



California State Teachers' Retirement System  
*Secure Employer Web site*

**SEW Voluntary Deduction File (VDF)  
Specification**

**~~March 01, 2011~~July 1, 2015**

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## Summary of Changes

Date	Business Rule(s) Affected	Changes
<u>7/01/2015</u>	<b>NA</b>	<u>Typographical errors and formatting cleaned up throughout the document with no substantive effect.</u>
<u>4/23/2012</u>	<b><u>VD-B033, VD-B034, VD-B035</u></b>	<u>New business rules added</u>
3/1/2011	<b>NA</b>	Added section 1.1 VDF compliance
2/1/2010	<b>VD-I009, VD-I010, VD-I011</b> <b>VD-B032</b> <b>All checks/ rules</b>	Added signed numeric value language to I009, I010, I011  Added B032 – new alternative retirement transaction codes  Updated <del>employerhelp</del> <a href="mailto:EmployerHelp@CalSTRS.com">EmployerHelp@CalSTRS.com</a> contact information on all checks/ rules
2/19/2009	<b>NA</b>	First version released

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## 1. Overview

This document contains information regarding the Cash Balance (CB) Voluntary Deduction File (VDF). This document provides the basic guidelines required of a VDF including detailed file layouts and file editing criteria.

The file guidelines section includes the basic requirements of a VDF and partial VDF. This section provides useful information regarding the basic file structure of a VDF.

The file layout section includes detailed field information required on the VDF by record type. This section provides useful information regarding each field value required on a VDF by differing record type (Header, Employee Deduction Line, Report Unit Total and Report Source Total records).

The remaining sections include detailed information regarding the integrity checks and business rules applied to VDF files when they are uploaded to the Secure Employer Web site.

The VDF (Cash Balance) consists of two different integrity/ rule types – integrity checks and business rules. Integrity checks and business rules must be corrected prior to file transmission to CalSTRS.

Each check and rule is detailed by the following descriptors:

**Error ID** – System generated number to identify the check/rule

**Error Description** – A short description of the check/rule

**Error Resolution** – A long description of the check/rule and potential solutions

**Exclusions** – A hierarchal rule that is excluded from that particular check/rule. System automation exclusion is something for your IT staff that may be automated in your system and or creating reports based on these roles to show error hierarchy (e.g., Rule VD-I002 is not applied if VD-I002 exists on a record). Have your IT staff contact our business readiness support if they have questions ERP@calSTRS.com

**Field(s) and Record Position(s)** – The VDF field(s) that are in error and their character position(s) on the VDF record

**Record Type Code** – The Record Type(s) the check/rule applies to

**Payroll system compatible** – Indicates that the check/rule does not rely on any information stored at CalSTRS and could be coded in Employer payroll systems.

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## 1.1. VDF Specification Compliance

All VDF files must be in compliance with the Secure Employer Website VDF specification effective July 1, 2012. VDF files are in compliance if they do not contain any business rule errors or any integrity check errors. A VDF that contains any of the business rule errors or integrity check errors listed below will not be in compliance and will not be accepted by CalSTRS.

VD-I001	VD-I033	VD-B006
VD-I002	VD-I034	VD-B007
VD-I003	VD-I035	VD-B008
VD-I004	VD-I036	VD-B009
VD-I005	VD-I037	VD-B010
VD-I006	VD-I038	VD-B011
VD-I007	VD-I039	VD-B012
VD-I008	VD-I040	VD-B013
VD-I009	VD-I041	VD-B014
VD-I010	VD-I042	VD-B015
VD-I011	VD-I043	VD-B016
VD-I012	VD-I044	VD-B017
VD-I013	VD-I045	VD-B018
VD-I014	VD-I046	VD-B019
VD-I015	VD-I047	VD-B020
VD-I016	VD-I048	VD-B021
VD-I017	VD-I049	VD-B022
VD-I018	VD-I050	VD-B023
VD-I019	VD-I051	VD-B024
VD-I020	VD-I052	VD-B025
VD-I021	VD-I053	VD-B026
VD-I022	VD-I054	VD-B027
VD-I023	VD-I055	VD-B028
VD-I024	VD-I056	VD-B029
VD-I025	VD-I057	VD-B030
VD-I026	VD-I058	VD-B031
VD-I027	VD-I059	VD-B032
VD-I028	VD-B001	<u>VD-B033</u>
VD-I029	VD-B002	<u>VD-B034</u>
VD-I030	VD-B003	<u>VD-B035</u>
VD-I031	VD-B004	
VD-I032	VD-B005	

## 1.2. VDF File Guidelines

General VDF guidelines:

- A Header Record is required and should be the first record on the file.
- Voluntary Deduction Line Records should be sorted and grouped by Unit Code (if reporting for more than one unit)
- Report Unit Total Records should be inserted after the last Employee Deduction Line Record for each Unit Code
- The Report Source Total Record should be the last record on the file.

Partial VDF guidelines:

- The Header Record is NOT required to be present on file
- The Report Source Total Record is NOT required to be present on file
- However, if the Header and/or Report Source Total Records are present on your file the general VDF guidelines apply

Required record types based on VDF type:

File Type	Record Type Codes			
	00 – Header	01 – Deduction	02 – Unit	03 – Source
VDF	X	X	X	X
Partial VDF		X	X	

### 1.3. VDF File Layouts

The following is the format in which to submit contributions to the Cash Balance (CB) Benefit Program via the Voluntary Deduction File (VDF).

There are four record types contained within a VDF. The first record type is the **Header (type "00") Record**. This record contains the following fields:

Positions	Field	Characteristics	Length
1-2	Record Type (Literal "0")	Numeric	2
3-16	Identification Field (Literal "CBP" DEDUCTIONS)	Alpha	14
17-46	Name of Report Source	Alpha	30
47-54	Pay Schedule Date (YYYYMMDD)	Numeric	8
55-56	Source Code	Numeric	2
57-59	Unit Code (for Fiscally Independent Report Unit Only) <b>LEAVE BLANK IF NOT INDEPENDENT</b>	Alpha/Numeric	3
60-113	Spaces ( <b>Leave Blank</b> )	Spaces	54

The second record type is the **Employee Deduction Line (type "01") Record**. This is the Employee information for a particular report unit. This record contains the following fields:

Positions	Field	Characteristics	Length
1-2	Record Type (Literal "01")	Numeric	2
3-11	Employee Social Security Number (no repeating characters allowed: 555555555)	Numeric	9
12-21	Employee Last Name No special characters (hyphens, apostrophes, and spaces OK)	Alpha	10
22-29	Employee First Name	Alpha	8
30-31	Employee Middle Initial	Alpha	2
32-44	Earnings	Numeric	13
45-57	Employee Contribution Amount	Numeric	13
58-70	Employer Contribution Amount	Numeric	13
71-73	Unit Code	Numeric	3
74-81	Pay Period End Date (YYYYMMDD)	Numeric	8
82-113	Spaces (Leave Blank)	Spaces	32

The third type of record is the **Report Unit (type "02") Total Record**. This record will total the Employee Deduction Line Records within the report unit. The record contains the following fields:

Positions	Field	Characteristics	Length
1-2	Record Type (Literal "02")	Numeric	2
3-56	Spaces (Blank)	Spaces	54
57-69	Total Earnings Amount	Numeric	13
70-82	Total Employee Contribution Amount	Numeric	13
83-95	Total Employer Contribution Amount	Numeric	13
96-98	Unit Code	Numeric	3
99-105	Total Number of Employee Deduction Line Records within Unit	Numeric	7
106-113	Spaces (Blank)	Spaces	8

The fourth and final record on the dataset is the **Report Source Total (type "03") Record**. This record totals certain fields in the entire dataset to cross-reference for data integrity. The record contains the following fields:

Positions	Field	Characteristics	Length
1-2	Record Type (Literal "03")	Numeric	2
3-17	Total of all Employee Social Security Numbers	Numeric	15
18-56	Spaces (Blank)	Spaces	39
57-69	Total Employee Earnings Amount	Numeric	13
70-82	Total Employee Contribution Amount	Numeric	13
83-95	Total Employer Contribution Amount	Numeric	13
96-98	Spaces (Blank)	Spaces	3
99-105	Total Number of Report Unit Total Records	Numeric	7
106-113	Total Number of Employee Deduction Line Records	Numeric	8

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## 2. Voluntary Deduction File (Cash Balance) Integrity Checks

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### 2.1. Header Record (00) Integrity Checks

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**Error ID :** VD-I001

**Error Description:** The Record Type code is invalid, it must be 00, 01, 02 or 03

**Error Resolution:** The Record Type code must be 00 (Header Record), 01 (Employee Deduction Line Record), 02 (Report Unit Total Record) or 03 (Report Source Total Record). Change the Record Type code to indicate the record type being reported.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com) ~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** None

**Field(s) and Record Position(s):** Record Type (1-2)

**Line Type Code:** 00 – Header Record, 01 – Employee Deduction Line Record, 02 – Report Unit Total Record, 03 – Report Source Total Record

**Payroll system compatible:** Yes

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**Error ID :** VD-I002

**Error Description:** No Header Record

**Error Resolution:** A Header Record is required. Verify that no Header Record exists. If one exists and you are receiving this Error Description, make sure the line is coded correctly with Record Type Code 00. If none exist, add a Header Record.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com) ~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

Partial VDFs do not require a Header Record.

**Field(s) and Record Position(s):** Not applicable

**Line Type Code:** 00 – Header Record

**Payroll system compatible:** Yes

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**Error ID :** VD-I003

**Error Description:** Multiple Header Records

**Error Resolution:** Only one Header Record can exist per uploaded file. Verify that the multiple Header Records are not another type of record (e.g., Employee Deduction Line Record – 01, Report Unit Total Record - 02 or Report Source Total Record - 03). Remove the Header Record(s) if invalid.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present

Partial VDFs do not require a Header Record

**Field(s) and Record Position(s):** Record Type (1-2)

**Line Type Code:** 00 – Header Record

**Payroll system compatible:** Yes

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**Error ID :** VD-I004

**Error Description:** No Pay Schedule Date supplied

**Error Resolution:** Supply the correct Pay Schedule Date for this file.

Format must be YYYYMMDD.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present

Partial VDFs do not require a Header Record

**Field(s) and Record Position(s):** Pay Schedule Date (47-54)

**Line Type Code:** 00 – Header Record

**Payroll system compatible:** Yes

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**Error ID :** VD-I005

**Error Description:** Invalid Pay Schedule Date

**Error Resolution:** The Pay Schedule Date can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0).

The Pay Schedule Date must be a non zero value. Change the Pay Schedule Date to a non zero value.

The Pay Schedule Date must be valid. Examples of invalid dates include using months outside of 1 through 12, days that exceed the amount allotted in a month (e.g., February 30, January 32, etc.). Change the invalid dates.

Format must be in YYYYMMDD.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present

Partial VDFs do not require a Header Record

**Field(s) and Record Position(s):** Pay Schedule Date (47-54)

**Line Type Code:** 00 – Header Record

**Payroll system compatible:** Yes

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**Error ID :** VD-I006

**Error Description:** The Pay Schedule Date does not match the Pay Schedule Date indicated when the file was uploaded

**Error Resolution:** The Pay Schedule Date does not match the Pay Schedule Date indicated when the file was uploaded to the Secure Employer Web site. Change the Pay Schedule Date to match what was indicated when the file was uploaded. If the Pay Schedule Date is valid within the file and you indicated the incorrect Pay Schedule Date in the Secure Employer Web site when you uploaded the file, upload the file again and indicate the correct Pay Schedule Date within the Secure Employer Web site that matches the Pay Schedule Date on the Header Record.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

Partial VDFs do not require a Header Record.

**Field(s) and Record Position(s):** Pay Schedule Date (47-54)

**Line Type Code:** 00 – Header Record

**Payroll system compatible:** No

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**Error ID :** VD-I007

**Error Description:** Identification Field is not CBP DEDUCTIONS

**Error Resolution:** Input CBP DEDUCTIONS within the Identification Field on the Header Record.

NOTE: All alphabetic characters must be uppercase (e.g., A, B, C not a, b, c etc.)

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

Partial VDFs do not require a Header Record.

**Field(s) and Record Position(s):** Identification Field (3-16)

**Line Type Code:** 00 – Header Record

**Payroll system compatible:** Yes

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**Error ID :** VD-I008

**Error Description:** The Source Code does not match the Source Code that uploaded the file

**Error Resolution:** The Source Code within the Header Record does not match the Source Code of the SEW user who uploaded the file. Either change the Source Code to match the Source Code of the user who uploaded the file or log into SEW with the correct Source Code that matches the Source Code within the file and upload the file.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

Partial VDFs do not require a Header Record.

**Field(s) and Record Position(s):** Source Code (55-56)

**Line Type Code:** 00 – Header Record

**Payroll system compatible:** No

## 2.2. Employee Deduction Line Record (01) Integrity Checks

**Error ID :** VD-I009

**Error Description:** Earnings does not contain a valid numeric value

**Error Resolution:** The entire Earnings field must contain all valid numeric values (signed\* or unsigned). Change the non-numeric values to all numeric values (signed\* or unsigned). Negative values can be in a valid signed\* format or a negative sign can be used in front of the Earnings value. See table and note below for valid signed\* values. Correct the line by using the online correction feature in ~~the SEWSEW~~ or make the appropriate changes in your payroll system and upload a new file into ~~the SEWSEW~~.

A	B	C	D	E	F	G	H	I	{	J	K	L	M	N	O	P	Q	R	}
+1	+2	+3	+4	+5	+6	+7	+8	+9	+0	-1	-2	-3	-4	-5	-6	-7	-8	-9	-0

NOTE: A signed\* numeric field is a numeric value with a sign representation in the right most character. For example: a 6 character fixed positional text value of '654321' can be represented '654321' or '65432A'. The value -654321 can be represented as -654321 or '65432J' where the last character would be replaced with a 'J' to represent a value of 1 and that the complete value is negative.

\*All signed values must be uppercase (e.g., A, B, C not a, b, c etc.)

NOTE: Decimals and negative signs are allowed if this field is changed using the online correction tool within SEW.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Earnings (32-44)

**Line Type Code:** 01 – Employee Deduction Line Record

**Payroll system compatible:** Yes

**Error ID :** VD-I010

**Error Description:** Employee Contribution Amount does not contain a valid numeric value

**Error Resolution:** The entire Employee Contribution Amount must contain all valid numeric values (signed\* or unsigned). Change the non-numeric values to all numeric values (signed\* or unsigned). Negative values can be in a valid signed\* format or a negative sign can be used in front of the Earnings value. See table and note below for valid signed\* values. Correct the line by using the online correction feature in ~~the SEWSEW~~ or make the appropriate changes in your payroll system and upload a new file into ~~the SEWSEW~~.

A	B	C	D	E	F	G	H	I	{	J	K	L	M	N	O	P	Q	R	}
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

+1	+2	+3	+4	+5	+6	+7	+8	+9	+0	-1	-2	-3	-4	-5	-6	-7	-8	-9	-0
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

NOTE: A signed\* numeric field is a numeric value with a sign representation in the right most character. For example: a 6 character fixed positional text value of ‘654321’ can be represented ‘654321’ or ‘65432A’. The value -654321 can be represented as -654321 or ‘65432J’ where the last character would be replaced with a ‘J’ to represent a value of 1 and that the complete value is negative.

\*All signed values must be uppercase (e.g., A, B, C not a, b, c etc.)

NOTE: Decimals and negative signs are allowed if this field is changed using the online correction tool within SEW.

\*The exception to this rule is when an adjustment is being submitted through ~~the SEW~~ SEW online correction.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com) ~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Employee Contribution Amount (45-57)

**Line Type Code:** 01 – Employee Deduction Line Record

**Payroll system compatible:** Yes

**Error ID :** VD-I011

**Error Description:** Employer Contribution Amount does not contain a valid numeric value

**Error Resolution:** The entire Employer Contribution Amount must contain all valid numeric values (signed\* or unsigned). Change the non-numeric values to all numeric values (signed\* or unsigned). Negative values can be in a valid signed\* format or a negative sign can be used in front of the Earnings value. See table and note below for valid signed\* values. Correct the line by using the online correction feature in ~~the SEW~~ SEW or make the appropriate changes in your payroll system and upload a new file into ~~the SEW~~ SEW.

A	B	C	D	E	F	G	H	I	{	J	K	L	M	N	O	P	Q	R	}
+1	+2	+3	+4	+5	+6	+7	+8	+9	+0	-1	-2	-3	-4	-5	-6	-7	-8	-9	-0

NOTE: A signed\* numeric field is a numeric value with a sign representation in the right most character. For example: a 6 character fixed positional text value of ‘654321’ can be represented ‘654321’ or ‘65432A’. The value -654321 can be represented as -654321 or ‘65432J’ where the last character would be replaced with a ‘J’ to represent a value of 1 and that the complete value is negative.

\*All signed values must be uppercase (e.g., A, B, C not a, b, c etc.)

NOTE: Decimals and negative signs are allowed if this field is changed using the online correction tool within SEW.

\*The exception to this rule is when an adjustment is being submitted through ~~the SEW~~ SEW online correction.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Employer Contribution Amount (58-70)

**Line Type Code:** 01 – Employee Deduction Line Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I012

**Error Description:** Pay Period End Date does not contain a valid numeric value

**Error Resolution:** The entire Pay Period End Date field can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters (including spaces) to numeric characters.

Format must be in YYYYMMDD.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01 – Employee Deduction Line Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I013

**Error Description:** No Employee Deduction Line Record(s)

**Error Resolution:** No Employee Deduction Line Record(s) were found. Verify that no Employee Deduction Line Record(s) exist. If record(s) exist and you are receiving this Error Description, make sure the record is coded correctly with Record Type code 01. If none exist, add Employee Deduction Line Record(s).

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Not applicable

**Line Type Code:** 01 – Employee Deduction Line Record

**Payroll system compatible:** Yes

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**Error ID :** VD-I014

**Error Description:** No Unit Code supplied

**Error Resolution:** No Unit Code was supplied on the Employee Deduction Line Record. Input the correct Unit Code on the Employee Deduction Line Record.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Unit Code (71-73)

**Line Type Code:** 01 – Employee Deduction Line Record

**Payroll system compatible:** Yes

**Error ID :** VD-I015

**Error Description:** The Unit Code on record is not equal to the Unit Code in the Header Record

**Error Resolution:** Determine the correct Unit Code and make changes where appropriate.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present

Partial VDFs do not require a Header Record

**Field(s) and Record Position(s):** 01 - Unit Code (71-73), 02 - Unit Code (96-98)

**Line Type Code:** 01 – Employee Deduction Line Record, 02 – Report Unit Total Record

**Payroll system compatible:** Yes

**Error ID :** VD-I016

**Error Description:** Employee Deduction Line Record with no valid Report Unit Total Record

**Error Resolution:** No valid Report Unit Total Record exists for an Employee Deduction Line Record. If the Employee Deduction Line Record is valid, supply the Report Unit Total Record associated with that Unit Code. If invalid, remove the Employee Deduction Line Record.

Make sure it's located at the end of (01) unit lines.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Unit Code (71-73)

**Line Type Code:** 01 – Employee Deduction Line Record

**Payroll system compatible:** Yes

**Error ID :** VD-I017

**Error Description:** Unit Code is invalid

**Error Resolution:** If the Unit Code was entered incorrectly, supply the correct Unit Code. If the Unit Code is valid, the Pay Period End Date may occur before or after the Cash Balance (CB) enrollment dates. Change the Pay Period End Date if it is not within the Cash Balance (CB) enrollment dates.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Unit Code (71-73)

**Line Type Code:** 01 – Employee Deduction Line Record

**Payroll system compatible:** Yes

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**Error ID :** VD-I018

**Error Description:** Tax-ID does not contain a valid numeric value

**Error Resolution:** The entire Employee Social Security Number can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters (including spaces) to numeric characters.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Employee Social Security Number (3-11)

**Line Type Code:** 01 – Employee Deduction Line Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I019

**Error Description:** Tax-ID cannot have repeating characters

**Error Resolution:** The Tax-ID cannot contain all repeating characters (i.e., 555555555). Change to a valid entry.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 or VD-I018 is present.

**Field(s) and Record Position(s):** Employee Social Security Number (3-11)

**Line Type Code:** 01 – Employee Deduction Line Record

**Payroll system compatible:** Yes

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**Error ID :** VD-I020**Error Description:** No Employee First Name supplied**Error Resolution:** Supply a valid first name on the Employee Deduction Line Record.

NOTE: All alphabetic characters must be uppercase (e.g., A, B, C not a, b, c etc.)

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.**Exclusions:** This integrity check is not applied if error VD-I001 is present.**Field(s) and Record Position(s):** Employee First Name (22-29)**Line Type Code:** 01 – Employee Deduction Line Record**Payroll system compatible:** Yes

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**Error ID :** VD-I021**Error Description:** No Employee Last Name supplied**Error Resolution:** Supply a valid last name on the Employee Deduction Line Record.

NOTE: All alphabetic characters must be uppercase (e.g., A, B, C not a, b, c etc.)

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.**Exclusions:** This integrity check is not applied if error VD-I001 is present.**Field(s) and Record Position(s):** Employee Last Name (12-21)**Line Type Code:** 01 – Employee Deduction Line Record**Payroll system compatible:** Yes

---

**Error ID :** VD-I022**Error Description:** The Employee Contribution Amount and Employer Contribution Amount cannot be positive when Earnings are negative on the same Employee Deduction Line Record.**Error Resolution:** If the Earnings should be negative change the Employee and Employer Contribution Amounts to valid negative values.If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.**Exclusions:** This integrity check is not applied if error VD-I001, VD-I009, VD-I010, VD-I011 is present.**Field(s) and Record Position(s):** Employee Contribution Amount (45-57), Employer Contribution Amount (58-70), Earnings (32-44)**Line Type Code:** 01 – Employee Deduction Line Record

*Payroll system compatible:* Yes

---

**Error ID :** VD-I023

**Error Description:** The Employer Contribution Amount and Employee Contribution Amount on the same Employee Deduction Line Record cannot BOTH be zero

**Error Resolution:** Input valid contribution amounts where appropriate.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)

**Exclusions:** This integrity check is not applied if error VD-I001, VD010 or VD011 is present.

**Field(s) and Record Position(s):** Employee Contribution Amount (45-57), Employer Contribution Amount (58-70)

**Line Type Code:** 01 – Employee Deduction Line Record

*Payroll system compatible:* Yes

---

**Error ID :** VD-I024

**Error Description:** Invalid Pay Period End Date

**Error Resolution:** The Pay Period End Date can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters to numeric characters.

The Pay Period End Date must be a non zero value. Change the Pay Period End Date to a non zero value.

The Pay Period End Date must be valid. Examples of invalid dates include using months outside of 1 through 12, days that exceed the amount allotted in a month (e.g., February 30, January 32, etc.). Change the invalid dates.

