

How to submit payroll adjustments on TCDRS.org

Your file can include adjustments for multiple employees and from multiple pay periods, no matter how long ago the error took place. You need Payroll Administrator access rights to submit an adjustment. If you need to file adjustment reports and do not have access, please contact the Security Administrator for your employer.

- **I.** Sign in to **www.TCDRS.org/Employers** and click the "Payroll & Contributions" link in the left menu.
- 2. Select "Adjust Prior Report".

VIEW OUR PLAN	PAYROLL REPORTS & CONTRIBUTIONS Use the buttons below to upload your current payroll report or make an adjustment to a report you submitted in the past. You can also set up an additional contribution to your plan.					
PLAN DOCUMENTS						
REPORTS	UPLOAD PAYROLL REPORT ADJUST PRIOR REPORT MAKE ADDITIONAL CONTRIBUTIONS					
CONTACTS	շիդ					
PORTAL ACTIVITY	DRTAL ACTIVITY TRANSACTION HISTORY ELP TOPICS First Previous 1 to 10 of 14 rows Next Last					
HELP TOPICS						

3. In the Employee Deposits field on screen, enter the total amount of the adjustments included in your file. The amount can be a negative number.

ADJUST PRIOR PAYROLL REPORT CLOSE X

If you need to make an adjustment to a prior payroll report, please enter the total amount of the adjustment in the summary fields below. Next upload a CSV or text file detailing the adjustments. File format requirements are available.

Adjustment Report Summary

CS	V file							(*require	d field)
	-					EMPLOYEE DEPOSITS*	\$25.78	Employer Contribution Rate for 2018	5
	A	В	С	D	E	EMPLOYER CONTRUCTIONS*	#0.00	Employee Deposit Rate	7%
1	SSN	Last Name	First Name	Pay Date	Adjustment		\$0.00	Retirement Plan Rate (<u>note</u>) Group Term Life Rate	10% 0%
2	98765432	Smith	Bob	10312016	-25	GROUP TET 11 LIFE PREMIUMS*	\$0.00		_
3	222334444	Doe	Jane	5312016	50.78	TOTAL:	\$25.78		
4						COMMENTS (OPTIONAL)			
Тех	t file								
09 22	8765432Si 2334444Di	mith Bob oe Jane	10 05	312016-0 31201600	02500 05078	CANCEL	SELECT ADJUSTMENT FILE		

4. The Employer Contributions and the Group Term Life premiums (if your employer ADJUST PRIOR PAYROLL REPORT CLOSE 🗙 participates) are calculated based on the amount in the Employee Deposits field. Calculate To make an adjustment involving employee deposits, enter the total amount of the adjustment in the fields below (detailed instructions and file format requirements are available). Next, upload a formatted CSV file or text file, and then click Submit. these amounts using your current Employer Contribution rate and Group Term Life rate. Adjustment Report Summary These are provided on the screen for your convenience. Employer Contribution Rates for 2018 EMPLOYEE DEPOSITS \$25.78 Employee Deposit Rate Retirement Plan Rate (<u>note</u>) Group Term Life Rate PLOYER CONTRIBUTIONS How to calculate: \$36.83 10% Amount in Employee Deposits field GROUP TERM LIFE PREMIUMS \$0.00 + Your Employee Deposit Rate \$62.61 ΤΟΤΑΙ x Your Retirement Plan Rate COMMENTS (OPTIONAL) **Employer Contribution Amount** For your Group Term Life premiums, repeat this calculation using your Group Term Life Rate in place of your Retirement Plan Rate. 5. When you've finished, click "Select Adjustment File". (File format requirements are available.)

- **6.** Navigate to the **adjustment** file you created and click "Open".
- 7. The name of the adjustment file you selected will appear in the Adjust Prior Payroll Report window. If it is the correct adjustment file, click "Submit Adjustment File".

You will be taken back to the main Payroll Reporting & Contributions screen. A confirmation message showing a successful upload will appear.

If you have any questions or need help, please call TCDRS Employer Services at 800-651-3848.

ADJUST PRIOR PAYROLL I	CLOSE X	
If you need to make an adjustment to a the adjustment in the summary fields b adjustments. File format requirements Adjustment Report Summary	a prior payroll report, p elow. Next upload a CS are available.	lease enter the total amount of V or text file detailing the
		(required neid)
EMPLOYEE DEPOSITS *	\$25.78	Employer Contribution Rates for 2018
EMPLOYER CONTRIBUTIONS*	\$2.58	Employee Deposit Rate 7% Retirement Plan Rate (note) 10% Group Term Life Rate 0%
GROUP TERM LIFE PREMIUMS *	\$0.00	
TOTAL:	\$28.36	
COMMENTS (OPTIONAL)		
Associated File		Remove File
✓ Bluebonnet CountyAdjustment Oct	ober 2018.csv	
CANCEL		SUBMIT ADJUSTMENT FILE
		<u> </u>

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