

Creating a Payroll Adjustment Report



Scenario

An employer posted their regular earned period report and noticed an entire group of participants were missing. Instead of manually entering the missing transactions online, they are looking to submit an adjustment report via file submission.

Step-by-Step

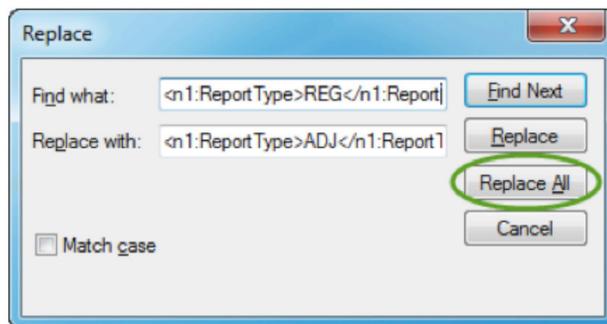
Follow the steps below to create an adjustment report.

Step 1 Open the XML file via Notepad

Step 2 Use the Replace feature (Ctrl+H) to change a REG Regular report to an ADJ Adjustment report.

Find what: `<n1:ReportType>REG</n1:ReportType>`

Replace with: `<n1:ReportType>ADJ</n1:ReportType>`



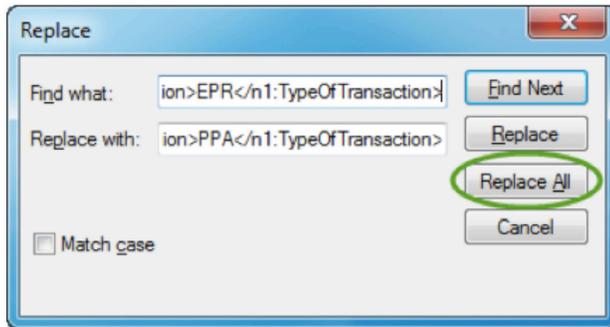
Note: REG = Regular earned period report type

ADJ = Adjustment report type

Step 3 Use the Replace feature (Ctrl+H) to change all Type of Transactions from an Earned Period (EPR) to a Prior Period Adjustment (PPA).

Find what: `<n1:TypeOfTransaction>EPR</n1:TypeOfTransaction>`

Replace with: `<n1:TypeOfTransaction>PPA</n1:TypeOfTransaction>`



Note: If reporting Retired Annuitants, adjust all EPN transactions to PPN if included in file.

EPR = Earned Period Record

EPN = Earned Period No Contribution No Service Record

PPA = Prior Period Adjustment Record

PPN = Prior Period No Contribution No Service Record Adjustment

Step 4 Since 100% error free reports will automatically post, introduce an error to ensure the files processes into a suspended report.

For example: Change the **Scheduled Full Time Hours Per Week** from 40 to 1 for a single record.

Step 5 Save the XML File.

Note: mylCalPERS does not accept duplicate file names. If you have already attempted an upload with the same file name, you must rename the file without compromising the naming convention. The simplest way to update the filename is to change the middle three numbers.

For example: Existing file name: 20150101000000_000_10006.xml

Change to: 20150101000000_001_10006.xml