Quick Steps - Adjustment Reports (one employee at a time) - RETIREMENT

Note: Instructions in this section will help guide you in creating payroll adjustments for one employee at a time. Quick Steps begin the 2nd step of the process after selections are made from the *Payroll Reporting* screen.

1. Enter **Total Wages Reported**.

a. This is the total of all wages you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies

2. Enter Total Contributions Reported.

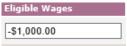
- a. This is the total of all contributions you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies
- 3. Click Add New Detail button.
- 4. Enter SSN
- 5. Enter Last Name
- 6. Enter First Name
- 7. Select Plan

8. Enter Reporting Month

- a. For Adjustments, this is either the month you want to adjust wages, or, to report regular payroll for a month that was missed on the original report.
- b. Enter format MM/YYYY

9. Enter Eligible Wages

a. Enter a Negative (-) sign when deducting wages



- b. For Adjustments, eligible wages that remain as \$0.00 will not be created as records on the report.
- 10. Repeat as necessary beginning with Step 3.
- 11. When you are ready to submit the report, click the *Create Report* button at the top

Note: If you need to make comments on an employee's detail **OR** ignore the detail, you must first complete the process of creating the report. Once created, you will need to open up the report and select the employee.

^{*}If you only need to add comments, then add your comments in the 'Comments' box and Save.

^{*}If you are ignoring the detail, then add a comment to the detail, save the record, then 'lgnore' it.