VDF File Specification

Specification Overview

Purpose

The *VDF File Specification* is a resource to instruct users on how to report Cash Balance contributions to CalSTRS according to Teachers' Retirement Law. The VDF File is used in order to report payroll-type transactions such as Regular and Adjustments. This file must be free of errors before it can be submitted to CalSTRS. This document is used only for reporting in the *new* Secure Employer Website and provides the basic guidelines required of a VDF File, detailed file layouts and business rules.

Version 1.0 – 05/09/2024

Table of Contents

Contribution File Layout: Cash Balance Benefit Program

Background

The following tables list the order of fields, code values per field, description of each field/value and applicable structural rules for VDF File for the Cash Balance Program. VDF Files are fixed width text files and must be uploaded with a text (TXT) file extension. The system automatically creates summary and header records based on the contribution information submitted.

There are two required record types within a VDF. The first record type is the Header record. The Header record must be the first record on the file. All subsequent records are Payroll Detail records.

Header Record Layout

Field Position 1-2: Record Type

Must be present and one of the following code values:

Code Value	Description
00	Header record type identifier

Field Position 3-16: Identification Field

Optional field. Use blank spaces if not populating CBP Deductions.

Code Value	Description
CBP DEDUCTIONS	Indicates file contains Cash Balance Program detail records

Field Position 17-46: Organization Name

Optional field. Use blank spaces if not populating an organization name.

Format	Description
Nonnumeric	Name of Report Source

Field Position 47-54: Pay Schedule Date

Must be present and match to a pay schedule date on the reporting organizations Cash Balance reporting schedule.

Format	Description
CCYYMMDD (i.e., 20240601)	Pay schedule date

Field Position 55-56: Reporting Source Code

Must be present and a valid reporting source code.

Code Value	Description
Numeric	Two-digit report source organization code (e.g., 49 = Sonoma County Office of Education)

Field Position 57-59: Reporting Unit Code

Must be present if reporting organization is not a County Office of Education. Use blank spaces or zeros if reporting organization is a County Office of Education.

Code Value	Description
Numeric	Three-digit report unit organization code

Payroll Detail Record Layout

Field Position 1-2: Record Type

Must be present and one of the following code values:

Code Value	Description
01	Payroll detail record type identifier

Field Position 3-11: Employee Social Security Number

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

Format	Description
Numeric	Employee Social Security number

Field Position 12-21: Last Name

Must be present. Use blank spaces if last name does not populate all 10 characters. If last name is more than 10 characters populate the first 10 characters of the last name in this field.

Format	Description
Nonnumeric	Employee's last name

Field Position 22-29: First Name

Must be present. Use blank spaces if name does not populate all 8 characters. If first name is more than 8 characters populate the first 8 characters of the first name in this field.

Format	Description
Nonnumeric	Employee's first name

Field Position 30-31: Middle Initial Name

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

Format	Description
Nonnumeric	Employee's middle Initial(s)

Field Position 32-44: Earnings

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

Format	Description
Numeric	Earnings for pay period

Field Position 45-57: Employee Contribution Amount

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

Format	Description
Numeric	Employee contribution amount

Field Position 58-70: Employer Contribution Amount

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

Format	Description
Numeric	Employer contribution amount

Field Position 71-73: Reporting Unit Code

Must be present and a valid reporting unit code.

Code Value	Description
Numeric	Three-digit report unit organization code

Field Position 74-81: Pay Period End Date

Must be present and before the pay schedule date on the reporting organizations Cash Balance reporting schedule.

Format	Description
CCYYMMDD (i.e., 20240601)	Pay period end date

VDF File Error Types

Background

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

1. **File Formatting Errors:** Structural issue with the file such as an invalid character.

2. **Business Errors:** An error that must be corrected before the file can be submitted for posting.

3. **Information Messages:** A potential error that needs to be reviewed but may not require correction before the file can be submitted for posting.

VDF File Formatting Errors and Resolutions

Error Message ID: 30301070 - The Record Type code is invalid, it must be 00, 01, 02 or 03.

Legacy Error ID: VD-I001

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 - No Header Record.

Legacy Error ID: VD-I002

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 - Multiple Header Records.

Legacy Error ID: VD-I003

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 - No Pay Schedule Date supplied.

Legacy Error ID: VD-I004

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 - Invalid Pay Schedule Date.

Legacy Error ID: VD-I005

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

Legacy Error ID: VD-I006

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

Legacy Error ID: VD-I008

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 - Earnings does not contain a valid numeric value (signed or unsigned).

Legacy Error ID: VD-I009

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 - Employee Contribution Amount does not contain a valid numeric value.

Legacy Error ID: VD-I010

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:
-XXXXXXXXXXX

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

Legacy Error ID: VD-I011

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:
      -XXXXXXXXXXX

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 - Pay Period End Date does not contain a valid numeric value.

Legacy Error ID: VD-I012

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 - No Employee Deduction Line Record(s)

Legacy Error ID: VD-I013

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 - No Unit Code supplied.

Legacy Error ID: VD-I014

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 - Unit Code is invalid.

Legacy Error ID: VD-I017

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 - Tax-ID does not contain a valid numeric value.

Legacy Error ID: VD-I018

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 - No Employee First Name supplied.

Legacy Error ID: VD-I020

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 - No Employee Last Name supplied.

Legacy Error ID: VD-I021

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 - Invalid Pay Period End Date.

Legacy Error ID: VD-I024

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

Legacy Error ID: VD-I025

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)

![CalSTRS logo — HOW WILL YOU SPEND YOUR FUTURE?]

Error Message ID: 30301230 - No Reporting Period found.

Legacy Error ID: NEW

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

Legacy Error ID: NEW

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 - The {field name} field has a value greater than $999,999,999.99.

Legacy Error ID: NEW

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)

VDF Business Errors and Resolutions

Error Message ID: 30301101 - Employee Social Security Number cannot have repeating characters.
Legacy Error ID: VD-I019

The Employee Social Security Number contains all repeating characters.

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

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

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

Error Message ID: 30301116 - The Employee Contribution Amount and Employer Contribution Amount cannot be positive when Earnings are negative on the same Employee Deduction Line Record.
Legacy Error ID: VD-I022

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 - The Employer Contribution Amount and Employee Contribution Amount on the same Employee Deduction Line Record cannot BOTH be zero.

Legacy Error ID: VD-I023

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

Legacy Error ID: VD-B001

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 - No match on First and Last Name.

Legacy Error ID: VD-B003

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 - Reported Tax ID has been changed for this person.

Legacy Error ID: VD-B005

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 - Negative contributions cannot be matched for reversal.

Legacy Error ID: VD-B008

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 - Contributions reported after {Account Status} status effective date.

Legacy ID: NEW

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

Legacy Error ID: VD-B015

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 - Pay Period End Date beyond reporting fiscal year.

Legacy Error ID: VD-B021

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 - Contributions reported for service prior to Cash Balance membership hire date.

Legacy ID: VD-B022

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 - Employee Contribution exceeds the allowed variance from the system calculated Employee Contribution.

Legacy Error ID: VD-B030

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 - Employer Contribution Amount exceeds the allowed variance from the system calculated Employer Contribution Amount.

Legacy Error ID: VD-B031

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 - Open Alternative Retirement Program exists for this Employer.

Legacy Error ID: VD-B032

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 - Person Employment does not exist in System for this Employer and Reporting Period.

Legacy Error ID: NEW

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 member 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 - The existing transfer record must be posted before creating the payroll detail.

Legacy Error ID: NEW

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 – Merge is in progress, cannot submit contribution lines.

Legacy Error ID: NEW

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)

VDF Information Messages and Resolutions

Error Message ID: 30301130 - No Match on Last Name

Legacy Error ID: VD-B002

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)