

Editing Reports and Correcting Errors

Process 3—Correcting errors

Overview

During the nightly batch run, EDX tags most records with errors that do not pass the validation process and displays these records and their error messages the next morning on *Reject/Edit Report*.

Records passing validation will post, which means EDX has found the record to be correct. EDX saves posted record information to the PERS database. The records are also closed to further edits.

Records posting are dependent on the percentage of errors found relative to the report as a whole. The number of records with errors must be less than the posting threshold set by PERS before any records in the report will post. This feature allows you to delete entire reports that have a high percentage of records with errors, correct problems in your data file, and re-upload the report for another attempt.

You may also need to add missed records, which can be done any time before the report posts. The next nightly batch process will detect records that have been changed or added, re-validate any records in the report that have not posted, post the correct data, and report errors. This process continues until all records in the report post and the report itself posts, at which time the report is closed to further editing.

Record validation and error types

There are four types of record errors in EDX:

- **Bad Format**—The format of your uploaded or entered data is incorrect. The record did not post and will not post until you correct it.
Example: “B - Date of Birth must be numeric.”
- **Suspended**—The error is severe enough that the record did not post and will not post until you correct the error.
Example: “S - Subject Salary, Regular is greater than Gross Salary.”
- **Flagged**—EDX found a possible error based on reasonableness checks of your data. You should review the record to ensure the data is correct. However, it will post when the rest of the report posts.
Example: “F - The Hours Worked (Regular) are greater than 200.”
- **Valid**—There are a number of reasons why a record may be flagged “VLID.” The most common reasons are (1) 15 percent or more of a report’s records have errors and (2) multiple records for one member exist in the same report and at least one of those records is suspended.

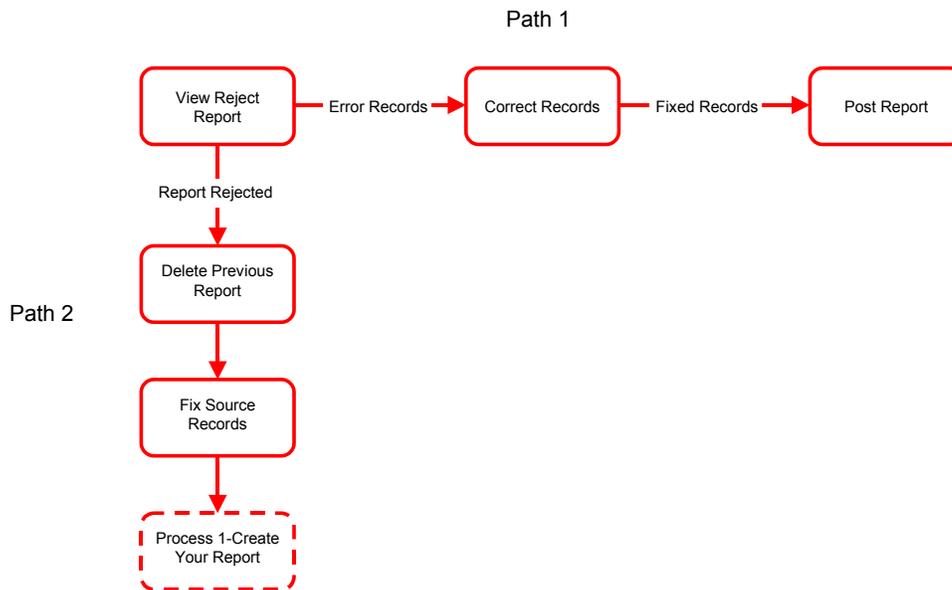
Each message begins with the first letter of the error type for quick identification.

EDX validates records you submitted or edited in a report to ensure the required fields have data, the data is in the correct format, and the data values are acceptable. All report records undergo three types of validation:

- Basic edit validation—Occurs when saving a record you added or edited manually, as well as during the nightly batch report validation process. A basic edit validation failure results in either bad format or suspended errors, many of which EDX will display immediately after saving the record.
- Hard validation—Occurs only during the nightly batch report validation process. EDX gives records that do not pass the hard validation process a status of “Suspended” and will not post those records until you correct the errors.
- Soft validation—Occurs only during the nightly batch report validation process when EDX rejects a report because of too many errors. EDX flags the records with an error. These are only warning messages; flagged records will post when all other report records post.

Process flow

Below is a process flow diagram of Process 3.



Brief description of the process components

Two paths exist for correcting errors:

- Path 1 typically is used when the number of records containing errors is less than the posting threshold set by PERS. However, this error correction path may also be used if the report was rejected because of too many errors.

- Path 2 is used for error correction when the report is rejected because the number of records in error is greater than the posting threshold PERS set. Use this path when you have uploaded your data and have the ability to generate a corrected data file from your source system.

Below is a brief description of the components for the error correction process:

- View and Print Reject Report—The payroll specialist views and/or prints the Reject/Edit Report on EDX.
- Correct Errors—The payroll specialist uses EDX to correct the records with errors.
- Post Report—The EDX nightly batch process will post corrected records. When all records in the report post, the report as a whole posts.
- Delete Previous Report—If EDX rejects the report because of too many errors, the rejected report must be deleted and a new report added for that same report date.
- Fix Source Records—Employer makes modifications to the source system that generates the electronic data file and regenerates the file for upload. The employer must re-create the report.

