



Employer Self Service
Validation Guide for Manual Payroll Filing

VALIDATION GUIDE FOR MANUAL PAYROLL FILING

Helpful Information for this Edit Guide:

- ➡ **CONTACT MAINEPERS EMPLOYER SERVICES UNIT FOR ASSISTANCE**
- ➡ **'SAVE'** validates the data and may create **Errors** or **Exceptions**
- ➡ **ERRORS detected** during the **'SAVE'** process will prevent submission of a manual file (**ERRORS** = Current Changes)
- ➡ **EXPECTATIONS detected** during the **'SAVE'** process will not prevent submission of a manual file.
Data should be reviewed and corrected as needed.
- ➡ **A Manual Payroll file is only Submitted to MainePERS when the REPORT STATUS column is in PRE-BILL Status**

Electronic EDIT	DATA ELEMENTS	ERROR or EXCEPTION	MESSAGE	EXPLANATION
D4.1	SSN	Error	SSN <ssn> format is invalid	Format must be a 9 digit number
D4.3	SSN	Error	SSN <ssn> value is invalid	Manually added SSN may be entered incorrectly. Member must have a valid member contract under the employer location. Application
D5.1	NAME	Error	Member cannot be null	SSN with a valid member contract under the employer location is required to populate member name
D21.1	COMP (Earnings)	Error	SSN <ssn> negative earnable compensation submitted on original submission	Compensation cannot be entered as a negative number
D21.5	COMP (Earnings)	Error	SSN <ssn> invalid format for earnable compensation	Compensation must be numeric

D21.5	COMP (Earnings)	Error	SSN <ssn> comp is required	Compensation cannot be zero
D23.3	EES (employee contributions)	Error	Negative value submitted for SSN <ssn> for Employee Retirement Contributions	Contributions cannot be entered as a negative number
D23.6	EES (employee contributions)	Error	SSN <ssn> employee retirement contributions without earnable compensation	If contributions are entered, compensation cannot be zero
D23.7	EES (employee contributions)	Error	SSN <ssn> employee contributions not allowed with this plan	Employee Retirement Contributions supplied but no employee contributions rate associated with plan. Contact MainePERS for assistance with this edit.
D23.8	EES (employee contributions)	Exception	SSN <ssn> employee contributions submitted do not equal amount due	Employee Retirement Contributions (EES) due are calculated by the system based upon the earnable compensation reported, plan reported, and rate schedule number reported. You will receive this exception if the amount of retirement contributions reported for the member does not equal the calculated amount due. Verify that all data elements are correct before submitting. If a payroll is processed with this exception, the member and employer accounts will reflect the over/under payment. An adjustment form must be completed to correct the member data.
D23.1	EES (employee contributions)	Error	SSN <ssn> invalid format for employee retirement contribution	Invalid format - must be numeric - cannot be negative
D23.8	EES (employee contributions)	Exception	SSN <ssn> ESS is required	If compensation is greater than zero, and the Rate Schedule Number reported calculates employee contributions due, Employee Contributions must be greater than zero.
D25.3	HOURS	Error	SSN <ssn> Time Paid without earned compensation	If Time Paid is greater than zero, Compensation must be greater than zero
D25.4	HOURS	Error	SSN <ssn> Time Paid without employee contributions	If Time Paid is greater than zero and the Rate Schedule Number reported calculates employee contributions due, Employee Contributions must be greater than zero
D25.2	HOURS	Error	SSN <ssn> Time Paid inconsistent with Pay Rate Code (Hourly)	if Time Unit Code equals 'H', Time Paid should be greater than zero
D25.3	DAYS	Error	SSN <ssn> Time Paid without earned compensation	If Time Paid is greater than zero, Compensation must be greater than zero

