



HOW TO

Creating Adjustments

Adjustments are used to add or remove information from a contribution record **previously** submitted to SERS. Adjustments are reported using either the file upload or can be entered manually.

There are two differences in how you report adjustments versus contributions.

- When removing previously reported contributions/earnings, use the minus symbol before the dollar amount you are reporting (i.e. -\$1.00). This tells SERS that you are removing money. If you fail to use the negative sign when removing contributions, you will add the money to the member's account.
- Use a current pay date even though the period begin and end dates will not correspond with that date.

Adjustment Earnings Codes:

51 – Adjustment to Regular Contribution: This is an Adjustment record to '01.'

52 – Adjustment to Supplemental: This is an Adjustment record to '02.'

53 – Adjustment to Retro Pay: This is an Adjustment record to '03.'

54 – Adjustment to Stretch Pay: This is an Adjustment record to '04.'

55 – Adjustment to Grievance Pay: This is an Adjustment record to '05.'

What if I forgot to pay someone from a previous pay period?

If a district realizes that it did not pay an employee from a previous pay period, the district will utilize the "Missed" earnings codes. The period begin and end dates can be different; however, the pay date needs to be the same for the report that is being submitted. Before doing an adjustment for a missed contribution for a prior year, notify Employer Services first.

91 – Missed Regular Contribution: Report any regular wage and contribution record that was not reported for a prior period.

92 – Missed Supplemental Contribution: Report any supplemental contribution that was not reported for a prior period.

94 – Missed Stretch Pay Contribution: Report any stretch pay contribution that was not reported for a prior period.

Before submitting an adjustment, confirm that the original Contribution Report has been received by SERS by using the “Employer Reporting Detail Lookup” application on eSERS.

1. Type in the SSN or last and first name.
2. Click “Search.”

The screenshot shows the 'Criteria' search interface with the following fields:

- Last Name: [Text Input]
- First Name: [Text Input]
- SSN: [Text Input]
- Header ID: [Text Input]
- Header Type: [Dropdown]
- Header Status: [Dropdown]
- Contractor ID: [Text Input]
- Reporting Source: [Dropdown]
- File Name: [Text Input]
- Detail Record ID: [Text Input]
- Detail Record Status: [Dropdown]
- Pay Date: [Text Input]
- Period Begin Date From: [Text Input]
- Period Begin Date To: [Text Input]
- Period End Date From: [Text Input]
- Period End Date To: [Text Input]
- Unique ID: [Text Input]

Buttons: Search, Reset, Store Search

Search Results section includes: Export To Excel, Open, and a table with columns: Header Type, Detail Record ID, Detail Record Status, SSN, Name, Period Begin Date, Period End Date, Earnings Code, Earnings, Days, Hours, Employee Pre-Tax Contribution, Employee Post-Tax Contribution, Employer Contribution. The table currently shows 'No records to display.'

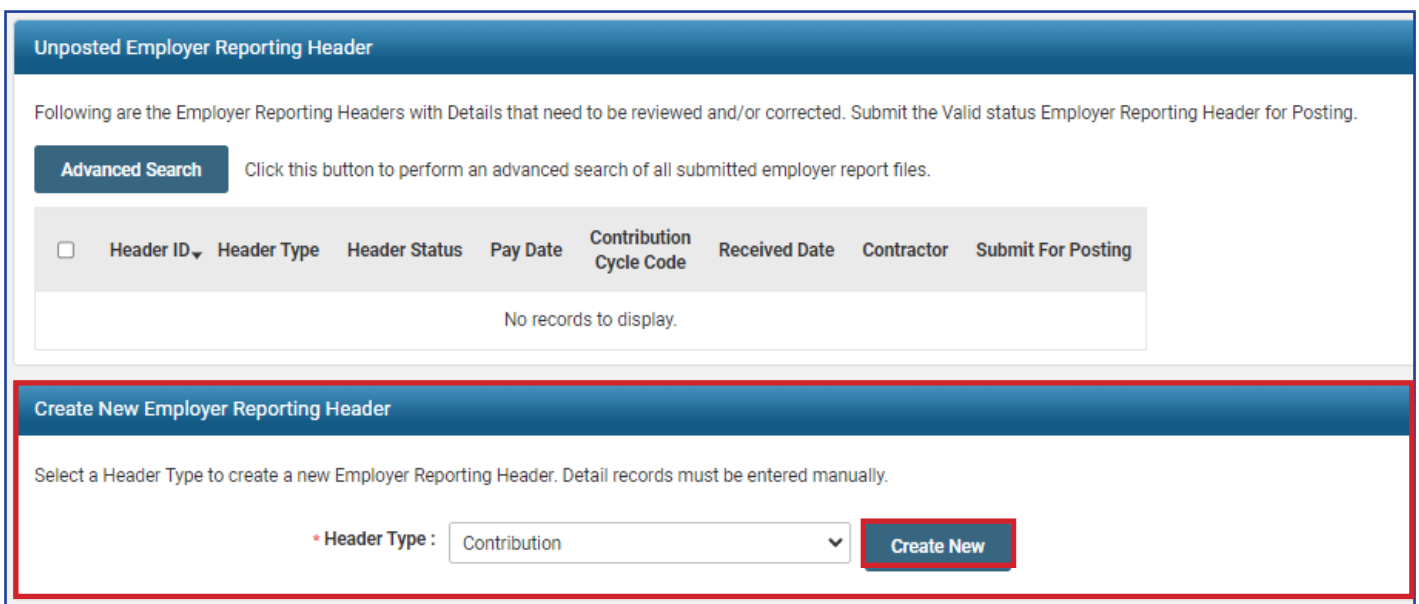
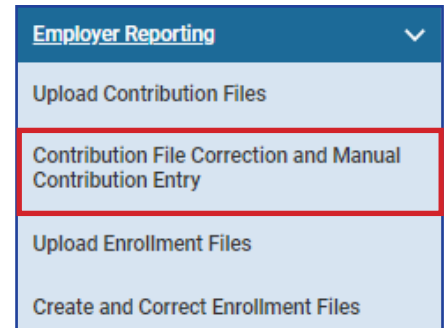
Note: You will need to use the coordinating adjustment earnings code. For example, if the original contribution report was sent as an **01 – Regular** earnings code, you will need to use a **51 – Adjustment to Regular Contribution** earnings code.

