

Quick Steps – Adjustment Reports (ALL employees) - RETIREMENT

Note: Instructions in this section will help guide you in creating payroll adjustments for ALL employees, or, for a larger number of employees. Quick Steps begin the 2nd step after selections are made from the *Payroll Reporting* screen.

1. Enter **Total Wages Reported**.
 - a. This is the total of all the 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. Enter **Reporting Month**
 - a. For Adjustments, this is the month, for the employee, you want to adjust wages **or** report regular payroll for a month that was missed on the original report.
 - b. Enter format MM/YYYY
4. Enter **Eligible Wages**
 - a. For Adjustments, eligible wages that remain as \$0.00 will be not be created as records on the report.
 - b. Select the employees you want to report and enter their wages. Leave wages blank for employees you do not want to report wages for.
5. Once you have entered wages all the employees you want to report, and 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.