

PRIOR PERIOD ADJUSTMENTS AND INVOICES

MARCH 2015

PRESENTER: FLAVIA PEYNADO



HOUSEKEEPING

- During the presentation the conference line will be placed on listen mode only
- Feel free to ask your questions during the presentation by typing in the question area
- I'll answer all questions at the end of the presentation
- Thank you



AGENDA

- Welcome
- Prior Period Adjustments
 - What are they?
 - Why are they important?
 - Reasons for them
 - How should they be processed?
 - Reporting to ERSGA
- Invoices
 - Why and how they are generated?
 - Allocating Invoices
- Resources
- Questions



PRIOR PERIOD ADJUSTMENTS

- What are Prior Period Adjustments (PPAD)?
 - Corrections to data reported (or not reported) for a previous month

- Why are they important?
 - Correct salary and contribution errors
 - Correct enrollment error
 - Correct service



PRIOR PERIOD ADJUSTMENTS

- Types of Prior Period Adjustment Corrections
 - Missed Supplemental Compensation
 - Missed Salary Increase/Interim Salary Increase
 - Overpayment of Salary
 - Missed enrollment
 - Incorrect Enrollment



PRIOR PERIOD ADJUSTMENTS

How should they be processed?

- Employers that upload a file
 - Some payroll software have functionality to create the adjustment and send it electronically, for example, Statewide PeopleSoft and DFACS, some Health Departments
 - Those without the functionality to report adjustments electronically use the Employer Reporting Website
- Employers that Use the Employer Reporting website to upload employee and contribution detail data would, from the Employer Desktop click on Maintain Monthly Summary
 - The summary report appears and the 3rd tab “Adjustments” is used to create Prior Period Adjustments



PRIOR PERIOD ADJUSTMENTS

Employer Desktop on the Employer Reporting Website

The screenshot shows the 'Employers' section of the ERSGA Employer Reporting Website. The header includes the State of Georgia logo and the text 'EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA'. The main navigation bar has tabs for 'Home', 'Members', 'Retirees', and 'Employers' (which is selected). A search bar is present above the main content area. The main content area is titled 'EMPLOYER DESKTOP: Welcome to the ERSGA Employer Desktop. In an effort to make doing business with ERSGA easier, we have automated the reporting process. Please click the desired link below to begin entering your data.' Below this, there is a question mark icon and a note: 'You may view detailed information and instructions by clicking on the question mark icon located on each screen.' The main content is organized into two columns of options, each with a title, a description, and a right-pointing arrow icon. The options are: 'Member Statements', 'Maintain Monthly Summary Report', 'Maintain ACH Details', 'Maintain Rehired Retirees', 'Forfeited Leave Certification and Payment', 'Upload Salary Detail File', 'Check Member Plan Eligibility', 'Ad Hoc Termination Reporting', and 'Profile Maintenance'. Each option has a brief description of its function.

EMPLOYER DESKTOP: Welcome to the ERSGA Employer Desktop. In an effort to make doing business with ERSGA easier, we have automated the reporting process. Please click the desired link below to begin entering your data.

You may view detailed information and instructions by clicking on the question mark icon located on each screen.

Member Statements

This option allows you to view and print your employee's online member statements.

Maintain Monthly Summary Report

This report is a summary of all total salaries, employee, and employer contributions—including adjustments and invoices. All employers must complete and submit this report by the 1st day of each month following the month in which the contributions were withheld.

This option allows you to maintain your ACH details, including the Account Number and Routing Number for each plan for which you contribute.

Maintain ACH Details

This option allows you to maintain your ACH details, including the Account Number and Routing Number for each plan for which you contribute.

Maintain Rehired Retirees

This option allows you to maintain hours worked for rehired retirees of ERS, LRS and JRS Plans.

Forfeited Leave Certification and Payment

This option allows you to report forfeited leave hours to ERSGA when a member with sick or forfeited leave applies for retirement or dies in service.

Upload Salary Detail File

This option allows employers to upload their detail employee data files to ERSGA. Detail data files should be uploaded by the 1st of the month following the month in which the contributions were withheld.

This option allows you to verify a member's plan eligibility status for ERS or PSERS (PRS) memberships.

Check Member Plan Eligibility

This option allows you to verify a member's plan eligibility status for ERS or PSERS (PRS) memberships.

Ad Hoc Termination Reporting

This option allows you to update personnel actions for non-reported members.

Profile Maintenance

This option allows you to maintain your security and contact information (ie. user id, password, name, address, phone and fax numbers, etc.).

This option allows you to maintain your security and contact information (ie. user id,

PRIOR PERIOD ADJUSTMENTS

Employees' Retirement Syst... x

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

STATE OF GEORGIA
EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA

Employers

Home Members Retirees **Employers** 401(k) & 457

Return to Summary Report List
View Summary Report History
Upload Employee Detail File
Employer Desktop
Logout

REPORT TYPE: ERS-AR

Monthly Salary and Contribution Summary Report: To complete or view a report, click on the appropriate Report Month for the applicable Report Type.

