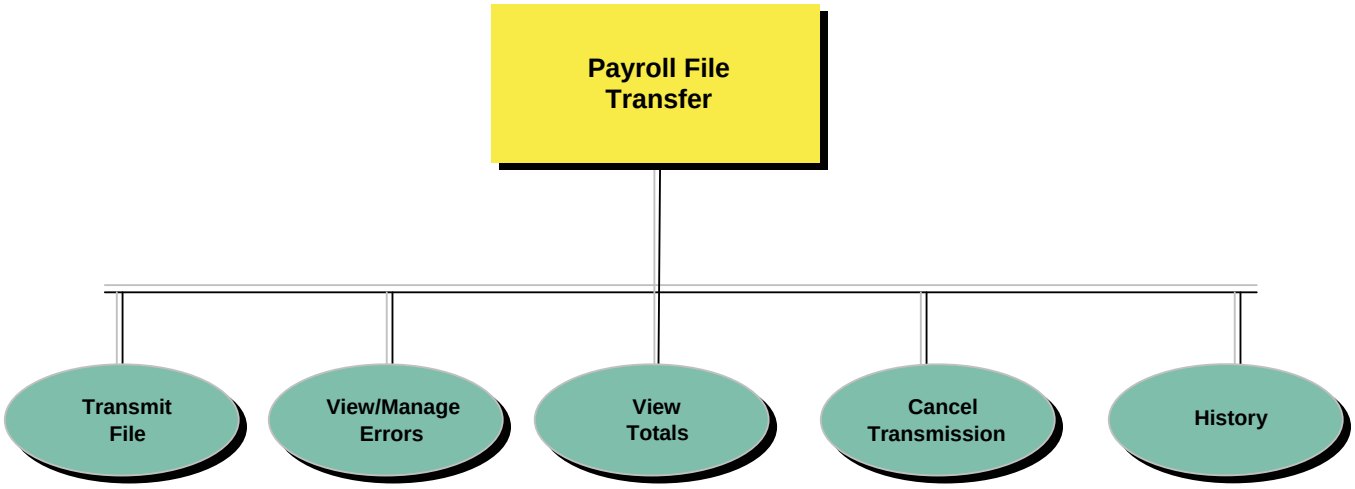
PAYROLL FILE TRANSFER

Payroll File Transfer provides an electronic method to submit wage and contribution data, identify and correct invalid records on-line and view payroll file totals. This process ensures CalPERS receives accurate payroll file information and eliminates the need to mail payroll tapes or diskettes.

- The Summary Report, Member and Employer Contributions form (PERS AESD-626) must be submitted to CalPERS. (See page 142)
- The payroll file hard copy is not submitted, however must be available if requested by CalPERS.
- All payroll file errors must be corrected before CalPERS accepts the file.
- Payroll files must be successfully verified or cancelled prior to submitting another payroll file.
- Balance due information indicated for a successfully verified payroll file should match employer records.



File Format and Naming Standards

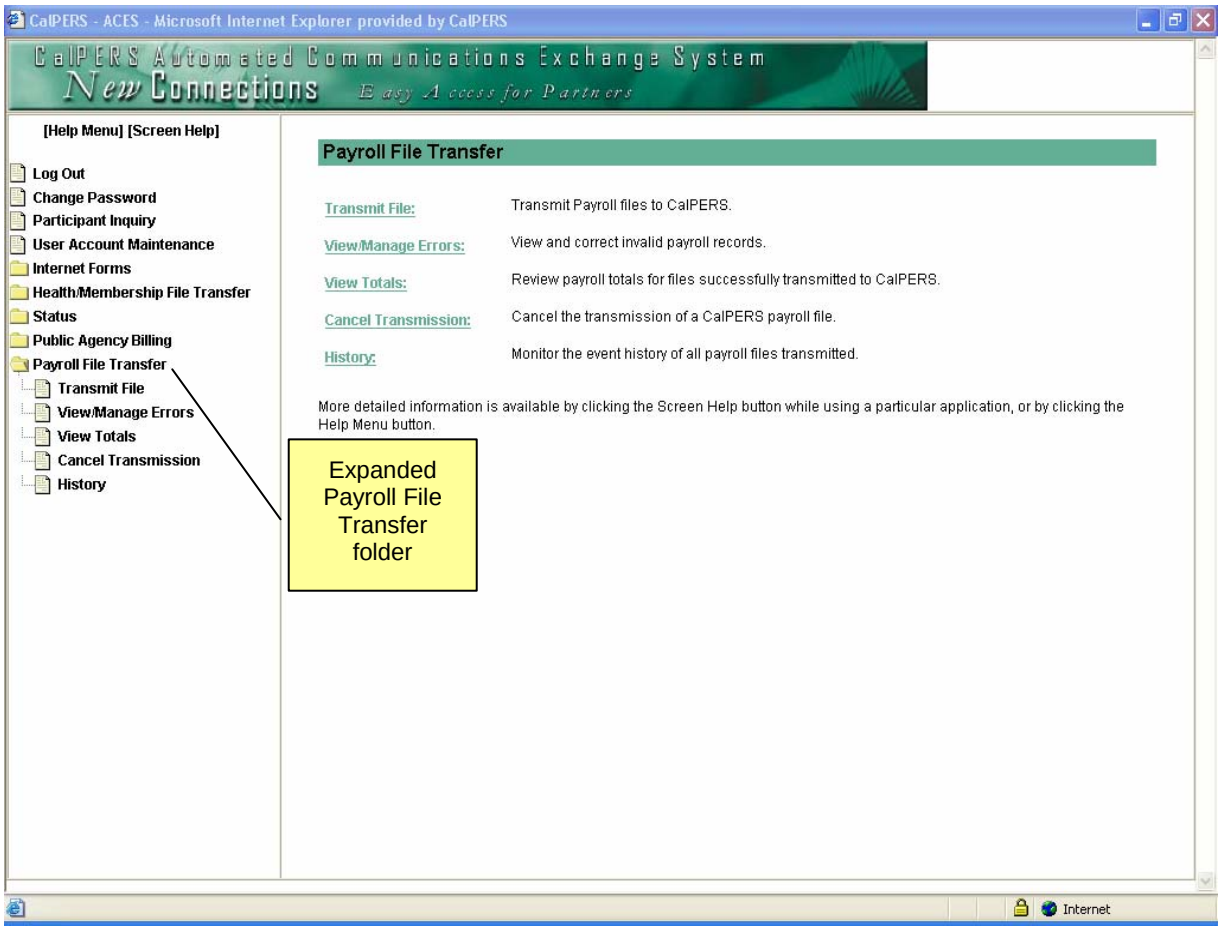
- Files must be in an acceptable text format (i.e., file extension .txt).
- The CalPERS Payroll Reporting System names the file "persfile.txt". The file name can be changed for internal retention by the employer.

Payroll File Transfer Function

Payroll File Transfer has five functions:

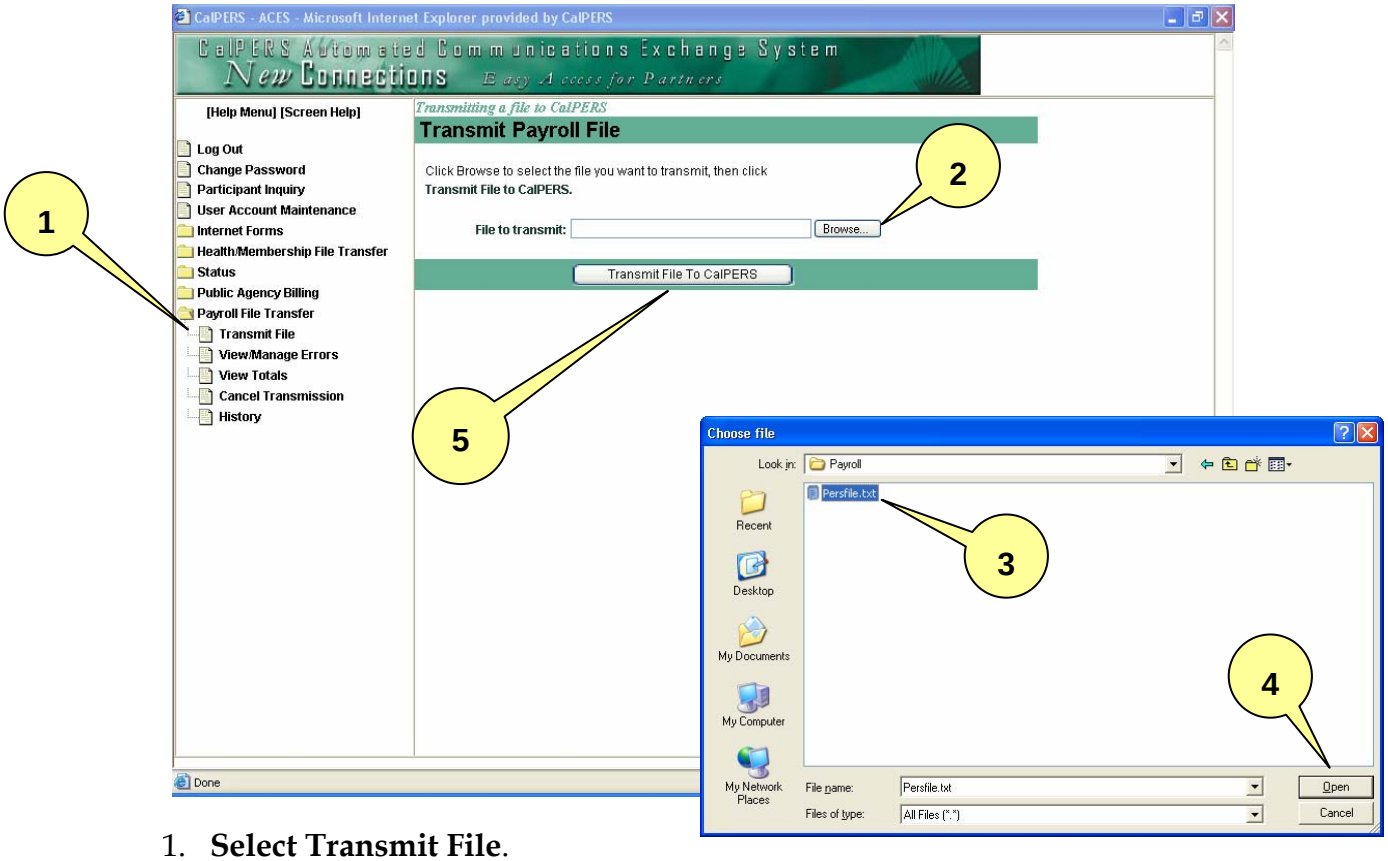
Function:	Purpose:
Transmit File	Transmits payroll files to CalPERS.
View/Manage Errors	Holds invalid payroll records until corrected and retransmitted or the file is cancelled.
View Totals	Provides *Member and Employer Contribution Totals*.
Cancel Transmission	Cancels successfully transmitted payroll file prior to 3 pm the same day. Cancels failed files at any time.
History	Maintains file status detail and associated reports.

The screen below shows the Navigation List with the ***Payroll File Transfer*** folder expanded. It shows the five functions of ***Payroll File Transfer***: ***Transmit File, View/Manage Errors, View Totals, Cancel Transmission,*** and ***History*** folders.



Transmit File

Use the Transmit File function to send a new payroll file.



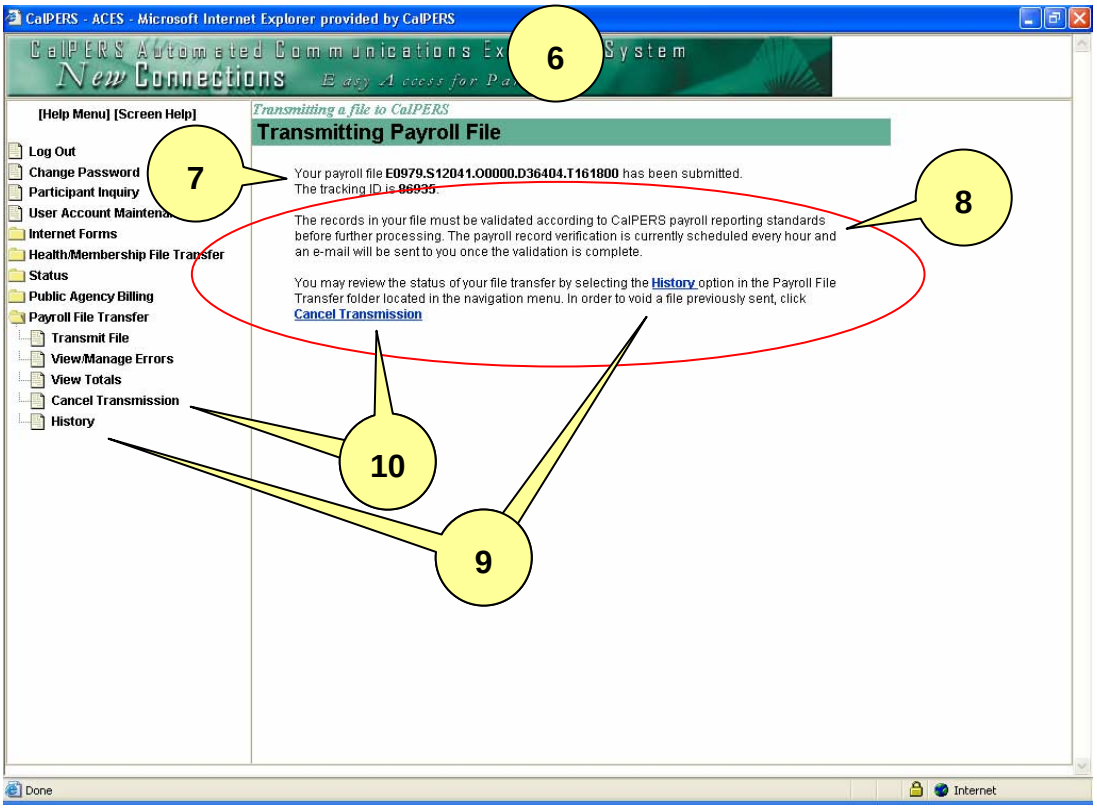
1. **Select Transmit File**.
2. **Click Browse** to locate the appropriate file.
3. **Double click** or **highlight** the appropriate file.
4. **Click Open**.
5. Once the *File to transmit* area is populated with the correct file, **click Transmit File to CalPERS**. A progress bar will indicate the status of the transmission.

NOTE: Upon clicking transmit file, you may receive an error message associated with the file transfer:

> ***"One or more agencies contained in XXXX.txt have records from another payroll file submissions awaiting verification. The file cannot be submitted until this other data has been processed"***

This error message displayed in red indicates you already have submitted a payroll file for this employer code and that file is waiting to run through the validation process. Another file cannot be transmitted until the existing file has been successfully verified or cancelled.

6. The ***Transmitting Payroll File*** page displays indicating the result of your transmission.
7. The payroll file number and tracking ID are provided. Use the tracking ID to track file status, correct errors, retransmit or cancel a file.
8. Individual file records are validated according to CalPERS reporting standards prior to further processing. The validation process runs hourly.



9. **Click *History*** for additional file status information.
10. **Click *Cancel Transmission*** to cancel the transmitted files.

