SPRS Only information; payment not issued in SPRS*) **V** – (*Reissued Warrant*) **VH** – (*Reissued Warrant on Hold*) **Z** – (*Non-payment transaction in SPRS such as Zero Net or Return Money*)
Trace Number – SP1/PR1		PAY_NO	SPDHST	
Trace Number SP2/PR2		PAY_NO	SPDHST	
Cancel Indicator	Cancel Indicator	CANCEL_IND	SPPSUM	**CA** – (*Cancelled payment*) **CB** – (*Callback of Direct Deposit Payment*) **RM** – (*Return Money*)
Original Payment Number	Payment Number Original	PAY_NO_ORIG	SPPHST	
Original Document Number	Document Number Original	DOCUMENT_NO_ORIG	SPPHST	
Gross Pay	Gross Amount	GROSS_PAY	SPPSUM	
Net Pay	Net Payment Amount	NET_PAY	SPPSUM	
Deductions – Includes Taxes	Payment Deduction Amount	DED_PAY	SPPSUM	
Non-Cash Items	Payment Benefit Amount	BENEFIT_PAY	SPPHST	
State Contributions	Payment State Match Contribution Amount	ST_CNTRB_PAY	SPPHST	
Fiscal Year based on Processing Date	Derived from PROCESS_DT		SPPSUM	
Payroll System	Derived			**SPRS**
Payee PIN		PAYEE_PIN	SHEMPL	11-digit TINS number assigned to an employee

PAYROLL ACCOUNTING RECORD For SPRS AGENCIES

Accounting Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
Agency Number	Agency Number	AGENCY_NO		
Process Date	Process Date	PROCESS_DT	SPEHST	
Payment Date	Payment Date	PAY_DT		
Document Number	Document Number	BATCH_DOC_NO		
Employee Social Security Number	Social Security Number	SSN		
First Name	Employee First Name	EMPL_FIRST_NAME	SHEMPL	
Middle Name	Employee Middle Name	EMPL_MIDDLE_NAME	SHEMPL	
Last Name	Employee Last Name	EMPL_LAST_NAME	SHEMPL	
Payment Number	Payment Number	PAY_NO	SHEHST	
Payment Sequence	Payment Sequence Number	PAY_SEQ_NO	SHEHST	
Payment Detail Sequence	Payment History Sequence	HISTORY_SEQ_NO	SHEHST	
Pay Override Indicator (SPRS Only)	Payment Override Indicator	OVERRIDE_IND	SPPSUM	**O** – *(Override)*
Organization Code (USPS Only)				
Position/Job Number	Job Number	JOB_NO	SHJOBD	
Position Effective Date (USPS Only)				
Job Classification Code	Job Classification Code	CLASS_CODE	SHJOBD	
Functional Job Class Code (USPS Only)				
Salary Table	Salary Schedule	SALARY_SCH	SHJOBD	
Group	Salary Group	SALARY_GROUP	SHJOBD	
Step	Salary Step	SALARY_STEP	SHJOBD	
EEO Code	EEO Function Code	EEO_JOB_CAT	SHJOBD	**A** *(Officials and Administrators)* **C** *(Administrative Support)* **E** *(Elected Officials)* **M** *(Service – Maintenance)* **O** *(Elected Officials Staff)* **P** *(Professionals)* **Q** *(Para-Professionals)* **R** *(Protective Service Workers)* **S** *(Skilled Craft Workers)* **T** *(Technicians)*
Location (USPS Only)				
Extended Location (USPS Only)				
Budget Unit (USPS Only)				

PAYROLL ACCOUNTING RECORD For SPRS AGENCIES

Accounting Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
Assignment FTE	Assigned Work Hours	ASSND_WORK_HRS	SHJOBD	
Employee Type	Employee Type	EMPL_TYPE	SHJOBD	**CRF** *(Classified Regular Full-Time)* **CRP** *(Classified Regular Part-Time)* **CTF** *(Classified Temporary Full-Time)* **CTP** *(Classified Temporary Part-Time)* **ERF** *(Exempt Regular Full-Time)* **ERP** *(Exempt Regular Part-Time)* **UEF** *(Unclassified Regular Part-Time Agency 781)* **UEP** *(Unclassified Regular Part-Time Agency 781)* **URF** *(Unclassified Regular Full-Time)* **URP** *(Unclassified Regular Part-Time)* **UTF** *(Unclassified Temporary Full-Time)* **UTP** *(Unclassified Temporary Part-Time)*
Salary Type	Salary Type	SALARY_TYPE	SHJOBD	**Daily Rate** **Hourly** **PT-Judge** **Salary**
Authorized Salary	Salary Authorized Base	SALARY_AUTH_BASE	SHJOBD	
Authorized Hourly Rate	Hourly Rate	HOURLY_RATE	SHJOBD	
Multi-PCA Indicator (USPS Only)				
Pay Period Begin Date	Pay Period Start	PAY_PRD_STRT_DT	SPEHST	
Pay Period End Date	Pay Period End	PAY_PRD_END_DT	SPEHST	
Appropriation Year	Appropriation Year	APPROPRIATION_YR	SPPHST	
Appropriated Fund	Appropriated Fund	APPROP_FUND	SPPHST	
Fund	Fund	FUND	SPPHST	
USAS PCA/Index Indicator	PCA/Index	PCA	SPPHST	
USAS PCA/Index	PCA/Index	PCA	SPPHST	
Appropriation Number	Appropriation Number	APPROP_NO	SPPHST	
Object Code	Object	OBJ_CODE (2:4)	SPPHST	**7001** *(Salary/Wages Line Item Exempt Positions)* **7002** *(Salary/Wages Classified and Non-Classified Permanent Full-Time Employees)* **7003** *(Salary/Wages Classified and Non-Classified Permanent Part-Time Employees)* **7004** *(Salary/Wages Classified and Non-Classified Non-Permanent Full-Time Employees)* **7005** *(Salary/Wages Classified Non-Permanent Part-Time Employees)* **7006** *(Salary/Wages Hourly Full-Time Employees)*

PAYROLL ACCOUNTING RECORD For SPRS AGENCIES

Accounting Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
				7007 *(Salary/Wages Hourly Part-Time Employees)* **7010** *(Higher Education Salaries-Professional/Administrative Employees)* **7015** *(Higher Education Salaries – Classified Employees)* **7016** *(Salary/Wages – Employees Receiving Twice-a-Month Salary Payment)* **7017** *(One-Time Merit Pay)* **7018** *(Hardship Stations Pay (DPS))* **7019** *(Compensatory Time Pay)* **7020** *(Hazardous Duty Pay)* **7021** *(Overtime Pay)* **7022** *(Longevity Pay)* **7023** *(Lump Sum Termination Pay)* **7024** *(Termination – Death Pay)* **7025** *(Compensatory or Salary Per Diem)* **7031** *(Emoluments and Allowances)* **7032** *(Employees Retirement – State Contribution)* **7033** *(Employee Retirement – Other Employment Expenses)* **7035** *(Stipend Pay)* **7037** *(Incentive Award for Authorized Service to Veterans)* **7041** *(Employee Insurance Payments – Employer Contributions)* **7042** *(State Health Insurance Premium Contribution)* **7043** *(F.I.C.A. Employer Matching Contributions)* **7046** *(High Performance Bonus for Admin. of SNAP)* **7047** *(Recruitment and Retention Bonuses)* **7048** *(Performance Rewards)* **7050** *(Benefit Replacement Pay)* **7083** *(Retirement/Benefits Payment)* **7086** *(Optional Retirement – State Match)* **7103** *(Travel – Per Diem, Non-Overnight Travel)* **7107** *(Travel In-State – Non-Overnight Travel – meals)* **7108** *(Travel In-State – Actual Expense Meals – No Overnight Travel)* **7110** *(Travel In-State – Board or Commission Members Meal and Lodging Expenses)*

