

Resolving Payroll Detail Errors

All **payroll warnings/errors** must be addressed before the payroll is officially submitted. Errors are identified either because information is missing, its in an incorrect place, or the system is expecting different information other than you have provided.

1. Navigate to the Employer Reporting link.



2. Select Employer Report Summary.

3. ERIC displays the Employer Report Summary Lookup screen.

Employer Report Summary Lookup

4.

Search for existing Employer Report Summary.

[Previous Page Displayed.]

Criteria

Received Date From:

Received Date To:

Posted Date From:

Posted Date To:

Reporting Source:

Receivable Status:

Create Invoice:

Summary Submitted:

Employer Reporting Summary Status:

Employer Reporting Summary ID:

*Paycycle Frequency:

Search Results

5.

ERIC displays the search results.

1 2 3 4 5 6

	Employer Reporting Summary ID	Total Enrollments	Total Demographic Changes	Total Payroll Detail Records	Pre-Tax EE Contribution	Post-
<input type="checkbox"/>	5086				\$0.00	
<input checked="" type="checkbox"/>	5085	1		1	\$1,168.58	

6. Select the desired record and click the Open button.

Resolving Payroll Detail Errors, cont.

7. ERIC displays the Employer Report Summary Maintenance screen.

Employer Reporting Summary Maintenance

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

Save Refresh Void

Employer Reporting Summary Information

Reporting Source : Manual Posted Date : File Name :
Employer Reporting Summary ID : 5085 Create Invoice :
No Payroll : Summary Submitted :
Submitted Date : Paycycle Frequency : Monthly Employer Reporting Summary Status : Review
Received Date : 12/01/2015 Comments :

Enrollment/Demographic Information

Enrollment Information

Demographic Information

Total Enrollment Records : 1 Enrollment Header Status : Review

Open Void New Enrollment Header

Enrollment Header ID	Header Type	Header Status	Total Enrollment
5069	PERS	Review	1

Payroll Summary Information

Payroll Summary Status : Review ER Contributions : \$1,223.32
Pre-Tax EE Contributions : \$1,168.58 Total Contributions : \$2,391.90
Post-Tax EE Contributions : \$0.00

Open Void New Payroll Header

Payroll Header ID	Header Type	Payroll Header Status	Total Earnings	Total Hours	Pre-Tax EE Contributions	Post-Tax EE Contributions	ER Contributions	Total Contributions
5004	PERS	Review	\$48,066.50	888.0000	\$1,168.58	\$0.00	\$1,223.32	\$2,391.90

8. In the Payroll Summary Information Panel, select the desired Payroll Header ID and click open.

Resolving Payroll Detail Errors, cont.

9.

ERIC displays Payroll Header Maintenance screen.

Payroll Header Maintenance

Msg ID : 8 [All changes successfully saved.]

Save Refresh Void

Payroll Header Information

Payroll Header Details Contribution Totals By Pay Type Payroll Record Count

Received Date : 12/01/2015 Posted Date : Header Type : PERS
Payroll Header Status : Review Total Earnings : \$48,066.50 Payroll Summary Status : Review
Total Pre-Tax EE Contributions \$1,168.58 Total Post-Tax EE Contributions : \$0.00 Total Detail Records : 1
Total Pre-Tax Service Purchase Amount : \$0.00 Total ER Contributions : \$1,223.32
Suppress Warnings :
Payroll Start Date : 04/02/2014 Payroll End Date : 03/15/2014 Pay Date : 04/14/2014
Employer Reporting Summary ID : 5085 File Name :

Other Details

Payroll Details Compensation Payroll Details Payroll Details by Status **Validation Info**

Message ID	Message	Severity
879	Payroll schedule does not exist for the employer. Valid Pay Start and End Dates are required. Error	Error

10. Address warnings and errors displayed on Validation Info .

11.

Click **SAVE**.

Payroll Header Maintenance

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

Save Refresh Void

Payroll Header Information

Payroll Header Details Contribution Totals By Pay Type Payroll Record Count

Received Date : 12/01/2015 Posted Date : Header Type : PERS
Payroll Header Status : Review Total Earnings : \$48,066.50 Payroll Summary Status : Review
Total Pre-Tax EE Contributions \$1,168.58 Total Post-Tax EE Contributions : \$0.00 Total Detail Records : 1
Total Pre-Tax Service Purchase Amount : \$0.00 Total ER Contributions : \$1,223.32
Suppress Warnings :
Payroll Start Date : 04/02/2014 Payroll End Date : 03/15/2014 Pay Date : 04/14/2014
Employer Reporting Summary ID : 5085 File Name :

Other Details

Payroll Details Compensation Payroll Details Payroll Details by Status Validation Info

New **Open** Export To Excel

Payroll Detail ID	Person ID	SSN	Name	Payroll Detail Status	Earnings	ER Contribution (Sys Calc)	ER Contribution (Reported)	EE Contribution (Sys Calc)	Pre Tax EE Contribution(Reported)
5085		XXX-XX-6847		Review	\$48,066.50	\$3,975.10	\$1,223.32	\$3,797.25	\$1,168.58

12.

Select the Payroll Detail ID in the Other Details panel and click Open.

Resolving Payroll Detail Errors, cont.

13.

ERIC displays Payroll Detail Maintenance screen.

Payroll Detail Maintenance

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

Save Refresh Void Enrollment

Payroll Information

Payroll Header Type: PERS Payroll Header ID : 5006 Received Date : 12/01/2015
Posted Date : ER Summary Status : Review Payroll Header Status : Review
Reporting Frequency : Monthly ER Summary ID : 5085
Payroll Start Date : 5/2/2014 Payroll End Date : 5/15/2014

Payroll Details

Payroll Detail ID : 5006 Payroll Detail Status : Review SSN : 659-46-4947
Last Name : First Name : Middle Name :
Earnings : \$48,066.50 Pay Type : Regular Pay
Employee Contribution (Sys Calc) : \$0.00 Pre-Tax Employee Contribution : \$1,168.58 Post-Tax Employee Contribution : \$0.00
Employer Contribution (Sys Calc) : \$0.00 Employer Contribution (Amount Reported) : \$1,223.32 Comments :
Hours : 888.0000 Rate Type : Annual Salary Rate : \$0.00
Employment Status : Employment Status Date : Suppress Warnings :
Final Pay : Termination of Employment Date : Last Day Worked :
Job Classification : Sheriff

Service Purchase Detail

Service Purchase Type	Pre-Tax Service Purchase Amount
No records to display	

Validation Info

Message ID	Message	Severity
868	Employee and employer contributions are not within the allowable amount of the system calculated contribution rates.	Error
807	Enrollment is required.	Error

14.

Address warnings and errors displayed on Validation Info panel.

15.

Click **SAVE**