



Section 1 – Reporting Errors

When your message is . . .	The most common explanation is . . .
ARP Employees cannot be on the Non-ARP reports.	This error occurs when an employee has a valid ARP election, but is being reported under the non-ARP code. In this case, if there has been a termination, please access PPE Code Management to add the PPE code to the employee's record. You will also need to send a new ARP-2 with the rehire date information. If more than a year has elapsed since the termination date, the employee is eligible to be an OPERS member. However, if less than one year has passed since the termination date, the employee will need to be on the ARP report.
Based on the employees' pay frequency code and PPE dates, there is an additional pay period that should be included on this report.	This error only applies to employers that report monthly to OPERS. This error can exist for either of two reasons: If it only affects select employees, then most likely PPE codes are needed, or If it affects every employee under a specific frequency code, you have not included the correct number of pay periods on the report. OPERS requires a monthly report to include all of the pay periods that end within the month, regardless of when they are paid. The contribution report should be generated at a later date to capture all of the pay periods that end in the reporting month.
Choose a reason for the Supplemental Report(s).	Supplemental reports can only be submitted for one of four reasons: Disability Pay, Retroactive Pay Increase, Settlement Agreements, or Payment to Terminate or Deceased Employee. Reporting for any other reason must be done on an additional regular report of retirement contributions, and will be subjected to the due date of the original regular for the same reporting period.
Contribution amounts must be zero for ARP reports.	Employee contributions are not required on an ARP report.
Contribution amounts must be zero if the salaries are zero.	It is not possible to submit a contribution without a valid earnable salary amount. This error is returned when a contribution is greater than zero, but no salary has been entered.
Contribution exceeds the maximum amount allowed.	For reports submitted via data entry, this message is sent only if the contribution exceeds \$99,999.99.



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The most common explanation is . . .

Contributions have not been withheld at the correct rate based on the earnable salaries.	Contributions must be withheld at the correct contribution rate as determined by the reporting period end date. In other words, the rate applicable is based on the reporting period end date of the report, even if the PPE date for an employee ends in the prior calendar month.
Contributions must be greater than zero.	For regular reports, the contribution must be greater than zero.
Contributions must be zero or greater.	On data entry reports, it is possible to have an employee reported with zero contributions if the employee did not work during the reporting period. On file transfer reports, contributions must be greater than zero. Negative contributions are not allowed on either type of report.
Earnable salaries must be greater than zero on a supplemental report.	Supplemental Reports detail additional contributions that were not known to the employer until a later date. Therefore, employees with no salary cannot be on a <i>Supplemental Report</i> , since there are no original contributions to supplement.
Earnable salaries must be zero or greater.	Because retirement contributions are a percent of salary, the salary must be greater than zero.
Earnable salary exceeds the maximum amount allowed.	For reports submitted via data entry, this message is sent only if the salary exceeds \$9,999,999.99.
Employee first name cannot be numeric.	The employee's first name must not be all numeric. Please re-enter the first name.
Employee last name cannot be numeric.	The employee's last name must not be all numeric. Please re-enter the last name.
Employee middle initial cannot be numeric.	The employee's middle initial, if entered, must not be numeric.
Employee name cannot be all numeric.	Names and SSNs are required to post contributions. Check to see if the employee's SSN is in the wrong field.
Employee name is missing.	An employee name is required.



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<p>Employees are already active and do not require PPB codes.</p>	<p>This message is sent when employees are reported with a PPB code, but are still in active status on OPERS records because a PPE code has not been submitted for them. There are two ways to correct this error:</p> <p>If the employee has been employed continuously, you will need to remove the PPB code, or</p> <p>If the employee is returning to active employment with your organization and the PPB reason reported is correct, you must access PPE Code Management and add the appropriate PPE code to the employee's last reported contribution. The PPE and PPB codes reported must be one of the allowable combinations (Reference <i>Employer Manual</i> page 3.13).</p>
<p>Employees cannot be reported multiple times under the same pay frequency code, unless they have left employment and returned to work in the same reporting period.</p>	<p>For reporting purposes, employees can only be listed once under a particular frequency code. The only exception to this is when there is a change in status "mid-period," such as an employee retiring and then becoming a reemployed retiree within the same reporting period. All other instances must be combined prior to submission on ECS.</p>
<p>Employees have elected or defaulted to OPERS membership and may not be submitted on the ARP report.</p>	<p>This error occurs when OPERS did not receive the election form within the established 120-day election period, or received a form with the employee electing OPERS.</p>
<p>Employees have not submitted ARP Election Forms to OPERS.</p>	<p>This error occurs when the employee has a valid ARP-2 record, but no valid election form. OPERS must receive both documents prior to the employee being submitted on the ARP report.</p>
<p>Employees have prior ARP elections on file with no termination date.</p>	<p>This means that there is a prior election with no termination date, and any current election is in a "wait" status until the prior election is properly terminated. The prior election will need to be terminated before the current one can be evaluated.</p>



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<p>When your message is . . .</p> <p>Employees listed below have been marked inactive and require updates in PPE Code Management before they can be included on the current report.</p>	<p>The most common explanation is . . .</p> <p>When you get this error, the thing to keep in mind is that the error was made on a <i>previously</i> submitted Report of Retirement Contributions. There is no resolution that can be made on the current report. When this occurs, you should:</p> <ol style="list-style-type: none"> 1) print out your error report with the affected employees' SSNs, 2) save any Data Entry report in progress (File Transfer reports do not need to be saved), 3) access PPE Code Management under Manage Reports 4) look up each employee by SSN, then by frequency code if necessary <ol style="list-style-type: none"> a) view the last reported information for the employee on the left-hand side of the screen b) click "incorrect code submitted in contribution report" c) choose the new PPE code that should have been reported for the employee - keep track of this since you will need to use the corresponding PPB code on your current report d) enter in the new PPE date that the employee last worked - it must be within the reporting period as shown on the left hand side of the screen e) click continue, verify your information, then click submit 5) keep doing this until you have corrected all occurrences of this error 6) When you are done, return to your report in progress - for DE access "saved reports" - for FT, go back to your payroll software or file and make the necessary changes. 7) The PPB codes you must use on the current report must be the ones that correspond to the PPE codes you just entered for the employees.
<p>Employees' SSNs are invalid.</p>	<p>SSNs must be valid for the system to accept them. Contributions cannot be processed without a valid SSN.</p>
<p>Employees were previously reported with a PPE code of D for deceased.</p>	<p>Once an employee has been reported as deceased, no further contributions can be applied to his/her account. Employees reported as deceased for whom additional contributions must be submitted are handled in the following way. Access PPE Code Management to remove the D from the previous period, and include the PPE code D on the current report being submitted. (Note the PPE code for the current report being submitted cannot be later than the employee's date of death). (Continued on next page)</p>



