PENSION ADMINISTRATION SYSTEM (PAS) COMMON ERRORS

Common Error	Solution
Leading zeros in SSN/SSN field - .xlsx	The specification document notes this field requires 9 digits. If leading zeros are included, update column format to "text" to ensure the complete SSN appears.
Dashes in SSN - .xlsx	Please remove dashes. Refer to the specification document where the sample shows how the information needs to be entered for this field.
Extra lines/spaces - .txt	To identify if you have an extra line at the bottom of your file, place your cursor on the last character of the bottom line of data and hit the down arrow. This will allow you to see if you have a hidden line that is not visible when reviewing the file. If you do have a hidden line, use the "Delete" or "Backspace" (depending on curser location button) and ensure you remove the extra line before submitting the file.
Invalid Contribution Code – EEEL should be EPSL	Please refer to the specification document. EEEL is an outdated contribution code and has been replaced with the EPSL contribution code. Please update your contribution code to reflect this change. EPSL: this is for the legacy DB contribution for members who are participating in the EODC.
Extra lines (Phantom Data) - .xlsx	Data is not visible in the spreadsheet, but extra lines are uploaded. To identify this, highlight the rows below your last line of visible data, then delete the rows. This should remove the unseen data.
Column Headers - .xlsx (Columns are completely missing)	Refer to the specification document that has been sent to you for the ER file and ensure that none of the columns are removed. All columns listed in the file specification must remain in the file you send. Even if you are not required to fill out data in a particular column, the removal of a column will break the order of the data and cause validations errors. If you are unclear, please reach out to your identified PSPRS contact: Joann Lowey or Harold Greene.
Column Structure is Out of Order	Refer to the specification document that has been sent to you for the ER file and ensure that the columns are in the correct order. Columns listed in the specification document must remain in the order they are listed as the system will check that specific column for specific data to run validations. If you are unclear, please reach out to your identified PSPRS contact: Joann Lowey or Harold Greene.
Pay Period End Date Must be Valid Date/Time	Refer to the specification document for sample of how the data should appear in the field (i.e., MM/DD/YYYY). Update the column format to "text" to capture the leading zero for the two-digit month.

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Pay Date Must be Valid Date/Time	Refer to the specification document for sample of how the data should appear in the field (i.e., MM/DD/YYYY). Update the column format to “text” to capture the leading zero for the two-digit month.
Start/Stop Positions - .txt	Refer to the specification document where the Start Position and End Position for each data point is listed.
ER Providing Fake File Data	The system is running validations against the actual input of data converted from the Epic system. If the data does not match what is expected, "invalid” errors will be generated, which defeats the purpose of the validation testing.
File Naming Convention (*Please pay special attention to the EPSL section of the naming convention to indicate whether you are combining the legacy with the normal ER contributions) If you are submitting data for multiple ERs, please ensure you are naming your file with the correct ER’s data, or the file will fail.	Please follow the correct Naming Convention that has been sent to you from PSPRS. If you cannot find the file that was sent, please reach out to your PSPRS contact and ask them to resend to you the Naming Convention File. Without the naming convention file, PSPRS will not know who sent the file and will not be able to test or provide you with the results of the test. *Please note: the naming convention file is applicable only to test files. Once the new system goes live, the ER can name their file however they would like, as they will be the user that is uploading the file directly into the new system*.