



# 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.

1. Sign in to [www.TCDRS.org/Employers](http://www.TCDRS.org/Employers) and click the “Payroll & Contributions” link in the left menu.
2. Select “Adjust Prior Report”.

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## 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.

### TRANSACTION HISTORY

First Previous 1 to 10 of 14 rows Next Last

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.

### CSV file

	A	B	C	D	E
1	SSN	Last Name	First Name	Pay Date	Adjustment
2	98765432	Smith	Bob	10312016	-25
3	222334444	Doe	Jane	5312016	50.78
4					

### Text file

```
098765432Smith Bob      10312016-002500
222334444Doe Jane      053120160005078
```

**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** (\*required field)

**EMPLOYEE DEPOSITS\***

**EMPLOYER CONTRIBUTIONS\***

**GROUP TERM LIFE PREMIUMS\***

TOTAL: \$25.78

COMMENTS (OPTIONAL)

**Employer Contribution Rates for 2018**

- Employee Deposit Rate: 7%
- Retirement Plan Rate (note): 10%
- Group Term Life Rate: 0%

- The Employer Contributions and the Group Term Life premiums (if your employer participates) are calculated based on the amount in the Employee Deposits field. Calculate these amounts using your current Employer Contribution rate and Group Term Life rate. These are provided on the screen for your convenience.

**How to calculate:**

Amount in Employee Deposits field  
 ÷ Your Employee Deposit Rate  
 x Your Retirement Plan Rate  
 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.

- When you've finished, click "Select Adjustment File". (File format requirements are available.)

- Navigate to the **adjustment** file you created and click "Open".

- 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.**