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The most common explanation is . . .

Continued from previous page	In the event an additional payment is required such as a longevity payment, a supplemental for Terminated or Deceased Employee must be completed for a pay period prior to the employee's death.
Employer code is inactive.	An incorrect employer code is being used. If you believe you're using the correct employer code, please contact OPERS so the issue can be investigated.
Employer code is missing.	The employer code must be the correct six-digit, OPERS assigned employer code. Do not use a dash between the numbers.
Employer code is not valid.	The employer code must be the correct six-digit, OPERS assigned employer code. Do not use a dash between the numbers.
Employer codes must be consistent for all records in a report.	It's possible to have more than one employer code within a file. However, each report within the file must be continuous, with the same employer code throughout a given report.
Employer status is not valid.	An incorrect employer code is being used. If you believe you're using the correct employer code, please contact OPERS so the issue can be investigated.
File contains a 'T' record with no prior 'E' records.	This message will be sent if a <i>Supplemental Report</i> has been submitted with no employees or contributions listed.
File transfer failed. Your information has NOT been sent to OPERS. Please check the filename and try again.	This error can occur when the file name and path are not correctly specified. Clicking the "Browse" button can help you locate the file to be uploaded.
File transfer failed. Your information has NOT been sent to OPERS. The file you are attempting to transfer is empty or the file name is invalid.	This error can occur when the file name and path are not correctly specified. Clicking the "Browse" button can help you locate the file to be uploaded.
Last record of each report must begin with a 'T'.	At the end of the list of employee detail records, a summary or total line must be present, indicating the end of the report.



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Multiple period supplemental reports cannot contain pay periods subject to different contribution rates.	When reporting a supplemental for one employee, you can include multiple pay periods, provided that they are not subject to different contribution rates. If your supplemental report includes pay periods subject to different rate, please separate it into two or more reports as necessary, so each report only has pay periods subject to the same contribution rates.
No further contributions can be posted to the following SSNs. Please contact Employer Outreach for more information.	<p>You have been previously notified of this error. There are three reasons this error can occur:</p> <ol style="list-style-type: none"> 1. The SSN being reported has been proven incorrect, the correct SSN is on file with OPERS. 2. Incorrect employer code being used. 3. This person has reached the contribution limit for the year. <p>If you feel you have received this message in error please contact Employer Outreach.</p>
No contribution rate was found for the reporting period end date entered.	This message is returned if there is no contribution rate for the reporting period end date in question. This can only occur if the wrong reporting period end date was entered or submitted on a file.
On supplemental reports, a single employee may appear multiple times, or several employees may appear once, but not both.	Supplemental reports can be done in one of two ways: A single employee can be reported for multiple reporting periods, or Multiple employees can be reported for a single reporting period. Creating either report is simple in ECS. If using Data Entry, please select the "choose one employee" or "choose multiple employees." If using File Transfer, please be sure to generate your file using one of the methods described above.
Only ARP employers may submit an ARP report. Check your payroll type or employer code.	ARP reporting applies to colleges and universities only.
Pay frequency codes must be between 1 and 8.	The employee's pay frequency code must be one of the valid frequency codes, 1-8. Please refer to the <i>Employer Manual</i> .



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When your message is . . .

The most common explanation is . . .

<p>Payroll type is invalid.</p>	<p>There are two payroll types:</p> <p>For non-college/university employers, this code is always R and is located in space 8 in the E (Employee) records.</p> <p>For college/university employers, ARP reporting will have an A in this space.</p>
<p>Please select at least one employee to create a supplemental report.</p>	<p>Supplemental reports must contain contribution data for at least one employee.</p>
<p>PPB and PPE dates are missing.</p>	<p>PPB and PPE dates are required to post contributions to a member's account and apply service credit.</p>
<p>PPB and PPE dates do not coincide with the pay frequency codes</p>	<p>Two potential causes:</p> <p>If everyone on your report under a specific frequency code is affected, most likely the dates have been entered incorrectly for that pay frequency, or</p> <p>If the error is only for specific employees, enter PPB or PPE codes to explain</p>
<p>PPB and PPE dates for additional payout to terminated or deceased employees supplemental reports must coincide with the PPB and PPE dates on a previously reported regular report for the same reporting period.</p>	<p><i>Supplemental Reports</i> detail additional contributions that were not known to the employer until a later date. The PPB and PPE dates on additional payout to terminated or deceased employees <i>Supplemental Reports</i> must match the PPB and PPE dates on the regular report you previously submitted for each employee for the same period. If a <i>Supplemental Report</i> must be submitted for the current reporting period, the regular report must be submitted prior to submitting the supplemental report.</p>
<p>PPB and PPE dates for retroactive pay increase supplemental reports must coincide with the PPB and PPE dates on a previously reported regular report for the same reporting period.</p>	<p><i>Supplemental Reports</i> detail additional contributions that were not known to the employer until a later date. The PPB and PPE dates on retroactive pay increase <i>Supplemental Reports</i> must match the PPB and PPE dates on the regular report you previously submitted for each employee for the same period. If a <i>Supplemental Report</i> must be submitted for the current reporting period, the regular report must be submitted prior to submitting the supplemental report.</p>



