

Gemini Project

Employer Reporting File Validations

Version 1.00

September 16, 2021

Teachers' Retirement System of the State of Illinois













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








Introduction













As a pension system, TRS needs the ability to receive/load employer reporting files from TRS-covered employers. These files need to be checked for basic content and structural/layout issues to determine what content should be accepted and loaded into the system for further validation and internal use. This initial processing is referred to as the *Load Process*. Once the records have been loaded into the system they will need to pass through a series of business validations to ensure that what is being reported makes sense within the context of TRS business requirements, administrative rules, and the statutes to which TRS must adhere. This set of business validations is referred to as the *Edit Process*.













Load Validations













Error #	Field	Criteria	Title	Message	Severity
ER1006	Record Type	<ul style="list-style-type: none"> Field contains any value other than H, D, or F 	Invalid Record Type	Record Type contains an invalid value. Allowable values are H, D, or F. This edit will also appear for any blank or empty rows in the file.	Reject File 
ER1007	Record Type	<ul style="list-style-type: none"> The field has a value of H in consecutive records 	Consecutive Headers	The file contains consecutive Header Records. This is not allowed by the format.	Reject File 
ER1009	Record Type	<ul style="list-style-type: none"> Two records have a value of H in the field when there are not record(s) with a value of D and a record with a value of F in between 	Footer Missing	The file contains a new Header Record before the previous report had been filled with Details or closed out with a Footer Record	Reject File 
ER1010	Record Type	<ul style="list-style-type: none"> The field contains a value of D that is not preceded by a record with a value of D or H in the field 	Batchless Detail Record	The file contains a Detail Record that is not under a Header Record	Reject File 
ER1011	Record Type	<ul style="list-style-type: none"> Two records have a value of F in the field when there is not a record with a value of H and record(s) with a value of D in between 	Header Missing	The file contains a new Footer Record without the start of a new report with a Header Record and Details	Reject File 
ER1012	Report Type (Header)	<ul style="list-style-type: none"> Field contains any value other than 01 or 02 	Invalid Report Type	Report Type contains a value other than 01 or 02	Reject Batch 
ER1013	Format Version (Header)	<ul style="list-style-type: none"> Field contains any value other than 000 	Invalid Format Version	Format Version contains a value other than 000	Reject Batch 
ER1014	TRS Code (Header)	<ul style="list-style-type: none"> Field does not contain a valid, currently assigned TRS Code of any employer 	Invalid TRS Code	TRS Code does not contain valid, currently assigned TRS Code of an active contributing employer	Reject Batch 
ER1015	Report Date (Header)	<ul style="list-style-type: none"> The field contains any non-numeric characters 	Non-numeric Report Date	Report Date contains non-numeric characters	Reject Batch 
ER1016	Report Date (Header)	<ul style="list-style-type: none"> Field contains a date greater than ten days in the future 	Future Report Date	Report Date contains a date more than ten days in the future	Reject Batch 

Error #	Field	Criteria	Title	Message	Severity
ER1017	Report Date (Header)	<ul style="list-style-type: none"> The field does not contain a valid date 	Invalid Report Date	Report Date contains an invalid date	Reject Batch 
ER1018	File Creation Date (Header)	<ul style="list-style-type: none"> The field contains any non-numeric characters 	Non-numeric File Creation Date	File Creation Date contains non-numeric characters	Info 
ER1019	File Creation Date (Header)	<ul style="list-style-type: none"> The field contains a future date 	Future File Creation Date	File Creation contains a future date	Info 
ER1020	File Creation Date (Header)	<ul style="list-style-type: none"> The field does not contain a valid date 	Invalid File Creation Date	File Creation contains an invalid date	Info 
ER1021	SSN	<ul style="list-style-type: none"> The field contains any non-numeric characters 	Non-numeric SSN	SSN contains non-numeric characters	Reject Record 
ER1023	Prefix	<ul style="list-style-type: none"> Field contains any value other than MR, MRS, MS, MZ, DR, SR, FR or three spaces 	Invalid Prefix	Prefix is not blank and contains a value other than MR, MRS, MS, MZ, DR, SR, FR	Reject Record 
ER1024	First Name	<ul style="list-style-type: none"> Field contains a special character that is not allowed or contains all spaces 	Invalid First Name	First Name is blank or contains a character that is not allowed	Reject Record 
ER1025	First Name	<ul style="list-style-type: none"> Field contains any numeric value 	Numeric First Name	First Name contains a numeric value	Reject Record 
ER1026	Middle Name	<ul style="list-style-type: none"> Field contains a special character that is not allowed 	Invalid Middle Name	Middle Name contains a character that is not allowed	Reject Record 
ER1027	Middle Name	<ul style="list-style-type: none"> Field contains any numeric value other than spaces 	Numeric Middle Name	Middle Name contains a numeric value	Reject Record 
ER1028	Last Name	<ul style="list-style-type: none"> Field contains a special character that is not allowed or contains all spaces 	Invalid Last Name	Last Name is blank or contains a character that is not allowed	Reject Record 
ER1029	Last Name	<ul style="list-style-type: none"> Field contains any numeric value 	Numeric Last Name	Last Name contains a numeric value	Reject Record 
ER1030	Suffix	<ul style="list-style-type: none"> Field contains any value other than JR, SR, I, II, III, IV, V, VI, ESQ, PHD, or three spaces 	Invalid Suffix	Suffix is not blank and contains a value other than JR, SR, I, II, III, IV, V, VI, ESQ, or PHD	Reject Record 
ER1031	Gender	<ul style="list-style-type: none"> Field contains any values other than 01 or 02 	Invalid Gender	Gender contains a value other than 01 or 02	Reject Record 
ER1032	Date of Birth	<ul style="list-style-type: none"> The field contains any non-numeric characters 	Non-numeric Date of Birth	Date of Birth contains a non-numeric character	Reject Record 

Error #	Field	Criteria	Title	Message	Severity
ER1033	Date of Birth	• Field contains a future date	Future Date of Birth	Date of Birth contains a future date	Reject Record 
ER1034	Date of Birth	• Field does not contain a valid date	Invalid Date of Birth	Date of Birth contains an invalid date	Reject Record 
ER1035	Pay Period Begin Date	• The field contains any non-numeric characters	Non-numeric Pay Period Begin Date	Pay Period Begin Date contains a non-numeric character	Reject Record 
ER1036	Pay Period Begin Date	• Field contains a future date and the Deferred field does not contain a value of Y	Future Pay Period Begin Date	Non-Deferred Pay Period Begin Date contains a future date	Reject Record 
ER1037	Pay Period Begin Date	• Field does not contain a valid date	Invalid Pay Period Begin Date	Pay Period Begin Date contains an invalid date	Reject Record 
ER1038	Pay Period End Date	• The field contains any non-numeric characters	Non-numeric Pay Period End Date	Pay Period End Date contains a non-numeric character	Reject Record 
ER1040	Pay Period End Date	• Field does not contain a valid date	Invalid Pay Period End Date	Pay Period End Date contains an invalid date	Reject Record 
ER1041	Pay Date	• The field contains any non-numeric characters	Non-numeric Pay Date	Pay Date contains a non-numeric character	Reject Record 
ER1042	Pay Date	• Field contains a date greater than ten days in the future and the Deferred field does not contain a value of Y	Future Pay Date	Non-Deferred Pay Date contains a date more than ten days in the future	Reject Record 
ER1043	Pay Date	• Field does not contain a valid date	Invalid Pay Date	Pay Date contains an invalid date	Reject Record 
ER1044	Payroll Frequency	• Field contains any value other than 01, 02 , 03, or 04	Invalid Payroll Frequency	Payroll Frequency contains a value other 01, 02, 03, or 04	Reject Record 
ER1045	Employment Begin Date	• The field contains any non-numeric characters	Non-numeric Employment Begin Date	Employment Begin Date contains a non-numeric character	Reject Record 
ER1047	Employment Begin Date	• Field does not contain a valid date	Invalid Employment Begin Date	Employment Begin Date contains an invalid date	Reject Record 
ER1048	Employment End Date	• The field contains any non-numeric characters other than spaces	Non-numeric Employment End Date	Employment End Date contains a non-numeric character	Reject Record 
ER1050	Employment End Date	• Field does not contain either: all zeros, all spaces, or a valid date	Invalid Employment Date	Employment End Date contains an invalid date	Reject Record 













Error #	Field	Criteria	Title	Message	Severity
ER1051	Employment End Reason	• Field contains any value other than 01, 02 , or two spaces	Invalid Employment End Reason	Employment End Reason is not blank and contains a value other than 01 or 02	Reject Record 
ER1052	Employment Type	• Field contains any value other than F, P, S, H or E and Contribution Category is not 99	Invalid Employment Type	Employment type contains a value other than F, P, S, H, or E	Reject Record 
ER1053	Job Category	• Field contains any value other than 01, 02 , or 03	Invalid Job Category	Job Category contains a value other than 01, 02, or 03	Reject Record 
ER1054	Contract Days	• Field contains any non-numeric value	Non-Numeric Contract Days	Contract Days contains a non-numeric value	Reject Record 
ER1055	Contribution Category	• Field contains any value other than 01, 02, 03, 04, 05, 06, 07, 08 , or 99	Invalid Contribution Category	Contribution Category contains a value other than 01, 02, 03, 04, 05, 06, 07, 08, or 99	Reject Record 
ER1056	FTE Percentage	• Field contains any non-numeric value	Non-numeric FTE Percentage	FTE percentage contains a non-numeric value	Reject Record 
ER1057	Full Annual Rate	• Field contains a non-numeric value	Non-Numeric Full Annual Rate	Full Annual Rate contains a non-numeric value	Reject Record 
ER1058	Full Annual Rate	• Field contains a period in any column other than the seventh in the field	Full Annual Rate Misplaced Decimal	Full Annual Rate contains a misplaced decimal point	Reject Record 
ER1059	Full Annual Rate	• Field does not contain a period	Full Annual Rate Missing Decimal	Full Annual Rate does not contain a decimal point	Reject Record 
ER1061	Payment Reason	• Report Type contains a value of 01 and field contains any value other than BS, ED, LE, FB, TX, LS, SS, BW, LA, SB, ML , or NC	Invalid DB Payment Reason	Payment Reason contains a value other than BS, ED, LE, FB, TX, LS, SS, BW, LA, SB, ML, or NC	Reject Record 
ER1062	Payment Reason	• Report Type contains a value of 02 and field contains any value other than BS, ED, LE, FB, TX, LS, SS, BW, LA, SB, ML, NC or spaces	Invalid DC Payment Reason	Payment Reason contains a value other than BS, ED, LE, FB, TX, LS, SS, BW, LA, SB, ML, NC or blank	Reject Record 
ER1063	Deferred	• Field contains any value other than Y or N	Invalid Deferred Indicator	Deferred field contains a value other than Y or N	Reject Record 











Error #	Field	Criteria	Title	Message	Severity
ER1064	Increase/Decrease Earnings	• Field contains any value other than + or -	Invalid Increase/Decrease Earnings	Increase/Decrease Earnings contains a value other + or -	Reject Record 
ER1065	Earnings	• Field contains a non-numeric value	Non-Numeric Earnings	Earnings contains a non-numeric value	Reject Record 
ER1066	Earnings	• Field contains a period in any column other than the seventh in the field	Earnings Misplaced Decimal	Earnings contains a misplaced decimal point	Reject Record 
ER1067	Earnings	• Field does not contain a period	Earnings Missing Decimal	Earnings does not contain a decimal point	Reject Record 
ER1069	Increase/Decrease Earnings that exceed Salary Limits	• Field contains any value other than + or -	Invalid Increase/Decrease Earnings that exceed Salary Limits	Increase/Decrease Earnings that exceed Salary Limits contains a value other + or -	Reject Record 
ER1070	Earnings that exceed Salary Limits	• Field contains a non-numeric value other than a period	Non-Numeric Earnings that exceed Salary Limits	Earnings that exceed IRS Limits contains a non-numeric value	Reject Record 
ER1071	Earnings that exceed Salary Limits	• Field contains a period in any column other than the seventh in the field	Earnings that exceed Salary Limits Misplaced Decimal	Earnings that exceed IRS Limits contains a misplaced decimal point	Reject Record 
ER1072	Earnings that exceed Salary Limits	• Field does not contain a period	Earnings that exceed Salary Limits Missing Decimal	Earnings that exceed IRS Limits does not contain a decimal point	Reject Record 
ER1074	Increase/Decrease Contributions	• Field contains any value other than + or -	Invalid Increase/Decrease Contributions	Increase/Decrease Contributions contains a value other + or -	Reject Record 
ER1075	Contributions	• Field contains a non-numeric value	Non-Numeric Contributions	Contributions contains a non-numeric value	Reject Record 
ER1076	Contributions	• Field contains a period in any column other than the seventh in the field	Contributions Misplaced Decimal	Contributions contains a misplaced decimal point	Reject Record 
ER1077	Contributions	• Field does not contain a period	Contributions Missing Decimal	Contributions does not contain a decimal point	Reject Record 











Error #	Field	Criteria	Title	Message	Severity
ER1079	Increase/Decrease THIS Contribution	<ul style="list-style-type: none"> Field contains any value other than + or - 	Invalid Increase/Decrease THIS Contributions	Increase/Decrease THIS Contributions contains a value other + or -	Reject Record 
ER1080	THIS Contribution	<ul style="list-style-type: none"> Field contains a non-numeric value 	Non-Numeric THIS Contributions	THIS Contributions contains a non-numeric value	Reject Record 
ER1081	THIS Contribution	<ul style="list-style-type: none"> Field contains a period in any column other than the seventh in the field 	THIS Contributions Misplaced Decimal	THIS Contributions contains a misplaced decimal point	Reject Record 
ER1082	THIS Contribution	<ul style="list-style-type: none"> Field does not contain a period 	THIS Contributions Missing Decimal	THIS Contributions does not contain a decimal point	Reject Record 
ER1084	Increase/Decrease Employer Defined Contributions	<ul style="list-style-type: none"> Field contains any value other than + or - 	Invalid Increase/Decrease Employer Defined Contributions	Increase/Decrease Employer Defined Contributions contains a value other + or -	Reject Record 
ER1085	Employer Defined Contributions	<ul style="list-style-type: none"> Field contains a non-numeric value 	Non-Numeric Employer Defined Contributions	Employer Defined Contributions contains a non-numeric value	Reject Record 
ER1086	Employer Defined Contributions	<ul style="list-style-type: none"> Field contains a period in any column other than the seventh in the field 	Employer Defined Contributions Misplaced Decimal	Employer Defined Contributions contains a misplaced decimal point	Reject Record 
ER1087	Employer Defined Contributions	<ul style="list-style-type: none"> Field does not contain a period 	Employer Defined Contributions Missing Decimal	Employer Defined Contributions does not contain a decimal point	Reject Record 
ER1089	Docked Days	<ul style="list-style-type: none"> Field contains a non-numeric value 	Non-Numeric Docked Days	Docked Days contains a non-numeric value	Reject Record 
ER1090	Docked Days	<ul style="list-style-type: none"> Field contains a period in any column other than the fourth in the field 	Docked Days Misplaced Decimal	Docked Days contains a misplaced decimal point	Reject Record 
ER1091	Docked Days	<ul style="list-style-type: none"> Field does not contain a period 	Docked Days Missing Decimal	Docked Days does not contain a decimal point	Reject Record 
ER1093	Sick Leave/Personal Days	<ul style="list-style-type: none"> Field contains a non-numeric value 	Non-Numeric Sick Leave/Personal Days	Sick Leave/Personal Days contains a non-numeric value	Reject Record 





Error #	Field	Criteria	Title	Message	Severity
ER1094	Sick Leave/Personal Days	<ul style="list-style-type: none"> Field contains a period in any column other than the fifth in the field 	Sick Leave/Personal Days Misplaced Decimal	Sick Leave/Personal Days contains a misplaced decimal point	Reject Record 
ER1095	Sick Leave/Personal Days	<ul style="list-style-type: none"> Field does not contain a period 	Sick Leave/Personal Days Missing Decimal	Sick Leave/Personal Days does not contain a decimal point	Reject Record 
ER1097	Days Paid	<ul style="list-style-type: none"> Field contains any non-numeric character 	Non-Numeric Days Paid	Days Paid contains a non-numeric character	Reject Record 
ER1098	Post-Retirement Hours	<ul style="list-style-type: none"> Field contains a non-numeric value 	Non-Numeric Post-Retirement Hours	Post-Retirement Hours contains a non-numeric value	Reject Record 
ER1099	Post-Retirement Hours	<ul style="list-style-type: none"> Field contains a period in any column other than the fourth in the field 	Post-Retirement Hours Misplaced Decimal	Post-Retirement Hours contains a misplaced decimal point	Reject Record 
ER1100	Post-Retirement Hours	<ul style="list-style-type: none"> Field does not contain a period 	Post-Retirement Hours Missing Decimal	Post-Retirement Hours does not contain a decimal point	Reject Record 
ER1102	Balanced Calendar	<ul style="list-style-type: none"> Field contains any value other than Y or N 	Invalid Balanced Calendar	Balanced Calendar Field contains a value other than Y or N	Reject Record 
ER1103	Email Address	<ul style="list-style-type: none"> Field contains any invalid special characters 	Invalid Email Address	Email Address contains a character that is not allowed	Reject Record 
ER1104	Phone	<ul style="list-style-type: none"> Field contains any non-numeric value 	Invalid Phone Number	Phone Number contains a non-numeric value	Reject Record 
ER1105	Address Line 1	<ul style="list-style-type: none"> Field contains any characters other than letters, numbers, spaces, dashes or hyphens, and forward slashes or contains all spaces 	Invalid Address Line 1	Address Line 1 is blank or contains a character that is not allowed	Info 
ER1106	Address Line 2	<ul style="list-style-type: none"> Field contains any characters other than letters, numbers, spaces, dashes or hyphens, and forward slashes 	Invalid Address Line 2	Address Line 2 contains a character that is not allowed	Info 
ER1107	City	<ul style="list-style-type: none"> Field contains any invalid special characters or contains all spaces 	Invalid City	City is blank or contains a character that is not allowed	Info 

Error #	Field	Criteria	Title	Message	Severity
ER1108	State	<ul style="list-style-type: none"> Field contains any value other than those from the specified list of Postal Codes or all spaces 	Invalid State	State does not contain a valid value	Reject Record 
ER1109	Zip Code	<ul style="list-style-type: none"> Field contains any non-numeric value other than spaces 	Non-Numeric Zip Code	Zip Code contains a character other than numbers or spaces	Reject Record 
ER1110	Zip Code	<ul style="list-style-type: none"> Field contains any number of spaces other than zero or four 	Incomplete Zip Code	Zip Code does not contain at least five digits	Reject Record 
ER1111	Zip Code	<ul style="list-style-type: none"> Field contains spaces in any column other than columns six, seven, eight, or nine 	Zip Code Not Formatted Correctly	Zip Code is improperly formatted	Reject Record 
ER1112	Country Code	<ul style="list-style-type: none"> Field contains any value other than those from the specified list of Country Codes or all spaces 	Invalid Country Code	Country Code is not blank and does not contain a valid value	Reject Record 
ER1113	Report Type (Footer)	<ul style="list-style-type: none"> Field contains any value other than 01, 02, or 03 	Invalid Report Type (Footer)	Footer Report Type contains a value other than 01, 02, or 03	Info 
ER1114	Format Version (Footer)	<ul style="list-style-type: none"> Field contains any value other than 000 	Invalid Format Version (Footer)	Footer Format Version contains a value other than 000	Info 
ER1115	TRS Code (Footer)	<ul style="list-style-type: none"> Field does not contain a valid, currently assigned TRS Code of any employer 	Invalid TRS Code (Footer)	Footer TRS Code does not contain valid, currently assigned TRS Code of an active contributing employer	Info 
ER1116	Report Date (Footer)	<ul style="list-style-type: none"> The field contains any non-numeric characters 	Non-numeric Report Date (Footer)	Footer Report Date contains non-numeric characters	Info 
ER1117	Report Date (Footer)	<ul style="list-style-type: none"> Field contains a date greater than ten days in the future 	Future Report Date (Footer)	Footer Report Date contains a future date	Info 
ER1118	Report Date (Footer)	<ul style="list-style-type: none"> The field does not contain a valid date 	Invalid Report Date (Footer)	Footer Report Date contains an invalid date	Info 
ER1119	File Creation Date (Footer)	<ul style="list-style-type: none"> The field contains any non-numeric characters 	Non-numeric File Creation Date (Footer)	Footer File Creation Date contains non-numeric characters	Info 
ER1120	File Creation Date (Footer)	<ul style="list-style-type: none"> The field contains a future date 	Future File Creation Date (Footer)	Footer File Creation contains a future date	Info 
ER1121	File Creation Date (Footer)	<ul style="list-style-type: none"> The field does not contain a valid date 	Invalid File Creation Date (Footer)	Footer File Creation contains an invalid date	Info 

Error #	Field	Criteria	Title	Message	Severity
ER1122	Record Count	<ul style="list-style-type: none"> Field contains any non-numeric value 	Non-Numeric Record Count	Record Count contains a non-numeric value	Reject Record 
ER1123	Increase/Decrease Total Earnings	<ul style="list-style-type: none"> Field contains any value other than + or - 	Invalid Increase/Decrease Total Earnings	Increase/Decrease Total Earnings contains a value other than + or -	Info 
ER1124	Total Earnings	<ul style="list-style-type: none"> Field contains a non-numeric value 	Non-Numeric Total Earnings	Total Earnings contains a non-numeric value	Info 
ER1125	Total Earnings	<ul style="list-style-type: none"> Field contains a period in any column other than the eleventh in the field 	Total Earnings Misplaced Decimal	Total Earnings contains a misplaced decimal point	Info 
ER1126	Total Earnings	<ul style="list-style-type: none"> Field does not contain a period 	Total Earnings Missing Decimal	Total Earnings does not contain a decimal point	Info 
ER1128	Increase/Decrease Total Earnings that Exceed Salary Limits	<ul style="list-style-type: none"> Field contains any value other than + or - 	Invalid Increase/Decrease Total Earnings that exceed Salary Limits	Increase/Decrease Total Earnings that Exceed IRS Limits contains a value other than + or -	Info 
ER1129	Total Earnings that Exceed Salary Limits	<ul style="list-style-type: none"> Field contains a non-numeric value 	Non-Numeric Total Earnings that exceed Salary Limits	Total Earnings that Exceed IRS Limits contains a non-numeric value	Info 
ER1130	Total Earnings that Exceed Salary Limits	<ul style="list-style-type: none"> Field contains a period in any column other than the eleventh in the field 	Total Earnings that exceed Salary Limits Misplaced Decimal	Total Earnings that Exceed IRS Limits contains a misplaced decimal point	Info 
ER1131	Total Earnings that Exceed Salary Limits	<ul style="list-style-type: none"> Field does not contain a period 	Total Earnings that exceed Salary Limits Missing Decimal	Total Earnings that Exceed IRS Limits does not contain a decimal point	Info 
ER1133	Increase/Decrease Total Contributions	<ul style="list-style-type: none"> Field contains any value other than + or - 	Invalid Increase/Decrease Total Contributions	Increase/Decrease Total Contributions contains a value other than + or -	Info 
ER1134	Total Contributions	<ul style="list-style-type: none"> Field contains any non-numeric value other than a period 	Non-Numeric Total Contributions	Total Contributions contains a non-numeric value	Info 
ER1135	Total Contributions	<ul style="list-style-type: none"> Field contains a period in any column other than the eleventh in the field 	Total Contributions Misplaced Decimal	Total Contributions contains a misplaced decimal point	Info 





Error #	Field	Criteria	Title	Message	Severity
ER1136	Total Contributions	<ul style="list-style-type: none"> Field does not contain a period 	Total Contributions Missing Decimal	Total Contributions does not contain a decimal point	Info 
ER1138	Increase/Decrease Total THIS Contributions	<ul style="list-style-type: none"> Field contains any value other than + or - 	Invalid Increase/Decrease Total THIS Contributions	Increase/Decrease Total THIS Contributions contains a value other than + or -	Info 
ER1139	Total THIS Contributions	<ul style="list-style-type: none"> Field contains a non-numeric value 	Non-Numeric Total THIS Contributions	Total THIS Contributions contains a non-numeric value	Info 
ER1140	Total THIS Contributions	<ul style="list-style-type: none"> Field contains a period in any column other than the eleventh in the field 	Total THIS Contributions Misplaced Decimal	Total THIS Contributions contains a misplaced decimal point	Info 
ER1141	Total THIS Contributions	<ul style="list-style-type: none"> Field does not contain a period 	Total THIS Contributions Missing Decimal	Total THIS Contributions does not contain a decimal point	Info 
ER1143	Increase/Decrease Total Employer Defined Contributions	<ul style="list-style-type: none"> Field contains any value other than + or - 	Invalid Increase/Decrease Total Employer Defined Contributions	Increase/Decrease Total Employer Defined Contributions contains a value other than + or -	Info 
ER1144	Total Employer Defined Contributions	<ul style="list-style-type: none"> Field contains a non-numeric value 	Non-Numeric Total Employer Defined Contributions	Total Employer Defined Contributions contains a non-numeric value	Info 
ER1145	Total Employer Defined Contributions	<ul style="list-style-type: none"> Field contains a period in any column other than the eleventh in the field 	Total Employer Defined Contributions Misplaced Decimal	Total Employer Defined Contributions contains a misplaced decimal point	Info 
ER1146	Total Employer Defined Contributions	<ul style="list-style-type: none"> Field does not contain a period 	Total Employer Defined Contributions Missing Decimal	Total Employer Defined Contributions does not contain a decimal point	Info 
ER1148	Record Count	<ul style="list-style-type: none"> Field value <> total number of Detail records within the report 	Incorrect Record Count	Record Count does not equal the number of detail records in the report	Info 







Error #	Field	Criteria	Title	Message	Severity
ER1149	Total Earnings	<ul style="list-style-type: none"> Field Value <> cumulative total of all Earnings fields within the report 	Incorrect Total Earnings	Total Earnings does equal the total of all Earnings fields in the report	Info 
ER1150	Total Earnings that Exceed Salary Limits	<ul style="list-style-type: none"> Field Value <> cumulative total of all Earnings that exceed Salary Limits fields within the report 	Incorrect Total Earnings that Exceed Salary Limits	Total Earnings that Exceed Salary Limits does not equal the total of all Earnings that Exceed Salary Limits fields in the report	Info 
ER1151	Total Contributions	<ul style="list-style-type: none"> Field Value <> cumulative total of all Contributions fields within the report 	Incorrect Total Contributions	Total Contributions does not equal the total of all Contributions fields in the report	Info 
ER1152	Total THIS Contributions	<ul style="list-style-type: none"> Field Value <> cumulative total of all THIS Contributions fields within the report 	Incorrect Total THIS Contributions	Total THIS Contributions does not equal the total of all THIS Contributions fields in the report	Info 
ER1153	Total Employer Defined Contributions	<ul style="list-style-type: none"> Field Value <> cumulative total of all Employer Defined Contributions fields within the report 	Incorrect Employer Defined Contributions	Total Employer Defined Contributions does not equal the total of all Employer Defined Contributions fields in the report	Info 
ER1154	Report Date (Header)	<ul style="list-style-type: none"> This field and Report Type are an exact match with another Header record in this file 	Duplicate Headers	Header is a duplicate of another Footer in the file	Reject File 
ER1155	Report Date (Footer)	<ul style="list-style-type: none"> The field and Report Type are an exact match with another Footer record in the file 	Duplicate Footers	Footer is a duplicate of another Footer in the file	Info 
ER1156	Record Type	<ul style="list-style-type: none"> Record Type is D and the length of the record is not exactly 537 characters (not including CR:LF) 	Incorrect Detail Length	The file contains a Detail Record that is not exactly 537 characters	Reject Record 
ER1157	Record Type	<ul style="list-style-type: none"> Record Type is H and the length of the record is not exactly 29 characters (not including CR:LF) 	Incorrect Header Length	The file contains a Header Record that is not exactly 29 characters	Reject File 
ER1158	Record Type	<ul style="list-style-type: none"> Record Type is F and the length of the record is not exactly 105 characters (not including CR:LF) 	Incorrect Footer Length	The file contains a Footer Record that is not exactly 105 characters	Reject File 






Error #	Field	Criteria	Title	Message	Severity
ER1159	Middle Name	<ul style="list-style-type: none"> Middle Name contains only a single letter followed by a period. (and then filled with spaces) 	Middle Initial Period	The period was removed from the reported middle initial to conform to TRS standards.	Info 
ER1160	TRS Code (Header)	<ul style="list-style-type: none"> The TRS Code in the field does not match the TRS Code in the file name 	Mismatched TRS Code	TRS Code does not match the TRS Code in the File Name	Reject Batch 
ER1161	Report Date (Header)	<ul style="list-style-type: none"> The reporting Employer's Reporting Frequency for DB is Monthly The day of the date in this field is not the first (01) Report Type is 01 	Report Date Mismatch	Report Date does not match with Reporting Frequency	Reject Batch 
ER1162	TRS Code (Header)	<ul style="list-style-type: none"> Report Type is 02 Employer does not have an SSP Participation Agreement status of Participating OR Report Type is 02 Report Date is < Begin Date of employer's Defined Contribution participation record OR Report Type is 02 Report Date is - 30 days > End Date of employer's Defined Contribution participation record 	Ineligible DC Report	The reporting employer is not currently eligible to participate in the Supplemental Savings Plan	Reject Batch 






Business Validations






Demographics	Employment Information		Earnings & Contributions		Timekeeping	Contact Information
ER3001	ER4002	ER4044	ER5001	ER5041	ER6001	ER7001
ER3002	ER4003	ER4045	ER5002	ER5044	ER6002	ER7002
ER3003	ER4004	ER4046	ER5003	ER5045	ER6003	ER7003
ER3004	ER4006	ER4048	ER5005	ER5046	ER6004	ER7004
ER3005	ER4007	ER4049	ER5006	ER5047	ER6005	ER7005
ER3008	ER4008	ER4050	ER5008	ER5048	ER6006	ER7006
ER3009	ER4009	ER4051	ER5009	ER5049	ER6007	ER7009
ER3010	ER4011	ER4052	ER5010	ER5050	ER6009	ER7012
ER3011	ER4013	ER4053	ER5011	ER5051	ER6010	ER7015
ER3012	ER4014	ER4054	ER5012	ER5052	ER6011	ER7018
ER3013	ER4015	ER4055	ER5013	ER5053	ER6013	ER7021
ER3014	ER4016	ER4056	ER5014	ER5055	ER6016	ER7024
ER3015	ER4017	ER4057	ER5015	ER5056	ER6017	ER7031
ER3016	ER4020	ER4058	ER5016	ER5057	ER6023	
ER3017	ER4022		ER5017	ER5058	ER6024	
ER3018	ER4024		ER5018	ER5059	ER6026	
ER3019	ER4025		ER5019	ER5060	ER6027	
ER3020	ER4026		ER5020	ER5061	ER6028	
ER3022	ER4027		ER5021	ER5062	ER6029	
ER3023	ER4029		ER5022	ER5063	ER6030	
ER3024	ER4030		ER5023	ER5064	ER6031	
ER3025	ER4031		ER5024	ER5065	ER6032	
ER3026	ER4032		ER5025	ER5066	ER6033	
ER3027	ER4033		ER5027	ER5067	ER6034	
ER3028	ER4034		ER5028	ER5068		
ER3029	ER4036		ER5029	ER5069		
ER3030	ER4037		ER5030	ER5070		
ER3031	ER4039		ER5033			
ER3032	ER4040		ER5034			
ER3033	ER4041		ER5035			
ER3034	ER4042		ER5036			
	ER4043		ER5040			






Error #	Field	Criteria	Title	Message	Severity	Resolution
ER3001	SSN	<ul style="list-style-type: none"> • SSN does not match an existing participant • Date of Birth matches an existing participant • Any 2 or more of: First Name, Last Name, and Gender match the same participant as date of birth 	Possible Incorrect SSN	The reported SSN does not match with an existing TRS member but the reported Date of Birth and at least two of the following three demographic fields do match an existing member: First Name, Last Name, and Gender.	Warning 	View
ER3002	SSN	<ul style="list-style-type: none"> • SSN does match an existing participant • Any 3 or more of: Date of Birth, First Name, Last Name, and Gender DO NOT match an existing participant 	SSN mismatch with Name, Date of Birth, etc.	The reported SSN matches with an existing TRS member but at least three of the following four demographic fields do not: Date of Birth, First Name, Last Name, and Gender.	Fatal Error 	View
ER3003	SSN	<ul style="list-style-type: none"> • SSN does not match an existing participant • Date of Birth matches an existing participant • Any 2 or more of: First Name, Last Name, and Gender match the same participant as date of birth 	Possible Incorrect SSN (Internal)	The reported SSN does not match with an existing TRS member but the reported Date of Birth and at least two of the following three demographic fields do match an existing member: First Name, Last Name, and Gender.	Warning  <i>Internal Only</i>	View
ER3004	SSN	<ul style="list-style-type: none"> • SSN starts with a 9 OR • SSN contains first three digits are 000, 666 OR • SSN contains middle digits of 00 OR • SSN contains last four digits of 0000 	Need to update Edits on related to Demographic changes	The reported SSN contains an invalid arrangement of digits per the standards provided by the Social Security Administration. For example, an SSN cannot start with the number nine.	Fatal Error 	View







Error #	Field	Criteria	Title	Message	Severity	Resolution
ER3005	SSN	<ul style="list-style-type: none"> SSN is the same digit repeated 9 times 	SSN is Same Digit	The reported SSN contains the same digit repeated 9 times.	Fatal Error 	View
ER3008	SSN	<ul style="list-style-type: none"> Pay Period Begin Date is greater than or equal to Received Date of a Single-Sum Retirement Benefit Application 	Member Has Taken Single-Sum Retirement	The member has taken a Single-Sum Retirement benefit and therefore is no longer reportable to TRS.	Fatal Error 	View
ER3009	Prefix	<ul style="list-style-type: none"> SSN, Date of Birth, First Name, Last Name, and Gender all match an existing participant Prefix does not match 	New Prefix Reported	The reported Prefix does not match what is on file for the member. It will be updated in our system to reflect the reported Prefix.	Info 	View
ER3010	First Name	<ul style="list-style-type: none"> SSN, Date of Birth, Last Name, and Gender all match an existing participant First Name does not match Member is not Retired OR member is Retired and is under 65.000 (Ex: member can be retired and under 65 and the edit should still fire) 	New First Name Reported	The reported First Name does not match what is on file for the member. It will be updated in our system to reflect the reported First Name.	Info 	View
ER3011	First Name	<ul style="list-style-type: none"> SSN, Date of Birth, and Last Name all match an existing participant First Name does not match Gender does not match 	First Name/Gender Mismatch	The reported SSN, Date of Birth, and Last Name match with an existing TRS member but the reported First Name and Gender do not.	Warning 	View
ER3012	First Name	<ul style="list-style-type: none"> SSN, Date of Birth, and Last Name all match an existing participant First Name does not match Gender does not match 	First Name/Gender Mismatch (Internal)	The reported SSN, Date of Birth, and Last Name match with an existing TRS member but the reported First Name and Gender do not.	Warning  <i>Internal Only</i>	View




Error #	Field	Criteria	Title	Message	Severity	Resolution
ER3013	Middle Name	<ul style="list-style-type: none"> • SSN, Date of Birth, First Name, Last Name, and Gender all match an existing participant • Middle Name does not match • Member is not Retired OR member is Retired and is under 65.000 (Ex: member can be retired and under 65 and the edit should still fire) 	New Middle Name Reported	The reported Middle Name does not match what is on file for the member. It will be updated in our system to reflect the reported Middle Name.	Info 	View
ER3014	Last Name	<ul style="list-style-type: none"> • SSN, Date of Birth, First Name, and Gender all match an existing participant • Last Name does not match • Member is not Retired OR member is Retired and is under 65.000 (Ex: member can be retired and under 65 and the edit should still fire) 	New Last Name Reported	The reported Last Name does not match what is on file for the member. It will be updated in our system to reflect the reported Last Name.	Info 	View
ER3015	Last Name	<ul style="list-style-type: none"> • SSN, First Name, and Gender all match an existing participant • Last Name does not match • Date of Birth does not match 	Last Name/Date of Birth Mismatch	The reported SSN, First Name, and Gender all match with an existing member, but the reported Last Name and Date of Birth do not.	Fatal Error 	View
ER3016	Suffix	<ul style="list-style-type: none"> • SSN, Date of Birth, First Name, Last Name, and Gender all match an existing participant • Suffix does not match 	New Suffix Reported	The reported Suffix does not match what is on file for the member. It will be updated in our system to reflect the reported Suffix.	Info 	View
ER3017	Gender	<ul style="list-style-type: none"> • SSN, Date of Birth, First Name, and Last Name all match an existing participant • Gender does not match 	Gender Mismatch	The reported Gender does not match what is on file for this member.	Warning 	View






Error #	Field	Criteria	Title	Message	Severity	Resolution
ER3018	Gender	<ul style="list-style-type: none"> • SSN, Date of Birth, First Name, and Last Name all match an existing participant • Gender does not match 	Gender Mismatch (Internal)	The reported Gender does not match what is on file for this member.	Fatal Error  <i>Internal Only</i>	View
ER3019	Date of Birth	<ul style="list-style-type: none"> • Current Date - Date of Birth is >=100 OR <ul style="list-style-type: none"> • Current Date - Date of Birth is < 18 	Member Age Outside Acceptable Range	Based on the reported Date of Birth the member is either over 100 or under 18 years old as of today's date.	Fatal Error 	View
ER3020	Date of Birth	<ul style="list-style-type: none"> • Date of Birth does not match Date of Birth on file • Proof of Birth on File = NO/NULL 	Updated Date of Birth	The reported Date of Birth does not match what is on file for the member. It will be updated in our system to reflect the reported Date of Birth.	Info 	View
ER3022	Date of Birth	<ul style="list-style-type: none"> • Date of Birth does not match • Proof of Birth on File = YES 	Incorrect Date of Birth	The reported Date of Birth does not match what is on file for the member. The member has provided TRS with proof of their Date of Birth, therefore it will not be updated.	Warning 	View
ER3023	First Name	<ul style="list-style-type: none"> • SSN, Date of Birth, Last Name, and Gender all match an existing participant • First Name does not match • Member is Retired • Member is 65.000 or older 	First Name Mismatch	The reported First Name does not match what is on file for the member. It will not be updated because the member is retired and Medicare age.	Info 	View




