

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.



37000 San Diego County Office of Education

Employer Payroll Summary Search

Employer Self Service P... X

Reporting Period Start Date From : Reporting Period Start Date To :

Reporting Period End Date From : Reporting Period End Date To :

Search Reset Store Search

Search Results

New **Open** Delete Export To Excel

☐	Payroll Summary ID	File Name	File Type	Uploaded By	Reporting Period	Benefit Program	Payroll Summary Status	Header Count	Detail Count	Submitted Date
☒	183	TEST240,11740,ESS.txt	F496 File	37240 - SAGE OAK CHARTER SCHOOL-SOUTH	07/01/2025-07/31/2025	CalSTRS Defined Benefit	Valid	2	623	

SECURE EMPLOYER WEBSITE **Employer Payroll Summary Maintenance 183**

Employer Payroll Summar... Employer Payroll Summar... X Displaying page 1 of 1.

Save Refresh

By Status By Error

Status	Status Count
Valid	623

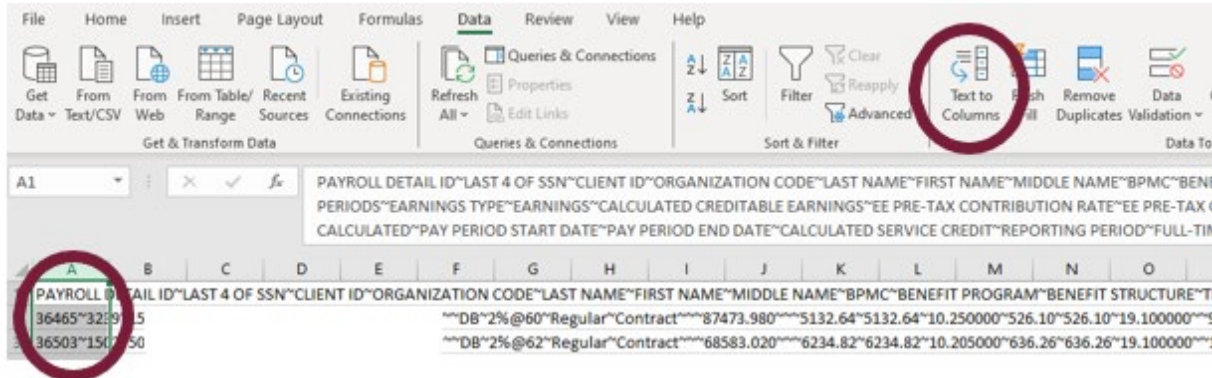
Downloadable Contribution File Extracts

Download Original File **Download Processed File**

Select	File Header ID	File Name	Uploaded By Organization Code
☒	1235	TEST240,11740,ESS.txt	37240

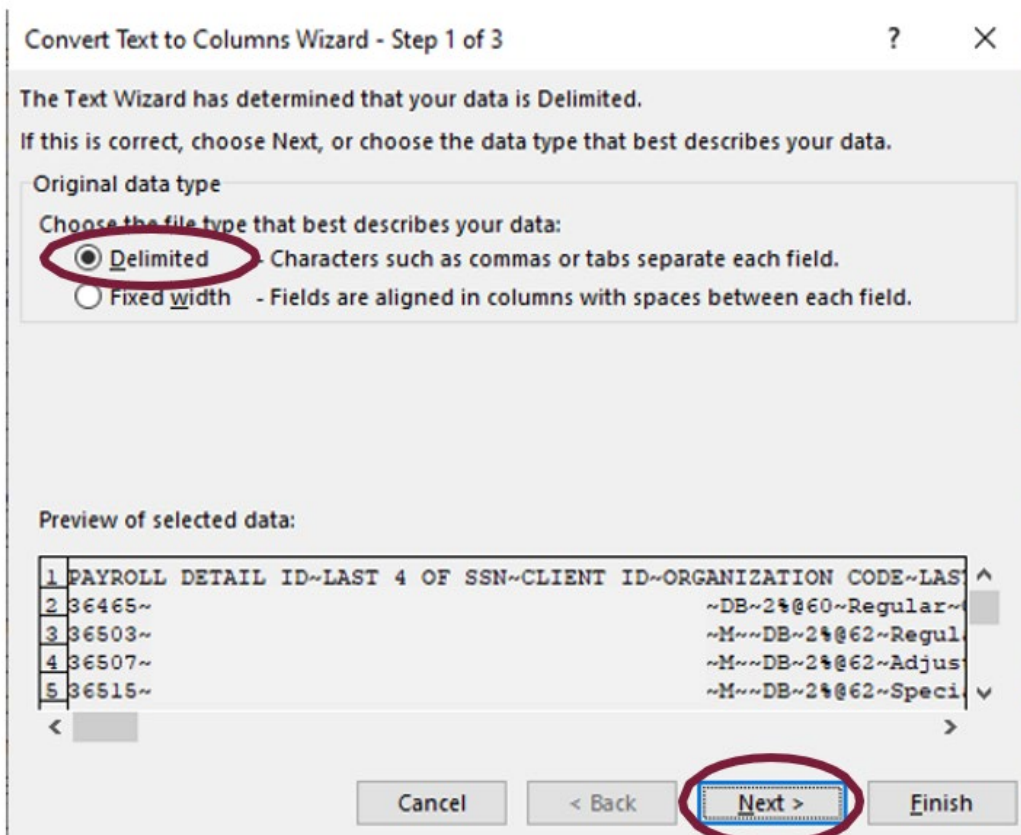
Step 2:

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.

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab

☐ Semicolon

☐ Comma

☐ Space

☒ Other: ~

☐ Treat consecutive delimiters as one

Text qualifier: -

Data preview

PAYROLL DETAIL ID	LAST 4 OF SSN	CLIENT ID	ORGANIZATION CODE	LAST
36465			18100	
36503			18120	
36507			18120	
36515			18120	

Cancel < Back **Next >** Finish

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	LAST 4 OF	CLIENT ID	ORGANIZ/	LAST NAM	FIRST NAM	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.

AC	AD	AE	AF	AG	AH	AI	AJ
ER Tax (	ER Tax (	ER Tax (	Suppre	Comments	Status		
	3.13	19.1	Sort A to Z				
	190.81	19.1	Sort Z to A				
	9.54	19.1	Sort by Color				
	233.41	19.1	Sheet View				
	3.05	19.1	Clear Filter From "Status"				
	3.13	19.1	Filter by Color				
	24.38	19.1	Text Filters				
	144.8	19.1	Search				
	-144.8	19.1	(Select All)				
	144.8	19.1	VALD				
	-144.8	19.1					
	144.8	19.1					
	-144.8	19.1					
	144.8	19.1					
	-144.8	19.1					
	144.8	19.1					
	-144.8	19.1					

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.