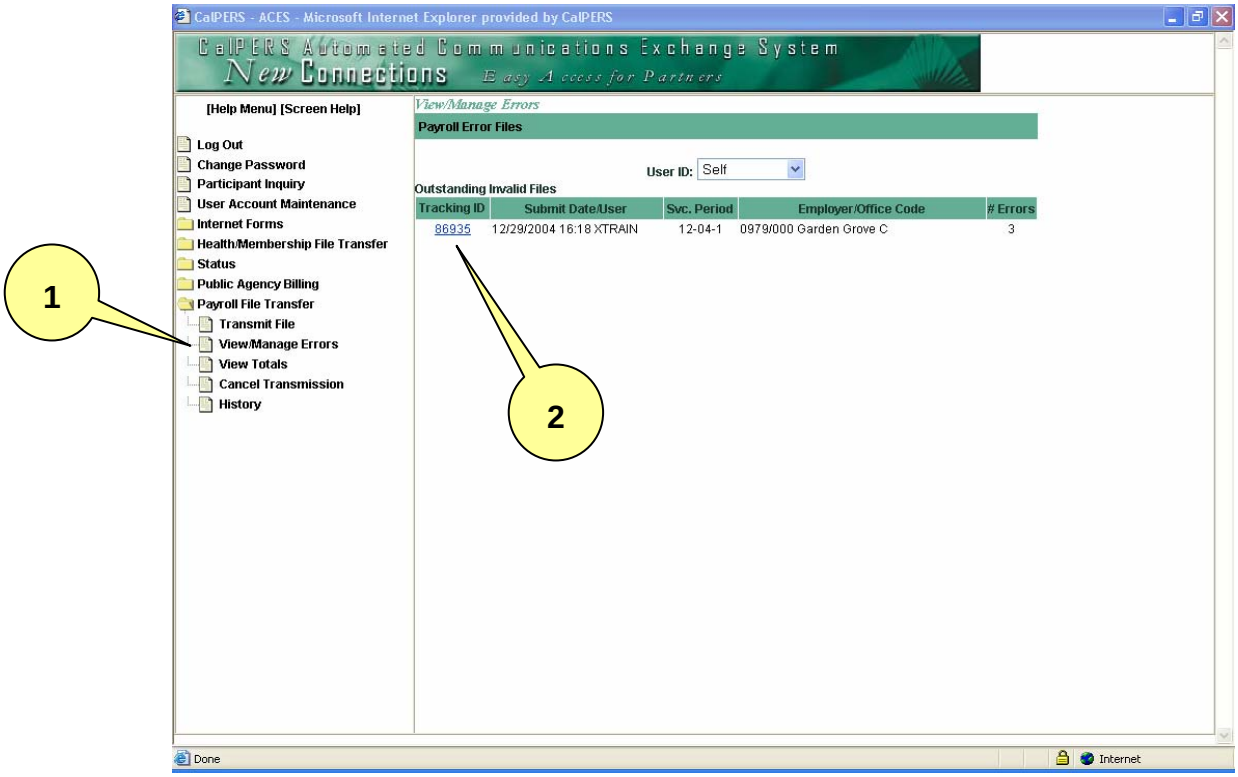
File Validation and E-mail Notification

Once the file goes through ACES validation, an email is sent to the ACES user with the results of the payroll file validation, Tracking ID number and Service Period.

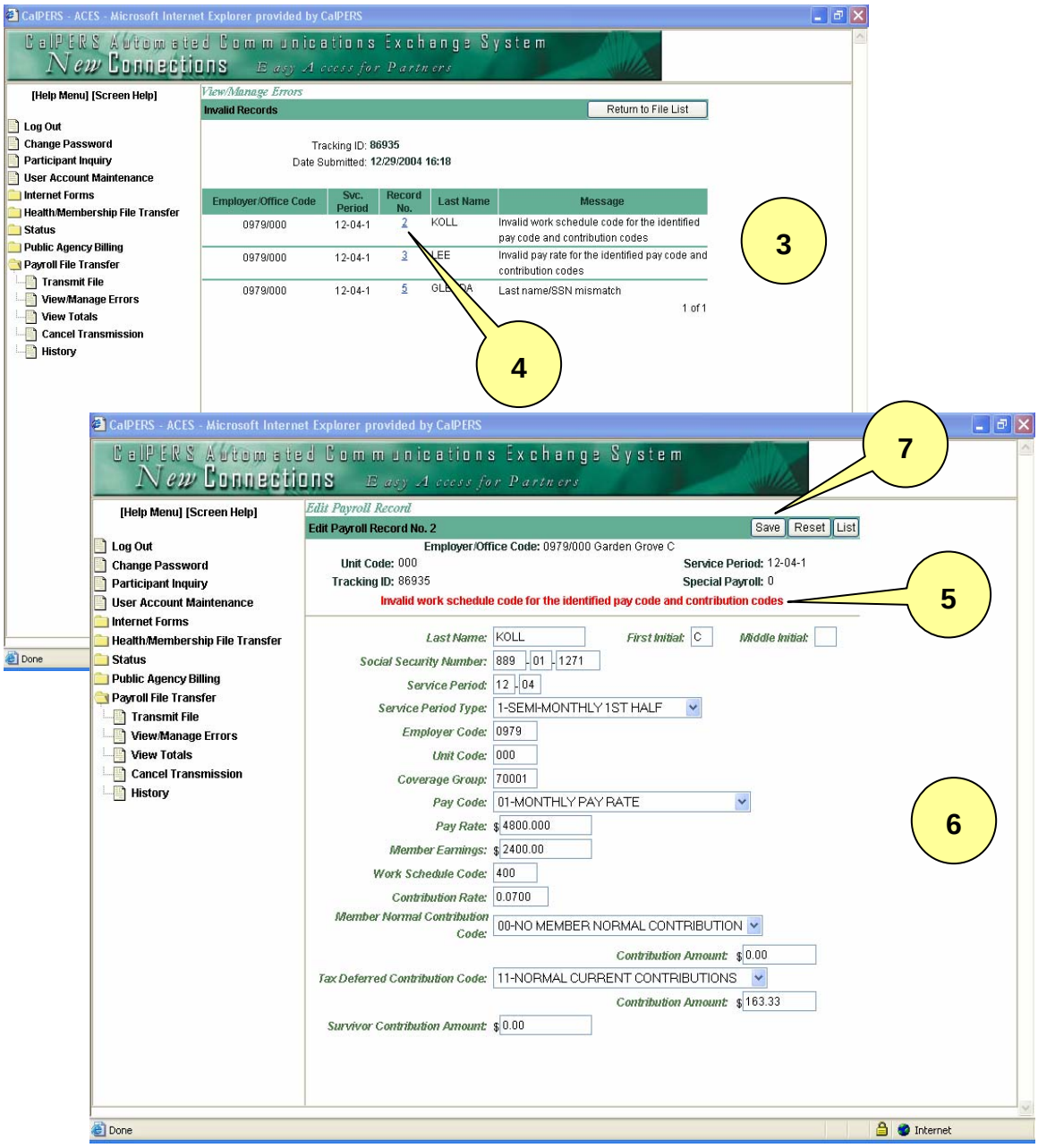
Payroll File Verification Status	Description/Message
Successful	The file is error free and will automatically transmit from ACES to CalPERS at 3pm. This email also displays the Balance Due. Payroll totals can be viewed via ACES in the *Payroll File Transfer* folder, *View Totals*.
Failed	The file contains a manageable number of errors that can be corrected via ACES in the *Payroll File Transfer* folder, *View/Manage Errors*. Transmission to CalPERS is suspended until the errors are corrected.
Rejected	The maximum number of allowed payroll record errors has been exceeded. The file is rejected by ACES and cannot be corrected online. The file must be corrected outside of ACES and retransmitted. Additional information is located via ACES in the Payroll File Transfer Folder, History, Payroll Error Report.

View / Manage Errors

1. To view the ***Payroll Error Files***, **select** ***View/Manage Errors*** in the ***Payroll File Transfer*** folder.
2. To view invalid records, **click** the **Tracking ID** of the file containing errors.

