

Contribution Import File Errors and Warnings

I. Hard Stops / Errors

No.	Column Name	Error Condition	Explanation	System Error Message
1	Contribution Code	Member contract status = D, DP, H, RTW, AL, KIA, QU, RS AND Contribution code = NULL/0	If member details are reported in row in an active contributing status then a contribution code is required.	The Contribution Code is required
2	Contribution Code	Missing valid contribution code, i.e. one of the following codes is required: DBCT, DBCN, DCHS, DCCN, DCDT, EPSL, EEAL, ALTN, PDAT	You reported an invalid contribution code.	Invalid Contribution Code
3	Contribution Code	In the regular file, multiple ALTN records cannot exist for the same member within the file	There can only be one Return to Work contribution in the reported pay period. If you are trying to report adjustments, they will have to be included in the adjustment file.	Multiple ALTN (Return to Work) contributions for Member with SSN of [Member SSN] not allowed within the same pay period.
4	Contribution Code	In the adjustment file, multiple ALTN records cannot exist for the same member within the file	ER should be able to post multiple ALTN records in the file as long as they have different pay dates	Multiple ALTN (Return to Work) contributions for Member with SSN of [Member SSN] not allowed within the same pay period.
5	Contribution Code	SCP application code must be "PDA in Progress" when PDAT contribution code is provided. Otherwise this is a hard stop	If you are reporting a PDAT contribution and there is no active contract in the system yet. If there should be an active contract for this member, please reach out to PSPRS and ensure that the member executed the contract.	There is no open PDA contract for this member
6	First Name	There is no First Name provided, i.e. First Name is Null		The first name is required
7	Last Name	There is no First Name provided, i.e. Last Name is Null		The last name is required
8	SSN	SSN is null		The Social Security Number (SSN) is required
9	SSN	SSN is not 9 digits long (over or under)		The Social Security Number (SSN) must be 9 digits long.
10	SSN	SSN is not all numbers		The Social Security Number (SSN) doesn't fit US algorithm.
11	SSN	SSN does not have an open work record in the system with the employer and term date is prior to the start date of the work report, i.e. there is not an active employment status and demographic data for the member.	You are reporting a member with an SSN match in the system but they do not show under the reported employer, you might need to submit a demographic update to ensure all of the records match.	Unexpected contribution - member is not showing an active employment status. Please check contribution and demographic data for this member
12	SSN	SSN is not in system, i.e. member does not exist	Member's SSN does not exist in the system, check if you have the correct SSN and/or submit details in a demographic file for the member.	Member doesn't exist, if this is a new hire please submit the demographic file first.
13	SSN	Member is not employed with employer submitting file	Similar to #10, please check the demographic details.	There is no Employment Record for this member. Please check their employment statuses or submit the demographic file
14	Employee Contribution	Contribution Code = DBCT, DBCN, DCDT, DCCN or DCHS AND Employee reported contribution is NULL or 0 <i>Note: This field is not required if the reported Contribution Code = ALTN, EEAL, and EPSL OR If member contract status = KIA, MP, LW</i>	You have an active contributing member but there is no contribution reported. So the member is missing in the file or the member is missing contribution details in the file	The Employee Contribution is required
15	Employee Contribution	Contribution code = PDAT and Reported Employee Contributions is \$0 or NULL AND member has an active SCP invoice	There is a Service Purchase contract in effect but there was no PDAT reported for a member	The Employee Contribution is required.
16	Employer Contribution	Employment status = "Hired - Return to work" AND Contribution Code = ALTN AND Employer contribution is NULL or 0	You have an active return to work retiree on the roster but you did not report a contribution.	The Employer Contribution is required
17	Pay Period End	Pay Period End Date = NULL		The Pay Period End (PPE) is required
18	Pay Period End	In the regular file, Pay Period End date must be the same for all fields in the file, otherwise, this will be a HARD STOP / Error in the system	The file should only have one Pay Period End date. If you are trying to report adjustments for previous pay periods please use the adjustment file.	Incorrect pay date for this PPE (MM/DD/YYYY). All contributions in one PPE should have the same pay date.
19	Pay Period End	Pay Period End date is not in a valid date/time format		Pay Period End must be a valid Date/Time.
20	Pay Period End	Member latest employment status = Entered DROP AND the Effective Date For the Status is > Pay Period End Date	If a member entered DROP and you are reporting a pay period that is past their DROP entry date, then this error will show. However, if a member entered DROP in the current reported pay period and still had several days of active service, then the system will expect a contribution.	This member is in DROP, contribution is not expected.

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21	Pay Period End	Pay Period End Date in file is later than Pay Period End date selected during file upload	We cannot receive future dated contributions	PPE cannot be later than the selected PPE for this upload
22	Pay Period End	Member's service start date is after the Pay Period End date and status is NOT Return to Work or Hired-EDOC	Note: This error is happening when the member is still in the 90 day election period and no contribution should be reported. You will receive this error when reporting on an individual within this pay period whose plan enrollment has not been finalized (i.e., 90 day election period)	Unable to determine member's contribution type – member is either in 90-day election period or effective service start date is subsequent to reported pay period.
23	Pay Date	Pay Date = NULL		The Pay Date is required.
24	Member Pensionable Salary	Member Pensionable Salary= NULL and member contract status = D, DP, H, RTW, AL, KIA, QU, RS Note: This field is not required if the reported with member contract status = MP, LW	If this is an active member, we are expecting pensionable wages.	The Member Pensionable Wages is required
25	Member Pensionable Salary	In the regular file, Member Pensionable Wages is a different amount for the same member in multiple lines	The Pensionable Wages should be the same if there are multiple lines/entries for the same member	All contributions for Employee must have same pensionable wages.
26	File Level Validation	Validate if member on the roster is in the import file. File type = Regular Check to see if all members in the roster for that employer where term date is null and service start date is prior to pay period start date and whose status = Hired, Hired - Return to Work, Hired EODC - ASRS Legacy, Leave Without Pay, or Resume Service and have at least one record in the contribution file.	You should report all active members in the regular contribution file	Contribution was not found and is required for [Member Name].
27	File Level Validation	Contribution type = REGULAR, and Pay period dates fall within the prior processed contribution import	This is a pay period that has already been processed in the system. If you are trying to process adjustments, please use the separate adjustment file process	Pay Period End Date is not valid. Process should be ended

2. Exceptions / Warnings

No.	Column Name	Exception Condition		System Exception Notice / Message	ER to fix for future files?
28	Contribution Code	EPSL Flag = Y AND Member is in a DB or DB/Hybrid plan And Employer reports EPSL contribution code for the member	In the beginning of the file you declared that the legacy unfunded liability rate will be combined with the normal cost rate for DB in one line but the file shows two separate lines for these rates	EPSL record found when declared as combined.	Yes, please either change your flag or your file
29	Contribution Code	Member has an SCP application status = PDA in Progress AND Member has no PDAT contribution code in file	There is an active PDA and a service purchase contract in effect but you did not include any Payroll Deduction details in the current file. While this is only a warning, please be advised that PSPRS will be expecting the remaining PDA's to be reported in future pay periods.	Payroll Deduction Agreement contribution was not found and is required.	Yes
30	First Name	First Name is greater than 50 characters		The First Name cannot be longer than 50 characters.	
31	Middle Name or Initial	Middle Name is greater than 50 characters		The Middle Name cannot be longer than 50 characters.	
32	Last Name	Last Name is greater than 50 characters		The Last Name cannot be longer than 50 characters.	
33	SSN	Duplicate records exist that match between SSN, Wages, and Contribution Code	There are duplicate records with exactly the same values and contributions codes for a member and the system will only accept one of these. If you need to make adjustments, please use the adjustment file process.	Duplicated records in the file.	Yes

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34	Employee Contribution	Contribution code = PDAT AND Reported Employee Contributions do not equal the Service Purchase Invoice	A different amount was expected than what was defined in the service purchase contract, e.g. you reported \$300 but the PDA amount is \$360. The system will update the amount to the correct expected number.	Buyback contribution in the file doesn't match the PDA amount in the contract. This has been updated to reflect the correct amount.	Yes
35	Employee Contribution	Contribution Code = ALTN AND Employee contribution is > 0	This is an ACR contribution which should only be reported as an ER contribution, this should not be an EE contribution and the contribution will be corrected	ALTN: Should only have ER contribution but ([EE Reported Contribution Amount]) is submitted in EE contribution field. This has been updated to reflect the correct amount.	Yes
36	Employee Contribution	Contribution Code = EEAL AND Employee contribution is > 0	This is a Legacy contribution which should only be reported as an ER contribution, this should not be an EE contribution and the contribution will be corrected	EEAL: Should only have ER contribution but ([EE Reported Contribution Amount]) is submitted in EE contribution field. This has been updated to reflect the correct amount	Yes
37	Employee Contribution	Contribution Code = EPSL AND Employee contribution is > 0	This is an Legacy contribution which should only be reported as an ER contribution, this should not be an EE contribution and the contribution will be corrected	EPSL: Should only have ER contribution but ([EE Reported Contribution Amount]) is submitted in EE contribution field. This has been updated to reflect the correct amount	Yes
38	Employee Contribution	Contribution code = DBCN AND Reported Employee Contributions AND system's calculated EE Contributions do not match AND amount is => Contribution Threshold	Based on your reported pensionable wages and the contribution rates in effect for the Fiscal Year for the mentioned contribution code, your reported contribution does not match. The system will correct this amount.	Employee Contribution ([EE Contribution Amount]) and Salary ([Member Pensionable Salary Amount]) did not match expected values based on calculated rate of [EE rate]. This has been updated to reflect the correct amount.	Yes
39	Employee Contribution	Contribution code = DBCT AND Reported Employee Contributions AND system's calculated EE Contribution do not match AND amount is => Contribution Threshold	Based on your reported pensionable wages and the contribution rates in effect for the Fiscal Year for the mentioned contribution code, your reported contribution does not match. The system will correct this amount.	Employee Contribution ([EE Reported Contribution Amount]) and Salary ([Member Pensionable Salary Amount]) did not match expected values based on calculated rate of [EE rate]. This has been updated to reflect the correct amount.	Yes
40	Employee Contribution	Contribution code = DCCN AND Reported Employee Contributions AND system's calculated EE Contribution do not match AND amount is => Contribution Threshold	Based on your reported pensionable wages and the contribution rates in effect for the Fiscal Year for the mentioned contribution code, your reported contribution does not match. The system will correct this amount.	Employee Contribution ([EE Reported Contribution Amount]) and Salary ([Member Pensionable Salary Amount]) did not match expected values based on calculated rate of [EE rate]. This has been updated to reflect the correct amount	Yes
41	Employee Contribution	Contribution code = DCDT AND Reported Employee Contributions AND system's calculated EE Contribution do not match AND amount is => Contribution Threshold	Based on your reported pensionable wages and the contribution rates in effect for the Fiscal Year for the mentioned contribution code, your reported contribution does not match. The system will correct this amount.	Employee Contribution ([EE Reported Contribution Amount]) and Salary ([Member Pensionable Salary Amount]) did not match expected values based on calculated rate of [EE rate]. This has been updated to reflect the correct amount.	Yes
42	Employee Contribution	Contribution code = DCHS AND Reported Employee Contributions AND system's calculated EE Contribution do not match AND amount is => Contribution Threshold	Based on your reported pensionable wages and the contribution rates in effect for the Fiscal Year for the mentioned contribution code, your reported contribution does not match. The system will correct this amount.	Employee Contribution ([EE Reported Contribution Amount]) and Salary ([Member Pensionable Salary Amount]) did not match expected values based on calculated rate of [EE rate]. This has been updated to reflect the correct amount.	Yes
43	Employer Contribution	Contribution code = PDAT and ER reported contribution is > 0	In a service purchase, we are only expecting EE contributions. The system will correct any amounts reported as ER contributions	PDAT: Should only have EE contribution but ([ER Contribution]) is submitted in ER contribution field. This has been updated to reflect the correct amount.	Yes
44	Employer Contribution	Contribution code = EPSL AND Reported Employer Contributions and system's calculated ER Contribution do not match AND amount is => Contribution Threshold	Based on your reported pensionable wages and the contribution rates in effect for the Fiscal Year for the mentioned contribution code, your reported contribution does not match. The system will correct this amount.	Employer Contribution ([ER Reported contribution amount]) and Salary ([Member Pensionable Salary Amount]) did not match expected values based on calculated combined rate of [ER Rate]. This has been updated to reflect the correct amount.	Yes
45	Employer Contribution	Contribution code = EEAL AND Reported Employer Contributions AND system's calculated ER Contribution do not match AND amount is => Contribution Threshold.	Based on your reported pensionable wages and the contribution rates in effect for the Fiscal Year for the mentioned contribution code, your reported contribution does not match. The system will correct this amount.	Employer Contribution ([ER Reported contribution amount]) and Salary ([Member Pensionable Salary Amount]) did not match expected values based on calculated combined rate of [ER Rate]. This has been updated to reflect the correct amount.	Yes

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46	Employer Contribution	Contribution code = DBCT AND Reported Employer Contributions AND system's calculated ER Contribution do not match AND amount is => Contribution Threshold.	Based on your reported pensionable wages and the contribution rates in effect for the Fiscal Year for the mentioned contribution code, your reported contribution does not match. The system will correct this amount.	Employer Contribution ((ER Reported contribution amount)) and Salary ((Member Pensionable Salary Amount)) did not match expected values based on calculated combined rate of [ER Rate]. This has been updated to reflect the correct amount.	Yes
47	Employer Contribution	Contribution code = ALTN AND Reported Employer Contributions AND system's calculated ER Contribution do not match AND amount is => Contribution Threshold	Based on your reported pensionable wages and the contribution rates in effect for the Fiscal Year for the mentioned contribution code, your reported contribution does not match. The system will correct this amount.	Employer Contribution ((ER Reported contribution amount)) and Salary ((Member Pensionable Salary Amount)) did not match expected values based on calculated Combined rate of [ER Rate]. This has been updated to reflect the correct amount.	Yes
48	Employer Contribution	Contribution code = DBCN AND employer does not have an associated fund in effect with the Pay Period End date AND Reported Employer Contributions AND system's calculated ER Contribution do not match AND amount is => Contribution Threshold	The reported contribution does not match the calculated contribution. This warning will happen when your ER DBCN contribution rate and pickup rate are not matching your reported amounts. E.g. if your DBCN contribution rate is 25% and you are picking up 5% of the EE contribution rate, yet your contribution rates do not match up with the associated amounts reported. The system will correct the amounts.	Employer Contribution ((ER Reported contribution amount)) and Salary ((Member Pensionable Salary Amount)) did not match expected values based on calculated Combined rate of [ER Rate]. This has been updated to reflect the correct amount.	Yes
49	Employer Contribution	Contribution code = DBCN AND employer does have an associated fund in effect with the Pay Period End date AND Reported Employer Contributions AND system's calculated ER Contribution do not match AND amount is => Contribution Threshold	The reported contribution does not match the calculated contribution. This warning will happen when your ER DBCN contribution rate and pickup rate are not matching your reported amounts. E.g. if your DBCN contribution rate is 25% and you are picking up 5% of the EE contribution rate, yet your contribution rates do not match up with the associated amounts reported. The system will correct the amounts.	Employer Contribution ((ER Reported contribution amount)) and Salary ((Member Pensionable Salary Amount)) did not match expected values based on calculated Combined rate of [ER Rate]. This has been updated to reflect the correct amount.	Yes
50	Employer Contribution	Contribution code = DCCN AND Reported Employer Contributions AND system's Calculated ER Contribution do not match AND amount is => Contribution Threshold	Based on your reported pensionable wages and the contribution rates in effect for the Fiscal Year for the mentioned contribution code, your reported contribution does not match. The system will correct this amount.	Employer Contribution ((ER Reported contribution amount)) and Salary ((Member Pensionable Salary Amount)) did not match expected values based on calculated combined rate of [ER Rate]. This has been updated to reflect the correct amount.	Yes
51	Employer Contribution	Contribution code = DCDT AND Reported Employer Contributions and system's Calculated ER Contribution do not match AND amount is => Contribution Threshold	Based on your reported pensionable wages and the contribution rates in effect for the Fiscal Year for the mentioned contribution code, your reported contribution does not match. The system will correct this amount.	Employer Contribution ((ER Reported contribution amount)) and Salary ((Member Pensionable Salary Amount)) did not match expected values based on calculated combined rate of [ER Rate]. This has been updated to reflect the correct amount.	Yes
52	Employer Contribution	Contribution code = DCHS AND Reported Employer Contributions AND system's Calculated ER Contribution do not match AND amount is => Contribution Threshold.	Based on your reported pensionable wages and the contribution rates in effect for the Fiscal Year for the mentioned contribution code, your reported contribution does not match. The system will correct this amount.	Employer Contribution ((ER Reported contribution amount)) and Salary ((Member Pensionable Salary Amount)) did not match expected values based on calculated combined rate of [ER Rate]. This has been updated to reflect the correct amount.	Yes
53	Pay Period End	Pay Period End transaction already exists for Member with the same date	If you are reporting/updating values for a pay period that is already in the system for that member, you should use the adjustment file process.	Member already has contribution record for this PPE	Yes
54	Pay Period End	Pay period end date is not in the current fiscal year	If you are reporting for past fiscal years, please use the adjustment file	"PPE is not in current FY"	Yes

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No.	Column Name	Exception Condition		System Exception Notice / Message	ER to fix for future files?
55	Member Pensionable Salary	Member's Pensionable Salary and the Threshold Value from the contribution threshold limit table are within the Contribution Threshold value	<p>This warning will happen when the member is within 10% of their contribution threshold limits.</p> <p>EXAMPLE: Member Pensionable Salary for the year is calculated at \$280,000. Threshold value is \$305,000 and the contribution threshold is 10%. (\$305,000 * 10%/100) = \$30,500).</p>	This member is within [warning amount] of their allowable contribution limit.	No
56	Member Pensionable Salary	Member's pensionable salary exceed their threshold value for the first time.	<p>This warning will happen when the member hits their contribution threshold limits. You can suspend contributions for this member starting with the next pay period through the end of the calendar year. Please note that contributions and contributions limits will reset at the beginning of the calendar year.</p> <p>EXAMPLE: Wages for the year are calculated at \$310,000. Threshold value is \$305,000 and the member exceeds this threshold for the first time.</p>	This member's Pensionable Wages [Pensionable Wages] exceed the remaining allowable contribution limit [Calculated Remaining Salary]. This has been updated to reflect the correct amount.	Yes - for future files in the same calendar year
57	Member Pensionable Salary	Any additional wages (Member Pensionable Salary) are reported after being exceeded in validation #56.	This warning will happen when the member has hit their contribution limits and you continue to report their contributions in the following Pay Periods. You will still need to report pensionable salary/wages for the member but keep the contributions at \$0 for duration of calendar year	This member has exceeded the allowable contribution limit.	Yes - for future files in the same calendar year