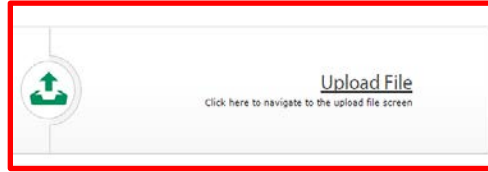


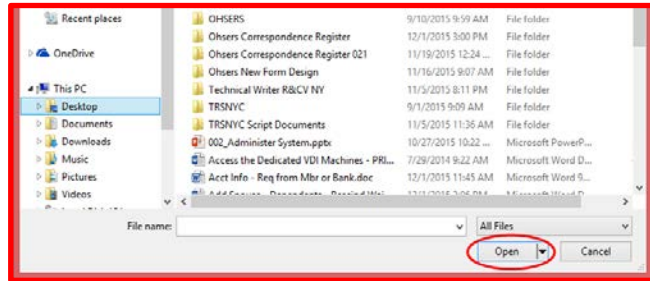
# Employer Adjustment File Upload

The following steps demonstrate how to upload an adjustment file. ERIC will only upload files in the .csv file format. After the file is successfully uploaded, providing there are no errors/warnings, ERIC will create an Employer Adjustment Summary record.

1. Upload the adjustment file.



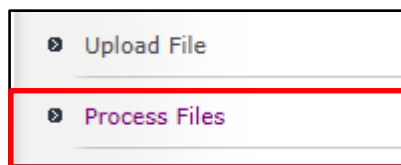
2. Choose the file to upload.



3. Click the *Upload File* button.

**Filename : Adjustment File.csv Size : 301 successfully loaded**

4. If the file was not uploaded successfully, go to the ProcessFiles link and review the files for any formatting errors that need to be addressed. Once you have taken care of any errors, **upload the file again**.



After a successful file upload the PERIS application will create an Employer Adjustment Summary record and Adjustment Header for each active system associated with the organization (including non-member).

# Manually Create an Adjustment Detail

In the event you need to create an Adjustment Detail Record and do not wish to upload a file, you can create them manually in ERIC. Once the record is created you can also add or adjust it prior to it being posted. Once it is **posted** you cannot edit the information on it.

1.

Navigate to the Financial Information section.

2.

Select the Adjustment Summary menu item.

3.

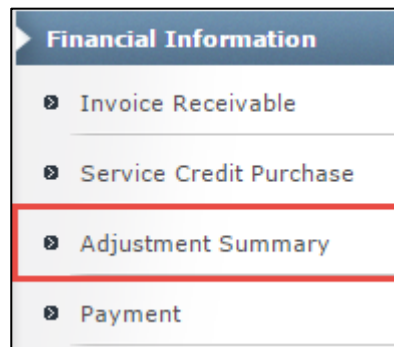
ERIC Displays the Employer Adjustment Summary Lookup screen.

4.

Click **NEW**.

5.

ERIC displays the Employer Adjustment Summary Maintenance screen.



## Employer Adjustment Summary Maintenance

Msg ID : 8 [ All changes successfully saved. ]

Save Refresh Void

6.

Click **SAVE**

### Adjustment Summary Information

Adjustment Summary ID : 5059

Adjustment Summary Status : Review

Reporting Source : Manual

Received Date : 12/28/2015

Posted Date :

Summary Submitted :

#### 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 :

7.

Click **NEW** Adjustment Header.

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
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No records to display

[Video- Adjustment Positive.mp4](#)

[Video- Adjustment Negative.mp4](#)

# Create Adjustment Detail Record, cont.

8.

ERIC Displays the Employer Adjustment Header Maintenance 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

9. Select the Adjustment Header Type.

**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 :

10. Click **SAVE**.

**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									

11.

Click **NEW**.

# Create Adjustment Detail Record, cont.

12.

ERIC displays the Employer Adjustment Detail Maintenance screen.

## 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 Adjustment**  
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

13.

Enter required information on the adjustment.