Error #	Field	Criteria	Title	Message	Severity	Resolution
ER3024	Middle Name	<ul style="list-style-type: none"> • SSN, Date of Birth, First Name, Last Name, and Gender all match an existing participant • Middle Name does not match • Member is Retired • Member is 65.000 or older 	Middle Name Mismatch	The reported Middle Name does not match what is on file for the member. It will not be updated because the member is retired and Medicare age.	Info 	View
ER3025	Last Name	<ul style="list-style-type: none"> • SSN, Date of Birth, First Name, and Gender all match an existing participant • Last Name does not match • Member is Retired • Member is 65.000 or older 	Last Name Mismatch	The reported Last Name does not match what is on file for the member. It will not be updated because the member is retired and Medicare age.	Info 	View
ER3026	Prefix	<ul style="list-style-type: none"> • Record is not an Adjustment or Retro • Prefix does not match the Prefix for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Prefix Out of Sync	The reported Prefix does not match with the reported Prefix of another record for the same member in this report.	Fatal Error 	View
ER3027	First Name	<ul style="list-style-type: none"> • Record is not an Adjustment or Retro • First Name does not match the First Name for another record for the same person on the same report with the same Payroll Schedule Detail Key 	First Name Out of Sync	The reported First Name does not match with the reported First Name of another record for the same member in this report.	Fatal Error 	View
ER3028	Middle Name	<ul style="list-style-type: none"> • Record is not an Adjustment or Retro • Middle Name does not match the Middle Name for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Middle Name Out of Sync	The reported Middle Name does not match with the reported Middle Name of another record for the same member in this report.	Fatal Error 	View





Error #	Field	Criteria	Title	Message	Severity	Resolution
ER3029	Last Name	<ul style="list-style-type: none"> Record is not an Adjustment or Retro Last Name does not match the Last Name for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Last Name Out of Sync	The reported Last Name does not match with the reported Last Name of another record for the same member in this report.	Fatal Error 	View
ER3030	Suffix	<ul style="list-style-type: none"> Record is not an Adjustment or Retro Suffix does not match the Suffix for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Suffix Out of Sync	The reported Suffix does not match with the reported Suffix of another record for the same member in this report.	Fatal Error 	View
ER3031	Gender	<ul style="list-style-type: none"> Record is not an Adjustment or Retro Gender does not match the Gender for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Gender Out of Sync	The reported Gender does not match with the reported Gender of another record for the same member in this report.	Fatal Error 	View
ER3032	Date of Birth	<ul style="list-style-type: none"> Record is not an Adjustment or Retro Date of Birth does not match the Date of Birth for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Date of Birth Out of Sync	The reported Date of Birth does not match with the reported Date of Birth of another record for the same member in this report.	Fatal Error 	View
ER3033	Last Name	<ul style="list-style-type: none"> SSN, Date of Birth, and Gender all match an existing participant Last Name does not match First Name does not match 	First and Last Name Mismatch	The reported First Name and Last Name do not match what is on file for a member with a matching SSN, Date of Birth, and Gender.	Warning 	View





Error #	Field	Criteria	Title	Message	Severity	Resolution
ER3034	Last Name	<ul style="list-style-type: none"> • SSN, Date of Birth, and Gender all match an existing participant • Last Name does not match • First Name does not match 	First and Last Name Mismatch (Internal)	The reported First Name and Last Name do not match what is on file for a member with a matching SSN, Date of Birth, and Gender.	Warning  <i>Internal Only</i>	View
ER4002	Pay Period Begin Date	<ul style="list-style-type: none"> • Value is equal to or greater than Pay Period End Date 	Pay Period Begin Date After End Date	The reported Pay Period Begin Date is on or after the reported Pay Period End Date of this record.	Fatal Error 	View
ER4003	Pay Date	<ul style="list-style-type: none"> • Employer's Reporting Frequency is Monthly • Record is not an adjustment or retro • Pay Date is not in the same month as Report Date • Deferred = No 	Pay Date Outside of Report Range	Your Reporting Frequency is Monthly and the reported Pay Date is not in the same month as the Report Date. Monthly reports should only include Pay Dates that are within the report month.	Fatal Error 	View
ER4004	Pay Date	<ul style="list-style-type: none"> • Pay Date, Pay Period Begin Date, and Pay Period End Date do not all match with a single pay period row from a valid Payroll Schedule for the reporting employer with applicable Job Category(s) and Employment Type(s) that match those reported for this member on this report 	Payroll Schedule Match Not Found	The reported pay period dates do not match with an existing Payroll Schedule.	Fatal Error 	View
ER4006	Employment Begin Date	<ul style="list-style-type: none"> • The Employment Begin Date cannot be before the Date of Birth. 	Employment Begin Date before Date of Birth	Employment Begin Date cannot be before the reported Date of Birth.	Fatal Error 	View
ER4007	Employment Begin Date	<ul style="list-style-type: none"> • The Employment Begin Date cannot be after the Date of Death. 	Employment Begin Date After Date of Death	Employment Begin Date is after the member's date of death.	Fatal Error 	View







Error #	Field	Criteria	Title	Message	Severity	Resolution
ER4008	Employment Begin Date	<ul style="list-style-type: none"> • Employment Begin Date cannot be after Employment End Date from same record 	Employment Begin Date After Employment End Date	The reported Employment Begin Date is after the reported Employment End Date on this record.	Fatal Error 	View
ER4009	Employment Begin Date	<ul style="list-style-type: none"> • This is a new Employment Begin Date • Employment Begin Date is before the Received Date for a Single-Sum Retirement Benefit Application 	New Employment Before Single-Sum	Member has a new Employment Begin Date with this employer and the Employment Begin Date is before the received date of a Single-Sum benefit application.	Warning  <i>Internal Only</i>	View
ER4011	Employment Begin Date	<ul style="list-style-type: none"> • Record is not an adjustment • Days Paid is > 0 • Employment Begin Date is not in fiscal year 2020-2021 • ParticipationEmploymentKey is null • Employment Begin Date is null or is greater than 15 days before Pay Period Begin Date of earliest Regular record (by Pay Date) with Days Paid > 0 in the same report OR <ul style="list-style-type: none"> • Record is not an adjustment • ParticipationEmploymentKey is null • Member has no open Enrollment with the reporting Employer but does have a closed Enrollment with them • Employment Begin Date is on or before Employment End Date of closed enrollment 	Employment Begin Date Issue	This is a new Employment and Employment Begin Date is blank, before the beginning of the pay period, or it is before a previously reported Employment End Date from the same employer.	Fatal Error 	View




Error #	Field	Criteria	Title	Message	Severity	Resolution
ER4013	Employment End Date	<ul style="list-style-type: none"> • Employment End Date is more than 15 days after Pay Period End Date 	Employment End Date After Pay Period End Date	The reported Employment End Date is too far after the reported Pay Period End Date.	Fatal Error 	View
ER4014	Employment End Reason	<ul style="list-style-type: none"> • This field contains any value other than null • Employment End Date = null 	End Reason Without End Date	An Employment End Reason has been reported but an Employment End Date has not been reported.	Fatal Error 	View
ER4015	Employment End Reason	<ul style="list-style-type: none"> • Employment End Date contains any value other than 0 • This field = 0 	Missing Employment End Reason	An Employment End Reason has not been reported but an Employment End Date has been reported.	Fatal Error 	View
ER4016	Employment Type	<ul style="list-style-type: none"> • Member is reported with an Employment Type of Extra Duty and they have not yet been reported as an F or P by a different employer this fiscal year 	Extra Duty Without Contractual Work	Employment Type has been reported as Extra Duty, however, the member has not been reported as a Full Time or Part-Time Contractual Employment Type with another TRS-covered employer this fiscal year.	Warning 	View
ER4017	Employment Type	<ul style="list-style-type: none"> • Member is reported with an Employment Type of E for the THIRD time in the Fiscal Year and they have not yet been reported as an F or P by a different employer this fiscal year 	Extra Duty Without Contractual Work (Internal)	Employment Type has been reported as Extra Duty for the third time this fiscal year, however, the member has not been reported as a Full Time or Part-Time Contractual Employment Type with another TRS-covered employer this fiscal year.	Warning  <i>Internal Only</i>	View





Error #	Field	Criteria	Title	Message	Severity	Resolution
ER4020	Employment Type	<ul style="list-style-type: none"> Member is Tier 2, first participated in TRS in 2012-2013 or later, is retired, and Employment Type is reported as F or P from any employer they worked for in the last fiscal year they contributed in. This member's total Earnings in this report have increased by 40% or more over their total earnings from their last report from this employer OR Member is Tier 2, first participated in TRS in 2012-2013 or later, is retired, and Employment Type is reported as F or P from any employer they worked for in the last fiscal year they contributed in. This member's Job Category has changed from their last report from this employer 	Tier 2 Retiree Contract Check	Tier 2 retiree that first participated in TRS in 2012-13 or later is working as a full-time or part-time contractual member for any employer they worked for in the last fiscal year they contributed in.	Warning  <i>Internal Only</i>	View
ER4022	Job Category	<ul style="list-style-type: none"> Job Category has changed from what was reported on the most recent report for this member by the same employer Full Annual Rate is unchanged from most recent report for this member by the same employer 	Job Category Change Without Rate Change	The reported Job Category is different from the prior report, but the Full Annual Rate has not changed.	Warning 	View
ER4024	Contract Days	<ul style="list-style-type: none"> Member has a reported Employment Type of F or P and this field contains a value less than 180 or greater than 265 	Contract Days Out of Range	Contract days are less than 180 or greater than 265 for an Employment Type of Full Time or Part-Time Contractual.	Fatal Error 	View





Error #	Field	Criteria	Title	Message	Severity	Resolution
ER4025	Contract Days	<ul style="list-style-type: none"> Member has a reported Employment Type of S, H, or E and this field contains any value other than 0 	Contract Days for Non-Contractual Work	Member is reported as Substitute, Part-Time Non-Contractual or Extra-Duty and the Contract Days is not reported as 0.	Fatal Error 	View
ER4026	Contract Days	<ul style="list-style-type: none"> Member has a reported Job Category of 01 (Teacher) and this field contains any value greater than 219 	Teacher Contract Days Mismatch	The member's Job Category is Teacher and the reported Contract Days are over 219.	Fatal Error 	View
ER4027	Contract Days	<ul style="list-style-type: none"> Job Category is 02 (Administrator) Employment Type is F or P This field contains a value less than 190 	Administrator Contract Days Mismatch	The member's Job Category is Administrator and the reported Contract Days are less than 190.	Fatal Error 	View
ER4029	Contribution Category	<ul style="list-style-type: none"> Contribution Category is 01 Member is Tier 2 OR <ul style="list-style-type: none"> Contribution Category is 02 Member is Tier 1 <p>Note: The tier participation information should be derived from the edit record first ; if NULL in the edit record then from the "ParticipationTier" table ; but where ParticipationTierKey is NULL in the edit record and the member has no existing ParticipationTier records, the tier should be assumed as Tier 2 for the member.</p>	Tier Mismatch	Member's reported Contribution Category does not match their Tier.	Fatal Error 	View






Error #	Field	Criteria	Title	Message	Severity	Resolution
ER4030	Contribution Category	<ul style="list-style-type: none"> • Contribution Category is 99 • Member is not Retired OR <ul style="list-style-type: none"> • Contribution Category is not 99 • Member is Retired <p>NOTE: Determination of member's retired status is based on Pay Period Begin Date being compared to the retirement claim date from the STAR view</p>	Retired Mismatch	Member's reported Contribution Category does not match their retired status.	Fatal Error 	View
ER4031	Contribution Category	<ul style="list-style-type: none"> • Report Type is 02 • This member does not have an Active Enrollment in SSP • Contributions <> 0 <p>NOTE: Determining if the member has an active enrollment should be done by comparing Pay Period Begin Date to the effective dates of the member's SSP enrollment records (Begin Date ≤ PPBD ≤ End Date (If not NULL))</p>	SSP Record for Non-Enrollee	We have not received confirmation of this member's enrollment in the Supplemental Savings Plan from the third-party administrator.	Fatal Error 	View
ER4032	FTE Percentage	<ul style="list-style-type: none"> • Field contains a value less than 010 or greater than 100 • Employment Type is F or P 	FTE Percentage Out of Range	Full-time Equivalency Percentage must be a whole number between 10 and 100 for F and P Employment Types.	Fatal Error 	View
ER4033	FTE Percentage	<ul style="list-style-type: none"> • Member has a reported Employment Type of F and this field contains a value less than 050 	Full Time FTE Percentage Mismatch	The member has been reported as Full Time with a Full-Time Equivalency less 50.	Fatal Error 	View







Error #	Field	Criteria	Title	Message	Severity	Resolution
ER4034	FTE Percentage	<ul style="list-style-type: none"> Member has a reported Employment Type of S, H, or E and this field contains any value other than 0 	Unexpected FTE Percentage	The Full-Time Equivalency Percentage for an Employment Type of Substitute, Part-Time Non-Contractual or Extra Duty has not been reported as 0.	Info 	View
ER4036	Contribution Category	<ul style="list-style-type: none"> Employer status for reported Contribution Category is Withdrawn Employment Begin Date is on or after Withdrawn status effective date 	New Employment at Withdrawn Employer	The member's Employment Begin Date is after the date for which the employer cannot add new TRS-covered employees.	Fatal Error 	View
ER4037	FTE Percentage	<ul style="list-style-type: none"> Employment Type is F or P FTE Percentage has changed from what was last reported by this Employer 	FTE Percentage Update	The reported FTE Percentage is different than the previously reported FTE Percentage for this member.	Info 	View
ER4039	Contract Days	<ul style="list-style-type: none"> Employment Type is F or P Contract Days has changed from what was last reported by this Employer 	Contract Days Update	The reported Contract Days is different than the previously reported Contract Days for this member.	Info 	View
ER4040	Job Category	<ul style="list-style-type: none"> Job Category has changed from what was last reported by this Employer 	Job Category Update	The reported Job Category is different than the previously reported Job Category for this member.	Info 	View
ER4041	Employment Type	<ul style="list-style-type: none"> Employment Type has changed from what was last reported by this Employer 	Employment Type Update	The reported Employment Type is different than the previously reported Employment Type for this member.	Info 	View






Error #	Field	Criteria	Title	Message	Severity	Resolution
ER4042	Payroll Frequency	<ul style="list-style-type: none"> • Employment Type is F or P • Payroll Frequency has changed from what was last reported by this Employer 	Payroll Frequency Update	The reported Employment Type is Full Time or Part-Time Contractual and the Payroll Frequency has changed from the prior report.	Info 	View
ER4043	Employment Begin Date	<ul style="list-style-type: none"> • No Employment Match is Found 	Employment Match Not Found	Based on the employment information provided, this is a new period of employment for this member.	Info 	View
ER4044	Employment End Date	<ul style="list-style-type: none"> • Record is not a Retro or an Adjustment • ParticipationEmploymentKey is not null • Employment Begin Date matches the Begin Date of the Participation Employment record represented by ParticipationEmploymentKey • Employment End Date is null and End Date of Participation Employment record is not null OR <ul style="list-style-type: none"> • Record is not a Retro or an Adjustment • ParticipationEmploymentKey is not null • Employment Begin Date matches the Begin Date of the Participation Employment record represented by ParticipationEmploymentKey • Employment End Date does not match the End Date of Participation Employment record 	Missing or Mismatched Employment End Date	The reported value for Employment End Date does not match with this member's Employment Record.	Fatal Error 	View









Error #	Field	Criteria	Title	Message	Severity	Resolution
ER4045	Employment Begin Date	<ul style="list-style-type: none"> • ParticipationEmploymentKey is not null • Employment Begin Date does not match the Begin Date of the Participation Employment record represented by ParticipationEmploymentKey • Employment Begin Date is before the Begin Date of the Participation Plan record tied to the ParticipationEmploymentKey 	Retroactive Employment Begin Date	Employment Begin Date does not match the Begin Date of the matched Participation Employment Record and is prior to Begin Date of the matched Participation Plan record.	Fatal Error 	View
ER4046	Contribution Category	<ul style="list-style-type: none"> • Contribution Category is 03, 04, 05, 06, 07, or 08 • Report Type is 01 OR <ul style="list-style-type: none"> • Contribution Category is 01, 02, or 99 • Report Type is 02 	Contribution Category Mismatch	The reported Contribution Category does not match with the Report Type	Fatal Error 	View
ER4048	Employment Begin Date	<ul style="list-style-type: none"> • Record is not an Adjustment or Retro • Employment Begin Date does not match the Employment Begin Date for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Employment Begin Date Out of Sync	The reported Employment Begin Date does not match with the reported Employment Begin Date of another record for the same member in this report.	Fatal Error 	View
ER4049	Employment End Date	<ul style="list-style-type: none"> • Record is not an Adjustment or Retro • Employment End Date does not match the Employment End Date for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Employment End Date Out of Sync	The reported Employment End Date does not match with the reported Employment End Date of another record for the same member in this report.	Fatal Error 	View




Error #	Field	Criteria	Title	Message	Severity	Resolution
ER4050	Employment End Reason	<ul style="list-style-type: none"> Record is not an Adjustment or Retro Employment End Reason does not match the Employment End Reason for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Employment End Reason Out of Sync	The reported Employment End Reason does not match with the reported Employment End Reason of another record for the same member in this report.	Fatal Error 	View
ER4051	Employment Type	<ul style="list-style-type: none"> Record is not an Adjustment or Retro Employment Type does not match the Employment Type for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Employment Type Out of Sync	The reported Employment Type does not match with the reported Employment Type of another record for the same member in this report.	Fatal Error 	View
ER4052	Job Category	<ul style="list-style-type: none"> Record is not an Adjustment or Retro Job Category does not match the Job Category for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Job Category Out of Sync	The reported Job Category does not match with the reported Job Category of another record for the same member in this report.	Fatal Error 	View
ER4053	Contract Days	<ul style="list-style-type: none"> Record is not an Adjustment or Retro Contract Days does not match the Contract Days for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Contract Days Out of Sync	The reported Contract Days does not match with the reported Contract Days of another record for the same member in this report.	Fatal Error 	View





