

Section 21

ARP Adjustment

The following instructions explain how to correct contributions reported in the monthly ARP report.

Submitting an ARP Adjustment

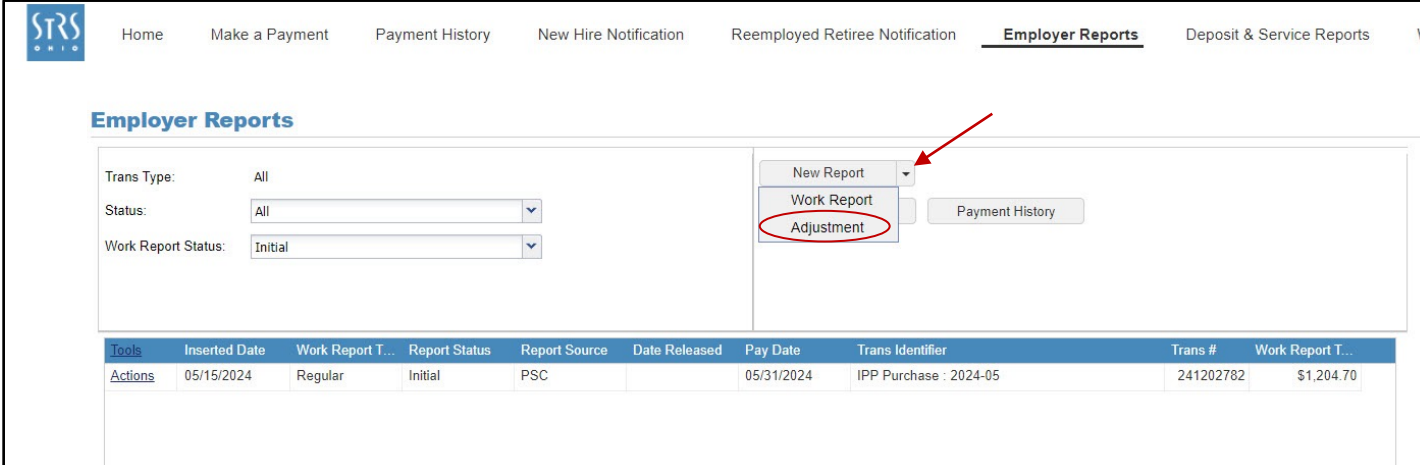
Step 1

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

Step 2

To enter an adjustment to increase or decrease the amount of ARP contributions submitted, 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.



The screenshot shows the 'Employer Reports' page with a navigation menu at the top including Home, Make a Payment, Payment History, New Hire Notification, Reemployed Retiree Notification, **Employer Reports**, and Deposit & Service Reports. The main content area has a title 'Employer Reports' and a form with the following fields:

- Trans Type: All
- Status: All (dropdown)
- Work Report Status: Initial (dropdown)
- New Report (dropdown menu with options: New Report, Work Report, Adjustment) - A red arrow points to this menu, and 'Adjustment' is circled in red.
- Payment History (button)

Below the form is a table with the following data:

Tools	Inserted Date	Work Report T...	Report Status	Report Source	Date Released	Pay Date	Trans Identifier	Trans #	Work Report T...
Actions	05/15/2024	Regular	Initial	PSC		05/31/2024	IPP Purchase : 2024-05	241202782	\$1,204.70

Step 3

1. In the Agreement Name column, click the box next to "ARP" to indicate you want to create an ARP adjustment.
2. Enter the report start date and pay date. These dates should be the same — either today's date or the last day of the month in which the correction needs to be made.
3. Click "Save." This will take you directly to the Adjustment screen shown on the next page.

The screenshot shows the STS Employer Reports interface. The main window displays a table of reports for Employer: OHIO LOCAL SCHOOLS. A modal dialog titled "Generate Adjustment Report" 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 checked="" type="checkbox"/> ARP	05/31/2024	05/31/2024	ARP	06/06/2024	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Backpostings	06/06/2024	06/06/2024	Back Postings	06/06/2024	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Service Credit ...	06/06/2024	06/06/2024	Service Credit ...	06/06/2024	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Purchase Serv...	06/06/2024	06/06/2024	PSC	06/06/2024	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> 9302_Payroll_...	06/06/2024	06/06/2024	Payroll	06/06/2024	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> 9302_Annual ...	06/06/2024	06/06/2024	Annual	06/06/2024	Contribution	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Accrued Verifi	06/06/2024	06/06/2024	Accrued Verifi	06/06/2024	Contribution	<input checked="" type="checkbox"/>	

The "Save" button at the bottom left of the dialog is highlighted with a yellow box. A red arrow points to the "ARP" checkbox in the table, and a red circle highlights the "Report Start Date" and "Pay Date" columns for the selected row.

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.

Note: If you have not submitted a new hire or reemployed retiree notification for the individual, the member's information will not appear. Submit the applicable employment notification to add the member to the 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 fields for 'Billing Location' (OHIO LOCAL SCHOOLS), 'Agreement Name' (ARP), and 'Category Name' (STRS). It also has 'Work Report Status' (Initial), 'Start Date', 'Stop Date', and 'Show Dates' options. Below these are 'Work Units' and 'Members' sections. A 'Search' window is overlaid on top, showing a search field with '002-61-0615' entered and a 'Search' button. The search results table shows one entry for 'ANGELA, ANGELA' with SSN '002-61-0615' and Birth Date '7/29/1979'. Red arrows and numbers 1-5 indicate the sequence of actions: 1. Click 'Add Members' in the Mass Adjustment screen; 2. Click 'Add Members' in the Search window; 3. Enter the SSN in the search field; 4. Click the 'Search' button; 5. Click the member's SSN in the search results.

