

Quick Steps - Adjustment Reports (one employee at a time) – DEFERRED COMP

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 Contributions Reported**.
 - a. Only enter amount payable to NDPERS
2. Click **Add New Detail** button.
3. Enter **SSN**
4. Enter Contributions & Provider information
5. Repeat as necessary beginning with Step 2
6. When you are ready to submit the report, click the **Create Report** button at the top