Viewing the Reject/Edit Report

This report lists all error records in your report and their error messages. Use this report to help manage records you must correct.

- 1 Follow the steps in “Accessing the Work on Wage and Contribution Reports page” on page 46 to view the *Work on Wage and Contribution Reports* screen.

Reports that do not post are assigned one of two statuses (highlighted by the box):

- Added—The report is newly created and has not yet been validated.
- Suspended—The report has been through validation and has at least one “Bad Format” or “Suspended” error. This is also the status of a report that has been rejected because of too many errors.

Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also [Create a New Report](#)

- [Work with Unposted Reports](#)
- [Work with Posted Reports](#)
- [Learn more about working with Wage and Contribution Reports](#)

Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	02/02/2007	01/31/2007	delete	edit	n/a	View Report	View Details	View Totals
Added	03/07/2007	03/06/2007	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	03/14/2007	03/07/2007	delete	edit	n/a	View Report	View Details	n/a

Posted Regular Reports

- Click on the **View Report** link (highlighted by the boxes) in the Reject/Edit Report column corresponding to the report whose errors you want to view on the *Reject/Edit Report* screen.

Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also [Create a New Report](#)

- [Work with Unposted Reports](#)
- [Work with Posted Reports](#)
- [Learn more about working with Wage and Contribution Reports](#)

Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	02/02/2007	01/31/2007	delete	edit	n/a	View Report	View Details	View Totals
Added	03/07/2007	03/06/2007	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	03/14/2007	03/07/2007	delete	edit	n/a	View Report	View Details	n/a

Posted Regular Reports

Status	Date Submitted	Report Date	View Totals	View Details	Report Type
Posted	04/06/2006	03/31/2006	View Totals	View Details	Regular
Posted	06/01/2006	04/30/2006	View Totals	View Details	Regular

- Review the records with errors before making corrections in EDX. The “S” next to the bullets in the illustration below denotes that the member record is suspended. You may print the report if desired.

Reject/Edit Report

[Return to report summary page](#)

**Oregon Public Employees Retirement System
Reject/Edit Report**

Organization: 02596 - BEND METRO PARK & RECREATION DIST
200 PACIFIC PARK LANE
BEND, OR 97701 - 0000

Report Date: 01/31/2007

SSN	Last Name	First Name	Record Type	Record Status	Pay Date
225313034	Anderson	Claire	DTL2	SUSP	01/31/2007
<ul style="list-style-type: none"> • F - The Regular Hours are zero and the wage code is 01. • S - The reported work period spans a job grade / position change. Work period must be reported separately for each classification period. 					
277908902	Lombard	Weston	DTL2	SUSP	01/31/2007
<ul style="list-style-type: none"> • S - The reported work period spans a job grade / position change. Work period must be reported separately for each classification period. 					
298782912	Burke	Amanda	DTL2	SUSP	01/31/2007
<ul style="list-style-type: none"> • F - The Regular Hours are zero and the wage code is 01. • S - The reported work period spans a job grade / position change. Work period must be reported separately for each classification period. 					
409574877	Chandler	Kelita	DTL2	SUSP	01/31/2007

Editing records

The *Edit Retirement Detail Reports* screen displays various options for adding or editing records that did not post. You can modify or delete records that have not posted or add records to reports that have not posted.

Note: Some options on *Edit Retirement Detail Reports* appear only under certain conditions. However, the following options used to edit records with errors are available for all reports not yet posted:

- Add or Edit a Record
- Employees with Errors

Employees with Errors displays a list of all records having errors in the report.

Each report not posted provides a link to *Edit Retirement Detail Reports* where you can perform various edit functions for that particular report.

Adding or editing a record

You can enter an employee’s SSN and display all records in the current report for that employee. This is useful when you want to focus on all activity submitted for an employee in the reporting period. This option can also save time locating a specific employee’s errors when the Employees with Errors list displays a large number of error records.

- 1 Follow the steps in “Accessing the Work on Wage and Contribution Reports page” on page 46 to view the *Work on Wage and Contribution Reports* screen.
- 2 On the *Work on Wage and Contribution Reports* screen, click on the **edit** link (highlighted by the boxes) next to the report you want to edit to display the *Edit Retirement Detail Reports* screen.

Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also [Create a New Report](#)

- [Work with Unposted Reports](#)
- [Work with Posted Reports](#)
- [Learn more about working with Wage and Contribution Reports](#)

Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	02/02/2007	01/31/2007	delete	edit	n/a	View Report	View Details	View Totals
Added	03/07/2007	03/06/2007	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	03/14/2007	03/07/2007	delete	edit	n/a	View Report	View Details	n/a

Posted Regular Reports

- 3 If you want to edit a record in a report that has a “Suspended” status, proceed to step 8; otherwise, proceed to the next step.

- 4 Type the employee's Social Security number in the **Enter SSN** text box (highlighted by the circle) located under the Option # – Add or Edit a Record section.

Edit Retirement Detail Reports

You may view, add, or edit any unposted records on the current report.

Option 1 - Finished Editing This Report?

Done Finished Editing This Report? Click the **Done** button to return to the Work on Retirement Detail Reports page. You may re-edit this report at any time in the future until all records on the report are posted.

Option 2 - Add or Edit a Record

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

Add/Edit Record

Enter SSN: **Add or Edit Record**

Option 3 - Employees with Errors

Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.

- 5 Click the **Add or Edit Record** button; the *Add/Edit Member Records* screen appears.

Option 2 - Add or Edit a Record

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

Add/Edit Record

Enter SSN: **Add or Edit Record**

- 6 Click on the **select** link (highlighted by the box) to view the record detail form and the error message(s) associated with the record.

Add/Edit Member Records

Working With SSN: 111111111

This member has one or more existing records on this report. Choose the record which you would like to edit by clicking on the **select** link. If you would like to add a new record for this member, click the Add New Record button. You may view the member's plan information before adding a new record by clicking on the Member Benefit Plans link in the navigation bar.

Select One of the records below

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select	111111111	Thomas Paine	-	Edited	DTL1

Choose the type of record to create from the list below, then click **Add New Record**.

Add New Record

Detail 1 - Member Demographics. **Add New Record**

Detail 2 - Wage and Service.

- 7 Proceed to step 9.
- 8 Locate the error record you want to edit, and then click on the **select** link (highlighted by the box) to view the record detail form and error message(s) associated with the record.

Edit Retirement Detail Reports

You may view, add, or edit any unposted records on the current report.

Option 1 - Finished Editing This Report?

Done Finished Editing This Report? Click the **Done** button to return to the Work on Retirement Detail Reports page. You may re-edit this report at any time in the future until all records on the report are posted.

Option 2 - Add or Edit a Record

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

Add/Edit Record

Enter SSN : **Add or Edit Record**

Option 3 - Employees with Errors

Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.

Page#
1

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select	333333333	Joanne Dalsass	Regular wages	Suspended	DTL2
select	444444444	Claire Anderson	Regular wages	Suspended	DTL2
select	555555555	Weston Lombard	Regular wages	Suspended	DTL2
select	666666666	Amanda Burke	Regular wages	Suspended	DTL2
select	777777777	Kelita Chandler	Regular wages	Suspended	DTL2
select	888888888	Ann Wilbwer-Cook	Regular wages	Suspended	DTL2

Note: Page number links appear at the top of the Employers with Errors list if the list of records having errors is too large for EDX to display on one page. Clicking on a **Page #** link will take you to that page.

- 9 Edit the member record, as necessary, by correcting values in the record detail form fields.

The example below depicts the edit screen for a member's wage and service record EDX determined contained errors.

Add/Edit a Member Record

The status of this member record is: **Suspended**

Error Messages For Member

- The reported member contributions are not within five cents of the calculated member contributions of \$5.29 wage code is 01,05,06,08,11,16

Detail 2 - Wage and Service:

SSN: [#####]

First Name: [Wanda]

Last Name: [Westerly]

Pay Date: (MMDD/YYYY) [01/31/2007]

Work Period Begin Date: (MMDD/YYYY) [01/01/2007]

Work Period End Date: (MMDD/YYYY) [01/31/2007]

Hours Worked: (Regular) [5.25]

Hours Worked: (Overtime) [0.00]

Reported Wage Code: [01 - Regular wages]

Subject Salary, Regular [88.09]

Subject Salary, Overtime [0.00]

Non-Subject Salary [0.00]

Lump-sum Payoff [0.00]

Lump-sum Vacation Payoff [0.00]

Gross Salary [88.09]

Member Paid After-Tax Contribution (MPAT) [0.00]

Member Paid Pre-Tax Contribution (MPPT) [0.00]

Unit Contribution [0.00]

Employer Paid Pre-Tax Contribution (EPPT) [0.00]

Optional Employer Matching Contributions Percentage for IAP [0%]

Optional Employer Matching Contributions Amount for IAP [0.00]

PERS Job Class Code []

Average Overtime Hours []

Employer Site Distribution Code []

Non PERS Data Memo []

Note: EDX displays specific error messages at the top of the page for reference.

- Click the **Save** button on the *Add/Edit a Member Record* screen; EDX returns you to the *Add/Edit Member Records* screen and modifies the status of your record to “Edited” (highlighted by the box). This status indicates you modified the record and that it is awaiting re-evaluation in the next batch validation process.

Add/Edit Member Records

Working With SSN: 222222222

This member has one or more existing records on this report. Choose the record which you would like to edit by clicking on the **select** link. If you would like to add a new record for this member, click the Add New Record button. You may view the member's plan information before adding a new record by clicking on the Member Benefit Plans link in the navigation bar.

Select One of the records below					
Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select	222222222	Wanda Westerly	Regular wages	Edited	DTL2

Choose the type of record to create from the list below, then click **Add New Record**.

Add New Record

Detail 1 - Member Demographics. **Add New Record**

Detail 2 - Wage and Service.

- When you are finished editing records for the employee, click the **OK** button to return to the *Edit Retirement Detail Reports* screen. You can enter a new SSN to add or edit a record, or you can select a record from the Employees with Errors list to edit.

Deleting records

You can delete a record any time before it posts. After a record posts, it is closed to further edits or deletions.

- Follow the steps in “Accessing Work on Wage and Contribution Reports” on page 46 to view the *Work on Wage and Contribution Reports* screen.
- On the *Work on Wage and Contribution Reports* screen, click on the **edit** link (highlighted by the boxes) to view the *Edit Retirement Detail Reports* screen.

Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also [Create a New Report](#)

- [Work with Unposted Reports](#)
- [Work with Posted Reports](#)
- [Learn more about working with Wage and Contribution Reports](#)

Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	02/02/2007	01/31/2007	delete	edit	n/a	View Report	View Details	View Totals
Added	03/07/2007	03/06/2007	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	03/14/2007	03/07/2007	delete	edit	n/a	View Report	View Details	n/a

Posted Regular Reports

- 3 Type the employee's Social Security number in the **Enter SSN** text box (highlighted by the circle) located under the Option # – Add or Edit a Record section.

Edit Retirement Detail Reports

You may view, add, or edit any unposted records on the current report.

Option 1 - Finished Editing This Report?

Done Finished Editing This Report? Click the **Done** button to return to the Work on Retirement Detail Reports page. You may re-edit this report at any time in the future until all records on the report are posted.

Option 2 - Add or Edit a Record

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

Add/Edit Record

Enter SSN: **Add or Edit Record**

Option 3 - Employees with Errors

Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.

- 4 Click the **Add or Edit Record** button; the *Add/Edit a Member Record* screen appears.

Option 2 - Add or Edit a Record

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

Add/Edit Record

Enter SSN: **Add or Edit Record**

- 5 Click on the **select** link (highlighted by the box) to view the record detail form and the error message(s) associated with the record.

Add/Edit Member Records

Working With SSN: 111111111

This member has one or more existing records on this report. Choose the record which you would like to edit by clicking on the **select** link. If you would like to add a new record for this member, click the Add New Record button. You may view the member's plan information before adding a new record by clicking on the Member Benefit Plans link in the navigation bar.

Select One of the records below

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select	111111111	Thomas Paine	-	Edited	DTL1

Choose the type of record to create from the list below, then click **Add New Record**.

Add New Record

Detail 1 - Member Demographics. **Add New Record**

Detail 2 - Wage and Service.

- Click the **Delete** button; a confirmation page appears.

Add/Edit a Member Record

The status of this member record is: **Suspended**

Error Messages For Member

- The reported member contributions are not within five cents of the calculated member contributions of \$5.29 wage code is 01,05,06,08,11,16

Detail 2 - Wage and Service:

SSN: #####

First Name: Wanda

Last Name: Westerly

Pay Date: (MMDD/YYYY) 01/31/2007

Work Period Begin Date: (MMDD/YYYY) 01/01/2007

Work Period End Date: (MMDD/YYYY) 01/31/2007

Hours Worked: (Regular) 5.25

Hours Worked: (Overtime) 0.00

Reported Wage Code: 01 - Regular wages

Subject Salary, Regular 88.09

Subject Salary, Overtime 0.00

Non-Subject Salary 0.00

Lump-sum Payoff 0.00

Lump-sum Vacation Payoff 0.00

Gross Salary 88.09

Member Paid After-Tax Contribution (MPAT) 0.00

Member Paid Pre-Tax Contribution (MPPT) 0.00

Unit Contribution 0.00

Employer Paid Pre-Tax Contribution (EPPT) 0.00

Optional Employer Matching Contributions Percentage for IAP 0%

Optional Employer Matching Contributions Amount for IAP 0.00

PERS Job Class Code

Average Overtime Hours

Employer Site Distribution Code

Non PERS Data Memo

- Click the **OK** button when prompted to confirm your request to delete the employee record. EDX returns you to the *Add/Edit Member Records* screen and removes the deleted record from the list of records in the report.

Important: Once you delete a record, it cannot be restored.

Delete Confirmation for deleting the Member Record.

This is the confirmation page to delete this Member Record. Click OK to delete this record or Cancel to cancel the delete process.

- When you are finished deleting employee records, click the **OK** button to return to the *Edit Retirement Detail Reports* screen.

Editing a report header

If you created your report using the Empty Report method and it has not posted, you will have an option on the *Edit Retirement Detail Reports* screen to change the report date.

Note: The option to edit the report header is only available for reports that show up under the Status column as “Added.”

- Follow the steps in “Accessing Work on Wage and Contribution Reports” on page 46 to view the *Work on Wage and Contribution Reports* screen.
- Click on the **edit** link (highlighted by the boxes) next to the report whose date you want to change to view the *Edit Retirement Detail Reports* screen. **Note:** You cannot edit the report header on a report that has suspended.

Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also [Create a New Report](#)

- [Work with Unposted Reports](#)
- [Work with Posted Reports](#)
- [Learn more about working with Wage and Contribution Reports](#)

Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	02/02/2007	01/31/2007	delete	edit	n/a	View Report	View Details	View Totals
Added	03/07/2007	03/06/2007	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	03/14/2007	03/07/2007	delete	edit	n/a	View Report	View Details	n/a

Posted Regular Reports

- In the **Edit the Report Header** dialog box, type the new report date in the **Report Date** text box. Type the date in the format *MM/DD/YYYY*.

Option 2 - Edit the Report Header

If you created a report through the **I would like to create an empty report and add member records manually** option, you may change the report's report date, if necessary.

Edit the Report Date

Report Date : **Edit Report**

- Click the **Edit Report** button; a message page confirms that you have changed the report date in the report header.

The report header has been successfully updated. Pay dates on wage and service records for this report have not been updated to the new date. Please use Edit Record option to **correct member information**.

03/06/2007

- [Work on Retirement Details Report Page](#)

Deleting a report

You may delete an entire report if it has no posted records.

- Follow the steps in “Accessing Work on Wage and Contribution Reports” on page 46 to view the *Work on Wage and Contribution Reports* screen.
- On the *Work on Wage and Contribution Reports* screen, click on the **delete** link (highlighted by the boxes) associated with the report you want to delete.

Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also [Create a New Report](#)

- [Work with Unposted Reports](#)
- [Work with Posted Reports](#)
- [Learn more about working with Wage and Contribution Reports](#)

Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	02/02/2007	01/31/2007	delete	edit	n/a	View Report	View Details	View Totals
Added	03/07/2007	03/06/2007	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	03/14/2007	03/07/2007	delete	edit	n/a	View Report	View Details	n/a

Posted Regular Reports

- Click the **Yes** button when prompted by the *Report Deletion Confirmation* screen to confirm the deletion.

Report Deletion Confirmation

Are you sure you want to delete this report?

Viewing record details

EDX allows you to view Detail 1 (member demographics) or Detail 2 (wage and service) records submitted in posted and *unposted* reports. Use the View Details links to view a breakdown of each employee's contributions, verify addresses are correct, and see if an individual record in a report posted. You can sort record details by last name or SSN.

In cases where a Demographics and Adjustment Report or Regular Report is suspended but none of the records within that report are suspended, the problem could be the result of *valid* records. (See "Record validation and error types" on page 68 for an explanation of what can cause valid errors.)

- 1 Follow the steps in "Accessing Work on Wage and Contribution Reports" on page 46 to view the *Work on Wage and Contribution Reports* screen.
- 2 On the *Work on Wage and Contribution Reports* screen, click on the **View Details** link (highlighted by the boxes).

Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also [Create a New Report](#)

- [Work with Unposted Reports](#)
- [Work with Posted Reports](#)
- [Learn more about working with Wage and Contribution Reports](#)

Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	02/02/2007	01/31/2007	delete	edit	n/a	View Report	View Details	View Totals
Added	03/07/2007	03/06/2007	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	03/14/2007	03/07/2007	delete	edit	n/a	View Report	View Details	n/a

Posted Regular Reports

Status	Date Submitted	Report Date	View Totals	View Details	Report Type
Posted	04/06/2006	03/31/2006	View Totals	View Details	Regular
Posted	05/01/2006	04/30/2006	View Totals	View Details	Regular
Posted	06/01/2006	05/31/2006	View Totals	View Details	Regular
Posted	07/03/2006	06/30/2006	View Totals	View Details	Regular

- 3 Click on the **Detail 2 Records** link to view wage and service record details, or click on the **Detail 1 Records** link to view demographic record details.

Wage and Contribution Report... Record Details

[Detail 2 Records](#)

[Detail 1 Records](#)

The illustration below shows a partial Detail 2 screen.

Wage and Contribution Report... Detail 2 Records

[Return to report summary page](#) [Download as csv](#)

Working with: BEND METRO PARK & RECREATION DIST, 02596 Previous Next
 Report Date: 01/31/2007

Record Status	SSN	Last Name	First Name	Pay Date	Work Period Begin Date	Work Period End Date	Hours Worked (Regular)	Hours Worked (OT)	Wage Code	Subject Salary Regular	Subject Salary OT	Non-Subject Salary	Lump-Sum Payoff	Lump-Sum Vac Payoff	Gross Salary	MPAT	MPI
PSTD	003607016	Moore	Martin	01/31/2007	01/01/2007	01/31/2007	173.33	0.00	01	\$3,011.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,011.00	\$0.00	\$0.00
PSTD	024440054	Boettner	Susan	01/31/2007	01/01/2007	01/31/2007	173.33	0.00	01	\$3,672.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,672.00	\$0.00	\$0.00
PSTD	025687838	Gouldston	Kelly	01/31/2007	01/01/2007	01/31/2007	7.50	0.00	02	\$0.00	\$0.00	\$131.25	\$0.00	\$0.00	\$131.25	\$0.00	\$0.00
PSTD	065445039	Solomon	Anna	01/31/2007	01/01/2007	01/31/2007	21.25	0.00	01	\$303.12	\$0.00	\$0.00	\$0.00	\$0.00	\$303.12	\$0.00	\$0.00
PSTD	121364175	Bruce	Robert	01/31/2007	01/01/2007	01/31/2007	116.88	0.00	01	\$1,753.20	\$0.00	\$0.00	\$0.00	\$0.00	\$1,753.20	\$0.00	\$0.00
PSTD	136581070	Hawes	Phyllis	01/31/2007	01/01/2007	01/31/2007	52.00	0.00	02	\$0.00	\$0.00	\$794.30	\$0.00	\$0.00	\$794.30	\$0.00	\$0.00

The illustration below shows a partial Detail 1 screen.

