



California State Teachers' Retirement System
Secure Employer Web site

Employer Address File Specification

July 2012

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Summary of Changes

Date	Business Rule(s) Affected	Changes
12/01/2012	All business rules have been modified	<p>Source and unit code have been consolidated in one field</p> <p>Street length field has been increased from 20 to 30 characters</p> <p>Apartment length field has been increased from 5 to 10 characters</p> <p>Effective date field of 8 characters has been added at the end</p>

1. Overview

This document contains information regarding the Employer Address File. This document provides the basic guidelines required of an Employer Address File including detailed file layouts and file editing criteria.

The file guidelines section includes the basic requirements of an Employer Address File. This section provides useful information regarding the basic file structure of an Employer Address File.

The file layout section includes detailed field information required on the Employer Address File by record type. This section provides useful information regarding each field value required on an Employer Address File by differing record type (Report Source, Unit Code, Employee name and address).

Each error is detailed by the following descriptors:

Error number – System generated number to identify the edit

Error message – A short description of the edit

Resolution – A long description of the edit and potential solutions

1.1. Employer Address File record layout

RECORD POSITION	RECORD NAME	RECORD LENGTH	RECORD DESCRIPTION
1-5	REPORT UNIT CODE	5	REPORT UNIT CODE (County/District) 5 digit numeric field
6-14	SSN	9	EMPLOYEE SOCIAL SECURITY NUMBER 9 digit numeric field
15-28	LAST NAME	14	EMPLOYEE LAST NAME 1-14 digit alpha field Hyphen & apostrophe are okay
29-41	FIRST NAME	13	EMPLOYEE FIRST NAME 1-13 digit alpha field No punctuation
42	MIDDLE INITIAL	1	EMPLOYEE MIDDLE INITIAL 1 digit alpha field
43-72	STREET	30	STREET ADDRESS 1-30 digit alpha/numeric field No punctuation No apartment numbers
73-82	APARTMENT	10	APARTMENT NUMBER 1-10 digit alpha/numeric field No punctuation
83-103	CITY	21	CITY 1-21 digit alpha/numeric field No punctuation
104-105	STATE	2	STATE 2 digit alpha field Postal abbreviation No punctuation
106-114	ZIPCODE	9	POSTAL ZIP OR POSTAL ZIP +4 5-9 digit numeric field, left-justified No punctuation Numeric only
115-122	EFFECTIVE DATE	8	ADDRESS EFFECTIVE DATE 8 digit numeric field Format YYYYMMDD

1.2 Address File Business Rules

Error number: 001

Error Message: Not a valid Report Unit Code for Report Source

Error Resolution: Report Unit Code on the Address File line does not represent a Report Unit reported by the Source that the AF Media has been logged for.. The Report Unit can only contain numbers (i.e., 1,2,3,4,5,6,7,8,9,0). Change to a valid Report Unit.

It is possible for special characters to be imbedded in the text file. Please check your text file and remove all special characters. Submit a new file to CalSTRS.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): Report Unit Code (1-5)

Error number: 002

Error Message: Tax ID does not contain a valid numeric value

Error Resolution: The entire social security number can only contain numbers (i.e., 1, 2,3,4,5,6,7,8,9,0). The Tax ID cannot start with 9 and all nine characters cannot be zeros. Supply a valid Tax ID.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): SSN (6-14)

Error number: 003

Error Message: Tax ID cannot be equal to zero

Error Resolution: The entire social security number can only contain numbers (i.e., 1, 2,3,4,5,6,7,8,9,0). The Tax ID cannot start with an 8 or 9 and all nine characters cannot be zeros. Supply a valid Tax ID.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): SSN (6-14)

Error number: 004

Error Message: Tax ID cannot begin with 9

Error Resolution: The entire social security number can only contain numbers (i.e., 1, 2,3,4,5,6,7,8,9,0). The Tax ID cannot start with 9 and all nine characters cannot be zeros. Supply a valid Tax ID.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): SSN (6-14)

Error number: 005

Error Message: Last Name cannot be blank

Error Resolution: The Last Name must be at least one character and the first character must be alphabetic. The Last Name may contain hyphens (-) and/ or apostrophes (') but no other special characters. Supply a valid Last Name.

