Common Payroll Errors and Resolutions

Payroll Contribution Reporting CSV File

Error Message	Resolution
1. *One or more data columns are missing. CSV has a requirement of 34 columns, but file contains {0} columns. Please refer to the Payroll Contribution Reporting CSV File template for the default header columns.* 2. *The sort order of the header columns are incorrect. Please refer to the Payroll Contribution Reporting CSV File template for the required headers sort order.* 3. *Column header order is altered or changed, as it must remain fixed and modified.* 4. *File has failed level one validation. The sort order of the header columns is incorrect.* **Note:** *File will not process if there are spaces or formatting is incorrect.*	Verify the CSV file contains exactly 34 data columns, and every header is present, spelled correctly, and formatted exactly as defined in the Payroll Contribution Reporting CSV File template. The header columns must remain in the fixed sequence shown in the template – do not reorder, add spaces, change capitalization, or apply any formatting. Any change in column count, sort order, or header formatting will prevent the file from passing level one validation and stop it from processing.
5. *A duplicate file name exists.*	A file with the same name already exists in the system. Update the filename using the required naming convention (e.g., include a new timestamp) to prevent duplicates.

CalPERS

Error Message	Resolution
6. *The file name should be of the following format: yyyymmddhhmiss_sss_10058.csv where yyyymmddhhmiss_sss is the date and time of upload and 10058 is the interface type id.*	Rename the file to match the required format: yyyymmddhhmiss_sss_10058.csv. The first part must reflect the date and time of upload (yyyymmddhhmiss_sss), and the file **must** end with '_10058.csv' to indicate the correct interface type.
7. *Commas are not allowed in the data fields. Please review the file and remove commas.*	Remove all commas from within the data fields of the file. Commas break the required CSV format and will cause errors – if needed, replace commas with another character (e.g., space, dash, etc.) to keep the data valid before resubmitting.
8. *A payroll record has been reported for the earned period.*	This error indicates a payroll record has already been reported for the same earned period. Review the reported records to confirm if the entry was previously submitted. If corrections are needed, submit an adjustment record rather than re-reporting the same earned period.
9. *An invalid pay rate type has been reported.*	Verify the pay rate type reported matches one of the valid codes listed in the Payroll Contribution Reporting CSV File specifications. Correct the value in the file to a valid pay rate type (e.g., Hourly, Monthly, Daily, etc.) before resubmitting.
10. *One or more records require the Earned Period Begin Date to occur before Earned Period End Date. Identifier [CalPERS ID = ##########, Last Name= XYZ].*	The file contains one or more records using a *Record Period Begin Date* occurring after the *Record Period End Date*. Adjust the *Record Period Begin Date* or *Record Period End Date* so the begin date occurs before the end date.

Error Message	Resolution
11. *Payroll report for Report Type REG has already been processed.*	The file contains a report using an earned period that has already been reported in myCalPERS. You can validate this by checking the *Report Period Begin Date* and *Report Period End Date* within the CSV file against the Payroll Schedule page in myCalPERS. If the *Report Period Begin Date* and *Report Period End Date* appear "Suspended" or "Posted" within the myCalPERS Payroll Schedule page, you can no longer submit a report using those same dates. To resolve this error, cancel the report in myCalPERS and resubmit with a new file name, use the suspended report to make corrections, or submit an adjustment report.
12. *One or more records within the payroll report have an incorrect Transaction Type reported. Report the payroll with the "Earned Period Reporting" Transaction Type. Identifier [CalPERS ID = #########, Last Name = XYZ].*	The file contains one or more records with a *Type of Transaction* reported as 'EPR' with prior period record begin and end dates. If a transaction is using prior period begin and end dates, you must use an adjustment transaction type. **Note**: The file will fail on the first record causing the level one error. To identify all records potentially causing this error, open the file in a spreadsheet application or text editor and use the Sort or Filter feature to locate transactions with future dates.
13. *One or more records require the Earned Period Begin Date of the record to occur on or after the Earned Period Begin Date of the report. Identifier [CalPERS ID=##########, LastName=XYZ]*	The file contains a participant record with a Record Period Begin Date occurring before the Report Period Begin Date. A correction must be made to the participant's Record Period Begin Date so it occurs on or after the Report Period Begin Date. If a prior period date was entered for an adjustment, you must change the Type of Transaction to an adjustment transaction type (i.e., PPA, PPN, RSA, or RSC).

Error Message	Resolution
14. A future dated payroll record period begin/end date cannot be reported within the payroll report [CalPERS Id: ##########, Reported Period: XXXX-XX-XX]	The file contains one or more participant records with a *Record Period Begin Date* and/or *Record Period End Date* containing a future date outside the reported period. To resolve, confirm all records fall within the payroll *Report Period Begin Date* and *Report Period End Date* and make changes as needed. **Note**: The file will fail on the first record causing the level one error. To identify all records potentially causing this error, open the file in a spreadsheet application or text editor and use the Sort or Filter feature to locate transactions with future dates.
15. Payroll Schedule Not Found	The file contains a report using a *Report Period Begin Date* and *Report Period End Date* that does not match your current payroll schedule. Validate the correct reporting dates within the row of the file and resubmit. **Note**: To ensure your file does not automatically post, create a record with an error. This will suspend the report so you can make the appropriate adjustments.