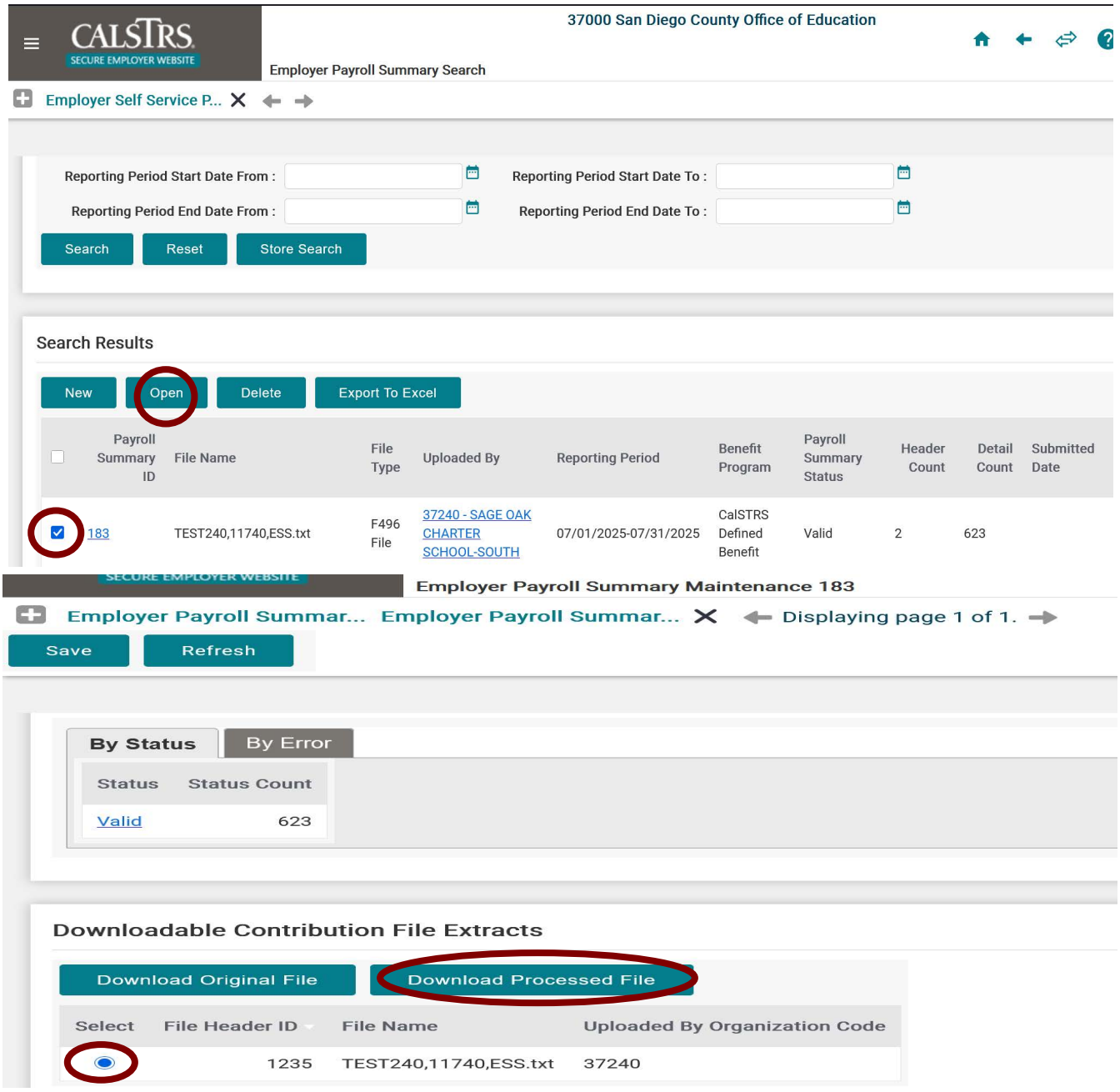
Formatting a Processed File

This job aid provides instructions on how to format the processed file in order to submit a valid contribution file with annotated warnings to SDCOE. ***A valid contribution file is free of errors and warnings.***