It is possible for special characters to be imbedded in the text file. Please check your text file and remove all special characters. Submit a new file to CalSTRS.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): Last Name (15-28)

Error number: 006

Error Message: Last Name contains invalid characters

Error Resolution: The Last Name must be at least one character and the first character must be alphabetic. The Last Name may contain hyphens (-) and/ or apostrophes (') but no other special characters. Supply a valid Last Name.

It is possible for special characters to be imbedded in the text file. Please check your text file and remove all special characters. Submit a new file to CalSTRS.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): Last Name (15-28)

Error number: 007

Error Message: First Name cannot be blank

Error Resolution: The First Name must have at least one character and the first character must be alphabetic. The First Name cannot contain any special characters. Supply a valid First Name.

It is possible for special characters to be imbedded in the text file. Please check your text file and remove all special characters. Submit a new file to CalSTRS.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): First Name (29-41)

Error number: 008

Error Message: First Name contains invalid characters

Error Resolution: The First Name must be at least one character and the first character must be alphabetic. The First Name cannot contain any special characters. Supply a valid First Name.

It is possible for special characters to be imbedded in the text file. Please check your text file and remove all special characters. Submit a new file to CalSTRS.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): First Name (29-41)

Error number: 009

Error Message : Middle Initial contains an invalid character

Error Resolution: The Middle Initial must be alphabetic, no numbers or special characters are allowed. Supply a valid Middle Initial.

It is possible for special characters to be imbedded in the text file. Please check your text file and remove all special characters. Submit a new file to CalSTRS.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): Middle Initial (42)

Error number: 010

Error Message: Street Address cannot be blank.

Error Resolution: The Street Address must contain numeric and/ or alphabetic characters. Do not include punctuation or apartment, unit, suite numbers. Supply a valid Street Address.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): Street (43-72)

Error number: 011

Error Message: City name cannot be blank

Error Resolution: The City name must contain numeric and/ or alphabetic characters. Do not include punctuation. Supply a valid City name.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): City (83-103)

Error number: 012

Error Message: State abbreviation cannot be blank

Error Resolution: The State abbreviation must be a valid postal abbreviation. The State abbreviation must contain alphabetic characters. Do not include punctuation. Supply a valid State abbreviation.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): State (104-105)

Error number: 013

Error Message: Invalid State abbreviation

Error Resolution: The State abbreviation must be a valid postal abbreviation. The State abbreviation must contain alphabetic characters. Do not include punctuation. Supply a valid State abbreviation.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): State (104-105)

Error number: 014

Error Message: Zip Code is required

Error Resolution: Zip Code must contain five or nine numeric characters (i.e., 1,2,3,4,5,6,7,8,9,0). All numeric characters cannot be zeros. Do not include punctuation. Supply a valid Zip Code.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): Zip Code (106-114)

Error number: 015

Error Message: Zip Code is not numeric.

Error Resolution: Zip Code must contain five or nine numeric characters (i.e., 1,2,3,4,5,6,7,8,9,0). All numeric characters cannot be zeros. Do not include punctuation. Supply a valid Zip Code.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): Zip Code (106-114)

Error number: 016

Error Message: Zip Code cannot be equal to zero

Error Resolution: Zip Code must contain five or nine numeric characters (i.e., 1,2,3,4,5,6,7,8,9,0). All numeric characters cannot be zeros. Do not include punctuation. Supply a valid Zip Code.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): Zip Code (106-114)

Error number: 017

Error Message: Zip Code plus-4 is not numeric

Error Resolution: Zip Code must contain five or nine numeric characters (i.e., 1,2,3,4,5,6,7,8,9,0). All numeric characters cannot be zeros. Do not include punctuation. Supply a valid Zip Code.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): Zip Code (106-114)

Error number: 018

Error Message: Tax id not found

Error Resolution: The Employee Social Security Number on this record does not match a current tax id found in CalSTRS system.

If CalSTRS system does NOT show a match for this Employee Social Security Number, use the MR87 process or REAP to establish an account. Using MR87 or REAP, submit transaction code 11 to setup up a mandatory DB member account, 81 to setup a permissive elected DB member account, or 02 to setup a DB non-member account.

