



# HOW TO: Suppress a Warning in eSERS

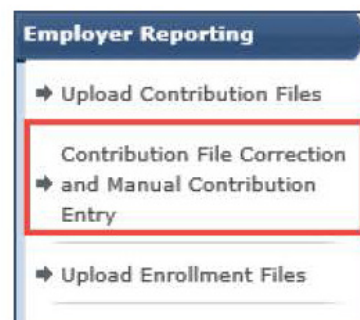
When you submit contribution reporting, the information runs through a validation process to verify for accuracy.

A contribution report is in **Review** status when a warning is displayed on the contribution record. When this happens, eSERS allows you to suppress the warning in order for the record status to become **Valid**.

**In order to suppress a warning, you must provide a reason.**

Steps:

1. Go to **Contribution File Correction and Manual Contribution Entry**.
2. Click on the **Header ID** for your file in **Review** status.



**Contribution File Correction and Manual Contribution Entry**

[ Record displayed ]

Unposted Employer Reporting Header

Following are the Employer Reporting Headers with Details that need to be reviewed and/or corrected. Submit the Valid status Employer Reporting Header for Posting.

**Advanced Search** Click this button to perform an advanced search of all submitted employer report files.

<input type="checkbox"/>	Header ID	Header Type	Header Status	Pay Date	Contribution Cycle Code	Received Date	Contractor	Submit For Posting
<input type="checkbox"/>	310793	Contribution	Review	11/20/2020	SMO0001	11/18/2020		

This will bring up the **Reporting Header Maintenance** screen.

3. Click on the **Contribution Record ID** in the **Contribution Information Panel**.

## Employer Reporting Header Maintenance

[ Previous Page Displayed. ]

Save Refresh Void File

### Employer Reporting Header Information

Employer Reporting Header ID : 305907      Header Type : Contribution  
 Reporting Source : Manual      Header Status : Review  
 \*Contribution Cycle Code : BWK0001      \*Pay Date : 10/30/2020  
 ITC :      Contractor :   
 Sent Date : 11/11/2020      Posted Date :  
 File Name :      Unique ID :

### Status Count:

Total Record Count      3  
Posted      0  
Posted with warnings      0  
Review      1  
Valid      2  
Void      0

### Contribution Information

New Open Void Record Export To Excel

Total Regular Employee Pre-Tax Contributions : \$1,275.00  
 Total Regular Employee Post-Tax Contribution : \$124.11  
 Total Reemployed Employee Pre Tax Contribution : \$0.00  
 Total Reemployed Employee Post Tax Contribution : \$0.00

Total Employee Earnings (System Calculated) : \$13,991.10  
 Total Employee Earnings (Submitted) : \$13,741.10  
 Total Employer Contributions (System Calculated) : \$1,958.75

SSN :  Earnings Code Type : All  Record Status : Review

<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
<input type="checkbox"/>	19991999	000-00-0000	Mooney	10/03/2020	10/16/2020	01	10	80.00	\$2,750.00	\$275.00	\$0.00	\$385.00	Review

This employee's record shows the warning, "Reported Earnings do not match system calculated Earnings." This is because the employee has Pick-up on Pickup.

Steps to suppress a warning:

1. Click the **Suppress Warning** checkbox.
2. Click **Save**.
3. The **Suppress Warning Reason** box appears at bottom of the **Contribution Information** panel. Type in the reason for suppressing the warning
4. Click **Save**.

The contribution record is now **Valid** and can be submitted for posting.

**Employer Reporting Contribution Maintenance**

**Save** **Refresh**

**Employer Reporting Header Information**

Employer Reporting Header ID : 305907      Header Type : Contribution      Header Status : Valid  
Pay Date : 10/30/2020      Contribution Cycle Code : BWK0001

**Contribution Information**

Contribution Record ID: 12771129      **Record Status: Valid**      Suppress Warning:

\*SSN :   
First Name :       Middle Name :       \*Last Name :   
Name Suffix :   
\*Period Begin Date : 10/03/2020      \*Period End Date : 10/16/2020  
\*Earnings Code : 01 - Regular Contribution  
Service Days : 10      Hours : 80.00  
Employee Pre-Tax Contribution: \$275.00      Employee Post-Tax Contribution: \$0.00  
Employee Earnings(Submitted) \$2,500.00      Employee Earnings (Sys. Calc) \$2,750.00      Employer Contribution (Sys. Calc) \$385.00  
Employment Status Effective Date :       Employment Status Code :   
**Suppress Warnings Reason** : Contributions include Pickup on Pickup

**Validation Information**

Message ID	Message	Severity
11425	Reported Earnings do not match system calculated Earnings.	Warning