

# Correcting Enrollment Detail Records

If you need to correct enrollment details about an employee, you can still accomplish this if the record is not in a **POSTED** status.

1. Navigate to the Employer Reporting section and click on the Enrollment Detail link.



2. Search for existing Employer Detail Record by entering information then click search.

Enrollment Lookup

Msg ID : 5 [ Please enter search criteria and press SEARCH. ]

Criteria

SSN : 123-45-6789 [ Search icon ] System : PERS [ Dropdown ]

Last Name : Duck [ Input ] First Name : Daisy [ Input ]

Enrollment Status : All [ Dropdown ] Enrollment Submitted : All [ Dropdown ]

Reporting Source : All [ Dropdown ] Employer Reporting Summary ID : [ Input ]

Employment Start Date From : [ Calendar icon ] Employment Start Date To : [ Calendar icon ] Employer Reporting

**Search** Reset Store Search

3. ERIC displays the Enrollment Maintenance screen.

Enrollment Maintenance

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

**Save** Refresh Void

Enrollment Header Information

Enrollment Header ID : 5072 Received Date : 12/28/2015 Posted Date :  
Enrollment Header Type : PERS Enrollment Header Status : Review File Name :  
Total Detail Records : 1 Employer Reporting Summary ID : 5089

Enrollment Information

Organization Name : CITY OF BIG TIMBER Enrollment Status : Review Posted Date :  
\*SSN : 746-84-5123 Name Prefix : Mr. [ Dropdown ]  
\*Last Name : Bloe \*First Name : Joe Middle Name : [ Input ]  
Name Suffix : [ Dropdown ] \*Date Of Birth : 12/04/1970 [ Calendar icon ] \*Gender : Male [ Dropdown ]  
Marital Status : [ Dropdown ] International : [ Input ] Suppress Warnings : [ Input ]  
\*Address Line 1 : 100 N Park Avenue Address Line 2 : [ Input ] Address Line 3 : [ Input ]  
\*City : Helena \*State : Montana \*Zip Code/Plus 4 : 67777 [ Input ]  
Country : United States of America [ Dropdown ]  
Phone Number : [ Input ] Phone Type : [ Dropdown ]  
Email Address : [ Input ] Email Type : [ Dropdown ] Reporting Source : Manual

Enrollment Details

\*System : PERS [ Dropdown ] \*Job Classification : Campus Security Officer [ Dropdown ]  
\*Employment Start Date : 12/10/1999 [ Calendar icon ]  
Member Contribution Rate : 7.90%  
Comments : [ Text area ]

4. Update any information and/or address any warnings and errors in the Validation Info panel.

Employment History

Employment History ID	Organization ID	Organization Name	System	Job Classification	Status	Employment Start Date	Termination of Employment Date
No records to display							

Other Details

Name Check Validation Info

Message ID	Message	Severity
862	Job Classification is not allowed for the system.	Error

5. Click the **SAVE** button.