Error #	Field	Criteria	Title	Message	Severity	Resolution
ER4054	FTE Percentage	<ul style="list-style-type: none"> Record is not an Adjustment or Retro FTE Percentage does not match the FTE Percentage for another record for the same person on the same report with the same Payroll Schedule Detail Key 	FTE Percentage Out of Sync	The reported FTE Percentage does not match with the reported FTE Percentage of another record for the same member in this report.	Fatal Error 	View
ER4055	Employment Type	<ul style="list-style-type: none"> Employment Type is anything other than F or P Report Type is 02 	Non-Contractual SSP Contribution	Employment indicates the member is not a contractual employee and therefore would not be eligible to contribute to the Supplemental Savings Plan.	Fatal Error 	View
ER4056	Employment Begin Date	<ul style="list-style-type: none"> ParticipationEmploymentKey is null The member has a Participation Employment record with no End Date with an Employer that matches the reporting Employer and the Employment record is under a Participation Plan with a type that matches the Report Type (DB vs DC) 	Multiple Open Employments for Same Employer	The member has an open Employment for this employer, but the Edit Process was not able to match to it.	Fatal Error  <i>Internal Only</i>	View
ER4057	Contribution Category	<ul style="list-style-type: none"> Contribution Category is 99 Member is not participating in the Subject Shortage Area as of Pay Date with the reporting Employer Member is participating in the Subject Shortage Area as of Pay Date with a different employer 	Non-Approved Post-Retirement Work	The member is currently participating in the Subject Shortage Area Program with a different employer but is not approved to participate with this employer.	Fatal Error 	View
ER4058	Employment Begin Date	<ul style="list-style-type: none"> Employment Begin Date is NULL 	Missing Employment Begin Date	Employment Begin Date is a required field.	Fatal Error 	View




Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5001	Full Annual Rate	<ul style="list-style-type: none"> Value is less than 15000 Value is greater than 0 Member has an Employment Type of F (Full-time) 	Full Annual Rate (Full Time) Too Low	Full Annual Rate is below \$15,000 for a Full Time employee.	Warning 	View
ER5002	Full Annual Rate	<ul style="list-style-type: none"> Value is less than 8000 Value is greater than 0 Member has an Employment Type of P (Part-time contractual) 	Full Annual Rate (Part-Time) Too Low	Full Annual Rate is below \$8,000 for a Part-Time Contractual employee.	Warning 	View
ER5003	Full Annual Rate	<ul style="list-style-type: none"> Value is zero Member's Employment Type is F or P 	Missing Full Annual Rate	Full Annual Rate is required for Full Time and Part-Time Contractual employees and cannot be \$0.	Fatal Error 	View
ER5005	Payment Reason	<ul style="list-style-type: none"> Payment Reason is ED Member's Employment Type is S or H OR Payment Reason is LE Member's Employment Type is S or H 	Substitute or Hourly Extra-Duty	Payment Reason is Extra-Duty/Stipends or Licensed Extra-Duty for a member with an Employment Type of Substitute or Part-Time Non-Contractual (Hourly).	Warning 	View
ER5006	Payment Reason	<ul style="list-style-type: none"> Payment Reason is LA Earnings are <=> 0 	Earnings with Leave of Absence	Payment Reason is Unpaid Leave of Absence and Earnings not equal to \$0.	Fatal Error 	View
ER5008	Payment Reason	<ul style="list-style-type: none"> Payment Reason is LE Member's Employment Type is E 	Licensed Extra Duty for Extra Duty Employee	Payment Reason is Licensed Extra-Duty Outside Contract Calendar for a member with an Employment Type of Extra-Duty.	Fatal Error 	View




Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5009	Payment Reason	<ul style="list-style-type: none"> • Payment Reason is TX • Member's Employment Type is S, H, or E 	Substitute, Hourly, or Extra-Duty Tax-Deferred Payment	Payment Reason is Board Payments to a Qualified Tax-Deferred Plan for a member with an Employment Type of Substitute, Part-Time Non-Contractual (Hourly) or Extra-Duty.	Warning 	View
ER5010	Payment Reason	<ul style="list-style-type: none"> • Payment Reason is FB • Pay Period Begin Date, Pay Period End Date, Pay Date, Job Category, Payroll Frequency and Employment Type do not all match a pay period that has been designated flex from a Payroll Schedule for the reporting employer for the current fiscal year 	Unexpected Flexible Benefit Payment	Payment Reason is Flexible Benefit Plan but this pay period was not indicated as a Flex Plan pay period on the appropriate payroll schedule.	Fatal Error 	View
ER5011	Payment Reason	<ul style="list-style-type: none"> • Payment Reason is FB • Member's Employment Type is S, H, or E 	Substitute, Hourly, or Extra-Duty Flexible Benefit Payment	Payment Reason is Flexible Benefit Plan for a member with an Employment Type of Substitute, Part-Time Non-Contractual (Hourly) or Extra-Duty.	Warning 	View
ER5012	Payment Reason	<ul style="list-style-type: none"> • Payment Reason is LA • Member's Employment Type is S, H or E 	Substitute or Hourly Leave of Absence	Payment Reason is Unpaid Leave of Absence for a member with an Employment Type of Substitute or Part-Time Non-Contractual (Hourly).	Warning  <i>Internal Only</i>	View
ER5013	Payment Reason	<ul style="list-style-type: none"> • Payment Reason is LS • Member's Employment Type E 	Extra-Duty Lump Sum Payment	Payment Reason is Lump Sum Payments for a member with an Employment Type of Extra-Duty	Fatal Error 	View




Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5014	Payment Reason	<ul style="list-style-type: none"> Payment Reason is SS Member's Employment Type E 	Extra-Duty Summer School	Payment Reason is Summer School Earnings for a member with an Employment Type of Extra-Duty.	Fatal Error 	View
ER5015	Payment Reason	<ul style="list-style-type: none"> Payment Reason is NC This is the only record for the member in the report 	Unexpected Non-Contributory Earnings	Non-Contributory earnings cannot be reported without other contributory earnings in the same report.	Fatal Error 	View
ER5016	Payment Reason	<ul style="list-style-type: none"> Payment Reason is LA Member's Contribution Category is 99 	Retired Leave of Absence	Payment Reason is Unpaid Leave of Absence but member is Retired.	Fatal Error 	View
ER5017	Payment Reason	<ul style="list-style-type: none"> Payment Reason is SB Member's Contribution Category is 99 	Retired Sabbatical	Payment Reason is Sabbatical but member is Retired.	Fatal Error 	View
ER5018	Payment Reason	<ul style="list-style-type: none"> Payment Reason is ML Member's Contribution Category is 99 	Retired Military Service	Payment Reason is Military Service but member is Retired.	Fatal Error 	View
ER5019	Payment Reason	<ul style="list-style-type: none"> Payment Reason is BW Record is dated as an adjustment or retro for a previous fiscal year 	Back Wage Settlement Outside Current Fiscal Year	Payment Reason is Back Wage Settlement Payment for a pay period that is not in the current fiscal year.	Warning  <i>Internal Only</i>	View
ER5020	Payment Reason	<ul style="list-style-type: none"> Payment Reason is SB Member's Employment Type is P, S, H, or E 	Non-Full Time Sabbatical	Payment Reason is Sabbatical and member is not Full Time.	Fatal Error 	View
ER5021	Payment Reason	<ul style="list-style-type: none"> Payment Reason is LS, SS, or BW Deferred = Y 	Deferred Lump Sum, Summer School, or Back Wage	Payment Reason is Lump Sum Payments, Summer School Earnings, or Back Wage Settlement Payments for Deferred earnings.	Fatal Error 	View



Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5022	Payment Reason	<ul style="list-style-type: none"> • Payment Reason is LS • Employment End Date is NOT NULL • Pay Date is after Employment End Date • There is no other record for the same member with a Payment Reason of BS on the same report OR <ul style="list-style-type: none"> • Payment Reason is LS • Employment End Date is NOT NULL • Pay Date is after the later of: Employment End Date OR Pay Period End Date of last BS Record with positive earnings and the record is not an adjustment 	Due and Payable Lump Sum	Payment Reason is Lump Sum Payments for a Pay Date that is after reported Employment End Date and there are no corresponding Base Salary earnings for the same period.	Warning 	View
ER5023	Payment Reason	<ul style="list-style-type: none"> • Payment Reason is LS • Employment End Date is <> 0 • Fiscal Year of Employment End Date is < Fiscal Year of Payroll Schedule to which Pay Period Begin Date, Pay Period End Date, Pay Date, Job Category, and Employment Type apply 	Non-Reportable Lump Sum	Payment Reason is Lump Sum Payments and pay period is for a different fiscal year than the fiscal year of reported Employment End Date.	Fatal Error 	View
ER5024	Payment Reason	<ul style="list-style-type: none"> • Payment Reason is LS • Pay Date > Date of Death 	Non-Creditable Lump Sum	Payment Reason is Lump Sum Payments and Pay Date is after member's Date of Death.	Fatal Error 	View


Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5025	Payment Reason	<ul style="list-style-type: none"> • Payment Reason is the same as another record in this report for the same member with the same Payroll Schedule Detail key and Contribution Category • Record is not an adjustment 	Duplicate Payment Reason	Payment Reason is the same as the Payment Reason on another record in this report for this member with the same pay period and Contribution Category.	Fatal Error 	View
ER5027	Payment Reason	<ul style="list-style-type: none"> • Payment Reason is SS • Pay Period Begin Date is not between 5/16 and 8/31 	Summer School Outside of Expected Range	Payment Reason is Summer School Earnings and Pay Period Begin Date is not between May 16 and August 31.	Fatal Error 	View
ER5028	Deferred	<ul style="list-style-type: none"> • Deferred = NO • Employment End Date < Pay Period Begin Date OR <ul style="list-style-type: none"> • Deferred = NO • Date of Death < Pay Period Begin Date 	Non-Deferred Earnings after End of Employment	Deferred is No for a pay period that begins after Employment End Date or Date of Death.	Fatal Error 	View
ER5029	Deferred	<ul style="list-style-type: none"> • Deferred= YES • Member is not deceased • Employment End Date is null • Payment Reason is not LE • Pay Period Begin Date is before 5/16 or after 8/20 of any given year • Member does not have another record in the report with a Payment Reason of LA and the same Payroll Schedule Detail Key as the edit record 	Deferred Earnings Outside of Expected Range	Deferred is Yes without an Employment End Date for a pay period that does not start between May 16 and August 20.	Warning 	View



Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5030	Deferred	<ul style="list-style-type: none"> • Deferred = YES • Employment End Date > Pay Period Begin Date OR <ul style="list-style-type: none"> • Deferred = YES • Date of Death > Pay Period Begin Date 	Deferred Earnings before End of Employment	Deferred is Yes for a pay period that begins before Employment Begin Date or Date of Death.	Fatal Error 	View
ER5033	Earnings	<ul style="list-style-type: none"> • Member is not exempt from 401(a)(17) • Total cumulative Earnings for this fiscal year across all employers is greater than 401(a)(17) limit for the current fiscal year Note: Cumulative total should include all posted rows and edit records in accepted status.	401(a)(17) Limits Exceeded	The member's cumulative earnings for the fiscal year have exceeded the IRC 401(a)(17) pensionable limits.	Fatal Error 	View
ER5034	Earnings	<ul style="list-style-type: none"> • Member is Tier 2 • Total cumulative Earnings for this fiscal year (of Payroll Schedule Record) across all employers is greater than TRS Tier 2 limit for the current fiscal year (of Payroll Schedule Record) Note: Cumulative total should include all posted rows and edit records in accepted status. Note: The tier participation information should be derived from "ParticipationTier", but where ParticipationTierKey is NULL, the tier should be assumed as Tier 2 for the member.	Tier 2 Earnings Limit Exceeded	The member's cumulative earnings for the fiscal year have exceeded the limit for what is pensionable for Tier 2 members.	Fatal Error 	View




Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5035	Earnings	<ul style="list-style-type: none"> Earnings are > 0 Days Paid = 0 Deferred = NO Member is not retired Employment Type is F, P, S, or H Payment Reason is BS, LE, SS, SB, or ML Member does not have a record with a Payment Reason of LA on the same report for the same pay period Balanced Calendar = NO 	Non-Deferred Earnings Without Days Paid	Earnings have been reported without Days Paid and the Deferred flag is set to No.	Fatal Error 	View
ER5036	Earnings	<ul style="list-style-type: none"> Employment Type is S or H Payment Reason is BS \$20.00 > Earnings ÷ Days Paid OR \$450.00 < Earnings ÷ Days Paid 	Sub or Hourly Daily Rate Out of Range	The member is a Substitute or Part-Time Non-Contractual employee with a daily rate less than \$20.00 or more than \$450.00.	Warning 	View
ER5040	Earnings	<ul style="list-style-type: none"> Employment Type is F or P Docked Days = 0 Member does not have a record with a Payment Reason of LA on the same report Payment Reason is BS Earnings is not within 1% of (Full Annual Rate/Number of Non-Special Pay Periods on their Payroll Schedule) OR (Full Annual Rate/Total Number of Pay Periods on their Payroll Schedule including Special Pays) 	Base Salary Earnings Outside of Expected Range	The reported Base Salary Earnings are not proportional to their reported Payroll Frequency and your reported Payroll Schedule.	Info 	View



Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5041	Earnings	<ul style="list-style-type: none"> Record is an adjustment to a previous Pay Period Earnings are < 0 Total Earnings for all records for the Pay Period being adjusted for this member is < 0 OR <ul style="list-style-type: none"> Record is an adjustment to a previous Pay Period Earnings are < 0 Total Earnings for all records for the Pay Period being adjusted for this member with THE SAME Payment Reason as this record is < 0 <p>Note: Cumulative total should include all posted rows and edit records in accepted status.</p>	Composite Earnings Less Than Zero	The reported adjustment amount has caused the member's total net Earnings or their net Earnings for the Payment Reason being adjusted to fall below zero for the pay period.	Fatal Error 	View
ER5044	Earnings	<ul style="list-style-type: none"> Record is not an adjustment Earnings are <0 	Negative Earnings	The record is not an adjustment to a previously reported pay period and the Earnings are less than zero.	Fatal Error 	View
ER5045	Earnings that exceed Salary Limits	<ul style="list-style-type: none"> Record is not an adjustment Earnings that exceed salary limits are <0 	Negative Earnings that exceed Salary Limits	The record is not an adjustment to a previously reported pay period and the Earnings that exceed Salary Limits are less than zero.	Fatal Error 	View






Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5046	Earnings that exceed Salary Limits	<ul style="list-style-type: none"> Member is Tier 1 Member is subject to the IRS 401(a)(17) limits Cumulative Earnings for this member across all employers has not exceeded the IRS 401(a)(17) limits for this fiscal year (NOT INCLUDING NC PAYMENT REASON) The absolute value of this field is not 0 <p>Note: Cumulative total should include all posted rows and edit records in accepted status. The system will also look into EmployerReportingSubmissionDetail table for the Person Key where the detail record status is Accepted or Edit Ready.</p>	Unexpected Earnings Over IRS Limits	The member has not yet exceeded the IRC 401(a)(17) pensionable earnings limits this fiscal year, therefore this field should be empty.	Fatal Error 	View
ER5047	Earnings that exceed Salary Limits	<ul style="list-style-type: none"> Member is not Tier 2 Member is not subject to 401(a)(17) limits The value of this field is not 0 <p>Note: The tier participation information should be derived from "ParticipationTier", but where ParticipationTierKey is NULL, the tier should be assumed as Tier 2 for the member.</p>	Unexpected Earnings that exceed Salary Limits	The member is not subject to either Tier 2 or IRC 401(a)(17) pensionable earnings limits.	Fatal Error 	View






Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5048	Earnings that exceed Salary Limits	<ul style="list-style-type: none"> • Member is Tier 2 • Cumulative Earnings for this member across all employers has not exceeded the TRS Tier 2 Limit for the fiscal year • The absolute value of this field is not 0 <p>Note: Cumulative total should include all posted rows and edit records in accepted status. The system will also look into EmployerReportingSubmissionDetail table for the Person Key where the detail record status is Accepted or Edit Ready.</p> <p>Note: The tier participation information should be derived from "ParticipationTier", but where ParticipationTierKey is NULL, the tier should be assumed as Tier 2 for the member.</p>	Unexpected Earnings Over Tier 2 Limit	The member has not yet exceeded the Tier 2 pensionable earnings limits this fiscal year, therefore this field should be empty.	Fatal Error 	View







Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5049	Earnings that exceed Salary Limits	<ul style="list-style-type: none"> Record is an adjustment to a previous Pay Period Earnings That Exceed Salary Limits are < 0 Total Earnings That Exceed Salary Limits for all records for the Pay Period being adjusted for this member is < 0 OR <ul style="list-style-type: none"> Record is an adjustment to a previous Pay Period Earnings That Exceed Salary Limits for a particular Payment Reason are < 0 Total Earnings That Exceed Salary Limits for all records for the Pay Period being adjusted for this member with THAT SAME Payment Reason is <= 0 Note: Cumulative total should include all posted rows and edit records in accepted status.	Composite Earnings that exceed Salary Limits Less Than Zero	The reported adjustment amount has caused the member's total net Earnings that exceed Salary Limits or their net Earnings that exceed Salary Limits for the Payment Reason being adjusted to fall below zero for the pay period.	Fatal Error 	View
ER5050	Contributions	<ul style="list-style-type: none"> Report Type is 01 Member's status is either Retired or Single-Sum This field is any value other than 0 NOTE: Determination of member's retired status is based on Pay Period Begin Date being compared to the retirement claim date from the STAR view	Unexpected Contributions (Retired)	The member is retired and therefore should not have any contributions reported or withheld.	Fatal Error 	View





Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5051	Contributions	<ul style="list-style-type: none"> • Report Type is 01 • Contribution Category is not 99 • Payment Reason is LA, ML, or NC • This field is any value other than 0 	Unexpected Contributions (Non-Contributory)	Contributions have been reported for a Payment Reason that should not include Contributions (LA, ML, or NC).	Fatal Error 	View
ER5052	Contributions	<ul style="list-style-type: none"> • Report Type is 01 • Payment Reason is not NC or ML • Member is Not Retired • Absolute value of this field is not equal (+/- 0.03) to the absolute value of Earnings x Contribution Rate for member's Tier <p>Ex.: $\text{Contributions} < > \text{Earnings} * 0.09$</p>	DB Contributions Out of Range	The reported Contributions are not with three cents of nine percent of the reported Earnings.	Fatal Error 	View
ER5053	Contributions	<ul style="list-style-type: none"> • Earnings is > 0 • This field is < 0 <p>OR</p> <ul style="list-style-type: none"> • Earnings is < 0 • This field is > 0 	Earnings and Contributions Out of Sync	The reported Earnings are positive, and the Contributions are negative or vice versa.	Fatal Error 	View


Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5055	Contributions	<ul style="list-style-type: none"> • Report Type is 02 • The total of this field in all records (including those not in this report) for this member with the same Payroll Schedule Detail Key does not equal either the member's elected SSP Deferral dollar amount based on matching the Contribution Category in this record or an elected SSP Deferral dollar amount that was active within 31 days of Pay Period Begin Date <p>NOTE: Pay Period Begin Date should be compared to the Effective Date of the elected Deferral Amount to use the correct rate. (Deferral Begin Date ≤ PPBD ≤ Deferral End Date (If not NULL))</p>	SSP Contributions Mismatch	The reported SSP Contributions do not match the member's elected SSP Deferral Amount for the reported Contribution Category.	Fatal Error 	View
ER5056	THIS Contributions	<ul style="list-style-type: none"> • Report Type is 01 • Member's status is either Retired or Single Sum • This field is any value other than 0 <p>NOTE: Determination of member's retired status is based on Pay Period Begin Date being compared to the retirement claim date from the STAR view</p>	Unexpected THIS Contributions (Retired)	The member is retired and therefore should not have any contributions reported or withheld.	Fatal Error 	View






Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5057	THIS Contributions	<ul style="list-style-type: none"> • Report Type is 01 • Contribution Category is not 99 • Payment Reason is LA, ML, or NC • This field is any value other than 0 	Unexpected THIS Contributions (Non-Contributory)	THIS Contributions have been reported for a Payment Reason that should not include Contributions (LA, ML, or NC).	Fatal Error 	View
ER5058	THIS Contributions	<ul style="list-style-type: none"> • Report Type is 01 • Payment Reason is not NC or ML • Member is Not Retired • Absolute value of this field is not equal (+/- 0.03) to the absolute value of Earnings x Contribution Rate for member's Tier Ex.: THIS Contribution <> Earnings *0.0124	THIS Contributions Out of Range	The reported THIS Contributions are not within three cents of the current THIS Fund Contribution Rate multiplied by the reported Earnings.	Fatal Error 	View
ER5059	THIS Contributions	<ul style="list-style-type: none"> • Earnings is > 0 • This field is < 0 OR <ul style="list-style-type: none"> • Earnings is < 0 • This field is > 0 	Earnings and THIS Contributions Out of Sync	The reported Earnings are positive, and the THIS Contributions are negative or vice versa.	Fatal Error 	View
ER5060	Employer Defined Contributions	<ul style="list-style-type: none"> • Member is Retired • This field contains any value other than 0 NOTE: Determination of member's retired status is based on Pay Period Begin Date being compared to the retirement claim date from the STAR view	Unexpected Employer Defined Contributions (Retired)	The member is retired and therefore should not have any contributions reported or withheld.	Fatal Error 	View
ER5061	Employer Defined Contributions	<ul style="list-style-type: none"> • Report Type is 01 • This field contains any value other than 0 	Unexpected Employer Defined Contributions (DB)	This is a Defined Benefit report; therefore this field should be left blank.	Fatal Error 	View



Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5062	Payment Reason	<ul style="list-style-type: none"> • Payment reason is FB • Cumulative total of FB earnings from this employer for this person this fiscal year are greater than the highest Flex Plan Amount for this employer this fiscal year that has a matching Job Category with the Job Category on this record (For this purpose treat Medical/Counseling the same as Teacher) <p>Note: Cumulative total should include all posted rows and edit records in accepted status.</p>	Flex Plan Payment Too High	The total amount of Flex Plan earnings reported for this member has exceeded the highest reported amount available to them.	Warning  <i>Internal Only</i>	View
ER5063	THIS Contributions	<ul style="list-style-type: none"> • Report Type is 02 • THIS Contributions is any value other 0 	Unexpected THIS Contributions (DC)	THIS Fund Contributions should not be remitted as part of a Defined Contribution report.	Fatal Error 	View
ER5064	Payment Reason	<ul style="list-style-type: none"> • Payment Reason is anything other than LA or ML • Earnings = 0 • Record is not an adjustment 	No Earnings for Non-Adjustment	Earnings are zero, but the member is not on a Leave of Absence and the record is not an adjustment to a previous pay period.	Fatal Error 	View
ER5065	Full Annual Rate	<ul style="list-style-type: none"> • Record is not an Adjustment or Retro • Full Annual Rate does not match the Full Annual Rate for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Full Annual Rate Out of Sync	The reported Full Annual Rate does not match with the reported Full Annual Rate of another record for the same member in this report.	Fatal Error 	View
ER5066	Employer Defined Contributions	<ul style="list-style-type: none"> • Contribution Category is 06, 07, or 08 • This field contains any value other than zero 	Unexpected Employer Contributions (Roth)	Employer contributions must be pre-tax and therefore cannot be a Roth contribution.	Fatal Error 	View


Error #	Field	Criteria	Title	Message	Severity	Resolution
ER5067	Payment Reason	<ul style="list-style-type: none"> • Payment Reason is SB • Member's Employment Type is P, S, H, or E 	Adjustment of an Adjustment	This record is adjusting a record that already has a posted adjustment.	Warning  <i>Internal Only</i>	View
ER5068	Payment Reason	<ul style="list-style-type: none"> • Record is an Adjustment • There is another record in this report for the same member with the same Payment Reason and Payroll Schedule Detail Key as this record 	Concurrent Adjustments	This record and another record in this report are both adjustments to the same original record.	Fatal Error 	View
ER5069	THIS Contributions	<ul style="list-style-type: none"> • Report Type is 01 • Report is from an Employer classified as a State Agency • THIS Contributions is any value other 0 	Unexpected THIS Contributions (State Agencies)	THIS Contributions have been reported for a member employed by a State Agency.	Fatal Error 	View
ER5070	Payment Reason	<ul style="list-style-type: none"> • Payment Reason is BW • Report Type = 02 	SSP Back Wage	Payment Reason is Back Wage Settlement Payment for an SSP Defined Contribution Report.	Fatal Error 	View
ER6001	Docked Days	<ul style="list-style-type: none"> • Docked Days is greater than 13 	Docked Days Reasonableness Check	Docked Days reported for this period is greater than 13.	Warning 	View
ER6002	Sick Leave/Personal Days	<ul style="list-style-type: none"> • ParticipationEmploymentKey is NULL • Member has Sick Leave Credit posted to their membership record from this same employer • This field has a value greater than this employer's highest Normal Annual Allotment for the Job Category (for this purpose treat Medical/Counseling as Teachers) reported for this member, for the fiscal year being reported 	Sick Leave Reinstatement Check	The member had sick leave days reported from a prior period of employment and upon returning to the district the Sick Leave/Personal Days reported on the first pay period is greater than the district's normal annual allotment for the job category.	Warning 	View



Error #	Field	Criteria	Title	Message	Severity	Resolution
ER6003	Sick Leave/Personal Days	<ul style="list-style-type: none"> Sick Leave/Personal Days is more than 25 days less than Sick Leave/Personal Days from last posted report 	Sick Leave Use Too High	The balance of Sick Leave/Personal Days has decreased by more than 25 days since the last reporting period.	Warning 	View
ER6004	Days Paid	<ul style="list-style-type: none"> Employment Type is E Days Paid is anything other than 0 	Extra Duty Days Paid Reported	Total number of Days Paid is greater than zero for an Employment Type of Extra Duty.	Fatal Error 	View
ER6005	Days Paid	<ul style="list-style-type: none"> Days Paid > 0 Deferred = YES 	Days Paid for Deferred Earnings	Pay Period Begin Date is after reported employment End Date and Days Paid are greater than 0.	Fatal Error 	View
ER6006	Days Paid	<ul style="list-style-type: none"> Member has a status of Retired Days Paid is anything other than 0 <p>NOTE: Determination of member's retired status is based on Pay Period Begin Date being compared to the retirement claim date from the STAR view</p>	Retired Member Days Paid Reported	Member status is retired, and Days Paid have been reported.	Fatal Error 	View





Error #	Field	Criteria	Title	Message	Severity	Resolution
ER6007	Days Paid	<ul style="list-style-type: none"> • Employment Type is F or P • Payroll Frequency is Weekly • Balanced Calendar is NO • It is neither the first nor the last pay period of the Payroll Schedule • Days Paid is greater than 5 OR <ul style="list-style-type: none"> • Employment Type is F or P • Payroll Frequency is Bi-Weekly • Balanced Calendar is NO • It is neither the first nor the last pay period of the Payroll Schedule • Days Paid is greater than 10 OR <ul style="list-style-type: none"> • Employment Type is F or P • Payroll Frequency is Semi-Monthly • Balanced Calendar is NO • It is neither the first nor the last pay period of the Payroll Schedule • Days Paid is greater than 12 OR <ul style="list-style-type: none"> • Employment Type is F or P • Payroll Frequency is Monthly • Balanced Calendar is NO • It is neither the first nor the last pay period of the Payroll Schedule • Days Paid is greater than 23 	Days Paid Too High	Employment Type is Full-Time or Part-Time Contractual and reported days paid appear to be greater than the number of possible work days based on the district's payroll frequency.	Warning 	View




Error #	Field	Criteria	Title	Message	Severity	Resolution
ER6009	Days Paid	<ul style="list-style-type: none"> • Days Paid is 0 • BS Payment Reason Earnings are greater than 0 • Member is not Retired • Employment Type is S or H 	Sub or Hourly Earnings with no Days Paid	Employment Type is reported as substitute or part-time non-contractual with Earnings this Pay Period but zero Days Paid. Earnings must always be associated with Days Paid for substitutes and part-time non-contractual employees.	Fatal Error 	View
ER6010	Days Paid	<ul style="list-style-type: none"> • Days Paid is > 0 • Payment Reason is not LA • Earnings is 0 • Record is not an Adjustment 	Days Paid without Earnings	Days Paid have been reported for this member with no associated earnings.	Fatal Error 	View
ER6011	Days Paid	<ul style="list-style-type: none"> • Balanced Calendar is NO • Employment Type is S or H • Days Paid is greater than 25 	Sub or Hourly Days Paid Over 25	Member is reported to have more than 25 Days Paid in the Pay Period.	Warning 	View
ER6013	Days Paid	<ul style="list-style-type: none"> • The pay period being reported is the first one of the fiscal year • Balanced Calendar is YES • Sum of all Days Paid for all Payment Reasons for the Pay Period of the Edit Record is greater than 50. 	Balanced Calendar Days Paid Over 50	Reported Days Paid are over 50 in this Pay Period. Is this correct?	Warning 	View
ER6016	Days Paid	<ul style="list-style-type: none"> • Pay Period Begin Date plus Days Paid in weekdays is greater than member's Date of Death OR • Days Paid > 0 • Pay Period Begin Date > Date of Death 	Days Paid After Date of Death	TRS records indicate that this member is deceased. It appears you are reporting Days Paid that occurred after this date. Please correct Days Paid to only report days up through the date of the member's death. Earnings should also be adjusted accordingly.	Fatal Error 	View






Error #	Field	Criteria	Title	Message	Severity	Resolution
ER6017	Days Paid	<ul style="list-style-type: none"> • Payment reason is ED, FB, TX, LS, or NC • Days Paid is any value other than 0 	Payment Reason and Days Paid Mismatch	Reported Payment Reason cannot have Days Paid reported with it.	Fatal Error 	View
ER6023	Post-Retirement Hours	<ul style="list-style-type: none"> • Member is Retired • Member is not currently approved in an active Subject Shortage Area program • Total Post-Retirement Hours reported this fiscal year is greater than or equal to 500 but less than 600 <p>Note: Cumulative total should include all posted rows and edit records in accepted and error status.</p> <p>NOTE: Determination of member's retired status is based on Pay Period Begin Date being compared to the retirement claim date from the STAR view</p>	Member Approaching Post-Retirement Employment Limit	This member has exceeded 500 hours of TRS covered post-retirement employment and is approaching their limit of 600 hours per school year.	Info 	View






Error #	Field	Criteria	Title	Message	Severity	Resolution
ER6024	Post-Retirement Hours	<ul style="list-style-type: none"> • Member is Retired • Member is not currently approved in an active Subject Shortage Area program • Total Post-Retirement Hours from staging records reported for the fiscal year is greater than 600 <p>Note: Cumulative total should include all posted rows and edit records in accepted and error status.</p> <ul style="list-style-type: none"> • Total Post-Retirement Hours from posted records in the Participation Contribution Detail table is less than 600 <p>NOTE: Determination of member's retired status is based on Pay Period Begin Date being compared to the retirement claim date from the STAR view</p>	Member Exceeded Post-Retirement Employment Limit	This member has exceeded their post-retirement employment limits for this school year. Next pay period you will need to treat them as an active member and withhold and report regular member contributions.	Info 	View




Error #	Field	Criteria	Title	Message	Severity	Resolution
ER6026	Post-Retirement Hours	<ul style="list-style-type: none"> • Member's status is Retired • Payroll Frequency is Weekly • This field contains a value greater than 25 OR <ul style="list-style-type: none"> • Member's status is Retired • Payroll Frequency is Bi-Weekly • This field contains a value greater than 50 OR <ul style="list-style-type: none"> • Member's status is Retired • Payroll Frequency is Semi-Monthly • This field contains a value greater than 60 OR <ul style="list-style-type: none"> • Member's status is Retired • Payroll Frequency is Monthly • This field contains a value greater than 115 <p>NOTE: Determination of member's retired status is based on Pay Period Begin Date being compared to the retirement claim date from the STAR view</p>	Retirement Hours Greater than 5 per day	The Post-Retirement hours reported for this member for this pay period are too high for the daily limit of five hours given their Payroll Frequency.	Warning 	View
ER6027	Post-Retirement Hours	<ul style="list-style-type: none"> • Contribution Category is any value other than 99 (Retired) • This field contains any value other than 0 	Post-Retirement Hours Reported for Non-Retiree	This member's Contribution Category is not Retired and therefore they cannot have anything reported in this field.	Fatal Error 	View

Error #	Field	Criteria	Title	Message	Severity	Resolution
ER6028	Post-Retirement Hours	<ul style="list-style-type: none"> • Contribution Category is 99 • Earnings are > 0 • Deferred = NO • Post-Retirement Hours is 0 • Balanced Calendar = NO 	Post-Retirement Earnings without Hours	Member is retired and has non-deferred earnings with no Post-Retirement Hours reported.	Fatal Error 	View
ER6029	Post-Retirement Hours	<ul style="list-style-type: none"> • Payment Reason is ED, TX, FB, LS, or NC • Member's Contribution Category is 99 • Post-Retirement Hours is greater than 0 on the same record 	Post-Retirement Hours Payment Reason Mismatch	Post-Retirement Hours cannot be reported for this Payment Reason.	Fatal Error 	View
ER6030	Balanced Calendar	<ul style="list-style-type: none"> • Member was previously reported by the same employer this fiscal year as NOT being on a Balanced Calendar • Member is now reported as YES being on a Balanced Calendar on this report OR <ul style="list-style-type: none"> • Member was previously reported by the same employer this fiscal year as YES being on a Balanced Calendar • Member is now reported as NOT being on a Balanced Calendar on this report 	Mid-Year Balanced Calendar Switch	This member's Balanced Calendar status has changed from what had been reported previously this fiscal year. Please confirm that this change is correct.	Info 	View
ER6031	Balanced Calendar	<ul style="list-style-type: none"> • Employment Type is F or P • Balanced Calendar is blank (filled with spaces) or null 	Balanced Calendar Required	Balance Calendar is required for Full-Time and Part-Time Contractual members.	Fatal Error 	View

Error #	Field	Criteria	Title	Message	Severity	Resolution
ER6032	Sick Leave/Personal Days	<ul style="list-style-type: none"> Record is not an Adjustment or Retro Sick Leave/Personal Days does not match the Sick Leave/Personal Days for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Sick Leave/Personal Days Out of Sync	The reported Sick Leave/Personal Days does not match with the reported Sick Leave/Personal Days of another record for the same member in this report.	Fatal Error 	View
ER6033	Balanced Calendar	<ul style="list-style-type: none"> Record is not an Adjustment or Retro Balanced Calendar does not match the Balanced Calendar for another record for the same person on the same report with the same Payroll Schedule Detail Key 	Balanced Calendar Out of Sync	The reported Balanced Calendar does not match with the reported Balanced Calendar of another record for the same member in this report.	Fatal Error 	View
ER6034	Post-Retirement Hours	<ul style="list-style-type: none"> Member is Retired Member is not currently approved in an active Subject Shortage Area program Total Post-Retirement Hours reported for the fiscal year is greater than 600 <p>Note: Total hours should ONLY be calculated from Posted records in the Participation Contribution Detail table</p> <p>NOTE: Determination of member's retired status is based on Pay Period Begin Date being compared to the retirement claim date from the STAR view</p>	Member Previously Exceeded Post-Retirement Limits	This member has already exceeded their Post-Retirement Employment Limitations for this fiscal year.	Fatal Error 	View

Error #	Field	Criteria	Title	Message	Severity	Resolution
ER7001	Email Address	<ul style="list-style-type: none"> • Member does not currently have an email address on file • Member does not currently have a Felon or Exec(Mgmt) Lock • Reported record is not adjustment or retro 	Email Address Update	The reported Email Address is different than the Email Address we have on file for this member. It will be updated to reflect what you have reported.	Info  View	View
ER7002	Email Address	<ul style="list-style-type: none"> • Email Address does not match current Email Address on file for member • Member currently has a Felon or Exec(Mgmt) Lock • Reported record is not adjustment or retro 	Email Address Not Updated (Internal)	The reported Email Address is different than the Email Address we have on file for this member. It will not be updated because the member's account is locked.	Warning  <i>Internal Only</i>	View
ER7003	Email Address	<ul style="list-style-type: none"> • Email Address does not match Email Address on another record for the same person on the same report with the same Payroll Schedule Detail Key • Reported record is not adjustment or retro 	Email Address Out of Sync	The reported Email Address does not match with the reported Email Address of another record for the same member in this report.	Fatal Error  View	View
ER7004	Phone	<ul style="list-style-type: none"> • Phone does not match any current Phone on file for member • Phone is not all zeros • Member does not currently have a Felon or Exec(Mgmt) Lock • Reported record is not adjustment or retro 	Phone Update	The reported Phone is different than the Phone we have on file for this member. It will be updated to reflect what you have reported.	Info  View	View
ER7005	Phone	<ul style="list-style-type: none"> • Phone does not match current Phone on file for member • Member currently has a Felon or Exec(Mgmt) Lock • Reported record is not adjustment or retro 	Phone Not Updated (Internal)	The reported Phone is different than the Phone we have on file for this member. It will not be updated because the member's account is locked.	Warning  <i>Internal Only</i>	View

Error #	Field	Criteria	Title	Message	Severity	Resolution
ER7006	Phone	<ul style="list-style-type: none"> • Phone does not match Phone on another record for the same person on the same report with the same Payroll Schedule Detail Key • Reported record is not adjustment or retro 	Phone Out of Sync	The reported Phone does not match with the reported Phone of another record for the same member in this report.	Fatal Error 	View
ER7009	Address Line 1	<ul style="list-style-type: none"> • Address Line 1 does not match Address Line 1 on another record for the same person on the same report with the same Payroll Schedule Detail Key • Reported record is not adjustment or retro 	Address Line 1 Out of Sync	The reported Address Line 1 does not match with the reported Address Line 1 of another record for the same member in this report.	Fatal Error 	View
ER7012	Address Line 2	<ul style="list-style-type: none"> • Address Line 2 does not match Address Line 2 on another record for the same person on the same report with the same Payroll Schedule Detail Key • Reported record is not adjustment or retro 	Address Line 2 Out of Sync	The reported Address Line 2 does not match with the reported Address Line 2 of another record for the same member in this report.	Fatal Error 	View
ER7015	City	<ul style="list-style-type: none"> • City does not match City on another record for the same person on the same report with the same Payroll Schedule Detail Key • Reported record is not adjustment or retro 	City Out of Sync	The reported City does not match with the reported City of another record for the same member in this report.	Fatal Error 	View
ER7018	State	<ul style="list-style-type: none"> • State does not match State on another record for the same person on the same report with the same Payroll Schedule Detail Key • Reported record is not adjustment or retro 	State Out of Sync	The reported State does not match with the reported State of another record for the same member in this report.	Fatal Error 	View