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When your message is . . .	The most common explanation is . . .
PPB code of E is only valid when reemploying an OPERS retiree.	The PPB code of E is only valid when reemploying an OPERS retiree. Retirees of retirement systems other than OPERS should be coded with a PPB code of N.
PPB code of E is required when reemploying an OPERS retiree.	Re-employment of an OPERS retiree requires a PPB code of E. If using the PPB code of E yields the error "PPB codes do not correspond to the previously reported PPE codes," please use PPE Code Management to change the previously reported PPE code to P for Pensioned.
PPB code of X is invalid for ARP employees.	A PPB code of X is not valid on an ARP report, since it signifies the end of a student exemption.
PPB codes are invalid.	Only PPB codes defined by OPERS are accepted in space 73 on your file. Use of any other code will generate this error. Complete code listings can be found on page 3.13 of your <i>Employer Manual</i> .
PPB Codes are required when adding employees or resuming the reporting of prior employees.	<p>PPB codes are required for employees that are new, or for those who have returned to work after being inactive.</p> <p>This error can occur both with brand new employees to your entity and with employees who became inactive prior to November 2005. Please choose the most appropriate PPB code in either situation to activate them under your employer code.</p> <p>Also keep in mind that employment records at OPERS are employer code and pay frequency code specific, so if you have employees who are moving between employer codes, pay frequencies, or both, you should use a PPE code to end their old status and a PPB code to start their new employment status, even if no actual separation has occurred.</p>
PPB codes do not correspond with the previously reported PPE codes.	<p>If an employee is being reported using a PPB code, it must match the previously reported PPE code to bring that employee back to active status on OPERS records, or,</p> <p>If the employee is not being reported with a PPB code, it means that a previously given PPE code is on this employee's record. You may view which PPE code is on their record by accessing PPE Code Management.</p>



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When your message is . . .

The most common explanation is . . .

<p>PPB codes must be reported with valid salary and contribution amounts.</p>	<p>PPB and PPE codes are only valid when submitting contributions for each current employee. OPERS requires the PPB date and code for the first day worked and earning pay, and the PPE date and code for the last day worked and earning pay. If you need to report a PPE code for an employee who has left your organization in a previous pay period, please access PPE Code Management to add the proper code to the employee's record.</p>
<p>PPB dates are earlier than the employer's start date.</p>	<p>An employee's PPB date cannot be earlier than the date an employer became an employer with OPERS.</p>
<p>PPB dates are earlier than the employer's status effective date.</p>	<p>An employee's PPB date cannot be earlier than the date the employer became an active employer with OPERS.</p>
<p>PPB dates are later than the reporting period end date.</p>	<p>By definition, the PPB date must be earlier than the reporting period end date.</p>
<p>PPB dates are missing.</p>	<p>PPB and PPE dates are required to post contributions to a member's account and apply service credit.</p>
<p>PPB dates are prior to the signature dates on the ARP election forms. These employees must be reported on the non-ARP report.</p>	<p>Employees may not begin contributing to an ARP until the first full reporting period beginning on or after the ARP signature date. The only exception to this is if the employee elected ARP during the first reporting period, then it can be submitted on the ARP report.</p>
<p>PPB dates do not correspond to the previously reported PPE dates.</p>	<p>This message is shown when there's a gap between the PPE date of the previously reported payroll period and the PPB date of the current period. If there has not been a separation, please correct the PPB date. If there has been a separation, remember that gaps in service need to be explained with PPE and PPB codes.</p> <p>You may need to use PPE Code Management to provide the applicable PPE code when the employee last worked. PPE Code Management will allow you to change the PPE code for an employee in a prior period, add a code, or even make a change to the PPE date.</p>
<p>PPB dates must be earlier than the reporting period end date.</p>	<p>By definition, the PPB date must be earlier than the reporting period end date.</p>



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When your message is . . .

The most common explanation is . . .

PPB dates must be numeric and valid.	The PPB date must be in the format MMDDYY. The date must be valid.
PPE code of X is invalid for ARP employees.	A PPE code of X is not valid on an ARP report, since it signifies the beginning of a student exemption.
PPE code of P is not allowed. Employee is already pensioned.	The individual has already been reported as Pensioned. Use a PPE code of Q to indicate a Re-employed Retiree is terminating service.
PPE codes are invalid.	Only OPERS-accepted PPE codes are allowed in space 74 on your file. Use of any other code will generate this error. Complete code listings can be found on page 3.13 of your <i>Employer Manual</i> .
PPE codes must be reported with valid salary and contribution amounts. PPE codes for prior reporting periods must be added in PPE Code Management.	PPB and PPE codes are only valid when submitting contributions for each current employee. OPERS requires the PPB date and code for the first day worked and earning pay, and the PPE date and code for the last day worked and earning pay. If you need to report a PPE code for an employee who has left your organization in a previous pay period, please access PPE Code Management to add the proper code to the employee's record.
PPE dates are invalid.	The PPE date must be in the format MMDDYY. The date must be valid.
PPE dates are missing.	PPB and PPE dates are required to post contributions to a member's account and apply service credit.
PPE dates are prior to the ARP eligibility date.	This occurs when the PPE date is earlier than the ARP eligibility date for the employer.
PPE dates cannot be earlier than PPB dates.	By definition, the PPE date must be later than the PPB date.



