CALSTRS®

Employment File Specification

Overview

Purpose

The *Employment File Specification* is a resource to instruct users on how to report enrollment, demographic and benefit type information to CalSTRS according to the Teacher's Retirement Law. The Employment File is 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. This document provides the basic guidelines required of an Employment File, detailed file layouts and business rules.

Once an Employment File is submitted and received by CalSTRS, an Employment Response File will be automatically sent to the user through Secure Message in the Secure Employer Website to validate the submitted Employment File transactions. If a transaction is not accepted by CalSTRS, an error code will populate in the response file to indicate the problem with the transaction.

Version

Version 1.0 – 10/07/2019

Overview, Continued

Transaction Types

The Employment File has 16 transaction types based on the type of employment data being reported.

Transaction Type	Description
Enrollment	Used to report enrollments such as Non-member, Mandatory Coverage, Permissive Election of Coverage, Retirement System Election and Working After Retirement. Enrollments should be reported when an employee is hired to perform creditable service to CalSTRS. If person does not exist in the system, required fields are: Transaction Effective Date, SSN, Last Name, First Name, Gender, Birthdate, Address Line 1, City, State, Zip. If person exists in the system for same employer, required fields are: Transaction Effective Date, Client ID, Last Name. If person exists in system for a different employer, required fields are: Transaction Effective Date, Client ID, Last Name, Address Line 1, City, State, Zip.
Termination Termination Correction	Used to report employment termination. Terminations should it be reported when an employee separates from employment or goes on benefit. Required fields are: Transaction Effective Date, Last Day of Work, Last Compensation Date.

Overview, Continued

Transaction Types, continued

Transaction Type	Description
Leave of Absence Leave of Absence Correction Leave of Absence Return Leave of Absence Return Correction	Used to report approved and unapproved leave of absence. Leaves should it be reported when member goes on an approved or unapproved leave of absence. Leave of Absence Correction and Leave of Absence Return Correction are not allowed when a processed Service Credit Purchase already exists for the leave record in context. Required fields are: Client ID, Last Name, Transaction Sub-Type, Transaction Effective Date
Contact Information Change	Used to report phone, email or address change. Contact Information Change should it be reported when updating member contact information. Required fields are: Transaction Effective Date, Client ID, Last Name.
Annual Total Compensation Annual Total Compensation Correction	Used to report EDD reported amounts by fiscal year. Annual Total Compensation should it be reported on an annual basis after the end of the fiscal year. Required fields are: Transaction Effective Date, Annual Total Compensation.
Annual Excess Sick Leave Awarded	Used to report annual excess sick leave (pending legislation). Required fields are: Client ID, Last Name, Transaction Effective Date, Annual Excess Sick Leave Awarded.

Overview, Continued

Transaction Types, continued

Transaction Type	Description
Reduction in School Funds Reduction in School Funds Correction	Used to report reduction in school funds. Reduction in School Funds should be reported when a district is impacted by a reduction of school funds that may impact member compensation. Required fields are: Client ID, Last Name, Transaction Effective Date, Reduction in School Funds.
Sick Leave Information Sick Leave Information Correction	Used to report sick leave at the time of retirement. Sick Leave Information should it be reported at the time of retirement after a termination transaction has been submitted. Required fields are: Client ID, Last Name, Transaction Effective Date, Full Time Base Days, Unused Excess Sick Leave, Unused Sick Leave.

Ancillary File Types

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

- Contribution File is used for payroll-type transactions such as Regular, Adjustments, Retroactive Payrates and Account Receivables.
- Match File is used to validate member specific information in CalSTRS' system and to obtain CalSTRS Client IDs.

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

Support

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

Overview, Continued

Contents

Employment File Layout

Purpose
The *Employment File Layout* outlines the order of fields, code values per field, description of each field/value and applicable structural rules for the Employment File. Employment 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 information submitted.

Field Position 1

Transaction Type

Must be present and one of the following code values:

Code Value	Description
ELMT	Enrollment
TRMN	Termination
TMNC	Termination Correction
LVAB	Leave of Absence
LOAC	Leave of Absence Correction
LOAR	Leave of Absence Return
LARC	Leave of Absence Return Correction
CTCG	Contact Information Change
ANTC	Annual Total Compensation
ATCC	Annual Total Compensation Correction
ESLA	Annual Excess Sick Leave Awarded
SLAC	Annual Excess Sick Leave Awarded Correction
RDSF	Reduction in School Funds
RSFC	Reduction in School Funds Correction
UNSL	Sick Leave Information
USLC	Sick Leave Information Correction

Employment File Layout, Continued

Field Position 2 **Transaction Subtype**	Must be present and one of the following code values when Transaction Type is Enrollment, Leave of Absence, Leave of Absence Correction, Leave of Absence Return, or Leave of Absence Return Correction. Otherwise it must be null.

Code Value	Description
NMBR	Non-Member
MDCV	Mandatory Coverage
PMCV	Permissive Election of Coverage
RMSE	Retirement System Election
WART	Working After Retirement
ENER	Close Enrollment Opened in Error
MTPT	Maternity/Paternity
FORC	FMLA/CFRA
SBTL	Sabbatical
FLBT	Fullbright
PJCS	Peace/Job Corp.
WCPS	Workers Compensation
UFSV	Uniformed Service
MCOF	Misconduct/Criminal Offense
OALA	Other Approved Leave of Absence
UNLA	Unapproved Leave of Absence

Field Position 3 **Transaction Effective Date**	Must be present and a valid date.

Format	Description
CCYYMMDD (i.e., 20180801)	Effective date of the transaction or, if Transaction Type is a correction, the effective date of the transaction that is being corrected

Employment File Layout, Continued

Field Position 4

Organization Code

Must be present and a valid organization code. Must be an organization that belongs to the reporting source for the employment file.

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

Field Position 5

Benefit Program Member Code

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

Code Value	Description
DB	Defined Benefit Program
CB	Cash Balance Benefit Program
Null	

Field Position 6

SSN

Conditionally must be present. Cannot start with 9. Must be 9 digits.

Format	Description
Numeric or Null	Employee Social Security Number

Field Position 7

Client ID

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

Format	Description
Numeric or Null	CalSTRS unique person identification number

Continued on next page

Employment File Layout, Continued

Field Position 8

Last Name

Must be present and at least 1 character but not more than 50 characters. Cannot contain numeric or special characters except hyphens (-) and/or apostrophes (').

Format	Description
Non numeric	Employee last name If employee only has one name (does not have a first and a last name) populate this field with the name and an asterisk (*) within the First Name field

Field Position 9

First Name

Conditionally must be present and at least 1 character but not more than 50 characters. Cannot contain numeric or special characters except hyphens (-) or an asterisk (*).

Format	Description
Non numeric	Employee first name If employee only has one name (does not have a first and a last name) populate this field with an asterisk (*) and supply the name within the Last Name field

Field Position 10

Middle Name

Optional field and at least 1 character but not more than 50 characters. Cannot contain numeric or special characters.

Format	Description
Alphabetic or Null	Employee middle name

Continued on next page

Employment File Layout, Continued

Field Position 11

Suffix 1

Optional field. Must be one of the listed code values. A person record can be saved with a null value.

Code Value	Description
Jr	Jr
Sr	Sr
I	I
II	II
III	III
IV	IV
V	V
MD	MD
PHD	PHD
Null	

Field Position 12

Suffix 2

Optional field. Must be one of the listed code values.

Code Value	Description
Jr	Jr
Sr	Sr
I	I
II	II
III	III
IV	IV
V	V
MD	MD
PHD	PHD
Null	

Field Position 13

Gender

Conditionally must be present and one of the listed code values.

Code Value	Description
MALE	Male
FEML	Female
NBRY	Non-binary

Continued on next page

Employment File Layout, Continued

Field Position 14

Birthdate

Conditionally must be present and be a valid date.

Format	Description
CCYYMMDD (i.e., 20180801)	Employee date of birth

Field Position 15

Address Line 1

Conditionally must be present. Cannot be greater than 30 characters.

Format	Description
Alphanumeric or Null	Employee address

Field Position 16

Address Line 2

Optional field. Cannot be greater than 30 characters.

Format	Description
Alphanumeric or Null	Employee address

Field Position 17

City

Conditionally must be present. Cannot be greater than 50 characters.

Format	Description
Non numeric or Null	City name

Field Position 18

State

Conditionally must be present. Must be a valid postal abbreviation.

Format	Description
Non numeric or Null	State abbreviation

Employment File Layout, Continued

Field Position 19

Zip Code

Conditionally must be present. Must be numeric and 5 digits or 9 digits if zip code plus 4.

Format	Description
Numeric or Null	Zip code

Field Position 20

Phone

Optional field. Cannot be greater than 50 characters.

Format	Description
Numeric or Null	Employee phone number

Field Position 21

Secondary Phone

Optional field. Cannot be greater than 50 characters.

Format	Description
Numeric or Null	Employee secondary phone number

Field Position 22

Mobile Phone

Optional field. Cannot be greater than 50 characters.

Format	Description
Numeric or Null	Employee mobile phone number

Field Position 23

Email

Optional field. Cannot be greater than 70 characters. Must contain an @ character.

Format	Description
Alphanumeric or Null	Employee email address

Employment File Layout, Continued

Field Position 24

Last Day of Work

Conditionally must be present and a valid date.

Format	Description
CCYYMMDD (i.e., 20180615) or Null	Last day employee performed creditable service

Field Position 25

Last Compensation Date

Conditionally must be present and a valid date.

Format	Description
CCYYMMDD (i.e., 20180630) or Null	Last day employee earned creditable compensation

Field Position 26

Full-Time Base Days

Conditionally must be present. Minimum Value is 175 days and the maximum value is 261.

Format	Description
Numeric or Null	Full-Time Base Days for Transaction Type Sick Leave Information

Field Position 27

Unused Sick Leave

Conditionally must be present and cannot be less than zero days.

Format	Description
Numeric or Null	Amount of Unused Sick Leave for Transaction Type Sick Leave Information

Field Position 28

Annual Excess Sick Leave Awarded

Conditionally must be present and cannot be less than zero days.

Format	Description
Numeric or Null	Amount of Annual Excess Sick Leave Awarded

Employment File Layout, Continued

Field Position 29 **Unused Excess Sick Leave**	Conditionally must be present and cannot be less than zero days.

Format	Description
Numeric or Null	Amount of Unused Excess Sick Leave for Transaction Type Sick Leave Information

Field Position 30 **Reduction in School Funds**	Conditionally must be present and must be 8 digits.

Format	Description
CCYYCCYY (i.e., 20182018) or Null	Indicates the fiscal year(s) the employee was affected by the reduction in school funds Fiscal years are represented by the last year in the fiscal year. For example, a reduction that occurred in a single fiscal year (e.g., 2018/2019) will be reported as 20192019. Reductions that occurred in a span of fiscal years (e.g., 2017/2018 and 2018/2019) will be reported as 20182019

Field Position 30 **Annual Total Compensation**	Conditionally must be present and cannot be less than zero. Decimals are required if reporting fractional values and only up to 2 decimal places are allowed (i.e., 123.40 or 123.4). Cannot be greater than 999,999,999.99.

Format	Description
Numeric or Null	The sum of creditable and non-creditable compensation earned for the fiscal year. Amount reported should be the sum of "Total Subject Wages" reported to the Employment Development Department. For example, a fiscal year total for 2018/2019 would include quarter 3 and 4 Total Subject Wages for 2018 and quarter 1 and 2 Total Subject Wages for 2019

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Employment File Layout, Continued

Field Position 32

Correction Date

Conditionally must be present and must be a valid date.

Format	Description
CCYYMMDD (i.e., 20180801) or Null	For correction transactions, the new transaction effective date for the matching transaction For Termination, Termination Correction, Leave of Absence Return, and Leave of Absence Return Correction transactions, the end date of the matching transaction

Field Position 33

Void Record Indicator

Conditionally must be present and must be Y or null.

Format	Description
Y or Null	For correction transactions, indicates that the matching record is voided

Employment File Response File Layout

Purpose

Employment Files submitted to CalSTRS for posting will generate a response file. The Response File is a comma separated value (CSV) file with a comma as the field separator. The Response File contains all the same fields submitted on the Employment File and includes an additional field with error message information, if applicable.

Fields Matching Employment File Values

The same data submitted on the Employment File is returned on the response file for each of the fields listed.

Field Position	Field Title
1	Transaction Type
2	Transaction Subtype
3	Transaction Effective Date
4	Organization Code
5	Benefit Program
8	Last Name
9	First Name
10	Middle Name
11	Suffix Name 1
12	Suffix Name 2
13	Gender
14	Birthdate
15	Address Line 1
16	Address Line 2
17	City
18	State
19	Zip Code
20	Phone
21	Secondary Phone
22	Mobile Phone
23	Email
24	Last Day of Work
25	Last Compensation Date
26	Full-Time Base Days
27	Unused Sick Leave
28	Annual Excess Sick Leave Awarded
29	Unused Excess Sick Leave

Employment File Response File Layout, Continued

Fields Matching Employment File Values, continued

Field Position	Field Title
30	Reduction in School Funds
31	Annual Total Compensation
32	Correction Date
33	Void Record Indicator

Field Position 6

SSN

If SSN is submitted on the Employment File, a null value is returned on the response file.

Field Position 7

Client ID

If SSN is submitted on the Employment File, the Client ID is returned on the response file.

If Client ID is submitted on the Employment File, the same Client ID value is returned on the response file.

Field Position 34

System Response

Error message text (if applicable) otherwise null.

Business Rules Overview

Background   After Employment Files are submitted either manually or through file upload, the system reviews the transaction records against business validation rules to ensure compliance with CalSTRS reporting guidelines. Errors 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   Errors related to business rules which must be corrected before the transaction will post to CalSTRS. The file can be submitted to CalSTRS, but the transactions that received business rule errors will appear on the Employment File Response File.