Manual Creation

To start an adjustment record, you will go to the **Contribution File Correction and Manual Contribution Entry** menu item.

Steps:

1. Click the “Contribution File Correction and Manual Contribution Entry” menu item.
2. Click “Create New” in the Create New Employer Reporting Header panel.



The system will display the Employer Reporting Header Maintenance screen.

Steps (continued):

3. Enter the **Contribution Cycle Code** and the **Pay Date**.
 - Enter the pay date for the current pay cycle, even though the adjustment will be for a prior pay period. (Prior period entered later)
 - This will help the school district avoid penalties
4. Click “Save.”
 - When you click Save, the New button will appear.
5. Click “New.”

Contribution File Corre... > Employer Reporting Head... X ← Displaying page 3 of 3. →

[All changes successfully saved.]

Save **Refresh** **Void File**

Employer Reporting Header Information ▼ **Status Count:** ▼

Employer Reporting Header ID: 347274 Header Type: Contribution
Reporting Source: Manual Header Status:
Contribution Cycle Code: BWK0006 **Pay Date: 07/12/2023**
ITC: Contractor:
Sent Date: 06/28/2023 Posted Date:
File Name: Unique ID:

Total Record Count
[Posted](#)
[Posted with warnings](#)
[Review](#)
[Valid](#)
[Void](#)

Contribution Information ▼

New **Open** **Void Record** **Export To Excel**

Total Regular Employee Pre-Tax Contributions : \$0.00 Total Employee Earnings (System Calculated) : \$0.00
Total Regular Employee Post-Tax Contribution : \$0.00 Total Employee Earnings (Submitted) : \$0.00
Total Reemployed Employee Pre Tax Contribution : \$0.00 Total Employer Contributions (System Calculated) : \$0.00
Total Reemployed Employee Post Tax Contribution : \$0.00

SSN : Earnings Code Type : Record Status : **Filter**

<input type="checkbox"/>	Contribution Record ID	SSN	Name	Period Begin Date	Period End Date	Earnings Code	Service Days	Hours	Earnings	Employee Pre-Tax Contributions	Employee Post-Tax Contributions	Employer Contributions	Record Status
No records to display.													

Note: If you are submitting an adjustment for a contractor, select the contracting company from the contractor name drop-down.

The system displays the Employer Reporting Contribution Maintenance screen.

Steps (continued):

6. Enter the following information:

- SSN (required)
- Last Name (required)
- Period Begin & End Date* (required)
- Earnings Code (required)
- Service Days
- Hours
- Employee Pre-Tax or Post-Tax Contributions (10%)
- Employee Earnings

7. Click “Save & New.” (If this is the only record you are creating, click “Save” instead.)

Contribution File Corre... > Employer Reporting Head... > Employer Reporting Cont... X Displaying page 1 of 1.

[Record displayed. Please make changes and press SAVE.]

Save Save & New Refresh

Employer Reporting Header Information

Employer Reporting Header ID : 347274 Header Type : Contribution Header Status : Review
Pay Date : 07/12/2023 Contribution Cycle Code : BWK0006

Contribution Information

Contribution Record ID: Record Status: Suppress Warning:

* SSN :
First Name : Middle Name : * Last Name :
Name Suffix :

* Period Begin Date : * Period End Date :
* Earnings Code :

Service Days : Hours :

Employee Pre-Tax Contribution: \$0.00 Employee Post-Tax Contribution: \$0.00
Employee Earnings (Submitted) \$0.00 Employee Earnings (Sys. Calc) \$0.00
Employment Status Effective Date : Employment Status Code :

Validation Information

Message ID	Error / Warning	Severity
No records to display.		

***Pay period begin and end dates should reflect the dates the original contribution was made, not the current pay period dates.**

Important Note:
In making adjustments, not all of the same fields are required as with the original contribution. For instance, if you are only adjusting days but not earnings, only enter in the day's adjustment. Leave the contribution and earnings fields blank.

Example 1: John Smith received 20 days on a prior report but should have only received 15 days. You would only subtract the difference of 5 days.

Example 2: John Smith received no days or hours on the original report, but he should have received 15 days with 120 hours. You should add the total amount of days and hours needed.

If you receive a warning message of “Pending Member Account transaction exists for this adjustment,” you need to check the “Suppress Warning” box, and then click Save.

This will make the record Valid.

After you submit the file for posting, it will show as posted with warning. This is ok.

Contribution File Corre... > Employer Reporting Head... > Employer Reporting Cont... X Displaying page 1 of 1

[All changes successfully saved.]

Save Refresh

Employer Reporting Header Information

Employer Reporting Header ID : 347274 Header Type : Contribution Header Status : Valid
Pay Date : 07/12/2023 Contribution Cycle Code : BWK0006

Contribution Information

Contribution Record ID: 14628499 Record Status: Valid Suppress Warning:

* SSN :
First Name : Coco Middle Name : * Last Name : Rose
Name Suffix :
* Period Begin Date : 06/15/2023 * Period End Date : 06/28/2023
* Earnings Code : 51 - Adjustment to Regular
Service Days : 0 Hours : 0
Employee Pre-Tax Contribution : (\$10.00) Employee Post-Tax Contribution : \$0.00
Employee Earnings (Submitted) : (\$100.00) Employee Earnings (Sys. Calc) : (\$100.00) Employer Contribution (Sys. Calc) : (\$14.00)
Employment Status Effective Date : Employment Status Code :
Suppress Warnings Reason :

Validation Information

Message ID	Error / Warning	Severity
<input type="checkbox"/> 1219	Pending Member Account transaction exists for this adjustment.	Warning

Submitting for Posting

Once the record is saved, both the adjustment record and the header change to a Valid status.

The header will be in a Valid status only if all records are in a Valid status.

Steps (continued):

8. Click “Employer Reporting Head...” in the navigation path to return to the Employer Reporting Header Maintenance screen where you will be able to submit your file for posting.

The system displays the Employer Reporting Header Maintenance screen, where you can submit the file for posting.

Steps (continued):

9. Click “Submit for Posting.”

The screenshot shows the 'Employer Reporting Header Information' section with the following details:

- Employer Reporting Header ID: 347274
- Reporting Source: Manual
- Contribution Cycle Code: BWK0006
- ITC:
- Sent Date: 06/28/2023
- File Name:
- Header Type: Contribution
- Header Status: Valid
- Pay Date: 07/12/2023
- Contractor: [Dropdown]
- Posted Date:
- Unique ID:

The 'Status Count' table on the right shows:

Status Count:	
Total Record Count	1
Posted	0
Posted with warnings	0
Review	0
Valid	1
Void	0

The 'Contribution Information' section shows summary statistics:

- Total Regular Employee Pre-Tax Contributions: (\$10.00)
- Total Regular Employee Post-Tax Contribution: \$0.00
- Total Reemployed Employee Pre Tax Contribution: \$0.00
- Total Reemployed Employee Post Tax Contribution: \$0.00
- Total Employee Earnings (System Calculated): (\$100.00)
- Total Employee Earnings (Submitted): (\$100.00)
- Total Employer Contributions (System Calculated): (\$14.00)

Buttons: Save, Refresh, Void File, Submit for Posting (highlighted in red).

Once a header is submitted for posting, it becomes read-only. The header status changes to “Posting In Progress,” and then to “Posted” once the information is processed.

The screenshot shows the 'Employer Reporting Header Information' section with the following details:

- Employer Reporting Header ID: 347274
- Reporting Source: Manual
- Contribution Cycle Code: BWK0006
- ITC:
- Sent Date: 06/28/2023
- File Name:
- Header Type: Contribution
- Header Status: Posted with Warnings (highlighted in red)
- Pay Date: 07/12/2023
- Contractor:
- Posted Date: 06/28/2023
- Unique ID:

The 'Status Count' table on the right shows:

Status Count:	
Total Record Count	1
Posted	0
Posted with warnings	1
Review	0
Valid	0
Void	0

The 'Contribution Information' section shows summary statistics:

- Total Regular Employee Pre-Tax Contributions: (\$10.00)
- Total Regular Employee Post-Tax Contribution: \$0.00
- Total Reemployed Employee Pre Tax Contribution: \$0.00
- Total Reemployed Employee Post Tax Contribution: \$0.00
- Total Employee Earnings (System Calculated): (\$100.00)
- Total Employee Earnings (Submitted): (\$100.00)
- Total Employer Contributions (System Calculated): (\$14.00)

Buttons: Refresh, Open, Export To Excel.

What Do I Do Next?

Now that the file is posted, if contributions have been subtracted, you will need to apply a credit memo. For instructions on how to submit a credit memo, see the *How To: Apply Credit Memos on eSERS* under the “Forms and Publications” section of the Employer site on our website at www.ohsers.org.