Wage and Contribution Report... Detail 1 Records

[Return to report summary page](#) [Download as csv](#)

Working with: BEND METRO PARK & RECREATION DIST, 02596 Previous Next
 Report Date: 03/07/2007

Record Status	SSN	Status Code	Status Date	Last Day Service	Old SSN	Last Name	First Name	Middle Name	Name Change Id	Address-1	Address-2	Address-3	City	State	Zip-1	Zip-2	Province
EDTD	121212121	01	03/01/2007			Clauth	Enory		N	201 Mt Crater Dr.			Bend	OR	97709		

Working with: BEND METRO PARK & RECREATION DIST, 02596 Previous Next
 Report Date: 03/07/2007

Click the **Previous** or **Next** button to scroll through each page of records. Click on the **SSN** or **Last Name** links to sort the record details, making it easier for you to locate a particular record.

- If you want to view the details of the other record type, click on the **Return to report summary page** link (indicated by the arrow) to return to the *Wage and Contribution Report... Record Details* screen to make your selection.

Wage and Contribution Report... Detail 2 Records

[Return to report summary page](#)  [Download as csv](#)

Working with: BEND METRO PARK & RECREATION DIST, 02596 Previous Next
 Report Date: 01/31/2007

Record Status	SSN	Last Name	First Name	Pay Date	Work Period Begin Date	Work Period End Date	Hours Worked (Regular)	Hours Worked (OT)	Wage Code	Subject Salary Regular	Subject Salary OT	Non-Subject Salary	Lump-Sum Payoff	Lump-Sum Vac Payoff	Gross Salary	MPAT	MPI
PSTD	003607016	Moore	Martin	01/31/2007	01/01/2007	01/31/2007	173.33	0.00	01	\$3,011.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,011.00	\$0.00	\$0.00
PSTD	024440054	Boettner	Susan	01/31/2007	01/01/2007	01/31/2007	173.33	0.00	01	\$3,672.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,672.00	\$0.00	\$0.00
PSTD	025687838	Gouldston	Kelly	01/31/2007	01/01/2007	01/31/2007	7.50	0.00	02	\$0.00	\$0.00	\$131.25	\$0.00	\$0.00	\$131.25	\$0.00	\$0.00
PSTD	065445039	Solomon	Anna	01/31/2007	01/01/2007	01/31/2007	21.25	0.00	01	\$303.12	\$0.00	\$0.00	\$0.00	\$0.00	\$303.12	\$0.00	\$0.00

Correcting valid records

The following steps should allow you to correct most valid records. In cases where you are unable to fix records with a “VLID” status, you will need to contact the Employer Support Center.

- 1 Follow the steps in “Accessing Work on Wage and Contribution Reports” on page 46 to view the *Work on Wage and Contribution Reports* screen.
- 2 Locate the report in either the Unposted Regular Reports or Unposted Demographics and Adjustment Reports section containing the valid records(s), and then click on the **edit** link corresponding to that report (highlighted by the boxes).

Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also [Create a New Report](#)

- [Work with Unposted Reports](#)
- [Work with Posted Reports](#)
- [Learn more about working with Wage and Contribution Reports](#)

Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	02/02/2007	01/31/2007	delete	edit	n/a	View Report	View Details	View Totals
Added	03/07/2007	03/06/2007	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	03/14/2007	03/07/2007	delete	edit	n/a	View Report	View Details	n/a

- 3 Under Option # - Employers with Errors, locate the error record you want to edit, and then click on the **select** link (highlighted by the box) to view the record detail form and error message(s) associated with the record.

Edit Retirement Detail Reports

You may view, add, or edit any unposted records on the current report.

Option 1 - Finished Editing This Report?

Done Finished Editing This Report? Click the **Done** button to return to the Work on Retirement Detail Reports page. You may re-edit this report at any time in the future until all records on the report are posted.

Option 2 - Add or Edit a Record

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

Add/Edit Record

Enter SSN : Add or Edit Record

Option 3 - Employees with Errors

Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.

Page#
1

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select	333333333	Joanne Dalsass	Regular wages	Suspended	DTL2
select	444444444	Claire Anderson	Regular wages	Suspended	DTL2
select	555555555	Weston Lombard	Regular wages	Suspended	DTL2
select	666666666	Amanda Burke	Regular wages	Suspended	DTL2
select	777777777	Kelita Chandler	Regular wages	Suspended	DTL2
select	888888888	Ann Wilber-Cook	Regular wages	Suspended	DTL2

Note: Page number links appear at the top of the Employers with Errors list if the list of records having errors is too large for EDX to display on one page. Click on a **Page #** link to take you to that page.

- Click on the **select** link in the row corresponding to the “Valid” record status (highlighted by the box); the *Add/Edit a Member Record* screen appears.

Add/Edit Member Records

Working With SSN: 000000000

This member has one or more existing records on this report. Choose the record which you would like to edit by clicking on the **select** link. If you want a new record for this member, click the Add New Record button. You may view the member's plan information before adding a new record by clicking the Benefit Plans link in the navigation bar.

Select One of the records below					
Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select	000000000	PETER PARKER	-	Valid	DTL1
select	000000000	PETER PARKER	Regular wages	Suspended	DTL2

Choose the type of record to create from the list below, then click **Add New Record**.

- Edit the member’s information to correct the record, and then click the **Save** button.

Viewing record details in Excel

EDX gives you the ability to download Detail 1 (member demographics) or Detail 2 (wage and service) data submitted in posted and *unposted* reports to an Excel spreadsheet. You have the option of either downloading and immediately viewing the data in a spreadsheet or saving the data and later importing it into any spreadsheet.

- Follow steps 1–3 in “Viewing record details” on pages 81–82.
- Click on the **Download as csv** link (indicated by the arrow).

Wage and Contribution Report... Detail 2 Records

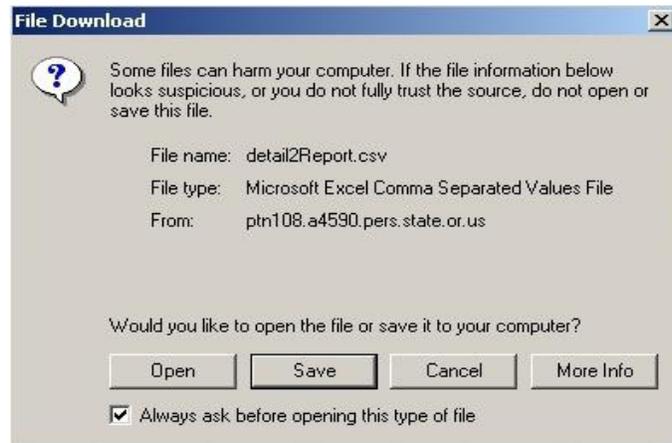
[Return to report summary page](#) [Download as csv](#)

Previous Next

Working with: BEND METRO PARK & RECREATION DIST
Report Date: 01/31/2007

Record Status	SSN	Last Name	First Name	Pay Date	Work Period Begin Date	Work Period End Date	Hours Worked (Regular)	Hours Worked (OT)	Wage Code	Subject Salary Regular	Subject Salary OT	Non-Subject Salary	Lump-Sum Payoff	Lump-Sum Vac Payoff	Gross Salary	MPAT	MPH
PSTD	123456789	Lawrence	Martin	01/31/2007	01/01/2007	01/31/2007	173.33	0.00	01	\$3,011.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,011.00	\$0.00	\$0.00
PSTD	321123321	Hein	Susan	01/31/2007	01/01/2007	01/31/2007	173.33	0.00	01	\$3,672.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,672.00	\$0.00	\$0.00
PSTD	876543210	Clark	Kelly	01/31/2007	01/01/2007	01/31/2007	7.50	0.00	02	\$0.00	\$0.00	\$131.25	\$0.00	\$0.00	\$131.25	\$0.00	\$0.00
PSTD	010101010	Gables	Anna	01/31/2007	01/01/2007	01/31/2007	21.25	0.00	01	\$303.12	\$0.00	\$0.00	\$0.00	\$0.00	\$303.12	\$0.00	\$0.00
PSTD	541541541	Baxter	Bruce	01/31/2007	01/01/2007	01/31/2007	116.88	0.00	01	\$1,753.20	\$0.00	\$0.00	\$0.00	\$0.00	\$1,753.20	\$0.00	\$0.00
PSTD	200720060	Moore	Phyllis	01/31/2007	01/01/2007	01/31/2007	52.00	0.00	02	\$0.00	\$0.00	\$794.30	\$0.00	\$0.00	\$794.30	\$0.00	\$0.00

- 3 In the **File Download** dialog box that appears, click the **Open** button to download and open the file in Excel.



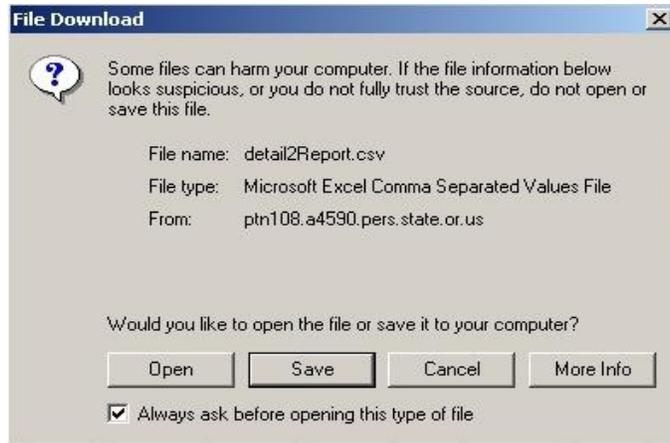
After you click the **Open** button, the file downloads, and Excel opens a spreadsheet containing the record data (as shown in the Detail 2 illustration below). You can now manipulate the data, as necessary, to achieve the results you want.

Note: Excel drops any zeros that appear at the beginning of the Social Security number. A pound (#) symbol appearing in an Excel spreadsheet denotes that the cell is not wide enough to display the data contained within.

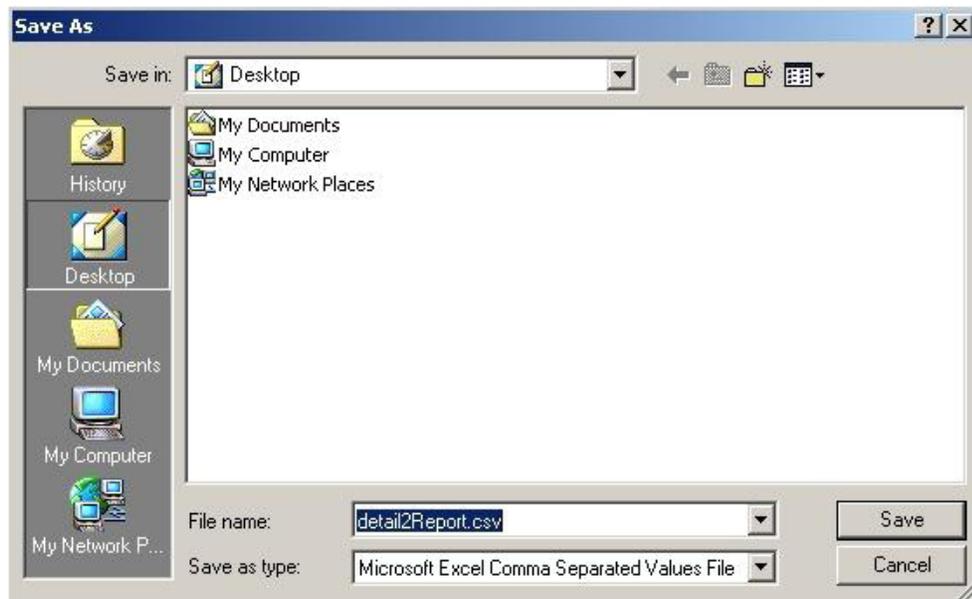
Record Status	SSN	Last Name	First Name	Pay Date	Work Peri	Work Peri	Hours	Work Hours	Work Wage	Cod	Subject S	Subject S	Non-Subje	Lump-Sum	Lump-Sum	Gros
1	PSTD	2221111	Moore	Mindy	3/31/2006			173.33	0	1	#####	\$0.00	\$0.00	\$0.00	\$0.00	###
2	PSTD	55330022	Brauns	Eva	3/31/2006			4	0	1	\$35.68	\$0.00	\$0.00	\$0.00	\$0.00	\$
3	PSTD	12345678	Picard	Christy	3/31/2006			3.75	0	1	\$65.63	\$0.00	\$0.00	\$0.00	\$0.00	\$
4	PSTD	21345678	Boethner	Susan	3/31/2006			173.33	0	1	#####	\$0.00	\$0.00	\$0.00	\$0.00	###
5	PSTD	876543210	Clark	Kelly	3/31/2006			6.25	0	2	\$94.38	\$0.00	\$0.00	\$0.00	\$0.00	\$
6	PSTD	714825936	Heiskell	Elaine	3/31/2006			71	0	1	\$610.60	\$0.00	\$0.00	\$0.00	\$0.00	\$6
7	PSTD	541541541	Baxter	Bruce	3/31/2006			85.5	0	1	#####	\$0.00	\$0.00	\$0.00	\$0.00	###
8	PSTD	200720060	Moore	Phyllis	3/31/2006			31.25	0	1	\$476.25	\$0.00	\$0.00	\$0.00	\$0.00	\$47
9	PSTD	154663784	Von Osten	Laura	3/31/2006			173.33	0	1	#####	\$0.00	\$0.00	\$0.00	\$0.00	###

Saving record details

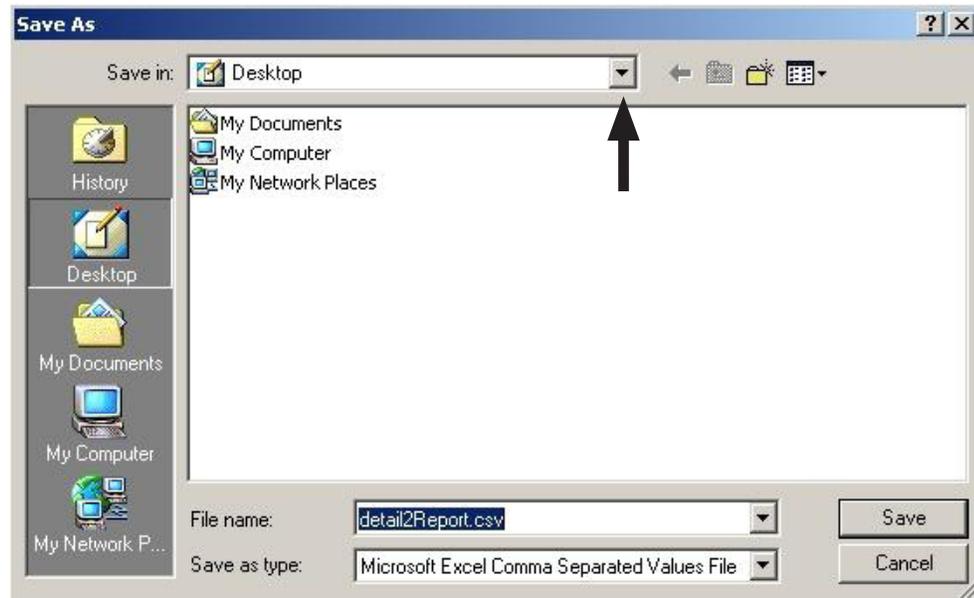
- 1 Follow steps 1 and 2 in the previous procedure.
- 2 In the **File Download** dialog box that appears, click the **Save** button.



- 3 When the **Save As** dialog box appears, type the filename you want to name the file in the **File name** text box. By default, the **Save as type** box is set to **Microsoft Excel Comma Separated Values File (.csv)**. Leave it set to the default.



- 4 In the **Save in** text box, click on the down arrow (illustrated by the arrow) and choose where you want to save the file in the drop-down directory.



- 5 Click the **Save** button; the file is now saved and available at any time for viewing in Excel.