D25.4	DAYS	Error	SSN <ssn> Time Paid without employee contributions	If Time Paid is greater than zero and the Rate Schedule Number reported calculates employee contributions due, Employee Contributions must be greater than zero
D25.2	DAYS	Error	SSN <ssn> Time Paid inconsistent with Pay Rate Code (Daily)	If Time Unit Code equals 'D', Time Paid should be greater than zero
D6.6	PAY RATE (rate of pay)	Error	SSN <ssn> FTE Annual Contract amount or stipend should be greater than zero	If Time Unit Code equals 'C' <i>Contract</i> then FTE Annual Contract amount or stipend should be greater than zero
D31.2	PAY RATE (rate of pay)	Exception	SSN <ssn> Rate of Pay outside threshold	If Time Unit Code is ' H ' <i>Hourly</i> , Rate of Pay parameters are normally greater than \$10.00 and less than \$100.00. While this does not prevent processing of the file, this message should be reviewed by the employer to verify the accuracy of rate of pay reported as this may impact the member's service credit calculation.
D31.3	PAY RATE (rate of pay)	Exception	SSN <ssn> Rate of Pay outside threshold	If Time Unit Code is ' D ' <i>Daily</i> , Rate of Pay parameters are normally greater than \$75.00 and less than \$400.00. While this does not prevent processing of the file, this message should be reviewed by the employer to verify the accuracy of rate of pay reported as this may impact the member's service credit calculation.
D31.4	PAY RATE (rate of pay)	Error	SSN <ssn> Rate of Pay is required when Pay Rate is Daily / Hourly	If Time Unit Code is H or D, Rate of Pay must be greater than zero.
D31.5	PAY RATE (rate of pay)	Exception	SSN <ssn> Rate of Pay is more than 10% greater than the prior perios	If the Time Unit Code is H or D, the Rate of Pay is normally no more than 10% greater than prior amount reported, where prior period amount exists. While this does not prevent processing of the file, this message should be reviewed by the employer to verify the accuracy of the Rate of Pay reported as this may impact the member's service credit calculation.
D92.2	PSC (personnel status code)	Error	SSN <ssn> PSC is invalid required	Personnel Status Code cannot be null and must be a valid value listed in the payroll specification manual (Electronic Payroll Filing EPF Manual).

D9.5	PSC (personnel status code)	Error	SSN <ssn> Contributions submitted for RRTW	If Personnel Status Code is Retiree Return to Work (PSC 53), no employee contributions can be submitted in Employee Retirement Contributions field on the payroll file. (#96 explanation <i>Electronic Payroll Filing EPF Manual – Appendices page 40 and USER Guide page 58</i>)
D9.8	PSC (personnel status code)	Error	SSN <ssn> Rate Schedule not 53 or 96 (RRTW), but PSC is 53	If Personnel Status Code is RRTW (PSC 53) Rate Schedule Number must be 53 or 96. (<i>RSN 96 - Definition can be found in the Electronic - EPF Manual – Appendices page 40 and USER Guide page 58</i>)
D9.10	PSC (personnel status code)	Error	SSN <ssn> Rate Schedule equal to 53 or 96, (RRTW) but PSC is not 53	If Personnel Status Code is not RRTW i.e. PSC not equal to 53, the Rate Schedule Number cannot be 53 or 96. (<i>RSN 96 - Definition can be found in the Electronic - EPF Manual – Appendices page 40 and USER Guide page 58</i>)
D9.11	PSC (personnel status code)	Error	SSN <ssn> PSC does not match member contract	If the reporting Employer Location is PLD, PSC reported on payroll must match PSC on member contract. In addition, if PSC of RRTW "53" is reported on payroll by any employer location, member must have a member contract with PSC 53. Verify correct PSC is being reported. Enter Membership Application to build the new member contract if required.
D9.13	PSC (personnel status code)	Error	SSN <ssn> PSC is RRTW but Retirement Plan Participant is not "A"	If Personnel Status Code is RRTW i.e. PSC equal to 53, the Retirement Plan Participation Status must be "A"
D11.2	POS (position code)	Error	SSN <ssn> Position Code invalid for Employer Location type	Position Code reported must be a valid code for the reporting employer location type. For example: "Teacher" employer location must report with a valid position code on the Teacher Position Code Table. "PLD" employer location must report with a valid position code on the PLD Position Code Table.

D11.4	POS (position code)	Error	SSN <ssn> pre-authorized position code <Position Classification Code> is not on member contract	If the Position Code requires pre-authorization (such as Teacher position codes (Y1001, Y0408, Y5555, Y0210 & Y0209) the member must have an active member contract for the pre-authorized position code with the reporting employer location. Contact MainePERS to verify eligibility of the member to be reported under a pre- authorized position code. If the member is eligible, submit a Membership Application to build the member contract before submitting the payroll.
D11.8	POS (position code)	Error	SSN<ssn> position code is different than member contract	Position Code reported on payroll is not the same as the position code on the member contract. Changes to position codes for PLD employers require a Membership Application be submitted to build the new member contract.
D11.9	POS (position code)	Error	SSN<ssn> extra-curricular position with no basis for employment	Teacher Position Codes that are designated as extra-curricular require basis for membership. If the member does not have a current active Teacher member contract with the reporting Employer Location, contact MainePERS to verify eligibility. If the member is eligible, submit a Membership Application to build the extra- curricular member contract before submitting the payroll.
D35.3	PLAN (CODE) NAME	Error	No active employment record exists for Employer Location, Plan or Rate category	Member contract must be valid for this Benefit Plan Code. An active member contract with the Plan Code being reported must exist on the member record. Verify Plan Code being reported. If the new Plan Code is accurate, a new member contract must be created by submission of a Membership Application.
D36.3	RSN (Rate schedule Number)	Error	SSN <ssn> rate schedule number not on participant employment.	An active member contract with the Rate Schedule Number being reported must exist on the member record. Verify RSN being reported. If the new RSN is accurate, a new member contract must be created by submission of a Membership Application.

