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

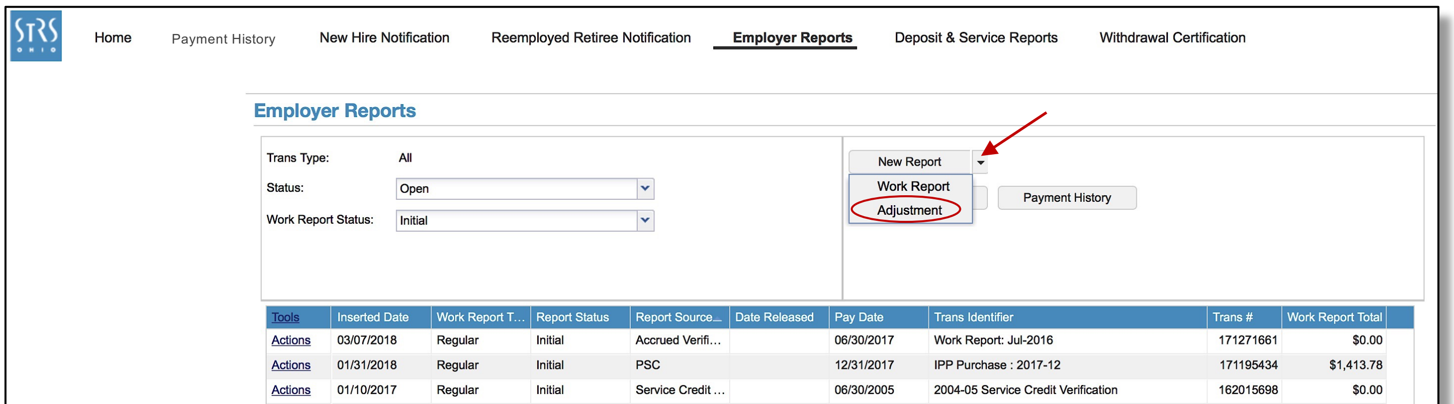
Step 1

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

Step 2

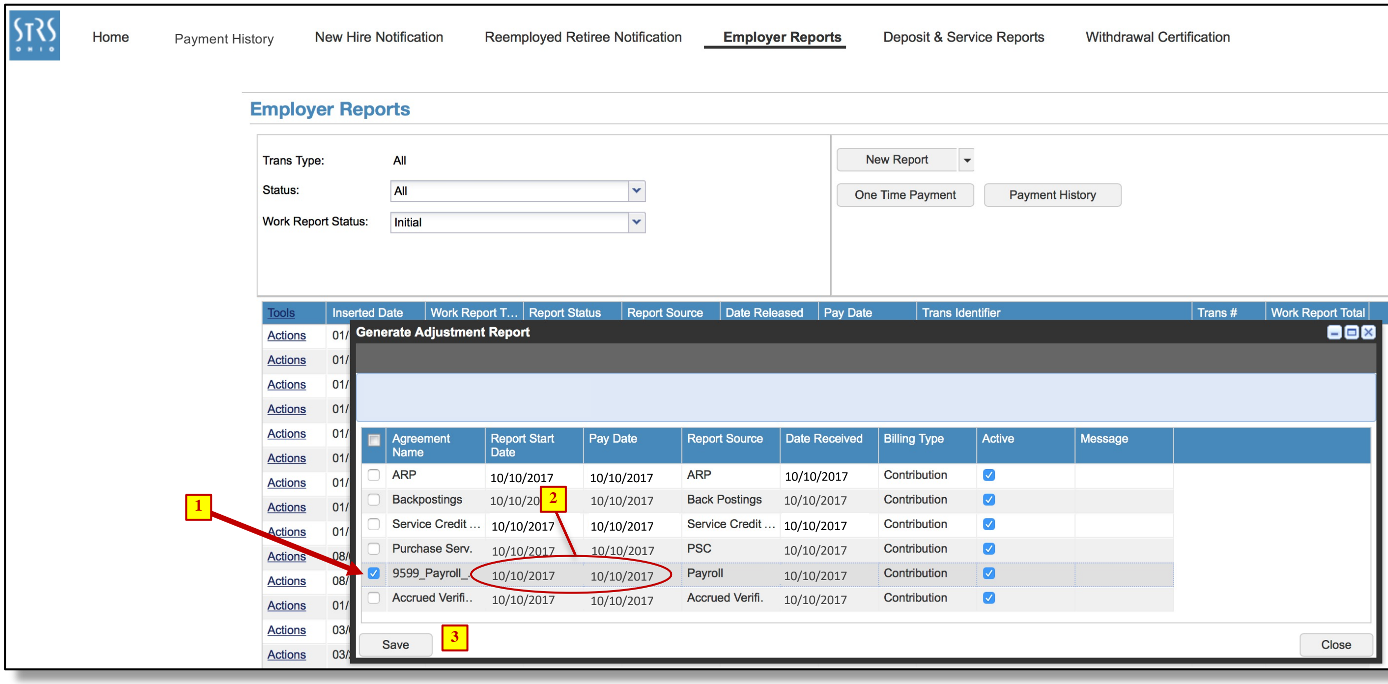
To enter a payroll adjustment, you will need to create a new adjustment. On the Employer Reports page:

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.



Step 3

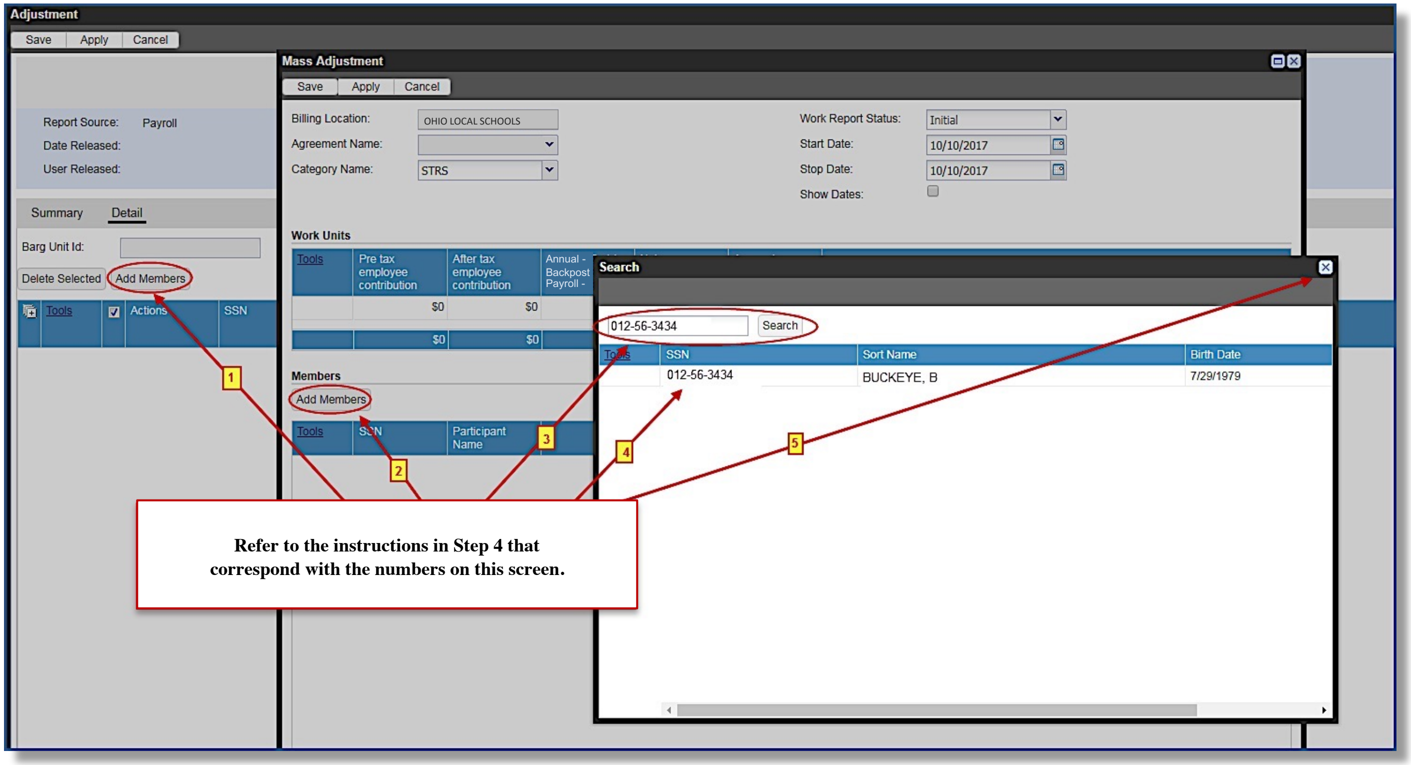
1. In the Agreement Name column, click the box next to “Payroll” to indicate you want to create a payroll adjustment.
2. Enter the report start date and pay date. These dates should be the same — either the date of your most recent payroll or today’s date.
3. Click “Save.” This will take you directly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



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.

