

# Employment File Specification

## Overview

### Purpose

The *Employment File Specification* is a resource to instruct users on how to report enrollment, demographic and benefit type information to CalSTRS according to the Teacher's Retirement Law. The Employment File is used to report employment type transactions such as Enrollments, Terminations, Leave of Absence, Contact Information Change, Annual Total Compensation, Annual Excess Sick Leave Awarded, Reduction in School Funds and Sick Leave. This document provides the basic guidelines required of an Employment File, detailed file layouts and business rules.

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

### Version

Version 1.2 – 02/12/2021

### Transaction Types

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

| Transaction Type | Description   |
|------------------|---|
| Enrollment       | <p>Used to report enrollments such as Non-member, Mandatory Coverage, Permissive Election of Coverage, Retirement System Election and Working After Retirement. Enrollments should be reported when an employee is hired to perform creditable service to CalSTRS.</p> <p>If person does not exist in the system, required fields are: Transaction Effective Date, SSN, Last Name, First Name, Gender, Birthdate, Address Line 1, City, State, Zip.</p> |

| Transaction Type                 | Description  |
|----------------------------------|--|
|                                  | <p>If person exists in the system for same employer, required fields are: Transaction Effective Date, Client ID, Last Name.</p> <p>If person exists in system for a different employer, required fields are: Transaction Effective Date, Client ID, Last Name, Address Line 1, City, State, Zip.</p>   |
| Termination                      | <p>Used to report employment termination. Terminations should be reported when an employee separates from employment or enters a benefit status.</p> <p>Required fields are: Transaction Effective Date, Last Day of Work, Last Compensation Date.</p>   |
| Leave of Absence                 | <p>Used to report approved and unapproved leave of absence. Leaves should be reported when member goes on an approved or unapproved leave of absence. Leave of Absence Correction and Leave of Absence Return Correction are not allowed when a processed Service Credit Purchase already exists for the leave record in question.</p> <p>Required fields are: Client ID, Last Name, Transaction Sub-Type, Transaction Effective Date.</p> |
| Contact Information Change       | <p>Used to report phone, email or address change. Contact Information Change should be reported when updating member contact information.</p> <p>Required fields are: Transaction Effective Date, Client ID, Last Name.</p>  |
| Annual Total Compensation        | <p>Used to report EDD reported amounts by fiscal year. Annual Total Compensation should be reported on an annual basis after the end of the fiscal year.</p> <p>Required fields are: Transaction Effective Date, Annual Total Compensation.</p>  |
| Annual Excess Sick Leave Awarded | <p>Used to report annual excess sick leave (pending legislation).</p> <p>Required fields are: Client ID, Last Name, Transaction Effective Date, Annual Excess Sick Leave Awarded.</p>  |

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

## Version 12/1/2021

Removed Transaction Subtype MCOF - Misconduct/Criminal Offense, it was removed early in the regulatory process but not removed from the Employment File Specifications. It was removed from the following locations:

- In Field Position 2 Transaction Subtype
- In Message ID 30300256
- In Message ID 30300319

Updated the Transaction Subtype OALA description from "Other Approved Leave of Absence" to "Other/Unspecified Approved Leave of Absence"

- In Field Position 2 Transaction Subtype
- In Message ID 30300256
- In Message ID 30300319
- In Employment File: Transaction Sub-Type Structural Edit – Associated Message ID 30300256

Updated Field position 5 Title from "Benefit Project Member Code" to "Benefit Program"

## Ancillary File Types

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

| File                | Description   |
|---------------------|---|
| Contribution File   | Used for payroll-type transactions such as Regular, Adjustments, Retroactive Payrates and Account Receivables.                |
| Employee Match File | Used to validate member-specific information with the existing record in the CalSTRS system and to obtain CalSTRS Client IDs. |

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

## Support

For assistance contact Employer Help:

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

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## Employment File Layout

### Purpose

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

### Field Position 1 – Transaction Type

Must be present and one of the following code values:

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

### Field Position 2 – Transaction Subtype

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

| Code Value | Description                     |
|------------|---------------------------------|
| NMBR       | Non-Member                      |
| MDCV       | Mandatory Coverage              |
| PMCV       | Permissive Election of Coverage |
| RMSE       | Retirement System Election      |

| Code Value | Description                                 |
|------------|---|
| WART       | Working After Retirement                    |
| ENER       | Close Enrollment Opened in Error            |
| MTPT       | Maternity/Paternity                         |
| FORC       | FMLA/CFRA                                   |
| SBTL       | Sabbatical                                  |
| FLBT       | Fullbright                                  |
| PJCS       | Peace/Job Corp.                             |
| WCPS       | Workers Compensation                        |
| UFSV       | Uniformed Service                           |
| OALA       | Other/Unspecified Approved Leave of Absence |
| UNLA       | Unapproved Leave of Absence                 |
|            |   |

### Field Position 3 – Transaction Effective Date

Must be present and a valid date.

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

### Field Position 4 – Organization Code

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

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

### Field Position 5 – Benefit Program

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

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

### Field Position 6 – SSN

Conditionally must be present. Must be nine numeric characters. Must not begin with 9.

| Format          | Description                     |
|-----------------|---------------------------------|
| Numeric or Null | Employee Social Security Number |

### Field Position 7 – Client ID

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

| Format          | Description                                 |
|-----------------|---|
| Numeric or Null | CalSTRS unique person identification number |

### Field Position 8 – Last Name

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

| Format     | Description   |
|------------|---|
| Nonnumeric | Employee last name<br><br>If employee only has one name (does not have a first and a last name) populate this field with the name and an asterisk (*) within the First Name field |

### Field Position 9 – First Name

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

| Format     | Description  |
|------------|--|
| Nonnumeric | Employee first name<br><br>If employee only has one name (does not have a first and a last name) populate this field with an asterisk (*) and supply the name within the Last Name field |

### Field Position 10 – Middle Name

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

| Format             | Description          |
|--------------------|----------------------|
| Alphabetic or Null | Employee middle name |



### Field Position 11 – Suffix 1

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

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

### Field Position 12 – Suffix 2

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

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

### Field Position 13 – Gender

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

| Code Value | Description |
|------------|-------------|
| MALE       | Male        |
| FEML       | Female      |
| NBRY       | Non-binary  |

### Field Position 14 – Birthdate

Conditionally must be present and be a valid date.

| <b>Format</b>                     | <b>Description</b>     |
|-----------------------------------|------------------------|
| CCYYMMDD (i.e., 20180801) or Null | Employee date of birth |

### Field Position 15 – Address line 1

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

| <b>Format</b>        | <b>Description</b> |
|----------------------|--------------------|
| Alphanumeric or Null | Employee address   |

### Field Position 16 – Address line 2

Optional field. Cannot be greater than 30 characters.

| <b>Format</b>        | <b>Description</b> |
|----------------------|--------------------|
| Alphanumeric or Null | Employee address   |

### Field Position 17 – City

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

| <b>Format</b>      | <b>Description</b> |
|--------------------|--------------------|
| Nonnumeric or Null | City name          |

### Field Position 18 – State

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

| <b>Format</b>      | <b>Description</b> |
|--------------------|--------------------|
| Nonnumeric or Null | State abbreviation |

### Field Position 19 – Zip Code

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

| <b>Format</b>   | <b>Description</b> |
|-----------------|--------------------|
| Numeric or Null | Zip code           |

### Field Position 20 – Phone

Optional field. Cannot be greater than 50 characters.

| <b>Format</b>   | <b>Description</b>    |
|-----------------|-----------------------|
| Numeric or Null | Employee phone number |

### Field Position 21 – Secondary Phone

Optional field. Cannot be greater than 50 characters.

| <b>Format</b>   | <b>Description</b>              |
|-----------------|---------------------------------|
| Numeric or Null | Employee secondary phone number |

### Field Position 22 – Mobile Phone

Optional field. Cannot be greater than 50 characters.

| <b>Format</b>   | <b>Description</b>           |
|-----------------|------------------------------|
| Numeric or Null | Employee mobile phone number |

### Field Position 23 – Email

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

| <b>Format</b>        | <b>Description</b>     |
|----------------------|------------------------|
| Alphanumeric or Null | Employee email address |

### Field Position 24 – Last Day of Work

Conditionally must be present and a valid date.

| <b>Format</b>                     | <b>Description</b>                             |
|-----------------------------------|--|
| CCYYMMDD (i.e., 20180630) or Null | Last day employee performed creditable service |

### Field Position 25 – Last Compensation Date

Conditionally must be present and a valid date.

| <b>Format</b>                     | <b>Description</b>                               |
|-----------------------------------|--|
| CCYYMMDD (i.e., 20180630) or Null | Last day employee earned creditable compensation |

### Field Position 26 – Full-Time Base Days

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

| <b>Format</b>   | <b>Description</b>  |
|-----------------|---|
| Numeric or Null | Full-Time Base Days for Transaction Type Sick Leave Information |

### Field Position 27 – Unused Sick Leave

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

| <b>Format</b>   | <b>Description</b>  |
|-----------------|---|
| Numeric or Null | Amount of Unused Sick Leave for Transaction Type Sick Leave Information |

### Field Position 28 – Annual Excess Sick Leave Awarded

\*Pending legislation\* Conditionally must be present and cannot be less than zero days.

| <b>Format</b>   | <b>Description</b>                         |
|-----------------|--|
| Numeric or Null | Amount of Annual Excess Sick Leave Awarded |

### Field Position 29 – Unused Excess Sick Leave

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

| <b>Format</b>   | <b>Description</b>   |
|-----------------|--|
| Numeric or Null | Amount of Unused Excess Sick Leave for Transaction Type Sick Leave Information |

### Field Position 30 – Reduction in School Funds

Conditionally must be present and must be 8 digits.

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

### Field Position 31 – Annual Total Compensation

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

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

### Field Position 32 – Correction Date

Conditionally must be present and must be a valid date.

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

### Field Position 33 – Void Record Indicator

Conditionally must be present and must be Y or null.

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

## Employment File Response File Layout

### Purpose

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

### Fields Matching Employment File Values

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

| Field Position | Field Title                      |
|----------------|----------------------------------|
| 1              | Transaction Type                 |
| 2              | Transaction Subtype              |
| 3              | Transaction Effective Date       |
| 4              | Organization Code                |
| 5              | Benefit Program                  |
| 8              | Last Name                        |
| 9              | First Name                       |
| 10             | Middle Name                      |
| 11             | Suffix Name 1                    |
| 12             | Suffix Name 2                    |
| 13             | Gender                           |
| 14             | Birthdate                        |
| 15             | Address Line 1                   |
| 16             | Address Line 2                   |
| 17             | City                             |
| 18             | State                            |
| 19             | Zip Code                         |
| 20             | Phone                            |
| 21             | Secondary Phone                  |
| 22             | Mobile Phone                     |
| 23             | Email                            |
| 24             | Last Day of Work                 |
| 25             | Last Compensation Date           |
| 26             | Full-Time Base Days              |
| 27             | Unused Sick Leave                |
| 28             | Annual Excess Sick Leave Awarded |
| 29             | Unused Excess Sick Leave         |
| 30             | Reduction in School Funds        |

| Field Position | Field Title               |
|----------------|---------------------------|
| 31             | Annual Total Compensation |
| 32             | Correction Date           |
| 33             | Void Record Indicator     |

#### Field Position 6 – SSN

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

#### Field Position 7 – Client ID

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

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

#### Field Position 34 – System Response

Error message text (if applicable) otherwise null.