To submit a report(s), click in the box under the Submit column next to the Report Type you wish to submit, and then click the Submit to ERSGA button.

If you are signed up to submit payments automatically through our ACH feature, your account will be debited.

Submit	Type	Report Month	Net Salary	Total EECON	Total ERCON	Net Adjustment	Net Payment Due	Status	Non Reporter	ACH Status
<input type="checkbox"/>	ERS-AR	03/2015	20,000.00	300.00	4,392.00	447.82	5,139.82	In Progress	<input type="checkbox"/>	On File
<input type="checkbox"/>	ERS-GAR	03/2015	0.00	0.00	0.00	0.00	0.00	In Progress	<input type="checkbox"/>	On File

SUBMIT TO ERSGA

Copyright © Employees' Retirement System of Georgia 2010

PRIOR PERIOD ADJUSTMENTS

Summary Report



**EMPLOYEES'
RETIREMENT SYSTEM
OF GEORGIA**

Employers

Home
Members
Retirees
Employers

401(k) & 457

[Return to Summary Report List](#)

[View Summary Report History](#)

[Upload Employee Detail File](#)

[Employer Desktop](#)

[Logout](#)

Maintain Monthly Summarization Reports - ERS

REPORT TYPE: ERS-AR

REPORT MONTH: 03/2015

Reports
Invoice
Adjustments
Comments

Member Count:			
Report Type:	ERS-AR	Report Month:	03/2015
Old Plan Members:	<input type="text" value="0"/>	New Plan Members:	<input type="text" value="0"/>
Membership Salaries:			
Old Plan:	<input type="text" value="0.00"/>	Non Contributing 34 Yrs Svc:	<input type="text" value="0.00"/>
New Plan:	<input type="text" value="0.00"/>	Net Old Plan:	0.00
Contribution Details			
Employer Contributions:			
Old Plan: 17.21 %	<input type="text" value="0.00"/>	New Plan: 21.96 %	<input type="text" value="0.00"/>
Total Employer Contributions:	<input type="text" value="0.00"/>		
Employee Contributions:			
Old Plan: 1.50 %	<input type="text" value="0.00"/>	Employer Pickup: (5.00 % -7.00)	<input type="text" value="0.00"/>
Total Employee Contributions:	<input type="text" value="0.00"/>	New Plan: 1.50 %	<input type="text" value="0.00"/>
Adjustments:			
Total Invoice Adjustments:	<input type="text" value="0.00"/>	Total Prior Period Adjustments:	<input type="text" value="0.00"/>
Net Adjustments:	<input type="text" value="0.00"/>		
Payments:			
Net Payment Due:	<input type="text" value="0.00"/>		
<div style="display: flex; justify-content: center; gap: 20px;"> CALCULATE SAVE </div>			

PRIOR PERIOD ADJUSTMENTS

Summary Report- Adjustments Tab

The screenshot displays the 'EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA' website. The 'Employers' tab is selected in the navigation bar. The 'Adjustments' tab is highlighted in the report navigation. The form contains the following fields and controls:

- Navigation: Home, Members, Retirees, **Employers**, 401(k) 8-457
- Report Info: REPORT TYPE: ERS-AR, REPORT MONTH: 03/2015
- Instructions: Adjustments: To correct prior period member detail, enter SSN, report month range, and then click the Retrieve Button. Once the reported data is retrieved, enter the corrected salary and save. If there is no change in the reported salary but reported contributions need to be corrected, send in a 2A or 3A with a separate payment (This is not applicable to PSERS Employers).
- Note: For detailed instructions on how to process adjustments, please refer to the Maintain Monthly Summary Report - Adjustments Tab section in your Quick Reference Guide.
- Note: *NOTE: All fields with asterisks are required.
- Form Fields:
 - *Social Security Number:
 - Contrib Group: NAR (dropdown)
 - *Month Range From: (MM/YYYY):
 - *To: (MM/YYYY):
 - *First Name:
 - *Last Name:
 - *Reason for this Adjustment:
 - DOB (mm/dd/yyyy):
 - Gender:
 - Payment Reason:
- Buttons: RETRIEVE, RESET
- Footer: View in printable form

PRIOR PERIOD ADJUSTMENTS

Example of Missed Supplement or Salary Adjustment (Increase/Interim)

The member received an increase but it was not processed. An adjustment must be reported to correct the reported salary to the correct salary with the corresponding contributions.

Adjustments: To correct prior period member detail, enter SSN, report month range, and then click the Retrieve Button. Once the reported data is retrieved, enter the corrected salary and save. If there is no change in the reported salary but reported contributions need to be corrected, send in a 2A or 3A with a separate payment (**This is not applicable to PSERS Employers**).



For detailed instructions on how to process adjustments, please refer to the Maintain Monthly Summary Report - Adjustments Tab section in your Quick Reference Guide.

***NOTE: All fields with asterisks are required.**

- Month Range From is Required
- Month Range From cannot be before the Plan Start Date
- Month Range To is Required

Reports	Invoice	Adjustments	Comments
*Social Security Number:	<input type="text"/>	Contrib Group:	NAR <input type="button" value="v"/>
*Month Range From: (MM/YYYY)	<input type="text"/> **	*To:(MM/YYYY)	<input type="text"/> *
*First Name:	<input type="text"/>	*Last Name:	<input type="text"/>
*Reason for this Adjustment:	<input type="text"/>		
DOB (mm/dd/yyyy):	<input type="text"/>		
Gender:	<input type="button" value="v"/>		
Payment Reason:	<input type="button" value="v"/>		
<input type="button" value="RETRIEVE"/> <input type="button" value="RESET"/>			

[View in printable form](#)

PRIOR PERIOD ADJUSTMENTS

Example of Missed Supplement or Salary Adjustment (Increase/Interim)

The member received an increase effective 10/01/2014 but it was not processed. An adjustment must be reported to correct the reported salary to the correct salary with the corresponding contributions.

Adjustments: To correct prior period member detail, enter SSN, report month range, and then click the Retrieve Button. Once the reported data is retrieved, enter the corrected salary and save. If there is no change in the reported salary but reported contributions need to be corrected, send in a 2A or 3A with a separate payment (**This is not applicable to PSERS Employers**).



For detailed instructions on how to process adjustments, please refer to the Maintain Monthly Summary Report - Adjustments Tab section in your Quick Reference Guide.

***NOTE: All fields with asterisks are required.**

Posting Month	Reported Salary	Corrected Salary	Reported Time Perc	Corrected Time Perc	Reported EECON	Corrected EECON	Reported Pickup	Corrected Pickup	Reported ERCON	Corrected ERCON	Total Due to/from ERS
10/2014	2,058.46	2058.46	100.00	100.00	30.88	30.88	0.00	0.00	452.04	452.04	0.00
11/2014	2,058.46	2058.46	100.00	100.00	30.88	30.88	0.00	0.00	452.04	452.04	0.00
12/2014	2,058.46	2058.46	100.00	100.00	30.88	30.88	0.00	0.00	452.04	452.04	0.00
1/2015	2,058.46	2058.46	100.00	100.00	30.88	30.88	0.00	0.00	452.04	452.04	0.00
4 Months		Grand Total			123.52	123.52	0.00	0.00	1,808.16	1,808.16	0.00

*Social Security Number: Contrib Group: RETRIEVE
 *Month Range From: (MM/YYYY) *To: (MM/YYYY) RESET
 *First Name: *Last Name:

*Reason for this Adjustment:

DOB (mm/dd/yyyy):

Gender:

Payment Reason:

SAVE

[View in printable form](#)

PRIOR PERIOD ADJUSTMENTS

Example of Missed Supplement or Salary Adjustment (Increase/Interim)

The member received an increase effective 10/01/2014 but it was not processed. An adjustment must be reported to correct the reported salary to the correct salary with the corresponding contributions.

Adjustments: To correct prior period member detail, enter SSN, report month range, and then click the Retrieve Button. Once the reported data is retrieved, enter the corrected salary and save. If there is no change in the reported salary but reported contributions need to be corrected, send in a 2A or 3A with a separate payment (**This is not applicable to PSERS Employers**). ?

For detailed instructions on how to process adjustments, please refer to the Maintain Monthly Summary Report - Adjustments Tab section in your Quick Reference Guide.

***NOTE: All fields with asterisks are required.**

Adjustment Information Saved Successfully!

*Social Security Number:
 Contrib Group:

*Month Range From:
 *To:(MM/YYYY):

*First Name:
 *Last Name:

Posting Month	Reported Salary	Corrected Salary	Reported Time Perc	Corrected Time Perc	Reported EECON	Corrected EECON	Reported Pickup	Corrected Pickup	Reported ERCON	Corrected ERCON	Total Due to/from ERS
10/2014	2,058.46	2558.46	100.00	100.00	30.88	38.38	0.00	0.00	452.04	561.84	117.30
11/2014	2,058.46	2558.46	100.00	100.00	30.88	38.38	0.00	0.00	452.04	561.84	117.30
12/2014	2,058.46	2558.46	100.00	100.00	30.88	38.38	0.00	0.00	452.04	561.84	117.30
1/2015	2,058.46	2558.46	100.00	100.00	30.88	38.38	0.00	0.00	452.04	561.84	117.30
4 Months		Grand Total			123.52	153.52	0.00	0.00	1,808.16	2,247.36	469.20

*Reason for this Adjustment:

DOB (mm/dd/yyyy):

Gender:

Payment Reason:

[View in printable form](#)

GJRS

PSR

GDCP

PSERS

PRIOR PERIOD ADJUSTMENTS

Example of an Overpayment in Salary and Contributions

The member was overpaid in 12/2014 and 01/2015. An adjustment must be reported to correct the reported salary to the correct salary with the corresponding contributions.

Adjustments: To correct prior period member detail, enter SSN, report month range, and then click the Retrieve Button. Once the reported data is retrieved, enter the corrected salary and save. If there is no change in the reported salary but reported contributions need to be corrected, send in a 2A or 3A with a separate payment (**This is not applicable to PSERS Employers**). ?

For detailed instructions on how to process adjustments, please refer to the Maintain Monthly Summary Report - Adjustments Tab section in your Quick Reference Guide.

***NOTE: All fields with asterisks are required.**

Reports
Invoice
Adjustments
Comments

*Social Security Number:
 Contrib Group:

*Month Range From: (MM/YYYY)
 *To: (MM/YYYY)
RETRIEVE

*First Name:
 *Last Name:
RESET

Posting Month	Reported Salary	Corrected Salary	Reported Time Perc	Corrected Time Perc	Reported EECON	Corrected EECON	Reported Pickup	Corrected Pickup	Reported ERCON	Corrected ERCON	Total Due to/from ERS
12/2014	2,545.60	<input type="text" value="2545.60"/>	100.00	<input type="text" value="100.00"/>	38.18	38.18	0.00	0.00	559.01	559.01	0.00
1/2015	2,545.60	<input type="text" value="2545.60"/>	100.00	<input type="text" value="100.00"/>	38.18	38.18	0.00	0.00	559.01	559.01	0.00
2 Months		Grand Total			76.36	76.36	0.00	0.00	1,118.02	1,118.02	0.00

*Reason for this Adjustment:

DOB (mm/dd/yyyy):

Gender:

Payment Reason:

SAVE

[View in printable form](#)

PRIOR PERIOD ADJUSTMENTS

Example of an Overpayment in Salary and Contributions

The member was overpaid in 12/2014 and 01/2015. An adjustment must be reported to correct the reported salary to the correct salary with the corresponding contributions.

Adjustments: To correct prior period member detail, enter SSN, report month range, and then click the Retrieve Button. Once the reported data is retrieved, enter the corrected salary and save. If there is no change in the reported salary but reported contributions need to be corrected, send in a 2A or 3A with a separate payment (**This is not applicable to PSERS Employers**).



For detailed instructions on how to process adjustments, please refer to the Maintain Monthly Summary Report - Adjustments Tab section in your Quick Reference Guide.

***NOTE: All fields with asterisks are required.**

Adjustment Information Saved Successfully!

Reports	Invoice	Adjustments	Comments
---------	---------	-------------	----------

*Social Security Number: Contrib Group:

 *Month Range From: *To:(MM/YYYY): **RETRIEVE**

 *First Name: *Last Name: **RESET**

Posting Month	Reported Salary	Corrected Salary	Reported Time Perc	Corrected Time Perc	Reported EECON	Corrected EECON	Reported Pickup	Corrected Pickup	Reported ERCON	Corrected ERCON	Total Due to/from ERS
12/2014	2,545.60	<input type="text" value="2500.00"/>	100.00	<input type="text" value="100.00"/>	38.18	37.50	0.00	0.00	559.01	549.00	-10.69
1/2015	2,545.60	<input type="text" value="2500.00"/>	100.00	<input type="text" value="100.00"/>	38.18	37.50	0.00	0.00	559.01	549.00	-10.69
2 Months		Grand Total			76.36	75.00	0.00	0.00	1,118.02	1,098.00	-21.38

*Reason for this Adjustment:

DOB (mm/dd/yyyy):

Gender:

Payment Reason:

SAVE

[View in printable form](#)

PRIOR PERIOD ADJUSTMENTS

Adjustment Report-Lists the adjustments and give the total amount due

SSN	Member Name	Posting Month	Reported Salary	Corrected Salary	Adjusted Salary	Reported EECON	Corrected EECON	Adjusted EECON	Reported Pickup	Corrected Pickup	Adjusted Pickup	Reported ERCON	Corrected ERCON	Adjusted ERCON	Total Due ERS
[REDACTED]	THE CAT, SYLVIA	10/01/2014	2,058.46	2,558.46	500.00	30.88	38.38	7.50	0.00	0.00	0.00	452.04	561.84	109.80	117.30
[REDACTED]	THE CAT, SYLVIA	11/01/2014	2,058.46	2,558.46	500.00	30.88	38.38	7.50	0.00	0.00	0.00	452.04	561.84	109.80	117.30
[REDACTED]	THE CAT, SYLVIA	12/01/2014	2,058.46	2,558.46	500.00	30.88	38.38	7.50	0.00	0.00	0.00	452.04	561.84	109.80	117.30
[REDACTED]	THE CAT, SYLVIA	01/01/2015	2,058.46	2,558.46	500.00	30.88	38.38	7.50	0.00	0.00	0.00	452.04	561.84	109.80	117.30
[REDACTED]	PATEL, DAMINA	12/01/2014	2,545.60	2,500.00	-45.60	38.18	37.50	-0.68	0.00	0.00	0.00	559.01	549.00	-10.01	-10.69
[REDACTED]	PATEL, DAMINA	01/01/2015	2,545.60	2,500.00	-45.60	38.18	37.50	-0.68	0.00	0.00	0.00	559.01	549.00	-10.01	-10.69
		Grand Total	13,325.04	15,233.84	1,908.80	199.88	228.52	28.64	0.00	0.00	0.00	2,926.18	3,345.36	419.18	447.82

