OREGON PERS
PUBLIC EMPLOYEES RETIREMENT SYSTEM

Creating a Report

Employer Reporting Guide

This guide explains how, when, and why to create the two types of EDX Wage and Contribution reports: Regular report and Demographics and Adjustment report.

Employer Service Center

Contents

Revised July 2025

Introduction

Employers provide records of their employees' wages, hours, and demographic information to PERS through Wage and Contribution reports created in the Employer Data Exchange (EDX) system.

There are two types of Wage and Contribution reports: Regular reports and Demographics and Adjustment reports. Each type of report is used to report different kinds of information, as explained in the table below. For a quick check of which type of report and record to use to report information to PERS, refer to employer guide *Choosing the Best Reporting Method*.

<table>
<tr><th>Regular reports</th><th>Demographics and Adjustment reports</th></tr>
<tr><td>Purpose Used to submit employees' wages and hours worked.</td><td>Purpose Used to submit adjustments or change employee information.</td></tr>
<tr><td>Records and codes Can contain both Detail 1 – Member Demographics records and Detail 2 – Wage and Service records. All Detail 1 status codes and Detail 2 wage codes are permitted (for a list of status codes, see the EDX Status Codes guide).
Example uses:
▪ A Detail 2 record to submit regular employee wages.
▪ A Detail 2 record to report a retroactive payment.
▪ A Detail 2 record to report a lump-sum payoff.</td><td>Records and codes Can contain both Detail 1 – Member Demographics records and Detail 2 – Wage and Service records. Most Detail 1 status codes and Detail 2 wage codes permitted (for a list of wage codes, see the EDX Wage Codes guide).
Example uses:
▪ A Detail 1 record to correct a name, address, or Social Security number (SSN).
▪ A Detail 2 record to correct wages that were submitted incorrectly because of a clerical error.
▪ A Detail 1 record to report a new hire.</td></tr>
<tr><td>Timing Submitted on specific dates chosen by the employer to match their pay date frequency:
▪ Monthly: Last day of the month.
▪ Semi-monthly: 15th and last day of the month.
▪ Bi-weekly: Every other Friday.
▪ Weekly: Every Friday.</td><td>Timing Submitted any time using any calendar date — except a Regular report date or a date that's already been used.
Notes: For a new employee, submit the Detail 1 new-hire record before reporting any wages.
When you submit a wage record with wage code 05 - Positive Adjustment, Pay Date must be the same as or before Report Date.</td></tr>
</table>

Tips

The Delete option: If just one record in a report posts, you cannot delete the report.

Report date: Regular reports use specific dates that are preset based on your payroll. Demographics and Adjustment reports do not use specific dates. You can use today's date unless (1) it is a Regular report date or (2) you already used it for another report.

Accuracy: At least 85% of the records in a report must be correct or no records in the report will post.

Creating a new Regular report

The Work on Wage and Contribution Reports screen is the main starting point for creating, viewing, and editing reports. Log on and then follow these steps to access this screen.

1 On the Employer Home Page: If you report for more than one employer, select an employer from the Switch Employer pull-down list by clicking on it (if the employer is not already selected). If you only report for a single employer, you will not see this option.

2 Click on the **Work on Reports** function in the main menu on the left.

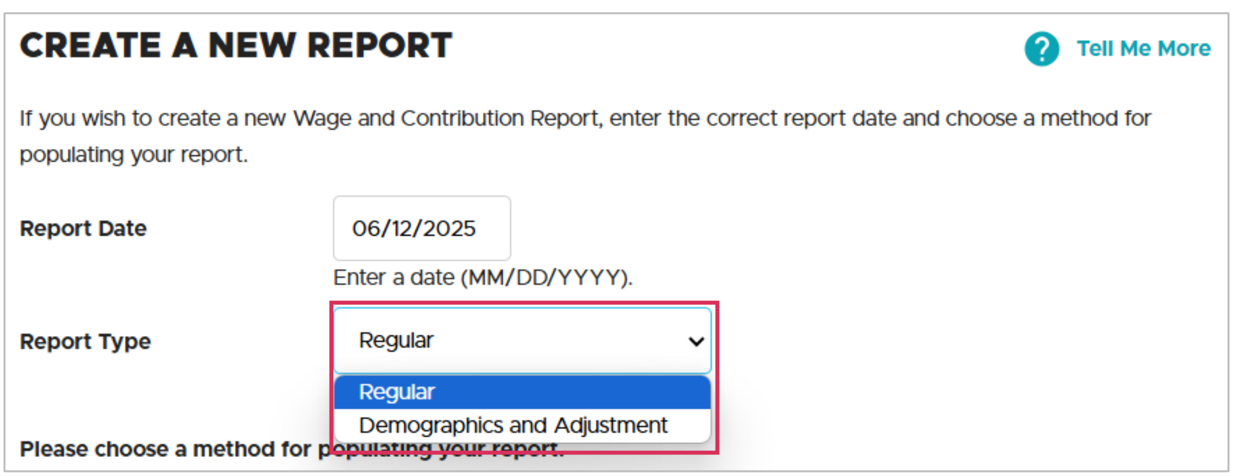
3 On the Work on Wage and Contribution Reports screen, click on the "Create a New Report" link. The Create a New Report screen opens.

4 On the Create a New Report screen, click in the Report Date box (shown below) and enter your report date in the format MM/DD/YYYY. The date you enter is determined by the type of report you are creating:

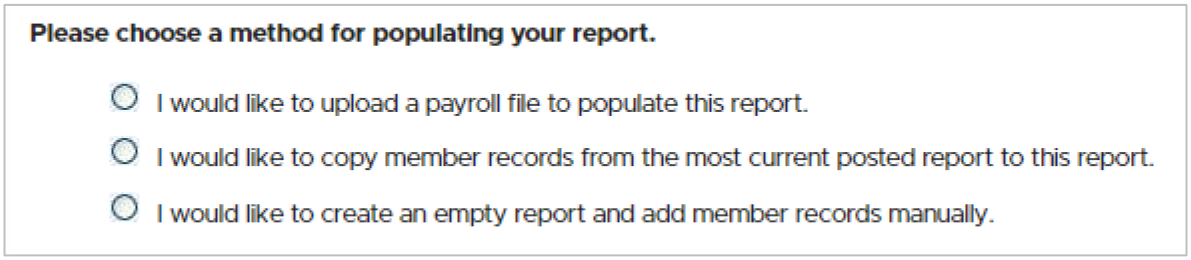
Regular report: Regular reports are due on specific days to align with your payroll cycle. Report due dates are listed on the Regular Report Dates webpage and organized by payroll cycle. You need to enter a report date from that list. You have a three-business-day grace period to submit your report before it's considered late.