NOTE: If the employee has permissively elected membership, please be sure to send in the ES350 Form (Permissive DB Election Form) filled out completely by you and the employee to CalSTRS.

If CalSTRS system does show a match for this Employee Social Security Number, an incomplete account exists. You must setup a permanent account by using the MR87 process or REAP to establish an effective date for the account.

NOTE: An incomplete account is identified in CalSTRS system as a temporary account.

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

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): SSN (6-14)

Error number: 019

Error Message: Address updated via the web or by CalSTRS

Warning Only: Address has been updated by the member on myCalSTRS or by CalSTRS, per member's request. The member must complete and submit to CalSTRS form AS0786 Address Change Request or use myCalSTRS for future address updates.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): n/a

Error number: 020

Error Message: Restrict Address Maintenance Indicator is Y

Warning Only: Address update is restricted to only allow CalSTRS to update.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): n/a

Error number: 021

Error Message: No match on Last name

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

Verify that the Employee Social Security Number was entered correctly and is not matching an incorrect account. Correct the Employee Social Security Number if incorrect.

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

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

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): Last Name (15-28)

Error number: 022

Error Message: No match on First Name.

Error Resolution: The Employee First Name on the record does not match the current or prior Employee First Name in CalSTRS system.

Verify that the Employee Social Security Number was entered correctly and is not matching an incorrect account. Correct the Employee Social Security Number if incorrect.

Verify your employee name records. If the record in your system is incorrect, change the Employee First Name on the record and update the name in your payroll system to match CalSTRS records.

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

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): First Name (29-41)

Error number: 023

Error Message: No account record for client

Error Resolution: The Employee Social Security Number on this record matches an account in CalSTRS system that has not been properly set up (i.e., no effective date for employment has been confirmed).

You must setup a permanent account by using the MR87 process or REAP to establish an effective date, gender and birth date for the account.

NOTE: An incomplete account is identified in CalSTRS system as a temporary account.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): SSN (6-14)

Error number: 024

Error Message: No earnings reported for this tax id by this report unit in last 12 months

Error Resolution: CalSTRS records does not show employee has worked for this report unit in last 12 months for the report unit provided. Verify if this employee has earnings reported to CalSTRS in past 12 months. If not, do not submit address update for this tax id. If yes, submit address update after earnings have been reported to CalSTRS.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): n/a

Error number: 025

Error Message: Person is a Benefit Recipient client

Warning Only: Address changes are not permitted if the Employee has a CalSTRS account status of retired/ disabled (e.g., SRPRE72, DRPRE72, SR, DA or DR). The address can only be updated by the employee through myCalSTRS or submitting CalSTRS form MS0786 Address.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): SSN (6-14)

Error number: 026

Error Message: Address File processing error - contact CalSTRS

Warning Only: A data integrity error has occurred in either the evaluation of exceptions for this line or in updating the Address in START.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): n/a

Error number: 027

Error Message: START Default Mail Address is INVALID

Resolution: There is an existing default mailing address for the Person in START, it is currently marked Invalid, and it became Invalid on or after the Effective Date of this Address File record. Please, provide employee with form AD0786 Address Change Request or have employee use myCalSTRS.com to update address information.

If the invalid address is correct, please contact your CalSTRS representative for further assistance.

Field(s) and Record Position(s): n/a

Error number: 028

Error Message: Address Effective Date missing, future, or invalid format

Resolution: The Effective Date field is not in YYYYMMDD format or represents a date later than the current system date.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): Effective Date (115-122)

Error number: 029

Error Message: Address Effective Date not more recent than existing address on file

Resolution: A default mailing address exists on file for the Person and it was subject to an update from the Address File process with Effective Date on or more recent than the Effective Date of the current line.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): n/a

Error number: 030

Error Message: Address with the same Effective Date already processed

Warning Only: A record with the same Tax Id and Effective Date has already been encountered on the currently processing Address File.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): n/a

Error number: 031

Error Message: Address with a more recent Effective Date already processed

Warning Only: A record with the same Tax Id but more recent Effective Date has already been encountered on the currently processing Address File.

Contact your CalSTRS representative or EmployerHelp@CalSTRS.com (877-277-5778) if you need more assistance.

Field(s) and Record Position(s): n/a
