Creating **a Report**

Employer Reporting Guide

This guide explains how to create the two types of reports used to send data to PERS.

Employer Service Center

Contents

Revised July 2023

Introduction

Employers provide records of their employees' wages, hours, and demographic information to PERS through Wage and Contribution reports.

There are two types of Wage and Contribution reports: Regular reports and Demographics and Adjustment reports. Each type of report is used to report different kinds of information, as explained in the table below. For a quick check of which type of report and record to use to report information to PERS, refer to employer quick reference guide "Choosing the Best Record and Report Types."

Regular reports	Demographics and Adjustment reports
Used to submit employees' wages and hours worked.	Used to submit adjustments or change employee information.
Can contain both Detail 1 – Member Demographics records and Detail 2 – Wage and Service records. All Detail 1 status codes and Detail 2 wage codes are permitted (for a list of status codes, see the "Status Codes" quick reference guide). Example uses: ▪ A Detail 2 record to submit regular employee wages. ▪ A Detail 2 record to report a retroactive payment. ▪ A Detail 2 record to report a lump-sum payoff.	Can contain both Detail 1 – Member Demographics records and Detail 2 – Wage and Service records. Most Detail 1 status codes and Detail 2 wage codes permitted (for a list of wage codes, see the "Wage Codes" quick reference guide). Example uses: ▪ A Detail 1 record to correct a name, address, or Social Security number (SSN) ▪ A Detail 2 record to correct wages that were submitted incorrectly because of a clerical error. ▪ A Detail 1 record to report a new hire.
Submitted on specific dates specified by the employer to match employer pay date frequency: ▪ Monthly: Last day of the month. ▪ Semi-monthly: 15th and last day of the month. ▪ Bi-weekly: Every other Friday. ▪ Weekly: Every Friday.	Submitted any time using any calendar date — except a Regular report specified date. When you submit a wage record (with wage code 05 - Positive Adjustment), the pay date cannot be the same as or later than the report date. For a new employee, make sure to submit a Detail 1 new-hire record before reporting any wages.

Tips

Accuracy is important when creating reports. At least 85% of the records in any report must be correct or no records in the report will post.

If even one record in a report posts, the report cannot be deleted.

Be careful about dates used to create Demographics and Adjustment reports. Once a date has been used, you cannot re-use that report date.

Creating a new Regular report

The Work on Wage and Contribution Reports screen is the main starting point for creating, viewing, and editing reports. Log on and then follow these steps to access this screen.

1 If you report for more than one employer, select an employer from the Switch Employer pull-down by clicking on it (if they are not already selected). If you only report for a single employer, you will not see this option.

2 Click on the **Work on Reports** function.

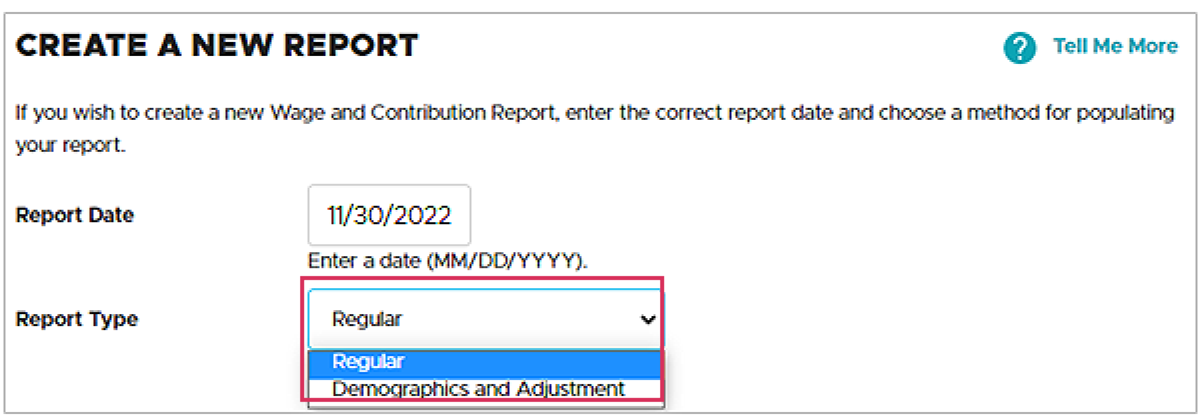
3 On the Work on Wage and Contribution Reports screen, click on the Create a New Report link to view the Create a New Report screen.

4 On the Create a New Report screen, click in the Report Date box and enter your report date in the format MM/DD/YYYY. The date you enter is determined by the type of report you are creating:

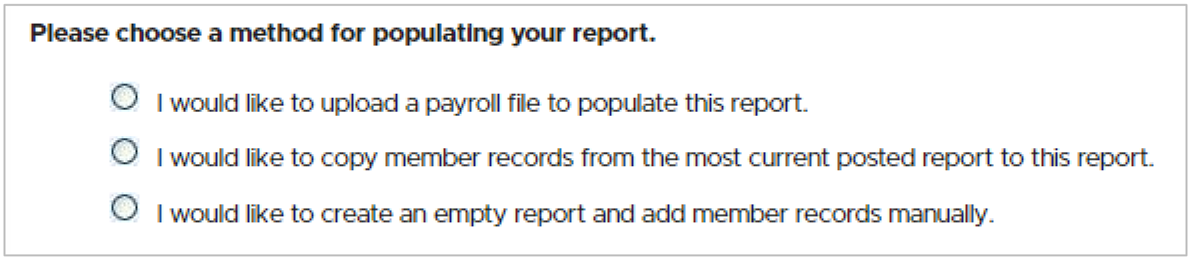
Regular report: Regular reports are due on specific days to align with your payroll cycle. Report due dates are listed on the Regular Report Dates webpage. You have a three-business-day grace period to submit your report before it's considered late.

Demographics and Adjustment report: Submitted any time using any calendar date except a Regular report date.

5 For Report Type, select Regular (the default) or Demographics and Adjustment from the pull-down menu. The type of report you choose depends on the type of data you are reporting to PERS, as explained in the table in the "Introduction" section of this guide.



6 Choose a method for "populating" your report (i.e., putting records into it). Each method is described in the next section, "Filling in a Regular report with records."



Please choose a method for populating your report.

- I would like to upload a payroll file to populate this report.
- I would like to copy member records from the most current posted report to this report.
- I would like to create an empty report and add member records manually.