## **File Formatting Messages and Resolutions**

**Message ID 30300173 – Either a valid SSN or Client ID is required.**

Both the SSN and Client ID fields were left blank, null or are populated with an invalid value. SSN must NOT begin with a nine and must contain nine digits. Client ID must be numeric and no more than 10 digits. SSN may only be reported for Transaction Type Enrollment when the reported person does not already exist in the CalSTRS system. Client ID must be reported in lieu of SSN for all other employment transactions.

**Message ID 30300191 – Correction date must be blank in order to void the record.**

Both the Correction Date field and Void Record Indicator field are populated. The Correction Date field must be blank if the Void Record Indicator is populated and vice versa. To void a processed employment detail record, remove the value from the Correction Date field. To correct a processed employment detail record, remove the value from Void Record Indicator field.

**Message ID 30300320 – Transaction Sub-Type is prohibited.**

The Transaction Subtype field was populated but must be blank or null for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Transaction Subtype field.

**Message ID 30300321 – Correction Date is prohibited.**

The Correction Date field was populated but must be blank or null for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Correction Date field.

**Message ID 30300322 – Void Record Indicator is prohibited.**

The Void Record Indicator field was populated but must be blank or null for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Void Record Indicator field.

**Message ID 30300323 – Benefit Program is prohibited.**

The Benefit Program field was populated but must be blank or null for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Benefit Program field.



**Message ID 30300324 – Last Day of Work is prohibited.**

The Last Day of Work field was populated but must be blank or null for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Last Day of Work field.

**Message ID 30300325 – Last Compensation Date is prohibited.**

The Last Compensation Date field was populated but must be blank or null for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Last Compensation Date field.

**Message ID 30300326 – Full Time Base Days is prohibited.**

The Full Time Base Days field was populated but must be blank or null for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Full Time Base Days field.

**Message ID 30300327 – Unused Sick Leave is prohibited.**

The Unused Sick Leave field was populated but must be blank or null for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Unused Sick Leave field.

**Message ID 30300328 – Unused Excess Sick Leave is prohibited.**

The Unused Excess Sick Leave field was populated but must be blank or null for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Unused Excess Sick Leave field.

**Message ID 30300329 – Annual Excess Sick Leave Awarded is prohibited.**

The Annual Excess Sick Leave Awarded field was populated but must be blank or null for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Annual Excess Sick Leave Awarded field.

**Message ID 30300330 – Total Compensation is prohibited.**

The Total Compensation field was populated but must be blank or null for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Total Compensation field.



**Message ID 30300331 – Reduction in School Funds is prohibited.**

The Reduction in School Funds field was populated but must be blank or null for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Reduction in School Funds field.

**Message ID 30300354 – Organization blank or invalid.**

Organization Code was left blank or contains an invalid valid. Organization Code is required for all employment transactions, must be numeric and match an active organization in the CalSTRS system that is a valid Reporting Unit for the Reporting Source Organization submitting the transaction.

## Error Messages and Resolutions

### Message ID 30300073 – First Name is required.

The reported person does not exist in the CalSTRS system, but the First Name field was left blank. First Name is required for Transaction Type Enrollment when the person does not exist in the CalSTRS system. Verify the reported person and make any necessary corrections. If the reported person is correct, provide a valid value in the First Name field. First Name must be at least one character and must NOT contain any numeric or special characters except hyphens (-), apostrophes (') and/or an asterisk (\*). The asterisk indicates there is no first name for the person. If an asterisk is provided, no other characters are allowed. If the person has only one name, provide that name in the Last Name field and provide an asterisk in the First Name field.

### Message ID 30300084 – Gender is blank or invalid.

The Gender field was left blank or contains an invalid value. Gender must be reported when enrolling a person that does not already exist in the CalSTRS system. Verify the reported person and corrected if needed. If the reported information is correct, provide one of the following values in the Gender field:

| Code Value | Description |
|------------|-------------|
| MALE       | Male        |
| FEML       | Female      |
| NBRY       | Non-binary  |

### Message ID 30300085 – Birth Date is less than age 18 or greater than age 95.

The reported Birth Date is for a person who is less than age 18 or greater than age 95. Enrollments can only be reported for a person between the age of 18 and 95. Verify the reported Birth Date and make any necessary corrections. Contact CalSTRS for assistance if the reported Birth Date is correct.

### Message ID 30300088 – Enrollment cannot be more than 550 days prior to or 90 days after current date.

Enrollments cannot be more than 550 days prior to or more than 90 days after the system date. Verify the Transaction Type and Transaction Effective Date and make any necessary corrections. If the Transaction Effective Date is a valid future date, wait to submit the transaction until the Transaction Effective Date is within 90 days of the system date. Contact CalSTRS for assistance if the Transaction Effective Date is valid but more than 550 days prior to the system date.

Message ID 30300096 – CalSTRS records indicate member account in {0} status effective {1}. Enrollment transaction cannot be processed. Please contact CalSTRS.

Enrollments cannot be reported when the account for the reported person is in Closed or Deceased status. Verify the Transaction Type and reported person and make any necessary corrections. Contact CalSTRS for assistance if the reported Transaction Type and person are correct.

Message ID 30300121 – The Employer does not participate in the Benefit Program provided for this Enrollment.

The reported organization does not participate in the Benefit Program reported. Verify the reported Benefit Program and Organization Code and make any necessary corrections. Contact CalSTRS for assistance if the reported Benefit Program should be valid for the organization.

Message ID 30300179 – Employment match cannot be made.

The reported Transaction Type requires an employment match, but an employment match cannot be made. Verify the reported information and make the necessary corrections based on the matching criteria for the reported Transaction Type.

Transaction Type Termination:

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

Transaction Type Termination Correction:

- Client ID must match the target employment record
- Organization Code must match the target employment record
- Transaction Effective Date must match the start date of the target employment record
- There must be an end date on the target employment record

Transaction Type Sick Leave Information and Sick Leave Information Correction:

- Client ID must match
- Organization Code must match
- Transaction Effective Date must equal the start date of the target leave record

Transaction Type Leave of Absence:

- Client ID must match
- Organization Code must match
- Transaction Effective Date is on or after the start date AND on or before the end date of the target employment record

Transaction Type Leave of Absence Correction, Leave of Absence Return and Leave of Absence Return Correction:

- Client ID must match
- Organization Code must match
- Transaction Effective Date must equal the start date of the target leave of absence record
- Transaction Subtype must match the leave type on the target leave of absence record
- The status of the target leave of absence record must NOT be Void

Transaction Type Reduction in School Funds

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

Transaction Type Reduction in School Funds Correction:

- Client ID must match the target employment record
- Organization Code must match the target employment record
- Defined Benefit Program membership account must NOT be closed
- Date range of target employment record must match the Reduction in School Funds fiscal year range
- Transaction Effective Date must be the first day of the fiscal year of the target Reduction in School Funds provision to be corrected

Transaction Type Annual Excess Sick Leave Awarded, Annual Excess Sick Leave Awarded Correction, Annual Total Compensation and Annual Total Compensation Correction

- Client ID must match target employment record
- Organization code must match target employment record
- Membership Account status must be open

- Transaction Effective Date must be on or before the last day of the fiscal year of the end date of the target employment record

**Message ID 30300180 – Correction Date cannot be the same as the Transaction Effective Date.**

The Correction Date cannot be the same as the Transaction Effective Date for the reported Transaction Type. For corrections, the Transaction Effective Date is the effective date of the transaction that is being corrected. Verify the Transaction Type, Transaction Effective Date and Correction Date and make the necessary corrections.

**Message ID 30300181 – Felony Conviction alert exists. {0} is not allowed with a start date after the date of commission.**

A “Felony Conviction” alert exists for the reported person. Transaction Type Enrollment, Leave of Absence and Leave of Absence Correction cannot be reported when the Transaction Effective Date is on or after the Date of Commission of the felony.

**Message ID 30300182 – Transaction Effective Date must match the end of the fiscal year range.**

Transaction Effective Date must be the last day of the applicable school year (06/30/CCYY) for the reported Transaction Type. Verify the Transaction Type and make any necessary corrections. If the Transaction Type is correct, correct the Transaction Effective Date to the last day of the applicable school year.

**Message ID 30300183 – {0} cannot be reported for future fiscal years.**

The reported transaction cannot be in a future fiscal year. Verify the Transaction Type and Transaction Effective Date and make any necessary corrections. If the reported information is correct, void the transaction and submit a new transaction when the system date is within or prior to the applicable fiscal year.

**Message ID 30300192 – Transaction Effective date is invalid.**

Transaction Effective Date contains an invalid date. Transaction Effective Date must be in CCYYMMDD format, may only contain numeric values, and must represent a valid date.

**Message ID 30300202 – Leave of Absence cannot be reported for Non-member.**

The reported leave of absence period overlaps with a period of non-member employment for the reported person and organization. Verify the reported Transaction

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

**Message ID 30300203 – Leave of Absence cannot exist beyond associated employment.**

The reported leave of absence period occurs or extends outside the employment period for the reported person and organization. Verify the reported Transaction Type, Transaction Effective Date, Correction Date, if applicable, Client ID and Organization Code and make the necessary corrections. Contact CalSTRS for assistance changing the period of employment if needed.

**Message ID 30300205 – Leave of Absence cannot overlap for the same Transaction Sub-Type and same employer.**

The reported leave of absence period matches an existing Leave of Absence record for the reported person and organization. Verify the reported Transaction Type, Transaction Subtype, Transaction Effective Date, Client ID and Organization Code and make the necessary corrections. If the reported information is correct and already exists in the CalSTRS system, void the transaction.

**Message ID 30300206 – Leave of Absence cannot occur after date of death.**

The Transaction Effective Date or Correction Date is after the date of death for the reported person. Leave of absences cannot occur after the person's date of death. Verify the reported Client ID, Transaction Date and/or Correction Date and make the necessary corrections. Contact CalSTRS for assistance if the person's date of death in the CalSTRS system is incorrect.

**Message ID 30300208 – Reduction in School Funds provision already exists.**

The reported date range overlaps with an existing Reduction in School Funds provision for the reported person and organization. Verify the Transaction Type, Client ID, Organization Code and Reduction in School Funds date range and make any necessary corrections. Use Transaction Code Reduction in School Funds Correction to make changes to the existing provision if needed. If the reported information already exists in the CalSTRS system, void the transaction.

Message ID 30300209 – Annual Excess Sick Leave already exists for this fiscal year and for this employment. You must submit an Annual Excess Sick Leave Awarded Correction transaction type to correct what was previously reported.

An Annual Excess Sick Leave Awarded record already exists for the reported person, organization and fiscal year. Verify the reported Transaction Type, Transaction Effective Date, Client ID and Organization Code and make any necessary corrections. Use Transaction Type Annual Excess Sick Leave Awarded Correction to make corrections to the existing Annual Excess Sick Leave Awarded record, if needed.

Message ID 30300210 – Annual Excess Sick Leave already exists with this information.

An Annual Excess Sick Leave Awarded record already exists for the person, organization, fiscal year and Annual Excess Sick Leave Awarded value reported. Verify the reported information and make any necessary corrections. If the reported information is correct and already exists, void the transaction.

Message ID 30300211 – Total Compensation already exists for this fiscal year and for this employment. You must submit a Total Compensation Correction transaction type to correct what was previously reported.

An Annual Total Compensation record already exists for the reported person, organization and fiscal year. Verify the reported information and make any necessary corrections. If the reported information is correct and already exists, void the transaction. Use Transaction Type Annual Total Compensation Correction to make corrections to the existing Annual Total Compensation record, if needed.

Message ID 30300212 – Transaction Effective date if after date of death.

The reported termination is after the date of death in the CalSTRS system for the reported person. Verify the reported Client ID and Transaction Effective Date and make the necessary corrections. Contact CalSTRS for assistance if the person's date of death in the CalSTRS system is incorrect.

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

Employment termination cannot occur prior to the end of a leave of absence record or when an open leave of absence record exists for the reported person. Verify the reported Transaction Type, Transaction Effective Date, Client ID and Organization Code and make any necessary corrections. If the reported information is correct, update the



leave of absence record by submitting a separate transaction using the Employment File or Employment Detail Maintenance screen before resubmitting this transaction.

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

Employment termination cannot occur prior to the Last Compensation Date. Verify the reported Transaction Type, Transaction Effective Date and Last Compensation Date and make the necessary corrections.

**Message ID 30300215 – Contribution transactions exist after Correction Date.**

Employment termination cannot occur prior to posted payroll detail records for the reported person and organization. Verify the Transaction Type, Correction Date, Client ID and Organization Code and make any necessary corrections. If the reported information is correct, review the posted payroll detail records for the reported Client ID and Organization Code and make the necessary corrections before resubmitting this transaction.

**Message ID 30300216 – Correction Date overlaps with another employment for this organization.**

Employment termination cannot overlap with another employment record for the reported person and organization. Verify the Transaction Type, Correction Date, Client ID and Organization Code and make any necessary corrections. Contact CalSTRS for assistance if the reported information is correct.

**Message ID 30300217 – Termination for prior employment cannot be voided.**

The matching employment record for the reported transaction is not the most recent employment record for the reported person and organization. Employment termination corrections can only occur for the most recent employment record. Verify the Transaction Type, Client ID, Organization Code and Transaction Effective Date and make any necessary corrections. Contact CalSTRS for assistance if the reported information is correct and changes need to be made to a previous employment termination.

**Message ID 30300218 – Termination cannot be more than 365 days in the future.**

Employment terminations cannot occur more than 365 days in the future. Verify the Transaction Type and Transaction Effective Date and make any necessary corrections.

If the reported information is correct, wait to resubmit the transaction until the Transaction Effective Date is within 365 days of the system date.

**Message ID 30300220 – Employment has already been terminated with this information.**

An employment termination already exists with the Termination Date, Last Compensation Date, and Last Day of Work for the reported person and organization. Verify the reported information and make any necessary corrections. If the reported information is correct and already exists in the CalSTRS system, void the transaction.

**Message ID 30300221 – Last Date of Work cannot be after Last Compensation Date.**

The Last Date of Work must be on or before the Last Compensation Date. Verify the Last Date of Work and Last Compensation Date and make the necessary corrections.

**Message ID 30300222 – Termination Date cannot be on or before employment start date.**

Employment termination cannot occur prior to the start date of the matching employment record for the reported person and organization. Verify the reported information and make the necessary corrections. Contact CalSTRS for assistance if the start date of the target employment record is incorrect.

**Message ID 30300223 – Sick Leave Information Transaction Effective Date must match end date of employment.**

The Transaction Effective Date for the reported Transaction Type must match the end date of the matched employment record for the reported person and organization. Verify the Transaction Type, Transaction Effective Date, Client ID and Organization Code and make any necessary corrections. If the end date on the target employment record is incorrect, update the end date by submitting a separate transaction with Transaction Type Termination Correction.

**Message ID 30300224 – Sick Leave Information already exists for this employment.**

A sick leave information record already exists for the reported person and organization. Verify the reported Transaction Type, Client ID and Organization Code and make any necessary corrections. If reported information is correct and already exists in the system, void the transaction. Use Transaction Type Sick Leave Correction to correct the existing sick leave information record in the CalSTRS system, if needed.

**Message ID 30300225 – Sick Leave Information can only be reported for the last fiscal year in which creditable compensation is earned.**

Sick leave information can only be reported for employment records associated to the final school year in which payroll detail records with contributions exist for the reported person. Verify the reported Transaction Type, Client ID and Organization and make any necessary corrections. Contact CalSTRS for assistance determining if the sick leave information is reportable, if needed.

**Message ID 30300227 – Full Time Base Days exceed minimum/maximum value.**

Full Time Base Days cannot be less than 175 or more than 261. Verify the reported Full Time Base Days and make the necessary corrections.

**Message ID 30300228 – Unused Excess Sick Leave cannot be less than zero.**

Unused Excess Sick Leave cannot be less than zero (0) for the reported Transaction Type. Verify the reported Transaction Type and Unused Excess Sick Leave values and make any necessary corrections. To correct an existing sick leave record for the reported person and organization, use Transaction Type Sick Leave Information Correction. The corrected transaction will completely replace the existing Sick Leave Information record in the CalSTRS system.

**Message ID 30300239 – Address Line 1 is required.**

Address information is required for enrollments when the reported person is new to the CalSTRS system or is new to the reported organization. Provide a valid value in the Address Line 1 field. The Address Line 1 field must be alphanumeric and cannot contain more than 30 characters.

**Message ID 30300240 – Client ID is required.**

Client ID was left blank or null but is required for the reported transaction. Client ID must be numeric, cannot contain more than 10 digits and must match to an existing person in the CalSTRS system.

**Message ID 30300241 – Employment match cannot be made.**

An employment match cannot be made to close the employment. Verify the reported information and make the necessary corrections based on the following matching criteria:

- Client ID must match the target employment record

- Organization Code must match the target employment record
- Benefit Program must match the target employment record
- Transaction Effective Date must match the start date of the target employment record
- The associated membership account must be in Active status

**Message ID 30300242 – Contribution transaction exist for employment.**

The employment record cannot be closed because one or more contribution transactions exist for the reported person and organization. Verify the reported information and make any necessary corrections. If the reported information is correct, the contribution transactions need to be reversed before resubmitting this employment transaction.

**Message ID 30300244 – Invalid Reduction in School Funds field value.**  
Value must be in either a 4 digit single year or an 8 digit multiple year format.

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

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

**Message ID 30300250 – CB Non-Member enrollment is invalid.**

CB non-member enrollments are not valid when the reported person is a DB member. Verify the reported Transaction Subtype and Client ID and make the necessary corrections.

The following Enrollment Transaction Subtypes are valid when the reported person is a DB member:

| Code Value | Description                | Benefit Program |
|------------|----------------------------|-----------------|
| MDCV       | Mandatory Coverage         | DB and CB       |
| RMSE       | Retirement System Election | DB and CB       |
| WART       | Working After Retirement   | DB and CB       |

| Code Value | Description                      | Benefit Program |
|------------|----------------------------------|-----------------|
| ENER       | Close Enrollment Opened in Error | DB and CB       |

Message ID 30300252 – CB Mandatory Coverage enrollment is invalid.

The CB Mandatory Coverage enrollment is not valid because the reported person is a DB member. Verify the reported information and make the necessary corrections.

The following Enrollment Transaction Subtypes are valid when the reported person is a DB member:

| Code Value | Description                      | Benefit Program   |
|------------|----------------------------------|---|
| MDCV       | Mandatory Coverage               | DB only   |
| PMCV       | Permissive Election of Coverage  | CB only, if CB coverage is offered by reported organization |
| RMSE       | Retirement System Election       | DB only   |
| WART       | Working After Retirement         | DB only   |
| ENER       | Close Enrollment Opened in Error | DB or CB  |

Message ID 30300253 – CB Permissive Election of Coverage enrollment is invalid.

The CB Permissive Election of Coverage enrollments is not valid because either the reported person is a not DB member with an open employment record cross-reference with Member Type DB Member or ARP for the reported organization OR an employment record cross-reference with Member Type CB Non-Member does not exist for the reported person and Client ID. Verify the reported information and make the necessary corrections.

The following Enrollment Transaction Subtypes are valid when the reported person is not a DB member:

| Code Value | Description                      | Benefit Program |
|------------|----------------------------------|-----------------|
| MDCV       | Mandatory Coverage               | DB or CB        |
| PMCV       | Permissive Election of Coverage  | DB only         |
| ENER       | Close Enrollment Opened in Error | DB or CB        |

The following Enrollment Transaction Subtypes are valid when the reported person is a DB member, but a CB Member employment record cross-reference does not exist for the reported person and organization:

| Code Value | Description                | Benefit Program |
|------------|----------------------------|-----------------|
| MDCV       | Mandatory Coverage         | DB only         |
| RMSE       | Retirement System Election | DB only         |

| Code Value | Description                      | Benefit Program |
|------------|----------------------------------|-----------------|
| WART       | Working After Retirement         | DB only         |
| ENER       | Close Enrollment Opened in Error | DB only         |

**Message ID 30300254 – Permissive Election of Coverage for Cash Balance is invalid.**

An employment record cross-reference already exists for the reported person and organization with Member Type DB Member. A CB Permissive Election of Coverage can only be reported when the Transaction Effective Date is the same as the organization's CB Benefit Program start date. Review the reported information and make the necessary corrections.

**Message ID 30300255 – Transaction Type is blank or contains an invalid value.**

The transaction was submitted without a valid Transaction Type. Provide one of the following values in the Transaction Type field:

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

**Message ID 30300256 – Transaction Sub-Type is blank or contains an invalid value.**

The Transaction Subtype field was left blank but is required for the reported Transaction Type. Verify the Transaction Type and make any necessary corrections. If the Transaction Type is correct, provide one of the following values in the Transaction Subtype field based on the Transaction Type.

Transaction Type Enrollment:

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

Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction:

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

Message ID 30300259 – The Transaction Sub-Type is not valid for an Enrollment Transaction for the Cash Balance Program.

The reported Enrollment Transaction Subtype is not valid for the Cash Balance Benefit Program. Verify the reported Transaction Type, Transaction Subtype and Benefit Program and make the necessary corrections. The following Enrollment Transaction Subtypes are valid for Benefit Program Cash Balance:

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



**Message ID 30300262 – Invalid Reduction in School Funds field value.**  
Start Fiscal Year and End Fiscal Year must be greater than 1988 but not greater than current fiscal year end.

Reduction in School Funds contains an invalid value. Reduction in School Funds must contain an eight-digit numeric value in CCYYCCYY format for the applicable fiscal year(s). For a single fiscal year, the first CCYY value must be repeated in the second CCYY value (example: 2015-16 = 20162016). For a range of fiscal years, the first CCYY value must be less than the second CCYY value (example: 2015-16 through 2016-17 = 20162017). The first and second CCYY values must be after 1988 but not after the current fiscal year. If the Reduction in School Funds provision extends to future fiscal years, correct the transaction to reflect only any applicable current or previous fiscal years. Report any applicable future fiscal years with on a separate transaction when the system date is within or prior to the applicable fiscal year.

**Message ID 30300264 – Full Time Base Days must be 250 for State Agencies.**

Full Time Base Days must be 250 when the reported organization is a state agency. Verify the reported Organization Code any make any necessary corrections. If the reported Organization Code is correct, report 250 in the Full Time Base Days field.

**Message ID 30300267 – Birthdate is invalid.**

The Birthdate field contains an invalid date. Birthdate must be in CCYYMMDD format, may only contain numeric values, and must represent a valid date. Provide a valid value in the Birthdate field.

**Message ID 30300268 – Correction Date is invalid.**

The Correction Date field contains an invalid date. Correction Date must be in CCYYMMDD format, may only contain numeric values, and must represent a valid date. Provide a valid value in the Correction Date field.

**Message ID 30300269 – Last Compensation Date is invalid.**

The Last Compensation Date field contains an invalid date. Last Compensation Date must be in CCYYMMDD format, may only contain numeric values, and must represent a valid date. Provide a valid value in the Last Compensation Date field.

**Message ID 30300270 – Last Day of Work is invalid.**

The Last Day of Work field contains an invalid date. Last Day of Work must be in CCYYMMDD format, may only contain numeric values, and must represent a valid date. Provide a valid value in the Last Day of Work field.



**Message ID 30300271 – City is required.**

The City field was left blank or null but is required for the enrollment because the reported person is either new to the CalSTRS system or new to the reported organization. City must be nonnumeric and may not contain more than 50 characters. Provide a valid value in the City field.

**Message ID 30300272 – State is required.**

The State field was left blank or null but is required for the enrollment because the reported person is either new to the CalSTRS system or new to the reported organization. State must be nonnumeric and a valid postal abbreviation. Provide a valid value in the State field.

**Message ID 30300273 – Zip Code is required.**

The Zip Code field was left blank or null but is required for the enrollment because the reported person is either new to the CalSTRS system or new to the reported organization. Zip Code must be numeric and either five or nine digits. Provide a valid value in the Zip Code field.

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

The Last Name field was left blank or null but is required for all transactions. Provide a valid value in the Last Name field. Last Name must be at least one character and must NOT contain any numeric characters or special characters except hyphens (-) and/or apostrophes ('). If the reported person has only one name, report that name in the Last Name field and report an asterisk (\*) in the First Name field.

**Message ID 30300275 – Transaction Effective Date is required.**

The Transaction Effective Date was left blank or null but is required for all transactions. Transaction Effective Date must be in CCYYMMDD format, may only contain numeric values, and must represent a valid date. Provide a valid value in the Transaction Effective Date field.

**Message ID 30300276 – Reduction in School Funds is required.**

Verify the reported Transaction Type and make any necessary corrections. If the Transaction type is correct, provide a valid value in the Reduction in School Funds field. Reduction in School Funds must contain an eight-digit numeric value in CCYYCCYY format for fiscal year. For a single fiscal year, the first CCYY value must be repeated in the second CCYY value (example: 2015-16 = 20162016). For a range of fiscal years, the first CCYY value must be less than the second CCYY value (example: 2015-16

through 2016-17 = 20162017). The first and second CCYY values must be after 1988 but not after the current fiscal year

**Message ID 30300277 – Annual Excess Sick Leave Awarded is required.**

Annual Excess Sick Leave Awarded was left blank but is required for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, provide a valid value in the Annual Excess Sick Leave Awarded field. Annual Excess Sick Leave Awarded must be numeric and may not be less than zero (0).

**Message ID 30300278 – Annual Total Compensation is required.**

Annual Total Compensation was left blank but is required for the reported transaction. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, provide a valid value in the Annual Total Compensation field. Annual Total Compensation must be numeric and may not be less than zero (0).

**Message ID 30300292 – Last Day of Work is required.**

Last Day of Work as left blank but is required for the reported Transaction Type. Verify the Transaction Type and correct if needed. If the Transaction Type is correct, provide a valid value in the Last Day of Work field. The value must be in CCYYMMDD format, may only contain numeric values, must represent a valid date, and must be on or prior to the employment termination date and Last Compensation Date.

**Message ID 30300293 – Last Compensation Date is required.**

Last Compensation Date was left blank but is required for the reported Transaction Type. Verify the Transaction Type and correct if needed. If the Transaction Type is correct, provide a valid value in the Last Compensation Date field. The value must be in CCYYMMDD format, may only contain numeric values, must represent a valid date, must be on or prior to the employment termination date and on or after the Last Day of Work.

**Message ID 30300294 – Correction Date is required.**

Verify the Transaction Type and correct if needed. If the reported Transaction Type is correct, provide a valid value in the Correction Date field. Correction Date must be in CCYYMMDD format, may only contain numeric values, and must represent a valid date. Provide a valid value in the Correction Date field.

**Message ID 30300295 – SSN is prohibited.**

The SSN field was populated but must be blank or null for the reported transaction. Verify the reported information and make any necessary corrections. If the reported information is correct, remove the value from the SSN field.

**Message ID 30300296 – First Name is prohibited.**

The First Name field was populated but must be blank or null for the reported transaction. Verify the reported information and make any necessary corrections. If the reported information is correct, remove the value from the First Name field.

**Message ID 30300297 – Middle Name is prohibited.**

The Middle Name field was populated but must be blank or null for the reported transaction. Verify the reported information and make any necessary corrections. If the reported information is correct, remove the value from the Middle Name field.

**Message ID 30300298 – Suffix Name 1 is prohibited.**

The Suffix Name 1 field was populated but must be blank or null for the reported transaction. Verify the reported information and make any necessary corrections. If the reported information is correct, remove the value from the Suffix Name 1 field.

**Message ID 30300299 – Suffix Name 2 is prohibited.**

The Suffix Name 2 field was populated but must be blank or null for the reported transaction. Verify the reported information and make any necessary corrections. If the reported information is correct, remove the value from the Suffix Name 2 field.

**Message ID 30300300 – Gender is prohibited.**

The Gender field was populated but must be blank or null for the reported transaction. Verify the reported information and make any necessary corrections. If the reported information is correct, remove the value from the Gender field.

**Message ID 30300301 – Birthdate is prohibited.**

The Birthdate field was populated but must be blank or null for the reported transaction. Verify the reported information and make any necessary corrections. If the reported information is correct, remove the value from the Birthdate field.

**Message ID 30300302 – Last Compensation Date cannot be on or before employment start date.**

Last Compensation must be after the start date of the matched employment record for the reported person and organization code. Verify the reported Client ID, Organization



Code and Last Compensation Date and make the necessary corrections. Contact CalSTRS for assistance if the start date of the person's employment record is incorrect.

**Message ID 30300303 – Last Day of Work cannot be on or before employment start date.**

Last Day of Work must be after the start date of the matched employment record for the reported person and organization code. Verify the reported Client ID, Organization Code and Last Day of Work and make the necessary corrections. Contact CalSTRS for assistance if the start date of the person's employment record is incorrect.

**Message ID 30300305 – Employment has already been terminated.**

The matched employment record for the reported person and organization is already terminated. Verify the Transaction Type, Client ID and Organization Code and make any necessary corrections. Use Transaction Type Termination Correction if the matched employment record needs to be corrected. If the reported information is correct, void the transaction.

**Message ID 30300307 – Full Time Base Days is required.**

Full Time Base Days was left blank but is required for the reported Transaction Type. Verify the Transaction Type and correct if needed. If the reported Transaction Type is correct, provide a valid value in the Full-Time Base Days field. Full Time Base Days must be numeric and between 175 and 261. If the reported organization is a state agency, the Full Time Base Days must be 250.

**Message ID 30300308 – Unused Excess Sick Leave is required.**

Unused Excess Sick Leave was left blank but is required for the reported Transaction Type. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, provide a valid value in the Unused Excess Sick Leave field. Unused Excess Sick Leave must be numeric and cannot be less than zero (0).

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

Unused Sick Leave was left blank but is required for the reported Transaction Type. Verify the Transaction Type and correct if needed. If the Transaction Type is correct, provide a valid value in the Unused Sick Leave field. Unused Sick Leave must be numeric and equal to or greater than zero (0).

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

Address Line 1, City, State and Zip Code must be reported when any address information is reported for contact information changes. Verify the Transaction Type and

correct if needed. If the Transaction Type is correct, either provide a complete address or remove all values from any address-related field.

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

No contact information fields were populated to process the transaction. Verify the Transaction Type and correct if needed. If the reported Transaction Type is correct, provide the information to be updated in the applicable phone, email, or address-related fields. Only complete address information may be reported. If there is no information to update, void the transaction.

**Message ID 30300319 – Transaction Sub-Type is required.**

The Transaction Subtype field was left blank or null but is required for the reported Transaction Type. Verify the Transaction Type and correct if needed. If the Transaction Type is correct, provide a valid value in the Transaction Subtype field.

The following Transaction Subtype values are valid for Transaction Type Enrollment:

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

The following Transaction Subtype values are valid for Transaction Type Leave of Absence, Leave of Absence Correction, Leave of Absence Return or Leave of Absence Return Correction:

| <b>Code Value</b> | <b>Description</b>                          |
|-------------------|---|
| MTPT              | Maternity/Paternity                         |
| FORC              | FMLA/CRFA                                   |
| SBTL              | Sabbatical                                  |
| FLBT              | Fulbright                                   |
| PJCS              | Peace/Job Corps                             |
| WCPS              | Workers Compensation                        |
| UFSV              | Uniformed Service                           |
| OALA              | Other/Unspecified Approved Leave of Absence |
| UNLA              | Unapproved Leave of Absence                 |
|                   |   |

**Message ID 30300335 – Last Day of Work is after date of death.**

The reported Last Day of Work is after the date of death in the CalSTRS system for the reported person. Verify the reported Client ID and Last Day of Work and make the necessary corrections. Contact CalSTRS for assistance if the person's date of death in the CalSTRS system is incorrect.

**Message ID 30300336 – Last Compensation Date is after date of death.**

The reported Last Compensation Date is after the date of death in the CalSTRS system for the reported person. Verify the reported Client ID and Last Compensation Date and make the necessary corrections. Contact CalSTRS for assistance if the person's date of death in the CalSTRS system is incorrect.

**Message ID 30300337 – Client is retired, disabled, or deceased.**

Contact information can only be changed for active accounts. Verify the Transaction Type and Client ID and make any necessary changes. If the reported information is correct, direct the employee or survivor to contact CalSTRS directly to change their contact information.

**Message ID 30300340 – DB Permissive Election of Coverage enrollment is invalid.**

DB Permissive Election of Coverage enrollments cannot be processed when the reported person is already a DB member unless an employment record cross-reference with Member Type CB Member exists for the reported person and organization. Verify the Transaction Subtype, Benefit Program, Client ID, and Organization Code and make the necessary corrections.

The following Enrollment Transaction Subtypes are valid for Benefit Program Defined Benefit when the reported person is a DB member and an employment record cross-reference with Member Type CB Member does not exist for the reported person and organization:

| <b>Code Value</b> | <b>Description</b>               |
|-------------------|----------------------------------|
| MDCV              | Mandatory Coverage               |
| RMSE              | Retirement System Election       |
| WART              | Working After Retirement         |
| ENER              | Close Enrollment Opened in Error |

**Message ID 30300342 – Enrollment already exists.**

The reported transaction will create a duplicate employment record cross-reference for the reported person and organization. Verify the reported Transaction Subtype, Client

ID, Organization Code and Benefit Program and make any necessary corrections. If the enrollment already exists in the CalSTRS system with the correct information, void the transaction.

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

The reported enrollment results in CB membership being established prior to existing CB non-member payroll details records for the reported person and organization. Verify the reported information and make any necessary corrections. If the reported information is correct, the existing CB non-member payroll detail records for the reported person and organization need to be reversed and re-reported as CB member after this transaction is resubmitted.

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

The reported enrollment results in membership being established prior to existing non-member payroll detail records for the reported person. Verify the reported information and make any necessary corrections. Contact CalSTRS for assistance if the reported information is correct. CalSTRS may need to coordinate reversing the existing non-member payroll details records with other organizations before this transaction can be resubmitted.