Format must be YYYYMMDD.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)

**Exclusions:** This integrity check is not applied if error VD-I001 or VD-I012 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01 – Employee Deduction Line Record

*Payroll system compatible:* Yes

---

**Error ID :** VD-I025

**Error Description:** The Pay Period End Date is greater than the Pay Schedule Date indicated when the file was uploaded

**Error Resolution:** The Pay Period End Date cannot exceed the Pay Schedule Date. Change the invalid Pay Period End Date. The Pay Period Ending Date must be the last day of pay period the salary was earned, not the date the payroll ran.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001, VD-I012 or VD-I024 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01 – Employee Deduction Line Record

**Payroll system compatible:** No

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## 2.3. Report Unit Total Record (02) Integrity Checks

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**Error ID :** VD-I026

**Error Description:** The Total Earnings Amount within the Report Unit Total Record does not contain a valid numeric value

**Error Resolution:** The entire Total Earnings Amount can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters (including spaces) to numeric characters.

**NOTE:** Decimals and negative signs are allowed if this field is changed using the online correction tool within SEW.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Total Earnings Amount (57-69)

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I027

**Error Description:** The Total Employee Contribution Amount within the Report Unit Total Record does not contain a valid numeric value

**Error Resolution:** The entire Total Employee Contribution Amount can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters (including spaces) to numeric characters

**NOTE:** Decimals and negative signs are allowed if this field is changed using the online correction tool within SEW.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Total Employee Contribution Amount (70-82)

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I028

**Error Description:** The Total Employer Contribution Amount within the Report Unit Total Record does not contain a valid numeric value

**Error Resolution:** The entire Total Employer Contribution Amount can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). The Total Employer Contribution Amount must be a non zero value. Change the non numeric characters (including spaces) to numeric characters.

NOTE: Decimals and negative signs are allowed if this field is changed using the online correction tool within SEW.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Employer Contribution Amount (83-95)

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I029

**Error Description:** The Total Number of Employee Deduction Line Records within Unit field does not contain a valid numeric value

**Error Resolution:** The Total Number of Employee Deduction Line Records within Unit field can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). The field also cannot be a zero or negative value. Change the non numeric characters (including spaces) to numeric characters.

NOTE: Decimals and negative signs are allowed if this field is changed using the online correction tool within SEW.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Total Number of Employee Deduction Line Records within Unit (99-105)

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I030

**Error Description:** No Report Unit Total Record

**Error Resolution:** A Report Unit Total Record is required. Verify that no Report Unit Total Record exists. If one exists and you are receiving this Error Description, make sure the line is coded correctly with Record Type code 02. If none exist, add a Report Unit Total Record.

Make sure (02) is located at the end of unit (01) lines.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Not applicable

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I031

**Error Description:** Multiple Report Unit Total Records

**Error Resolution:** Only one Report Unit Total Record can exist per Unit Code. Verify that the multiple Report Unit Total Records are not another type of line (e.g., Report Source Total Record – 03) Remove the Report Unit Total Record(s) if invalid.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Record Type (1-2)

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I032

**Error Description:** The Unit Code does not contain a valid numeric value

**Error Resolution:** The Unit Code can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters (including spaces) to numeric characters.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Unit Code (96-98)

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I033

**Error Description:** Report Unit Total Record with no valid Employee Deduction Line(s)

**Error Resolution:** No valid Employee Deduction Line Record(s) exist for a Report Unit Total Record. If the Report Unit Total Record is valid, supply the Employee Deduction Line Record(s) associated with that Unit Code. If invalid, remove the Report Unit Total Record.

Make sure (02) is located at the end of (01) unit lines.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

**Field(s) and Record Position(s):** Not applicable

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

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---

**Error ID :** VD-I034

**Error Description:** The Total Employee Contribution Amount within the Report Unit Total Record is negative

**Error Resolution:** Change the Total Employee Contribution Amount to a positive value.

Make sure the VDF has money to apply.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 or VD-I027 is present.

**Field(s) and Record Position(s):** Total Employee Contribution Amount (70-82)

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

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---

**Error ID :** VD-I035

**Error Description:** The Total Employer Contribution Amount within the Report Unit Total Record is zero or negative

**Error Resolution:** Change the Total Employer Contribution Amount to zero or a positive value.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 or VD-I028 is present.

**Field(s) and Record Position(s):** Total Employer Contribution Amount (83-95)

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

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---

**Error ID :** VD-I036

**Error Description:** The Total Employee Contribution Amount and Total Employer Contribution Amount are BOTH zero or negative on the same Report Unit Total Record

**Error Resolution:** Verify the contribution amount totals within the Report Unit Total Record and input the correct amounts. If the Employee Contribution Amount should be zero, then change the Total Employer Contribution Amount to a positive value. Otherwise, change both amounts to a non zero value.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001, VD-I027 or VD-I028 is present.

**Field(s) and Record Position(s):** Total Employee Contribution Amount (70-82), Total Employer Contribution Amount (83-95)

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

**Error ID :** VD-I037

**Error Description:** The Total Earnings Amount within the Report Unit Total Record is negative

**Error Resolution:** Can not submit a VDF resulting in negative totals. Change the Total Earnings Amount to a positive value.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 or VD-I026 is present.

**Field(s) and Record Position(s):** Total Earnings Amount (57-69)

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

**Error ID :** VD-I038

**Error Description:** The Total Earnings Amount within the Report Unit Total Record does not equal the sum of all Employee Deduction Line Record Earnings for this Unit Code

**Error Resolution:** Compare the CalSTRS calculated amount to the reported amount in the VDF. Evaluate your payroll records and determine the appropriate amount that should be reported.

NOTE: CalSTRS calculates this amount by summing the Earnings for every Employee Deduction Line Record for this Unit Code.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001, VD-I026 or VD-I037 is present.

**Field(s) and Record Position(s):** Total Earnings Amount (57-69)

**Line Type Code:** 02 – Report Unit Total Record

*Payroll system compatible:* Yes

---

**Error ID :** VD-I039

**Error Description:** The Total Employee Contribution Amount within the Report Unit Total Record does not equal the sum of all Employee Deduction Line Record Employee Contribution Amounts for this Unit Code

**Error Resolution:** Compare the CalSTRS calculated amount to the reported amount in the VDF. Evaluate your payroll records and determine the appropriate amount that should be reported.

NOTE: CalSTRS calculates this amount by summing the all Employee Contribution Amount for every Employee Deduction Line Record for this Unit Code.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This integrity check is not applied if error VD-I001, VD-I027 or VD-I034 is present.

**Field(s) and Record Position(s):** Total Employee Contribution Amount (70-82)

**Line Type Code:** 02 – Report Unit Total Record

*Payroll system compatible:* Yes

---

**Error ID :** VD-I040

**Error Description:** The Total Employer Contribution Amount within the Report Unit Total Record does not equal the sum of all Employee Deduction Line Record Employer Contribution Amounts for this Unit Code

**Error Resolution:** Compare the CalSTRS calculated amount to the reported amount in the VDF. Evaluate your payroll records and determine the appropriate amount that should be reported.

NOTE: CalSTRS calculates this amount by summing the Employer Contribution Amount for every Employee Deduction Line Record for this Unit Code.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This integrity check is not applied if error VD-I001, VD-I028 or VD-I035 is present.

**Field(s) and Record Position(s):** Total Employer Contribution Amount (83-95)

**Line Type Code:** 02 – Report Unit Total Record

*Payroll system compatible:* Yes

---

**Error ID :** VD-I041

**Error Description:** The value reported within the Total Number of Employee Deduction Line Records within Unit field does not equal the number of Employee Deduction Line Records for this Unit Code

**Error Resolution:** Compare the CalSTRS calculated amount to the reported amount in the VDF. Evaluate your payroll records and determine the appropriate amount that should be reported.

