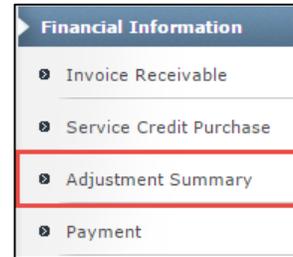


Making an adjustment

If you need to make an adjustment, (i.e. reporting retro pay) or for an error in a previous report, follow the steps below.

- 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**”.



A screenshot of the "Employer Adjustment Summary Maintenance" screen. At the top, a blue message bar says "Msg ID : 8 [All changes successfully saved.]". Below it are buttons for "Save", "Refresh", and "Void". The main section is titled "Adjustment Summary Information" and contains the following details: Adjustment Summary ID : 5059, Adjustment Summary Status : Review, Reporting Source : Manual, Received Date : 12/28/2015, and Posted Date : . Underneath, there is a section for "Employer Adjustments" with fields for Total Earnings : \$0.00, Total Pre-Tax EE Contribution : \$0.00, Total Post-Tax EE Contribution : \$0.00, Total ER Contribution : \$0.00, and Total Hours : 0. A "Comments" text area is also present. At the bottom left, there are buttons for "Open", "New Adjustment Header", and "Void". Below these buttons is a table header with columns: Adjustment Header ID, Header Type, Status, Total Earnings, Total Pre-Tax EE Contributions, Total Post-Tax EE Contributions, Total ER Contributions, Total Hours, and Total Records. The table currently shows "No records to display". A red arrow points from the "New Adjustment Header" button to a yellow callout box at the bottom of the page.

Click **NEW** Adjustment Header.

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.

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**

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 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 :



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.

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 : S059 Adjustment Summary Status : Review Received Date : 12/28/2015
 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 Header Detail

Adjustment Header ID : S057 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
<input type="checkbox"/> 3015	Reported Employee Contribution is not within the allowable amount of the System Calculated Employee Contribution Amount.	Error
<input type="checkbox"/> 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.

The screenshot displays the HR system interface for creating an adjustment detail record. The top navigation bar includes a "Welcome!" message and a home icon. A "Refresh" button is located below the navigation bar. The main content area is divided into three sections:

- Adjustment Summary Detail:** Shows Adjustment Summary ID: 6820, Adjustment Summary Status: Posted, Received Date: 11/29/2017, and Total Records: 2. It includes a sub-section for **Employer Adjustments** with the following values: 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, and Total Hours: 0.
- Adjustment Header Detail:** Shows Adjustment Header ID: 7347, Adjustment Header Type: PERS (selected in a dropdown), and Adjustment Header Status: Posted. It also includes the same **Employer Adjustments** values as above. A comments field contains the text: "retro pay for claudia and tim kf".
- Adjustment Details:** Features "Open" and "Export To Excel" buttons above a table listing individual adjustment records.

The **Adjustment Details** table has the following columns: Adjustment Detail ID, Person ID, SSN, Last Name, First Name, MI, Status, Pay Type, Earnings, EE Contribution (Sys Calc.), Pre-Tax EE Contribution (Reported), and Post-Tax Contribution (Reported). The table contains two rows of data:

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 Contribution (Reported)
<input type="checkbox"/>				TIMOTHY		Posted	Retro Pay	\$158.73000000	\$12.54	\$12.54	
<input type="checkbox"/>				CLAUDIA		Posted	Retro Pay	\$208.32000000	\$16.46	\$16.46	

At the bottom of the table, it shows "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 : 0000 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
<input type="checkbox"/>	SRS	Valid	\$0.00000000	\$0.00	\$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

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

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 MAINTNANCE 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”**.

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	Bank Account No. : [v]	Account Type : <input type="radio"/> Checking <input type="radio"/> Savings
Check Number : []	457 Payment : <input type="checkbox"/>	Suppress Warnings : <input type="checkbox"/>
NSF : No	Available Credit Memo Amount : \$0.00	Remaining Payment Amount : \$0.00
Pending Invoice Amount : \$0.00	Included Credit Memo Amount : \$0.00	Comment : []
Included Invoice Amount : \$0.00		

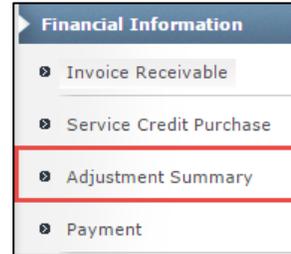
By clicking on the authorization button above, I authorize payment of funds from our bank account to MPERA in the amount of the total shown.

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.

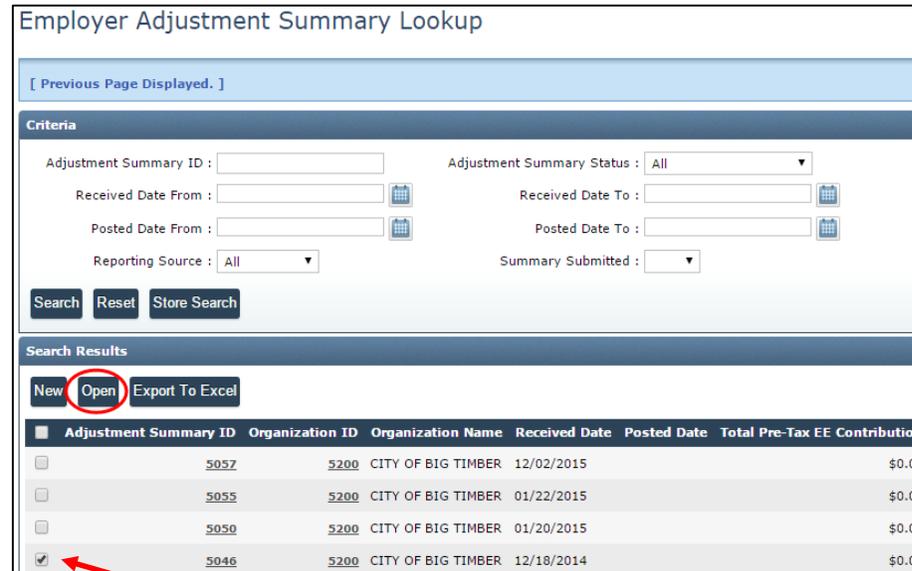


A vertical menu titled "Financial Information" with a right-pointing arrow. It contains four items: "Invoice Receivable", "Service Credit Purchase", "Adjustment Summary" (highlighted with a red border), and "Payment".

Select the **Adjustment Summary** menu item.

ERIC Displays the Employer Adjustment Summary Lookup screen.

Search for the desired Adjustment record.



The screenshot shows the "Employer Adjustment Summary Lookup" interface. It includes a search criteria section with fields for Adjustment Summary ID, Received Date From/To, Posted Date From/To, Reporting Source, and Summary Submitted. Below the search criteria are buttons for "Search", "Reset", and "Store Search". The "Search Results" section shows a table with columns: Adjustment Summary ID, Organization ID, Organization Name, Received Date, Posted Date, and Total Pre-Tax EE Contribution. The table contains four rows, with the last row (ID 5046) selected. Above the table are buttons for "New", "Open" (circled in red), and "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".

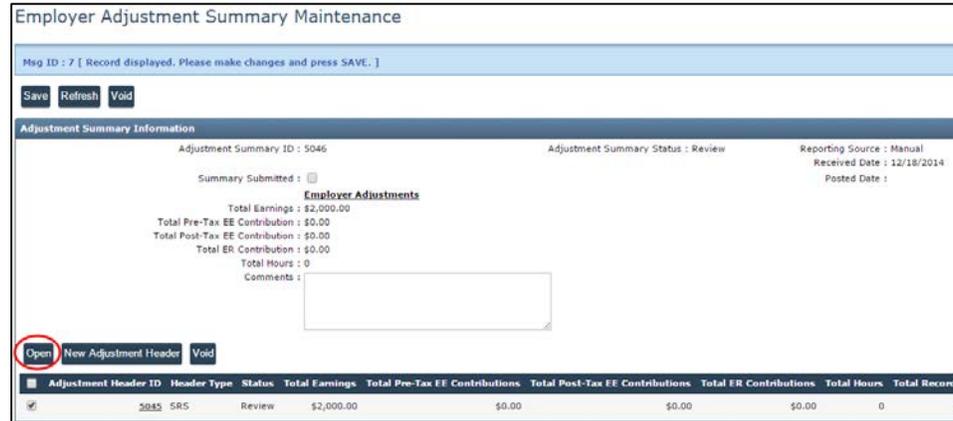


If more than one Adjustment Detail ID exists in the 'Review' status, you can select the checkbox next to each one and click Open. This will allow you to navigate between records from the Maintenance screen instead of having to navigate back to the Lookup screen to open another record.

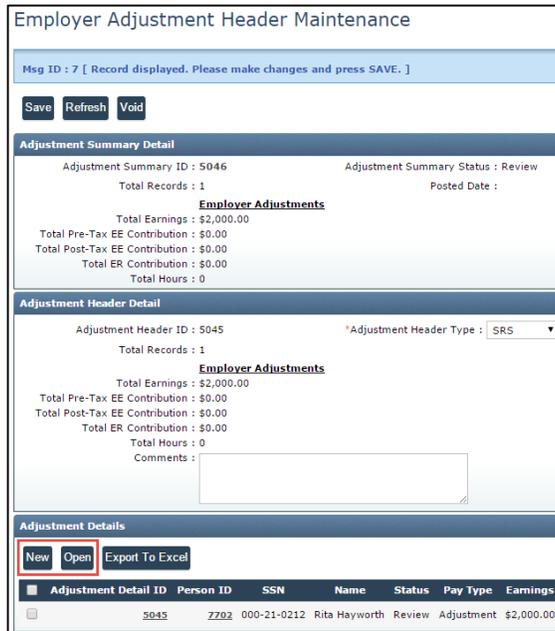
Correct Adjustment Detail Records cont.

ERIC displays the Employer Adjustment Summary Maintenance screen.

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



The screenshot shows the 'Employer Adjustment Summary Maintenance' interface. At the top, it displays 'Msg ID : 7 [Record displayed. Please make changes and press SAVE.]' and buttons for 'Save', 'Refresh', and 'Void'. Below this is the 'Adjustment Summary Information' section, which includes fields for 'Adjustment Summary ID : 5046', 'Adjustment Summary Status : Review', and 'Reporting Source : Manual'. It also shows 'Summary Submitted :



The screenshot shows the 'Employer Adjustment Header Maintenance' interface. It displays 'Msg ID : 7 [Record displayed. Please make changes and press SAVE.]' and buttons for 'Save', 'Refresh', and 'Void'. The 'Adjustment Summary Detail' section shows 'Adjustment Summary ID : 5046', 'Adjustment Summary Status : Review', and 'Total Records : 1'. The 'Employer Adjustments' section lists: 'Total Earnings : \$2,000.00', 'Total Pre-Tax EE Contribution : \$0.00', 'Total Post-Tax EE Contribution : \$0.00', 'Total ER Contribution : \$0.00', and 'Total Hours : 0'. The 'Adjustment Header Detail' section shows 'Adjustment Header ID : 5045', '*Adjustment Header Type : SRS', and 'Total Records : 1'. The 'Employer Adjustments' section lists: 'Total Earnings : \$2,000.00', 'Total Pre-Tax EE Contribution : \$0.00', 'Total Post-Tax EE Contribution : \$0.00', 'Total ER Contribution : \$0.00', and 'Total Hours : 0'. There is a 'Comments' text area. The 'Adjustment Details' section has buttons for 'New', 'Open', and 'Export To Excel'. Below this is a table with columns: 'Adjustment Detail ID', 'Person ID', 'SSN', 'Name', 'Status', 'Pay Type', and 'Earnings'. The table contains one row with values: 5045, 7792, 000-21-0212, Rita Hayworth, Review, Adjustment, \$2,000.00. The 'Open' button is circled in red.

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'.

Employer Adjustment Detail 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 Received Date : 12/18/2014
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 Adjustment Header Status : Review
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

Adjustment Detail

Adjustment Detail ID : 5045 Adjustment Detail Status : Review Suppress Warning :

SSN : 000-21-0212

Last Name : Hayworth First Name : Rita Middle Name :
Payroll Begin Date : 11/01/2014 Payroll End Date : 11/30/2015

Beginning Occurrence Period : Ending Occurrence Period :
Earnings : \$2,000.00 Pay Type : Adjustment

Job Classification : Sheriff

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
<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

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.