Demographics and Adjustment report: These reports can be submitted any time using any calendar date *except a Regular report date*. You can enter today's date.

5 For Report Type, select Regular (the default) or Demographics and Adjustment from the pull-down menu. The type of report you choose depends on the type of data you are reporting to PERS, as explained in the table in the "Introduction" section of this guide.



6 Choose a method for "populating" your report (i.e., putting records into it). Each method is described in the next section, "Populating a New Regular Report With Records."



Please choose a method for populating your report.

- I would like to upload a payroll file to populate this report.
- I would like to copy member records from the most current posted report to this report.
- I would like to create an empty report and add member records manually.

Populating a new Regular report with records

You have three options for adding records to a Regular report (called "populating"): uploading, copying forward, and adding manually. For instructions on creating records, see employer reporting guide 5, *Creating a Record*.

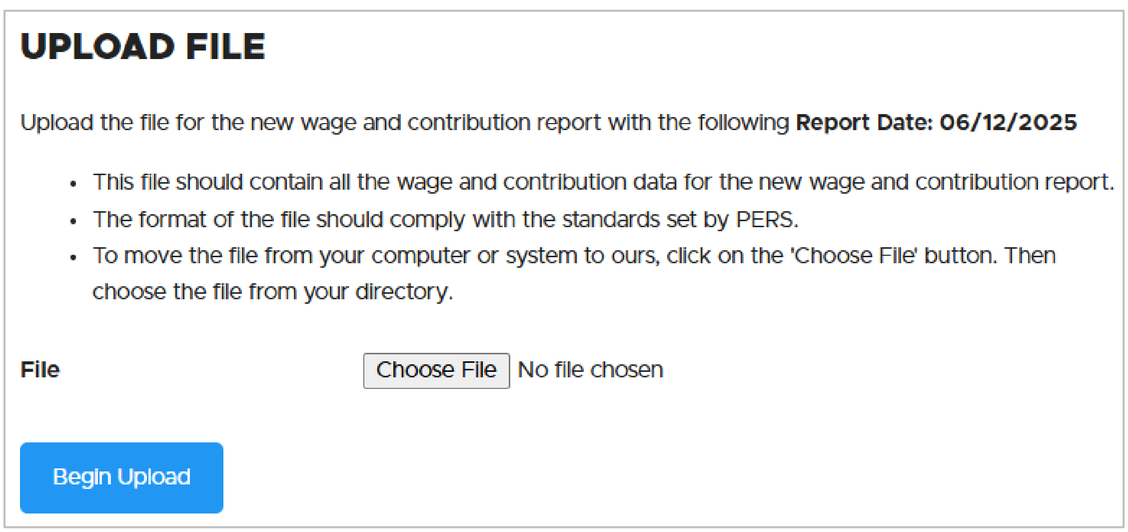
Option 1: Uploading an electronic payroll file from your local machine or network

The type of electronic payroll file you upload is a data file called a .dat file. To create your data file, refer to the *EDX File Format and Development Guide*. It contains detailed format specifications and requirements for Detail 1 and Detail 2 records.

Once you have your .dat file ready, follow the previous six steps. Next:

1 Click the button next to "I would like to upload a payroll file to populate this report" and click **Next**.

2 Click **Choose File**.



UPLOAD FILE

Upload the file for the new wage and contribution report with the following **Report Date: 06/12/2025**

- This file should contain all the wage and contribution data for the new wage and contribution report.
- The format of the file should comply with the standards set by PERS.
- To move the file from your computer or system to ours, click on the 'Choose File' button. Then choose the file from your directory.

File Choose File No file chosen

Begin Upload

3 Browse your local machine or network to locate the desired data file.

The uploaded file must adhere to the following naming convention:

Employer#.ReportingDate.dat

Example: A file with a reporting date of June 12, 2025, for employer #03000 would be named 03000.06122025.dat.

Note: PERS can neither provide .dat file creation tools nor assist with modification or enhancement of your existing third-party tools.

4 Once you locate the file on your machine or network, click **Open**.

When you return to the Upload File screen, the full path name of the file appears next to the Choose File button.

5 Click the **Begin Upload** button.

6 Review the file information in the Confirm Your File Upload dialog box to verify it is correct.

7 If the information is correct, click the **I Agree** button; otherwise, click the **I Disagree** button to select a new file to upload.

After you click the **I Agree** button, the Create Retirement Detail Report Confirmation screen appears and confirms you successfully created the report.

8 Wait for the nightly EDX batch to process your report.

You must wait overnight for the PERS batch process to run before you can see records in your new report in the Unposted Reports list of the Work on Reports main screen. (Batches run overnight Monday through Friday except holidays.) Once it's there, you can click "edit" to add a record to it or to edit a record that is already in the report.

During the first batch process after uploading the file, EDX will extract the individual records from your file and load them into the database. However, EDX will not validate the records until you explicitly "release" the report.

Until you submit your report to PERS by releasing it, you can continue to add new records, delete records, and edit records. You can review records uploaded with a .dat file. You can also delete the entire report.

Remember that your report is not submitted to PERS until you release it. For instructions, read "Releasing a Report" in this guide.

Option 2: Copying forward the last successfully posted report

When you select the copy-forward method, EDX automatically carries forward Detail 2 records from the most recently fully posted Regular report to the new report and gives that report new date information. You can then edit the records to add the information for the new work period.

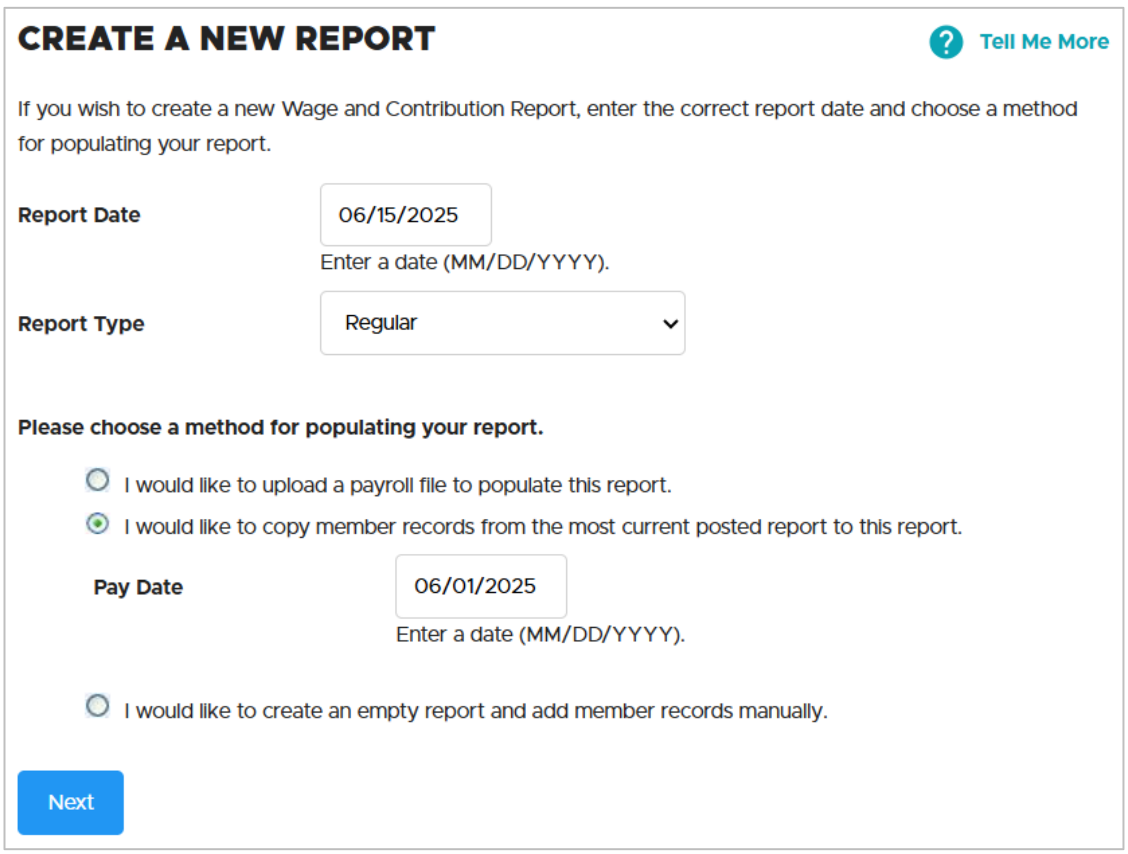
Tip: EDX limits the copy forward method to reports that are no more than two reporting periods old, are fully posted, and have 250 or fewer employees.

1 Select the second option.

2 In the Pay Date text box, enter the pay date for the work period you are reporting and click **Next**.

The pay date cannot be later than the report date.

If you leave the Pay Date field empty, EDX will use the date you entered in the Report Date field.



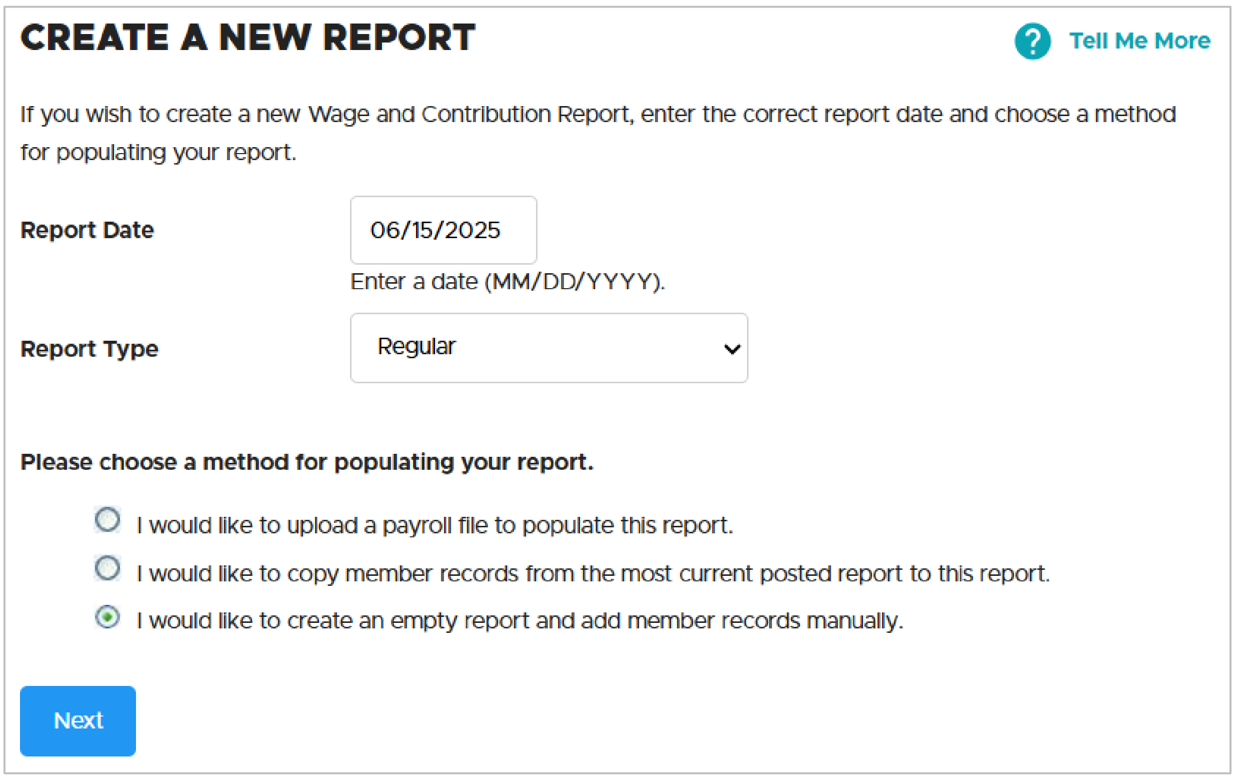
3 A confirmation screen appears with additional information about the number of records copied into your newly created report.

Option 3: Creating an empty report and manually entering the detail records

You can manually add records to reports that have not yet posted, or you can create a new empty report. Once the report fully posts, it is closed to new records.

