

Use system-generated correction reports to initiate Fix Errors

If you have uploaded a file for processing that is too large to use Fix Errors (over 500 records), this process will enable you to use the ERA-generated correction report to access the Fix Errors feature. The ERA-generated correction report normally does not contain 500 records.

Follow these steps to submit an ERA-generated correction report so you can access the Fix Errors feature.

1. Access the ERA Generated Correction Report
2. To start the correction process, access edit messages and the ERA-generated correction report
3. Open “Messages” from the Menu Bar



4. Locate the message for the report by looking for the report group number or the date and time the report was submitted

The description in the Subject line will give you clues to the type of errors (if any) identified on your report. The red numbers correspond to these items on the Message Center screen below (your screen won't have the red boxes):

1. Processed successfully – there were no errors and your case was closed, as no further action is required.
2. Has processed—there are warnings and/or defaults you need to address.
3. Has rejected records—the report processed and has rejections. You can use Fix Errors.

5. Select “View case” to open the case for the message that indicates there are rejected records

Message Center

Select the arrow at the left to read your message. Select View Case to navigate to the associated case.

Sel.	Date	Case #	Subject
⊖	2/18/2020 9:44:30 AM	View case 3	Report Group 5001P R01 has rejected records. Case: ERP-20200218-0006001
⊖	2/18/2020 9:43:50 AM	View case	Report Processing Delayed
⊖	2/18/2020 9:35:29 AM	View case 2	Report Group 5001P has processed. Case: ERP-20200218-0005001
⊖	2/18/2020 9:29:00 AM	View case 1	Report Group 5001P processed successfully. Case: ERP-20200218-0004001
⊖	2/18/2020 9:23:48 AM	View case	Simulation for Report Group 5001P complete. Case: ERP-20200218-0003001
⊖	2/18/2020 9:21:53 AM	View case	Simulation for Report Group 5001P complete. Case: ERP-20200218-0002001
⊖	2/16/2020 6:03:00 AM		Transmittal for report group 5001P was due on 02/15/2020.
⊖	2/14/2020 11:02:55 AM	View case	Report Group 5001P C01 has rejected records. Case: ERP-20200214-0051001

6. The case opens “Report Information”

ERP - Report Group — ERP-20200218-0006001 Process per Report Group End

Report Group: 5001P Status: Active

System: Public Employees' Retirement System (PERS) Employer: Pandora

Report Type: Regular Report Period: 12/2019 Version: 1

Case Number: ERP-20200218-0006001

Report Information Messages Documents Summary Case Information

Reporting Method: Upload

Perform Simulation: No Simulation allows you to test a report without committing the data to DRS.

Partial Processing Allowed: Yes Applies to Pandora. DCP report groups always allow partial processing.

Report File:

7. Select the “Documents” tab

ERP - Report Group — ERP-20200218-0006001 Process per Report Group End

Report Group: 5001P Status: Active

System: Public Employees' Retirement System (PERS) Employer: Pandora

Report Type: Regular Report Period: 12/2019 Version: 1

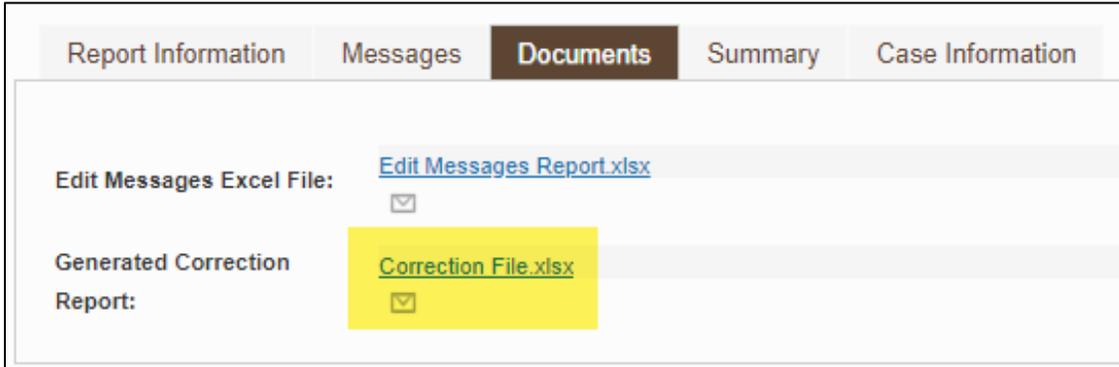
Case Number: ERP-20200218-0006001

Report Information Messages **Documents** Summary Case Information

Edit Messages Excel File:

Generated Correction Report:

- The “Edit messages report” and the ERA “Generated Correction File” will display. Select the Generated Correction Report to download it.