Error #	Field	Criteria	Title	Message	Severity	Resolution
ER7021	Zip Code	<ul style="list-style-type: none"> • Zip Code does not match Zip Code on another record for the same person on the same report with the same Payroll Schedule Detail Key • Reported record is not adjustment or retro 	Zip Code Out of Sync	The reported Zip Code does not match with the reported Zip Code of another record for the same member in this report.	Fatal Error 	View
ER7024	Country	<ul style="list-style-type: none"> • Country does not match Country Code on another record for the same person on the same report with the same Payroll Schedule Detail Key • Reported record is not adjustment or retro 	Country Out of Sync	The reported Country does not match with the reported Country of another record for the same member in this report.	Fatal Error 	View
ER7031	Address Line 1	<ul style="list-style-type: none"> • Person Key = NULL • Address Line 1 or Address Line 2 is greater than 32 characters in length OR • Person Key = NULL • City is greater than 20 characters in length 	Comptroller Address Limit Breach	An Address Field is over the limits imposed by the Office of the Comptroller	Fatal Error  <i>Internal Only</i>	View

Resolutions

Error #	Resolution
ER3001	The reported Social Security Number (SSN) does not match an existing member with TRS, however, Date of Birth plus two or more of the following: First Name, Last Name or Gender match an existing member. Therefore, it appears there may be a typo on the reported SSN. Review the documentation you have for the member's SSN. If the reported SSN is not correct, update the reported SSN. If, after review, the reported SSN is deemed to be correct, certify this warning.
ER3002	The reported Social Security Number matches an existing member with TRS however, three of more of the following: Date of Birth, First Name, Last Name and Gender do not match the existing member. Review the member's Social Security card to verify the Social Security Number. In addition, review the reported Date of Birth, First Name, Last Name and Gender. Make any necessary corrections. If the reported information is correct contact TRS Employer Services at 888-678-3675.
ER3003	The reported Social Security Number does not match an existing member with TRS, however, Date of Birth plus two or more of the following: First Name, Last Name or Gender match an existing member. Research the Social Security Number – (1) review Laserfiche to determine if an error was made by TRS when setting up the member in STAR, (2) use ACURIANT to verify the correct Social Security Number. If the Social Security Number reported by the district is correct, a correction to the member in STAR/Gemini is required. If the Social Security number reported by the district is incorrect a correction to the reported Social Security number is required. If the member appears to be a new member no corrections are required. If no corrections are required confirm that the reported information is correct.
ER3004	Per the Social Security Administration, valid SSNs cannot: Start with a 9, start with 000 or 666, have middle digits of 00, have a last four digits of 0000. Please correct what you have reported for the member's Social Security Number.
ER3005	The reported Social Security number is incorrect. Review the member's Social Security card to verify the Social Security number and make any necessary corrections.
ER3008	Members who have received a Single-Sum Retirement benefit may work without restriction and will no longer contribute to TRS after we have received their Single-Sum Benefit application and should not be reported. Delete the member from this report. Please contact the member if contributions were withheld in error and need to be refunded to the member.
ER3009	Review the member's reported Prefix and correct if in error. The member's Prefix on file with TRS will be updated based on this report.
ER3010	Review the member's reported First Name and correct if in error. The member's First Name on file with TRS will be updated based on this report.
ER3011	Review the member's Social Security Number, Date of Birth, Name and Gender and make any necessary corrections. If no corrections are required confirm the reported information is correct.
ER3012	Review the member's Social Security Number, Date of Birth, Name and Gender and make any necessary corrections. (1) review Laserfiche to determine if an error was made by TRS when setting up the member in STAR, (2) use ACURIANT to verify the correct Social Security number and name (3) review the member's information in IWAS. Make any necessary corrections on the member's record in STAR/Gemini or the employer file. If the member appears to be a new member no corrections are required. If no corrections are required confirm that the reported information is correct.
ER3013	Review the member's reported Middle Name and correct if in error. The member's Middle Name on file with TRS will be updated based on this report.
ER3014	Review the member's reported Last Name and correct if in error. The member's Last Name on file with TRS will be updated based on this report.

Error #	Resolution
ER3015	Verify the member's Social Security Number, First Name, Last Name, Gender and Date of Birth. Make any necessary corrections. If the information you have reported is correct contact TRS Employer Services at 888-678-3675.
ER3016	Review the member's reported Suffix and correct if in error. The member's Suffix on file with TRS will be updated based on this report.
ER3017	Review the member's Gender and make any necessary corrections. If no corrections are required confirm the reported information is correct.
ER3018	Review the members Gender in Laserfiche to determine if an error was made when entering or if we have documentation of the member's gender. If discrepancy still exists request documentation of the member's gender from the district.
ER3019	A correction to the member's Date of Birth is required.
ER3020	Review the member's reported Date of Birth and correct if in error. The member's Date of Birth on file with TRS will be updated based on this report.
ER3022	Review the member's reported Date of Birth. The member has provided TRS with proof of their Date of Birth which does not match what you have reported. If your records have the incorrect Date of Birth, verify the date of birth with the member and update your records. If after discussing with the member, you believe we have the wrong date, contact TRS Employer Services.
ER3023	The member's name on file with TRS will not be updated to avoid mismatch issues with Medicare and their TRIP insurance. Please have the member contact TRS if they believe this is an error.
ER3024	The member's name on file with TRS will not be updated to avoid mismatch issues with Medicare and their TRIP insurance. Please have the member contact TRS if they believe this is an error.
ER3025	The member's name on file with TRS will not be updated to avoid mismatch issues with Medicare and their TRIP insurance. Please have the member contact TRS if they believe this is an error.
ER3026	A correction is required. The Prefix does not match a Prefix reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Prefixes and make any necessary corrections.
ER3027	A correction is required. The First Name does not match a First Name reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported First Names and make any necessary corrections.
ER3028	A correction is required. The Middle Name does not match a Middle Name reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Middle Names and make any necessary corrections.
ER3029	A correction is required. The Last Name does not match a Last Name reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Last Names and make any necessary corrections.
ER3030	A correction is required. The Suffix does not match a Suffix reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Suffixes and make any necessary corrections.
ER3031	A correction is required. The Gender does not match a Gender reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Genders and make any necessary corrections.
ER3032	A correction is required. The Date of Birth does not match a Date of Birth reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Dates of Birth and make any necessary corrections.

Error #	Resolution
ER3033	Review the member's reported First and Last Names. They both do not match with a member who has the same SSN, Date of Birth, and Gender. This could be caused by a member recently changing their Last Name and differences in shortened or full versions of their First Name. Make any necessary corrections. If no changes are required, confirm that the reported information is correct.
ER3034	Review the member's reported First and Last Name. They both do not match with a member who has the same SSN, Date of Birth, and Gender. This could be caused by a member recently changing their Last Name and differences in shortened or full versions of their First Name. Make any necessary corrections. If no changes are required, confirm that the reported information is correct. If certified, this edit will update both names in Post.
ER4002	Correct the Pay Period Begin Date so that it is before the Pay Period End Date. Consult your Payroll Schedule to determine the correct dates to use or you will also receive errors that we are unable to match the record to a Payroll Schedule.
ER4003	A correction to Pay Date is required, or this record does not belong in this report. If the Pay Date is correct, this record should be deleted from this report. Monthly Reports should only contain records with Pay Dates in the same month as the Report Date.
ER4004	A correction to the Payroll Schedule or the pay period dates within this record is required. Review the dates within the record and your Payroll Schedule(s), as well as the member's Job Category and Employment Type and make any necessary corrections.
ER4006	A correction to either the Employment Begin Date or the Date of Birth is required.
ER4007	Review the Employment Begin Date and make any necessary corrections. If the Employment Begin Date is correct contact TRS Employer Services at 1-888-678-3675, option 1 or employers@trsil.org.
ER4008	A correction to either the Employment Begin Date or the Employment End Date is required.
ER4009	Notify the Claims Department so that they can determine if a recalculation of the benefit is required.
ER4011	A correction is required. Review the Employment Begin Date. If the member had reportable earnings and service in a prior pay period, submit an adjustment to the correct pay period to report the earnings and service. If the previously reported Employment End Date needs adjusted please contact TRS Employer Services at 1-888-678-3675, option 1 or employers@trsil.org.
ER4013	A correction is required. Review the reported Employment End Date and Pay Period End Date. If the member is terminating in a future pay period do not report the Employment End Date until you are reporting the pay period in which the termination occurs.
ER4014	A correction to either the Employment End Reason or the Employment End Date is required. If the member has not terminated employment, leave the Employment End Reason blank. If the member has terminated employment, enter the last day the member worked and/or used their accumulated leave time (vacation/sick/personal leave) for the Employment End Date.
ER4015	A correction to either the Employment End Reason or the Employment End Date is required. If the member has terminated employment, select and Employment End Reason. Terminated is used for any reason for leaving besides death (terminated, resigned, RIFed, separated, etc.). If the member has not terminated employment remove the Employment End Date.
ER4016	If the member performed only extra duties not requiring licensure, ensure they were employed at another TRS-covered employer as a Full Time (F) or Part-Time Contractual (P) member. If the member has been correctly reported because they worked as a F or P Employment Type at another employer, confirm the reported information is correct. If the member performed work that required licensure, correct the Employment Type, Days Paid, etc. Refer to Chapter 5 of the TRS Employer Guide for additional information regarding Employment Types.

Error #	Resolution
ER4017	If the member performed only extra duties not requiring licensure, ensure they were employed at another TRS-covered employer as a Full Time (F) or Part-Time Contractual (P) member. If the member has been correctly reported because they worked as a F or P Employment Type at another employer, confirm the reported information is correct. If the member performed work that required licensure, correct the Employment Type, Days Paid, etc. Refer to Chapter 5 of the TRS Employer Guide for additional information regarding Employment Types. If no changes are required confirm the reported information is correct.
ER4020	Special post-retirement rules apply to Tier 2 retirees that return to their final employer under a bi-lateral contract. Contact the district to determine if the retiree has returned under a bi-lateral contract. If no, they are subject to the post-retirement limits and no further follow up at this time is required. If yes, see the Employer Services Manager or Employer Services Project Manager.
ER4022	Review the Job Category and the Full Annual Rate and make any necessary corrections. If the member worked under multiple job categories during the same pay period the following rules apply in reporting Job Category: report Job Category of Administrator if anytime during the pay period the member was employed as an administrator, if during the pay period the member was employed under both the Teacher and Counseling Job Category, report Teacher as the Job Category. Make any necessary corrections. If no corrections are required confirm the reported information is correct.
ER4024	A correction to Contract Days is required. The number of Contract Days must be corrected to 180 or greater but less than 265. This field should represent the number of days in the school term or the number of days in the employment agreement, if longer. For a teacher the contract days will generally be 180 or 185. For a teacher report the contract days as the number of days paid on the district's school calendar including any paid emergency days and/or paid holidays. Do not include any days the member performed licensed duties outside the contract calendar. These days will be reported the Payment Reason of Licensed Extra Duty Outside the Contract Calendar. Ten-, eleven- or twelve-month administrators will typically be reported as 220, 240, or 261 days. If a member works a partial year, the contract days will be equal to what he or she would have worked had the member been employed the full year.
ER4025	Review the member's Employment Type. If the Employment Type is correctly reported as S, H or E, correct the Contract Days to 0. If the member worked in a contractual (F or P) position, correct the Employment Type to Full Time if the member worked 5 days per week and 4 or more hours per day or Part-Time Contractual if the member worked less than 5 days per week or less than 4 hours per day. Additional corrections may be required to Full Annual Rate, etc.
ER4026	Ensure the Job Category and Contract Days are correctly reported. For a teacher, the Contract Days will generally be 180 or 185. For a teacher, report the Contract Days as the number of days paid on the district's school calendar including any paid emergency days and/or paid holidays. Do not include any days the member performed licensed duties outside the contract calendar. These days will be reported under the Payment Reason of Licensed Extra Duty Outside the Contract Calendar. Ten-, eleven- or twelve-month administrators will typically be reported as 220, 240, or 261 days. If a member works a partial year, the contract days will be equal to what he or she would have worked had the member been employed the full year. Make any necessary corrections to Job Category and/or Contract Days.

Error #	Resolution
ER4027	Ensure the Job Category and Contract Days are correctly reported. For a teacher, the Contract Days will generally be 180 or 185. For a teacher, report the Contract Days as the number of days paid on the district's school calendar including any paid emergency days and/or paid holidays. Do not include any days the member performed licensed duties outside the contract calendar. These days will be reported under the Payment Reason of Licensed Extra Duty Outside the Contract Calendar. Ten-, eleven- or twelve-month administrators will typically be reported as 220, 240, or 261 days. If a member works a partial year, the contract days will be equal to what he or she would have worked had the member been employed the full year. Make any necessary corrections to Job Category and/or Contract Days.
ER4029	Correct the member's reported Contribution Category. If you believe TRS has an incorrect Tier for the member contact the TRS Employer Services Department at 1-888-678-3675, option 1, or employers@trsil.org.
ER4030	A correction to the Contribution Category is required. If you are not reporting the employee as retired, the Contribution Category must be changed to retired. If you are incorrectly reporting the employee as retired, the Contribution Category must be corrected to their appropriate active category. If the Contribution Category has changed review the member's earnings record to ensure all information such as Contract Days, Days Paid, Hours, Full Annual Rate, etc. have been correctly reported.
ER4031	Ensure the member has completed the enrollment paperwork for the plan and that the enrollment has been submitted to the third-party administrator. Until the enrollment paperwork is submitted to the third-party administrator the member cannot have contributions reported for the Supplemental Savings Plan.
ER4032	Enter the member's schedule worked as a percentage. If the member's work schedule changes throughout the reporting period, enter the schedule percentage worked most of the time. The number must be a whole number between 10 and 100. Round to the nearest whole number. Examples: Enter 50 for a teacher scheduled to work 2 ½ days each week. Enter 67 for a teacher working a 2/3 schedule. Enter 33 for a teacher working a 1/3 schedule. Enter 20 for a teacher working 20 percent or one day a week.
ER4033	Either the Employment Type or the Full Time Equivalency Percentage must be corrected. Report a member as Full Time if they are working 5 days per week and 4 or more hours per day. Report a member as Part-Time Contractual if they are working less than 5 days per week or less than 4 hours per day. For additional information on Employment Types refer to Chapter 5 of the TRS Employer Guide. For Full-Time Equivalency Percentage enter the member's schedule worked as a percentage. If the member's work schedule changes throughout the reporting period, enter the schedule percentage worked most of the time. The number must be a whole number between 10 and 100. Round to the nearest whole number. Examples: Enter 50 for a teacher scheduled to work 2 ½ days each week. Enter 67 for a teacher working a 2/3 schedule. Enter 33 for a teacher working a 1/3 schedule. Enter 20 for a teacher working 20 percent or one day a week.
ER4034	Review the member's reported Full-Time Equivalency Percentage and Employment Type. For additional information on Employment Types refer to Chapter 5 of the TRS Employer Guide. If the Employment Type has correctly been reported as Substitute, Part-Time Non-Contractual or Extra duty, correct the Full-Time Equivalency Percentage to 0. If the Employment Type is incorrect review the member's earnings record to ensure all information such as Job Category, Full Annual Rate, etc. and make any necessary corrections.
ER4036	Ensure the Employment Begin Date is correct. If the Employment Begin Date is correct, review the membership requirements to determine if the member is reportable to TRS. If you have any questions contact the TRS Employer Services Department at 1-888-678-3675, option 1, or employers@trsil.org. Make any necessary corrections to Employment Begin Date or remove the member from the report.

Error #	Resolution
ER4037	Ensure the Full-Time Equivalency Percentage on this report and prior reports has been correctly reported. If the Full-Time Equivalency Percentage has changed review the member's earnings record to ensure all information such as Job Category, Full Annual Rate, etc. have been correctly reported. If the Full-Time Equivalency Percentage was reported incorrectly on prior reports complete an adjustment to correct the Full-Time Equivalency Percentage and any other information reported incorrectly on prior reports.
ER4039	Ensure the Contract Days on this report and prior reports have been correctly reported. If the Contract Days have changed, review the member's earnings record to ensure all information such as Job Category, Full Annual Rate, etc. have been correctly reported. If the Contract Days were reported incorrectly on prior reports complete an adjustment to correct the Contract Days and any other information reported incorrectly on prior reports.
ER4040	Ensure the Job Category on this report and prior reports has been correctly reported. If the Job Category has changed, review the member's earnings record to ensure all information such as Contract Days, Days Paid, Full Annual Rate, etc. have been correctly reported. If the Job Category was reported incorrectly on prior reports complete an adjustment to correct the Job Category and any other information reported incorrectly on prior reports.
ER4041	Ensure the Employment Type on this report and prior reports has been correctly reported. If the Employment Type has changed, review the member's earnings record to ensure all information such as Contract Days, Days Paid, Full Annual Rate, etc. have been correctly reported. If the Employment Type was reported incorrectly on prior reports complete an adjustment to correct the Employment Type and any other information reported incorrectly on prior reports.
ER4042	Ensure the member's Employment Type and Payroll Frequency have correctly been reported.
ER4043	This is an informational edit to indicate that based on the information provided, TRS will be creating a new Employment Record with the Employment Begin Date in this record. Review the member's employment history with the district. If this is not a new member or a new employment for a member that had previously worked for your employer, correct the Employment Begin Date or contact TRS Employer Services. Substitutes or other non-contractual employees who have not worked for your employer for a full fiscal year will require new Employment Begin Dates and should trigger this edit when they are reported again for the first time.
ER4044	The end date does not match an end date previously reported. Review the member's Employment End Date and Employment Reason and make any necessary corrections. If the member has terminated but is being paid the remainder of salary owed ensure the deferred flag is marked Yes. If a previously reported end date is incorrect, please contact TRS Employer Services at 1-888-678-3675.
ER4045	The Employment Begin Date does not match the begin date TRS has on record for this member. Review the reported Employment Begin Date. This date must be the first date the member is physically at work in a TRS-covered position. For a current employee who has previously only worked in a non-TRS covered position, you will report their first day worked in their new TRS-covered position. For rehires, this date should be the most recent date they started working, not their original start date. You can run a report of the Employment Begin Dates for members reported on your most recent Annual Report through the Employer Access Area of the TRS website. If you use this report, verify through review of district records that the start date on the report matches your records. Correct the employment begin date to the date on the report and contact at 1-888-678-3675 or employers@trsil.org if your employment begin date is correct and the member has unreported service and earnings.

Error #	Resolution
ER4046	The reported Contribution Category does not match with the Report Type. If it is a Defined Contribution record it should not be in a Defined Benefit report. If it is a Defined Benefit record (Tier 1, Tier 2, or Retired) it should not be in a Defined Contribution Report. Please remove this record from the report and include it with the appropriate one.
ER4048	A correction is required. The Employment Begin Date does not match an Employment Begin Date reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Employment Begin Dates and make any necessary corrections.
ER4049	A correction is required. The Employment End Date does not match an Employment End Date reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Employment End Dates and make any necessary corrections.
ER4050	A correction is required. The Employment End Reason does not match an Employment End Reason reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Employment End Reasons and make any necessary corrections.
ER4051	A correction is required. The Employment Type does not match an Employment Type reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Employment Types and make any necessary corrections.
ER4052	A correction is required. The Job Category does not match a Job Category reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Job Categories and make any necessary corrections. If the member worked under multiple Job Categories during the same pay period the following rules apply in reporting Job Category: report Job Category of Administrator if anytime during the pay period the member was employed as an Administrator, if during the pay period the member was employed under both the Teacher and Counseling Job Category, report Teacher as the Job Category.
ER4053	A correction is required. The Contract Days does not match Contract Days reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Contract Days and make any necessary corrections.
ER4054	A correction is required. The FTE Percentage does not match a FTE Percentage reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported FTE Percentages and make any necessary corrections.
ER4055	Only contractual (F or P) TRS-covered employees are eligible to participate in the Supplemental Savings Plan. Review the member's Employment Type and make any necessary corrections. If the Employment Type is correct remove the member from this report.
ER4056	The member has an open Employment for this employer, but the Edit Process was not able to match to it. Examine the reported Employment Begin and End Dates along with the Begin and End Dates of the Participation Employment record. This edit is a failsafe that indicates that something is wrong with the file or the matching logic and we want to prevent it from posting. Further research and coordination with IT will likely be required to resolve.
ER4057	The member has been approved to teach in a subject shortage area through another TRS-covered employer. A retiree cannot be working in an approved subject shortage area and one employer and work under the post-retirement employment limitation at another employer. This member cannot work in post-retirement employment. Please review with the Employer Services Project Manager.

Error #	Resolution
ER4058	<p>This date must be reported for all employees including new hires and rehires. This date should be the first date the member is physically at work in a TRS-covered position. For a current employee who has previously only worked in a non-TRS covered position, you will report their first day worked in their new TRS-covered position. For rehires, this date should be the most recent date they started working, not their original start date.</p>
ER5001	<p>Review the member's reported Employment Type and Full Annual Rate.</p> <p>A Full Time member works five days per week, four or more clock hours per day. The Full Annual Rate is the amount the member would earn for the full school term or employment agreement if longer based on the salary schedule and/or employment contract. The Full Annual Rate should include any portion of the member 9 percent retirement contributions paid by the employer in addition to salary on behalf of the member.</p> <p>Make any necessary corrections to Employment Type and/or Full Annual Rate. If no corrections are required confirm, the reported information is correct.</p>
ER5002	<p>Review the member's reported Employment Type and Full Annual Rate.</p> <p>A Part-Time Contractual member is employed fewer than four clock hours per day or five days per week. In addition, he/she has an employment agreement to work a specified period and has an established annual salary rate.</p> <p>For a Part-Time Contractual teacher, the Full Annual Rate must be representative of the part-time schedule. The annual salary rate represents what would have been earned in the part-time position if the member worked his or her normal schedule, with no docks, for the entire school term or length of the employment agreement, if longer. The Full Annual Rate should include any portion of the member 9 percent retirement contributions paid by the employer in addition to salary on behalf of the member.</p> <p>Make any necessary corrections to Employment Type and/or Full Annual Rate. If no corrections are required confirm the reported information is correct.</p>
ER5003	<p>A correction to either the Employment Type or Full Annual Rate is required.</p> <p>If the member did not work as a contractual teacher correct the employment type to Substitute (S), Part-Time Non-Contractual (H) or Extra Duty (E). If the member was employed as a contractual teacher report the Full Annual Rate as is the amount the member would earn for the full school term or employment agreement if longer based on the salary schedule and/or employment contract. For a part-time contractual teacher, the Full Annual Rate must be representative of the part-time schedule. The Full Annual Rate should include any portion of the member 9 percent retirement contributions paid by the employer in addition to salary on behalf of the member.</p>

Error #	Resolution
ER5005	<p>Review the reported information and correct if in error. For substitute and part-time noncontractual teachers, only extra duties that require teacher licensure are reportable. If the extra duty does not require licensure, TRS contributions should not be withheld on the extra duty earnings and earnings should be reported as a Payment Reason of NC – Non-Contributory. If the extra duty does require licensure and it was performed on the same days the member worked as a substitute or part-time non-contractual teacher, the earnings should be reported as a payment reason of ED – Extra-Duty/Stipends. If the extra duty requires licensure and was performed on different days than the teacher was working as a substitute or part-time noncontractual teacher, the earnings should be reported as payment reason of BS – Base Salary. Make any necessary corrections. If no corrections are required confirm the reported information is correct.</p>
ER5006	<p>The Payment Reason of LA – Unpaid Leave of Absence is used to report the days a member is missing while on an unpaid board approved leave of absence. Since these days are unpaid there should be no earnings reported. If a member is being paid for the use of their accumulated time (sick/personal/vacation) while on a board approved leave these days and earnings would be reported on a separate record as a payment reason of BS – Base salary.</p> <p>A correction to the payment reason, earnings, and/or days paid is required.</p>
ER5008	<p>The Employment Type of Extra Duty is used to report a member that performs only extra duties that do not require licensure while also employed as a contractual teacher (Full Time or Part-Time Contractual) at another TRS-covered employer. The Payment Reason of LE – Licensed Extra-Duty Outside Contract Calendar should be used when the member performed extra duties requiring licensure outside their regular work days. Example: A teacher with a 180-day employment agreement performs Behind the Wheel on two days during winter break. The Payment Reason would be reported as LE with two days paid.</p> <p>A correction to the Payment Reason and/or the Employment Type is required. If the work performed did not require licensure and the Employment Type of E is correct, update the Payment Reason to BS – Base Salary. If the work did require licensure correct the Employment Type based on the member’s work schedule and the Payment Reason, if necessary.</p>
ER5009	<p>The Payment Reason of TX – Board Payment to a Qualified Tax-Deferred Plan is used to report contributions made the district on behalf of a member to a qualified plan eligible for tax-deferral under the Internal Revenue Code Sections 401(a), 403(b), and 457(b). Please review both the payment and the member’s schedule to ensure the Payment Reason and Employment Type have been correctly reported.</p> <p>Make any necessary corrections. If no corrections are required confirm the reported information is correct.</p>

Error #	Resolution
ER5010	<p>A correction to either the FB – Payment Reason on this report or the Payroll Schedule is required.</p> <p>The System defines a reportable flexible benefit plan as a plan that offers a choice of cash or a 403(b) tax-sheltered annuity in lieu of district-provided insurance. To properly report a flexible benefit plan as creditable earnings, the value of the tax-sheltered annuity or cash option is reportable for all members who have the option offered to them, regardless of which option is chosen. If there is no option to receive salary in lieu of insurance, no amounts are reportable to TRS as creditable earnings. If the member has a reportable flexible benefit plan that was paid/earned this pay period, a correction to the Payroll Schedule is required to indicate the flexible benefit plan is being paid this pay period for this member’s Job Category and Employment Type.</p>
ER5011	<p>Ensure the member’s Employment Type has been correctly reported and that the member was eligible for the flexible benefit plan.</p> <p>Make any necessary corrections. If no corrections are required confirm the reported information is correct.</p>
ER5012	<p>Ensure the member’s Employment Type has been correctly reported and that the member was eligible for a board approved leave of absence.</p> <p>Make any necessary corrections. If no corrections are required confirm the reported information is correct.</p>
ER5013	<p>A correction to Employment Type and/or Payment Reason is required. If the member performed only extra duties not requiring licensure and was employed as a contractual teacher (F or P employment type) at another TRS-covered employer, ensure the earnings are reported as a Payment Reason of BS - Base Salary. If the member performed work that required licensure, correct the Employment Type and Payment Reason, if necessary. If payment has been made for an earnings item accrued in a previous fiscal year, email the Employer Services Department at employers@trsil.org. Please include the member’s name, last 4 digits of the Social Security Number, the corrected days paid, annual salary, creditable earnings and amount of salary paid from federal funds. TRS will complete the Employer’s Report of Adjustment to Earnings form.</p>
ER5014	<p>A correction to the Payment Reason and/or Employment Type is required. If the member only taught summer school the Employment Type must be corrected to Part-Time Non-Contractual (H). For an employment type of H only extra duties that require licensure are reportable. If the member performed only extra duties that did not require licensure and was employed as a contractual teacher (F or P Employment Type) at another TRS-covered employer correct the Payment Reason to BS – Base Salary.</p>
ER5015	<p>A correction is required. NC – Non-Contributory Payment Reason is used to report earnings on a member’s paycheck that is not reportable to TRS. This Payment Reason should only be used to reported non-contributory earnings for a member who also has contributory earnings during the same reporting period. For example: A teacher’s aide will occasionally substitute teach or homebound teach. During Pay Period 1 the member earned \$1,000 as a teacher’s aide and \$200 as a homebound teacher. Report the homebound teaching with an Employment Type of H – Part-Time Non-Contractual and Payment Reason of BS – Base Salary and the teacher’s aide earnings with the Payment Reason of NC – Non-Contributory. During Pay Period 2 the individual only worked as a teacher’s aide. Do not include the earnings during this reporting period. If the employee only had non-contributory earnings during this period remove them from the report. If the employee also had reportable earnings add the earnings and days using the correct Employment Type and Payment Reason.</p>

Error #	Resolution
ER5016	A correction to either the Payment Reason or Contribution Category is required. If the member is an active teacher and is on an unpaid board approved leave of absence correct the Contribution Category to 01 – Tier 1 DB or 02 – Tier 2 DB. If the member is retired and did not work delete them from the report. If the member is retired and conducted work that requires licensure report the earnings as BS – Base Salary, the applicable employment type and the hours worked.
ER5017	A correction to either the Payment Reason or Contribution Category is required. If the member is an active teacher on an approved sabbatical under the terms of the School Code correct the Contribution Category to 01 – Tier 1 DB or 02 – Tier 2 DB. If the member is retired and did not work delete them from the report. If the member is retired and conducted work that requires licensure report the earnings as BS – Base Salary, the applicable employment type and the hours worked.
ER5018	A correction to either the Payment Reason or Contribution Category is required. If the member is an active teacher and is on military leave correct the Contribution Category to 01 – Tier I DB or 02 – Tier 2 DB. If the member is retired and did not work delete them from the report. If the member is retired and conducted work that requires licensure report the earnings as BS – Base Salary, the applicable employment type and the hours worked.
ER5019	<p>Contact the district.</p> <ul style="list-style-type: none"> • Is this a district wide issue due to late settlement of the CBA/contract? If yes, ensure adjustments have been submitted for all members affected. • Is this a district wide issue due to a grievance? If yes, review the grievance and ensure adjustments have been submitted for all members affected. • If this is an individual member is the correction a result of a settlement agreement or court order? If yes, request and review copies of the documentation. • If this is an individual member is the correction due to the member not being paid at the correct position of the salary schedule? If yes, process the correction and determine if ATEs are due for years outside of Gemini.
ER5020	A correction to Payment Reason or Employment Type is required. To be reportable as a sabbatical leave the leave must meet the requirements of the School Code. If the member is on a board approved sabbatical that meets the requirements of the School Code correct the Employment Type to Full Time. If the member does not meet the requirements of the School Code but was on a paid leave of absence and has not terminated employment contact TRS Employer Services at 888-678-3675 to determine if the earnings and service are reportable.
ER5021	A correction to either the Payment Reason or the Deferred Flag is required. If the Payment Reason is correct as LS – Lump Sum Payments, SS – Summer School earnings, or BW – Back Wage Settlement Payment deselect the Deferred Flag. If member has stopped working but the earnings are for work performed before the member’s last day, correct the Payment Reason to BS – Base Salary or ED – Extra-Duty/Stipends.
ER5022	A lump-sum payment has been paid after the member’s final day of employment. At termination, the timing of the lump-sum payment determines the reportability of the payment. Lump-sum payments due and payable prior to or concurrent with receipt of the employee’s final paycheck for regular earnings or with the last day of employment are reportable to TRS as creditable earnings. Lump-sum payments becoming due and payable to a member after the receipt of the final regular paycheck or last day of work, whichever occurs last, are not reportable to TRS. Review the reported information, if the lump-sum payment is not reportable based on the above guidelines remove the payment from this report. If the lump-sum payment is reportable based on the above guidelines confirm the reported information is correct.

Error #	Resolution
ER5023	<p>A correction is required. A lump-sum payment has been paid after the member’s final day of employment and the final day of employment was in the previous fiscal year. Lump-sum payments made to a member in years prior to the member’s final year of employment are reportable in the school year the lump sum payment becomes due and payable to the member. In a member’s final year of employment, the timing of the lump-sum payment determines the reportability of the payment. Lump-sum payments due and payable prior to or concurrent with receipt of the employee’s final paycheck for regular earnings or with the last day of employment are reportable to TRS as creditable earnings. Lump-sum payments becoming due and payable after the receipt of the last regular paycheck or on the last day of employment, whichever occurs last, are not reportable to TRS. A correction is required.</p> <ul style="list-style-type: none"> • If the payment is reportable because it was due and payable with the member’s last paycheck for the prior year an adjustment is required to report the lump-sum payment as earnings in the prior fiscal year. Delete the payment from this report and email Employer Services at employers@trsil.org to request an adjustment. • If the member has not terminated and will be working as a contractual teacher a correction to the Employment End date is required. • If the member has terminated and the lump-sum payment is not reportable based on the above guidelines delete the payment from this report. • If this payment is for work performed corrections are required to Payment Reason, Days Paid, Employment Begin Date, etc.
ER5024	<p>A correction is required. Severance /lump-sum payments issued after the member’s date of death are not reportable. If the payment is a lump-sum payment remove it from this report. If the payment was for wages (base salary and/or extra duty) earned prior to the member’s death corrections are required to Payment Reason, days paid, etc.</p>
ER5025	<p>A correction is required. A member cannot have earnings reported multiple times for the same Payment Reason for the same pay period and Contribution Category.</p> <p>If the member worked under multiple job categories during the same pay period the following rules apply in reporting Job Category: report Job Category of Administrator if anytime during the pay period the member was employed as an administrator, if during the pay period the member was employed under both the Teacher and Counseling Job Category report Teacher as the Job Category.</p> <p>If a member has multiple types of employment during the same pay period, the following rules apply in reporting Employment Type: report Employment Type Full Time if at any time during the school year the member is employed as a permanent full-time member (not a full-time substitute teacher), provided the member is not employed Full Time at any time during the school year, report Employment Type as Part-Time Contractual if at some time during the school year the member is employed as a Part-Time Contractual member, if a member who is not employed on a Full Time or Part-Time Contractual basis is employed as both a substitute and a part-time noncontractual member, report either Employment Type Substitute or Part-Time Non-Contractual.</p> <p>Review the member’s reported Payment Reason, Job Category, Employment Type, etc. and make any necessary corrections.</p>

Error #	Resolution
ER5027	The Payment Reason is SS – Summer School but the Pay Period Begin Date is after August 31 or before May 16. The Pay Period Begin Date is outside the period when summer school teaching would occur. Please review the work performed and the dates worked. If the payment was for summer school teaching an adjustment is required to report the earnings in the pay period when the work was performed. If the work performed was not summer school teaching correct the Payment Reason.
ER5028	The Employment End Date or the date of death cannot be before the Pay Period Begin Date for earnings that are not deferred. Please review the reported information and make any necessary corrections.
ER5029	The member has not terminated employment. The Deferred Flag is set to Yes and the Pay Period Begin Date is before May 16 or after August 20. Based on the reported Pay Period Begin Date it appears the Deferred Flag should not be selected. The deferred flag would be correctly selected if the member had not terminated employment and did not have any earnings during the reported period. Examples: (1) Principals are paid their first paycheck of the year before they start working. The earnings will be reported as BS – Base Salary, with 0 Days Paid, and the Deferred Flag will be yes. (2) During the second pay period in December the teachers do not work due to winter break. The earnings will be reported as BS – Base Salary, with 0 Days Paid, and the Deferred Flag will be yes. Please review the reported information and ensure that the member has not terminated employment that you forgot to indicate with an Employment End Date and Reason and make any necessary corrections. If all information has correctly been reported and no corrections are required confirm the reported information is correct.
ER5030	A correction is required. The reported Employment End Date or the date of death is after the Pay Period Begin Date and the Deferred flag is Yes. The Deferred flag should only be used if the entire pay period is composed of deferred earnings. If the member is being paid for days after the Pay Period Begin Date correct the Deferred Flag to No and correct the Employment End Date. The Employment End Date should not be reported prior to the pay period in which the termination occurs. Review the reported information and make any necessary corrections.
ER5033	The member is subject to the 401(a)(17) earnings limit. Earnings and contributions on earnings that exceed the limit are not reportable. The earnings limit only applies to Tier 1 members that established TRS membership after June 30, 1996. A correction is required to report all earnings that exceed the limit under Earnings that Exceed Salary Limits. All earnings for this member for the remainder of the fiscal year will be reported under this field. Further information on earnings limits can be found on the Employer section of our website under Contribution Rates & Earnings Limitations.
ER5034	The member is subject to the Tier 2 earnings limit. Earnings and contributions on earnings that exceed the limit are not reportable. The earnings limit only applies to members that established TRS membership with TRS or a reciprocal system after December 31, 2010. A correction is required to report all earnings that exceed the limit under Earnings that Exceed Salary Limits. All earnings for this member for the remainder of the fiscal year will be reported under this field. Further information on earnings limits can be found on the Employer section of our website under Contribution Rates & Earnings Limitations.

Error #	Resolution
ER5035	<p>The earnings for either Base Salary, Licensed Extra-Duty Outside Contract Calendar, Summer School, Back Wage Settlement Payment, Sabbatical Leave or Military Leave are not deferred while Days Paid are zero. A correction may be required. Examples: (1) A teacher taught Summer School for 10 days during June. A correction to Days Paid is required to report the 10 days. (2) The amount the teacher will be paid for his/her base earnings in July is being reported in June as deferred earnings. A correction is required to report the earnings as deferred. (3) The collective bargaining agreement was settled late several months into the school year and the district ran a special payroll to pay teachers the retroactive pay that was due to them for the first several months of the school year. No corrections are required. (4) During the second pay period in December teachers do not work any days. A correction is required to the Deferred field.</p> <p>Make any necessary corrections and if no corrections are required confirm that the reported information is correct.</p>
ER5036	<p>The calculated daily rate for a substitute or part-time noncontractual member is less than \$20.00 or greater than \$450.00. Verify the employment type reported is correct. If correct, ensure the earnings and days paid are correct. Since wages for extra duties not requiring licensure are not reportable for employment types of substitute or part-time noncontractual, ensure the reported salary only includes wages for licensed extra duties. Service credit is granted for each day or partial day worked. Do not combine partial days in full day equivalents.</p> <p>Examples: (1) A substitute teacher is also the baseball coach and the coaching stipend is paid twice per year. The coaching has been reported along with the teacher's substitute teaching earnings. A correction is required to report the coaching as NC – Non-Contributory. (2) A teacher's aide occasionally substitute teaches. For one day he was reassigned to a full day of substitute teaching for which he was paid an additional \$15. He was reported with 1 day paid and \$15 of earnings. The total he received for substitute teaching was \$100 (\$85 aide pay + \$15 additional pay). A correction is required to report BS – base earnings as \$100. (3) A teacher's aide is paid \$18 for one hour of internal substitution. The substitute teacher is correctly reported one 1 day paid and BS – base salary of \$18. (4) A school psychologist works 2 days conducting 1 evaluation for \$1,000. He has correctly been reported with 2 days paid and BS – Base Earnings of \$1,000.</p> <p>Make any necessary corrections and if no corrections are required confirm that the reported information is correct.</p>
ER5040	<p>The Full Annual Rate divided by the Payroll Frequency for this member is not within one percent of the BS – Base Salary reported. Review the reported Full Annual Rate, BS – Base salary and the Payroll Schedule and make any necessary corrections. If no corrections are required confirm the reported information is correct.</p> <p>Examples: (1) The teacher is paid over 24 pays. Full Annual Rate is \$50,000. Reported BS – Base Salary \$2,183.34. The teacher was paid her base salary of \$2,083.34 plus \$100 for internal substitution. A correction is required to report \$2,083.34 as BS – Base Salary and \$100 as ED – Extra-Duty/Stipends. (2) An administrator is paid once per month. The Full Annual Rate is \$100,000 and his BS – Base Salary is \$8,333.33. He was correctly reported on this report but on the Payroll Schedule the administrators schedule was accidentally marked as bi-weekly the teacher's schedule. A correction to the Payroll Schedule is required.</p>
ER5041	<p>The total Earnings for any pay period or Payment Reason cannot be less than zero and can only be equal to zero if the Payment Reason is Leave of Absence or Military Leave. Please review the reported information and make any necessary corrections.</p>

Error #	Resolution
ER5044	Reported earnings are less than zero. If the member earned reportable salary this pay period, a correction to the earnings are required. If the member did not earn reportable salary this pay period because he/she is on a board approved leave of absence or has been docked correct the earnings to zero and ensure information regarding the leave and/or dock has been correctly reported. If the member did not earn reportable salary this pay period because he/she has terminated employment correct the earnings to zero and ensure the member's termination has been reported.
ER5045	Earnings that Exceed Salary Limits are less than zero. If a member has exceeded the IRS 401(a)(17) limits or the Tier 2 limits for the fiscal year correct the Earnings that exceed Salary Limits field to the amount paid to the member over the applicable limit. If the member has not exceeded the applicable limit correct this field to zero.
ER5046	There is an amount reported as Earnings that Exceed Salary Limits. This member is subject to the 401(a)(17) limits however, they have not yet exceeded the limits. Please review the earnings and make any necessary adjustments to the earnings reported for each Payment Reason.
ER5047	There is an amount reported as Earnings that Exceed Salary Limits. This member is not subject to the 401(a)(17) or Tier 2 limits. Please review the earnings and make any necessary adjustments to the earnings reported for each Payment Reason.
ER5048	There is an amount reported as Earnings that Exceed Salary Limits. This member is subject to the Tier 2 limits however, they have not yet exceeded the limits. Please review the earnings and make any necessary adjustments to the earnings reported for each Payment Reason.
ER5049	The total Earnings that exceed Salary Limits for any pay period or Payment Reason cannot be less than zero. Please review the reported information and make any necessary corrections.
ER5050	A correction to the reported information is required. This member is retired or has taken a single sum benefit and member retirement contributions have been reported. If the member is retired and has not exceeded the post-retirement employment limits the earnings should be reported under Contribution Category of 99 – Retired with no contributions remitted. Members receiving a single-sum retirement benefit may work without restriction and will no longer contribute to TRS after receiving the benefit and should not be reported to TRS.
ER5051	A correction to the reported information is required. Member retirement contributions have been reported for a Payment Reason of LA - Unpaid Leave of Absence, ML - Military Service or NC – Non-Contributory. There cannot be contributions remitted for these payment reasons. Review the reported Payment Reason and either correct the Payment Reason or remove the reported contributions.
ER5052	Member TRS Contributions are not within \$0.03 of nine percent of Earnings. Either Earnings are incorrectly reported or there has been an error in the calculation of the retirement contribution. Either correct the Earnings or Contributions. The Contributions remitted must be nine percent of Earnings. You cannot remit either more or less than the amount due.
ER5053	Earnings are greater than zero, but the Contributions are less than zero or Earnings are less than zero, but the Contributions are greater than zero. Either creditable earnings are incorrectly reported or there has been an error in the calculation of the retirement contribution. Correct either creditable earnings or retirement contributions. The contributions remitted must be 9 percent of creditable earnings. You cannot remit either more or less than the amount due.
ER5055	The SSP Contributions reported do not match with the member's elected SSP Deferral dollar amount for the reported Contribution Category. Please correct the Contributions to match the member's election.

Error #	Resolution
ER5056	A correction to the reported information is required. This member is retired or has taken a single sum benefit and member THIS Fund contributions have been reported. If the member is retired and has not exceeded the post-retirement employment limits the earnings should be reported under Contribution Category of 99 – Retired with no contributions remitted. Members receiving a single-sum retirement benefit may work without restriction and will no longer contribute to TRS after receiving the benefit and should not be reported to TRS.
ER5057	A correction to the reported information is required. Member THIS Fund contributions have been reported for a Payment Reason of LA - Unpaid Leave of Absence, ML - Military Service or NC – Noncontributory. There cannot be contributions remitted for these payment reasons. Review the reported Payment Reason and either correct the Payment Reason or remove the reported contributions.
ER5058	Member THIS Fund contributions are not within \$0.03 of the current THIS Fund Contribution Rate multiplied by Earnings. Either the Earnings are incorrectly reported or there has been an error in the calculation of the THIS Fund Contributions. Either correct the Earnings or THIS Fund Contributions. The THIS Fund Contributions remitted must be exact. You cannot remit either more or less than the amount due. Further information on earnings limits can be found on the Employer section of our website under Contribution Rates & Earnings Limitations.
ER5059	Earnings are greater than zero but the member THIS Fund contributions are less than zero or earnings are less than zero but the member THIS Fund contributions are greater than zero. Either creditable earnings are incorrectly reported or there has been an error in the calculation of the THIS Fund contributions. Correct either creditable earnings or THIS Fund contributions.
ER5060	The member is retired, and Employer Defined Contributions have been reported. This field is used to report contributions made by employers to TRS associated defined contribution plans. Retired members cannot contribute to the Defined Contribution plan. A correction is required to remove the amount reported in this field.
ER5061	Report type is 01 – Defined Benefit and an amount has been reported in the Employer Defined Contributions field. This field is not to be used for the Defined Benefit report. A correction is required.
ER5062	Review the total amount of earnings reported under the Payment Reason of FB – Flexible Benefit Plan and the flexible benefit plan amounts reported for the current year under Employer Information on the Employer Portal. Contact the district. If the flexible benefit plan amounts have been reported incorrectly on the payroll reports work with the district to process the necessary adjustments. If the amount of the flexible benefit plan was reported incorrectly under Employer Information in the Employer Portal correct the flexible benefit plan amount.
ER5063	A correction to the reported information is required. This is a Defined Contribution report and member THIS Fund Contributions have been reported. THIS Fund Contributions should not be included in a Defined Contribution report. Review the record and ensure that it belongs in this report then either delete the record or change THIS Fund Contributions to zero.
ER5064	A correction is required. Earnings are required to be reported with all payment reasons except for LA – Leave of Absence. Either 1). Add Earnings, 2). Delete the record or 3) update the payment reason to LA if the member was on a board approved unpaid leave of absence.
ER5065	A correction is required. The Full Annual Rate does not match a Full Annual Rate reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Full Annual Rates and make any necessary corrections.
ER5066	Employer contributions must be on a pre-tax basis and therefore cannot be part of a Roth contribution to a member's Supplemental Savings Plan account. Please either correct the Employer Defined Contribution to zero or change to a non-Roth Contribution Category.
ER5067	Verify that this adjustment is not a redundancy of the a previously reported and posted adjustment.

Error #	Resolution
ER5068	This record and another record in this report are both adjustments to the same original record. You must combine the two adjustments into one record and then delete the remaining one.
ER5069	A correction to the reported information is required. This is a Defined Contribution report and member THIS Fund contributions have been reported. THIS Fund Contributions should not be included in a Defined Contribution report. Review the record and insure that it belongs in this report then either delete the record or change THIS Contributions to zero.
ER5070	Payment Reason of BW – Back wages cannot be reported on a Report Type of 02 – SSP Defined Contribution. If the payment is for back wages delete the payment from this report. If the payment was not for back wages update the Payment Reason, etc.
ER6001	It appears that the number of Docked Days reported may be greater than the number of possible paid days in the pay period. Either correct the number of reported docked days or confirm the reported number of docked days is correct.
ER6002	The member had terminated employment in a prior school year and has been rehired and it appears previously reported sick leave days were reinstated to the member. Please review the reported Sick Leave/Personal Days. Either correct the reported Sick Leave/Personal Days or confirm that the reported number of days is correct. If you have confirmed that the reported Sick Leave/Personal Leave days is correct, TRS will exclude the sick leave days reported from the prior period of employment from the member’s sick leave record. Please email TRS Employer Services at employers@trsil.org if only some of the previously reported sick leave days were reinstated or if you have any questions.
ER6003	It appears the number of Sick Leave/Personal Leave days has decreased by more than the possible number of days in the pay period. Either correct the reported balance of Sick Leave/Personal Leave days or confirm the reported days are correct.
ER6004	Either the Employment Type or the Days Paid must be corrected. If none of the member’s duties required licensure, then the Days Paid must be changed to zero since TRS cannot award service credit for non-licensed work. If the member performed duties that required licensure, the Employment Type must be changed. Please refer to Chapter 5 of the TRS Employer Guide for a definition of employment types.
ER6005	The reported Days Paid for Deferred Earnings should be 0. A correction to either the Days Paid or the Deferred flag is required.
ER6006	Days Paid must be reported as zero for a retiree returning to work. Instead, report the number of hours worked using the Post-Retirement Hours field. Work that would earn service credit for active members is subject to the post-retirement employment limitations for annuitants. All time that a teacher or administrator is required to be present for licensed duties is subject to the limitations. For teachers, this includes preparation periods and time before, between, and after classes. For administrators, this includes all time that is required to be spent on administrative duties, such as attendance at board meetings and contract negotiations. Paid sick, personal leave and vacation are subject to the post-retirement limitations. Five hours is the maximum number of hours per day applied toward the post-retirement employment limitations, regardless of the actual number of hours worked. On days in which the employment is less than five hours, the actual time worked should be counted.
ER6007	Based on the district’s payroll frequency the reported Days Paid appear to be more than the possible work days in the pay period. Days Paid are greater than five for a weekly payroll frequency. Days Paid are greater than ten for a bi-weekly payroll frequency. Days Paid are greater than twelve for a semi-monthly payroll frequency. Days Paid are greater than twenty-three for a monthly payroll frequency. Review the reported days paid and payroll frequency and make any necessary corrections. If the days paid and payroll frequency are correctly report certify that the reported information is correct.

Error #	Resolution
ER6009	Either the Days Paid or the Employment Type must be corrected. Days Paid are required if the member performed work requiring licensure during the pay period. The reported days paid should reflect the actual number of calendar dates (Monday through Friday) the member worked, regardless of the actual number of hours worked on any given date. Do not combine partial days into full day equivalents for reporting purposes. In addition, if the member had multiple assignments on the same day ensure the day is only counted once. If the member performed only duties not requiring licensure correct the Employment Type to E (Extra-Duty).
ER6010	Either the Days Paid or the Earnings must be corrected. You cannot have zero earnings with Days Paid.
ER6011	It appears the Days Paid for the pay period may be overstated. The reported days paid should reflect the actual number of calendar dates (Monday through Friday) the member worked, regardless of the actual number of hours worked on any given date. Do not combine partial days into full day equivalents for reporting purposes. In addition, if the member had multiple assignments on the same day ensure the day is only counted once. Review the total number of days paid. If no corrections are required confirm that the reported information is correct.
ER6013	It appears the Days Paid for the pay period may be overstated. Days Paid are the total number of days, Monday through Friday, during the pay period for which the member performed duties requiring licensure (inclusive of paid vacation, sick and/or personal leave days). Review the total number of Days Paid. If no corrections are required confirm that the reported information is correct.
ER6016	Service credit may be earned up to the date of death only. Earnings for days paid beyond the date of death are not reportable. Review the Days Paid and Base Salary Earnings to ensure only days and earnings through the date of death have been reported. Make any necessary corrections to the Days Paid and/or Base Earnings.
ER6017	Either the Employment Type, Payment Reason or the Days Paid must be corrected. If none of the member's duties required licensure, then the Days Paid must be changed to zero since TRS cannot award service credit for non-licensed work. If the member performed duties that required licensure, the Employment Type or Payment Reason must be changed.
ER6023	<p>The member is approaching the 600-hour post-retirement employment limitation. If the annuitant exceeds the post-retirement employment limitation of 600 hours, they will become an active member and will be reportable on the following pay period.</p> <p>Work that would earn service credit for active members is subject to the post-retirement employment limitations for annuitants. All time that a teacher or administrator is required to be present for licensed duties is subject to the limitations. For teachers, this includes preparation periods and time before, between, and after classes. For administrators, this includes all time that is required to be spent on administrative duties, such as attendance at board meetings and contract negotiations. Paid sick, personal leave and vacation are subject to the limitations. Five hours is the maximum number of hours per day applied toward the limit, regardless of the actual number of hours worked. On days in which the employment is less than five hours, the actual time worked should be counted.</p>

Error #	Resolution
ER6024	<p>A TRS annuitant has exceeded the 600-hour post-retirement employment limitation. Since the annuitant has exceeded the limits their status will be updated to an active contributing member. On the next pay period report you must report them as a contribution category of Tier 1 (01) or Tier 2 (02).</p> <p>Work that would earn service credit for active members is subject to the post-retirement employment limitations for annuitants. All time that a teacher or administrator is required to be present for licensed duties is subject to the limitations. For teachers, this includes preparation periods and time before, between, and after classes. For administrators, this includes all time that is required to be spent on administrative duties, such as attendance at board meetings and contract negotiations. Paid sick, personal leave and vacation are subject to the limitations. Five hours is the maximum number of hours per day applied toward the limit, regardless of the actual number of hours worked. On days in which the employment is less than five hours, the actual time worked should be counted.</p> <p>If you have any questions or the hours have been reported incorrectly contact TRS Employer Services at (888) 678-3675 or employers@trsil.org.</p>
ER6026	<p>Review the hours reported. Work that would earn service credit for active members is subject to the post-retirement employment limitations for annuitants. All time that a teacher or administrator is required to be present for licensed duties is subject to the limitations. For teachers, this includes preparation periods and time before, between, and after classes. For administrators, this includes all time that is required to be spent on administrative duties, such as attendance at board meetings and contract negotiations. Paid sick, personal leave and vacation are subject to the limitations. Five hours is the maximum number of hours per day applied toward the limit, regardless of the actual number of hours worked. On days in which the employment is less than five hours, the actual time worked should be counted.</p> <p>Make any necessary corrections to the hours reported. If the hours reported are correct or you have any questions, contact TRS Employer Services at (888) 678-3675 or employers@trsil.org.</p>
ER6027	<p>A correction is required to Post-Retirement Hours and Days Paid. Hours are only reportable for annuitants returning to work post-retirement. Remove the hours paid and report days paid. The reported days paid should reflect the actual number of calendar dates (Monday through Friday) the member worked, regardless of the actual number of hours worked on any given date. Do not combine partial days into full day equivalents for reporting purposes. In addition, if the member had multiple assignments on the same day ensure the day is only counted once.</p>
ER6028	<p>A correction to either the Deferred flag or the Post-Retirement Hours is necessary. If the member has not worked during the pay period but the earnings are for work performed during the regular school term but are being paid to the member in the summer months check the Deferred flag. If the Earnings are not deferred Earnings you must report the number of hours the member worked. Work that would earn service credit for active members is subject to the post-retirement employment limitations for annuitants. All time that a teacher or administrator is required to be present for licensed duties is subject to the limitations. For teachers, this includes preparation periods and time before, between, and after classes. For administrators, this includes all time that is required to be spent on administrative duties, such as attendance at board meetings and contract negotiations. Paid sick, personal leave and vacation are subject to the limitations. Five hours is the maximum number of hours per day applied toward the limit, regardless of the actual number of hours worked. On days in which the employment is less than five hours, the actual time worked should be counted.</p>

Error #	Resolution
ER6029	A correction to Post Retirement Hours is necessary. Post-Retirement Hours cannot be reported for the following payment reasons: Extra-duty/Stipends (ED), Board payments to a qualified tax-deferred plan (TX), Flexible Benefit Plan (FB), Lump Sum Payments (LS) and Non-Contributory (NC).
ER6030	This member's Balanced Calendar status has changed from what had been reported previously this fiscal year. Please review the member's job assignment to ensure the change is correct. Either correct the member's Balanced Calendar status or confirm the reported Balanced Calendar status is correct.
ER6031	A correction to Employment Type or Balanced Calendar status is required. Review the member's Employment Type. Refer to Chapter 5 of the TRS Employer Guide for a definition of employment types. If the Employment Type is correct as Full-Time or Part-Time Contractual indicate if the member is working under a balanced or regular school calendar.
ER6032	A correction is required. The Sick Leave/Personal Days does not match a Sick Leave/Personal Days reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Sick Leave/Personal Days and make any necessary corrections.
ER6033	A correction is required. The Balanced Calendar does not match a Balanced Calendar reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Balanced Calendars and make any necessary corrections.
ER6034	The member is no longer Retired and is now considered active. The member's Contribution Category must be changed from Retired to either Tier 1 or Tier 2 if you have not already done so. Post-Retirement Hours must be reported as zero and the member's time must be reported as Days Paid. Contributions must be remitted on the member's earnings.
ER7001	The member does not have an email address on file with file with TRS. Their email address will be updated based on this report.
ER7002	The member's record is locked, and the reported Email Address does not match the email address on file with TRS. Please review the reported email address and make any necessary corrections.
ER7003	A correction is required. The Email Address does not match an Email Address reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported email addresses and make any necessary corrections.
ER7004	The reported Phone number does not match the member's Phone number on file with TRS. Please review the reported Phone number and make any necessary corrections. The Phone number on file with TRS will be updated based on this report.
ER7005	The member's record is locked, and the reported Phone number does not match the Phone number on file with TRS. Please review the reported Phone number and make any necessary corrections.
ER7006	A correction is required. The Phone number does not match a Phone number reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Phone numbers and make any necessary corrections.
ER7009	The member's record is locked, and the reported Address Line 1 does not match the Address Line 1 on file with TRS. Please review the reported Address Line 1s and make any necessary corrections.

Error #	Resolution
ER7012	A correction is required. The Address Line 2 does not match an Address Line 2 reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Address Line 2s and make any necessary corrections.
ER7015	A correction is required. The City does not match a City reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Cities and make any necessary corrections.
ER7018	A correction is required. The State does not match a State reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported States and make any necessary corrections.
ER7021	A correction is required. The Zip Code does not match a Zip Code reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Zip Codes and make any necessary corrections.
ER7024	A correction is required. The Country does not match a Country reported on another record for the same member with the same Pay Period Begin Date, Pay Period End Date, and Pay Date on this report. Review the reported Countries and make any necessary corrections.
ER7031	Review the reported Address Line 1, Address Line 2, and City. TRS is currently limited in the length of these fields when passing on information to the Comptroller. Because of this STAR cannot currently accept Address Lines 1 & 2 over 32 characters or a City over 20 characters. Revise any fields to be within these limits where applicable.