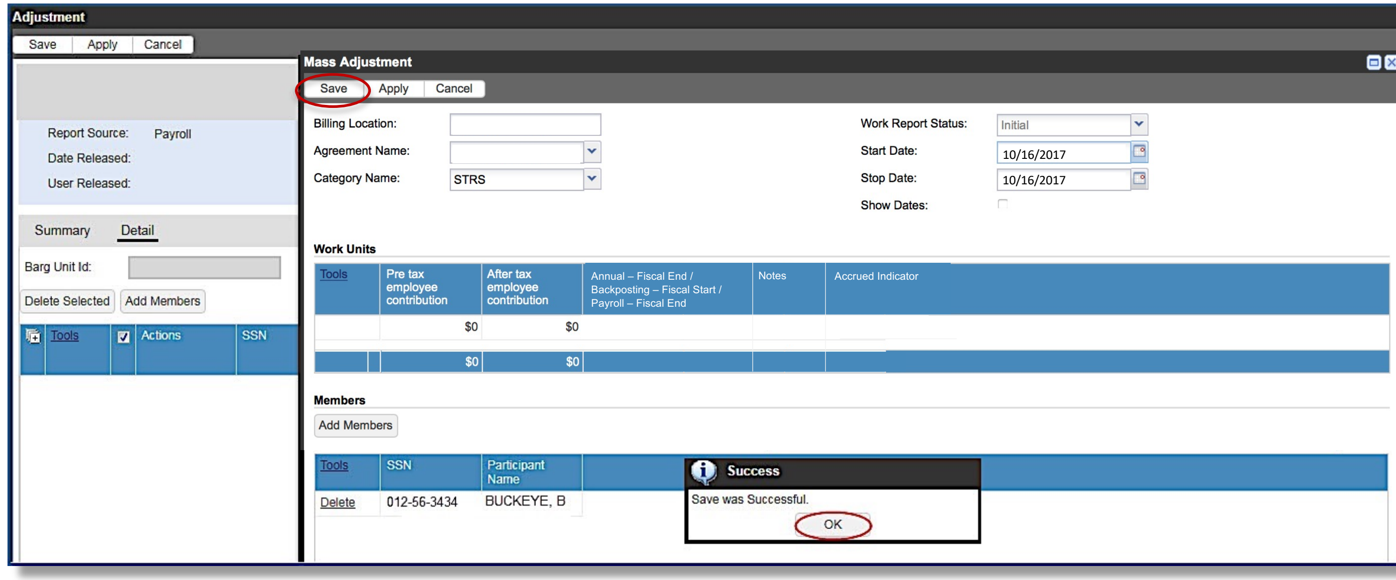
Repeat actions 3 and 4 above to add additional members.



Step 5

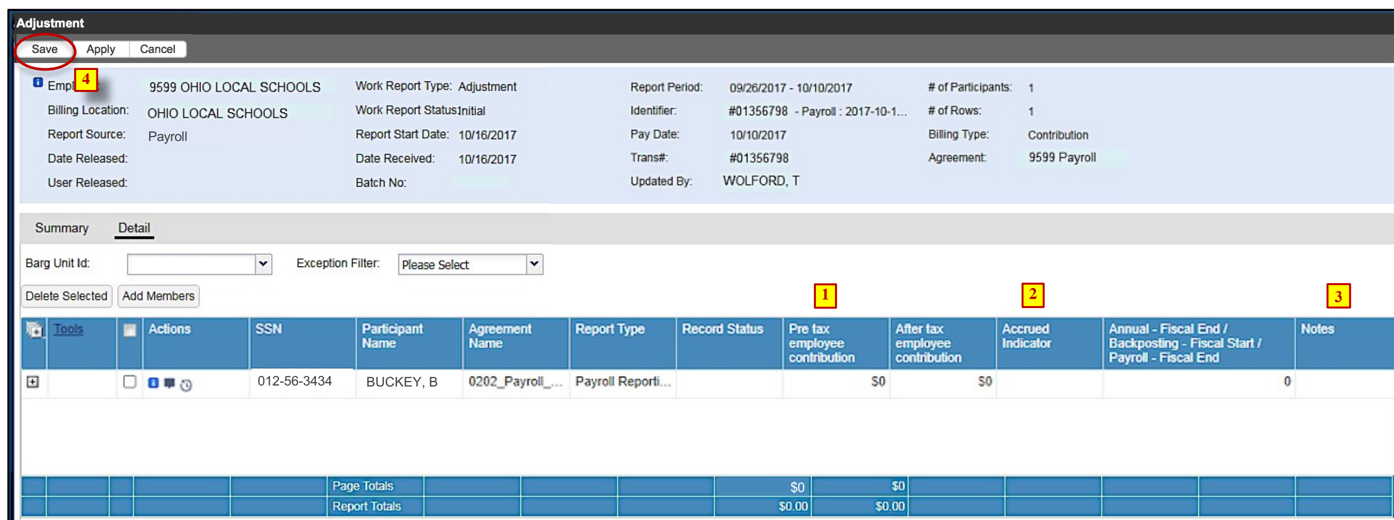
Check to make sure the member(s) you added are listed in the Members section.

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

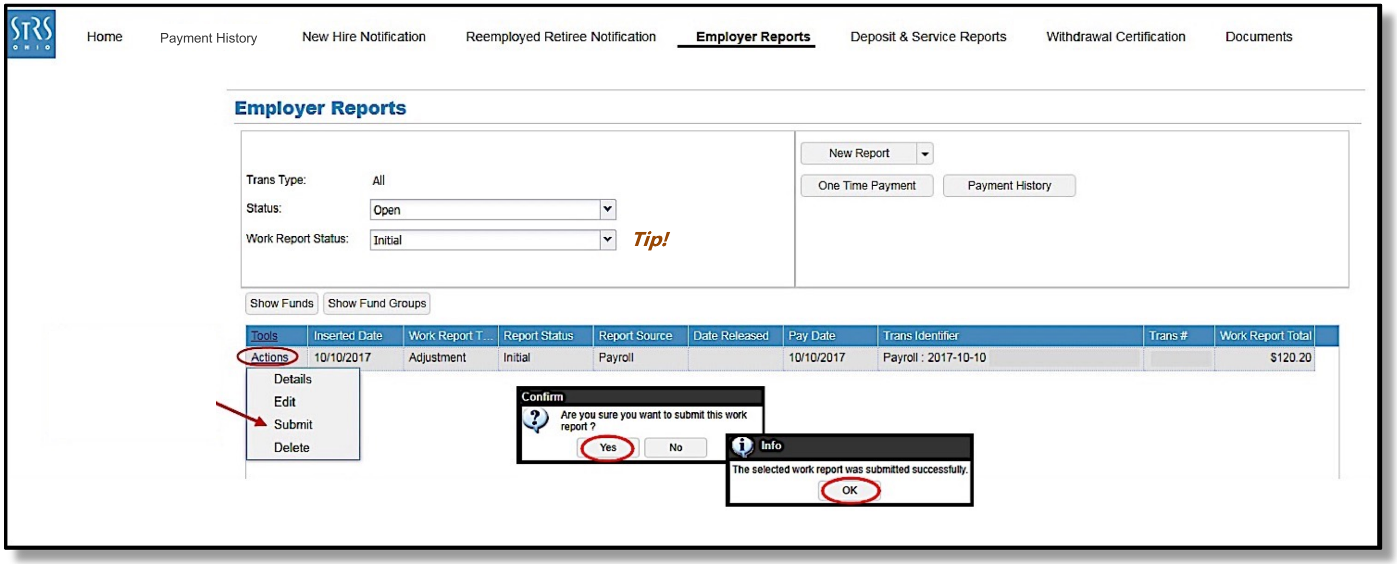
Submit the adjustment.

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."



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