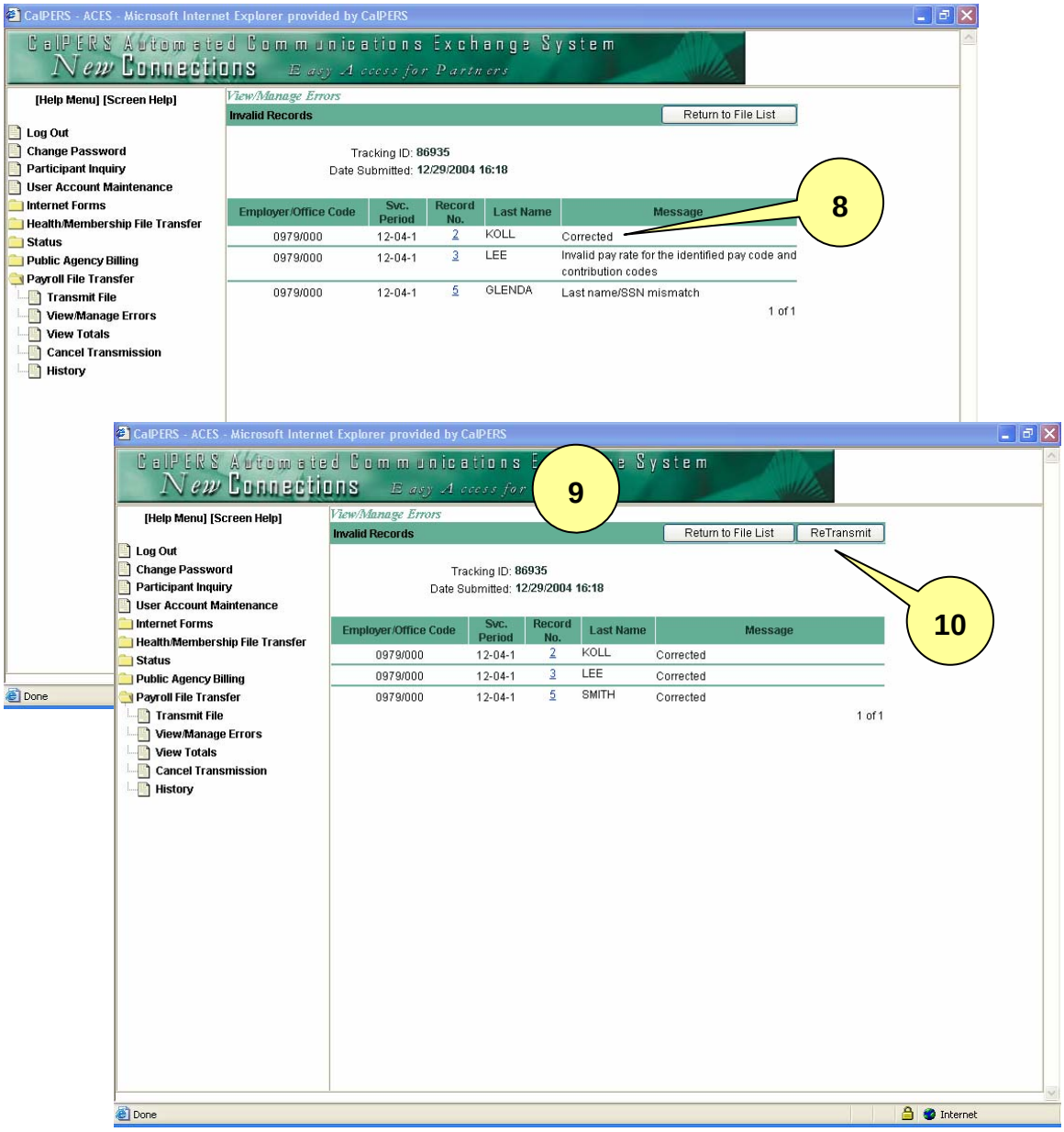


3. The ***Invalid Records*** page displays the list of errors with the descriptive error messages.
4. To view and correct the payroll record, **click** on the **Record Number**.



5. Error message displays in red.
6. Make the necessary corrections on the ***Edit Payroll Record*** page according to CalPERS payroll reporting standards.
7. **Click Save**.

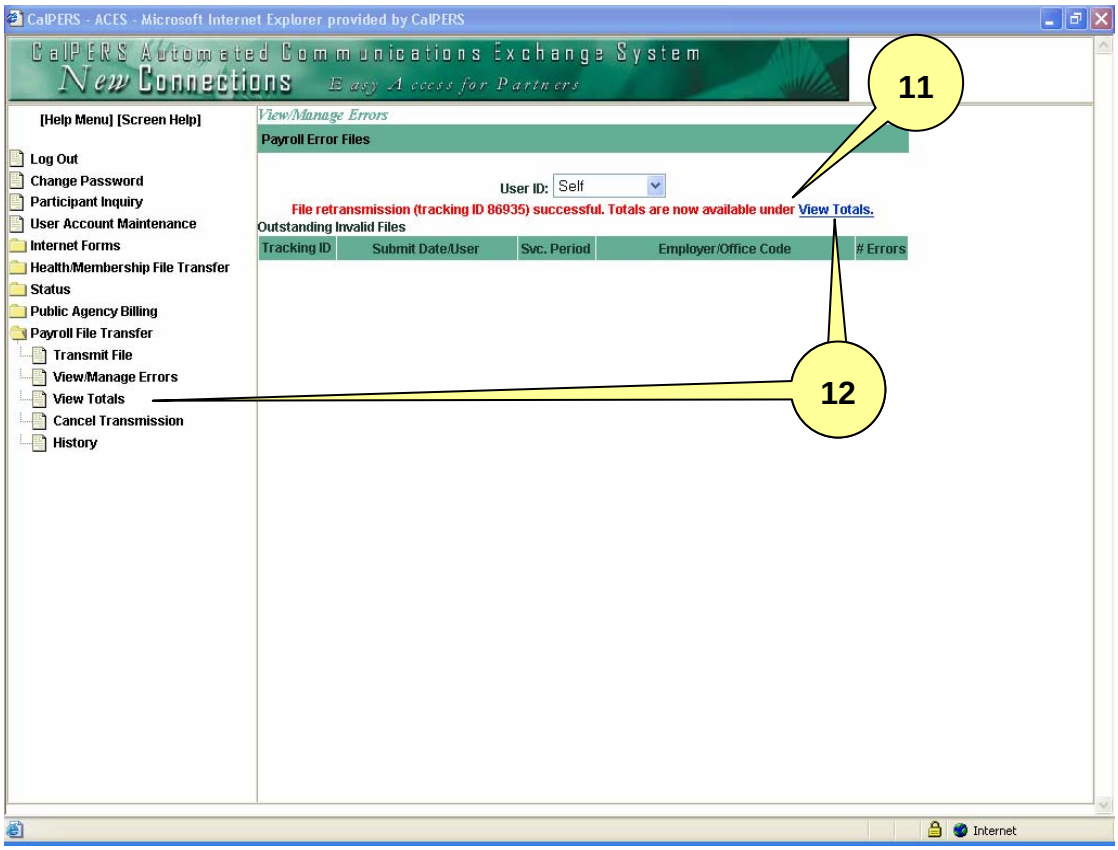
8. Once the information is in compliance, the ***Invalid Records*** page displays "**Corrected**". Continue these steps until all error transactions have been **corrected**.



9. When all errors are corrected, the **Retransmit** button appears in the top right corner of the ***Invalid Record*** page.
10. **Click Retransmit** to transmit the corrected file to CalPERS.

11. When the file is successfully retransmitted, the following message appears: "File retransmission (tracking ID *XXX*) successful. Totals are now available under **View Totals**."

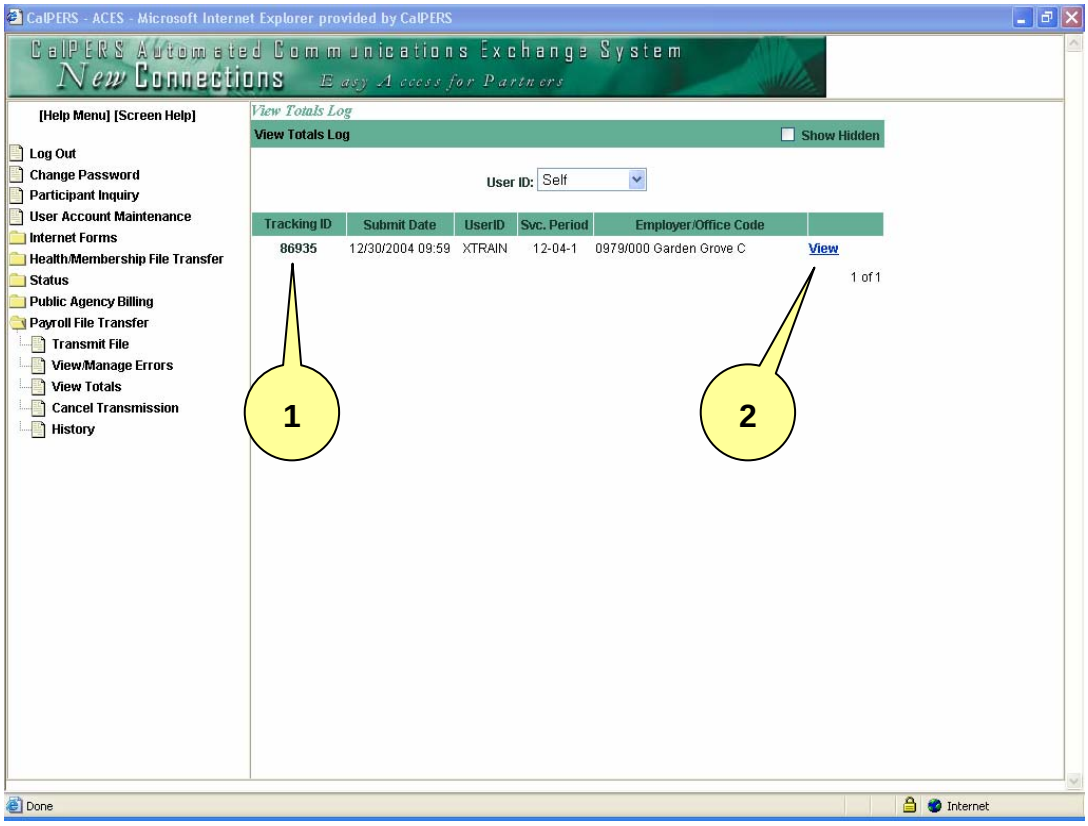
An e-mail indicating successful verification is sent including the balance due.



12. **Click** on **View Totals** to access the **View Totals Log**.

View Totals Log

1. Locate the payroll file **Tracking ID** to review file totals.
2. Click **View**.



Once the payroll file is validated, the ***Member and Employer Contribution Totals*** are available to view.

Member and Employer Contribution Totals

Payroll Summary Report - Microsoft Internet Explorer provided by CalPERS

*** FOR INFORMATIONAL PURPOSES ONLY ***
Do Not Send This Form to CalPERS

MEMBER AND EMPLOYER CONTRIBUTION TOTALS

EMPLOYER CODE	EMPLOYER NAME	OFFICE CODE
0979	Garden Grove C	000

SPECIAL PAYROLL: No

SERVICE PERIOD

MONTH	YEAR	TYPE
12	04	1

EMPLOYER CONTRIBUTIONS			
1. COVERAGE GRP.	2. EMPLOYER RATE	3. MEMBERS EARNINGS	4. EMPLOYER CONTRIBUTIONS
70001	0.000%	$17,325.00	$0.00
5. TOTAL MEMBERS EARNINGS:		$17,325.00	

6. TOTAL EMPLOYER CONTRIBUTIONS:	$0.00

MEMBER CONTRIBUTIONS	
7. NORMAL:	$0.00
8. TAX DEFERRED:	$1,355.06
9. ADDITIONAL:	$0.00
10. SUBTOTAL(7+8+9):	$1,355.06
11. SURVIVOR BENEFITS:	$0.00
12. TOTAL MEMBER CONTRIBUTIONS:	$1,355.06

13. TOTAL MEMBER AND EMPLOYER CONTRIBUTIONS (ITEM 6 + 12):	$1,355.06

16. BALANCE DUE:	$1,355.06

Done Internet

The ***Member and Employer Contribution Totals*** screen is for informational purposes only. The totals are available for comparison purposes or to enter on the **Summary Report, Member and Employer Contributions** form (PERS AESD 626). Submit the PERS AESD 626 according to the payment method used. (See next page.)

Note: Do NOT send a print of this screen to CalPERS

Submitting the Summary Report to CalPERS

When payroll file is submitted via ACES, the ***Summary Report, Member and Employer Contributions*** form (PERS AESD 626) is sent to CalPERS based on payment method:

1. If full advance is paid OR contributions are paid through Electronic Funds Transfer (EFT):
   - Fax final summary to the Fiscal Services Division at (916) 231-7901.
   - Send payroll file via ACES the same day.

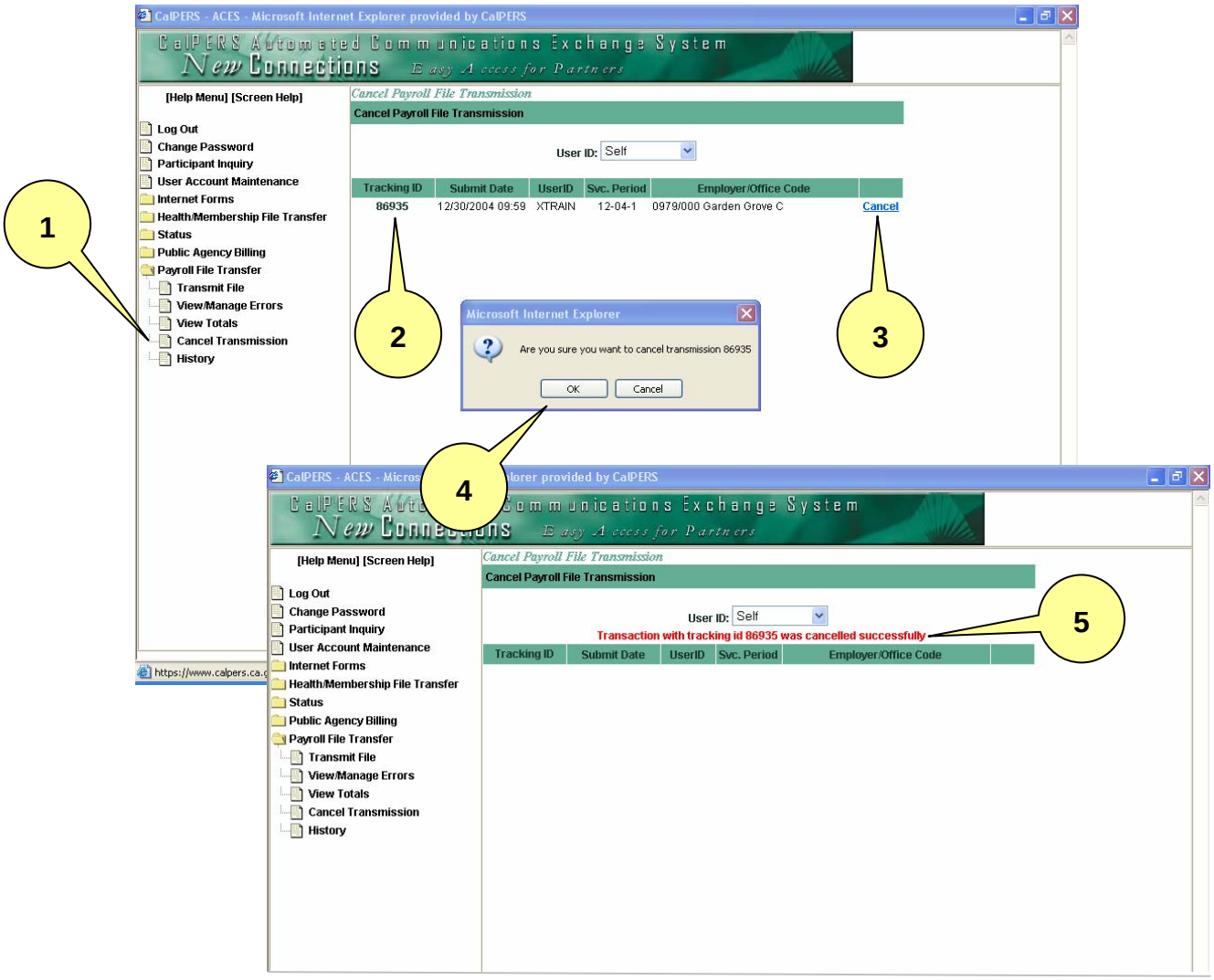
2. If contributions are paid by check:
   - Send the check and final summary through the mail. Mark "ACES" on the top of the summary.
   - Send payroll file via ACES the same day the summary and check are mailed.