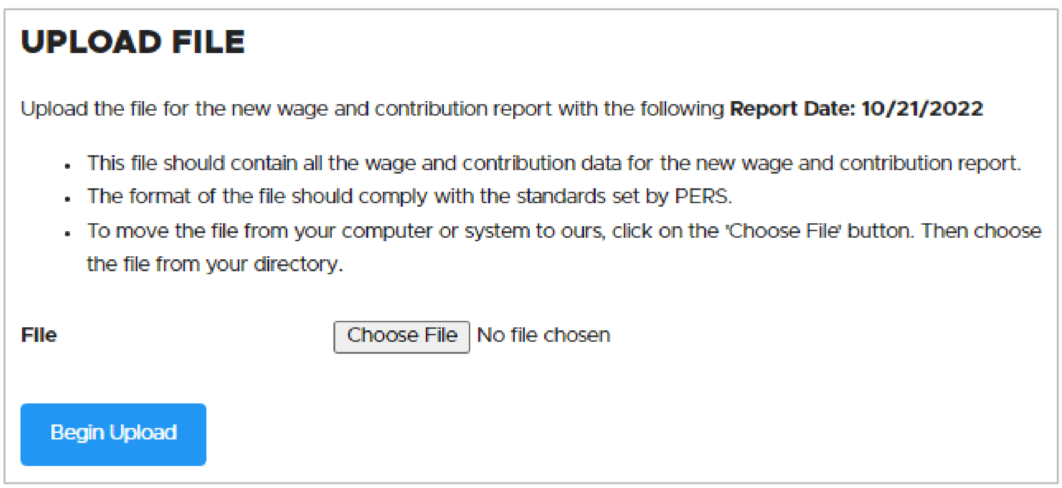
Populating a new Regular report with records

You have three options for adding records to a Regular report (called "populating"): uploading, copying forward, and adding manually. For instructions on creating records, see employer reporting guide 5 *Creating a Record*.

Option 1: Uploading an electronic payroll file from your local machine or network

1 Click the button next to "I would like to upload a payroll file ..." and click **Next**.

2 Click **Choose File**.



UPLOAD FILE

Upload the file for the new wage and contribution report with the following **Report Date: 10/21/2022**

- This file should contain all the wage and contribution data for the new wage and contribution report.
- The format of the file should comply with the standards set by PERS.
- To move the file from your computer or system to ours, click on the 'Choose File' button. Then choose the file from your directory.

File Choose File No file chosen

Begin Upload

3 Browse your local machine or network to locate the desired report file.

The uploaded file must adhere to the following naming convention:

Employer#.ReportingDate.dat

Example: A file with a reporting date of October 21, 2022, for employer #03000 would be named 03000.10212022.dat.

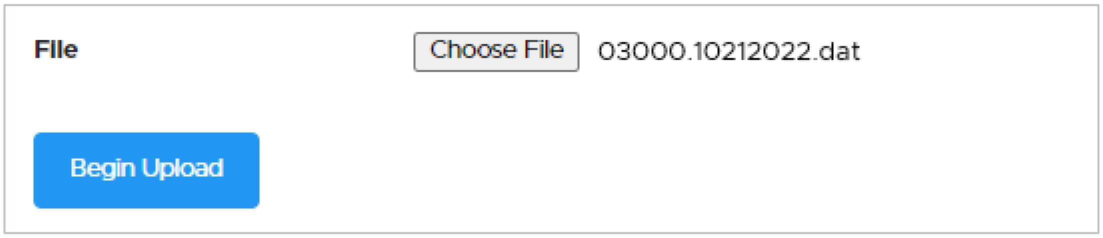
PERS can neither provide .dat file creation tools nor assist with modification or enhancement of your existing third-party tools.

4 Locate the file on your machine or network.

5 Click **Open**.

When you return to the Upload File screen, the full path name of the file appears next to the Choose File button.

6 Click the **Begin Upload** button.



7 Review the file information appearing in the Confirm Your File Upload dialog box to verify it is correct.

8 If the information is correct, click the **I Agree** button; otherwise, click the **I Disagree** button to select a new file to upload.

After you click the **I Agree** button, the Create Retirement Detail Report Confirmation screen appears and confirms you successfully created the report.

9 Wait for the nightly EDX batch to process your report.

You must wait overnight for the PERS batch process to run before you can see records in your new report in the Unposted Reports list of the Work on Reports main screen. (Batches run overnight Monday through Friday.) Once it's there, you can click edit to add to it or change it.

You can add new records to any report from the time it is created until it posts.

During the first batch process after uploading the file, EDX will extract the individual records from your file and load them into the database. However, EDX will not validate the records until you explicitly release the report. See "Releasing a report" for more information.

A report that is not released can be deleted; any records uploaded with a .dat file can be reviewed prior to releasing the report.

Option 2: Copying forward the last successfully posted report

When you select the copy-forward method, EDX automatically carries forward Detail 2 records from the most recently fully posted Regular report to the new report and gives that report new date information. You can then edit the records to add the information for the new work period.

This option is not available for Demographics and Adjustment Reports because demographic records communicate changes that are not consistent between reporting periods.

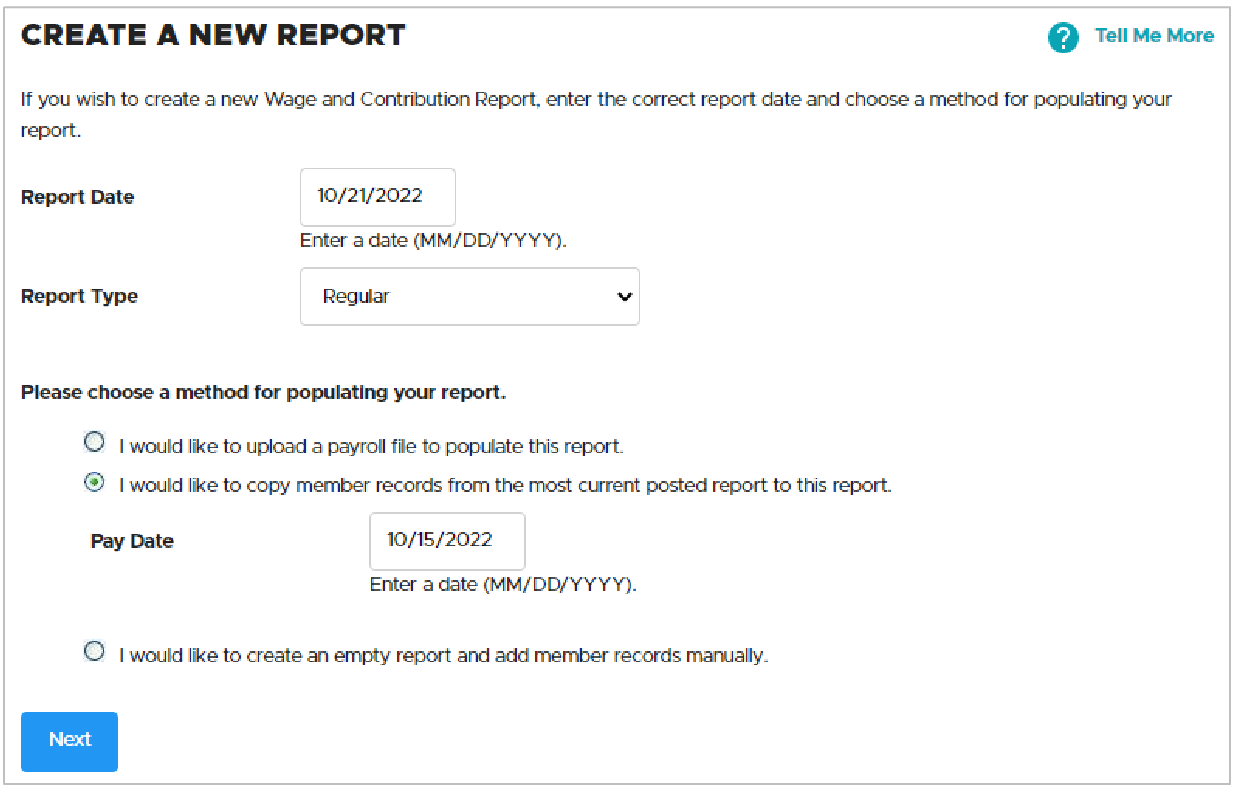
Tip: EDX limits the copy forward method to reports that are no more than two reporting periods old, are fully posted, and have 250 or fewer employees.

1 Select the second option.

2 In the Pay Date text box, type in the pay date of the work period you are reporting and click **Next**.

The pay date cannot be later than the report date.

If you leave the Pay Date text box empty, EDX will use the date that appears in the Report Date text box as the default.



CREATE A NEW REPORT

Tell Me More

If you wish to create a new Wage and Contribution Report, enter the correct report date and choose a method for populating your report.

Report Date: 10/21/2022

Enter a date (MM/DD/YYYY).

Report Type: Regular

Please choose a method for populating your report.

I would like to upload a payroll file to populate this report.

I would like to copy member records from the most current posted report to this report.

Pay Date: 10/15/2022

Enter a date (MM/DD/YYYY).

I would like to create an empty report and add member records manually.

Next

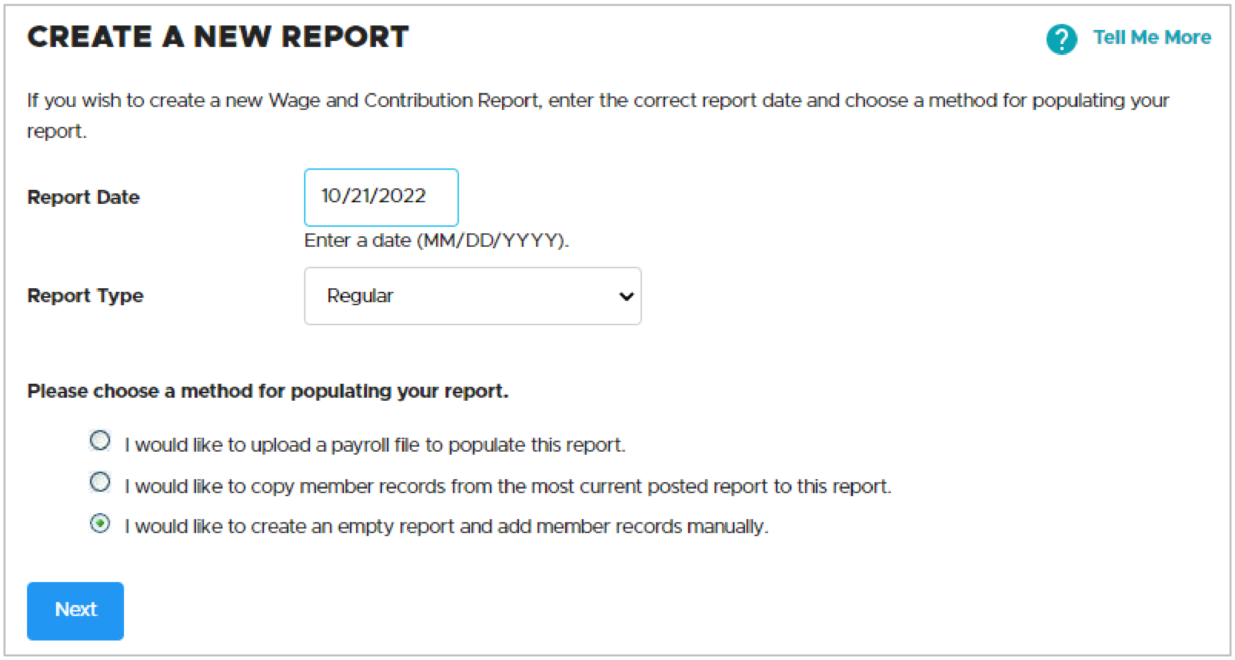
3 A confirmation screen appears with additional information about the number of records copied into your newly created report.

Option 3: Creating an empty report and manually entering the detail records

You can manually add records to reports you created that have not yet posted, or you can create a new empty report. Once the report fully posts, it is closed to new records.

Tip: If you try to submit more than one report with the same report date, you will get an error message. If no records on the existing report have posted yet, you can change the report date or delete the previous report before creating a new one for that same date.

1 Select option 3 and click **Next.**



2 On the confirmation screen, select the Return to Report Summary Page link.

CREATE RETIREMENT DETAIL REPORT CONFIRMATION

The wage and contribution report has been successfully created for the following :

Report Date 10/21/2022

What Next?

You may continue to work with the web site if you desire. Click on any link below to visit other areas of the web site.

View Information about your Agency
View your Agency Statement
View the Current Employee List for your Agency
Return to Report Summary Page

3 Click on the edit link next to the report to which you want to add records.

UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	08/31/2022	08/31/2022	delete	edit	n/a	View Report	View Details	View Totals
Added	10/21/2022	10/21/2022	delete	edit	n/a	View Report	View Details	View Totals

4 On the Edit Retirement Detail Reports screen, scroll to Option 2 – Add or Edit a Record. Type the SSN (without hyphens) of the employee for whom you want to add a record in the SSN text box.

OPTION 2 - ADD OR EDIT A RECORD

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

SSN

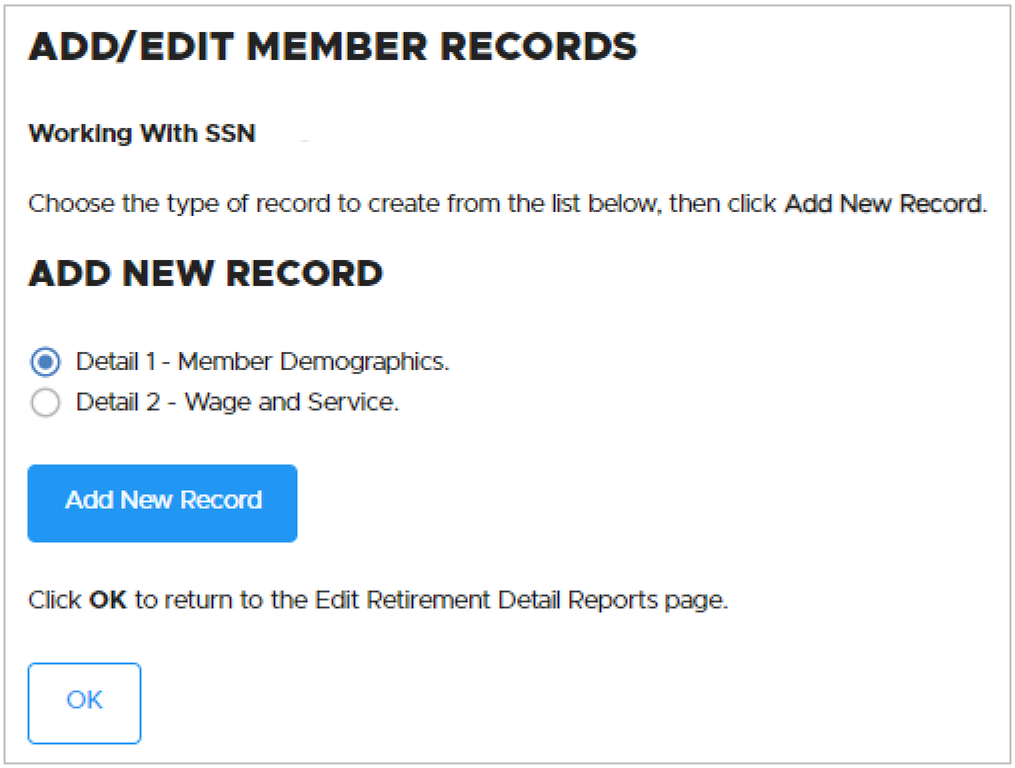
Add or Edit Record

5 Click the **Add or Edit Record** button; the Add/Edit Member Records screen appears.

Before adding records, EDX searches the report you are working on and displays all records in the report for the SSN you typed.

You can either click on the select link under the Select Record column to edit or delete the existing record, or you can work on a new, blank record.

6 Under Add New Record, select one of the two types of records (for help selecting a record type, read employer reporting quick reference guide, "Choosing the Best Record and Report Types."



7 Click the **Add New Record** button.

Either a Detail 1 or Detail 2 screen will open (depending on what you chose in step 6).

8 Enter the information as it applies to the type of member record you are creating, as explained in employer reporting guide 5 *Creating a Record*.

9 Click the **Save** button to return to the Add/Edit Member Records screen.

After you save the new record, the Add/Edit Member Records screen displays your new record in a table with any other records already created in the report for that SSN. From this page you can:

- Edit the record you just added by clicking on the select link next to the record description.
- Continue working with the same member and add another detail record by selecting Detail 1 or Detail 2 and then clicking the **Add New Record** button.
- Return to the Edit Retirement Detail Reports screen by clicking the **OK** button.

From the Edit Retirement Detail Reports screen, under option 2, you can enter the same or a new SSN to add or edit additional records.

10 Click the **OK** button to return to the Edit Retirement Detail Reports screen when you have finished adding or editing report records for the current SSN.

11 Click the **Done** button, under option 1, or the Work on Reports link in the left navigation bar to return to the Work on Wage and Contribution Reports screen. To add or edit more records in the report, repeat steps 1–9. To add more reports later, read the next section.

Editing an existing Regular report

1 To add more records to an unposted report or edit records in an unposted report, select **Work on Reports** in the Site Navigation menu.

2 Click Work with Unposted Reports or just scroll down.

3 Choose a report to add to or edit by clicking edit.


WORK ON WAGE AND CONTRIBUTION REPORTS Tell Me More

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also Create a New Report

Work with Unposted Reports
Work with Posted Reports
Work with Posted IAP Voluntary Contributions Reports

UNPOSTED REGULAR REPORTS

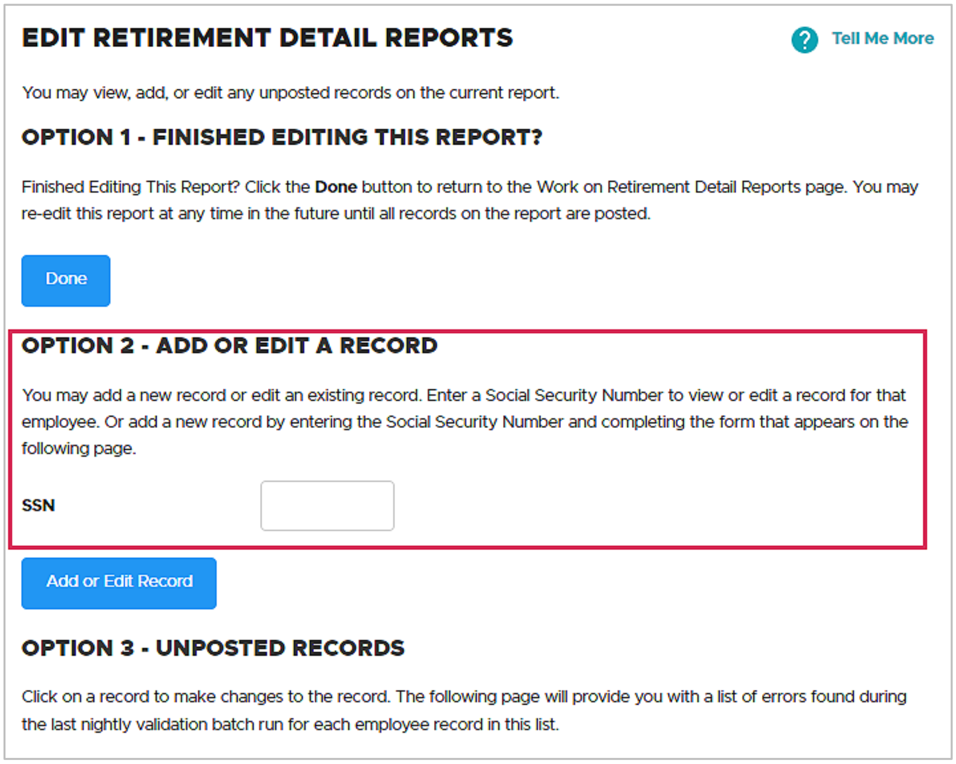
Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	08/31/2022	08/31/2022	delete	edit	n/a	View Report	View Details	View Totals
Added	10/21/2022	10/21/2022	delete	edit	Release	View Report	View Details	View Totals

4 The Edit Retirement Detail Reports screen opens.

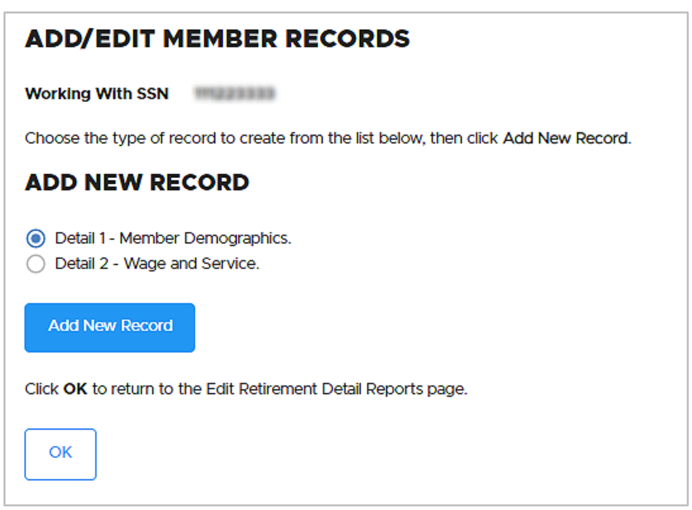
Note: If you have an unposted report with a “**suspended**” status, this is a report that you released previously but that EDX did not post because it contains errors. Read employer reporting guide 6, *Correcting Suspended Records*, to learn more.

