CALSTRS

Contribution File Specification

Overview

Purpose

The *Contribution File Specification* is a resource to instruct users on how to report creditable compensation and account receivables to CalSTRS according to Teachers' Retirement Law. The Contribution File is used in order to report payroll-type transactions such as Regular, Adjustments, Bargained Retroactive Ray Rate and Account Receivables. This file must be free of errors before it can be submitted to CalSTRS. This document provides the basic guidelines required of a Contribution File, detailed file layouts and business rules.

Version

Version 1.0 – 10/07/2019

Transaction Types

The Contribution File has four transaction types based on the type of compensation being reported.

Transaction Type	Description
Regular	Used to report new payroll earnings for the current month or arrears
Adjustment	Used to correct previously reported and erroneous payroll transactions (this transaction cannot be used to report arrears)
Retroactive Pay Rate	Used to report adjustments in pay rates due to a bargained pay rate increase or decrease
Account Receivable	Used for post-tax or pre-tax account receivables

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Overview, Continued

Ancillary File Types

There are two ancillary and requisite data files to Contribution File transactions. The success of Contribution File reporting could be dependent on the data submitted on the following files:

File	Description
Employment File	Used to report employment type transactions such as Enrollments, Terminations, Leave of Absence, Contact Information Change, Annual Total Compensation, Annual Excess Sick Leave Awarded, Reduction in School Funds and Sick Leave
Match File	Used to validate member-specific information with the existing record in the CalSTRS' system and to obtain CalSTRS Client IDs

See the Secure Employer Website for more information on the individual Employment File Specification and Match File Specification documents.

Support

For assistance contact Employer Services:
- By Email at EmployerHelp@CalSTRS.com
- By Phone at 1-877-277-5778

Contents

Contribution File Layout: Defined Benefit Program

Background	The following tables list the order of fields, code values per field, description of each field/value and applicable structural rules for Contribution File for the Defined Benefit Program. Contribution Files must be submitted with a comma separated value (CSV) file extension. Within the file, each field must be separated by a tilde (~) character. The system automatically creates summary and header records based on the contribution information submitted.

Field Position 1

Transaction Type

Must be present and one of the following code values:

Code Value	Description
RGLR	Regular; used for current month or arrears
ADJS	Adjustment; used to correct previously reported and erroneous payroll transactions (cannot be used to report arrears)
RPRA	Bargained Retroactive Pay Rate; used to adjust pay rates due to a bargained pay rate increase or decrease
PRAR	Pre-Tax Account Receivable
POAR	Post-Tax Account Receivable

Field Position 2

Organization Code

Must be present and a valid Organization Code. Must be an organization that belongs to the reporting source for the Contribution File.

Format	Description
Numeric	Five-digit unique organization code (e.g., 37050 = San Diego Unified School District)

Field Position 3

Benefit Program Member Code

Must be present and one of the following code values:

Code Value	Description
DB1	Defined Benefit Member
DB2	Defined Benefit Non Member

Continued on next page

Contribution File Layout: Defined Benefit Program, Continued

Field Position 4

Client ID

Must be present and a valid Client ID. Cannot be greater than 10 numeric characters.

Format	Description
Numeric	CalSTRS unique person identification number

Field Position 5

Last Name

Must be present and a least one character but not more than 50 characters. Cannot contain numeric of special characters except hyphens (-) and/or apostrophes (').

Format	Description
Non Numeric	Employee's last name

Field Position 6

Pay Period Begin Date

Must be present and a valid date. Must be on or after 19000101 and on or before 25001231.

Format	Description
CCYYMMDD (i.e., 2080801)	Pay period begin date

Field Position 7

Pay Period End Date

Must be present and a valid date. Must be on or after 19000101 and on or before 25001231.

Format	Description
CCYYMMDD (i.e., 2080831)	Pay period end date

Contribution File Layout: Defined Benefit Program, Continued

Field Position 8

Service Type

Must be present and one of the following code values:

Code Value	Description
01	CCD/CCCC Lab Instructor
02	CCD/CCCC Lecturer / General Instructor
03	CCD/CCCC Adult Education Instructor
04	CCD/CCCC Librarian
05	CCD/CCCC Counselor
SPCC	Superintendent/President/Chancellor
ORSS	Other Retirement System Service
RETA	Retired Activities
TEAC	Teaching
COUN	Counseling
LIBR	Librarian
PRRE	Program Research/Evaluation
CRMD	Curriculum/Materials Development
METR	Mentoring/Training
HESE	Health Services
CWSR	Child Welfare Services
SVAD	Supervision/Administration
PARC	PAR Consultant
OUTG	Outgrowth
ELOF	Elected Officer

Field Position 9

Assignment Code

Must be present and one of the following code values:

Code Value	Description
36	Reduced Workload Program
37	Elected Officer
54	Substitute
55	Part-Time (non-contract)
57	Contract
58	Temporary/Adjunct
61	Working After Retirement
71	Limited Term Special Pay

Contribution File Layout: Defined Benefit Program, Continued

Field Position 10

Time Base

Conditionally must be present and on of the list code values:

Code Value	Description
FLTM	Full Time
CCDN	CCD (Non-Temporary/Non-Adjunct)
CCDT	CCD (Temporary/Adjunct)
PTME	Part Time (50% or More)
PTLS	Part Time (Less than 50%)
PTHR	Part Time (Hourly)
PTDL	Part Time (Daily)
SUBS	Substitute
RWPM	Reduced Workload Program (RWP)
Null	

Field Position 11

Full Time Base Hours for Position

Conditionally must be present. Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4).

Format	Description
Numeric or Null	The number of hours required in a school term for full time

Field Position 12

Work Hours Per Day

Conditionally must be present. Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 8.50 or 8.5). Must be greater than or equal to 5.50 and less than or equal to 8.50. Must be in increments of .25

Format	Description
Numeric or Null	The number of hours required per day in a complete work day for full time

Continued on next page

Contribution File Layout: Defined Benefit Program, Continued

Field Position 13

Expected Pay Periods

Conditionally must be present and one of the listed code values. Null only allowed for Retired Activities.

Code Value	Description
13JJ	13 payments – Quadra weekly payments
12JJ	12 payments – July to June
1100	11 payments – unspecified breaks
11JM	11 payments – July to March
11AJ	11 payments – August to June
1000	10 payments – unspecified breaks
10JA	10 payments – July to April
10JM	10 payments – July to March (December break)
10AM	10 payments – August to May
10AJ	10 payments – August to June (January break)
10SJ	10 payments – September to June
0900	9 payments – unspecified breaks
09AA	9 payments – August to April
09SM	9 payments – September to May
09OJ	9 payments – October to June
0800	8 payments – unspecified breaks
08AM	8 payments – August to March
08AA	8 payments – August to April (December break)
08SA	8 payments – September to April
08SM	8 payments – September to May (January break)
08SJ	8 payments – September to June (Jan/Feb break)
08OM	8 payments – October to May
0000	0 payments – Intermittent (used for service performed outside the school term such as summer school or intersession)
Null	

Field Position 14

Annualized Pay Rate

Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4). Cannot be greater than 999,999,999.99.

Format	Description
Numeric	Rate of pay – must reflect annualized rate

Continued on next page

Contribution File Layout: Defined Benefit Program, Continued

Field Position 15

Earnings

Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45). Cannot be greater than 999,999,999.99.

Format	Description
Numeric	Earnings for the pay period reported

Field Position 16

Earnings Type

Conditionally must be present and one of the following code values:

Code Value	Description
SLRY	Salary
CLDE	Special Pay Certificate/License/Degree
HTRT	Special Pay Hiring/Transfer/Retirement
LNGY	Special Pay Longevity
DTSF	Special Pay Difficult to Staff
EXST	Special Pay Excess Students
PMBK	Special Pay Performance Benchmark
AVFG	Special Pay Available Funding
Null	

Field Position 17

Member Contributions

Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45). Cannot be greater than 999,999,999.99.

Format	Description
Numeric	Pre Tax or Post Tax member contributions

Contribution File Layout: Defined Benefit Program, Continued

Field Position 18

Employer Contributions

Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45). Cannot be greater than 999,999,999.99.

Format	Description
Numeric	Pre Tax or Post Tax member contributions

Contribution File Layout: Cash Balance Benefit Program

Background

The following tables list the order of fields, code values per field, description of each field/value and applicable structural rules for Contribution File for the Cash Balance Benefit Program. Contribution Files must be submitted with a comma separated value (CSV) file extension. Within the file, each field must be separated by a tilde (~) character. The system automatically creates summary and header records based on the contribution information submitted.

Field Position 1

Transaction Type

Must be present and one of the following code values:

Code Value	Description
RGLR	Regular; used for current month or arrears
ADJS	Adjustment; used to correct previously reported and erroneous payroll transactions (cannot be used to report arrears)
RPRA	Bargained Retroactive Pay Rate; used to adjust pay rates due to a bargained pay rate increase or decrease

Field Position 2

Organization Code

Must be present and a valid Organization Code. Must be an organization that belongs to the reporting source for the Contribution File.

Format	Description
Numeric	Five-digit unique organization code (e.g., 41050 = San Mateo Community College District)

Field Position 3

Benefit Program Member Code

Must be present and one of the following code values:

Code Value	Description
CB1	Cash Balance Member
CB2	Cash Balance Non Member

Contribution File Layout: Cash Balance Benefit Program,
Continued

Field Position 4

Client ID

Must be present and a valid Client ID. Cannot be greater than 10 numeric characters.

Format	Description
Numeric	CalSTRS unique person identification number

Field Position 5

Last Name

Must be present and a least one character but not more than 50 characters. Cannot contain numeric of special characters except hyphens (-) and/or apostrophes (').

Format	Description
Non numeric	Employee's last name.

Field Position 6

Pay Period Begin Date

Must be present and a valid date. Must be on or after 19000101 and on or before 25001231.

Format	Description
CCYYMMDD (i.e., 2080801)	Pay period begin date

Field Position 7

Pay Period End Date

Must be present and a valid date. Must be on or after 19000101 and on or before 25001231.

Format	Description
CCYYMMDD (i.e., 2080831)	Pay period end date

Contribution File Layout: Cash Balance Benefit Program,

Continued

Field Position 8

Service Type

Must be present and one of the following code values:

Code Value	Description
SPCC	Superintendent/President/Chancellor
TRST	Trustee Service
TEAC	Teaching
COUN	Counseling
LIBR	Librarian
PRRE	Program Research/Evaluation
CRMD	Curriculum/Materials Development
METR	Mentoring/Training
HESE	Health Services
CWSR	Child Welfare Services
SVAD	Supervision/Administration
PARC	PAR Consultant
OUTG	Outgrowth

Field Position 9

Assignment Code

Must be null.

Field Position 10

Time Base

Conditionally must be present and one of the list code values or null:

Code Value	Description
CCDT	CCD (Temporary/Adjunct)
PTLS	Part Time (Less than 50%)
PTHR	Part Time (Hourly)
PTDL	Part Time (Daily)
SUBS	Substitute
Null	

Field Position 11 **Full Time Base Hours for Position**	Must be null.

Field Position 12 **Work Hours Per Day**	Must be null.

Field Position 13 **Expected Pay Periods**	Must be null.

Field Position 14

Annualized Pay Rate

Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4). Cannot be greater than 999,999,999.99.

Format	Description
Numeric	Rate of pay – must reflect annualized rate

Field Position 15

Earnings

Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45). Cannot be greater than 999,999,999.99.

Format	Description
Numeric	Earnings for the pay period reported

Contribution File Layout: Cash Balance Benefit Program,

Continued

Field Position 16

Earnings Type

Conditionally must be present and one of the following code values:

Code Value	Description
SLRY	Salary
CLDE	Special Pay Certificate/License/Degree
HTRT	Special Pay Hiring/Transfer/Retirement
LNGY	Special Pay Longevity
DTSF	Special Pay Difficult to Staff
EXST	Special Pay Excess Students
PMBK	Special Pay Performance Benchmark
AVFG	Special Pay Available Funding
Null	

Field Position 17

Member Contributions

Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45). Cannot be greater than 999,999,999.99.

Format	Description
Numeric	Pre Tax or Post Tax member contributions

Field Position 18

Employer Contributions

Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45). Cannot be greater than 999,999,999.99.

Format	Description
Numeric	Pre Tax or Post Tax member contributions

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Contribution File Layout: Account Receivable

Background	Account Receivable transactions can be comingled with Defined Benefit contribution transactions or submitted separately. If comingled, Account Receivable transaction types (PRAR and POAR) must adhere to the Account Receivable Contribution File Layout outlined below.

Field Position 1

Transaction Type

Must be present and one of the following code values:

Code Value	Description
PRAR	Pre-Tax Account Receivable
POAR	Post-Tax Account Receivable

Field Position 2

Organization Code

Must be present and a valid Organization Code. Must be an organization that belongs to the reporting source for the Contribution File.

Format	Description
Numeric	Five-digit unique organization code (e.g., 10240 = Fresno Unified School District)

Field Position 3

Benefit Program Member Code

Must be null.

Field Position 4

Client ID

Must be present and a valid Client ID. Cannot be greater than 10 numeric characters.

Format	Description
Numeric	CalSTRS unique person identification number

Contribution File Layout: Account Receivable, Continued

Field Position 5

Last Name

Must be present and a least one character but not more than 50 characters. Cannot contain numeric of special characters except hyphens (-) and/or apostrophes (').

Format	Description
Non Numeric	Employee's last name

Field Position 6

Pay Period Begin Date

Must be present and a valid date. Must be on or after 19000101 and on or before 25001231.

Format	Description
CCYYMMDD (i.e., 2080801)	Pay period begin date

Field Position 7

Pay Period End Date

Must be present and a valid date. Must be on or after 19000101 and on or before 25001231.

Format	Description
CCYYMMDD (i.e., 2080831)	Pay period end date

Field Position 8

Service Type

Must be null.

Field Position 9

Assignment Code

Must be null.

Contribution File Layout: Account Receivable, Continued

Field Position 10 **Time Base**	Must be null.
Field Position 11 **Full-Time Base Hours for Position**	Must be null.
Field Position 12 **Work Hours Per Day**	Must be null.

Continued on next page

Contribution File Layout: Account Receivable, Continued

Field Position 13

Conditionally must be present and one of the listed code values. Null only allowed for Retired Activities.

Expected Pay Periods

Code Value	Description
13JJ	13 payments – Quadra weekly payments
12JJ	12 payments – July to June
1100	11 payments – unspecified breaks
11JM	11 payments – July to March
11AJ	11 payments – August to June
1000	10 payments – unspecified breaks
10JA	10 payments – July to April
10JM	10 payments – July to March (December break)
10AM	10 payments – August to May
10AJ	10 payments – August to June (January break)
10SJ	10 payments – September to June
0900	9 payments – unspecified breaks
09AA	9 payments – August to April
09SM	9 payments – September to May
09OJ	9 payments – October to June
0800	8 payments – unspecified breaks
08AM	8 payments – August to March
08AA	8 payments – August to April (December break)
08SA	8 payments – September to April
08SM	8 payments – September to May (January break)
08SJ	8 payments – September to June (Jan/Feb break)
08OM	8 payments – October to May
0000	0 payments – Intermittent (used for service performed outside the school term such as summer school or intersession)

Field Position 14

Must be null.

