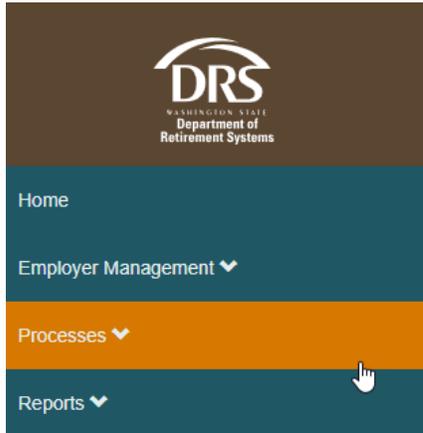


Submitting a HERP Supplemental Fund Correction

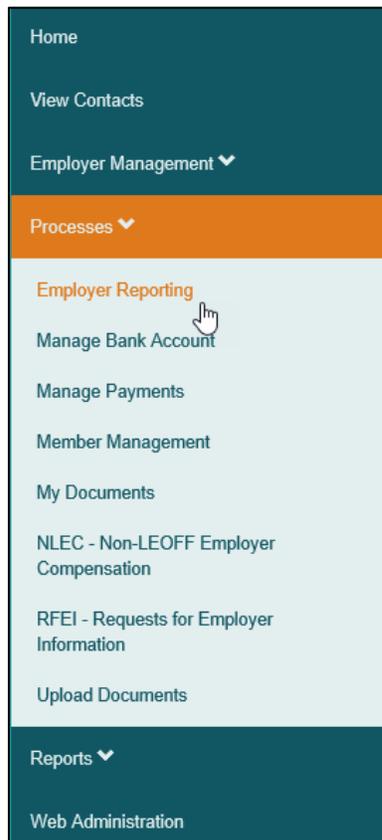
Use these instructions to correct overstated HERP supplemental fund amounts for a prior period.

1. Open the Process “Employer Reporting,” to start a correction report.

In the Process Menu, select “Processes”



2. Select “Employer Reporting”



3. Select “Start”

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

4. If you’re a file reporter, select Reporting Method “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-20240327-0157

Create Report Case Information

Reporting Method:

-
- Interactive
- Upload

Save **Cancel Report**

5. Select the reporting group for HERP from the “Report Group” drop down list. HERP supplemental fund report groups start with a “Z.”

Employer Reporting (ERA Portal Only) — Create Report — ERP-20240327-0157

Create Report Case Information

Reporting Method:

Report Group:

-
- 1205 - Active
- 411706 - Active
- 652 - Active
- Z0377 - Active

Save **Cancel Report** **Next**

6. Select "Correction" in the Report Information section

Employer Reporting (ERA Portal Only) — Create Report — ERP-20240327-0157

Create Report Case Information

Reporting Method: Interactive -

Report Group: Z0377 - Active -

Report Group Information

Current Period: 03/2024 System: Higher Education Retirement Plan (HERP) Supplemental Fund

Reports Received: 1 Reports Expected: 2

Report Information

Report Type: Regular Correction

Report Period: 03/2024 Due Date: 04/15/2024

Save Cancel Report Next

7. Select "Next" to open a blank correction

Employer Reporting (ERA Portal Only) — Manage Members — ERP-20240327-0157

Report Group Information

Report Group: Z0377 Status: Active

System: Higher Education Retirement Plan (HERP) Supplemental Fund Employer:

Report Type: Correction Report Period: 03/2024

Summary Report Information Case Information

Compensation Reported: \$0.00 Employer Contributions Reported: \$0.00

Save Cancel Report Submit Report

8. In the “Compensation Reported” field add the amount that was overstated that needs to be backed out and click on Submit Report.

Employer Reporting (ERA Portal Only) — Manage Members — ERP-20240327-0157

▼ Report Group Information

Report Group: Z0377 Status: Active
 System: Higher Education Retirement Plan (HERP) Supplemental Fund Employer:
 Report Type: Correction Report Period: 03/2024

Summary Report Information Case Information

Compensation Reported: (\$9,959,111.00) Employer Contributions Reported: (\$12,946.84)

Save Cancel Report Submit Report

The amount originally owed is shown in the Current Account Activity report when it was originally reported.

Transaction Type	Detail Description	Effective Date	Payment Number	Amount
Payment	Payment	10/12/2021	6992109B	-1,438.55
Payment	Payment	10/29/2021	6992109B	-1,543.03
Receivable	Contribution Transmittal	11/15/2021		14,385.55
Receivable	Contribution Transmittal	11/15/2021		1,543.03



The credit (amount backed out) will post to the current report period.

The employer needs to contact their account manager and have the amount moved to the prior period. The credit from the correction report shows below and *then* the amount is moved to the 10/2021 report period.

Transaction Type	Detail Description	Effective Date	Payment Number	Amount
Payment	Payment	02/27/2024	6992102A	-1,752.76
Payment	Payment	03/12/2024	124HCC09	-1,998.65
Receivable	Contribution Transmittal	03/15/2024		1,752.82
Receivable	Contribution Transmittal	03/15/2024		1,998.71
Receivable	Transmittal Correction	03/15/2024		-12,946.84
Receivable	Transmittal Correction	03/18/2024		12,946.84
<i>Balance:</i>				<i>0.12</i>

The credit will then be posted to the 10/2021 report period.

	10/2021	Z1	Contribution Transmittal
Receivable			-12,946.84