

# Contribution File Specification

## Specification Overview

### Purpose

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

### Version

Version 1.2 – 02/12/2021

### Transaction Types

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

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

### Ancillary File Types

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

File	Description
Employment File	Used to report employment type transactions such as Enrollments, Terminations, Leave of Absence, Contact

File	Description
	Information Change, Annual Total Compensation, Annual Excess Sick Leave Awarded, Reduction in School Funds and Sick Leave
Employee Match File	Used to validate member-specific information with the existing record in the CalSTRS system and to obtain CalSTRS Client IDs

See the Employer Support Portal for more information on the individual *Employment File Specification* and *Employee Match File Specification* documents.

## Support

For assistance contact Employer Services:

- By Email at [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)
- By Phone at 1-877-277-5778

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## Contribution File Layout: Defined Benefit Program

### Background

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

### Field Position 1 – Transaction Type

Must be present and one of the following code values:

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

### Field Position 2 – Organization Code

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

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

### Field Position 3 – Benefit Program Member Code

Must be present and one of the following code values:

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

### Field Position 4 – Client ID

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

Format	Description
Numeric	CalSTRS unique person identification number

### Field Position 5 – Last Name

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

<b>Format</b>	<b>Description</b>
Nonnumeric	Employee's last name

### Field Position 6 – Pay Period Begin Date

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

<b>Format</b>	<b>Description</b>
CCYYMMDD (i.e., 20200801)	Pay period begin date

### Field Position 7 – Pay Period End Date

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

<b>Format</b>	<b>Description</b>
CCYYMMDD (i.e., 20200831)	Pay period end date

### Field Position 8 – Service Type

Must be present and one of the following code values:

<b>Code Value</b>	<b>Description</b>
01	CCD/CCCC Lab Instructor
02	CCD/CCCC Lecturer / General Instructor
03	CCD/CCCC Adult Education Instructor
04	CCD/CCCC Librarian
05	CCD/CCCC Counselor
SPCC	Superintendent/President/Chancellor
ORSS	Other Retirement System Service
RETA	Retired Activities
TEAC	Teaching
COUN	Counseling
LIBR	Librarian
PRRE	Program Research/Evaluation
CRMD	Curriculum/Materials Development
METR	Mentoring/Training
HESE	Health Services

<b>Code Value</b>	<b>Description</b>
CWSR	Child Welfare Services
SVAD	Supervision/Administration
PARC	PAR Consultant
OUTG	Outgrowth
ELOF	Elected Officer

### Field Position 9 – Assignment Code

Must be present and one of the following code values:

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

### Field Position 10 – Time Base

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

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

### Field Position 11 – Full Time Base Hours for Position

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

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

**Field Position 12 – Work Hours Per Day**

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

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

**Field Position 13 – Expected Pay Periods**

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

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

**Field Position 14 – Annualized Pay Rate**

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

<b>Format</b>	<b>Description</b>
Numeric	Rate of pay – must reflect annualized rate

**Field Position 15 – Earnings**

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

<b>Format</b>	<b>Description</b>
Numeric	Earnings for the pay period reported

**Field Position 16 – Earnings Type**

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

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

**Field Position 17 – Member Contributions**

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

<b>Format</b>	<b>Description</b>
Numeric	Pre Tax or Post Tax member contributions



## Field Position 18 – Employer Contributions

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

<b>Format</b>	<b>Description</b>
Numeric	Pre Tax or Post Tax member contributions



## Contribution File Layout: Cash Balance Benefit Program

### Background

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

### Field Position 1 – Transaction Type

Must be present and one of the following code values:

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

### Field Position 2 – Organization Code

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

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

### Field Position 3 – Benefit Program Member Code

Must be present and one of the following code values:

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

### Field Position 4 – Client ID

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

Format	Description
Numeric	CalSTRS unique person identification number

**Field Position 5 – Last Name**

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

<b>Format</b>	<b>Description</b>
Nonnumeric	Employee's last name

**Field Position 6 – Pay Period Begin Date**

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

<b>Format</b>	<b>Description</b>
CCYYMMDD (i.e., 2080801)	Pay period begin date

**Field Position 7 – Pay Period End Date**

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

<b>Format</b>	<b>Description</b>
CCYYMMDD (i.e., 2080831)	Pay period end date

**Field Position 8 – Service Type**

Must be present and one of the following code values:

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

**Field Position 9 – Assignment Code**

Must be null.

**Field Position 10 – Time Base**

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

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

**Field Position 11 – Full Time Base Hours for Position**

Must be null.

**Field Position 12 – Work Hours Per Day**

Must be null.

**Field Position 13 – Expected Pay Periods**

Must be null.

**Field Position 14 – Annualized Pay Rate**

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

<b>Format</b>	<b>Description</b>
Numeric	Rate of pay – must reflect annualized rate

**Field Position 15 – Earnings**

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

<b>Format</b>	<b>Description</b>
Numeric	Earnings for the pay period reported

**Field Position 16 – Earnings Type**

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

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

**Field Position 17 – Member Contributions**

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

<b>Format</b>	<b>Description</b>
Numeric	Pre Tax or Post Tax member contributions

**Field Position 18 – Employer Contributions**

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

<b>Format</b>	<b>Description</b>
Numeric	Pre Tax or Post Tax member contributions

## Contribution File Layout: Account Receivable

### Background

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

### Field Position 1 – Transaction Type

Must be present and one of the following code values:

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

### Field Position 2 – Organization Code

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

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

### Field Position 3 – Benefit Program Member Code

Must be null.

### Field Position 4 – Client ID

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

Format	Description
Numeric	CalSTRS unique person identification number

### Field Position 5 – Last Name

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

Format	Description
Nonnumeric	Employee's last name

**Field Position 6 – Pay Period Begin Date**

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

<b>Format</b>	<b>Description</b>
CCYYMMDD (i.e., 2080801)	Pay period begin date

**Field Position 7 – Pay Period End Date**

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

<b>Format</b>	<b>Description</b>
CCYYMMDD (i.e., 2080831)	Pay period end date

**Field Position 8 – Service Type**

Must be null.

**Field Position 9 – Assignment Code**

Must be null.

**Field Position 10 – Time Base**

Must be null.

**Field Position 11 – Full-Time Base Hours for Position**

Must be null.

**Field Position 12 – Work Hours Per Day**

Must be null.

**Field Position 13 – Expected Pay Periods**

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

<b>Code Value</b>	<b>Description</b>
13JJ	13 payments – Quadra weekly payments
12JJ	12 payments – July to June
1100	11 payments – unspecified breaks
11JM	11 payments – July to March
11AJ	11 payments – August to June

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

**Field Position 14 – Annualized Pay Rate**

Must be null.

**Field Position 15 – Earnings**

Must be null.

**Field Position 16 – Earnings Type**

Must be null.

**Field Position 17 – Member Contributions**

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

<b>Format</b>	<b>Description</b>
Numeric	Pre Tax or Post Tax member contributions

**Field Position 18 – Employer Contributions**

Must be null.

## Matching Criteria: Reversals

### Background

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

For reversals, a single previously submitted/posted line takes precedence over a companion line for matching purposes. Matching for a single line also takes precedence over matching to multiple lines

### Transaction Type

This field must match.

The Transaction Type is considered a match when it exactly matches on both reversal and the target line(s).

Exception: Adjustment transaction type can reverse Regular or Adjustment transaction types. Regular transaction types cannot be used to reverse other lines.

### Organization Code

This field must match.

### Benefit Program Member Code

This field must match.

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

At implementation, all existing Cash Balance contribution lines in CalSTRS system will be populated with Benefit Program Member Code CB1. Defined Benefit contribution lines associated to ARP will be populated with Benefit Program Member Code DB2.

### Client ID

This field must match.



## Last Name

NA

## Pay Period Begin Date

This field must match.

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

Example – Single target line:

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

Example – Multiple target lines:

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

## Pay Period End Date

This field must match.

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

Example – Single target line:

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

Example – Multiple target lines:

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

### Service Type

This field must match.

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

### Assignment Code

This field must match.

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

### Time Base

This field must match.

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

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

### Full-Time Base Hours for Position

This field must match.

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

### Work Hours Per Day

This field must match.

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

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



## Expected Pay Periods

This field must match.

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

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

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

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

## Annualized Pay Rate

This field must match.

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

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

## Earnings

This field must match.

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



## Earnings Type

This field must match.

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

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

## Member Contributions

This field must match.

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

## Employer Contributions

This field must match.

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

## Matching Criteria: Adjustments

### Background

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

### Transaction Type

This field must match.

The Transaction Type must be Regular (RGLR) on the target line(s) to be considered a match.

### Organization Code

This field must match.

### Benefit Program Member Code

This field must match.

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

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

### Client ID

This field must match.

### Last Name

NA

## Pay Period Begin Date

This field must match.

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

Example – single target line:

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

Example –multiple target lines:

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

## Pay Period End Date

This field must match.

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

Example – single target line:

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

Example –multiple target lines:

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

## Service Type

This field must match.

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

### Assignment Code

This field must match.

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

### Time Base

This field must match.

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

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

### Full-Time Base Hours For Position

This field must match.

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

### Work Hours Per Day

NA

### Expected Pay Periods

This field must match.

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

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

<b>Expected Pay Periods</b>	<b>Pay Code</b>
13JJ	7
12JJ	1 or 0
1100	2
11JM	2

<b>Expected Pay Periods</b>	<b>Pay Code</b>
11AJ	2
1000	3
10JA	3
10JM	3
10AM	3
10AJ	3
10SJ	3

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

### Annualized Pay Rate

This field must match.

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

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

Annualized Pay Rate must match unless the Adjustment line has all of the following detail:

- Earnings Type is CLDE, HTRT, LNGY, DTST, EXST, PMBK or AVFG
- Earnings are less than zero
- Time Base is not RWPM

### Earnings

NA

### Earnings Type

This field must match.

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

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

### Member Contributions

NA





## Employer Contributions NA

## **Matching Criteria: Bargained Retroactive Pay Rate**

### **Background**

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

### **Transaction Type**

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

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

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

### **Organization Code**

This field must match.

### **Benefit Program Member Code**

This field must match.

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

Bargained Retroactive Pay Rate transactions are prohibited for Benefit Program Member Code DB2 and CB2 contribution lines

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

### **Client ID**

This field must match.

## Last Name

NA

## Pay Period Begin Date

This field must match.

The range of pay period on the Bargained Retroactive Pay Rate line must cover exactly the range of all pay periods on the target line or lines.

Example – single target line:

If the Pay Period Begin of the target line is 9/1/2019 and the Pay Period End is 9/30/2019, then the Pay Period Begin on the Bargained Retroactive Pay Rate line must be exactly 9/1/2019 and the Pay Period End must be exactly 9/30/2019.

Example –multiple target lines:

If the earliest Pay Period Begin of the target lines is 8/1/2019 and the latest Pay Period End of all the target lines is 5/31/2020, then the Pay Period Begin on the Bargained Retroactive Pay Rate line must be exactly 8/1/2019 and the Pay Period End must be exactly 5/31/2020. No target lines may precede the Pay Period Begin or exceed the Pay Period End of the Bargained Retroactive Pay Rate line.

## Pay Period End Date

This field must match.

The range of pay period on the Bargained Retroactive Pay Rate line must cover exactly the range of all pay periods on the target line or lines.

Example – single target line:

If the Pay Period Begin of the target line is 9/1/2019 and the Pay Period End is 9/30/2019, then the Pay Period Begin on the Bargained Retroactive Pay Rate line must be exactly 9/1/2019 and the Pay Period End must be exactly 9/30/2019.

Example –multiple target lines:

If the earliest Pay Period Begin of the target lines is 8/1/2019 and the latest Pay Period End of all the target lines is 5/31/2020, then the Pay Period Begin on the Bargained Retroactive Pay Rate line must be exactly 8/1/2019 and the Pay Period End must be exactly 5/31/2020. No target lines may precede the Pay Period Begin or exceed the Pay Period End of the Bargained Retroactive Pay Rate line.

## Service Type

This field must match.

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

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

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

## Assignment Code

This field must match.

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

## Time Base

This field must match.

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

<b>If ...</b>	<b>Then ...</b>
Time Base is null on the target line(s) and the Pay Code is 4	Time Base must be Part Time Hourly (PTHR) on the Bargained Retroactive Pay Rate line
Time Base is null on the target line(s) and the Pay Code is 8	Time Base must be Part Time Daily (PTDL) Bargained Retroactive Pay Rate line

## Full-Time Base Hours For Position

This field must match.

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

## Work Hours Per Day

NA

## Expected Pay Periods

This field must match.

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

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

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

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

Expected Pay Period is excluded from matching if the target line(s) has a Service Type of Reduced Workload Program (RWPM).

## Annualized Pay Rate

This field must NOT match.

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

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



## Earnings

NA

## Earnings Type

This field must match.

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

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

## Member Contributions

NA

## Employer Contributions

NA

## Matching Criteria: Special Pay

### Background

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

### Transaction Type

NA

### Organization Code

This field must match.

### Benefit Program Member Code

This field must match.

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

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

### Client ID

This field must match.

### Last Name

NA

### Pay Period Begin Date

This field must match.

The Pay Period Begin Date or Pay Period End Date must overlap the target Salary (SLRY) line by at least one day. An exact match on Pay Period Begin and Pay Period End will take precedence over a partial match.



## Pay Period End Date

This field must match.

The Pay Period Begin Date or Pay Period End Date must overlap the target Salary (SLRY) line by at least one day. An exact match on Pay Period Begin and Pay Period End will take precedence over a partial match.

## Service Type

This field must match.

## Assignment Code

This field must match.

If the Assignment Code is 71 (Limited Term Special Pay) then no match is required for Assignment Code.

## Time Base

This field must match.

## Full-Time Base Hours For Position

NA

## Work Hours Per Day

NA

## Expected Pay Periods

This field must match.

## Annualized Pay Rate

This field must match.

If a Bargained Retroactive Pay Rate affects the target line, the system will match against the Annualized Pay Rate on the Bargained Retroactive Pay Rate.

No match required on Annualized Pay Rate if the Service Type is Reduced Workload Program (RWPM).

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





## Earnings

NA

## Earnings Type

For special pay lines, target line(s) must be salary (SLRY).

## Member Contributions

NA

## Employer Contributions

NA

## File Formatting Error Messages and Resolutions

Message ID 30301258 – Invalid Transaction Type.