PAYROLL ACCOUNTING RECORD For SPRS AGENCIES

Accounting Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
				7117 (*Travel Out-of-State – Non-Overnight Travel meals*) **7118** (*Travel Out-of-State – Actual Expense Meals – Non-Overnight Travel*) **7134** (*Legislative Per Diem*)
Pay/Contribution Identifier		ENTIL_CODE	SPEHST	**Admin Meals In** **Admin Meals Out** **Base Salary** **BD Per Diem In** **BD Per Diem In NC** **BD Per Diem Out** **BD Per Diem Out NC** **Benefit Replace Pay** **Bilingual** **Car Allow NC** **Catch-Up BRP** **Cert Pay** **Clothing Allowance** **College Degree Pay** **Com Per Diem** **Comp Time Pay** **Continuing Educ** **Cost of Liv Sal Supp** **CPS Stipend** **Deceased Sick** **Deceased Vac** **DFPS County Supp** **Educ Reim Txbl NC** **Education Level** **Emergency 1XM** **Employee Incentive** **Employer Match FICA** **Employer Match Ret** **Empl Match LECOS Ret** **ERS Ret Fee** **Fire Brigade** **Hazardous Duty** **HHSC Food Stamp Pgm** ended 5/31/11 **Housing NC** **Imputed Income NC** **In Per Diem Txbl NC**

Accounting Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
				Language Interpreter
				Locality Pay
				Longevity
				Lump Sum
				Maximum Security Pay
				Medical Trust
				Misc Claim BRP
				Moving Exp NC
				New Hire Bonus
				On-Call Pay
				One Time Leg Bonus
				One Time Merit
				Out Per Diem Txbl NC
				Overtime
				Payroll Ret Cont
				Payroll Hlth Ins Con
				Per Diem In
				Per Diem Out
				Performance Bonus
				Retirement Incentive
				RTW Employer Match R
				RTW Empl Match LECOS
				Salary Supp
				Shift Differential
				SNAP Program Bonus
				Staff Retention
				State Paid SKIP
				State Pd Health Ins
				St Opt Out Credit
				TDCJ Ret Benefit
				TVC Veteran Bonus
				Unit Pay Differentia (*TDCJ*)
				Utilities NC
				Wellness
USPS/SPRS Pay Contribution Identifier		DESCRIPTION	SHREND	**BIL** – (*Bilingual Stipend*)
				BMI – (*BD Per Diem In*)
				BMO – (*BD Per Diem Out*)
				BRC – (*Catch-Up BRP*)
				BRM – (*Misc Claim BRP*)
				BRP – (*Benefit Replace Pay*)
				BSY – (*Base Salary*)

Accounting Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
				CAI – (*Admin Meals In*)
				CAO – (*Admin Meals Out*)
				CER – (*Cert Pay*)
				CDP – (*College Degree Pay*)
				CLO – (*Clothing Allowance*)
				CON – (*Continuing Educ*)
				CPD – (*Com Per Diem*)
				CPI – *(CPS Stipend)*
				CSS – (*Cost of Liv Sal Supp*)
				CTP – (*Comp Time Pay*)
				DHS – (*HHSC Food Stamp Pgm*) ended 5/31/11
				DSP – (*Deceased Sick*)
				DVP – (*Deceased Vac*)
				EDL – (*Education Level*)
				EDU – (*Educ Reim Txbl NC*)
				EXM – *(Emergency 1XM)*
				FIR – (*Fire Brigade*)
				HAZ – (*Hazardous Duty*)
				IMP – (*Imputed Income NC*)
				INC – (*Employee Incentive*)
				LCP – (*Locality Pay*)
				LGB – (*One Time Leg Bonus*)
				LIS – (*Language Interpreter*)
				LOG – (*Longevity*)
				LSV – (*Lump Sum Vacation*)
				MED – (*Medical Trust*)
				MOV – (*Moving Exp NC*)
				MSP – (*Maximum Security Pay*)
				NCH – (*Housing NC*)
				NCI – (*In Per Diem Txbl NC*)
				NCO – (*Out Per Diem Txbl NC*)
				NCU – (*Utilities NC*)
				NCV – (*Car Allow NC*)
				NHB – (*New Hire Bonus*)
				NPI – (*BD Per Diem In NC*)
				NPO – (*BD Per Diem Out NC*)
				OCP – (*On-Call Pay*)
				OTP – (*Overtime*)
				PBN – (*Performance Bonus*)
				PDI – (*Per Diem In*)
				PDO – (*Per Diem Out*)

