Resolving Wage and Contribution Errors – Employer User QRG

Resolving Wage and Contribution Errors – Employer User

Use the *Resolving Wage and Contribution Errors – Employer User Quick Reference Guide (QRG)* to aid in viewing and resolving wage and contribution errors in the Employer Reporting and Maintenance (ERM) application.

If a wage and contribution transaction entered into ERM contains errors, it is placed in the Exception Queue. Errors must be corrected before payment for the transaction can be processed. There are two ways errors can be resolved:

1. The Exception Queue
2. Through the Submission Reports section of the ERM application

Resolving Wage and Contribution Errors Topics Covered:

→ Viewing and Resolving Wage and Contribution Errors via the Exception Queue
→ Viewing and Resolving Wage and Contribution Errors via the Submission Reports Section

Viewing and Resolving Wage and Contribution Errors via the Exception Queue

To view the Exception Queue:

1. Select the appropriate Submission Unit from the grid and click the **Next** button to access the Home Dashboard for the selected Submission Unit.
2. Click the applicable hyperlink in the "Exception Type" column of the Exceptions Summary section. The exception then displays in the appropriate Exception Queue tab for the selected hyperlink (Figure 1).

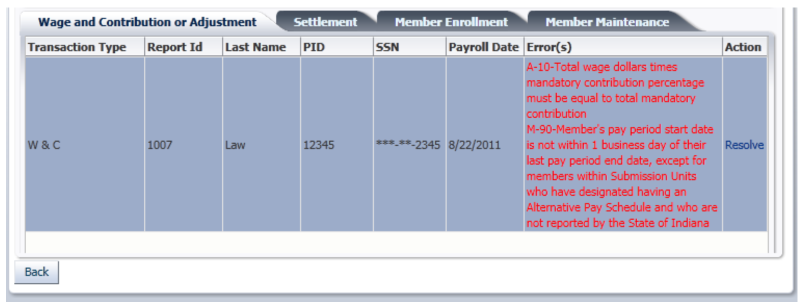


Figure 1: Wage and Contribution or Adjustment Exception Queue

To resolve an error:

1. Click the applicable *Resolve* hyperlink in the "Action" column of the table. A transaction summary opens (Figure 2).
2. Locate the data field(s) containing errors.
3. Type the corrected information into the field(s).
4. Click the **Save and Revalidate** button to re-submit the transaction for validation against a set of business rules.
5. Once the transaction passes validation, process the transaction for payment by accessing the Submission Reports section of the ERM application.

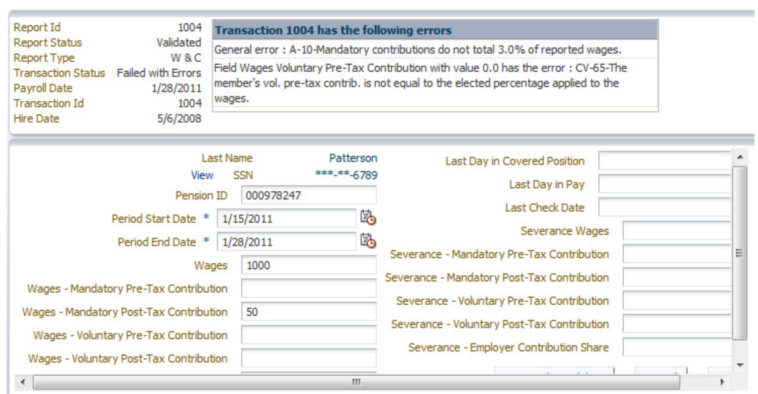


Figure 2: Transaction Summary

NOTE: If there are items in the Exception Queue for 30 days or more, you will not be able to submit wage and contribution reports for payment until those items are resolved.

INPRS
INDIANA PUBLIC RETIREMENT SYSTEM

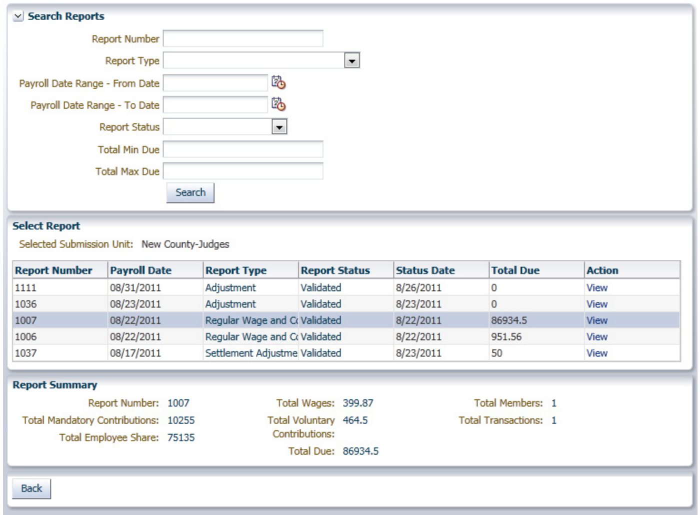
Viewing and Resolving Wage and Contribution Errors via the Submission Reports Section

To view exceptions via the Submission Reports Section:

1. Choose “Wage and Contribution” from the left-hand side Navigation Menu. Choose “Submission Reports” from the drop-down menu.
2. Select the appropriate Submission Unit. Click the **Next** button to access the *Home* page for the selected Submission Unit.

NOTE: Only the Submission Units that you have access to view will appear in the grid.

3. Use the search fields in the top section of the *Search Reports* screen (Figure 3) to locate a specific submission report.
4. Click the applicable *View* hyperlink in the “Action” column of the grid. The *Report Summary* screen opens (Figure 4).
5. Select the appropriate Validation Results line, and then click the *View* hyperlink in the “View” column.


Search Reports

Report Number
Report Type
Payroll Date Range - From Date
Payroll Date Range - To Date
Report Status
Total Min Due
Total Max Due
Search

Select Report

Selected Submission Unit: New County-Judges

Report Number	Payroll Date	Report Type	Report Status	Status Date	Total Due	Action
1111	08/31/2011	Adjustment	Validated	8/26/2011	0	View
1036	08/23/2011	Adjustment	Validated	8/23/2011	0	View
1007	08/22/2011	Regular Wage and Co	Validated	8/22/2011	86934.5	View
1006	08/22/2011	Regular Wage and Co	Validated	8/22/2011	951.56	View
1037	08/17/2011	Settlement Adjustme	Validated	8/23/2011	50	View

Report Summary

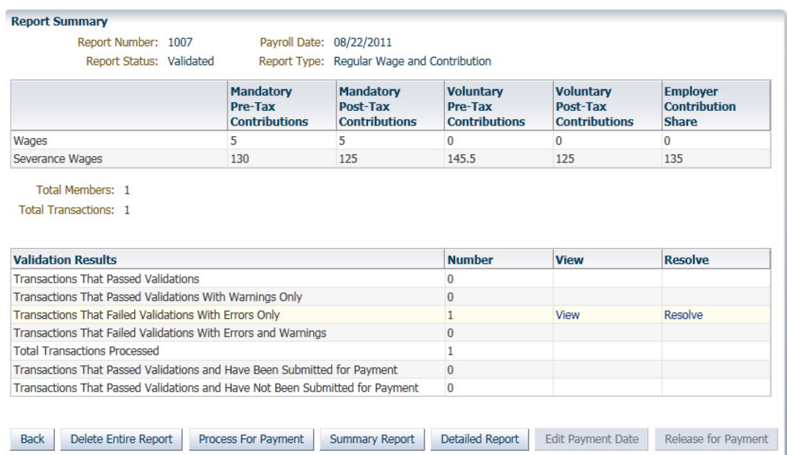
Report Number: 1007
Total Mandatory Contributions: 10255
Total Employee Share: 75135
Total Wages: 399.87
Total Voluntary Contributions: 464.5
Total Due: 86934.5
Total Members: 1
Total Transactions: 1

Back

Figure 3: *Search Reports* Screen

To resolve errors via the submission reports section:

1. Click the *Resolve* hyperlink in the “Resolve” column of the appropriate Validation Results line (Figure 4). The *Resolve Transactions* screen opens.
2. Review the transactions in the grid on the *Resolve Transactions* screen.
3. Click the *Resolve* hyperlink next to the transaction you wish to resolve. An error summary opens (see Figure 2 on page 1).
4. Locate the data field(s) containing error(s).
5. Type the corrected information into the field(s).
6. Click the **Save and Revalidate** button. The transaction screen closes, and you return to the *Resolve Transactions* screen.
7. Once the updated transaction(s) passes validation, it will appear in both the ‘Transactions that Passed Validations’ and the ‘Transactions that Passed Validations and Have Not Been Submitted for Payment’ rows in the Validation Results grid on the *Report Summary* screen. Once the transaction appears in these two rows, you may process the transaction for payment by clicking the **Process for Payment** button.


Report Summary

Report Number: 1007 Payroll Date: 08/22/2011
Report Status: Validated Report Type: Regular Wage and Contribution

	Mandatory Pre-Tax Contributions	Mandatory Post-Tax Contributions	Voluntary Pre-Tax Contributions	Voluntary Post-Tax Contributions	Employer Contribution Share
Wages	5	5	0	0	0
Severance Wages	130	125	145.5	125	135

Total Members: 1
Total Transactions: 1

Validation Results	Number	View	Resolve
Transactions That Passed Validations	0		
Transactions That Passed Validations With Warnings Only	0		
Transactions That Failed Validations With Errors Only	1	View	Resolve
Transactions That Failed Validations With Errors and Warnings	0		
Total Transactions Processed	1		
Transactions That Passed Validations and Have Been Submitted for Payment	0		
Transactions That Passed Validations and Have Not Been Submitted for Payment	0		

Back | Delete Entire Report | Process For Payment | Summary Report | Detailed Report | Edit Payment Date | Release for Payment

Figure 4: *Report Summary* Screen

NOTE: If there are items in the Exception Queue for 30 days or more, you will not be able to submit wage and contribution reports for payment until those items are resolved.

INPRS
INDIANA PUBLIC RETIREMENT SYSTEM