

Employee status- reporting termination

Once an employee terminates and the current payroll has not been reported, you can still add the status change to the payroll report. If payroll has been reported, then you must create a new employer report. This applies to all of the following: **retired, terminated, or have otherwise left employment.**

1.

Navigate to the Employer Reporting link.





2.



Search for the Employer Report Summary you wish to open.

Employer Report Summary Lookup

[Previous Page Displayed.]

Criteria

Received Date From:  Received Date To: 

Posted Date From:  Posted Date To: 

Reporting Source: All

Receivable Status: All

Create Invoice: All

Summary Submitted: All

Employer Reporting Summary Status: All

Employer Reporting Summary ID:

*Paycycle Frequency: All

Search **Reset** **Store Search**

Search Results

New **Open** **Export To Excel** **Copy Forward**

1 2 3 4 5 6

<input type="checkbox"/>	Employer Reporting Summary ID	Total Enrollments	Total Demographic Changes	Total Payroll Detail Records	Pre-Tax EE Co
<input type="checkbox"/>	5086				
<input checked="" type="checkbox"/>	5085		1		1

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3.

ERIC displays the Employer Reporting Summary Maintenance screen.

Employer Reporting Summary Maintenance

[Previous Page Displayed.]

Save Refresh Void

Employer Reporting Summary Information

Reporting Source : Manual Posted Date :
 Employer Reporting Summary ID : 5054 Create Invoice :
 No Payroll : Summary Submitted :
 Submitted Date : Paycycle Frequency : Monthly Employer Reporting :
 Received Date : 01/02/2015 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
5003	SRS	Valid	

Payroll Summary Status : Valid ER Contributions : \$173.80
 Pre-Tax EE Contributions : \$151.80 Total Contributions : \$325.60
 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
5003	SRS	Valid	\$2,200.00	80.0000	\$151.80

4.

Open the Employer Report/Payroll Header that contains the employee that needs the status change. (Or otherwise create the needed Employer Report)*.

5.

ERIC displays the Payroll Header Maintenance screen. Click on the Payroll ID link you wish to change.

Payroll Header Maintenance

[Previous Page Displayed.]

Save Refresh Void

Payroll Header Information

Payroll Header Details Contribution Totals By Pay Type Payroll Record Count

Received Date : 01/02/2015 Posted Date :
 Payroll Header Status : Valid Total Earnings: \$2,200.00
 Total Pre-Tax EE Contributions \$151.80 Total Post-Tax EE Contributions : \$0.00
 Total Pre-Tax Service Purchase Amount : \$0.00
 Payroll Start Date : 02/01/2015 Payroll End Date : 02/28/2015
 Employer Reporting Summary ID : 5054 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
5002	236463	XXX-XX-9286	Patty Bouvier	Valid	\$1,000.00
5003	236462	XXX-XX-5654	Happy GoLucky	Valid	\$1,200.00



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6.

ERIC displays the Payroll Detail Maintenance screen.

The screenshot shows the 'Payroll Detail Maintenance' screen. At the top, there is a message: 'Msg ID : 7 [Record displayed. Please make changes and press SAVE.]'. Below this are buttons for 'Save', 'Refresh', and 'Void'. The screen is divided into sections: 'Payroll Information' and 'Payroll Details'. The 'Payroll Information' section contains fields for Payroll Header Type (SRS), Posted Date, Reporting Frequency (Monthly), Payroll Start Date (2/1/2015), Payroll Header ID (5003), ER Summary Status (Review), ER Summary ID (5054), Payroll End Date (2/28/2015), Received Date (01/02/2015), and Payroll Header Status (Valid). The 'Payroll Details' section contains fields for Payroll Detail ID (5003), Payroll Detail Status (Valid), SSN (003-25-5654), Last Name (GoLucky), First Name (Happy), Middle Name, Earnings (\$1,200.00), Pre-Tax Employee Contribution (\$82.80), Post-Tax Employee Contribution (\$0.00), Employer Contribution (Sys Calc) (\$94.80), Employer Contribution (Amount Reported) (\$94.80), Hours (80.0000), Rate Type, Employment Status (Terminated), Employment Status Date (01/14/2016), Termination of Employment Date (01/14/2016), Suppress Warnings (checked), Final Pay (checked), Last Day Worked, and Job Classification (Sheriff). Red boxes highlight the Employment Status (Terminated), Employment Status Date (01/14/2016), Termination of Employment Date (01/14/2016), Final Pay (checked), and Last Day Worked fields.

7.

Enter the following information:

- SSN
- Earnings
- Pre-Tax Employee Contribution
- Employer Contribution
- Employment Status: Terminated
- Termination of Employment Date
- Last day of Work
- Final Pay Checkbox
- Job Classification

8.

Click **SAVE**

9.

Navigate back to the Payroll Header Maintenance screen.

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10.

ERIC displays the Payroll Header Maintenance screen.

Payroll Header Maintenance

Msg ID : 8 [All changes successfully saved]

Save Refresh Void

11. Click **SAVE**

Payroll Header Information

Received Date : 01/02/2015
 Payroll Header Status : Valid
 Total Pre-Tax EE Contributions \$151.80
 Total Pre-Tax Service Purchase Amount : \$0.00
 Payroll Start Date : 02/01/2015
 Employer Reporting Summary ID : 5054

Posted Date :
 Total Earnings : \$2,200.00
 Total Post-Tax EE Contributions : \$0.00
 Payroll End Date : 02/28/2015
 File Name :

Header Type : SRS
 Payroll Summary Status : Valid
 Total Detail Records : 2
 Total ER Contributions : \$173.80
 Suppress Warnings :
 Pay Date : 02/27/2015

Other Details

<input type="checkbox"/>	Payroll Detail ID	Person ID	SSN	Name	Payroll Detail Status	Earnings	ER Contribution (Sys Calc)	ER Contribution (Reported)	EE Contribution (Sys Cal
<input type="checkbox"/>	5002	236463	XXX-XX-9286	Patty Bouvier	Valid	\$1,000.00	\$79.00	\$79.00	\$69.
<input type="checkbox"/>	5003	236462	XXX-XX-5654	Happy GoLucky	Valid	\$1,200.00	\$94.80	\$94.80	\$82.

12.

Navigate back to the Employer Reporting Summary Maintenance screen to submit the payroll or make changes before submitting.