D27.2	FTE DAYS	Error	SSN <ssn> Expected full time for one week inconsistent with pay rate code.	If Time Unit Code = 'C', Expected Full-time for One Week should be null.
D27.4	FTE DAYS	Error	SSN <ssn> time unit code inconsistent with expected full-time for one week.	If Time Unit Code = 'D', Expected Full-time for One Week must be 5.
D27.1	FTE DAYS	Error	SSN <ssn>negative value submitted for FTE days.	Invalid format-must be numeric or null - cannot be negative.
D27.1	FTE HOURS	Error	SSN <ssn>negative value submitted for FTE hours.	Invalid format-must be numeric or null - cannot be negative.
D27.2	FTE HOURS	Error	SSN <ssn> Expected full time for one week inconsistent with pay rate code.	If Time Unit Code = 'C', Expected Full-time for One Week should be null.
D27.3	FTE HOURS	Error	SSN<ssn> expected full-time for one week is outside threshold.	If Time Unit Code = 'H', expected full-time for one week must be between the hours of 35-40 for regular and school support PLDs.
D28.3	WKS/YR	Error	SSN <ssn> expected weeks per year outside threshold or negative.	If Time Unit Code = 'H' or 'D', Expected Weeks Per Year must be between 36 and 52 inclusive for regular and school support PLDs..
D28.4	WKS/YR	Error	SSN <ssn> expected weeks per year inconsistent with pay rate code.	If Time Unit Code = 'C', Expected Weeks Per Year should be null.
D6.3	FTE CONTRACT	Exception	SSN <ssn> FTE Annual Contracted Amount or Stipend is outside prior period threshold.	If Time Unit Code = 'C', FTE Annual Contracted Amount or Stipend is normally equal to or greater than prior period amount reported, where prior period amount exists. While this does not prevent processing of the file, this message should be reviewed by the employer to verify the accuracy of the Full Time Equivalent being reported for this position. Please see the specification manual or contact MainePERS for clarification of "FTE".

D6.4	FTE CONTRACT	Exception	SSN <ssn> FTE Annual Contracted Amount or Stipend is outside 10% threshold.	If Time Unit Code = 'C', FTE Annual Contracted Amount or Stipend is normally no more than 10% greater than prior amount reported, where prior period amount exists. While this does not prevent processing of the file, this message should be reviewed by the employer to verify the accuracy of the Full Time Equivalent being reported for this position. Please see the specification manual or contact MainePERS for clarification of "FTE".
D6.5	FTE CONTRACT	Exception	SSN <ssn> FTE Annual Contracted Amount or Stipend is outside amount threshold.	If Time Unit Code = 'C', FTE Annual Contracted Amount rate of pay parameters are normally between \$30,000 and \$200,000, excluding extra-curricular position codes. While this does not prevent processing of the file, this message should be reviewed by the employer to verify the accuracy of the Full Time Equivalent being reported for this position. Please see the specification manual or contact MainePERS for clarification of "FTE".
D6.6	FTE CONTRACT	Error	SSN <ssn> FTE Annual Contracted Amount or Stipend has to-be greater than zero.	On original submission, if Time Unit Code = 'C', FTE Annual Contracted amount or Stipend should be greater than zero. Note: Zero or incorrect FTE reported may negatively affect the service credit calculated for your employee.

1. We build the months Expectation of a Payroll for you to connect to

2. This file contains all active contributing members

- * If someone has terminated make sure you have submitted the PSC form
- * If you have submitted the form the building of the Expectation may have happened at the same time or just after
- * You can delete them from the file by highlighting the member and clicking the 'delete button'

- * If you have a new hire make sure you complete the Membership Application
- * If you have submitted the form the building of the Expectation may have happened at the same time or just after
- * You can 'Add' a person to the report by clicking the 'add button'

SSN	Name	Start Date	Stop Date	COMP	EES	Hours	Days	Pay Rt CD	Pay Rate
Pre-Populates	Pre-Populates	First Day Of The Month You Are Reporting	Last Day Of The Month You Are Reporting	Earnings For The Month	Employee Contributions Based On The Comp	Use If Paid Hourly	Use If Paid Daily	Pay Rate Code H-D-C	Hourly or Daily
PSC	Pos	Plan Name	Rate Category	SCP	FTE Days	FTE Hours	Wks/Yr	FTE Contract	
Personnel Status Code	Position Code	Pre-Populates	Pre-Populates	Agreed Upon Pay Back of Eligible Service	Considered Full Time Days Per Week	Considered Full Time Weekly Hours	Considered Full Time Weeks Per Year	Considered Full Time For That Position If It Were Full Time	
					5 days	40 hours	52 Weeks		