NOTE: CalSTRS calculates this amount by counting every Employee Deduction Line Record for this Unit Code.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This integrity check is not applied if error VD-I001, VD-I029 or VD-I042 is present.

**Field(s) and Record Position(s):** Total Number of Employee Deduction Line Records within Unit (99-105)

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I042

**Error Description:** Invalid Total Number of Employee Deduction Line Records within Unit

**Error Resolution:** The Total Number of Employee Deduction Line Records within Unit field can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters to numeric characters.

The Total Number of Employee Deduction Line Records within Unit field must be a non zero value. Change to a non zero value.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This integrity check is not applied if error VD-I001 or VD-I029 is present.

**Field(s) and Record Position(s):** Total Number of Employee Deduction Line Records within Unit (99-105)

**Line Type Code:** 02 – Report Unit Total Record

**Payroll system compatible:** Yes

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## 2.4. Report Source Total Record (03) Integrity Checks

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**Error ID :** VD-I043

**Error Description:** The Total Earnings Amount within the Report Source Total Record does not contain a valid numeric value

**Error Resolution:** The entire Total Earnings Amount can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters (including spaces) to numeric characters

**NOTE:** Decimals and negative signs are allowed if this field is changed using the online correction tool within SEW.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

Partial VDF does not require a total earnings record.

**Field(s) and Record Position(s):** Total Earnings (57-69)

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I044

**Error Description:** The Total Employee Contribution Amount within the Report Source Total Record does not contain a valid numeric value

**Error Resolution:** The entire Total Employee Contribution Amount can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters (including spaces) to numeric characters

**NOTE:** Decimals and negative signs are allowed if this field is changed using the online correction tool within SEW.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Employee Contribution Amount (70-82)

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I045

**Error Description:** The Total Employer Contribution Amount within the Report Source Total Record does not contain a valid numeric value

**Error Resolution:** The entire Total Employer Contribution Amount can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters (including spaces) to numeric characters. The amount also can not be a zero value.

NOTE: Decimals and negative signs are allowed if this field is changed using the online correction tool within SEW.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Employer Contribution Amount (83-95)

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I046

**Error Description:** The Total Number of Employee Deduction Line Records field does not contain a valid numeric value

**Error Resolution:** The Total Number of Employee Deduction Line Records field can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters (including spaces) to numeric characters.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Number of Employee Deduction Line Records (106-113)

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I047

**Error Description:** The Total Number of Report Unit Total Records field does not contain a valid numeric value

**Error Resolution:** The Total Number of Report Unit Total Records field can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters (including spaces) to numeric characters.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Number of Report Unit Total Records (99-105)

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

**Error ID :** VD-I048

**Error Description:** No Report Source Total Record

**Error Resolution:** A Report Source Total Record is required. Verify that no Report Source Total Record exists. If one exists and you are receiving this Error Description, make sure the line is coded correctly with Record Type code 03. If none exist, add a Report Source Total Record.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Not applicable

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

**Error ID :** VD-I049

**Error Description:** Multiple Report Source Total Records

**Error Resolution:** Only one Report Source Total Record can exist in the file. Verify that the multiple Report Source Total Records are not another type of line (e.g., Report Unit Total Record – 02) Remove the Report Source Total Record(s) if invalid.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Record Type (1-2)

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

**Error ID :** VD-I050

**Error Description:** The Total Employee Contribution Amount within the Report Source Total Record is negative

**Error Resolution:** Change the Total Employee Contribution Amount to a positive value.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 or VD-I044 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Employee Contribution Amount (70-82)

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

**Error ID :** VD-I051

**Error Description:** The Total Employer Contribution Amount within the Report Source Total Record is zero or negative

**Error Resolution:** Change the Total Employer Contribution Amount to a positive value.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 or I045 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Employer Contribution Amount (83-95)

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

**Error ID :** VD-I052

**Error Description:** The Total Earnings Amount within the Report Source Total Record is negative

**Error Resolution:** Change the Total Earnings Amount to a positive value.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This integrity check is not applied if error VD-I001 or VD-I043 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Earnings Amount (57-69)

**Line Type Code:** 03 – Report Source Total Record

*Payroll system compatible:* Yes

---

**Error ID :** VD-I053

**Error Description:** The Total Earnings Amount within the Report Source Total Record does not equal the sum of all Report Unit Total Record Earnings

**Error Resolution:** Compare the CalSTRS calculated amount to the reported amount in the VDF. Evaluate your payroll records and determine the appropriate amount that should be reported.

NOTE: CalSTRS calculates this amount by summing the Earnings for every Report Unit Total Record for this Source Code.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)

**Exclusions:** This integrity check is not applied if error VD-I001, VD-I043 or VD-I052 is present. Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Earnings Amount (57-69)

**Line Type Code:** 03 – Report Source Total Record

*Payroll system compatible:* Yes

---

**Error ID :** VD-I054

**Error Description:** The Total Employee Contribution Amount within the Report Source Total Record does not equal the sum of all Report Unit Total Record Employee Contribution Amounts

**Error Resolution:** Compare the CalSTRS calculated amount to the reported amount in the VDF. Evaluate your payroll records and determine the appropriate amount that should be reported.

NOTE: CalSTRS calculates this amount by summing the Employee Contribution Amount for every Report Unit Total Record for this Source Code.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)

**Exclusions:** This integrity check is not applied if error VD-I001, VD-I044 or VD-I050 is present. Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Employee Contribution Amount (70-82)

**Line Type Code:** 03 – Report Source Total Record

*Payroll system compatible:* Yes

---

**Error ID :** VD-I055

**Error Description:** The Total Employer Contribution Amount within the Report Source Total Record does not equal the sum of all Report Unit Total Record Employer Contribution Amounts

**Error Resolution:** Compare the CalSTRS calculated amount to the reported amount in the VDF. Evaluate your payroll records and determine the appropriate amount that should be reported.

NOTE: CalSTRS calculates this amount by summing the Employer Contribution Amount for every Report Unit Total Record for this Source Code.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This integrity check is not applied if error VD-I001, VD-I045 or VD-I051 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Employer Contribution Amount (83-95)

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I056

**Error Description:** Invalid Total Number of Report Unit Total Records

**Error Resolution:** The Total Number of Report Unit Total Records can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters to numeric characters.

The Total Number of Report Unit Total Records must be a non zero value. Change to a non zero value.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This integrity check is not applied if error VD-I001 or VD-I047 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Number of Report Unit Total Records (99-105)

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

---

**Error ID :** VD-I057

**Error Description:** The value reported within the Total Number of Report Unit Total Records does not equal the number of Report Unit Total Records in the file

**Error Resolution:** Compare the CalSTRS calculated amount to the reported amount in the VDF. Evaluate your payroll records and determine the appropriate amount that should be reported.

NOTE: CalSTRS calculates this amount by counting the Report Unit Total Records for this Source Code.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This integrity check is not applied if error VD-I001, VD-I047 and I056 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Number of Report Unit Total Records (99-105)

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

-----  
**Error ID :** VD-I058

**Error Description:** Invalid Total Number of Employee Deduction Line Records

**Error Resolution:** The Total Number of Employee Deduction Line Records can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change the non numeric characters to numeric characters.

The Total Number of Employee Deduction Line Records field must be a non zero value. Change to a non zero value.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This integrity check is not applied if error VD-I001 or VD-I046 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Number of Employee Deduction Line Records (106-113)

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

-----  
**Error ID :** VD-I059

**Error Description:** The value reported within the Total Number of Employee Deduction Line Records does not equal the sum of all Total Number of Employee Deduction Line Records within Unit fields

**Error Resolution:** Compare the CalSTRS calculated amount to the reported amount in the VDF. Evaluate your payroll records and determine the appropriate amount that should be reported.

CalSTRS calculates this amount by summing all the Total Number of Employee Deduction Line Records within Unit fields in the file.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This integrity check is not applied if error VD-I001, VD-I046 or VD-I058 is present.

Partial VDF does not require a Report Source Total Record.

**Field(s) and Record Position(s):** Total Number of Employee Deduction Line Records (106-113)

**Line Type Code:** 03 – Report Source Total Record

**Payroll system compatible:** Yes

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### 3. Voluntary Deduction File (Cash Balance) Business Rules

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**Error ID:** VD-B001

**Error Description:** Person &/or Account not found / not setup properly for Tax ID used to report contributions.

**Error Resolution:** The Employee Tax ID has met one of the following criteria:

- No matching Tax ID has been found in CalSTRS system
- No matching Defined Benefit (DB) account has been found in CalSTRS system or a matching Defined Benefit (DB) account has been found but not properly set up (i.e., no effective date for employment has been confirmed)
- No matching Cash Balance (CB) account has been found in CalSTRS system or a matching Cash Balance (CB) account has been found but not properly set up (i.e., no effective date for employment has been confirmed)

Verify the Tax ID. If the Tax ID is accurate, use MR87 or REAP and submit one of the following:

- 02 to establish Defined Benefit (DB) non-member account properly (use this code when the Defined Benefit (DB) account is not properly setup (i.e., the Defined Benefit (DB) Account has temporary indicator = Y while Cash Balance (CB) account and sub account are non-temporary).
- 06 to establish Cash Balance (CB) member account and Defined Benefit (DB) non-member account properly (use this code when Cash Balance (CB) account is not properly setup or when both Cash Balance (CB) and Defined Benefit (DB) account is not been properly setup)
- 86 to suspend Defined Benefit (DB) member account when employee is now contributing to Cash Balance (CB) Program (use this code when the employee is a Defined Benefit (DB) Member who now contributes to Cash Balance (CB) program for the associated Report Unit Code

NOTE: Gender and birth date are required when establishing a Defined Benefit (DB) and/or Cash Balance (CB) account.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)

**Exclusions:** This business rule is not applied if error VD-B005 is present.

**Field(s) and Record Position(s):** Employee Social Security Number (3-11)

**Line Type Code:** 01- Employee Deduction Line

**Payroll system compatible:** No

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**Error ID:** VD-B002

**Error Description:** Last Name does not match for Tax ID used to report contributions.

**Error Resolution:** The Employee Last Name on the Employee Deduction Line record does not match the current or prior Employee Last Name in CalSTRS system.

Verify that the Employee Tax ID was entered correctly and is not matching an incorrect account. Correct the Employee Tax ID if incorrect.

Verify your employee name records. If the record in your system is incorrect, change the Employee Last Name in your system and on the Contribution Line to match CalSTRS system.

If CalSTRS system is incorrect, update the Employee Last Name in CalSTRS system by using the MR87 process or REAP. Using MR87 or REAP, submit transaction code 50 to change the Employee Last Name within CalSTRS system. Name changes are not permitted if the Employee has a CalSTRS account status of retired/ disabled (e.g., SRPRE72, DRPRE72, SR, DA or DR).

NOTE: All alphabetic characters must be uppercase (e.g., A, B, C not a, b, c etc.)

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

To prevent this business rule error, use Match File, MR87 or REAP query and update functions to validate and synchronize account information with CalSTRS' records before you upload your Voluntary Deduction File (VDF).

**Exclusions:** This business rule is not applied if error VD-B003 or VD-B005 is present.

**Field(s) and Record Position(s):** Employee Last Name (12-21)

**Line Type Code:** 01- Employee Deduction Line

**Payroll system compatible:** No

**Error ID:** VD-B003

**Error Description:** First & Last Names do not match for Tax ID used to report contributions.

**Error Resolution:** The Employee's First and Last Name on the Employee Deduction Line Record does not match the current or prior Last Name and current First Name in CalSTRS system.

Verify that the Employee Tax ID was entered correctly and is not matching an incorrect account. Correct the Employee Tax ID if incorrect.

Verify your employee name records. If the record in your system is incorrect, change the Employee First and Last Name in your system and on the Employee Deduction Line Record to match CalSTRS system.

If CalSTRS system is incorrect, update the Employee First and Last Name in CalSTRS system by using the MR87 process or REAP. Using MR87 or REAP, submit transaction code 50 to change the Employee First and Last Name within CalSTRS system. Name changes are not permitted if the Employee has a CalSTRS account status of retired/ disabled (e.g., SRPRE72, DRPRE72, SR, DA or DR).

NOTE: All alphabetic characters must be uppercase (e.g., A, B, C not a, b, c etc.)

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

To prevent this business rule error, use Match File, MR87 or REAP query and update functions to validate and synchronize account information with CalSTRS' records before you upload your F496 file.

**Exclusions:** None

**Field(s) and Record Position(s):** Employee Last Name (12-21), Employee First Name (22-29)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B004

**Error Description:** Contributions reported for a temporary sub-account or contributions reported will establish a temporary sub-account for this employer.

**Error Resolution:** Using MR87 or REAP, submit transaction code 06 to Establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) or transaction code 86 to Suspend Defined Benefit (DB) Member contributing to Cash Balance (CB).

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This business rule is not applied if error VD-005, VD-021, VD-023 or VD-B024 is present.

**Field(s) and Record Position(s):** Employee Social Security Number (3-11)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B005

**Error Description:** Reported Tax Id has been changed for this Person.

**Error Resolution:** The Employee Tax ID matches an account in CalSTRS system that has been merged with an account that has a verified Employee Tax ID.

Verify the Employee Tax ID and change if inaccurate.

If the Employee Tax ID is valid, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** None

**Field(s) and Record Position(s):** Employee Social Security Number (3-11).

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B006

**Error Description:** Negative contributions reported for temporary or non-existent sub-account

**Error Resolution:** Both the Employee and Employer Contribution Amounts are negative and the sub-account does not exist or is not properly set up (i.e., Cash Balance (CB) account has not been verified by using transaction code 06 or 86 via REAP or MR87).

Verify your records. If incorrect, remove the record from the file.

If correct, use MR87 or REAP and submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) or transaction code 86 to indicate the Employee's Defined Benefit (DB) Member account is suspended and they are contribution to Cash Balance (CB).

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** None

**Field(s) and Record Position(s):** Employee Social Security Number (3-11), Employee Contribution Amount (45-57) and Employer Contribution Amount (58-70).

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B007

**Error Description:** Negative contributions will result in negative sub-account balance

**Error Resolution:** Both the Employee and Employer Contribution Amounts are negative and application of these contribution amounts will create a negative sub-account balance when compared to prior amounts submitted to date from the employer.

Verify your records. Input an accurate contribution amount that will not result in a negative sub-account balance.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-005 is present.

**Field(s) and Record Position(s):** Employee Contribution Amount (45-57) or Employer Contribution Amount (58-70).

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B008

**Error Description:** Negative contributions cannot be matched for reversal

**Error Resolution:** The record cannot be matched to an existing record in CalSTRS system for the purposes of reversing the original record reported.

Verify your records. The reversing record must match the target record exactly. Verify that the Record Type, Tax ID, Last Name, First Name, Middle Initial, Earnings, Employee and Employer Contribution Amount, Unit Code and Pay Period End Date match the target record.

NOTE: If business rule VD-B007, BD-B025 or VD-B027 exist on a reversing record it will not be able to match the target record and VD-B008 will exist as well.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** None

**Field(s) and Record Position(s):** Employee Contribution Amount (45-57), Employer Contribution Amount (58-70), Pay Period End Date (74-81).

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

**Error ID:** VD-B009

**Error Description:** Contributions reported more than 30 days after Lump Sum Benefit Effective Date (BED)

**Error Resolution:** Contributions reported reflect a Pay Period End Date more than 30 days after the Lump Sum Benefit Effective Date.