**Message ID 30300345 – DB Non-Member enrollment is invalid.**

The DB non-member enrollment cannot be processed because the reported organization offers the Cash Balance Benefit Program and/or the reported person is a Defined Benefit Program member. Verify the reported Client ID and Organization Code and make any necessary corrections. If the reported Client ID and Organization Code are correct, provide a valid value in the Transaction Subtype field.

The following Enrollment Transaction Subtypes are valid when the reported person is a DB member:

| <b>Code Value</b> | <b>Description</b>               | <b>Benefit Program</b>          |
|-------------------|----------------------------------|---------------------------------|
| MDCV              | Mandatory Coverage               | Defined Benefit                 |
| PMCV              | Permissive Election of Coverage  | Cash Balance                    |
| RMSE              | Retirement System Election       | Defined Benefit                 |
| WART              | Working After Retirement         | Defined Benefit                 |
| ENER              | Close Enrollment Opened in Error | Defined Benefit or Cash Balance |



The following Enrollment Transaction Subtypes are valid when the reported person is not a DB member and the reported organization offers the Cash Balance Benefit Program.

| <b>Code Value</b> | <b>Description</b>               | <b>Benefit Program</b>          |
|-------------------|----------------------------------|---------------------------------|
| MDCV              | Mandatory Coverage               | Defined Benefit or Cash Balance |
| PMCV              | Permissive Election of Coverage  | Defined Benefit                 |
| ENER              | Close Enrollment Opened in Error | Defined Benefit or Cash Balance |

**Message ID 30300346 – Last Name does not match based on the Client ID/SSN provided.**

The reported Last Name does not match the first four characters in the CalSTRS system for the reported person. Verify the reported Last Name and Client ID and make the necessary corrections. If the Last Name is incorrect in the CalSTRS system, update the Last Name on the Employment Maintenance screen before resubmitting the transaction.

**Message ID 30300347 – Last Name is invalid.**

The Last Name field was populated with an invalid value. Last Name must be at least one character and must NOT contain any numeric characters or special characters except hyphens (-) and/or apostrophes ('). Provide a valid value in the Last Name field.

**Message ID 30300348 – Middle Name is invalid.**

The Middle Name field was populated with an invalid value. Middle Name must NOT contain any numeric or special characters except hyphens (-), apostrophes ('), or spaces ( ), but it cannot only contain a hyphen, apostrophe, or space. Two spaces, apostrophes, or hyphens cannot be next to each other and the last character cannot be a hyphen or space. Provide a valid value in the Middle Name field.

**Message ID 30300349 – Person match cannot be made.**

A person match cannot be made to process the reported transaction. The reported Client ID must match to an existing person in the CalSTRS system and the reported Last Name must match the first four character of the target person's last name. Verify the reported Last Name and Client ID and make the necessary corrections. If the Last Name is incorrect in the CalSTRS system, update the Last Name on the Employment Maintenance screen before resubmitting the transaction.



**Message ID 30300350 – SSN is required.**

SSN is required for enrollments when the reported person does not already exist in the CalSTRS system. SSN must NOT begin with a nine and must contain nine digits. Provide a valid value for SSN.

**Message ID 30300352 – First name is invalid.**

The First Name field was populated with an invalid value. First Name must be at least one character and must NOT contain any numeric or special characters except hyphens (-), apostrophes (') and/or an asterisk (\*). The asterisk indicates there is no first name for the person. If an asterisk is provided, no other characters are allowed. Provide a valid value in the First Name field. If the person has only one name, provide that name in the Last Name field and provide an asterisk in the First Name field.

**Message ID 30300355 – Unused Sick Leave cannot be less than zero.**

The Unused Sick Leave field was populated with an invalid value. Unused Sick Leave cannot be less than 0. Provide a valid value in the Unused Sick Leave field.

**Message ID 30300356 – Employment already exists for another Benefit Program.**

An employment record already exists for the reported person and organization for another benefit program. Verify the reported Client ID, Organization Code and Benefit Program and make any necessary corrections. Contact CalSTRS for assistance if the reported information is correct.

**Message ID 30300358 – Open enrollment record does not exist for this employer.**

Contact information changes can only be processed when an open employment record cross-reference exists for the reported person and organization. Verify the reported Client ID and Organization Code and make any necessary changes. If the reported information is correct, void the transaction and direct the person to contact CalSTRS directly to update their contact information.

**Message ID 30300359 – Sick Leave Information already exists for this employment with this information.**

A sick leave information record already exists for the reported person and organization with the reported information. Verify the reported information and make any necessary corrections. If the reported information is correct and already exists in the system, void the transaction.

**Message ID 30300360 – Annual Total Compensation cannot be less than zero.**

Annual Total Compensation cannot be less than zero for the reported Transaction Type. Verify the Transaction Type and correct if needed. If the Transaction Type is correct, provide a valid value in the Annual Total Compensation field.

**Message ID 30300366 – Address line 1 is prohibited.**

The Address Line 1 field was populated but must be blank or null for the reported Transaction Type. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Address Line 1 field.

**Message ID 30300367 – Address line 2 is prohibited.**

The Address Line 2 field was populated but must be blank or null for the reported Transaction Type. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Address Line 2 field.

**Message ID 30300368 – City is prohibited.**

The City field was populated but must be blank or null for the reported Transaction Type. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the City field.

**Message ID 30300369 – State is prohibited.**

The State field was populated but must be blank or null for the reported Transaction Type. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the State field.

**Message ID 30300370 – ZIP code is prohibited.**

The Zip Code field was populated but must be blank or null for the reported Transaction Type. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Zip Code field.

**Message ID 30300371 – Phone is prohibited.**

The Phone field was populated but must be blank or null for the reported Transaction Type. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Phone field.

**Message ID 30300372 – Secondary Phone is prohibited.**

The Secondary Phone field was populated but must be blank or null for the reported Transaction Type. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Secondary Phone field.

**Message ID 30300373 – Mobile phone is prohibited.**

The Mobile Phone field was populated but must be blank or null for the reported Transaction Type. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Mobile Phone field.

**Message ID 30300374 – Email is prohibited.**

The Email field was populated but must be blank or null for the reported Transaction Type. Verify the reported Transaction Type and correct if needed. If the Transaction Type is correct, remove the value from the Email field.

## **Warning Messages and Resolutions**

Message ID 30300229 – Unused Excess Sick Leave Awarded is greater than the maximum calculated value of earnable sick leave.

The reported Unused Sick Leave exceeds the estimated maximum value earnable based on the reported person's service credit. Verify the reported information and make any necessary corrections. If the reported information is correct, suppress the warning.

Message ID 30300251 – Transaction is only valid if employee is electing Social Security and that coverage was not previously available.

A CB Member employment record cross-reference already existed for the reported person and organization. The CB Non-member enrollment is only valid if the person is elected to participate in Social Security within 60 days of Social Security coverage being subsequently offered by the organization. Verify the reported information and make any necessary corrections. If the CB Non-member enrollment is valid, suppress the warning.

## Informational Messages and Resolutions

Message ID 30300304 – Reduced Workload Program default may occur.

The termination occurs during a period when a Reduced Workload Program provision exists for the reported person and organization. The Reduced Workload Program provision may be cancelled for the applicable school year as a result of this transaction.

Message ID 30300318 – Create purchasable service credit record, if applicable.

If the reported leave of absence period is purchasable service credit, create a purchasable service credit record using the Service Purchase Request Maintenance screen.

Message ID 30300338 – Address not updated due to prior update from *myCalSTRS* or address was a duplicate.

The reported address information was not processed because it matches what already exists in the CalSTRS system or because the reported person already updated their address information using *myCalSTRS*.

Message ID 30300341 – Existing employment record will be closed one day prior to Transaction Effective Date.

An employment record cross-reference already existed for the reported person and organization and was automatically end dated one day prior to the Transaction Effective Date as a result of this transaction.

Message ID 30300375 – First Name will not post to employee record.

The First Name field was not required for the enrollment. The information reported in the First Name field will not be used by CalSTRS or posted to the person record.

Message ID 30300376 – Middle Name will not post to employee record.

The Middle Name field was not required for the enrollment. The information reported in the Middle Name field will not be used by CalSTRS or posted to the person record.

Message ID 30300377 – Suffix Name 1 will not post to employee record.

The Suffix Name 1 field was not required for the enrollment. The information reported in the Suffix Name 1 field will not be used by CalSTRS or posted to the person record.

**Message ID 30300378 – Suffix Name 2 will not post to employee record.**

The Suffix Name 2 field was not required for the enrollment. The information reported in the Suffix Name 2 field will not be used by CalSTRS or posted to the person record.

**Message ID 30300379 – Gender will not post to employee record.**

The Gender field was not required for the enrollment. The information reported in the Gender field will not be used by CalSTRS or posted to the person record.

**Message ID 30300380 – Birthdate will not post to employee record.**

The Birthdate field was not required for the enrollment. The information reported in the Birthdate field will not be used by CalSTRS or posted to the person record.

## Business Rules Overview

### Background

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

### File Formatting Errors

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

There are two types of file formatting errors:

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

### Errors

Errors related to business rules which must be corrected before the transaction will post to CalSTRS. The file can be submitted to CalSTRS, but the transactions that received business rule errors will appear on the Employment File Response File.

### Warnings

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

### Information Messages

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

## **Business Rules: Errors**

### **Organization Code Structural Edit**

The Organization Code field:

- Must contain nonnumeric characters
- Must not be NULL
- Must match an active Organization Code in the system
- Must be a valid Reporting Unit for the Report Source organization uploading the file

Associated Message ID: 30300354

### **Employment File: Either SSN Or Client ID is Required Structural Edit**

- SSN and Client ID cannot both be NULL.
- SSN is invalid if it starts with 9 or is less than 9 digits.
- Client ID is invalid if not numeric or more than 10 digits.

Associated Message ID: 30300173

### **Employment File: SSN Not Allowed If Client ID is Reported**

Client ID and SSN cannot both be reported on the same employment line.

Associated Message ID: 30300176

### **Enrollment Transaction Types: Prohibited Fields for Enrollment**

For Enrollment Transaction Types, Transaction Sub-Types Permissive Election of Coverage, Mandatory Coverage, Non-Member, the following fields must be NULL:

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



Associated Message ID's: 30300321, 30300322, 30300324, 30300325, 30300326, 30300327, 30300328, 30300329, 30300330, 30300331

### SSN Not allowed for Transaction Sub-Type

SSN must be NULL if Transaction Type is Enrollment and the Transaction Sub-Type is one of the following:

| Code Value | Description                      |
|------------|----------------------------------|
| WART       | Working After Retirement         |
| ENER       | Close Enrollment Opened in Error |
| RMSE       | Retirement System Election       |

Associated Message ID: 30300176

### Contact Information Change Structural Edit

If the Transaction Type is Contact Information Change the following fields must be NULL:

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

Associated Message ID's: 30300320, 30300321, 30300322, 30300323, 30300324, 30300325, 30300326, 30300327, 30300328, 30300329, 30300330, 30300331

### Termination Transaction Structural Edits

If the Transaction Type is Termination the following fields must be NULL:

- Transaction Sub-Type
- Correction Date
- Void Record Indicator
- Benefit Program
- Full-Time Base Days

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

Note: The Void Indicator flag must be considered as NOT populated when the value is set to N.

Associated Message ID's: 30300320, 30300321, 30300322, 30300323, 30300326, 30300327, 30300328, 30300329, 30300331, 30300330

### Termination Correction Structural Edit

If the Transaction Type is Termination Correction the following fields must be NULL:

- Transaction Sub-Type
- Benefit Program
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Reduction in School Funds
- Total Compensation

Associated Message ID's: 30300320, 30300323, 30300326, 30300327, 30300328, 30300329, 30300331, 30300330

### Reduction in School Funds and Reduction in School Funds Correction Structural Edits

If the Transaction Type is Reduction in School Funds or Reduction in School Funds Correction the following fields must be NULL:

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

- Annual Excess Sick Leave Awarded
- Total Compensation

Associated Message ID's: 30300320, 30300322, 30300321, 30300323, 30300324, 30300325, 30300326, 30300327, 30300328, 30300329, 30300330

### Annual Excess Sick Leave Awarded and Annual Excess Sick Leave Awarded Correction Structural Edit

If the Transaction Type is Annual Excess Sick Leave Awarded or Annual Excess Sick Leave Awarded Correction the following fields must be NULL:

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

Associated Message ID: 30300262

### Annual Total Compensation and Annual Total Compensation Correction Structural Edit

If the Transaction Type is Annual Total Compensation or Annual Total Compensation Correction the following fields must be NULL:

- Transaction Sub-Type
- Void Record Indicator (must be NULL for Annual Total Compensation only)
- Correction Date
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full-Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave

- Annual Excess Sick Leave Awarded
- Reduction in School Funds

Associated Message ID's: 30300320, 30300322, 30300321, 30300323, 30300324, 30300325, 30300326, 30300327, 30300328, 30300329, 30300331

### Structural Edit: Prohibited fields for Leave of Absence

If the Transaction Type is Leave of Absence, Leave of Absence Correction, Leave of Absence Return, or Leave of Absence Return Correction, the following fields must be NULL:

- Correction Date (must be NULL for Leave of Absence only)
- Void Record Indicator (must be NULL for Leave of Absence, Leave of Absence Return and Leave of Absence Return Correction only)
- Benefit Program
- Last Day of Work
- Last Compensation Date
- Full Time Base Days
- Unused Sick Leave
- Unused Excess Sick Leave
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Associated Message ID's: 30300321, 30300322, 30300323, 30300324, 30300325, 30300326, 30300327, 30300328, 30300329, 30300330, 30300331

### Structural Edit: Prohibited fields for Create or Update Sick Leave Information

If the Transaction Type is Sick Leave Information or Sick Leave Information Correction the following fields must be NULL:

- Transaction Sub-Type
- Benefit Program
- Correction Date
- Void Record Indicator (must be NULL for Sick Leave Information only)
- Last Day of Work
- Last Compensation Date
- Annual Excess Sick Leave Awarded
- Total Compensation
- Reduction in School Funds

Associated Message ID's: 30300320, 30300323, 30300321, 30300322, 30300324, 30300325, 30300329, 30300330, 30300331

### No match on Last name

Last Name does not match the employee last name in CalSTRS system.

Associated Message ID: 30300063

### Employment File: Transaction Type Structural Edit

The Transaction Type cannot be NULL and must be one of the values shown below.

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

Associated Message ID: 30300255

### Employment File: Transaction Sub-Type Structural Edit

If the Transaction Type is Enrollment, Leave of Absence, Leave of Absence Correction, Leave of Absence Return, or Leave of Absence Return Correction, the Transaction Sub-Type field cannot be NULL and must be one of the values show below.

| Code Value | Description                     |
|------------|---------------------------------|
| NMBR       | Non-Member                      |
| MDCV       | Mandatory Coverage              |
| PMCV       | Permissive Election of Coverage |
| RMSE       | Retirement System Election      |

| Code Value | Description                                 |
|------------|---|
| WART       | Work After Retirement                       |
| ENER       | Close Enrollment Opened in Error            |
| MTPT       | Maternity/Paternity                         |
| FORC       | FMLA/CFRA                                   |
| SBTL       | Sabbatical                                  |
| FLBT       | Fullbright                                  |
| PJCS       | Peace/Job Corps                             |
| WCPS       | Workers Compensation                        |
| UFSV       | Uniformed Services                          |
| OALA       | Other/Unspecified Approved Leave of Absence |
| UNLA       | Unapproved Leave of Absence                 |

Associated Message ID: 30300256

### Employment File: Date Field Structural Edits

Transaction Effective Date, Birthdate, Correction Date, Last Compensation Date and Last Day of Work must:

- Conform to the format YYYYMMDD or MM/DD/CCYY or CCYY/MM/DD
- Contain numeric values
- Contain a valid date

Associated Message ID's: 30300192, 30300267, 30300268, 30300269, 30300270

### Employment File: Last Name Field Edit

The Last Name field must be at least one character and must NOT contain any numeric characters or special characters except hyphens (-), apostrophes ('), or space ( ). The Last Name cannot only be a hyphen, apostrophe, or space. The Last Name cannot have two consecutive spaces, apostrophes or hyphens. The last character of the Last Name cannot be a hyphen or space.

Exclusions:

- This business rule is NOT applied if the Last Name field is NULL.
- Message ID 30300179 must not display if this error is present.

Associated Message ID: 30300347

### Employment File: First Name Field Edit

The First Name field must be at least one character and must NOT contain any numeric characters or special characters except hyphens (-), asterisk (\*), apostrophes ('), or

space ( ). The First Name cannot only be a hyphen, apostrophe, or space. The First Name cannot have two consecutive spaces, hyphens, or apostrophes. The last character of the First Name cannot be a hyphen or space. If asterisk is present, no other characters are allowed in First Name field.

The \* (asterisk) denotes there is no First Name for the person.

Exclusion:

- This rule is not applicable if Message ID 30300193 is present.

Associated Message ID: 30300352

### Employment File: Middle Name Field Edit

The Middle Name field must be alphabetic or NULL and must NOT contain any numeric characters or special characters except for hyphens (-), apostrophes ('), or spaces ( ). The Middle Name cannot contain only special characters. The Middle Name cannot have two consecutive spaces, apostrophes, or hyphens. The last character of the Middle Name cannot be a hyphen or space.

Associated Message ID: 30300348

### Employment File: Invalid Birth Date (Person Age Invalid)

A Birth Date cannot be less than 18 years or greater than 95 years as of the current date.

Associated Message ID: 30300085

### Transaction does not match previously reported employment

No matching record can be found for the following Transaction Types:

- The following must match an existing record in the system for Transaction Type Termination:
  - Client ID
  - Organization Code
  - Transaction Effective Date must be greater than Employment Start Date for Client ID and Organization Code
  - Employment record for Client ID and Organization Code must be active (i.e., no Employment End Date exists)
- The following must match an existing record in the system for Transaction Type Termination Correction
  - Client ID

- Organization Code
  - Transaction Effective Date must equal the Employment Start Date for Client ID and Organization Code
  - Employment record must have an End Date for Client ID and Organization Code.
- The following must match an existing record in the system for Transaction Type Sick Leave Information and Sick Leave Information Correction
  - Client ID
  - Organization Code
  - Transaction Effective Date must equal the Employment End Date for Client ID and Organization Code
  - Employment record must have an End Date for Client ID and Organization Code.
- The following must match an existing record in the system for Transaction Type Leave of Absence
  - Client ID
  - Organization Code
  - Transaction Effective Date between the Employment Start Date and End Date for Client ID and Organization Code
- The following must match an existing record in the system for Transaction Type Leave of Absence Correction, Leave of Absence Return and Leave of Absence Return Correction
  - Client ID
  - Organization Code
  - Transaction Effective Date must equal the Start Date of Leave Record for Client ID and Organization Code
  - Transaction Sub-Type
  - Leave Record cannot be VOID
- The following must match an existing record in the system for Transaction Type Reduction in School Funds
  - Client ID
  - Organization Code
  - Membership Account is NOT closed
  - Reduction in School Funds Fiscal Year(s) must overlap Employment Record for Client ID and Organization Code



- The following must match an existing record in the system for Transaction Type Reduction in School Funds Correction
  - Client ID
  - Organization Code
  - Transaction Effective Date
- The following must match an existing record in the system for Transaction Type Annual Excess Sick Leave Awarded, Annual Excess Sick Leave Awarded Correction, Annual Total Compensation and Annual Total Compensation Correction
  - Client ID
  - Organization Code
  - Membership Account is NOT closed
  - Transaction Effective Date must be less than or equal to the last date of the fiscal year of the Employment End Date (if it exists)

**Exclusions:**

- This error must not trigger if Client ID or Last Name is NULL or invalid.
- If this business rule triggers, then the system must NOT display any other soft error business rules.

Associated Message ID: 30300179

**Address/Contact Information Prohibited**

Address or contact information is prohibited for the following Transaction Types and/or Transaction Sub-Types:

| Code Value | Description                                 |
|------------|---|
| TRMN       | Termination                                 |
| TMNC       | Termination Correction                      |
| LVAB       | Leave of Absence                            |
| LOAC       | Leave of Absence Correction                 |
| LOAR       | Leave of Absence Return                     |
| LARC       | Leave of Absence Return Correction          |
| ANTC       | Annual Total Compensation                   |
| ATCC       | Annual Total Compensation Correction        |
| ESLA       | Annual Excess Sick Leave Awarded            |
| SLAC       | Annual Excess Sick Leave Awarded Correction |
| RDSF       | Reduction in School Funds                   |
| RSFC       | Reduction in School Funds Correction        |

| Code Value | Description                       |
|------------|-----------------------------------|
| UNLS       | Sick Leave Information            |
| USLC       | Sick Leave Information Correction |

Address/contact fields are defined as follows:

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

Associated Message ID's: 30300295, 30300296, 30300297, 30300298, 30300299, 30300300, 30300301, 30300366, 30300367, 30300368, 30300369, 30300370, 30300371, 30300372, 30300373, 30300374

### Transaction Cannot Be Processed: Person Not in System

The Transaction Type and/or Transaction Sub-Type is Enrollment/Working After Retirement, Enrollment/Retirement System Election, or Contact Information Change and the person record does not exist in the system based on the following matching logic:

- Client ID and first 4 characters of the last name

Associated Message ID: 30300349

### Last Name does not match based on the Client ID/SSN provided

The Last Name does not match the last name of the Person record found based on the matching logic:

- Client ID and first 4 characters of the last name

Associated Message ID: 30300346

### Error message if the Employer does not participate in the Pension Benefit Program associated with the Pension Benefit Program Enrollment

The Employer does not participate in the Pension Benefit Program associated with the Pension Benefit Program Enrollment:

Example: If an Employer participates in the Defined Benefit Program but not the Cash Balance Benefit Program then that Employer cannot submit Pension Benefit Program Enrollments for the Cash Balance Benefit Program.

Associated Message ID: 30300121

### Enrollment Transaction Types: Required Fields If Person Does Not Exist in the System

For Enrollment Transaction Types, Transaction Sub-Types Permissive Election of Coverage, Mandatory Coverage, Non-Member, the following fields are required if the person does not exist in the system:

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

Associated Message ID's: 30300275, 30300350, 30300274, 30300073, 30100005, 30300075, 30300239, 30300271, 30300272, 30300273

### Enrollment Transaction Types: Required Fields If Person Exists in the System for the Same Employer

For Enrollment Transaction Types, Transaction Sub-Types Permissive Election of Coverage, Mandatory Coverage, Retirement System Election, Non-member, Working After Retirement, Close Enrollment Opened in Error, the following fields are required if the person exists in the system for the same employer:

- Transaction Effective Date

- Client ID
- Last Name

Associated Message ID's: 30300275, 30300240, 30300274

### Enrollment Transaction Types: Required Fields If Person Exists in the System for a Different Employer

For Enrollment Transaction Types, Transaction Sub-Types Permissive Election of Coverage, Mandatory Coverage, Retirement System Election, Non-member, the following fields are required if the person exists in the system for a different employer:

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

Associated Message ID's: 30300275, 30300240, 30300274, 30300239, 30300271, 30300272, 30300273

### Enrollment Transaction Sub-Types for CB Benefit Program

For the CB Benefit Program, only the following Enrollment Transaction Sub-Types are allowed:

- Permissive Election of Coverage
- Mandatory Membership
- Non-Member
- Close Enrollment Opened in Error

Associated Message ID: 30300259

### New Enrollments: Invalid Gender

For new Enrollments with a Transaction Sub-Type of Permissive Election of Coverage, Mandatory Coverage, Retirement System Election or Non-Member, Gender is required and must be one of the following Code Values:

| Code Value | Description |
|------------|-------------|
| M          | Male        |
| F          | Female      |
| X          | Nonbinary   |

Associated Message ID: 30300084

**Enrollment Transaction Sub-Type Close Enrollment opened in Error  
Transaction Invalid as No Active Employment exists for the person and  
employer**

The Transaction Sub-Type is Close Enrollment Opened in Error AND there is not an active Employment Record for the person AND the reporting Employer Organization that meets the criteria:

- Client ID, Organization Code, and Benefit Program on the Employment Detail Record matches to an Employment Record with a Membership Account that is Active.
- Matching Employment Record has a Date of Employment or Enrollment that matches the Transaction Effective Date on the Employment Detail Record.

Associated Message ID: 30300241

**Enrollment Transaction Sub-Type Close Enrollment Opened in Error  
Transaction Not Processed as Account Balance Is Not Equal to Zero  
And/or Reported Compensation Must Be Reversed**

The matched Defined Benefit or Cash Balance Account has an account balance that is not equal to zero. Any previously reported compensation must be reversed before this Transaction Sub-Type can be processed.

Associated Message ID: 30300242

**Employment Transaction Effective Date Validations**

The Transaction Effective Date is more than 550 days prior to or more than 90 days subsequent to the current date.

Associated Message ID: 30300088

**Employment already exists with a start date subsequent to the effective  
date on the enrollment record**

The Enrollment Transaction is for a person with an existing employment for the same employer, but a different Benefit Program and the employment start date of the existing employment is subsequent to the effective date on the Enrollment Record.

Example: Member has DB enrollment with the same employer with an employment start date of 9/1/17. If the same employer sends a new CB enrollment with a start date of 8/1/17, the CB enrollment must return this error.

Associated Message ID: 30300356

**Cannot process Enrollment Transaction for Member or Non-Member Account in Closed or Deceased status**

The Enrollment Transaction is for a Member or Non-Member Account in 'Closed' or 'Deceased' status.

Associated Message ID: 30300096

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

ALL of the following statements cannot be true:

- File Type is Employment File
- Benefit Program is DB
- Transaction Sub-Type is Permissive Election of Coverage or Mandatory Coverage or Retirement System Election
- Transaction Effective Date (=Employment Start Date) is less than the Start Date of the Reporting Period associated to the Pay Period End Date of the most current (including future if beyond system date) membership account transaction that meets the below defined membership account transaction conditions:

Membership account transaction conditions are as follows:

- For Transaction Sub-Type = Permissive Election of Coverage
  - an existing Non-Member DB transaction record for ANY employer
  - an existing Member or Non-Member CB transaction record for ANY employer
- For Transaction Sub-Type = Mandatory Coverage OR Retirement System Election:
  - an existing Non-Member DB transaction record for ANY employer
  - an existing Member CB transaction record for the SAME employer
  - an existing Non-Member transaction record for ANY employer

Exclusion:

- This rule does not apply to Non-Member (DB or CB) membership account transactions where the following statement is true:
  - A Member Type ARP membership employment record exists for the SAME employer with a Start Date prior to 07/01/2018.

Associated Message ID: 30300344

## Enrollment Transaction Sub-Type Non-Member, Benefit Program Defined Benefit Edits and Messages

The Transaction Type is Enrollment, Transaction Sub-Type Non-Member, Benefit Program Defined Benefit, and one of the following is true:

- The Employer offers Cash Balance Benefit Program enrollment
- The employee has a DB Account with a Membership Date

Associated Message ID: 30300345

## Enrollment Transaction Sub-Type Permissive Election of Coverage, Benefit Program Defined Benefit Edits and Messages

The Transaction Type is Enrollment, Transaction Sub-Type Permissive Election of Coverage, Benefit Program Defined Benefit and the following statement is true:

- An Active DB membership account exists for the Transaction Effective Date in context with a membership date populated AND the status is other than Withdrawn AND the employee does NOT have an open CB Member XR for that employer.

Associated Message ID: 30300340

## Enrollment Transaction Sub-Type Retirement System Election Edits and Messages

The Transaction Type is Enrollment, Transaction Sub-Type Retirement System Election and there is no membership date on the DB account.

Associated Message ID: 30300249

## Enrollment Transaction Sub-Type Non-Member, Benefit Program Cash Balance Edits and Messages

Transaction Type Enrollment, Transaction Sub-Type Non-Member, Benefit Program Cash Balance employment transactions are ONLY allowed if ANY of the following scenarios are true:

- Membership date exists on DB Membership Account that overlaps with the Transaction Effective Date and there is an ARP Employment Record effective prior to 7/1/18 for the same employer
- Membership date does not exist on the DB Membership Account that overlaps with the Transaction Effective Date

Associated Message ID: 30300250

## Enrollment Transaction Sub-Type Mandatory Coverage, Benefit Program Cash Balance Edits and Messages

The Transaction Type is Enrollment, Transaction Sub-Type Mandatory Coverage, Benefit Program is Cash Balance and there is a Membership Date on the Defined Benefit Account.

Associated Message ID: 30300252

## Enrollment Transaction Sub-Type Permissive Election of Coverage, Benefit Program Cash Balance Non-Member XR Edits and Messages

The Transaction Type is Enrollment, Transaction Sub-Type is Permissive Election of Coverage, Benefit Program is Cash Balance, and NONE of the following are true:

- Membership Employment History exists AND is active (End Date = blank) AND the Membership Date is populated on the membership account AND the Member Type is Member or ARP.
- Employment Record exists for CB Non-Member with same employer

Associated Message ID: 30300253

## Enrollment Transaction Sub-Type Permissive Election of Coverage, Benefit Program Cash Balance Member XR Edits and Messages

The Transaction Type is Enrollment, Transaction Sub-Type is Permissive Election of Coverage, Benefit Program is Cash Balance, and ALL the following statements are true:

- Defined Benefit Membership exists for the most-recent membership account for the same employer
- Cash Benefit Permissive Election of Coverage Transaction Effective Date is not equal to the employers Cash Balance Benefit Program Start Date

Exclusion:

- This rule does not apply if the Defined Benefit Membership Account is in closed status.

Associated Message ID: 30300254

Non-Member transaction(s) exist for the member and conflict with the CB membership date

ALL of the following statements cannot be true:

- File Type is Employment File



- Benefit Program is CB
- Transaction Sub-Type is Permissive Election of Coverage or Mandatory Coverage
- Transaction Effective Date (=Employment Start Date) is less than or equal to the Pay Period End Date of an existing Non-Member CB transaction record for the same employer.

Associated Message ID: 30300343

### Duplicate Enrollment Transaction for Same Member, Employer, Benefit Program, and Member Type

The Transaction Type is Enrollment, Transaction Sub-Type is NOT Close Enrollment Opened in Error, and an employment record with the same employer already exists based on the following matching criteria:

- Effective date on the enrollment record is subsequent to the employment start date AND before the employment end date (if one exists)
- Organization Code
- Benefit program
- Client ID
- Member Type

Associated Message ID: 30300342

### Contact Information Change Transaction Required Fields

The Transaction Type is Contact Information Change Transaction and any of the following fields are blank:

- Transaction Effective Date
- Client ID
- Last Name

Associated Message ID's: 30300275, 30300240, 30300274

### Address information must be complete

The Transaction Type is Contact Information Change, and an address-related field is populated and any of the following fields are blank:

- Address Line 1
- City
- State
- Zip Code

An address-related field is defined as followed:

- Address Line 1
- Address Line 2
- City
- State
- Zip Code

Associated Message ID: 30300314

No contact information has been provided to change

The Transaction Type is Contact Information Change and NONE of the following fields are populated:

- Phone
- Secondary Phone
- Mobile Phone
- Email Address

Associated Message ID: 30300315

Open Employment XR does not exist for the organization in context

The Transaction Type is Contact Information Change and an open Employment Record (end date = blank OR employment status = Active) does not exist for the organization.

Associated Message ID: 30300358

Contact Information Change Prohibited Fields

The Transaction Type is Contact Information Change and ANY of the following fields are populated:

- SSN
- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender
- Birthdate

Associated Message ID's: 30300295, 30300296, 30300297, 30300298, 30300299, 30300300, 30300301

### Client is Retired/Disabled/Deceased

The Transaction Type is Contact Information Change and the membership account has a status of Retired, Disabled, or Deceased and the Member does not have a Working After Retirement Enrollment Record.

Associated Message ID: 30300337

### Termination Transactions Required Fields

The Transaction Type is Termination and any of the following fields are blank:

- Transaction Effective Date
- Last Day of Work
- Last Compensation Date

Associated Message ID's: 30300275, 30300292, 30300293

### Termination Correction Transactions Required Fields

The Transaction Type is Termination Correction and ANY of the following fields is blank:

- Client ID
- Last Name
- Transaction Effective Date
- Correction Date (only if Void flag is set to N)
- Last Day of Work (only if Void flag is set to N)
- Last Compensation Date (only if Void flag is set to N)

Associated Message ID's: 30300240, 30300274, 30300275, 30300294, 30300292, 30300293

### Employment cannot be terminated

The Transaction Type is Termination or Termination Correction, and ANY of the following are true:

- Transaction Effective Date is after the Date of Death
- Last Day of Work is after the Date of Death
- Last Compensation Date is after the Date of Death

Associated Message ID's: 30300212, 30300335, 30300336

### Leave cannot exist past termination date

The transaction type is Termination or Termination Correction, and ANY of the following are true:

- The Transaction Type is Termination and the Transaction Effective Date is less than the end date of one or more leave records associated to the matching target person employment.
- The Transaction Type is Termination Correction and the Correction Date is less than the end date of one or more leave records associated to the matching target person employment.
- The Transaction Type is Termination OR Termination Correction and one or more open-ended (=end date is NULL) leave records are associated to the matching target person employment.

Associated Message ID: 30300213

### Last Compensation Date must be less than or equal to the Termination Date

The Last Compensation Date is greater than the Transaction Effective Date (Termination Date or Correction Date) for either the Termination or Termination Correction Transaction Type.

Associated Message ID: 30300214

### Reporting exists after Correction Date

The termination date for a previously terminated employment can be corrected, as long as no membership account transaction records exist subsequent to the new (corrected) end date on the person employment record.

Exclusion:

- This rule does not apply if there are reversed membership account transactions subsequent to the new (corrected) end date on the person employment record.

Associated Message ID: 30300215

### Correction Date overlaps with another employment for this organization

The termination date for a previously terminated employment can be corrected, as long as the new (corrected) end date on the person employment record does not overlap with another employment record for the same client ID and organization code.

Associated Message ID: 30300216

### Terminations cannot be voided for past employments

A termination correction transaction type is reported, and the target person employment record is not the most recent terminated person employment record for this client ID and organization code.

