

# Common Payroll Errors and Resolutions

## Payroll Contribution Reporting CSV File

Error Message	Resolution
<p>1. <i>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.</i></p> <p>2. <i>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.</i></p> <p>3. <i>Column header order is altered or changed, as it must remain fixed and modified.</i></p> <p>4. <i>File has failed level one validation. The sort order of the header columns is incorrect.</i></p> <p><b>Note:</b> <i>File will not process if there are spaces or formatting is incorrect.</i></p>	<p>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.</p> <p>The header columns must remain in the fixed sequence shown in the template – do not reorder, add spaces, change capitalization, or apply any formatting.</p> <p>Any change in column count, sort order, or header formatting will prevent the file from passing level one validation and stop it from processing.</p>
<p>5. <i>A duplicate file name exists.</i></p>	<p>A file with the same name already exists in the system.</p> <p>Update the filename using the required naming convention (e.g., include a new timestamp) to prevent duplicates.</p>

Error Message	Resolution
<p>6. <i>The file name should be of the following format:  yyyyymmddhhmiss_sss_10058.csv  where yyyymmddhhmiss_sss is the date and time of upload and 10058 is the interface type id.</i></p>	<p>Rename the file to match the required format:  yyyyymmddhhmiss_sss_10058.csv.</p> <p>The first part must reflect the date and time of upload (yyyyymmddhhmiss_sss), and the file <b>must</b> end with ‘_10058.csv’ to indicate the correct interface type.</p>
<p>7. <i>Commas are not allowed in the data fields. Please review the file and remove commas.</i></p>	<p>Remove all commas from within the data fields of the file.</p> <p>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.</p>
<p>8. <i>A payroll record has been reported for the earned period.</i></p>	<p>This error indicates a payroll record has already been reported for the same earned period.</p> <p>Review the reported records to confirm if the entry was previously submitted.</p> <p>If corrections are needed, submit an adjustment record rather than re-reporting the same earned period.</p>
<p>9. <i>An invalid pay rate type has been reported.</i></p>	<p>Verify the pay rate type reported matches one of the valid codes listed in the Payroll Contribution Reporting CSV File specifications.</p> <p>Correct the value in the file to a valid pay rate type (e.g., Hourly, Monthly, Daily, etc.) before resubmitting.</p>
<p>10. <i>One or more records require the Earned Period Begin Date to occur before Earned Period End Date. Identifier [CalPERS ID = #####, Last Name= XYZ].</i></p>	<p>The file contains one or more records using a <i>Record Period Begin Date</i> occurring after the <i>Record Period End Date</i>.</p> <p>Adjust the <i>Record Period Begin Date</i> or <i>Record Period End Date</i> so the begin date occurs before the end date.</p>

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<p>11. <i>Payroll report for Report Type REG has already been processed.</i></p>	<p>The file contains a report using an earned period that has already been reported in myCalPERS.</p> <p>You can validate this by checking the <i>Report Period Begin Date</i> and <i>Report Period End Date</i> within the CSV file against the Payroll Schedule page in myCalPERS.</p> <p>If the <i>Report Period Begin Date</i> and <i>Report Period End Date</i> appear “Suspended” or “Posted” within the myCalPERS Payroll Schedule page, you can no longer submit a report using those same dates.</p> <p>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.</p>
<p>12. <i>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].</i></p>	<p>The file contains one or more records with a <i>Type of Transaction</i> reported as ‘EPR’ with prior period record begin and end dates.</p> <p>If a transaction is using prior period begin and end dates, you must use an adjustment transaction type.</p> <p><b>Note:</b> 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.</p>
<p>13. <i>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]</i></p>	<p>The file contains a participant record with a Record Period Begin Date occurring before the Report Period Begin Date.</p> <p>A correction must be made to the participant’s Record Period Begin Date so it occurs on or after the Report Period Begin Date.</p> <p>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).</p>

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<p>14. A future dated payroll record period begin/end date cannot be reported within the payroll report [CalPERS Id: #####, Reported Period: XXXX-XX-XX]</p>	<p>The file contains one or more participant records with a <i>Record Period Begin Date</i> and/or <i>Record Period End Date</i> containing a future date outside the reported period.</p> <p>To resolve, confirm all records fall within the payroll <i>Report Period Begin Date</i> and <i>Report Period End Date</i> and make changes as needed.</p> <p><b>Note:</b> 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.</p>
<p>15. Payroll Schedule Not Found</p>	<p>The file contains a report using a <i>Report Period Begin Date</i> and <i>Report Period End Date</i> that does not match your current payroll schedule.</p> <p>Validate the correct reporting dates within the row of the file and resubmit.</p> <p><b>Note:</b> 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.</p>