Warnings   Warnings must be corrected or suppressed/approved before the transactions will post to CalSTRS.

Informational Messages   Informational messages provide additional information to the user. No correction is needed for these error types

File Formatting Error Messages and Resolutions

Message ID 3030001	***Organization Code is required.***

Transaction Type and Organization Code are required for all employment detail records. Either one or both fields were blank.

Transaction Type must be one of the following values if the designated file format for the organization is MR 87:

Code Value	Description
02	Establish Non-Member Account
06	Establish Cash Balance Account
11	Establish Mandatory Qualifying Account
81	Establish Permissive Elect Member Account
82	Close ARP Participation
83	Close CB Account
86	Suspend DB Member Contributing to CB Plan
87	Open ARP Participation

Transaction Type must be one of the following values if the designated file format for the organization is Employment File:

Code Value	Description
ELMT	Enrollment*
TRMN	Termination
TMNC	Termination Correction
LVAB	Leave of Absence*
LOAC	Leave of Absence Correction*
LOAR	Leave of Absence Return*
LARC	Leave of Absence Return Correction*
CTCG	Contact Information Change
ANTC	Annual Total Compensation
ATCC	Annual Total Compensation Correction
ESLA	Annual Excess Sick Leave Awarded
SLAC	Annual Excess Sick Leave Awarded Correction
RDSF	Reduction in School Funds
RSFC	Reduction in School Funds Correction
UNSL	Sick Leave Information
USLC	Sick Leave Information Correction

File Formatting Error Messages and Resolutions, Continued

Message ID 3030001, continued

Organization Code is the five-digit code assigned to the organization.

Provide a valid Transaction Type and Organization Code.

Message ID 3030002

Transaction Type is required.

Transaction Type and Organization Code are required for all employment detail records. Either one or both fields were blank.

Transaction Type must be one of the following values if the designated file format for the organization is MR 87:

Code Value	Description
02	Establish Non-Member Account
06	Establish Cash Balance Account
11	Establish Mandatory Qualifying Account
81	Establish Permissive Elect Member Account
82	Close ARP Participation
83	Close CB Account
86	Suspend DB Member Contributing to CB Plan
87	Open ARP Participation

Transaction Type must be one of the following values if the designated file format for the organization is Employment File:

Code Value	Description
ELMT	Enrollment*
TRMN	Termination
TMNC	Termination Correction
LVAB	Leave of Absence*
LOAC	Leave of Absence Correction*
LOAR	Leave of Absence Return*
LARC	Leave of Absence Return Correction*
CTCG	Contact Information Change
ANTC	Annual Total Compensation
ATCC	Annual Total Compensation Correction
ESLA	Annual Excess Sick Leave Awarded
SLAC	Annual Excess Sick Leave Awarded Correction

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File Formatting Error Messages and Resolutions, Continued

Message ID 3030002, continued

Code Value	Description
RDSF	Reduction in School Funds
RSFC	Reduction in School Funds Correction
UNSL	Sick Leave Information
USLC	Sick Leave Information Correction

Organization Code is the five-digit code assigned to the organization.

Provide a valid Transaction Type and Organization Code.

Message ID 30300084

Gender is required.

This message applies to multiple scenarios.

Scenario 1:
Gender is required when enrolling a new person in the CalSTRS system. Gender must be male, female or nonbinary.

Provide a valid value for gender.

Scenario 2:
Transaction Type Enrollment was reported for a person that does not exist in the CalSTRS system, but one of more of the following required fields is blank. The following fields are required for enrollment transactions when the person does not exist in the CalSTRS system:
- Transaction Effective Date
- SSN
- Last Name
- First Name
- Gender
- Birthdate
- Address Line 1
- City
- State
- Zip Code

File Formatting Error Messages and Resolutions, Continued

Message ID 30300084, continued	If Client ID and Last Name were provided because the person should already exist in the CalSTRS system, verify the information provided and make any necessary corrections. If the person does not already exist in the CalSTRS system, provide a valid value in the indicated field(s).
Message ID 30300154	*SSN and Confirm SSN fields are not matching.* Values provided in the SSN and Confirm SSN fields do not match. Review the information provided and make any necessary corrections so the values match. Verify SSN and Confirm SSN and make the necessary corrections.
Message ID 30300173	*Either a valid SSN or Client ID is required.* Both SSN and Client ID were blank or included an invalid value. A valid SNN or Client ID is required for every employment detail record. SSN may not be less than nine digits or begin with the number 9. Client ID must be only numeric and may not include more than 10 digits. Provide a valid value for SNN or Client ID. If the person already exists in the CalSTRS system, the system will require a Client ID.
Message ID 30300185	*Transaction Type is invalid for the Employment File.* Transaction Type is an MR87 File value, but the organization is designated to submit employment detail records using the Employment File format. Use Transaction Type Enrollment and the applicable Transaction Sub-Type below to enroll an employee.

File Formatting Error Messages and Resolutions, Continued

Message ID 30300185, continued

Code Value	Description
NMBR	Non-Member
MDCV	Mandatory Coverage
PMCV	Permissive Election of Coverage
RMSE	Retirement System Election
WART	Working after Retirement
ENER	Close Enrollment Opened in Error

Contact CalSTRS for assistance if the organization should be designated to employment detail records suing the MR 87 File.

Message ID 30300306

Benefit program is required for this Transaction Type.

Transaction Type Enrollment was reported without Benefit Program. Benefit Program must be one of the following values when Transaction Type is Enrollment unless Transaction Sub-Type is Working after Retirement:

Value	Description
DB	Defined Benefit Program
CB	Cash Balance Benefit Program

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value for Benefit Program.

Message ID 30300316

Leave record is void and cannot be corrected.

A voided leave of absence record cannot be corrected. Submit a new employment detail record with the updated leave of absence information.

File Formatting Error Messages and Resolutions, Continued

Message ID 30300320

Transaction Sub-Type is prohibited.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Contact Information Change was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 2:
Transaction Type Termination was reported but one of more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

File Formatting Error Messages and Resolutions, Continued

**Message ID
30300320**,
continued

Verify Transaction Type and make any necessary corrections. If
Transaction Type is correct, remove the value from the indicated field(s).

Scenario 3:
Transaction Type Termination Correction was reported but one or more of
the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Benefit Program
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If
Transaction Type is correct, remove the value from the indicated field(s).

Scenario 4:
Transaction Type Reduction in School Funds or Reduction in School Funds
Correction was reported but one or more of the following fields that must be
blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Reduction in School
  Funds only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation

Verify Transaction Type and make any necessary corrections. If
Transaction Type is correct, remove the value from the indicated field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30300320, continued

Scenario 5:
Transaction Type Annual Excess Sick Leave Awarded or Annual Excess Sick Leave Awarded Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Excess Sick Leave Awarded only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 7:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Total Compensation only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave Days
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections If Transaction Type is correct, remove the value from the indicated field(s).

Message ID 30300320, continued

Scenario 8:
Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Sick Leave Information only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Message ID 30300321

Correction Date is prohibited.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment and Transaction Sub-Type Permissive Election of Coverage, Mandatory Coverage or Non-Member was reported but one or more of the following fields that must be blank contain(s) a value:

- Correction Date
- Void Record Indicator
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Message ID 30300321, continued

Verify Transaction Type and Transaction Sub-Type and make any necessary corrections. If Transaction Type and Transaction Sub-Type are correct, remove the value from the indicated field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 3:
Transaction Type Termination was reported but one of more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

File Formatting Error Messages and Resolutions, Continued

Message ID 30300321, continued

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 4:
Transaction Type Reduction in School Funds or Reduction in School Funds Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Reduction in School Funds only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 5:
Transaction Type Annual Excess Sick Leave Awarded or Annual Excess Sick Leave Awarded Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Excess Sick Leave Awarded only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Total Compensation
- Reduction in School Funds

Message ID 30300321, continued

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 6:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Total Compensation only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave Days
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 7:
Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but one of more of the following fields that must be blank contain(s) a value:
- Void Record Indicator (Transaction Type Leave of Absence only)
- Correction Date (Transaction Type Leave of Absence only)
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Message ID 30300321, continued

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 8:
Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Sick Leave Information only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Message ID 30300322

Void Record Indicator is prohibited.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment and Transaction Sub-Type Permissive Election of Coverage, Mandatory Coverage or Non-Member was reported but one or more of the following fields that must be blank contain(s) a value:
- Correction Date
- Void Record Indicator
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave

File Formatting Error Messages and Resolutions, Continued

Message ID 30300322, continued

- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and Transaction Sub-Type and make any necessary corrections. If Transaction Type and Transaction Sub-Type are correct, remove the value from the indicated field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 3:
Transaction Type Termination was reported but one of more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave

Message ID 30300322, continued

- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 4:
Transaction Type Reduction in School Funds or Reduction in School Funds Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Reduction in School Funds only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 5:
Transaction Type Annual Excess Sick Leave Awarded or Annual Excess Sick Leave Awarded Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Excess Sick Leave Awarded only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date

File Formatting Error Messages and Resolutions, Continued

**Message ID
30300322**,
continued

- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 6:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Total Compensation only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave Days
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 7:
Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but one of more of the following fields that must be blank contain(s) a value:

- Void Record Indicator (Transaction Type Leave of Absence only)
- Correction Date (Transaction Type Leave of Absence only)
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days

Message ID 30300322, continued

- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 8:
Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Sick Leave Information only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Message ID 30300323

Benefit Program is prohibited.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Contact Information Change was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Correction Date
- Void Record Indicator

Message ID 30300323, continued

- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 2:
Transaction Type Termination was reported but one of more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 3:
Transaction Type Termination Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Benefit Program
- Full-Time Base Days

File Formatting Error Messages and Resolutions, Continued

Message ID 30300323, continued

- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 4:
Transaction Type Reduction in School Funds or Reduction in School Funds Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Reduction in School Funds only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 5:
Transaction Type Annual Excess Sick Leave Awarded or Annual Excess Sick Leave Awarded Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Excess Sick Leave Awarded only)
- Correction Date
- Benefit Program
- Last Day of Work

Message ID 30300323, continued

- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 6:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Total Compensation only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave Days
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 7:
Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but one of more of the following fields that must be blank contain(s) a value:
- Void Record Indicator (Transaction Type Leave of Absence only)
- Correction Date (Transaction Type Leave of Absence only)
- Benefit Program
- Last Day of Work
- Last Compensation Date

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File Formatting Error Messages and Resolutions, Continued

Message ID 30300323, continued

- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 8:
Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Sick Leave Information only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Message ID 30300324

Last Day of Work is prohibited.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment and Transaction Sub-Type Permissive Election of Coverage, Mandatory Coverage or Non-Member was reported but one or more of the following fields that must be blank contain(s) a value:

Message ID 30300324, continued

- Correction Date
- Void Record Indicator
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and Transaction Sub-Type and make any necessary corrections. If Transaction Type and Transaction Sub-Type are correct, remove the value from the indicated field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 3:
Transaction Type Termination was reported but one of more of the following fields that must be blank contain(s) a value:

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File Formatting Error Messages and Resolutions, Continued

Message ID 30300324, continued

- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 4:
Transaction Type Reduction in School Funds or Reduction in School Funds Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Reduction in School Funds only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30300324, continued

Scenario 5:
Transaction Type Annual Excess Sick Leave Awarded or Annual Excess Sick Leave Awarded Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Excess Sick Leave Awarded only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 6:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Total Compensation only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave Days
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections If Transaction Type is correct, remove the value from the indicated field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30300324, continued

Scenario 7:

Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but one of more of the following fields that must be blank contain(s) a value:

- Void Record Indicator (Transaction Type Leave of Absence only)
- Correction Date (Transaction Type Leave of Absence only)
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 8:

Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Sick Leave Information only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Continued on next page

Message ID 30300325

Last Compensation Date is prohibited.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment and Transaction Sub-Type Permissive Election of Coverage, Mandatory Coverage or Non-Member was reported but one or more of the following fields that must be blank contain(s) a value:

- Correction Date
- Void Record Indicator
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and Transaction Sub-Type and make any necessary corrections. If Transaction Type and Transaction Sub-Type are correct, remove the value from the indicated field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Message ID 30300325, continued

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 3:
Transaction Type Termination was reported but one of more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 4:
Transaction Type Reduction in School Funds or Reduction in School Funds Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Reduction in School Funds only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation

Message ID 30300325, continued

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Section 5:
Transaction Type Annual Excess Sick Leave Awarded or Annual Excess Sick Leave Awarded Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Excess Sick Leave Awarded only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 6:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Total Compensation only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave Days
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Reduction in School Funds

Message ID 30300325, continued

Verify Transaction Type and make any necessary corrections If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 7:
Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but one of more of the following fields that must be blank contain(s) a value:
- Void Record Indicator (Transaction Type Leave of Absence only)
- Correction Date (Transaction Type Leave of Absence only)
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 8:
Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Sick Leave Information only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID
30300326

Full Time Base Days is prohibited.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment and Transaction Sub-Type Permissive Election of Coverage, Mandatory Coverage or Non-Member was reported but one or more of the following fields that must be blank contain(s) a value:
- Correction Date
- Void Record Indicator
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and Transaction Sub-Type and make any necessary corrections. If Transaction Type and Transaction Sub-Type are correct, remove the value from the indicated field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

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File Formatting Error Messages and Resolutions, Continued

Message ID 30300326, continued

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 3:
Transaction Type Termination was reported but one of more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 4:
Transaction Type Termination Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Benefit Program
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

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Message ID 30300326, continued

Scenario 5:
Transaction Type Reduction in School Funds or Reduction in School Funds Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Reduction in School Funds only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 6:
Transaction Type Annual Excess Sick Leave Awarded or Annual Excess Sick Leave Awarded Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Excess Sick Leave Awarded only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30300326, continued

Scenario 7:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Total Compensation only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave Days
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 8:
Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but one of more of the following fields that must be blank contain(s) a value:
- Void Record Indicator (Transaction Type Leave of Absence only)
- Correction Date (Transaction Type Leave of Absence only)
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30300326, continued

Scenario 9:
Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Sick Leave Information only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Message ID 30300327

Unused Sick Leave is prohibited.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment and Transaction Sub-Type Permissive Election of Coverage, Mandatory Coverage or Non-Member was reported but one or more of the following fields that must be blank contain(s) a value:

- Correction Date
- Void Record Indicator
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Message ID 30300327, continued

Verify Transaction Type and Transaction Sub-Type and make any necessary corrections. If Transaction Type and Transaction Sub-Type are correct, remove the value from the indicated field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 3:
Transaction Type Termination was reported but one of more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Message ID 30300327, continued

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 4:
Transaction Type Termination Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Benefit Program
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 5:
Transaction Type Reduction in School Funds or Reduction in School Funds Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Reduction in School Funds only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Message ID 30300327, continued

Scenario 6:
Transaction Type Annual Excess Sick Leave Awarded or Annual Excess Sick Leave Awarded Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Excess Sick Leave Awarded only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 7:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Total Compensation only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave Days
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections If Transaction Type is correct, remove the value from the indicated field(s).

