



Guided Practice 8B

Correcting Errors during the Import Process

January 10, 2017

This guide will walk you through how to find and fix the errors encountered during the deduction report import process.

This guided practice assumes you already know how to:

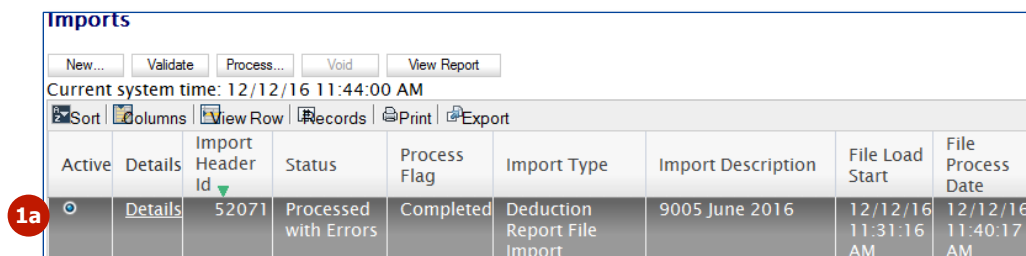
- [Log in to MyTRS](#) (pdf)
- Import the monthly deduction report text file from your payroll system

For additional information and troubleshooting please contact your district's assigned ESU Representative or EmpSup@trb.state.ma.us

If the Status field says “Processed with Errors” when you import your monthly deduction report text file, you need to determine what is causing the file to fail.

1. To view the report that will show you the record(s) causing the issues:

a. Select the report.



Imports

New... Validate Process... Void View Report

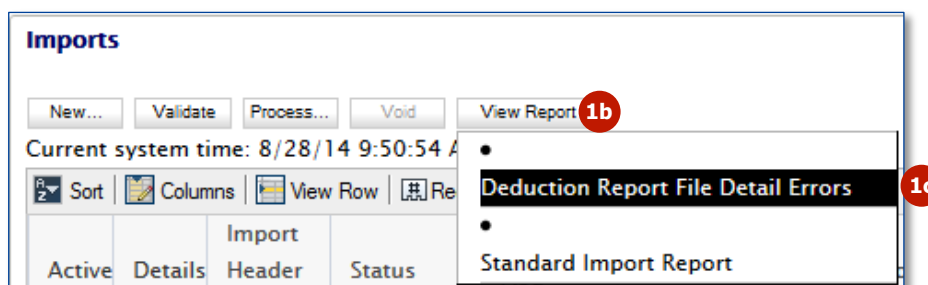
Current system time: 12/12/16 11:44:00 AM

Sort Columns View Row Records Print Export

| Active | Details | Import Header Id | Status | Process Flag | Import Type | Import Description | File Load Start | File Process Date |
|----------------------------------|---------|------------------|-----------------------|--------------|------------------------------|--------------------|----------------------|----------------------|
| <input checked="" type="radio"/> | Details | 52071 | Processed with Errors | Completed | Deduction Report File Import | 9005 June 2016 | 12/12/16 11:31:16 AM | 12/12/16 11:40:17 AM |

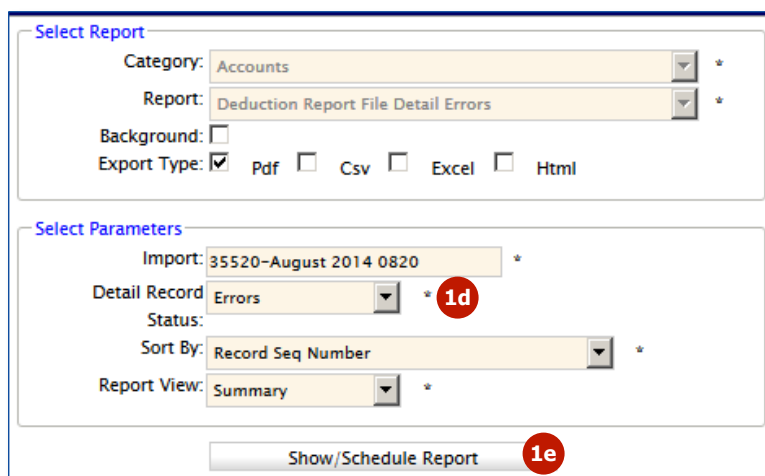
b. Click the **View Report** button.

c. Choose Deduction Report File Detail Errors from the list.



d. In the new window that opens, select “Errors” from the Detail Record Status drop down list.

e. Click **Show/Schedule Report** button.



Select Report

Category: Accounts *

Report: Deduction Report File Detail Errors *

Background: ☐

Export Type: ☒ Pdf ☐ Csv ☐ Excel ☐ Html

Select Parameters

Import: 35520-August 2014 0820 *

Detail Record Status: Errors **1d** *

Sort By: Record Seq Number *

Report View: Summary *

Show/Schedule Report **1e**

- f. A list of employees and the issues causing the file to fail will appear on the right of the split screen.

Select Report
 Category: Accounts
 Report: Deduction Report File Detail Errors
 Background: ☐ Pdf ☐ Csv ☐ Excel ☐ Html
 Export Type: ☒ Pdf ☐ Csv ☐ Excel ☐ Html

Select Parameters
 Import: 49760-9005 September 2016
 Detail Record: Errors
 Sort By: Record Seq Number
 Report View: Summary
 Show/Schedule Report

Deduction Report File Detail Errors

Deduction Report Import Summary Report
 9005 September 2016

Parameters
 Detailed Record Status: Errors
 Sort By: Record Seq Number

As Of Date: 08/15/2016
 Generated On: 08/15/2016 08:55:50
 Generated By: SMurphy
 Page 1 of 1

| Seq # | Detail Record | Record Status | Error Message |
|-------|-----------------------------|-----------------------|--------------------------|
| 1 | XXXX-XX-1884, APPLE, AMANDA | Processed with Errors | Contract Term is invalid |

If the list is long, you may want to print it. If you see that someone needs to be registered, please register the member and then fix the remaining issues.

2. If employee has an error message of “Member needs to be registered for enrollment by the school district,” please register the member and then come back to the Import screen and click the **Process** button again.
3. For any errors other than someone that needs to be registered, you would do the following to fix the issue:
 - a. Close the pop-up report window (after you have printed it if needed) so that you are back on the main Import page.
 - b. Click on the **Import Details** tab in the top left of the screen.

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

Home » Employer Management » Import Deduction Report Files

Import Files **Import Details** 3b

- c. Choose “Errors” from the Process Flag drop down list.
- d. Click the **Find** button.

Import Files **Import Details**

Filter

Process Flag: Errors 3c

Seq No From:

Seq No To:

Select field to Search:

Enter the text to find:

Find 3d

- e. The records containing the issues will be displayed at the bottom of the screen.

Match Total: 9

View Errors

Filter Modify Sort Columns View Row Records Print Export

| Active | Select | Seq No | Import Detail Status | Submit | Rec Type | Pay Date | Ssn | Name | Contract Term | Pay Duration |
|-----------------------|--------------------------|--------|----------------------|-------------------------------------|----------|----------|-----------|-------------------|---------------|--------------|
| <input type="radio"/> | <input type="checkbox"/> | 12 | Errors | <input checked="" type="checkbox"/> | N | 20160612 | 999110010 | EASEL, EMMA | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 13 | Errors | <input checked="" type="checkbox"/> | N | 20160627 | 999110010 | EASEL, EMMA | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 14 | Errors | <input checked="" type="checkbox"/> | N | 20160612 | 999110014 | HISTORY, HANK PHD | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 15 | Errors | <input checked="" type="checkbox"/> | N | 20160626 | 999110014 | HISTORY, HANK PHD | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 16 | Errors | <input checked="" type="checkbox"/> | N | 20160612 | 999112003 | PENCIL, PATRICK | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 17 | Errors | <input checked="" type="checkbox"/> | N | 20160627 | 999112003 | PENCIL, PATRICK | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 18 | Errors | <input checked="" type="checkbox"/> | N | 20160612 | 999090015 | RULER, RANDY | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 19 | Errors | <input checked="" type="checkbox"/> | N | 20160612 | 999112002 | SCIENCE, SANDRA | 10 | 12 |

Page 1 of 2 Rows: 1 - 8 of 9

Save Reset

- f. Manually correct the fields that need to be updated for each person. For example, if the Contract Term field is invalid (or blank), type in the correct one.

