



# Public Safety Personnel Retirement System

## Demographic File Import Data – Common issues causing errors

The screenshot shows an Excel spreadsheet with the following data in row 1:

1	Susan	Ann	Smith	012345678	12/11/1978	12/11/2021	Ssmith@employer.com	200 Park Place	Apt 340	Phoenix	AZ	85001	4802994242	4809282424	H	01/01/2021	F	PO
---	-------	-----	-------	-----------	------------	------------	---------------------	----------------	---------	---------	----	-------	------------	------------	---	------------	---	----

Callouts and annotations:

- Social Security Numbers - Format as text to allow for lead zeros, and no dashes (-) (must be 9 digits)**: Points to cell D1 (012345678).
- Dates – Format as text to allow for lead zeros (MM/DD/YYYY)**: Points to cells E1 (12/11/1978) and F1 (12/11/2021).
- Dates – Format as text to allow for lead zeros (MM/DD/YYYY)**: Points to cell P1 (01/01/2021).
- No header row**: Points to the first row of data (row 1).