

Entering Manual Adjustments

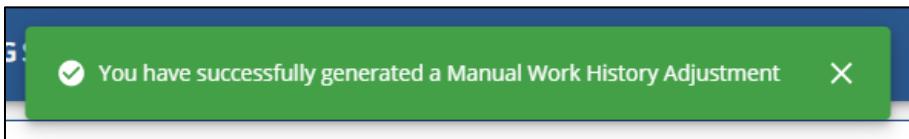
1. Go to the Work Reports page in ESS. Click on Manual Adjustment in the upper right corner.

The screenshot shows the 'Work Reports (including Adjustments)' page. At the top, it displays 'Your ESC Representative: RIDDLE, RACHAEL'. Below this is a search bar with the placeholder 'Filter: Activity Date (07/27/2021 to 07...)' and a clear button. To the right of the search bar are buttons for 'Manual Work Report', 'Manual Adjustment' (which is highlighted with a red box), and 'Filters'. A question mark icon is also present. The main area has a header row with columns: Posting Date, Activity Date, Trans #, Type, Identifier, Status, and Report Status. The 'Identifier' column is currently empty.

2. Edit the identifier for your adjustment by naming it something that you will recognize later. Click Next. Review your identifier. Click Confirm.

The screenshot shows the 'Create Manual Work History Adjustment' dialog. It has two tabs at the top: 'WHA Dates' (selected) and 'Confirmation'. Below the tabs, a message says 'You are creating a Manual Work History Adjustment.' The 'Identifier*' field is filled with 'Billing Report 7/27/2022' and is highlighted with a red box. Other fields include 'Start Date' (07/27/2022) and 'Stop Date' (07/27/2022). At the bottom are 'Cancel' and 'Next' buttons.

3. A green verification notice will appear letting you know you have successfully created a new blank manual adjustment.



4. The new blank adjustment will appear on the work reports page with today's activity and posting date. Click on the Posting Date to open the adjustment and begin to enter data.

Work Reports (including Adjustments)							Manual Work Report	Manual Adjustment	Filters
	Posting Date	Activity Date	Trans #	Type	Identifier		Status	Report Status	
	07/27/2022 >	07/27/2022	2532983	WH Adj.	Billing Report 7/27/2022		Open	Initial	
	06/17/2022 >	06/17/2022	2531870	WH Adj.	Cor Coop 4722 FY 17		Open	Released	
	06/17/2022 >	06/17/2022	2531866	WH Adj.	Cor Trav 0584 FY 22		Closed	Released	

NOTE: The adjustment is in "Initial" status. This indicates that it has not been processed and changes may still be made.

5. Once adjustment opens, click Edit in the upper right-hand corner of the Work History Box.

Work History										Reason	Wage Indicator	Contrib Withheld	Payroll Corrected In	Wage Type	FY	Work S	?
Errors	SSN	Name															
No data found																	

7. A new window will open. Click the three dots to see the Add Member option.

More

- Add Member
- Add Ten Members
- Copy Selected
- Delete Selected
- Export Work History Details

8. Under the Search/SSN column type in the social security number for the employee.

Edit Work History Details

Errors	Search/SSN	Name	Reason	Wage Indicator	Contrib Withheld	Payroll Corrected In	Wage Type	FY	Work Status
<input type="checkbox"/>	<input type="text" value="172589123"/>								
Total for All Records									

9. A window will open to select the employee. Click the dot for the correct employee to add to the adjustment.

Edit Work History Details

Errors	Search/SSN	Name	Reason	Wage Indicator	Contrib Withheld	Payroll Corrected In	Wage Type	FY	Work Status	Base	URCC	C
<input type="checkbox"/>	<input type="text" value="172589123"/>									\$0.00	\$0.00	\$0.00
Total for All Records												

Search

Sort Name	SSN	Birth Date
<input checked="" type="radio"/> GLAZE, TEST	XXX-XX-9123	11/09/1966

10. Use the drop down menus indicated in the red squares to complete each field in the row. All of the highlighted fields must be completed for each row.

Edit Work History Details

Errors	Search/SSN	Name	Reason	Wage Indicator	Contrib Withheld	Payroll Corrected In	Wage Type	FY	Work Status	Base	URCC	C
<input type="checkbox"/>					<input type="button" value="▼"/>							
Total for All Records												

Drop Down menus

Cancel Apply Save

Select the correct **Reason Code** for each row, from the drop-down menu. The most common reasons are Payroll Correction and Service Adjustment.

Edit Work History Details							
<input type="checkbox"/> Errors	Search/SSN	Name	Reason	Wage Indicator	Contrib Withheld	Payroll Corrected	
<input type="checkbox"/>	XXX-XX-912:	GLAZE, TEST					
Total for All Records				<input type="checkbox"/> Court Award <input type="checkbox"/> Late <input type="checkbox"/> Lump Sum/Retro Pay Adjustment <input type="checkbox"/> Missing Contract Record <input type="checkbox"/> POS Correction <input type="checkbox"/> Payroll Correction <input type="checkbox"/> Service Adjustment <input type="checkbox"/> Uncredited School Service			

The **Wage Indicator** field indicates if the adjusted wages were earned in the current or a different fiscal year. “Yes” - Salary/Wages were earned and paid in the fiscal year for which you are doing the adjustment “No” - Salary/Wages were earned in a prior fiscal year but were paid in the current fiscal year. NOTE: For Service Only Adjustments, you do not need to complete the Wage Indicator field or Contribution Withheld field.

The **Contributions Withheld** field indicates if contributions were withheld from the employee, *regardless* of the fiscal year earned or paid.

The **Payroll Corrected In** field need only be completed for class TG/TH and DC members. This field indicates the date that the employee was paid the wages. This field assists in reconciliation of Voya and PSERS reporting.

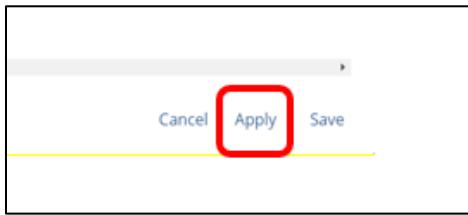
The **Wage Type** field is the wage type of the employee for the time frame of the adjustment. This must match the wage type of the employee during the fiscal year being adjusted.

The **FY field** is the Fiscal Year the correction is being applied. There may only be one row for each Fiscal year for each employee on an adjustment. Money must be reported in the year earned, not paid. For example, work performed in June or Balance of Contract for the prior fiscal year should not be reported in the new fiscal year even if the money was paid in July or August.

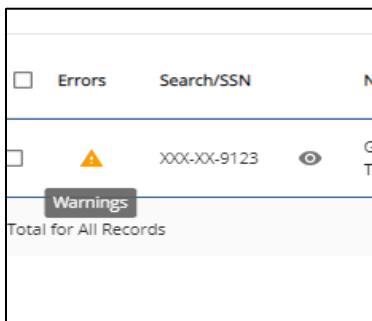
The **Work Status** must be a active work status and match at least one of the employee's work statuses for the fiscal year being adjusted. **Note:** The member cannot earn wages or service when terminated so this is not an acceptable work status for an adjustment.

11. Complete the rest of the fields as applicable. When entering amounts remember to correct amounts previously submitted by entering the difference (negative or positive) of what was reported versus what should have been reported.

12. When all information has been entered click Apply at the bottom right of the pop-up window. Review to make sure the row is correct before moving on to a new row.



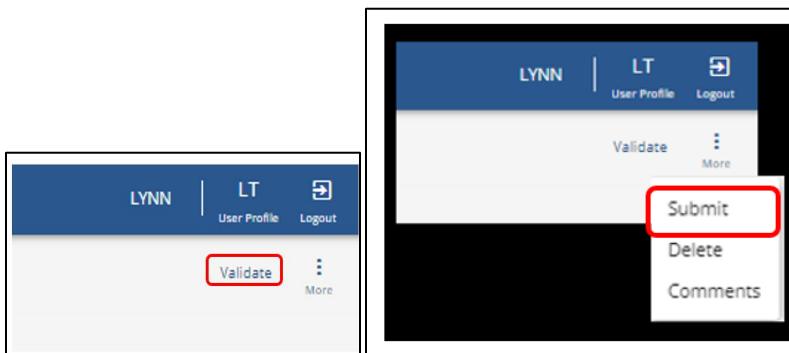
If something is incorrect, a Red Bubble (error) or Yellow Triangle (warning) will appear under the Error column. Click on the error/warning to see what needs corrected. Close error window and scroll to make corrections. Click Apply again to verify the error has been corrected.



13. When your row is correct, go back to step 7 and add your next employee to be adjusted.

14. After all employees have been added and corrected, click Save at the bottom right of the pop-up window to save your data.

15. Validate the file by clicking Validate in the upper right corner and then Confirm. You will receive a notice the file is validating and will not be able to make any changes to your file while this is occurring.



16. Submit the adjustment to PSERS after the file is successfully validated. Click the three dots next to Validate and select Submit, then Confirm. Your adjustment will show as Pending status on the Work Reports Page.