Verify your records. If the Earnings were after the Benefit Effective Date, use REAP or MR87 and submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) to re-establish Cash Balance (CB) participation.

If the earnings were before the Benefit Effective Date, input an accurate Pay Period End Date.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-B001, VD-005 or VD-B021 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

**Error ID:** VD-B010

**Error Description:** Contributions reported after participant death date

**Error Resolution:** Contributions reported reflect a Pay Period End Date that is more than 30 days after the date which the account became deceased.

Verify the employee's CalSTRS account status. Adjust the Pay Period End Date, if incorrect, to occur before the employee's date of death.

If you believe the employee's date of death is incorrect, please contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com) for assistance.

**Exclusions:** This business rule is not applied if error VD-B021 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B011

**Error Description:** Contributions reported for account in closed status

**Error Resolution:** The Cash Balance (CB) account was closed (CBMGRCLSD or CBACCTCLSD) by CalSTRS.

Verify your records. If incorrect, remove the record from the file.

If correct, use MR87 or REAP and submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) or transaction code 86 to indicate the Employee's Defined Benefit (DB) Member account is suspended and they are contribution to Cash Balance (CB).

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-B001, VD-005 or VD-B021 is present.

**Field(s) and Record Position(s):** Employee Social Security Number (3-11), Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

-----  
**Error ID:** VD-B012

**Error Description:** Contributions reported within 30 days of Retirement / Disability effective date (BED)

**Error Resolution:** Contributions reported reflect a Pay Period End Date -less than 30 days after either a retirement or disability lump sum Benefit Effective Date.

Verify your records. If the Earnings were before the Benefit Effective Date, input an accurate Pay Period End Date.

If the Earnings were after the Benefit Effective Date, using MR87 or REAP submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) to re-establish Cash Balance (CB) participation.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-B001, VD-005 or VD-B021 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

---

**Error ID:** VD-B013

**Error Description:** Contributions reported after sub-account closed. DB acct status is Non-Member

**Error Resolution:** Contributions were reported for a sub-account that has been closed and the current Defined Benefit (DB) account status is non-member, refund, service retirement (SR) or disability retirement (DR).

Verify your records. If incorrect, input an accurate Pay Period End Date.

If correct, use MR87 or REAP and submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) to re-establish Cash Balance (CB) participation.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-005, VD-021, VD-023 or VD-B024 is present.

**Field(s) and Record Position(s):** Employee Social Security Number (3-11), Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B014

**Error Description:** Contributions reported after sub-account closed. DB account status is Member or Disability Allowance (DA)

**Error Resolution:** Contributions were reported for a sub-account that has been closed and the current Defined Benefit (DB) account status is member.

Verify your records. If incorrect, input an accurate Pay Period End Date.

If correct, use MR87 or REAP and submit transaction code 86 to indicate the Employee's Defined Benefit (DB) Member account is suspended and they are contribution to Cash Balance (CB).

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-005, VD-021, VD-023 or VD-B024 is present.

**Field(s) and Record Position(s):** Employee Social Security Number (3-11), Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

**Error ID:** VD-B015

**Error Description:** Source / Unit not a CB provider at Pay Period End Date

**Error Resolution:** The Pay Period End Date- is earlier than the Report Unit's Cash Balance (CB) program effective date OR the Report Source/ Report Unit does not offer the Cash Balance (CB) program.

Verify your records. If incorrect, input an accurate Pay Period End Date.

If correct, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-B021 is present.

**Field(s) and Record Position(s):** Unit Code (71-73), Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** Partial

**Error ID:** VD-B016

**Error Description:** Contributions reported during TERMINATION Benefit 6 month waiting period

**Error Resolution:** Contributions reported reflect a Pay Period End Date- that occurs during the termination benefit 6 month waiting period (CBTERM).

Verify your records. If incorrect, input an accurate Pay Period End Date.

If correct, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-B001, VD-005 or VD-B021 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

**Error ID:** VD-B017

**Error Description:** Contributions reported within 30 days of Termination Benefit Effective Date (BED)

**Error Resolution:** The Pay Period End Date for the contributions reported is less than 30 days after the termination Benefit Effective Date. Verify your records. If the Earnings were before the Benefit Effective Date input an accurate Pay Period End Date.

If the Earnings were after the Benefit Effective Date, use MR87 or REAP and submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) or transaction code 86 to indicate the Employee's Defined Benefit (DB) Member account is suspended and they are contributing to Cash Balance (CB) to re-establish participation.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This business rule is not applied if error VD-B001, VD-005 or VD-B021 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

**Error ID:** VD-B018

**Error Description:** Contributions reported within 30 days of Annuity Benefit Effective Date (BED)

**Error Resolution:** The Pay Period End Date- for contributions reported is less than 30 days after the Annuity Benefit Effective Date.

Verify your records. If the Earnings were before the Benefit Effective Date, input an accurate Pay Period End Date.

If the Earnings were after the Benefit Effective Date use MR87 or REAP and submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) or transaction code 86 to indicate the Employee's Defined Benefit (DB) Member account is suspended and they are contributing to Cash Balance (CB) to re-establish participation.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This business rule is not applied if error VD-B001, VD-005 or VD-B021 is present.

**Field(s) and Record Position(s):**, Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

**Error ID:** VD-B019

**Error Description:** Contributions reported after DISABILITY Annuity Benefit Effective Date (BED)

**Error Resolution:** The Pay Period End Date- for contributions is more than 30 days after the disability annuity Benefit Effective Date.

Verify your records. If the Earnings were before the Benefit Effective Date, input an accurate Pay Period End Date.

If the Earnings were after the Benefit Effective Date, using MR87 or REAP submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) to re-establish participation.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-B001, VD-005 or VD-B021 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B020

**Error Description:** Contributions reported after RETIREMENT Annuity Benefit Effective Date (BED)

**Error Resolution:** The Pay Period End Date- for contributions is more than 30 days after the retirement annuity Benefit Effective Date.

Verify your records. If the Earnings were before the Benefit Effective Date, input an accurate Pay Period End Date.

If the Earnings were after the Benefit Effective Date, using MR87 or REAP submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) to re-establish participation.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-B001, VD-005 or VD-B021 is present.

**Field(s) and Record Position(s):** Employee Social Security Number (3-11), Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

-----  
**Error ID:** VD-B021

**Error Description:** Pay Period End Date- fiscal year beyond reporting fiscal year

**Error Resolution:** The fiscal year represented by the Pay Period End Date is greater than the fiscal year in which the report was prepared for. Verify your records. If incorrect, change to a valid Pay Period End Date-. If the Pay Period End Date is in a new fiscal year, remove the record and report it on the first VDF for the new fiscal year.

If correct, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** None

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** Yes

-----  
**Error ID:** VD-B022

**Error Description:** Contributions reported for service prior to sub-account open status date

**Error Resolution:** Contributions reported reflect a Pay Period End Date- earlier than the sub-account open status date.

Verify your records. If incorrect, input an accurate Pay Period End Date.

If correct, use MR87 or REAP and submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) or transaction code 86 to indicate the Employee's Defined Benefit (DB) Member account is suspended and they are contributing to Cash Balance (CB) to update the status date in CalSTRS system.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com)~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This business rule is not applied if error VD-005, VD-021, VD-023 or VD-B024 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

-----  
**Error ID:** VD-B023

**Error Description:** Contributions reported more than 30 days after Administrative Transfer Effective Date

**Error Resolution:** Contributions reported reflect a Pay Period End Date- more than 30 days after the Administrative Transfer effective date.

Verify your records. If Earnings were before the effective date, input an accurate Pay Period End Date.

If Earnings were after the effective date, using MR87 or REAP submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) to re-establish participation.

If the employee submitted a Permissive Election (ES-350) form for the district, the lines should be reported to the Defined Benefit (DB) program and the Cash Balance (CB) sub-account can not be re-opened.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-001, VD-005 or VD-021 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

-----  
**Error ID:** VD-B024

**Error Description:** Contributions reported within 30 days of Administrative Transfer Effective Date

**Error Resolution:** Contributions reported reflect a Pay Period End Date- less than or equal to 30 days after the Administrative Transfer effective date.

Verify your records. If the Earnings were before the effective date, input an accurate Pay Period End Date.

If the Earnings were after the effective date, using MR87 or REAP submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) to re-establish participation.

If the employee submitted a Permissive Election (ES-350) form for the district, the lines should be reported to the Defined Benefit (DB) program and the Cash Balance (CB) sub-account can not be re-opened.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-001, VD-005 or VD-021 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** Yes

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**Error ID:** VD-B025

**Error Description:** Negative contributions reported for account closed by Administrative Transfer

**Error Resolution:** Contributions reported reflect a Pay Period End Date- before the Administrative Transfer effective date.

Verify your records. If the incorrect, remove the record from the file.

If correct, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com) ~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** None

**Field(s) and Record Position(s):** Employee Contribution Amount (45-57), Employer Contribution Amount (58-70), Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B026

**Error Description:** Contributions reported by new employer for inactive account

**Error Resolution:** Contributions have been reported for a Cash Balance (CB) account that is inactive due to it being in a benefit status (i.e., CBTERM, CBRETLs, CBRETANN, CBDISLS, CBDISANN, CBDTHBNFT, CBADMTRAN, CBLSDIED, CBACCTCLSD, CBANNDIED, CBMRGCLOSD).

Use MR87 or REAP and submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) or transaction code 86 to indicate the Employee's Defined Benefit (DB) Member account is suspended and they are contributing to Cash Balance (CB).

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com) ~~EmployerHelp@CalSTRS.com~~.

**Exclusions:** This business rule is not applied if error VD-005, VD-021, VD-023 or VD-B024 is present.

**Field(s) and Record Position(s):** Employee Social Security Number (3-11), Employee Contribution Amount (45-57), Employer Contribution Amount (58-70).

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B027

**Error Description:** Negative contributions will result in negative account balance

**Error Resolution:** Both the Employee and Employer Contribution Amounts are negative and application of these contribution amounts will create a negative client account balance when compared to prior amounts submitted to date.

Verify your records. Input an accurate contribution amount that will not result in a negative client account balance.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** None

**Field(s) and Record Position(s):** Employee Contribution Amount (45-57), Employer Contribution Amount (58-70)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B028

**Error Description:** Contributions reported for sub-account closed by distribution of benefit paid

**Error Resolution:** Contributions were reported for a sub account in benefit status.

Verify your records. If incorrect, remove the record from the file.

If correct, using MR87 or REAP submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) to establish participation for the new employee.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-005, VD-021, VD-023 or VD-B024 is present.

**Field(s) and Record Position(s):** Employee Social Security Number (3-11)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B029

**Error Description:** Contributions reported for a sub-account closed by Administrative Transfer

**Error Resolution:** Contributions have been reported for an account that is currently in an Administrative Transfer Status OR the account is not currently in an Administrative Transfer status but the Pay Period End Date occurs when the sub-account was in an Administrative Transfer status.

Verify your records. If the Pay Period End Date- is prior to consolidation of benefits, report line to Defined Benefit (DB). If Pay Period End Date is after consolidation of benefits use MR87 or REAP and submit transaction code 86 to indicate the Employee's Defined Benefit (DB) Member account is suspended and they are contributing to Cash Balance (CB) to re-establish participation – if applicable.

If the employee submitted a Permissive Election (ES-350) form for the district, the lines should be reported to the Defined Benefit (DB) program and the Cash Balance (CB) sub-account can not be re-opened.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-005, VD-021, VD-023 or VD-B024 is present.

**Field(s) and Record Position(s):** Employee Social Security Number (3-11), Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B030

**Error Description:** Employee Contribution outside the tolerance amount

**Error Resolution:** The Employee Contribution Amount on the record is greater or less than the CalSTRS calculated Employee Contribution Amount by more than .05 cents.

Verify your records. Input a valid contribution amount.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-015 is present or when Earnings are not supplied on the record.

**Field(s) and Record Position(s):** Employee Contribution Amount (45-57)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** Yes

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**Error ID:** VD-B031

**Error Description:** Employer Contribution outside the tolerance amount

**Error Resolution:** The Employer Contribution Amount on the record is greater or less than the CalSTRS calculated Employer Contribution Amount by more than .05 cents.

Verify your records. Input a valid contribution amount.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).

**Exclusions:** This business rule is not applied if error VD-015 is present or when Earnings are not supplied on the record.

**Field(s) and Record Position(s):** Employer Contribution Amount (58-70)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** Yes

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**Error ID:** VD-B032**Error Description:** Open Alt Retirement Prg sub-account exists for this Employer.**Error Resolution:** The Pay Period End date of the reported line falls within a period for which an active Alternative Retirement Program sub-account already exists.

Verify your records. If incorrect, remove the record from the file or correct the Pay Period End date.

If correct, use REAP and submit transaction code 82 to close the Alternative Retirement Program sub-account. Ensure that the effective date associated with transaction code 82 is before the Pay Period End date.

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).**Exclusions:** None.**Field(s) and Record Position(s):** Pay Period End Date (74-81)**Line Type Code:** 01- Employee Deduction Line Record**Payroll system compatible:** No**Error ID:** VD-B033**Error Description:** Contributions reported before sub-account closed.**Error Resolution:** The Pay Period End (PPE) date for the reported contributions precedes the date on which the associated sub-account was closed with reason "Closed: Opened In Error".

Verify your records. If incorrect, remove the record from the file.

If correct, contact CalSTRS Employer Help at (877) 277-5778 or [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com).**Exclusions:** This business rule is not applied if error VD-B005, VD-B015, VD-B021, VD-B023 or VD-B024 is present.**Field(s) and Record Position(s):** Pay Period End Date (74-81)**Line Type Code:** 01- Employee Deduction Line Record**Payroll system compatible:** No**Error ID:** VD-B034**Error Description:** Contributions reported after sub-account closed.**Error Resolution:** The Pay Period End (PPE) date for the reported contributions are after the date on which the associated sub-account was closed with reason "Closed: Opened In Error".

Verify your records. If incorrect, remove the record from the file.

If correct, use MR87 or REAP and submit transaction code 06 to establish a Defined Benefit (DB) Non-Member/DB Non-Member contributing to Cash Balance (CB) or transaction code 86

to indicate the Employee's Defined Benefit (DB) Member account is suspended and they are contribution to Cash Balance (CB).

If you need help correcting this error, contact CalSTRS Employer Help at (877) 277-5778 or EmployerHelp@CalSTRS.com.

**Exclusions:** This business rule is not applied if error VD-B005, VD-B015, VD-B021, VD-B023 or VD-B024 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No

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**Error ID:** VD-B035

**Error Description:** Cash Balance (CB) contributions reported for a period during which the participant also received a Service Retirement (SR) benefit distribution as a Defined Benefit (DB) member.

**Error Resolution:** CB contributions cannot be reported for a participant for whom their current DB account status is SR.

Verify your records. If incorrect, input an accurate Pay Period End Date or remove the line from the file.

If correct, contact CalSTRS Employer Help at (877) 277-5778 or EmployerHelp@CalSTRS.com.

**Exclusions:** This business rule is not applied if error VD-B001, VD-B005 or VD-B021 is present.

**Field(s) and Record Position(s):** Pay Period End Date (74-81)

**Line Type Code:** 01- Employee Deduction Line Record

**Payroll system compatible:** No