Continued on next page

File Formatting Error Messages and Resolutions, Continued

Message ID 30300327, continued

Scenario 8:
Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but one of more of the following fields that must be blank contain(s) a value:
- Void Record Indicator (Transaction Type Leave of Absence only)
- Correction Date (Transaction Type Leave of Absence only)
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Message ID 30300328

Unused Excess Sick Leave is prohibited.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment and Transaction Sub-Type Permissive Election of Coverage, Mandatory Coverage or Non-Member was reported but one or more of the following fields that must be blank contain(s) a value:
- Correction Date
- Void Record Indicator
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Continued on next page

File Formatting Error Messages and Resolutions, Continued

Message ID 30300328, continued

Verify Transaction Type and Transaction Sub-Type and make any necessary corrections. If Transaction Type and Transaction Sub-Type are correct, remove the value from the indicated field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 3:
Transaction Type Termination was reported but one of more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

File Formatting Error Messages and Resolutions, Continued

**Message ID
30300328**,
continued

Verify Transaction Type and make any necessary corrections. If
Transaction Type is correct, remove the value from the indicated field(s).

Scenario 4:
Transaction Type Termination Correction was reported but one or more of
the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Benefit Program
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If
Transaction Type is correct, remove the value from the indicated field(s).

Scenario 5:
Transaction Type Reduction in School Funds or Reduction in School Funds
Correction was reported but one or more of the following fields that must
be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Reduction in School
  Funds only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation

Verify Transaction Type and make any necessary corrections. If
Transaction Type is correct, remove the value from the indicated field(s).

Message ID 30300328, continued

Scenario 6:

Transaction Type Annual Excess Sick Leave Awarded or Annual Excess Sick Leave Awarded Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Excess Sick Leave Awarded only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 7:

Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Total Compensation only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave Days
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections If Transaction Type is correct, remove the value from the indicated field(s).

Continued on next page

Message ID 30300328, continued

Scenario 8:
Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but one of more of the following fields that must be blank contain(s) a value:
- Void Record Indicator (Transaction Type Leave of Absence only)
- Correction Date (Transaction Type Leave of Absence only)
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Message ID 30300329

Annual Excess Sick Leave Awarded is prohibited.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment and Transaction Sub-Type Permissive Election of Coverage, Mandatory Coverage or Non-Member was reported but one or more of the following fields that must be blank contain(s) a value:
- Correction Date
- Void Record Indicator
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

File Formatting Error Messages and Resolutions, Continued

Message ID 30300329, continued

Verify Transaction Type and Transaction Sub-Type and make any necessary corrections. If Transaction Type and Transaction Sub-Type are correct, remove the value from the indicated field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 3:
Transaction Type Termination was reported but one of more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

File Formatting Error Messages and Resolutions, Continued

Message ID 30300329, continued

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 4:
Transaction Type Termination Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Benefit Program
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 5:
Transaction Type Reduction in School Funds or Reduction in School Funds Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Reduction in School Funds only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

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File Formatting Error Messages and Resolutions, Continued

Message ID 30300329, continued

Scenario 6:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Total Compensation only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave Days
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 7:
Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but one of more of the following fields that must be blank contain(s) a value:
- Void Record Indicator (Transaction Type Leave of Absence only)
- Correction Date (Transaction Type Leave of Absence only)
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Continued on next page

Message ID 30300329, continued

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Message ID 30300330

Total Compensation is prohibited.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment and Transaction Sub-Type Permissive Election of Coverage, Mandatory Coverage or Non-Member was reported but one or more of the following fields that must be blank contain(s) a value:
- Correction Date
- Void Record Indicator
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and Transaction Sub-Type and make any necessary corrections. If Transaction Type and Transaction Sub-Type are correct, remove the value from the indicated field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days

File Formatting Error Messages and Resolutions, *Continued*

- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 3:
Transaction Type Termination was reported but one of more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 4:
Transaction Type Termination Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Benefit Program
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Message ID 30300330, continued

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 5:
Transaction Type Reduction in School Funds or Reduction in School Funds Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Reduction in School Funds only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 6:
Transaction Type Annual Excess Sick Leave Awarded or Annual Excess Sick Leave Awarded Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Excess Sick Leave Awarded only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Total Compensation
- Reduction in School Funds

Message ID 30300330, continued

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 7:
Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but one of more of the following fields that must be blank contain(s) a value:
- Void Record Indicator (Transaction Type Leave of Absence only)
- Correction Date (Transaction Type Leave of Absence only)
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 8:
Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Sick Leave Information only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Message ID
30300331

Reduction in School Funds is prohibited.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment and Transaction Sub-Type Permissive Election of Coverage, Mandatory Coverage or Non-Member was reported but one or more of the following fields that must be blank contain(s) a value:

- Correction Date
- Void Record Indicator
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and Transaction Sub-Type and make any necessary corrections. If Transaction Type and Transaction Sub-Type are correct, remove the value from the indicated field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Message ID 30300331, continued

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 3:
Transaction Type Termination was reported but one of more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 4:
Transaction Type Termination Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Benefit Program
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

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File Formatting Error Messages and Resolutions, Continued

Message ID 30300331, continued

Scenario 5:
Transaction Type Annual Excess Sick Leave Awarded or Annual Excess Sick Leave Awarded Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Excess Sick Leave Awarded only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 6:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following fields that must be blank contain(s) a value:

- Transaction Sub-Type
- Void Record Indicator (Transaction Type Annual Total Compensation only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave Days
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections If Transaction Type is correct, remove the value from the indicated field(s).

File Formatting Error Messages and Resolutions, Continued

Message ID 30300331, continued

Scenario 7:
Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but one of more of the following fields that must be blank contain(s) a value:
- Void Record Indicator (Transaction Type Leave of Absence only)
- Correction Date (Transaction Type Leave of Absence only)
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

Scenario 8:
Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following fields that must be blank contain(s) a value:
- Transaction Sub-Type
- Void Record Indicator (Transaction Type Sick Leave Information only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, remove the value from the indicated field(s).

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File Formatting Error Messages and Resolutions, Continued

**Message ID
30300351**

Enrollment transaction type is invalid for the organization.

Transaction Type is an Employment File value, but the organization is designated to submit employment detail records using the MR87 File.

Contact CalSTRS for assistance for assistance changing the file type designation for the organization.

Error Messages and Resolutions

Message ID 30300030	***A Duplicate Enrollment exists for the same details.***

Transaction Type Enrollment was reported with a Transaction Sub-Type, Transaction Effective Date and Benefit Program that will create an employment cross-reference with a Member Type that already exists for the Organization Code and Client ID.

Verify the Client ID, Organization Code and Benefit Program and make any necessary corrections. If the enrollment already exists in the system with the correct information, void the employment detail record.

Message ID 30300047	***Last Name is invalid.***

Last Name contains an invalid value. Last Name field must be at least one character and must NOT contain any numeric characters or special characters except hyphens (-) and/or apostrophes (').

Provide a valid Last Name

Message ID 30300048	***Last Name is invalid.***

Last Name contains an invalid value. Last Name field must be at least one character and must NOT contain any numeric characters or special characters except hyphens (-) and/or apostrophes (').

Provide a valid Last Name

Message ID 30300050	***First Name contains invalid characters.***

First Name contains an invalid value. First Name must be at least one character and must NOT contain any numeric or special characters except hyphens (-), apostrophes (') and/or asterisk (*). The asterisk indicates there is no first name for the person. If an asterisk is provided, no other characters are allowed.

Provide a valid First Name. If the person has only one name, provide that name in the Last Name field and provide an asterisk in the First Name field.

Error Messages and Resolutions, Continued

Message ID 30300052	***First name is invalid.***

First Name contains an invalid value. First Name must be at least one character and must NOT contain any numeric or special characters except hyphens (-), apostrophes (') and/or asterisk (*). The asterisk indicates there is no first name for the person. If an asterisk is provided, no other characters are allowed.

Provide a valid First Name. If the person has only one name, provide that name in the Last Name field and provide an asterisk in the First Name field.

Message ID 30300073	***First Name is required.***

Transaction Type Enrollment was reported for a person that does not exist in the CalSTRS system, but one of more of the following required fields is blank. The following fields are required for enrollment transactions when the person does not exist in the CalSTRS system:

- Transaction Effective Date
- SSN
- Last Name
- First Name
- Gender
- Birthdate
- Address Line 1
- City
- State
- Zip Code

If Client ID and Last Name were provided because the person should already exist in the CalSTRS system, verify the information provided and make any necessary corrections. If the person does not already exist in the CalSTRS system, provide a valid value in the indicated field(s).

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Error Messages and Resolutions, Continued

**Message ID
30300081**

Last Name is invalid.

Last Name contains an invalid value. Last Name field must be at least one character and must NOT contain any numeric characters or special characters except hyphens (-) and/or apostrophes (').

Provide a valid Last Name

**Message ID
30300082**

Transaction not processed. First Name invalid. Resubmit transaction with valid first name.

First Name contains an invalid value. First Name must be at least one character and must NOT contain any numeric or special characters except hyphens (-), apostrophes (') and/or asterisk (*). The asterisk indicates there is no first name for the person. If an asterisk is provided, no other characters are allowed.

Provide a valid First Name. If the person has only one name, provide that name in the Last Name field and provide an asterisk in the First Name field.

**Message ID
30300084**

Gender is blank or invalid.

This message applies to multiple scenarios.

Scenario 1:
Gender was blank or contains an invalid value. Gender is required for Transaction Type Enrollment when the person does not already exist in the CalSTRS system and must be one of the following values:

Code Value	Description
FMLE	Female
MALE	Male
NBRY	Nonbinary

Verify Client ID and Transaction Type and make any necessary corrections. If Client ID and Transaction Type are correct, provide a valid Gender.

Error Messages and Resolutions, Continued

Message ID 30300084, continued	Scenario 2: Transaction Type Enrollment was reported for a person that does not exist in the CalSTRS system, but one of more of the following required fields is blank. The following fields are required for enrollment transactions when the person does not exist in the CalSTRS system: • Transaction Effective Date • SSN • Last Name • First Name • Gender • Birthdate • Address Line 1 • City • State • Zip Code If Client ID and Last Name were provided because the person should already exist in the CalSTRS system, verify the information provided and make any necessary corrections. If the person does not already exist in the CalSTRS system, provide a valid value in the indicated field(s).
Message ID 30300085	***Birth Date is less than age 18 or greater than age 95.*** Birthdate reported is for a person who is less than age 18 or greater than age 95. Verify Birthdate and make any necessary corrections. Contact CalSTRS if Birthdate is correct.

Error Messages and Resolutions, Continued

Message ID 30300088	***Enrollment cannot be more than 550 days prior to or 90 days after current date.*** Transaction Type Enrollment was reported but Transaction Effective Date is more than 550 days prior to or more than 90 days after the system date. Transaction Effective Date must be less than 550 days prior to or less than 90 days after the system when Transaction Type is Enrollment. Verify Transaction Type and Transaction Effective Date and make any necessary corrections. If Transaction Effective Date is a valid future date, wait to submit the enrollment until the Transaction Effective Date is within 90 days of the system date. Contact CalSTRS for assistance if the Transaction Effective Date is valid but more than 550 days prior to the system date.
Message ID 30300096	***CalSTRS records indicate member account in {0} status effective {1}. Enrollment transaction cannot be processed. Please contact CalSTRS.*** Transaction Type Enrollment was reported but the account for the Client ID or SSN reported is in Closed or Deceased status. Transaction Type Enrollment cannot be processed when the account is in Closed or Deceased status. Verify Transaction Type and Client ID or SSN and make any necessary corrections. Contact CalSTRS for assistance if the Client ID or SSN are for the correct person.
Message ID 30300121	***The Employer does not participate in the Benefit Program provided for this Enrollment.*** The employer represented by the Organization Code reported does not participate in the Benefit Program reported. Verify Benefit Program and Organization Code and make any necessary corrections. Contact CalSTRS for assistance if the Benefit Program reported should be valid for the Organization Code.

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Error Messages and Resolutions, Continued

Message ID 30300129

Enrollment not allowed since this employer is not active.

The employer represented by the Organization Code provided is not in "Active" status. Employment detail records with Transaction Type Enrollment can only be submitted for an active organization.

Review Transaction Type and Organization Code and make any necessary corrections. Contact CalSTRS for assistance if the organization should active.

