Second level errors

Reviewing second-level import validation errors

Below is a list of the possible errors that may exist in your newly imported file if you have a file that fails the formatting validation on the import screen. The box on the right side contains a brief explanation of each error and how to approach correcting it.

All corrections can be made in the import processing screen. Once the corrections are completed, the file must be re-processed.

Note: In the descriptions below, the term detail record refers to an employee's deduction record.

Table 1: Deduction Report Import File > Second-level Validation Errors

Second-Level Validation Error	Reason
■ Invalid Record Type Please enter N, A, or R	Attempt to process a deduction report in which the Record Type in the record detail is not: ▪ N: Normal ▪ A: Adjustment ▪ R: Retro Change the Record Type to the appropriate code for the deduction.
■ Member needs to be registered for enrollment by school district	Attempt to process a deduction report in which (in an employee's detail record): ▪ SSN does not exist in MyTRS ▪ SSN exists but has not been registered for your school district ▪ The member's record might have been entered incorrectly You must correct this member's SSN or register this member using MyTRS Registration before the deduction report file can be processed further.
■ Contract term is invalid	Attempt to process a deduction report in which the detail record's Contract Term is not one of the following values: ▪ 01 ▪ 10 ▪ 02 ▪ 11 ▪ 03 ▪ 12 ▪ 09 ▪ HR

Second-Level Validation Error	Reason
■ Pay Duration is invalid	Attempt to process a deduction report in which the detail record's Pay Duration is not one of the following values:

▪ 01	▪ 10
▪ 02	▪ 11
▪ 03	▪ 12
▪ 09	▪ LS

■ Invalid Base Earnings	Attempt to process a deduction report in which the detailed record contains Base earnings with an invalid (non-dollar) figure.
■ Invalid Coach Earnings	Attempt to process a deduction report in which the detailed record contains Coach earnings with an invalid (non-dollar) figure.
■ Invalid Retro Earning	Attempt to process a deduction report in which the detailed record contains Retroactive earnings with an invalid (non-dollar) figure.
■ Invalid Stipend Earnings	Attempt to process a deduction report in which the detailed record contains Stipend earnings with an invalid (non-dollar) figure.
■ Invalid Longevity Earnings	Attempt to process a deduction report in which the detailed record contains Longevity earnings with an invalid (non-dollar) figure.
■ Invalid Premium Earnings	Attempt to process a deduction report in which the detailed record contains Premium earnings with an invalid (non-dollar) figure.
■ Invalid Ineligible Earnings	Attempt to process a deduction report in which the detailed record contains Ineligible earnings with an invalid (non-dollar) figure.
■ Pay Frequency code is invalid	Attempt to process a deduction report in which the detail record's Pay Frequency is not one of the following values:

▪ 01	▪ 26
▪ 02	▪ 27
▪ 03	▪ 37
▪ 06	▪ 38
▪ 10	▪ 40
▪ 12	▪ 41

Second-Level Validation Error	Reason
	20 21 22 23 24 25 42 43 44 52 53
■ Invalid Regular Deduction	Attempt to process a deduction report in which the detailed record contains a Regular Deduction with an invalid (non-dollar) figure.
■ Invalid 2% Deduction	Attempt to process a deduction report in which the detailed record contains a 2% Deduction with an invalid (non-dollar) figure.
■ Invalid Installment	Attempt to process a deduction report in which the detailed record contains an Installment with an invalid (non-dollar) figure.
■ Period Date is invalid	Attempt to process a deduction report in which the detail record contains a Period Date that is: - Blank - Incorrectly formatted (The date format should be: CCYYMM, where CCYY is the 4-digit year and MM is the 2-digit month, e.g. 201005 for May 2010.)
■ FTE% is invalid	Attempt to process a deduction report in which the detail record contains an FTE% that is: - Blank - Less than 1 - Greater than 100
■ Street <x> field is blank	Attempt to process a deduction report in which a record's Street 1 and Street 2 fields are blank.
■ City field is blank	Attempt to process a deduction report in which the detailed record's City field is blank.
■ State is invalid	Attempt to process a deduction report in which the detail record contains a State that is: - Blank - Not one of the 50 states from the State reference table - Not Puerto Rico

Second-Level Validation Error	Reason
■ Zip code is invalid	Attempt to process a deduction report in which the detail record contains a Zip code that is: ▪ Blank ▪ Not one of the 50 states in the United States ▪ Not Puerto Rico
■ Salary is invalid	Attempt to process a deduction report in which the detailed record contains a Salary with an invalid (non-dollar) figure.
■ Position code is invalid	Attempt to process a deduction report in which the detail record's Position code is not one of the following values: ▪ TEACH ▪ GUIDE ▪ ADMIN ▪ OT ▪ OTHER ▪ PT ▪ COACH ▪ ASUPT ▪ PRIN ▪ KINDER ▪ NURSE ▪ LEADER ▪ SUPT ▪ SOCIAL ▪ PSYCH ▪ ADJUST ▪ ASPRIN ▪ SPEECH ▪ LIBRA ▪ COLDIR