Section 1 – Reporting Errors

When your message is . . .	The most common explanation is . . .
PPE dates must be in the same month as the reporting period end date.	<p>This message is sent when employees are reported with a PPE date in a month other than the month of the reporting period end date.</p> <p>If this error affects select employees, a PPE code is required to explain the reason the employee did not work the full pay period, or</p> <p>If all employees are affected by this error, the reporting period end date may be incorrect. On file transfer, this date appears in the T record, the last line of your file transfer report. On data entry, click the "Edit Pay Period Dates" button to view and correct the reporting period end date.</p>
PPE dates must be later than the employer's status effective date.	The PPB date must be earlier than the PPE date.
Record count must be numeric.	The record count is a six-digit number, must be all numeric and not contain spaces.
Record length exceeds the maximum allowed for the report type.	There is extra information at the end of a record in the file. Check to see if the correct file is being uploaded, or remove any information that appears beyond space 100 in the file.
Records must begin as stated in the file specifications for the report type.	This message is sent if the wrong file has been uploaded.
Report type must be consistent for all records in a report.	<p>There are two report types: For non-college/university employers, this code is always R and is located in space 8 in the E (Employee) records.</p> <p>For college/university employers, ARP reporting will have an A in this space.</p>
Reporting frequency codes must be between 1 and 8.	There is a reporting frequency code other than 1 through 8 in position 54 of your file, or the spacing of the T record is off.
Reporting period end date exceeds the maximum date allowed.	OPERS cannot accept postings for employees with pay periods ending this far into the future. On file transfer, this date appears in the T record, the last line of your file transfer report. On data entry, click the "Edit Pay Period Dates" button to view and correct the reporting period end date.



Section 1 – Reporting Errors

When your message is . . .

The most common explanation is . . .

<p>Reporting period end dates for supplemental reports must be in the same month as the latest PPE date being reported.</p>	<p>For a multiple period supplemental report, the reporting period end date must be in the same month as the latest PPE date being reported. For example, if you are reporting May, June, and July of 2015, you would use the reporting period end date for your July 2015 <i>Regular</i> report, since the reporting period end date of a supplemental must match the regular for the same reporting period.</p>
<p>Reporting period end dates must be numeric and valid.</p>	<p>On the T record, the reporting period end date must be in the format MMDDYY. The date must be valid.</p>
<p>Reporting period end dates of supplemental reports must match the reporting period end dates of regular reports for the same reporting period.</p>	<p><i>Supplemental Reports</i> detail additional contributions that were not known to the employer until a later date. The report period end date for all <i>Supplemental Reports</i> must match the report period end date on the regular report you previously submitted for the employee for the same period.</p> <p>If a <i>Supplemental Report</i> must be submitted for the current reporting period, the regular report must be submitted prior to submitting the supplemental.</p>
<p>SSNs cannot be all zeros or nines.</p>	<p>SSNs must be valid for the system to accept them. OPERS cannot process contributions without a valid SSN.</p>
<p>SSNs must be nine digits and all numeric.</p>	<p>SSNs must be valid for the system to accept them. OPERS cannot process contributions without a valid SSN.</p>
<p>Supplemental reports must include at least one employee.</p>	<p>For a supplemental report to be valid, it must contain contribution data for at least one employee. Supplemental Reports detail additional contributions that were not known to the employer until a later date. There is no reason to submit a zero total supplemental.</p>
<p>The payout date should not be greater than the current date.</p>	<p>Payout dates for a supplemental report cannot be in the future. The payout date is the date the payment of the additional earnable salary was made to the employee.</p>
<p>The report for this employer code and this reporting period end date has already been submitted to OPERS. Please verify the reporting end date for accuracy.</p>	<p>This message is sent on the verification page to ensure that you have not inadvertently submitted the same report twice. Please check the "view" link or go back to your report to verify that the report information is correct. If so, you may submit the report. If not, please make the corrections prior to clicking "submit to OPERS."</p>



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When your message is . . .

The most common explanation is . . .

There are more than 15 errors found in the first line of your file. Please check the file and upload again.	This message is sent if the wrong file has been uploaded.
Total contributions reported must be numeric.	There may be a spacing error in the file. The total employee contribution must be in the correct positions within the file specifications.
Total contributions reported must be zero or greater.	The total of member contributions on your report must be zero or greater. If you have overstated an employee's earnings on a previously submitted report, you must submit an F-103 for an Unauthorized Refund.
We apologize for the inconvenience, but there has been an error processing your request. If the problem persists, please send us a message via the Message Center or contact the OPERS Employer Call Center	This message can only occur when there is an issue with ECS in general. Most of the time, any problem with the system is self-correcting and should be accessible within a few minutes. However, if the problem persists, please call Employer Outreach at (888) 400-0965.
You have previously reported these SSNs as incorrect.	Once a validated SSN for an employee is recorded in OPERS' system, no further postings can be made to an incorrect SSN. Check your records and make the necessary updates on your Data Entry report or in your payroll system if you use the File Transfer method of reporting.



Section 2 – PPE Code Management Errors

When your message is . . .

The most common explanation is . . .

<p>No employees were found for the specified search.</p>	<p>This error is returned in PPE Code Management when the SSN you are searching is not found in ECS. This is possible if the employee in question was never reported on ECS, so no data exists. This is also possible if there has been a correction to an employee SSN after reports were initially filed. If this has occurred, please contact Employer Outreach to make the correction.</p>
<p>Please enter a valid PPE date.</p>	<p>This error occurs in PPE Code Management when you have not selected a new PPE date to apply to the employee. Please enter one in the fields provided, or if you are not making a change to the PPE date please enter the one you originally reported.</p>
<p>Please select a new PPE code.</p>	<p>This error occurs in PPE Code Management when you have not selected a new PPE code to apply to the employee. Please select one from the drop-down menu, or if you are not making a change to the PPE code, please select the one you originally reported.</p>
<p>PPE code of P is not allowed. Employee is already pensioned.</p>	<p>The individual has already been reported as Pensioned. Use a PPE code of Q to indicate a Re-employed Retiree is terminating service.</p>
<p>The selected employee did not have a contribution on the report.</p>	<p>This error can occur when the SSN you are searching in PPE Code Management exists, but has not had a contribution reported. It can only occur if you have added a new employee to a report but have not submitted it.</p>



Section 3 – LE Breakdown Errors

When your message is . . .

The most common explanation is . . .