Refer to the instructions in Step 4 that correspond with the numbers on this screen.

Tip! If a member has more than one adjustment in the same fiscal year, you can enter the total adjustment amount in one entry for the member. You don't need a separate entry for each month if the adjustments occur in the same fiscal year.

Step 5

On the Mass Adjustment screen, 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. You will return to the Adjustment screen shown on the next page.

Adjustment | Save | Apply | Cancel

Mass Adjustment | Save | Apply | Cancel

Employer: OHIO LOCAL SCHOOLS
Billing Location:
Report Source: ARP
Date Released:
User Released:

Summary | Detail

Barg Unit Id: ARP - ARP | Exce
Delete Selected | Add Members

Tools | Actions | SSN

Work Report Status: Initial
Start Date: 05/31/2024
Stop Date: 05/31/2024
Show Dates:

Agreement Name: ARP
Category Name: STRS

Billing Location:
Work Report Status: Initial
Start Date: 05/31/2024
Stop Date: 05/31/2024
Show Dates:

Work Units

Tools	Employer contribution amount	Earnings	Annual - Fiscal End / Backposting - Fiscal Start / Payroll - Fiscal End / ARP - Fiscal Start	Fiscal month	Notes
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Members

Add Members

Tools	SSN	Participant Name
Delete	002-61-0615	ANGELA, AN...

Step 6

1. Enter the ARP contribution amount in the Employer contribution amount field. (Negative amounts are accepted.) This amount should be earnings listed multiplied by the mitigating rate for the fiscal year. The mitigating rate can be found in the Payroll Reporting section of the employer website under ARP Reporting.
2. Enter the earnings that correspond with the amount entered in the Employer contribution amount field.
3. Enter the fiscal year for the contributions. This is always the first year of the fiscal year (e.g., FY 2023–2024 is 2023).

Adjustment
Save **6** Apply Cancel

Employer: OHIO LOCAL SCHOOLS	Work Report Type: Adjustment	Report Period: 05/31/2024 - 05/31/2024	# of Participants: 5
Billing Location:	Work Report Status: Initial	Identifier: #241529878 - ARP : 2024-05	# of Rows: 5
Report Source: ARP	Report Start Date: 05/31/2024	Pay Date: 05/31/2024	Billing Type: Contribution
Date Released:	Date Received: 06/06/2024	Trans#: 241529878	Agreement: ARP
User Released:	Batch No: 1714891	Updated By: BENLOAD	

Summary Detail
Barg Unit Id: ARP - ARP Exception Filter: Please Select

Delete Selected Add Members
1
2
3
4
5

			SSN	Participant Name	Agreement Name	Report Type	Record Status	Employer contribution amount 1	Earnings 2	Annual - Fiscal End / Backposting - Fiscal Start / Payroll - Fiscal End / ARP - Fiscal Start 3	Fiscal month 4	Notes 5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	002-61-0615	ANGELA, AN...	ARP	Alternative Ret...		\$145.50	\$5,000		2023	11 Additional cont...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000-12-8287	BRUCE, BRU...	ARP	Alternative Ret...		\$16.44	\$565		2023	11 Late reporting ...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	001-50-5562	DONNA, DON...	ARP	Alternative Ret...		\$121.25	\$4,166		2023	11 Omitted from ...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	002-20-0120	LISA, LISA	ARP	Alternative Ret...		\$44.38	\$1,525		2023	11 Late reporting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000-45-0556	SALLY, SALLY	ARP	Alternative Ret...		\$97.00	\$3,333		2023	11 Omitted from ...
Page Totals								\$424.57	\$14,589			
Report Totals								\$0.00	\$0.00			

4. Enter the assigned number of the fiscal month for the contributions: July = 1; August = 2; September = 3; October = 4; November = 5; December = 6; January = 7; February = 8; March = 9; April = 10; May = 11; and June = 12.
5. You must provide a brief explanation why the correction is needed in the Notes field.
6. Click "Save." You will automatically return to the Employer Reports page to submit the ARP adjustment.

Go to Step 7.

Step 7

To submit the adjustment:

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

The screenshot displays the STRS Employer Reports page. At the top, there is a navigation bar with links: Home, Make a Payment, Payment History, New Hire Notification, Reemployed Retiree Notification, **Employer Reports**, and Deposit & Service Reports. Below the navigation bar, the "Employer Reports" section contains a filter area with dropdown menus for "Trans Type" (set to All), "Status" (set to All), and "Work Report Status" (set to Initial). To the right of these filters are buttons for "New Report", "One Time Payment", and "Payment History".

Below the filter area is a table with the following columns: Tools, Inserted Date, Work Report T..., Report Status, Report Source, Date Released, Pay Date, Trans Identifier, Trans #, and Work Report T... The table contains two rows. The first row has "Actions" in the Tools column. The second row, which is highlighted in green, has "Actions" in the Tools column, "06/06/2024" in the Inserted Date column, "Adjustment" in the Work Report T... column, "Initial" in the Report Status column, "ARP" in the Report Source column, "05/31/2024" in the Date Released column, "05/31/2024" in the Pay Date column, "IPP Purchase : 2024-05" in the Trans Identifier column, "241529878" in the Trans # column, and "\$424.57" in the Work Report T... column. A red circle highlights the "Actions" link in the Tools column of the second row. A red arrow points to the "Submit" option in the dropdown menu that appears below the "Actions" link.

Two dialog boxes are overlaid on the table. The first is a "Confirm" dialog with the text "Are you sure you want to submit this work report?" and "Yes" and "No" buttons. The "Yes" button is circled in red. The second is an "Info" dialog with the text "The selected work report was submitted successfully." and an "OK" button, which is also circled in red.