



Public Safety Personnel Retirement System

Contribution File Import Data – Common issues causing validated with errors

Callout boxes and their corresponding data points:

- First column is contribution code**: Points to column A.
- No header row**: Points to the first row of data.
- Make sure name matches in the roster**: Points to columns B and C.
- Social Security Numbers - Format as text to allow for lead zeros, and no dashes (-) (must be 9 digits)**: Points to column E.
- Make sure no formulas are hiding in the spreadsheet (use text format)**: Points to columns G and H.
- Dates – Format as text to allow for lead zeros (MM/DD/YYYY)**: Points to columns I and J.
- Make sure no formulas are hiding in the spreadsheet (use text format)**: Points to column K.

	A	B	C	D	E	F	G	H	I	J	K
1	DBCN	FEFINA	I.	AGDI	354915203		242.01	418.53	05/01/2022	05/06/2022	3163.52
2	EPSL	FEFINA	I.	AGDI	354915203		0.00	1136.66	05/01/2022	05/06/2022	3163.52
3	DBCN	FASALEN	L.	ESTID	483034212		400.09	691.91	05/01/2022	05/06/2022	5229.89
4	EPSL	FASALEN	L.	ESTID	483034212		0.00	1879.10	05/01/2022	05/06/2022	5229.89
5	DBCN	CEH	R.	ALSAGT	120019471		252.42	286.65	05/01/2022	05/06/2022	2166.68
6	EPSL	CEH	R.	ALSAGT	120019471		0.00	778.49	05/01/2022	05/06/2022	2166.68
7	DBCN	REKAL	T.	BOLOHNI	175137993		360.91	409.86	05/01/2022	05/06/2022	3097.96
8	EPSL	REKAL	T.	BOLOHNI	175137993		0.00	1113.10	05/01/2022	05/06/2022	3097.96
9	DCCN	FIBE	R.	MALCAPE	454085666		238.07	238.07	05/01/2022	05/06/2022	2645.19
10	DCDT	FIBE	R.	MALCAPE	454085666		23.28	23.28	05/01/2022	05/06/2022	2645.19
11	EPSL	FIBE	R.	MALCAPE	454085666		0.00	950.42	05/01/2022	05/06/2022	2645.19
12	EPSL	KAN	F.	MEGDE	594663865		0.00	954.39	05/01/2022	05/06/2022	2656.25
13	DBCN	KAN	F.	MEGDE	594663865		264.03	264.03	05/01/2022	05/06/2022	2656.25