# Demographic Import

**I. Hard Stops / Errors**

| N. | Column Name | Error Condition | Explanation | System Error Message |
|---|---|---|---|---|
| 1 | First Name | There is no First Name provided, i.e. First Name is Null | | The first name is required |
| 2 | Last Name | There is no First Name provided, i.e. Last Name is Null | | The last name is required |
| 3 | SSN | SSN is null | | The Social Security Number (SSN) is required |
| 4 | SSN | SSN is not 9 digits long (over or under) | | The Social Security Number (SSN) must be 9 digits long |
| 5 | SSN | IF SSN is reported AND Employment Status = null | | SSN doesn't exist in system, all fields (including Status with effective date) for new member should be completed |
| 6 | Birth Date | There is no Birth Date provided, i.e. Birth Date is Null | | Birth Date is required |
| 7 | Death Date | Status code = "D" or "KIA" AND death date is null | If reporting a member death, whether line of duty or not, when using this status coded noted, Death date must be provided<br><br>Note: If status code does not = "D" or "KIA", no input is required | Death Date is required when status code is D or KIA. |
| 8 | Email | Employment status codes = "H" or "AL" and email is blank | When reporting new hires, email is a required data field within the file<br><br>Note: Preference is to provide member's personal email address<br><br>Note: If status code does not = "H" or "AL", no input is required | Email is required when status code is H, AL |
| 9 | City | City is not valid with state and zip code provided | | Invalid City in the address |
| 10 | State | State code is not valid | | Invalid State code in the address |
| 11 | Postal Code | Postal Code is not valid | | Invalid Postal Code in the address |
| 12 | Status | Status code = DP, H, RTW, AL, MP, QU, RS AND Date of Death is populated on file | Death date should only be populated when the member is in status of "D" or "KIA"<br><br>Note: If effective date is null = no input is required | Status code is not "D" or "KIA" but has Death Date reported |
| 13 | Status | The employment status code doesn't exist in the system | Data in status code filed does not properly map to an established status code<br><br>Note: If effective date is null = no input is required | Invalid employment status Code. |
| 14 | Status | Effective date does not equal null, AND Status is null | Note: If effective date is null = no input is required | Effective date is reported without status |
| 15 | Effective Date | Effective date is null AND status <> null | When providing a status update in the file, status effective date field is required<br><br>(Note: If Status is null = no input is required) | Missing effective date for the status |
| 16 | Effective Date | The effective date is earlier than the most recent effective date (if employment record already exists) | You can not backdate an effective date<br><br>Note: If Status is null = no input is required | The effective date of new status is earlier than member's current status |
| 17 | Effective Date | Employment status that was submitted in the file matches the current employment status on member's contract AND effective date is different | Demographic file can not be used to update an effective date for the same status on record, if correction is needed, please contact PSPRS<br><br>Note: If Status is null = no input is required | The effective date of member status did not match member's record. |
| 18 | Gender | If Gender is null | | Gender is required. |
| 19 | Position<br>(For CORP AOC and EORP only) | If plan = CORP<br>AND Tier = Tier III<br>AND Position = null | If CORP AOC or EORP, a position code is required<br><br>Note: This filed is required to be filled for CORP AOC and EORP employers | Position is required for CORP AOC and EORP |
| 20 | Position<br>(For CORP AOC and EORP only) | Position Code provided is not an internal value code provided in the Plan Position factor table. | Note: This filed is required to be filled for CORP AOC and EORP employers:<br><br>Position code must be one of the following configured codes:<br><br>DO, OT, PO, SO, AJ, CM, CC, CN, CP, AS, CA, RC, SH, CS, SU, CT, CR, GV, JP, MY, EO, SS, AG, SR, SN, TR, SI, SC, CJ, SM, VM | Invalid position code. |

**2. Exceptions / Warnings**

| N. | Column Name | Error Condition | Explanation | System Exception Message | ER to fix for future files? |
|---|---|---|---|---|---|
| 21 | First Name | First Name is greater than 50 characters | should any of these fileds exceed the 50 character limit, the system will only pull in the first 50 characters | The First Name cannot be longer than 50 characters | |
| 22 | Middle Initial | Middle Name is greater than 50 characters | should any of these fields exceed the 50 character limit, the system will only pull in the first 50 characters | The Middle Name cannot be longer than 50 characters | |
| 23 | Last Name | Last Name is greater than 50 characters | should any of these fields exceed the 50 character limit, the system will only pull in the first 50 characters | The Last Name cannot be longer than 50 characters | |
| 24 | SSN | SSN does not exist in V3locity and status in file <> null | | This is a new member. | |
| 25 | SSN | SSN is listed twice in the file | | Member has more than 1 record in the file | Yes, to prevent any future notices on duplication |
| 26 | Status | Status date is greater than current date | This is to inform you that a member's status update in file is future dated<br><br>Note: If effective date is null = no input is required | The status date is in the future | |
| 27 | File Level Validation | Duplicate records exist<br>all fields on an individual line match on another individual line | | Member has duplicated records in the file | Yes |

# Contribution Codes

**Contribution Code Details**

| Detail 1: CONTRIBUTION CODE | |
|---|---|
| **Field Values** | **Details** |
| DBCN | Used to report defined benefit contributions (Pre-tax). Primary code for normal DB contributions. Required for all tier 1, 2, 3 DB members |
| DBCT | Used to report defined benefit contributions (Post-tax). Only used to report post-tax contributions for tier 1, 2, 3 DB members. This code should only be used in very limited situations. |
| DCCN | Used to report defined contributions. Required for all Tier 3 DC participants and Tier 2 & 3 PSPRS members employed with non-Social Security covered employers. Payment will not be invoiced against this code. This only used for informational reporting purposes only. Reporting and payment for DC contributions should be processed through DC Administrator (Nationwide). |
| DCDT | Used to report DC-Disability Fund contributions (Tier 3 DC participants only). Required DC contribution code. |
| DCHS | Used to report DC-Health Subsidy Fund contributions (used for those Tier 3 DC participants who elected coverage) |
| ALTN | Used to report alternate contribution (used for ACR required for retirees hired into covered plan positions). Employer only contribution. |
| EPSL | Used to report legacy (unfunded liability) portion of employer contribution requirement. Must be used in conjunction with DCCN reported contributions. This portion of contribution can be rolled up into ER reported DBCN contributions. Employer only contribution. |
| EEAL | Used to report legacy portion of EORP employer contribution requirements for those elected officials participating in the ASRS. Employer only contribution. |
| PDAT | Used to report member payroll deduction agreement contributions, associated with service purchase contract. Employee only contribution |

**Non-Payment Reason Code Details**

| Detail 1: NON-PAYMENT REASON CODE | |
|---|---|
| **Field Values** | **Details** |
| ML | Military Leave |
| IL | Industrial Leave |
| LW | Leave Without Pay |
| QU | Quit/Terminated |
| DP | Enter DROP |
| CL | Annual Contribution Limit Reached |

# Demographic Codes

## Demographic Status Code

| Work Status | Status Code | Code Description | Applicable Plan |
|---|---|---|---|
| Deceased | D | Used as a termination code to report date of death (not line of duty death) of employee. | ALL Plans |
| Entered DROP | DP | Used to report the effective date of participation in DROP for employee | PSPRS (Tier 1 Only) |
| Hired | H | Used to report new hire employment date in covered position. | All Plans |
| Hired - Return to work | RTW | Used to report new hire employment of retired member in position within plan that member retired from. | All Plans |
| Hired EODC - ASRS Legacy | AL | Used to report new hire employment of elected official where official's plan participation is ASRS. | EORP |
| Line of Duty Death | KIA | Used as a termination code to report line of duty date of death for employee. | PSPRS & CORP |
| Leave Without Pay | LW | Used to report effective date of employee who moves into a noncontributory status. Contributions will be expected through the effective date. | All Plans |
| Military Leave | MP | Used to report effective date an employee goes on military leave (regardless of type of military leave). Status will put employee into noncontributory status. | All Plans |
| Quit/Terminated | QU | Used as a termination code to report when employee separates service in covered plan. | All Plans |
| Resume Service | RS | Used to report effective date employee returns to a contributory status (return from LWOP or Military Leave) | All Plans |

**CORP - AOC**

| Plan | Code | Position |
|---|---|---|
| CORP | DO | Juvenile Detention Officer |
| CORP | OT | Other |
| CORP | PO | Probation Officer |
| CORP | SO | Surveillance Officer |

**EORP**

| Plan | Code | Position |
|---|---|---|
| EORP | AJ | Appellate Court Judge |
| EORP | CM | City Councilmember |
| EORP | CC | Clerk Of The Superior Court |
| EORP | CN | Constable |

# Demographic Codes

| Plan | Code | Position |
|---|---|---|
| EORP | CP | Corporation Commissioner |
| EORP | AS | County Assessor |
| EORP | CA | County Attorney |
| EORP | RC | County Recorder |
| EORP | SH | County Sheriff |
| EORP | CS | County Superintendent Of Schools |
| EORP | SU | County Supervisor |
| EORP | CT | County Treasurer |
| EORP | CR | Court Commissioner |
| EORP | GV | Governor |
| EORP | JP | Justice Of The Peace |
| EORP | MY | Mayor |
| EORP | EO | Other |
| EORP | SS | Secretary Of State |
| EORP | AG | State Attorney General |
| EORP | SR | State Representative |
| EORP | SN | State Senator |
| EORP | TR | State Treasurer |
| EORP | SI | Superintendent Of Public Instruction (State Level) |
| EORP | SC | Superior Court Judge |
| EORP | CJ | Supreme Court Chief Justice |
| EORP | SM | Supreme Court Justice |
| EORP | VM | Vice Mayor |