

Creating a Payroll Adjustment Report

February 13, 2025



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Introduction

This document describes the steps to create a manual adjustment report from a regular earned period report XML file.

Scenario

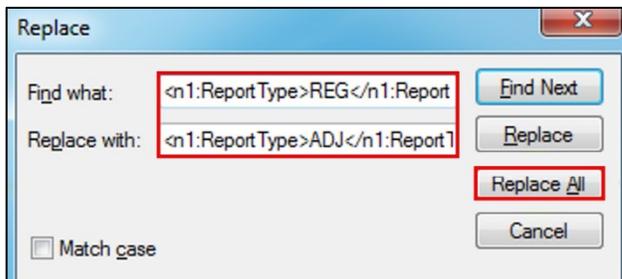
An employer posted their regular earned period report and noticed an entire group of participants were missing. Instead of manually entering the missing transactions online, they will submit an adjustment report via file submission.

Transaction Types and Acronyms

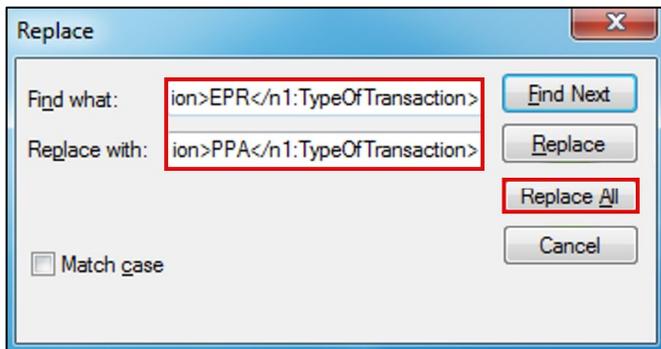
Transaction Type	Acronym
Earned Period Record	EPR
Earned Period No Contribution No Service Record	EPN
Prior Period Adjustment Record	PPA
Prior Period No Contribution No Service Record Adjustment	PPN

Step Actions

1. Open the XML file using Notepad
2. Select **Ctrl + H** to open the *Replace* dialog box to change a regular earned period report type (REG) to an adjustment report type (ADJ)
3. Paste the following text in the **Find what** field: `<n1:ReportType>REG</n1:ReportType>`
4. Paste the following text in the **Replace with** field: `<n1:ReportType>ADJ</n1:ReportType>`
5. Select **Replace All**



6. Select **Ctrl + H** to open the *Replace* dialog box to change **all transaction types** from an earned period report (EPR) to a prior period adjustment (PPA)
7. Paste the following text in the **Find what** field:
`<n1:TypeOfTransaction>EPR</n1:TypeOfTransaction>`
8. Paste the following text in the **Replace with** field:
`<n1:TypeOfTransaction>PPA</n1:TypeOfTransaction>`
9. Select **Replace All**



Note: If reporting Retired Annuitants, adjust all **EPN** transactions to **PPN**, if applicable.

10. Introduce an error to ensure your files process into a suspended report

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

Note: This is done because 100% error free reports will automatically post.

Refer to the [myCalPERS Payroll Reporting Student Guide \(PDF\)](#) for more information on uploading files.

Refer to [myCalPERS Payroll Adjustments Student Guide \(PDF\)](#), contact your assigned Employer Payroll Reporting analyst, or call **888 CaIPERS** (or **888-225-7377**) if your report posts in error and you need to reverse the record.

11. Remove the error once you have confirmed the files processed appropriately
12. Save the XML File

Note: myCalPERS 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 file name is to change the middle three numbers.

Example: Existing file name: 20150101000000_000_10006.xml could be changed to:
 20150101000000_001_10006.xml

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