Making an adjustment

- Navigate to the Financial Information section on side left panel of your screen. Click on "**Adjustment Summary**"
- On the Employer Adjustment Summary Maintenance Screen , enter the information pertaining to adjustment in the comments box and click **"SAVE"** at the left top side of your screen.
- You will now see at the bottom of the panel **"New Adjustment Header"**.
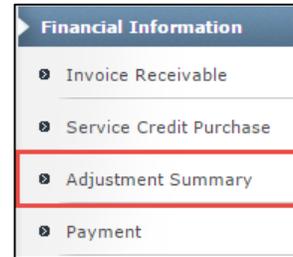
Financial Information

- Invoice Receivable
- Service Credit Purchase
- Adjustment Summary
- Payment

Employer Adjustment Summary Maintenance

Msg ID : 8 [All changes successfully saved.]

Save Refresh Void

Adjustment Summary Information

Adjustment Summary ID : 5059   Adjustment Summary Status : Review   Reporting Source : Manual
Received Date : 12/28/2015

Summary Submitted :   Posted Date :

Employer Adjustments

Total Earnings : $0.00
Total Pre-Tax EE Contribution : $0.00
Total Post-Tax EE Contribution : $0.00
Total ER Contribution : $0.00
Total Hours : 0
Comments :

Open New Adjustment Header Void

	Adjustment Header ID	Header Type	Status	Total Earnings	Total Pre-Tax EE Contributions	Total Post-Tax EE Contributions	Total ER Contributions	Total Hours	Total Records
	No records to display								

Create Adjustment Header Record

ERIC will display the Employer Adjustment Header Maintenance screen. This is where you will identify the header type. **You can't add adjustments from another system in a different header (example, an SRS member under PERS header).**

Comments are very helpful to us. Copy your comment so you can paste it in the comment box next screen

Employer Adjustment Header Maintenance

Msg ID : 8 [All changes successfully saved.]

Save Refresh Void

Adjustment Summary Detail

Adjustment Summary ID : 5059   Adjustment Summary Status : Review   Received Date : 12/28/2015
Total Records :   Posted Date :

Employer Adjustments
Total Earnings : $0.00
Total Pre-Tax EE Contribution : $0.00
Total Post-Tax EE Contribution : $0.00
Total ER Contribution : $0.00
Total Hours : 0

Select the Adjustment Header Type.

Click **SAVE**.

Adjustment Header Detail

Adjustment Header ID : 5057   *Adjustment Header Type : [SRS ▼]   Adjustment Header Status : Review
Total Records :

Employer Adjustments
Total Earnings : $0.00
Total Pre-Tax EE Contribution : $0.00
Total Post-Tax EE Contribution : $0.00
Total ER Contribution : $0.00
Total Hours : 0
Comments :

Adjustment Details

New Open Export To Excel

☐	Adjustment Detail ID	Person ID	SSN	Name	Status	Pay Type	Earnings	EE Contribution (Sys Calc.)	Pre-Tax EE Contribution (Reported)	Post-Tax Contribution (

No records to display

Once you select your header and click "**SAVE**" your "**NEW**" button will appear along with Adjustment details down below. Click on it and now you will be directed to the adjustments detail page and you are ready to start making your adjustments!

Create Adjustment Detail Record, cont.

ERIC displays the Employer Adjustment Detail Maintenance screen.

Enter the following;

- *Social Security number*
- *Payroll begin and end date (see helpful tip below)*
- *Earnings*
- *Hours*
- *Job Classification*
- *Pay type*
- *Rate and Rate Type*

Helpful Tips

You can put the **actual pay date** of when the amount should have been reported in the Payroll Start date and Payroll End date to ensure that hours and contributions are in the correct month. This is helpful for payroll schedules that pay into the following month from the pay period begin and end dates. Contact us if you have questions about this.