Filter Modify Sort Columns View Row Records Print Export

| Active | Select | Seq No | Import Detail Status | Submit | Rec Type | Pay Date | Ssn | Name | Contract Term | Pay Duration |
|-----------------------|--------------------------|--------|----------------------|-------------------------------------|----------|----------|-----------|-------------|---------------|--------------|
| <input type="radio"/> | <input type="checkbox"/> | 12 | Errors | <input checked="" type="checkbox"/> | N | 20160612 | 999110010 | EASEL, EMMA | | 12 |

Filter Modify Sort Columns View Row Records Print Export

| Active | Select | Seq No | Import Detail Status | Submit | Rec Type | Pay Date | Ssn | Name | Contract Term | Pay Duration |
|-----------------------|--------------------------|--------|----------------------|-------------------------------------|----------|----------|-----------|-------------|---------------|--------------|
| <input type="radio"/> | <input type="checkbox"/> | 12 | Errors | <input checked="" type="checkbox"/> | N | 20160612 | 999110010 | EASEL, EMMA | 10 | 12 |

- g. When you have corrected all the errors on page one, click the **Save** button below the scroll bar **before** moving to the next page (if you have more than one page).

Match Total: 9

View Errors

Filter | Modify | Sort | Columns | View Row | Records | Print | Export

| Active | Select | Seq No | Import Detail Status | Submit | Rec Type | Pay Date | Ssn | Name | Contract Term | Pay Duration |
|-----------------------|--------------------------|--------|----------------------|-------------------------------------|----------|----------|-----------|-------------------|---------------|--------------|
| <input type="radio"/> | <input type="checkbox"/> | 12 | Errors | <input checked="" type="checkbox"/> | N | 20160612 | 999110010 | EASEL, EMMA | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 13 | Errors | <input checked="" type="checkbox"/> | N | 20160627 | 999110010 | EASEL, EMMA | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 14 | Errors | <input checked="" type="checkbox"/> | N | 20160612 | 999110014 | HISTORY, HANK PHD | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 15 | Errors | <input checked="" type="checkbox"/> | N | 20160626 | 999110014 | HISTORY, HANK PHD | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 16 | Errors | <input checked="" type="checkbox"/> | N | 20160612 | 999112003 | PENCIL, PATRICK | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 17 | Errors | <input checked="" type="checkbox"/> | N | 20160627 | 999112003 | PENCIL, PATRICK | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 18 | Errors | <input checked="" type="checkbox"/> | N | 20160612 | 999090015 | RULER, RANDY | 10 | 12 |
| <input type="radio"/> | <input type="checkbox"/> | 19 | Errors | <input checked="" type="checkbox"/> | N | 20160612 | 999112002 | SCIENCE, SANDRA | 10 | 12 |

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3g Save Reset

- Once all the changes have been made and saved, click the **Import Files** tab in the top left of the screen.

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

Home » Employer Management » Import Deduction Report Files

3h Import Files Import Details

- h. Click the **Process** button to re-process the file.

Imports

3i

New Validate Process... Void View Report

Current system time: 12/12/16 11:34:21 AM

Sort Columns View Row Records Print Export

| Active | Details | Import Header Id | Status | Process Flag | Import Type | Import Description | File Load Start | File Process Date |
|----------------------------------|---------|------------------|---------------|--------------|------------------------------|--------------------|----------------------|-------------------|
| <input checked="" type="radio"/> | Details | 52071 | Not Processed | Ready | Deduction Report File Import | 9005 June 2016 | 12/12/16 11:31:16 AM | |

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- i. After you click the **Process** button, you should see the Process Flag change to “Queued for Processing.” The Status field may not change immediately, so please be patient while the system reprocesses your file.
 - j. If the Status is still “Processed with Errors” after the file is reprocessed, repeat the steps above.
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Note:

- If any errors are identified and corrected during the import process (like a blank position code, wrong pay frequency, invalid FTE %), please remember to update this information in your payroll system as that is the source of the data in the import file. If you don't also correct it in your payroll system, you will need to repeat this correction process in future months before the file will process successfully.