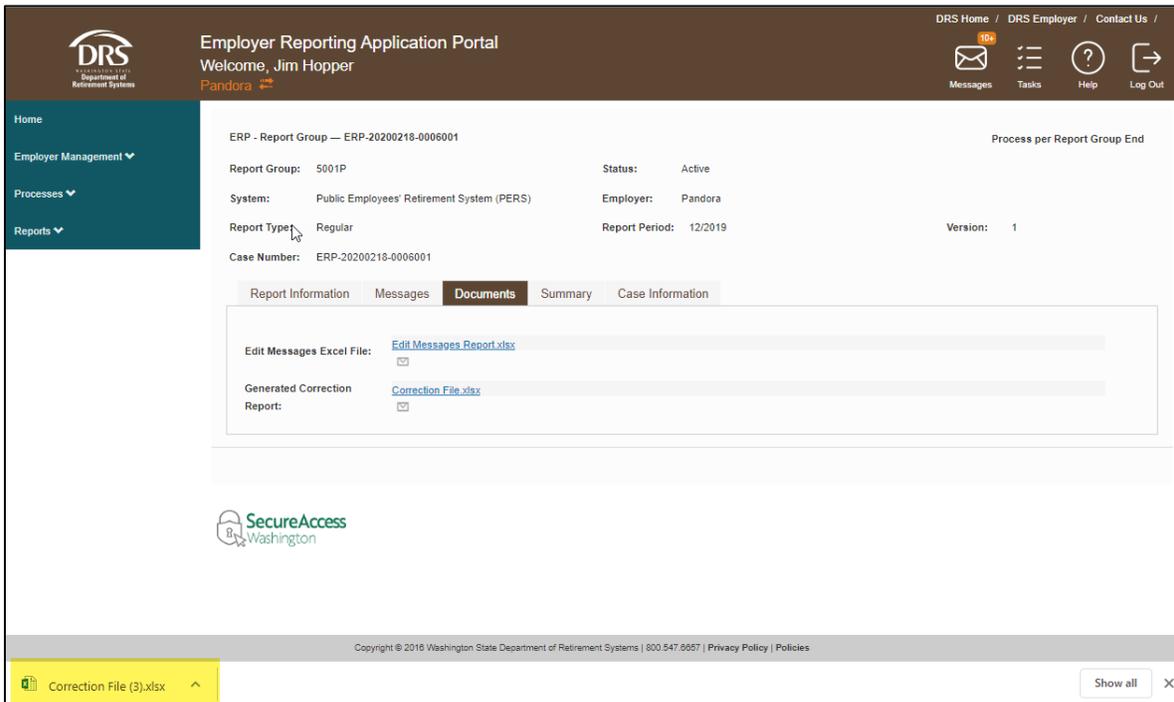


Report Information Messages **Documents** Summary Case Information

Edit Messages Excel File: [Edit Messages Report.xlsx](#) 

Generated Correction Report: [Correction File.xlsx](#) 

- Select the “Correction File” from the bottom left of the screen to open it



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Pandora

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ERP - Report Group — ERP-20200218-0006001 Process per Report Group End

Report Group: 5001P Status: Active
System: Public Employees' Retirement System (PERS) Employer: Pandora
Report Type: Regular Report Period: 12/2019 Version: 1
Case Number: ERP-20200218-0006001

Report Information Messages **Documents** Summary Case Information

Edit Messages Excel File: [Edit Messages Report.xlsx](#) 

Generated Correction Report: [Correction File.xlsx](#) 

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Correction File (3).xlsx  Show all X

10. The “Generated Correction File” will display with the errors in an Excel spreadsheet. To access the Fix Errors feature for this correction report, the report must be uploaded without fixing anything in the spreadsheet

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	Expected Rpts	Total Comp	Total Mbr Cont	Total Emp Cont	Total Hours	Total Records	Total Days	
S	5001P	201912	C	1	01	9800.00	774.20	1260.28	223.0	2	0.0

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Name Chng	Mbr Last Name	Mbr First Name	Mbr Mid Name	Mbr Ext	Mbr Title	Mbr Suffix	Address Chng	Address 1	Address 2	Address 3	City
C			1													

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	Plan Code	Type Code	Elig Start Date	Elig End Date	Dis Start Date	Dis End Date	Control Number	Org Display
C			1										

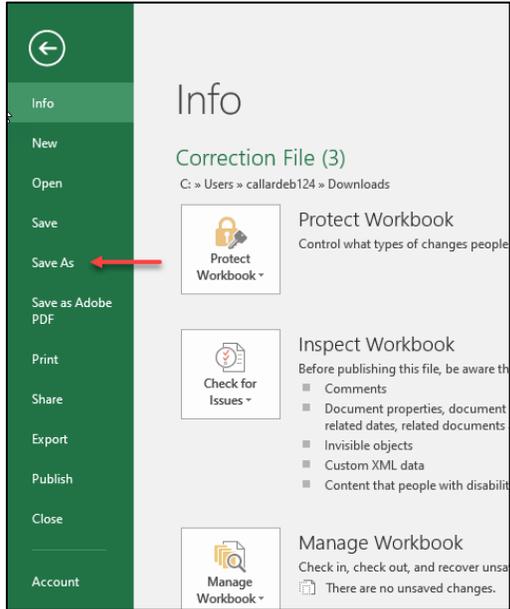
Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	Plan Code	Type Code	Earning Per	Status Code	Hours	Days	Mbr Comp	Employer Cont	Def Ben Member Cont	Deferred Status Code
B	5001P	201912	C	1	100090000	P	02	201912	A	118.0	0.0	5500.00	707.30	434.50	A
B	5001P	201912	C	1	120002345	P	02	201912	A	105.0	0.0	4300.00	552.98	339.70	A

Rpt Grp No	Rpt Per	Rpt Type	Rpt V No	SSN	Sys Code	Defined Cont	Tax Status	Invest Prgm	Rate Option
C			1						

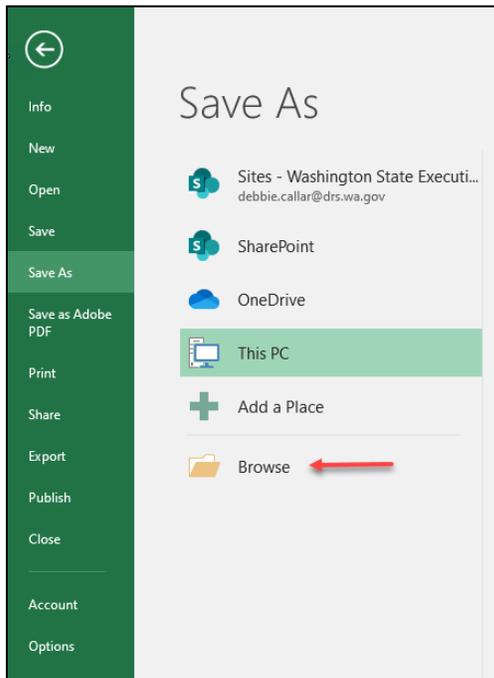
11. To save the “Generated Correction File,” select “File” from the menu bar

The screenshot shows the Microsoft Excel ribbon with the 'File' menu highlighted. The spreadsheet content is visible in the background, matching the data from the previous table.

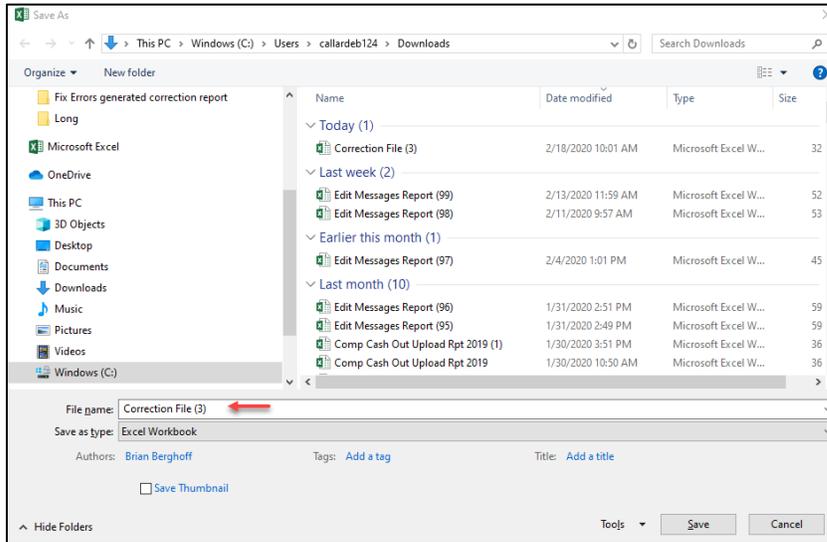
12. Select "Save As"



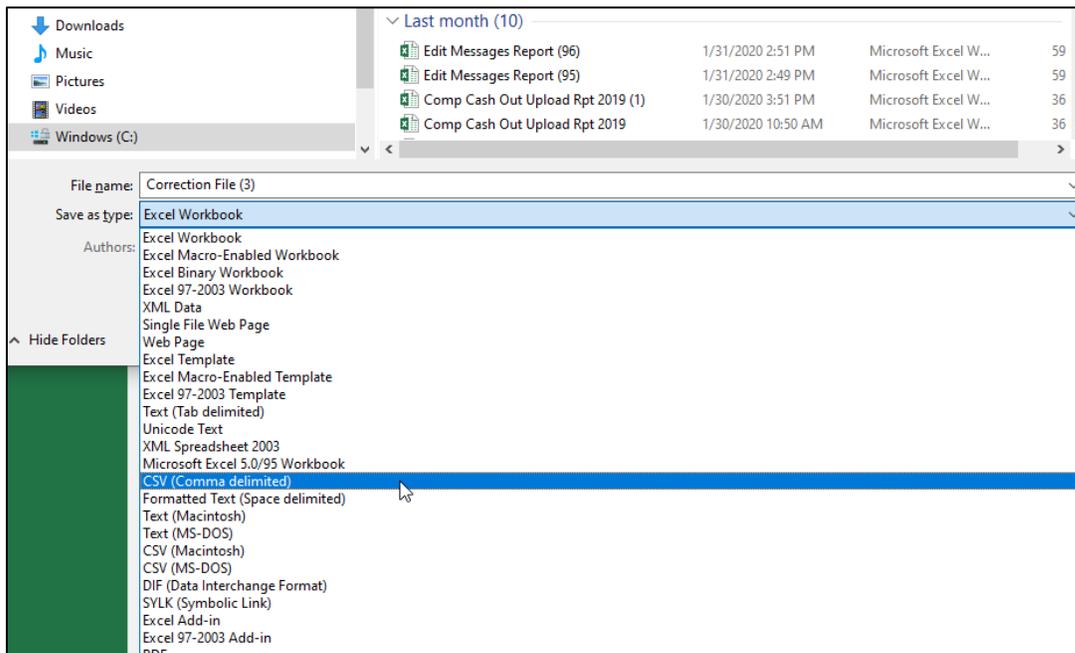
13. Select "Browse"



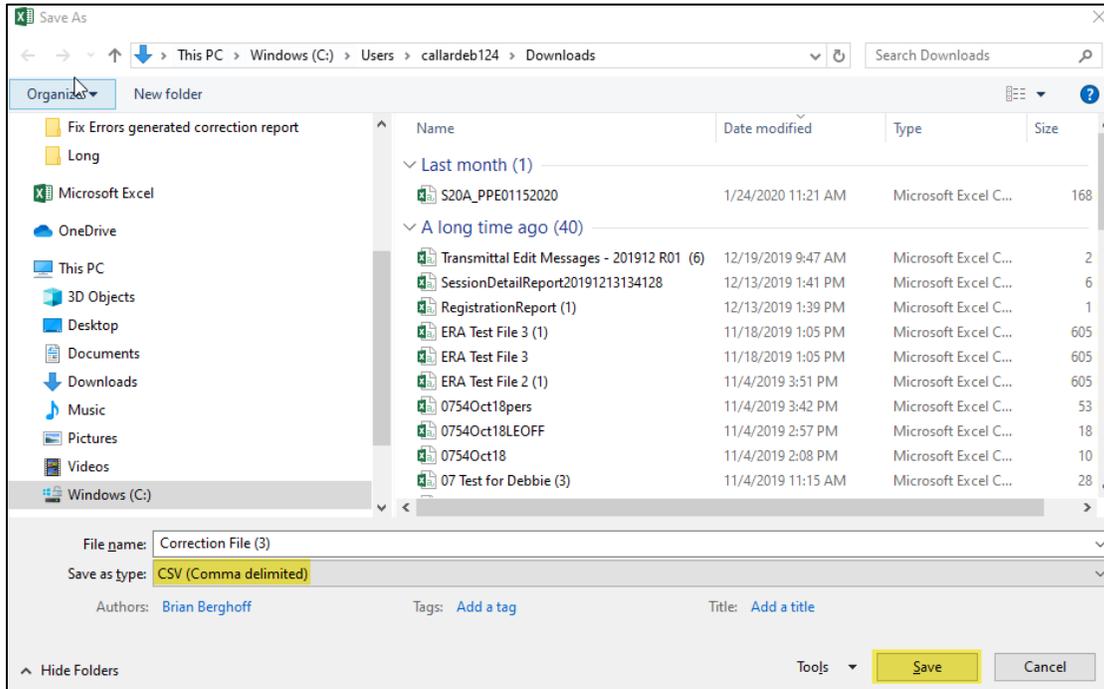
14. Choose where you want the correction file saved and name it



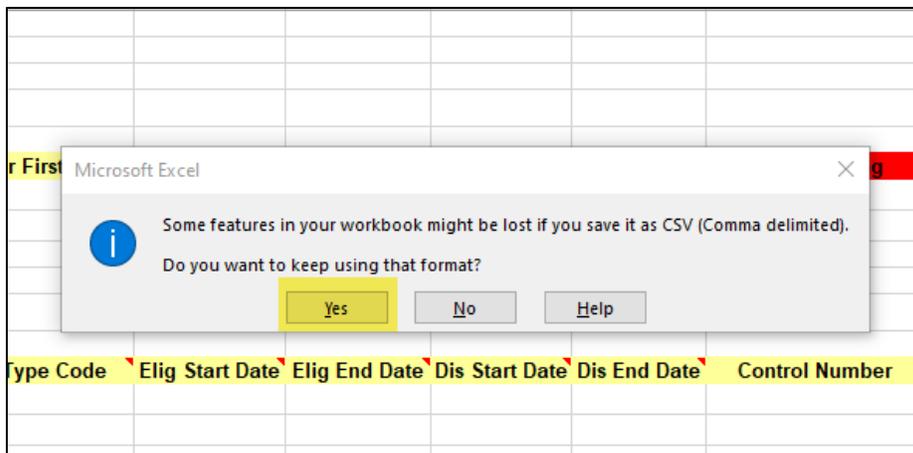
15. To upload a file in ERA, it must be saved as a Text (tab delimited) or a CSV (comma delimited file). In the "Save as type" drop down, select CSV (comma delimited).



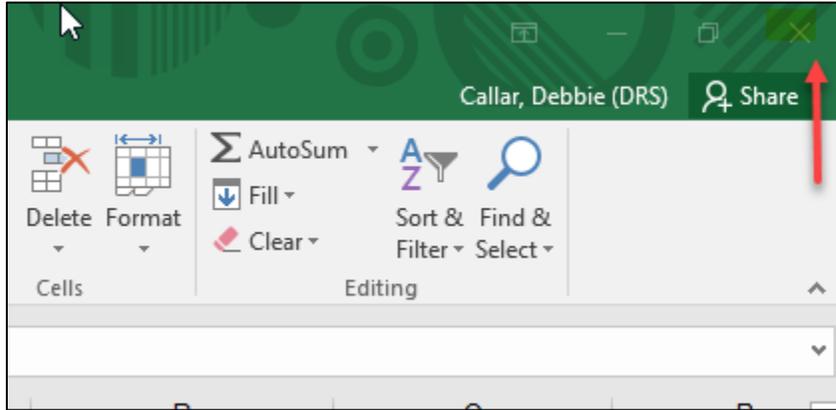
16. Select "Save"



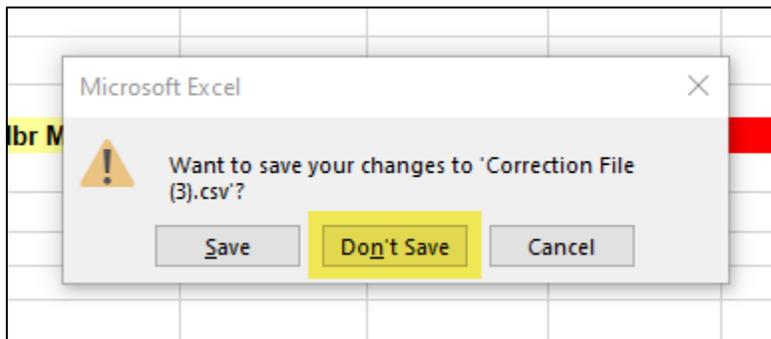
17. Select "Yes." The correction file will be saved and ready to upload.



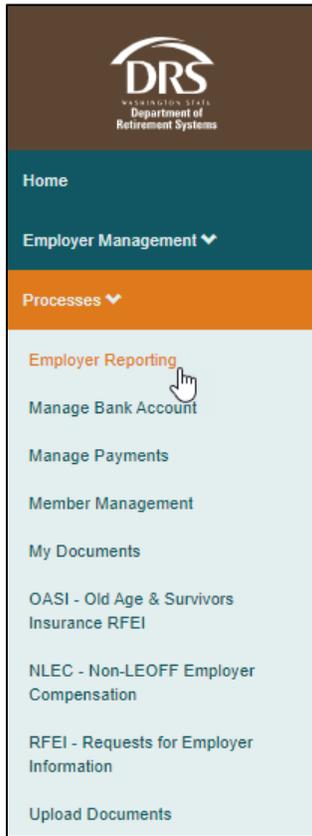
18. Select the “X” in the upper right corner of the document to close it



19. Select “Don’t Save.” The document was previously saved in steps 17 and 18.



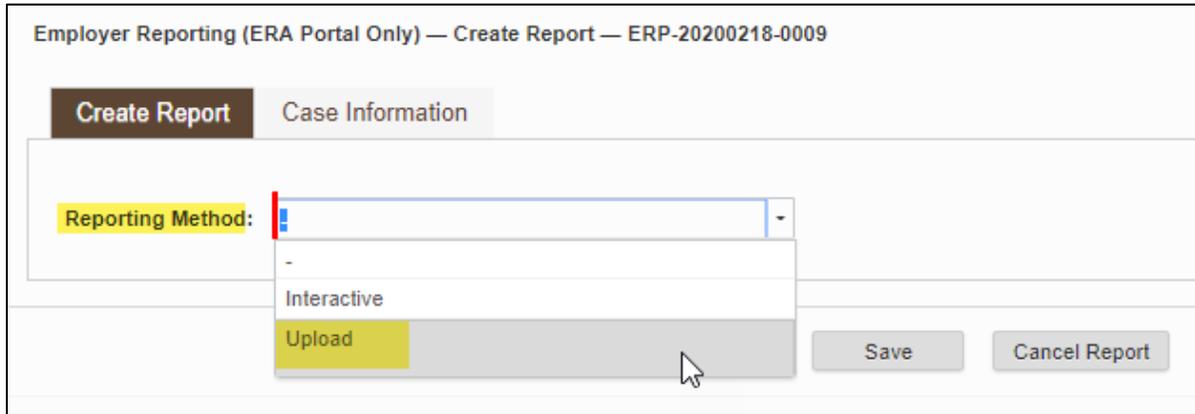
20. Upload the Generated Correction File. Select “Processes” and then select “Employer Reporting.”



21. Select “Start”



22. Select "Upload" under the Reporting Method drop box



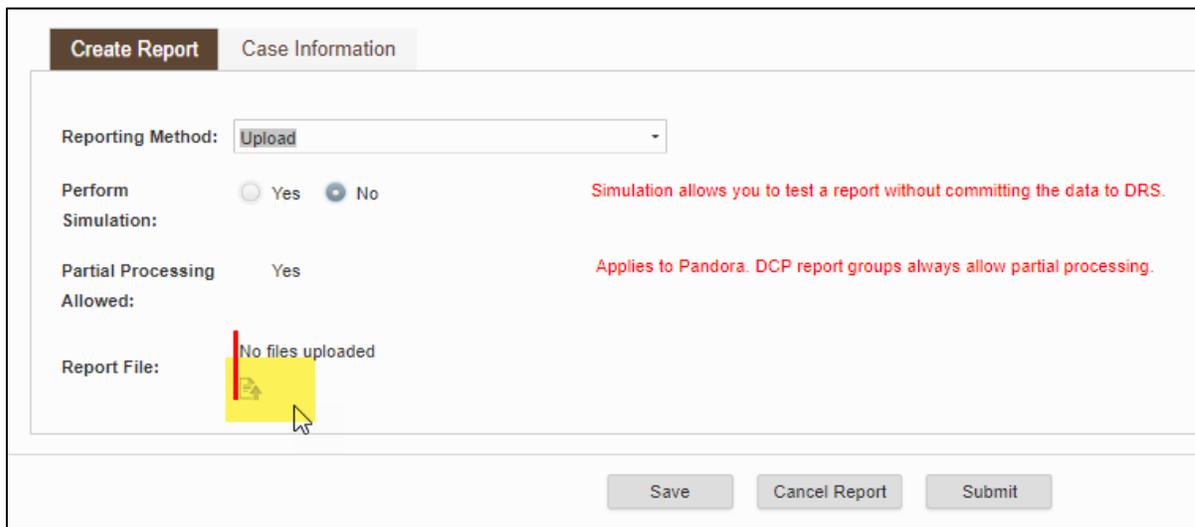
Employer Reporting (ERA Portal Only) — Create Report — ERP-20200218-0009

Create Report Case Information

Reporting Method: [Dropdown menu with options: -, Interactive, Upload]

Save Cancel Report

23. Select the paper/arrow icon to start the Upload File process



Create Report Case Information

Reporting Method: Upload

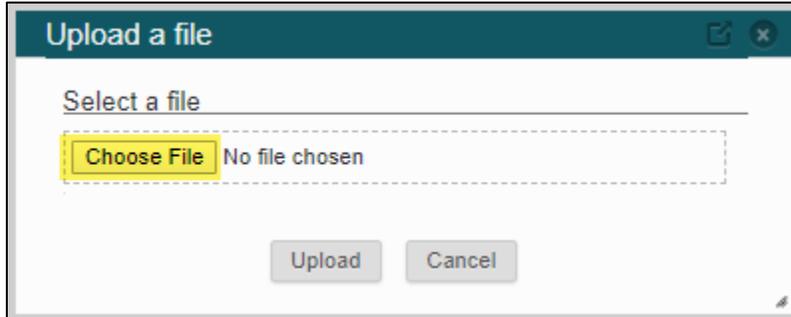
Perform Simulation: Yes No *Simulation allows you to test a report without committing the data to DRS.*

Partial Processing Allowed: Yes *Applies to Pandora. DCP report groups always allow partial processing.*

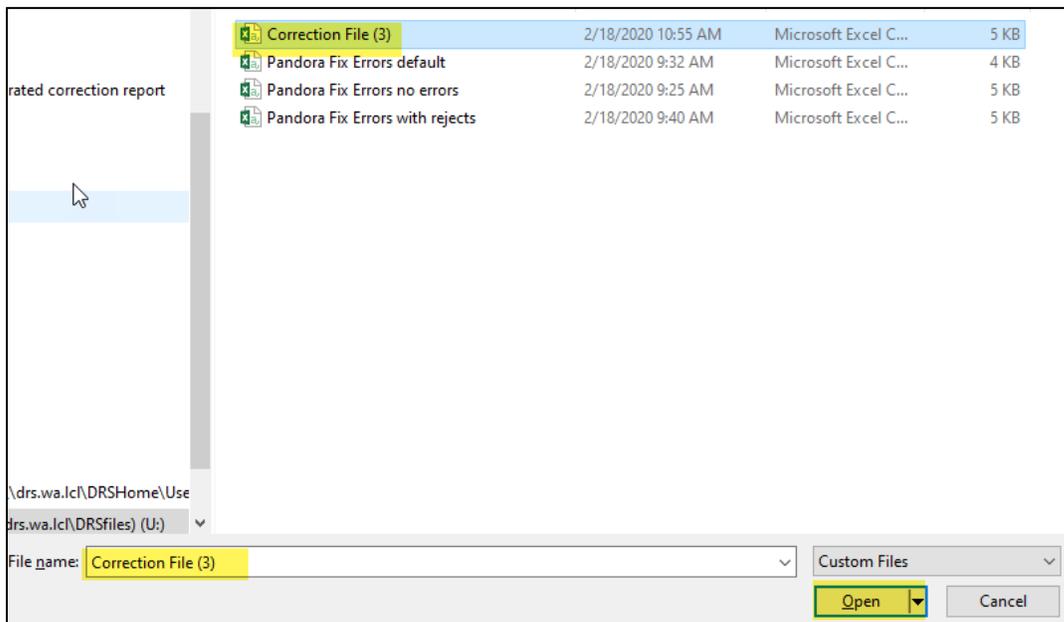
Report File: No files uploaded

Save Cancel Report Submit

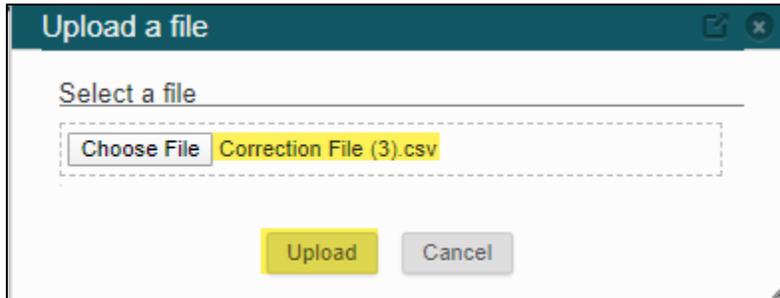
24. Select “Choose File” to select the correction file



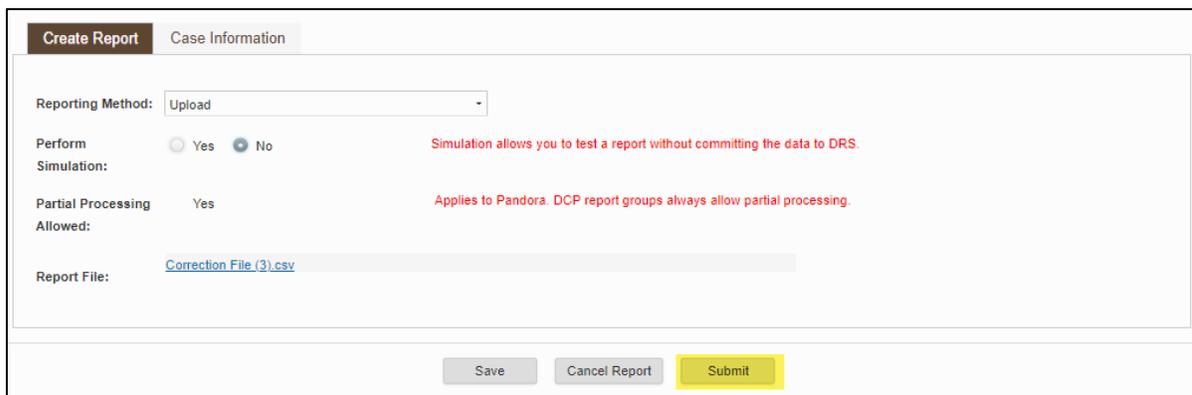
25. Select the correction file to upload and then select “Open”



26. The correction file shows in the field as a .csv file. Select Upload.



27. Select "Submit" to send the correction file to Upload



Open Fix Errors feature

1. Select "Tasks" from the menu bar



2. 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

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

Report Group	Report Type	Report Period	Version	SSN	Last Name	First Name	Message	Record Type	Severity Level	Details
5001P	Regular	12/2019	1	100-09-0000	GREEN	RACHEL	An Employment Record must be successfully Type code 03 is not allowed for this employer. Earnings that	Defined Benefit	Reject	Details
5001P	Regular	12/2019	1	120-00-2345	TRIBIANI	JOEY		Defined Benefit	Reject	Details

- To open an Interactive correction with all of the rejected and not-processed data from the original transmittal file, select “yes” after “Do you want to fix the errors? Then, select “Next” at the bottom of the page (you might need to scroll down).

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 a 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

- To access the Interactive Correction, select “Tasks” from the menu bar, in Interactive Correction by selecting the “Manage Members” link under “Activity”

All Processes

All Cases 8

Processes

Employer Reporting (ERA Portal Only) 7

Manage Payments (ERA Portal Only) 1

All Cases

Q

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

6. The Interactive correction is prefilled with the information from the original transmittal report. Make all the necessary corrections under 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

Defined Benefits

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		\$552.90		<input type="checkbox"/>	Detail

Defined Contributions

No records

Refresh Earnings

Add Multiple Earnings

Period: