Submit a separation date in an Interactive correction report

Follow this process to submit an employee's separation date through the Interactive correction transmittal report.

1. **Open the Process "Employer Reporting" to start a correction report.**

   In the Process Menu, select "Processes"
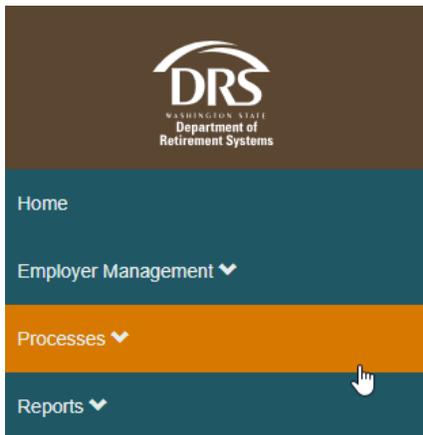
   Select "Employer Reporting"
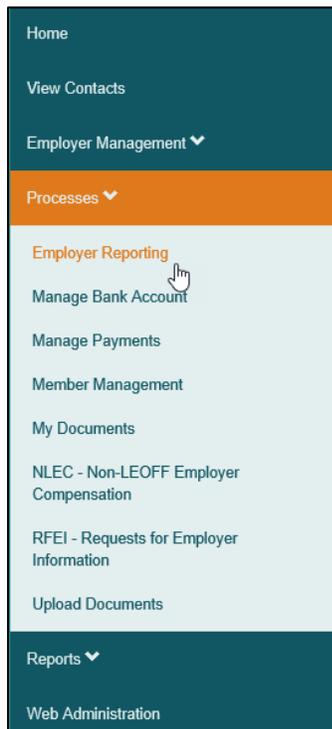
Select the "Start" Button

Employer Reporting Process

Select **Start** to submit a new report, or to run a simulation.

The Employer Reporting Process provides access to:

- Submit Earning Reports
- Submit member information
- Submit Correction Reports

Start

If you're a file reporter, select "Reporting Method" and then "Interactive" from the drop-down list.
If you're an Interactive reporter, skip and select "Report Group."
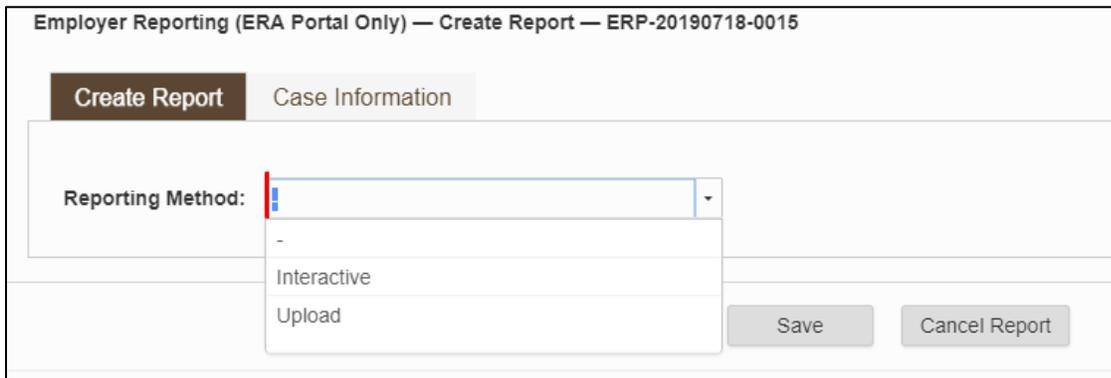
Employer Reporting (ERA Portal Only) — Create Report — ERP-20190718-0015

Create Report	Case Information

Reporting Method:

-
Interactive
Upload

Save   Cancel Report

Select the reporting group the member belongs to from the "Report Group" drop-down list
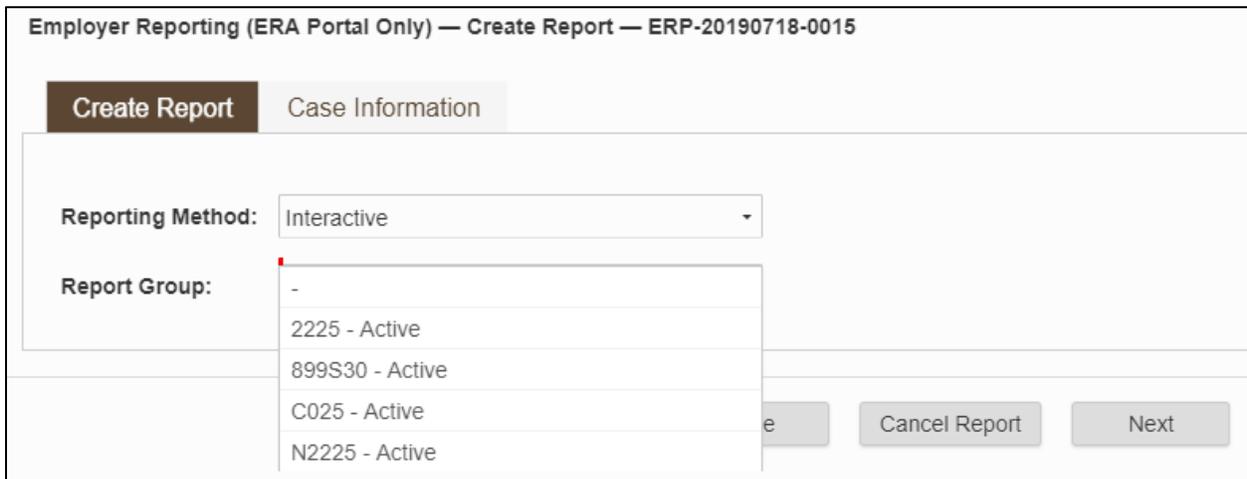
Employer Reporting (ERA Portal Only) — Create Report — ERP-20190718-0015

Create Report	Case Information

Reporting Method: Interactive

Report Group:

-
2225 - Active
899S30 - Active
C025 - Active
N2225 - Active

Cancel Report   Next

If you're an Interactive reporter, select "Correction" in the Report Information section

If you're a file reporter the Report Type will generate as a correction once "Interactive" is selected, and it will post to the reporting period associated with your most recent regular report.

Select "Next" to open a blank correction
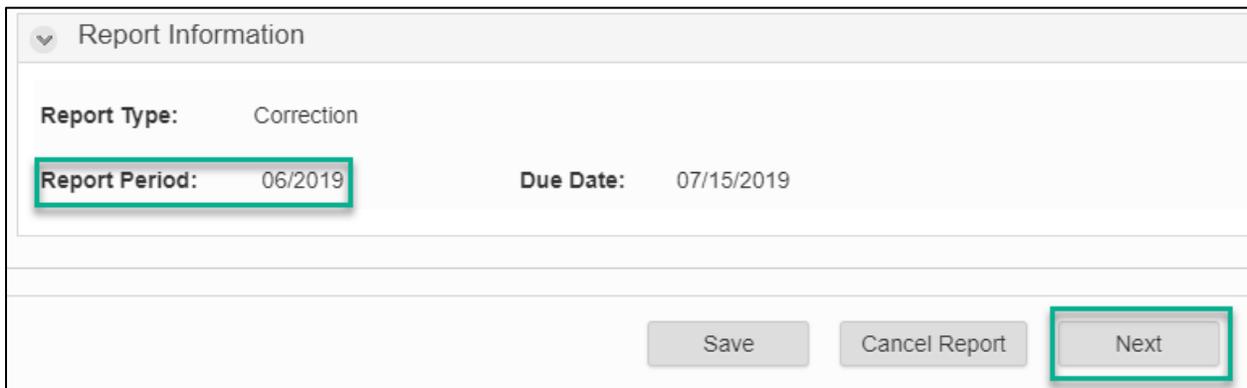
2. Fill out correction report for separating member

The correction report is blank. Add the member who is separating to the report.

Select "Add Member"

In the SSN field, enter the member's social security number and select "Search"
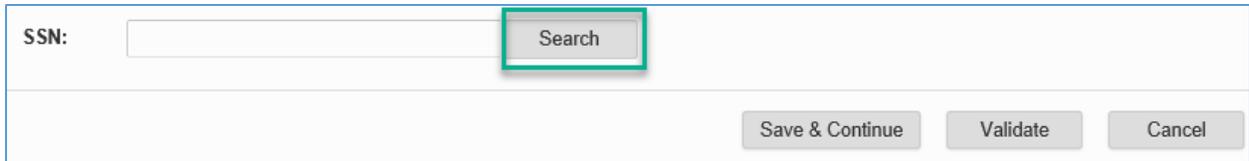
All the member's information is listed at the top of the screen under "Member Reporting Information"

The next section displays the records you can fill out for this member

A separation date field is in the "Employment Information" record. Select the right-facing arrow to open the "Employment Information" record.
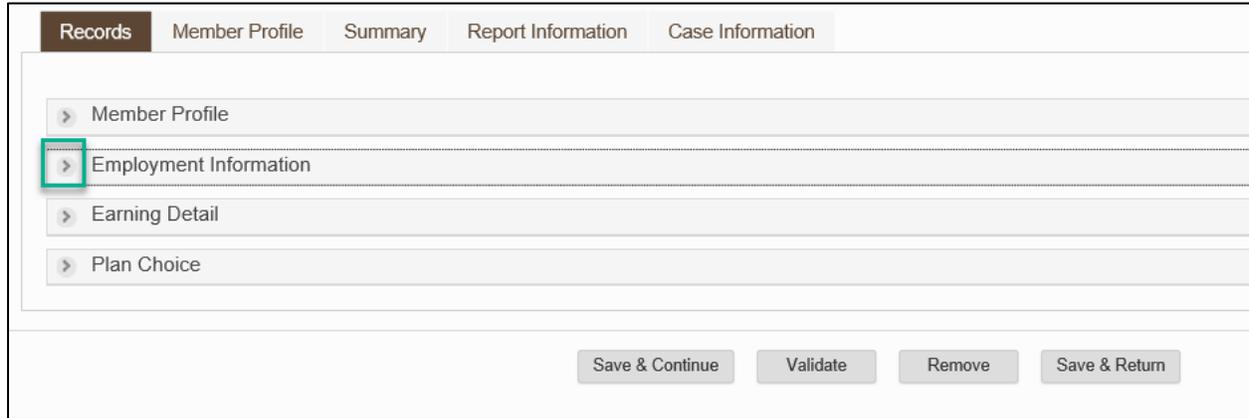
The "Employment Information" states there are no records. Select "Add Employment Information" to make the fields fillable.
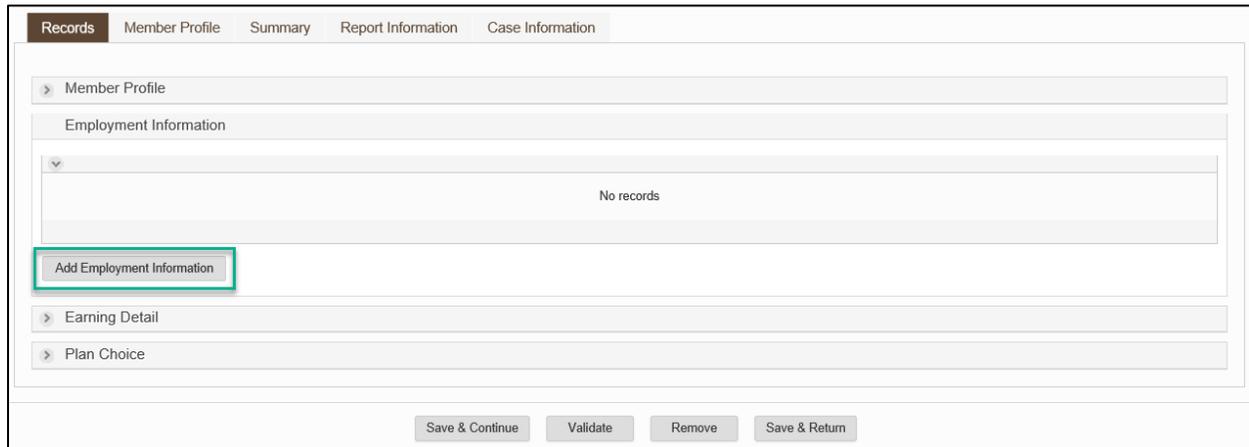
In the "End Date" field enter the separation date or choose the date from the drop-down calendar

Select one of the four buttons at the bottom of the screen (descriptions of the buttons are beneath this screen shot)

Save & Continue [Save & Continue] will save the information and take you to the "Edit Member" screen to continue entering information for the same member

Validate [Validate] will edit the information you just entered against the system edits. It will display on the screen.

Remove Remove will remove the information you entered and take you back to the "Manage Member" screen with a blank record. You can select the "Members" tab to see the record that will be removed when you select "submit." *These records will be removed from this report only unless a separation date is entered.
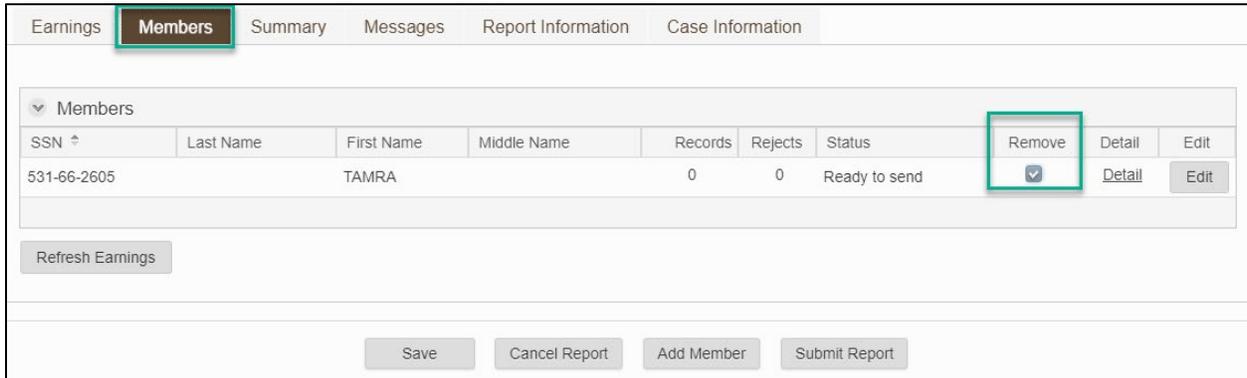
Save & Return Save & Return will save and validate the information you've entered for this member and return you to the "Manage Member" screen, ready for you to add another member
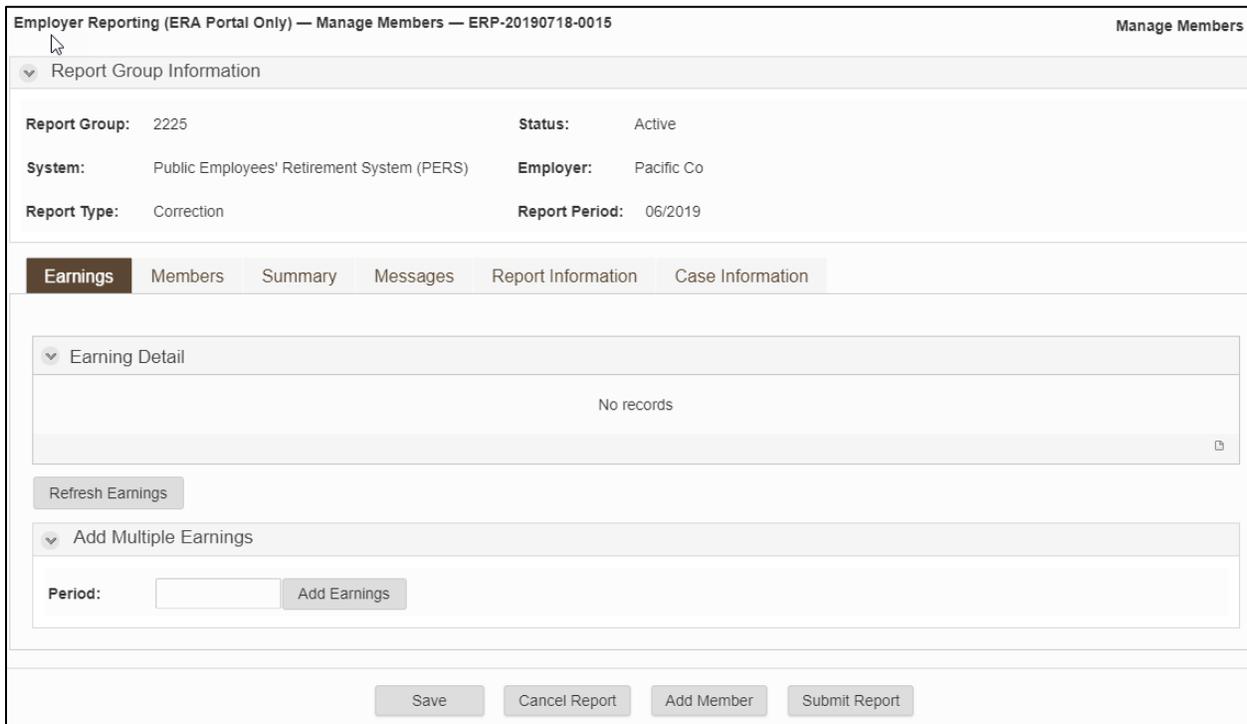
3. Submit correction for processing

Select the "Submit Report" button to submit the correction report with the member's separation date

Once the report is submitted, you are returned to "Manage Member," "Report Information"

Check your Messages for a confirmation that your correction report processed