Note: "**ACES**" must be written at the top of the Summary Report.

Cancel Transmission

A successfully verified payroll file can be cancelled prior to 3:00 PM the same business day submitted. At 3:00 PM files are picked up by CalPERS for processing and can not be cancelled. Use ***Cancel Transmission*** to cancel a payroll file.

1. **Select *Cancel Transmission.***
2. Locate the **Tracking ID** to cancel the appropriate file.
3. **Click Cancel**.
4. **Click OK**.

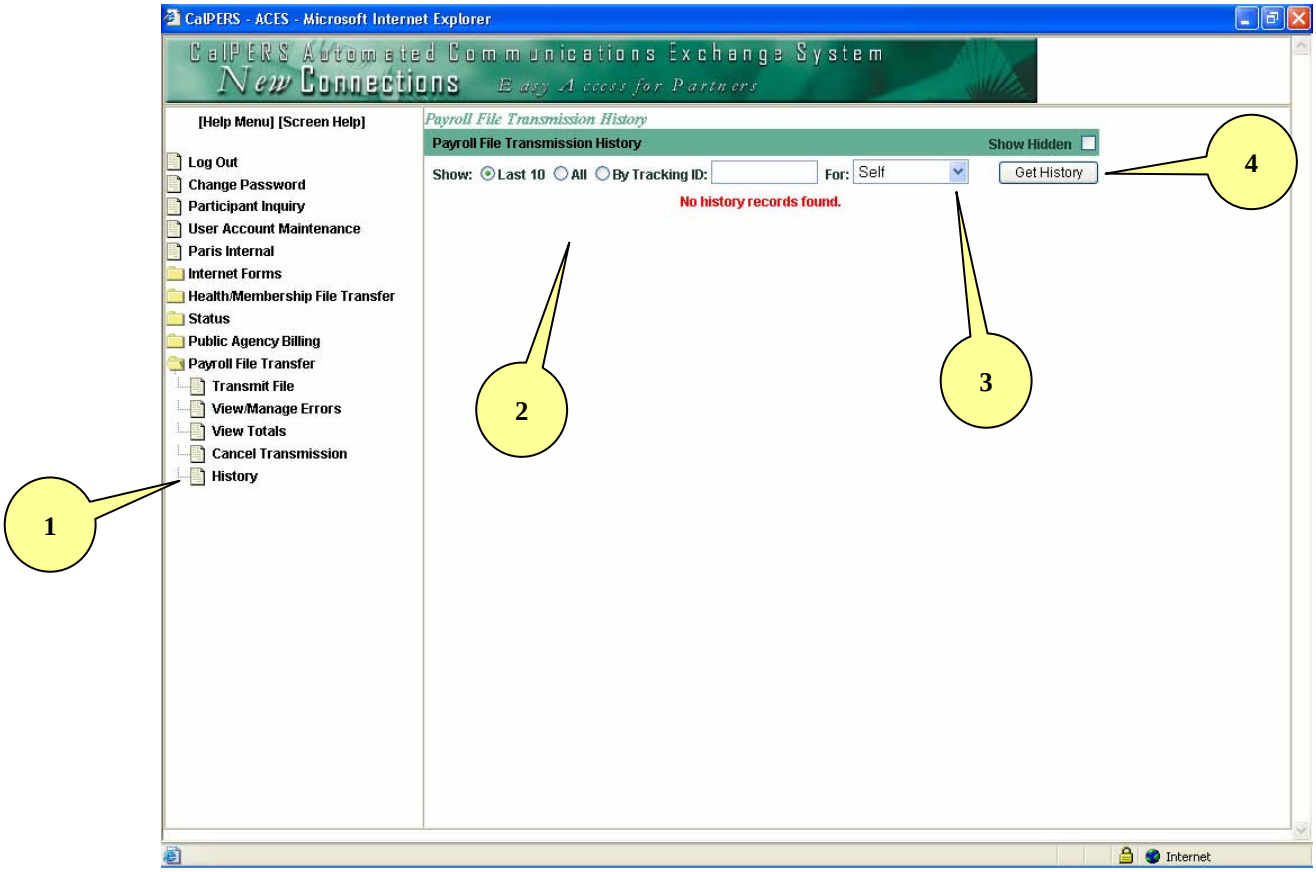


5. When successful, the following message appears:
   "Transaction with tracking ID # *XX* was cancelled successfully".

> **Note**: Failed payroll files can be cancelled at any time.

History

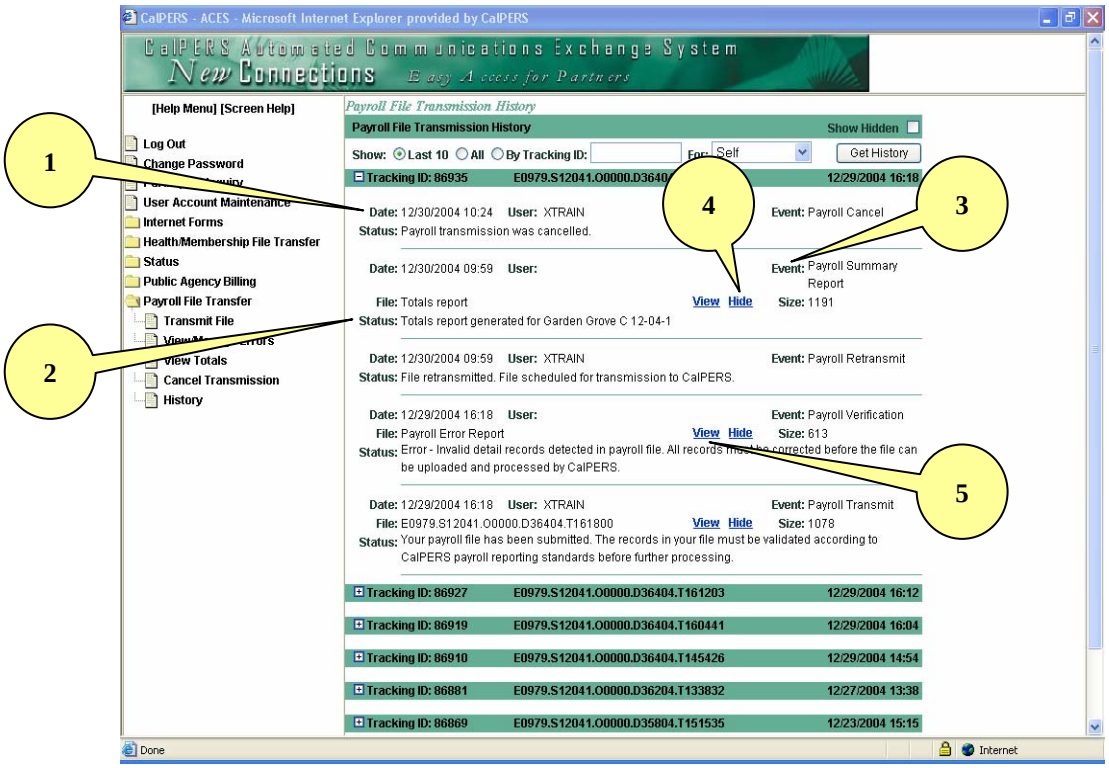
Payroll File Transmission History maintains payroll file status detail and associated reports. These records are retained in History for twelve months. Use ***History*** to access ***Payroll File Transmission History.***



1. **Select** ***History.***
2. **Choose** the **radio button** next to **Show:** for **Last 10, All or By Tracking ID** (enter tracking ID number) to view a specific payroll file transmission history.
3. **Click drop down** to select Self, Organization or a specific user ID. ACES will default to Self.
4. Click **Get History** to view file history.

History (cont.')