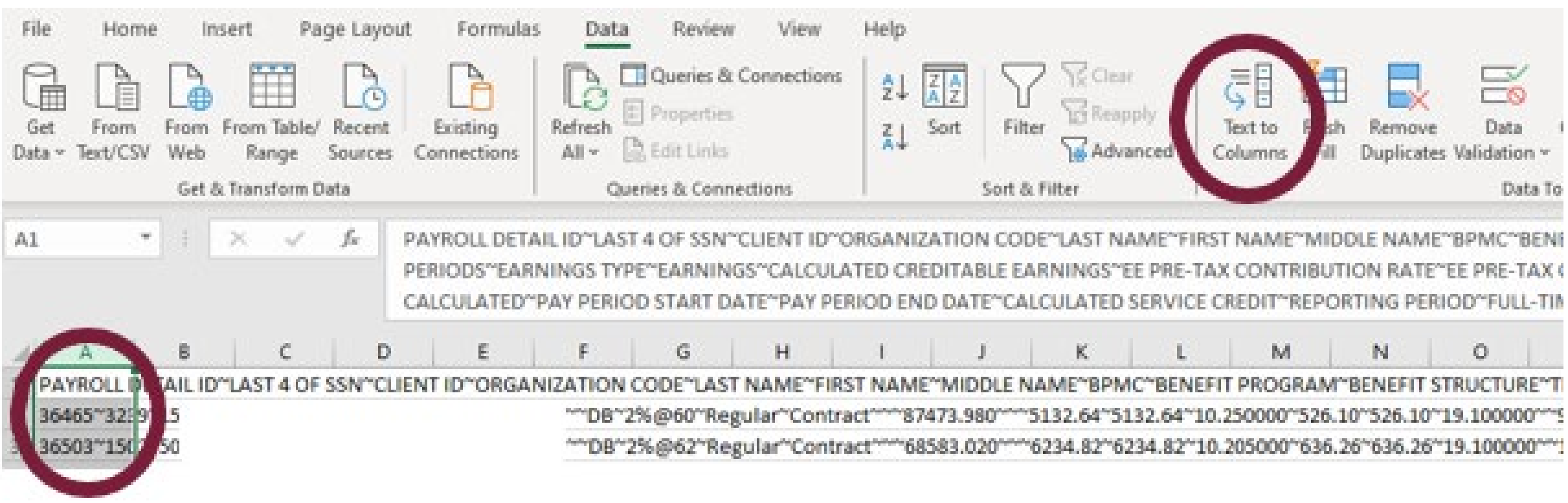
Step 1:

Navigate to the **Payroll Summary** screen, select the file, and click the **Download Processed File** button in the **Downloadable Contribution File Extracts** panel.



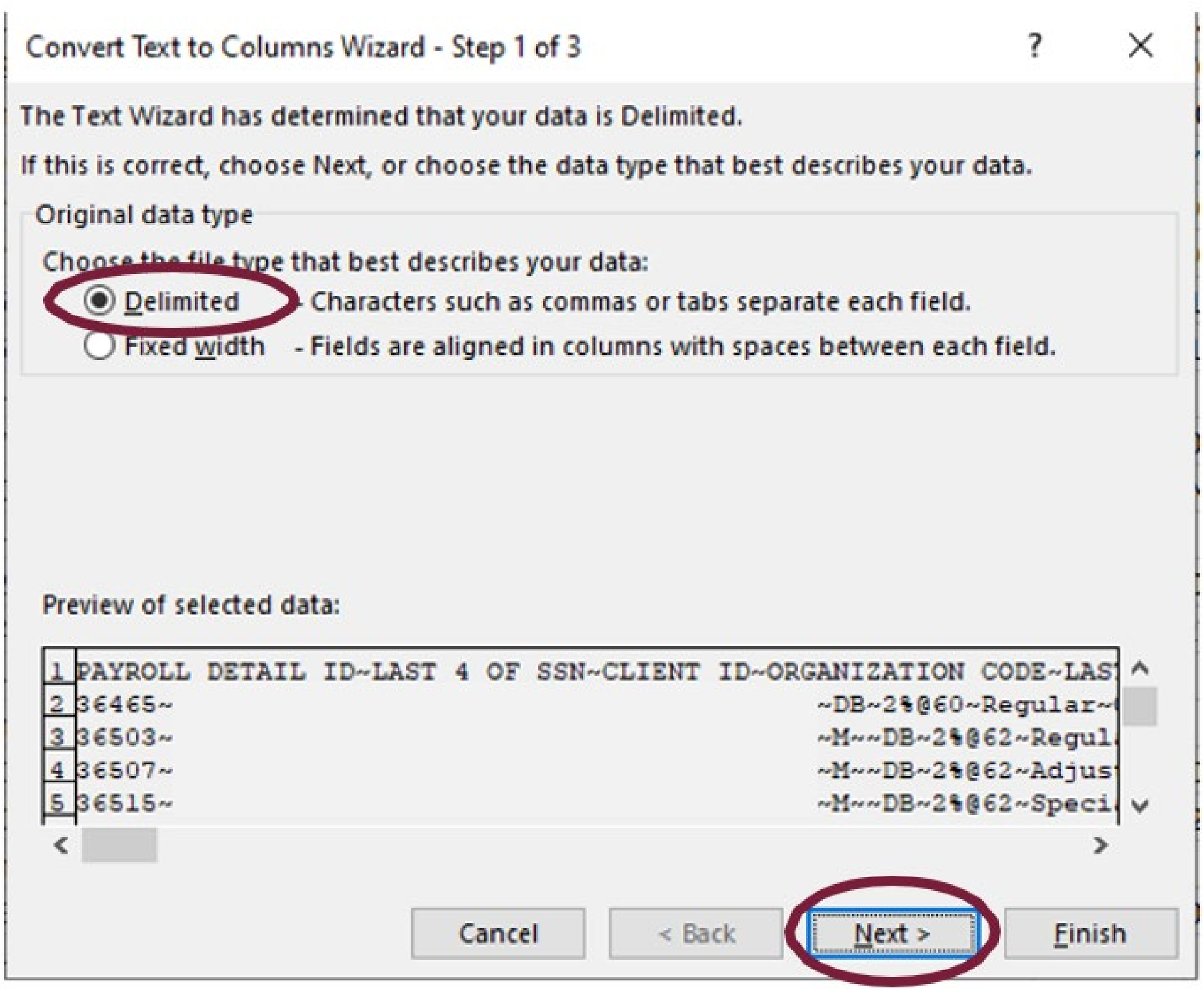
Step 2:

Open the downloaded excel document and highlight the first column and click the **Text to Columns** button, under the Data section in the Excel Ribbon



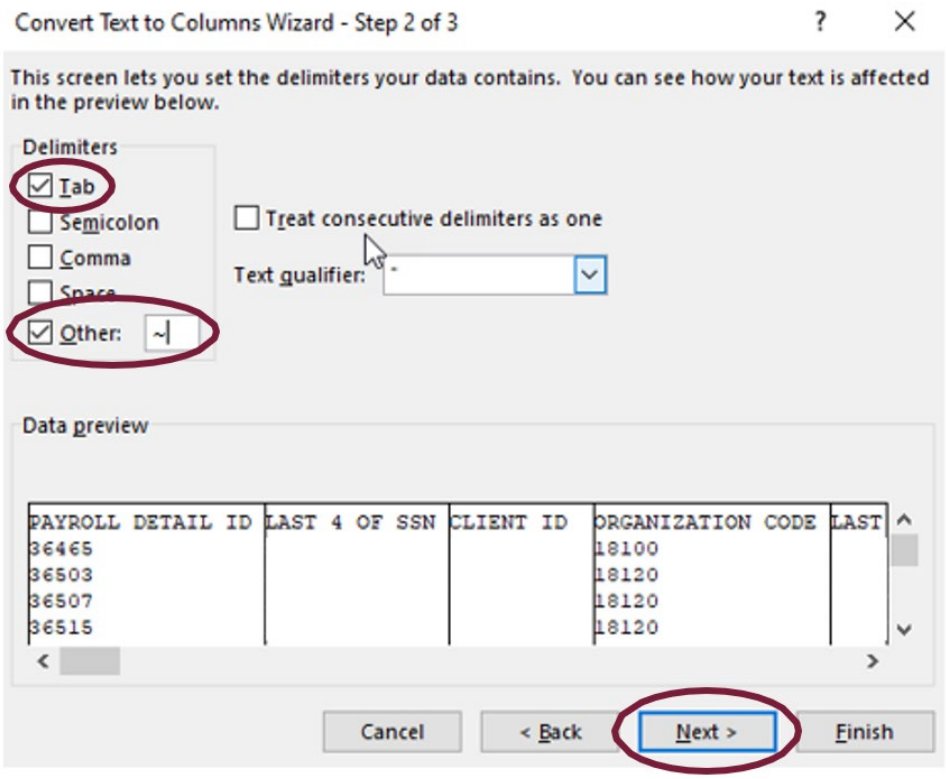
Step 3:

Select the **Delimited** radio button and click the **Next** button.



Step 4:

Check the **Tab** and **Other** box and populate a tilde (~) in the field next to **Other**. Click the **Next** button.