Associated Message ID: 30300217

### Termination cannot be more than 365 days in the future

The transaction type is Termination and the Transaction Effective Date is greater than 365 days in the future based on system date.

Associated Message ID: 30300218

### Employment has already been terminated with this information

If the transaction type is Termination Correction, the Correction Date, Last Compensation Date, and Last Day of Work match data on employment record.

Associated Message ID: 30300220

### Last Day of Work cannot be later than Last Compensation Date

The Last Day of Work is greater than the Last Compensation Date.

Associated Message ID: 30300221

### Termination Dates cannot be before the Employment Start Date

If the transaction type is Termination OR Termination Correction, the following fields must be greater than or equal to the start date of the matching employment:

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

Associated Message ID's: 30300222, 30300302, 30300303

### Reduction in School Funds and Reduction in School Funds Correction Required Fields

The following fields are required for Reduction in School Funds or Reduction in School Funds Correction transactions:

- Client ID
- Last Name
- Transaction Effective Date

- Reduction in School Funds

Associated Message ID's: 30300240, 30300274, 30300275, 30300276

### Reduction in School Funds Field Edit

The Reduction in School Funds field must contain an eight-digit numeric value conforming to the convention of CCYYCCYY which represents 2 digits for century, 2 digits for fiscal year end. Values must be populated as follows:

- For a single fiscal year, the first 4-digit CCYY value must be repeated in the second 4-digit CCYY value. Example: 20162016
- For a range of fiscal years, the first 4-digit CCYY value must be less than the second 4-digit CCYY value. Example 20162017
- The first and second CCYY values must be greater than 1988 but not greater than the current fiscal year end. Example 19892019

Associated Message ID: 30300262

### Reduction in School Funds membership provision already exists for this date range

The Transaction Type is Reduction in School Funds or Reduction in School Funds Correction and the Reduction in School Funds range matches with a previously posted Reduction in School Funds membership provision.

Associated Message ID: 30300208

### Annual Excess Sick Leave Awarded and Annual Excess Sick Leave Awarded Correction Required Fields

The following fields are required for Annual Excess Sick Leave Awarded or Annual Excess Sick Leave Awarded Correction transactions:

- Client ID
- Last Name
- Transaction Effective Date
- Annual Excess Sick Leave Awarded

Associated Message ID's: 30300240, 30300274, 30300275, 30300277

Annual Excess Sick Leave Awarded already exists for this fiscal year and for this employment

The Transaction Type is Annual Excess Sick Leave Awarded and an Annual Excess Sick Leave Awarded record already exists in the system for the same fiscal year and for the same employment.

Associated Message ID: 30300209

Annual Excess Sick Leave Awarded already exists with the same data

The Transaction Type is Annual Excess Sick Leave Awarded Correction and a duplicate Annual Excess Sick Leave Awarded record already exists in the system for the same fiscal year, for the same employment, and same Annual Excess Sick Leave Awarded value.

Associated Message ID: 30300210

Annual Total Compensation and Annual Total Compensation Correction  
Required Fields

The following fields are required for Annual Total Compensation or Annual Total Compensation Correction transactions:

- Transaction Effective Date
- Annual Total Compensation

Associated Message ID's: 30300275, 30300278

Annual Total Compensation already exists for this fiscal year and for this employment

The Transaction Type is Annual Total Compensation and an Annual Total Compensation record already exists in the system for the same fiscal year and for the same employment.

Associated Message ID: 30300211

Transaction Effective Date must match the end of the of the fiscal year range for Reduction in School Funds, Annual Total Compensation, and Annual Excess Sick Leave Awarded

The Transaction Type is Reduction in School Funds and the Transaction Effective Date is not 06/30/CCYY, where CCYY is based on the last 4 characters of the Reduction in School Funds field.

The Transaction Type is Annual Excess Sick Leave Awarded OR Annual Total Compensation and the Transaction Effective Date is not 06/30/YYYY.

Associated Message ID: 30300182

**Annual Total Compensation/Annual Excess Sick Leave cannot be reported for future fiscal years**

The transaction type is one of the following and the transaction effective date is for a future fiscal year based on the system date:

- Annual Excess Sick Leave
- Annual Excess Sick Leave Correction
- Annual Total Compensation
- Annual Total Compensation Correction

Associated Message ID: 30300183

**Annual Total Compensation already exists with the same data**

The Transaction Type is Annual Total Compensation Correction and a duplicate Annual Total Compensation record already exists in the system for the same fiscal year, for the same employment, and same Annual Total Compensation value.

Associated Message ID: 30300357

**Annual Total Compensation cannot be less than zero**

The Transaction Type is Annual Total Compensation and the Annual Total Compensation value is less than zero.

Associated Message ID: 30300360

**Felony Conviction Alert Exists**

The Transaction Type is one of the following and an active Felony Conviction alert exists for the Client ID where the Date of Commission is less than or equal to the Transaction Effective Date of the employment detail record.

- Leave of Absence
- Leave of Absence Correction

Associated Message ID: 30300181



## Correction Date cannot be the same as Transaction Effective Date

The Correction Date on the record is the same as the Transaction Effective Date of the record.

This rule only applies for the following transaction types:

- Leave of Absence Correction
- Leave of Absence Return
- Leave of Absence Return Correction

Associated Message ID: 30300180

## Required fields for Leave of Absence

The following fields are required for Leave of Absence transactions:

- Client ID
- Last Name
- Transaction Sub-Type
- Transaction Effective Date (= Leave Start Date)

The following fields are required for Leave of Absence Correction, Leave of Absence Return, or Leave of Absence Return Correction transaction types:

- Client ID
- Last Name
- Transaction Sub-Type
- Transaction Effective Date (= Leave Start Date)
- Correction Date (= Updated Start Date if Leave of Absence Correction; Leave End Date if Leave of Absence Return or Leave of Absence Return Correction.

Associated Message ID's: 30300240, 30300274, 30300319, 30300275, 30300294

## Leave of Absence transactions not valid for non-members

The Transaction Type is Leave of Absence, Leave of Absence Correction, Leave of Absence Return, or Leave of Absence Return Correction and the date range of the leave record overlaps with a non-member membership employment period for the client ID in context.

Associated Message ID: 30300202

### Leave cannot extend beyond the associated employment

The Transaction Type is Leave of Absence, Leave of Absence Correction, Leave of Absence Return, or Leave of Absence Return Correction and the date range of the leave does not match or fall within the date range of the associated employment record.

Associated Message ID: 30300203

### Leave of Absence cannot overlap for the same transaction sub-type

The Transaction Type is Leave of Absence, Leave of Absence Correction, Leave of Absence Return, or Leave of Absence Return Correction and the date range of the Leave of Absence record overlaps with another Leave of Absence record for the same Client ID, Organization Code, and Transaction Sub-Type.

Note #1: Overlap of voided Leave of Absence records is allowed.

Associated Message ID: 30300205

### Leave cannot be reported after Date of Death

The Transaction Type is Leave of Absence, Leave of Absence Correction, Leave of Absence Return, or Leave of Absence Return Correction AND the Transaction Effective Date OR Correction Date is after the Date of Death.

Associated Message ID: 30300206

### Required fields for Sick Leave Information and Sick Leave Information Correction

The following fields are required for Sick Leave Information or Sick Leave Information Correction Transaction Types:

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

Associated Message ID's: 30300240, 30300274, 30300275, 30300307, 30300308, 30300309

**Sick Leave Information effective date not equal to employment end date**

The Transaction Type is Sick Leave Information or Sick Leave Information Correction and the transaction effective date does not match the end date of the associated employment record.

Associated Message ID: 30300223

**Sick Leave Information already exists in the system for this employment with this information**

The Transaction Type is Sick Leave Information and sick leave information already exists in the system for the matched employment in context.

Associated Message ID: 30300224

**Sick Leave Information only accepted for the last fiscal year creditable compensation is earned**

The Transaction Type is Sick Leave Information and the matched employment record is NOT associated to the final fiscal year in which a transaction line with contributions (i.e., creditable compensation) was posted.

Associated Message ID: 30300225

**Full Time Base Days exceeds minimum/maximum value**

The Full-Time Base Days value is less than 175 OR greater than 261 days.

Associated Message ID: 30300227

**Full Time Base Days must be 250 for State Agencies**

The value of the Full Time Base Days is other than 250 and the organization code in context begins with 59 (= County 59 / State Agencies).

Associated Message ID: 30300264

**Unused Sick Leave cannot be less than zero**

The Unused Sick Leave value is less than 0 days.

Associated Message ID: 30300355

**Unused Excess Sick Leave cannot be less than zero**

The Unused Excess Sick Leave value is less than 0 days.

Associated Message ID: 30300228

## **Business Rules: Warnings**

Sick Leave Information already exists in the system for this employment with this information

The Transaction Type is Sick Leave Information Correction and sick leave information exists in the system for the matched employment record in context with the same Unused Sick Leave, Unused Excess Sick Leave, and Full-Time Base Days values.

Associated Message ID: 30300359

**Enrollment Transaction Sub-Type Non-Member, Benefit Program Cash Balance Edits and Messages**

Enrollment Transaction Sub-Type is Non-Member, Benefit Program is Cash Balance, and a CB Member exists for the same Organization Code.

Associated Message ID: 30300251

## **Business Rules: Informational Messages**

**Enrollment Transaction Type, Sub-Type Permissive Election of Coverage and Mandatory Coverage Message**

Enrollment Transaction Subtype: Permissive Election of Coverage or Mandatory Coverage is received for Benefit Program: Defined Benefit or Cash Balance and an active (End Date = blank) Employment record exists for the same Organization Code for either benefit program.

Associated Message ID: 30300341

**Enrollment Transaction Types: Fields Not Posted If Person Exists in the System**

The following fields should be NULL for Enrollment Transaction Types, Transaction Sub-Types Permissive Election of Coverage, Mandatory Coverage, Retirement System Election, Non-member, Working After Retirement, and Close Enrollment Opened in Error if received for a person who exists in the system for any employer:

- First Name
- Middle Name
- Suffix Name 1
- Suffix Name 2
- Gender

- Birthdate

Associated Message ID's: 30300375, 30300376, 30300377, 30300378, 30300379, 30300380

### Unused Sick Leave exceeds maximum value earnable

The unused sick leave value is greater than the maximum value of earnable sick leave.

Note: The maximum value of earnable sick leave is calculated by taking the total service credit (which includes permissive service credit purchases and segregated service credit) and multiply by 12.

Associated Message ID: 30300229

### Primary Address information same as in system, Primary Address was not updated

A Transaction Type of Enrollment is submitted, and the Primary Address fields pass all validations, but the information submitted is the same as what is already in the database or the most recent update originated from MSS.

Associated Message ID: 30300338

### Primary Address information same as in system, Primary Address was not updated

Transaction Type is Contact Information Change and the Primary Address fields pass all validations, but the information submitted is the same as what is already in the database or the most recent update originated from MSS.

Associated Message ID: 30300338

### Potential RWP default due to premature termination

The Transaction Type is Termination or Termination Correction and a Reduced Workload Program (RWP) membership provision is in effect for the termination date and employer in context.

Termination Date = Transaction Effective Date if the transaction type is Termination

Termination Date = Correction Date if the transaction type is Termination Correction

Associated Message ID: 30300304



Employee may be eligible to purchase service credit. Employer to create purchasable service credit record

The Transaction Type is Leave of Absence Return or Leave of Absence Return Correction and all other business edits/validation have passed and the employment detail record in context is ready (valid) for posting.

Associated Message ID: 30300318