<p>All unsaved changes on this page will be LOST. To save this data for later use, please use the 'Save Report' button.</p>	<p>This warning is returned if you try to navigate away from the large earnings breakdown page prior to submitting the information.</p>
<p>Please check the highlighted clarifications for errors. Breakdowns/Comments are not entered.</p>	<p>If there are any errors on the large earnings breakdown, those lines will be highlighted in yellow so that you can make any corrections. Contributions can be adjusted by +/- \$0.03 on each line if there are rounding issues.</p>
<p>The PPB date has been changed based on the pay frequency code and PPE date for the employee.</p>	<p>When completing a large earnings breakdown, ECS will provide the correct PPB date based on the ending date of the report, the begin date you enter, and the employee's pay frequency code. This message is to alert you to this change.</p>
<p>The total salary entered in this breakdown does not match the original reported salary.</p>	<p>Large earnings breakdowns require that the full earnable salary be allocated into the applicable reporting periods. It is possible that the reported contribution may not be fully allocated due to the possibility of crossing into a different contribution rate period, however the salary must be fully applied. In cases of a rate period differential, OPERS will refund any applicable difference.</p>



Section 4 – Payment Errors

When your message is . . .

The most common explanation is . . .

Another bank account with this information already exists.	Each bank account can only be stored once in ECS. This error is returned when you have attempted to submit the same bank account and routing number as a previously submitted account.
Bank account numbers do not match. Please check and re-enter.	This error is returned to ensure that you have entered your bank account numbers correctly. Please reenter the number in both fields.
Bank routing numbers do not match. Please check and re-enter.	This error is returned to ensure that you have entered your bank routing numbers correctly. Please reenter the number in both fields.
Comments cannot exceed 150 characters.	Comments are limited to 150 characters. Please do not enter report data or payment instructions in the comments. Payment instructions must be submitted on the <i>Employer Payment Remittance Advice</i> form (E-3).
For an ARP report, payment type must be 'Employer Liability.'	The mitigating rate is an employer liability, so any payments made to ARP reports must indicate the correct payment type.
No payment type exists.	A payment type is required when scheduling a payment that is not directly linked to a report. Please use the drop down menu and choose the most appropriate category for the payment you are submitting.
Payment amount exceeds the unpaid balance of this report. Please verify the payment amount.	This warning is returned to alert you to the fact that the payment amount is more than the total amount due for the report. If you are making a payment that must be applied to another type of employer charge, you will be required to submit an E-3 by fax or email to instruct us how to apply the excess funds.
Payment amount is invalid.	Payment amounts must be greater than zero and entered in the appropriate decimal format.
Payment amount is less than the member contribution.	This warning is returned to alert you to the fact that the payment amount is less than the total member contribution on the report. If you are making multiple payments that will satisfy the member contribution, please ignore this warning. If not, please verify that the payment amount is what you intended.



Section 4 – Payment Errors

When your message is . . .

The most common explanation is . . .

Payment amount must be greater than zero.	Payment amounts must be greater than zero and entered in the appropriate decimal format.
Payment date cannot be in the past or more than 12 months in the future.	You cannot schedule a payment date in the past or more than 12 months in the future. This is done primarily as a safeguard in case an incorrect date was entered.
Payment date is later than the due date. This could result in penalties.	This warning is returned to alert you to potential penalties that could be assessed for late payment. Please verify the payment date.
Payment date is missing or invalid.	A payment date must be entered when scheduling a payment and it must be a valid date. Your payment is considered effective as of the payment date.
Payment date is more than two months after the reporting period end date. Please verify the payment date.	Payments can be scheduled up to 12 months in the future, and this warning is returned to ask you to verify that the date you've entered is correct.
Payments submitted do not cover the amount due for this report.	This warning is returned to alert you to the fact that the payment amounts total less than the member contribution on the report. If you are making multiple payments that will satisfy the member contribution, please ignore this warning. If not, please verify that the payment amount is what you intended.
Please enter a valid bank account number.	Bank account numbers must be all numeric. Please verify that you have entered it correctly. If you need assistance, please contact your bank.
Please enter a valid Bank Address.	This error is returned when the bank address field is left blank and does not exist in OPERS records. Please enter it.
Please enter a valid Bank Name.	This error is returned when the bank name field is left blank and does not exist in OPERS records. Please enter it.
Please enter a valid City.	This error is returned when the bank city field is left blank and does not exist in OPERS records. Please enter it.
Please enter a valid routing number.	Bank routing numbers are nine digits. Please verify that you have entered it correctly. If you need assistance, please contact your bank.



Section 4 – Payment Errors

When your message is . . .

The most common explanation is . . .

Please enter a valid State.	This error is returned when the bank state field is left blank and does not exist in OPERS records. Please enter it.
Please enter a valid Zip Code.	This error is returned when the bank ZIP code field is left blank and does not exist in OPERS records. Please enter it.
Please enter comments for the Replacement Payment.	Comments are required for a replacement payment.
Please indicate if you have notified your bank to allow OPERS to debit your account.	In order to submit payments online via ECS, you must verify whether you have a debit block on your account. The best way to do this is to contact your bank to determine if a block exists. If so, OPERS can give you an identification number that will allow us to debit your account for the amount of the payments you schedule without removing the block.
Reporting period end date cannot be more than 12 months in the past.	For a payment that is not directly tied to a report, the period end date cannot be more than 12 months in the past. If you need to make a payment for a charge that is more than 12 months in the past, please attach a payment directly to the report (e.g., for a supplemental report) or call Employer Outreach at (888) 400-0965.
Reporting period end date is missing or invalid.	When scheduling a payment that is not directly tied to a report, the reporting period end date is required so that the payment can be applied correctly.
Reporting period end date is more than two months after the payment date. Please verify the reporting period end date.	This warning is returned primarily as a safeguard to be sure that the correct reporting period end date was entered.
The Payment Amount cannot be greater than the returned payment. You may schedule a new ACH payment for the additional amount.	When scheduling a payment that replaces a prior payment that was not processed by your bank, you can only schedule the replacement for the same amount as the original payment. If you need to submit an additional payment, please schedule another payment for the difference.
This transaction has already been cancelled.	This message is returned when attempting to cancel a previously cancelled payment.
Your search has returned zero results. Please modify your search criteria.	This message is returned when the search criteria is too narrow. Please check the search criteria and try again.