Employer Adjustment Detail Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save   Refresh

Adjustment Summary Detail

Adjustment Summary ID : 5059   Adjustment Summary Status : Review   Received Date : 12/28/2015

Total Records :   Posted Date :

Employer Adjustments

Total Earnings : $0.00
Total Pre-Tax EE Contribution : $0.00
Total Post-Tax EE Contribution : $0.00
Total ER Contribution : $0.00
Total Hours : 0

Adjustment Header Detail

Adjustment Header ID : 5057   Adjustment Header Type : SRS   Adjustment Header Status : Review

Total Records :

Employer Adjustments

Total Earnings : $0.00
Total Pre-Tax EE Contribution : $0.00
Total Post-Tax EE Contribution : $0.00
Total ER Contribution : $0.00
Total Hours : 0

Adjustment Detail

Adjustment Detail ID :   Adjustment Detail Status : Review   Suppress Warning :

SSN :

Last Name :   First Name :   Middle Name :

Payroll Begin Date :   Payroll End Date :

Beginning Occurrence Period :   Ending Occurrence Period :

Earnings : $0.00   Pay Type :

Job Classification :

Pre-Tax Employee Contribution : $0.00   Employee Contribution (Sys. Calc) : $0.00

Post-Tax Employee Contribution : $0.00

Employer Contribution : $0.00   Employer Contribution (Sys. Calc) : $0.00

Hours : 0   Rate : $0.00   Rate Type :

Comments :

Validation Info

Message ID	Message	Severity

No records to display

Create :   Modify :

*If you have a negative adjustment with payroll or hours etc. You must add a **negative sign to the adjustment**.

Example:
Earnings - $150.00
Hours: – 25

Create Adjustment Detail Record, cont.

Once you have entered the information for adjustment and click "**SAVE**", ERIC will calculate the contributions under SYS CALC and throw 2 ERRORS below (see illustration to the right). **That is expected**. Just copy what ERIC figured out for contributions and enter in the fields to the left of the Employee Contributions (SYS calc) and Employer Contributions (SYS calc) then click "**SAVE**." You should be Valid now.

Employer Adjustment Detail Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save Refresh

Adjustment Summary Detail

Adjustment Summary ID : 5059   Adjustment Summary Status : Review   Received Date : 12/28/2015
Total Records :   Posted Date :

Employer Adjustments
Total Earnings : $0.00
Total Pre-Tax EE Contribution : $0.00
Total Post-Tax EE Contribution : $0.00
Total ER Contribution : $0.00
Total Hours : 0

Adjustment Header Detail

Adjustment Header ID : 5057   Adjustment Header Type : SRS   Adjustment Header Status : Review
Total Records :

Employer Adjustments
Total Earnings : $0.00
Total Pre-Tax EE Contribution : $0.00
Total Post-Tax EE Contribution : $0.00
Total ER Contribution : $0.00
Total Hours : 0

Adjustment Detail

Adjustment Detail ID :   Adjustment Detail Status : Review   Suppress Warning :
SSN :
Last Name :   First Name :   Middle Name :
Payroll Begin Date :   Payroll End Date :
Beginning Occurrence Period :   Ending Occurrence Period :
Earnings : $0.00   Pay Type :
Job Classification :
Pre-Tax Employee Contribution : $0.00   Employee Contribution (Sys. Calc) : $0.00
Post-Tax Employee Contribution : $0.00
Employer Contribution : $0.00   Employer Contribution (Sys. Calc) : $0.00
Hours : 0   Rate : $0.00   Rate Type :
Comments :

Validation Info

| | Message ID | Message | Severity |
No records to display

Create :   Modify :

Errors

	Message ID	Message	Severity
☐	3015	Reported Employee Contribution is not within the allowable amount of the System Calculated Employee Contribution Amount.	Error
☐	3017	Reported Employer Contribution in not within the allowable amount of the System Calculated ER Contribution Amount.	Error

Create Adjustment Detail Record, cont.

Once you are in a **valid status**, using your back arrow at the top right , go back to your Employer Adjustment Header Maintenance Screen.

You will see the name down below in Adjustment Header. If you have another adjustment to do for same system, just click "new" and make your next entry.

After you have made your entries, click the back arrow until you are back to ***Adjustment Summary Screen.***

👤 Welcome!

Refresh

Adjustment Summary Detail

Adjustment Summary ID : 6820	Adjustment Summary Status : Posted	Received Date : 11/29/2017
Total Records : 2	Posted Date : 11/30/2017	

Employer Adjustments

Total Earnings : $367.05000000
Total Pre-Tax EE Contributions : $29.00
Total Post-Tax EE Contributions : $0.00
Total ER Contributions : $30.88
Total Base Employer Contributions : $30.88
Total State Contributions : $0.37
Total Hours : 0

Adjustment Header Detail

Adjustment Header ID : 7347	*Adjustment Header Type : PERS ▼	Adjustment Header Status : Posted
Total Records : 2		

Employer Adjustments

Total Earnings : $367.05000000
Total Pre-Tax EE Contributions : $29.00
Total Post-Tax EE Contributions : $0.00
Total ER Contributions : $30.88
Total Base Employer Contributions : $30.88
Total State Contributions : $0.37
Total Hours : 0
Comments : retro pay for claudia and tim kf

Adjustment Details

Open   Export To Excel

☐	Adjustment Detail ID	Person ID	SSN	Last Name	First Name	MI	Status	Pay Type	Earnings	EE Contribution (Sys Calc.)	Pre-Tax EE Contribution (Reported)	Post-Tax C
☐					TIMOTHY	∃	Posted	Retro Pay	$158.73000000	$12.54	$12.54	
☐					CLAUDIA	⋀	Posted	Retro Pay	$208.32000000	$16.46	$16.46	

Create :   11/29/2017 10:24:02 AM

Submitting your Adjustment

Once you are back in the Employer Adjustment Summary Screen, you will see the Submit button. If you are done with all of your updates, click **"submit".**

Employer Adjustment Summary Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save   Refresh   Submit   Void

Adjustment Summary Information

Adjustment Summary ID :   Adjustment Summary Status : Valid

Summary Submitted : ☐

Employer Adjustments

Total Earnings : $0.00000000
Total Pre-Tax EE Contributions : $0.00
Total Post-Tax EE Contributions : $0.00
Total ER Contributions : $0.00
Total Base Employer Contributions : $0.00
Total State Contributions : $0.00
Total Hours : (2,259.0000)
Comments :

Open   New Adjustment Header   Void

■	Adjustment Header ID	Header Type	Status	Total Earnings	Total Pre-Tax EE Contributions	Total Post-Tax EE Contributions	Total ER Contributions	Total Base Employer Contributions	Total State Contrib
☐		SRS	Valid	$0.00000000	$0.00	$0.00	$0.00	$0.00	
	Create : blaineco			12/15/2017 3:00:52 PM				Modify : blaineco	12/18/2017

Paying your Adjustment or using your Credit

Once you have submitted your adjustment summary, it will be sent to us for review and posting. Once it is in a posted status, you will be able to either pay it, or use the credit memo in the payment screen. **Posting on our side can take up to 2 days.**

Once your adjustment summary is posted, you can go to your side panel on the left and click on "**Payment**". If you owe money and want to pay us before your regular payroll, you will click on your payment method (eg. ACH) then "**NEW**". As soon as you get to the **PAYMENT MAINTANCE SCREEN** click "**SAVE**" and the amount you owe will populate down below. If you wait till you do your regular payroll the new amount owed will be on separate line with your regular payroll payment, or there will be a credit memo in center of payment screen. If you want to have that amount deducted off your payroll, simply check "**include credit memo**".

ERIC

- Demographic Detail
- Enrollment Header
- Enrollment Detail
- Payroll Header
- Payroll Detail
- Upload File
- Processed Files
- Processed Records
- 457 SDA File
- Covered Payroll Reporting by
- Covered Payroll Reporting by

Financial Information

- Invoice Receivable
- Service Credit Purchase
- Adjustment Summary
- Payment

Organization Information

- Messages
- Insurance
- Organization
- Limitation Maintenance
- Contribution Rate

Payment Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

[Save] [Refresh]

Payment Information

Payment ID :	Payment Status :	Submitted : No
Payment Date : __/__/____ ☒ 📅	Payment Method : ACH	Submitted Date :
Organization ID : 6446		
Check Number :	Bank Account No. : ▼	Account Type : ○ Checking ○ Savings
NSF : No	457 Payment : ☐	Suppress Warnings : ☐
Pending Invoice Amount : $0.00	Available Credit Memo Amount : $0.00	Remaining Payment Amount : $0.00
Included Invoice Amount : $0.00	Included Credit Memo Amount : $0.00	Comment :

*☐ By clicking on the authorization button above, I authorize payment of funds from our bank account to MPERA in the amount of the total shown.

Create :

Correct Adjustment Detail Records

Once an Adjustment Detail Record is created, *but not yet posted*, you can edit and update the record. There may also be times in which an Adjustment Detail Record will not post due to errors/warnings. Here we will show how to open the Adjustment Record to update or correct it .

Navigate to the Financial Information Section.
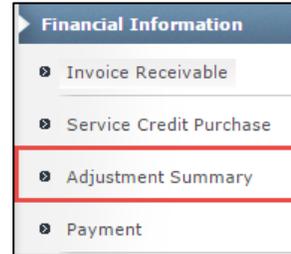
Select the **Adjustment Summary** menu item.

ERIC Displays the Employer Adjustment Summary Lookup screen.

Search for the desired Adjustment record.
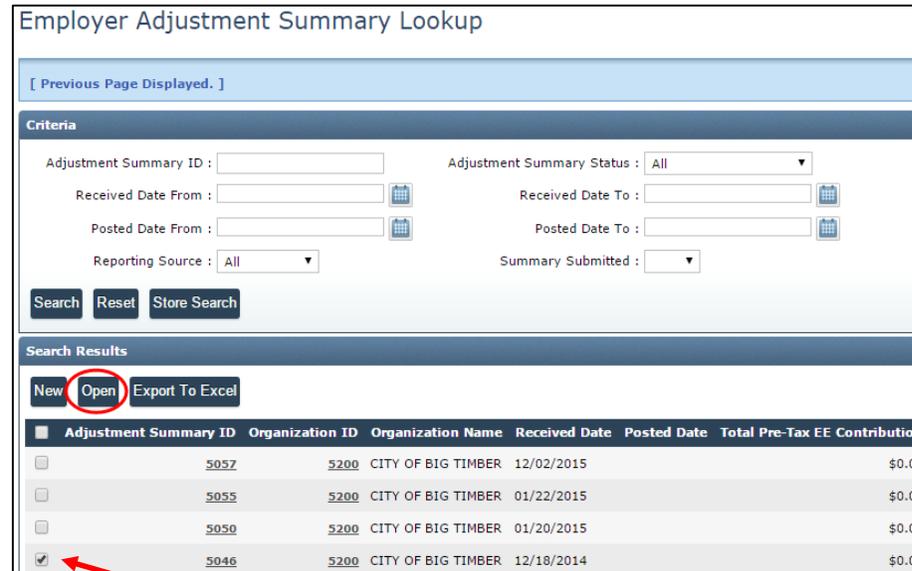
Financial Information

- ⊗ Invoice Receivable
- ⊗ Service Credit Purchase
- ⊗ Adjustment Summary
- ⊗ Payment

Employer Adjustment Summary Lookup

[Previous Page Displayed.]

Criteria

Adjustment Summary ID :		Adjustment Summary Status :	All ▼
Received Date From :		Received Date To :	
Posted Date From :		Posted Date To :	
Reporting Source :	All ▼	Summary Submitted :	▼

Search Reset Store Search

Search Results

New Open Export To Excel

	Adjustment Summary ID	Organization ID	Organization Name	Received Date	Posted Date	Total Pre-Tax EE Contribution
☐	5057	5200	CITY OF BIG TIMBER	12/02/2015		$0.00
☐	5055	5200	CITY OF BIG TIMBER	01/22/2015		$0.00
☐	5050	5200	CITY OF BIG TIMBER	01/20/2015		$0.00
☑	5046	5200	CITY OF BIG TIMBER	12/18/2014		$0.00

Select the desired record and click "**Open**".

Helpful Tips

If more than one Adjustment Detail ID exists in the '*Review*' status, you can select the checkbox next to each one and click Open. This will allow you to navigate between records from the Maintenance screen instead of having to navigate back to the Lookup screen to open another record.

Correct Adjustment Detail Records cont.

ERIC displays the Employer Adjustment Summary Maintenance screen.

Select the Adjustment Header ID and click **"OPEN"**.

ERIC displays the Employer Adjustment Header Maintenance screen.

Open the existing Adjustment Detail or click "**NEW**" to add a new record.

Correct Adjustment Detail Records, cont.

ERIC displays the Employer Adjustment Detail Maintenance screen.

After you have all of the errors and warnings resolved and click "save" the Adjustment Detail Status will change from 'Review' to 'Valid'. The Adjustment Summary and Adjustment Header statuses will change to 'Valid'.

Navigate back to the Employer Adjustment Summary Maintenance screen by clicking the Adjustment Summary ID hyperlink at the top of the screen. Or use your back arrow right top of screen.