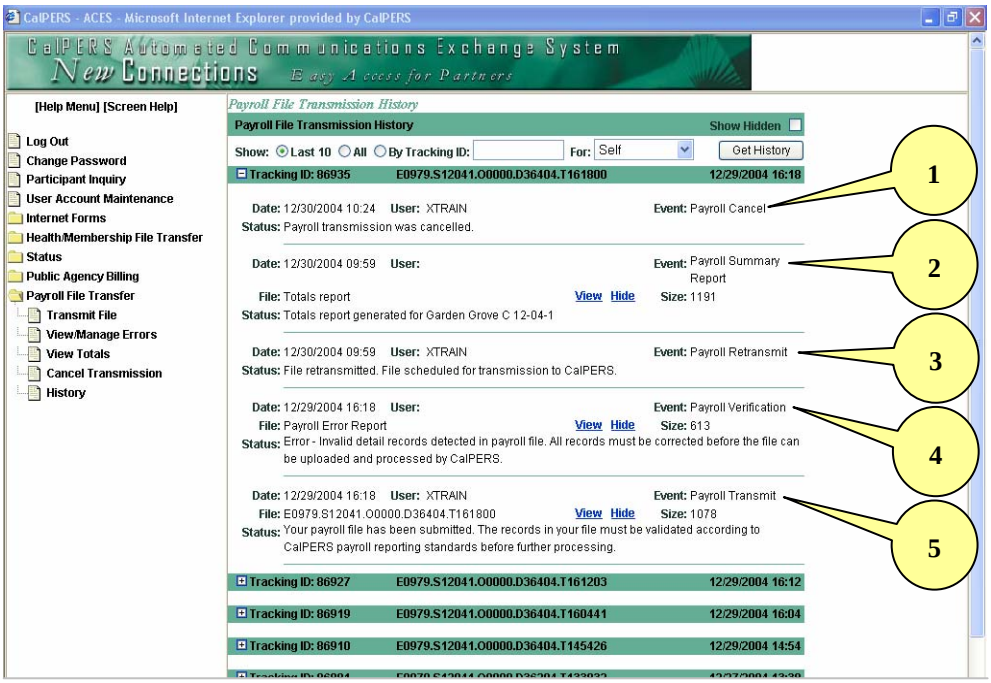
Payroll File Transmission History monitors the event history of all payroll files transmitted.



1. Date – Displays in most recent date and time order.
2. Status – Status of Action Performed.
3. Event – Action Performed; Payroll Transmit, Payroll Verification, Payroll Retransmit, Payroll Summary Report or Payroll Cancel.
4. Hide – Hide specific event from view.
5. View – Provides additional detail, based on the event performed.

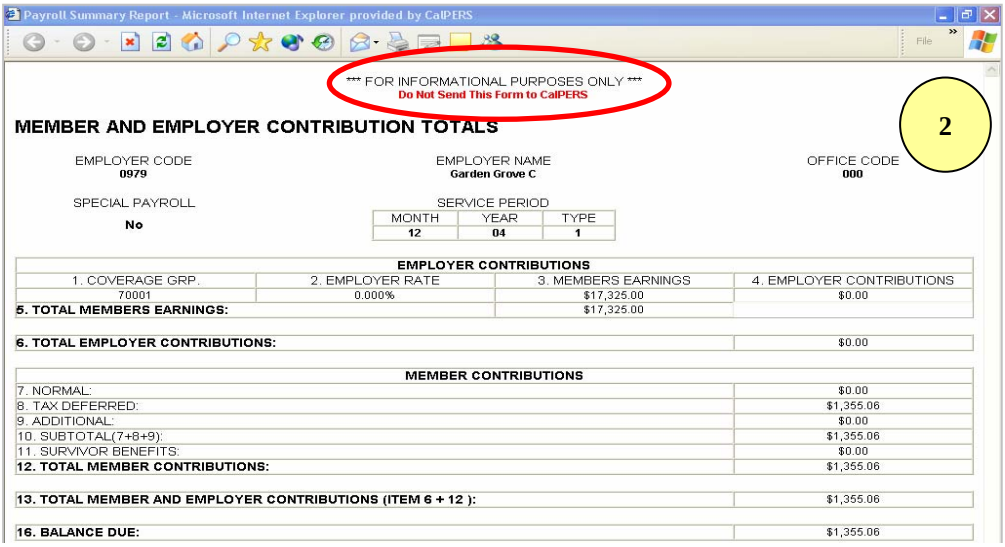
History (cont.')

The ACES user can **select View** for an associated text file.



1. Payroll Transmission Cancelled; No associated text file to **view**.
2. Payroll Summary Report; **Click View** to see Payroll Totals.
3. Payroll File Retransmit; No associated text file to **view**.
4. Payroll Error Report; **Click View** to see Error Report. (See next page.)
5. Payroll Source File; **Click View** to see payroll source text file. (See next page.)

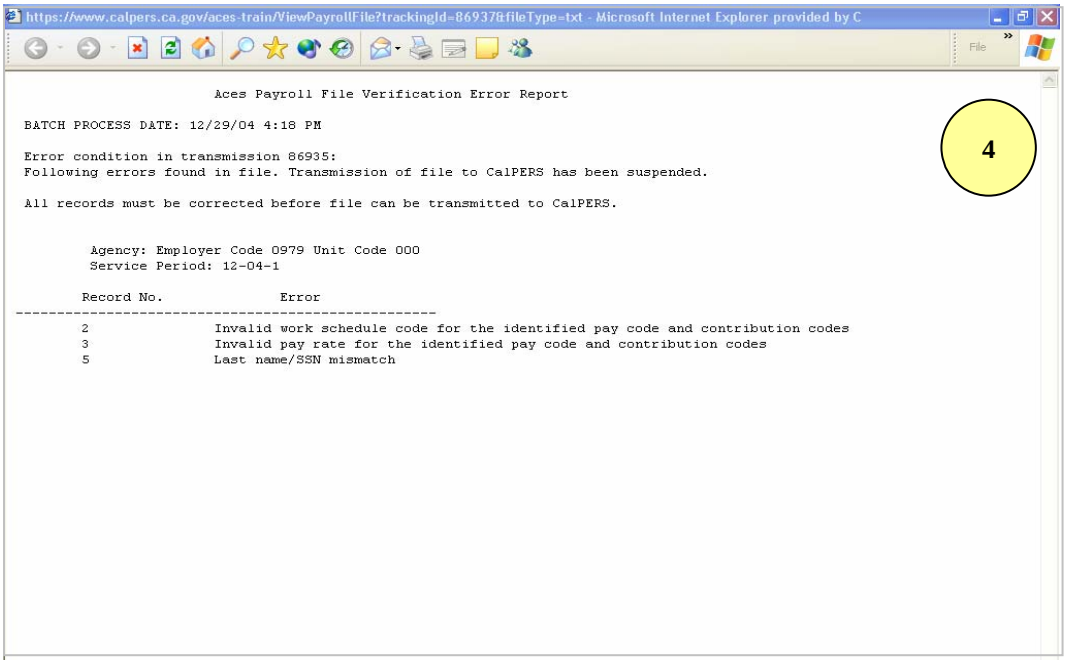
Payroll Summary Report



Please Note: The totals are for informational purposes only. The screen should NOT be printed and sent to CalPERS. Payroll totals are available to transfer to the PERS AESD626.

History (cont.')

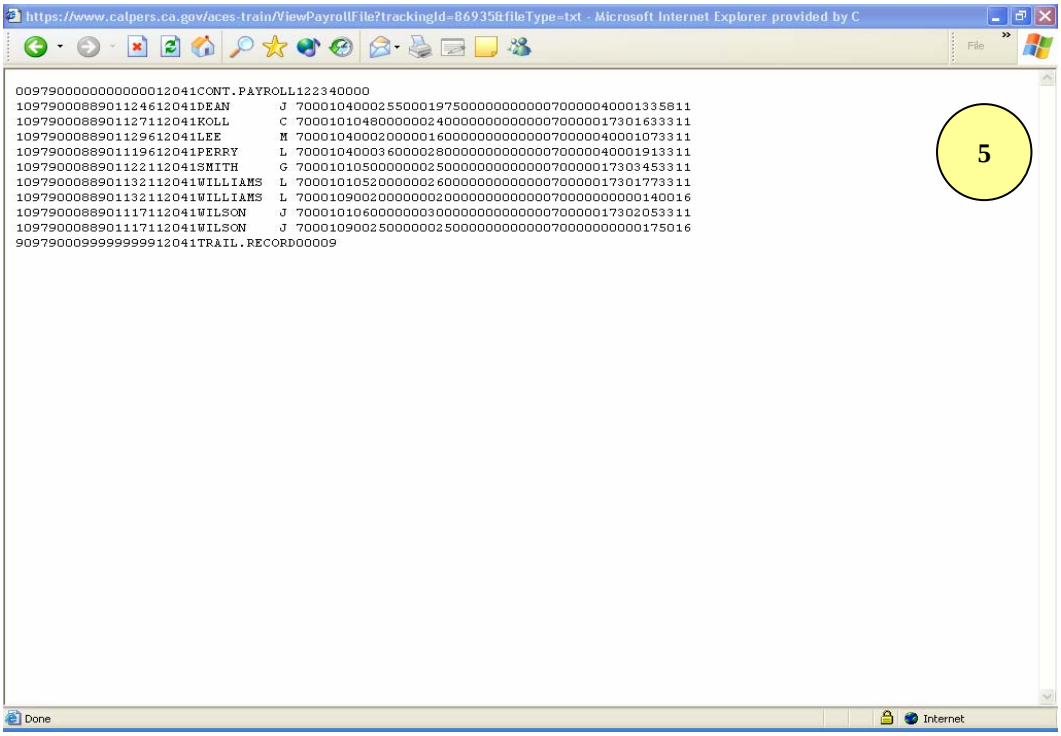
Payroll Error Report




```
                    Aces Payroll File Verification Error Report

 BATCH PROCESS DATE: 12/29/04 4:18 PM

 Error condition in transmission 86935:
 Following errors found in file. Transmission of file to CalPERS has been suspended.

 All records must be corrected before file can be transmitted to CalPERS.


        Agency: Employer Code 0979 Unit Code 000
        Service Period: 12-04-1

       Record No.              Error
-----------------------------------------------------
       2               Invalid work schedule code for the identified pay code and contribution codes
       3               Invalid pay rate for the identified pay code and contribution codes
       5               Last name/SSN mismatch
```

The ***ACES Payroll File Verification Error Report*** provides the invalid Record Number and a brief description of the Error.

Payroll Source Text File.




```
0097900000000000012041CONT.PAYROLL122340000
1097900088901124612041DEAN      J 7000104000255000197500000000000700000400013358 11
1097900088901127112041KOLL      C 7000101048000000240000000000000700000173016333 11
1097900088901129612041LEE       M 7000104000200000160000000000000700000400010733 11
1097900088901119612041PERRY     L 7000104000360000280000000000000700000400019133 11
1097900088901122112041SMITH     G 7000101050000000250000000000000700000173034533 11
1097900088901132112041WILLIAMS  L 7000101052000000260000000000000700000173017733 11
1097900088901132112041WILLIAMS  L 7000109002000000020000000000000700000000000140016
1097900088901117112041WILSON    J 7000101060000000300000000000000700000173020533 11
1097900088901117112041WILSON    J 7000109002500000025000000000000700000000000175016
9097900099999999912041TRAIL.RECORD00009
```

ACES PAYROLL EDITS

COMMON ERROR DESCRIPTION & RESOLUTION

Error Message	Definition	Possible Resolution

Appointment not found	The employee does not have an active CalPERS appointment with your agency for the period identified on the payroll record.	• Verify accuracy of SSN on payroll record
		• If SSN is correct on payroll record, process new PERS enrollment via ACES Internet forms
		  o Once updated in CalPERS database then record can be saved
		• If SSN is incorrect on payroll record, view Participant Inquiry with correct SSN to determine if appointment exists
		  o If appointment exists with the agency, correct the SSN on the payroll record and save; update your files
		  o If appointment does not exist, process new PERS enrollment via ACES Internet forms
		  o Once updated in CalPERS database then record can be saved

Last and first name/SSN mismatch	The first 3 letters of member's last name and first initial of first name identified on payroll record do not match the CalPERS database.	• Verify accuracy of SSN on payroll record • Compare name on payroll record against name in Participant Inquiry • If Participant Inquiry is correct, change name on payroll record and update your files • If payroll record is correct, process name change via Participant Change in Internet Forms. Once updated in CalPERS database, record can be saved
Invalid coverage group	The coverage group identified on payroll record does not match the coverage group reflected in the CalPERS database for the reporting period.	• View coverage group in Participant Inquiry • If Participant Inquiry is correct, change the payroll record and update your files • If payroll record is correct, contact CalPERS at 888-CalPERS (225-7377) to update CalPERS database

Error Message	Definition	Possible Resolution
For the identified contribution codes, the service period reported on the record must be the same as the service period reported on the file header	According to the contribution code reported (01 or 11), the service period for the payroll record must be the same as the file service period.	• If the payroll record is for a service period prior to the file header, change the contribution code • If the payroll record is for the current service period, change the service period on the payroll record to match the header
For the identified contribution codes, the service period reported on the record must be prior to the service period reported on the file header	According to the contribution code reported, the service period for the payroll record must be prior to the file service period.	• If the payroll record is for a service period prior to the file header, change the service period on the payroll record to be prior to the file header • If the payroll record is for the current service period, change the contribution code to 01 or 11
Invalid pay rate for the identified pay code and contribution codes	The pay rate reported is not applicable for the corresponding pay code (i.e. pay rate of $15.000 but monthly pay code 01).	• Verify accuracy and basis of pay rate (monthly, hourly or daily) • Verify accuracy of pay code (01, 04 or 08) based on reported pay rate
Invalid pay code for the identified contribution codes	The pay code reported is not applicable with the identified contribution code (i.e., pay code 09 with contribution code 01).	• When reporting special compensation with contribution code 06 or TDMC 16, the pay code must be 09 • When reporting normal earnings the pay code must equal 01, 04 or 08 • When reporting contribution receivables with contribution code 04 or TDMC 14, the pay code must be 00
Invalid pay rate	Pay rate reported is not an acceptable value.	• Pay rate must be a positive value
Invalid work schedule code for the identified pay code and contribution codes	The work schedule code reported is not applicable with corresponding pay code (i.e. work schedule code 400 with pay code 01. This calculates to full time equaling 400 hours/month).	• Verify that pay code (01, 04 or 08) is correct based on pay rate (monthly, hourly or daily) • If pay code is 01 (Monthly) then work schedule code must be between 147 and 260 • If pay code is 04 (Hourly) then work schedule code must be between 340 and 600 • If pay code is 08 (Daily) then work schedule code must be between 040 and 070

Error Message	Definition	Possible Resolution
Pay rate and member earnings must be the same for special compensation	When reporting special compensation (contribution code 06 or TDMC 16), pay rate must equal the absolute value of member earnings.	• Verify that member earnings equal pay rate when reporting special compensation
Member earnings divided by pay rate generates excess service credit for this period	The service credit calculated based on the member earnings and pay rate reported, exceeds the maximum allowable for the service period.	• Verify that member earnings represent reportable compensation only (i.e., no overtime, lump sum payments, vacation cash-outs, etc.) • Verify that pay rate is the employee's **full time** rate regardless of reporting frequency
One or more agencies contained in PERSFILE.txt have records from another payroll file submissions awaiting verification. The file cannot be submitted until this other data has been processed.	A previously transmitted file for this employer is awaiting verification. Another file cannot be sent until the verification is complete and all records are determined to be valid.	• Await e-mail notification indicating the status of the previous file verification • If verification was successful, then transmit next file • If verification failed, correct invalid records via View/Manage Errors in Payroll File Transfer folder • Re transmit file once all invalid records are correct • Transmit next file
One or more agencies contained in PERSFILE.txt have invalid records from previous payroll file submissions awaiting correction and/or re-transmission. This file cannot be submitted until this other data has been processed.	A previously transmitted file for this employer contains outstanding invalid records. All invalid records must be corrected and the file retransmitted before another payroll file can be sent.	• Correct invalid records via View/Manage Errors in Payroll File Transfer folder • Re transmit file once all invalid records are correct • Transmit next file