PRIOR PERIOD ADJUSTMENTS

Summary Report completed with total adjustment amount entered in adjustment field.

Maintain Monthly Summarization Reports - ERS ?

Summary Report Information Saved Successfully!

Reports Invoice Adjustments Comments

Member Count:			
Report Type:	ERS-AR	Report Month:	03/2015
Old Plan Members:	<input type="text" value="0"/>	New Plan Members:	<input type="text" value="7"/>
Membership Salaries:			
Old Plan:	<input type="text" value="0.00"/>	Non Contributing 34 Yrs Svc:	<input type="text" value="0.00"/>
New Plan:	<input type="text" value="20000.00"/>	Net Old Plan:	<input type="text" value="0.00"/>
Employer Contributions:			
Old Plan: 17.21 %	<input type="text" value="0.00"/>	New Plan: 21.96 %	<input type="text" value="4,392.00"/>
Total Employer Contributions:	<input type="text" value="4,392.00"/>		
Employee Contributions:			
Old Plan: 1.50 %	<input type="text" value="0.00"/>	Employer Pickup: (5.00 % -7.00)	<input type="text" value="0.00"/>
Total Employee Contributions:	<input type="text" value="300.00"/>	New Plan: 1.50 %	<input type="text" value="300.00"/>
Adjustments:			
Total Invoice Adjustments:	<input type="text" value="0.00"/>	Total Prior Period Adjustments:	<input type="text" value="447.82"/>
Net Adjustments:	<input type="text" value="447.82"/>		
Payments:			
Net Payment Due:	<input type="text" value="5,139.82"/>		

CALCULATE **SAVE**

PRIOR PERIOD ADJUSTMENTS

Example of Missed Enrollment

Employee was hired 11/2014 but was not reported to ERS for the 11/2014 reporting period.

- Two methods of reporting the salary and contributions
 - Report all salary and contributions, 11/2014 -01/2015 for the 02/2015 reporting period, and make adjustments for 03/2015 or
 - Report salary and contributions for 02/2015 only and for the 03/2015 reporting period , report the salary and contributions for 11/2014 -01/2015



PRIOR PERIOD ADJUSTMENTS

Example of Missed Enrollment

Employee was hired 11/2014 but was not reported to ERS for the 11/2014 reporting period. The salary and contributions for 11/2014 to 02/2015 were reported for 02/2015 reporting period

[Report History](#)

[Employee Detail File](#)

[Employer Desktop](#)

[Logout](#)

Adjustments: To correct prior period member detail, enter SSN, report month range, and then click the Retrieve Button. Once the reported data is retrieved, enter the corrected salary and save. If there is no change in the reported salary but reported contributions need to be corrected, send in a 2A or 3A with a separate payment (**This is not applicable to PSERS Employers**).

For detailed instructions on how to process adjustments, please refer to the Maintain Monthly Summary Report - Adjustments Tab section in your Quick Reference Guide.

***NOTE: All fields with asterisks are required.**

Reports | **Invoice** | **Adjustments** | **Comments**

*Social Security Number:

*Month Range From: (MM/YYYY)

*First Name:

Contrib Group:

*To: (MM/YYYY)

*Last Name:

RETRIEVE

RESET

Posting Month	Reported Salary	Corrected Salary	Reported Time Perc	Corrected Time Perc	Reported EECON	Corrected EECON	Reported Pickup	Corrected Pickup	Reported ERCON	Corrected ERCON	Total Due to/from ERS
11/2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12/2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2/2015	8,750.00	8750.00	100.00	100.00	109.38	109.38	0.00	0.00	1,651.13	1,651.13	0.00
4 Months		Grand Total			109.38	109.38	0.00	0.00	1,651.13	1,651.13	0.00

*Reason for this Adjustment:

DOB (mm/dd/yyyy):

Gender:

Payment Reason:

SAVE

PRIOR PERIOD ADJUSTMENTS

Example of Missed Enrollment

Employee was hired 11/2014 but was not reported to ERS for the 11/2014 reporting period. The salary and contributions for 11/2014 to 02/2015 were reported for 02/2015 reporting period

Adjustments: To correct prior period member detail, enter SSN, report month range, and then click the Retrieve Button. Once the reported data is retrieved, enter the corrected salary and save. If there is no change in the reported salary but reported contributions need to be corrected, send in a 2A or 3A with a separate payment (**This is not applicable to PSERS Employers**).

For detailed instructions on how to process adjustments, please refer to the Maintain Monthly Summary Report - Adjustments Tab section in your Quick Reference Guide.

***NOTE: All fields with asterisks are required.**

Adjustment Information Saved Successfully!

Reports Invoice Adjustments Comments

*Social Security Number: Contrib Group: GAR

*Month Range From: 11/2014 *To:(MM/YYYY) 02/2015 **RETRIEVE**

*First Name: KIM *Last Name: KARDASHIAN **RESET**

Posting Month	Reported Salary	Corrected Salary	Reported Time Perc	Corrected Time Perc	Reported EECON	Corrected EECON	Reported Pickup	Corrected Pickup	Reported ERCON	Corrected ERCON	Total Due to/from ERS
11/2014	0.00	2187.50	0.00	100.00	0.00	27.34	0.00	0.00	0.00	412.78	440.12
12/2014	0.00	2187.50	0.00	100.00	0.00	27.34	0.00	0.00	0.00	412.78	440.12
1/2015	0.00	2187.50	0.00	100.00	0.00	27.34	0.00	0.00	0.00	412.78	440.12
2/2015	8,750.00	2187.50	100.00	100.00	109.38	27.34	0.00	0.00	1,651.13	412.78	-1,320.39
4 Months		Grand Total			109.38	109.36	0.00	0.00	1,651.13	1,651.12	-0.03

*Reason for this Adjustment: Correcting Missing Contributions. Allocating contributions reported in 02/2015 to 11/2014 to 02/2015

DOB (mm/dd/yyyy): 08/24/1966

Gender: Female

Payment Reason: Regular Pay

SAVE

[View in printable form](#)

PRIOR PERIOD ADJUSTMENTS

Example of Missed Enrollment

Employee was hired 11/2014 but was not reported to ERS for the 11/2014 reporting period. Normal monthly salary and contributions were reported for The salary and contributions for 11/2014 to 01/2015 were reported for 03/2105 reporting period.

[Home](#)
[File](#)
[Logout](#)

Adjustments: To correct prior period member detail, enter SSN, report month range, and then click the Retrieve Button. Once the reported data is retrieved, enter the corrected salary and save. If there is no change in the reported salary but reported contributions need to be corrected, send in a 2A or 3A with a separate payment (**This is not applicable to PSERS Employers**).

For detailed instructions on how to process adjustments, please refer to the Maintain Monthly Summary Report - Adjustments Tab section in your Quick Reference Guide.

***NOTE: All fields with asterisks are required.**

Adjustment Information Saved Successfully!

[Reports](#)
[Invoice](#)
[Adjustments](#)
[Comments](#)

*Social Security Number: Contrib Group:

*Month Range From: (MM/YYYY) *To:(MM/YYYY)

*First Name: *Last Name:

Posting Month	Reported Salary	Corrected Salary	Reported Time Perc	Corrected Time Perc	Reported EECON	Corrected EECON	Reported Pickup	Corrected Pickup	Reported ERCON	Corrected ERCON	Total Due to/from ERS
11/2014	0.00	2000.00	0.00	100.00	0.00	25.00	0.00	0.00	0.00	377.40	402.40
12/2014	0.00	2000.00	0.00	100.00	0.00	25.00	0.00	0.00	0.00	377.40	402.40
1/2015	0.00	2000.00	0.00	100.00	0.00	25.00	0.00	0.00	0.00	377.40	402.40
3 Months		Grand Total			0.00	75.00	0.00	0.00	0.00	1,132.20	1,207.20

*Reason for this Adjustment:

DOB (mm/dd/yyyy):

Gender:

Payment Reason:

[View in printable form](#)

URS
PSR

PRIOR PERIOD ADJUSTMENTS

Example of Missed Enrollment

Employee was hired 11/2014 but was not reported to ERS for the 11/2014 reporting period. Normal monthly salary and contributions were reported for The salary and contributions for 11/2014 to 01/2015 were reported for 03/2105 reporting period.

BURKE COUNTY HEALTH DEPT (128-017)			REPORT TYPE: ERS-GAR						REPORT MONTH: 03/2015						
SSN	Member Name	Posting Month	Reported Salary	Corrected Salary	Adjusted Salary	Reported EECON	Corrected EECON	Adjusted EECON	Reported Pickup	Corrected Pickup	Adjusted Pickup	Reported ERCON	Corrected ERCON	Adjusted ERCON	Total Due ERS
[REDACTED]	[REDACTED]	11/01/2014	0.00	2,000.00	2,000.00	0.00	25.00	25.00	0.00	0.00	0.00	0.00	377.40	377.40	402.40
[REDACTED]	[REDACTED]	12/01/2014	0.00	2,000.00	2,000.00	0.00	25.00	25.00	0.00	0.00	0.00	0.00	377.40	377.40	402.40
[REDACTED]	[REDACTED]	01/01/2015	0.00	2,000.00	2,000.00	0.00	25.00	25.00	0.00	0.00	0.00	0.00	377.40	377.40	402.40
[REDACTED]	[REDACTED]	11/01/2014	0.00	2,187.50	2,187.50	0.00	27.34	27.34	0.00	0.00	0.00	0.00	412.78	412.78	440.12
[REDACTED]	[REDACTED]	12/01/2014	0.00	2,187.50	2,187.50	0.00	27.34	27.34	0.00	0.00	0.00	0.00	412.78	412.78	440.12
[REDACTED]	[REDACTED]	01/01/2015	0.00	2,187.50	2,187.50	0.00	27.34	27.34	0.00	0.00	0.00	0.00	412.78	412.78	440.12
[REDACTED]	[REDACTED]	02/01/2015	8,750.00	2,187.50	-6,562.50	109.38	27.34	-82.04	0.00	0.00	0.00	1,651.13	412.78	-1,238.35	-1,320.39
		Grand Total	8,750.00	14,750.00	6,000.00	109.38	184.36	74.98	0.00	0.00	0.00	1,651.13	2,783.32	1,132.19	1,207.17

PRIOR PERIOD ADJUSTMENTS

Example of Missed Enrollment

Include on the 03/2015 Summary Report in the Prior Period adjustments field the total on the prior period adjustment report.

Summary Report Information Saved Successfully!

Reports	Invoice	Adjustments	Comments
Member Count:			
Report Type:	ERS-GAR	Report Month:	03/2015
Total Members:	<input type="text" value="3"/>		
Membership Salaries:			
Total Membership Salaries:	<input type="text" value="5000.00"/>		
Employer Contributions:			
Base Coverage: 18.87 %	<input type="text" value="943.50"/>		
Total Employer Contributions:	<input type="text" value="943.50"/>		
Employee Contributions:			
Base Coverage: 1.25 %	<input type="text" value="62.50"/>		
Total Employee Contributions:	<input type="text" value="62.50"/>		
Adjustments:			
Total Invoice Adjustments:	<input type="text" value="0.00"/>	Total Prior Period Adjustments:	<input type="text" value="1207.17"/>
Net Adjustments:	<input type="text" value="1207.17"/>		
Payments:			
Net Payment Due:	<input type="text" value="2,213.17"/>		
<input type="button" value="CALCULATE"/> <input type="button" value="SAVE"/>			

INVOICES

- Why and how are they generated?
 - Summary Report Discrepancies
 - Significant difference between payment remitted and summary report/contribution detail total
 - Contribution detail discrepancies
 - Contributions reported for ineligible employees
 - Incorrect enrollment
 - Member reported under the incorrect contribution group
 - Contribution reported in error
 - Contributions missing



ALLOCATING INVOICES

- Summary Report Discrepancies

Add to next report month and reconcile with a payment or credit

Example:

- a. Payment = \$2000, Summary Report/Contribution Detail Total = \$1950
- b. Payment = \$2000, Summary Report/Contribution Detail Total = \$2075



ALLOCATING INVOICES

Summary Report List

Monthly Salary and Contribution Summary Report: To complete or view a report, click on the appropriate Report Month for the applicable Report Type.



To submit a report(s), click in the box under the Submit column next to the Report Type you wish to submit, and then click the Submit to ERSGA button.

If you are signed up to submit payments automatically through our ACH feature, your account will be debited.

Your agency has outstanding invoices. Please allocate your invoices before submission.

Submit	Type	Report Month	Net Salary	Total EECON	Total ERCON	Net Adjustment	Net Payment Due	Status	Non Reporter	ACH Status
<input type="checkbox"/>		03/2015	0.00	0.00	0.00	0.00	0.00	In Progress	<input type="checkbox"/>	Not Eligible
<input type="checkbox"/>		03/2015	0.00	0.00	0.00	0.00	0.00	In Progress	<input type="checkbox"/>	Not Eligible
<input type="checkbox"/>		03/2015	0.00	0.00	0.00	0.00	0.00	In Progress	<input type="checkbox"/>	Not Eligible
<input type="checkbox"/>		03/2015	0.00	0.00	0.00	0.00	0.00	In Progress	<input type="checkbox"/>	Not Eligible
<input type="checkbox"/>		03/2015	0.00	0.00	0.00	0.00	0.00	In Progress	<input type="checkbox"/>	Not Eligible

SUBMIT TO ERSGA



ALLOCATING INVOICES

View of the Invoice Tab

Invoice: The Invoice tab allows you to allocate or deallocate outstanding invoices issued by ERSGA to your monthly summary report. Click on the invoice number to view the details of the invoice.



The allocated invoices below should equal the invoice field from the Reports Tab.

Please allocate outstanding invoices to your summary report.

Reports	Invoice	Adjustments	Comments	
Invoice ALLOCATED:				
Select	Date Issued	Invoice Number	Amount Allocated	Status
				DEALLOCATE
OUTSTANDING Invoice:				
Select	Date Issued	Invoice Number	Invoice Amount	Status
<input type="checkbox"/>	12/31/2014	139631	1,221.89	Outstanding
<input type="checkbox"/>	11/30/2014	137987	691.35	Outstanding
<input type="checkbox"/>	10/31/2014	136195	3,800.00	Outstanding
<input type="checkbox"/>	09/30/2014	134567	5,411.66	Outstanding
<input type="checkbox"/>	08/31/2014	132933	-813.12	Outstanding
<input type="checkbox"/>	07/31/2014	131450	54,768.22	Outstanding
<input type="checkbox"/>	06/30/2014	129726	16,685.90	Outstanding
<input type="checkbox"/>	05/31/2014	127870	555.76	Outstanding
<input type="checkbox"/>	02/28/2015	143580	2,100.95	Outstanding
<input type="checkbox"/>	01/31/2015	141729	-2,029.96	Outstanding
				ALLOCATE

[View in printable form](#)

ALLOCATING INVOICES

View of the Invoice Tab

Invoice Allocation Successful!

Reports **Invoice** **Adjustments** **Comments**

Invoice ALLOCATED:

Select	Date Issued	Invoice Number	Amount Allocated	Status
<input type="checkbox"/>	12/31/2014	139631	1,221.89	Allocated
<input type="checkbox"/>	11/30/2014	137987	691.35	Allocated
<input type="checkbox"/>	10/31/2014	136195	3,800.00	Allocated

DEALLOCATE

OUTSTANDING Invoice:

Select	Date Issued	Invoice Number	Invoice Amount	Status
<input type="checkbox"/>	09/30/2014	134567	5,411.66	Outstanding
<input type="checkbox"/>	08/31/2014	132933	-813.12	Outstanding
<input type="checkbox"/>	07/31/2014	131450	54,768.22	Outstanding
<input type="checkbox"/>	06/30/2014	129726	16,685.90	Outstanding
<input type="checkbox"/>	05/31/2014	127870	555.76	Outstanding
<input type="checkbox"/>	02/28/2015	143580	2,100.95	Outstanding
<input type="checkbox"/>	01/31/2015	141729	-2,029.96	Outstanding

ALLOCATE

[View in printable form](#)



ALLOCATING INVOICES

Payment = \$2000, Summary Report/Contribution Detail Total = \$1950
On the following month report select and allocate invoice, add -\$50 to Invoice adjustment field next report and total

Please allocate outstanding invoices to your summary report.

Reports **Invoice** **Adjustments** **Comments**

Invoice ALLOCATED:

Select	Date Issued	Invoice Number	Amount Allocated	Status
				DEALLOCATE

OUTSTANDING Invoice:

Select	Date Issued	Invoice Number	Invoice Amount	Status
<input type="checkbox"/>	08/31/2014	134190	-1.38	Outstanding

ALLOCATE

[View in printable form](#)

Employee Contributions:

Base Coverage: 1.25 %

Total Employee Contributions:

Adjustments:

Total Invoice Adjustments: Total Prior Period Adjustments:

Net Adjustments:

Payments:

Net Payment Due:

CALCULATE **SAVE**

ALLOCATING INVOICES

Payment = \$2000, Summary Report/Contribution Detail Total = \$2075
On the following month report select and allocate invoice, add \$75 to Invoice adjustment field next report and total

Please allocate outstanding invoices to your summary report.

Reports	Invoice	Adjustments	Comments	
Invoice ALLOCATED:				
Select	Date Issued	Invoice Number	Amount Allocated	Status
				DEALLOCATE
OUTSTANDING Invoice:				
Select	Date Issued	Invoice Number	Invoice Amount	Status
<input type="checkbox"/>	08/31/2014	134190	-1.38	Outstanding
				ALLOCATE

[View in printable form](#)

Employee Contributions:			
Base Coverage: 1.25 %	<input type="text" value="0.00"/>		
Total Employee Contributions:	<input type="text" value="0.00"/>		
Adjustments:			
Total Invoice Adjustments:	<input type="text" value="0.00"/>	Total Prior Period Adjustments:	<input type="text" value="0.00"/>
Net Adjustments:	<input type="text" value="0.00"/>		
Payments:			
Net Payment Due:	<input type="text" value="0.00"/>		
			
CALCULATE		SAVE	

RESOURCES

- [Employer Contribution Rate History](#)
 - Useful for Prior Period Adjustments
- [Pension Reporting Analyst Contact List](#)
- [Employer Manual](#)



QUESTIONS

