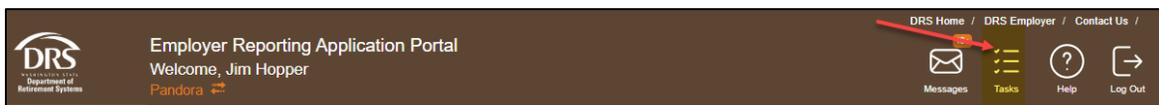


Using Fix Errors

Fix Errors is a feature available to employers who upload a transmittal file and have 500 or fewer records within the file.

Follow these steps to learn how to use the Fix Errors feature.

1. Upload a transmittal file
2. Select "Tasks" from the menu bar



3. Open the Fix Errors case by selecting the "Fix Errors" link

Employer	Case Number	Process	Activity	Process Creation Date	Task Due Date	
Pandora	ERP-20200213-0041	Employer Reporting (ERA Portal Only)	Fix Errors? (only for Manual Upload)	02/13/2020 4:42 pm	02/13/2020 5:45 pm	View Summary
Pandora	ERP-20200214-0051	Employer Reporting (ERA Portal Only)	Manage Members	02/14/2020 11:00 am	04/19/2022 11:30 am	View Summary
Pandora	ERP-20200218-0006	Employer Reporting (ERA Portal Only)	Fix Errors? (only for Manual Upload)	02/18/2020 9:40 am	02/18/2020 10:44 am	View Summary
Hawkins, Town of	EPP-20200218-0000001	Manage Payments (ERA Portal Only)	Create or Update a Payment	02/18/2020 9:58 am	02/18/2020 1:58 pm	View Summary
Hawkins, Town of	ERP-20200218-0007	Employer Reporting (ERA Portal Only)	Create Report	02/18/2020 10:44 am	02/18/2020 11:44 am	View Summary
Pandora	ERP-20200218-0008	Employer Reporting (ERA Portal Only)	Create Report	02/18/2020 10:47 am	02/18/2020 11:47 am	View Summary
Pandora	ERP-20200218-0009	Employer Reporting (ERA Portal Only)	Create Report	02/18/2020 10:48 am	02/18/2020 11:48 am	View Summary
Pandora	ERP-20200218-0010	Employer Reporting (ERA Portal Only)	Fix Errors? (only for Manual Upload)	02/18/2020 10:55 am	02/18/2020 2:05 pm	View Summary

4. To make the work area bigger, select the grey left-facing arrow

ERP-20200218-0006

Fix Errors? (only for Manual Upload)

Creation date: 02/18/2020 9:40 am
Due date: 02/18/2020 10:44 am

Details Subprocess
Assignees

Creation date: 02/18/2020 9:40 am
Created by: Jim Hopper
Case number: ERP-20200218-0006
Process: Employer Reporting (ERA Portal Only)
Process Path: ERA > Processes > Employer Reporting (ERA Portal Only)

Create Report **Edit Member** **Process Report**

Employer Reporting (ERA Portal Only) — Fix Errors? (only for Manual Upload) — ERP-20200218-0006 Fix Errors

Your report is complete but can't commit all data due to the errors below.

Do you want to fix the errors: Yes No

Messages Report Information Report Groups Case Information

Report Group	Report Type	Report Period	Version	SSN	Last Name	First Name	Message	Record Type	Severity Level	Detail
5001P	Regular	12/2019	1	100-09-0000	GREEN	RACHEL	An Employment Record must be successfully submitted before any other records will be accepted when reporting an employee for the first time. [411]	Defined Benefit	Reject	Detail
5001P	Regular	12/2019	1	120-00-2345	TRIBIANI	JOEY	Type code 03 is not allowed for this employer. [439]	Defined Benefit	Reject	Detail

5. To open an Interactive correction with all the rejected and unprocessed data from the transmittal file, select “yes” after “Do you want to fix the errors?” Then, select “Next” at the bottom of the screen (you might need to scroll).

Create Report **Edit Member** **Process Report**

Employer Reporting (ERA Portal Only) — Fix Errors? (only for Manual Upload) — ERP-20200218-0006 Fix Errors

Your report is complete but can't commit all data due to the errors below.

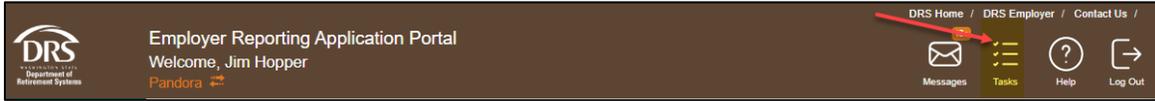
Do you want to fix the errors: Yes No

Messages Report Information Report Groups Case Information

Report Group	Report Type	Report Period	Version	SSN	Last Name	First Name	Message	Record Type	Severity Level	Detail
5001P	Regular	12/2019	1	100-09-0000	GREEN	RACHEL	An Employment Record must be successfully submitted before any other records will be accepted when reporting an employee for the first time. [411]	Defined Benefit	Reject	Detail
5001P	Regular	12/2019	1	120-00-2345	TRIBIANI	JOEY	Type code 03 is not allowed for this employer. [439]	Defined Benefit	Reject	Detail
5001P	Regular	12/2019	1	100-09-0000	GREEN	RACHEL	Earnings that do not net to zero have been reported outside the separation date on file. [171]	Defined Benefit	Reject	Detail
5001P	Regular	12/2019	1	100-09-0000	GREEN	RACHEL	Plan 3 Member Contributions must be reported on the Defined Contribution Record. [194]	Defined Benefit	Reject	Detail

Save **Next**

6. To access the Interactive correction, select “Tasks” from the menu bar



7. In Tasks, open the Interactive Correction by selecting “Manage Members” link under “Activity”

Employer	Case Number	Process	Activity	Process Creation Date	Task Due Date	
Pandora	ERP-20200213-0041	Employer Reporting (ERA Portal Only)	Fix Errors? (only for Manual Upload)	02/13/2020 4:42 pm	02/13/2020 5:45 pm	View Summary
Pandora	ERP-20200214-0051	Employer Reporting (ERA Portal Only)	Manage Members	02/14/2020 11:00 am	04/19/2022 11:30 am	View Summary
Pandora	ERP-20200218-0011	Employer Reporting (ERA Portal Only)	Manage Members	02/18/2020 11:22 am	04/21/2022 11:23 am	View Summary
Hawkins, Town of	EPP-20200218-0000001	Manage Payments (ERA Portal Only)	Create or Update a Payment	02/18/2020 9:58 am	02/18/2020 1:58 pm	View Summary
Hawkins, Town of	ERP-20200218-0007	Employer Reporting (ERA Portal Only)	Create Report	02/18/2020 10:44 am	02/18/2020 11:44 am	View Summary
Pandora	ERP-20200218-0008	Employer Reporting (ERA Portal Only)	Create Report	02/18/2020 10:47 am	02/18/2020 11:47 am	View Summary
Pandora	ERP-20200218-0009	Employer Reporting (ERA Portal Only)	Create Report	02/18/2020 10:48 am	02/18/2020 11:48 am	View Summary
Pandora	ERP-20200218-0010	Employer Reporting (ERA Portal Only)	Fix Errors? (only for Manual Upload)	02/18/2020 10:55 am	02/18/2020 2:05 pm	View Summary

8. The Interactive correction is now prefilled with the information from the original transmittal report. Make all the necessary corrections on each tab and submit the report.

Report Group Information

Report Group: 5001P Status: Active
 System: Public Employees' Retirement System (PERS) Employer: Pandora
 Report Type: Correction Report Period: 12/2019

Earnings Members Summary Messages Report Information Case Information

Row	SSN	Last Name	First Name	Plan Code	Type Code	Status Code	Earning Period	Compensation	Hours	Member Contributions	Contributions (Temp)	Employer Contributions	Discrepancy Type	Remove	Detail
35	100-09-0000	GREEN	RACHEL	3	02	A	12/2019	\$5,500.00	118.0	\$434.50		\$707.30		<input type="checkbox"/>	Detail
36	120-00-2345	TRIBIANI	JOEY	2	03	A	12/2019	\$4,300.00	105.0	\$339.70		\$552.98		<input type="checkbox"/>	Detail

Defined Contributions

No records

Refresh Earnings

Add Multiple Earnings

Period: