

Third level errors and exceptions

Reviewing errors and exceptions in the deduction report editor

After your upload has passed the format tests, MyTRS moves the records to the Deduction Report Editor to begin the third-level validation process. The third-level validation is a data quality and accuracy validation. In this step, MyTRS runs a series of tests to verify the accuracy of the data in the report. These tests:

- compare all financial data to MTRS records and other data in your report,
- compare contract and demographic data in the file to MTRS records, and
- identify members who never enrolled with MTRS and employees that appear to be missing from the deduction report.

Prior to submitting the deduction report to the MTRS, correct all errors and correct or override all exceptions listed in the deduction report details.

Table 1: Deduction Report Import File > Deduction Report Editor Errors and Exceptions

Error/Exception from Deduction Report Editor	Reason / Solution
■ Exception: Adjustment record detected	Flag any adjustment record so the MTRS can approve it. This exception requires an explanation if valid, but it does not normally need to be resolved.
■ Error: Pay date and period date do not match	Month and year of the Pay Date must equal to the month and year of the Period Date for Normal record. For example: Deduction report Reporting Period= 3/2009; Pay Date from detail record=4/15/2009. MyTRS generated an error because 3/2009 ≠ 4/2009. Update either the Pay Date or period date to match the report.
■ Error: 2% Deduction is negative	The value in the 2% field cannot be negative for Normal and Retro records. If the value is incorrect, fix it accordingly. If this is an adjustment, you may need to create an adjustment record.
■ Error: Regular deduction is negative	The value in the Regular Deduction field cannot be negative for Normal and Retro records.

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	<p>If the value is incorrect, fix it accordingly. If this is an adjustment, you may need to create an adjustment record.</p>
<p>■ Error: Installment payment is negative</p>	<p>The installment field cannot be negative.</p> <p>If the value is incorrect, fix it accordingly. If this is an adjustment, you may need to create an adjustment record.</p> <p>Note: The MTRS does not currently accept installment deductions.</p>
<p>■ Error: Unauthorized Installment payment received</p>	<p>Installment payment cannot be accepted for a member who does not have an open receivable.</p> <p>To correct the error, remove the value from the Installment field or, if available, contact the MTRS to set up a receivable.</p>
<p>■ Exception: 2% Deduction taken in error</p>	<p>2% deduction should not be taken for 5% (some 7%) or 11% members.</p> <p>You may override this exception. If a 2% deduction is taken for a member who is not subject to this deduction, you will need to make arrangements to refund this deduction to your employee. In the rare case where a 2% deduction was reported but not actually taken, remove the value from the 2% field.</p>
<p>■ Exception: Potential 2% rate error: Expected \$_ Reported \$_</p>	<p>2% that is reported does not match what is calculated factoring salary, FTE, and all earnings. For example: Potential 2% rate error: Expected \$ 60.95 Reported \$ 56.78.</p> <p>You may override this exception. If an incorrect 2% deduction is taken for a member, you will need to make arrangements to refund the excess to your employee or take a make-up deduction. In the rare case that the amount being reported to the MTRS does not match the amount taken for your employees, update the 2% amount accordingly.</p> <p>Note: expected \$_ is populated from the computed 2% deduction based on other data in your employee's deduction record. Reported \$_ is populated from the 2% field in the Deduction Report detail.</p>
<p>■ Exception: Potential rate error: MTRS rate_%, School Rate_%</p>	<p>Total eligible earnings multiplied by the member's rate should equal the regular deduction taken.</p> <p>You will typically encounter this error when there is a discrepancy in the rate you are taking when compared to</p>