Tip: If you try to submit more than one report with the same report date, you will get an error message. If no records in the existing report have posted yet (e.g., you released the report, but all the records suspended), you can change the report date or delete the report and then create a new one for that same date.

1 Select option 3 and click **Next.**



CREATE A NEW REPORT

Tell Me More

If you wish to create a new Wage and Contribution Report, enter the correct report date and choose a method for populating your report.

Report Date 06/15/2025

Enter a date (MM/DD/YYYY).

Report Type Regular

Please choose a method for populating your report.

- I would like to upload a payroll file to populate this report.
- I would like to copy member records from the most current posted report to this report.
- I would like to create an empty report and add member records manually.

Next

2 On the confirmation screen, select the "Return to Report Summary Page" link.

CREATE RETIREMENT DETAIL REPORT CONFIRMATION

The wage and contribution report has been successfully created for the following :

Report Date **06/15/2025**

What Next?

You may continue to work with the web site if you desire. Click on any link below to visit other areas of the web site.

View Information about your Agency
View your Agency Statement
View the Current Employee List for your Agency
Return to Report Summary Page

3 Click the "edit" link next to the report to which you want to add records.

UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	05/30/2025	05/31/2025	delete	edit	n/a	View Report	View Details	View Totals
Added	06/12/2025	06/15/2025	delete	edit	n/a	View Report	View Details	View Totals

4 On the Edit Retirement Detail Reports screen, scroll to Option 2 – Add or Edit a Record. Type the SSN (without hyphens or spaces) of the employee for whom you want to add a record in the SSN text box. Click the **Add or Edit Record** button.

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.

SSN

Add or Edit Record

5 If there are any records in the report for the employee whose SSN you entered, they will be listed on the Add/Edit Member Records screen. You can edit or delete an existing record by clicking "select" under the Select Record column, or you can add a new record.

6 To add a new record, select either:

- Detail 1 to report a change in employment status, demographic information, or job type.
- Detail 2 to report wages, hours, and contributions.

The record will open.

7 Fill out the record as explained in employer reporting guide 5, *Creating a Record*.

8 When the record is complete, click **Save.**

You will return to the Add/Edit Member Records screen, which now displays your new record in a table with any other records created in the report for that Social Security number (SSN). From this page, you can:

- Edit the record you just added by clicking the "select" link next to the record description.
- Continue working with the same member and add another detail record by selecting Detail 1 or Detail 2 and then clicking the **Add New Record** button.
- Return to the Edit Retirement Detail Reports screen by clicking the **OK** button.

From the Edit Retirement Detail Reports screen, under option 2, you can enter the same or a new SSN to add or edit additional records.

9 When you have finished adding or editing report records for the current SSN, click the **OK** button to return to the Edit Retirement Detail Reports screen.

10 Click **Done** under option 1 or select the Work on Reports function in the left navigation bar to return to the Work on Wage and Contribution Reports screen. To add or edit more records in the report, repeat steps 1–9. To add more reports later, read the next section.

Editing an existing Regular report

1. To add more records to an unposted report or edit records in an unposted report, select **Work on Reports** in the Site Navigation menu.
2. Click “Work with Unposted Reports” or just scroll down.
3. Choose a report to work on by clicking “edit” in the Edit column. The Edit Retirement Detail Reports screen opens.

Note: If a report is in “suspended” status, this means EDX did not post it because it may have errors. Learn more in *guide 6, Correcting Suspended Records*.


WORK ON WAGE AND CONTRIBUTION REPORTS

Tell Me More

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

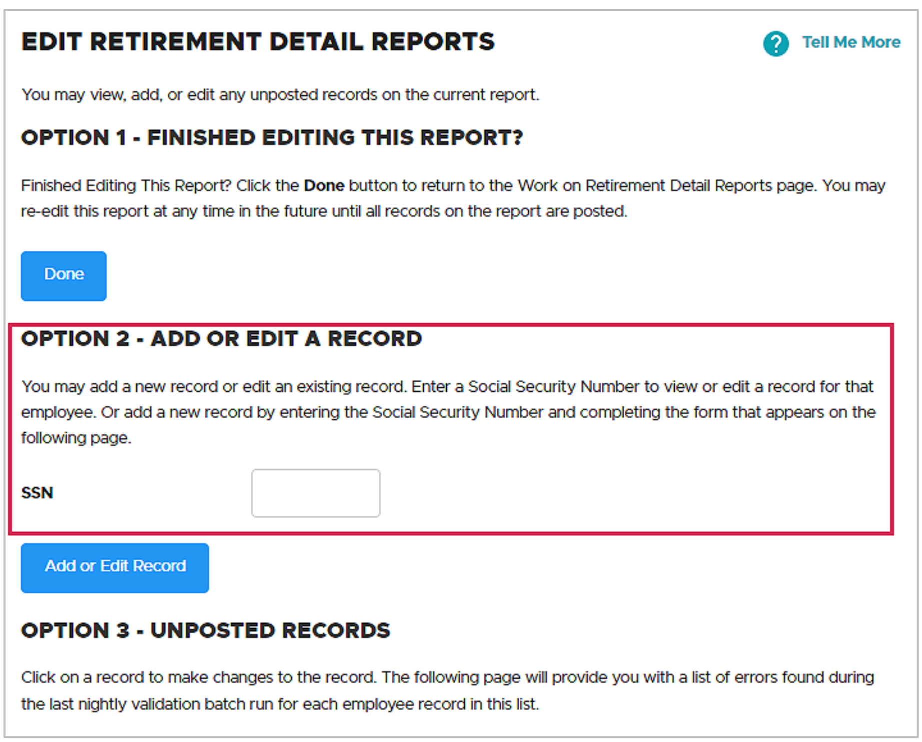
Work with Unposted Reports
Work with Posted Reports
Work with Posted IAP Voluntary Contributions Reports

UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	05/30/2025	05/31/2025	delete	edit	n/a	View Report	View Details	View Totals
Added	06/12/2025	06/15/2025	delete	edit	n/a	View Report	View Details	View Totals

Add a record

1. To add a record to an existing unposted report, enter an employee’s Social Security number in the SSN box (no hyphens or spaces) and click **Add or Edit Record**.


