

## Section 6

# Payroll Adjustment

The following instructions explain how to correct a current year payroll when you are unable to make the correction in your payroll system.

## Submitting a Payroll Adjustment

### Step 1

On the home page, click on “Employer Reports” in the banner menu. *(Screen not shown.)*

### Step 2

To enter a payroll adjustment, you will need to create a new adjustment. On the Employer Reports page:

1. Verify the Work Report Status field is “Initial.”
2. Click the down arrow on “New Report” and select “Adjustment” from the drop-down menu.
3. The Generate Adjustment Report screen shown on the next page will appear.

Tools	Inserted Date	Work Report T...	Report Status	Report Source...	Date Released	Pay Date	Trans Identifier	Trans #	Work Report Total
Actions	03/07/2018	Regular	Initial	Accrued Verifi...		06/30/2017	Work Report: Jul-2016	171271661	\$0.00
Actions	01/31/2018	Regular	Initial	PSC		12/31/2017	IPP Purchase - 2017-12	171195434	\$1,413.78
Actions	01/10/2017	Regular	Initial	Service Credit ...		06/30/2005	2004-05 Service Credit Verification	162015698	\$0.00

### Step 3

1. In the Agreement Name column, click the box next to "Payroll" to indicate you want to create a payroll adjustment.
2. Enter the report start date and pay date. These dates should be the same — either the date of your most recent payroll or today's date.
3. Click "Save." This will take you directly to the Adjustment screen shown on the next page.

The screenshot shows the STRS Employer Reports interface. At the top, there are navigation links: Home, Payment History, New Hire Notification, Reemployed Retiree Notification, **Employer Reports**, Deposit & Service Reports, and Withdrawal Certification. Below these is the 'Employer Reports' section with filters for Trans Type (All), Status (All), and Work Report Status (Initial). There are buttons for 'New Report', 'One Time Payment', and 'Payment History'. A table with columns: Tools, Inserted Date, Work Report T..., Report Status, Report Source, Date Released, Pay Date, Trans Identifier, Trans #, and Work Report Total is visible. A 'Generate Adjustment Report' dialog box is open, showing a table with the following data:

Agreement Name	Report Start Date	Pay Date	Report Source	Date Received	Billing Type	Active	Message
<input type="checkbox"/> ARP	10/10/2017	10/10/2017	ARP	10/10/2017	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Backpostings	10/10/2017	10/10/2017	Back Postings	10/10/2017	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Service Credit ...	10/10/2017	10/10/2017	Service Credit ...	10/10/2017	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Purchase Serv.	10/10/2017	10/10/2017	PSC	10/10/2017	Contribution	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> 9599_Payroll...	10/10/2017	10/10/2017	Payroll	10/10/2017	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Accrued Verifi..	10/10/2017	10/10/2017	Accrued Verifi.	10/10/2017	Contribution	<input checked="" type="checkbox"/>	

At the bottom of the dialog box, there is a 'Save' button and a 'Close' button. A red arrow points from a yellow box with the number '1' to the '9599\_Payroll...' row. Another yellow box with the number '2' is next to the 'Report Start Date' field. A third yellow box with the number '3' is next to the 'Save' button.

## Step 4

1. On the Adjustment screen, click "Add Members."
2. The "Mass Adjustment" screen will appear. On this screen, click "Add Members."
3. The Search window will appear. Enter the member's SSN or name in the search field at the top of the screen and click "Search."
4. The member's information will appear. Click on the member's SSN. This will add the member to the adjustment report.
5. Then click "X" in the upper right corner of the screen to close the window. You will return to the Mass Adjustment screen.

**Repeat actions 3 and 4 above to add additional members.**

The screenshot displays the 'Adjustment' software interface. The main window is titled 'Mass Adjustment' and contains several sections: 'Report Source: Payroll', 'Billing Location: OHIO LOCAL SCHOOLS', 'Work Report Status: Initial', 'Date Released', 'User Released', 'Agreement Name', 'Category Name: STRS', 'Start Date: 10/10/2017', 'Stop Date: 10/10/2017', and 'Show Dates'. Below these are 'Work Units' and 'Members' sections. A 'Search' window is open, showing a search field with '012-56-3434' and a 'Search' button. A callout box with a red border contains the text: 'Refer to the instructions in Step 4 that correspond with the numbers on this screen.' Red arrows and numbers 1-5 point to specific elements: 1 points to the 'Add Members' button in the 'Mass Adjustment' window; 2 points to the 'Add Members' button in the 'Members' section; 3 points to the search field in the 'Search' window; 4 points to the search field; and 5 points to the 'X' button in the top right corner of the 'Search' window.

Tools	Pre tax employee contribution	After tax employee contribution	Annual - Backpost Payroll
	\$0	\$0	
	\$0	\$0	

Tools	SSN	Participant Name
	012-56-3434	BUCKEYE, B

Tools	SSN	Sort Name	Birth Date
	012-56-3434	BUCKEYE, B	7/29/1979

## Step 5

Check to make sure the member(s) you added are listed in the Members section.

1. If you need to add additional members, repeat actions 2–5 on the previous page.
2. Click “Save” when finished.
3. Then click “OK.” You will return to the Adjustment screen.

## Step 6

1. Enter the payroll adjustment amount in the Pretax Employee Contribution field.
2. Enter “Y” for yes in the Accrued Indicator field if contributions are accrued. Otherwise, leave this field blank.
3. Add details in the Notes field as needed.
4. Click “Save” when finished. You will automatically return to the Employer Reports page to submit the adjustment.≠

**Tip!** Enter “Y” in the Accrued Indicator field only if the contributions are being reported on a July or August payroll adjustment **and** the amount was or will be included in the annual report as part of accrued contributions.

Go to Step 7.

## Step 7

### Submit the adjustment.

After saving the adjustment, you will automatically return to the Employer Reports page.

The report status of the adjustment will be listed as "Initial."

To submit the adjustment:

1. Click on "Actions" in the Tools column for the adjustment. Then select "Submit" from the drop-down menu.
2. Click "Yes" to confirm you want to submit the adjustment.
3. Then click "OK."

The screenshot shows the 'Employer Reports' page with a table of reports. The 'Actions' column for the first report is open, and the 'Submit' option is selected. A confirmation dialog box is displayed, asking 'Are you sure you want to submit this work report?'. The 'Yes' button is circled in red. Below the confirmation dialog, an information dialog box shows 'The selected work report was submitted successfully.' with an 'OK' button circled in red.

Tools	Inserted Date	Work Report T...	Report Status	Report Source	Date Released	Pay Date	Trans Identifier	Trans #	Work Report Total
Actions	10/10/2017	Adjustment	Initial	Payroll		10/10/2017	Payroll : 2017-10-10		\$120.20

**Tip!** Once the report is submitted, it will disappear from your screen. To view submitted reports, change the Work Report Status field to "Submitted."