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	<p>what the MTRS has as the correct rate. In this instance, please override this exception and do not change the rate. It requires further research on our end to determine the correct rate.</p>
	<p>However, if the school rate is listed as an amount that is not one of the five possible current rates (for example, school rate 11.54%), the exception requires action on your part to reconcile the record. If this happens, please review the record to determine what information needs to be adjusted (for example, a stipend that wasn't reported but had deductions taken, or vice versa).</p>
<p>■ Exception: Combination of Member name and SSN does not match the data in our system</p>	<p>MyTRS matches the first 8 characters of the member's last name on the report to the member name stored in MyTRS and generates exceptions if there is a mismatch.</p> <p>Ensure that the Reported Name changes are correct by verifying the member's Reported Last Name, Reported First Name, and Reported Middle Name. Enter Reported Suffix, if applicable. You may override this exception or correct the Reported Name so that it matches member name stored in MyTRS (Deduction Report Name field).</p>
<p>■ Error: Annual Salary cannot be blank, zero, or negative for this type of record.</p>	<p>The annual salary cannot be blank, zero, or negative for Normal records, non-Coach Positions, and non-HR Contract Terms.</p> <p>To correct the error, enter the appropriate value in the Salary field.</p>
<p>■ Error: Eligible earnings require a regular deduction</p>	<p>When eligible earnings are reported, a regular deduction must also be reported.</p> <p>To correct the error, enter the amount that was taken from your employee's pay in the Regular Deduction field, start taking a deduction immediately, and make arrangements for makeup payments (or, if the earnings are not MTRS eligible and were simply reported incorrectly, this record may need to be deleted).</p>
<p>■ Error: Full-time percentage reported isn't valid</p>	<p>The full-time status cannot be less than 002 or more than 100 for Normal and Adjustment records of non-Coach Positions.</p> <p>To correct the error, update the full-time percentage value in the FTE% field, or, if applicable, change the member</p>

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Position to Coach.	
<p>■ Error: Negative eligible earnings detected. You may need to create an adjustment record</p>	<p>When a negative value is detected in one or more of the eligible earnings fields for Normal or Retro records.</p> <p>If the value is incorrect, fix it accordingly. If this is an adjustment, you may need to create an adjustment record.</p>
<p>■ Error: Pay duration and pay frequency are not a valid combination</p>	<p>The Pay Duration must match a valid Pay Frequency value for Normal and Adjustment records with non-Coach positions and non-HR Contract Terms.</p> <p>For example: Deduction Report detail record contains Pay Frequency=20 and Pay Duration=LS.</p> <p>To correct the error, update Pay Duration or Pay Frequency as needed.</p>
<p>■ Error: Pay duration cannot be less than the contract term</p>	<p>It is highly unlikely that a member works more months than he or she is paid.</p> <p>For example: Deduction Report detail record contains Pay Duration=11 and Contract Term=12.</p> <p>To correct the error, update Pay Duration and/or Contract Term.</p>
<p>■ Error: Record has no earnings or deduction reported</p>	<p>The earnings and deduction fields cannot both be zero.</p> <p>To correct the error, enter valid values in the appropriate Earnings fields (Base, Retro, etc.) and Regular Deduction field, or delete the record if it should not be on the report (for instance, if a member is on leave).</p>
<p>■ Error: Duplicate record found in member history</p>	<p>Two or more Normal Records with the same district code, SSN, and transaction (pay) date cannot exist in member financial history (Member Account). Also, a normal record for a given Pay Frequency must have only one Pay Date matching the Payroll Calendar Pay Dates for that Pay Frequency (unless it's the last pay before the summer pays for LS records).</p> <p>For example: Deduction Report detail of type = N contains Pay Date = 3/15/2009. Member Account or Deduction Report already has a Contributions transaction of type = N with Pay Date = 3/15/2009.</p> <p>To correct the error, remove the duplicate record from the deduction report details, or update the record Pay Date, if</p>

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	<p>applicable. If the duplicate is an adjustment record, please change the type accordingly. If the member is paid two checks on the same date, please consolidate the records.</p>
<p>■ Exception: Deduction without eligible earnings reported</p>	<p>A deduction should not be taken from ineligible earnings.</p> <p>To correct the error, enter the appropriate value in the Earnings field(s) (Base, Retro, etc.). You may override this exception if the deduction was taken only from ineligible earnings. If this is the case, you will need to make arrangements to refund the excess amount to your employee.</p>
<p>■ Error: Base earnings do not match salary, based on the FTE and Pay Frequency reported. Please ensure those fields are correct. If they are, please use a SC correction code.</p>	<p>Member Base Earnings on a deduction report detail must equal what is expected for a given pay frequency for normal records with non-Coach positions and non-HR Contract Terms.</p> <p>To correct the error, update the Base, FTE%, and/or Salary as needed. If all of these factors are accurate, enter the appropriate Service Credit Correction Code in the Service Correct Code field to justify the discrepancy.</p>
<p>■ Exception: Base earnings do not match salary, based on the FTE and Pay Frequency reported. Thank you for providing an SC correction code; please confirm that it is correct before submitting.</p>	<p>Member Base Earnings that do not equal what is expected for a given Pay Frequency for Normal records with non-Coach positions and non-HR Contract Terms, explained with a SC Correction code.</p> <p>After this error has been certified with a correction code, you may override this exception pending final approval of the MTRS.</p>
<p>■ Error: Full-time percentage does not match the current % on the member record in our system. Note: either correct the value or certify that this change is correct by choosing an FTE correction code.</p>	<p>The full-time status being reported is compared to the full-time status stored in MyTRS for this member. If these don't match, an error condition is created.</p> <p>To correct the error, update the Full-time percentage value in the FTE% field, or certify that the change is correct by selecting 'OK-Verified' in the FTE Code field.</p> <p>Note: either correct the value or certify that this change is correct by choosing an FTE correction code.</p>
<p>■ Exception: Full-time percentage does not match member record. Note: Thank you for verifying this change is correct.</p>	<p>The full-time status being reported is compared to the full-time status stored in MyTRS for this member. You certified that the discrepancy is correct and the member's full-time percentage has changed.</p>

