


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**
The screenshot shows a purple header labeled 'Eligible Wages' above a text input field containing the value '-\$1,000.00'.
 - 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 'Ignore' it.