### 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 :       Pay Type :

Job Classification :

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

Post-Tax Employee Contribution :

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

Hours :       Rate :       Rate Type :

Comments :

14.

Click **SAVE** and **POST**

### 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 / Contribution Rate: - \$20.00.

# 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 as needed so that it can then be posted.

1.

Navigate to the Financial Information Section.

2.

Select the Adjustment Summary menu item.

3.

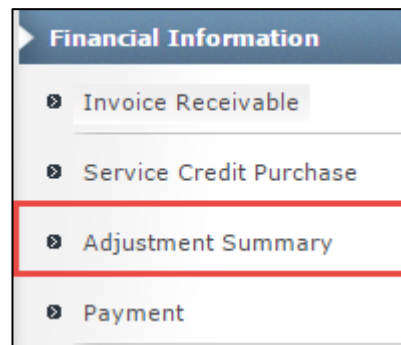
ERIC Displays the Employer Adjustment Summary Lookup screen.

4.

Search for the desired Adjustment record.

5.

ERIC Displays the search results.



### 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 Results**

<input type="checkbox"/>	Adjustment Summary ID	Organization ID	Organization Name	Received Date	Posted Date	Total Pre-Tax EE Contribution
<input type="checkbox"/>	5057	5200	CITY OF BIG TIMBER	12/02/2015		\$0.00
<input type="checkbox"/>	5055	5200	CITY OF BIG TIMBER	01/22/2015		\$0.00
<input type="checkbox"/>	5050	5200	CITY OF BIG TIMBER	01/20/2015		\$0.00
<input checked="" type="checkbox"/>	5046	5200	CITY OF BIG TIMBER	12/18/2014		\$0.00

6. Select the desired record and click Open.



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.

7.

ERIC displays the Employer Adjustment Summary Maintenance screen.

Employer Adjustment Summary Maintenance

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

Save Refresh Void

**Adjustment Summary Information**

Adjustment Summary ID : 5046 Adjustment Summary Status : Review Reporting Source : Manual  
Received Date : 12/18/2014  
Posted Date :

Summary Submitted :

**Employer Adjustments**

Total Earnings : \$2,000.00  
Total Pre-Tax EE Contribution : \$0.00  
Total Post-Tax EE Contribution : \$0.00  
Total ER Contribution : \$0.00  
Total Hours : 0

8. Select the Adjustment Header ID and click Open.

Open New Adjustment Header Void

<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	5045	SRS	Review	\$2,000.00	\$0.00	\$0.00	\$0.00	0	1

Employer Adjustment Header Maintenance

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

Save Refresh Void

**Adjustment Summary Detail**

Adjustment Summary ID : 5046 Adjustment Summary Status : Review  
Total Records : 1 Posted Date :

**Employer Adjustments**

Total Earnings : \$2,000.00  
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 : 5045 \*Adjustment Header Type : SRS

Total Records : 1

**Employer Adjustments**

Total Earnings : \$2,000.00  
Total Pre-Tax EE Contribution : \$0.00  
Total Post-Tax EE Contribution : \$0.00  
Total ER Contribution : \$0.00  
Total Hours : 0  
Comments :

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

New Open Export To Excel

<input type="checkbox"/>	Adjustment Detail ID	Person ID	SSN	Name	Status	Pay Type	Earnings
<input type="checkbox"/>	5045	7702	000-21-0212	Rita Hayworth	Review	Adjustment	\$2,000.00

9.

ERIC displays the Employer Adjustment Header Maintenance screen.

# Correct Adjustment Detail Records, cont.

11.

ERIC displays the Employer Adjustment Detail Maintenance screen.

12.

Enter required information on the adjustment.

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

Message ID	Message	Severity
<input type="checkbox"/> 3006	Adjustment Detail will be split evenly between months for the designated period.	Warning
<input type="checkbox"/> 3010	No valid Employment exists for the reported Adjustment Detail. Update employment history before submitting adjustment.	Error

13.

Navigate back to the Employer Adjustment Summary Maintenance screen by clicking the Adjustment Summary ID hyperlink at the top of the screen.

14.

Click **SUBMIT**