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<p>■ Error: This member's current employment event is <Member Event>*. Please either correct the event details or adjust the effective pay date of this event, so that you may submit a regular contribution for this member. Note: The "effective pay date" for all non-contributing events is the first pay date that the member does NOT contribute to the MTRS. <i>*<Member Event> corresponds to the appropriate Member Event type</i></p>	<p>Once this appears as an exception, you have already certified the change. Please override the exception.</p> <p>You should not report contributions for the following Member Events:</p> <ul style="list-style-type: none"> ■ LOA-Non-Contributing <= 1 Year ■ WC-Full&Non-Contributing ■ WC-Partial&Non-Contributing ■ Military LOA ■ LOA-Medical-Non-Contributing <p>To correct the error, either update Member Event, their effective pay date on their event or remove this member record from the Deduction Report (only if the member did not really have a deduction).</p>
<p>■ Error: This member's current status/event is <Member Event>. Please either: 1) contact your MTRS Representative to correct the event, or 2) if this member has been re-hired in your district, please register your member for this new employment, or 3) if this is a retroactive payment, please change this record's transaction type to "R." <i>*<Member Event> corresponds to the appropriate Member Event type</i></p>	<p>You should not report contributions for the following Member Events:</p> <p>For Record Type = N, if Member Event is:</p> <ul style="list-style-type: none"> ■ Termination-Job Elimination ■ Termination - Involuntary ■ Termination - Voluntary ■ LOA-Non-Contributing > 1 Year ■ Ineligible <p>To correct the error, either update Member Event, their effective pay date on their event or remove this member record from the Deduction Report (only if the member did not really have a deduction).</p>
<p>■ Error: The pay frequency reported does not exist on your Payroll Calendar. Please either correct the pay frequency or update your payroll calendar.</p>	<p>A Payroll Calendar must exist for each Pay Frequency being reported on the Deduction Report by the employer for a given calendar year.</p> <p>To resolve the error, set up Payroll Calendar for the Pay Frequency being reported, or update Pay Frequency if the value being reported is incorrect.</p>

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<p>■ Error: Pay date cannot be found on your district payroll calendar for this pay frequency. Please update your calendar</p>	<p>Any normal record for a given Pay Frequency must have Pay Dates that match the Payroll Calendar Pay Dates for that Pay Frequency.</p> <p>To resolve the error, either update the Payroll Calendar to reflect the correct pay dates being reported for this Reporting Period/Pay Frequency combination, or, if the Pay Date contains an incorrect value, update the Pay Date. If you are reporting pay outside of the normal pay schedule, you may need to change the record type to Retroactive so the system will accept the additional payment.</p>
<p>■ Exception: Missing a record for: Member <Member SSN> Pay Date<MMDDCCYY></p> <p>Note: if this person has taken a leave, or been terminated, please update their event. If not, please call MTRS.</p>	<p>An active member’s record has been detected as missing according to his or her status, pay date, and pay schedule (payroll calendar).</p> <p>Note: this exception appears on the deduction report header and the preview report. Review the list of members for which the MTRS is missing contributions. Add any missing records to the deduction report, when appropriate, or update Member Event if a member’s status no longer requires deductions (such as a terminated employee).</p> <p>You may also override this exception if no deduction was taken. If no deduction was taken because of a processing error, please start taking deductions as soon as possible and contact the MTRS to make arrangements for possible make-up payments.</p>
<p>■ Exception: Extra Pay Date received. This pay date is marked as a summer pay date in your payroll calendar. Please check.</p>	<p>If Pay Duration from the Member Contract = LS, or if the Pay Frequency being reported = 10, 20, 21, 22, 23, 37, 38, 40, 41, 42, 43, 44, the Deduction Report detail Pay Dates should not be equal to any of the summer pay dates listed on the Calendar for that Pay Frequency.</p> <p>You may override this exception, update the Pay Date if appropriate, or delete the member record from the Deduction Report if an MTRS deduction was not taken for this date. If a deduction is taken from strictly ineligible earnings, you will need to make arrangements to refund the excess amount to your employee.</p>
<p>■ Exception: Member not enrolled.</p>	<p>If the Enrollment Status in our system is "Enrollment," the Member still needs to enroll.</p> <p>Please contact your employee(s) and make sure the MTRS</p>

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	<p>receives an online enrollment form as soon as possible. You may override this exception to process your file.</p>
<p>■ Exception: FTE% of less than 50% may affect Member Eligibility MTRS</p>	<p>This validation alerts you when the FTE% changes from greater than 50% to less than 50%, because this change may indicate that the member is no longer eligible to contribute with the MTRS.</p> <p>If the percentage is incorrect, please make a correction. If the percentage is correct, please verify that your employee is still eligible for MTRS membership. If this employee's total FT% is greater than 50% because he or she works in multiple districts, you may override the message without further action. If this member is not eligible, please stop taking MTRS deductions immediately. You will need to make arrangements to refund the excess contribution amount to your employee.</p>
<p>■ Error: If the record is for a coach-If a member is a coach in a district, the earnings must be in the only position, the earnings must be in the coaching field and no other earnings can be reported to MTRS.</p>	<p>If a member is a coach in a district, the earnings must be in the coaching field, and no other earnings can be reported to MTRS.</p> <p>To correct the error, move the appropriate member earnings to the Coach field or update the member's Position, if appropriate.</p>
<p>■ Error: Pay Frequency of 01, 02, 03, or 06 is only valid for coach-only positions.</p>	<p>Pay Frequency of 01, 02, 03 and 06 is only valid for Coach Position.</p> <p>To correct the error, update Pay Frequency or Position values in this record.</p>
<p>■ Error: If Position is COACH the FTE% must be 0%.</p>	<p>Because coaches do not earn service, FTE% must be zero.</p> <p>To correct the error, update the full-time equivalent value in the FTE% field to zero, or update the member Position.</p>
<p>■ Exception: Annual Salary is less than \$20,000. Please report the full-time equivalent salary for the full contract year, and not the pro-rated salary based on FTE or actual salary paid.</p>	<p>Annual Salary must be reported as the full-time equivalent salary for the full contract year, and not the pro-rated salary based on FTE% or actual salary paid.</p> <p>You may override this exception or change member salary to the appropriate value in the Salary field if it is incorrect.</p>
<p>■ Exception: Please verify that this hourly employee is eligible and their payroll details are reported</p>	<p>Employers need to verify deduction report data submitted for hourly employees.</p> <p>You may override this exception or change Member</p>

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correctly.	Contract value to a non-HR value. Please contact your Employer Services Representative if the member is not eligible.
■ Exception: Member’s rate and R+ status are on hold.	Member R+ status and rate are under review. You may override this exception. This is a likely indication that your employee has a pending R+ decision or a pending transfer-in from another contributory retirement system.
■ Error: Invalid Reporting Period Detected	You should not report any deductions for future Reporting Periods, but you may report deductions for past Reporting Periods (for Retro or Adjustment records only) up to 3 years (36 months) in the past. To correct the error, update the Reporting Period to a valid value.
■ Error: There is a problem with this member’s employment record, or effective pay date. Please check the member’s employment record to ensure the current event type, start date, and effective pay date are accurate. If you need assistance, contact your MTRS Employer Services Representative.	This error indicates that MyTRS has detected something wrong with the member's rate, R+ status, or employment screen events located in View /Update Member information. Please check your employee’s employment history and contact your Employer Services Unit Representative if you cannot locate the problem with your account.