Section 5 – Forms Errors

When your message is . . .

The most common explanation is . . .

A Term-MP has already been submitted for this employee. If you continue, it will be replaced. Click OK to continue.	A Term-MP containing this employee and employer code is currently waiting to be processed. Continuing to submit your current form will replace this unprocessed Term-MP.
An employer code has not been selected.	ARP-2 forms require the selection of an employer code. Please select the employer code under which the employee will be reported.
ARP-2 form for the member is already submitted. Please delete this employee from the form.	You cannot submit multiple ARP-2 forms for the same employee. If you previously submitted an ARP-2 for an employee, you will receive this warning. Please delete this employee's information from the form. If you have a correction to be made to a prior submitted form, please contact Employer Outreach at (888) 400-0965.
Duplicate entry found. Please remove one of the entries prior to submitting this form.	This error occurs when you have data for the same employee listed more than once. If this occurs, please delete one of the records.
Email Addresses must match the pattern "A@B.C"	The email address entered is in an incorrect format.
Fields relating to domestic addresses must be blank when a foreign address is being submitted.	When a domestic address is indicated on the file, the fields relating to a foreign address must be blank.
Fields relating to foreign addresses must be blank when a domestic address is being submitted.	When a foreign address is indicated on the file, the fields relating to a domestic address must be blank.
Invalid Form Type.	The form type must be one of the types listed in the file specifications. This is necessary to determine what type of form you are uploading. Please review the specifications if you need further assistance.
Please check the birth date for reasonableness in rows that are highlighted in yellow.	This warning is given if the employee in question, based on the date of birth, is less than 13 years old. Please check the date and reenter if necessary.
Please check the salary begin date for reasonableness.	This warning is returned when the salary begin date is before the date of birth. Please check the date and reenter if necessary.



Section 5 – Forms Errors

When your message is . . .

The most common explanation is . . .

Please enter a City.	The city is required and must not be all numeric. Please enter the city on the form.
Please enter a Street Address in Line 1.	A street address must be entered in Line 1. In the case of a multiple line address, begin at address line 1 and use lines 2 and 3 as necessary.
Please enter a valid Email Address.	The email address entered is in an incorrect format.
Please select a Country.	If the address is foreign, you must select a county from the drop down menu. Countries are listed by their two digit abbreviation.
Please select a Fire Fighter Indicator.	You must select yes or no to the fire fighter training indicator.
Please select a Full Time/Part Time Indicator.	You must select either full time or part time if you have selected yes to the Law Enforcement question.
Please select a Gender Indicator.	You must select either male or female for the Gender indicator.
Please select a Law Enforcement Position Indicator.	You must select either yes or no for the Law Enforcement question.
Please select a State.	The state must be entered. Please enter the appropriate two-character abbreviation from the drop down list.
Please select an Elected Official Position.	You must select either yes or no for the Elected Official question.
Please be aware contributions should not be remitted for Independent Contractors.	You must select an option indicating no contributions will be withheld.
Reminder: The ARP-2 form is required to be submitted within 10 days of the employee's ARP eligibility date. Rows that are highlighted in yellow do not meet this requirement. The information will be accepted and no further action is required.	This message will be returned when the ARP-2 is entered later than 10 days after the employee's ARP eligibility date. No further action is required, however this is a reminder that the form must be entered on a more timely basis.



Section 5 – Forms Errors

When your message is . . .

The most common explanation is . . .

Reminder: The Personal History Record is required to be submitted within 30 days of the employee's start date. Rows that are highlighted in yellow do not meet this requirement. The information will be accepted and no further action is required.	This message will be returned when the Form-A is entered later than 30 days after the employee's salary begin date. No further action is required, however this is a reminder that the form must be entered on a more timely basis.
The ARP eligible date must be a valid date.	This error is returned if the ARP eligibility date is invalid. Please check the date and reenter if necessary.
The ARP eligible date must be greater than employer's ARP inception date.	This error is returned if the ARP eligibility date is earlier than the effective date of the ARP for the employer.
The ARP2 E record length is greater than 268 characters.	This error is returned when the E record on a file for ARP-2 forms exceeds 268 characters. Please check the file format or review the file specifications to be sure there are no characters after space 268.
The Date of Birth must be a valid date.	This error is returned if the date of birth is invalid. Please check the date and re-enter if necessary.
The Election Position Indicator must be Y or N.	This error is returned on a file transfer Form-A when a letter other than Y or N is in the elected official position in the file layout.
The employee first name cannot be null, blank, all numeric, or all special characters.	The employee's first name must not be all numeric or all special characters. Please re-enter the first name.
The employee first name cannot be numeric or contain special characters.	The employee's first name must not be all numeric. Please re-enter the first name.
The employee foreign address indicator must be D or F	The address indicator in a form file transfer must be D or F. This is how OPERS determines which type of address, domestic or foreign, you are trying to upload
The employee last name cannot be null, blank or all numeric.	The employee's last name must not be all numeric. The last name is a required field. Please re-enter the last name.
The employee last name cannot be null, blank, all numeric, or all special characters.	The employee's last name must not be all numeric or all special characters. The last name is a required field. Please re-enter the last name.



Section 5 – Forms Errors

When your message is . . .

The most common explanation is . . .

