

# F496 File Specification

## Specification Overview

### Purpose

The *F496 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 F496 File is used in order to report payroll-type transactions such as Regular, Adjustments, Bargained Retroactive Pay Rate, Special Compensation and Account Receivables. This file must be free of errors before it can be submitted to CalSTRS. This document is used only for reporting in the **new** Secure Employer Website and provides the basic guidelines required of a F496 File, detailed file layouts and business rules.

Version 1.0 – 05/10/2024

Version 2.0 – 08/15/2024

This error message was removed:

Error Message ID: 30301249 - A payroll detail line with negative earnings already exists for this pay period. Negative adjustments (including reversal records) must not overlap.

Legacy Error ID: N/A

The contribution line has negative earnings and a matching companion line with negative earnings either matches or overlaps for the same pay period.

A matching companion line is defined as a contribution line that belongs to the same summary AND matches on Assignment Code, Pay Code, Contribution Code, and Pay Rate. The system will display the error message on both companion lines.

The error message displays even if a contribution line is identified as a reversal.

Verify the accuracy of the adjustment.

If the contribution line is valid and any previously reported line(s) are incorrect for the pay period range, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance.

Field(s) and Record Position(s): Earnings (46-52), Pay Period Begin (64-71), Pay Period End (72-79)

These error messages were added:

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

Legacy Error ID: N/A

Employment record match cannot be made for the SSN, Organization Code and Member Code reported. Employment record must exist under the benefit program in context to submit payroll detail records. Verify SSN, Organization Code and Member Code and make any necessary corrections. If SSN, Organization Code and Member Code are correct, create an employment record by submitting an enrollment transaction using the MR87 process or in SEW through the Employment Detail Maintenance screen.

Field(s) and Record Position(s): Employee Social Security Number (5-13), Member Code (34), Source Code (80-83), Unit Code (84-86)

**Error Message ID: 30301253 – Contribution Code 0 or blank invalid for Member Service**

Legacy Error ID: N/A

The contribution line is coded with a Contribution Code 0 or blank and the Member Code is 1. Contribution Code 0 or blank is only valid for nonmember (Member Code = 2) reporting. Verify your records to determine the correct Contribution Code to use based on the Earnings being reported.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Valid Contribution Codes:

0 or blank = Used for reporting non-members

1 = Member current month detail

2 = Adjustment of previously omitted or incorrect contributions

3 = Adjustment (+ or -) of previously reported Earnings (affects service credit)

4 = Receivable: payroll deduction for CalSTRS payment

5 = Retroactive pay rate adjustment of previously reported service (does not generate service credit)

6 = Special Pay



9 = Non-creditable service (e.g., overtime, summer, intersession service prior to 07/01/2002)

Field(s) and Record Position(s): Contribution Code (57), Member Code (34)

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## F496 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 F496 File for the Defined Benefit Program. F496 Files are fixed width text files and must be uploaded with a text (TXT) file extension. The system automatically creates summary and header records based on the contribution information submitted.

### Field Position 1-4: Fiscal Year

Must be present and represent the ending Fiscal Year:

Format	Description
Numeric	Four-digit ending Fiscal Year (e.g., For Fiscal Year 2024/2025, use '2025')

### Field Position 5-13: Employee Social Security Number

Must be present and cannot have all repeating numbers (e.g., 555555555).

Format	Description
Numeric	Employee Social Security number

### Field Position 14-23: Last Name

Must be present. 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.

Format	Description
Nonnumeric	Employee's last name

### Field Position 24-31: First Name

Must be present. 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.

Format	Description
Nonnumeric	Employee's first name

**Field Position 32-33: Middle Initial Name**

Optional field. Use blank spaces if middle initials do not populate all 2 characters.

<b>Format</b>	<b>Description</b>
Nonnumeric	Employee's middle Initial(s)

**Field Position 34: Member Code**

Must be present and one of the following code values:

<b>Code Value</b>	<b>Description</b>
1	Defined Benefit Member
2	Defined Benefit Nonmember

**Field Position 35-36: Assignment Code**

Must be present and one of the following code values:

<b>Code Value</b>	<b>Description</b>
34	Reduced Workload Program – system will convert to Assignment Code 36
35	Early Retirement Incentive Program
36	Reduced Workload Program
37	Elected Officer
44	Substitute - system will convert to Assignment Code 54
45	Part-Time (non-contract) - system will convert to Assignment Code 55
46	Sabbatical – system will convert to Assignment Code 56
47	Contract – system will convert to Assignment Code 57
49	Intersession
54	Substitute
55	Part-Time (non-contract)
56	Sabbatical
57	Contract
58	Temporary/Adjunct
59	Summer Service
61	Working After Retirement
62	Exchange/Sojourn

63	Post-Retirement Exemption
64	Teacher Assistant
71	Limited Term Special Pay
72	Special Pay 2% at 62

**Field Position 37-44: Pay Rate**

Must be present. Decimal place assumed before last two positions. Use leading blank spaces or zeros to fill the entire field length.

<b>Format</b>	<b>Description</b>
Numeric	Rate of pay

**Field Position 45 – Pay Code**

Must be present and one of the listed code values:

<b>Code Value</b>	<b>Description</b>
0	Annual or Lump-Sum
1	12 Monthly Payments
2	11 Monthly Payments
3	10 Monthly Payments
4	Hourly Rate
7	13 Payments
8	Daily Rate

**Field Position 46-52: Earnings**

Must be present. Decimal place assumed before last two positions. Negative amounts must be represented by a signed value. Use leading blank spaces or zeros to fill the entire field length.

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

**Field Position 53-56: Member Contribution Rate (Post-Tax)**

Optional field. Use blank spaces or zeros if not populating contribution rate.

<b>Format</b>	<b>Description</b>
Numeric	Post-tax member contribution rate

**Field Position 57 – Contribution Code**

Must be present and one of the listed code values:

<b>Code Value</b>	<b>Description</b>
0 or blank space	Non-member current earnings
1	Current member contributions
2	Adjustment of contributions
3	Adjustment of earnings
4	Payroll deduction for CalSTRS payment
5	Retroactive pay rate adjustment
6	Special compensation lump-sums
9	Overtime/summer intersession service

**Field Position 58-63: Member Contribution Amount Post-Tax**

Conditionally must be present. Decimal place assumed before last two positions. Negative amounts must be represented by a signed value. Use leading blank spaces or zeros to fill the entire field length. Use blank spaces or zeros if contributions are pre-tax.

<b>Format</b>	<b>Description</b>
Numeric	Post-tax member contributions

**Field Position 64-71: 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 72-79: 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 80-83: Reporting Source Code**

Must be present and a valid reporting source code. First two characters must be zeros or blank spaces.

<b>Code Value</b>	<b>Description</b>
Numeric	Four-digit report source organization code (e.g., 0010 = Fresno County Office of Education)

**Field Position 84-86: Reporting Unit Code**

Must be present and a valid reporting unit code.

<b>Code Value</b>	<b>Description</b>
Numeric	Three-digit report unit organization code

**Field Position 87-88: Report Period**

Optional field. Use zeros or blank spaces if not indicating reporting period.

<b>Code Value</b>	<b>Description</b>
Numeric	Two-digit representation of the Reporting Period per the F496 submission schedule (e.g., 01 to denote July)

**Field Position 89: Creditable Earnings Indicator**

Optional field. Use zero if not indicating creditable earnings.

<b>Code Value</b>	<b>Description</b>
*	Asterisk (*) to denote member creditable earnings
C	'C' to denote creditable earnings above the creditable compensation cap, applicable only for 2% at 62 members
Blank space	Blank space to denote non-creditable earnings

**Field Position 90: Line Type Code**

Must be present and one of the listed code values:

<b>Code Value</b>	<b>Description</b>
L	Use 'L' to denote payroll detail record

**Field Position 91-94: Member Contribution Rate (Pre-Tax)**

Optional field. Use blank spaces or zeros if not populating contribution rate.

<b>Format</b>	<b>Description</b>
Numeric	Pre-tax member contribution rate.

**Field Position 95-100: Member Contribution Amount Pre-Tax**

Decimal place assumed before last two positions. Negative amounts must be represented by a signed value. Use leading blank spaces or zeros to fill the entire field length. Use blank spaces or zeros if contributions are post-tax.

<b>Format</b>	<b>Description</b>
Numeric	Pre-tax member contributions

**Field Position 101-102: Classification Code**

Must be present when employees meet AB1586 criteria and one of the listed code values. Use blank spaces or zeros if employee does not meet AB1586 criteria.

<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

**Field Position 103-108: Base Hours**

Must be present when employees meet AB1586 criteria. Decimal place assumed before last two positions. Use leading blank spaces or zeros to fill the entire field length. Use blank spaces or zeros if employee does not meet AB1586 criteria.

<b>Format</b>	<b>Description</b>
Numeric	Valid range of base hours by classification code as follows: 01 Lab Instructor = 525 to 2080 hours 02 Lecturer / General Instructor = 525 to 2080 hours 03 Adult Education Instructor = 875 to 2080 hours 04 Librarian = 1050 to 2080 hours 05 Counselor = 1050 to 2080 hours

## F496 File Error Types

### Background

The F496 File has four error types that can occur when processing a file. The file must be free of errors before it can be submitted to CalSTRS.

1. **File Formatting Errors:** Structural issue with the file such as an invalid character.
2. **Business Errors:** An error that must be corrected before the file can be submitted for posting.
3. **Warnings:** An error that must be corrected or validated with a comment before the file can be submitted for posting.
4. **Information Messages:** A potential error that needs to be reviewed but may not require correction before the file can be submitted for posting.

## **F496 File Formatting Errors and Resolutions**

### **Error Message ID 30301075 – Invalid Pay Period Begin.**

Legacy Error ID MO-I002

The Pay Period Begin field contains non-numeric characters or invalid dates. The Pay Period Begin field can only contain numbers (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0) and cannot start with a zero. Invalid dates include using months outside of 1 through 12 or days that exceed the amount allotted in a month (e.g., February 30, January 32, etc.). Valid Pay Period Begin can only contain date serial numbers as date values in CCYYMMDD format.

Verify the payroll data and update the Pay Period Begin with valid date values and date formats in your file or in your payroll system.

- If correcting your file, update the Pay Period Begin field with valid date values and date format. Upload the corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update Pay Period Begin with valid date values and date format. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Period Begin (64-71)

### **Error Message ID 30301076 – Invalid Pay Period End.**

Legacy Error ID: MO-I003

The Pay Period End field contains non-numeric characters or invalid dates. The Pay Period End field can only contain numbers (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0) and cannot start with a zero. Invalid dates include using months outside of 1 through 12 or days that exceed the amount allotted in a month (e.g., February 30, January 32, etc.). Valid Pay Period End can only contain date serial numbers as date values in CCYYMMDD format.

Verify the payroll data and update the Pay Period End with valid date values and date formats in your file or in your payroll system.

- If correcting your file, update Pay Period End field with valid date values and date format. Upload the corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update Pay Period End with valid date values and date format. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Period End (72-79)

## Error Message ID 30301077 – Pay Period Begin greater than Pay Period End.

Legacy Error ID: MO-I004

The Pay Period Begin field and Pay Period End field contain valid dates; however, the Pay Period Begin date is greater than the Pay Period End date. Pay Period End date cannot be before the Pay Period Begin date (e.g., Pay Period Begin 11/15/2007 and Pay Period End 11/01/2007).

Verify the payroll data and update your file or your payroll system with the Pay Period Begin date to be prior to and not greater than the Pay Period End date.

- If correcting your file, update the Pay Period Begin date to be prior to and not greater than the Pay Period End date. Upload the corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update Pay Period Begin date to be prior to and not greater than the Pay Period End date. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Period Begin (64-71), Pay Period End (72-79)

## Error Message ID 30301079 – The Report Unit/Source in the file does not match with the Report Source indicated when the file was uploaded.

Legacy Error ID: MO-I006

The Report Unit/Source in the file does not match with the Report Source indicated when the file was uploaded.

The Source Code and Unit Code within the file are valid codes in the system, however, they do not match with the Reporting Source of the SEW user who uploaded the file.

Verify the Source Code and Unit Code match to the appropriate Organization that has been selected upon logging into SEW.

If the Organization Code in the file is correct, but the SEW user is logged in under the incorrect Organization:

- Switch to the appropriate Organization by using the “Select Organization” icon at the top of the screen.
  - If you do not have access to the Organization, contact your Admin to ensure you have the appropriate permissions.

If the SEW user is logged in under the correct Organization, but the Organization Code in the file is incorrect:

- If correcting your file, update the Source Code and Unit Code fields to match the Organization Code of the SEW user who uploaded the file. Upload the corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update Source and Unit Codes. Upload a new file into SEW.

Note: The 2-digit Source Code and 3-digit Unit Code are combined and validated against the 5-digit Organization Code in the system.

Field(s) and Record Position(s): Source Code (80-83), Unit Code (84-86)

**Error Message ID 30301078 – The Report Source/Unit Code is invalid or does not match the codes in the system.**

Legacy Error ID: MO-I008

The Source Code field and/or Unit Code field is invalid, not found, or does not match with an Organization Code in the system. A Source Code or Unit Code field cannot be blank and can only contain numbers (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0).

If blank or invalid, update the F496 contribution file or your payroll system with the correct Source Code and/or Unit Code and upload the corrected file into SEW.

If the Source Code/Unit Code is valid, CalSTRS may not have a record of this Organization Code within the system. Contact CalSTRS Employer Help if you believe this is a valid Organization Code.

Note: The 2-digit Source Code and 3-digit Unit Code are combined and validated against the 5-digit Organization Code in the system.

Field(s) and Record Position(s): Source Code (80-83), Unit Code (84-86)

**Error Message ID: 30301040 – Invalid file format. Record identifier is not defined in the file layout.**

Legacy Error ID: MO-I017

The Line Type Code must be L (Contribution Line), P (Page Total Line), D (District Total Line) or C (County Total Line). Verify the Line Type Code is valid. If incorrect, change the Line Type Code to indicate the line type being reported.

- If correcting your file, update the Line Type Code to a valid value. Upload the corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update Line Type Code. Upload a new file into SEW.

Field(s) and Record Position(s): Line Type Code (90) (Contribution Line), Line Type Code (83) (Page, District and County Total Line)

Error Message ID: 30301080 - The Fiscal Year does not contain a valid numeric value or does not equal to the Fiscal Year of the Reporting Period.

Legacy Error ID: MO-I020

The Fiscal Year field value is invalid, contains non-numeric characters, or does not match the Fiscal Year of the Reporting Period.

The Fiscal Year field value cannot be blank, cannot contain special characters, can only contain numbers (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0), and must be in CCYY fiscal year format. The fiscal year must match the fiscal year of the Reporting Period selected at upload.

Example: If the fiscal year being reported is 2017/2018, the Fiscal Year field must display 2018. If Reporting Period selected is 02/01/2018 – 02/28/2018 upon file upload, the fiscal year on each data line must be 2018. If the Reporting Period selected is 08/01/2018 – 08/31/2018, the fiscal year on each data line must be 2019.

- If correcting your file, change the Fiscal Year to match what was selected when the file was uploaded. Upload the corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to match the Fiscal Year that was selected when the file was uploaded. Upload a new file into SEW.

Field(s) and Record Position(s): Fiscal Year (1-4)

Error Message ID: 30301081- Employee Social Security Number does not contain a valid numeric value.

Legacy Error ID: MO-I021

Employee Social Security Number field is invalid or contains non-numeric characters.

The employee Social Security Number cannot be blank or cannot contain special characters. A valid Social Security Number can only contain exactly 9-digit numbers (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0) without dashes or blanks.

Verify the employee Social Security Number.

Update your file or your payroll system with verified and correct employee Social Security Number.



- If correcting your file, enter verified and correct employee SSN. Upload the corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update verified and correct employee SSN. Upload a new file into SEW.

Field(s) and Record Position(s): Employee Social Security Number (5-13)

Error Message ID: 30301082 - The Pay Rate does not contain a valid numeric value (signed or unsigned).

Legacy Error ID: MO-I023

The Pay Rate field contains an invalid value.

The entire Pay Rate field must contain all valid numeric values (signed\* or unsigned). A valid Pay Rate must have all signed values in uppercase per Table 1: Signed values conversion table below.

Table 1: Signed values conversion table

A	B	C	D	E	F	G	H	I	{	J	K	L	M	N	O	P	Q	R	}
+1	+2	+3	+4	+5	+6	+7	+8	+9	+0	-1	-2	-3	-4	-5	-6	-7	-8	-9	-0

The Pay Rate field in signed/unsigned value has its rightmost digit converted into a sign representation character. Refer to Table 1: Signed values conversion table for the following examples:

1. A positive 6-digit fixed positional text value of '654321' can either be represented by '654321' or '65432A', where the rightmost digit was replaced with 'A' to represent a value of 1, and that entire value is positive.
2. A negative 6-digit fixed positional text value of '-654321' must ONLY be represented as '65432J', where the last digit was replaced with 'J' to represent a value of 1, and that entire value is negative. Negative pay rates are converted into positive pay rates after sign conversion.

NOTE: Decimals are allowed if the Pay Rate field is updated in the Employer Payroll Detail record in SEW.

Verify the Pay Rate value is valid according to your payroll data, and if correctly converted according to Table 1: Signed values conversion table.

Update the Pay Rate field with valid and correct value in your file or in your payroll system.

- If correcting your file, update the Pay Rate field with valid numeric values (signed or unsigned). Upload the corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update the Pay Rate field with valid numeric values (signed or unsigned). Upload a new file into SEW.

Field(s) and Record Position(s): Pay Rate (37-44)

Error Message ID: 30301083 – Earnings does not contain a valid numeric value (signed or unsigned).

Legacy Error ID: MO-I024

The Earnings field value is invalid or does not contain a valid signed/unsigned value.

The entire Earnings field must contain either all valid numeric values (signed\* or unsigned) or be blank (blank if Contribution Code 2 and RWP only). Valid Earnings must have all signed values in uppercase per Table 1: Signed values conversion table below. Earnings field can be blank for RWP only with Contribution Code 2.

Table 1: Signed values conversion table

A	B	C	D	E	F	G	H	I	{	J	K	L	M	N	O	P	Q	R	}
+1	+2	+3	+4	+5	+6	+7	+8	+9	+0	-1	-2	-3	-4	-5	-6	-7	-8	-9	-0

The Earnings field in signed/unsigned value has its rightmost digit converted into a sign representation character. Refer to Table 1: Signed values conversion table for the following examples:

1. A positive 6-digit fixed positional text value of '654321' can either be represented by '654321' or '65432A', where the rightmost digit was replaced with 'A' to represent a value of 1, and that entire value is positive.
2. A negative 6-digit fixed positional text value of '-654321' must ONLY be represented as '65432J', where the last digit was replaced with 'J' to represent a value of 1, and that entire value is negative. Negative earnings are converted into positive earnings after sign conversion.

NOTE: Decimals are allowed if Earnings field is updated in the Employer Payroll Detail record in SEW.

Verify the Earnings value is valid according to your payroll data, and if the value is correctly converted according to Table 1: Signed values conversion table.

Update the Earnings field with valid and correct value in your file or in your payroll system.

- If correcting your file, update the Earnings field with valid numeric values (signed or unsigned). Upload the corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update the Earnings field with valid numeric values (signed or unsigned). Upload a new file into SEW.

Field(s) and Record Position(s): Earnings (46-52)

Error Message ID: 30301084 - The Member Contribution Rate (Post-Tax) does not contain a valid numeric value (signed or unsigned).

Legacy Error ID: MO-I025

The Member Contribution Rate (Post-Tax) field does not contain a valid numeric value.

The entire Member Contribution Rate (Post-Tax) field must contain either all numeric values (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0) or be blank. Change the non-numeric values to all numeric values or change the entire field to blank.

If correcting your file, update the Member Contribution Rate (Post-Tax) field with a valid value or change to blank. Upload the corrected file into SEW.

If correcting your payroll system, make the appropriate changes in your payroll system to update the Member Contribution Rate (Post-Tax) field with a valid value or change to blank. Upload a new file into SEW.

Field(s) and Record Position(s): Member Contribution Rate (Post-Tax) (53-56)

Error Message ID: 30301085 - The Member Contribution Amount (Post-Tax) does not contain a valid numeric value (signed or unsigned).

Legacy Error ID: MO-I026

The Member Contribution Amount (Post-Tax) field value is invalid or does not contain valid signed/unsigned value.

The entire Member Contribution Amount (Post-Tax) field must contain valid signed\*/unsigned values or be blank. Valid Member Contribution Amount (Post-Tax) field value must have all signed values in uppercase per Table 1: Signed values conversion table below. A valid Member Contribution Amount (Post-Tax) field value can be blank.

Table 1: Signed values conversion table

A	B	C	D	E	F	G	H	I	{	J	K	L	M	N	O	P	Q	R	}
+1	+2	+3	+4	+5	+6	+7	+8	+9	+0	-1	-2	-3	-4	-5	-6	-7	-8	-9	-0

The Member Contribution Amount (Post-Tax) field in signed/unsigned value has its rightmost digit converted into a sign representation character. Refer to Table 1: Signed values conversion table for the following examples:

1. A positive 6-digit fixed positional text value of '654321' can either be represented by '654321' or '65432A', where the rightmost digit was replaced with 'A' to represent a value of 1, and that entire value is positive.
2. A negative 6-digit fixed positional text value of '-654321' must ONLY be represented as '65432J', where the last digit was replaced with 'J' to represent a value of 1, and that entire value is negative. Negative earnings are converted into positive earnings after sign conversion.

NOTE: Decimals are allowed if the Member Contribution Amount (Post-Tax) field is updated in the Employer Payroll Detail record in SEW.

Verify the Member Contribution Amount (Post-Tax) value is valid according to your payroll data, and if correctly converted according to Table 1: Signed values conversion table.

Update the Member Contribution Amount (Post-Tax) field with valid and correct value in your file or in your payroll system.

- If correcting your file, update the Member Contribution Amount (Post-Tax) field with valid numeric values (signed or unsigned). Upload the corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update the Member Contribution Amount (Post-Tax) field with valid numeric values (signed or unsigned). Upload a new file into SEW.

Field(s) and Record Position(s): Member Contribution Amount (Post-Tax) (58-63)

Error Message ID: 30301090 - The Member Contribution Rate (Pre-Tax) does not contain a valid numeric value (signed or unsigned).

Legacy Error ID: MO-I028

The Member Contribution Rate (Pre-Tax) field does not contain a valid numeric value.

The entire Member Contribution Rate (Pre-Tax) field must contain either all numeric values (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0) or be blank.

- If correcting your file, update the Member Contribution Rate (Pre-Tax) field with a valid value or change to blank. Upload the corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update the Member Contribution Rate (Pre-Tax) field with a valid value or change to blank. Upload a new file into SEW.

Field(s) and Record Position(s): Member Contribution Rate (Pre-Tax) (91-94)

Error Message ID: 30301091 - The Member Contribution Amount (Pre-Tax) does not contain a valid numeric value (signed\* or unsigned).

Legacy Error ID: MO-I029

The Member Contribution Amount (Pre-Tax) field value is invalid or does not contain valid signed/unsigned value.

The entire Member Contribution Amount (Pre -Tax) field must contain valid signed\*/unsigned values or be blank. Valid Member Contribution Amount (Pre -Tax) field value must have all signed values in uppercase per Table 1: Signed values conversion table below. A valid Member Contribution Amount (Pre -Tax) field value can be blank.

Table 1: Signed values conversion table

A	B	C	D	E	F	G	H	I	{	J	K	L	M	N	O	P	Q	R	}
+1	+2	+3	+4	+5	+6	+7	+8	+9	+0	-1	-2	-3	-4	-5	-6	-7	-8	-9	-0

The Member Contribution Amount (Pre -Tax) field in signed/unsigned value has its rightmost digit converted into a sign representation character. Refer to Table 1: Signed values conversion table for the following examples:

1. A positive 6-digit fixed positional text value of '654321' can either be represented by '654321' or '65432A', where the rightmost digit was replaced with 'A' to represent a value of 1, and that entire value is positive.
2. A negative 6-digit fixed positional text value of '-654321' must ONLY be represented as '65432J', where the last digit was replaced with 'J' to represent a value of 1, and that entire value is negative. Negative earnings are converted into positive earnings after sign conversion.

NOTE: Decimals are allowed if the Member Contribution Amount (Pre -Tax) field is updated in the Employer Payroll Detail record in SEW.

Verify the Member Contribution Amount (Pre-Tax) value is valid according to your payroll data, and if correctly converted according to Table 1: Signed values conversion table.

Update the Member Contribution Amount (Pre -Tax) field with valid and correct value in your file or in your payroll system.

- If correcting your file, update the Member Contribution Amount (Pre-Tax) field with valid numeric values (signed or unsigned). Upload the corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update the Member Contribution Amount (Pre-Tax) field with valid numeric values (signed or unsigned). Upload a new file into SEW.

Field(s) and Record Position(s): Member Contribution Amount (Pre-Tax) (95-100)

Error Message ID: 30301086 – The Line Count does not contain a valid numeric value.

Legacy Error ID: MO-I030

The Line Count field does not contain a valid number.

The entire Line Count field can only contain numbers (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0).

- If correcting your file, update the Line Count field with numeric values. Upload the corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update the Line Count field with numeric values. Upload a new file into SEW.

Field(s) and Record Position(s): Line Count (5-10)

Error Message ID: 30301089 - Base Hours does not contain a valid numeric value.

Legacy Error ID: MO-I041

The Base Hours field contains non-numeric characters (blank allowed).

The entire Base Hours field must contain either all numeric values (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0) or be blank.

- If correcting your file, update the Base Hours field to all numeric values or blank. Upload the corrected file into SEW.



- If correcting your payroll system, make the appropriate changes in your payroll system to update the Base Hours field to all numeric values or blank. Upload a new file into SEW.

Field(s) and Record Position(s): Base Hours (103-108)

## **F496 Business Errors and Resolutions**

Error Message ID: 30301126 – Contribution Code is 4 and Earnings is not zero.

Legacy Error ID: MO-I005

Contribution Code 4 is not reported with zero Earnings. Earnings must be zero if the contribution line is reported with Contribution Code 4 (Receivable: payroll deduction for CalSTRS payment).

Verify the Contribution Code being reported is accurate. Change the Contribution Code if inaccurate or change the reported earnings to zero.

- If correcting onscreen in SEW, change the appropriate field in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Contribution Code (57), Earnings (46-52)

Error Message ID: 30301127 - Member Contribution Amount (Pre-Tax) and Member Contribution Amount (Post Tax) are both greater than zero.

Legacy Error ID: MO-I011

Both the Member Contribution Amount (Pre-Tax) and the Member Contribution Amount (Post Tax) fields are populated in the payroll detail record.

Determine if the contribution line should contain a Pre-Tax amount or Post-Tax amount and report accordingly. A contribution line cannot be populated with BOTH a Pre-Tax and Post-Tax amount.

- If correcting onscreen in SEW, update the corresponding Reported Amount in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

If the Pre-Tax and Post-Tax amounts are valid, you will need to report more than one contribution line. CalSTRS does not accept contribution lines with BOTH a Pre-Tax and Post- Tax amount.

Field(s) and Record Position(s): Member Contribution Amount (Post-Tax) (58-63), Member Contribution Amount (Pre-Tax) (95-100)



Error Message ID: 30301128 - Member code is not equal to 1 (member) or 2 (non-member).

Legacy Error ID: MO-I014

The Member Code must be either a "1" (member) or a "2" (non-member).

- If correcting onscreen in SEW, change the Member Code to a "Member" or "Non-Member" in the Employer Payroll Detail record and revalidate the record.
- If correcting the file or your payroll system, make the appropriate changes to a "1" (Member) or a "2" (Non-member). Upload a new file into SEW.

Field(s) and Record Position(s): Member Code (34)

Error Message ID: 30301101 - Employee Social Security Number cannot have repeating characters.

Legacy Error ID: MO-I022

The Employee Social Security Number contains all repeating characters.

Employee Social Security Number cannot contain all repeating characters (i.e., 555555555).

- If correcting onscreen in SEW, change the SSN in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Employee Social Security Number (5-13)

Error Message ID: 30301222 - The Earnings, Member Contribution Amount (Pre-Tax) and Member Contribution Amount (Post Tax) cannot all contain zero or blank amounts.

Legacy Error ID: MO-I040

The Earnings, Member Contribution Amount (Post-Tax) and Member Contribution Amount (Pre-Tax) fields cannot all contain zeros or blank amounts.

- If correcting onscreen in SEW, change the appropriate fields in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.



Field(s) and Record Position(s): Earnings (46-52), Member Contribution Amount (Post-Tax) (58-63), Member Contribution Amount (Pre-Tax) (95-100)

Error Message ID: 30301129 - Pay Period Fiscal Year not on database.

Legacy Error ID: MO-I045

The Contribution Line has a Pay Period Begin date or Pay Period End date before fiscal year 1945-46.

Verify the Pay Period Begin date or Pay Period End date is not before fiscal year 1945-46. Change the Pay Period Begin and End dates if incorrect.

- If correcting onscreen in SEW, change the appropriate fields in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301011- Member does not exist in System, a new Enrollment is required to be posted for further processing the Payroll detail.

Replaces Legacy Error ID: MO-B001

Employee Security Number does not match an existent Client ID.

Verify the Employee Social Security Number:

- If incorrect use the online correction feature in SEW and revalidate the payroll detail record or make the changes in your payroll system and upload a new file.
- If correct establish an account by enrolling the employee into CalSTRS system in one of the following methods:
  - In SEW, from the Employer Payroll Detail Maintenance Screen, click the “Enroll Member” button. You will be redirected to the Employment Detail Maintenance Person Enrollment Maintenance screen. Complete all required fields, click “Save”.
  - Use the MR87 process.

Valid Enrollment Types (Transaction Codes):

- 02 – Establish Non Member Account
- 06 – Establish Cash Balance Account
- 11 – Establish Mandatory Qualifying Member Account
- 81 – Establish Permissive Elect Member Account



Once the enrollment is successfully processed revalidate the payroll detail record.

NOTE: If the employee has permissively elected membership, please be sure to send CalSTRS the ES350 Form (Permissive Membership) filled out completely by both employer and the employee.

Field(s) and Record Position(s): Employee Social Security Number (5-13)

Error Message ID: 30301131- No match on First and Last Name.

Legacy Error ID: MO-B003

The Employee's First Name and Last Name does not match the current Last Name and current First Name in CalSTRS system.

Verify the Employee Social Security Number was entered correctly and is not matching an incorrect CalSTRS account.

- If the Employee Social Security Number is incorrect, correct the Employee Social Security Number using the online correction feature in SEW and revalidate the payroll detail record or make the changes in your payroll system and upload a new file.

If the Employee Social Security Number is correct, verify the employee name records.

- If the record in your payroll system is incorrect, change the Employee First and Last Name using the online correction feature in SEW and revalidate the payroll detail record or make the changes in your payroll system and upload a new file in SEW.
- If CalSTRS system is incorrect, update the employee First Name and Last Name by going to the Employee Demographic Information Maintenance screen in SEW. Name changes are not permitted if the employee has a CalSTRS Membership Account status of 'Retired' or 'Disabled'.

NOTE: All alphabetic characters must be uppercase (e.g., A, B, C not a, b, c etc.)

To prevent this business rule error, use Match File or query in SEW to validate and synchronize account information with CalSTRS records before you upload your F496 file.

Field(s) and Record Position(s): Employee Last Name (14-23), Employer First Name (24-31)



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

Legacy Error ID: N/A

Employment record match cannot be made for the SSN, Organization Code and Member Code reported. Employment record must exist under the benefit program in context to submit payroll detail records. Verify SSN, Organization Code and Member Code and make any necessary corrections. If SSN, Organization Code and Member Code are correct, create an employment record by submitting an enrollment transaction using the MR87 process or in SEW through the Employment Detail Maintenance screen.

Field(s) and Record Position(s): Employee Social Security Number (5-13), Member Code (34), Source Code (80-83), Unit Code (84-86)

**Error Message ID: 30301132 - San Francisco retirement system elect.**

Legacy Error ID: MO-B005

This contribution line is for an employee who is a member of the San Francisco Retirement System according to CalSTRS system.

Verify which retirement system this employee belongs to. If they are a member of the San Francisco Retirement System, void the payroll detail record from your Payroll Summary.

If additional contribution lines exist in CalSTRS system that is for an employee who is a member of the San Francisco Retirement System, submit reversing contribution lines to remove them from CalSTRS system.

If the employee should be a member of CalSTRS, contact CalSTRS Employer Help for further instruction.

To prevent this business rule error, use Match File or query in SEW to validate and synchronize account information with CalSTRS records before you upload your F496 file.

Field(s) and Record Position(s): Member Code (34)

Error Message ID: 30301133 - Member Service reported for a non-member.

Legacy Error ID: MO-B007

Contribution line is coded as a member when the CalSTRS System indicates this employee is a non-member for all or a portion of the pay period reported on the contribution line.

Verify the employee's current membership status.

- If the employee is a new CalSTRS member, establish DB membership in one of the following methods:
  - In SEW, from the Employer Payroll Detail Maintenance Screen, click the "Enroll Member" button. You will be redirected to the Employment Detail Maintenance screen. Use the appropriate Employment Type (Transaction Code): 11 (Establish Mandatory Qualifying Member Account) or 81 (Establish Permissive Elect Member Account. Complete all other required fields, click "Save".
  - Use the MR87 process

Once the enrollment is successfully processed revalidate the payroll detail record.

NOTE: If the employee has permissively elected membership, please be sure to send in the ES350 Form (Permissive Membership) filled out completely by you and the employee to CalSTRS.

- If the employee is an existing CalSTRS member with a member date after the pay period of the reported contribution line, contact CalSTRS Employer Help for further instructions.
- If the contribution line was incorrectly reported, change the Member Code on the payroll detail record in SEW and verify the Contribution Code, Member Contribution Amount (Post-Tax), and Member Contribution Amount (Pre-Tax) are correct, or make the changes in your payroll system and upload a new file in SEW.
- If the employee is not a CalSTRS member, change the Member Code to a 2 and remove the contributions from the payroll detail record. Revalidate the payroll detail record.

If additional contribution lines exist in CalSTRS system as member service, submit reversing contribution lines to remove them from CalSTRS system and submit replacement lines that indicate non-member service.



To prevent this business rule error, use Match File or query in SEW to validate and synchronize account information with CalSTRS records before you upload your F496 file.

Field(s) and Record Position(s): Member Code (34)

Error Message ID: 30301134 – Non-member service reported for a member.

Legacy Error ID: MO-B008

The contribution line is coded as a non-member line (Member Code = 2) and CalSTRS system indicates that this account is in member status for all or a portion of the pay period reported on this contribution line.

Verify the employee's current membership status.

- If the employee is an existing CalSTRS member, change the Member Code to a 1 and report the required contributions on the payroll detail record. Revalidate the payroll detail record.

If additional contribution lines exist in CalSTRS system as non-member service, submit reversing contribution lines to remove them from CalSTRS system and submit replacement lines that indicate member service with the required contributions.

- If the non-member line is correct and the employee has elected an alternative retirement program (e.g., Social Security, PARS, Fidelity, etc.) at a Cash Balance district establish an alternative retirement account by going to the Employment Detail Maintenance screen in SEW and using transaction code 87 (Open ARP Participation).

NOTE: The MR87 process does not allow a transaction code 87 and will not establish the alternative retirement account for employees. An alternative retirement account must be established in SEW using transaction code 87. A CalSTRS member/nonmember account must already be established before you can establish an alternative retirement account.

To prevent this business rule error, use Match File or query in SEW to validate and synchronize account information with CalSTRS records before you upload your F496 file.

Field(s) and Record Position(s): Member Code (34)

Error Message ID: 30301136 - Member service reported for Cash Balance participant.

Replaces Legacy Error ID: MO-B010 and MO-B011

The Contribution line is coded as a DB member (Member Code = 1) and CalSTRS system indicates that the employee is a Cash Balance participant.

Verify if this employee has elected service to be reported to DB for this district.

- If the employee signed an ES350 (Permissive Membership Form) electing DB membership with this district, close the CB account by submitting transaction code 81 (permissive elected DB membership) using the MR87 process or in SEW through the Employment Detail Maintenance screen.
- If the employee qualified for mandatory DB membership, close the CB sub account by submitting transaction code 11 (mandatory DB membership) using the MR87 process or in SEW by going to the Employment Detail Maintenance screen.
- If the employee declined DB membership on the ES350 (Permissive Membership Form), change the Member Code to a 2 (Non-Member) and remove contributions from the contribution line.
  - If correcting onscreen in SEW, change the Member Code to a “Non-Member” in the Employer Payroll Detail record and remove contributions from the Reported Amount. Revalidate the record.
  - If correcting the file or your payroll system, change the Member Code field to a 2 (non-member) and remove the contributions from the contribution line.

To prevent this business rule error, use Match File or query in SEW to validate and synchronize account information with CalSTRS records before you upload your F496 file.

Field(s) and Record Position(s): Member Code (34)

Error Message ID: 30301009 - Person Employment does not exist in System for this Employer and Reporting Period, a new Enrollment is required to be posted for further processing the Payroll detail.

Replaces Legacy Error ID: N/A

The system could not find a Person Employment based on the Employee Social Security Number on the payroll detail record and the Organization provided in the payroll header record.

The system determines the Person Employment for a payroll detail record as follows:

- For Active employees without an end date on Person Employment:
  - Person Employment Start Date must be on or prior to the Pay Period End date of the Payroll Detail record.
- For all other employees with an end date on Person Employment:
  - Person Employment End Date must be on or after Pay Period Begin Date of the Payroll Detail record.

If person employment does not exist for this person use the MR87 process or SEW to submit a transaction code 02 (Establish Non Member Account, 06 (Establish Cash Balance Account), 11 (Establish Mandatory Qualifying Member Account) or 81 (Establish Permissive Elect Member Account) with Date of Birth OR contact Employer Help for further assistance.

To prevent this business rule error, use Match File or query in SEW to validate and synchronize account information with CalSTRS records before you upload your F496 file.

Field(s) and Record Position(s): Employee Social Security Number (5-13), Source Code (80-83), Unit Code (84-86)

**Error Message ID: 30301008 - Member is not active in any Benefit Program for the given Reporting Period.**

Replaces Legacy Error ID: N/A

The system could not find a Membership Account based on the Employee Social Security number on the payroll detail record.

The system determines the Membership Account for a payroll detail record as follows:

- For Active employees with an end date on Membership Account:
  - Membership Account Status Effective Date must be on or prior to the Pay Period End date of the payroll detail record.
- For all other employees with an end date on Membership Account:
  - Membership Status Effective Date must be greater than the Pay Period End date of the payroll detail record.

If membership account does not exist for this person use the MR87 process or SEW to establish the employee in the system.

To prevent this business rule error, use the Employee Match File or query in SEW to validate and synchronize account information with CalSTRS records before you upload your F496 file.





Field(s) and Record Position(s): Employee Social Security Number (5-13)

Error Message ID: 30301244 - Compensation reported after date of death.

Legacy Error ID: MO-B018

The contribution line has a Pay Period End date that is subsequent to the date which the membership account status became deceased.

Verify the employee's CalSTRS account status. If incorrect, adjust the Pay Period End date to occur prior to the employee's date of death.

- If correcting onscreen in SEW, change the Pay Period End Date field in the Employer Payroll Detail record and revalidate the record.
- If correcting the file or your payroll system, change the Pay Period End Date field. Upload a new file into SEW.

If you believe the employee's date of death is incorrect, contact CalSTRS Employer Help.

Field(s) and Record Position(s): Member Code (34)

Error Message ID: 30301139 - Assignment Code blank or invalid.

Legacy Error ID: MO-B021

The contribution line has been reported with either a blank or an invalid Assignment Code.

Review your records and input an accurate Assignment Code to reflect the service performed by the employee.

- If correcting onscreen in SEW, change the Assignment Code field in the Employer Payroll Detail record and revalidate the record.
- If correcting the file or your payroll system, change the Assignment Code field. Upload a new file into SEW.

Valid Assignment Codes:

36 = Reduced Workload Program (RWP for K-12 and Community College districts)

37 = Elected Officer of an Employee Union

54 = Hourly/Daily substitutes in conventional school

If non-member: report hourly/daily pay rate

If member: report full time equivalent (Annual pay rate)

55 = Part-time employee (non-sub) or additional duties in conventional (K-12) school.

If member: report full time equivalent (Annual pay rate)  
56 = Employee on sabbatical leave in conventional school  
57 = Full-time or part-time contract employee in conventional school  
58 = Member/non-member part-time in Community College (non-sub)  
If non-member: report hourly/daily pay rate  
If member: report full time equivalent (Annual pay rate)  
59 = Summer Service in conventional school (non-creditable), valid through 06/30/2002  
61 = Post-retirement employment  
62 = Exchange / Sojourn full-time member subsequent to 07/01/1996 (Other retirement system (ORS) prior to 07/01/1996)  
71 = DBS Only: Limited term enhancement, valid from 07/01/2002 – present  
72 = Special Compensation for 2% at 62 members, valid from 01/01/2013 – present

Valid only if Transaction Type is NOT Regular (Contribution Code is NOT blank, 0, or 1):

35 = Early Retirement Incentive Program  
49 = Intersession service in year round school (non-creditable), valid through 06/30/2002  
63 = Post-retirement employment exempt from earning limit prior to 07/01/1996  
64 = Teacher Assistant

NOTE: A contribution line does not generate service credit if Member Code is 2 OR Assignment Code is 49, 71, 72, or 59, OR Contribution Code is 2, 5, 6, or 9.

Field(s) and Record Position(s): Assignment Code (35-36)

Error Message ID: 30301140 - Assignment Code invalid for non-member service.

Legacy Error ID: MO-B022

The contribution line is coded as a non-member line (Member Code = 2) and an Assignment Code that indicates member service (Assignment Code = 34, 35, 36 or 37).

Review your records. If the service should be non-member, report with the appropriate Assignment Code.

- If correcting onscreen in SEW, change the Assignment Code field in the Employer Payroll Detail record and revalidate the record.
- If correcting the file or your payroll system, change the Assignment Code field. Upload a new file into SEW.

Valid Assignment Codes for non-member service:

- 54 = Hourly/Daily substitutes in conventional school
  - If non-member: report hourly/daily pay rate
  - If member: report full time equivalent (Annual pay rate)
- 55 = Part-time employee (non-sub) or additional duties in conventional (K-12) school
  - If non-member: report hourly/daily pay rate
  - If member: report full time equivalent (Annual pay rate)
- 57 = Full-time or part-time contract employee in conventional school
- 58 = Member/non-member part-time in Community College (non-sub)
  - If non-member: report hourly/daily pay rate
  - If member: report full time equivalent (Annual pay rate)
- 59 = Summer service in conventional school (non-creditable), valid through 06/30/2002
- 61 = Post-retirement employment
- 62 = Exchange / Sojourn full-time member subsequent to 07/1/1996 (Other retirement system (ORS) prior to 07/01/1996)

Valid only if Transaction Type is NOT Regular (Contribution Code is NOT blank, 0, or 1):

- 49 = Intersession service in year round school (non-creditable), valid through 06/30/2002
- 63 = Post-retirement employment exempt from earning limit prior to 07/1/1996
- 64 = Teacher Assistant

NOTE: A contribution line does not generate service credit if Member Code is 2 OR Assignment Code is 49, 71, 72, or 59, OR Contribution Code is 2, 5, 6, or 9.

Field(s) and Record Position(s): Assignment Code (35-36)

Error Message ID: 30301143 - Employee is not retired from STRS.

Legacy Error ID: MO-B025

The contribution line is coded with Assignment Code 61 (post-retirement employment) and the employee has no Membership Account in 'Retired' or 'Disabled' status.

Verify the earnings and pay period dates.

- If the employee is a CalSTRS member and has not retired yet, change the Member Code to a 1 'Member', use the appropriate Assignment Code (e.g., 36, 54, 55, 56, 57 or 58), submit the appropriate Member Contribution Amount and adjust the Pay Period End date to occur prior to the retirement date.

- If the employee is a CalSTRS non-member, change the Member Code to a 2 'Non-member', use the appropriate Assignment Code (e.g., 54, 55, or 58) and adjust the Pay Period End date to occur prior to the end of the current reporting period.

If correcting onscreen in SEW, change the Member Code to a "Member" or "Non-Member" in the Employer Payroll Detail record and revalidate the record.

If correcting the file or your payroll system, make the appropriate changes to a "1" (Member) or a "2" (Non-member). Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36), Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301144 – RWP service reported prior to approved RWP effective date.

Legacy Error ID: MO-B027

The contribution line is coded with an RWP Assignment Code of 34 or 36 and the Pay Period Begin date and Pay Period End date occurs prior to the Reduced Workload Program member electable provision effective date.

Verify the pay period dates.

- If incorrect, adjust the Pay Period Begin and Pay Period End to occur on or subsequent to the RWP effective date CalSTRS has on record.
- If the pay period dates are correct and the service being reported is NOT RWP then report an appropriate non RWP Assignment Code (e.g., 54, 55, 56, 57, or 58) with an appropriate Member Contribution Amount based off the Earnings.
- If service is being reported for RWP and you believe the pay period dates are correct, contact CalSTRS Employer Help.

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36), Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301145 - RWP svc reported for a non-participation period for an approved RWP contract.

Legacy Error ID: MO-B028

The contribution line is coded with an RWP Assignment Code of 34 or 36 and Pay Period Begin date through Pay Period End date is not entirely within the RWP period (Member Type for that period is not RWP).

Verify the service dates.

- If the employee has resumed working RWP, contact CalSTRS Employer Help to inform them that the member has resumed participating on the Reduced Workload Program (RWP).
- If the employee is not on RWP, then report an appropriate non RWP Assignment Code (e.g., 54, 55, 56, 57, or 58) with an appropriate Member Contribution Amount based off the Earnings.

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36), Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301146 - RWP service subsequent to RWP expiration date.

Legacy Error ID: MO-B029

The contribution line is coded with RWP Assignment Code of 34 or 36 and the Pay Period Begin date is after the Reduced Workload Program member electable provision end date.

Employees approved for the Reduced Workload Program (RWP) can participate for no more than 10 total years (does not need to be consecutive) after the CalSTRS approval date.

Verify the service dates.

- If incorrect, change the Pay Period End Date to occur prior to the RWP end date.
- If the employee is not retired, still employed at the district and it is past the 10 year RWP maximum period, then report an appropriate non RWP Assignment

Code (e.g., 54, 55, 56, 57, or 58) with an appropriate Member Contribution Amount based off the Earnings.

- If service is being reported for RWP and you believe the pay period dates are correct, contact CalSTRS Employer Help.
- If the employee is retired, report the employee as “Non-Member” (Member Code = 2) and Assignment Code 61 (post-retirement) without contributions.

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36), Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301147 - No RWP contract received/approved for this account.

Legacy Error ID: MO-B030

The contribution line is coded with an RWP Assignment Code of 34 or 36 and there is no Reduced Workload Program member elected provision in CalSTRS system for the pay period reported.

Verify the service being reported.

- If it should be RWP service, submit an Employee Change Request through SEW. If a request has already been submitted to CalSTRS or is still pending, contact CalSTRS Employer Help.
- If the employee is not on RWP, then report an appropriate non RWP Assignment Code (e.g., 54, 55, 56, 57, or 58) with an appropriate Member Contribution Amount based off the Earnings.

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s):



Error Message ID: 30301148 - Assignment Code must be 36 on or after approved RWP start date.

Legacy Error ID: MO-B031

The contribution line is NOT coded with Assignment Code of 34 or 36 and Pay Period Begin date through Pay Period End date is between the Reduced Workload Program Effective Date and End Date OR Assignment Code is NOT 54, 55, 58 and 71 with Pay Period Begin date or Pay Period End date after 06/30/2002 and the Pay Period Begin date and Pay Period End date is between the Reduced Workload Program Effective Date and End Date.

Verify the service dates.

- If the employee is participating in RWP this Fiscal Year, change the Assignment Code to 36 (Reduced Workload Program).
- If the employee is not participating in RWP this Fiscal Year, contact CalSTRS Employer Help to inform them of the member's working status.

If correcting onscreen in SEW, change the appropriate field in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36), Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301149 - Potential RWP default due to premature termination.

Legacy Error ID: MO-B032

The contribution line is coded with RWP Assignment Code 34 or 36 and the Membership Account has a status other than Active.

Contact CalSTRS Employer Help for further instructions.

Field(s) and Record Position(s): Assignment Code (35-36)

Error Message ID: 30301150 - Pay Rate required.

Legacy Error ID: MO-B033

The contribution line does not have a Pay Rate greater than zero and the Contribution Code is not 2.

Review your records and input an accurate Pay Rate.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

NOTE: If reporting contributions due only (Contribution Code = 2) AND the employee is on the Reduced Workload Program, input the correct monthly Pay Rate the employee would have received had they been employed full-time.

NOTE: Decimals are allowed in the Pay Rate field if changing onscreen in SEW.

Field(s) and Record Position(s): Pay Rate (37-44), Contribution Code (56)

Error Message ID: 30301151 - Pay Rate must equal Earnings for positive lump-sum special pay.

Legacy Error ID: MO-B034

The contribution line has positive Earnings, Pay Code = 0 (annual), Assignment Code does not equal 34 or 36 (RWP), Contribution Code = 6 (Transaction Type = Special Pay) and the Earnings do not match the Pay Rate OR the contribution line has negative Earnings and cannot find target line(s) to adjust.

Target line(s) is determined as follows:

- The range of pay period on the incoming negative line must cover exactly the range of all pay periods on the target line or lines (i.e., the Pay Period Begin date on the incoming negative line should match the Pay Period Begin date of the earliest target pay period and the Pay Period End date should match the latest end date of the target period.)
- Target lines can be previously posted or a companion line existing on the same payroll summary as the incoming negative line.
- Pay Code = 0 (annual), Assignment Code does not equal 34 or 36 (RWP), Contribution Code = 6 (Transaction Type = Special Pay)
- Member Code, Assignment Code, Pay Code, Contribution Code, Fiscal Year, and Employer are the same as the incoming negative line.
- Sum of the Pay Rate(s) match with Pay Rate of the incoming negative line.
- Sum of the Earnings is positive and matches negative earnings.

Review your records and supply the appropriate values. If reporting special pay, then the Pay Rate must equal Earnings. If not reporting special pay, change the Contribution Code and supply the appropriate values.





If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Rate (37-44), Earnings (46-52)

Error Message ID: 30301154 - Pay Code required.

Legacy Error ID: MO-B038

The contribution line is coded with a blank Pay Code and the Contribution Code is not 2.

Verify the Pay Code.

- For RWP contribution adjustments (Contribution Code = 2 and Assignment Code = 34 or 36) if either Pay Rate or Pay Code is present, both must be present.
- Input the accurate Pay Code to ensure accurate service credit for member service (Member Code =1) or either hours or days for non-member service (Member Code = 2).

Valid Pay Codes:

- 0 = Annual or lump-sum
- 1 = 12-month
- 2 = 11-month
- 3 = 10-month
- 4 = Hourly
- 7 = 13 payments
- 8 = Daily

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Code (45), Contribution Code (56)

Error Message ID: 30301155 – Invalid Pay Code.

Legacy Error ID: MO-B039

The Pay Code (if present) on this contribution line is NOT 0, 1, 2, 3, 4, 7 or 8.

Review your records and input the appropriate Pay Code for the employee's service.

- If correcting onscreen in SEW, change the appropriate field in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Valid Pay Codes:

- 0 = Annual or lump-sum
- 1 = 12-month
- 2 = 11-month
- 3 = 10-month
- 4 = Hourly
- 7 = 13 payments
- 8 = Daily

Field(s) and Record Position(s): Pay Code (45)

Error Message ID: 30301156 – Hourly/ daily reporting invalid for creditable member service.

Legacy Error ID: MO-B040

The contribution line is coded with Member Code = 1 and Pay Code is 4 (hourly) or 8 (daily). Pay Codes 4 and 8 are only valid for non-member service.

Input the appropriate Pay Code that is valid for member service (Member Code = 1) or change the Member Code if reporting non-member service.

Valid Pay Codes for member service:

- 0 = Annual or lump-sum
- 1 = 12-month
- 2 = 11-month
- 3 = 10-month
- 7 = 13 payments

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

NOTE: A contribution line does not generate service credit if Member Code is 2 OR Assignment Code is 49, 71, 72, or 59, OR Contribution Code is 2, 5, 6, or 9.

Field(s) and Record Position(s): Member Code (34), Pay Code (45)



Error Message ID: 30301157 - Monthly/ annual reporting invalid for non-member part-time service.

Legacy Error ID: MO-B041

The contribution line is coded with Member Code = 2, Assignment Code = 45, 55 or 59, Pay Code = 0, 1, 2, 3 or 7, and Contribution Code = Blank, 0, 1, 3 or 5.

Input the appropriate Pay Code that is valid for non-member service (Member Code = 2) or change the Member Code if reporting member service.

Valid Pay Codes for non-member service:

- 4 = Hourly
- 8 = Daily

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Member Code (34), Pay Code (45)

Error Message ID: 30301158 - Hourly/ daily reporting invalid for non-member contract service.

Legacy Error ID: MO-B042

The contribution line is coded with Member Code 2 (non-member service), Pay Code 4 (Hourly) or 8 (daily), Assignment Code 47 (full time/part time contract – year-round school) or 57 (full time/part time contract - conventional school) and Contribution Code blank (non-member) or 0 (non-member) or 1 (Member current month detail) or 3 (adjustment of previously reported Earnings) or 5 (retroactive Pay Rate adjustment).

Pay Codes 4 and 8 are not valid for non-member contract service. Verify your records and report the appropriate Pay Code.

Valid Pay Codes for non-member contract service:

- 0 = Annual or lump-sum
- 1 = 12-month
- 2 = 11-month
- 3 = 10-month
- 7 = 13 payments

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Member Code (34), Assignment Code (35-36), Pay Code (45), Contribution Code (57)

Error Message ID: 30301159 - ERIP (Asgn Code 35) must be reported with a daily Pay Rate/Pay Code.

Legacy Error ID: MO-B043

The contribution line is coded with Assignment Code 35 (Early Retirement Incentive Program) and Pay Code is NOT 8 (daily). Assignment Code 35 must be reported with Pay Code 8.

Review your records and change the Assignment Code if not reporting ERIP service. If reporting ERIP service, the Pay Code must be 8.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36), Pay Code (45), Pay Period Begin (64-71), Pay Period End (72-29)

Error Message ID: 30301160 - RWP (Asgn Code 36) must be reported with a monthly Pay Rate/ Pay Code.

Legacy Error ID: MO-B044

The contribution line is coded with Assignment Code 34 or 36 (RWP), Contribution Code = 1 (current member contributions), 3 (earnings adjustment) or 2 (contributions adjustment) (Pay Rate must be present for Contribution Code 2) and Pay Code does not equal 1 (12-month), 2 (11-month), 3 (10-month) or 7 (13 payments) and Pay Rate is blank.

Review your records. If reporting RWP, change the Pay Rate and/ or Pay Code to reflect monthly service. If not reporting RWP, supply other appropriate values.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Code (45)

Error Message ID: 30301161 - RWP (Asgn Code 36) pay rate adj/ special pay must be reported with Pay Code 0.

Legacy Error ID: MO-B045

The contribution line is coded with Assignment Code 34 or 36 (Reduced Workload Program), Contribution Code 5 (Retroactive pay rate adjustment of previously reported service (does not generate service credit)) or 6 (Special Pay) and NOT Pay Code 0 (annual pay).

Retroactive pay rate adjustments and special pay must be reported with a Pay Code 0 for RWP.

If retroactive pay rate adjustment or special pay is being reported, use Pay Code 0. If not, use the appropriate Pay Code for service reported.

Valid Pay Codes:

- 1 = 12-month
- 2 = 11-month
- 3 = 10-month
- 4 = Hourly
- 7 = 13 payments
- 8 = Daily

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36), Pay Code (45), Contribution Code (57)

Error Message ID: 30301162 - Special pay must be reported with Pay Code 0.

Legacy Error ID: MO-B046

The contribution line is coded with Contribution Code 6 (Special Pay), Assignment Code is NOT 34 or 36 (RWP) and Pay Code is NOT 0 (Annual Pay).

Verify the service being reported is non RWP special pay. If so, use a Pay Code 0 when reporting non RWP special pay. Supply other appropriate values if not reporting RWP special pay.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Code (45), Contribution Code (57)

Error Message ID: 30301164 - Pay Rate below STRS minimum limitation for Pay Codes 0, 1, 2, 3 or 7.

Legacy Error ID: MO-B048

The contribution line's calculated earnable is below the California minimum wage for Pay Code = 0 (annual), 1 (12-month), 2 (11-months), 3 (10-month) or 7 (13 payments).

Verify the records and determine if the Pay Rate and Pay Code being reported are appropriate.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Earnable is calculated by multiplying the Pay Rate by the Pay Code factor. Pay Code factors are as follows:

- 0 (annual) Pay Code factor = 1
- 1 (12 month) Pay Code factor = 12
- 2 (11 month) Pay Code factor = 11
- 3 (10 month) Pay Code factor = 10
- 7 (13 payments) Pay Code factor = 13

STRS minimum limitation = California minimum wage multiplied by 1050 (1050 = 175 days x 6 hour day)

Field(s) and Record Position(s): Pay Rate (37-44), Pay Code (45)

Error Message ID: 30301165 - Pay Rate exceeds STRS maximum limitation for hourly/ daily Pay Codes.

Legacy Error ID: MO-B049

The contribution line's calculated earnable exceeds the IRC 401(a)(17) limit for Pay Code = 4 (hourly) or 8 (daily) AND the Pay Period Begin date is on or after 07/01/1996.

Verify the records and determine if the Pay Rate and Pay Code being reported are appropriate.



- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

STRS maximum daily Pay Rate limitation = IRC 401(a)(17) limit divided by 175 (days).

STRS maximum hourly Pay Rate limitation = IRC 401(a)(17) limit divided by 1050 (1050 = 175 days x 6 hour day).

Field(s) and Record Position(s): Pay Rate (37-44), Pay Code (45)

Error Message ID: 30301166 - Pay Rate below STRS minimum limitation for hourly/ daily Pay Codes.

Legacy Error ID: MO-B050

The contribution line's calculated earnable is below the California minimum wage for Pay Code = 4 (hourly) or 8 (daily).

Verify the records and determine if the Pay Rate and Pay Code being reported are appropriate.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

STRS minimum daily Pay Rate limitation = California minimum wage multiplied by 6 (hours). STRS minimum hourly Pay Rate limitation = California minimum wage.

Field(s) and Record Position(s): Pay Rate (37-44), Pay Code (45)

Error Message ID: 30301241 - Earnings must be blank or zero on contribution adjustment (Contribution Code 2).

Legacy Error ID: MO-B055

The contribution line is coded with Contribution Code 2 (Adjustment of previously omitted or incorrect contributions) and Earnings are not blank or zero.

A Contribution Code 2 has been reported to adjust contributions and the Earnings field must be blank or zero for this adjustment.

Verify the Contribution Code is correct and should be a 2 for contribution adjustments. If it is correct, remove the Earnings or put a zero in the Earnings field.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

NOTE: Decimals are allowed in the Earnings field if changed using the online correction tool within SEW.

Field(s) and Record Position(s): Earnings (46-52), Contribution Code (57)

Error Message ID: 30301172 - Earnings must be present for Transaction type Regular, Adjustment, Retroactive Pay Rate Adjustment and Special Pay.

Legacy Error ID: MO-B056

The contribution line is coded with a Contribution Code other than 2 (Adjustment of previously omitted or incorrect contributions) and Earnings are blank or zero.

Service has been reported without any Earnings. Review your records and report either Earnings with the appropriate Contribution Code or adjust the Contribution Code to 2 if the entry is for member contributions due only.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

NOTE: Decimals are allowed in the Earnings field if changed using the online correction tool within SEW.

Field(s) and Record Position(s): Earnings (46-52), Contribution Code (57)

Error Message ID: 30301173 - Earnings must be positive for Transaction Type Regular (Contribution Code blank, 0 or 1).

Legacy Error ID: MO-B057

The contribution line is coded with Contribution Code = blank (non-member), 0 (non-member) or 1 (current member contributions) and Earnings are negative.

If this is a reversal line, no previously reported service has been found to reverse. Use the following guidelines to successfully submit a reversal:

- If reversing one previously reported line, the Pay Period Begin date and Pay Period End date must match exactly to the reversal line. If reversing multiple



previously reported lines, the pay period range of all lines must fall within the reversal line's pay period range and one or more of those prior lines must match the Pay Period Begin date and one or more of those prior lines must match the Pay Period End on the reversal line. No target lines may exceed the Pay Period Begin date or Pay Period End date of the reversal/adjustment line.

- Reversal lines must match previously reported service with the same Source Code, Employee Social Security Number, Member Code, Assignment Code, Pay Code, Pay Rate, Earnings and Contribution Code (blank, 0, 1 and 3 are considered matches) and Member Contribution Amount.
  - The sum of all Earnings on the previously reported service must match but have opposite signs (positive or negative amount) to the Earnings on reversal line.
  - The sum of all contributions on the previously reported service must match but have opposite signs to the contributions on the reversal line.
  - If reversing previously reported service with contributions, verify whether they should be "Post-Tax" or "Pre-Tax" contributions. The reversal will fail if the contributions are reported in the incorrect field.

Using the criteria above, supply the appropriate values so that the reversal line matches the previously reported service you are attempting to reverse.

If this is not a reversal line, supply an appropriate positive Earnings value.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Earnings (46-52)

Error Message ID: 30301174 - Adjustment does not match previously reported service.

Legacy Error ID: MO-B058

The contribution line is coded with Contribution Code = 3 (adjustment), 6 (special pay) or 9 (non-creditable service) with negative Earnings and no previously reported service (Pay Period Begin and Pay Period End does not match) with positive Earnings has been found to adjust.

- If adjusting one previously reported line, the Pay Period Begin and Pay Period End must match exactly to the adjustment line. If adjusting multiple previously

reported lines, the pay period range of all lines must fall within the adjustment line's pay period range and one or more of those prior lines must match the Pay Period Begin and one or more of those prior lines must match the Pay Period End on the adjustment line. No target lines may exceed the Pay Period Begin or Pay Period End of the adjustment line.

- Contribution Code 3 adjustments must match previously reported service with the same Source Code, Unit Code, Employee Social Security Number, Member Code, Assignment Code, Pay Code, Pay Rate and Contribution Code (blank, 0, 1 and 3 are considered matches).
- Non RWP (Assignment Code is not 34 or 36) Contribution Code 6 adjustments must match previously reported service with the same Source Code, Unit Code, Employee Social Security Number, Member Code, Assignment Code, Pay Code and Contribution Code.
- RWP (Assignment Code = 34 or 36) Contribution Code 6 adjustments must match previously reported service with the same Source Code, Unit Code, Employee Social Security Number, Member Code, Assignment Code, Pay Code, Pay Rate and Contribution Code.
- The Classification Code and Base Hours must match if the reporting unit is a Community College District.

Using the criteria above, supply the appropriate values so that the adjustment line matches the previously reported service you are attempting to adjust.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Employee Social Security Number (5-13), Member Code (34), Assignment Code (35-36), Pay Rate (37-44), Pay Code (45), Earnings (46-52), Contribution Code (57), Pay Period Begin (64-71), Pay Period End (72-79), Source Code (80-83)

Error Message ID: 30301175 - Pay Rate Adjustment (Cntrb Code 5) does not match previously reported service.

Legacy Error ID: MO-B059

The contribution line is coded with Contribution Code 5 (Retroactive Pay Rate adjustment) and no previously reported service (Pay Period Begin and Pay Period End does not match) with positive Earnings has been found to adjust.

- Earnings cannot be negative on BOTH the adjustment line and the line(s) you are attempting to adjust.
- If adjusting one previously reported line, the Pay Period Begin and Pay Period End must match the adjustment line. If adjusting multiple previously reported lines, the Pay Period Begin date on the retroactive pay rate adjustment should match the Pay Period Begin date of the earliest intended target line and the Pay Period End date on the retroactive pay rate adjustment should match the Pay Period End date of the latest intended target line.
- Target lines are considered a match if the target lines can be grouped by the same Pay Period Begin date and Pay Period End date as the retroactive pay rate adjustment line and the target lines have the same pay rate. If the target lines have retroactive pay rate adjustment lines, then multiple pay rates are allowed.
- Non RWP (Assignment Code is not 34 or 36) Contribution Code 5 retroactive pay rate adjustments must match previously reported service with the same Employee Social Security Number, Source Code, Unit Code, Member Code, Assignment Code, Pay Code and the Contribution Code on the previously reported service must = blank, 0, 1, 3 or 5. There cannot be more than one previously reported line with a Contribution Code 5 in the target lines. If there is more than one previously reported line with a Contribution Code 5 in the target lines, then it is not a match.
- RWP (Assignment Code = 34 or 36) Contribution Code 5 adjustments must match previously reported service with the same Employee Social Security Number, Source Code, Unit Code, Member Code, Assignment Code and Contribution Code must = blank, 0, 1, 3, or 5. There cannot be more than one previously reported line with a Contribution Code 5 in the target lines. If there is more than one previously reported line with a Contribution Code 5 in the target lines, then it is not a match. If there are previously reported lines with Contribution Code 2 (Contributions Only).

Supply the appropriate values so that the adjustment line matches the previously reported service you are attempting to adjust.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Employee Social Security Number (5-13), Member Code (34), Assignment Code (35-36), Pay Code (45), Contribution Code (57), Pay Period Begin (64-71), Pay Period End (72-79), Source Code (80-83)

Error Message ID: 30301177 - Adjustment results in a negative Earnings, Contribution or service credit balance for pay period range.

Legacy Error ID: MO-B062

This contribution line either creates negative earnings, contributions or service credit balance for the pay period.

Determine validity of adjustment. Supply the appropriate values if the adjustment is invalid.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

If valid, contact CalSTRS Employer Help for assistance.

NOTE: Service credit is calculated by dividing Earnings by Pay Rate by Pay Code factor:

- 0 (annual) = Earnings / Pay Rate
- 1 (12 month) = Earnings / Pay Rate / 12 (Pay Code factor)
- 2 (11 month) = Earnings / Pay Rate / 11 (Pay Code factor)
- 3 (10 month) = Earnings / Pay Rate / 10 (Pay Code factor)
- 7 (13 payments) = Earnings / Pay Rate / 13 (Pay Code factor)
- 4 (Hourly) = Earnings / Pay Rate / 1050 (Pay Code factor)
- 8 (Daily) = Earnings / Pay Rate / 175 (Pay Code factor)

NOTE: Pay Codes 4 and 8 should only be used to report member earnings prior to July 1, 1996.

Field(s) and Record Position(s): Earnings (46-52), Member Contribution Amount (Post-Tax) (58-63), Member Contribution Amount (Pre-Tax) (95-100)

Error Message ID: 30301181 - Pay Rate adjustment alters earned to earnable ratio for the Pay Period range.

Legacy Error ID: MO-B067

The contribution line is coded with Contribution Code = 5 (Retroactive Pay Rate adjustment), Assignment Code is not equal to 34 or 36 (RWP) and the Earnings do not retain the same service credit earned to earnable ratio based on a service credit calculation for the pay period range. This adjustment results in a change of service credit of +/- 0.0014.

Verify the accuracy of the adjustment. If invalid, supply the appropriate values so that the service credit calculated is not excessive/ insufficient.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

If the contribution line is valid and any previously reported line(s) are incorrect for the pay period range that is causing this error, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance.

NOTE: Service credit is calculated by dividing Earnings by Pay Rate by Pay Code factor:

- 0 (annual) = Earnings / Pay Rate
- 1 (12 month) = Earnings / Pay Rate / 12 (Pay Code factor)
- 2 (11 month) = Earnings / Pay Rate / 11 (Pay Code factor)
- 3 (10 month) = Earnings / Pay Rate / 10 (Pay Code factor)
- 7 (13 payments) = Earnings / Pay Rate / 13 (Pay Code factor)
- 4 (Hourly) = Earnings / Pay Rate / 1050 (Pay Code factor)
- 8 (Daily) = Earnings / Pay Rate / 175 (Pay Code factor)

NOTE: Pay Codes 4 and 8 should only be used to report member earnings prior to July 1, 1996.

NOTE: A service credit discrepancy is determined as follows:

- Old service credit (prior to adjustment) = sum of Earnings on all lines targeted for adjustment divided by Pay Rate divided by Pay Code factor
  - If there is a Pay Rate Adjustment record in the target lines, then use the Pay Rate in the Pay Rate Adjustment record for the service credit calculation.

- New service credit (subsequent to adjustment) = sum of Earnings on all lines targeted for adjustment and the adjustment line's Earnings divided by Pay Rate from adjustment line divided by Pay Code factor.
- Error if the difference between the old service credit and the new service credit exceeds +/- 0.0014.

Lines targeted for adjustment are found as follows:

- Earnings cannot be negative on BOTH the adjustment line and the line(s) you are attempting to adjust.
- If adjusting one previously reported line, the Pay Period Begin and Pay Period End must match the adjustment line. If adjusting multiple previously reported lines, the Pay Period Begin date on the retroactive pay rate adjustment should match the Pay Period Begin date of the earliest intended target line and the Pay Period End date on the retroactive pay rate adjustment should match the Pay Period End date of the latest intended target line.
- Non RWP (Assignment Code is not 34 or 36) Contribution Code 5 adjustments must match previously reported service with the same Employee Social Security Number, Source Code, Member Code, Assignment Code, Pay Code and the Contribution Code on the previously reported service must = blank, 0, 1 or 3.

If multiple target lines are found as defined by the criteria above, only target lines with identical Pay Rates are used to determine if the Retroactive Pay Rate adjustment alters service credit by +/-0.0014. If it is determined that the lines with identical Pay Rates will alter service credit, then all target lines are used to determine if the retroactive Pay Rate adjustment alters service credit.

Field(s) and Record Position(s): Earnings 46-52

Error Message ID: 30301182 - RWP Pay Rate Adjustment (Cntrb Code 5) alters earned to earnable ratio for the Pay Period range.

Legacy Error ID: MO-B068

The contribution line is coded with Contribution Code = 5 (Retroactive Pay Rate adjustment), Assignment Code is equal to 34 or 36 (RWP) and the Earnings do not retain the same service credit earned to earnable ratio based on a service credit calculation for the pay period range. This adjustment results in a change of service credit of +/- 0.0010.

Verify the accuracy of the adjustment. If invalid, supply the appropriate values so that the service credit calculated is not excessive/ insufficient.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

NOTE: Service credit is calculated by dividing Earnings by Pay Rate by Pay Code factor:

- 0 (annual) = Earnings / Pay Rate
- 1 (12 month) = Earnings / Pay Rate / 12 (Pay Code factor)
- 2 (11 month) = Earnings / Pay Rate / 11 (Pay Code factor)
- 3 (10 month) = Earnings / Pay Rate / 10 (Pay Code factor)
- 7 (13 payments) = Earnings / Pay Rate / 13 (Pay Code factor)
- 4 (Hourly) = Earnings / Pay Rate / 1050 (Pay Code factor)
- 8 (Daily) = Earnings / Pay Rate / 175 (Pay Code factor)

NOTE: Pay Codes 4 and 8 should only be used to report member earnings prior to July 1, 1996.

NOTE: A service credit discrepancy is determined as follows:

- Old service credit (prior to adjustment) = sum of Earnings on all lines targeted for adjustment divided by Pay Rate divided by Pay Code factor
  - If targeting multiple lines for adjustment, only lines with the same Pay Rate and Pay Code can be summed and calculated otherwise they must be calculated individually.
- New service credit (subsequent to adjustment)
  - For adjustment lines where the Earnings are positive:
    - Calculate the new Earnings by adding all Earnings from the lines targeted for adjustment and the adjustment line's earnings.
    - Calculate the new Pay Rate by dividing the adjustment lines pay rate by the number of report periods being adjusted. Then add the old Pay Rate from one of the lines targeted for adjustment.
    - Calculate the new service credit by dividing the new Earnings by the new Pay Rate divided by the Pay Code factor.
      - If adjusting multiple lines with different Pay Codes, use the latest line's Pay Code when calculating new service credit.
  - For adjustment lines where the Earnings are negative:
    - Calculate the new Earnings by adding all Earnings from the lines targeted for adjustment and the adjustment line's earnings.
    - Calculate the new Pay Rate by dividing the adjustment lines pay rate by the number of report periods being adjusted. Then subtract

the value determined in the previous sentence from the Pay Rate of one of the lines targeted for adjustment.

- Calculate the new service credit by dividing the new Earnings by the new Pay Rate divided by the Pay Code factor.
  - If adjusting multiple lines with different Pay Codes, use the latest line's Pay Code when calculating new service credit.
- Error if the difference between the old service credit and the new service credit exceeds +/- 0.001.

Lines targeted for adjustment are found as follows:

- Earnings cannot be negative on BOTH the adjustment line and the line(s) you are attempting to adjust.
- If adjusting one previously reported line, the Pay Period Begin and Pay Period End must match the adjustment line. If adjusting multiple previously reported lines, the pay period range of all lines must fall within the adjustment line's pay period range and one or more of those prior lines must match the Pay Period Begin and one or more of those prior lines must match the Pay Period End on the adjustment line.
- RWP (Assignment Code = 34 or 36) Contribution Code 5 adjustments must match previously reported service with the same Employee Social Security Number, Source Code, Member Code, Assignment Code and Contribution Code must = blank, 0, 1 or 3.

Field(s) and Record Position(s): Earnings (46-52)

Error Message ID: 30301184 - Invalid Contribution Code.

Legacy Error ID: MO-B072

The contribution line is coded with a Contribution Code other than blank, 0, 1, 2, 3, 4, 5, 6, 9.

Creditable service has been reported with an invalid Contribution Code. Review your records to determine the correct Contribution Code to use based on the Earnings that are being reported.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.



Valid Contribution Codes:

- 0 or blank = Used for reporting non-members
- 1 = Member current month detail
- 2 = Adjustment of previously omitted or incorrect contributions
- 3 = Adjustment (+ or -) of previously reported Earnings (affects service credit)
- 4 = Receivable: payroll deduction for CalSTRS payment
- 5 = Retroactive pay rate adjustment of previously reported service (does not generate service credit)
- 6 = Special Pay
- 9 = Non-creditable service (e.g., overtime, summer, intersession service prior to 07/01/2002)

NOTE: When adjusting incorrect retroactive pay rate adjustments (Contribution Code 5), special pay/lump-sum payments (Contribution Code 6), or contributions due only (Contribution Code 2) use the previously reported Contribution Codes for the adjustment to ensure no service credit inadvertently gets deducted.

NOTE: A contribution line does not generate service credit if Member Code is 2 OR Assignment Code is 49, 71, 72, or 59, OR Contribution Code is 2, 5, 6, or 9.

Field(s) and Record Position(s): Contribution Code (57)

**Error Message ID: 30301253 – Contribution Code 0 or blank invalid for Member Service**

Legacy Error ID: N/A

The contribution line is coded with a Contribution Code 0 or blank and the Member Code is 1. Contribution Code 0 or blank is only valid for nonmember (Member Code = 2) reporting. Verify your records to determine the correct Contribution Code to use based on the Earnings being reported.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Valid Contribution Codes:

- 0 or blank = Used for reporting non-members
- 1 = Member current month detail
- 2 = Adjustment of previously omitted or incorrect contributions
- 3 = Adjustment (+ or -) of previously reported Earnings (affects service credit)
- 4 = Receivable: payroll deduction for CalSTRS payment

5 = Retroactive pay rate adjustment of previously reported service (does not generate service credit)

6 = Special Pay

9 = Non-creditable service (e.g., overtime, summer, intersession service prior to 07/01/2002)

Field(s) and Record Position(s): Contribution Code (57), Member Code (34)

Error Message ID: 30301185 - Summer school/ intersession must be reported with Contribution Code 9.

Legacy Error ID: MO-B073

The contribution line is coded with Assignment Code 49 (Intersession service – year-round school) or 59 (Summer service – conventional school) and Contribution Code is NOT 9 (Non-creditable service).

Verify that the service is summer school or intersession and report with appropriate Contribution Code.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Assignment Code 49, 59 and Contribution Code 9 are not valid for service performed subsequent to 6/30/2002.

NOTE: A contribution line does not generate service credit if Member Code is 2 OR Assignment Code is 49, 71, 72, or 59, OR Contribution Code is 2, 5, 6, or 9.

Field(s) and Record Position(s): Assignment Code (35-36), Contribution Code (57), Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301187 - Reported {Member Contributions} exceeds the allowed variance from the system-calculated amount for this Contribution Type.

Legacy Error ID: N/A (Replaces MO-B078, MO-B079 and MO-V001)

The reported contributions on the contribution line do not match the system-calculated contributions for the Contribution Type AND exceeds the appropriate variance threshold by more than three cents (\$0.03).

For reporting a reversal line prior to FY 2014-2015 this edit does not apply.

For Reduced Workload Program (RWP) service, the Member Contribution Amount is calculated by multiplying the Pay Rate by the valid Member Contribution Rate and rounding to the nearest cent. If reporting an adjustment transaction type for RWP, the system will calculate zero for the contribution amount. For all other service, the Member Contribution Amount is calculated by multiplying the Earnings by the valid Member Contribution Rate and rounding to the nearest cent.

Review your records and ensure the contribution line has been reported correctly and the proper rate was used in your calculations.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

NOTE: Decimals are allowed if these fields are changed using the online correction tool within SEW.

NOTE: A contribution line does not generate service credit if Member Code is 2 OR Assignment Code is 49, 71, 72, or 59, OR Contribution Code is 2, 5, 6, or 9.

Field(s) and Record Position(s): Member Contribution Amount (Post-Tax) (58-63), Member Contribution Amount (Pre-Tax) (95-100)

Error Message ID: 30301188 - Non-member reported with contributions.

Legacy Error ID: MO-B080

The contribution line has a Member Contribution Amount that is NOT zero and is coded with Member Code 2 (non-member service) OR the contribution line has Assignment Code 49 (Intersession service – year-round school) or 59 (summer service – conventional school) OR Contribution Code is 9 (non-creditable service).

Non-member, overtime, summer school and intersession are assignments that are to be reported to CalSTRS without contributions. Verify that you have coded the contribution line correctly. If the contribution line is in fact a non-member line (Member Code = 2), overtime, summer school or intersession, remove the contributions before reporting to CalSTRS.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.



NOTE: A contribution line does not generate service credit if Member Code is 2 OR Assignment Code is 49, 71, 72, or 59, OR Contribution Code is 2, 5, 6, or 9.

Field(s) and Record Position(s): Member Code (34), Assignment Code (35-36), Contribution Code (57), Member Contribution Amount (Post-Tax) (58-63), Member Contribution Amount (Pre-Tax) (95-100)

Error Message ID: 30301189 - Member Contributions (Post-Tax) or EPMC (Pre-Tax) contribution amount inappropriately reported.

Legacy Error ID: MO-B081

The contribution line has a Member Contribution Amount reported either pre-tax or post-tax that is invalid based on the Employer Paid Member Contribution resolution date for the Unit Code.

Review your records. If invalid, supply the appropriate values in the correct field based on your EPMC resolution.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

If valid, CalSTRS does not have the proper EPMC resolution information; contact CalSTRS Employer Help.

Field(s) and Record Position(s): Member Contribution Amount (Post-Tax) (58-63), Member Contribution Amount (Pre-Tax) (95-100)

Error Message ID: 30301190 - Earnings amount in excess of the IRC 401(a)(17) Limit.

Legacy Error ID: MO-B082

This contribution line causes the cumulative Earnings (non RWP) or Pay Rates (RWP) for the CalSTRS account for the reported Fiscal Year through the pay period to exceed the IRC 401(a)(17) limit AND the Membership Date is after 06/30/1996 AND the Pay Period Begin Date is after 06/30/1996.

Verify your records and determine if the Pay Rate amounts (RWP) or Earning amounts (non RWP) are appropriate. If invalid, supply the appropriate values.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

If the amounts are valid and previously reported line(s) are incorrect, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance.

Field(s) and Record Position(s): Earnings (46-52), Pay Rate (37-44)

Error Message ID: 30301191 - Pay Period invalid or prior to account effective date.

Legacy Error ID: MO-B083

The contribution line is coded with a Pay Period Begin date before the Membership Start Date. A portion of the Pay Period Begin through Pay Period End is prior to the date on which the employee's CalSTRS DB account was established.

Verify the date when the employee's CalSTRS account was established. If service was performed prior to the effective date, change the effective date using the appropriate transaction code through the MR87 process or in SEW through the Employment Detail Maintenance screen. If the effective date is more than 550 days in the past, contact CalSTRS Employer Help for assistance. If the effective date on the employee's CalSTRS account is correct, change the Pay Period on the contribution line.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301192 - Pay Period crosses fiscal years.

Legacy Error ID: MO-B086

The contribution line has a pay period that crosses fiscal years. Pay Period Begin date is prior to July 1 and the Pay Period End Date is after June 30.

Service is being reported as crossing fiscal years, going beyond the date of 6/30 of the Fiscal Year that the service is being reported for. Review your records and make the necessary corrections so the Pay Period Begin and Pay Period End are within the same Fiscal Year.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

If the Earnings truly span fiscal years (e.g., a retroactive pay rate adjustment where Earnings cover more than 12 months), the Earnings must be reported on separate contribution lines and reported with the appropriate amounts covering each of the fiscal years affected.

Field(s) and Record Position(s): Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301193 - Pay Period Begin must be May, June, July or August for Assignment Code 59.

Legacy Error ID: MO-B088

The contribution line is coded with Assignment Code 59 summer service – conventional school) and the Pay Period Begin date is not in May, June, July, or August.

Assignment Code 59 indicates Summer School (conventional school). These assignments typically have a Pay Period Begin date in May, June, July or August.

Verify Pay Period and assignment and make necessary changes.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36), Pay Period Begin (64-71)

Error Message ID: 30301194 - Pay Period End must be May, June, July, August or September for Assignment Code 59.

Legacy Error ID: MO-B089

The contribution line is coded with Assignment Code 59 (summer service – conventional school) and the Pay Period End date is not in May, June, July, August or September.

Assignment Code 59 indicates Summer School (conventional school). These assignments typically have a Pay Period End date in May, June, July, August or September.

Verify Pay Period and assignment and make necessary changes.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36), Pay Period End (72-79)

Error Message ID: 30301217 - The Benefit Program is not a valid option for this Payroll Detail record.

Replaces Legacy Error ID: MO-B092

The contribution line has a Pay Period Begin date and Pay Period End date that is not within the Employer Organization's Benefit Program effective dates.

Verify the pay period and Organization (Unit Code).

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

If necessary, submit the appropriate checklist or EPMC Error Resolution for the Unit Code to your CalSTRS county representative.

Field(s) and Record Position(s): Pay Period Begin (64-71), Pay Period End (72-79), Unit Code (84-86)

Error Message ID: 30301197 - Assignment Code invalid for member service.

Legacy Error ID: MO-B094

The contribution line is coded as a Member (Member Code = 1) and an Assignment Code 61 (post-retirement employment for those on CalSTRS retirement or disability), 62 (exchange / sojourn), 63 (post-retirement employment exempt from earning limit prior to 07/1/1996) or 64 (teacher assistant).

Review your records. If the service should be non-member, change the Member Code to a 2 (Non-Member) and remove contributions. If the service should be member, report with the appropriate Assignment Code.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Valid Assignment Codes for member service:

- 36 = Reduced Workload Program (RWP for K-12 and Community College districts)
- 37 = Elected Officer of an Employee Union
- 54 = Hourly/Daily substitutes in conventional school
  - If non-member: report hourly/daily pay rate
  - If member: report full time equivalent (Annual pay rate)
- 55 = Part-time employee (non-sub) or additional duties in conventional (K-12) school.
  - If member: report full time equivalent (Annual pay rate)
- 56 = Employee on sabbatical leave in conventional school
- 57 = Full-time or part-time contract employee in conventional school
- 58 = Member/non-member part-time in Community College (non-sub)
  - If non-member: report hourly/daily pay rate
  - If member: report full time equivalent (Annual pay rate)
- 59 = Summer Service in conventional school (non-creditable), valid through 06/30/2002
- 61 = Post-retirement employment
- 62 = Exchange / Sojourn full-time member subsequent to 07/01/1996 (Other retirement system (ORS) prior to 07/01/1996)
- 71 = DBS Only: Limited term enhancement, valid from 07/01/2002 – present
- 72 = Special Compensation for 2% at 62 members, valid from 01/01/2013 – present

Valid only if Transaction Type is NOT Regular (Contribution Code is NOT blank, 0, or 1):

- 35 = Early Retirement Incentive Program
- 49 = Intersession service in year-round school (non-creditable), valid through 06/30/2002
- 63 = Post-retirement employment exempt from earning limit prior to 07/01/1996
- 64 = Teacher Assistant

NOTE: A contribution line does not generate service credit if Member Code is 2 OR Assignment Code is 49, 71, 72, or 59, OR Contribution Code is 2, 5, 6, or 9.

Field(s) and Record Position(s): Member Code (34), Assignment Code (35-36)



Error Message ID: 30301198 - Assignment Codes 49/ 59 invalid for Pay Period 07/01/2002 or later.

Legacy Error ID: MO-B098

The contribution line is coded with Assignment Code 49 (Intersession service – year-round school) or 59 (Summer service – conventional school) and the Pay Period End date occurs 7/01/2002 or later.

Summer School/Intersession Assignment Codes are no longer valid for reporting for pay periods 07/01/02 or later. Report with the appropriate Assignment Code.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Valid Assignment Codes for service later that 07/01/2002:

44 = Hourly/Daily Substitutes in year-round school (YRS)

If non-member: report hourly/daily Pay Rate

If member: report full time equivalent (Monthly pay rate)

45 = Part-time employee (non-sub) or additional duties: year-round school (K-12)

If non-member: report hourly/daily pay rate

If member: report full time equivalent (Monthly pay rate)

54 = Hourly/Daily substitutes in conventional school

If non-member: report hourly/daily pay rate

If member: report full time equivalent (Annual pay rate)

55 = Part-time employee (non-sub) or additional duties: conventional (K-12) school

If non-member: report hourly/daily pay rate

If member: report full time equivalent (Annual pay rate)

Field(s) and Record Position(s): Assignment Code (35-36), Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301199 - Assignment Code 71 invalid for Pay Period earlier than 07/01/2002.

Legacy Error ID: MO-B099

Error Resolution: The contribution line is coded with Assignment Code 71 (special pay creditable to DBS only) and Pay Period End date is prior to 07/01/2002.

Assignment Code 71 must be used for special pay creditable to DBS only and invalid for pay period earlier than 07/01/02. Review your records and report with the appropriate Assignment Code.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36), Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301216 - Contribution Code 9 is invalid for pay period 07/01/2002 or later.

Legacy Error ID: MO-B100

The contribution line is coded with Contribution Code 9 (non-creditable service) and a portion of the Pay Period Begin through Pay Period End date occurs 07/01/2002 or later.

Contribution Code 9 indicates non-creditable service and is invalid for pay period 07/01/02 or later. Verify that the pay period is correct. If not, adjust the pay period. If the pay periods are correct, report the appropriate Contribution Code.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Valid Contribution Codes for service later than 07/01/2002:

- 0 or blank = Used for reporting non-members
- 1 = Member current month detail
- 2 = Adjustment of previously omitted or incorrect contributions
- 3 = Adjustment (+ or -) of previously reported Earnings (affects service credit)
- 5 = Retroactive pay rate adjustment of previously reported service (does not generate service credit)
- 6 = Special Pay

NOTE: A contribution line does not generate service credit if Member Code is 2 OR Assignment Code is 49, 71, 72, or 59, OR Contribution Code is 2, 5, 6, or 9.

Field(s) and Record Position(s): Contribution Code (57), Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301200 - Assignment Code 71 must be reported with Contribution Code 6.

Legacy Error ID: MO-B101

The contribution line is coded with Assignment Code 71 (Special Pay creditable to DBS only) and a Contribution Code that is NOT 6 (Special Pay).

Assignment Code 71 is used for special pay creditable to DBS only and must be reported with its corresponding Contribution Code 6.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36), Contribution Code (57)

Error Message ID: 30301203 - Fiscal Year special pay total is negative.

Legacy Error ID: MO-B107

The contribution line is coded with Contribution Code 6 (Special Pay) and the sum of all special pay line Earnings or contributions for this account for the pay period fiscal year is negative.

Determine the validity of special pay and supply the appropriate values.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Earnings (46-52), Member Contribution Amount (Post-Tax) (58-63), Member Contribution Amount (Pre-Tax) (95-100)

Error Message ID: 30301204 - Tax-ID has been merged.

Legacy Error ID: MO-B108

The Employee Social Security Number on this contribution line matches an account in CalSTRS system that has been merged with an account that has a verified Employee Social Security Number.

Verify the Employee Social Security Number and change if inaccurate.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

If this is a valid Employee Social Security Number establish an account through the MR87 process or by going to the Employment Detail Maintenance screen in SEW and submitting a transaction code 11 (Establish Mandatory Qualifying Member Account), 81 (Establish Permissive Elect Member Account), or 02 (Establish DB Non-Member Account).

NOTE: Gender and birth date are required when establishing a Defined Benefit (DB) account.

Field(s) and Record Position(s): Employee Social Security Number (5-13)

Error Message ID: 30301228 - Classification Code and Base Hours required for an AB1586 eligible account.

Legacy Error ID: MO-B110

The contribution line does not contain Base Hours or Classification Code and employee has been identified as AB1586 eligible. Base Hours and Classification Codes must be reported for AB1586 employees.

The rule is applied if all the following are true:

- Assignment Code = 45 (Part-time employee or additional duties – year-round school), 55 (Part-time employee or additional duties – conventional school) or 58 (Part time in Community College)
- Member Code = 1 (Member)
- Contribution Code = 1 (current member contributions), 2 (adjustment of omitted or incorrect contributions), 3 (adjustment of previously reported earnings) or 5 (retroactive Pay Rate adjustment)
- Pay Period is subsequent to 6/30/2009
- Unit Code is defined as a Community College
- Member whose Defined Benefit account has been deemed eligible for AB1586 (AB1586 indicator in CalSTRS system is Y, R, or M) (see below for value definitions).

NOTE: Members were marked as eligible through an analysis of Defined Benefit accounts for those employed by a community college prior to July 1, 1996, and one or more contribution lines, for the 1995/1996 Fiscal Year indicated as part-time, member service.

Verify your records.

- If the employee is identified as AB1586, supply the appropriate Base Hours and Classification Code.
- If the employee has been incorrectly identified as AB1586, contact CalSTRS Employer Help.
- If the employee has been reported incorrectly, supply the appropriate values so that the employee does meet the criteria above.

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Classification Code (101-102), Base Hours (103-108)

**Error Message ID: 30301206 - Classification Code and Base Hours must be reported together.**

Legacy Error ID: MO-B111

The contribution line contains a value for Classification Code and Base Hours are blank, or vice versa. Base Hours and Classification Code must both contain a value.

Verify your records.

- Supply the missing value if this employee meets the AB1586 criteria as specified in business rule 30301228.
- If this employee does not meet the AB1586 criteria, the Base Hours or Classification Code fields should be blank or zeros.

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Classification Code (101-102), Base Hours (103-108)

**Error Message ID: 30301207 - Valid values for Classification Code are 01, 02, 03, 04, and 05.**

Legacy Error ID: MO-B112

The contribution line is coded with an invalid Classification Code.

Verify your records. If the employee does not meet the AB1586 criteria as specified in business rule 30301228, the Classification Code field should be blank or zeros. If the employee does meet the AB1586 criteria input one of the following Classification Codes:

- 01 = Lab Instructor
- 02 = Lecturer / General Instructor
- 03 = Adult Education Instructor
- 04 = Librarian
- 05 = Counselor

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Classification Code (101-102)

Error Message ID: 30301208 - Base Hours insufficient or excessive for Classification Code.

Legacy Error ID: MO-B113

The Base Hours must meet the following minimum and maximum hours per Classification Code:

- 01 Lab Instructor = 525 to 2080 hours
- 02 Lecturer / General Instructor = 525 to 2080 hours
- 03 Adult Education Instructor = 875 to 2080 hours
- 04 Librarian = 1050 to 2080 hours
- 05 Counselor = 1050 to 2080 hours

Verify your records. Supply the appropriate Base Hours for the Classification Code being reported.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Classification Code (101-102), Base Hours (103-108)



Error Message ID: 30301209 - Special Pay must be reported with Assignment Code 72 for 2% at 62 members.

Legacy Error ID: MO-B114

The contribution line is coded with Contribution Code 6 (Special Pay) for a CalSTRS 2% at 62 member and the Assignment Code is not 72 OR the contribution line is coded with Assignment Code 72 for a CalSTRS 2% at 62 and the Contribution Code is not 6. Special pay must be reported with Assignment Code 72 and contribution code 6 for 2% at 62 members.

Review your records and report with the appropriate Assignment Code and Contribution Code.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36), Contribution Code (57)

Error Message ID: 30301210 - Assignment Code 72 is invalid for a CalSTRS 2% at 60 member.

Legacy Error ID: MO-B115

The contribution line is coded with Assignment Code 72 for a CalSTRS 2% at 60 member. Assignment Code 72 is only reportable for CalSTRS 2% at 62 members.

Review your records and report with the appropriate Assignment Code.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36)

Error Message ID: 30301225 - Contribution Adjustment (Cntrb Code 2) not permitted for non RWP assignment code as of 07/01/2014.

Legacy Error ID: MO-B120

The contribution line is coded with Contribution Code 2 and the Assignment Code is not 36. If a non RWP Assignment Code is reported on or after 07/01/2014, then the exception will be triggered regardless of the pay period.

Review your records and ensure the line that is being reported is an RWP line or non-RWP line.

- If the line is an RWP line, then check to make sure the Assignment Code is 36 and the Contribution Code is 2.
- If the line is a non-RWP line, then check that there is an amount in the Earnings field, re-calculate the contribution amount accordingly, and update the Contribution Code to a 1 (current pay period) or 3 (prior pay period).

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

NOTE: This error is not triggered if reporting a reversal contribution line.

NOTE: A contribution line does not generate service credit if Member Code is 2 or Assignment Code is 49, 71, 72 or 59, Or Contribution Code is 2, 5, 6, or 9.

Field(s) and Record Position(s): Member Assignment Code (35-36), Contribution Code (57)

**Error Message ID: 30301239 - Reported Earnings and Contribution must be a positive amount for 'Regular' Payroll Detail records.**

Legacy Error ID: N/A

The contribution line has Earnings or Member Contribution Amount that are negative for Contribution Code 1 (current member contributions). Current earnings and contributions must be reported as a positive amount.

Review your records and verify the earnings and contributions being reported are accurate for Contribution Code 1.

- If the earnings and contributions are correct as negative, change the contribution code accordingly to a Contribution Code 3 (earnings adjustment), 5 (retroactive pay rate adjustment), or 6 (Special Pay).
- If the earnings and contributions are not correct as negative, change earnings and contributions to be a positive amount.

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.





Field(s) and Record Position(s): Earnings (46-52), Contribution Code (57), Member Contribution Amount (Post-Tax) (58-63), Member Contribution Amount (Pre-Tax) (95-100)

Error Message ID: 30301213 - Reporting period cannot overlap Jan 1, 2001, or Dec 31, 2010.

Legacy Error ID: N/A

The contribution line is coded with Contribution Code 3 (Adjustment), 5 (Retroactive Pay Rate Adjustment), or 6 (Special Pay) and the pay period overlaps January 1, 2001, or December 31, 2010.

The pay period must be entirely contained and not overlap for January 2001 pay period or December 2010 pay period as follows:

Pay Period Begin Date must be the first of the month in January 2001 AND the Pay Period End date must be the last day of the month in January 2001.

OR

Pay Period Begin Date must be the first of the month in December 2010 AND the Pay Period End date must be the last day of the month in December 2010.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Period Begin (64-71), Pay Period End (72-79)

Error 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.

Legacy Error ID: N/A

The Date of Birth for the Employee Social Security Number being reported is missing in CalSTRS system. CalSTRS requires a Date of Birth prior to employer submitting contribution lines.

Verify Employee Social Security Number.

- If incorrect use the online correction feature in SEW and revalidate the payroll detail record or make the changes in your payroll system and upload a new file into SEW.

- If correct use the MR87 process or SEW to submit a transaction code 02 (Establish Non Member Account, 06 (Establish Cash Balance Account), 11 (Establish Mandatory Qualifying Member Account) or 81 (Establish Permissive Elect Member Account) with Date of Birth OR contact Employer Help for further assistance.

NOTE: Gender and birth date are required when submitting an enrollment transaction to establish an account.

Field(s) and Record Position(s): Employee Social Security Number (5-13)

Error Message ID: 30301227 - The contribution line must be coded with Assignment Code 61.

Legacy Error ID: N/A

The contribution line is not coded with Assignment Code 61 and the pay period is during retirement (employee is in 'Retired' or 'Disabled' status) OR is not coded with Assignment Code 63 and Pay Period Begin Date is prior to 06/30/1996.

Verify the earnings and pay period.

- If the employee is retired and pay period is after retirement, report the contribution line with Member Code 2 (non-member) and Assignment Code 61 (post-retirement employment for those on CalSTRS retirement or disability) without contributions.
- If pay period is incorrect, change the pay period appropriately.

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Assignment Code (35-36), Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301124 - The existing transfer record must be posted before creating the payroll detail.

Legacy Error ID: N/A

The Membership Account of the Employee Social Security Number on the contribution line is included in a Transfer Membership Account process and the transfer record status is not in 'Approved' status.

Review your records and ensure the line that is being reported is valid.

- If the contribution line is valid contact your CalSTRS representative by sending inquiry to [employerhelp@calstrs.com](mailto:employerhelp@calstrs.com).
- If the contribution line is invalid, make appropriate corrections.

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Employee Social Security Number (5-13)

Error Message ID: 30301114 - Merge is in progress, cannot submit contribution lines.

Legacy Error ID: N/A

The Employee Social Security Number on the contribution line matches an account in CalSTRS system with a 'Merge In Progress' alert set on the account.

Contact CalSTRS Employer Help for further assistance.

Field(s) and Record Position(s): Employee Social Security Number (5-13)

Error Message ID: 30301251 - Contributions alter the total contributions reported for the creditable compensation cap for DB 2% @ 62.

Legacy Error ID: N/A

One or more reported contribution lines has caused the total contributions to be incorrect for the fiscal year based on the creditable compensation cap for the DB 2% at 62 benefit program. Reported contributions are not correct when they either exceed or are less than the expected contributions based on the fiscal year creditable compensation cap.

Review your records.

- If adding contributions after the creditable compensation has been met or exceeded, review the last reported line and correct reporting accordingly.
- If prior reporting is incorrectly reported, submit adjustments/reversals to correct any prior lines.
- If prior reporting is correct, report the contribution line as exceeding the cap with earnings and \$0.00 contributions.

The system determines whether contributions are affected as follows:

1. If exceeding the cap with this payroll summary for the first time, contributions must be reported on the earliest periods until the cap is met. The error message will display if the pay period exceeding the cap does not have a contribution amount up to the contribution cap.
2. The error message displays if total earnings have ever met or exceeded the cap for the fiscal year.
3. The error message will NOT display if the cap is not exceeding AND has never been exceeded.

When conditions for displaying the error message have been met, the message will display on all associated contribution lines that exist under the payroll summary for the same Employee Social Security Number. The error message displays even if a contribution line is identified as a reversal.

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Earnings (46-52), Member Contribution Amount (Post-Tax)(58-63), Member Contribution Amount (Pre-Tax)(95-100)

**Error Message ID: 30301409 - There is no matching Service Purchase Receivable to apply to the Total Contribution for Member.**

Legacy Error ID: N/A

The Contribution Code is CC4 but no active account receivable is on the system matching this Client ID.

Contact CalSTRS Employer Help for further assistance.

Field(s) and Record Position(s): Contribution Code (57), Member Contribution Amount (Post-Tax)(58-63), Member Contribution Amount (Pre-Tax)(95-100)

**Error Message ID: 30301412 - Member Contributions must be less than or equal to the sum of active payment plan installment amount(s).**

Legacy Error ID: N/A

The Member Contributions are greater than the total outstanding monthly installment amount of the active Service Purchase.

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.



If correcting your payroll system, make the appropriate changes in your payroll system.  
Upload a new file into SEW.

Field(s) and Record Position(s): Contribution Code (57), Member Contribution Amount  
(Post-Tax)(58-63), Member Contribution Amount (Pre-Tax)(95-100)

## F496 Warnings and Resolutions

Error Message ID: 30301137 – Non-member service for employee who appears to qualify for mandatory membership.

Legacy Error ID: MO-B019

The contribution line is coded as a non-member line (Member Code = 2) and CalSTRS system indicates that this employee is qualified for mandatory DB membership for the Fiscal Year reported on the line.

Verify the prior service reported and whether this employee qualifies for membership.

- If the employee qualifies, establish DB membership through the MR87 process or in SEW using transaction code 11 (mandatory DB membership).
  - If correcting onscreen in SEW, change the Member Code to a “Member” with required contributions in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes to a “1” (Member) with required contributions. Upload a new file into SEW.
- If the employee does not qualify based on erroneous prior reporting, submit adjustments/ reversals to correct any prior line(s) or contact CalSTRS Employer Help for assistance. Suppress the warning if you have reviewed this contribution line and it is valid.
- If the employee does not qualify because CalSTRS is using incorrect assumptions when calculating mandatory membership (e.g., 6 hours = 1 day of work) suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the “Suppress Warnings” check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

Mandatory membership is based on employment within a single Report Unit with no Cash Balance participation as follows:

- Part-time employees (non-contract employees): Assignment Code = 45, 55, or 58 and Pay Code = 0, 1, 2, 3, 4, 7, or 8. There must have been at least 60 hours of service reported for the previous reporting period within the associated fiscal year and for the same employer (the system must match on Assignment Code and Pay Code for part-time service). If there is more than one reported contribution line for the same Pay Period Begin/Pay Period End, all are used in the calculation within the given Fiscal Year. Hours are determined as follows:

- Part-time employees (contract employees): Assignment Code = 47 or 57 and Pay Code = 0, 1, 2, 3, 4, 7, or 8 and Earnings are not equal to Pay Rate. There must have been at least 66 hours of service reported for the previous reporting period within the associated fiscal year and for the same employer (the system must match on Assignment Code and Pay Code for part-time service). If there is more than one reported contribution line for the same Pay Period Begin/Pay Period End, all are used in the calculation within the given Fiscal Year.

Hours are determined as follows:

- If Pay Code = 4 (hourly), hours on line = Earnings divided by Pay Rate.
  - If Pay Code = 8 (daily), hours on line = (Earnings divided by Pay Rate) multiplied by 6.
  - If Pay Code = 1, 2, 3, or 7 (monthly), hours on line = Earnings divided by (Pay Rate divided by 22) multiplied by 6.
  - If Pay Code = 0 (annual), hours on line = Earnings divided by (Pay Rate divided by 1,050).  
Note:  $1,050 = 175 * 6$ .
- Substitute employees: Assignment Code = 44 or 54 and Pay Code = 0, 1, 2, 3, 4, 7, or 8. There must be at least 600 hours of service reported for the associated fiscal year (calculated up to the previous reporting period), but prior to the pay period the current line is reported for and for the same employer. All substitute lines reported for the fiscal year are used in the calculation. Hours are determined as follows:
    - If Pay Code = 4 (hourly), hours on line = Earnings divided by Pay Rate.
    - If Pay Code = 8 (daily), hours on line = (Earnings divided by Pay Rate) multiplied by 6.
    - If Pay Code = 1, 2, 3, or 7 (monthly), hours on line = Earnings divided by (Pay Rate divided by 22) multiplied by 6.
    - If Pay Code = 0 (annual), hours on line = Earnings divided by (Pay Rate divided by 1,110).  
Note:  $1110 = 185 * 6$ .
  - Full-time employees: Assignment Code = 47 or 57, Pay Rate and Earnings equal, and Pay Code = 1, 2, 3, or 7 qualify for mandatory membership with the first line reported.

Field(s) and Record Position(s): Member Code (34)

Error Message ID: 30301138 - Cash Balance participant who appears to qualify for mandatory DB membership.

Legacy Error ID: MO-B020

The contribution line is coded as a non-member line (Member Code = 2), the Pay Period occurs during Cash Balance participation for this employee for the Organization Code reported and CalSTRS system indicates that this account qualified for DB membership for the fiscal year reported on the line.

Verify the prior service reported and whether this employee qualifies for membership.

- If the employee qualifies change the Member Code to a 1 and report the required contributions.
  - If correcting onscreen in SEW, change the Member Code to a “Member” with required contributions in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes to a “1” (Member) with required contributions. Upload a new file into SEW.
- If the contribution has been reviewed and verified to be accurate, suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the “Suppress Warnings” check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

Mandatory membership is based on an employee’s monthly/annual basis of employment within a single Organization as follows:

- Full-time/part-time/substitute monthly or annual employees: Assignment Code = 44, 54, 47, 57 or 58 and Pay Code = 0, 1, 2, 3, or 7 whose basis of employment is greater than or equal to 50% for a single pay period within the given fiscal year.
- If Pay Code = 1, 2, 3, or 7 (monthly), basis of employment = Earnings divided by Pay Rate
- If Pay Code = 0 (annual), basis of employment = Earnings divided by (Pay Rate divided by 10).
- Full-time employees: Assignment Code = 47 or 57, Pay Rate and Earnings equal, and Pay Code = 1, 2, 3, or 7 qualify for mandatory membership with the first line reported.

NOTE: This business rule is not applied if the Pay Period Begin and/or End occurs on or subsequent to 7/1/2005.

Field(s) and Record Position(s): Member Code (34)



Error Message ID: 30301141 – Assignment Code 62 valid for exchange/sojourn service only.

Legacy Error ID: MO-B023

The contribution line is coded with Assignment Code 62 (exchange/ sojourn service) and the Pay Period Begin is subsequent to 6/30/1996.

Verify the Assignment Code and/or Pay Period Begin to the appropriate values.

- If correcting onscreen in SEW, change the Member Code to a “Member” with required contributions in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes to a “1” (Member) with required contributions. Upload a new file into SEW.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the “Suppress Warnings” check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

NOTE: If warning is suppressed, this business rule will not be applied to this employee for the remainder of the fiscal year.

Field(s) and Record Position(s): Assignment Code (35-36)

Error Message ID: 30301142 - Assignment Code 63 valid for post-retirement class size reduction service only.

Legacy Error ID: MO-B024

The contribution line is coded with Assignment Code 63 (post-retirement employment exempt from earning limit) and the Pay Period Begin Date is subsequent to 6/30/1996.

Verify Assignment Code.

- If the employee is retired from CalSTRS, change the Assignment Code to 61.
- If the employee is not retired (e.g., CalSTRS account status code SR) from CalSTRS, change the Member Code to a 1 (member service) or 2 (non-member service) and use the appropriate Assignment Code (e.g., 34, 36, 44, 45, 46, 47, 54, 55, 56, 57, or 58) for the type of service.
- Submit contributions if the employee is still a CalSTRS member.
- If the Assignment Code is correct, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the “Suppress Warnings” check box with a

comment in the "Comments" box in the Employer Payroll Detail record in SEW.  
Save and validate the record.

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system.  
Upload a new file into SEW.

NOTE: If warning is suppressed, this business rule will not be applied to this employee for the remainder of the fiscal year.

Field(s) and Record Position(s): Assignment Code (35-36), Pay Period Begin (64-71)

Error Message ID: 30301238 - Assignment Code changed and Pay Rate/  
Pay Code remained the same.

Legacy Error ID: MO-B026

The contribution line is coded with the same Pay Rate/ Pay Code and a different Assignment Code than the last contribution line transmitted for this employee from this Report Unit.

Verify the Assignment Code.

- If incorrect, change the Assignment Code to match the previously reported value.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If the Assignment Code is valid and the previously reported line is incorrect, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance. Suppress the warning if you have reviewed this contribution line and it is valid.
- If the Assignment Code is valid and the previously reported line is correct, suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the "Suppress Warnings" check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

An invalid Assignment Code change is determined for employees whose CalSTRS account status is non-member or Withdrawn for any part of the pay period as follows:

- If the current contribution line Pay Period Begin is for October or later then only a line reported within the same fiscal year is considered as a previous line for this business rule.
- If the contribution line Pay Period Begin is for July, August or September then the previous line can be checked for the period from June of the prior year to the current line's Report Period.
- If no previous line exists, this business rule is not applied.
- Reversing lines and reversed lines are excluded from being a previous line.
- An adjustment line is not considered a previous line. A contribution line is regarded as an adjustment line if any of these fields are negative: Earnings, Member Contribution Amount (Pre-Tax) or Member Contribution Amount (Post-Tax).
- Overtime/summer school/intersession (Contribution Code = 9 or Assignment code = 49 or 59) lines are not considered a previous line.
- A previous line can be a posted transaction record or a companion contribution line associated to the payroll summary record.
- If, from the prior line to the current line, the Assignment Code changes from 44 to 54, or vice versa, or from 45 to 55 or vice versa, the Assignment Code change is considered a match.
- If, from the prior line to the current line, the Assignment Code changes from 44 to 54, or vice versa, or from 45 to 55 or vice versa, or from 44 to 55 or vice versa, or from 55 to 58 or vice versa, or from 54 to 58 or vice versa, or from 44 to 58 or vice versa the Assignment Code change is considered a match if the district or employer reporting the line is defined as a Community College.
- Where there is more than one previous contribution line with the same pay period satisfying the above rules, with the same Pay Rate and Pay Code as the current line, use each for evaluating previous lines. If one line passes this business rule, then the rule is satisfied regardless if other lines exist that do not pass the business rule.

Field(s) and Record Position(s): Assignment Code (35-36)

Error Message ID: 30301152 - Pay Rate Increase excessive.

Legacy Error ID: MO-B036

The contribution line is for an employee that is greater than or equal to 52 years in age and the Pay Rate is excessive.

An excessive Pay Rate is determined as follows:

- The contribution line has a pay period subsequent to 6/30/2011 and the 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 subsequent to 6/30/2002 but prior to 7/1/2011 and the 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 prior to 7/1/2002 and the 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 the Pay Rate increase.

- If the Pay Rate increase is invalid, change the Pay Rate to match the previously reported value.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If the Pay Rate increase is valid and the previously reported line is incorrect, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance. Suppress the warning if you have reviewed this contribution line and it is valid.
- If the Pay Rate increase is valid and the previously reported line is correct, suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the "Suppress Warnings" check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

An invalid Pay Rate increase is determined as follows:

- For all report units other than Charter Schools a previous contribution line is the most recent Pay Period Begin date compared to the line being evaluated by this business rule, which has the same Report Unit and Employee Social Security Number. This can be a posted contribution line or a companion line within the same payroll summary.

- For all Charter School report units, a previous contribution line is the most recent Pay Period Begin date compared to the line being evaluated by this business rule, which has the same Employee Social Security Number and is a report unit within the same Report Source. This can be a posted contribution line or a companion line within the same payroll summary.
- Only a line belonging to the preceding reporting period based on the Pay Period Begin date is considered as a previous line for this business rule.
- Only a line reported within the same or prior fiscal year is considered as a previous line for this business rule.
  - If the edited line's 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 for this edit.
  - If the edited line's Pay Period Begin date is for July through December, then the previous line can be checked from July 1 of the prior fiscal year for this edit.
- Reversing lines, reversed lines and adjustment lines (adjustment lines are determined if the Contribution Code = 3) and if any of these fields are negative (Earnings, Member Contribution Amount (Pre-Tax) or Member Contribution Amount (Post-Tax)) are excluded from being a previous line.
- Overtime/summer school/intersession (Contribution Code = 9 or Assignment Code = 49 or 59) lines are not considered a previous line.
- A Special Pay line (Contribution Code = 6) is not considered a previous line.
- A Contribution Adjustment (Contribution Code = 2) is not considered a previous line.
- Only lines with Assignment Code = 34, 36, 37, 46, 47, 56, or 57 are considered, for the purposes of establishing the prior line.
- Where there is more than one previous contribution line with the same pay period satisfying the above rules, the system uses each for checking this business rule. If one previous line passes this business rule, then the rule is satisfied regardless if other lines exist that do not pass the business rule.

NOTE: If no previous line exists, this business rule is not applied.

Field(s) and Record Position(s): Pay Rate (37-44)

Error Message ID: 30301163 - Pay Rate exceeds STRS maximum limitation for Pay Codes 0, 1, 2, 3 or 7.

Legacy Error ID: MO-B047

The contribution line's calculated earnable exceeds the IRC 401(a)(17) limit for Pay Code = 0 (annual), 1 (12-month), 2 (11-months), 3 (10-month) or 7 (13 payments) and the Pay Period Begin date is on or after 07/01/1996.

Verify your records and determine if the Pay Rate and Pay Code being reported are correct.

- If the Pay Rate and/or Pay Code are invalid, change to the appropriate values.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If the Pay Rate and Pay Code being reported are valid and previously reported lines are incorrect, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance. Suppress the warning if you have reviewed this contribution line and it is valid.
- If the Pay Rate and Pay Code are valid and previously reported lines are correct, suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the "Suppress Warnings" check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

Earnable is calculated by multiplying the Pay Rate by the Pay Code factor. Pay Code factors are as follows:

- 0 (annual) Pay Code factor = 1
- 1 (12 month) Pay Code factor = 12
- 2 (11 month) Pay Code factor = 11
- 3 (10 month) Pay Code factor = 10
- 7 (13 payments) Pay Code factor = 13

NOTE: If warning is suppressed, this business rule will not be applied to this employee for the remainder of the fiscal year.

Field(s) and Record Position(s): Pay Rate (37-44), Pay Code (45)

Error Message ID: 30301167 - Pay Code altered (current and previously reported Pay Rate match).

Legacy Error ID: MO-B051

The contribution line is coded with the same Pay Rate and a different Pay Code than the last contribution line transmitted for this employee from this employer.

Verify the Pay Code.

- If incorrect, change the Pay Code to match the previously reported value.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If the Pay Code is valid and the previously reported line is incorrect, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance. Suppress the warning if you have reviewed this contribution line and it is valid.
- If the Pay Code is valid and previously reported lines are valid, suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the "Suppress Warnings" check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

An invalid Pay Code change is determined as follows:

- Prior contribution line for the Client ID is the most recent reported line prior to the current line, which has the same Report Unit.
- A prior contribution line may include a companion contribution line present on the same payroll summary.
- If the current line's Pay Period Begin date is for October or later then only a line reported within the same Fiscal Year is considered as a previous line for this business rule.
- If the current line's Pay Period Begin Date is for July, August or September then the previous line can be checked for the period from June of the prior year to the current line's report period.
- If no previous line exists, this business rule is not applied.
- Reversing lines, reversed lines and adjustment lines (adjustment lines are determined if the Contribution Code = 3 and if any of these fields are negative

(Earnings, Member Contribution Amount (Pre-Tax) or Member Contribution Amount (Post-Tax)) are excluded from being a previous line.

- A Special Pay line (Contribution Code = 6) is not considered a previous line.
- Where there is more than one previous contribution line with the same pay period satisfying the above rules with the same Pay Rate as the current line, use each for checking this business rule. If one line passes this business rule, then the rule is satisfied regardless if other lines exist that do not pass the business rule.

Field(s) and Record Position(s): Pay Rate (37-44), Pay Code (45)

Error Message ID: 30301226 - Earnings are excessive for pay period range.

Legacy Error ID: MO-B066 (B064 consolidated with B066)

The Earnings are excessive for the pay period range and the contribution line is coded with Assignment Code = 34, 36 (RWP), 44, 54 (substitute paid hourly/ daily) 45, 55 (part-time), 46, 56 (sabbatical), 47, 57 (contract) or 58 (part-time community college).

Excess earnings have been detected either on this line, a companion line or a combination of this line, companion lines and previously reported lines for the same or a portion of the pay period range. Excessive earnings have been detected since the cumulative service credit exceeds what is allowed for the pay period range. Cumulative service credit has exceeded 0.1 multiplied by the number of Report Periods represented for the pay period range.

Verify the accuracy of the Pay Rate(s)/ Pay Code(s) reported.

- If invalid, supply the appropriate values.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If the contribution line is valid and any previously reported line(s) are incorrect for the pay period range that is causing this error, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance. Suppress the warning if you have reviewed this contribution line and it is valid.
- If the contribution line is valid and all previously reported lines are correct for the pay period range, suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the "Suppress Warnings" check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.



NOTE: Service credit is calculated by dividing Earnings by Pay Rate by Pay Code factor:

- 0 (annual) = Earnings / Pay Rate
- 1 (12 month) = Earnings / Pay Rate / 12 (Pay Code factor)
- 2 (11 month) = Earnings / Pay Rate / 11 (Pay Code factor)
- 3 (10 month) = Earnings / Pay Rate / 10 (Pay Code factor)
- 7 (13 payments) = Earnings / Pay Rate / 13 (Pay Code factor)
- 4 (Hourly) = Earnings / Pay Rate / 1050 (Pay Code factor)
- 8 (Daily) = Earnings / Pay Rate / 175 (Pay Code factor)

NOTE: Pay Codes 4 and 8 should only be used to report member earnings prior to July 1, 1996.

NOTE: This business rule is not applied if the Pay Period Begin and Pay Period End occur subsequent to July 1, 2002.

Field(s) and Record Position(s): Earnings (46-52)

Error Message ID: 30301186 - Overtime with no full-time service.

Legacy Error ID: MO-B074

The contribution line does NOT have Assignment Code 46 (sabbatical leave YRS), 49 (summer school YRS), 56 (sabbatical non YRS), 59 (summer school non YRS), the Contribution Code = 9 (overtime), the pay period occurs prior to 7/1/2002 and there is no full-time service for the pay period range.

Full time service for the pay period range is determined as follows:

- Service with Assignment Code = 37 (elected official), 47 or 57 (contract service), Pay Code = 1 (12-month), 2 (11-month), 3 (10-month) or 7 (13 payments) and Earnings = Pay Rate x number of report periods in the pay period range. There is a tolerance of \$1.00 on the Earnings calculation.

OR

- Service with Assignment Code 34, 35 or 36 (RWP)

OR

- Service with Assignment Code = 47 or 57 (contract service), Pay Code = 0 (annual) and service credit equals one of the following:

- 0.1000 x number of report periods in the pay period range
- 0.0909 x number of report periods in the pay period range
- 0.0833 x number of report periods in the pay period range

0.0769 x number of report periods in the pay period range  
0.0714 x number of report periods in the pay period range

Verify the accuracy of overtime service.

- If invalid, supply the appropriate values.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If the contribution line is valid and any previously reported line(s) are incorrect causing this error, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance. Suppress the warning if you have reviewed this contribution line and it is valid.
- If the contribution line is valid and full-time service exists for the service period range, suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the "Suppress Warnings" check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

Field(s) and Record Position(s): Contribution Code (57)

Error Message ID: 30301196 - Pay Period Fiscal Year not on database.

Legacy Error ID: MO-B093

The contribution line has a pay period prior to Fiscal Year 1988/1989.

Verify the accuracy of the pay period being reported.

- If invalid, supply the appropriate values.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If valid, suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the "Suppress Warnings" check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

Field(s) and Record Position(s): Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301201 - Assignment Code 35 invalid for new ERIP participants after 06/30/2000.

Legacy Error ID: MO-B102

The contribution line is coded with Assignment Code 35 (Early Retirement Incentive Program – ERIP), the pay period occurs subsequent to 6/30/2000 and the employee was not an ERIP participant in Fiscal Year 1999/2000.

Verify the accuracy of the Assignment Code and pay period being reported.

- If invalid, supply the appropriate values.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If valid, suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the “Suppress Warnings” check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

NOTE: If warning is suppressed, this business rule will not be applied to this employee for the remainder of the fiscal year.

Field(s) and Record Position(s): Assignment Code (35-36), Pay Period Begin (64-71), Pay Period End (72-79)

Error Message ID: 30301202 - Service credit is excessive for the Pay Period range.

Legacy Error ID: MO-B103

This contribution line has cumulative service credit that is excessive for the reported pay period and Report Unit.

Excessive service credit is determined as follows:

- For Community College District: The contribution line has a Pay Period End date subsequent to 6/30/2013 and the cumulative service credit for the reported pay period and Report Unit for this employee exceeds 0.250 OR the contribution line has a Pay Period subsequent to 6/30/2012 and prior to 7/1/2013 and the cumulative service credit for the reported pay period and Report Unit for this employee exceeds 0.200.

- For K-12 and Non-CCD: The contribution line has a Pay Period End date subsequent to 6/30/2013 and the cumulative service credit for the reported pay period and Report Unit for this employee exceeds 0.200 OR the contribution line has a Pay Period End date subsequent to 6/30/2012 and prior to 7/1/2013 and the cumulative service credit for the reported pay period and Report Unit for this employee exceeds 0.150.

Verify the accuracy of the Pay Rate(s)/ Pay Code(s) reported.

- If invalid, supply the appropriate values.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If the contribution line is valid and any previously reported line(s) are incorrect for the fiscal year reported that is causing this error, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance. Suppress the warning if you have reviewed this contribution line and it is valid.
- If the contribution line is valid and the previously reported lines for the fiscal year reported are correct, suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the "Suppress Warnings" check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

NOTE: For this business rule, Assignment Codes 36, 37, 57 are not included in the calculation to determine excessive service credit.

NOTE: Service credit is calculated by dividing Earnings by Pay Rate by Pay Code factor:

- 0 (annual) = Earnings / Pay Rate
- 1 (12 month) = Earnings / Pay Rate / 12 (Pay Code factor)
- 2 (11 month) = Earnings / Pay Rate / 11 (Pay Code factor)
- 3 (10 month) = Earnings / Pay Rate / 10 (Pay Code factor)
- 7 (13 payments) = Earnings / Pay Rate / 13 (Pay Code factor)
- 4 (Hourly) = Earnings / Pay Rate / 1050 (Pay Code factor)
- 8 (Daily) = Earnings / Pay Rate / 175 (Pay Code factor)

NOTE: Pay Codes 4 and 8 should only be used to report member earnings prior to July 1, 1996.

Field(s) and Record Position(s): Earnings (46-52)

**Error Message ID: 30301205 - Special Pay is excessive for Pay Period Fiscal Year.**

Legacy Error ID: MO-B109

The contribution line is coded with Contribution Code 6 (special pay) and the year-to-date sum of all special pay line Earnings for this account for the pay period fiscal year (including any companion contribution lines associated to the payroll summary) exceeds \$15,000 and is for an employee that is greater than or equal to 52 years in age.

Determine the validity of special compensation.

- If invalid, report as an additional assignment and Contribution Code 1 or 3.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If the contribution line is valid and any previously reported line(s) are incorrect for the fiscal year reported that is causing this error, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance. Suppress the warning if you have reviewed this contribution line and it is valid.
- If the contribution line is valid and the previously reported lines for the fiscal year reported are correct, suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the "Suppress Warnings" check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

NOTE: If warning is suppressed, this business rule will not be applied to this employee for the remainder of the fiscal quarter.

Field(s) and Record Position(s): Earnings (46-52)

**Error Message ID: 30301123 - Duplicate payroll detail exists in the header, void one of the payroll detail records.**

Legacy Error ID: N/A

The Payroll Header contains two contribution lines for the same Employee Social Security Number matching the following conditions: Assignment Code, Pay Rate, Pay Code, Earnings, Contribution Code, Pay Period Begin date, and Pay Period End date.

Verify accuracy of contribution line being reported.

- If invalid, supply the appropriate values.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If the contribution line is a duplicate, void one of the records.
  - To void a payroll detail record in SEW, add a comment in the Employer Payroll Detail record and click the “Void” button.
- If the contribution line is valid and any previously reported line(s) are incorrect for the fiscal year reported that is causing this error, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance. Suppress the warning if you have reviewed this contribution line and it is valid.
- If the contribution line is valid and the previously reported lines for the fiscal year reported are correct, suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the “Suppress Warnings” check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

NOTE: This business rule only applies to contribution lines with Assignment Codes 36, 37, 47 and 57.

Field(s) and Record Position(s): Employee Social Security Number (5-13), Assignment Code (35-36), Pay Rate (37-44), Pay Code (45), Earnings (46-52), Contribution Code (57), Pay Period Begin (64-71), Pay Period End (72-79)

**Error Message ID: 30301125 - Duplicate Payroll Detail exists in the system.**

Legacy Error ID: N/A

CalSTRS system contains a posted contribution transaction for the same Employee Social Security Number matching the following conditions: Assignment Code, Pay Rate, Pay Code, Earnings, Contribution Code, Pay Period Begin date, and Pay Period End date.

Verify accuracy of contribution line being reported and posted transactions.

- If invalid, supply the appropriate values.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If the contribution line is a duplicate, void the record.

- To void a payroll detail record in SEW, add a comment in the Employer Payroll Detail record and click the “Void” button.
- If the contribution line is valid and any previously reported line(s) are incorrect for the fiscal year reported that is causing this error, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance. Suppress the warning if you have reviewed this contribution line and it is valid.
- If the contribution line is valid and the previously reported lines for the fiscal year reported are correct, suppress the warning.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the “Suppress Warnings” check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

NOTE: This business rule only applies to contribution lines with Assignment Codes 36, 37, 47 and 57.

Field(s) and Record Position(s): Employee Social Security Number (5-13), Assignment Code (35-36), Pay Rate (37-44), Pay Code (45), Earnings (46-52), Contribution Code (57), Pay Period Begin (64-71), Pay Period End (72-79)

**Error Message ID: 30301250 - Contributions alter the total contributions reported for the creditable compensation cap for DB 2% @ 62.**

Legacy Error ID: N/A

One or more contribution lines are reported and the total reported contributions for the fiscal year are not correct. Reported contributions are not correct when they either exceed or are less than the expected contributions (if the creditable compensation has ever met or exceeded the cap for the fiscal year) based on the fiscal year creditable compensation for the DB 2% at 62 benefit program.

Review your records.

- If adding contributions after the creditable compensation has been met or exceeded, review the last reported line and correct reporting accordingly.
- If prior reporting is incorrectly reported submit adjustments/reversals to correct any prior lines.
- If prior reporting is correct report the contribution line as exceeding the cap with earnings and \$0.00 contributions.

If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

To suppress a warning, you must indicate you have reviewed the contribution line and determined the current line information being reported through SEW is correct by clicking the "Suppress Warnings" check box with a comment in the "Comments" box in the Employer Payroll Detail record in SEW. Save and validate the record.

The system determines whether contributions are affected as follows:

1. If the posted transactions and the contribution lines in the summary take the fiscal year expected contributions is under the cap, warning message will display.
2. If cap has been exceeded prior to the posting of the summary
  - a) If lines are being reported before OR on the month the cap was exceeded
    - 1) Warning message displays UNLESS there is no net change in contributions.
  - b) If lines are being reported for pay periods after the month the cap was exceeded
    - 1) Warning message displays if fiscal year contributions do not remain at the cap.
3. If exceeding cap with this summary for the first time, contributions must be reported on the earliest periods until the cap is met.
  - a) If multiple pay periods exist in summary
    - 1) Warning message displays if contributions are reported prior to a pay period with no contributions.

The error message displays if total earnings have ever met or exceeded the cap for the fiscal year. The error message will NOT display if the cap is not exceeding AND has never been exceeded.

When conditions for displaying the error message have been met, the message will display on all associated contribution lines that exist under the payroll summary for the same Employee Social Security Number.

The error message displays even if a contribution line is identified as a reversal.

Field(s) and Record Position(s): Earnings (46-52), Member Contribution Amount (Post-Tax) (58-63), Member Contribution Amount (Pre-Tax) (95-100)



## **F496 Information Messages and Resolutions**

Error Message ID: 30301130 - No match on Last Name.

Legacy Error ID: MO-B002

The Employee Last Name does not match the current Employee Last Name for this Employee Social Security Number.

Verify the Employee Social Security Number was entered correctly and is not matching an incorrect CalSTRS account.

- If the Employee Social Security Number is incorrect, correct the Employee Social Security Number using the online correction feature in SEW and revalidate the payroll detail record or make the changes in your payroll system and upload a new file.

If the Employee Social Security Number is correct, verify your employee name records.

- If the record in your payroll system is incorrect, change the Employee Last Name using the online correction feature in SEW and revalidate the payroll detail record or make the changes in your payroll system and upload a new file in SEW.
- If CalSTRS system is incorrect, update the last name by going to the Employee Demographic Information Maintenance screen in SEW. Name changes are not permitted if the employee has a CalSTRS Membership Account status of 'Retired' or 'Disabled'.

NOTE: All alphabetic characters must be uppercase (e.g., A, B, C not a, b, c etc.)

To prevent this business rule error, use Match File or query in SEW to validate and synchronize account information with CalSTRS records before you upload your F496 file.

Field(s) and Record Position(s): Employee Last Name (14-23)

Error Message ID: 30301168 - Pay Code 1 indicates a 12 month position.

Legacy Error ID: MO-B052

The contribution line is the first contribution line received for the fiscal year, coded with Pay Code = 1, Assignment Code = 47 or 57, and the Pay Period Begin date is in August or September.

Verify the Pay Code.

- If invalid or incorrect, change the Pay Code to an appropriate value.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If the Pay Code is correct, no further action is required to bypass this informational message.

NOTE: A contribution line does not generate service credit if Member Code is 2 OR Assignment Code is 49, 71, 72, or 59, OR Contribution Code is 2, 4, 5, 6, or 9.

Field(s) and Record Position(s): Pay Code (45)

Error Message ID: 30301169 - Pay Code 2 indicates an 11 month position.

Legacy Error ID: MO-B053

The contribution line is the first contribution line received for the fiscal year, coded with Pay Code = 2, Assignment Code = 47 or 57, and the Pay Period Begin date is in September.

Verify the Pay Code.

- If invalid or incorrect, change the Pay Code to an appropriate value.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If the Pay Code is correct, no further action is required to bypass this informational message.

NOTE: A contribution line does not generate service credit if Member Code is 2 OR Assignment Code is 49, 71, 72, or 59, OR Contribution Code is 2, 4, 5, 6, or 9.

Field(s) and Record Position(s): Pay Code (45)

Error Message ID: 30301170 - Pay Code 3 indicates a 10 month position.

Legacy Error ID: MO-B054

The contribution line is the first contribution line received for the fiscal year, coded with Pay Code = 3, Assignment Code = 47 or 57, and the Pay Period Begin date is in July.

Verify the Pay Code.

- If invalid or incorrect, change the Pay Code to an appropriate value.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If the Pay Code is correct, no further action is required to bypass this informational message.

NOTE: A contribution line does not generate service credit if Member Code is 2 OR Assignment Code is 49, 71, 72, or 59, OR Contribution Code is 2, 4, 5, 6, or 9.

Field(s) and Record Position(s): Pay Code (45)

Error Message ID: 30301176 - Negative adjustment received subsequent to a Refund or Death.

Legacy Error ID: MO-B060

The contribution line is coded as an adjustment line ([Member Code =1 (member), Contribution Code = 2 (contributions adjustment), 3 (Earnings adjustment), or 5 (Retroactive Pay Rate adjustment)], has negative Earnings and Contributions and the adjustment is for a Pay Period Begin date before the account status effective date and the status is 'Withdrawn' or 'Deceased'.

Verify the adjustment contribution line.

- If invalid or incorrect, supply the appropriate values.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If valid, no further action is required to bypass this informational message.

NOTE: Service credit is calculated by dividing Earnings by Pay Rate by Pay Code factor:

0 (annual) = Earnings / Pay Rate  
1 (12 month) = Earnings / Pay Rate / 12 (Pay Code factor)  
2 (11 month) = Earnings / Pay Rate / 11 (Pay Code factor)  
3 (10 month) = Earnings / Pay Rate / 10 (Pay Code factor)  
7 (13 payments) = Earnings / Pay Rate / 13 (Pay Code factor)  
4 (Hourly) = Earnings / Pay Rate / 1050 (Pay Code factor)  
8 (Daily) = Earnings / Pay Rate / 175 (Pay Code factor)

NOTE: Pay Codes 4 and 8 should only be used to report member earnings prior to July 1, 1996.



Field(s) and Record Position(s): Earnings (46-52), Member Contribution Amount (Post-Tax) (58-63), Member Contribution Amount (Pre-Tax) (95-100)

Error Message ID: 30301178 - Negative adjustment received subsequent to a CalSTRS benefit effective date.

Legacy Error ID: MO-B063

The contribution line is coded as an adjustment line [Member Code =1 (member), Contribution Code = 2 (contributions adjustment), 3 (Earnings adjustment), or 5 (Retroactive Pay Rate adjustment)], has negative Earnings and Contributions and the adjustment is for a Pay Period Begin date before the account status effective date and the status is 'Retired' or 'Disabled'.

Verify the adjustment contribution line.

- If invalid or incorrect, supply the appropriate values.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If valid, no further action is required to bypass this informational message.

NOTE: Service credit is calculated by dividing Earnings by Pay Rate by Pay Code factor:

- 0 (annual) = Earnings / Pay Rate
- 1 (12 month) = Earnings / Pay Rate / 12 (Pay Code factor)
- 2 (11 month) = Earnings / Pay Rate / 11 (Pay Code factor)
- 3 (10 month) = Earnings / Pay Rate / 10 (Pay Code factor)
- 7 (13 payments) = Earnings / Pay Rate / 13 (Pay Code factor)
- 4 (Hourly) = Earnings / Pay Rate / 1050 (Pay Code factor)
- 8 (Daily) = Earnings / Pay Rate / 175 (Pay Code factor)

NOTE: Pay Codes 4 and 8 should only be used to report member earnings prior to July 1, 1996.

Field(s) and Record Position(s): Earnings (46-52), Member Contribution Amount (Post-Tax) (58-63), Member Contribution Amount (Pre-Tax) (95-100)

Error Message ID: 30301180 - Year to date service credit excessive.

Legacy Error ID: MO-B065

The contribution line causes the cumulative service credit for the reported fiscal year to be excessive.

Excessive Service Credit is determined as follows:

- For Community College: The contribution line has a Pay Period End date subsequent to 6/30/2012 and the cumulative service credit for the reported fiscal year and Report Unit for this employee exceeds 2.000.
  - The contribution line has a Pay Period End date subsequent to 6/30/2002 and prior to 7/1/2012 and the cumulative service credit for the reported Fiscal Year and Report Unit for this employee exceeds 1.800.
- For K-12 and non-CCD: The contribution line has a Pay Period End date subsequent to 6/30/2012 and the cumulative service credit for the reported fiscal year and Report Unit for this employee exceeds 1.500.
  - The contribution line has a Pay Period End date prior to 7/1/2002 and the cumulative service credit for the reported fiscal year and Report Unit for this employee exceeds 1.000.

Verify the accuracy of the Pay Rate(s)/ Pay Code(s) reported.

- If invalid, supply the appropriate values.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If valid and any previously reported line(s) are incorrect for the fiscal year reported that is causing this error, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance.
- If valid and the previously reported lines for the fiscal year reported are correct, no further action is required to bypass this informational message.

NOTE: Service credit is calculated by dividing Earnings by Pay Rate by Pay Code factor:

- 0 (annual) = Earnings / Pay Rate
- 1 (12 month) = Earnings / Pay Rate / 12 (Pay Code factor)
- 2 (11 month) = Earnings / Pay Rate / 11 (Pay Code factor)
- 3 (10 month) = Earnings / Pay Rate / 10 (Pay Code factor)
- 7 (13 payments) = Earnings / Pay Rate / 13 (Pay Code factor)
- 4 (Hourly) = Earnings / Pay Rate / 1050 (Pay Code factor)
- 8 (Daily) = Earnings / Pay Rate / 175 (Pay Code factor)

NOTE: Pay Codes 4 and 8 should only be used to report member earnings prior to July 1, 1996.

Field(s) and Record Position(s): Earnings (46-52)

**Error Message ID: 30301088 - The Pay Period does not match the Report Period indicated when the file was uploaded.**

**Legacy Error ID: MO-B085**

The contribution line is coded with Contribution Code blank, 0 or 1 and the Pay Period Begin and Pay Period End dates do not fall in the Report Period indicated when the file was uploaded.

Use the following rules for reporting accurate pay periods and Contribution Codes:

- For Contribution Code blank and 0: Member Code = 2 (non-member service) and Pay Period Begin occurs during the Report Period indicated on the file (see exclusion for this rule).
- For Contribution Code 1: Member Code = 1 (member service) and Pay Period Begin occurs during the Report Period indicated on the file
- For Contribution Code 3: Member Code = 1 or 2 (member or non-member service) and Pay Period Begin occurs prior to the Report Period indicated on the file. Contribution Code 3 is used for reporting missing service from a prior Report Period or an adjustment of previously reported Earnings.

Verify the Pay Period and Contribution Code and report the appropriate Contribution Code for the Pay Period.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Contribution Code (57), Pay Period Begin (64-71), Pay Period End (72-79)

**Error Message ID: 30301219 - Pay period must reflect prior dates for Transaction Type Adjustment.**

**Legacy Error ID: MO-B087**

The contribution line is coded with Contribution Code 3 (adjustment) and the Pay Period Begin date on the contribution line is not prior to the Report Period begin date.

Verify the records. Supply an appropriate Pay Period and/ or Contribution Code.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.

- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Period Begin (64-71), Pay Period End (72-79), Contribution Code (57)

Error Message ID: 30301211 - Earnings amount in excess of the fiscal year creditable compensation cap for DB 2% at 62. The contributions are calculated on the capped earnings of <capped\_amount>.

Legacy Error ID: MO-B117

The contribution line has earnings for the CalSTRS Defined Benefit 2% at 62 (PEPRA) member that exceeds the fiscal year creditable compensation cap. Contributions cannot be reported on any compensation that exceeds the limit and must be reported at the capped earnings. However, earnings may be reported passed the creditable compensation limit as one contribution line. CalSTRS system will calculate the contributions up to the limit.

Verify the accuracy of the earnings being reported.

- If invalid, supply the appropriate values.
  - If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
  - If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.
- If valid and any previously reported line(s) are incorrect for the fiscal year reported that is causing this error, submit adjustments/ reversals to correct any prior lines or contact CalSTRS Employer Help for assistance.
- If valid and the previously reported lines for the fiscal year reported are correct, no further action is required to bypass this informational message.

Field(s) and Record Position(s): Earnings (46-52), Member Contribution Amount (Post-Tax) (58-63), Member Contribution Amount (Pre-Tax) (95-100)

Error Message ID: 30306012 - The Base Hours and/or Classification Code are not required.

Legacy Error ID: N/A

The contribution line contains Base Hours and/or Classification Code but the employee is NOT AB1586 eligible. Base Hours and Classification Codes are not required. Refer to Error Message ID: 30301228 for AB1586 eligibility.

Field(s) and Record Position(s): Classification Code (101-102), Base Hours (103-108)

Error Message ID: 30301122 - The pay period is not within the reporting period. If the pay period is accurate change the transaction to 'Adjustment' or correct the service period.

Legacy Error ID: N/A

The contribution line has a Pay Period Begin date and Pay Period End date range that is not within the Reporting Period and the Transaction Type is 'Regular' (Contribution Code 1).

For Contribution Code 1 (Transaction Type 'Regular') Pay Period Begin and End dates should occur within the Report Period indicated on the file.

Verify the pay period and contribution code. Report the appropriate contribution code for the pay period.

- If correcting onscreen in SEW, change the appropriate field(s) in the Employer Payroll Detail record and revalidate the record.
- If correcting your payroll system, make the appropriate changes in your payroll system. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Period Begin (64-71), Pay Period End (72-79)