

## **Instructions for Reviewing the Summary Report**

### **How do I get the Summary Report?**

Use the Generate Reports link on your ESS Home Page to run the Summary Report for the fiscal year that closed in June. This report will have all wages, service and defined benefit (DB) contributions that were reported through PSERS work reporting for each of your employees. Each column has been totaled to show the district totals for the fiscal year. Please review the Summary Report to identify if any of this data is incorrect. If so, please submit an adjustment through Employer Self-Service (ESS) to make the totals correct.

### **Is there a quick way to find records on the report with potential errors?**

Yes. Please copy the Summary Report you ran and paste it into the attached template. This template will identify records with potential reporting discrepancies. Once your report is in the template, please review the far right column labeled "Recommended Action". If this column is empty, it means that no glaring issues were found; however, the data should still be reviewed for completeness and accuracy.

### **How do I read the Summary Report?**

- The column labeled "Total Salary" is the sum of the BASE, URCC, OT, and SUP columns. The Contributions column reflects the amount reported on your monthly reports and should equal what was actually withheld from each employee. If you are moving money, you should also move the corresponding contributions.
- Each wage type that you reported under for each member will have its own row. If you need to submit an adjustment to add or remove data, you must use the same wage type and salary category that the salary was originally reported under.
- If wages and/or service were reported under one wage type that should have been reported under a different wage type, separate adjustments should be done to remove it from one wage type and then add it to the correct wage type.
- WNC is listed separately and is not included in Total Salary. If all earnings were reported as WNC and you need to adjust just the service, please enter 0.01 in the WNC field. This will tie the service days or hours to the WNC and ensure that service credit (negative or positive) will not show in the person's account. Service is not credited for non-qualified WNC unless the member decides to purchase it. Qualified WNC will automatically be billed by PSERS, and the service credit will apply when the purchase is processed.
- There is a calculated field for Hourly Rate and Daily Rate. You do not need to verify this information; it is part of the formula used to determine if there may be an error in reporting. If both hours and days were reported it uses a combination of the two, so it may not be exact anyway.

### **When making adjustments to correct data:**

**Adjustments should be submitted for the DIFFERENCE of what needs to be reported.**

- Example 1: Member has 180 days reported but they actually worked 80 days; you will need to submit an adjustment for -100 days.
- Example 2: Member has \$29,000 in Base reported but their base salary was actually \$30,000; you will need to submit an adjustment for \$1,000 in the Base field along with the appropriate Contributions.

Note: For step by step instructions to enter manual adjustments, please look for the *How to Complete Manual Adjustments* document under the Employer Tab -> PSERS Resources on the PSERS website.