Add a record

1 To add a record to an existing report, use **option 2**. Enter the Social Security number of the employee for whom you need to report in the SSN box and then click the **Add or Edit Record** button.

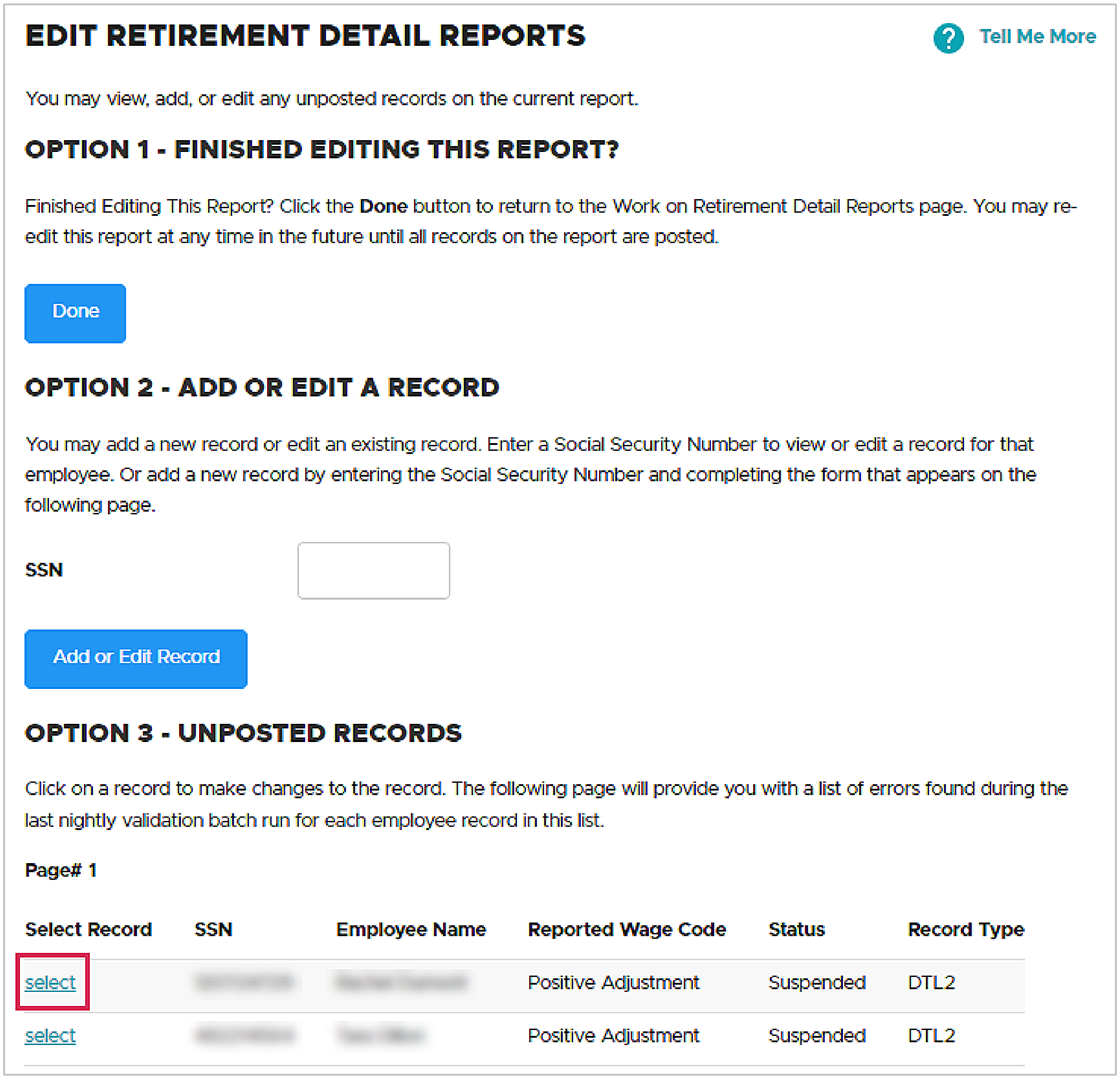


2 The Add/Edit Member Records screen prompts you to choose which type of record you want to add. For an explanation of Detail 1 and Detail 2 record types and instructions for creating them, read employer reporting guide 5 *Creating a Record*. For a checklist of the best types of reports and records to use, read employer quick reference guide, "Choosing the Best Record and Report Types."



Edit a record

To edit an existing record in your report, follow steps 1 through 4 on page 11 in this guide. On the Edit Retirement Detail Reports screen, go to option 3 – Unposted Records and click select next to a record. When the record opens, make the needed additions or changes, and click Save.



EDIT RETIREMENT DETAIL REPORTS

Tell Me More

You may view, add, or edit any unposted records on the current report.

OPTION 1 - FINISHED EDITING THIS REPORT?

Finished Editing This Report? Click the **Done** button to return to the Work on Retirement Detail Reports page. You may re-edit this report at any time in the future until all records on the report are posted.

Done

OPTION 2 - ADD OR EDIT A RECORD

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

SSN

Add or Edit Record

OPTION 3 - UNPOSTED RECORDS

Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.

Page# 1

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select	[illegible]	[illegible]	Positive Adjustment	Suspended	DTL2
select	[illegible]	[illegible]	Positive Adjustment	Suspended	DTL2

Creating a new Demographics and Adjustment report

Create a Demographics and Adjustment report to submit or change employee demographic information or to adjust previously reported wages.

1. Click on the **Work on Reports** function from the Site Navigation list.
2. On the Work on Wage and Contribution Reports screen, click on the Create a New Report link to view the Create a New Report screen.
3. Enter any available report date except your Regular report date.
4. Select Demographics and Adjustment report type.
5. Choose a method for "populating" your report (i.e., putting records into it), as explained below.

Populating a new Demographics and Adjustment report with records

The only methods available for populating (i.e., adding records to) your Demographics and Adjustment reports are:

- I would like to upload a payroll file to populate this report.
- I would like to create an empty report and add member records manually.

The copy forward method (the second option listed on the screen) is not available for Demographics and Adjustment reports because demographic records communicate changes that are not consistent between reporting periods. It is also not available to those who report for 250 or more employees.

Option 1: Uploading an electronic payroll file from your local machine or network

1. On the Create a New Report screen, enter a report date.

   If you try to submit more than one Demographics and Adjustment Report with the same report date, you will get an error message. If no records in the existing report have posted yet, you can either change the report date or delete the previous report before creating a new one for that same date.
2. Select the Demographics and Adjustment report type.
3. Choose option 1 for populating your report.
4. Follow the instructions for populating a Regular report that begin on page 5 of this guide.