Transaction Type is blank, or an invalid value was provided for the selected File Type. A valid Transaction Type is required for all contribution transactions.

Provide a valid Transaction Type value in the required field.

The following code values are valid Transaction Types:

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

Message ID 30301259 – Invalid Benefit Program Member Code.

Benefit Program Member Code is blank, invalid or does not match the Benefit Program selected. A valid Benefit Program Member Code is required and match to the Benefit Program selected.

Provide a valid Benefit Program Member Code value in the required field.

The following are valid Benefit Program Member Code values:

Code Value	Description	Contribution File Type
DB1	DB Member	DB only
DB2	DB Non-Member	DB only
CB1	CB Member	CB only
CB2	CB Non-Member	CB only

Message ID 30301260 – The Organization Code is invalid or does not match to an organization code in the system.

Organization Code provided contains nonnumeric characters or does not match to an organization in the CalSTRS system. Organization Code must be a five-digit numeric code (e.g., 37050 = San Diego Unified School District).



Provide a valid five-digit Organization Code. Contact CalSTRS for assistance if the Organization Code should match to an organization in the CalSTRS system.

**Message ID 30301263 – The Earnings field has a value greater than \$999,999,999.99.**

The Earnings value provided is greater than \$999,999,999.99. Earnings values must be equal to or less than \$999,999,999.99. Earnings must be numeric. Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45).

Verify Earnings value provided and make the necessary corrections.

**Message ID 30301264 – The Member Contributions field has a value greater than \$999,999,999.99.**

The Member Contributions value provided is greater than \$999,999,999.99. Member Contributions values must be equal to or less than \$999,999,999.99. Member Contributions must be numeric. Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45).

Verify Member Contributions value provided and make the necessary corrections.

**Message ID 30301265 – The Employer Contributions field has a value greater than \$999,999,999.99.**

The Employer Contributions value provided is greater than \$999,999,999.99. Employer Contributions values must be equal to or less than \$999,999,999.99. Employer Contributions must be numeric. Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4). Negative values must have a negative sign in the first character of the field (i.e., -123.45).

Verify Employer Contributions value provided and make the necessary corrections.

**Message ID 30301266 – The Organization in the file does not belong to the Report Source indicated when the file was uploaded.**

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



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

**Message ID 30301268 – Full-Time Base Hours for Position cannot contain nonnumeric value.**

The Full-Time Base Hours provided contains nonnumeric characters. Full-Time Base Hours must be numeric or null. Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4).

Provide a valid Full-Time Base Hours value in the indicated field.

**Message ID 30301269 – Work Hours Per Day cannot contain nonnumeric value.**

The Work Hours Per Day provided contains nonnumeric characters. Work Hours Per Day must be numeric or null. Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 8.50 or 8.5); must be greater than or equal to 5.50 and less than or equal to 8.50; and must be in increments of 0.25.

Provide a valid Work Hours Per Day value in the indicated field.

**Message ID 30301270 – Annualized Pay Rate cannot contain nonnumeric value.**

The Annualized Pay Rate provided contains nonnumeric characters. Annualized Pay Rate must be numeric. Decimals are required if reporting fractional values and only up to two decimal places are allowed (i.e., 123.40 or 123.4). Cannot be greater than 999,999,999.99.

Provide a valid Annualized Pay Rate value in the indicated field.

**Message ID 30301271 – Earnings cannot contain nonnumeric value.**

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

Provide a valid Earnings value in the indicated field.

**Message ID 30301272 – Member Contributions cannot contain nonnumeric value.**

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

Provide a valid Member Contributions value in the indicated field.

**Message ID 30301273 – Employer Contributions cannot contain nonnumeric value**

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

Provide a valid Employer Contributions value in the indicated field.

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

Value with more than two decimal places was reported in one or more of the following fields that do not allow a decimal precision of more than two decimal places:

- Work Hours per Day
- Annualized Pay Rate
- Earnings
- Member Contributions
- Employer Contributions

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

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

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

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

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

**Message ID 30301330 – Service Type is required.**

Service Type field was left blank. A valid Service Type is required and match to the Benefit Program selected.

Provide a valid Service Type value in the required field.

The following code values are valid Service Type values:

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

**Message ID 30301382 – Assignment Code not allowed for CB.**

Benefit Structure CB Participant or CB Participant PEPRA was selected but Assignment Code field is populated. The Assignment Code field must be blank when Benefit Structure is CB Participant or CB Participant PEPRA.

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

**Message ID 30301389 – Benefit Program Member Code is prohibited for the Contribution – AR File.**

File Type Contribution – AR File was selected, and the Benefit Program Member Code field was populated. The Benefit Program Member Code field must be blank when submitting a Contribution – AR File type.

Remove the data from the prohibited field.

**Message ID 30301390 – Service Type is prohibited for the Contribution – AR File.**

File Type Contribution – AR File was selected, and the Service Type field was populated. The Service Type field must be blank when submitting a Contribution – AR File type.

Remove the data from the prohibited field.

**Message ID 30301391 – Assignment Code is prohibited for the Contribution – AR File.**

File Type Contribution – AR File was selected, and the Assignment Code field was populated. The Assignment Code field must be blank when submitting a Contribution – AR File type.

Remove the data from the prohibited field.

**Message ID 30301392 – Time Base is prohibited for the Contribution – AR File.**

File Type Contribution – AR File was selected, and the Time Base field was populated. The Time Base field must be blank when submitting a Contribution – AR File type.

Remove the data from the prohibited field.

**Message ID 30301393 – Full Time Base Hours is prohibited for the Contribution – AR File.**

File Type Contribution – AR File was selected, and the Full-Time Base Hours field was populated. The Full-Time Base Hours field must be blank when submitting a Contribution – AR File type.

Remove the data from the prohibited field.

**Message ID 30301394 – Work Hours Per Day is prohibited for the Contribution – AR File.**

File Type Contribution – AR File was selected, and the Work Hours Per Day field was populated. The Work Hours Per Day field must be blank when submitting a Contribution – AR File type.

Remove the data from the prohibited field.

**Message ID 30301395 – Annualized Pay Rate is prohibited for the Contribution – AR File.**

File Type Contribution – AR File was selected, and the Annualized Pay Rate field was populated. The Annualized Pay Rate field must be blank when submitting a Contribution – AR File type.

Remove the data from the prohibited field.

**Message ID 30301396 – Earnings is prohibited for the Contribution – AR File.**

File Type Contribution – AR File was selected, and the Earnings field was populated. The Earnings field must be blank when submitting a Contribution – AR File type.

Remove the data from the prohibited field.

**Message ID 30301397 – Earnings Type is prohibited for the Contribution – AR File.**

File Type Contribution – AR File was selected, and the Earnings Type field was populated. The Earnings Type field must be blank when submitting a Contribution – AR File type.

Remove the data from the prohibited field.





**Message ID 30301398 – Employer Contributions is prohibited for the Contribution – AR File.**

File Type Contribution – AR File was selected, and the Employer Contributions field was populated. The Employer Contributions field must be blank when submitting a Contribution – AR File type.

Remove the data from the prohibited field.

**Message ID 30301075 – Invalid Pay Period Begin Date.**

Pay Period Begin Date field was left blank or contains an invalid value. A valid Pay Period Begin Date is required. Pay Period Begin Date must display in CCYYMMDD format and contain a valid date after 19000101 and prior to 25001231.

Provide a valid Pay Period Begin Date, in the proper format, in the required field.

**Message ID 30301076 – Invalid Pay Period End Date.**

Pay Period End Date field was left blank or contains an invalid value. A valid Pay Period End Date is required. Pay Period End Date must display in CCYYMMDD format and contain a valid date after 19000101 and prior to 25001231.

Provide a valid Pay Period End Date, in the proper format, in the required field.

**Message ID 30301107 – Source/Unit not a CB provider at Pay Period End Date.**

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

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

**Message ID 30301109 – Contributions reported for a service period prior to Cash Balance membership hire date.**

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

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

Message ID 30301110 – Employee Contribution exceeds the allowed variance from the system calculated Employee Contribution.

Member Contributions do not match the system-generated contributions. Reported contributions must be within +/- \$0.03 of the system-generated contributions.

Verify Member Contributions and make the necessary corrections.

Message ID 30301111 – Employer Contribution exceeds the allowed variance from the system calculated Employer Contribution.

Employer Contributions do not match the system-generated contributions. Reported contributions must be within +/- \$0.03 of the system-generated contributions.

Verify Employer Contributions and make the necessary corrections.

Message ID 30301114 – Merge in progress, cannot submit contribution lines.

Client ID reported matches a person record in the CalSTRS system with a 'Merge in Progress' alert.

Verify the Client ID and make any necessary corrections. Contact CalSTRS for assistance if the Client ID is correct.

Message ID 3031124 – The existing transfer record must be posted before creating the payroll detail.

Client ID reported matches a membership account that is included in a 'Transfer Membership Account' process and the transfer record is not in 'Approved' status. Payroll detail records cannot be processed until the transfer record status is in 'Approved' status.

Verify the Client ID and make any necessary corrections. Contact CalSTRS for assistance if the Client ID is accurate.

Message ID 30301132 – San Francisco retirement system elect.

The reported Client ID is for an employee who is a member of the San Francisco Retirement System.

Verify which retirement system this employee belongs. If they are a member of the San Francisco Retirement System, void the payroll detail record from your Payroll Summary and reverse any posted payroll detail records in the CalSTRS system, if applicable.

Contact CalSTRS for assistance if the employee should not be marked in the CalSTRS system as a member of the San Francisco Retirement System.

**Message ID 30301181 – Pay Rate adjustment alters earned to earnable ratio for the Pay Period range.**

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

Verify the Earnings, Annualized Pay Rate, Pay Period Begin Date and Pay Period End Date and make the necessary corrections. Correct the Member Contributions and Employer Contributions values as needed if the Earnings value is changed. If Earnings, Annualized Pay Rate, Pay Period Begin Date and Pay Period End Date are correct and the earned to earnable ratio exceeds +/-0.0014 of the earned to earnable ratio on the target lines, reverse the target lines and submit payroll detail records for the new earnings and annualized pay rate using Transaction Type Regular (RGLR) or Adjustment (ADJS).

**Message ID 30301187 – Reported {0} exceeds the allowed variance from the system-calculated amount for this Contribution Type.**

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

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

**Message ID 30301188 – Non-member reported with contributions.**

Benefit Program Member Code Defined Benefit Non-Member (DB2) or Cash Balance Non-Member (CB2) was reported but Member Contributions are not equal to zero. Member Contributions must be zero when Benefit Program Member Code is Defined Benefit Non-Member (DB2) or Cash Balance Non-Member (CB2).

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

**Message ID 30301192 – Pay Period crosses fiscal year.**

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

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

**Message ID 30301213 – Reporting period cannot overlap Jan 1, 2001 or Dec 31, 2010.**

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

Verify the Pay Period Begin Date and Pay Period End Date and make any necessary corrections. If the dates are correct, report two separate payroll detail records so that the Pay Period Begin Date and Pay Period End Date do not overlap January 1, 2001 or December 31, 2010 and update the other fields on each payroll detail record accordingly.

**Message ID 30301217 – The Benefit Program is not a valid option for this Payroll Detail record.**

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

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

Message ID 30301229 – Date of Birth is missing for the Client ID in context. A new Enrollment is required to be posted for further processing the Payroll detail.

Client ID reported matches to a person record without a Date of Birth. Date of Birth must exist in the CalSTRS system for the person in context before a payroll detail record can be processed.

If the Client ID is incorrect, make any necessary corrections. If the Client ID is correct, submit an enrollment with the correct Date of Birth or contact CalSTRS for assistance.

Message ID 30301239 – Reported Earnings, Member Contributions, and Employer Contributions cannot be negative for 'Regular' Payroll Detail records.

Transaction Type Regular (RGLR) was reported but the Earnings, Member Contributions and/or Employer Contributions reported are negative. Earnings, Member Contributions and Employer Contributions must all be positive for Transaction Type Regular (RGLR).

Verify the Transaction Type and make any necessary corrections. Transaction Type Adjustment (ADJS) should be used to correct a process payroll detail record. If the Transaction Type is correct, verify the Earnings, Member Contributions and/or Employer Contributions contain valid, positive values.

Message ID 30301243 – Open Alternative Retirement Program exists for this Employer.

Cash Balance contribution line was reported with a Pay Period End Date during a period for which Member Type Alternative Retirement Program (ARP) exists for the same employer.

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

Message ID 30301244 – Compensation reported after date of death.

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

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

Message ID 30301252 – Felony Convictions alert exists, cannot submit contribution lines for this pay period.

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

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

Message ID 30301256 – Contributions cannot be negative for transaction type of {0}.

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

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

Message ID 30301261 – Client ID is invalid.

Client ID was reported but contains nonnumeric values or more than 10 digits. Client IDs must be numeric and not be greater than 10 digits.

Verify Client ID and make the necessary corrections.

Message ID 30301262 – Last Name is invalid.

Last Name field is blank, or value provided is invalid. The Last Name field must contain at least one character but no more than 50 characters and cannot contain any numeric or special characters except hyphens (-) and/or apostrophes (').

Provided a valid Last Name in the required field.

Message ID 30301275 – No person match can be made.

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

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

**Message ID 30301276 – Matched person is voided.**

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

Verify the Client ID and make any necessary corrections. Contact CalSTRS for assistance if the Client ID is correct.

**Message ID 30301277 – CB Non-member employment record exists for this employer.**

Benefit Program Member Code Defined Benefit Member (DB1) was reported, but the Pay Period End Date falls within the period of an employment record cross-reference with Member Type CB Non-Member for the Client ID and Organization Code reported. Benefit Program Member Code Defined Benefit Member (DB1) can only be reported when an employment cross-reference with Member Type DB Member exists for the applicable period, person and employer.

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

**Message ID 30301278 – No employment record exists for this employer.**

Employment record match cannot be made for the Client ID, Organization Code and Benefit Program Member Code reported. Employment record must exist under the benefit program in context in order to submit payroll detail records.

Verify Client ID, Organization Code and Benefit Program Member Code and make any necessary corrections. If Client ID and Organization Code are correct, create an employment record by submitting an enrollment transaction using the Employment File or Employment Detail Maintenance screen.

**Message ID 30301279 – Pay period overlaps with EPMC effective date.**

Pay Period Begin Date and Pay Period End Date overlaps with the Employer Paid Member Contribution (EPMC) provision for the Organization Code reported. Pay Period Begin Date must be on or after the EPMC effective date and the Pay Period End Date must be on or before the EPMC end date.

Verify the Pay Period Begin Date and Pay Period End Date and make any necessary corrections. If the Pay Period Begin Date and Pay Period End Date are correct, report two separate payroll detail records so that the pay period span on an individual record does not overlap with the EPMC effective or end date for the Organization Code.

**Message ID 30301282 – Pay Period Begin Date cannot be greater than Pay Period End Date.**

Pay Period Begin Date provided is later than Pay Period End Date provided. Pay Period Begin Date cannot be after Pay Period End Date (e.g., Pay Period Begin Date 20071115 and Pay Period End Date 20071113).

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

**Message ID 30301286 – Pre/Post Tax Account Receivable cannot be reported with a future date.**

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

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

**Message ID 30301295 – Bargained Retroactive Pay Rate Adjustment is invalid for Outgrowth Service Type.**

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

The valid Transaction Types when Service Type is Outgrowth (OUTG) are Regular (RGLR) and Adjustment (ADJS).

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

**Message ID 30301296 – Earnings, Member Contributions and Employer Contributions must all be positive or negative.**

Earnings, Member Contributions and Employer Contributions contain a combination of positive and negative values. These fields must all be positive, or all be negative.

Verify the Earnings and make any necessary corrections. If the Earnings are positive, report the appropriate positive Member Contributions and Employer Contributions. If the Earnings are negative, report the appropriate negative Member Contributions and Employer Contributions.



**Message ID 30301297 – Time Base is prohibited for Service Type.**

Service Type Retired Activities (RETA), Outgrowth (OUTG) or Trustee Service (TRST) was reported, and Time Base field is populated. Time Base field must be blank when Service Type is Retired Activities (RETA), Outgrowth (OUTG) or Trustee Service (TRST).

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

**Message ID 30301298 – Earnings, Member Contributions, and Employer Contributions cannot all contain zero or blank amounts.**

Earnings, Member Contributions and Employer Contributions all contain zeros or were all left blank. Earnings, Member Contributions and Employer Contributions fields must be populated.

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

**Message ID 30301303 – Elected Officer Service Type is invalid for Reduced Workload Program.**

Service Type Elected Officer (ELOF) was reported with Time Base Reduced Workload Program (RWPM). Time Base Reduced Workload Program (RWPM) is not valid for Service Type Elected Officer (ELOF).

Verify Service Type and Time Base and make any necessary corrections. Provide a valid Time Base for the appropriate Service Type.

**Message ID 30301304 – Invalid Assignment Code for RWP Time Base or Invalid Time Base for Assignment Code 36.**

Assignment Code 36 was reported without the Time Base Reduced Workload Program (RWPM) or Time Base Reduced Workload Program (RWPM) was reported without Assignment Code 36. Time Base Reduced Workload Program (RWPM) and Assignment Code 36 can only be reported together.

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

**Message ID 30301305 – Invalid Assignment Code for Elected Officer Service Type or invalid Service Type for Assignment Code 37.**

Assignment Code 37 was reported without Service Type Elected Officer (ELOF) or Service Type Elected Officer (ELOF) was reported without Assignment Code 37.

Service Type Elected Officer (ELOF) and Assignment Code 37 can only be reported together.

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

**Message ID 30301306 – Invalid Assignment Code for Substitute Time Base or invalid Time Base for Assignment Code 54.**

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

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

**Message ID 30301307 – Earnings Type is invalid.**

Earnings Type reported is not a valid value. The following code values are valid Earnings Type values:

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

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

**Message ID 30301308 – Assignment Code 71 is invalid for Pay Period or Benefit Structure.**

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

Verify the Assignment Code and Pay Period End Date and make any necessary corrections. If the payroll detail record is reported under the incorrect Employer Payroll Header, void the payroll detail record from the header and create a new payroll detail record under correct header.



Contact CalSTRS for assistance in determining if the reported earnings are creditable compensation and how to report if needed.

### Message ID 30301309 – Special Pay Hiring/Transfer/Retirement invalid for Assignment Code or Benefit Structure.

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

Verify Earnings Type, Assignment Code and Benefit Structure and make the necessary corrections. If the Benefit Structure is incorrect, void the payroll detail record from the current Employer Payroll Header and add a new payroll detail record to the correct header.

Contact CalSTRS for assistance determining whether the earnings are creditable compensation, if needed

### Message ID 30301310 – Assignment Code 71 is invalid for Benefit Program Member Code.

Assignment Code 71 was reported without a valid Benefit Program Member Code value. Assignment Code 71 is only valid when the Benefit Program Member Code is Defined Benefit Member (DB1).

Verify Assignment Code and Benefit Program Member Code and make any necessary corrections. If the reported earnings are not creditable compensation, void the payroll detail record from the Employer Payroll Header.

Contact CalSTRS for assistance in determining if the earnings are creditable compensation, if needed.

### Message ID 30301311 – No salary line exists.

Earnings Type Special Pay (CLDE, HTRT, LNGY, DTSF, EXST, PMBK, or AVFG) was reported but a match cannot be made to posted payroll detail records, or a payroll detail record on the same Employer Payroll Header, with Earnings Type Salary (SLRY) that matches the following criteria:

- Client ID
- Organization Code
- Benefit Program Member Code
- Service Type
- Assignment Code (does not apply for Assignment Code 71)

- Time Base
- Annualized Pay Rate (does not apply for Time Base Reduced Workload Program)
- Pay Period Begin Date/Pay Period End Date (must overlap by at least one day)
- Expected Pay Periods

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

**Message ID 30301312 – Special Pay total is negative for fiscal year.**

Earnings Type Special Pay (CLDE, HTRT, LNGY, DTFS, EXST, PMBK, or AVFG) was reported, and the sum of all special pay earnings and contributions, including companion payroll detail records, for the fiscal year is negative. Total special pay earnings and contributions for the fiscal year cannot be a negative value.

Verify the reported payroll detail record in comparison to posted payroll detail records for the fiscal year, Client ID and Organization Code and make any necessary corrections.

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

Assigned Code was reported with one of the following values that was either decommissioned or replaced by another Assignment Code value:

<b>Code Value</b>	<b>Description</b>
34	decommissioned, replaced by Assignment Code 36
35	decommissioned
44	decommissioned; replaced by Assignment Code 54
45	decommissioned; replaced by Assignment Code 55
47	decommissioned; replaced by Assignment Code 57
49	decommissioned
56	decommissioned
59	decommissioned
62	decommissioned
63	decommissioned
64	decommissioned
72	decommissioned

Verify Assignment Code and make the necessary correction. Posted payroll detail records with Assignment Code 34, 44, 45 or 47 may be adjusted using the applicable replacement Assignment Code value referenced above.

Contact CalSTRS directly for assistance adjusting posted payroll detail records for decommissioned Assignment Codes.

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

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

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

Verify Time Base and provide a valid value.

**Message ID 30301318 – Time Base is invalid for CCD employers.**

Time Base was reported without a community college district value, but the Organization Code reported is for a community college district.

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

Time Base must be one of the following values when the Organization Code is a community college district:

<b>Code Value</b>	<b>Description</b>
CCDN	CCD (Non-Temporary/Non-Adjunct)
CCDT	CCD (Temporary/Adjunct)
RWPM	Reduced Workload Program (RWP)

**Message ID 30301321 – Time Base is only valid for CCD employers.**

Time Base was reported with a community college district value, but the Organization Code reported is not a community college district.

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

Time Base must be one of the following values when the Organization Code is not a community college district:

<b>Code Value</b>	<b>Description</b>
FLTM	Full Time
PTME	Part Time (50% or More)

<b>Code Value</b>	<b>Description</b>
PTLS	Part Time (Less than 50%)
PTHR	Part Time (Hourly)
PTDL	Part Time (Daily)
SUBS	Substitute
RWPM	Reduced Workload Program (RWP)

Message ID 30301322 – Time Base is invalid for Benefit Program Member Code.

Benefit Program Member Code reported is Defined Benefit Member Non-Member (DB2), Cash Balance Benefit Member (CB1) or Cash Balance Benefit Non-Member (CB2) and Time Base reported is not a valid value for the Benefit Program Member Code reported.

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

Time Base must be one of the following values when Benefit Program Member Code is Defined Benefit Member Non-Member (DB2), Cash Balance Benefit Member (CB1) or Cash Balance Benefit Non-Member (CB2):

<b>Code Value</b>	<b>Description</b>
CCDT	CCD (Temporary/Adjunct)
PTLS	Part Time (Less than 50%)
PTHR	Part Time (Hourly)
PTDL	Part Time (Daily)
SUBS	Substitute
Null	Must be blank when Service Type is Trustee Service when Benefit Program Member Code is CB1

Message ID 30301323 – RWP Time Base is invalid for Benefit Program Member Code.

Time Base Reduced Workload Program (RWPM) was reported, but the Benefit Program Member Code is not Defined Benefit Member (DB1). Time Base Reduced Workload Program (RWPM) can only be reported when the Benefit Program Member Code is Defined Benefit Member (DB1).

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

Message ID 30301324 – No approved Reduced Workload Program provision exists.

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

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

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

Assignment Code 71 was reported for a Benefit Structure DB 2% at 62 member. Assignment Code 71 is not a valid Assignment Code for Benefit Structure DB 2% at 62. Assignment Code 71 can only be reported for a Benefit Structure DB 2% at 60 member.

Verify Assignment Code and Benefit Structure and make any necessary corrections.

The following are valid Assignment Code values and corresponding valid Benefit Structures:

Code Value	Description	Benefit Structure
36	Reduced Workload Program	DB 2% at 60 or DB 2% at 62
37	Elected Officer	DB 2% at 60 or DB 2% at 62
54	Substitute	DB 2% at 60 or DB 2% at 62
55	Part Time (non-contract)	DB 2% at 60 or DB 2% at 62
57	Contract	DB 2% at 60 or DB 2% at 62
58	CCD Temporary/Adjunct	DB 2% at 60 or DB 2% at 62
61	Working after Retirement	DB 2% at 60 or DB 2% at 62
71	Limited-Term Special Pay	DB 2% at 60 only

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

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

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

**Message ID 30301336 – Invalid Assignment Code for Part-Time Hourly/Daily Time Base or Invalid Time Base for Assignment Code 55.**

Assignment Code 55 was reported without Time Base Part Time Hourly (PTHR) or Part Time Daily (PTDL), or Time Base Part Time Hourly (PTHR) or Part Time Daily (PTDL) was reported without Assignment Code 55. Time Base Part Time Hourly (PTHR) and Part Time Daily (PTDL) can only be reported with Assignment Code 55, and Assignment Code 55 can only be reported with Time Base Part Time Hourly (PTHR) or Part Time Daily (PTDL).

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

**Message ID 30301337 – Invalid Assignment Code for Contract Time Base or invalid Time Base for Assignment Code 57.**

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

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

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

**Message ID 30301338 – Invalid Assignment Code for CCD Temporary/Adjunct Time Base or invalid Time Base for Assignment Code 58.**

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

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



**Message ID 30301340 – Service Type is invalid for Benefit Program Member Code.**

Service Type Trustee Service (TRST) was reported with Benefit Program Member Code Cash Balance Non-Member (CB2). Service Type Trustee Service (TRST) can only be reported with Benefit Program Member Code Cash Balance Member (CB1).

Verify Service Type and Benefit Program Member Code and make any necessary corrections.

The following are valid Service Type code values and corresponding valid Cash Balance Benefit Program Member Code values:

<b>Code Value</b>	<b>Description</b>	<b>CB Benefit Program Member Code Value</b>
SPCC	Superintendent/President/Chancellor	CB1 or CB2
TRST	Trustee Service	CB1 only
TEAC	Teaching	CB1 or CB2
COUN	Counseling	CB1 or CB2
LIBR	Librarian	CB1 or CB2
PREE	Program Research/Evaluation	CB1 or CB2
CRMD	Curriculum/Materials Development	CB1 or CB2
METR	Mentoring/Training	CB1 or CB2
HESE	Health Services	CB1 or CB2
CWSR	Child Welfare Services	CB1 or CB2
SVAD	Supervision/Administration	CB1 or CB2
PARC	PAR Consultant	CB1 or CB2
OUTG	Outgrowth	CB1 or CB2

**Message ID 30301341 – Service Type is invalid.**

Service Type was reported with an invalid value. Provide a valid value for Service Type.

The following values are valid for Service Type:

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

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

Message ID 30301342 – Annualized Pay Rate is prohibited for Outgrowth Service Type.

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

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

Message ID 30301343 – CCCC Service Type is invalid for account, employer or for Benefit Program Member Code.

Service Type community college comparison calculation (CCD/CCCC) value (01, 02, 03, 04, or 05) was reported but the reported Organization Code is not for a community college district, the membership account for the reported Client ID is not eligible for the community college comparison calculation, or the Benefit Program Member Code is not Defined Benefit Member (DB1).

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

Message ID 30301344 – Service Type is invalid for CCCC eligible account.

Service Type Teaching (TEAC), Counseling (COUN) or Librarian (LIBR) was reported but the membership account for the Client ID reported is eligible for the community college comparison calculation and the reported Organization Code is a community college district. The corresponding community college comparison calculation Service

Type value must be reported in lieu of the standard value when compensation is reported for this Client ID by an Organization Code that is a community college district.

Verify the Client ID and Organization Code and make any necessary corrections. If the Client ID and Organization Code are correct, provide a valid Service Type. Valid CCD/CCCC Service Type code values are as follows:

<b>Code Value</b>	<b>Description</b>
01	CCD/CCCC Lab Instructor
02	CCD/CCCC Lecturer/General Instructor
03	CCD/CCCC Adult Education Instructor
04	CCD/CCCC Librarian
05	CCD/CCCC Counselor

**Message ID 30301345 – ORS Service Type is invalid for Benefit Program Member Code.**

Service Type Other Retirement System Service (ORSS) was reported but the Benefit Program Member Code is not Defined Benefit Member (DB1). Benefit Program Member Code must be Defined Benefit Member (DB1) when Service Type is Other Retirement System Service (ORSS).

Verify Service Type and Benefit Program Member Code and make any necessary corrections. Contact CalSTRS for assistance determining if the compensation is for creditable service, if needed.

**Message ID 30301346 – Trustee Service Type is invalid for Benefit Program Member Code.**

Service Type Trustee Service (TRST) was reported, but the reported Benefit Program Member Code is not Cash Balance Member (CB1). Service Type Trustee Service (TRST) can only be reported with Benefit Program Member Code Cash Balance Member (CB1).

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

**Message ID 30301347 – Elected Officer Service Type is invalid for Benefit Program Member Code.**

Service Type Elected Officer (ELOF) was reported, but the reported Benefit Program Member Code is not Defined Benefit Member (DB1). Service Type Elected Officer (ELOF) can only be reported with Benefit Program Member Code Defined Benefit Member (DB1).

Verify Service Type and Benefit Program Member code and make the necessary corrections.

**Message ID 30301348 – Work Hours per Day is required.**

Benefit Program Member Code Defined Benefit Non-Member (DB2) was reported with Time Base Part Time Hourly (PTHR), Part Time Daily (PTDL), or Substitute (SUBS), but Work Hours per Day is blank. Work Hours per Day is required when Benefit Program Member Code Defined Benefit Non-Member (DB2) is reported with Time Base Part Time Hourly (PTHR), Part Time Daily (PTDL), or Substitute (SUBS).

Verify Benefit Program Member Code and Time Base and make any necessary corrections. If Benefit Program Member Code and Time Base are correct, provide a valid value for Work Hours per Day.

**Message ID 30301349 – Service Credit exceeds maximum allowable for Elected Officer.**

Service Type Elected Officer (ELOF) was reported but the reported Earnings bring the total service credit for elected officer service to 12.000 or more years. A member can only receive up to 12.000 years of service credit for service as an elected officer.

Verify Service Type, Client ID and Earnings and make any necessary corrections. Contact CalSTRS for assistance in determining how much service has been earned for elected officer service, if needed.

**Message ID 30301350 – Full-Time Base hours for Position is invalid.**

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

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

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

**Message ID 30301352 – Work hours per Day is invalid.**

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

Verify Work Hours per Day and make the necessary corrections.

**Message ID 30301353 – Work Hours per Day is prohibited.**

Work Hours per Day was reported without Benefit Program Member Code Defined Benefit Non-Member (DB2). Work Hours per Day can only be reported with Benefit Program Member Code Defined Benefit Non-Member (DB2).

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

**Message ID 30301355 – Full-Time Base Hours is required.**

Either one of the following scenarios has occurred:

**Scenario 1:**

Benefit Program Member Code Defined Benefit Non-Member (DB2) was reported with Time Base Part Time Hourly (PTHR), Part Time Daily (PTDL) or Substitute (SUBS), but Full Time Base Hours for Position field is blank. Full Time Base Hours must be reported when Benefit Program Member Code Defined Benefit Non-Member (DB2) is reported with Time Base Part Time Hourly (PTHR), Part Time Daily (PTDL) or Substitute (SUBS).

Verify Benefit Program Member Code and Time Base and make any necessary corrections. If Benefit Program Member Code and Time Base are correct, provide a valid value for the Full Time Base Hours for Position field.

**Scenario 2:**

Full Time Base Hours for Position and/or Service Type field is blank but the membership account for the reported Client ID is eligible for the community college comparison calculation (CCCC) and the reported Organization Code is a community college district. Full Time Base Hours and Service Type must be reported when membership account is eligible for the community college comparison calculation (CCCC) and the employer is a community college district.

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

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

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

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

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

Either one of the following scenarios has occurred:

**Scenario 1:**

Service Type Retired Activities (RETA) was reported without Benefit Program Member Code DB Non-Member (DB2). Service Type Retired Activities (RETA) can only be reported with Benefit Program Member Code DB Non-Member (DB2).

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

**Scenario 2:**

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

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

**Message ID 30301359 – Match to previously reported data cannot be made for Adjustment.**

Transaction Type Adjustment (ADJS) was reported but a match to a posted payroll detail record with Transaction Type Regular (RGLR) cannot be made based on one or more of the following criteria:

- Client ID
- Organization Code
- Benefit Program Member Code
- Service Type (only if populated on posted payroll detail record)
- Assignment Code (only when Benefit Program Member Code is DB1 or DB2)

- Time Base (only if populated on posted payroll detail record)
  - If target record has a Pay Code of 4 (hourly), Time Base value must be Part Time Hourly (PTHR) for match
  - If target record has a Pay Code of 8 (daily), Time Base value must be Part Time Daily (PTDL) for match
- Earnings Type (any special pay value can match when posted payroll detail record has Legacy Special Pay)
- Annualized Pay Rate (does not apply to Assignment Code 36 with a special pay Earnings Type value or to Service Type Outgrowth a +/- \$1.00 variance is allowed for F496 payroll detail records)
- Pay Period Begin Date
- Pay Period End Date
- Expected Pay Period
- Full-Time Base Hours (only if populated on posted payroll detail record and if Benefit Program Member Code is DB1 or DB2)

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

**Message ID 30301360 – Transaction cannot span multiple pay periods.**

Payroll detail records with Benefit Program Member Code Defined Benefit Non-Member (DB2) and Time Base Part Time Hourly (PTHR), Part Time Daily (PTDL), or Substitute (SUBS) cannot be adjusted over multiple pay periods.

Correct the Earnings, Pay Period Begin Date and Pay Period End Date to reflect one pay period and report the additional earnings in separate transactions for each applicable pay period.

**Message ID 30301361 – Transaction results in negative earnings, contributions and/or service credit for pay period range.**

Transaction will result in negative earnings, contributions and/or service credit for the Defined Benefit, Defined Benefit Supplement or Cash Balance Benefit program.

Verify the Earnings, Member Contributions, Employer Contributions, Pay Period Begin Date and Pay Period End Date and make the necessary corrections. Contact CalSTRS for assistance with correctly reporting adjustments to posted payroll detail records, if needed.

**Message ID 30301362 – Service Type is invalid for member on a benefit.**

Retirement or disability benefit exists for the reported Client ID during the reported pay period, but Service Type Retired Activities (RETA) was not reported.

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

**Message ID 30301365 – Special Pay exists for target line.**

Transaction results in the reversal of a posted payroll detail record with Earnings Type Salary (SLRY) but will orphan the companion payroll detail record(s) with one of the Earnings Type Special Pay values (CLDE, HTRT, LNGY, DTSF, EXST, PMBK, or AVFG). “Salary” payroll detail records can only be reversed when any associated “special pay” payroll detail record(s) are also reversed on the same Employer Payroll Header or the associated “special pay” payroll detail record(s) have already been reversed.

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

**Message ID 30301366 – Annualized Pay Rate is required.**

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

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

**Message ID 30301367 – Annualized Pay Rate is below minimum.**

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

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



Message ID 30301368 – Expected Pay Periods is invalid.

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

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

Message ID 30301369 – Intermittent Expected Pay Periods is invalid for Service Type and/or Time Base.

Expected Pay Periods 0- Intermittent (0000) was reported, with an invalid value for Time Base and/or Service Type.

Time Base must be one of the following values when Expected Pay Periods is 0- Intermittent (0000):

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

<b>Code Value</b>	<b>Description</b>
PTME	Part-Time (50% or More)
PTLS	Part-Time (Less than 50%)
PTHR	Part-Time (Hourly)
PTDL	Part-Time (Daily)
SUBS	Substitute

Service Type must be one of the following values when Expected Pay Periods is 0-Intermittent (0000):

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

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

**Message ID 30301370 – Expected Pay Periods is prohibited for Benefit Program Member Code.**

Benefit Program Member Code Cash Balance Member (CB1) or Cash Balance Non-Member (CB2) was reported but Expected Pay Periods is not blank. Expected Pay Periods cannot be reported with Benefit Program Member Code Cash Balance Member (CB1) or Cash Balance Non-Member (CB2).

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

**Message ID 30301372 – Expected Pay Periods does not match previously reported RWP data.**

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

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

**Message ID 30301376 – Match to previously reported data cannot be made for Bargained Retroactive Pay Rate Adjustment.**

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

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

If Transaction Type Bargained Retroactive Pay Rate Adjustment (RPRA) did not meet the conditions above then it must match to a posted or companion payroll detail record(s) based on the following matching criteria:

- Client ID
- Organization Code
- Benefit Program Member Code (only if Benefit Program Member Code is DB1 or CB1)
- Service Type (only if populated on target payroll detail record)
- Assignment Code (only if Benefit Program Member Code is DB1)
- Time Base (only if populated on target payroll detail record)
  - If target record has a Pay Code of 4 (hourly), Time Base value must be Part Time Hourly (PTHR) for match.
  - If target record has a Pay Code of 8 (daily), Time Base value must be Part Time Daily (PTDL) for match.
- Earnings Type (any special pay Earnings Type value can match to Legacy Special Pay)
- Pay Period Begin Date

- Pay Period End Date
- Expected Pay Period (only if Time Base is other than RWPM)
- Full-Time Base Hours (only if Benefit Program Member Code is DB1) (only if populated on target payroll detail record)

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

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

Transaction Type Bargained Retroactive Pay Rate Adjustment (RPRA) was reported but the pay period range overlaps with an employment record cross-reference with Member Type DB Non-Member (DB2) or CB Non-Member (CB2) for the Client ID and Organization Code reported. Transaction Type Bargained Retroactive Pay Rate Adjustment (RPRA) is invalid for periods of non-member employment.

Verify the Client ID, Organization Code, Pay Period Begin Date and Pay Period End Date and make any necessary corrections. If the Client ID, Organization Code, Pay Period Begin Date and Pay Period End Date are correct, reverse the target lines and report the new information using Transaction Type Regular (RGLR) or Adjustment (ADJS).

**Message ID 30301386 – Earnings must be present for {0} transaction type.**

Transaction Type Regular (RGLR) was reported with blank, zero or negative Earnings, or Transaction Type Adjustment (ADJS), Bargained Retroactive Pay Rate Adjustment (RPRA) or one of the Special Pay Earnings Types (CLDR, HTRT, LNGY, DTSF, EXST, PMBK, or AVFG) was reported with blank or zero Earnings.

Verify Transaction Type and Earnings and make any necessary corrections.

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

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

Verify Benefit Program Member Code, Client ID, Organization Code, Pay Period Begin Date and Pay Period End Date and make any necessary corrections. If the Benefit Program Member Code (DB1), Client ID, Organization Code, Pay Period Begin Date

and Pay Period End Date are correct, create an employment record cross-reference with Member Type DB Member (DB1) by submitting an enrollment transaction using the Employment File or Employment Detail Maintenance screen.

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

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

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

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

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

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

**Message ID 30301406 – Bargained Retroactive Pay Rate Adjustment exists for target line and must be reversed together.**

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

Verify the reversal target line and make the necessary changes. If correct, add a reversal line for the associated bargained retroactive contribution line. Contact CalSTRS for assistance if the target payroll detail records need to be reversed but the bargained retroactive adjustment is valid.

**Message ID 30301414 – Employee mandates DB membership.**

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

Verify whether the employee requires membership.



If the employee does not require membership, review posted payroll detail records for the Client ID and Organization Code for the fiscal year and make the necessary corrections.

If the employee requires membership, void this payroll detail record or adjust the earnings to only reflect compensation earned prior to the membership date, establish membership by submitting an enrollment transaction using the Employment File or Employment Detail Maintenance screen and report and remit contributions using Benefit Program Member Code Defined Benefit Member (DB1) for creditable compensation earned on or after the membership date.

## Warning Messages and Resolutions

Message ID 30301152 – Pay Rate Increase excessive.

Annualized Pay Rate has increased over the following percentage thresholds compared to previously reported payroll detail records.

- The Contribution Line has a Pay Period Begin Date after 06/30/2011 and the Annualized Pay Rate is equal to or greater than 15% when compared to the last Contribution Line transmitted (relative to the Pay Period of the current line) for this employee from this Report Unit.
- The Contribution Line has a Pay Period Begin Date after to 6/30/2002 but Pay Period Begin Date is before 07/1/2011 and the Annualized Pay Rate is equal to or greater than 25% when compared to the last Contribution Line transmitted (relative to the Pay Period of the current line) for this employee from this Report Unit.
- The Contribution Line has a Pay Period Begin Date before 07/1/2002 and the Annualized Pay Rate is equal to or greater than 10% when compared to the last Contribution Line transmitted (relative to the Pay Period of the current line) for this employee from this Report Unit.

Verify Annualized Pay Rate and make any necessary corrections. If Annualized Pay Rate is correct, suppress this warning.

Message ID 30301196 – Pay Period Fiscal Year not on database.

Pay Period Begin Date and Pay Period End date occur in fiscal year prior to 1988-89.

Verify Pay Period Begin Date and Pay Period End Date and make any necessary corrections. If Pay Period Begin Date and Pay Period End Date are correct, suppress this warning.

Message ID 30301250 – Contributions alter the total contributions reported for the creditable compensation cap.

One or more payroll detail line(s) and the total of **reported contributions** for the fiscal year are not correct.

Total reported earnings have met or exceeded the creditable compensation cap for the fiscal year.

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

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

Verify all associated payroll detail records that exist under the payroll summary for the member.

Contact CalSTRS Employer Help for further assistance

**Message ID 30301283 – Transaction matches another transaction in the summary.**

Payroll detail record matches to another payroll detail record in the Employer Payroll Summary for the same Client ID and Organization Code based on the following matching criteria:

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

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

**Message ID 30301284 – Transaction appears to be a duplicate.**

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

- Employment ID
- Transaction Type
- Pay Period Begin Date
- Pay Period End Date
- Time Base



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

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

**Message ID 30301313 – Special Pay appears excessive for fiscal year.**  
Special pay reported for fiscal year appears excessive.

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

This business rule is not applied if:

- Error Message ID 30301196 is present
- Contribution line is coded with assignment code 71
- Fiscal Year is prior to 2002-03

**Message ID 30301351 – ORS Service is only valid when a retirement system election exists for the position.**

Service Type Other Retirement System Service (ORSS) was reported, but there is not retirement system election on file for this employment record.

Verify Service Type and make any necessary corrections or void the payroll detail record if needed. If Service Type is correct, suppress this warning. Contact CalSTRS for assistance determining whether the earnings are creditable compensation, if needed.

**Message ID 30301364 – Pay period service credit appears excessive.**

Calculated service credit for pay period range is greater than what is expected based on reported Earnings, Annualized Pay Rate and Expected Pay Periods.



Verify Earnings, Annualized Pay Rate and Expected Pay Periods and make any necessary corrections. If Earnings, Annualized Pay Rate and Expected Pay Periods are correct, suppress this warning.

**Message ID 30301403 – Employee appears to mandate DB membership.**  
Reported earnings for pay period appear to exceed threshold for mandatory membership in the Defined Benefit Program for service performed on a part-time hourly or part-time daily basis.

Verify whether the employee requires DB membership.

If membership is required, void the payroll detail record, establish membership by submitting an enrollment transaction using the Employment File or Employment Detail Maintenance screen, and report and remit the applicable contributions on a separate payroll detail record using Benefit Program Member Code Defined Benefit Member (DB1).

If membership is not required, suppress this warning.

Contact CalSTRS for assistance determining whether membership is required, if needed.

## Information Messages and Resolutions

Message ID 30301180 – Year to date service credit excessive.

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

Message ID 30301281 – Regular Transaction matches a processed transaction in the system.

Transaction Type Regular (RGLR) was reported but the payroll detail record is identical to an already posted payroll detail record (Earnings value may be different).

If transaction was intended to report additional earnings for another payroll detail record, reverse this payroll detail record and report adjustments to the posted detail record using Transaction Type Adjustment (ADJS).

No action is required if this transaction is not intended to adjust a posted payroll detail record.

Message ID 30301363 – Member has previously been reported as retired. I certify that the reporting is for service earned prior to the BED.

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

Message ID 30301373 – Earnings amount in excess of the IRC 401(A)(17) Limit. The contributions are calculated on the capped earnings of {0}.

Payroll detail record caused the membership account to reach the IRC 401(a)(17) limit. Contributions for the payroll detail record were calculated one of the following ways:

- Based on the capped Earnings if the Time Base is not Reduced Workload Program (RWPM)
- Based on the capped Annualized Pay Rate if the Time Base is Reduced Workload Program (RWPM)

Verify Time Base and Earnings or Annualized Pay Rate and make any necessary corrections. If information is correct, report creditable compensation for the remainder of the fiscal year without contributions.

Contributions will be due if adjustments to posted payroll detail records cause the membership account to fall below the cap.

Message ID 30301374 – Earnings amount in excess of the PEPRA Compensation limit. The contributions are calculated on the capped earnings of {0}.

Payroll detail record caused the membership account to reach the PEPRA compensation limit. Contributions for the payroll detail record were calculated one of the following ways:

- Based on the capped Earnings if the Time Base is not Reduced Workload Program (RWPM)
- Based on the capped Annualized Pay Rate if the Time Base is Reduced Workload Program (RWPM)

Verify Time Base and Earnings or Annualized Pay Rate and make any necessary corrections. If information is correct, report creditable compensation for the remainder of the fiscal year without contributions.

Contributions will be due if adjustments to posted payroll detail records cause the membership account to fall below the cap.

## Business Rules Overview

### Background

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

### File Formatting Errors

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

There are two types of file formatting errors:

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

### Errors

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

### Warnings

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

### Information Messages

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

## Business Rules: Errors

### Structural Edit: Contribution File Numeric Field validation

The following fields must have a numeric value:

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

Associated Message ID's: 30301268, 30301269, 30301270, 30301271, 30301272, 30301273

### Contribution File Numeric field decimal input

The following fields must be less than or equal to two decimal places.

- Work Hours Per Day
- Annualized Pay Rate
- Earnings
- Member Contributions
- Employer Contributions

Example:

- 123.45 is accepted
- 123.4 is accepted
- 234.567 will receive an error message

Associated Message ID: 30301274

### Invalid Transaction Type

The Transaction Type is null or invalid. Below is the list of valid Transaction Types:

Code Value	Description
RGLR	Regular
ADJS	Adjustment
RPRA	Bargained Retroactive Payrate Adjustment
PRAR	Pre-Tax Account Receivable
POAR	Post-Tax Account Receivable

Associated Message ID: 30301258

**Structural Edit: Invalid Benefit Program Member Code**

The Benefit Program Member Code is blank or invalid or does not match with the Benefit Program selected when the file was uploaded. Below is a list of valid Benefit Program Member Codes:

<b>Code Value</b>	<b>Description</b>
DB1	Defined Benefit Member
DB2	Defined Benefit Non-member

Exclusion:

- Transaction Type is Pre / Post-Tax Account Receivable.

Associated Message ID: 30301259

**The Organization Code is invalid or does not match to an Organization Code in the system**

The Organization Code contains nonnumeric characters or does not match with an Organization Code in the system.

Associated Message ID: 30301260

**Structural Edit: The {field\_name} field has a value greater than \$999,999,999.99**

The Earnings, Member Contributions, or Employer Contributions have a value greater than \$999,999,999.99.

Associated Message ID's: 30301263, 30301264, 30301265

**Structural Edit: The Organization in the file does not belong to the Report Source indicated when the file was uploaded**

The Report Source indicated when the file was uploaded is NOT the reporting organization for the Organization Code supplied on the contribution line.

Associated Message ID: 30301266

**Incorrect number of columns**

The number of tildes (~) does not equal 18.

Associated Message ID: 30301405

### Structural Edit: Pre/Post Tax Account Receivable is the only allowed Transaction Type for the Contribution-AR File

The Transaction Type is other than Pre-Tax Account Receivable or Post-Tax Account Receivable and the File Type is Contribution-AR File.

Associated Message ID: 30301287

### Structural Edit: Prohibited fields for Pre/Post Account Receivable

The File Type is Contribution - AR File and one or more of the following fields are populated:

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

Associated Message ID's: 30301389, 30301390, 30301391, 30301392, 30301393, 30301394, 30301395, 30301396, 30301397, 30301398

### Reported Contributions exceed the allowed variance from the system-calculated Contribution for a Payroll Detail record

The reported Contributions do not match the system-calculated Contributions AND exceeds +/- \$0.03 cents.

Example 1: If the DB/DBS variance threshold is +/- \$0.03, and if the reported Member Contributions for a Payroll Detail record are \$50 but the system-calculated amount for Member Contributions is \$51, the system must issue the error message.

Example 2: If the DB/DBS variance threshold is +/- \$0.03, and if the reported Member Contributions for a Payroll Detail record are \$50 but the system-calculated amount for the Pre-Tax Employee Contributions is \$49.97, the system must NOT issue the error message.

Exclusions:

- Message ID 30301196 is present.



- Transaction Type = Pre-Tax Account Receivable or Post Tax Account Receivable.
- Benefit Program = CB

Associated Message ID: 30301187

### Reported Earnings and Contribution must be a positive amount for 'Regular' Payroll Detail records

The Transaction Type is 'Regular' and the Reported Earnings, Member Contributions, or Employer Contributions are negative.

Associated Message ID: 30301239

### Merge in Progress alert

The Client ID on the contribution line has a 'Merge In Progress' alert set.

Associated Message ID: 30301114

### Transfer record must be posted before creating the payroll detail

The Membership Account of the Client ID on the contribution line is included in the Transfer Membership Account process and the transfer record action status is not in 'Approved' status.

Associated Message ID: 30301124

### No DOB exists for the Client ID for the Payroll Detail record

The Date of Birth is NULL for the Client ID associated to the contribution line.

Associated Message ID: 30301229

### Restrict Contributions for Felony Conviction Alert

The Client ID on the contribution line has an active 'Felony Conviction' alert set and the Felony Commission Date is on or before the Pay Period End Date.

Associated Message ID: 30301252

### Pay Period End Date must be before Reporting Period End Date

The Pay Period End Date is greater than the Reporting Period End Date.

Associated Message ID: 30301402

## Structural Edits Performed on Contribution and Contribution - AR File Date Fields

The Pay Period Begin Date or Pay Period End Date must be:

- CCYYMMDD format
- A valid date
- A date after 19000101
- A date prior to 25001231

Associated Message ID's: 30301075, 30301076

### Client ID is invalid

The Client ID contains nonnumeric values or has more than 10 digits.

Associated Message ID: 30301261

### Last Name invalid

The Last Name field cannot be null or contain any numeric characters or special characters except hyphens (-) and/or apostrophes (').

Associated Message ID: 30301262

### Assignment Code not allowed for CB

The Benefit Structure is either CB Participant or CB Participant PEPRA and the Assignment Code is not blank.

Associated Message ID: 30301382

### San Francisco retirement system elect

The contribution line is for an employee who is a member of the San Francisco retirement system.

Exclusion:

- Message ID 30301196 is present.

Associated Message ID: 30301132

### Payroll Detail records of Transaction Type 'Regular' are only allowed for an 'Active' or 'Closed' Benefit Program / Tier for an Employer Organization

The benefit program / tier reported on a contribution line is not for an 'Active' or 'Closed' benefit program / tier for the employer organization. A 'valid' benefit program for the employer organization is a benefit program / tier that is:

- Assigned to the employer organization.
- Has a start date that is on or before the Pay Period Begin Date on the contribution line.
- Does not have a status of 'Pending'.
- Has an end date that is NULL OR is on or after the Pay Period End Date on the contribution line.

Associated Message ID: 30301217

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

The Pay Period End Date is less than Cash Balance benefit program's start date OR Pay Period End Date is greater than Cash Balance benefit program's end date.

Exclusion:

- Message ID 30301108 is present.

Associated Message ID: 30301107

### Client ID not found in the system

The file type is Contribution File or Contribution - AR File and the Client ID and Last Name on the contribution line does not match to a person record in the system.

Associated Message ID: 30301275

### Voided Client ID reported

The Client ID on the contribution line matches with the Client ID of person record which has Voided = "Yes" in the system.

Associated Message ID: 30301276

### Open Alternative Retirement Program exists for this Employer

The Pay Period End date on the contribution line falls within a period for which a Member Type of ARP (Alternative Retirement Program) already exists with the employer in context.

Associated Message ID: 30301243



## Transaction Types that can span multiple periods

The contribution line has one of the following Transaction Types spans multiple reporting periods:

- Post-Tax Account Receivable
- Pre-Tax Account Receivable

Associated Message ID: 30301360

## Reporting period overlap with Jan 1, 2001 or Dec 31, 2010

Benefit Program Member Code is DB Member and the Transaction Type is Regular, Adjustment, Bargained Retroactive Payment Adjustment, or Special Pay and the pay period overlaps Jan 1, 2001 or Dec 31, 2010.

Exclusion:

- Contribution lines with Member Code = Non-Member or Assignment Code = 71

Associated Message ID: 30301213

## Contributions reported for service prior to CB hire date

The contributions reported reflect a Pay Period End Date which is prior to Cash Balance hire date.

Exclusion:

- Message ID 30301104 or 30301108 are present.

Associated Message ID: 30301109

## Member service reported for Cash Balance participant

The contribution line is coded with a Benefit Program Member Code of DB Member and a Cash Balance employment record also exists for the entire pay period for the same Organization Code.

Associated Message ID: 30301387

## CB Non-Member exists for this Employer

The Benefit Program Member Code is DB Member, and the Pay Period End Date falls within a CB Non-Member period for the employer in context.

Associated Message ID: 30301277

### Member is not active in any Benefit Program/Employment for the reported Pay Period

The system is unable to determine a Membership Account Employment Record based on the reported pay period date range.

Associated Message ID: 30301278

### Pay period overlaps with Employer Paid Member Contributions (EPMC) effective dates

The pay period on the contribution line is not completely within the Employer Paid Member Contributions (EPMC) employer provision. The Pay Period Begin Date must be greater than or equal to the EPMC effective date AND the Pay Period End Date must be less than or equal to the EPMC end date.

Exclusion:

- Benefit Program is Cash Balance.

Associated Message ID: 30301279

### Pay Period crosses fiscal years

The pay period crosses fiscal years (i.e., Pay Period Begin Date is prior to July 1 and Pay Period End Date is after June 30).

Exclusion:

- Message ID 30301196 is present.

Associated Message ID: 30301192

### Service reported subsequent to date of death

The Pay Period End Date is more than one reporting period after the reporting period associated to the membership account status effective date of a deceased membership account.

Exclusion:

- Message ID 30301196 is present.

Associated Message ID: 30301244



### Pay Period Begin Date cannot be greater than Pay Period End Date

The Pay Period Begin Date is greater than Pay Period End Date.

Associated Message ID: 30301282

### Pre-Tax Receivable Resolution Validation

The Transaction Type = Pre-Tax Account Receivable and reported Pre-Tax Member Contribution amount for the pay period is not 0 and the 'Pre-Tax Receivable Resolution' electable start date for the employer is after the Pay Period Begin Date.

Associated Message ID: 30301255

### Account Receivable cannot be reported with a future date

The Transaction Type is Pre-Tax Account Receivable or Post-Tax Account Receivable and the Pay Period Begin Date is greater than the system date.

Associated Message ID: 30301286

### Employee Contribution exceeds the allowed variance from the system calculated amount

The reported Contributions do not match the system-calculated Contributions AND exceeds +/- \$0.05 cents.

Example 1: If the CB variance threshold is +/- \$0.05, and if the reported Pre-Tax Employee Contributions for a Payroll Detail record are \$50 but the system-calculated amount for the Pre-Tax Employee Contributions is \$51, the system must issue the error message.

Example 2: If the CB variance threshold is +/- \$0.05, and if the reported Pre-Tax Employee Contributions for a Payroll Detail record are \$50 but the system-calculated amount for the Pre-Tax Employee Contributions is \$49.95, the system must NOT issue the error message.

Exclusions:

- Message ID 30301107 is present.
- Benefit Program is Defined Benefit.

Associated Message ID: 30301110

### Employer Contribution exceeds the allowed variance from the system calculated amount

The reported Employer Contribution amount does not match the system-calculated Employer Contribution amount AND exceeds +/- \$0.05 cents.

Example 1: If the CB variance threshold is +/- \$0.05, and if the reported Employer Contributions for a Payroll Detail record are \$50 but the system-calculated amount for Employer Contributions is \$51, the system must issue the error message.

Example 2: If the CB variance threshold is +/- \$0.05, and if the reported Employer Contributions for a Payroll Detail record are \$50 but the system-calculated amount for the Employer Contributions is \$49.95, the system must NOT issue the error message.

Exclusions:

- Message ID 30301107 is present.
- Benefit Program is Defined Benefit.

Associated Message ID: 30301111

### Non-member reported with contributions

The Member Contributions are NOT equal to zero and Benefit Program Member Type is Defined Benefit Non-Member (DB2) or Cash Balance Non-Member (CB2).

Associated Message ID: 30301188

### Earnings, Member Contributions, and Employer Contributions cannot all contain zero or blank amounts

The Earnings, Member Contributions and Employer Contributions all contain zero or are null on the contribution line.

Exclusion:

- Message ID 30301196 is present.

Associated Message ID: 30301298

### The Earnings, Member Contributions and Employer Contributions must all be positive, or all be negative on the same payroll detail record

The Earnings, Member Contributions and Employer Contributions have both positive and negative amounts for the different fields (i.e., they must all be positive or negative) on the same contribution line.

Associated Message ID: 30301296

Earnings must be present for {TRANSACTION\_TYPE} transaction type  
 The Transaction Type is Regular, and the Earnings are null, zero, or negative.

Or

The Transaction Type is Adjustment or Bargained Retroactive Pay Rate Adjustment and Earnings are null or zero.

Exclusions:

- Time Base is Reduced Workload Program.
- Transaction Type is Bargained Retroactive Pay Rate Adjustment and the Earning Type is a Special Pay Earnings Type.
- Message ID 30301196 is present.
- Member is Working After Retirement.

Associated Message ID's: 30301172, 30301386

Earnings Type is invalid

The Earnings Type value is not one of the following:

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

Associated Message ID: 30301307

Limited Term special pay is not allowed for DB 2% at 62

The Assignment Code is 71, the Pay Period End Date is after 07/01/2002, and the Benefit Program of the Payroll Header is NOT DB 2% at 60.

Associated Message ID: 30301308



Special Pay Hiring/Transfer/Retirement only allowed for DB 2% at 60 benefit program Tier and must be coded with Assignment Code 71

The Earnings Type is Special Pay Hiring/Transfer/Retirement and ANY of the following conditions are true:

- Assignment Code is NOT 71
- Benefit Program Tier (payroll header level) is DB 2% at 62 or CB Participant PEPR

Note: Assignment Code is not collected for CB. CB Special pay will be reported with the applicable special pay earnings type only.

Associated Message ID: 30301309

Special Pay Earnings Type does not match to a salary line

The special pay Earnings Type does not match to an existing Salary Earnings Type contribution line in the system. The following fields must match:

- Client ID
- Organization Code
- Benefit Program
- Service Type (see note 1 below)
- Assignment Code (see note 2 below)
- Time Base (see note 1 below)
- Annualized Pay Rate (see note 3 below)
- Pay Period Begin/End Date (see note 4 below)
- Expected Pay Period (see note 1 below)

Note 1: If the Service Type and/or Time Base and/or Expected Pay Period and the matching salary line is null then no match required on those field(s).

Note 2: If Assignment Code = 71, no match required for Assignment Code.

Note 3:

- If a Bargained Retroactive Pay Rate adjustment is applicable to the matching salary line, then the special pay line must reflect the pay rate for the Bargained Retroactive Pay Rate adjustment.
- If Time Base is RWPM, no match required for Time Base field.
- If matching salary line was submitted in F496 format, pay rate is considered a match if within +/- \$1.00.
- If special pay is for a Cash Balance participant, no match required if Cash Balance salary line was submitted in VDF format.

Note 4: Pay Period is considered a match as long as it overlaps at least one day of the Pay Period on the matching salary line.

Associated Message ID: 30301311

### Fiscal Year special pay total is negative

The contribution line is coded with a special pay Earnings Type, an Assignment Code other than 71, and the sum of all the special pay line Earnings or Contributions for this account for the pay period fiscal year (including any companion contribution lines associated to the payroll summary) is negative.

The system must NOT include Assignment Code 71 special pay lines when calculating the Earnings and Contribution totals.

Exclusions:

- Message ID 30301196 is present.
- Contribution line is coded with Assignment Code 71 (special pay creditable to DBS only).

Associated Message ID: 30301312

### Assignment code 71 is only valid for member accounts

The Assignment Code is 71 and the Benefit Program Member Code is other than DB Member.

Associated Message ID: 30301310

### Retroactive Pay Rate Adjustment is not allowed for RWP special pay

The Time Base is RWPM, the Earnings Type is special pay and a Bargained Retroactive Pay Rate Adjustment is applicable to the contribution line.

Associated Message ID: 30301380

### Assignment Code Values

The Assignment Code is blank or not a valid Assignment Code mentioned below.

- 36 = Reduced Workload Program
- 37 = Elected Officer
- 54 = Substitute
- 55 = Part-Time Employee (non-contract)
- 57 = Contract
- 58 = Temporary/Adjunct

- 61 = Working After Retirement
- 71 = Limited-Term Special Pay (07/01/2002 – Present)

Associated Message ID: 30301139

### Assignment Code no longer allowed - Contact CalSTRS

The Benefit Program Member Code is DB Member or DB Non-Member and one of the following Assignment Codes is reported on the Contribution File:

- 35 = Early Retirement Incentive Program
- 49 = Intersession service in year-round school (non-creditable), valid through 06/30/2002
- 56 = Employee on sabbatical leave: conventional school
- 59 = Summer service in conventional school (non-creditable), valid through 06/30/2002
- 62 = Exchange / Sojourn full time member subsequent to 07/1/1996 (Other retirement system (ORS))
- 63 = Post-retirement employment exempt from earning limit prior to 07/1/1996
- 64 = Teacher Assistant
- 72 = Special Compensation for members with 2% at 62 retirement formula

Associated Message ID: 30301315

### Time Base is invalid

A Time Base is entered that is NOT one of the values listed below.

- FLTM = Full Time
- CCDN = CCD (Non-Temporary/Non-Adjunct)
- CCDT = CCD (Temporary/Adjunct)
- PTME = Part Time (50% Or More)
- PTLS = Part Time (Less Than 50%)
- PTHR = Part Time (Hourly)
- PTDL = Part Time (Daily)
- SUBS = Substitute
- RWPM = Reduced Workload Program (RWP)

Exclusions:

- Time Base must be blank when the Benefit Program Member Code is DB Non-Member and the Service Type is Retired Activities.
- Time Base must be blank when the Benefit Program Member Code is DB Member or DB Non-Member and the Service Type is Outgrowth and the

Assignment Code is 55 (Part Time and Additional Duties) or 58 (Member/Non-Member Part-Time in Community College (non-sub))

- Time Base must be blank when the system must also display the soft error when the Benefit Program Member Code is CB Member and the Service Type is Trustee Service

Associated Message ID: 30301316

### Time Base values not allowed for CCD reporting

The Reporting Unit in context is a Community College District and the Time Base is one of the following:

- Full Time
- Part Time (50% or more)
- Part Time (less than 50%)
- Part Time (Hourly)
- Part Time (Daily)
- Substitute

Associated Message ID: 30301318

### Time Base values only allowed for CCD reporting

The Reporting Unit for the contribution line (displayed on the payroll header) is NOT a Community College District (organization sub-type) and the Time Base value is any of the following:

- CCD (Non-Temporary/Non-Adjunct)
- CCD (Temporary/Adjunct)

Associated Message ID: 30301309

### Time Base values not allowed for Non-Members

The Benefit Program Member Code is DB Non-Member, CB Non-Member, or CB Member and the Time Base is one of the following:

- CCD (Non-Temporary/Non-Adjunct)
- Full Time
- Part Time (50% or more)

Associated Message ID: 30301322



## Reduced Workload Program Time Base only allowed during membership in the Defined Benefit program

The Time Base is Reduced Workload Program (RWP) and the Benefit Program Member Code is other than DB Member.

Associated Message ID: 30301323

## RWP contract not found for RWP service reported

The Time Base Reduced Workload Program is submitted and the member in context does not have an RWP Member Provision in the system effective for the pay period range and for the same employer.

Associated Message ID: 30301324

## Assignment Code invalid for Benefit Structure 2% at 62

The Benefit Structure is DB 2% at 62 and the Assignment Code is 71.

Associated Message ID: 30301325

## Valid Earnings Types for all Service Types

All Earning Types except Special Pay and Overtime are valid for all Service Types except Retired Activities and Trustee Service.

Service Types Retired Activities and Trustee Service must have blank Earnings Type.

Associated Message ID: 30301335

## Time Base must be blank for Service Type

The Benefit Program Member Code is DB Non-Member and the Service Type is Retired Activities and the Time Base is not blank.

The Benefit Program Member Code is DB Member or DB Non-Member and the Service Type is Outgrowth and the Assignment Code is 55 (Part Time and Additional Duties) or 58 (Member/Non-Member Part-Time in Community College (non-sub)) and the Time Base is not blank.

The Benefit Program Member Code is CB Member and the Service Type is Trustee Service and the Time Base is not blank.

Associated Message ID: 30301297

### Time Base cannot be Reduced Workload Program for Elected Officer service type

The Service Type is Elected Officer and the Time Base is Reduced Workload Program.

Exclusion:

- This business rule only applies if the Benefit Program Member Code is DB Member.

Associated Message ID: 30301303

### Reduced Workload Program Time Base must be reported with Assignment Code 36

Assignment Code 36 (Reduced Workload Program) is submitted with any Time Base that is not Reduced Workload Program and vice-versa.

Associated Message ID: 30301304

### Elected Officer Service Type must be reported with Assignment Code 37

Assignment Code 37 (Elected Officer) is submitted with any Service Type that is not Elected Officer and vice versa.

Associated Message ID: 30301305

### Substitute Time Base must be reported with Assignment Code 54 for DB

Assignment Code 54 (Substitute) is submitted with any Time Base that is not Substitute.

This business rule only applies if the Benefit Program Member Code is DB Member or DB Non-Member.

Associated Message ID: 30301306

### Only Part Time Hourly and Part Time Daily Time Base are allowed for Assignment Code 55

Assignment Code 55 (part time non-contract) is submitted with any Time Base that is not either Part Time Hourly or Part Time Daily.

Exclusions:

- This business rule only applies if the Benefit Program Member Code is DB Member or DB Non-Member.
- This business rule does not apply if Service Type = Outgrowth.

Associated Message ID: 30301336

### Time Base invalid for Assignment Code 57 for DB

Assignment Code 57 (Contract) is submitted with any Time Base that is not one of the following:

- Full Time
- Part Time 50% or more
- Part Time less than 50%
- CCD (Non-Temporary/Non-Adjunct)

Exclusion:

- This business rule only applies if the Benefit Program Member Code is DB Member or DB Non-Member.

Associated Message ID: 30301337

### Assignment Code 58 must be reported with Time Base CCD Temporary/Adjunct

The system must display a soft error when all of the following are true:

- Assignment Code = 58 (Temporary/Adjunct)
- Time Base is not CCD (Temporary/Adjunct)

Exclusions:

- This business rule only applies if the Benefit Program Member Code is DB Member or DB Non-Member.
- This business rule does not apply if Service Type = Outgrowth.

Associated Message ID: 30301338

### Validating Time Base against CB

The Benefit Program Member Code is CB Member or CB Non-Member and the Time Base is not one of the following:

- CCD (Temporary/Adjunct)
- Part Time (Less than 50%)
- Substitute
- Part Time (Hourly)
- Part Time (Daily)
- Blank

Associated Message ID: 30301339

### Validating Service Type for CB

The Benefit Program is CB and the Service Type is one of the following:

- CCD/CCCC Lab Instructor
- CCD/CCCC Lecturer / General Instructor
- CCD/CCCC Adult Education Instructor
- CCD/CCCC Librarian
- CCD/CCCC Counselor
- Other Retirement System Service
- Retired Activities
- Elected Officer

Note: Service Type Trustee Service is covered by other business rules.

Associated Message ID: 30301340

### Service Type is invalid

A Service Type is entered that is not one of the following code values:

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



<b>Code Value</b>	<b>Description</b>
OUTG	Outgrowth
ELOF	Elected Officer

Associated Message ID: 30301341

### Annualized Pay Rate must be blank for Outgrowth Service Type

The Service Type is Outgrowth and there is an Annualized Pay Rate that is not blank, and the Benefit Program Member Code is DB Member or DB Non-Member.

Associated Message ID: 30301342

### Service Type only allowed for CCCC eligible membership accounts for service performed with a Community College District

Service Type value is any of the following:

- CCD/CCCC Lab Instructor
- CCD/CCCC Lecturer / General Instructor
- CCD/CCCC Adult Education Instructor
- CCD/CCCC Librarian
- CCD/CCCC Counselor

AND any of the following statements are true:

- The Organization Code for the contribution line (displayed on the payroll header) is NOT a Community College District (organization sub-type).
- The associated membership account is NOT CCCC eligible.
- The Benefit Program is NOT Defined Benefit.

Note: CCCC eligibility is defined as when the CCCC Indicator is set to Y, M, S or C.

Associated Message ID: 30301343

### Service Type not allowed for an CCCC eligible account

The membership account in context is eligible for CCCC, the Organization Code for the contribution line (displayed on the payroll header) is a Community College District (organization sub-type) and Service Type field is any of the following:

- Teaching
- Counseling
- Librarian

CCCC eligibility is defined as when the CCCC Indicator is set to Y, M, S or C.

This business rule is only applied if:

- The organization sub-type of the reporting unit is a Community College District
- The Time Base is CCD Non-Temporary/Non-Adjunct or CCD Temporary/Adjunct
- The Transaction Type is Adjustment, Regular, or Bargained Retroactive Pay Rate Adjustment
- The Benefit Program Member Code is DB Member
- The Pay Period End Date is greater than 06/30/2009
- The CCCC indicator is Y, M, S or C

Associated Message ID: 30301344

### Other Retirement System Service only allowed for members of the Defined Benefit program

The Service Type is Other Retirement System Service and the Benefit Program Member Code is not DB Member.

Associated Message ID: 30301345

### Trustee Service only allowed for members of the Cash Balance program

Service Type is Trustee Service and the Benefit Program Member Code is not CB Member.

Associated Message ID: 30301346

### Elected Officer only allowed for members of the Defined Benefit program

Service Type is Elected Officer and the Benefit Program Member Code is not DB Member.

Associated Message ID: 30301347

### Service Credit exceeds maximum allowable value for Elected Officer

The Service Type is Elected Officer and total service credit for contribution lines with this Service Type exceeds 12 years of service credit.

Associated Message ID: 30301349

### Full-Time Base Hours insufficient or excessive for Service Type

Full-Time Base Hours for the position is insufficient or excessive based on the selected Service Type. See below for the value ranges.

- CCD/CCCC Lab Instructor must be greater than or equal to 525 but less than or equal to 2080
- CCD/CCCC Lecturer / General Instructor must be greater than or equal to 525 but less than or equal to 2080
- CCD/CCCC Adult Education Instruction must be greater than or equal to 875 but less than or equal to 2080
- CCD/CCCC Librarian must be greater than or equal to 1050 but less than or equal to 2080
- CCD/CCCC Counselor must be greater than or equal to 1050 but less than or equal to 2080

This business rule is applied with the following conditions are true:

- Organization sub-type of the Reporting Unit is Community College District
- Time Base is CCD (Non-Temporary/Non-Adjunct) or (CCD Temporary/Adjunct)
- Transaction Type is Adjustment, Regular, or Bargained Retroactive Pay Rate Adjustment
- Benefit Program Member Code is DB Member
- Pay Period End Date is greater than 06/30/2009
- CCCC indicator is Y, M, S or C

Exclusion:

- Message ID 30301196 displays.

Associated Message ID: 30301350

**Full-Time Base Hours are excessive/insufficient for Time Base**

Full-Time Base Hours are outside the min and max values. See below for value ranges.

- Part Time (Hourly) must be greater than or equal to 1050 but less than or equal to 2080
- Part Time (Daily) must be greater than or equal to Work Hours Per Day \* 175 but less than or equal to 2080
- Substitute must be greater than or equal to Work Hours Per Day \* 175 but less than or equal to 2080

Associated Message ID: 30301381

**Work Hours per day Validation**

Work Hours Per Day field cannot be:

- Less than 5.5



- Greater than 8.50
- Entered in increments other than .25

Exclusions:

- Benefit Program Member Code is DB1, CB1, or CB2
- Service Type = Retired Activities
- Work Hours Per Day = Blank or 0

Associated Message ID: 30301352

**Work Hours Per Day is required for Non-Member reporting**

The Work Hours Per Day field is NOT populated and ALL of the following statements are true:

- Benefit Program Member Code = DB Non-Member
- Time Base = Part Time (Hourly), Part Time (Daily), OR Substitute

Exclusion:

- Service Type: Retired Activities

Associated Message ID: 30301348

**Work Hours Per Day is only valid for DB Non-Member reporting**

The Work Hours Per Day field is populated and the Benefit Program Member Code is not DB Non-Member.

Associated Message ID: 30301353

**The Time Base must be Part Time (Hourly), Part Time (Daily), or Substitute**

The Work Hours Per Day field is populated and ALL of the following statements are true:

- Benefit Program Member Code = DB Non-Member
- Time Base is not equal to Part Time (Hourly), Part Time (Daily), OR Substitute

Associated Message ID: 30301400

**Work Hours Per Day is invalid for the Service Type Retired Activities**

The Work Hours Per Day field is populated and the Service Type is Retired Activities.

Associated Message ID: 30301401

## Full-Time Base Hours is only valid for Non-Member reporting or CCCC service

Full Time Base Hours field must only be populated for either of the following scenarios:

- Benefit Program Member Code is DB Non-Member and Time Base = Substitute, Part Time (Hourly), or Part Time (Daily)
- Service Type is a CCCC Service Type
  - CCD/CCCC Lab Instructor
  - CCD/CCCC Lecturer / General Instructor
  - CCD/CCCC Adult Education Instructor
  - CCD/CCCC Librarian
  - CCD/CCCC Counselor

Associated Message ID: 30301354

## Full-Time Base Hours is required for Non-Member reporting

The Full-Time Base Hours field is blank, and all of the following statements are true:

- The Benefit Program Member Code is DB Non-Member.
- Time Base = Part Time (Hourly), Part Time (Daily), or Substitute

Exclusion:

- Service Type = Retired Activities

Associated Message ID: 30301355

## Service Type and Full-Time Base Hours for Position required for a CCCC eligible account

The Service Type or Full-Time Base Hours field is blank or zero and the following conditions are met:

- Membership account in context is eligible for CCCC (The CCCC indicator is Y, M, S or C)
- The organization sub-type of the reporting unit is Community College District
- The Time Base is CCD Non-temporary/Non-Adjunct or CCD Temporary/Adjunct
- The Transaction Type is Adjustment, Regular, or Bargained Retroactive Pay Rate Adjustment
- The Pay Period End Date is greater than 06/30/2009
- The Benefit Program Member Code is DB Member

Associated Message ID's: 30301330, 30301355

## Determine Mandatory DB Membership Qualification for Contribution File - Substitute

The payroll detail record is reported with Time Base value of Substitute and the member type is DB Non-Member and the employee is qualified for mandatory DB membership.

Exclusions:

- Transaction Type = Bargained Retroactive Pay Rate Adjustment, Reversal, Pre-Tax Account Receivable, or Post-Tax Account Receivable.
- Earnings Type = special pay Earnings Type.
- Employer in context offers CB for the pay period in context.
- Service Type = Retired Activities
- Time Base is not Substitute.

Mandatory qualification is defined as follows:

Substitute:

- If Time Base = Substitute and there is 100 days or more of service reported for the associated fiscal year (calculated up to the previous reporting period) and for the same employer.
- While validating the previous period service, all the substitute time base reporting is evaluated to determine the total service.
- While validating the previous period, any contribution lines that belong to the same reporting period are excluded. (see example)

Days are determined as follows:

- $(\text{Earnings divided by (Annualized Pay Rate divided by Base Hours)}) \text{ divided by (Work Hours Per Day)}$

Example: Person worked for September 1-25th pay period. When a non-member contribution line is reported for September 25-30th the system must NOT consider the September 1-25th line as the "previous period." Rather, the "previous period" is July, assuming there was reporting for that month.

Associated Message ID: 30301414

Retired Activities Service Type must have a blank annualized pay rate Annualized Pay Rate has a value that is not blank, and the Service Type is Retired Activities.

Associated Message ID: 30301356



**Retired Activities must be reported with Assignment Code 61**

Assignment Code 61(Working After Retirement) is submitted with any Service Type that is not Retired Activities and vice versa.

This business rule only applies to DB.

Associated Message ID: 30301357

**Retired Activities Service Type is only valid for Non-Member accounts**

Service Type is Retired Activities and the Benefit Program Member Code is not DB Non-Member.

Associated Message ID: 30301358

**Employee is not retired/disabled from CalSTRS**

The Service Type is Retired Activities, the associated Employment Record has a Member Type of Non-Member and the WAR (Working After Retirement) flag of the associated Membership Account is N.

Associated Message ID: 30301358

**The Contribution line must be coded with Service Type Retired Activities**

The contribution line matches to a Non-Member employment period after retirement (i.e., Membership Account Status = Active and WAR flag = Y) or DA (i.e., Membership Account Status = Disabled and Membership Account Sub-Status = Disability Allowance) and the Service Type is not Retired Activities.

Exclusions:

- Message ID 30301196 or Message ID 30301139 are present.
- This business rule only applies for Defined Benefit.

Associated Message ID: 30301362

**Adjustment does not match to a previously reported Regular**

The Transaction Type is Adjustment and a target Regular line cannot be identified based on the following logic:

Field	Adjustment Matching	Notes
Client ID	Match	
Organization Code	Match	
Benefit Program	Match	

<b>Field</b>	<b>Adjustment Matching</b>	<b>Notes</b>
Employment ID	Match	
Service Type	Match If the target record(s) do not have a Service Type populated, consider it a match for this column.	
Assignment Code	Match	Note 7
Time Base	Match If the target record(s) do not have a Time Base populated, consider it a match for this column. If target record has a Pay Code of 4 (hourly), Time Base must be Hourly for match.  If target record has a Pay Code of 8 (daily), Time Base must be Daily for match.	
Earnings	No match required.	Note 2 Note 5
Earnings Type	Must match. If the target record(s) have an Earnings Type of (Legacy) Special Pay populated, consider any special pay earnings type a match for this column.	
Annualized Pay Rate	Must match.	Note 1 Note 6 Note 8 Note 10
Pay Period Begin/End Date	Must match.	Note 4
Expected Pay Period	Must match.	Note 7 Note 11
Transaction Type	Must be Regular.	
Member Contributions (Pre/Post)	No match required.	Note 5
Employer Contributions	No match required.	Note 5
Full-Time Base Hours for Position	Must match If the target record(s) are OFF and Full-Time Base Hours for Position is NOT populated, consider it a match for this column.	Note 9
Work Hours Per Day	No match required.	Note 7



Note 1: Annualized Pay Rate must match, unless the contribution line has all of the following:

- Earnings Type = any Special Pay earnings type
- Earnings = less than zero
- Time Base = not Reduced Workload Program

Note 2: The sum of all earnings on the target line(s) must be greater than zero. The calculation must factor in both Regular and Adjustment transaction types for this calculation.

Note 3: Reversed/reversal lines must be excluded from matching criteria.

Note 4: The range of pay period on the earnings adjustment line must cover exactly the range of all pay periods on the target line or lines.

Example: Single target line: If the Pay Period Begin of the target line is 9/1/2009 and the Pay Period End is 9/30/2009, then the Pay Period Begin on the earnings adjustment line must be exactly 9/1/2009 and the Pay Period End must be exactly 9/30/2009.

Example: Multiple target lines: If the earliest Pay Period Begin of the target lines is 8/1/2008 and the latest Pay Period End of all the target lines is 5/31/2009, then the Pay Period Begin date on the earnings adjustment line must be exactly 8/1/2008 and the Pay Period End date must be exactly 5/31/2009. No target lines may exceed the Pay Period Begin or End of the earnings adjustment line.

Note 5: Adjustment lines will always either partially add or negate previously posted lines. If an adjustment fully negates a previously posted line, the system will identify it as a reversal and bypass the adjustment matching logic.

Note 6: Annualized Pay Rate must match exactly to target lines that are NFF. Otherwise, it must match within +/- \$1.00 of variance to non-NFF lines.

Note 7: Assignment Code, Work Hours Per Day, and Expected Pay Periods matching only applies if the Benefit Program is Defined Benefit.

Note 8: For Outgrowth Service Type, the Annualized Pay Rate does not need to match.

Note 9: Full-Time Base Hours matching only applies for the Defined Benefit program.

Note 10: If the Benefit Program is Cash Balance, the system must consider a blank Annualized Pay Rate as matching.

Note 11: If the target record(s) do not have an Expected Pay Period populated, match to a Pay Code per the following logic:

Expected Pay Period	Pay Code
13	7
12	1 or 0
11	2
10	3
9	Consider as NOT matching
8	Consider as NOT matching
ANY	4
ANY	8

Exclusion:

- Message ID 30301196 is present.

Associated Message ID: 30301359

### Regular/Adjustment cannot span multiple periods for Non-Members

The Transaction Type is Adjustment or Regular AND the Pay Period range spans multiple reporting periods AND both of the following statements are true:

- Benefit Program Member Code is DB Non-Member
- Time Base is Part-Time (Hourly) OR Part-Time (Daily) OR Substitute

Associated Message ID: 30301360

### Transaction line results in a negative earnings, contributions, or service credit balance for pay period range

The Contribution line either creates negative earnings, contributions (pre or post), or service credit balance for the pay period(s) in context.

Associated Message ID: 30301361

### Special Pay associated to a Salary Earnings Type must be reversed together

A salary line cannot be reversed without also reversing any special pay associated to it.

A contribution line coded with an Earnings Type of Salary cannot be reversed if a Non-Salary (special pay) Earnings Type has been matched to the salary line and is not also being reversed.

Associated Message ID: 30301365

### **Bargained Pay Rate Adjustment does not match previously reported service**

The contribution line is coded with Transaction Type Bargained Retroactive Pay Rate Adjustment, and no previously reported service (Pay Period Begin Date and Pay Period End Date does not match) has been found to adjust.

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

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

Associated Message ID: 30301376

### **Bargained Retroactive Pay Rate Adjustments are not allowed for the Outgrowth Service Type**

The Transaction Type is Bargained Retroactive Pay Rate Adjustment and the Service Type is Outgrowth.

Associated Message ID: 30301295

### **Bargained Retroactive Pay Rate Adjustments are not allowed for Non-Members**

The Transaction Type is Bargained Retroactive Pay Rate Adjustment and the Pay Period range occurs during a Non-Member employment period.

Associated Message ID: 30301377

### **Calculate Service Credit Discrepancy for Bargained Retroactive Pay Rate Adjustments (Contribution File only)**

The earnings do not retain the same service credit earned to earnable ratio based on a service credit calculation for the service period range.

The below steps determine the service credit discrepancy if the bargained retroactive pay rate adjustment:

- Calculate old service credit (prior to adjustment) as the sum of Earnings on all lines targeted for adjustment divided by the Annualized Pay Rate

- Annualized Pay Rate used must be the Annualized Pay Rate on the record with the earliest reporting period.
- If there is a Bargained Retroactive Pay Rate Adjustment record in the target lines, then use the Annualized Pay Rate in the Pay Rate Adjustment record for the service credit calculation.
- Calculate new service credit (subsequent to adjustment) as the sum of Earnings on all lines targeted for adjustment, including the adjustment lines Earnings, divided by Annualized Pay Rate from adjustment line.
- The threshold between the old service credit and the new service credit cannot exceed +/- 0.0014.

Note 1: For the identified target lines based on the pay period begin and pay period end date, if there is more than one pay rate for the identified period, then group the records based on the Annualized Pay Rate and Assignment Code and match the adjustment line to each group of the target line records until a match is found.

Note 2: Companion contribution lines within the same payroll summary are included when checking for service credit discrepancy.

Note 3: Previously posted (but not companion) retroactive pay rate adjustment contribution lines are included when checking for service discrepancy. Multiple retroactive pay rate adjustments cannot be submitted on the same payroll summary (i.e., as companion lines), but must be submitted separately.

Note 4: If multiple pay rates are found among the target lines, target contribution lines will be grouped by pay rate (factoring in any previous pay rate adjustments). If the incoming pay rate adjustment meets the service credit discrepancy threshold for any individual pay rate grouping, the pay rate adjustment will be considered a match for only that individual pay rate grouping of target lines. However, if no pay rate grouping meets the service credit discrepancy threshold, the service credit discrepancy will be calculated using all the lines (i.e., all the pay rate groups) as target lines.

Note 5: When this business rule is invoked from DBS transfer, perform the following additional logic when considering earnings for a matched CC5 line:

Exclusions:

- This business rule is not applied if the Earnings Type of the adjustment is a special pay Earnings Type.
- This business rule applies for both DB and CB contribution lines, but for CB this business rule only applies for NFF target contribution lines (i.e., where Annualized Pay Rate is NOT zero).

Associated Message ID: 30301181

Bargained Retroactive Pay Rate Adjustment is associated to a target line and must be reversed together

A reversal contribution line is submitted, and a Bargained Retroactive Pay Rate Adjustment has been matched or determined based on the below matching logic and is not also being reversed.

Field	Matching	Notes
Client ID	Match	
Organization Code	Match	
Benefit Program	Match	
Employment ID	Match	
Pay Period Begin/End Date	Match	Note 3
Assignment Code	Match	Note 2
Expected Pay Periods	Match	Note 4

Note 1: The Expected Pay Period must match if the incoming Reversal line does not represent a time base of Reduced Workload Program (RWP).

Note 2: Assignment Code matching only applies for the Defined Benefit program.

Note 3: The Pay Period on the Bargained Retroactive Pay Rate Adjustment contribution line must overlap the Pay Period of the incoming Reversal line.

Note 4: If the target record(s) do not have an Expected Pay Period populated, match to a Pay Code per the below logic if DB; otherwise (e.g. for CB), consider as matching always.

Expected Pay Period	Pay Code
13	7
12	1 or 0
11	2
10	3
9	Consider as NOT matching
8	Consider as NOT matching
ANY	4
Any	8

Exclusion:

- This business rule does not apply if the incoming Reversal contribution line Time Base is Reduced Workload Program (RWP) and Earnings are zero/null and Pay Period is between the Bargained Retroactive Pay Rate adjustment period.

Associated Message ID: 30301406

### Annualized Pay Rate Required

The Annualized Pay Rate is NOT populated.

Exclusion:

- This business rule is not applied if the Message ID 30301196 is present.
- This business rule is not applied if the Service Type is Outgrowth or Retired Activities.

Associated Message ID: 30301366

### Pay Rate below CalSTRS minimum limitation

The Annualized Pay Rate is below the minimum annualized pay rate limitation based on the following:

Pay Code/Time Base	Min Pay Rate Limitation
Daily	California minimum wage * 1050 hours
Hourly	California minimum wage * 1050 hours
CCD (non-Temporary/non-Adjunct)	California minimum wage * 525 hours
CCD (Temporary/Adjunct)	California minimum wage * 525 hours
All Others	California minimum wage * 1050 hours

- This business rule is not applied if Message ID 30301196 is present.
- This business rule is not applied for special pay Earnings Types.

Associated Message ID: 30301367

### Valid Expected Pay Period values

The Expected Pay Period code value entered is not one of the following:

Code Value	Description
13JJ	13 - July to June (Quadra Weekly)
12JJ	12- July to June
1100	11- Unspecified Breaks
11JM	11- July to May
11AJ	11- August to June
1000	10- Unspecified Breaks
10JA	10- July to April
10JM	10- July to May (December break)
10AM	10- August to May
10AJ	10- August to June (January break)
10SJ	10- September to June
0900	9- Unspecified Breaks

<b>Code Value</b>	<b>Description</b>
09AA	9- August to April
09SM	9- September to May
09OJ	9- October to June
0800	8- Unspecified Breaks
08AM	8- August to March
08AA	8- August to April (December break)
08SA	8- September to April
08SM	8- September to May (January break)
08SJ	8- September to June (Jan/Feb break)
08OM	8- October to May
0000	0- Intermittent

Associated Message ID: 30301368

### Intermittent not allowed for service type/time base

The Expected Pay Period value is Intermittent, and the Service Type or Time Base is one of the following:

- Service Type = Retired Activities
- Service Type = Superintendent
- Service Type = Elected Officer
- Time Base = RWP

Associated Message ID: 30301369

### Expected pay periods not allowed for CB

The Benefit Program is CB and an Expected Pay Period is populated.

Associated Message ID: 30301370

### Expected Pay Periods not allowed for Retired Activities Service Type

The Service Type is Retired Activities and an Expected Pay Period is populated.

Associated Message ID: 30301371

### Expected Pay Period does not match with previous reporting for RWP

The Expected Pay Period value does NOT match the Expected Pay Period value of a prior contribution line.

A prior contribution line is defined as follows:

- Prior contribution line can be a posted transaction line or a payroll detail record.

- Pay period must be for the prior pay period.
- Pay period must be for the same fiscal year.
- Assignment Code must be 36 (RWP)
- Organization Code must match.
- If the Expected Pay Period value is NULL for the target line, then it is considered a match.

This business rule only applies if the Time Base is RWP and the contribution line is not the first RWP line posted for the fiscal year.

Associated Message ID: 30301372



## **Business Rules: Warnings**

### **Duplicate Payroll Detail**

The Payroll Header contains two contribution lines for the same tax ID match the following fields:

- Assignment Code
- Pay Period Begin Date and Pay Period End Date
- Pay Rate and Pay Code
- Earnings
- Transaction Type

Exclusions:

- This business rule is not applied for special pay Earnings Types.
- This business rule only applies to Assignment Code 36, 37, 47, and 57 contribution lines.

Associated Message ID: 30301123

### **Duplicate Payroll Detail in member account transaction**

The Payroll Detail record for a tax ID matches with an existing posted contribution line for the same tax ID and reporting unit. The matching criteria are as listed below:

- Assignment Code
- Pay Period Begin Date and Pay Period End Date
- Pay Rate and Pay Code
- Earnings
- Transaction Type

Exclusions:

- This business rule is not applied for special pay Earnings Types.
- This business rule only applies to Assignment Code 36, 37, 47, and 57 contribution lines.

Associated Message ID: 30301125

### **Invalid Pay Period**

The contribution line has a Pay Period prior to fiscal year 1988-89.

This business rule only applies when the Benefit Program Member Code is DB member or DB Non-Member.

Associated Message ID: 30301196

### Duplicate transaction exists in the system

The payroll detail record matches to an existing posted transaction record, based on the following matching criteria:

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

This business rule only applies for payroll detail records where ANY of the following are true:

- Time Base = RWP or Full Time
- Earnings Type = Salary
- Service Type = Elected Officer

Associated Message ID: 30301284

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

The total of reported contributions for the fiscal year is not correct.

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

Associated Message ID: 30301250 (Warning) 30301251 (Error)

### Special Pay is excessive for Pay Period Fiscal Year

The contribution line has a special pay Earnings Type, an Assignment Code other than 71, and the sum of all the special pay line earnings for this account for the Pay Period fiscal year (including any companion payroll detail records associated to the payroll summary) is greater than \$20,000.00.

Assignment Code 71 special pay lines are not included when calculating the earnings and contribution totals.

Exclusions:

- The business rule is not applied if Message ID 30301196 is present.
- This business rule is not applied if the fiscal year is prior to 2002-03.

Associated Message ID: 30301313

### Other Retirement System Service is only valid when a retirement system election exists for the position

The Service Type is Other Retirement System Service and no other posted Other Retirement System contribution lines exists for the same employer.

Associated Message ID: 30301351

### Determine Mandatory DB Membership Qualification for Contribution File - Part Time (Hourly) and Part Time (Daily)

The contribution line is reported with Time Base of Part Time (Hourly) or Part Time (Daily), the member type is DB Non-Member, and the employee is qualified for mandatory DB membership.

Exclusions:

- This business rule is not applied if Transaction Type = Bargained Retroactive Pay Rate Adjustment, Reversal, Pre-Tax Account Receivable, or Post-Tax Account Receivable.
- This business rule is not applied if Earnings Type = special pay Earnings Type.
- This business rule is not applied if Message ID 30301196 is present.
- This business rule is not applied if the employer offers CB for the reported Pay Period.
- This business rule is not applied if Service Type = Retired Activities

Associated Message ID: 30301403

## Service credit is excessive for the Pay Period range

The calculated Service Credit for the Pay Period range is greater than the calculated service credit threshold for the Pay Period range.

For Full Time and RWP Time Bases the service credit threshold is calculated as follows:  
 $1 / \text{Expected Pay Period factor (e.g. 13, 12, 11, 10)} * \text{unique number of reporting periods within the Pay Period range.}$

Note: Only Full Time and RWP Time Base's are included when calculating service credit for the pay period range.

Exception:

The contribution line is the 1st contribution line for the fiscal year with a Time Base of Full Time

Example 1:

Pay Period: 07/01/2018-07/31/2018

Expected Pay period: 10- August to May

Service Credit threshold =  $(1 / 10) * 1 = .1$

Example 2:

Pay Period: 06/15/2018 - 08/14/2018

Expected Pay Period factor: 10

Service Credit threshold =  $(1 / 10) * 3 = .3$

For time bases other than Full Time and RWP, excess service credit is calculated as follows:

- The contribution line has a Pay Period End Date after 06/30/2013 and the employer organization sub-type is 'Community College' and the cumulative service credit for the reported pay period and employer is 0.250 or greater.
- The contribution line has a Pay Period End Date after 06/30/2013 and the employer organization sub-type is NOT 'Community College' and the cumulative service credit for the reported pay period and employer is 0.200 or greater.
- The contribution line has a Pay Period End Date after 06/30/2002 and Pay Period Begin Date is prior to 07/01/2013 and the employer organization sub-type is 'Community College' and the cumulative service credit for the reported pay period and employer is 0.200 or greater.
- The contribution line has a pay period end date after 06/30/2002 and pay period begin date is prior to 07/01/2013 and the employer organization sub-type is NOT 'Community College' and the cumulative service credit for the reported pay period and employer is 0.150 or greater.

- The contribution line has a pay period end date after 6/30/1988 and pay period begin date prior to 7/1/2002 and the cumulative service credit for the reported pay period and employer is 0.100 or greater.

Exclusions (for all time bases):

- The business rule is not applied if Message ID 30301196 is present.

Associated Message ID: 30301364

### Annualized Pay Rate Increase excessive

The contribution line is for a member that is greater than or equal to 52 years in age and the Annualized Pay Rate increase is excessive when compared to the previous reported contribution line.

Exclusions:

- This business rule is not applied if Message ID 30301196 is present.
- This business rule is not applied if CalSTRS does not have the birth date for the Client ID being reported.
- This business rule is not applied if Time Base is Part Time (50% or more), Part Time (Less than 50%) Part Time (Hourly) Part Time (Daily), or Substitute AND the Pay Period Begin and End Dates are subsequent to 6/30/2002.
- This business rule is excluded for Non-Members.
- This business rule is not applied for CB.

A previously reported contribution line is defined as follows:

**Non-Charter Schools:** The most recent Pay Period Begin Date reported with the same Organization Code and Client ID. This can be a posted contribution line or a companion contribution line within the same payroll summary.

**Charter Schools:** The most recent Pay Period Begin Date reported with the same Client ID and is a report unit within the same report source. This can be a posted contribution line or a companion contribution line within the same payroll summary.

**Note 1:** Only a line belonging to the preceding reported pay period based on the Pay Period Begin Date is considered as a previous line.

**Note 2:** Only a line reported within the same or prior Fiscal Year is considered as a previous line.

**Note 3:** If the reported contribution lines Pay Period Begin Date is for January through June, then only a line reported within the same fiscal year is considered as a previous line.



Note 4: If the reported contribution lines Pay Period Begin Date is for July through December, then a line reported in the current or previous fiscal year can be considered a previous line.

Note 5: Reversal, reversed, and adjustment contributions lines (adjustment lines are determined if the Transaction Type = Adjustment) are not considered a previous contribution line.

Note 6: Special Pay contribution lines are not considered a previous line.

Note 7: Only lines with Time Base Full Time, Reduced Workload Program (RWP), CCD (non-Temporary/non-Adjunct) or CCD (Temporary/Adjunct) are considered, for the purposes of establishing the prior line.

Associated Message ID: 30301152

## **Business Rules: Informational Messages**

Regular matches to a previously reported line in the system

The Transaction Type is Regular and another contribution line with identical information, but different Earnings value has already been posted to the system.

Associated Message ID: 30301281

Duplicate Payroll Detail exists in the summary

The Payroll Summary contains two contribution lines that match based on the following matching criteria:

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

This business rule only applies for payroll detail records where ANY of the following are true:

- Time Base = RWP or Full Time
- Earnings Type = Salary
- Service Type = Elected Officer

Exclusions:

- This business rule does not apply when Time Base is any of the following:
  - Part-Time (50% or more)
  - Part-Time (Less than 50%)
  - Part Time (Hourly)
  - Part Time (Daily)
  - Substitute

- CCD (Non-Temporary/Non-Adjunct)
- CCD (Temporary/Adjunct)

Associated Message ID: 30301283

### Earnings amount in excess of the IRC 401(a)(17) compensation limit

The membership account is for a DB 2% at 60 or CB Participant member hired on or after 07/01/1996 and the Pay Period Begin Date is after 06/30/1996 and the contribution line causes the cumulative earnings for the account for the reported fiscal year through the pay period contribution line to exceed the IRC 401(a)(17) Limit.

Associated Message ID: 30301373

### Earnings amount in excess of the PEPRA compensation limit

The membership account is for a DB 2% at 62 or CB PEPRA member and the contribution line causes the cumulative earnings for the account for the reported fiscal year through the pay period contribution line to exceed the PEPRA compensation cap.

Associated Message ID: 30301374

### Member has previously been reported as retired

The contribution line contains both of the following:

- Benefit Program Member Code is DB Member or CB Member.
- The Pay Period End Date is after the Membership Account Status Effective Date of the retired membership account.

Associated Message ID: 30301363

### Year to date service credit excessive

The contribution line causes the cumulative service credit for the reported Fiscal Year to be excessive.

- The contribution line has a Pay Period Begin Date after 06/30/2012, the employer organization sub-type is 'Community College' and the cumulative service credit is greater than 2.000
- The contribution line has a Pay Period Begin Date after 06/30/2012, the employer organization sub-type is NOT 'Community College' and the cumulative service credit for the reported year and employer is greater than 1.500
- The contribution line has a Pay Period Begin Date after 06/30/2002 and Pay Period End Date is before 07/01/2012 and the cumulative service credit for the reported year and employer is greater than 1.800





- The contribution line has a Pay Period End Date prior to 07/01/2002 and the cumulative service credit for the reported year and employer is greater than 1.000.

Note: Calculation for cumulative service credit must include any companion contribution lines on the payroll summary.

Exclusions:

- The business rule is not applied if Message ID 30301196 is present.

Associated Message ID: 30301180