CIRCULAR LETTER ATTACHMENT
PAYROLL FILE RECORD VALIDATION CHECKS

Reference Name	Check
PREREQUISITES	• Maximum file size is 5MB (5242880 bytes) • Payroll header record must exist (field position 1 of first record should be 0) • Payroll trailer record must exist (field position 1 of last record should be 9) • Header record must contain at least 35/37 characters, and no more than 43/45 characters, after blanks at end of record are stripped off • Header record may contain only the alphanumeric characters (abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789) or period (.). • Header record must contain only one period, and that can only be in the Identifier 'CONT.PAYROLL' • Payroll detail records must be preceded by a header record, and followed by a trailer record.
CRP650 CHECKS/ AUTO-CORRECTIONS	• File must not contain any negative signs (-) • Pay Rate, Member Earnings, Member Normal Contribution Amount, Tax Deferred Contribution Amount, Survivor Contribution may contain only the characters 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, }, { and space • SSN may contain only the characters 0, 1, 2, 3, 4, 5, 6, 7, 8 and 9
UNIQUE CHECKS	• Service Period Type Code must be between 0-7 • Pay Code must be 00, 01, 02, 04, 08 or 09 • If Member Normal Contribution Amount is not equal to 0, Member Normal Contribution Code must be 01-09 • If Tax Deferred Member Contribution Amount is not equal to 0, Tax Deferred Member Code must be 11-16 • If Member Normal Contribution Code is 00, Member Normal Contribution Amount must be 0 • If Tax Deferred Member Contribution Code is 00, Tax Deferred Member Contribution Amount must be 0 • Pay Rate must not be less than 0
APPOINTMENT CHECK	• Is appointment (Social Security Number) already on COMET (CalPERS' Membership Database)? – compare Social Security Number to COMET database and check for an active appointment for the service month/year on the payroll record • Employer Code must match COMET appointment • Coverage Group for the Service Period Month and Year reported must fall within the appointment Coverage Group for that month and year on COMET.
NAME CHECK	• First 3 alphabetic characters (A-Z) of the Last Name on the payroll file must match the first 3 alphabetic characters of the last name in COMET **or** First Name Initial on payroll file must match the first name initial in COMET

CONTRIBUTION CODE CHECK	• If Member Normal Contribution Amount is 0 and Tax Deferred Member Contribution Amount is 0, then:
	   o If Member Normal Contribution Code is 01, Tax Deferred Member Contribution Code must be 11
	   o If Member Normal Contribution Code is 02, Tax Deferred Member Contribution Code must be 12
	   o If Member Normal Contribution Code is 03, Tax Deferred Member Contribution Code must be 13
	   o If Member Normal Contribution Code is 05, Tax Deferred Member Contribution Code must be 15
	   o If Member Normal Contribution Code is 06, Tax Deferred Member Contribution Code must be 16
	• If Member Normal Contribution Code is 04 and Member Normal Contribution Amount is not 0 then:
	   o Tax Deferred Member Contribution Amount must be 0
	• If Tax Deferred Member Contribution Code is 14 and Tax Deferred Contribution Amount is not 0 then:
	   o Member Normal Contribution Amount must be 0
	• If Member Normal Contribution Code is 06 and Member Normal Contribution Amount is not 0, or Tax Deferred Member Contribution Code is 16 and Tax Deferred Member Contribution Amount is not 0, Pay Code must be 09
	• If Pay Code is 09 then:
	   o If Member Normal Contribution Amount is not 0, Member Normal Contribution Code must 06
	   o If Tax Deferred Member Contribution Amount is not 0, Tax Deferred Member Contribution Code must be 16
	• If Member Normal Contribution Code is 07 and Member Normal Contribution Code is not 0, Tax Deferred Contribution Amount must be 0
	• If Member Normal Contribution Code is 08 and Member Normal Contribution Code is not 0, Tax Deferred Contribution Amount must be 0
	• If Member Normal Contribution Code is 09 and Member Normal Contribution Code is not 0, Tax Deferred Contribution Amount must be 0

WORK SCHEDULE CODE CHECK	If Member Normal Contribution Code is 01 or 03 and Member Normal Contribution Amount is not 0, or If Tax Deferred Member Contribution Code is 11 or 13 and Tax Deferred Contribution Amount is not 0, then: • If Pay Code is 01, the Work Schedule Code must be >= 147 and <= 260 • If Pay Code is 04, the Work Schedule Code must be >= 340 and <= 600 • If Pay Code is 08, the Work Schedule Code must be >= 040 and <= 070
PAY RATE CHECK	If Member Normal Contribution Code is 01, 03 or 05 and Member Normal Contribution Amount is not 0, or Tax Deferred Member Contribution Code is 11, 13, or 15 and Tax Deferred Contribution Amount is not 0, then: • If Pay Code is 01, the Pay Rate must be >= 00050000 and <= 99999999 • If Pay Code is 04, the Pay Rate must be >= 00006750 and <= 01169999 • If Pay Code is 08, the Pay Rate must be >= 00054000 and <= 99999999

PRIOR SERVICE PERIOD CHECK	• If Member Normal Contribution Code is 02, 03, 05 or 07 and Member Normal Contribution Amount is not 0, or Tax Deferred Member Contribution Code is 12, 13, or 15 and Tax Deferred Contribution Amount is not 0, the Service Period reported on the transaction record must be prior to the Service Period reported on the header record
CURRENT SERVICE PERIOD CHECK	• If Member Normal Contribution Code is 01 and Member Normal Contribution Amount is not 0, or Tax Deferred Member Contribution Code is 11 and Tax Deferred Contribution Amount is not 0, the Service Period reported on the transaction record must be the same as the Service Period reported on the header record
SPECIAL COMPENSATION CHECK	• If Member Normal Contribution Code is 06 and Member Normal Contribution Amount is not 0, or Tax Deferred Member Contribution Code is 16 and Tax Deferred Contribution Amount is not 0, the difference between the absolute value of Pay Rate and the absolute value of Member Earnings must be less than $1

SERVICE CREDIT CHECK	If Work Schedule Code is 173, 400 or 050 then:
	• If Member Normal Contribution Code is 01 or 03 and Member Normal Contribution Amount is not 0, or Tax Deferred Member Contribution Code is 11 or 13 11 and Tax Deferred Contribution Amount is not 0, then:
	  ○ If Pay Code is 01 and Service Period Type Code is 0, Member Earnings divided by Pay Rate must be <= 1.100
	  ○ If Pay Code is 01 and Service Period Type Code is 1 or 2, Member Earnings divided by Pay Rate must be <= 0.550
	  ○ If Pay Code is 01 and Service Period Type Code is 3, 4 or 5, Member Earnings divided by Pay Rate must be <= 0.500
	  ○ If Pay Code is 01 and Service Period Type Code is 6 or 7, Member Earnings divided by Pay Rate must be <= 1.000
	  ○ If Pay Code is 04 and Service Period Type Code is 0, Member Earnings divided by [Pay Rate * 172] must be <= 1.100
	  ○ If Pay Code is 04 and Service Period Type Code is 1 or 2, Member Earnings divided by [Pay Rate * 172] must be <= 0.550
	  ○ If Pay Code is 04 and Service Period Type Code is 3, 4 or 5, Member Earnings divided by [Pay Rate * 172] must be <= 0.500
	  ○ If Pay Code is 04 and Service Period Type Code is 6 or 7, Member Earnings divided by [Pay Rate * 172] must be <= 1.000
	  ○ If Pay Code is 08 and Service Period Type Code is 0, Member Earnings divided by [Pay Rate * 21.5] must be must be <= 1.100
	  ○ If Pay Code is 08 and Service Period Type Code is 1 or 2, Member Earnings divided by [Pay Rate * 21.5] must be <= 0.550
	  ○ If Pay Code is 08 and Service Period Type Code is 3, 4 or 5, Member Earnings divided by [Pay Rate * 21.5] must be <= 0.500
	  ○ If Pay Code is 08 and Service Period Type Code is 6 or 7, Member Earnings divided by [Pay Rate * 21.5] must be <= 1.000