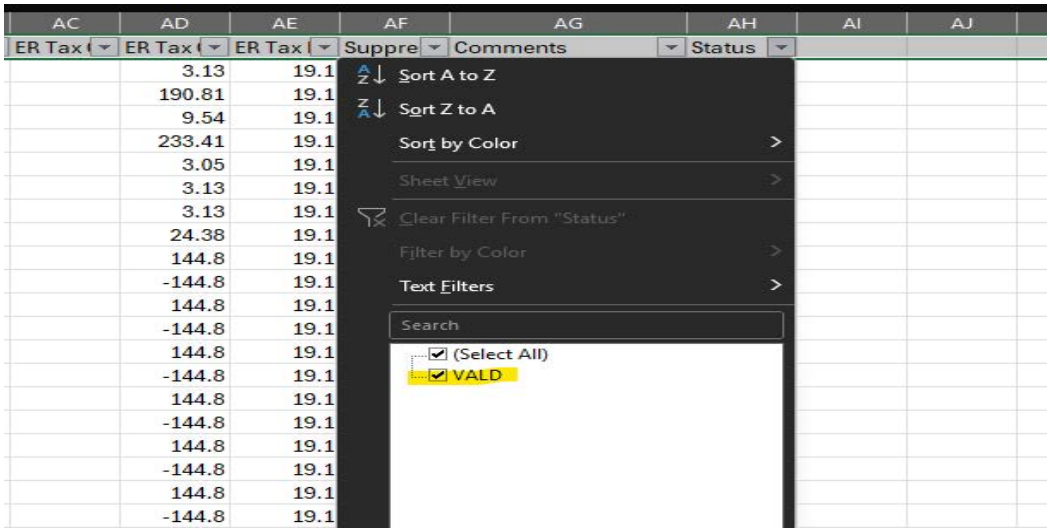


Result: The Processed File will appear in the correct format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	PAYROLL I	LAST 4 OF	CLIENT ID	ORGANIZA	LAST NAM	FIRST NAI	MIDDLE N	BPMC	BENEFIT P	BENEFIT S	TRANSAC	ASSIGNMI	SERVICE T	TIME BASE	ANNUALIZ	EXPECTED	EARNINGS	EARNINGS	CALCULAT E
2	36465								DB	2%@60	Regular	Contract			87473.98			5132.64	5132.64
3	36503								DB	2%@62	Regular	Contract			68583.02			6234.82	6234.82

Step 5:

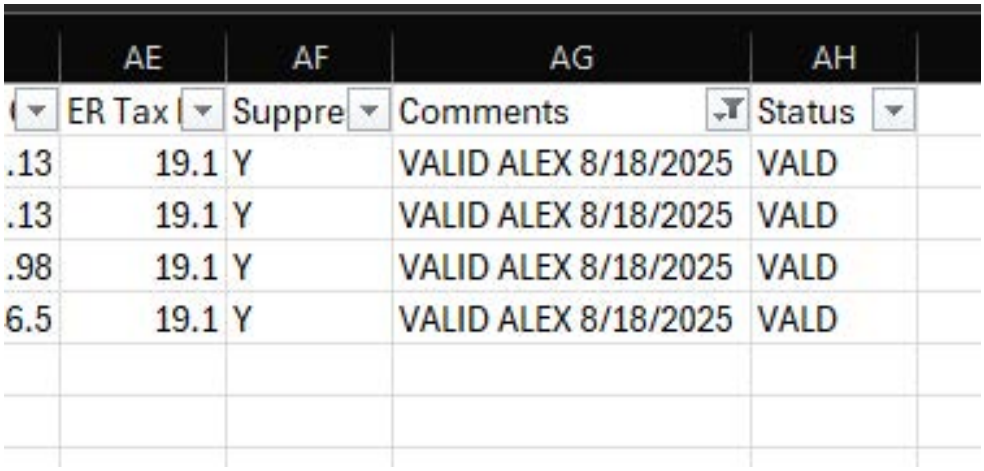
Review the filter in column AH,verify that ALL the fields are VALD.



Step 6:

Filter Column AH by available Comments.

Please include approvers name and date of comment.



	AE	AF	AG	AH
	ER Tax	Suppre	Comments	Status
.13	19.1	Y	VALID ALEX 8/18/2025	VALD
.13	19.1	Y	VALID ALEX 8/18/2025	VALD
.98	19.1	Y	VALID ALEX 8/18/2025	VALD
6.5	19.1	Y	VALID ALEX 8/18/2025	VALD

Step 7:

Please use the naming convention:

Three Digit Unit Number_F496_ReportMonth_ReportYear.CSV

Example: 240_F496_09_2025.CSV

Step 8:

Submit to SDCOE via BSSFTP, Please use your Charter/District CALSTRS folder.