The employee last name cannot be numeric or contain special characters.	The employee's last name must not be all numeric. Please re-enter the last name.
The employee middle name cannot be numeric or contain special characters.	The employee's middle initial, if entered, must not be numeric.
The employee suffix cannot be other than JR,SR,I,II,III,IV,V,VI,VII,ESQ,DDS,MD.	Please review the list of the employee suffixes in the file specifications for ARP-2 or the Personal History Record if you need assistance. Only those listed are accepted in either Data Entry or File Transfer.
The employees listed below are active. If there has been a separation, please access Pay Period End Code Management to provide a termination date prior to submitting this form.	An ARP-2 form cannot be submitted if the employee is active under the employer family. If there has been a separation, you will need to access PPE Code Management and process the change prior to submitting the ARP-2 form.
The Fire Fighter Training Indicator must be Y or N.	This error is returned on a file transfer form-A when a letter other than Y or N is in the Fire Fighter Training position in the file layout.
The Form A record length is greater than 317 characters.	This error is returned when the E record on a file for personal history record forms exceeds 317 characters. Please check the file format or review the file specifications to be sure there are no characters after space 317.
The Form A salary begin date must be a valid date.	This error is returned if the salary begin date is invalid. Please check the date and reenter if necessary.
The form T record length is greater than 12 characters.	The T record for forms is limited to the T, the employer code, and the form type. Please review the file specifications if you need further assistance.
The Gender must be M or F.	This error is returned on a file transfer form-A when a letter other than M or F is in the Gender position in the file layout.
The Law Enforcement Position Indicator must be Y or N.	This error is returned on a file transfer form-A when a letter other than Y or N is in the Law Enforcement position in the file layout.
The Part Time/Full Time Position Indicator must be F or P (Full Time/Part Time).	This error is returned on a file transfer form-A when a letter other than F or P is in the full time/part time position in the file layout.



Section 5 – Forms Errors

When your message is . . .

The most common explanation is . . .

The Primary Employer Code must match the employer's OPERS assigned primary code.	For forms, the employer code used in the T record must be the parent code. Typically, this is the code ending in "00," even if you don't normally report contributions under that code. If you need assistance, please contact OPERS.
The Salary Begin Date cannot be before the Date of Birth.	This error is returned primarily as a safeguard to make sure that you've entered the correct date.
The Social Security Number cannot have leading 9s.	SSNs must be valid for the system to accept them. OPERS cannot process contributions without a valid SSN.
The Zip Code must be 5 digits long.	ZIP codes are required and must be five digits.
The Zip Code must be numeric.	ZIP codes are required and must be five digits.
The Zip Code plus 4 must be 4 digits long.	The "+4" numbers of ZIP codes are not required, but if entered must be four digits.
The Zip Code plus 4 must be numeric.	The "+4" numbers of ZIP codes are not required, but if entered must be four digits.
Please indicate whether or not contributions will be withheld and remitted.	A required field has not been completed.
Please select the appropriate category for this benefit recipient.	A required field has not been completed.
Please select the appropriate subcategory for this benefit recipient.	A required field has not been completed.
Please indicate whether or not the employer health care coverage will be available to this benefit recipient.	A required field has not been completed.
The date that employer health coverage is first available must be a valid date.	The date entered is not valid.
Please be aware that the employer's health care coverage date you have entered is before the employee's start date.	Validate the employee is eligible for health care prior to their start date.
The employee's term date must be valid.	The date entered is not valid.



Section 5 – Forms Errors

When your message is . . .

The most common explanation is . . .

The employee's term date must be after the employee's start date.	The term date entered is prior to the employee's start date.
Please access PPE Code Management to add a PPE code of Q for this employee.	Employee has earnings reported through a date that is past the Term-MP termination date.
The name you have entered does not match our records. Please make corrections, if necessary, and press "Continue for Verification" again.	The name provided on the Term-MP differs from what we have on record.
An electronic Personal History Record (Form A) should be submitted for this Benefit Recipient. Employers are required to submit a Form A for each new period of re-employment.	When searching a SSN in SSN look up, the individual has been identified as an age and service OPERS benefit recipient. An electronic Form A should be submitted upon hire to reduce potential of employer liability for overpayment of benefit.
This member is not an OPERS benefit recipient.	When searching a SSN in SSN look up, the SSN searched does not belong to an OPERS age and service benefit recipient. An electronic Form A should be submitted upon hire.
No match found for the specified search. An electronic Personal History Record (Form A) should be submitted for this individual.	When searching a SSN in SSN look up, the SSN searched does not belong to an OPERS age and service benefit recipient or member. An electronic Form A should be submitted upon hire.
This OPERS benefit recipient is not a retiree.	When searching a SSN in SSN look up, the SSN searched belongs to an individual who is receiving a benefit from OPERS. An electronic Form A should be submitted upon hire to reduce potential of employer liability for overpayment of benefit.



Section 6 – Service Purchase Errors

When your message is . . .

The most common explanation is . . .

Cost statement has been paid in full.	Once a service purchase agreement has been satisfied, no further deductions can be submitted to OPERS.
Cost statement has expired.	Once a service purchase agreement has expired, no further deductions can be submitted to OPERS.
Deduction amount cannot be zero.	For pre-tax service purchase reports, the deduction amount must equal the expected amount, unless a deduction end code is used.
Deduction amount exceeds expected amount.	For pre-tax service purchase reports, the deduction amount must equal the expected amount, unless a deduction end code is used.
Deduction amount is a required field.	On file transfer service purchase files, the deduction amount is required.
Deduction amount is less than the expected amount.	For pre-tax service purchase reports, the deduction amount must equal the expected amount, unless a deduction end code is used.
Deduction amount must be numeric.	Valid deduction amounts must be entered for the service purchase report to be accepted.
Deduction End codes are invalid.	Only OPERS-accepted DE codes are allowed in space 64 on your file. Use of any other code will generate this error. Complete code listings can be found in your <i>Employer Manual</i> .
Employee cannot be reported multiple times in the same reporting period.	For reporting purposes, employees can only be listed once on a service purchase report. Multiple individual deductions, such as was an employee that is paid biweekly, must be combined and reported monthly on the service purchase report.
Employee is eligible for a Service Purchase deduction and needs to be added to the report.	Employees must be reported every month while they are purchasing service by payroll deduction. If there were no deductions in the current month, please use the appropriate Deduction End Code to explain.
Employee is not eligible for service purchase deductions	The employee in question does not have a valid service purchase agreement on file with OPERS.



Section 6 – Service Purchase Errors

When your message is . . .

The most common explanation is . . .

Employee name cannot be all numeric.	Names and SSNs are required to post contributions. Check to see if the employee's SSN is in the wrong field.
Employee name is missing.	An employee name is required.
Employees' SSNs are invalid.	SSNs must be valid for the system to accept them. Contributions cannot be processed without a valid SSN.
Employer code is not valid.	The employer code must be the correct six-digit, OPERS assigned employer code. Do not use a dash between the numbers.
Employer codes must be consistent for all records in a report.	It's possible to have more than one employer code within a file. However, each report within the file must be continuous, with the same employer code throughout a given report.
File transfer failed. Your information has NOT been sent to OPERS. Please check the filename and try again.	This error can occur when the file name and path are not correctly specified. Clicking the "Browse" button can help you locate the file to be uploaded.
File transfer failed. Your information has NOT been sent to OPERS. The file you are attempting to transfer is empty or the file name is invalid.	This error can occur when the file name and path are not correctly specified. Clicking the "Browse" button can help you locate the file to be uploaded.
Last record of each report must begin with a 'T'.	At the end of the list of employee detail records, a summary line must be present, indicating the end of the report.
No service purchase by payroll deduction report found.	When there are no employees currently eligible for service purchase by payroll deduction, attempting to create a report will generate this message.
Please check deduction amount.	Final deduction cannot exceed the expected amount and requires the use of the Z DE code.
Please enter a deduction end code of Z.	Final deduction cannot exceed the expected amount and requires the use of the Z DE code.
Record length exceeds the maximum allowed for the report type.	There is extra information at the end of a record in the file. Check to see if the correct file is being uploaded, or remove any information that appears beyond space 64 in the file.



Section 6 – Service Purchase Errors

When your message is . . .

The most common explanation is . . .

Records must begin as stated in the file specifications for the report type.	This message is sent if the wrong file has been uploaded.
Reporting period end date exceeds the maximum date allowed.	OPERS cannot accept postings for employees with pay periods ending more than 12 months in the future.
Reporting period end dates must be numeric and valid.	On the T record, the reporting period end date must be in the format MMDDYYYY. The date must be valid.
SSNs must be nine digits and all numeric.	SSNs must be valid for the system to accept them. OPERS cannot process contributions without a valid SSN.
There are more than 15 errors found in the first line of your file. Please check the file and upload again.	This message is sent if the wrong file has been uploaded.
We apologize for the inconvenience, but there has been an error processing your request. If the problem persists, please send us a message via the Message Center or contact the OPERS Employer Call Center	This message can only occur when there is an issue with ECS in general. Most of the time, any problem with the system is self-correcting and should be accessible within a few minutes. However, if the problem persists, please call Employer Outreach at (888) 400-0965.



Section 7 – Certification of Final Payroll Errors

When your message is . . .	The most common explanation is . . .
A Certification of Final Payroll was previously submitted indicating an end date within this pay period. Please submit a PPE code of P or revise the Certification of Final Payroll to reflect the updated end date.	This message indicates a Certification of Final Payroll has been submitted for an employee. In order to fix this error the Report Period End Dates must match the dates submitted on the Certification of Final Payroll and the employee must have a PPE code of P.
A Sick or Vacation Leave Time Payout indicator is required.	If there is an approved conversion plan on file with OPERS, we need to know if the payout of the sick or vacation time will coincide with the regular payout schedule for all employees.
A valid Conversion Payout Date is required.	This message will appear if the indicator for approved conversion plan has been marked “yes” and there is no date listed as to when the payout of the plan will occur.
A valid Final Earnable Salary Date is required.	The Final Earnable Salary Date is the last day the employee will have earnable salary reported to OPERS.
A valid Final Reporting End Date is required.	The Final Reporting End Date is the last day of the month containing the reporting pay period for the employee.
An Approved Conversion Plan indicator selection is required.	If you have an approved conversion plan on file with OPERS select “yes.” Otherwise select “No.”
Comments to OPERS cannot exceed 500 characters.	The comment you have entered is too long. Please shorten the comment and continue for verification.
Comments to OPERS is a required field.	If you have select “No” to the statement “The employee will terminate (or has terminated) their covered employment” a comment is required.
PPE dates do not correspond to the PPE date submitted on the Certification of Final Payroll.	The pay period end dates on the report must match the Final Earnable Salary and Final Reporting Period end dates submitted on the Certification of Final Payroll.
The Employee's Job Title is a required field.	The Employee's Job Title field has been left blank. Please provide the employee's job title.
The Final Earnable Salary Date should not be greater than 12 months from the Employee provided Termination Date	The Final Earnable Salary Date is too far in the future. Please re-enter the Final Earnable Salary Date.
The Final Earnable Salary Date should not be greater than the Final Reporting Period End Date unless both dates are within the same month and year	This error occurs when the entered Final Earnable Salary Date is in a month greater than the Final Reporting Period End Date. For most circumstances the Final Earnable Salary Date should be less than or equal to the Final Reporting Period End Date.



Section 7 – Certification of Final Payroll Errors

When your message is . . .

The most common explanation is . . .

<p>The salary reported is larger than anticipated as compared to the prior reporting period. Please evaluate the amount and report only what is earnable or provide the appropriate additional earnings code.</p>	<p>This message can appear for a couple of different circumstances:</p> <ol style="list-style-type: none">1. A Certification of Final Payroll has been submitted for this employee and the final salary provided is 30% greater than the previous salary provided to OPERS. Please confirm the salary information provided is correct.2. The salary provided meets the minimum requirements for a Large Earning.
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