

First level errors

Reviewing first-level import validation errors

During the import's first-level validation process (structural and identification), the import stops each time it encounters a validation error. Each time an error is located, the file name and path no longer appear in the **File Name** field.

To resolve this issue, you must correct this type of error outside of MyTRS or submit a different file. If the upload validation process encounters additional errors, you must repeat this process by correcting each error and re-uploading the file.

Table 1: Deduction Report Import File > First-Level Validation Errors

First-Level Validation Error	Cause of Error
■ Cannot upload file. Please verify the file extension is .txt	MTRS deduction reports are required to be in text format, specifically with a .txt extension such as Jan2010.txt. Attempting to upload a Deduction Report file in which the file extension (i.e., .xls, .doc, .pdf, etc.) is not .txt results in this error.
■ Record does not have correct number of characters	Attempt to upload a deduction report file in which the record length is not 309 characters. Validate that the file you are loading is a deduction report file.
■ Agency Code is invalid	Attempt to upload a Deduction Report file in which the employer associated with the user uploading the file does not match AGENCY_CODE in the file details. For example: The user work for agency 9005 – Gotham Public Schools, but the Deduction Report file AGENCY_CODE in the file is 0905.
■ Pay Date does not match month of the report being submitted	Attempt to upload a Deduction Report file in which the reporting period date entered in import screen does not match the PAY_DATE month in the import file. For example, Report Period = 10/2009 but the import file contains pay dates for another period.
■ Pay Date is invalid	Attempt to upload a Deduction Report file in which the PAY_DATE is not listed.
■ No comma separating last name from first name	Attempt to upload a Deduction Report file in which the NAME from one or more member records does not contain a comma.

First-Level Validation Error

Cause of Error

- Name has two commas

Attempt to upload a Deduction Report file in which the NAME from one or more member records contains two commas.