Accounting Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
				REG – (*Base Salary*) **RIP** – (*Retirement Incentive*) **RTB** – (*TDCJ Ret Benefit*) **SHD** – (*Shift Differential*) **SNP** – (*SNAP Program Bonus*) **SRB** – (*Staff Retention*) **SSC** – (*DFPS County Supp*) **SUP** – (*Salary Supp*) **UPD** – (*Unit Pay Differential-TDCJ*) **VET** – (*TVC Veteran Bonus*) **WEL** – (*Wellness*) **1XM** – (*One Time Merit*) **SFC** – (*LECOS Ret Fee*) **SLS** – (*LECOS RTW surcharge*) **STC** – (*LECOS Retirement Contribution*) **STF** – (*ERS Ret Fee*) **STH** – (*State Pd Health Ins*) **STL** – (*Empl Match LECOS Ret*) **STO** – (*ST Opt Out Credit*) **STR** – (*Employer Match Ret*) **STS** – (*RTW Employer Match*) **OAS** – (*Employer Match FICA*) **HI** – (*Employer Match FICA*) **FIM** – (*Employer Match FICA*) **LRW** – (*RTW Empl Match LECOS*) **PHC –** (*Payroll Hlth Ins Con*) **PRC –** (*Payroll Ret Cont, LECOS*) **PRE –** (*Payroll Ret Cont, Employees*) **PRR –** (*Payroll Ret Cont, RTW*) **PRS –** (*Payroll Ret Cont, RTW LECOS*) **SKP** – (*State Paid SKIP*)
Pay/Contribution Category		REF_CATEGORY	SHREND	**NC** – (*non-cash*) **PAY** – (*payment – cash*) **STC** – (*state contribution amount*)
Hours Paid		ENTITL_ACTUAL_HRS	SPEHST	
Days Paid (SPRS Only)		ENTITL_ACTUAL_DAYS	SPEHST	
Amount Paid (Gross)		ENTITL_ACTUAL_AMT	SPEHST	

PAYROLL ACCOUNTING RECORD For SPRS AGENCIES

Accounting Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
Retirement Gross		ENTITLE_ACTUAL_AMT/	SPEHST/ SPDHST	
Retirement Type		RET_CODE	SHEMPL	**90D** (*90 day wait ERS- N*) **90L** (*90 day wait LECOS- Q*) **DEC** (*declined – D*) **ERS** (*Employees Retirement System – E*) **LEC** (*Employees Retirement System/LECOS – C*) **MAX**(*maximum retirement – limited*) **SCE** (*return to work retiree subject to ERS surcharge – R*) **SCL** (*return to work retiree subject to LECOS surcharge – S*) **XMP** (*exempt*)
Hazardous Duty Indicator		HAZ_DUTY_IND	SHJOBD	**Y** – (*is eligible for Haz duty pay*) **N** – (*is not eligible for Haz duty pay*)
Net Allocated to Pay		NET_PAY	SPPHST	
Payroll System	Derived			**SPRS**

PAYROLL DEDUCTION, TAX AND NET RECORD For SPRS AGENCIES

Payroll Deduction, Tax and Net Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
Agency Number	Agency Number	AGENCY_NO		
Process Date	Process Date	PROCESS_DT	SPDHST	
Payment Date	Payment Date	PAY_DT		
Document Number	Document Number	BATCH_DOC_NO		
Employee Social Security Number	Social Security Number	SSN		
First Name	Employee First Name	EMPL_FIRST_NAME	SHEMPL	
Middle Name	Employee Middle Name	EMPL_MIDDLE_NAME	SHEMPL	
Last Name	Employee Last Name	EMPL_LAST_NAME	SHEMPL	
Payment Number	Payment Number	PAY_NO	SPPHST	
Payment Sequence	Payment Sequence Number	PAY_SEQ_NO	SPDHST	
Payment Detail Sequence	Payment History Sequence	HISTORY_SEQ_NO	SPDHST	
Pay Override Indicator (SPRS Only)	Pay Override Indicator	OVERRIDE_IND	SPPSUM	**O** – (*Override*)
Deduction/Tax/Net Identifier		DESCRIPTION	SHREND	**401K** **401K Loan** **403(B)** **457** **457 Loan** **ROTH 401K** **ROTH 457** **Agency Payables** **Bankruptcy** **Charities** **Child Support** **Child Support Costs** **College Savings Plan** **Credit Union** **Credit Union Fee** **Earned Income Credit** **Employer Match FICA** **Employer Match Ret** **ERS Ret Fee** **ERS Retirement** **Federal Garnishment** **Federal Income Tax** **FICA** **Insurance** **IRS Tax Levy** **LECOS Retirement**

PAYROLL DEDUCTION, TAX AND NET RECORD For SPRS AGENCIES

Payroll Deduction, Tax and Net Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
				Member Dues **Net Pay** **Payroll Hlth Ins Con** **Payroll Ret Cont** **Prepaid Tuition** **Recoup Overpay** **RTW Employer Match R** **RTW Empl Match LECOS** **Savings Bonds** **Spousal Maintenance** **ST Opt Out Credit** **State Income Tax** **State Paid Skip** **State Pd Health Ins** **Student Loan** **Texas Protects** **Tobacco User Premium** **TXFLX Reimbursement**
USPS/SPRS Deduction/Tax/Net/Identifier		DED_CODE	SPDHST	**401** – (*401K*) **403** – (*403B*) **457** – (*457*) **R01** – (*Roth 401(k)*) **R57** – (*Roth 457*) **BAN** – (*Bankruptcy*) **BON** – (*Savings Bonds*) **CCD** – (*Charities*) **CHI** – (*Child Support*) **CSC** – (*Child Support Costs*) **CSP** – (*College Savings Plan*) **CUF** – (*Credit Union Fee*) **CUP** – (*Credit Union*) **DCC** – (*457 catch-up*) **DCL** – (*457 Loan*) **EIC** – (*Earned Income Credit*) **ERL** – (*LECOS Retirement*) **ERS** – (*ERS Retirement*) **FGO** – (*Federal Garnishment*) **FIC** – (*FICA*) **FIM** – (*Employer Match FICA*) **FIT** – (*Federal Income Tax*) **INS** – (*Insurance*)

Payroll Deduction, Tax and Net Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
				LEC – (*LECOS Retirement*) **LEV** – (*IRS Tax Levy*) **LOC** – (*Local Income Tax*) **LON** – (*401K Loan*) **LRW** – (*RTW Empl Match LECOS Ret*) **ORD** – (*Member Dues*) **PHC** – (*Payroll Hlth Ins Con*) **PRC** – (*Payroll Ret Cont, LECOS*) **PRE** – (*Payroll Ret Cont, Employees*) **PRR** – (*Payroll Ret Cont, RTW*) **PRS** – (*Payroll Ret Cont, RTW LECOS*) **PRD** – (*Recoup Overpay*) **PRO** – (*Texas Protects*) **PYB** – (*Agency Payables*) **SKP** – (*State Paid Skip*) **SPM** – (*Spousal Maintenance*) **SP1** – (*Net Pay*) **SP2** – (*Net Pay*) **SP3** – (*Net Pay*) **SFC** – (*LECOS Ret Fee*) **SLS** – (*LECOS RTW surcharge*) **STA** – (*State Income Tax*) **STC** – (*LECOS Retirement Contribution*) **STF** – (*ERS Ret Fee*) **STH** – (*State Pd Health Ins*) **STL** – (*Empl Match LECOS Ret*) **STO** – (*ST Opt Out Credit*) **STR** – (*Employer Match Ret*) **STS** – (*RTW Employer Match*) **STU** – (*Student Loan*) **TOB** – (*Tobacco User Premium*) **TPF** – (*Prepaid Tuition*) **TTF** – (*Prepaid Tuition*) **TXF** – (*TXFLX Reimbursemen*t)
Deduction Category	Deduction Code	REF_CATEGORY	SHREND	**DED** **NET** **STC** **TAX**
Deduction Sequence Number	Deduction Sequence Number	DED_SEQ_NO	SPDHST	
Amount Deducted	Deduction Amount	DED_ACTUAL_AMT	SPDHST	

PAYROLL DEDUCTION, TAX AND NET RECORD For SPRS AGENCIES

Payroll Deduction, Tax and Net Field Name	SPRS Field Name	SPRS Column Name	SPRS Screen	Valid Values
Deduction Not Taken (USPS Only)				
Vendor ID	Deduction Vendor ID	DED_VENDOR_ID	SPDHST	
Original Vendor ID		ORIG_VENDOR_ID	SPDHST	*Vendor ID submitted by agency but converted prior to processing*
Payroll System				**SPRS**