Message ID 30300130

Merge in progress, cannot process the enrollment.

"Merge in Progress" alert exists on the person account matched to the Client ID and Last Name reported. Employment detail records with Transaction Type Enrollment cannot be accepted when a merge is in process.

Verify Client ID and Transaction Type and make any necessary corrections. Contact CalSTRS for assistance determining how to proceed if the Client ID and Transaction Type are correct.

Message ID 30300179

Employment match cannot be made.

Error Resolution: Employment record match cannot be made for Transaction Type based on the following matching criteria:

Transaction Type Termination:
- Client ID must match
- Organization Code must match
- Transaction Effective Date must be after the start date of the target employment record
- There must NOT be an End Date on the target employment record

Transaction Type Termination Correction:
- Client ID must match
- Organization Code must match
- Transaction Effective Date must match the start date of the target employment record
- There must be an End Date on the target employment record

Continued on next page

Message ID 30300179, continued

Transaction Sick Leave Information:
- Client ID must match
- Organization Code must match
- End date of the target person employment record must be populated
- Transaction Effective Date must match to the end date of the target person employment record

Transaction Sick Leave Information Correction:
- Client ID must match
- Organization Code must match
- End date of the target person employment record must be populated
- Transaction Effective Date must match to the end date of the target person employment record

Transaction Type Leave of Absence:
- Client ID must match
- Organization Code must match
- Transaction Effective Date is greater than or equal to the start date AND less than or equal to the end date of given person employment record

Transaction Type Leave of Absence Correction:
- Client ID must match
- Organization Code must match
- Transaction Effective Date must equal the start date of the target leave record
- Transaction Sub-Type must match
  Status must NOT be Void

Transaction Type Leave of Absence Return:
- Client ID must match
- Organization Code must match
- Transaction Effective Date must equal the start date of the target leave record
- Transaction Sub-Type must match
- Status must NOT be Void
-

Continued on next page

Message ID 30300179, continued

Transaction Type Leave of Absence Correction:
- Client ID must match
- Organization Code must match
- Transaction Effective Date must equal the start date of the target leave record
- Transaction Sub-Type must match
- Status must NOT be Void

Transaction Type Reduction in School Funds
- Client ID must match
- Organization Code must match
- Defined Benefit Program membership account must not be closed
- Date range of target employment record must match the Reduction in School Funds fiscal year range

Transaction Type Reduction in School Funds Correction:
- Membership Account ID must match
- Organization Code must match
- Transaction Effective Date must match

Transaction Annual Excess Sick Leave Awarded
- Client ID must match
- Organization code must match
- Membership Account status must be open
- Transaction Effective Date must be less than or equal to the last date of the fiscal year of the end date of the employment, if one exists.

Transaction Annual Excess Sick Leave Awarded Correction
- Client ID must match
- Organization code must match
- Membership Account status must be open
- Transaction Effective Date must be less than or equal to the last date of the fiscal year of the end date of the employment, if one exists.

Annual Total Compensation
- Client ID must match
- Organization code must match
- Membership Account status must be open
- Transaction Effective Date must be less than or equal to the last date of the fiscal year of the end date of the employment, if one exists.

Error Messages and Resolutions, Continued

Message ID 30300179, continued	Annual Total Compensation • Client ID must match • Organization code must match • Membership Account status must be open • Transaction Effective Date must be less than or equal to the last date of the fiscal year of the end date of the employment, if one exists
Message ID 30300180	***Correction Date cannot be the same as the Transaction Effective Date.*** Transaction Type Leave of Absence, Leave of Absence Return or Leave of Absence Return Correction was reported but the Correction Date is the same as the Transaction Effective Date. Verify the Transaction Type, Transaction Effective Date and Correction Date and make the necessary corrections.
Message ID 30300181	***Felony Conviction alert exists. {0} is not allowed with a start date after the date of commission.*** "Felony Conviction" alert exists on the person account matched to the Client ID and Last Name reported. Transaction Type Enrollment, Leave of Absence and Leave of Absence Correction cannot be accepted when the Transaction Effective Date is on or after the Date of Commission of the felony.
Message ID 30300182	***Transaction Effective Date must match the end of the fiscal year range.*** Transaction Type Reduction in School Funds, Annual Excess Sick Leave Awarded or Annual Total Compensation was reported, and the Transaction Effective Date is not the last day of the applicable school year (06/30/CCYY). Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, correct the Transaction Effective Date so it is the last day of the applicable school year.

Continued on next page

Message ID 30300183	***{0} cannot be reported for future fiscal years.*** Transaction Effective Date cannot be in a future fiscal year. Verify Transaction Type and Transaction Effective Date and make any necessary corrections. If the reported information is correct void the employment detail record. Submit a new employment detail record when the system date is within or prior to the applicable fiscal year.
Message ID 30300191	***Correction date must be blank in order to void the record.*** Both Correction Date and Void Record Indicator contain values. Correction Date field must be blank if Void Record Indicator contains a value or Void Record Indicator must be blank if Correction Date contains a value. To void a processed employment detail record, remove the value from Correction Date. To correct a processed employment detail record, remove the value from Void Record Indicator.
Message ID 30300192	***Transaction Effective Date is invalid.*** The indicated field(s) contain an invalid date. The date must display in the CCYYMMDD format, may only contain numeric values, and must represent a valid date. Verify the value provided in the indicated field(s) and make the necessary corrections.
Message ID 30300202	***Leave of Absence cannot be reported for Non-member.*** Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but the leave of absence period overlaps with a period of Non-Member employment for the Client ID and Organization Code reported. Verify Client ID, Organization Code and Transaction Effective Date and make the necessary corrections. Contact CalSTRS for assistance if the period of Non-Member employment is incorrect.

Error Messages and Resolutions, Continued

Message ID 30300203	***Leave of Absence cannot exist beyond associated employment.***
	Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but the leave of absence period occurs or extends outside the employment period for the Client ID and Organization Code reported.
	Verify Client ID, Organization Code and Transaction Effective Date and make the necessary corrections. Contact CalSTRS for assistance if the period of employment is incorrect.
Message ID 30300204	***Leave of Absence already exists with this information.***
	Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but the Transaction Sub-Type and leave of absence period match an existing Leave of Absence record in the CalSTRS system for the Client ID and Organization Code reported.
	Verify the reported information and make any necessary corrections. If the reported information already exists in the CalSTRS system, void the employment detail record.
Message ID 30300205	***Leave of Absence cannot overlap for the same Transaction Sub-Type and same employer.***
	Leave of absence period overlaps with an existing leave of absence record in the CalSTRS system for the same Client ID, Organization Code and Transaction Sub-Type.
	If the Leave of Absence is incorrect, make necessary corrections. If the Leave of Absence is correct, contact CalSTRS for assistance.

Error Messages and Resolutions, Continued

Message ID 30300206

Leave of Absence cannot occur after date of death.

Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported but the Transaction Effective Date or Correction Date is after the date of death in the CalSTRS system for the Client ID.

Verify the Transaction Date and/or Correction Date and make any necessary corrections. Contact CalSTRS for assistance if the date of death in the CalSTRS system is incorrect.

Message ID 30300208

Reduction in School Funds provision already exists.

Transaction Type Reduction in School Funds was reported but the Reduction in School Funds date range overlaps with an existing Reduction in School Funds provision for the Client ID and Organization Code.

Verify the Client ID, Organization Code and Reduction in School Funds date range and make any necessary corrections. Use Transaction Code Reduction in School Funds Correction to make changes to the existing provision for the Client ID and Organization Code, if needed.

Message ID 30300209

Annual Excess Sick Leave already exists for this fiscal year and for this employment. You must submit an Annual Excess Sick Leave Awarded Correction transaction type to correct what was previously reported.

Transaction Type Annual Excess Sick Leave Awarded was reported but an Annual Excess Sick Leave Awarded record already exists for the same fiscal year and employment.

Verify Client ID, Organization Code and Transaction Effective Date and make any necessary corrections. Use Transaction Type Annual Excess Sick Leave Awarded to make corrections to the existing Annual Excess Sick Leave Awarded record, if needed.

Continued on next page

Error Messages and Resolutions, Continued

Message ID 30300210

Annual Excess Sick Leave already exists with this information.

Transaction Type Annual Excess Sick Leave Awarded Correction was reported but an Annual Excess Sick Leave Awarded record already exists in the CalSTRS system for the same employment, fiscal year and Annual Excess Sick Leave Awarded value.

Verify Client ID, Organization Code and Transaction Effective Date and make any necessary corrections. If the reported information already exists in the CalSTRS system, void the employment detail record.

Message ID 30300211

Total Compensation already exists for this fiscal year and for this employment. You must submit a Total Compensation Correction transaction type to correct what was previously reported.

Transaction Type Annual Total Compensation was reported but an Annual Total Compensation record already exists in the CalSTRS system for the same employment and fiscal year.

Verify Client ID, Organization Code and Transaction Effective Date and make any necessary corrections. Use Transaction Type Annual Total Compensation Correction to make corrections to the existing Annual Total Compensation record, if needed.

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Message ID 30300212

Transaction Effective Date is after date of death.

Transaction Type Termination or Termination Correction was reported but one or more of the following dates is after the date of death in the CalSTRS system for the Client ID reported:
- Transaction Effective Date
- Last Day of Work
- Last Compensation Date

Verify Transaction Type, Client ID, Transaction Effective Date, Last Day of Work and Last Compensation Date and make any necessary corrections. Contact CalSTRS for assistance if the date of death in the CalSTRS system is incorrect.

Continued on next page

Error Messages and Resolutions, Continued

Message ID 30300213	***Leave cannot exist past termination date. You must first submit a Leave Correction before terminating this employment.***

Transaction Type Termination was reported and but the Transaction Effective Date is prior to the End Date of a leave of absence record for the Client ID and Organization Code reported, Transaction Type Termination Correction was reported but the Correction Date is prior to the End Date of a leave of absence record for the Client ID and Organization Code reported, or Transaction Type Termination or Termination Correction was reported but one or more open-ended leave records exist for the Client ID and Organization Code reported.

Verify Transaction Type, Client ID, Transaction Effective Date and/or Correction Date and make any necessary corrections. If the Transaction Type, Client ID, Transaction Effective Date and/or Correction Date are correct, update the leave of absence record for the Client ID and Organization Code as needed by submitting a separate employment detail record using the Employment File or Employment Detail Maintenance screen.

Message ID 30300214	***Last Compensation Date cannot be after Termination Date.***

Transaction Type Termination was reported but the Transaction Effective Date is prior to the Last Compensation Date. Termination date (Transaction Effective Date) must be on or after Last Compensation Date.

Verify Transaction Effective Date and Last Compensation Date and make the necessary corrections.

Error Messages and Resolutions, Continued

Message ID 30300215

Contribution transactions exist after Correction Date.

Transaction Type Termination Correction was reported but results in the End Date of the employment record occurring prior to posted membership account transactions.

Transaction Type Termination Correction can only be reported if the new End Date on the employment record occurs on or after posted membership account transactions.

Verify the Correction Date, Client ID and Organization Code and make any necessary corrections. If the Correction Date, Client ID and Organization Code are correct, verify the posted membership account transactions for the Client ID and Organization Code and make the necessary corrections.

Message ID 30300216

Correction Date overlaps with another employment for this organization.

Transaction Type Termination Correction was reported but the Correction Date overlaps with another employment for the same Client ID and Organization Code.

Verify the Correction Date, Client ID and Organization Code and make any necessary corrections. Contact CalSTRS if the Correction Date, Client ID and Organization Code are correct.

Message ID 30300217

Termination for prior employment cannot be voided.

Transaction Type Termination Correction was reported but the matching employment record for the Client ID and Organization Code reported is not the most recent. Transaction Type Termination Correction is only valid when the matching employment record is the most recent employment record for the Client ID and Organization Code.

Verify Transaction Type, Client ID and Organization Code and make any necessary corrections. Contact CalSTRS for assistance if the Transaction Type, Client ID and Organization Code are correct.

Error Messages and Resolutions, Continued

Message ID
30300218

Termination cannot be more than 365 days in the future.

Transaction Type Termination was reported but Transaction Effective Date is more than 365 days after the system date. Transaction Effective cannot be more than 365 days after the system date for Transaction Type Termination.

Verify Transaction Type and Transaction Effective Date and make any necessary corrections. If Transaction Type and Transaction Effective Date are correct, wait to report the employment detail record until the effective date is within the acceptable timeframe.

Message ID
30300220

Employment has already been terminated with this information.

Transaction Type Termination Correction was reported but the Correction Date, Last Compensation Date and Last Day of Work match to the Termination Date, Last Compensation Date and Last Day of Work to an existing employment record for the Client ID and Organization Code reported.

Verify the reported information and make any necessary corrections. If the reported information already exists in the CalSTRS system, void the employment detail record.

Message ID
30300221

Last Date of Work cannot be after Last Compensation Date.

Last Date of Work and Last Compensation Date fields are populated but the Last Day of Work is after the Last Compensation Date. Last Day of Work must be on or before Last Compensation Date.

Verify Last Date of Work and Last Compensation Date and make the necessary corrections.

Error Messages and Resolutions, Continued

Message ID 30300222

Termination Date cannot be on or before employment start date.

Transaction Type Termination or Termination Correction was reported but one or more of the following dates is on or prior to the Start Date of the matching employment record for the Client ID and Organization Code reported:

- Termination Date
- Last Day of Work
- Last Compensation Date

Verify the reported information and make the necessary corrections. Contact CalSTRS for assistance if the Start Date on the matching employment record is incorrect.

Message ID 30300223

Sick Leave Information Transaction Effective date must match end date of employment.

Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but the Transaction Effective Date does not match the End Date of the matched employment record for the Client ID and Organization Code reported.

Verify Client ID and Organization Code and make any necessary corrections. If Client ID and Organization Code are correct, verify the Transaction Effective Date matches the End Date on the target employment record and make any necessary corrections. If the End Date on the target employment record is incorrect, update the End Date by submitting a separate employment detail record with Transaction Type Termination Correction.

Error Messages and Resolutions, Continued

Message ID 30300224

Sick Leave Information already exists for this employment.

Transaction Type Sick Leave Information was reported but a sick leave information record already exists in the CalSTRS system for the matched employment for the Client ID and Organization Code reported.

Verify the Transaction Type, Client ID and Organization Code and make any necessary corrections. Use Transaction Type Sick Leave Correction if the posted sick leave record in the CalSTRS system needs to be corrected. If the information being reported already exists in the system, void the employment detail record.

Message ID 30300225

Sick Leave Information can only be reported for the last fiscal year in which creditable compensation is earned.

Transaction Type Sick Leave Information was reported but the matched employment record for the Client ID and Organization Code reported is not associated to the final year in which the member earned creditable compensation.

Verify Transaction Type, Client ID and Organization Code and make any necessary corrections. Contact CalSTRS for assistance determining if the sick leave is reportable, if needed.

Message ID 30300227

Full Time Base Days exceed minimum/maximum value.

Full Time Base Days contains a value, but the value is less than 175 or more than 261. Full Time Base Days must be at least 175 days but no more than 261 days.

Verify Full Time Base Days and make the necessary corrections.

Continued on next page

Error Messages and Resolutions, Continued

Message ID **30300228**	***Unused Excess Sick Leave cannot be less than zero.*** Unused Excess Sick Leave was reported with a value less than zero (0). Unused Excess Sick Leave must be at least 0. Verify Transaction Type and Unused Excess Sick Leave and make any necessary corrections. To correct an existing sick leave record, use Transaction Type Sick Leave Information Correction. The employment detail record will completely replace the existing record.
Message ID **30300239**	***Address Line 1 is required.*** This message applies to multiple scenarios. Scenario 1: Transaction Type Enrollment was reported for a person that does not exist in the CalSTRS system, but one of more of the following required fields is blank. The following fields are required for enrollment transactions when the person does not exist in the CalSTRS system: - Transaction Effective Date - SSN - Last Name - First Name - Gender - Birthdate - Address Line 1 - City - State - Zip Code If Client ID and Last Name were provided because the person should already exist in the CalSTRS system, verify the information provided and make any necessary corrections. If the person does not already exist in the CalSTRS system, provide a valid value in the indicated field(s).

Error Messages and Resolutions, Continued

Message ID 30300239, continued

Scenario 2:
Transaction Type Enrollment was submitted for a Client ID that does not have a current or previous employment for the Organization Code reported but one or more of the following required fields are blank:
- Transaction Effective Date
- Client ID
- Last Name
- Address Line 1
- City
- State
- Zip Code

Verify Transaction Type, Client ID and Organization Code and make any necessary corrections. If Transaction Type, Client ID and Organization Code are correct, provide a valid value in the indicated field(s).

Message ID 30300240

Client ID is required.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment was reported for a Client ID that has a current or previous employment record for the Organization Code reported, but one of more of the following required fields are blank:
- Transaction Effective Date
- Client ID
- Last Name

Verify Transaction Type, Client ID and Organization Code and make any necessary corrections. If Transaction Type, Client ID and Organization Code are correct, provide a valid value in the indicated field(s).

Message ID 30300240, continued

Scenario 2:
Transaction Type Enrollment was submitted for a Client ID that does not have a current or previous employment for the Organization Code reported but one or more of the following required fields are blank:

- Transaction Effective Date
- Client ID
- Last Name
- Address Line 1
- City
- State
- Zip Code

Verify Transaction Type, Client ID and Organization Code and make any necessary corrections. If Transaction Type, Client ID and Organization Code are correct, provide a valid value in the indicated field(s).

Scenario 3:
Transaction Type Contact Information Change was reported but one or more of the following required fields were blank:

- Transaction Effective Date
- Client ID
- Last Name

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 4:
Transaction Type Termination was reported but one or more of the following required fields were blank:

- Client ID
- Last Name
- Transaction Effective Date
- Last Day of Work
- Last Compensation Date

Verify the Transaction Type and make any necessary corrections. If the Transaction Type is correct, provide a valid value in the indicated field(s).

Message ID 30300240, continued

Scenario 5:
Transaction Type Reduction in School Funds or Reduction in School Funds Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If the Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 6:
Transaction Type Annual Excess Sick Leave or Annual Excess Sick Leave Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Annual Excess Sick Leave Awarded

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 7:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following required fields were blank:

- Client ID
- Last Name
- Transaction Effective Date
- Annual Total Compensation

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Message ID 30300240, continued

Scenario 8:
Transaction Type Leave of Absence was reported but one or more of the following required fields was blank:
- Client ID
- Last Name
- Transaction Sub-Type
- Transaction Effective Date

Or,

Transaction Type Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported and one of more of the following required fields was blank:
- Client ID
- Last Name
- Transaction Effective Date
- Correction Date (must be blank if Void Record Indicator is Y)

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 9:
Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Full Time Base Days*
- Unused Excess Sick Leave*
- Unused Sick Leave*

*Only required for Sick Leave Information Correction if Void Record Indicator is not populated.

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in indicated field(s).

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Error Messages and Resolutions, Continued

Message ID 30300241

Employment match cannot be made.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment and Transaction Sub-Type Close Enrollment Opened in Error were reported but an active employment record does not exist for the Client ID and Organization Code reported or an active employment record exists, but the Transaction Effective Date reported does not match the Start Date of the open employment record cross-reference.

Transaction Type Enrollment and Transaction Sub-Type Close Enrollment Opened in Error can only be reported when an active employment record exists for the Organization Code and Client ID and the Transaction Effective Date matches the Start Date of the employment record cross-reference.

Verify Client ID and Organization Code and make any necessary corrections. If Client ID and Organization Code are correct, verify the Transaction Effective Date matches the Start Date of the employment record cross-reference to be closed and make any necessary corrections.

Scenario 2:
Employment record match cannot be made for Transaction Type based on the following matching criteria:

Transaction Type Termination:
- Client ID must match
- Organization Code must match
- Transaction Effective Date must be after the start date of the target employment record
- There must NOT be an End Date on the target employment record

Transaction Type Termination Correction:
- Client ID must match
- Organization Code must match
- Transaction Effective Date must match the start date of the target employment record
- There must be an End Date on the target employment record
-

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Error Messages and Resolutions, Continued

**Message ID
30300241**,
continued

Transaction Sick Leave Information:
- Client ID must match
- Organization Code must match
- End date of the target person employment record must be populated
- Transaction Effective Date must match to the end date of the target person employment record

Transaction Sick Leave Information Correction:
- Client ID must match
- Organization Code must match
- End date of the target person employment record must be populated
- Transaction Effective Date must match to the end date of the target person employment record

Transaction Type Leave of Absence:
- Client ID must match
- Organization Code must match
- Transaction Effective Date is greater than or equal to the start date AND less than or equal to the end date of given person employment record

Transaction Type Leave of Absence Correction:
- Client ID must match
- Organization Code must match
- Transaction Effective Date must equal the start date of the target leave record
- Transaction Sub-Type must match
  Status must NOT be Void

Transaction Type Leave of Absence Return:
- Client ID must match
- Organization Code must match
- Transaction Effective Date must equal the start date of the target leave record
- Transaction Sub-Type must match
- Status must NOT be Void

Message ID 30300241, continued

Transaction Type Leave of Absence Correction:
- Client ID must match
- Organization Code must match
- Transaction Effective Date must equal the start date of the target leave record
- Transaction Sub-Type must match
- Status must NOT be Void

Transaction Type Reduction in School Funds
- Client ID must match
- Organization Code must match
- Defined Benefit Program membership account must not be closed
- Date range of target employment record must match the Reduction in School Funds fiscal year range

Transaction Type Reduction in School Funds Correction:
- Membership Account ID must match
- Organization Code must match
- Transaction Effective Date must match

Transaction Annual Excess Sick Leave Awarded
- Client ID must match
- Organization code must match
- Membership Account status must be open
- Transaction Effective Date must be less than or equal to the last date of the fiscal year of the end date of the employment, if one exists.

Transaction Annual Excess Sick Leave Awarded Correction
- Client ID must match
- Organization code must match
- Membership Account status must be open
- Transaction Effective Date must be less than or equal to the last date of the fiscal year of the end date of the employment, if one exists.

Annual Total Compensation
- Client ID must match
- Organization code must match
- Membership Account status must be open
- Transaction Effective Date must be less than or equal to the last date of the fiscal year of the end date of the employment, if one exists.

Error Messages and Resolutions, Continued

Message ID 30300241, continued	Annual Total Compensation • Client ID must match • Organization code must match • Membership Account status must be open Transaction Effective Date must be less than or equal to the last date of the fiscal year of the end date of the employment, if one exists.
Message ID 30300242	***Contribution transactions exist for employment.*** Transaction Type Enrollment and Transaction Sub-Type Close Enrollment Opened in Error were provided but one or more payroll detail records exist for the Client ID and Organization Code reported. An enrollment cannot be closed unless all processed payroll detail records have been reversed. Verify the Client ID and Organization Code and make any necessary corrections. If Client ID and Organization Code are correct, review the posted payroll detail records and make the necessary reversals if the enrollment should be closed. •
Message ID 30300244	***Invalid Reduction in School Funds field value. Value must be in either a 4 digit single year or an 8 digit multiple year format.*** Reduction in School Funds contains an invalid value. Reduction in School Funds must contain an eight-digit numeric value in CCYYCCYY format for fiscal year. For a single fiscal year, the first CCYY value must be repeated in the second CCYY value (example: 2015-16 = 20162016). For a range of fiscal years, the first CCYY value must be less than the second CCYY value (example: 2015-16 through 2016-17 = 20162017). The first and second CCYY values must be after 1988 but not after the current fiscal year. Verify Reduction in School Funds and make the necessary corrections. If Reduction in School Funds extends to future fiscal years, correct the employment detail record to reflect only any applicable current or previous fiscal years. Report any applicable future fiscal years with on a separate employment detail record when the system date is within or prior to the applicable fiscal year.

Error Messages and Resolutions, Continued

Message ID 30300246

Reduction in School Funds match cannot be made for correction.

Transaction Type Reduction in School Funds Correction was reported but an employment match cannot be made for the Client ID, Organization Code and Transaction Effective Date reported. An employment record must exist for the Client ID and Organization Code and the Transaction Effective Date must match the Transaction Effective Date of the target employment detail record.

Verify the Client ID, Organization Code and Transaction Effective Date and make any necessary corrections.

Message ID 30300249

Retirement System Election enrollment is invalid.

Transaction Type Enrollment and Transaction Sub-Type Retirement System Election were reported but DB membership does not exist for the Client ID reported. Transaction Type Enrollment and Transaction Sub-Type Retirement System Election is only valid when DB membership exists for the Client ID.

The following Enrollment Transaction Sub-Types are valid for Benefit Program Defined Benefit when DB membership does not exist for the Client ID:

Code Value	Description
NMBR	Non-Member
PMCV	Permissive Election of Coverage
MDCV	Mandatory Coverage
ENER	Close Enrollment Opened in Error

The following Enrollment Transaction Sub-Types are valid for Benefit Program Cash Balance when DB membership does not exist for the Client ID:

Code Value	Description
NMBR	Non-Member
MDCV	Mandatory Coverage
ENER	Close Enrollment Opened in Error

Error Messages and Resolutions, Continued

Message ID 30300249, continued

Verify Transaction Sub-Type, Client ID and Benefit Program and make the necessary corrections. Contact CalSTRS for assistance determining how to enroll the employee, if needed.

Message ID 30300250

CB Non-Member enrollment is invalid.

Transaction Type Enrollment, Transaction Sub-Type Non-Member and Benefit Program Cash Balance were reported but DB membership exists for the Client ID reported. Transaction Type Enrollment with Transaction Sub-Type Non-Member for Benefit Program Cash Balance is only valid when the person is not already a member of the Defined Benefit Program.

The following Enrollment Transaction Sub-Types are valid for Benefit Program Defined Benefit when DB membership exists for the Client ID:

Code Value	Description
MDCV	Mandatory Coverage
RMSE	Retirement System Election
WART	Working After Retirement
ENER	Close Enrollment Opened in Error

The following Enrollment Transaction Sub-Types are valid for Benefit Program Cash Balance when DB membership exists for the Client ID:

Code Value	Description
MDCV	Mandatory Coverage
RMSE	Retirement System Election
WART	Working After Retirement
ENER	Close Enrollment Opened in Error

Verify Transaction Sub-Type, Client ID and Benefit Program and make the necessary correction. Contact CalSTRS for assistance determining how to enroll the employee, if needed.

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Error Messages and Resolutions, Continued

Message ID 30300252

CB Mandatory Coverage enrollment is invalid.

Transaction Type Enrollment, Transaction Sub-Type Mandatory Coverage and Benefit Program Cash Balance were reported but DB membership exists for the Client ID reported. Transaction Type Enrollment, Transaction Sub-Type Mandatory Coverage and Benefit Program Cash Balance are only valid when DB membership does not exist for the Client ID.

The following Enrollment Transaction Sub-Types are valid for Benefit Program Defined Benefit when DB membership exists for the Client ID:

Code Value	Description
MDCV	Mandatory Coverage
RMSE	Retirement System Election
WART	Working After Retirement
ENER	Close Enrollment Opened in Error

The following Enrollment Transaction Sub-Types are valid for Benefit Program Cash Balance when the DB membership exists for the Client ID:

Code Value	Description
MDCV	Mandatory Coverage
RMSE	Retirement System Election
WART	Working After Retirement
ENER	Close Enrollment Opened in Error

Verify Transaction Sub-Type, Client ID and Benefit Program and make the necessary correction. Contact CalSTRS for assistance determining how to enroll the employee, if needed.

Error Messages and Resolutions, Continued

Message ID 30300253

CB Permissive Election of Coverage enrollment is invalid.

Transaction Type Enrollment, Transaction Sub-Type Permissive Election of Coverage and Benefit Program Cash Balance were reported but DB membership does not exist for Client ID reported or DB membership exists for the Client ID reported but there is no employment record cross-reference with Member Type CB Non-Member for the Organization Code reported.
Transaction Type Enrollment, Transaction Sub-Type Permissive Election of Coverage and Benefit Program Cash Balance can only be reported when DB membership does not exist for the Client ID or DB membership exists for the Client ID and the employment cross-reference for the Organization Code reported has Member Type CB Non-Member.

The following Enrollment Transaction Sub-Types are valid for Benefit Program Defined Benefit when DB membership does not exist for the Client ID:

Code Value	Description
NMBR	Non-Member
PMCV	Permissive Election of Coverage
MDCV	Mandatory Coverage
ENER	Close Enrollment Opened in Error
NMBR	Non-Member
MDCV	Mandatory Coverage
ENER	Close Enrollment Opened in Error

The following Enrollment Transaction Sub-Types are valid for Benefit Program Cash Balance when DB membership does not exist for the Client ID:

Verify Transaction Sub-Type, Client ID and Benefit Program and make the necessary corrections. Contact CalSTRS for assistance determining how to enroll the employee, if needed.

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Error Messages and Resolutions, Continued

Message ID 30300254	***Permissive Election of Coverage for Cash Balance is invalid.*** Transaction Type Enrollment, Transaction Sub-Type Permissive Election of Coverage and Benefit Program Cash Balance were reported but an employment record cross-reference with Member Type DB Member exists for the Client ID and Organization Code reported and the Transaction Effective Date is not the Start Date of the Cash Balance Benefit Program for the Organization Code. Transaction Effective Date must be the Start Date of the Cash Balance Benefit Program for the Organization Code when a DB Member employment cross-reference exists for the Organization Code and Client ID. Verify the reported information and make any necessary corrections. Contact CalSTRS for assistance determining how to enroll the employee, if needed.
Message ID 30300255	***Transaction Type is blank or contains an invalid value.*** Transaction Type is blank or was reported with an invalid value. Transaction Type must be one of the following values for every employment detail record:

Code Value	Description
CTCG	Contact Information Change
ELMT	Enrollment
TRMN	Termination
TMNC	Termination Correction
LVAB	Leave of Absence
LOAC	Leave of Absence Correction
LOAR	Leave of Absence Return
LARC	Leave of Absence Return Correction
ANTC	Annual Total Compensation
ATCC	Annual Total Compensation Correction
ESLA	Annual Excess Sick Leave Awarded

Error Messages and Resolutions, Continued

**Message ID
30300255,**
continued

Code Value	Description
SLAC	Annual Excess Sick Leave Awarded Correction
RDSF	Reduction in School Funds
RSFC	Reduction in School Funds Correction
UNSL	Sick Leave Information
USLC	Sick Leave Information Correction

Provide a valid Transaction Type.

**Message ID
30300256**

Transaction Sub-Type is blank or contains an invalid value.

Transaction Type was reported with a value that requires a Transaction Sub-Type but Transaction Sub-Type is blank or contains an invalid value.

Transaction Sub-Type must be one of the following values if Transaction Type is Enrollment:

Code Value	Description
NMBR	Non-Member
MDCV	Mandatory Coverage
PMCV	Permissive Election of Coverage
RMSE	Retirement System Election
WART	Working after Retirement
ENER	Close Enrollment Opened in Error

Transaction Sub-Type must be one of the following values if Transaction Type is Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction:

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**Message ID
30300256
, continued**

Code Value	Description
MTPT	Maternity/Paternity
FORC	FMLA/CRFA
SBTL	Sabbatical
FLBT	Fulbright
PJCS	Peace/Job Corps
WCPS	Workers Compensation
UFSV	Uniformed Service
MCOF	Misconduct/Criminal Offense
OALA	Other Approved Leave of Absence
UNLA	Unapproved Leave of Absence

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid Transaction Sub-Type.

**Message ID
30300258**

The Transaction Sub-Type is not valid for an Enrollment Transaction for the Defined Benefit Program.

Benefit Program Defined Benefit was reported with Transaction Type Enrollment, but Transaction Sub-Type contains an invalid value. Transaction Sub-Type must be one of the following values when Benefit Program Defined Benefit is reported with Transaction Type Enrollment:

Code Value	Description
PMCV	Permissive Election of Coverage
MDCV	Mandatory Coverage
RMSE	Retirement System Election
NMBR	Non-Member
WART	Working after Retirement
ENER	Close Enrollment Opened in Error

Verify Benefit Program and Transaction Type and make any necessary corrections. If Benefit Program and Transaction Type are correct, provide a valid Transaction Sub-Type.

Continued on next page

Error Messages and Resolutions, Continued

Message ID
30300259

The Transaction Sub-Type is not valid for an Enrollment Transaction for the Cash Balance Program.

Benefit Program Cash Balance was reported with Transaction Type Enrollment, but Transaction Sub-Type contains an invalid value. Transaction Sub-Type must be one of the following values when Benefit Program Defined Benefit is reported with Transaction Type Enrollment:

Code Value	Description
PMCV	Permissive Election of Coverage
MDCV	Mandatory Coverage
NMBR	Non-Member
ENER	Close Enrollment Opened in Error

Verify Benefit Program and Transaction Type and make any necessary corrections. If Benefit Program and Transaction Type are correct, provide a valid Transaction Sub-Type.

•

Message ID
30300262

Invalid Reduction in School Funds field value. Start Fiscal Year and End Fiscal Year must be greater than 1988 but not greater than current fiscal year end.

Reduction in School Funds contains an invalid value. Reduction in School Funds must contain an eight-digit numeric value in CCYYCCYY format for fiscal year. For a single fiscal year, the first CCYY value must be repeated in the second CCYY value (example: 2015-16 = 20162016). For a range of fiscal years, the first CCYY value must be less than the second CCYY value (example: 2015-16 through 2016-17 = 20162017). The first and second CCYY values must be after 1988 but not after the current fiscal year.

Verify Reduction in School Funds and make the necessary corrections. If Reduction in School Funds extends to future fiscal years, correct the employment detail record to reflect only any applicable current or previous fiscal years. Report any applicable future fiscal years with on a separate employment detail record when the system date is within or prior to the applicable fiscal year.

Error Messages and Resolutions, Continued

**Message ID
30300264**

Full Time Base Days must be 250 for State Agencies.

Full Time Base Days was reported with an invalid value for the
Organization Code reported. Full Time Base Days must be 250 when the
Organization Code is for a state agency.

Provide 250 for Full Time Base Days.

**Message ID
30300267**

Birthdate is invalid.

The indicated field(s) contain an invalid date. The date must display in the
CCYYMMDD format, may only contain numeric values, and must represent a
valid date.

Verify the value provided in the indicated field(s) and make the necessary
corrections.

**Message ID
30300268**

Correction Date is invalid.

The indicated field(s) contain an invalid date. The date must display in the
CCYYMMDD format, may only contain numeric values, and must represent a
valid date.

Verify the value provided in the indicated field(s) and make the necessary
corrections.

**Message ID
30300269**

Last Compensation Date is invalid.

The indicated field(s) contain an invalid date. The date must display in the
CCYYMMDD format, may only contain numeric values, and must represent a
valid date.

Verify the value provided in the indicated field(s) and make the necessary
corrections.

Error Messages and Resolutions, Continued

Message ID
30300270

Last Day of Work is invalid.

This message applies to multiple scenarios.

Scenario 1:
The indicated field(s) contain an invalid date. The date must display in the CCYYMMDD format, may only contain numeric values, and must represent a valid date.

Verify the value provided in the indicated field(s) and make the necessary corrections.

Scenario 2:
Transaction Type Termination was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Last Day of Work
- Last Compensation Date

Verify the Transaction Type and make any necessary corrections. If the Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 3:
Transaction Type Termination Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Correction Date (only if Void Record Indicator is blank)
- Last Day of Work (only if Void Record Indicator is blank)
- Last Compensation Date (only if Void Record Indicator is blank)

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Error Messages and Resolutions, Continued

Message ID 30300270, continued

Scenario 4:
Transaction Type Annual Excess Sick Leave or Annual Excess Sick Leave Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Annual Excess Sick Leave Awarded

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 5:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Annual Total Compensation

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 6:
Transaction Type Leave of Absence was reported but one or more of the following required fields was blank:
- Client ID
- Last Name
- Transaction Sub-Type
- Transaction Effective Date

Continued on next page

Error Messages and Resolutions, Continued

Message ID 30300270, continued	Or,
	Transaction Type Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported and one of more of the following required fields was blank:
	• Client ID
	• Last Name
	• Transaction Effective Date
	• Correction Date (must be blank if Void Record Indicator is Y)
	Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Message ID 30300271	***City is required.***
	This message applies to multiple scenarios.
	Scenario 1:
	Transaction Type Enrollment was reported for a person that does not exist in the CalSTRS system, but one of more of the following required fields is blank. The following fields are required for enrollment transactions when the person does not exist in the CalSTRS system:
	• Transaction Effective Date
	• SSN
	• Last Name
	• First Name
	• Gender
	• Birthdate
	• Address Line 1
	• City
	• State
	• Zip Code
	If Client ID and Last Name were provided because the person should already exist in the CalSTRS system, verify the information provided and make any necessary corrections. If the person does not already exist in the CalSTRS system, provide a valid value in the indicated field(s).

Continued on next page

Message ID 30300271, continued	Scenario 2:
	Transaction Type Enrollment was submitted for a Client ID that does not have a current or previous employment for the Organization Code reported but one or more of the following required fields are blank:
	    • Transaction Effective Date
	    • Client ID
	    • Last Name
	    • Address Line 1
	    • City
	    • State
	    • Zip Code
	
	Verify Transaction Type, Client ID and Organization Code and make any necessary corrections. If Transaction Type, Client ID and Organization Code are correct, provide a valid value in the indicated field(s).

Message ID 30300272	***State is required.***
	
	This message applies to multiple scenarios.
	
	Scenario 1:
	Transaction Type Enrollment was reported for a person that does not exist in the CalSTRS system, but one of more of the following required fields is blank. The following fields are required for enrollment transactions when the person does not exist in the CalSTRS system:
	    • Transaction Effective Date
	    • SSN
	    • Last Name
	    • First Name
	    • Gender
	    • Birthdate
	    • Address Line 1
	    • City
	    • State
	    • Zip Code

Message ID 30300272, continued

If Client ID and Last Name were provided because the person should already exist in the CalSTRS system, verify the information provided and make any necessary corrections. If the person does not already exist in the CalSTRS system, provide a valid value in the indicated field(s).

Scenario 2:
Transaction Type Enrollment was submitted for a Client ID that does not have a current or previous employment for the Organization Code reported but one or more of the following required fields are blank:
- Transaction Effective Date
- Client ID
- Last Name
- Address Line 1
- City
- State
- Zip Code

Verify Transaction Type, Client ID and Organization Code and make any necessary corrections. If Transaction Type, Client ID and Organization Code are correct, provide a valid value in the indicated field(s).

Message ID 30300273

Zip Code is required.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment was reported for a person that does not exist in the CalSTRS system, but one of more of the following required fields is blank. The following fields are required for enrollment transactions when the person does not exist in the CalSTRS system:

Error Messages and Resolutions, Continued

**Message ID
30300273**,
continued

- Transaction Effective Date
- SSN
- Last Name
- First Name
- Gender
- Birthdate
- Address Line 1
- City
- State
- Zip Code

If Client ID and Last Name were provided because the person should already exist in the CalSTRS system, verify the information provided and make any necessary corrections. If the person does not already exist in the CalSTRS system, provide a valid value in the indicated field(s).

Scenario 2:
Transaction Type Enrollment was submitted for a Client ID that does not have a current or previous employment for the Organization Code reported but one or more of the following required fields are blank:
- Transaction Effective Date
- Client ID
- Last Name
- Address Line 1
- City
- State
- Zip Code

Verify Transaction Type, Client ID and Organization Code and make any necessary corrections. If Transaction Type, Client ID and Organization Code are correct, provide a valid value in the indicated field(s).

Continued on next page

Message ID 30300274	***Last Name is required.***

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Enrollment was reported for a person that does not exist in the CalSTRS system, but one of more of the following required fields is blank. The following fields are required for enrollment transactions when the person does not exist in the CalSTRS system:

- Transaction Effective Date
- SSN
- Last Name
- First Name
- Gender
- Birthdate
- Address Line 1
- City
- State
- Zip Code

If Client ID and Last Name were provided because the person should already exist in the CalSTRS system, verify the information provided and make any necessary corrections. If the person does not already exist in the CalSTRS system, provide a valid value in the indicated field(s).

Scenario 2:
Transaction Type Enrollment was reported for a Client ID that has a current or previous employment record for the Organization Code reported, but one of more of the following required fields are blank:

- Transaction Effective Date
- Client ID
- Last Name

Verify Transaction Type, Client ID and Organization Code and make any necessary corrections. If Transaction Type, Client ID and Organization Code are correct, provide a valid value in the indicated field(s).

