



Secure Employer Website
(Non-Production Employer Readiness Environment)
VDF Error Resolutions

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Owner: Member Account Services (MAS)
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1. Introduction

This *VDF Error Resolutions* is a resource to instruct users on how to resolve VDF errors that occur when processing a VDF File in the new Secure Employer Website. This file must be free of errors before it can be submitted to CalSTRS. This document provides the business rules including resolutions that are applied to an F496 File.

1.1 Purpose

The VDF File has four error types that can occur when processing a file:

1. **File Formatting Errors:** Structural issue with the file such as an invalid character.
2. **Business Errors:** An error that must be fixed before the file can be submitted for posting.

1.2 Support

For assistance contact Employer Services:

- By Email at EmployerHelp@CalSTRS.com
- By Phone at 1-877-277-5778

2.0 VDF File Formatting Errors and Resolutions

Error Message ID: 30301070

Legacy Error ID: VD-I001

Error Description: The Record Type code is invalid, it must be 00, 01, 02 or 03.

Error Resolution: The Record Type code must be valid.

Valid Record Types are:

- 00 - Header Record,
- 01 - Employee Deduction Line Record,
- 02 - Report Unit Total Record,
- 03 - Report Source Total Record.

Verify with your payroll data and update the Record Type field in your file or in your payroll system.

- If correcting your file, update the Record Type field with the appropriate record type being reported. Re-upload corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update Record Type field. Upload a new file into SEW.

Field(s) and Record Position(s): Record Type (1-2)

Error Message ID: 30301071

Legacy Error ID: VD-I002

Error Description: No Header Record.

Error Resolution: The file uploaded contains no Header Record. A Header Record is required.

Verify that no Header Record exists.

- If one exists and you are receiving this error message ID, make sure the line is coded correctly with Record Type Code 00.
- If none exist, add a Header Record to your file or payroll system.
 - If correcting your file, update the Record Type field with the appropriate record type being reported. Re-upload corrected file into SEW.
 - If correcting your payroll system, make the appropriate changes in your payroll system to update Record Type field. Upload a new file into SEW.

Field(s) and Record Position(s): Not applicable

Error Message ID: 30301072

Legacy Error ID: VD-I003

Error Description: Multiple Header Records.

Error Resolution: The file uploaded contains more than one Header Record. Only one Header Record can exist per uploaded file. The Header Record is the first record type reported on the VDF file and can be identified with type “00” first on the file.

Verify only one Header Record exists in your file and ensure that it reads “00” on the first reported line.

- If you find multiple lines reported with “00” in the field and record position you will need to remove the duplicate headers.
 - If correcting your file, update and re-upload corrected file into SEW.
 - If correcting your payroll system, remove the duplicate header from your payroll system. Upload a new file into SEW.

This also may be corrected on any of the other 4 records types (e.g., Employee Deduction Line Record – 01, Report Unit Total Record - 02 or Report Source Total Record - 03) on your file.

Field(s) and Record Position(s): Record Type (1-2)

Error Message ID: 30301073

Legacy Error ID: VD-I004

Error Description: No Pay Schedule Date supplied.

Error Resolution: The Pay Schedule Date was not supplied in the Header Record.

Verify the Reporting Period that is available for upload. The Pay Schedule Date must be the next business date following the Reporting Period end date. Format must be YYYYMMDD.

- If correcting your file add the appropriate Pay Schedule Date to your file and re-upload the corrected file into SEW.
- If correcting your payroll system, add the appropriate Pay Schedule Date to your payroll system. Upload a new file into SEW.
- If the Pay Schedule Date is correct on your file, contact CalSTRS Employer Help.

Field(s) and Record Position(s): Pay Schedule Date (47-54)

Error Message ID: 30301092

Legacy Error ID: VD-I005

Error Description: Invalid Pay Schedule Date.

Error Resolution: The Pay Schedule Date in the Header Record is invalid, contains non-numeric characters or zero values.

The Pay Schedule Date must be valid and only contain numbers (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0), must be a

non-zero value, and must be formatted YYYYMMDD.

Examples of invalid dates include using months outside of 1 through 12, days that exceed the amount allotted in a month (e.g., February 30, January 32, etc.).

Verify the Pay Schedule Date is valid, contains all numeric values, is a non-zero value, and is formatted YYYYMMDD.

- If correcting your file change the Pay Schedule Date field to a valid value and re-upload the corrected file into SEW.
- If correcting your payroll system, change the Pay Schedule Date field to your payroll system. Upload a new file into SEW.
- If the Pay Schedule Date is correct on your file, contact CalSTRS Employer Help.

Field(s) and Record Position(s): Pay Schedule Date (47-54)

Error Message ID: 30301093

Legacy Error ID: VD-I006

Error Description: The Pay Schedule Date does not match the Report Period indicated when the file was uploaded.

Error Resolution: The Pay Schedule Date in the header must match the Report Period indicated when the file is uploaded. The Pay Schedule Date must be the next business date following the Reporting Period end date. Format must be YYYYMMDD.

To verify the appropriate Pay Schedule Date in the header is correct, check the Reporting Period that is available for upload.

- If correcting your file add the appropriate Pay Schedule Date to your file and re-upload the corrected file into SEW.
- If correcting your payroll system, add the appropriate Pay Schedule Date to your payroll system. Upload a new file into SEW.
- If the Pay Schedule Date is correct on your file, contact CalSTRS Employer Help.

Field(s) and Record Position(s): Pay Schedule Date (47-54)

Error Message ID: 30301247

Legacy Error ID: VD-I008

Error Description: The Report Source in the file does not match with the Report Source indicated when the file was uploaded.

Error Resolution: The Source Code within the Header Record must match the Report Source indicated when the file was uploaded.

Either change the Source Code to match the Source Code of the user who uploaded the file or log into SEW with the correct Source Code that matches the Source Code within the file and upload the file.

- If correcting your file add the appropriate Pay Schedule Date to your file and re-upload the corrected file into SEW.
- If correcting your payroll system, add the appropriate Pay Schedule Date to your payroll system. Upload a new file into SEW.

If the Source Code is correct on your file, contact your Admin to ensure you have the appropriate permissions.

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

Field(s) and Record Position(s): Source Code (55-56)

Error Message ID: 30301083

Legacy Error ID: VD-I009

Error Description: Earnings does not contain a valid numeric value (signed or unsigned).

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

The entire Earnings field must contain either all valid numeric values (signed* or unsigned) or be blank. Valid Earnings must have all signed values in uppercase per Table 1: Signed values conversion table below.

Table 1: Signed values conversion table

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

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

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

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

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

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

- If correcting your file, update the Earnings field with valid numeric values (signed or unsigned). Re-upload corrected file into SEW.

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

Field(s) and Record Position(s): Earnings (32-44)

Error Message ID: 30301091

Legacy Error ID: VD-I010

Error Description: Employee Contribution Amount does not contain a valid numeric value

Error Resolution: The Employee Contribution Amount value is invalid, or does not contain valid signed/unsigned value.

The entire Employee Contribution Amount field must contain either all valid numeric values (signed or unsigned) or be blank. Valid Employee Contribution Amount must have all signed values in uppercase per Table 1: Signed values conversion table.

Table 1: Signed values conversion table

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

The Employee Contribution Amount field in signed/unsigned value has its rightmost digit converted into a sign representation character. Refer to Table 1: Signed values conversion table on these examples:

1. A positive 6-digit fixed positional text value of '654321' can either be represented by '654321' or '65432A', where the rightmost digit was replaced with 'A' to represent a value of 1, and that entire value is positive.
2. A negative 6-digit fixed positional text value of '-654321' can be represented one of two ways:
 - a. As '65432J', where the last digit was replaced with 'J' to represent a value of 1, and that entire value is negative.
 - b. As '-654321', the VDF file accepts both the negative sign and the signed numeric values listed above, provided the negative sign displays in the following format:
-XXXXXXXXXXXX

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

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

Update Employee Contribution Amount field with valid and correct value in your file or in your payroll system.

- If correcting your file, update the Employee Contribution Amount field with valid numeric values. Re-upload corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to

update the Employee Contribution Amount field with valid numeric values. Upload a new file into SEW.

Field(s) and Record Position(s): Employee Contribution Amount (45-57)

Error Message ID: 30301215

Legacy Error ID: VD-I011

Error Description: The Employer Contribution Amount (Pre-Tax) does not contain a valid numeric value (signed or unsigned).

Error Resolution: The Employer Contribution Amount value is invalid, or does not contain valid signed/unsigned value.

The entire Employer Contribution Amount field must contain either all valid numeric values (signed or unsigned). Valid Employer Contribution Amount must have all signed values in uppercase per Table 1: Signed values conversion table below.

Table 1: Signed values conversion table

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

The Employer Contribution Amount field in signed/unsigned value has its rightmost digit converted into a sign representation character. Refer to Table 1 on these examples:

1. A positive 6-digit fixed positional text value of '654321' can either be represented by '654321' or '65432A', where the rightmost digit was replaced with 'A' to represent a value of 1, and that entire value is positive.
2. A negative 6-digit fixed positional text value of '-654321' can be represented one of two ways:
 - a. As '65432J', where the last digit was replaced with 'J' to represent a value of 1, and that entire value is negative.
 - b. As '-654321', the VDF file accepts both the negative sign and the signed numeric values listed above, provided the negative sign displays in the following format:
-XXXXXXXXXXXX

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

Update Employer Contribution Amount field with valid and correct value in your file or in your payroll system.

- If correcting your file, update the Employer Contribution Amount field with valid numeric values. Re-upload corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update the Employer Contribution Amount field with valid numeric values. Upload a new file into SEW.

Field(s) and Record Position(s): Employer Contribution Amount (58-70)

Error Message ID: 30301094

Legacy Error ID: VD-I012

Error Description: Pay Period End Date does not contain a valid numeric value.

Error Resolution: The Pay Period End Date in the Employee Deduction Line Record must be valid and only contain numbers (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0), must be a non-zero value, and must be formatted YYYYMMDD.

Examples of invalid dates include using months outside of 1 through 12, days that exceed the amount allotted in a month (e.g., February 30, January 32, etc.).

Verify the Pay Period End Date is valid, contains all numeric values, is a non-zero value, and is formatted YYYYMMDD.

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

Field(s) and Record Position(s): Pay Period End Date (74-81)

Error Message ID: 30301096

Legacy Error ID: VD-I013

Error Description: No Employee Deduction Line Record(s).

Error Resolution: The uploaded file does not contain Employee Deduction Line Record(s).

No Employee Deduction Line Record(s) were found. Verify that no Employee Deduction Line Record(s) exist. If record(s) exist and you are receiving this error description, make sure the record is coded correctly with Record Type code 01 - Employee Deduction Line Record. If none exist, add Employee Deduction Line Record(s) to the file or your payroll system. Upload the corrected file or a new file into SEW.

Field(s) and Record Position(s): Not applicable

Error Message ID: 30301097

Legacy Error ID: VD-I014

Error Description: No Unit Code supplied.

Error Resolution: No Unit Code was supplied on the Employee Deduction Line Record. Input the correct Unit Code on the Employee Deduction Line Record to the file or your payroll system. Upload the corrected file or a new file into SEW.

Field(s) and Record Position(s): Unit Code (71-73)

Error Message ID: 30301113

Legacy Error ID: VD-I017

Error Description: Unit Code is invalid.

Error Resolution: The Unit Code in the Employee Deduction Line Record was not found in the system.

If the Unit Code was entered incorrectly, supply the correct Unit Code.

If the Unit Code is valid, verify the Pay Period End Date is correct. The Pay Period End Date may occur before or after the Cash Balance (CB) enrollment dates. Change the Pay Period End Date if it is not within the Cash Balance (CB) enrollment dates.

- If correcting your file, update the appropriate field(s) with valid values. Re-upload corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system with valid values. Upload a new file into SEW.

Field(s) and Record Position(s): Unit Code (71-73)

Error Message ID: 30301098

Legacy Error ID: VD-I018

Error Description: Tax-ID does not contain a valid numeric value.

Error Resolution: The Employee Social Security Number in the Employee Deduction Line Record has non-numeric characters.

The entire Employee Social Security Number can only contain numbers (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0). Change the non-numeric characters (including spaces) to numeric characters.

- If correcting your file, update the appropriate field(s) with valid values. Re-upload corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system with valid values. Upload a new file into SEW.

Field(s) and Record Position(s): Employee Social Security Number (3-11)

Error Message ID: 30301099

Legacy Error ID: VD-I020

Error Description: No Employee First Name supplied.

Error Resolution: The Employee Last Name was not supplied in the Employee Deduction Line Record.

Supply a valid first name on the Employee Deduction Line Record.

- If correcting your file, update the appropriate field(s) with valid values. Re-upload corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system with valid values. Upload a new file into SEW.

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

Field(s) and Record Position(s): Employee First Name (22-29)

Error Message ID: 30301100

Legacy Error ID: VD-I021

Error Description: No Employee Last Name supplied.

Error Resolution: The Employee Last Name was not supplied in the Employee Deduction Line Record.

Supply a valid last name on the Employee Deduction Line Record.

- If correcting your file, update the appropriate field(s) with valid values. Re-upload corrected file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system with valid values. Upload a new file into SEW.

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

Field(s) and Record Position(s): Employee Last Name (12-21)

Error Message ID: 30301095

Legacy Error ID: VD-I024

Error Description: Invalid Pay Period End Date.

Error Resolution: The Pay Period End Date in the Employee Deduction Line Record is invalid, contains non-numeric character zero values. The Pay Period End Date must be valid and only contain numbers (i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0), must be a non-zero value, and must be formatted YYYYMMDD.

Examples of invalid dates include using months outside of 1 through 12, days that exceed the amount allotted in a month (e.g., February 30, January 32, etc.).

Verify the Pay Period End Date is valid, contains all numeric values, is a non-zero value, and is formatted YYYYMMDD.

- If correcting your file, update the Pay Period End Date with a valid date value and format. Re-upload file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system Pay Period End Date with a valid date value and format. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Period End Date (74-81)

Error Message ID: 30301223

Legacy Error ID: VD-I025

Error Description: The Pay Period End Date is greater than the Pay Schedule Date indicated when the file was uploaded.

Error Resolution: The Pay Period End Date in the Employee Deduction Line Record is greater than the Pay Schedule Date indicated in the Header Record.

The Pay Period End Date cannot be equal to or exceed the Pay Schedule Date. Change the invalid Pay Period End Date. The Pay Period End Date must be the last day of pay period the salary was earned, not the date the payroll ran.

- If correcting your file, update the Pay Period End Date with a valid date. Re-upload file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system Pay Period End Date with a valid date. Upload a new file into SEW.

Field(s) and Record Position(s): Pay Period End Date (74-81)

Error Message ID: 30301230

Legacy Error ID: NEW

Error Description: No Reporting Period found.

Error Resolution: No Reporting Period is found in the system for the Pay Period End Date field in the Employee Deduction Line Record.

Verify if the Pay Period End Date being reported is correct. The Pay Period End Date cannot be equal to or exceed the Pay Schedule Date. If Pay Period End Date is incorrect, change appropriately.

- If correcting your file, update the Pay Period End Date with a valid date. Re-upload file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system Pay Period End Date with a valid date. Upload a new file into SEW.

Verify if a Cash Balance Reporting Schedule exists in SEW. In SEW, go to Organization then click on Reporting Schedules. Select the appropriate Benefit Program and Fiscal Year, click the Search button.

If a CB Reporting Schedule does not exist in SEW, an authorized SEW user must add a reporting schedule before submitting a CB Payroll Summary. CB Reporting Schedules cannot be modified and will be displayed as “read- only” if a Payroll Summary exists for that reporting period and the Payroll

Summary record is not in 'Void' status.

If Pay Period End Date and Reporting Period have been reviewed and verified to be correct, contact CalSTRS Employer Help for further assistance.

Field(s) and Record Position(s): Pay Period End Date (74-81)

Error Message ID: 30301246

Legacy Error ID: NEW

Error Description: The Report Unit in the file does not belong to the Report Source indicated when the file was uploaded.

Error Resolution: The Report Source indicated when the file was uploaded is NOT the reporting organization for the Unit Code supplied on the Employee Deduction Line Record.

Verify the Unit Code on the Employee Deduction Line Record is reported under the appropriate Report Source.

If the Unit Code is invalid or not under the appropriate Report Source update the Unit Code:

- If correcting your file, update the Unit Code fields to match the reporting organization of the SEW user who uploaded the file. Re-upload file into SEW.
- If correcting your payroll system, make the appropriate changes in your payroll system to update Unit Code. Upload a new file into SEW.

If the SEW user is logged in under the incorrect Organization:

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

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

Field(s) and Record Position(s): Unit Code (71-73)

Error Message ID: 30301248

Legacy Error ID: NEW

Error Description: The {field name} field has a value greater than \$999,999,999.99.

Error Resolution: The Earnings, Employee Contributions, or Employer Contributions field(s) have a value greater than \$999,999,999.99.

Review your file, locate the invalid field value and change the invalid amount.

- If correcting your file, update the Unit Code fields to match the reporting organization of the

SEW user who uploaded the file. Re-upload file into SEW.

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

Field(s) and Record Position(s): Earnings (32-44), Employee Contribution Amount (45-57), Employer Contribution Amount (58-70)

2.1 VDF Business Errors and Resolutions

Error Message ID: 30301101

Legacy Error ID: VD-I019

Error Description: Employee Social Security Number cannot have repeating characters.

Error Resolution: The Employee Social Security Number contains all repeating characters. Employee Social Security Number cannot contain all repeating characters (i.e., 55555555).

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

Field(s) and Record Position(s): Employee Social Security Number (3-11)

Error Message ID: 30301116

Legacy Error ID: VD-I022

Error Description: The Employee Contribution Amount and Employer Contribution Amount cannot be positive when Earnings are negative on the same Employee Deduction Line Record.

Error Resolution: The Employee Contribution Amount and Employer Contribution Amount are reported as greater than zero and the Earnings are reported as less than zero in the same Deduction Line record.

Verify the data you are trying to submit.

- If the Earnings should be negative, change the Employee and Employer Contribution Amounts to valid negative values.
- If the Earnings should be positive, change the Employee and Employer Contribution Amounts to valid positive values.
- Correct the line by using the online correction feature in the employer portal, or make the necessary changes on a new file and upload.

Field(s) and Record Position(s): Employee Contribution Amount (45-57), Employer Contribution Amount (58-70)

Error Message ID: 30301115

Legacy Error ID: VD-I023

Error Description: The Employer Contribution Amount and Employee Contribution Amount on the same

Employee Deduction Line Record cannot BOTH be zero.

Error Resolution: The Employee Contribution Amount and Employer Contribution Amount are reported as zero in the same Employee Deduction Line Record.

Input valid contribution amounts where appropriate.

Field(s) and Record Position(s): Employee Contribution Amount (45-57), Employer Contribution Amount (58-70)

Error Message ID: 30301011

Legacy Error ID: VD-B001

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

Error Resolution: A Client ID based on the Employee Social Security Number provided on this deduction line does not match any Employee Social Security Number in CalSTRS System.

Verify the Employee Social Security Number.

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

Valid Enrollment Types (Transaction Codes):

02 – Establish Non Member Account

06 – Establish Cash Balance Account

86 – Establish Cash Balance Account suspend Defined Benefit

- NOTE: Gender and birth date are required when establishing a Defined Benefit (DB) and/or Cash Balance (CB) account.

Field(s) and Record Position(s): Employee Social Security Number (3-11)

Error Message ID: 30301131

Legacy Error ID: VD-B003

Error Description: No match on First and Last Name.

Error Resolution: The Employee’s First and Last Name on the Employee Deduction Line Record does not match the current Last Name and current First Name in CalSTRS system.

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

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

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

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

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

To prevent this business rule error, use Match File, MR87 or CalSTRS employer portal query and update functions to validate and synchronize account information with CalSTRS' records before you upload your F496 file.

Field(s) and Record Position(s): Employee First Name (22-29), Employee Last Name (12-21)

Error Message ID: 30301104

Legacy Error ID: VD-B005

Error Description: Reported Tax ID has been changed for this person.

Error Resolution: The Employee Social Security Number matches an account in CalSTRS system that has been merged with an account that has a verified Employee Social Security Number.

Verify the Employee Social Security Number and change if inaccurate.

If the Employee Social Security Number is valid, contact CalSTRS Employer Help.

Field(s) and Record Position(s): Employee Social Security Number (3-11)

Error Message ID: 30301224

Legacy Error ID: VD-B008

Error Description: Negative contributions cannot be matched for reversal.

Error Resolution: The record does not match an existing record in CalSTRS system for the purposes of reversing the original record reported.

Verify your records. The reversing record must match the target record exactly. Verify that the Record Type, Employee Social Security Number, Employee Last Name, Employee First Name, Earnings, Employee and Employer Contribution Amount, Unit Code and Pay Period End Date match the target record.

NOTE: There can only be a single target line per reversal line. Reversal line cannot reverse multiple lines.

NOTE: If a match is found, the system will bypass all other business rule validations.

Field(s) and Record Position(s): Employee Contribution Amount (45-57), Employer Contribution Amount (58-70)

Error Message ID: 30301112

Legacy ID: NEW

Error Description: Contributions reported after {Account Status} status effective date.

Error Resolution: Contributions are reported for an account with any of the below statuses and the Pay Period End Date is after the member account status effective date.

- Void
- Closed
- Deceased
- Disability
- Non-Contributing
- Retired
- Withdrawn

Verify your records.

- If the Earnings were after the Benefit Effective Date, use CalSTRS employer portal or MR87 and submit one of the following transaction codes:
 - Transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) to re-establish Cash Balance (CB) participation.
 - Transaction code 86 to indicate Employee's Defined Benefit (DB) Member account is suspended and they are contributing to Cash Balance (CB). Transaction code 86 can only be entered manually through SEW. Transaction code 86 is not valid on an MR87 file.
- If the earnings were before the Benefit Effective Date, input an accurate Pay Period End Date.

Field(s) and Record Position(s): Pay Period End Date (74-81)

Error Message ID: 30301107

Legacy Error ID: VD-B015

Error Description: Source / Unit not a CB provider at Pay Period End Date.

Error Resolution: The Pay Period End Date is earlier than the Report Unit's Cash Balance (CB) program start date OR the Pay Period End Date is later than the Report Unit's Cash Balance (CB) program end date OR the Report Source/ Report Unit does not offer the Cash Balance (CB) program.

Verify your records. If incorrect, input an accurate Pay Period End Date.

If correct, contact CalSTRS Employer Help.

Field(s) and Record Position(s): Source Code (55-56), Unit Code (71-73)

Error Message ID: 30301108

Legacy Error ID: VD-B021

Error Description: Pay Period End Date beyond reporting fiscal year.

Error Resolution: The fiscal year represented by the Pay Period End Date is greater than the fiscal year of the Pay Schedule Date in the Header Record.

Verify your records. If incorrect, change to a valid Pay Period End Date. If the Pay Period End Date is in a new fiscal year, remove the record and report it on the first VDF for the new fiscal year.

If correct, contact CalSTRS Employer Help.

Field(s) and Record Position(s): Pay Period End Date (74-81)

Error Message ID: 30301109

Legacy ID: VD-B022

Error Description: Contributions reported for service prior to Cash Balance membership hire date.

Error Resolution: Contributions reported reflect a Pay Period End Date which is prior to the Cash Balance membership effective date.

Verify your records. If incorrect, input an accurate Pay Period End Date.

If correct, use MR87 or CalSTRS employer portal and submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) or transaction code 86 to indicate the Employee's Defined Benefit (DB) Member account is suspended and they are contributing to Cash Balance (CB) to update the status date in CalSTRS system.

Field(s) and Record Position(s): Pay Period End Date (74-81)

Error Message ID: 30301110

Legacy Error ID: VD-B030

Error Description: Employee Contribution exceeds the allowed variance from the system calculated Employee Contribution.

Error Resolution: The Employee Contribution Amount on the record is greater or less than the CalSTRS calculated Employee Contribution Amount by more than .05 cents.

If the reported Employee Contribution Amount is negative, the Earnings must be negative or zero.
If the reported Employee Contribution Amount is positive, the Earnings must be positive or zero.

Verify your records. Input a valid Employee Contribution Amount.

Field(s) and Record Position(s): Employee Contribution Amount (45-57)

Error Message ID: 30301111

Legacy Error ID: VD-B031

Error Description: Employer Contribution Amount exceeds the allowed variance from the system calculated Employer Contribution Amount.

Error Resolution: The Employer Contribution Amount on the record is greater or less than the CalSTRS calculated Employer Contribution Amount by more than .05 cents.

If the reported Employer Contribution Amount is negative, the Earnings must be negative or zero.
If the reported Employer Contribution Amount is positive, the Earnings must be positive or zero.

Verify your records. Input a valid contribution amount.

Field(s) and Record Position(s): Employer Contribution Amount (58-70)

Error Message ID: 30301243

Legacy Error ID: VD-B032

Error Description: Open Alternative Retirement Program exists for this Employer.

Error Resolution: The Pay Period End Date of the reported line falls within a period for which a Member Type of ARP (Alternative Retirement Program) already exists with the employer.

Verify your records. If incorrect, remove the record from the file or correct the Pay Period End Date.

If correct, use CalSTRS employer portal and submit transaction code 82 to close the Alternative Retirement Program sub-account. Ensure that the effective date associated with transaction code 82 is

before the Pay Period End Date.

Field(s) and Record Position(s): Pay Period End Date (74-81)

Error Message ID: 30301009

Legacy Error ID: NEW

Error Description: Person Employment does not exist in System for this Employer and Reporting Period.

Error Resolution: The system could not find a Person Employment ID based on the Employee Social Security Number provided on this Deduction Line or it does not match any Employee Social Security Number in CalSTRS system.

- 1) Verify the social security number of the member.
 - a. If Social Security number is incorrect use the online correction to make changes on the file
- 2) Verify the spelling of the member name
 - a. If social name is incorrectly spelled use the online correction to make changes on the file

If the employee reported information is correct on the file, use MR87 or CalSTRS employer portal to add the person employment record for this employer.

If correct, contact CalSTRS Employer Help.

Field(s) and Record Position(s): Employee Social Security Number (3-11)

Error Message ID: 30301124

Legacy Error ID: NEW

Error Description: The existing transfer record must be posted before creating the payroll detail.

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

Contact CalSTRS Employer Help.

Field(s) and Record Position(s): NA

Error Message ID: 30301114

Legacy Error ID: NEW

Error Description: Merge is in progress, cannot submit contribution lines.

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

Contact CalSTRS Employer Help.

Field(s) and Record Position(s): Employee Social Security Number (3-11)

2.2 VDF Informational Message and Resolutions

Error Message ID: 30301130

Legacy Error ID: VD-B002

Error Description: No Match on Last Name

Error Resolution: The Employee Last Name on the Employee Deduction Line record does not match the current Employee Last Name in CalSTRS system.

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

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

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

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

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

To prevent this business rule error, use Match File, MR87 or CalSTRS employer portal query and update functions to validate and synchronize account information with CalSTRS' records before you upload your Voluntary Deduction File (VDF).

Field(s) and Record Position(s): Employee Last Name (12-21)