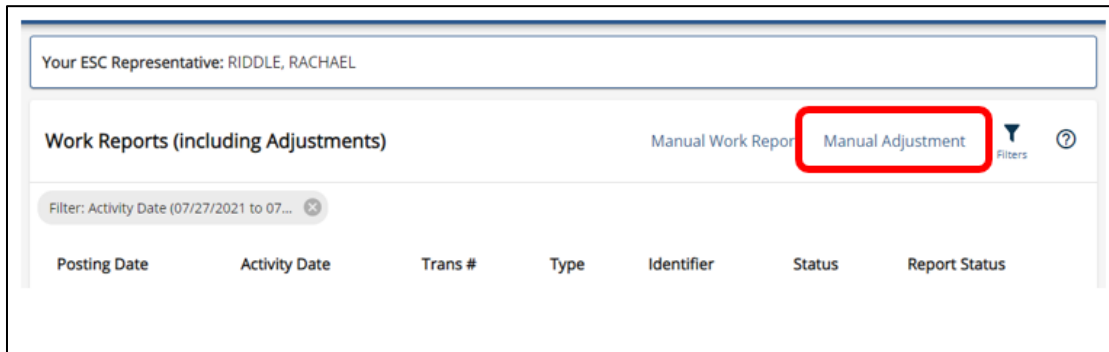


Entering Manual Adjustments

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



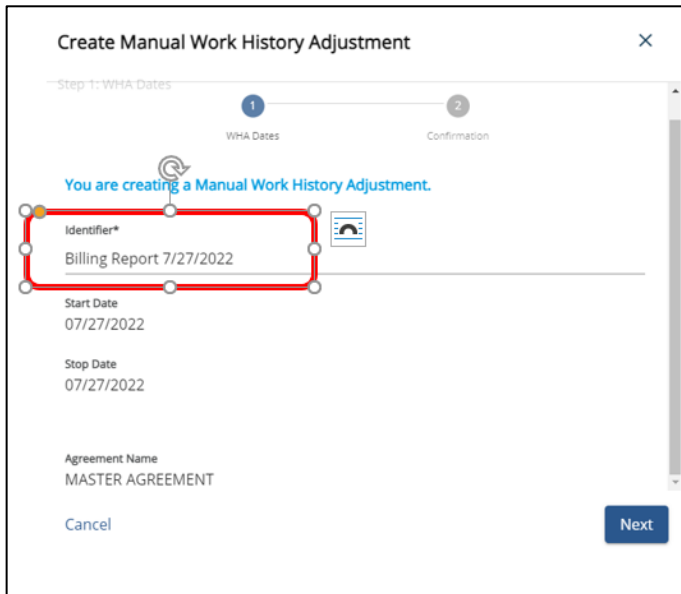
Your ESC Representative: RIDDLE, RACHAEL

Work Reports (including Adjustments) Manual Work Report **Manual Adjustment** Filters ?

Filter: Activity Date (07/27/2021 to 07...)

Posting Date	Activity Date	Trans #	Type	Identifier	Status	Report Status
--------------	---------------	---------	------	------------	--------	---------------

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



Create Manual Work History Adjustment

Step 1: WHA Dates

1 WHA Dates 2 Confirmation

You are creating a Manual Work History Adjustment.

Identifier*
Billing Report 7/27/2022

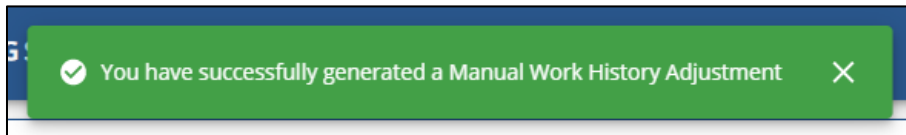
Start Date
07/27/2022

Stop Date
07/27/2022

Agreement Name
MASTER AGREEMENT

Cancel Next

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.

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.

Validation	Type	Count #
No data found		

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

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

Errors	Search/SSN	Name	Reason	Wage Indicator	Contrib Withheld	Payroll Corrected In	Wage Type	FY	Work Status	Bar
No data found										

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

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

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.

Sort Name	SSN	Birth Date
<input 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.**

Errors	Search/SSN	Name	Reason	Wage Indicator	Contrib Withheld	Payroll Corrected In	Wage Type	FY	Work Status	Base	URCC	¢
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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** if any wages are being adjusted and **Service Adjustment** if only days or hours are being adjusted.

The screenshot shows a web interface titled "Edit Work History Details". It features a table with the following columns: Errors, Search/SSN, Name, Reason, Wage Indicator, Contrib Withheld, and Payroll Corrected. A single row is visible with the following data: an unchecked checkbox in the Errors column, "XXX-XX-912" in Search/SSN, "GLAZE, TEST" in Name, and a dropdown menu in the Reason column. The dropdown menu lists the following options: Court Award, Late, Lump Sum/Retro Pay Adjustment, Missing Contract Record, POS Correction, Payroll Correction, Service Adjustment, and Uncredited School Service. Below the table, there is a section labeled "Total for All Records".

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.

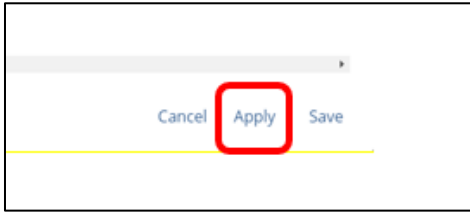
The **Wage Type** field is the wage type of the employee for the time frame of the adjustment. This must match the wage type of the employee during the fiscal year being adjusted.

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.

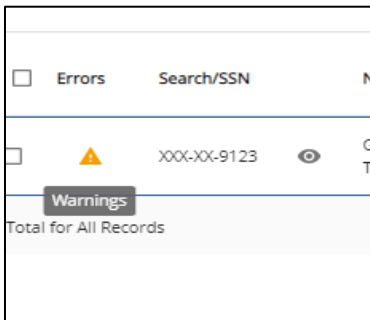
The **Work Status** must be a active work status and match at least one of the employee’s work statuses for the fiscal year being adjusted. **Note:** The member cannot earn wages or service when terminated so this is not an acceptable work status for an adjustment.

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.



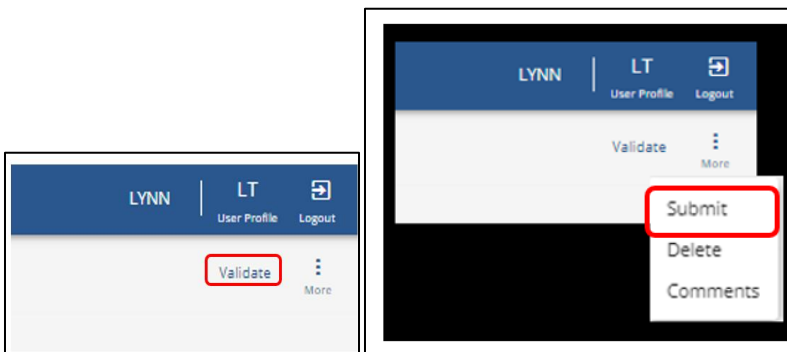
If something is incorrect, a Red Bubble (error) or Yellow Triangle (warning) will appear under the Error column. Click on the error/warning to see what needs corrected. Close error window and scroll to make corrections. Click **Apply** again to verify the error has been corrected.



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.