EDIT RETIREMENT DETAIL REPORTS

Tell Me More

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

OPTION 1 - FINISHED EDITING THIS REPORT?

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.

Done

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.

SSN

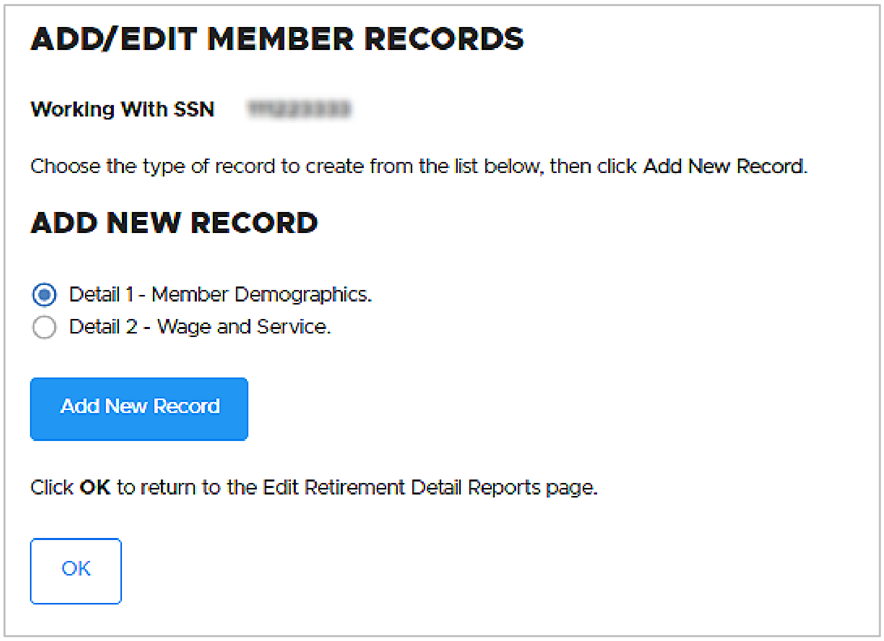
Add or Edit Record

OPTION 3 - UNPOSTED RECORDS

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.

2 Next, choose which type of record you want to add (Detail 1 or Detail 2) and click **Add New Record**.

For instructions on creating records, read employer reporting guide 5, *Creating a Record*.



Edit a record

To edit an existing record in your report, repeat the steps at the beginning of this section. When you get to the Edit Retirement Detail Reports screen, go to option 3 – Unposted Records and click "select" next to a record. When the record opens, make the needed additions or changes, and click **Save**.

EDIT RETIREMENT DETAIL REPORTS

Tell Me More

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

OPTION 1 - FINISHED EDITING THIS REPORT?

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.

Done

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.

SSN

Add or Edit Record

OPTION 3 - UNPOSTED RECORDS

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	[illegible]	[illegible]	Positive Adjustment	Suspended	DTL2
select	[illegible]	[illegible]	Positive Adjustment	Suspended	DTL2

Creating a new Demographics and Adjustment report

Create a Demographics and Adjustment report to submit or change employee demographic information or to adjust previously reported wages.

1. Click on the **Work on Reports** function from the Site Navigation list.
2. On the Work on Wage and Contribution Reports screen, click on the "Create a New Report" link. The Create a New Report screen opens.
3. For the report date, enter today's date, as long as it is not a Regular report date. If it is, you can enter the same date as the status date, which is the date the demographic change took place.
4. Select Demographics and Adjustment report type.
5. Choose a method for "populating" your report (i.e., putting records into it), as explained below.

Populating a new Demographics and Adjustment report with records

The only methods available for populating (i.e., adding records to) your Demographics and Adjustment report are:

- I would like to upload a payroll file to populate this report.
- I would like to create an empty report and add member records manually.

The copy forward method (the second option listed on the screen) is not available for Demographics and Adjustment reports because demographic records communicate changes that are not consistent between reporting periods. It is also not available to those who report for 250 or more employees.

Option 1: Uploading an electronic payroll file from your local machine or network

For a Demographics and Adjustment report, a "payroll file" is referring to a Detail 1 Member Demographics record in a data file format. After your Detail 1 .dat file is or files are formatted in accordance with the *EDX File Format and Development Guide*, follow the steps below.

1. On the Create a New Report screen, enter a report date.

   Report date: The date must not be a date reserved for one of your Regular reports. Also, it cannot have the same report date as another Demographics and Adjustment report; if it does, you will get an error message. If you need that date, and if the other report with the same date has not posted, you can delete the other report, recreate it with a new date, and recreate the records.

2. Select the Demographics and Adjustment report type.
3. Choose option 1 for populating your report.
4. Follow the same instructions for populating a Regular report in this guide.

Option 3: Creating an empty report and manually entering the detail records

1 On the Create a New Report screen, enter a report date.
It must have a unique date that is not a Regular report date.

2 Select the Demographics and Adjustment report type.

3 Choose option 3 for populating your report.

CREATE A NEW REPORT Tell Me More

If you wish to create a new Wage and Contribution Report, enter the correct report date and choose a method for populating your report.

Report Date 06/12/2025
Enter a date (MM/DD/YYYY).

Report Type Demographics and Adjustment

Please choose a method for populating your report.

- ○ I would like to upload a payroll file to populate this report.
- ○ I would like to copy member records from the most current posted report to this report.
- ◉ I would like to create an empty report and add member records manually.

Next

4 EDX confirms that it created the report. Click "Return to Report Summary Page."

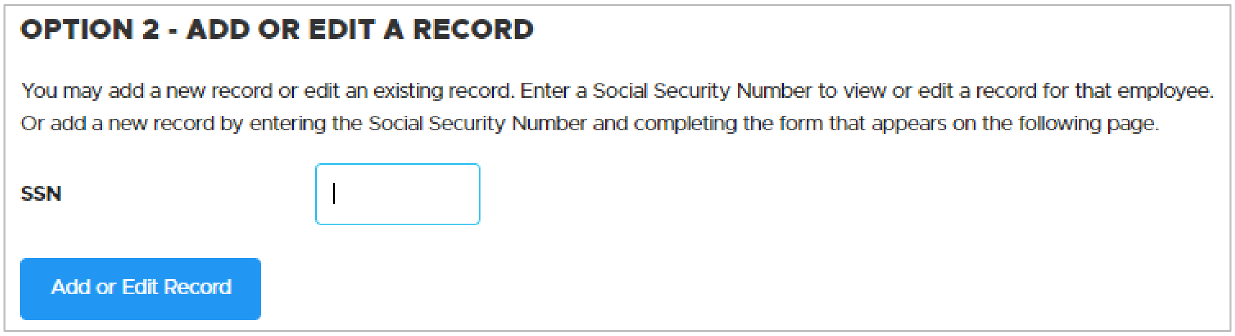
5 Find your report under Unposted Demographics and Adjustment Reports. It will have the date you entered and a status of Added.

