

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 the 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 First Name : Daisy

Enrollment Status : All [dropdown] Enrollment Submitted : All [dropdown]

Reporting Source : All [dropdown] Employer Reporting Summary ID : [text]

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

Search Reset Store Search

Enrollment Maintenance

3. ERIC displays the **Enrollment Maintenance** screen.

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 : [text] Name Prefix : Mr. [dropdown]
*Last Name : Bloe [text] *First Name : Joe [text] Middle Name : [text]
Name Suffix : [dropdown] *Date Of Birth : 12/04/1970 [calendar icon] *Gender : Male [dropdown]
Marital Status : [dropdown] International : [checkbox] Suppress Warnings : [checkbox]
*Address Line 1 : 100 N Park Avenue Address Line 2 : [text] Address Line 3 : [text]
*City : Helena *State : Montana [dropdown] *Zip Code/Plus 4 : 67777 [text]
Country : United States of America [dropdown]
Phone Number : [text] Phone Type : [dropdown]
Email Address : [text] 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 **Errors** 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 **Errors**

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

5. Click the **SAVE** button.