

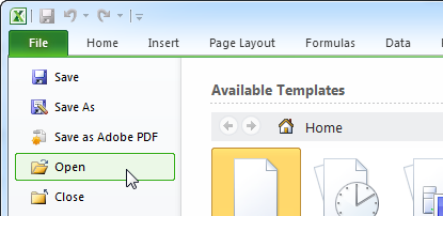
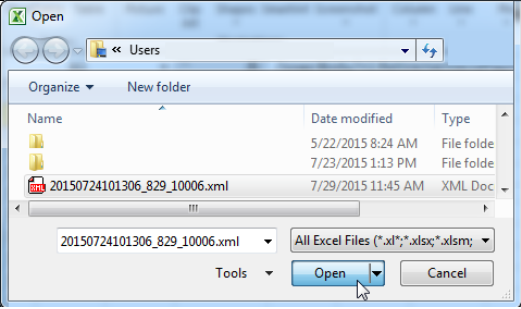
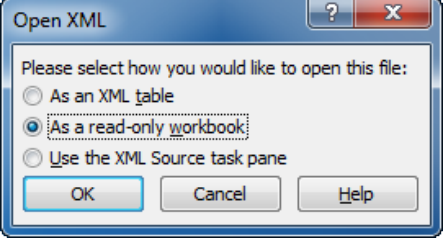
# Common Payroll Errors and Resolutions

Error Message	Resolution
<p>1. Payroll report for Report Type REG has already been processed.</p>	<p>The file contains a report using a pay period that has already been reported in myCalPERS. You can validate this by checking the <i>Report Period Begin Date</i> and <i>Report Period End Dates</i> within the XML file against the Payroll Schedule page in myCalPERS. If the <i>Report Period Begin Date</i> and <i>Report Period End Dates</i> 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, you can 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>2. 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].</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. If a transaction is using prior period begin and end dates, you must use an adjustment transaction type.</p> <p><b>Note:</b> One way to help identify records causing this error is to export the file into Excel and then use the sort feature to locate EPR transactions outside of the normal earned period begin and end dates.</p>
<p>3. One or more records require the Earned Period Begin Date to occur before Earned Period End Date. Identifier [CalPERS ID = #####, Last Name= XYZ].</p>	<p>The file contains one or more records using a <i>Record Period Begin Date</i> that occurs after the <i>Record Period End Date</i>. Adjust the <i>Record Period Begin Date</i> or <i>Record Period End Date</i> so that the begin date occurs before the end date.</p>
<p>4. 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]</p>	<p>The file contains a participant record that has a <i>Record Period Begin Date</i> that occurs before the <i>Report Period Begin Date</i>. A correction must be made to the participant’s <i>Record Period Begin Date</i> so that it occurs on or after the <i>Report Period Begin Date</i>. If a prior period date was entered for an adjustment, you must change the <i>Type of Transaction</i> to an adjustment transaction type (i.e., PPA, PPN, RSA, or RSC).</p>

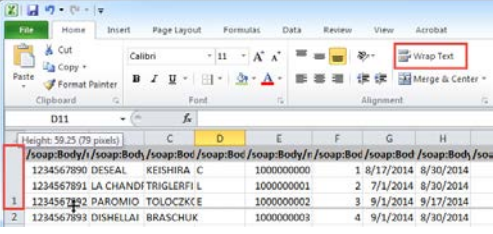
Error Message	Resolution
<p>5. <i>A future dated payroll record period begin/end date cannot be reported within the payroll report [CalPERS Id: #####, Reported Period: XXXX-XX-XX]</i></p>	<p>The file contains one or more participant records with <i>Record Period Begin Date</i> and/or <i>Record Period End Date</i> that contain a future date outside the reported period. To resolve, confirm that all records fall within the payroll <i>Report Period Begin Date</i> and <i>Report Period End Date</i> and make the appropriate changes as needed.</p> <p><b>Note:</b> The file will fail on the first record causing the level one error. One way to help identify all records potentially causing this error is to export the file into Excel and then use the sort feature to locate transactions with future dates.</p>
<p>6. <i>Payroll Schedule Not Found</i></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. Validate the correct reporting dates within the header of the file and resubmit.</p> <p>The error can occur when one file contains multiple reports. This happens when an employer is attempting to create an adjustment transaction with <i>Record Period Begin Date</i> or <i>Record Period End Dates</i> within the earned period.</p> <p>Some software has minimal functionality to adjust record dates that fall in between the payroll schedule. This can create a separate report within the file. One option to resolve this problem is to update the <i>Record Period Begin Date</i> or <i>Record Period End Date</i> to match the payroll schedule and modify the record online.</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 that you can make the appropriate adjustments.</p>

Error Message	Resolution
<p>7. 1 validation errors occurred during processing. Invalid file: The Summary of Body Records doesn't match the header Record.</p> <p>Payroll Report Identity - Interface  Type Id &lt;10006&gt; Business partner Id &lt;#####&gt; Report Type &lt;REG&gt;  EmployersCalPERSId &lt;#####&gt;  ReportPeriodBeginDate &lt;2011-10-01T00:00:00.000-07:00&gt;  ReportPeriodEndDate &lt;2011-10-31T00:00:00.000-07:00&gt;</p> <p>Validation Failure: Record Type &lt;PAY&gt; Validation Type &lt;RecordTypeTotal&gt; Header Amount &lt;\$x.xx&gt; Accumulated Amount &lt;\$y.yy&gt;.</p>	<p>The header contains a PAY <i>Record Type Total</i> that does not match the accumulated PAY <i>Record Type Total</i> calculated by myCalPERS within the body of the report. This generally happens when one of the following occurs:</p> <p>Employer manually added a record to the payroll report for adjustment transactions</p> <p>Employer payroll system does not calculate total contributions for retroactive transactions that span multiple periods of time</p> <p>The report is not picking up the contributions amounts for service credit or 59 survivor contributions</p> <p><b>Note:</b> To identify the record(s) causing the error, we recommend either exporting the file to Excel and sort by contributions or contact your payroll software help desk for further assistance.</p>
<p>8. 1 validation errors occurred during processing. Invalid file: The Summary of Body Records doesn't match the header Record.</p> <p>Payroll Report Identity - Interface  Type Id &lt;10006&gt; Business partner Id &lt;1234567890&gt; Report Type &lt;REG&gt;  EmployersCalPERSId &lt;1234567890&gt;  ReportPeriodBeginDate &lt;2012-04-07T00:00:00.000-07:00&gt;  ReportPeriodEndDate &lt;2012-04-20T00:00:00.000-07:00&gt;</p> <p>Validation Failure: Record Type &lt;PAY&gt; Validation Type &lt;RecordTypeCount&gt; Header Count &lt;x&gt; Accumulated Count &lt;y&gt;.</p>	<p>The header contains a PAY <i>Record Type Count</i> that does not match the accumulated PAY <i>Record Type Count</i> calculated by myCalPERS within the body of the report. This generally happens when one of the following occurs:</p> <ol style="list-style-type: none"> <li>1. Employer manually added a record to the payroll report for adjustment transactions</li> <li>2. Employer payroll system does not calculate total contributions for retroactive transactions that span multiple periods of time</li> </ol> <p><b>Note:</b> To identify the record(s) causing the error, we recommend either exporting the file to Excel and sort by contributions or contact your payroll software help desk for further assistance.</p>

## Exporting XML Files to Excel

Step	Action	Result
1	Open Excel	
2	Select File from the Ribbon, then select Open	
3	Navigate to the XML File, then select Open	
4	Opt to open the file <i>As a read-only workbook</i> , then select OK	

## Formatting the XML File (Optional)

Step	Action	Result
1	Delete the first row /soap:Envelope, and the first column .../schemaLocation	
2	Reformat the new first row by: <ul style="list-style-type: none"> <li>Increasing the row height</li> <li>Highlighting the entire row, then selecting Wrap Text</li> <li>Resize the columns</li> </ul>	

XML Excel Error Sample.xlsx [Read-Only] - Microsoft Excel

	A	B	C	D	E	F
	/soap:Body/n1:RetirementAndPayrollTransactions/n1:EmployerPayrollReport/n1:Employer/n1:EmployersCalPERSId					
1	1:EmployersCalPERSId	FirstName	LastName	MiddleName	ParticipantsCalPERSId	etails/#id
2	1234567890	DESEAL	KEISHIRA	C	1000000000	1
3	1234567890	LA CHANDRA	TRIGLERFIELDS	L	1000000001	2
4	1234567890	PAROMIO	TOLOCZKO	E	1000000002	3
5	1234567890	DISELLAI	BRASCHUK		1000000003	4