MR87 File Specification

Specification Overview

Purpose

The *MR87 File Specification* is a resource to instruct users on how to report enrollment information to CalSTRS according to the Teachers' Retirement Law. This document is used only for reporting in the **new** Secure Employer Website and provides the basic guidelines required of an MR87 File, detailed file layouts and business rules.

Once an MR87 File is submitted and received by CalSTRS, an Employment Response File will be generated and be accessible through the Employment Summary record in the Secure Employer Website to validate the submitted MR87 File transactions. If a transaction is not accepted by CalSTRS, an error code will populate in the response file to indicate the problem with the transaction.

Version 1.0 – 05/09/2024

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MR87 File Layout

Background

The *MR87 File Layout* outlines the order of fields, code values per field, description of each field/value and applicable structural rules for MR87 Files. MR87 files are fixed width text files and must be uploaded with a text (TXT) file extension. The system automatically creates a summary record based on the enrollment information uploaded.

Field Position 1-2: Transaction Code

Must be present and one of the following code values. Transaction codes 82 (close alternative retirement program participation, 83 (close Cash Balance account), 86 (suspend Defined Benefit member contributing to Cash Balance plan) and 87 (open alternative retirement program participation) are not valid on the MR87 and can only be submitted manually on the 'Employment Detail' screen.

Code Value	Description
02	Establish Non-member account
06	Establish Cash Balance account
11	Establish mandatory qualifying account
81	Establish permissive elect member account

Field Position 3-11: Employee Social Security Number

Must be present and cannot start with the number 9.

Format	Description
Numeric	Employee Social Security number

Field Position 12-24: Last Name

Must be present with at least 1 character. Use blank spaces if last name does not populate all 13 characters. If last name is more than 13 characters populate the first 13 characters of the last name in this field. Hyphens and apostrophes are allowed but cannot be the only characters populated.

Format	Description
Nonnumeric	Employee's last name

Field Position 25-36: First Name

Must be present with at least 1 character. Use blank spaces if name does not populate all 8 characters. If first name is more than 8 characters populate the first 8 characters of the first name in this field. Hyphens and apostrophes are allowed but cannot be the only characters populated. If person does not have a first name, populate the field with a single asterisk.

Format	Description
Nonnumeric	Employee's first name

Field Position 37-38: Middle Initial Name

Optional field. Use blank spaces if middle initials do not populate all 2 characters. Hyphens and apostrophes are allowed but cannot be the only characters populated.

Format	Description
Nonnumeric	Employee's middle Initial(s)

Field Position 39: Gender

Must be present and one of the following code values:

Code Value	Description
1	Male
M	
2	Female
F	
3	Nonbinary
X	

Field Position 40-45: Filler

Use blank spaces to fill this field.

Field Position 46-53: Employee Birth Date

Must be present and a valid date. The age of the person cannot be less than 18 or greater than 95 as of the current date.

Format	Description
CCYYMMDD (i.e., 20200801)	Employee birth date

Field Position 54-59: Filler
Use blank spaces to fill this field.

Field Position 60-61: Reporting Source Code
Must be present and a valid reporting source code.

Code Value	Description
Numeric	Two-digit report source organization code (e.g., 10 = Fresno County Office of Education)

Field Position 62-64: Reporting Unit Code
Must be present and a valid reporting unit code.

Code Value	Description
Numeric	Three-digit report unit organization code

Field Position 65: Filler
Use a blank space to fill this field.

Field Position 66-71: Employee Number
Optional field. Use zeros or blank spaces if not populating an employee number.

Code Value	Description
Numeric	Six-digit unique employee identifier

Field Position 72-79: Effective Date
Must be present and a valid date.

Format	Description
CCYYMMDD (i.e., 20200801)	Transaction code effective date

Field Position 80: Filler
Use a blank space to fill this field.

Field Position 81: Full-Time Assignment Indicator

Optional field. Use blank space if not populating indicator.

Code Value	Description
X	Denotes full-time employee

Field Position 82: Part-Time Assignment Indicator

Optional field. Use blank space if not populating indicator.

Code Value	Description
X	Denotes part-time employee

Field Position 83: Substitute Assignment Indicator

Optional field. Use blank space if not populating indicator.

Code Value	Description
X	Denotes substitute employee

Field Position 84-86: Batch Number

Optional field. Use blank spaces if not populating a batch number.

Code Value	Description
Number	Identifies batch number from employer payroll system

MR87 File Response File Layout

Background

MR87 Files submitted to CalSTRS for posting will generate a response file. The Response File is a comma separated value (CSV) file with a tilde as the field separator. The Response File contains all the same fields submitted on the MR87 File and includes an additional field with error message information, if applicable.

Fields Matching MR87 File Values

The same data submitted on the MR87 File is returned on the response file for each of the fields listed.

Field Position	Field Title
1	Report Unit
2	Transaction Code
3	Last 4 SSN
4	Last Name
5	First Name
6	Middle Initial
7	Gender
8	Birth Date
9	Effective Date
10	Service Type
11	Batch Number

Field Position 12 – System Response

Error message text (if applicable) otherwise null.

MR87 File Response Codes and Descriptions

Background

MR87 Files submitted to CalSTRS for posting will generate a response file including response codes that detail any errors that may exist. The following table lists the response codes and descriptions that may appear on the response file. The last two response code descriptions in the table below do not have a response code but instead are identified by message ID.

Response Code	Response Code Description
1	Transaction not processed. Transaction code invalid. Resubmit transaction with valid transaction code.
2	Transaction not processed. Verify Tax ID and resubmit transaction with valid Tax ID.
3	Transaction not processed. Last name invalid. Resubmit transaction with valid last name.
4	Transaction not processed. First Name invalid. Resubmit transaction with valid first name.
5	Transaction not processed. Middle initial(s) invalid. Resubmit transaction with valid middle initial(s).
6	Transaction not processed. Gender invalid. Resubmit transaction with valid gender.
7	Transaction not processed. Birth date invalid. Resubmit transaction with valid birth date.
8	Transaction not processed. Report source invalid. Resubmit transaction with valid report source.
9	Transaction not processed. CalSTRS records have a <Benefit_Program> <Member_type> account in <account_status> effective <status_effective_date> under this Tax Id, <last_name>, <first_name>, <middle_initial> and birth date <birth_date>.
10	Enrollment cannot be more than 550 days prior to or 90 days after current date.
11	Transaction not processed. CalSTRS records have a <Benefit_Program> <Member_type> account in <account_status> effective <status_effective_date> under this Tax Id, <last_name>, <first_name>, <middle_initial> and birth date <birth_date>.

12	CalSTRS records have birth date <birth_date>. Verify birth date.
13	CalSTRS records have a <Benefit Program> <Member_type> account in <account_status> effective <status_effective_date> under Tax Id XXX-XX-<last4SSN> for this name and birth date. Transaction not processed. Verify Tax Id and resubmit transaction with valid Tax id.
14	CalSTRS records have a <Benefit Program> <Member_type> account in <account_status> effective <status_effective_date> under Tax Id XXX-XX-<last4SSN> which has been verified for this name and birth date. Transaction not processed. Resubmit transaction with valid Tax Id.
16	More than one person exists with the same name and birth date under different Tax Id's. Transaction not processed. Verify Tax Id and resubmit transaction with valid Tax Id.
18	CalSTRS records indicate member account in <account_status> status effective <status_effective_date>. Enrollment transaction cannot be processed. Please contact CalSTRS.
21	CalSTRS records have beneficiary/payee/retiree under this Tax Id, <last_name>, <first_name>, <middle_initial>. Unable to make name change. Employee must contact CalSTRS directly.
22	CalSTRS records have Tax Id XXX-XX-<last4SSN> client id <client_id> for this name and birth date. Transaction not processed. Verify Tax Id and resubmit transaction with valid Tax Id.
24	Existing birth date cannot be updated.
26	Transaction not processed. Invalid report unit.
37	Member has an active Alt Retirement Prg account for this employer.
44	The Employer does not participate in the Benefit Program provided for this Enrollment.
45	Transaction not processed. Employment already exists with a start date subsequent to the effective date on the enrollment record. Please verify your records or contact CalSTRS for assistance.
48	Enrollment is not allowed since the employer is not active.
49	CalSTRS records have a <Benefit_Program> <Member_type> account in <account_status> effective <status_effective_date> under this Tax Id, <last_name>, <first_name>, <middle_initial> and birth date <birth_date>. The transaction was processed and a new Employment Record created.

50	Existing birth date cannot be updated. The transaction was processed and a new Employment Record created.
51	CalSTRS records have a <Benefit_Program> <Member_type> account in <account_status> effective <status_effective_date> under this Tax Id, <last_name>, <first_name>, <middle_initial> and birth date <birth_date>. Verify Birth Date. The transaction was processed and a new Employment Record created.
52	The transaction was processed and a new Employment Record created.
53	CalSTRS records have birth date {0}. Verify birth date. The transaction was processed and a new Employment Record created.
54	CalSTRS records indicate member account in withdrawn status effective <status_effective_date>. Resubmit transaction code <transaction_code> with effective date at least one day later than withdrawn effective date.
30300344	Non-Member transaction(s) exist for the member and conflict with the DB membership date.
30300365	Enrollment is not allowed for Retired/Disabled member.