Error Messages and Resolutions, Continued

Message ID 30300274, continued

Scenario 3:
Transaction Type Enrollment was submitted for a Client ID that does not have a current or previous employment for the Organization Code reported but one or more of the following required fields are blank:
- Transaction Effective Date
- Client ID
- Last Name
- Address Line 1
- City
- State
- Zip Code

Verify Transaction Type, Client ID and Organization Code and make any necessary corrections. If Transaction Type, Client ID and Organization Code are correct, provide a valid value in the indicated field(s).

Scenario 3:
Transaction Type Contact Information Change was reported but one or more of the following required fields were blank:
- Transaction Effective Date
- Client ID
- Last Name

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 4:
Transaction Type Termination was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Last Day of Work
- Last Compensation Date

Verify the Transaction Type and make any necessary corrections. If the Transaction Type is correct, provide a valid value in the indicated field(s).

Continued on next page

Error Messages and Resolutions, Continued

Message ID 30300274, continued

Scenario 5:
Transaction Type Termination Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Correction Date (only if Void Record Indicator is blank)
- Last Day of Work (only if Void Record Indicator is blank)
- Last Compensation Date (only if Void Record Indicator is blank)

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 6:
Transaction Type Reduction in School Funds or Reduction in School Funds Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If the Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 7:
Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Full Time Base Days*
- Unused Excess Sick Leave*
- Unused Sick Leave*

Continued on next page

Message ID 30300274, continued	*Only required for Sick Leave Information Correction if Void Record Indicator is not populated. Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in indicated field(s).

Message ID 30300275	***Transaction Effective Date is required.*** This message applies to multiple scenarios. Scenario 1: Transaction Type Enrollment was reported for a person that does not exist in the CalSTRS system, but one of more of the following required fields is blank. The following fields are required for enrollment transactions when the person does not exist in the CalSTRS system: - Transaction Effective Date - SSN - Last Name - First Name - Gender - Birthdate - Address Line 1 - City - State - Zip Code If Client ID and Last Name were provided because the person should already exist in the CalSTRS system, verify the information provided and make any necessary corrections. If the person does not already exist in the CalSTRS system, provide a valid value in the indicated field(s). Scenario 2: Transaction Type Enrollment was reported for a Client ID that has a current or previous employment record for the Organization Code reported, but one of more of the following required fields are blank: - Transaction Effective Date - Client ID - Last Name

Error Messages and Resolutions, Continued

Message ID 30300275, continued

Verify Transaction Type, Client ID and Organization Code and make any necessary corrections. If Transaction Type, Client ID and Organization Code are correct, provide a valid value in the indicated field(s).

Scenario 3:
Transaction Type Enrollment was submitted for a Client ID that does not have a current or previous employment for the Organization Code reported but one or more of the following required fields are blank:
- Transaction Effective Date
- Client ID
- Last Name
- Address Line 1
- City
- State
- Zip Code

Verify Transaction Type, Client ID and Organization Code and make any necessary corrections. If Transaction Type, Client ID and Organization Code are correct, provide a valid value in the indicated field(s).

Scenario 4:
Transaction Type Contact Information Change was reported but one or more of the following required fields were blank:
- Transaction Effective Date
- Client ID
- Last Name

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 5:
Transaction Type Termination was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Last Day of Work
- Last Compensation Date

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Error Messages and Resolutions, Continued

<table>
<tr>
<td>Message ID 30300275, continued</td>
<td>

Verify the Transaction Type and make any necessary corrections. If the Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 6:
Transaction Type Termination Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Correction Date (only if Void Record Indicator is blank)
- Last Day of Work (only if Void Record Indicator is blank)
- Last Compensation Date (only if Void Record Indicator is blank)

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 7:
Transaction Type Reduction in School Funds or Reduction in School Funds Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Reduction in School Funds

Verify Transaction Type and make any necessary corrections. If the Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 8:
Transaction Type Annual Excess Sick Leave or Annual Excess Sick Leave Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Annual Excess Sick Leave Awarded

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

</td>
</tr>
</table>

Error Messages and Resolutions, Continued

Message ID 30300275, continued

Scenario 9:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Annual Total Compensation

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 10:
Transaction Type Leave of Absence was reported but one or more of the following required fields was blank:
- Client ID
- Last Name
- Transaction Sub-Type
- Transaction Effective Date

Or,

Transaction Type Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported and one of more of the following required fields was blank:
- Client ID
- Last Name
- Transaction Effective Date
- Correction Date (must be blank if Void Record Indicator is Y)

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

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Error Messages and Resolutions, Continued

Message ID 30300275, continued	Scenario 11: Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following required fields were blank: • Client ID • Last Name • Transaction Effective Date • Full Time Base Days* • Unused Excess Sick Leave* • Unused Sick Leave* *Only required for Sick Leave Information Correction if Void Record Indicator is not populated. Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in indicated field(s).
Message ID 30300276	***Reduction in School Funds is required.*** Transaction Type Reduction in School Funds or Reduction in School Funds Correction was reported but one or more of the following required fields were blank: • Client ID • Last Name • Transaction Effective Date • Reduction in School Funds Verify Transaction Type and make any necessary corrections. If the Transaction Type is correct, provide a valid value in the indicated field(s).

Error Messages and Resolutions, Continued

Message ID 30300277	***Annual Excess Sick Leave Awarded is required.***
	Transaction Type Annual Excess Sick Leave or Annual Excess Sick Leave Correction was reported but one or more of the following required fields were blank:
	• Client ID
	• Last Name
	• Transaction Effective Date
	• Annual Excess Sick Leave Awarded
	Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).
Message ID 30300278	***Annual Total Compensation is required.***
	Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following required fields were blank:
	• Client ID
	• Last Name
	• Transaction Effective Date
	• Annual Total Compensation
	Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

**Message ID
30300292**

Last Day of Work is required.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Termination was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Last Day of Work
- Last Compensation Date

Verify the Transaction Type and make any necessary corrections. If the Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 2:
Transaction Type Termination Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Correction Date (only if Void Record Indicator is blank)
- Last Day of Work (only if Void Record Indicator is blank)
- Last Compensation Date (only if Void Record Indicator is blank)

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 3:
Transaction Type Annual Excess Sick Leave or Annual Excess Sick Leave Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Annual Excess Sick Leave Awarded

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Error Messages and Resolutions, Continued

Message ID 30300292, continued

Scenario 4:
Transaction Type Annual Total Compensation or Annual Total Compensation Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Annual Total Compensation

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 5:
Transaction Type Leave of Absence was reported but one or more of the following required fields was blank:
- Client ID
- Last Name
- Transaction Sub-Type
- Transaction Effective Date

Or,

Transaction Type Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported and one of more of the following required fields was blank:
- Client ID
- Last Name
- Transaction Effective Date
- Correction Date (must be blank if Void Record Indicator is Y)

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Error Messages and Resolutions, Continued

Message ID 30300293

Last Compensation Date is required.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Termination was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Last Day of Work
- Last Compensation Date

Verify the Transaction Type and make any necessary corrections. If the Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 2:
Transaction Type Termination Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Correction Date (only if Void Record Indicator is blank)
- Last Day of Work (only if Void Record Indicator is blank)
- Last Compensation Date (only if Void Record Indicator is blank)

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Error Messages and Resolutions, Continued

Message ID 30300294

Correction Date is required.

This message applies to multiple scenarios.

Scenario 1:
Transaction Type Termination Correction was reported but one or more of the following required fields were blank:
- Client ID
- Last Name
- Transaction Effective Date
- Correction Date (only if Void Record Indicator is blank)
- Last Day of Work (only if Void Record Indicator is blank)
- Last Compensation Date (only if Void Record Indicator is blank)

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Scenario 2:
Transaction Type Leave of Absence was reported but one or more of the following required fields was blank:
- Client ID
- Last Name
- Transaction Sub-Type
- Transaction Effective Date

Or,

Transaction Type Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported and one of more of the following required fields was blank:
- Client ID
- Last Name
- Transaction Effective Date
- Correction Date (must be blank if Void Record Indicator is Y)

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Error Messages and Resolutions, Continued

Message ID 30300295	*SSN is prohibited.* This message applies to multiple scenarios. Scenario 1: One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value: - SSN - First Name - Middle Name - Suffix Name 1 - Suffix Name 2 - Gender - Birthdate - Address Line 1 - Address Line 2 - City - State - Zip Code - Phone - Secondary Phone - Mobile Phone - Email Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s). Scenario 2: Transaction Type Contact Information Change was reported but one or more of the following required fields were blank: - Transaction Effective Date - Client ID - Last Name Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Error Messages and Resolutions, Continued

Message ID 30300296

First Name is prohibited.

This message applies to multiple scenarios.

Scenario 1:
One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:
- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following required fields were blank:
- Transaction Effective Date
- Client ID
- Last Name

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Message ID 30300297

Middle Name is prohibited.

This message applies to multiple scenarios.

Scenario 1:
One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:

- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following required fields were blank:

- Transaction Effective Date
- Client ID
- Last Name

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Error Messages and Resolutions, Continued

Message ID 30300298

Suffix Name 1 is prohibited.

This message applies to multiple scenarios.

Scenario 1:
One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:

- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following required fields were blank:

- Transaction Effective Date
- Client ID
- Last Name

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

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Error Messages and Resolutions, Continued

**Message ID
30300299**

Suffix Name 2 is prohibited.

This message applies to multiple scenarios.

Scenario 1:
One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:

- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following required fields were blank:

- Transaction Effective Date
- Client ID
- Last Name

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

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**Message ID
30300300**

Gender is prohibited.

This message applies to multiple scenarios.

Scenario 1:
One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:
- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following required fields were blank:
- Transaction Effective Date
- Client ID
- Last Name

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

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Error Messages and Resolutions, Continued

Message ID 30300301

Birthdate is prohibited.

This message applies to multiple scenarios.

Scenario 1:
One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:
- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Scenario 2:
Transaction Type Contact Information Change was reported but one or more of the following required fields were blank:
- Transaction Effective Date
- Client ID
- Last Name

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Error Messages and Resolutions, Continued

Message ID 30300302

Last Compensation Date cannot be on or before employment start date.

Transaction Type Termination or Termination Correction was reported but one or more of the following dates is on or prior to the Start Date of the matching employment record for the Client ID and Organization Code reported:
- Termination Date
- Last Day of Work
- Last Compensation Date

Verify the reported information and make the necessary corrections. Contact CalSTRS for assistance if the Start Date on the matching employment record is incorrect.

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Message ID 30300303

Last Day of Work cannot be on or before employment start date.

Transaction Type Termination or Termination Correction was reported but one or more of the following dates is on or prior to the Start Date of the matching employment record for the Client ID and Organization Code reported:
- Termination Date
- Last Day of Work
- Last Compensation Date

Verify the reported information and make the necessary corrections. Contact CalSTRS for assistance if the Start Date on the matching employment record is incorrect.

Message ID 30300305

Employment has already been terminated.

Transaction Type Termination was reported but the matching employment record for the Client ID and Organization Code reported is already terminated.

Verify Client ID and Organization Code and make any necessary corrections. Submit Transaction Type Termination Correction if the matching employment record needs to be corrected. If no corrections are required, void the employment detail record.

Error Messages and Resolutions, Continued

Message ID 30300307

Full-Time Base Days is required.

Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following required fields were blank:

- Client ID
- Last Name
- Transaction Effective Date
- Full Time Base Days*
- Unused Excess Sick Leave*
- Unused Sick Leave*

*Only required for Sick Leave Information Correction if Void Record Indicator is not populated.

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in indicated field(s).

-

Message ID 30300308

Unused Excess Sick Leave is required.

Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following required fields were blank:

- Client ID
- Last Name
- Transaction Effective Date
- Full Time Base Days*
- Unused Excess Sick Leave*
- Unused Sick Leave*

*Only required for Sick Leave Information Correction if Void Record Indicator is not populated.

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in indicated field(s).

Error Messages and Resolutions, Continued

Message ID 30300309	***Unused Sick Leave is required.***

Transaction Type Sick Leave Information or Sick Leave Information Correction was reported but one or more of the following required fields were blank:

- Client ID
- Last Name
- Transaction Effective Date
- Full Time Base Days*
- Unused Excess Sick Leave*
- Unused Sick Leave*

*Only required for Sick Leave Information Correction if Void Record Indicator is not populated.

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in indicated field(s).

Message ID 30300314	***Address information must be complete.***

Transaction Type Contact Information Change was reported with partial address information. If Address Line 1, Address Line 2, City, State or Zip Code is populated, all the following fields must be populated:

- Address Line 1
- City
- State
- Zip Code

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct and you are intending to update an address, provide a valid value in the indicated field(s). If you are not intending to update an address, remove the value from Address Line 1, Address Line 2, City, State and/or Zip Code.

Error Messages and Resolutions, Continued

Message ID 30300315	***No contact information has been provided to change.***

Transaction Type Contact Information Change was reported but all the following fields are blank:

- Phone
- Second Phone
- Mobile Phone
- Email
- Address Line 1
- Address Line 2
- City
- State
- Zip Code

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide the information to be updated in the applicable field. If there is no information to update, void the employment detail record.

Message ID 30300319	***Transaction Sub-type is required.***

Transaction Type Leave of Absence was reported but one or more of the following required fields was blank:
- Client ID
- Last Name
- Transaction Sub-Type
- Transaction Effective Date

Or,

Transaction Type Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction was reported and one of more of the following required fields was blank:
- Client ID
- Last Name
- Transaction Effective Date
- Correction Date (must be blank if Void Record Indicator is Y)

Message ID 30300319, continued

Verify Transaction Type and make any necessary corrections. If Transaction Type is correct, provide a valid value in the indicated field(s).

Message ID 30300335

Last Day of Work is after date of death.

Transaction Type Termination or Termination Correction was reported but one or more of the following dates is after the date of death in the CalSTRS system for the Client ID reported:
- Transaction Effective Date
- Last Day of Work
- Last Compensation Date

Verify Transaction Type, Client ID, Transaction Effective Date, Last Day of Work and Last Compensation Date and make any necessary corrections. Contact CalSTRS for assistance if the date of death in the CalSTRS system is incorrect.