6 Click "edit."

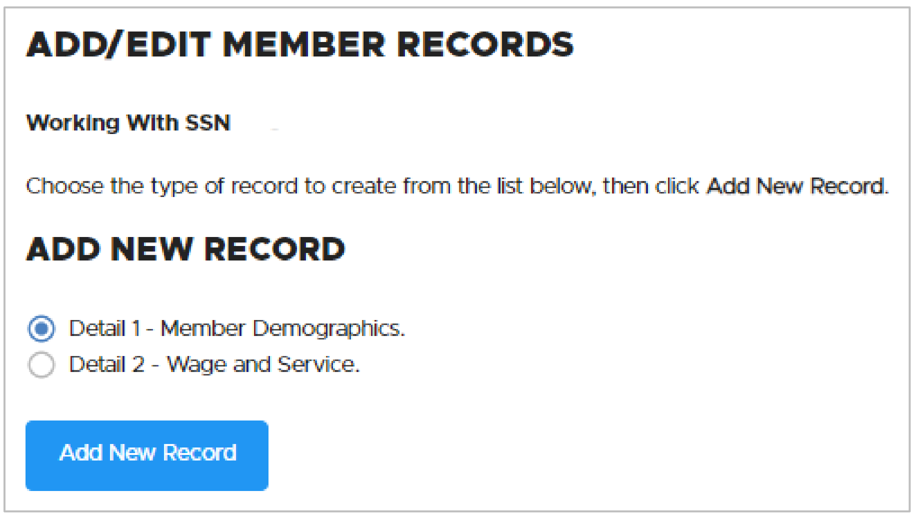
UNPOSTED DEMOGRAPHICS AND ADJUSTMENT REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Total
Added	05/28/2024	03/02/2024	delete	edit	n/a	View Report	View Details	n/a
Added	05/28/2024	03/03/2024	delete	edit	n/a	View Report	View Details	n/a
Added	06/12/2025	06/12/2025	delete	edit	n/a	View Report	View Details	n/a
Suspended	04/23/2021	12/29/2020	delete	edit	n/a	View Report	View Details	n/a

7 Go to option 2 – Add or Edit a Record and enter the Social Security number of the employee for whom you need to report (no dashes or spaces). Click **Add or Edit Record**.



8 The next screen asks you to select the type of record you want to add. In general, select Detail 1 to report demographic changes such as name or address. Select Detail 2 to add missing hours and wages or to adjust posted hours and wages.



For instructions on creating records, read employer reporting guide 5, *Creating a Record*.

For instructions on submitting an adjustment record to change previously posted information, read guide 23, *Submitting an Adjustment Record*.

For a list of the best types of records to use to report different kinds of information, check the *Choosing the Best Reporting Method* quick-reference guide.

Editing an existing Demographics and Adjustment report

Follow the steps in the section "Editing an Existing Regular Report" in this guide. The process is the same.

Tip: All Detail 1 status codes are accepted in a Demographics and Adjustment report.

All Detail 2 wage codes are accepted **except** these wage codes:

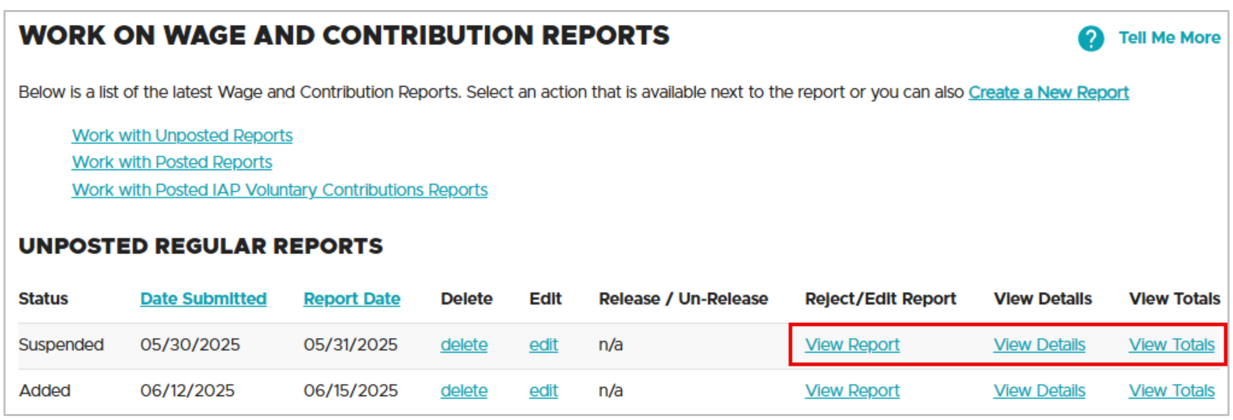
- 01 Regular Wages
- 07 Retired/No Contributions
- 08 Contributions/No Service.

For descriptions of codes, refer to the *Status Codes* or *Wage Codes* quick-reference guide.

Viewing information about a report

On the Work on Wage and Contribution Reports screen (accessed by selecting **Work on Reports** from the EDX main menu), EDX provides three options for viewing information about unposted reports.

- The Unposted Regular Reports section offers all three options (Reject/Edit Report, View Details, and View Totals).
- The Unposted Demographics and Adjustment Reports section offers the first two options (Reject/Edit Report and View Details).



View Reject/Edit Report

The Reject/Edit Report displays a list of all records that have been rejected or edited in that report.

1 Click "View Report."

UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	05/30/2025	05/31/2025	delete	edit	n/a	View Report	View Details	View Totals
Suspended	05/01/2025	04/30/2025	delete	edit	n/a	View Report	View Details	View Totals
Suspended	03/31/2025	03/31/2025	delete	edit	n/a	View Report	View Details	View Totals
Suspended	02/28/2025	02/28/2025	delete	edit	n/a	View Report	View Details	View Totals

2 The Reject/Edit Report opens, displaying all records. Note the status of each record in the Record Status column. Edited records have a status of EDTD. Suspended records have a status of SUSP and include the error codes showing why the record was suspended. To fix the errors, read "Correcting Suspended Reports" in this guide.

REJECT/EDIT REPORT

Return to report summary page

OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM
REJECT/EDIT REPORT

Organization [illegible]

Report Date 02/28/2025

SSN	Last Name	First Name	Record Type	Record Status	Pay Date
[illegible]	[illegible]	[illegible]	DTL2	SUSP	02/20/2025
S - Dates reported correspond to a Active Service segment on file; only wage codes of 01, 04, 05, 06, 08, 14 can be reported for Active Service segments.					
[illegible]	[illegible]	[illegible]	DTL2	SUSP	02/20/2025
S - Dates reported correspond to a Non-Qualifying Service segment on file; only wage codes of 02, 14 can be reported for Non-Qualifying Service segments.					
[illegible]	[illegible]	[illegible]	DTL2	SUSP	02/20/2025
S - The SSN entered is not found to have a record of open employment with this employer.					
[illegible]	[illegible]	[illegible]	DTL2	SUSP	02/20/2025
F - The Regular Hours are zero and the wage code is 01. S - Hours Worked, Regular cannot be zero when Subject Salary, Regular is reported for all wage codes except 06, 08, 14, 16 and 18.					

View Details

When you're working on reports, EDX allows you to view the data you entered into all the Detail 1 (member demographics) and Detail 2 (wage and service) records submitted in a particular report. It gives you the option to download the data as a CSV file or just view it on your screen.

To view report details:

1 On the Work on Wage and Contribution Reports screen, click the "View Details" link for the report you want to view.

UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	05/30/2025	05/31/2025	delete	edit	n/a	View Report	View Details	View Totals
Suspended	05/01/2025	04/30/2025	delete	edit	n/a	View Report	View Details	View Totals
Suspended	03/31/2025	03/31/2025	delete	edit	n/a	View Report	View Details	View Totals
Suspended	02/28/2025	02/28/2025	delete	edit	n/a	View Report	View Details	View Totals

2 On the next screen, view Detail 1 records (to view demographic record details) or Detail 2 records (to view wage and service record details). The default is Detail 1; to choose Detail 2, click the "Detail 2" tab.

WAGE AND CONTRIBUTION REPORT... DETAIL 2 RECORDS

Return to report summary page

Working with

Report Date 02/28/2025

Detail 1 Detail 2

Download as CSV Previous Next

Record Status	SSN	Last Name	First Name	Pay Date	Work Period Begin Date	Work Period End Date	Hours Worked (Regular)
PSTD				02/20/2025	00000000	00000000	165.07
PSTD				02/20/2025	00000000	00000000	160.00
PSTD				02/20/2025	00000000	00000000	160.00

3 To download the report as an Excel file, click **Download as CSV**.

View Totals

The View Totals option allows you to view data totals for unposted and posted Regular reports that were submitted in the past year.

1 On the Work on Wage and Contribution Reports screen, click "View Totals" next to the report you want.

UNPOSTED REGULAR REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	05/30/2025	05/31/2025	delete	edit	n/a	View Report	View Details	View Totals
Suspended	02/28/2025	02/28/2025	delete	edit	n/a	View Report	View Details	View Totals

2 The View Report Totals screen opens, displaying totals for that report, such as gross wages and employer contributions that have posted and not yet posted.

VIEW REPORT TOTALS

Return to report summary page

This process allows you to review the totals for Retirement Detail Reports submitted within the past year via the Internet.

SUMMARY INFORMATION

Report Status	Suspended
File Status	LOADED
Report Date	02/28/2025
Total Reported Employees	5943

POSTED W&C INFORMATION

Gross Wages	$ 31,036,304.51
Member Contributions	$ 1,741,897.88
Employer Contributions	$ 4,669,950.64

W&C INFORMATION NOT YET POSTED

Gross Wages	$ 181,979.49
Member Contributions	$ 3,634.44
Employer Contributions	$ 14,675.45

TOTAL ADJUSTMENTS (POSTED AND NOT POSTED)

Adjusted Gross Wages	$ -3,729.60
Adjusted Member Contributions	$ -59.94
Adjusted Employer Contributions	$ -150.76

Submitting a report to PERS

IMPORTANT	To submit your completed report to PERS, you must "release" it.

Releasing a report

Releasing a report lets EDX know the report is ready for evaluation in the nightly batch validation process. When EDX runs its overnight validation process, it checks your reports for certain types of correctness. If it finds no errors, it posts the data in the records to your organization's account and to your employees' individual accounts.

Release your report as explained below **only** if you are certain you do not want to add or edit any more records to the report. If you release a report, you can still *un-release* it before the nightly batch process. (See "Un-Releasing a Report" on the next page.)

1 Select **Work on Reports** to navigate to the Work on Wage and Contribution Reports screen.

2 Select the report you want to release for EDX batch validation by clicking on the "Release" link.

UNPOSTED DEMOGRAPHICS AND ADJUSTMENT REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details
Added	05/07/2025	04/04/2025	delete	edit	Release	View Report	View Details
Suspended	05/07/2025	04/03/2025	delete	edit	n/a	View Report	View Details

3 The Confirmation screen confirms that the report has been released for processing. Click "Click here" to return to the Work on Wage and Contribution Reports screen to release more reports.

CONFIRMATION

Information

The report has been released for tonight's processing.

Click here to go to the previous page.

Un-releasing a report

After releasing a report, but before the nightly batch evaluates it, you can *un-release* the report to keep it from being validated in the nightly batch process. You can continue to work on the report until you release it once again.

Remember that once you release a report and it posts, you can no longer make changes to the report. If a posted report has missing records or some incorrect information, you can submit a Demographics and Adjustment Report to correct the data as explained in guide 23, *Submitting an Adjustment Record*.

1 Select **Work on Reports** to navigate to the Work on Wage and Contribution Reports screen.

2 Click “Un-Release” to return a report to its previous “un-released” status and prevent it from being processed in the nightly batch cycle.

UNPOSTED DEMOGRAPHICS AND ADJUSTMENT REPORTS

Status	Date Submitted	Report Date	Delete	Edit	Release / Un-Release	Reject/Edit Report	View Details
Added	06/12/2025	04/04/2025	delete	edit	Un-Release	View Report	View Details
Suspended	05/07/2025	04/03/2025	delete	edit	n/a	View Report	View Details

EDX displays a confirmation screen to let you know the un-release was successful.

CONFIRMATION

Information

The report has been unreleased and will not be accepted for tonight's processing.

Click here to go to the previous page.

Correcting suspended reports

The "Viewing Information About a Report" section of this guide shows you how to access a list of suspended reports. To fix the errors in a suspended report, follow the brief instructions below or read employer guide 6, *Correcting Suspended Records*, for more in-depth information.

1. Select **Work on Reports** from main menu.
2. Go to Unposted Regular Reports or Unposted Demographics and Adjustment Reports.
3. Choose a suspended report and click "edit."

   The Edit Retirement Detail Reports screen opens.
4. Go down to option 3 – Unposted Records and click "select" next to a record you want to correct.

OPTION 3 - UNPOSTED RECORDS

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.

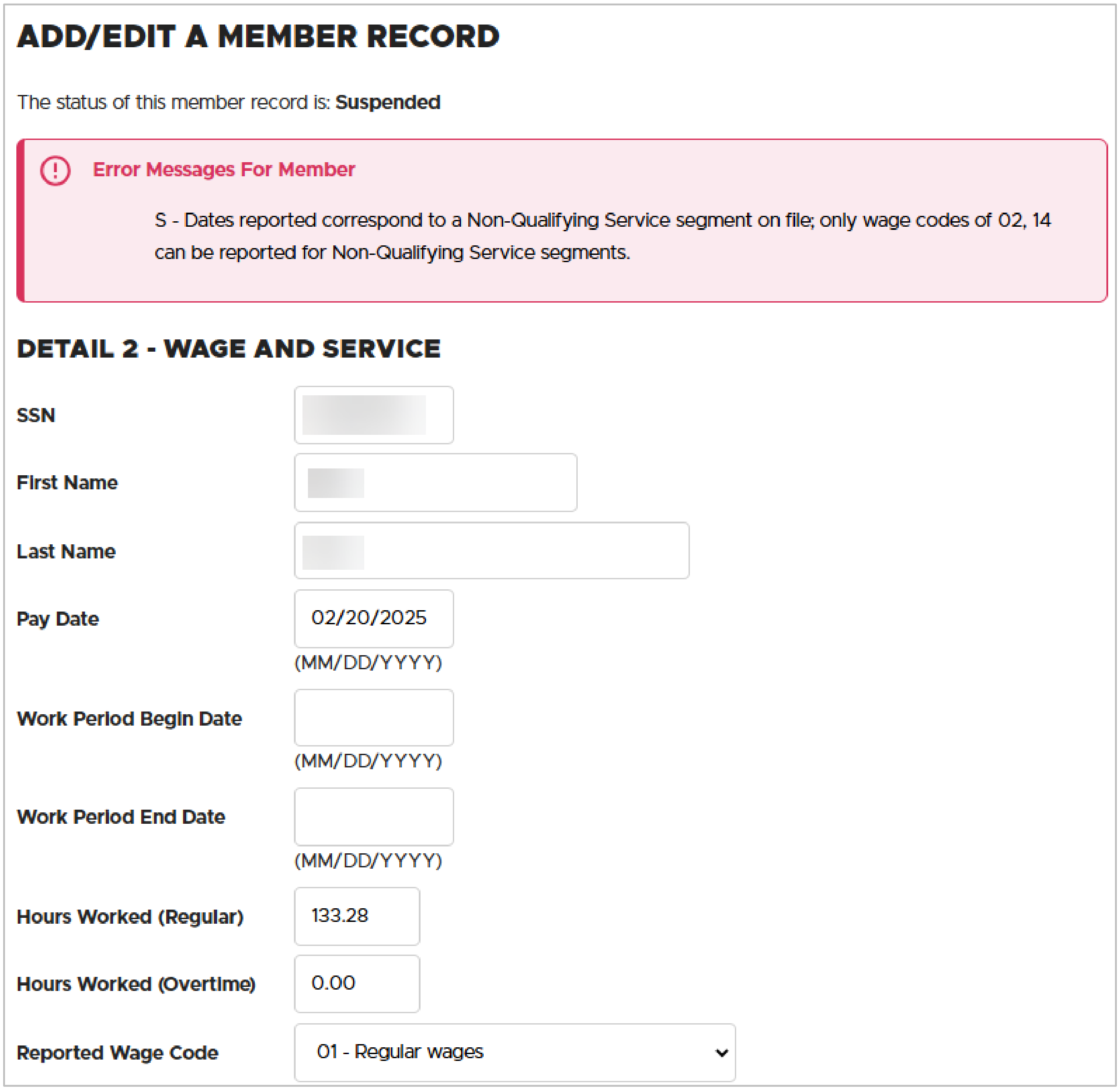
Page# **1** 2 3 4 5 6 7

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select	[illegible]	[illegible]	Regular wages	Suspended	DTL2
select	[illegible]	[illegible]	Regular wages	Suspended	DTL2
select	[illegible]	[illegible]	Regular/Non-Qualifying	Suspended	DTL2
select	[illegible]	[illegible]	Regular/Non-Qualifying	Suspended	DTL2
select	[illegible]	[illegible]	Regular wages	Suspended	DTL2

Continued

This opens the record, which displays a message or messages identifying the error or errors at the top.

5 Correct the errors and click the **Save** button at the bottom of the screen. Contact your ESC representative if you don't understand an error message or how to correct the issue.



ADD/EDIT A MEMBER RECORD

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

Error Messages For Member

S - Dates reported correspond to a Non-Qualifying Service segment on file; only wage codes of 02, 14 can be reported for Non-Qualifying Service segments.

DETAIL 2 - WAGE AND SERVICE

SSN	
First Name	
Last Name	
Pay Date	02/20/2025 (MM/DD/YYYY)
Work Period Begin Date	(MM/DD/YYYY)
Work Period End Date	(MM/DD/YYYY)
Hours Worked (Regular)	133.28
Hours Worked (Overtime)	0.00
Reported Wage Code	01 - Regular wages