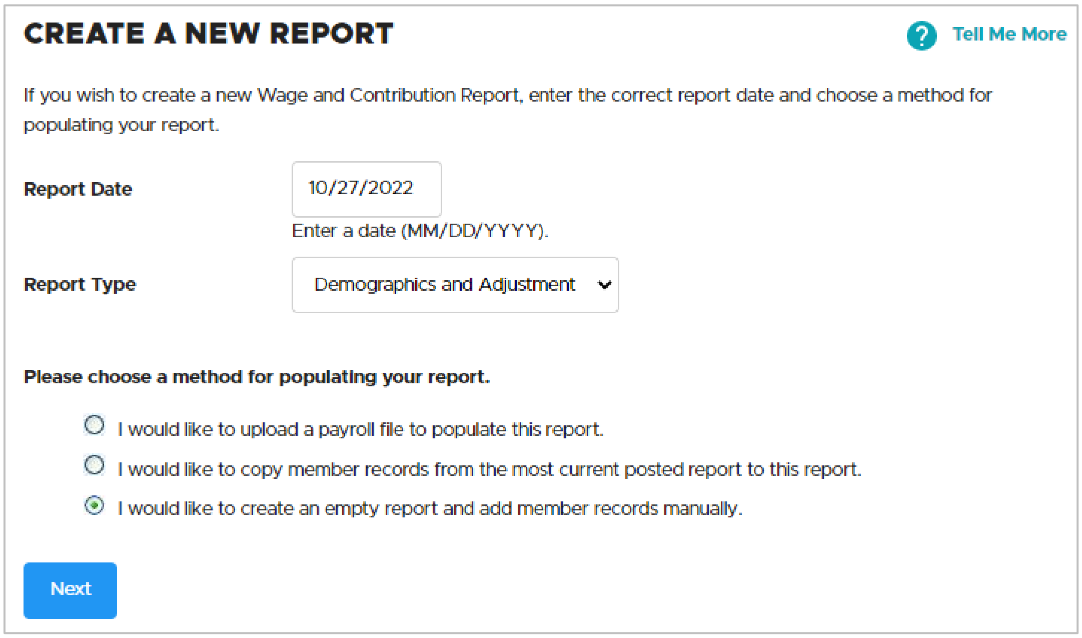
Option 3: Creating an empty report and manually entering the detail records

1 On the Create a New Report screen, enter a report date.

If you try to submit more than one Demographics and Adjustment Report with the same report date, you will get an error message. If no records in the existing report have posted yet, you can either change the report date or delete the previous report before creating a new one for that same date.

2 Select the Demographics and Adjustment report type.

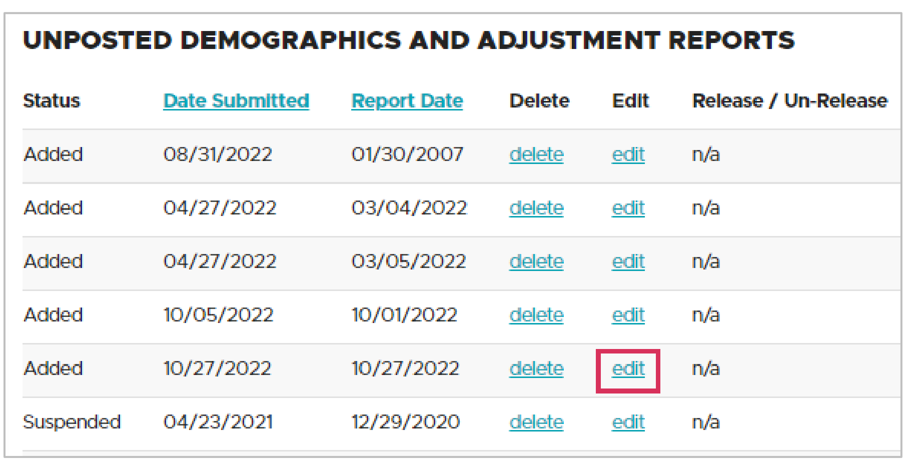
3 Choose option 3 for populating your report.



4 EDX confirms that it created the report. Click Return to Report Summary Page.

5 Find your report under Unposted Demographics and Adjustment Reports. It will have the date you entered and a status of Added.

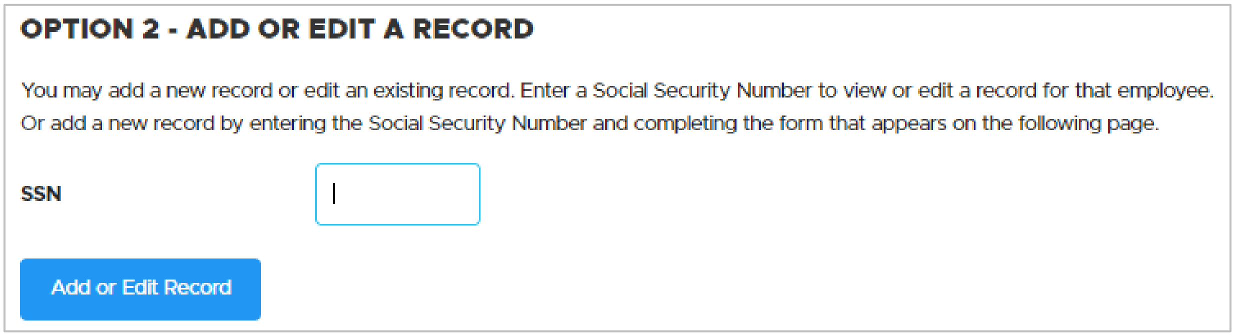
6 Click edit.



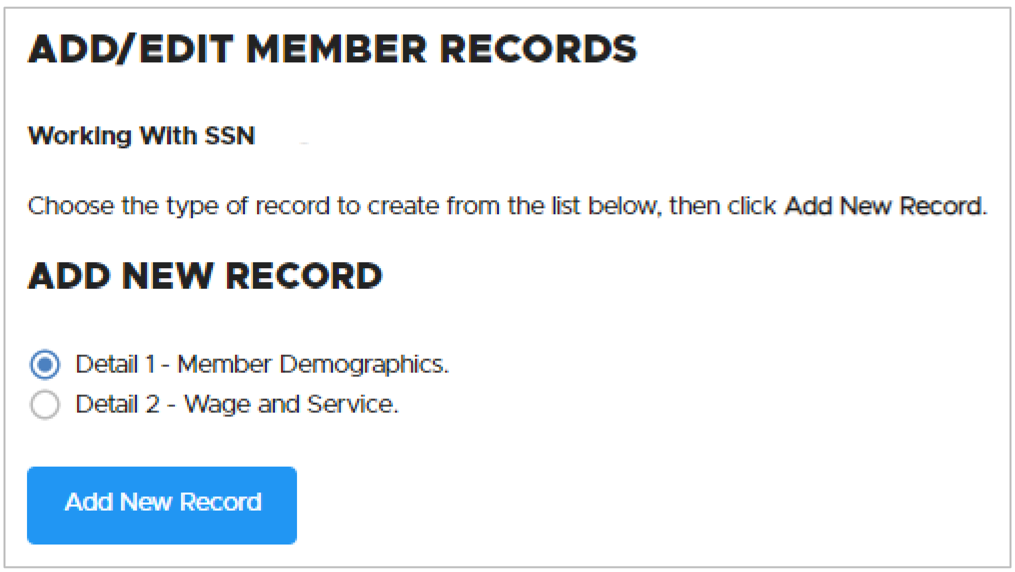
UNPOSTED DEMOGRAPHICS AND ADJUSTMENT REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release
Added	08/31/2022	01/30/2007	delete	edit	n/a
Added	04/27/2022	03/04/2022	delete	edit	n/a
Added	04/27/2022	03/05/2022	delete	edit	n/a
Added	10/05/2022	10/01/2022	delete	edit	n/a
Added	10/27/2022	10/27/2022	delete	edit	n/a
Suspended	04/23/2021	12/29/2020	delete	edit	n/a

7 Go to option 2 – Add or Edit a Record and enter the Social Security number of the employee for whom you need to report (no dashes). Click **Add or Edit Record**.



8 The next screen asks you to select the type of record you want to add. In general, select Detail 1 to report demographic changes such as name or address. Select Detail 2 to add missing hours and wages or adjust posted hours and wages.



For complete information about adding records, read employer reporting guide 5, *Creating a Record*. For a list of the best type of record to use to report different kinds of information, read employer quick reference guide "Choosing the Best Record and Report Types."

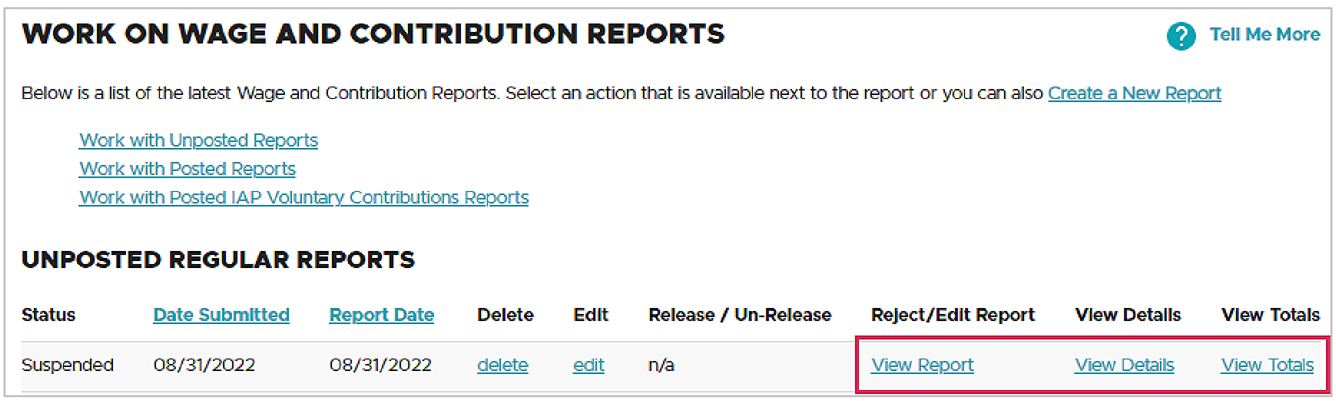
Editing an existing Demographics and Adjustment report

Follow the steps in the section, "Editing an existing Regular report" in this guide. The process is the same.

Tip: All Detail 1 status codes are accepted in a Demographics and Adjustment report. All Detail 2 wage codes are accepted **except** wage codes 01, 07, and 08. For lists of codes, refer to the "Status Codes" quick reference guide or "Wage Codes" quick reference guide.

Viewing information about a report

On the Work on Wage and Contribution Reports screen (accessed by selecting **Work on Reports** from main menu), EDX provides three options for viewing information about unposted reports. Unposted Regular reports offer all three options; Unposted Demographics and Adjustment Reports offers the first two options.


WORK ON WAGE AND CONTRIBUTION REPORTS

Tell Me More

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also Create a New Report

Work with Unposted Reports
Work with Posted Reports
Work with Posted IAP Voluntary Contributions Reports

UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	08/31/2022	08/31/2022	delete	edit	n/a	View Report	View Details	View Totals

View Reject/Edit Report

The Reject/Edit Report displays a list of all records that have been rejected or edited in that report.

1 Click View Report.

UNPOSTED DEMOGRAPHICS AND ADJUSTMENT REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Added	08/31/2022	01/30/2007	delete	edit	n/a	View Report	View Details	n/a
Added	04/27/2022	03/04/2022	delete	edit	n/a	View Report	View Details	n/a
Suspended	04/23/2021	12/29/2020	delete	edit	n/a	View Report	View Details	n/a
Suspended	06/29/2021	06/29/2021	delete	edit	n/a	View Report	View Details	n/a

2 The Reject/Edit Report opens, displaying all records. Note the status of each record in the Record Status column. Edited records have a record status of EDTD. Suspended records have a record status of SUSP and include the error codes showing why the record was suspended. To fix the errors, read “Fixing Suspended Records” in this guide.

REJECT/EDIT REPORT

Return to report summary page

OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM
REJECT/EDIT REPORT

Organization [redacted]

Report Date 08/31/2022

SSN	Last Name	First Name	Record Type	Record Status	Pay Date
[redacted]	[redacted]	[redacted]	DTL2	SUSP	08/19/2022

S - The reported member contributions are not within five cents of the calculated member contributions of $1030.76 and wage code is 01, 04, 05, 06, 08, 11, or 16
S - The sum of Subject Salary (Regular & Overtime), Lump Sum Payoff, Lump Sum Vacation Payoff and Non-Subject Salary must equal Gross Salary.

SSN	Last Name	First Name	Record Type	Record Status	Pay Date
[redacted]	[redacted]	[redacted]	DTL2	SUSP	08/19/2022

S - Member is not eligible to receive contributions on this record.
S - The SSN entered is not found to have a record of open employment with this employer.

SSN	Last Name	First Name	Record Type	Record Status	Pay Date
[redacted]	[redacted]	[redacted]	DTL2	SUSP	08/19/2022

S - Employee has 600 or more hours of service reported in the plan year; wage code '02 - Regular/Non-Qualifying' may not be used

View Details

When you're working on reports, EDX allows you to view the data you entered into all the Detail 1 (member demographics) and Detail 2 (wage and service) records submitted in a particular report. It gives you the option to download the data as a CSV file or just view it on your screen.

To view report details:

1 On the Work on Wage and Contribution Reports screen, click the View Details link for the report you want to view.

UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	09/07/2022	08/26/2022	delete	edit	n/a	View Report	View Details	View Totals

2 On the next screen, choose either Detail 1 records (to view demographic record details) or Detail 2 records (to view wage and service record details). The default is Detail 1; to choose Detail 2, move your cursor to the "Detail 2" tab and click.

3 You can view the information on your screen by scrolling to the right. You can also click the **Download as CSV** button to view the record as an Excel file.

View Totals

When working on reports, this option allows you to view data totals for unposted and posted Regular reports submitted in the past year.

1 On the Work on Wage and Contribution Reports screen, click on the View Totals link next to the report you want to view.

UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	09/07/2022	08/26/2022	delete	edit	n/a	View Report	View Details	View Totals

2 The View Report Totals screen opens, displaying totals for that report, such as gross wages and employer contributions posted and not yet posted.

VIEW REPORT TOTALS

Return to report summary page

This process allows you to review the totals for Retirement Detail Reports submitted within the past year via the Internet.

SUMMARY INFORMATION

Report Status	Suspended
File Status	LOADED
Report Date	08/26/2022
Total Reported Employees	732

POSTED W&C INFORMATION

Gross Wages	$ 3,163,924.36
Member Contributions	$ 175,079.96
Employer Contributions	$ 403,054.12

W&C INFORMATION NOT YET POSTED

Gross Wages	$ 18,480.10
Member Contributions	$ 599.77
Employer Contributions	$ 2,167.59

Submitting a report to PERS

To submit your completed report to PERS, you need to “release” it.

Releasing a report

Releasing a report lets EDX know the report is ready for evaluation in the nightly batch validation process. When PERS runs the overnight validation process, your released report’s error-free records post to the individual PERS employer and member accounts.

Release a report as explained below **only** if you are certain you do not want to add or edit any more records to the report. If you release a report, you can still *un-release* it before the nightly batch process. (See “Un-releasing a report” on the next page.)

1. Select **Work on Reports** to navigate to the Work on Wage and Contribution Reports screen.

2. Select the report you want to release for EDX batch validation by clicking on the Release link.

UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	08/31/2022	08/31/2022	delete	edit	n/a	View Report	View Details	View Totals
Added	10/21/2022	10/21/2022	delete	edit	Release	View Report	View Details	View Totals

3. The Confirmation screen confirms that the report has been released for processing. Click Click here to return to the Work on Wage and Contribution Reports screen to release more reports.

CONFIRMATION

Information

The report has been released for tonight's processing.

Click here to go to the previous page.

Un-releasing a report

After releasing a report, but before the nightly batch evaluates it, you can *un-release* the report to keep it from being validated in the nightly batch process. You can continue to work on the report until you release it once again.

Remember that once you release a report and it posts, you can no longer make changes to the report. If a posted report has missing records or the information is incorrect, you can submit a Demographics and Adjustment Report to correct or adjust wage and service data reported incorrectly. For instructions, see the “Creating a new Demographics and Adjustment report” section in this guide.

1. Select **Work on Reports** to navigate to the Work on Wage and Contribution Reports screen.

2. Click the Un-Release link to return a report to its previous “un-released” status and prevent it from being processed in the nightly batch cycle.

UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	08/31/2022	08/31/2022	delete	edit	n/a	View Report	View Details	View Totals
Added	10/21/2022	10/21/2022	delete	edit	Un-Release	View Report	View Details	View Totals

EDX displays a confirmation screen to let you know the un-release was successful.

CONFIRMATION

Information

The report has been unreleased and will not be accepted for tonight's processing.

Click here to go to the previous page.

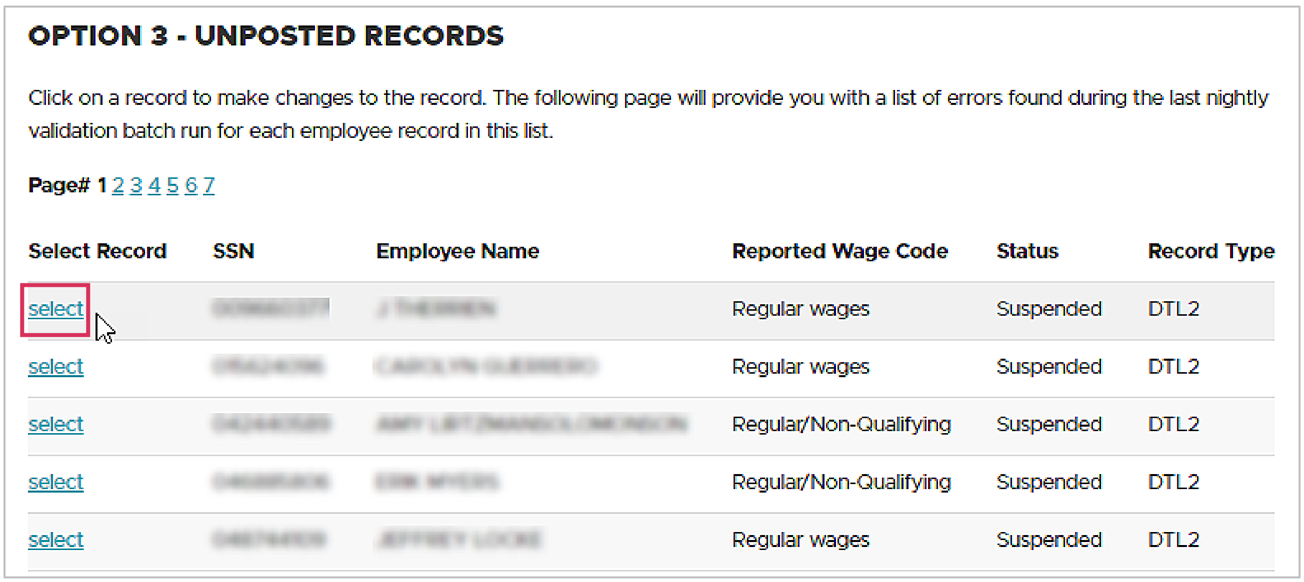
Correcting suspended reports

The options in the “Viewing information about a report” section of this guide enable you to access a list of suspended reports. To fix the errors in a suspended report, follow these steps.

To learn more about suspended records and error messages, read employer reporting guide 6, *Correcting Suspended Records*. For brief instructions, follow the steps below.

1. Select **Work on Reports** from main menu.
2. Go to Unposted Regular Reports or Unposted Demographics and Adjustment Reports.
3. Choose a suspended report and click edit.

   The Edit Retirement Detail Reports screen opens.
4. Go down to option 3 – Unposted Records and click select next to a record you want to correct.



OPTION 3 - UNPOSTED RECORDS

Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.

Page# **1** 2 3 4 5 6 7

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select	[illegible]	[illegible]	Regular wages	Suspended	DTL2
select	[illegible]	[illegible]	Regular wages	Suspended	DTL2
select	[illegible]	[illegible]	Regular/Non-Qualifying	Suspended	DTL2
select	[illegible]	[illegible]	Regular/Non-Qualifying	Suspended	DTL2
select	[illegible]	[illegible]	Regular wages	Suspended	DTL2

This opens the Add/Edit Member Record screen, which displays the error message or messages for that record.

Correct the errors and click the **Save** button at the bottom of the screen. Contact your ESC representative for help if you don't understand an error message or why you received it.

ADD/EDIT A MEMBER RECORD

The status of this member record is: **Suspended**

Error Messages For Member

S - The reported member contributions are not within five cents of the calculated member contributions of $1030.76 and wage code is 01, 04, 05, 06, 08, 11, or 16

S - The sum of Subject Salary (Regular & Overtime), Lump Sum Payoff, Lump Sum Vacation Payoff and Non-Subject Salary must equal Gross Salary.

DETAIL 2 - WAGE AND SERVICE

SSN	
First Name	
Last Name	
Pay Date	08/19/2022 (MM/DD/YYYY)
Work Period Begin Date	(MM/DD/YYYY)
Work Period End Date	(MM/DD/YYYY)
Hours Worked (Regular)	184.00
Hours Worked (Overtime)	0.00