Annualized Pay Rate

Continued on next page

Contribution File Layout: Account Receivable, Continued

Field Position 15

Earnings

Must be null.

Field Position 16

Earnings Type

Must be null.

Field Position 17

Member Contributions

Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45). Cannot be greater than 999,999,999.99.

Format	Description
Numeric	Pre Tax or Post Tax member contributions

Field Position 18

Employer Contributions

Must be null.

Matching Criteria: Reversals

Background	Transaction Types Adjustment (ADJS), Bargained Retroactive Pay Rate (RPRA) and Special Pay Earnings types are matched to either companion contribution lines within the same uploaded file or to contribution lines previously submitted/posted to CalSTRS. The matching process is performed to establish a link between the adjustment or special pay contribution lines to previously submitted contribution lines or companion contribution lines on the same uploaded file.
	For reversals, a single previously submitted/posted line takes precedence over a companion line for matching purposes. Matching for a single line also takes precedence over matching to multiple lines.
Transaction Type	This field must match.
	The Transaction Type is considered a match when it exactly matches on both reversal and the target line(s).
	Exception: Adjustment transaction type can reverse Regular or Adjustment transaction types. Regular transaction types cannot be used to reverse other lines.
Organization Code	This field must match.
Benefit Program Member Code	This field must match.
Client ID	This field must match.
Last Name	NA

Matching Criteria: Reversals, Continued

Pay Period Begin Date

This field must match.

The range of pay period on the reversal line must cover exactly the range of all pay periods on the target line or lines.

Example – Single target line:
If the Pay Period Begin of the target line is 9/1/2019 and the Pay Period End is 9/30/2019, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 9/1/2019 and the Pay Period End must be exactly 9/30/2019.

Example – Multiple target lines:
If the earliest Pay Period Begin of the target lines is 8/1/2019 and the latest Pay Period End of all the target lines is 5/31/2020, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 8/1/2019 and the Pay Period End must be exactly 5/31/2020. No target lines may precede the Pay Period Begin or exceed the Pay Period End of the Reversal/Adjustment line.

Pay Period End Date

This field must match.

The range of pay period on the reversal line must cover exactly the range of all pay periods on the target line or lines.

Example – Single target line:
If the Pay Period Begin of the target line is 9/1/2019 and the Pay Period End is 9/30/2019, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 9/1/2019 and the Pay Period End must be exactly 9/30/2019.

Example – Multiple target lines:
If the earliest Pay Period Begin of the target lines is 8/1/2019 and the latest Pay Period End of all the target lines is 5/31/2020, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 8/1/2019 and the Pay Period End must be exactly 5/31/2020. No target lines may precede the Pay Period Begin or exceed the Pay Period End of the Reversal/Adjustment line.

Service Type

This field must match.

The Service Type is considered a match if the Reversal line and target line(s) have the same Service Type or the Reversal line has a Service Type populated and the target line(s) Service Type is null.

Continued on next page

Matching Criteria: Reversals, Continued

Assignment Code

This field must match.

Assignment Code is not required for matching for the Cash Balance benefit program.

Time Base

This field must match.

Time Base is considered a match if the target line(s) have the same Time Base or the Reversal line has a Time Base populated and the target line(s) Time Base is null and Pay Code is not 4 or 8.

If ...	Then ...
Time Base is null on the target line(s) and the Pay Code is 4	Time Base must be Part Time Hourly (PTHR)
Time Base is null on the target line(s) and the Pay Code is 8	Time Base bust be Part Time Daily (PTDL)

Full-Time Base Hours for Position

This field must match.

Full-Time Base Hours is not required for matching for the Cash Balance benefit program.

Work Hours Per Day

This field must match.

Work Hours Per Day is considered a match if the reversal line and target line(s) have the same Work Hours Per Day or the reversal line has Work Hours Per Day populated and the target line(s) Work Hours Per Day is null.

Work Hours Per Day is not required for matching for the Cash Balance benefit program.

Continued on next page

Matching Criteria: Reversals, Continued

Expected Pay Periods

This field must match.

Expected Pay Period is considered a match if the Reversal, Adjustment or Bargained Retroactive Pay Rate line and target line(s) have the same Expected Pay Period or the Reversal, Adjustment or Bargained Retroactive Pay Rate line has an Expected Pay Period populated and the target line(s) Expected Pay Period is null but matches to a similar Pay Code.

If Expected Pay Period is null on the target line(s) the following Expected Pay Period and Pay Codes combinations must exist to consider a match:

Expected Pay Periods	Pay Code
13JJ	7
12JJ	1 or 0
1100	2
11JM	2
11AJ	2
1000	3
10JA	3
10JM	3
10AM	3
10AJ	3
10SJ	3

Expected Pay Period is not required for matching for the Cash Balance benefit program.

Annualized Pay Rate

This field must match.

Annualized Pay Rate must match exactly unless the target line(s) pay rates were previously submitted/posted as monthly/daily/hourly and were converted to annual pay rates. Converted pay rates must match within +/- $1.00.

For Outgrowth Service Type (OUTG), the Annualized Pay Rate does not need to match.

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Matching Criteria: Reversals, Continued

Earnings

This field must match.

The sum of Earnings for the pay period range must be greater than zero. This includes all target line(s) as well as companion lines and previously submitted/posted Adjustment lines for the pay period range.

Earnings Type

This field must match.

Earnings Type must match exactly unless the target line(s) Earnings Type is "Special Pay." All special pay Earnings Types (CLDE, HTRT, LNGY, DTSF, EXST, PMBK, AVFG) are considered a match when the target line(s) Earnings Type is "Special Pay."

At implementation, all existing Defined Benefit contribution lines with Contribution Code 6 (special compensation) will be populated with Earnings Type "Special Pay."

Member Contributions

This field must match.

The sum of all reported contributions (employer and member) on the target line(s) must match but have opposite signs (positive or negative amount) to the earnings on reversal line.

Employer Contributions

This field must match.

The sum of all reported contributions (employer and member) on the target line(s) must match but have opposite signs (positive or negative amount) to the earnings on reversal line.

Matching Criteria: Adjustments

Background	Transaction Types Adjustment (ADJS), Bargained Retroactive Pay Rate (RPRA) and Special Pay Earnings types are matched to either companion contribution lines within the same uploaded file or to contribution lines previously submitted/posted to CalSTRS. The matching process is performed to establish a link between the adjustment or special pay contribution lines to previously submitted contribution lines or companion contribution lines on the same uploaded file.
Transaction Type	This field must match. The Transaction Type must be Regular (RGLR) on the target line(s) to be considered a match.
Organization Code	This field must match.
Benefit Program Member Code	This field must match. Benefit Program Member Code DB1 is considered a match for previously submitted/posted Member Code 1 contribution lines. Benefit Program Member Code DB2 is considered a match for previously submitted/posted Member Code 2 contribution lines. At implementation, all existing Cash Balance contribution lines in CalSTRS system will be populated with Benefit Program Member Code CB1.
Client ID	This field must match.
Last Name	NA

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Matching Criteria: Adjustments, Continued

Pay Period Begin Date

This field must match.

The range of pay period on the reversal line must cover exactly the range of all pay periods on the target line or lines.

Example – single target line: If the Pay Period Begin of the target line is 9/1/2019 and the Pay Period End is 9/30/2019, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 9/1/2019 and the Pay Period End must be exactly 9/30/2019.

Example –multiple target lines: If the earliest Pay Period Begin of the target lines is 8/1/2019 and the latest Pay Period End of all the target lines is 5/31/2020, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 8/1/2019 and the Pay Period End must be exactly 5/31/2020. No target lines may precede the Pay Period Begin or exceed the Pay Period End of the Reversal/Adjustment line.

Pay Period End Date

This field must match.

The range of pay period on the reversal line must cover exactly the range of all pay periods on the target line or lines.

Example – single target line: If the Pay Period Begin of the target line is 9/1/2019 and the Pay Period End is 9/30/2019, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 9/1/2019 and the Pay Period End must be exactly 9/30/2019.

Example –multiple target lines: If the earliest Pay Period Begin of the target lines is 8/1/2019 and the latest Pay Period End of all the target lines is 5/31/2020, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 8/1/2019 and the Pay Period End must be exactly 5/31/2020. No target lines may precede the Pay Period Begin or exceed the Pay Period End of the Reversal/Adjustment line.

Service Type

This field must match.

The Service Type is considered a match if the Adjustment line and target line(s) have the same Service Type or the Adjustment line has a Service Type populated and the target line(s) Service Type is null.

Continued on next page

Matching Criteria: Adjustments, Continued

Assignment Code   This field must match.

Assignment Code is not required for matching for the Cash Balance benefit program.

Time Base   This field must match.

Time Base is considered a match if the target line(s) have the same Time Base or the Reversal line has a Time Base populated and the target line(s) Time Base is null and Pay Code is not 4 or 8.

If ...	Then ...
Time Base is null on the target line(s) and the Pay Code is 4	Time Base must be Part Time Hourly (PTHR)
Time Base is null on the target line(s) and the Pay Code is 8	Time Base bust be Part Time Daily (PTDL)

Full-Time Base Hours For Position   This field must match.

Full-Time Base Hours is not required for matching for the Cash Balance benefit program.

Work Horus Per Day   NA

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Matching Criteria: Adjustments, Continued

Expected Pay Periods

This field must match.

Expected Pay Period is considered a match if the Reversal, Adjustment or Bargained Retroactive Pay Rate line and target line(s) have the same Expected Pay Period or the Reversal, Adjustment or Bargained Retroactive Pay Rate line has an Expected Pay Period populated and the target line(s) Expected Pay Period is null but matches to a similar Pay Code.

If Expected Pay Period is null on the target line(s) the following Expected Pay Period and Pay Codes combinations must exist to consider a match:

Expected Pay Periods	Pay Code
13JJ	7
12JJ	1 or 0
1100	2
11JM	2
11AJ	2
1000	3
10JA	3
10JM	3
10AM	3
10AJ	3
10SJ	3

Expected Pay Period is not required for matching for the Cash Balance benefit program.

Continued on next page

Matching Criteria: Adjustments, Continued

Annualized Pay Rate This field must match.

Annualized Pay Rate must match exactly unless the target line(s) pay rates were previously submitted/posted as monthly/daily/hourly and were converted to annual pay rates. Converted pay rates must match within +/- $1.00.

For Outgrowth Service Type (OUTG), the Annualized Pay Rate does not need to match.

Annualized Pay Rate must match unless the Adjustment line has all of the following detail:
- Earnings Type is CLDE, HTRT, LNGY, DTSF, EXST, PMBK or AVFG
- Earnings are less than zero
- Time Base is not RWPM

Earnings NA

Earnings Type This field must match.

Earnings Type must match exactly unless the target line(s) Earnings Type is "Special Pay". All special pay Earnings Types (CLDE, HTRT, LNGY, DTSF, EXST, PMBK, AVFG) are considered a match when the target line(s) Earnings Type is "Special Pay."

At implementation, all existing Defined Benefit contribution lines with Contribution Code 6 (special compensation) will be populated with Earnings Type "Special Pay."

Member Contributions NA

Employer Contributions NA

Matching Criteria: Bargained Retroactive Pay Rate

Background
Transaction Types Adjustment (ADJS), Bargained Retroactive Pay Rate (RPRA) and Special Pay Earnings types are matched to either companion contribution lines within the same uploaded file or to contribution lines previously submitted/posted to CalSTRS. The matching process is performed to establish a link between the adjustment or special pay contribution lines to previously submitted contribution lines or companion contribution lines on the same uploaded file.

Transaction Type
This field must match.

The Transaction Type must be Regular (RGLR), Adjustment (ADJS) or Bargained Retroactive Pay Rate (RPRA) on the target line(s) to be considered a match.

A maximum of two Bargained Retroactive Pay Rate transactions can exist for a given Client ID, employer and pay period range. If a third Bargained Retroactive Pay Rate transaction is uploaded to the system, it will return an error.

A maximum of one Bargained Retroactive Pay Rate transactions can exist for a given Client ID, employer and pay period range with assignment code 36 (RWP). If a second Bargained Retroactive Pay Rate transaction is uploaded to the system, it will return an error.

Organization Code
This field must match.

Benefit Program Member Code
This field must match.

Benefit Program Member Code DB1 is considered a match for previously submitted/posted Member Code 1 contribution lines. Benefit Program Member Code DB2 is considered a match for previously submitted/posted Member Code 2 contribution lines.

At implementation, all existing Cash Balance contribution lines in CalSTRS system will be populated with Benefit Program Member Code CB1.

Matching Criteria: Bargained Retroactive Pay Rate, Continued

Client ID   This field must match.

Last Name   NA

Pay Period Begin Date

This field must match.

The range of pay period on the reversal line must cover exactly the range of all pay periods on the target line or lines.

Example – single target line: If the Pay Period Begin of the target line is 9/1/2019 and the Pay Period End is 9/30/2019, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 9/1/2019 and the Pay Period End must be exactly 9/30/2019.

Example –multiple target lines: If the earliest Pay Period Begin of the target lines is 8/1/2019 and the latest Pay Period End of all the target lines is 5/31/2020, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 8/1/2019 and the Pay Period End must be exactly 5/31/2020. No target lines may precede the Pay Period Begin or exceed the Pay Period End of the Reversal/Adjustment line.

Pay Period End Date

This field must match.

The range of pay period on the reversal line must cover exactly the range of all pay periods on the target line or lines.

Example – single target line: If the Pay Period Begin of the target line is 9/1/2019 and the Pay Period End is 9/30/2019, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 9/1/2019 and the Pay Period End must be exactly 9/30/2019.

Example –multiple target lines: If the earliest Pay Period Begin of the target lines is 8/1/2019 and the latest Pay Period End of all the target lines is 5/31/2020, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 8/1/2019 and the Pay Period End must be exactly 5/31/2020. No target lines may precede the Pay Period Begin or exceed the Pay Period End of the Reversal/Adjustment line.

Matching Criteria: Bargained Retroactive Pay Rate, Continued

Service Type   This field must match.

The Service Type is considered a match if the Bargained Retroactive Pay Rate line and target line(s) have the same Service Type or the Bargained Retroactive Pay Rate line has a Service Type populated and the target line(s) Service Type is null.

If Service Type is Reduced Workload Program (RWPM), target lines where earnings are null or zero are excluded from matching.

Bargained Retroactive Pay Rate transactions are not allowed for Service Type Outgrowth (OUTG).

Assignment Code   This field is not required.

Assignment Code is not required for matching for the Cash Balance benefit program.

Time Base   This field must match.

Time Base is considered a match if the target line(s) have the same Time Base or the Reversal line has a Time Base populated and the target line(s) Time Base is null and Pay Code is not 4 or 8.

If ...	Then ...
Time Base is null on the target line(s) and the Pay Code is 4	Time Base must be Part Time Hourly (PTHR)
Time Base is null on the target line(s) and the Pay Code is 8	Time Base bust be Part Time Daily (PTDL)

Full-Time Base Hours For Position   This field must match.

Full-Time Base Hours is not required for matching for the Cash Balance benefit program.

Continued on next page

Matching Criteria: Bargained Retroactive Pay Rate, Continued

Work Hours Per Day   NA

Expected Pay Periods   This field must match.

Expected Pay Period is considered a match if the Reversal, Adjustment or Bargained Retroactive Pay Rate line and target line(s) have the same Expected Pay Period or the Reversal, Adjustment or Bargained Retroactive Pay Rate line has an Expected Pay Period populated and the target line(s) Expected Pay Period is null but matches to a similar Pay Code.

If Expected Pay Period is null on the target line(s) the following Expected Pay Period and Pay Codes combinations must exist to consider a match:

Expected Pay Periods	Pay Code
13JJ	7
12JJ	1 or 0
1100	2
11JM	2
11AJ	2
1000	3
10JA	3
10JM	3
10AM	3
10AJ	3
10SJ	3

Expected Pay Period is not required for matching for the Cash Balance benefit program.

Continued on next page

Matching Criteria: Bargained Retroactive Pay Rate, Continued

Annualized Pay Rate This field must NOT match.

If a second Bargained Retroactive Pay Rate transaction is submitted for the same Client ID, employer and pay period range, the system will use the Annualized Pay Rate of the first Bargained Retroactive Pay Rate transaction for business rule calculation purposes that evaluate whether the second Bargained Retroactive Pay Rate transaction is accurate (i.e., service credit calculation).

If multiple target line(s) are found with differing Annualized Pay Rates for the same Client ID, employer and pay period range the system will evaluate each grouping of unique Annualized Pay Rates for matching/business rule evaluation purposes. If no unique set of Annualized Pay Rate groupings match or pass business rule evaluation, then all Annualized Pay Rates are used for matching/business rule evaluation.

Earnings NA

Earnings Type This field must match.

Earnings Type must match exactly unless the target line(s) Earnings Type is "Special Pay". All special pay Earnings Types (CLDE, HTRT, LNGY, DTSF, EXST, PMBK, AVFG) are considered a match when the target line(s) Earnings Type is "Special Pay."

At implementation, all existing Defined Benefit contribution lines with Contribution Code 6 (special compensation) will be populated with Earnings Type "Special Pay."

Member Contributions NA

Employer Contributions NA

Matching Criteria: Special Pay

Background	Transaction Types Adjustment (ADJS), Bargained Retroactive Pay Rate (RPRA) and Special Pay Earnings types are matched to either companion contribution lines within the same uploaded file or to contribution lines previously submitted/posted to CalSTRS. The matching process is performed to establish a link between the adjustment or special pay contribution lines to previously submitted contribution lines or companion contribution lines on the same uploaded file.
Transaction Type	NA
Organization Code	This field must match.
Benefit Program Member Code	This field must match. Benefit Program Member Code DB1 is considered a match for previously submitted/posted Member Code 1 contribution lines. Benefit Program Member Code DB2 is considered a match for previously submitted/posted Member Code 2 contribution lines. At implementation, all existing Cash Balance contribution lines in CalSTRS system will be populated with Benefit Program Member Code CB1.
Client ID	This field must match.
Last Name	NA

Continued on next page

Matching Criteria: Special Pay, Continued

Pay Period Begin Date

This field must match.

The range of pay period on the reversal line must cover exactly the range of all pay periods on the target line or lines.

Example – single target line: If the Pay Period Begin of the target line is 9/1/2019 and the Pay Period End is 9/30/2019, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 9/1/2019 and the Pay Period End must be exactly 9/30/2019.

Example –multiple target lines: If the earliest Pay Period Begin of the target lines is 8/1/2019 and the latest Pay Period End of all the target lines is 5/31/2020, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 8/1/2019 and the Pay Period End must be exactly 5/31/2020. No target lines may precede the Pay Period Begin or exceed the Pay Period End of the Reversal/Adjustment line.

Pay Period End Date

This field must match.

The range of pay period on the reversal line must cover exactly the range of all pay periods on the target line or lines.

Example – single target line: If the Pay Period Begin of the target line is 9/1/2019 and the Pay Period End is 9/30/2019, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 9/1/2019 and the Pay Period End must be exactly 9/30/2019.

Example –multiple target lines: If the earliest Pay Period Begin of the target lines is 8/1/2019 and the latest Pay Period End of all the target lines is 5/31/2020, then the Pay Period Begin on the Reversal/Adjustment line must be exactly 8/1/2019 and the Pay Period End must be exactly 5/31/2020. No target lines may precede the Pay Period Begin or exceed the Pay Period End of the Reversal/Adjustment line.

Service Type

This field must match.

Matching Criteria: Special Pay, Continued

Assignment Code	This field must match.
	If the Assignment Code is 71 (Limited Term Special Pay) then no match is required for Assignment Code.
Time Base	This field must match.
Full-Time Base Hours For Position	NA
Work Hours Per Day	NA
Expected Pay Periods	This field must match.
Annualized Pay Rate	This field must match.
	If a Bargained Retroactive Pay Rate affects the target line, the system will match against the Annualized Pay Rate on the Bargained Retroactive Pay Rate.
	No match required on Annualized Pay Rate if the Service Type is Reduced Workload Program (RWPM).
	Annualized Pay Rate must match exactly unless the target line(s) pay rates were previously submitted/posted as monthly/daily/hourly and were converted to annual pay rates. Converted pay rates must match within +/- $1.00.
Earnings	NA
Earnings Type	Must be SLRY (Salary).

Matching Criteria: Special Pay, Continued

Member Contributions   NA

Employer Contributions   NA

Business Rules Overview

Background
After Contribution Files are submitted either manually or through file upload, the system reviews the payroll detail records against business validation rules to ensure compliance with CalSTRS reporting guidelines. Business Rules are triggered if the system determines the data does not meet the reporting guidelines or requires further review.

File Formatting Errors
An error triggers when data does not meet business or user interface rules for the field. File Formatting Errors must be corrected before the data can be submitted.

There are two types of file formatting errors:

Error Type	Description
File Upload Error	Errors related to the wrong file extension being uploaded. This prevents the file from being processed and must be resolved before business rules can apply.
Structural Error	Triggered when data does not meet business or user interface rules for the field. This prevents the file from being processed and must be resolved before business rules can apply.

Errors
Business rule with an error severity type must be corrected before the file can be submitted to CalSTRS and posted.

Warnings
Business rules with a warning severity type must be corrected or suppressed/approved before the file can be submitted to CalSTRS and posted.

Information Messages
Business rules with an informational error severity type provides additional information to the user. No correction is needed for these error types.

File Formatting Error Messages and Resolutions

**Message ID
30301002**

Last Name is required.

This message applies to multiple scenarios.

Scenario 1:
File Type Contribution – AR File was selected, or File Type Contribution File and Benefit Program Defined Benefit were selected, and Transaction Type Pre-Tax Account Receivable or Post-Tax Account Receivable was reported, but one or more of the following required fields were left blank:

- Transaction Type
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Expected Pay Periods
- Member Contributions

Verify the File Type (or the File Type, Benefit Program and Transaction Type, if applicable) and make any necessary corrections. If the File Type is correct, provide a valid value in the required field(s).

Scenario 2:
File Type Contribution File and Benefit Program Defined Benefit were selected, and the Transaction Type is other than Pre-Tax Account Receivable or Post-Tax Account Receivable, but one or more of the following required fields were left blank:

- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type
- Assignment Code

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30301002, continued

Scenario 3:
File Type Contribution File and Benefit Program Cash Balance were selected but one or more of the following required fields were left blank:
- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

Message ID 30301005

Transaction Type is required.

This message applies to multiple scenarios.

Scenario 1:
File Type Contribution – AR File was selected, or File Type Contribution File and Benefit Program Defined Benefit were selected, and Transaction Type Pre-Tax Account Receivable or Post-Tax Account Receivable was reported, but one or more of the following required fields were left blank:
- Transaction Type
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Expected Pay Periods
- Member Contributions

Verify the File Type (or the File Type, Benefit Program and Transaction Type, if applicable) and make any necessary corrections. If the File Type is correct, provide a valid value in the required field(s).

Message ID 30301005, continued

Scenario 2:
File Type Contribution File and Benefit Program Defined Benefit were selected, and the Transaction Type is other than Pre-Tax Account Receivable or Post-Tax Account Receivable, but one or more of the following required fields were left blank:

- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type
- Assignment Code

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

Scenario 3:
File Type Contribution File and Benefit Program Cash Balance were selected but one or more of the following required fields were left blank:

- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

Continued on next page

File Formatting Error Messages and Resolutions, Continued

**Message ID
30301327**

Client ID is required.

File Type Contribution File and Benefit Program Cash Balance were selected but one or more of the following required fields were left blank:
- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

**Message Id
30301012**

Organization is Required.

Employer Payroll Header was submitted without Organization and/or the Benefit Structure. A valid Organization and Benefit Structure are required to submit the Employer Payroll Header. Provide a valid Organization and Benefit Structure.

**Message ID
30301018**

Reporting Source is required.

Employer Payroll Summary was submitted without a Reporting Source, File Type and/or Benefit Program. A valid Reporting Source and File Type is required for all summaries. Benefit Program is required when File Type is Contribution File.

Provide a valid Reporting Source, File Type and Benefit Program, if applicable.

Message ID 30301023	***Benefit Program is required.*** Employer Payroll Summary was submitted without a Reporting Source, File Type and/or Benefit Program. A valid Reporting Source and File Type is required for all summaries. Benefit Program is required when File Type is Contribution File. Provide a valid Reporting Source, File Type and Benefit Program, if applicable.
Message ID 30301024	***Benefit Structure is required.*** Employer Payroll Header was submitted without Organization and/or the Benefit Structure. A valid Organization and Benefit Structure are required to submit the Employer Payroll Header. Provide a valid Organization and Benefit Structure.
Message ID 30301046	***Organization selected is not a reporting organization or is not in active status.*** Reporting Organization is invalid or is not in active status. Organization must be a valid Reporting Source and in active status. Enter a valid Reporting Organization that is in valid status. Contact CalSTRS for assistance if the organization should be an active Reporting Organization.
Message ID 30301065	***File Type is required.*** Employer Payroll Summary was submitted without a Reporting Source, File Type and/or Benefit Program. A valid Reporting Source and File Type is required for all summaries. Benefit Program is required when File Type is Contribution File. Provide a valid Reporting Source, File Type and Benefit Program, if applicable.

Message ID 30301074	***At least one Header record is in 'Review' status. Cannot set the Summary record for posting.***

Employer Payroll Summary was marked Ready to Post but cannot be saved due to status on more of more Employer Payroll Headers.

If the Partial Posting Flag is set to YES, the Employer Payroll Summary cannot be saved Ready to Post until at least one Employer Payroll Header is in Valid status. If the Partial Posting Flag is set to NO, the Employer Payroll Summary cannot be saved Ready to Post until all Employer Payroll Headers are in Valid status. To move an Employer Payroll Header to Valid status, review all payroll detail records in Review status and correct errors, suppress warning or void payroll detail records as needed.

If the "Partial Posting Flag" is set to "YES": the Payroll Summary cannot be saved as "Ready to Post" unless at least one Payroll Header is in Valid status. Review the status of all Payroll Headers within the Summary. At least one Payroll Header must be in Valid status for the Payroll Summary to post.
To move a Payroll Header into Valid status, look at any payroll detail lines in "Review" status to correct reporting errors, suppress errors occurring on valid data, or void detail lines that should not be included in the current Payroll Header. Once one or more Payroll Headers is in Valid status, save the Payroll Summary as "Ready to Post."

If the "Partial Posting Flag" is set to "NO": the Payroll Summary cannot be saved as "Ready to Post" unless all Payroll Headers are in Valid status. Review the status of all Payroll Headers within the Summary. Each Payroll Header must be in Valid status for the Payroll Summary to post.
To move a Payroll Header into Valid status, look at any payroll detail lines in "Review" status to correct reporting errors, suppress errors occurring on valid data, or void detail lines that should not be included in the current Payroll Header. Once all Payroll Headers are in Valid status, save the Payroll Summary as "Ready to Post."

File Formatting Error Messages and Resolutions, Continued

Message ID
30301078

The Reporting Source Code and/or Unit Code is invalid or does not match the codes in the system.

Organization Code is blank, an invalid value or the value is valid but not for the Reporting Organization. Organization Code can only contain numbers (i.e. 1,2,3,4,5,6,7,8,9,0) and must consist of five digits.
Verify Organization Code and make the necessary corrections. Contact CalSTRS for assistance if the Organization Code should be valid for the Reporting Organization.

Message ID
30301106

Pay Period Begin Date cannot be later than Pay Period End Date.

Pay Period Begin Date and Pay Period End Date field contain valid dates, but Pay Period Begin Date is later than Pay Period End Date. Pay Period Begin Date cannot be after Pay Period Begin Date (e.g., Pay Period Begin Date 20071115 and Pay Period End Date 20071113).

Verify Pay Period Begin Date and Pay Period End Date and make the necessary corrections.

File Formatting Error Messages and Resolutions, Continued

Message ID 30301117

Pay Period Begin Date is required.

This message applies to multiple scenarios.

Scenario 1:
File Type Contribution – AR File was selected, or File Type Contribution File and Benefit Program Defined Benefit were selected, and Transaction Type Pre-Tax Account Receivable or Post-Tax Account Receivable was reported, but one or more of the following required fields were left blank:
- Transaction Type
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Expected Pay Periods
- Member Contributions

Verify the File Type (or the File Type, Benefit Program and Transaction Type, if applicable) and make any necessary corrections. If the File Type is correct, provide a valid value in the required field(s).

Scenario 2:
File Type Contribution File and Benefit Program Defined Benefit were selected, and the Transaction Type is other than Pre-Tax Account Receivable or Post-Tax Account Receivable, but one or more of the following required fields were left blank:
- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type
- Assignment Code

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30301117, continued

Scenario 3:
File Type Contribution File and Benefit Program Cash Balance were selected but one or more of the following required fields were left blank:

- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

Message ID 30301118

Pay Period End Date is required.

This message applies to multiple scenarios.

Scenario 1:
File Type Contribution – AR File was selected, or File Type Contribution File and Benefit Program Defined Benefit were selected, and Transaction Type Pre-Tax Account Receivable or Post-Tax Account Receivable was reported, but one or more of the following required fields were left blank:

- Transaction Type
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Expected Pay Periods
- Member Contributions

Verify the File Type (or the File Type, Benefit Program and Transaction Type, if applicable) and make any necessary corrections. If the File Type is correct, provide a valid value in the required field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30301118, continued

Scenario 2:
File Type Contribution File and Benefit Program Defined Benefit were selected, and the Transaction Type is other than Pre-Tax Account Receivable or Post-Tax Account Receivable, but one or more of the following required fields were left blank:

- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type
- Assignment Code

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

Scenario 3:
File Type Contribution File and Benefit Program Cash Balance were selected but one or more of the following required fields were left blank:

- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

Message ID 30301120	*Assignment Code is required.* File Type Contribution File and Benefit Program Defined Benefit were selected, and the Transaction Type is other than Pre-Tax Account Receivable or Post-Tax Account Receivable, but one or more of the following required fields were left blank: - Transaction Type - Benefit Program Member Code - Client ID - Last Name - Pay Period Begin Date - Pay Period End Date - Service Type - Assignment Code Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).
Message ID 30301221	*Duplicate payroll header exists.* An Employer Payroll Header cannot be created that contains the same Reporting Unit Organization, Benefit Program, Tier and Payroll Header ID as an existing Employer Payroll Header in Review or Valid status. Add new lines to the existing header, when appropriate, or create a new header with the correct Organization, Benefit Program, Tier and Payroll Header ID.
Message ID 30301237	*Payroll Summary cannot be submitted out of order.* Reporting Period End Date on the Employer Payroll Summary is later than the Reporting Period End Date of the "current" summary (the first reporting period immediately following the reporting period of the last summary that was posted (i.e., Employer Payroll Summary Status = Processed)). Reporting Period End Date must be within the reporting period for the current summary.

File Formatting Error Messages and Resolutions, Continued

Message ID 30301237, continued

For example, if the last reporting period with a status of Processed for the reporting organization is 01/01/2017-01/31/2017 (therefore, the current payroll summary is for a reporting period of 02/01/2017-02/28/2017), and the user attempts to submit for posting a payroll summary for the reporting period of 03/01/2017-03/31/2017, the new summary will not post.

Message ID 30301258

Invalid Transaction Type.

Transaction Type is blank, or an invalid value was provided for the selected File Type.

The following Transaction Type values are valid for File Type Contribution File:

Code Value	Description
RGLR	Regular
ADJS	Adjustment
RPRA	Bargained Retroactive Pay Rate Adjustment
PRAR	Pre-Tax Account Receivable (only when Benefit Program is Defined Benefit)
POAR	Post-Tax Account Receivable (only valid when Benefit Program is Defined Benefit)

The following Transaction Type values are valid for File Type Contribution – AR File:

Code Value	Description
PRAR	Pre-Tax Account Receivable (only when Benefit Program is Defined Benefit)
POAR	Post-Tax Account Receivable (only valid when Benefit Program is Defined Benefit)

Verify the selected File Type and make any necessary corrections. If the File Type is correct, provide a valid Transaction Type.

Continued on next page

Message ID 30301259

Invalid Benefit Program Member Code.

Benefit Program Member Code is blank, invalid or does not match the Benefit Program selected. Benefit Program Member Code is required, must be a valid value and match to the Benefit Program selected.

The following Benefit Program Member Code values are valid when the Benefit Program is Defined Benefit:

Code Value	Description
DB1	DB Member
DB2	DB Non Member

The following Benefit Program Member Codes values are valid when the Benefit Program is Cash Balance:

Code Value	Description
CB1	CB Member
CB2	CB Non Member

Verify the selected Benefit Program and make any necessary corrections. If the Benefit Program is correct, provide a valid Benefit Program Member Code.

Message ID 30301260

The Organization Code is invalid or does not match to an organization code in the system.

Organization Code contains non-numeric characters or does not match to an organization in the CalSTRS system.

Verify the Organization Code and make the necessary corrections. Contact CalSTRS for assistance if the Organization Code should match to an organization in the CalSTRS system.

File Formatting Error Messages and Resolutions, Continued

Message ID 30301263

The Earnings field has a value greater than $999,999,999.99.

Earnings, Member Contributions and/or Employer Contributions value is greater than $999,999,999.99. Earnings, Member Contributions and Employer Contribution values must be equal to or less than $999,999,999.99.

Verify Earnings, Member Contributions and/or Employer Contributions and make the necessary corrections.

Message ID 30301264

The Member Contributions field has a value greater than $999,999,999.99.

Earnings, Member Contributions and/or Employer Contributions value is greater than $999,999,999.99. Earnings, Member Contributions and Employer Contribution values must be equal to or less than $999,999,999.99.

Verify Earnings, Member Contributions and/or Employer Contributions and make the necessary corrections.

Message ID 30301265

The Employer Contributions field has a value greater than $999,999,999.99.

Earnings, Member Contributions and/or Employer Contributions value is greater than $999,999,999.99. Earnings, Member Contributions and Employer Contribution values must be equal to or less than $999,999,999.99.

Verify Earnings, Member Contributions and/or Employer Contributions and make the necessary corrections.

Message ID 30301266

The Organization in the file does not belong to the Report Source indicated when the file was uploaded.

Organization Code is invalid for the Reporting Organization selected. Organization Code must be for an organization for which the Reporting Organization reports.

Verify Organization Code and Reporting Organization and make any necessary corrections. Contact CalSTRS for assistance if the Organization Code should be a valid organization for the Reporting Organization.

Message ID 30301268

Full-Time Base Hours For Position cannot contain non-numeric value.

File Type Contribution File was selected and a non-numeric value was reported in one or more of the following required fields that may only contain numeric values:

- Full-Time Base Hours for Position
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Member Contributions
- Employer Contributions

Remove any letters or special characters and provide a valid numeric value for the indicated field(s).

Message ID 30301269

Work Hours Per Day cannot contain non-numeric value.

File Type Contribution File was selected and a non-numeric value was reported in one or more of the following required fields that may only contain numeric values:

- Full-Time Base Hours for Position
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Member Contributions
- Employer Contributions

Remove any letters or special characters and provide a valid numeric value for the indicated field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30301270

Annualized Pay Rate cannot contain non-numeric value.

File Type Contribution File was selected and a non-numeric value was reported in one or more of the following required fields that may only contain numeric values:

- Full-Time Base Hours for Position
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Member Contributions
- Employer Contributions

Remove any letters or special characters and provide a valid numeric value for the indicated field(s).

Message ID 30301271

Earnings cannot contain non-numeric value.

File Type Contribution File was selected and a non-numeric value was reported in one or more of the following required fields that may only contain numeric values:

- Full-Time Base Hours for Position
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Member Contributions
- Employer Contributions

Remove any letters or special characters and provide a valid numeric value for the indicated field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30301272

Member Contributions cannot contain non-numeric value.

File Type Contribution File was selected and a non-numeric value was reported in one or more of the following required fields that may only contain numeric values:
- Full-Time Base Hours for Position
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Member Contributions
- Employer Contributions

Remove any letters or special characters and provide a valid numeric value for the indicated field(s).

Message ID 30301273

Employer Contributions cannot contain non-numeric value.

File Type Contribution File was selected and a non-numeric value was reported in one or more of the following required fields that may only contain numeric values:
- Full-Time Base Hours for Position
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Member Contributions
- Employer Contributions

Remove any letters or special characters and provide a valid numeric value for the indicated field(s).

Message ID 30301274	{Field List} must have two decimal places.

Value with more than two decimal places was reported in one or more of the following fields that do not allow a decimal precision of more than two decimal places:
- Work Hours per Day
- Annualized Pay Rate
- Earnings
- Member Contributions
- Employer Contributions

Verify the value reported in the applicable field and make any necessary corrections. Decimal places are not assumed. These fields should only be validated if they are not required to be null.

Message ID 30301287	***Transaction Type is invalid for Contribution-AR File.***

File Type Contribution-AR File was selected but the Transaction Type is not valid. Transaction Type must be one of the following values when File Type is Contribution-AR File:

Code Value	Description
PRAR	Pre-Tax Account Receivable (only when Benefit Program is Defined Benefit)
POAR	Post-Tax Account Receivable (only valid when Benefit Program is Defined Benefit)

Verify the File Type. If the File Type is correct, provide a valid Transaction Type. If the File Type is not correct, void the payroll detail record from the file and submit a new payroll detail record using the correct File Type.

File Formatting Error Messages and Resolutions, Continued

**Message ID
30301327**

Client ID is required.

This message applies to multiple scenarios.

Scenario 1:
File Type Contribution – AR File was selected, or File Type Contribution File and Benefit Program Defined Benefit were selected, and Transaction Type Pre-Tax Account Receivable or Post-Tax Account Receivable was reported, but one or more of the following required fields were left blank:
- Transaction Type
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Expected Pay Periods
- Member Contributions

Verify the File Type (or the File Type, Benefit Program and Transaction Type, if applicable) and make any necessary corrections. If the File Type is correct, provide a valid value in the required field(s).

Scenario 2:
File Type Contribution File and Benefit Program Defined Benefit were selected, and the Transaction Type is other than Pre-Tax Account Receivable or Post-Tax Account Receivable, but one or more of the following required fields were left blank:
- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type
- Assignment Code

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30301328

Expected Pay Periods is required.

File Type Contribution – AR File was selected, or File Type Contribution File and Benefit Program Defined Benefit were selected, and Transaction Type Pre-Tax Account Receivable or Post-Tax Account Receivable was reported, but one or more of the following required fields were left blank:
- Transaction Type
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Expected Pay Periods
- Member Contributions

Verify the File Type (or the File Type, Benefit Program and Transaction Type, if applicable) and make any necessary corrections. If the File Type is correct, provide a valid value in the required field(s).

Message ID 30301329

Benefit Program Member Code is required.

This message applies to multiple scenarios.

Scenario 1:
File Type Contribution File and Benefit Program Defined Benefit were selected, and the Transaction Type is other than Pre-Tax Account Receivable or Post-Tax Account Receivable, but one or more of the following required fields were left blank:
- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type
- Assignment Code

Continued on next page

Message ID 30301329, continued

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

Scenario 2:
File Type Contribution File and Benefit Program Cash Balance were selected but one or more of the following required fields were left blank:

- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

Message ID 30301330

Service Type is required.

This message applies to multiple scenarios.

Scenario 1:
File Type Contribution File and Benefit Program Defined Benefit were selected, and the Transaction Type is other than Pre-Tax Account Receivable or Post-Tax Account Receivable, but one or more of the following required fields were left blank:

- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type
- Assignment Code

File Formatting Error Messages and Resolutions, Continued

Message ID 30301330, continued

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

Scenario 2:
File Type Contribution File and Benefit Program Cash Balance were selected but one or more of the following required fields were left blank:
- Transaction Type
- Benefit Program Member Code
- Client ID
- Last Name
- Pay Period Begin Date
- Pay Period End Date
- Service Type

Verify the File Type and Benefit Program selected and make any necessary corrections. If the File Type and Benefit Program are correct, provide a valid value in the required field(s).

Message ID 30301382

Assignment code not allowed for CB.

Benefit Structure CB Participant or CB Participant PEPRA was selected but Assignment Code is not blank. Assignment Code must be blank when Benefit Structure is CB Participant or CB Participant PEPRA.

Verify Benefit Structure and make any necessary corrections. If Benefit Structure is correct, remove the value from Assignment Code.

File Formatting Error Messages and Resolutions, Continued

**Message ID
30301389**

Benefit Program Member Code is prohibited for the Contribution - AR File.

File Type Contribution – AR File was selected but one or more of the following fields that must be blank were populated:

- Benefit Program Member Code
- Service Type
- Assignment Code
- Time Base
- Full-Time Base Hours
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Earnings Type
- Employer Contributions

Verify the File Type and make any necessary corrections. If the File Type is correct, remove the data from the prohibited field(s).

**Message ID
30301390**

Service Type is prohibited for the Contribution - AR File.

File Type Contribution – AR File was selected but one or more of the following fields that must be blank were populated:

- Benefit Program Member Code
- Service Type
- Assignment Code
- Time Base
- Full-Time Base Hours
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Earnings Type
- Employer Contributions

Verify the File Type and make any necessary corrections. If the File Type is correct, remove the data from the prohibited field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30301391

Assignment Code is prohibited for the Contribution - AR File.

File Type Contribution – AR File was selected but one or more of the following fields that must be blank were populated:
- Benefit Program Member Code
- Service Type
- Assignment Code
- Time Base
- Full-Time Base Hours
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Earnings Type
- Employer Contributions

Verify the File Type and make any necessary corrections. If the File Type is correct, remove the data from the prohibited field(s).

Message ID 30301392

Time Base is prohibited for the Contribution - AR File.

File Type Contribution – AR File was selected but one or more of the following fields that must be blank were populated:
- Benefit Program Member Code
- Service Type
- Assignment Code
- Time Base
- Full-Time Base Hours
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Earnings Type
- Employer Contributions

Verify the File Type and make any necessary corrections. If the File Type is correct, remove the data from the prohibited field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30301393

Full Time Base Hours is prohibited for the Contribution - AR File.

File Type Contribution – AR File was selected but one or more of the following fields that must be blank were populated:
- Benefit Program Member Code
- Service Type
- Assignment Code
- Time Base
- Full-Time Base Hours
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Earnings Type
- Employer Contributions

Verify the File Type and make any necessary corrections. If the File Type is correct, remove the data from the prohibited field(s).

Message ID 30301394

Work Hours Per Day is prohibited for the Contribution - AR File.

File Type Contribution – AR File was selected but one or more of the following fields that must be blank were populated:
- Benefit Program Member Code
- Service Type
- Assignment Code
- Time Base
- Full-Time Base Hours
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Earnings Type
- Employer Contributions

Verify the File Type and make any necessary corrections. If the File Type is correct, remove the data from the prohibited field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30301395

Annualized Pay Rate is prohibited for the Contribution - AR File.

File Type Contribution – AR File was selected but one or more of the following fields that must be blank were populated:
- Benefit Program Member Code
- Service Type
- Assignment Code
- Time Base
- Full-Time Base Hours
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Earnings Type
- Employer Contributions

Verify the File Type and make any necessary corrections. If the File Type is correct, remove the data from the prohibited field(s).

Message ID 30301396

Earnings is prohibited for the Contribution - AR File.

File Type Contribution – AR File was selected but one or more of the following fields that must be blank were populated:
- Benefit Program Member Code
- Service Type
- Assignment Code
- Time Base
- Full-Time Base Hours
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Earnings Type
- Employer Contributions

Verify the File Type and make any necessary corrections. If the File Type is correct, remove the data from the prohibited field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30301397

Earnings Type is prohibited for the Contribution - AR File.

File Type Contribution – AR File was selected but one or more of the following fields that must be blank were populated:
- Benefit Program Member Code
- Service Type
- Assignment Code
- Time Base
- Full-Time Base Hours
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Earnings Type
- Employer Contributions

Verify the File Type and make any necessary corrections. If the File Type is correct, remove the data from the prohibited field(s).

Message ID 30301398

Employer Contributions is prohibited for the Contribution - AR File.

File Type Contribution – AR File was selected but one or more of the following fields that must be blank were populated:
- Benefit Program Member Code
- Service Type
- Assignment Code
- Time Base
- Full-Time Base Hours
- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Earnings Type
- Employer Contributions

Verify the File Type and make any necessary corrections. If the File Type is correct, remove the data from the prohibited field(s).

Error Messages and Resolutions

Message ID
30301008

Member is not active in any Benefit Program for the given Reporting Period.

Membership Account match cannot be made based on the Client ID for the pay period reported. Membership Account with a status of Active or Non-Contributing must exist with a Start Date on or prior to the Pay Period End Date or with a status of Withdrawn, Disability, Deceased or Retired with a Start Date greater than the Pay Period End Date.

Verify the Client ID, Pay Period Begin Date and Pay Period End Date reported and make any necessary corrections. If the Client ID, Pay Period Begin Date and Pay Period End Date are correct, submit an enrollment transaction using the Employment File or Employment Detail Maintenance screen. The enrollment transaction will create both a membership account and employment record so that payroll detail records can be submitted.

Message ID
30301009

Person Employment does not exist in System for this Employer and Reporting Period, a new Enrollment is required to be posted for further processing the Payroll detail.

Employment record match cannot be made for the Client ID and Organization Code during the pay period reported. Employment record must exist for the person and employer for the applicable pay period. Pay Period Begin Date must be on or after the Start Date of the employment record. Pay Period End Date must be on or prior to the End Date of the employment record, if an End Date exists.

Verify the Client ID, Organization Code, Pay Period Begin Date and Pay Period End Date and make any necessary corrections. If the Client ID, Organization Code, Pay Period Begin Date and Pay Period End Date are correct, create an employment record by submitting an enrollment transaction using the Employment File or Employment Detail Maintenance screen.

Error Messages and Resolutions, Continued

Message ID
30301019

At least one Header is required for this Employer Payroll Summary.

Employer Payroll Header does not exist for the Employer Payroll Summary. An employer Payroll Header is required for an employer Payroll Summary.

Create an Employer Payroll Header or void the Employer Payroll Summary if it was created in error.

Message ID
30301026

One or more Payroll Detail records in this Header is in 'Review' Status.

Employer Payroll Header contains one or more payroll detail records in 'Review' status. Employer Payroll Header can only be submitted when status is Valid.

Verify the payroll detail records in the Header that are in Review status and correct any errors, suppress any warnings and/or void any payroll detail records that should be submitted.

Message ID
30301031

At least one Payroll Detail is required for this Employer Payroll Header.

No payroll detail records exist for the Employer Payroll Header. At least one payroll detail record must exist to submit the Employer Payroll Header.

Add any missing payroll detail records to the Employer Payroll Header. If the Employer Payroll Header was created in error, void the header.

Message ID
30301075

Invalid Pay Period Begin Date.

Pay Period Begin Date and/or Pay Period End date contains an invalid value. Pay Period Begin Date and Pay Period End Date must display in CCYYMMDD format and contain a valid date after 19000101 and prior to 25001231.

Verify Pay Period Begin Date and/or Pay Period End Date and make the necessary corrections.

Continued on next page

Error Messages and Resolutions, Continued

Message ID 30301076

Invalid Pay Period End Date.

Pay Period Begin Date and/or Pay Period End date contains an invalid value. Pay Period Begin Date and Pay Period End Date must display in CCYYMMDD format and contain a valid date after 19000101 and prior to 25001231.

Verify Pay Period Begin Date and/or Pay Period End Date and make the necessary corrections.

Message ID 30301107

Source / Unit not a CB provider at Pay Period End Date.

Benefit Program Cash Balance was selected but the Organization Code reported does not offer the Cash Balance Benefit Program, the reported pay period is prior to the organization offering the Cash Balance Benefit Program or the reported pay period is after the organization stopped offering the Cash Balance Benefit Program.

Verify the Benefit Program and Pay Period End Date and make any necessary corrections. Contact CalSTRS for assistance if the organization's Start Date and End Date for the Cash Balance Benefit Program are incorrect.

Message ID 30301109

Contributions reported for a service period prior to Cash Balance membership hire date.

Cash Balance contribution line was reported with a Pay Period End Date prior to Benefit Program Cash Balance hire date.

Verify the Pay Period End Date and make necessary corrections. If Pay Period End Date is correct, contact CalSTRS for assistance.

Continued on next page

Error Messages and Resolutions, Continued

Message ID 30301114	***Merge is in progress, cannot submit contribution lines.*** Client ID reported matches a person record in the CalSTRS system with a 'Merge in Progress' alert. Verify the Client ID and make any necessary corrections. Contact CalSTRS for assistance if the Client ID is correct.
Message ID 3031124	***The existing transfer record must be posted before creating the payroll detail.*** Client ID reported matches a membership account that is included in a Transfer Membership Account process and the transfer record status is not in 'Approved' status. Payroll detail records cannot be processed until the transfer record status is in 'Approved' status. Verify the Client ID and make any necessary corrections. Contact CalSTRS for assistance if the Client ID is accurate.
Message ID 30301132	***San Francisco retirement system elect.*** The reported Client ID is for an employee who is a member of the San Francisco Retirement System. Verify which retirement system this employee belongs. If they are a member of the San Francisco Retirement System, void the payroll detail record from your Payroll Summary and reverse any posted payroll detail records in the CalSTRS system, if applicable. Contact CalSTRS for assistance if the employee should not be marked in the CalSTRS system as a member of the San Francisco Retirement System.

Error Messages and Resolutions, Continued

Message ID 30301134

Non-member service reported for a member.

Benefit Program Member Code DB2 or CB2 was reported but an employment record cross-reference with Member Type DB Member or CB Member exists for the Client ID and Organization reported during the pay period reported.

Verify Benefit Program Member Code, Client ID, Organization Code, Pay Period Begin Date and Pay Period End Date and make any necessary corrections. Contact CalSTRS for assistance if the Start Date on the DB Member or CB Member employment record-cross reference appears incorrect.

Message ID 30301181

Pay Rate adjustment alters earned to earnable ratio for the Pay Period range.

Transaction Type Bargained Retroactive Pay Rate Adjustment was reported, but the earned to earnable ratio for the Earnings and Annualized Pay Rate reported does not match the earned to earnable ratio for the target payroll detail record(s). Earned to earnable ratio is calculated as the sum of all earnings on target payroll detail records divided by the Annualized Pay Rate. Earned to earnable ratio must match within +/-0.0014 of earned to earnable ratio of target payroll detail record(s).

Verify the Earnings, Annualized Pay Rate, Pay Period Begin Date and Pay Period End Date and make the necessary corrections. Correct the Member Contributions and Employer Contributions values as needed if the Earnings value is changed. If Earnings, Annualized Pay Rate, Pay Period Begin Date and Pay Period End Date are correct and the earned to earnable ratio exceeds +/-.0014 of the earned to earnable ratio on the target lines, reverse the target lines and submit payroll detail records for the new earnings and annualized pay rate using Transaction Type Regular or Adjustment.

Error Messages and Resolutions, Continued

Message ID 30301187

Reported {0} exceeds the allowed variance from the system-calculated amount for this Contribution Type.

Member Contributions and/or Employer Contributions do not match the system-generated contributions, reported contributions must be within +/- $0.03 of the system-generated contributions.

Verify Member Contributions and Employer Contributions and make the necessary corrections.

Message ID 30301188

Non-member reported with contributions.

Benefit Program Member Code DB2 or CB2 was reported but Member Contributions are not equal to zero. Member Contributions must be zero when Benefit Program Member Code is DB2 or CB2.

Verify the Benefit Program Member Code and Member Contributions and make any necessary corrections.

Message ID 30301192

Pay Period crosses fiscal years.

Pay Period Begin Date and Pay Period End Date occur in two different fiscal years (July 1 to June 30 of the following calendar year). Pay Period Begin Date and Pay Period End Date must occur within the same fiscal year.

Verify the Pay Period Begin Date and Pay Period End Date and make any necessary corrections. If the dates are correct, report two separate payroll detail records so that the Pay Period Begin Date and Pay Period End Date occur in the same fiscal year and update the other fields on each payroll detail record accordingly.

Error Messages and Resolutions, Continued

Message ID 30301203	***Fiscal Year special pay total is negative.***

Earnings Type was reported with a special pay value and the sum of all special pay earnings and contributions, including companion payroll detail records, for the fiscal year is negative. Total special pay earnings and contributions for the fiscal year cannot be a negative value.

Verify the reported payroll detail record in comparison to posted payroll detail records for the fiscal year, Client ID and Organization Code and make any necessary corrections. |
| **Message ID 30301213** | ***Reporting period cannot overlap Jan 1, 2001 or Dec 31, 2010.***

Pay period range reported overlaps January 1, 2001 or December 31, 2010. If Pay Period Begin Date is prior to January 1, 2001, Pay Period End Date must be prior to January 1, 2001. If Pay Period Begin Date is on or after January 1, 2001 and prior to January 1, 2011 Pay Period End Date must be on or prior to December 31, 2010.

Verify the Pay Period Begin Date and Pay Period End Date and make any necessary corrections. If the dates are correct, report two separate payroll detail records so that the Pay Period Begin Date and Pay Period End Date do not overlap January 1, 2001 or December 31, 2010 and update the other fields on each payroll detail record accordingly. |
| **Message ID 30301217** | ***The Benefit Program is not a valid option for this Payroll Detail record.***

Benefit Program and/or Benefit Structure is not active for Organization Code during pay period reported. Pay Period Begin Date must be on or after Start Date of Benefit Program and/or Benefit Structure for Organization Code.

Verify payroll detail record is under the correct Benefit Program and/or Benefit Structure and make any necessary corrections. If the Benefit Structure and/or Benefit Structure is correct, verify the Pay Period Begin Date and make any necessary corrections. Contact CalSTRS for assistance if the Start Date of the Benefit Program and/or Benefit Structure for the Organization Code appears incorrect. |

Error Messages and Resolutions, Continued

Message ID 30301229	***Date of Birth is missing for the Client ID in context. A new Enrollment is required to be posted for further processing the Payroll detail.***
	Client ID reported matches to a person record without a Date of Birth. Date of Birth must exist in the CalSTRS system for the person in context before a payroll detail record can be processed.
	If the Client ID is incorrect, make any necessary corrections. If the Client ID is correct, submit an enrollment with the correct Date of Birth or contact CalSTRS for assistance.
Message ID 30301239	***Reported Earnings, Member Contributions, and Employer Contributions cannot be negative for 'Regular' Payroll Detail records.***
	Transaction Type Regular was reported but the Earnings, Member Contributions and/or Employer Contributions reported are negative. Earnings, Member Contributions and Employer Contributions must all be positive for Transaction Type Regular.
	Verify the Transaction Type and make any necessary corrections. Transaction Type Adjustment should be used to correct a process payroll detail record. If the Transaction Type is correct, verify the Earnings, Member Contributions and/or Employer Contributions contain valid, positive values.
Message ID 30301243	***Open Alternative Retirement Program exists for this Employer.***
	Cash Balance contribution line was reported with a Pay Period End Date during a period for which Member Type ARP (Alternative Retirement Program) exists for the same employer.
	Verify the Pay Period End Date and make necessary corrections. If Pay Period End Date is correct, contact CalSTRS for assistance.

Error Messages and Resolutions, Continued

Message ID 30301244

Compensation reported after date of death.

Pay Period End Date is more than one reporting period after the reporting period associated to the date of death in the CalSTRS system for the Client ID reported.

Verify the Pay Period End Date and make any necessary corrections. Contact CalSTRS for assistance if the date of death in the CalSTRS system is incorrect.

Message ID 30301249

Negative adjustments (including reversal records) must not overlap.

Negative Earnings were reported, but the payroll detail record matches to another payroll detail record on the Employer Payroll Summary with negative earnings for the same pay period based on the following matching criteria:
- Transaction Type
- Client ID
- Organization Code
- Benefit Program Member Code
- Service Type
- Assignment Code
- Time Base
- Earnings Type
- Annualized Pay Rate
- Expected Pay Periods
- Full-Time Base Hours

Verify all payroll detail records for this Client ID and Organization Code and make any necessary corrections so that matching payroll detail records with negative earnings to not overlap pay periods.

Error Messages and Resolutions, Continued

Message ID 30301252

Felony conviction alert exists, cannot submit contribution lines for this pay period.

Client ID matches a person record with an active 'Felony Conviction' alert and the Felony Commission Date is on or before the reported Pay Period End Date.

Verify the Client ID and Pay Period End Date and make any necessary corrections. Contact CalSTRS for assistance if the Client ID and Pay Period End Date are correct.

Message ID 30301256

Contributions cannot be negative for transaction type of {0}.

Transaction Type Pre-Tax Account Receivable or Post-Tax Account Receivable was reported with a negative value for Member Contributions. Member Contributions must be positive when Transaction Type is Pre-Tax Account Receivable or Post-Tax Account Receivable.

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, verify Member Contributions and make the necessary corrections.

Message ID 30301261

Client ID is invalid.

Client ID was reported but contains non-numeric values or more than 10 digits. Client ID must contain numeric values and no more than 10 digits.

Verify Client ID and make the necessary corrections.

Message ID 30301262

Last Name is invalid.

Last Name is blank or invalid. Last Name must not contain any numeric or special characters except hyphens (-) and/or apostrophes (').

If Last Name is blank, provide a valid Last Name value. If Last Name is provided, remove any numeric or special characters.

**Message ID
30301275**

No person match can be made.

Client ID and Last Name reported cannot be matched to a person record in the CalSTRS system. Person record match must be made to process the payroll detail record.

Verify the Client ID and Last Name and make any necessary corrections. Client ID cannot be reported with a former last name. Contact CalSTRS for assistance if the Client ID and Last Name are correct.

**Message ID
30301276**

Matched person is voided.

Client ID reported matches to a person record that has been voided in the CalSTRS system.

If the Client ID is incorrect, make any necessary corrections. If the Client ID is correct, contact CalSTRS for assistance.

**Message ID
30301277**

CB Non-member employment record exists for this employer.

Benefit Program Member Code DB Member was reported, but the Pay Period End Date falls within the period of an employment record cross-reference with Member Type CB Non-Member for the Client ID and Organization Code reported. Benefit Program Member Code DB Member can only be reported when an employment cross-reference with Member Type DB Member exists for the applicable period, person and employer.

Verify the Client ID, Organization Code, Benefit Program Member Code and Pay Period End Date and make any necessary corrections. If needed, create an employment cross-reference with Member Type DB Member for the person and employer using the Employment File or Employment Detail Maintenance screen.

Error Messages and Resolutions, Continued

Message ID 30301278	***No employment record exists for this employer.***
	Employment record match cannot be made for the Client ID, Organization Code and Benefit Program Member Code reported. Employment record must exist under the benefit program in context in order to submit payroll detail records.
	Verify Client ID, Organization Code and Benefit Program Member Code and make any necessary corrections. If Client ID and Organization Code are correct, create an employment record by submitting an enrollment transaction using the Employment File or Employment Detail Maintenance screen.
Message ID 30301279	***Pay period overlaps with EPMC effective dates.***
	Pay Period Begin Date and Pay Period End Date overlaps with the Employer Paid Member Contribution (EPMC) provision for the Organization Code reported. Pay Period Begin Date must be on or after the EPMC effective date and the Pay Period End Date must be on or before the EPMC end date.
	Verify the Pay Period Begin Date and Pay Period End Date and make any necessary corrections. If the Pay Period Begin Date and Pay Period End Date are correct, report two separate payroll detail records so that the pay period span on an individual record does not overlap with the EPMC effective or end date for the Organization Code.
Message ID 30301282	***Pay Period Begin Date cannot be greater than Pay Period End Date.***
	Pay Period Begin Date is later than Pay Period End Date (e.g. Pay Period Begin Date 20180930 and Pay Period End Date 20180901). Pay Period Begin Date must be prior to Pay Period End Date.
	Verify the Pay Period Begin Date and Pay Period End Date and make the necessary corrections.

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Error Messages and Resolutions, Continued

Message ID 30301286

Pre/Post Tax Account Receivable cannot be reported with a future date.

Transaction Type Pre-Tax Account Receivable or Post-Tax Account Receivable was reported, but the Pay Period Begin Date is after the system date. Pay Period Begin Date must be on or after the system date when Transaction Type is Pre-Tax Account Receivable or Post-Tax Account Receivable.

Verify the Transaction Type and Pay Period Begin Date and make any necessary corrections. If needed, wait to report the payroll detail record until system date is on or after the Pay Period Begin Date.

Message ID 30301290

Employer Payroll Header has been marked for deletion.

Employer Payroll Summary/Header/Detail has been marked for deletion. Upload a Contribution File to create a new Employer Payroll Summary/Header/Detail. Contact CalSTRS if you require assistance.

Message ID 30301295

Bargained Retroactive Pay Rate Adjustment is invalid for Outgrowth Service Type.

Transaction Type Bargained Retroactive Pay Rate Adjustment was reported with Service Type Outgrowth. Transaction Type Bargained Retroactive Pay Rate Adjustment is invalid when Service Type is Outgrowth.

Verify Service Type and make any necessary corrections. If Service Type is correct, report adjustments to earnings using Transaction Type Adjustment.

Error Messages and Resolutions, Continued

Message ID 30301296	***Earnings, Member Contributions and Employer Contributions must all be positive or negative.***
	Earnings, Member Contributions and Employer Contributions contain a combination of positive and negative values. These fields must all be positive, or all be negative.
	Verify the Earnings and make any necessary corrections. If the Earnings are positive, report the appropriate positive Member Contributions and Employer Contributions. If the Earnings are negative, report the appropriate negative Member Contributions and Employer Contributions.
Message ID 30301297	***Time Base is prohibited for Service Type.***
	Service Type Retired Activities, Service Type Outgrowth or Service Type Trustee Service was reported, but Time Base is not Blank. Time Base must be blank when Service Type is Retired Activities, Outgrowth or Trustee Service.
	Verify Service Type and make any necessary corrections. If Service Type is correct, remove the value from Time Base.
Message ID 30301298	***Earnings, Member Contributions, and Employer Contributions cannot all contain zero or blank amounts.***
	Earnings, Member Contributions and Employer Contributions all contain zero or were left blank. Verify Earnings, Member Contributions and Employer Contributions and make the necessary corrections.
Message ID 30301301	***Employer Payroll Detail has been marked for deletion.***
	Employer Payroll Summary/Header/Detail has been marked for deletion. Upload a Contribution File to create a new Employer Payroll Summary/Header/Detail. Contact CalSTRS if you require assistance.

Error Messages and Resolutions, Continued

Message ID 30301303

Elected Officer Service Type is invalid for Reduced Workload Program.

Service Type Elected Officer was reported with Time Base RWP. Time Base RWP is not valid for Service Type Elected Officer.

Verify Service Type and make any necessary corrections. If Service Type is correct, provide a valid Time Base.

Message ID 30301304

Invalid Assignment Code for RWP Time Base or Invalid Time Base for Assignment Code 36.

Assignment Code 36 was reported without the Time Base RWP or Time Base RWP was reported without Assignment Code 36. Time Base RWP and Assignment Code 36 can only be reported together.

Verify Assignment Code and Time Base and make the necessary corrections.

Message ID 30301305

Invalid Assignment Code for Elected Officer Service Type or invalid Service Type for Assignment Code 37.

Assignment Code 37 was reported without Service Type Elected Officer or Service Type Elected Officer was reported without Assignment Code 37. Service Type Elected Officer and Assignment Code 37 can only be reported together.

Verify Assignment Code and Time Base and make the necessary corrections.

Message ID 30301306

Invalid Assignment Code for Substitute Time Base or invalid Time Base for Assignment Code 54.

Assignment Code 54 was reported without Time Base Substitute or Time Base Substitute was reported without Assignment Code 54. Time Base Substitute and Assignment Code 54 can only be reported together.

Verify Assignment Code and Time Base and make the necessary corrections.

Error Messages and Resolutions, Continued

Message ID 30301307

Earnings Type is invalid.

Earnings Type was reported, but the value is not one of the following valid values:
- Salary
- Special Pay Certificate/License/Degree
- Special Pay Hiring/Transfer/Retirement
- Special Pay Longevity
- Special Pay Difficult to Staff
- Special Pay Excess Students
- Special Pay Performance Benchmark
- Special Pay Available Funding

Provide a valid value for Earning Type. Contact CalSTRS for assistance if the reported earnings do not fit into one of the valid Earnings Type values.

Message ID 30301308

Assignment Code 71 is invalid for Pay Period or Benefit Structure.

Assignment Code 71 was reported, but the Pay Period End Date is after 07/01/2002 and the Benefit Structure on the Employer Payroll Header is not DB 2% at 60. Assignment Code 71 is only valid for compensation earned on or after 07/01/2002 by a CalSTRS 2% at 60 member.

Verify the Assignment Code and Pay Period End Date and make any necessary corrections. If the payroll detail record is reported under the incorrect Employer Payroll Header, void the payroll detail record from the header and create a new payroll detail record under correct header. Contact CalSTRS for assistance in determining if the reported earnings are creditable compensation and how to report if needed.

Message ID 30301309

Special Pay Hiring/Transfer/Retirement is invalid for Assignment Code or Benefit Structure.

Earnings Type Special Pay Hiring/Transfer/Retirement was reported without Assignment Code 71 and/or under Benefit Structure DB 2% at 62. Earnings Type Special Pay Hiring/Transfer/Retirement must be reported with Assignment Code 71 and can only be reported for Benefit Structure DB 2% at 60.

Error Messages and Resolutions, Continued

Message ID 30301309, continued

Verify Earnings Type and Assignment Code and make any necessary corrections. If the Benefit Structure is incorrect, void the payroll detail record from the current Employer Payroll Header and add a new payroll detail record to the correct header. Contact CalSTRS for assistance determining whether the earnings are creditable compensation, if needed.

Message ID 30301310

Assignment Code 71 is invalid for Benefit Program Member Code.

Assignment Code 71 was reported without Benefit Program Member Code. Assignment Code 71 is only valid when the Benefit Program Member Code is DB1.

Verify Assignment Code and Benefit Program Member Code and make any necessary corrections. If the reported earnings are not creditable compensation, void the payroll detail record from the Employer Payroll Header. Contact CalSTRS for assistance in determining if the earnings are creditable compensation, if needed.

Message ID 30301311

No salary line exists.

Earnings Type Special Pay was reported but a match cannot be made to posted payroll detail records, or a payroll detail record on the same Employer Payroll Header, with Earnings Type Salary that matches the following criteria:
- Client ID
- Organization Code
- Benefit Program Member Code
- Service Type
- Assignment Code (does not apply for Assignment Code 71)
- Time Base
- Annualized Pay Rate (does not apply for Time Base RWP)
- Pay Period Begin Date/Pay Period End Date (must overlap by at least one day)
- Expected Pay Periods

Verify the Earnings Type and make any necessary corrections. Contact CalSTRS for assistance determining whether the earnings are creditable compensation, if needed.

Error Messages and Resolutions, Continued

Message ID 30301315	***Assignment Code is no longer valid.***

Assigned Code was reported with one of the following values that was decommissioned or replaced by another Assignment Code value:
- 34 (replaced by Assignment Code 36)
- 35 (decommissioned)
- 44 (replaced by Assignment Code 54)
- 45 (replaced by Assignment Code 55)
- 47 (replaced by Assignment Code 57)
- 49 (decommissioned)
- 56 (decommissioned)
- 59 (decommissioned)
- 62 (decommissioned)
- 63 (decommissioned)
- 64 (decommissioned)
- 72 (decommissioned)

Verify Assignment Code and make the necessary correction. Posted payroll detail records with Assignment Code 34, 44, 45 or 47 may be adjusted using the applicable replacement Assignment Code value referenced above. Contact CalSTRS directly for assistance adjusting posted payroll detail records for decommissioned Assignment Codes.

Message ID 30301316	***Time Base is invalid.***

Time Base was reported but the value is not one of the following valid values:

Code Value	Description
FLTM	Full Time
CCDN	CCD (Non-Temporary/Non-Adjunct)
CCDT	CCD (Temporary/Adjunct)
PTME	Part-Time (50% or More)
PTLS	Part-Time (Less than 50%)
PTHR	Part-Time (Hourly)
PTDL	Part-Time (Daily)
SUBS	Substitute
RWPM	Reduced Workload Program (RWP)

Verify Time Base and provide a valid value.

Error Messages and Resolutions, Continued

Message ID
30301317

Employer Payroll Summary has been marked for deletion.

Employer Payroll Summary/Header/Detail has been marked for deletion. Upload a Contribution File to create a new Employer Payroll Summary/Header/Detail. Contact CalSTRS if you require assistance.

Message ID
30301318

Time Base is invalid for CCD employers.

Time Base was reported without a community college district value, but the Organization Code reported is for a community college district. Time Base must be one of the following values when the Organization Code is a community college district:

Code Value	Description
CCDN	CCD (Non-Temporary/Non-Adjunct)
CCDT	CCD (Temporary/Adjunct)

Verify the Organization Code and make any necessary corrections. If the Organization Code is correct, provide a valid value for Time Base.

Message ID
30301321

Time Base is only valid for CCD employers.

Time Base was reported with a community college district value, but the Organization Code reported is not for a community college district. Time Base must be one of the following values when the Organization Code is not for a community college district:

Code Value	Description
FLTM	Full Time
PTME	Part-Time (50% or More)
PTLS	Part-Time (Less than 50%)
PTHR	Part-Time (Hourly)
PTDL	Part-Time (Daily)
SUBS	Substitute
RWPM	Reduced Workload Program (RWP)

Verify the Organization Code and make any necessary corrections. If the Organization Code is correct, provide a valid value for Time Base.

Error Messages and Resolutions, Continued

Message ID 30301322

Time Base is invalid for Benefit Program Member Code.

This message applies to multiple scenarios.

Scenario 1:
Benefit Program Member Code DB1, CB1 or CB2 was reported, but Time Base was reported with a value that requires Benefit Program Member Code DB2. Time Base must be one of the following values when Benefit Program Member Code is DB2, CB1 or CB2:

Code Value	Description
CCDT	CCD (Temporary/Adjunct)
PTLS	Part-Time (Less than 50%)
PTHR	Part-Time (Hourly)
PTDL	Part-Time (Daily)
SUBS	Substitute

Verify Benefit Program Member Code and make any necessary corrections. If Benefit Program Member Code is correct, provide a valid Time Base.

Scenario 2:
Benefit Program Member Code CB1 or CB2 was reported but Time Base is not one of the following values. Benefit Program Member Code CB1 and CB2 can only be reported when Time Base is one of the following values:

Code Value	Description
CCDT	CCD (Temporary/Adjunct)
PTLS	Part Time (Less than 50%)
PTHR	Part Time (Hourly)
PTDL	Part Time (Daily)
Blank	Must be blank when Service Type is Trustee Service

Error Messages and Resolutions, Continued

**Message ID
30301323**

RWP Time Base is invalid for Benefit Program Member Code.

Time Base RWP was reported, but the Benefit Program Member Code is not DB1. Time Base RWP can only be reported when the Benefit Program Member Code is DB1.

Verify the Benefit Program Member Code and make any necessary corrections. If the Benefit Program Member Code is correct, provide a valid Time Base.

**Message ID
30301324**

No approved Reduced Workload Program provision exists.

Time Base RWP was reported but a Reduced Workload Program (RWP) membership provision does not exist on the membership account for the Client ID and Organization Code reported or the provision exists but is effective outside of the pay period range reported. Time Base RWP can only be reported when an RWP provision exists on the membership account for the Client ID and Organization Code reported during the pay period reported.

Verify the Client ID, Organization Code, Pay Period Begin Date and Pay Period End Date and make any necessary corrections. If needed, add an RWP membership provision for the Client ID and Organization Code using the Employee Membership Account Maintenance screen.

Error Messages and Resolutions, Continued

Message ID 30301325	***Assignment Code is prohibited for Benefit Structure DB 2% at 62.***

Assignment Code must be one of the following values when the Benefit Structure on the Employer Payroll Header is DB 2% at 60:

Code Value	Description
36	Reduced Workload Program
37	Elected Officer
54	Substitute
55	Part-Time (non-contract)
57	Contract
58	CCD Temporary/Adjunct
61	Working after Retirement
71	Limited-Term Special Pay

Assignment Code must be one of the following values when the Benefit Structure on the Employer Payroll Header is DB 2% at 62:

Code Value	Description
36	Reduced Workload Program
37	Elected Officer
54	Substitute
55	Part-Time (non-contract)
57	Contract
58	CCD Temporary/Adjunct
61	Working after Retirement

Message ID 30301335	***Earnings Type is prohibited for Service Type.***

Service Type Retired Activities or Trustee Service was reported but Earnings Type is not blank. Earnings Type must be blank when Service Type is Retired Activities or Trustee Service.

Verify Service Type and make any necessary corrections. If Service Type is correct, remove the value from Earnings Type.

Error Messages and Resolutions, Continued

Message ID 30301336

Invalid Assignment Code for Part-Time Hourly/Daily Time Base or Invalid Time Base for Assignment Code 55.

Assignment Code 55 was reported without Time Base Part-Time Hourly or Part-Time Daily or Time Base Part-Time Hourly or Part-Time Daily was reported without Assignment Code 55. Time Base Part-Time Hourly and Part-Time Daily can only be reported with Assignment Code 55 and Assignment Code 55 can only be reported with Time Base Part-Time Hourly or Part-Time Daily.

Verify Assignment Code and Time Base and make the necessary corrections.

Message ID 30301337

Invalid Assignment Code for Contract Time Base or invalid Time Base for Assignment Code 57.

Assignment Code 57 was reported without one of the following Time Base values or one of the following Time Base values was reported without Assignment Code 57. The following Time Base values can only be reported with Assignment Code 57 and Assignment Code 57 can only be reported with the following Time Base values:

Code Value	Description
CCDN	CCD (Non-Temporary/Non-Adjunct)
FLTM	Full Time
PTME	Part-Time (50% or More)
PTLS	Part-Time (Less than 50%)

Verify Assignment Code and Time Base and make any necessary corrections.

Error Messages and Resolutions, Continued

Message ID 30301338

Invalid Assignment Code for CCD Temporary/Adjunct Time Base or invalid Time Base for Assignment Code 58.

Assignment Code 58 was reported without Time Base CCD (Temporary/Adjunct) or Time Base CCD (Temporary/Adjunct) was reported without Assignment Code 58. Time Base CCD (Temporary/Adjunct) and Assignment Code 58 can only be reported together.

Verify Assignment Code and Time Base and make any necessary corrections.

Message ID 30301340

Service Type is invalid for Benefit Program Member Code.

Benefit Program Member Code CB1 or CB2 was reported with an invalid Service Type for the Cash Balance Benefit Program.

Service Type must be one of the following values when Benefit Program Member Code is CB1:

Code Value	Description
SPCC	Superintendent/President/Chancellor
TRST	Trustee Service
TEAC	Teaching
COUN	Counseling
LIBR	Librarian
PREE	Program Research/Evaluation
CRMD	Curriculum/Materials Development
METR	Mentoring/Training
HESE	Health Services
CWSR	Child Welfare Services
SVAD	Supervision/Administration
PARC	PAR Consultant
OUTG	Outgrowth

Continued on next page

Error Messages and Resolutions, Continued

Message ID 30301340, continued

Service Type must be one of the following values when Benefit Program Member Code is CB2:

Code Value	Description
SPCC	Superintendent/President/Chancellor
TEAC	Teaching
COUN	Counseling
LIBR	Librarian
PREE	Program Research/Evaluation
CRMD	Curriculum/Materials Development
METR	Mentoring/Training
HESE	Health Services
CWSR	Child Welfare Services
SVAD	Supervision/Administration
PARC	PAR Consultant
OUTG	Outgrowth

Verify Benefit Program Member Code and make any necessary corrections. If Benefit Program Member Code is correct, provide a valid Service Type.

Message ID 30301341

Service Type is invalid.

Service Type was reported with an invalid value. The following values are valid for Service Type:

Code Value	Description
01	CCD/CCCC Lab Instructor
02	CCD/CCCC Lecturer/General Instructor
03	CCD/CCCC Adult Education Instructor
04	CCD/CCCC Librarian
05	CCD/CCCC Counselor
SPCC	Superintendent/President/Chancellor
ORSS	Other Retirement System Service
RETA	Retired Activities
TRST	Trustee Service

Error Messages and Resolutions, Continued

Message ID 30301341, continued

Code Value	Description
TEAC	Teaching
COUN	Counseling
LIBR	Librarian
PRRE	Program Research/Evaluation
CRMD	Curriculum/Materials Development
METR	Mentoring/Training
HESE	Health Services
CWSR	Child Welfare Services
SVAD	Supervision/Administration
PARC	PAR Consultant
OUTG	Outgrowth
ELOF	Elected Officer

Provide a valid value for Service Type.

Message ID 30301342

Annualized Pay Rate is prohibited for Outgrowth Service Type.

Service Type Outgrowth was reported, but Annualized Pay Rate is not blank. Annualized Pay Rate must be blank when Service Type is Outgrowth.

Verify Service Type and make any necessary corrections. If Service Type is correct, remove the value from Annualized Pay Rate.

Message ID 30301343

CCCC Service Type is invalid for account, employer or for Benefit Program Member Code.

A community college comparison calculation (CCD/CCCC) Service Type value was reported but the reported Organization Code is not for a community college district, the membership account for the reported Client ID is not eligible for the community college comparison calculation, or the Benefit Program Member Code is not DB1.

Verify Service Type, Client ID and Benefit Program Member Code and make any necessary corrections. Contact CalSTRS for assistance if Service Type and Benefit Program Member Code are correct and the employee should be eligible for the community college comparison calculation.

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Error Messages and Resolutions, Continued

Message ID 30301344	***Service Type is invalid for CCCC eligible account.*** Service Type Teaching, Counseling or Librarian was reported but the membership account for the Client ID reported is eligible for the community college comparison calculation and the reported Organization Code is a community college district. The corresponding community college comparison calculation Service Type value must be reported in lieu of the standard value when compensation is reported for this Client ID by an Organization Code that is a community college district: Verify the Client ID and Organization Code and make any necessary corrections. If the Client ID and Organization Code are correct, provide a valid Service Type. For teaching, use Service Type CCD/CCCC Lab Instructor, CCD/CCCC Lecturer/General Instructor or CCD/CCCC Adult Education Instructor. For librarian, use CCD/CCCC Librarian. For counseling, use CCD/CCCC Counselor.
Message ID 30301345	***ORS Service Type is invalid for Benefit Program Member Code.*** Service Type ORS Service was reported but the Benefit Program Member Code is not DB1. Benefit Program Member Code must be DB1 when Service Type is ORS Service. Verify Service Type and Benefit Program Member Code and make any necessary corrections. Contact CalSTRS for assistance determining if the compensation is for creditable service, if needed.
Message ID 30301346	***Trustee Service Type is invalid for Benefit Program Member Code.*** Service Type Trustee Service was reported, but the reported Benefit Program Member Code is not CB1. Service Type Trustee Service can only be reported with Benefit Program Member Code CB1. Verify Service Type and Benefit Program Member Code and make the necessary corrections.

Error Messages and Resolutions, Continued

Message ID 30301347	***Elected Officer Service Type is invalid for Benefit Program Member Code.*** Service Type Elected Officer was reported, but the reported Benefit Program Member Code is not DB1. Service Type Elected Officer can only be reported with Benefit Program Member Code DB1. Verify Service Type and Benefit Program Member code and make the necessary corrections.
Message ID 30301348	***Work Hours per Day is required.*** Benefit Program Member Code DB2 was reported with Time Base Part-Time Hourly, Part-Time Daily or Substitute but Work Hours per Day is blank. Work Hours per Day is required when Benefit Program Member code DB2 is reported with Time Base Part-Time Hourly, Part-Time Daily or Substitute. Verify Benefit Program Member Code and Time Base and make any necessary corrections. If Benefit Program Member Code and Time Base are correct, provide a valid value for Work Hours per Day.
Message ID 30301349	***Service Credit exceeds maximum allowable value for Elected Officer.*** Service Type Elected Officer was reported but the reported Earnings bring the total service credit for elected officer service to 12.000 or more years of service credit. A member can only receive up to 12.000 years of service credit for service as an elected officer. Verify Service Type and Client ID and make any necessary corrections. If Service Type and Client ID are correct, report the Earnings so that the total service credit for elected officer service is less than 12.000 years of service credit. Contact CalSTRS for assistance in determining how much service has been earned for elected officer service, if needed.

Error Messages and Resolutions, Continued

Message ID 30301350

Full-Time Base hours for Position is invalid.

Full-Time Base Hours for Position was reported but the reported value is insufficient or excessive for reported Service Type. Full-Time Base Hours for Position must be within the following range for when the Service Type is a community college comparison calculation value:

Service Type	Minimum Value	Maximum Value
CCD/CCC Lab Instructor	≥ 525	≤ 2080
CCD/CCCC Lecturer/General Instructor	≥ 525	≤ 2080
CCD/CCCC Adult Instructor	≥ 875	≤ 2080
CCD/CCCC Librarian	≥ 1050	≤ 2080
CCD/CCCC Counselor	≥ 1050	≤ 2080

Verify Full-Time Base Hours for Position and make the necessary corrections.

Message ID 30301352

Work hours per Day is invalid.

Work Hours per Day was reported, but the reported value is below the minimum acceptable value (5.50), greater than the maximum acceptable value (8.50) or in an increment other than 0.25.

Verify Work Hours per Day and make the necessary corrections.

Message ID 30301353

Work Hours per Day is prohibited.

Work Hours per Day was reported without Benefit Program Member Code DB2. Work Hours per Day can only be reported with Benefit Program Member Code DB2.

Verify the Benefit Program Member Code and make any necessary corrections. If the Benefit Program Member Code is correct, remove the value from Work Hours per Day.

Error Messages and Resolutions, Continued

**Message ID
30301354**

Full-Time Base Hours is prohibited.

Full Time Base Hours was reported without Benefit Program Member Code DB2 or a community college comparison calculation Service Type value. Full-Time Base Hours can only be reported with Benefit Program Member Code DB2 (when Time Base is Part-Time Hourly, Part-Time Daily or Substitute) or when Service Type is a community college comparison calculation value.

Verify Benefit Program Member Code, Time Base and Service Type and make any necessary corrections. If Benefit Program Member Code, Time Base and Service Type are correct, remove the value from Full-Time Base Days.

**Message ID
30301355**

Full-Time Base Hours is required.

This message applies to multiple scenarios.

Scenario 1:
Benefit Program Member Code DB2 was reported with Time Base Part-Time Hourly, Part-Time Daily or Substitute, but Full-Time Base Days is blank. Full-Time Base Days must be reported when Benefit Program Member Code DB2 is reported with Time Base Part-Time Hourly, Part-Time Daily or Substitute.

Verify Benefit Program Member Code and Time Base and make any necessary corrections. If Benefit Program Member Coe and time Base are correct, provide a valid value for Full-Time Base Days.

Scenario 2:
Full-Time Base Hours and/or Service Type is blank but the membership account for the reported Client ID is eligible for the community college comparison calculation and the reported Organization Code is a community college district. Full-Time Base Hours and Service Type must be reported when membership account is eligible for the community college comparison calculation and the employer is a community college district.

Verify the Client ID and Organization Code and make any necessary corrections. If the Client ID and Organization Code are correct, provide a valid value for Full-Time Base Hours and Service Type.

Continued on next page

Message ID 30301356	***Annualized Pay Rate is Prohibited.***

Service Type Retired Activities was reported, but Annualized Pay Rate is not blank. Annualized Pay Rate must be blank when Service Type Retied Activities is reported.

Verify Service Type and make any necessary corrections. If Service Type is correct, remove the value from Annualized Pay Rate.

Message ID 30301357	***Invalid Assignment Code for Retired Activities Service Type or Invalid Service Type for Assignment Code 61.***

Assignment Code 61 was reported without Service Type Retired Activities or Service Type Retired Activities was reported without Assignment Code 61. Service Type Retired Activities and Assignment Code 61 can only be reported together.

Verify Assignment Code and Service Type and make the necessary corrections.

Message ID 30301358	***Retired Activities Service Type is invalid.***

This message applies to multiple scenarios.

Scenario 1:
Service Type Retired Activities was reported without Benefit Program Member Code DB2. Service Type Retired Activities can only be reported with Benefit Program Member Code DB2.

Verify Service Type and Benefit Program Member Code and make the necessary correction.

Scenario 2:
Service Type Retired Activities was reported but a DB disability or retirement benefit or a CB retirement benefit does not exist for the Client ID during the pay period reported. Service Type Retired Activities is only valid when the member is receiving a retirement or disability benefit from the Defined Benefit Program or a retirement benefit from the Cash Balance Benefit Program during the applicable period.

Error Messages and Resolutions, Continued

Message ID 30301358, continued

Verify the Service Type, Client ID, Pay Period Begin Date and Pay Period End Date and make any necessary corrections. Contact CalSTRS for assistance if the reported information is accurate.

Message ID 30301359

Match to previously reported data cannot be made for Adjustment.

Transaction Type Adjustment was reported but a match to a posted payroll detail record with Transaction Type Regular cannot be made based on the following criteria:
- Client ID
- Organization Code
- Benefit Program Member Code
- Service Type (only if populated on posted payroll detail record)
- Assignment Code (only when Benefit Program Member Code is DB1 or DB2)
- Time Base (only if populated on posted payroll detail record)
  - If target record has a Pay Code of 4 (hourly), Time Base must be Hourly for match.
  - If target record has a Pay Code of 8 (daily), Time Base must be Daily for match.
- Earnings Type (any special pay value can match when posted payroll detail record has Legacy Special Pay)
- Annualized Pay Rate (does not apply to Assignment Code 36 with a special pay Earnings Type value or to Service Type Outgrowth; a +/- $1.00 variance is allowed for F496 payroll detail records)
- Pay Period Begin Date
- Pay Period End Date
- Expected Pay Period
- Full-Time Base Hours (only if populated on posted payroll detail record and if Benefit Program Member Code is DB 01 or DB2)

Verify the above information matches to the posted payroll detail record(s) to be adjusted and make the necessary corrections. If the Transaction Type on the posted detail record(s) is not Regular, the payroll detail record(s) cannot be adjusted, they must be reversed, and the correct information reported with Transaction Type Regular.

Error Messages and Resolutions, Continued

Message ID 30301360	***Transaction cannot span multiple pay periods.*** Payroll detail records with Benefit Program Member Code DB2 and Time Base Part-Time Hourly, Part-Time Daily or Substitute cannot be adjusted over multiple pay periods. Correct the Earnings, Pay Period Begin Date and Pay Period End Date to reflect one pay period and report the additional earnings in separate transactions for each applicable pay period.
Message ID 30301361	***Transaction results in negative earnings, contributions and/or service credit for pay period range.*** Transaction will result in negative earnings, contributions and/or service credit for the Defined Benefit, Defined Benefit Supplement or Cash Balance Benefit programs. Verify the Earnings, Member Contributions, Employer Contributions, Pay Period Begin Date and Pay Period Begin Date and make the necessary corrections. Contact CalSTRS for assistance with correctly reporting adjustments to posted payroll detail records, if needed.
Message ID 30301362	***Service Type is invalid for member on a benefit.*** Retirement or disability benefit exists for the reported Client ID during the reported pay period, but Service Type Retired Activities was not reported. Verify the Client ID, Pay Period Begin Date, Pay Period End Date and Service Type and make any necessary corrections. Contact CalSTRS for assistance if the Client ID, Pay Period Begin Date, Pay Period End Date and Service Type are correct.

Error Messages and Resolutions, Continued

**Message ID
30301365**

Special Pay exists for target line.

Transaction results in the reversal of a posted payroll detail record with Earnings Type Salary but will orphan the companion payroll detail record(s) with special pay Earnings Type values. "Salary" payroll detail records can only be reversed when any associated "special pay" payroll detail record(s) are also reversed on the same Employer Payroll Header or the associated "special pay" payroll detail record(s) have already been reversed.

Verify posted payroll detail records for the associated employment and applicable pay period and add payroll detail records to the Employer Payroll Header to reverse any associated "special pay" payroll detail records. Contact CalSTRS for assistance if the "special pay" should not be associated with the "salary" payroll detail record.

**Message ID
30301366**

Annualized Pay Rate is required.

Annualized Pay Rate is blank but Service Type Outgrowth or Retired Activities was not reported. Annualized Pay Rate can only be blank when Service Type is Outgrowth or Retired Activities.

Verify Service Type and make any necessary corrections. If Service Type is correct, provide a valid value for Annualized Pay Rate.

**Message ID
30301367**

Annualized Pay Rate is below minimum.

Annualized Pay Rate was reported but the reported value is below the California minimum wage based on the CalSTRS full-time minimum standards and Time Base reported.

Verify Annualized Pay Rate and Time Base and make any necessary corrections. Contact CalSTRS for assistance if Annualized Pay Rate and Time Base are correct.

Error Messages and Resolutions, Continued

**Message ID
30301368**

Expected Pay Periods is invalid.

Expected Pay Periods was reported but the reported value is not one of the following values. Expected Pay Periods must be one of the following values:

Code Value	Description
13JJ	13- July to June (Quadra Weekly)
12JJ	12- July to June
1100	11- Unspecified Breaks
11JM	11- July to May
11AJ	11- August to June
1000	10- Unspecified Breaks
10JA	10- July to April
10JM	10- July to May (December break)
10AM	10- August to May
10AJ	10- August to June (January break)
10SJ	10- September to June
0900	9- Unspecified Breaks
09AA	9- August to April
09SM	9- September to May
09OJ	9- October to June
0800	8- Unspecified Breaks
08AM	8- August to March
08AA	8- August to April (December break)
08SA	8- September to April
08SM	8- September to May (January break)
08SJ	8- September to June (Jan/Feb break)
08OM	8- October to May
0000	0- Intermittent

Provide a valid value for Expected Pay Periods.

**Message ID
30301369**

Intermittent Expected Pay Periods is invalid for Service Type and/or Time Base.

Excepted Pay Periods Intermittent was reported, with an invalid value for Time Base and/or Service Type.

Continued on next page

Error Messages and Resolutions, Continued

Message ID 30301369, continued

Time Base must be one of the following values when Expected Pay Periods is Intermittent:

Code Value	Description
FLTM	Full Time
CCDN	CCD (Non-Temporary/Non-Adjunct)
CCDT	CCD (Temporary/Adjunct)
PTME	Part-Time (50% or More)
PTLS	Part-Time (Less than 50%)
PTHR	Part-Time (Hourly)
PTDL	Part-Time (Daily)
SUBS	Substitute

Service Type must be one of the following values when Expected Pay Periods is Intermittent:

Code Value	Description
01	CCD/CCCC Lab Instructor
02	CCD/CCCC Lecturer/General Instructor
03	CCD/CCCC Adult Education Instructor
04	CCD/CCCC Librarian
05	CCD/CCCC Counselor
ORSS	Other Retirement System Service
TRST	Trustee Service
TEAC	Teaching
COUN	Counseling
LIBR	Librarian
PRRE	Program Research/Evaluation
CRMD	Curriculum/Materials Development
METR	Mentoring/Training
HESE	Health Services
CWSR	Child Welfare Services
SVAD	Supervision/Administration
PARC	PAR Consultant
OUTG	Outgrowth

Verify Time Base and Service Type and make any necessary corrections. If Time Base and Service Type are correct, provide a valid Expected Pay Periods value.

Error Messages and Resolutions, Continued

Message ID 30301370

Expected Pay Periods is prohibited for Benefit Program Member Code.

Benefit Program Member Code CB1 or CB2 was reported but Expected Pay Periods is not blank. Expected Pay Periods cannot be reported with Benefit Program Member Code CB1 or CB2.

Verify Benefit Program Member Code and make any necessary corrections. If Benefit Program Member Code is correct, remove the value from Expected Pay Periods.

Message ID 30301371

Expected Pay Periods is prohibited for Retired Activities Service Type.

Service Type Retired Activities was reported but Expected Pay Periods is not blank. Expected Pay Periods cannot be reported with Service Type Retired Activities.

Verify Service Type and make any necessary corrections. If Service Type is correct, remove the value from Expected Pay Periods.

Message ID 30301372

Expected Pay Periods does not match previously reported RWP data.

Time Base RWP was reported but the reported Expected Pay Periods value does not match to the Expected Pay Periods value on the most recent payroll detail record with Time Base RWP for the same Organization Code and Client ID.

Verify Time Base, Pay Period Begin Date, Pay Period End Date and Expected Pay Periods and make any necessary corrections. Contact CalSTRS for assistance if the Expected Pay Periods has changed for a position in which the member is participating in the Reduced Workload Program.

Error Messages and Resolutions, Continued

Message ID
30301376

Match to previously reported data cannot be made for Bargained Retroactive Pay Rate Adjustment.

Transaction Type Bargained Retroactive Pay Rate Adjustment was reported but a match cannot be made to posted or companion payroll detail record(s) based on the following matching criteria:

- Client ID
- Organization Code
- Benefit Program Member Code
- Service Type (only if populated on target payroll detail record)
- Assignment Code (only if Benefit Program Member Code is DB1 or DB2)
- Time Base (only if populated on target payroll detail record)
  - If target record has a Pay Code of 4 (hourly), Time Base must be Hourly for match.
  - If target record has a Pay Code of 8 (daily), Time Base must be Daily for match.
- Earnings Type (any special pay Earnings Type value can match to Legacy Special Pay)
- Pay Period Begin Date
- Pay Period End Date
- Expected Pay Period
- Full-Time Base Hours (only if populated on target payroll detail record)

Verify the above information matches to the target payroll detail record(s) and make the necessary corrections.

Error Messages and Resolutions, Continued

Message ID 30301377	***Bargained Retroactive Pay Rate Adjustment is invalid for Benefit Program Member Code.***

Transaction Type Bargained Retroactive Pay Rate Adjustment was reported but the pay period range overlaps with an employment record cross-reference with Member Type DB Non-Member or CB Non-Member for the Client ID and Organization Code reported. Bargained Retroactive Pay Rate Adjustment is invalid for periods of non-member employment.

Verify the Client ID, Organization Code, Pay Period Begin Date and Pay Period End Date and make any necessary corrections. If the Client ID, Organization Code, Pay Period Begin Date and Pay Period End Date are correct, reverse the target lines and report the new information using Transaction Type Regular or Adjustment. |
| **Message ID 30301378** | ***Bargained Retroactive Pay Rate Adjustment exists for target line.***

Transaction results in the reversal of posted or companion payroll detail records for which bargained retroactive pay rate adjustments exist for the pay period reported. Payroll detail records cannot be reversed unless any associated bargained retroactive pay rate adjustments are also reversed.

Verify the reversal target line and make the necessary changes. If correct, add a reversal line for the associated bargained retroactive contribution line. Contact CalSTRS for assistance if the target payroll detail records need to be reversed but the bargained retroactive adjustment is valid. |
| **Message ID 30301386** | ***Earnings must be present for {0} transaction type.***

Transaction Type Regular was reported with blank, zero or negative Earnings or Transaction Type Adjustment, Bargained Retroactive Pay Rate Adjustment or Special Pay was reported with blank or zero Earnings.

Verify Transaction Type and Earnings and make any necessary corrections. |

Error Messages and Resolutions, Continued

Message ID 30301387	***CB Member employment record exists for this employer.***

Benefit Program Member Code was reported but an employment record cross-reference with Member Type CB Member exists for the Client ID and Organization Code for the entire pay period. Only Benefit Program Member Code CB1 can be reported for this employment during this pay period unless a new employment detail record is submitted.

Verify Benefit Program Member Code, Client ID, Organization Code, Pay Period Begin Date and Pay Period End Date and make any necessary corrections. If the Benefit Program Member Code, Client ID, Organization Code, Pay Period Begin Date and Pay Period End Date are correct, create an employment record cross-refence with Member Type DB Member by submitting an enrollment transaction using the Employment File or Employment Detail Maintenance screen.

Message ID 30301400	***Work Hours per Day is prohibited for Time Base.***

Work Hours per Day was reported but the Time Base is not Part-Time Hourly, Part-Time Daily or Substitute. Work Hours per Day can only be reported with Time Base Part-Time Hourly, Part-Time Daily or Substitute (when Benefit Program Member Code is DB2).

Verify Time Base and make any necessary corrections. If Time Base is correct, remove the value from Work Hours per Day.

Message ID 30301401	***Work Hours per Day is prohibited for Service Type Retired Activities.***

Work Hours Per Day was reported with Service Type Retired Activities. Work Hours Per Day must be blank when Service Type is Retired Activities.

Verify Service Type and make any necessary corrections. If Service Type is correct, remove the value from Work Hours per Day.

Continued on next page

Error Messages and Resolutions, Continued

**Message ID
30301414**

Employee mandates DB membership.

Time Base Substitute was reported with Benefit Program Member Code DB2, but the employee has met or exceeded the threshold for mandatory membership in the Defined Benefit Program based on service performed on a substitute basis.

Verify whether the employee requires membership. If the employee does not require membership, review posted payroll detail records for the Client ID and Organization Code for the fiscal year and make the necessary corrections. If the employee requires membership, void this payroll detail record or adjust the earnings to only reflect compensation earned prior to the membership date, establish membership by submitting an enrollment transaction using the Employment File or Employment Detail Maintenance screen and report and remit contributions using Benefit Program Member Code DB1 for creditable compensation earned on or after the membership date.

Warning Messages and Resolutions

Message ID 30301152	***Pay Rate Increase excessive.*** Annualized Pay Rate has increased over the following percentage thresholds compared to previously reported payroll detail records. • The Contribution Line has a Pay Period Begin Date after 06/30/2011 and the Annualized Pay Rate is equal to or greater than 15% when compared to the last Contribution Line transmitted (relative to the Pay Period of the current line) for this employee from this Report Unit. • The Contribution Line has a Pay Period Begin Date after to 6/30/2002 but Pay Period Begin Date is before 07/1/2011 and the Annualized Pay Rate is equal to or greater than 25% when compared to the last Contribution Line transmitted (relative to the Pay Period of the current line) for this employee from this Report Unit. • The Contribution Line has a Pay Period Begin Date before 07/1/2002 and the Annualized Pay Rate is equal to or greater than 10% when compared to the last Contribution Line transmitted (relative to the Pay Period of the current line) for this employee from this Report Unit. Verify Annualized Pay Rate and make any necessary corrections. If Annualized Pay Rate is correct, suppress this warning.
Message ID 30301196	***Pay Period Fiscal Year not on database.*** Pay Period Begin Date and Pay Period End date occur in fiscal year prior to 1988-89. Verify Pay Period Begin Date and Pay Period End Date and make any necessary corrections. If Pay Period Begin Date and Pay Period End Date are correct, suppress this warning.
Message ID 30301202	***Service credit is excessive for the Pay Period range.*** Calculated service credit for pay period range is greater than what is expected based on reported Earnings, Annualized Pay Rate and Expected Pay Periods. Verify Earnings, Annualized Pay Rat and Expected Pay Periods and make any necessary corrections. If Earnings, Annualized Pay Rate and Expected Pay Periods are correct, suppress this warning.

Warning Messages and Resolutions, Continued

Message ID 30301205

Special Pay is excessive for Pay Period Fiscal Year.

Special pay reported for fiscal year appears excessive. Verify special pay reported for Client ID and Organization Code for the current fiscal and make any necessary corrections. If the payroll detail record should be processed, suppress this warning. If the payroll detail record should not be processed, void the payroll detail record.

- This business rule is not applied if:
    - Error 30301196 is present
    - Contribution line is coded with assignment code 71
    - Fiscal Year is prior to 2002-03

Message ID 30301250

Contributions alter the total contributions reported for the creditable compensation cap.

The system displayed this warning message because one or more payroll detail line and the total of **reported contributions** for the fiscal year are not correct.

Reported contributions are not correct when they either exceed or are less than the **expected contributions** (if the creditable compensation has ever met or exceeded the cap for the fiscal year) based on the fiscal year creditable compensation cap.

For DB 2% at 60 and CB Participant benefit structures, the cap is the IRC 401(A)(17) limit.

For DB 2% at 62 and CB PEPPRA benefit structures, the cap is the PEPRA compensation cap.

The message must only display if total earnings have ever met or exceeded the cap for the fiscal year. Conversely, the message must NOT display if the cap is not exceeding AND has never been exceeded.

When the conditions for displaying this message have been met, the message must display on all associated payroll detail records that exist under the payroll summary for the same Client ID.

The message must display even if the line is identified as a reversal.

Message ID 30301250, continued

The system must determine whether contributions are affected as follows
1. If the posted transactions and the payroll detail records in the summary will take the fiscal year contributions under the cap, issue message
2. If cap has been exceeded prior to the posting of the summary
   A. If lines are being reported before OR on the month the cap was exceeded
      1. Issue message, UNLESS there is no net change in contributions
   B. If lines are being reported for pay periods after the month the cap was exceeded
      1. If fiscal year contributions do not remain at cap, issue message
3. If exceeding cap with this summary for the first time, contributions must be reported on the earliest periods until the cap is met.
   A. If multiple pay periods exist in summary
      1. If contributions are reported prior to a pay period with no contribution, issue message
   B. If the pay period exceeding cap does not have a contribution amount up to the contribution cap, issue message (see Note #1).

Note #1: The message must display with a severity of "soft error" when the logic of 3(B) is executed.

Contact CalSTRS Employer Help for further assistance.

Message ID 30301283

Transaction matches another transaction in the summary.

Payroll detail record matches to another payroll detail record in the Employer Payroll Summary for the same Client ID and Organization Code based on the following matching criteria:
- Employment ID
- Transaction Type
- Pay Period Begin Date
- Pay Period End Date
- Time Base
- Earnings

Message ID 30301283, continued

- Earnings Type
- Service Type
- Annualized Pay Rate
- Expected Pay Periods
- Full-Time Base Hours
- Work Hours per Day

Verify the all payroll detail records on the summary for the Client ID and Organization Code and make any necessary corrections. If this payroll detail record is a duplicate and should not be processed, void the record from the summary. If the payroll detail record is correct, suppress this warning.

Message ID 30301284

Transaction appears to be a duplicate.

Payroll detail record matches to a posted payroll detail record in the CalSTRS system for the Client ID and Organization Code reported based on the following matching criteria:

- Employment ID
- Transaction Type
- Pay Period Begin Date
- Pay Period End Date
- Time Base
- Earnings
- Earnings Type
- Service Type
- Annualized Pay Rate
- Expected Pay Periods
- Full-Time Base Hours
- Work Hours per Day

Verify posted payroll detail records for the Client ID and Organization Code for the reported pay period and make any necessary corrections. If this payroll detail record is a duplicate and should not be processed, void the record from the summary. If the payroll detail record is correct, suppress this warning.

Warning Messages and Resolutions, Continued

Message ID 30301351	***ORS Service is only valid when a retirement system election exists for the position.***
	Verify Service Type and make any necessary corrections or void the payroll detail record if needed. If Service Type is correct, suppress this warning. Contact CalSTRS for assistance determining whether the earnings are creditable compensation, if needed.
	Error Resolution: Service Type Other Retirement System Service was for the first time for the employment record in context.
Message ID 30301403	***Employee appears to mandate DB membership.***
	Reported earnings for pay period appear to exceed threshold for mandatory membership in the Defined Benefit Program for service performed on a part-time hourly or part-time daily basis.
	Verify whether the employee requires DB membership. If membership is required, void the payroll detail record, establish membership by submitting an enrollment transaction using the Employment File or Employment Detail Maintenance screen, and report and remit the applicable contributions on a separate payroll detail record using Benefit Program Member Code DB1. If membership is not required, suppress this warning. Contact CalSTRS for assistance determining whether membership is required, if needed.

Information Messages and Resolutions

**Message ID
30301180**

Year to date service credit excessive.

Payroll detail record has posted but the cumulative fiscal year service credit for the Client ID and Organization Code reported appears excessive. Submit separate payroll detail records to adjust this or any other posted payroll detail records, if needed.

**Message ID
30301211**

Earnings amount in excess of the fiscal year creditable compensation cap for DB 2% at 62. The contributions are calculated on the capped earnings of {0}.

Payroll detail record caused the membership account to reach the PEPRA compensation limit. Contributions for the payroll detail record were calculated based on the capped Earnings, if the Time Base is not RWP or the capped Annualized Pay Rate, if the Time Base is RWP.

Verify Earnings (if Time Base is not RWP) or Annualized Pay Rate (if Time Base is RWP) and make any necessary corrections. If information is correct, report creditable compensation for the remainder of the fiscal year without contributions. Contributions will be due if adjustments to posted payroll detail records cause the membership account to fall below the cap.

**Message ID
30301281**

Regular Transaction matches a processed transaction in the system.

Transaction Type Regular was reported but the payroll detail record is identical to a posted payroll detail record (expect for Earnings). Payroll detail record was posted as a regular transaction. If transaction was intended to report additional earnings for another payroll detail record, reverse this payroll detail record and report adjustments to the posted detail record using Transaction Type Adjustment. No action is required if this transaction is not intended to adjust a posted payroll detail record.

**Message ID
30301363**

Member has previously been reported as retired. I certify that the reporting is for service earned prior to the BED.

Verify earnings were for service earned prior to the BED and make any necessary corrections. Contact CalSTRS is you require assistance.

Continued on next page

Information Messages and Resolutions, Continued

**Message ID
30301373**

*Earnings amount in excess of the IRC 401(A)(17) Limit. The contributions
are calculated on the capped earnings of {0}.*

Payroll detail record caused the membership account to reach the IRC
401(a)(17) limit. Contributions for the payroll detail record were calculated
based on the capped Earnings, if the Time Base is not RWP or the capped
Annualized Pay Rate, if the Time Base is RWP.

Verify Earnings (if Time Base is not RWP) or Annualized Pay Rate (if Time
Base is RWP) and make any necessary corrections. If information is correct,
report creditable compensation for the remainder of the fiscal year without
contributions. Contributions will be due if adjustments to posted payroll detail
records cause the membership account to fall below the cap.