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Message ID 30300336

Last Compensation Date is after date of death.

Transaction Type Termination or Termination Correction was reported but one or more of the following dates is after the date of death in the CalSTRS system for the Client ID reported:
- Transaction Effective Date
- Last Day of Work
- Last Compensation Date

Verify Transaction Type, Client ID, Transaction Effective Date, Last Day of Work and Last Compensation Date and make any necessary corrections. Contact CalSTRS for assistance if the date of death in the CalSTRS system is incorrect.

Error Messages and Resolutions, Continued

Message ID
30300337

Client is retired, disabled or deceased.

Transaction Type Contact Information Change was reported but the membership account for the Client ID reported has a status of Retired, Disabled or Deceased.

Verify Transaction Type and Client ID and make any necessary corrections. If Transaction Type and Client ID are correct direct the employee or survivor to contact CalSTRS directly to change their contact information.

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Message ID
30300340

DB Permissive Election of Coverage enrollment is invalid.

Transaction Type Enrollment, Transaction Sub-Type Permissive Election of Coverage and Benefit Program Defined Benefit were reported but Defined Benefit Program membership exists for the Client ID reported.

Transaction Type Enrollment, Transaction Sub-Type Permissive Election of Coverage and Benefit Program Defined Benefit can only be reported when:
- The person is not already a member of the Defined Benefit Program, or
- The person is already a member of the Defined Benefit Program but is a participant of the Cash Balance Benefit Program for the Organization Code reported (an open CB Member employment cross-reference exists for the Organization Code).

The following Enrollment Transaction Sub-Types are valid for Benefit Program Defined Benefit when DB Membership Exists for the Client ID:

Code Value	Description
MDCV	Mandatory Coverage
RMSE	Retirement System Election
WART	Working After Retirement
ENER	Close Enrollment Opened in Error

Message ID 30300340, continued	The following Enrollment Transaction Sub-Types are valid for Benefit Program Cash Balance when DB membership exists for the Client ID:	

Code Value	Description
MDCV	Mandatory Coverage
RMSE	Retirement System Election
WART	Working After Retirement
ENER	Close Enrollment Opened in Error

Verify Transaction Sub-Type, Client ID, Organization Code and Benefit Program and the necessary corrections. Contact CalSTRS for assistance determining how to enroll the employee, if needed.

Message ID 30300343	***Non-Member contribution transactions exist for this employment.***

A CB Permissive Election of Coverage or Mandatory Coverage enrollment was submitted with a Transaction Effective Date that is less than or equal to the Pay Period Start Date of an existing Non-Member CB transaction record for the same employer.

Verify enrollment and make necessary correction or contact CalSTRS for assistance.

Message ID 30300344	***Non-Member transaction(s) exist for the member and conflict with the DB membership date.***

A DB Permissive Election of Coverage or Mandatory Coverage enrollment was submitted with a Transaction Effective Date less than or equal to the Pay Period Start Date of any of the following:

If Permissive:
- an existing Non-Member DB transaction record for any employer
- an existing Member or Non-Member CB transaction record for the ANY employer

Error Messages and Resolutions, Continued

Message ID 30300344, continued	If Mandatory: • an existing Non-Member DB transaction record for any employer • an existing Member CB transaction record for the same employer • an existing Non-Member CB transaction record exists for ANY employer Verify enrollment and make necessary corrections or contact CalSTRS for assistance.
Message ID 30300345	***DB Non-Member enrollment is invalid.*** Transaction Type Enrollment and Transaction Sub-Type Non-Member was reported with Benefit Program Defined Benefit, but either the Organization Code reported offers the Cash Balance Benefit Program or DB membership exists for the Client ID reported. Transaction Type Enrollment and Transaction Sub-Type Non-Member are only valid for Benefit Program Defined Benefit when the Organization Code offers the Cash Balance Benefit Program and DB membership does not exist for the Client ID. Verify Transaction Type, Transaction Sub-Type, and Benefit Program and make necessary corrections. Contact CalSTRS for assistance if DB membership should not exist for the Client ID or if the Organization Code does not offer CB.
Message ID 30300346	***Last Name does not match based on the Client ID/SSN provided.*** Last Name was reported but does not match the Last Name in the CalSTRS system for the Client ID or SSN reported. Verify Last Name and Client ID or SSN and make the necessary corrections. If the Last Name is incorrect in the CalSTRS system, update the Last Name on the Employee Maintenance screen.

Continued on next page

Error Messages and Resolutions, Continued

Message ID 30300348	*Middle Name is invalid.* Middle Name contains an invalid value. Middle Name must NOT contain any numeric or special characters except hyphens (-), apostrophes ('), or spaces ( ), but it cannot only be a hyphen, apostrophe, or space. Two spaces, apostrophes, or hyphens cannot be next to each other and the last character cannot be a hyphen or space. Provide a valid Middle Name.
Message ID 30300349	*Person match cannot be made.* Person record match cannot be made based on the Client ID and Last Name provided. Person match is required to process the employment detail record. Verify Transaction Type, Transaction Sub-Type (if applicable), Client ID and Organization Code and make any necessary corrections. Contact CalSTRS for assistance if the report Client ID is correct.
Message ID 30300350	SSN is required. Transaction Type Enrollment was reported for a person that does not exist in the CalSTRS system, but one of more of the following required fields is blank. The following fields are required for enrollment transactions when the person does not exist in the CalSTRS system: - Transaction Effective Date - SSN - Last Name - First Name - Gender - Birthdate - Address Line 1 - City - State - Zip Code If Client ID and Last Name were provided because the person should already exist in the CalSTRS system, verify the information provided and make any necessary corrections. If the person does not already exist in the CalSTRS system, provide a valid value in the indicated field(s).

Error Messages and Resolutions, Continued

Message ID 30300354	***Organization blank or invalid.***
	Organization Code was blank, contains non-numeric characters, or the Organization Code provided is not for an employer under the reporting organization.
	Provide a valid Organization Code. Contact CalSTRS if the Organization Code provided is valid and should be an employer for the reporting organization.

Message ID 30300355	***Unused Sick Leave cannot be less than zero.***
	Unused Sick Leave was reported with a value less than zero (0). Unused Sick Leave must be at least 0.
	Verify Transaction Type and Unused Sick Leave and make the necessary corrections. To correct an existing sick leave record, use Transaction Type Sick Leave Information Correction. The employment detail record will completely replace the existing record.

Message ID 30300356	***Employment already exists for another Benefit Program.***
	Transaction Type Enrollment was reported but Transaction Effective Date is prior to the Start Date of the matched employment for the Client ID/SSN and Organization Code reported and the Benefit Program is not the same. An employment record can only be backdated for the same Benefit Program. For example, a DB employment exists for a Client ID with a 09/01/2017 Start Date. An employment can submit a DB enrollment transaction with a 08/01/2017 Transaction Effective Date but may not submit a CB enrollment transaction with 08/01/2017 Transaction Effective Date.
	Verify Benefit Program and Transaction Effective Date and make any necessary corrections. Contact CalSTRS for assistance if the Benefit Program and Transaction Effective Date are correct.

Error Messages and Resolutions, Continued

**Message ID
30300357**

Annual Total Compensation already exists with this information.

Transaction Type Annual Total Compensation Correction was reported but an Annual Total Compensation record already exists in the CalSTRS system for the same employment, fiscal year and Annual Total Compensation value.

Verify the Client ID, Organization Code and Transaction Effective Date and make any necessary corrections. If the reported information already exists in the CalSTRS system, void the employment detail record.

**Message ID
30300358**

Open employment record does not exist for this employer.

Transaction Type Contact Information Change was reported but an active employment record cross-reference does not exist for the Organization Code and Client ID reported. Contact information can only be changed by a current employer.

Verify Client ID and Organization Code and make any necessary changes. If Client ID and Organization Code are correct, direct the employee to contact CalSTRS directly to update their contact information.

**Message ID
30300359**

Sick Leave Information already exists for this employment with this information.

Transaction Type Sick Leave Information Correction was reported but the information matches an existing sick leave record in the CalSTRS system for the Client ID and Organization Code reported.

Verify the reported information make any necessary corrections. If the reported information already exists in the CalSTRS system, void the employment detail record.

Error Messages and Resolutions, Continued

Message ID 30300360

Annual Total Compensation cannot be less than zero.

Transaction Type Annual Total Compensation was reported but the Annual Total Compensation value is less than zero (0). Annual Total Compensation value must be equal to or greater than zero.

Verify the Transaction Type and Annual Total Compensation value and make the necessary corrections.

Message ID 30300366

Address line 1 is prohibited.

One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:
- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Error Messages and Resolutions, Continued

**Message ID
30300367**

Address line 2 is prohibited.

One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:
- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Error Messages and Resolutions, Continued

Message ID 30300368	*City is prohibited.* One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value: • SSN • First Name • Middle Name • Suffix Name 1 • Suffix Name 2 • Gender • Birthdate • Address Line 1 • Address Line 2 • City • State • Zip Code • Phone • Secondary Phone • Mobile Phone • Email Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Error Messages and Resolutions, Continued

Message ID
30300369

State is prohibited.

One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:

- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Error Messages and Resolutions, Continued

Message ID 30300370

ZIP Code is prohibited.

One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:

- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Error Messages and Resolutions, Continued

**Message ID
30300371**

Phone is prohibited.

One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:
- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Continued on next page

Error Messages and Resolutions, Continued

Message ID 30300372

Secondary Phone is prohibited.

One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:

- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Error Messages and Resolutions, Continued

Message ID 30300373

Mobile phone is prohibited.

One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:
- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Continued on next page

Error Messages and Resolutions, Continued

**Message ID
30300374**

Email is prohibited.

One or more of the following fields that must be blank for this Transaction Type and/or Transaction Sub-Type contain(s) a value:

- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone
- Secondary Phone
- Mobile Phone
- Email

Verify Transaction Type and/or Transaction Sub-Type and make any necessary corrections. If Transaction Type and/or Transaction Sub-Type are correct, remove the value from the indicate field(s).

Warnings Messages and Resolutions

Message ID 30300229

Unused Excess Sick Leave Awarded is greater than the maximum calculated value of earnable sick leave.

Transaction Type Sick Leave Information or Sick Leave Information was reported but the reported value for Unused Sick Leave appears to exceed the maximum amount earnable.

Verify Unused Sick Leave and make any necessary corrections. If the reported information is correct, suppress this warning.

Message ID 30300251

Transaction is only valid if employee is electing Social Security and that coverage was not previously available.

Transaction Type Enrollment, Transaction Sub-Type Non-Member and Benefit Program Cash Balance were reported but the employee is already a Cash Balance Benefit Program participant for the Organization Code reported. A CB participant is only eligible to change from CB to Social Security coverage when Social Security coverage was not previously offered by the employer.

If the employee made a valid election for Social Security coverage, suppress the warning. If the employee is not eligible to elect Social Security coverage, void the employment detail record. An employee is not eligible to elect coverage by an alternate retirement plan once CB participation has been established for an employer. Contact CalSTRS for assistance determining how to enroll the employee, if needed.

Informational Messages and Resolutions

Message ID 30300304	***Reduced Workload Program default may occur.*** Transaction Type Termination or Termination Correction was reported but the Transaction Effective Date, or Correction Date, is on or within the effective period of a Reduced Workload Program membership provision for the Client ID and Organization Code reported.
Message ID 30300318	***Create purchasable service credit record, if applicable.*** Transaction results in the leave of absence record that may be purchasable. If the leave of absence record is purchasable, create a purchasable service credit record using the Service Purchase Request Maintenance screen.
Message ID 30300338	***Address not updated due to prior update from myCalSTRS or address was a duplicate.*** This message applies to multiple scenarios. Scenario 1: Transaction Type Enrollment was reported with primary address information, but the address information matches what already exists in the CalSTRS system or address information in the system was last updated via *my*CalSTRS and cannot be changed by an employer. Scenario 2: Transaction Type Contact Information Change was reported with primary address information, but the address information matches what already exists in the CalSTRS system or address information in the system was last updated via *my*CalSTRS and cannot be changed by an employer.
Message ID 30300341	***Existing employment record will be closed one day prior to Transaction Effective Date.*** An employment record cross-reference existed for the Client ID and Organization Code reported and was automatically end-dated one day prior to the Transaction Effective Date.

Informational Messages and Resolutions, Continued

Message ID 30300375

First Name will not post to employee record.

Transaction Type Enrollment was reported for a person who exists in the CalSTRS system for a different employer and one or one of the following fields that must be blank was populated:
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate

Message ID 30300376

Middle Name will not post to employee record.

Transaction Type Enrollment was reported for a person who exists in the CalSTRS system for a different employer and one or one of the following fields that must be blank was populated:
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate

Message ID 30300377

Suffix Name 1 will not post to employee record.

Transaction Type Enrollment was reported for a person who exists in the CalSTRS system for a different employer and one or one of the following fields that must be blank was populated:
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate

Informational Messages and Resolutions, Continued

Message ID
30300378

Suffix Name 2 will not post to employee record.

Transaction Type Enrollment was reported for a person who exists in the CalSTRS system for a different employer and one or one of the following fields that must be blank was populated:
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate

Message ID
30300379

Gender will not post to employee record.

Transaction Type Enrollment was reported for a person who exists in the CalSTRS system for a different employer and one or one of the following fields that must be blank was populated:
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate

Message ID
30300380

Birthdate will not post to employee record.

Transaction Type Enrollment was reported for a person who exists in the CalSTRS system for a different employer and one or one of the following fields that must be blank was populated:
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate