

## Creating an Adjustment

1. On your home screen in ERIC go to the left side panel under Financial Information and click on **“ADJUSTMENT SUMMARY”**
2. ERIC displays the Employer Adjustment Summary Lookup Screen
3. Click **“NEW”**

The screenshot shows the ERIC web application interface. On the left is a navigation menu with categories like Payroll Detail, Upload File, and Financial Information. The 'Financial Information' category is expanded, showing options like Invoice Receivable, Credit Memo, and Adjustment Summary. The main area is titled 'Employer Adjustment Summary Lookup' and contains a search criteria form with fields for Adjustment Summary ID, Received Date, Posted Date, Reporting Source, and Summary Submitted. Below the form are 'Search' and 'Reset' buttons. The search results section shows a table with columns for Adjustment Summary ID, Organization ID, Organization Name, Received Date, Posted Date, Total Pre-Tax EE Contribution, and Total Post-Tax Contribution. A 'No records to display' message is shown at the bottom of the table.

4. On the Employer Adjustment Summary Maintenance Screen, enter the information pertaining to adjustment in the comments box and click **“SAVE”** at the top left side of your screen. Copy the comments so you can paste this same information into your header and details section comment boxes as well.
5. You will now see **“NEW ADJUSTMENT HEADER”** Click on **“NEW ADJUSTMENT HEADER”**

The screenshot shows the 'Employer Adjustment Summary Maintenance' screen. At the top, there's a message: '[ All changes successfully saved. ]'. Below this are 'Save', 'Refresh', and 'Void' buttons. The main section is titled 'Adjustment Summary Information' and contains fields for Adjustment Summary ID (11356), Received Date (03/18/2021), Total Earnings (\$0.00000000), Total ER Contributions (\$0.00), Total Hours (0), Summary Submitted (checkbox), Reporting Source, Posted Date, Total Pre-Tax EE Contributions, Total Base Employer Contributions, and EE Interest. A 'Comments' field is present with a tooltip that reads: 'You will see this skeleton record with no information. You can enter information in this field about your adjustments then click "SAVE" and you now have your ADJUSTMENT SUMMARY created.' At the bottom are 'Open', 'New Adjustment Header', 'Void', and 'Export To Excel' buttons.

## Create Adjustment Header Record

ERIC will display the Employer Adjustment Header Maintenance screen. This is where you will identify the header type. Adjustment headers are for only one system. If you want to enter an adjustment for two systems under one summary you will need to create two adjustment headers.

6. Once you select your header and click **“SAVE”** You have now created your Adjustment Header.
7. The **“NEW”** button will appear in the Adjustment Details Panel.
8. Now you can click the **“NEW”** button under Adjustment Details to report your adjustment.

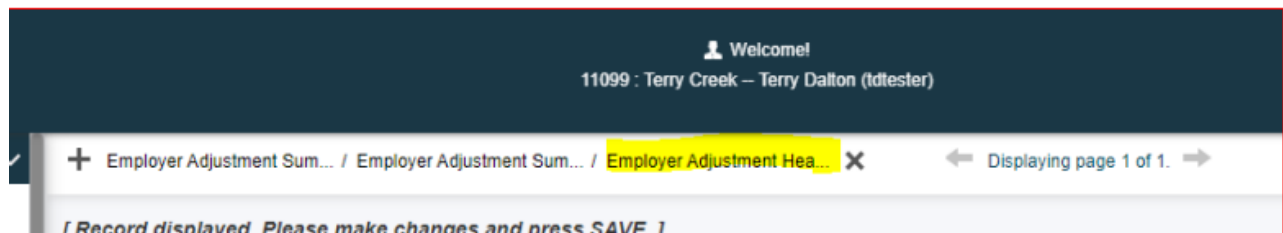
9. Enter the following information:
  - Social Security number

- Job Classification
- Pay type
- Pay date of the pay period when the reporting error occurred.
- If it was on a termination where the error occurred, the termination date.
- Earnings
- Employee and Employer Contributions
- Hours
- Rate and Rate Type

- Once you have entered the information for the adjustment, click **“SAVE”**. If you did not enter employee and employer contributions, ERIC will calculate the contributions under **SYS CALC** and throw 2 ERRORS below in your **ERRORS** panel. 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 in a valid status now if there are no other errors within your adjustment detail screen.

**Remember Unlike your normal payroll, you can enter negative hours and pay if you need to back those out.**

- If you are done with this one detail, and you have another entry, you can navigate to the previous header page using your back arrow, or use the “bread crumb feature” clicking Employer Adjustment Header (see screen shot below)



12. Click **“NEW”** to create another detail.

13. If you are done making adjustment detail entries, back arrow to your Adjustment Summary or click on your Adjustment Summary ID. This is where you will complete your adjustment.

Employer Adjustment Summary Maintenance

Save Refresh **Create Invoice / Credit Memo** Void

Adjustment Summary Information

Adjustment Summary ID : 11358	Reporting Source : Manual	Adjustment Summary Status : Valid
Received Date : 03/19/2021	Posted Date :	
Total Earnings : \$200.00000000	Total Pre-Tax EE Contributions : \$15.00	Total Post-Tax EE Contributions : \$0.00
Total ER Contributions : \$17.34	Total Base Employer Contributions : \$17.34	Total State Contributions : \$0.20
Total Hours : 10.0000	EE Interest : \$0.68	ER Interest : \$0.73
Summary Submitted : <input type="checkbox"/>	Create Invoice/Credit Memo : <input type="checkbox"/>	
Comments : <input type="text" value="Lisa Brown-forgot her over time"/>		

Open New Adjustment Header Void Export To Excel

Related Adjustment Headers

<input type="checkbox"/>	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 Contributions	Total Hours	Total Records
<input type="checkbox"/>	<a href="#">12481</a>	PERS	Valid	\$200.00000000	\$15.00	\$0.00	\$17.34	\$17.34	\$0.20	10.0000	2

14. When your details, header and summary are valid, you will see a **“CREATE INVOICE/CREDIT MEMO”** button. If all of your amounts look correct, confirm by clicking **“OK”**.

DocDirect for the Inte... File Transfer Service

doaperuat60 says

You are indicating to Create Invoice / Credit Memo. No further updates will be allowed to your report. Are you sure you want to submit for payment?

OK Cancel

Employer Adjustment Sum... / Employer Adjustment Sum...

all changes successfully cancelled. ]

Employer Adjustment Summary Maintenance

Save Refresh Create Invoice / Credit Memo Void

Adjustment Summary Information

Adjustment Summary ID : 11358	Reporting Source : Manual	Adjustment Summary Status : Valid
Received Date : 03/19/2021	Posted Date :	
Total Earnings : \$200.00000000	Total Pre-Tax EE Contributions : \$15.80	Total Post-Tax EE Contributions : \$0.00
Total ER Contributions : \$17.34	Total Base Employer Contributions : \$17.34	Total State Contributions : \$0.20
Total Hours : 10.0000	EE Interest : \$0.66	ER Interest : \$0.73
Summary Submitted : <input type="checkbox"/>	Create Invoice/Credit Memo : <input type="checkbox"/>	
Comments : Lisa Brown-forgot her over time		

Open New Adjustment Header Void Export To Excel

- You can navigate to your Home Screen and go to your payment button in left panel and either make a new payment (if you want to pay this immediately) or pay the amount when you make your normal payment for reported contributions from your payroll. If you have a credit, you can go to your credit tab and utilize that credit to have it deducted from your payment to us when you do your normal payroll. **You can only use the credit for adjustments in the same retirement system. For example, you can't use a credit from the PERS system to pay for MPORS adjustments.**

***For instructions on making a payment please see "How to make a payment"***