



TRS Corrections

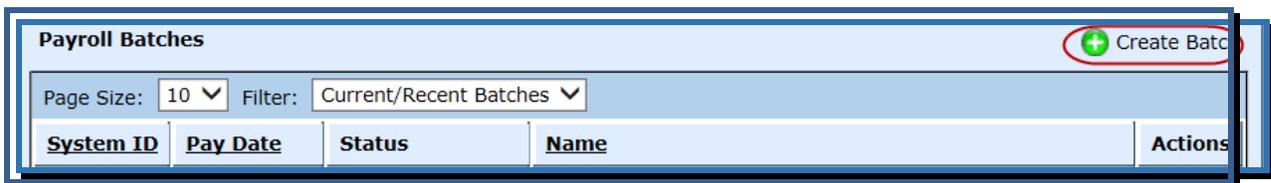
This documentation will explain in detail how to complete a wage base adjustment to correct an employee's year-to-date (YTD) taxable wages and tax deduction for all statutory deductions such as Withholding, Social Security, Medicare and SUTA. All adjustments are made in a supplemental batch.

Common scenarios that might occur and that can be corrected by doing a wage base adjustment are:

 Employee was set up to have FICA, Medicare, and SUTA deducted and should have been Medicare and State only. FICA will need to be refunded to the employee. (For this instance employee taxable gross was \$1700.00)

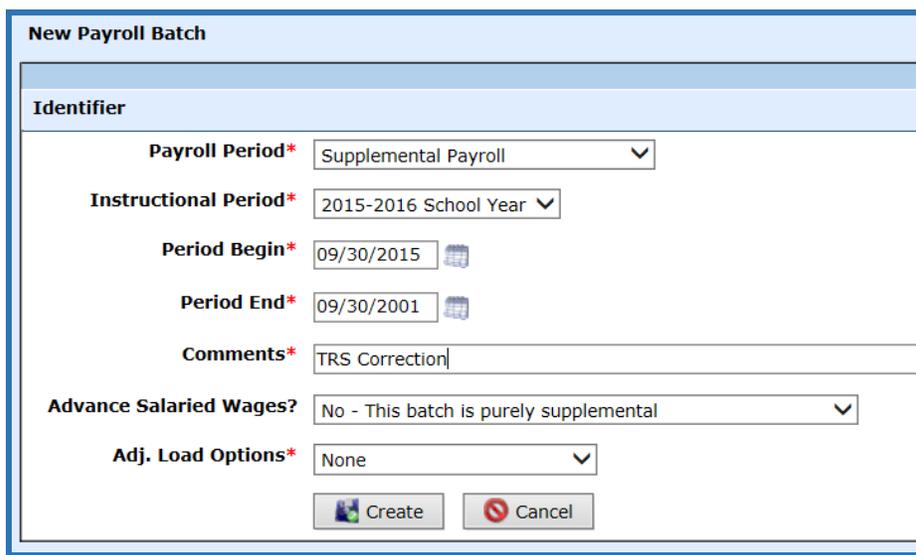
Finance > Payroll > Processing > Payroll Batches

Create supplemental payroll batch by selecting  **Create Batch**



The screenshot shows the 'Payroll Batches' interface. At the top right, there is a button labeled 'Create Batch' with a green plus icon, which is circled in red. Below the button, there are dropdown menus for 'Page Size' (set to 10) and 'Filter' (set to 'Current/Recent Batches'). Below these are columns for 'System ID', 'Pay Date', 'Status', 'Name', and 'Actions'.

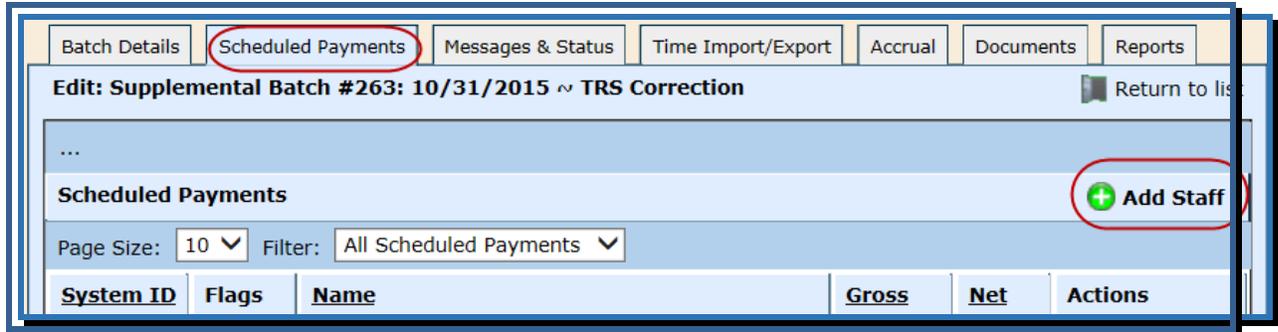
Select your parameters and create



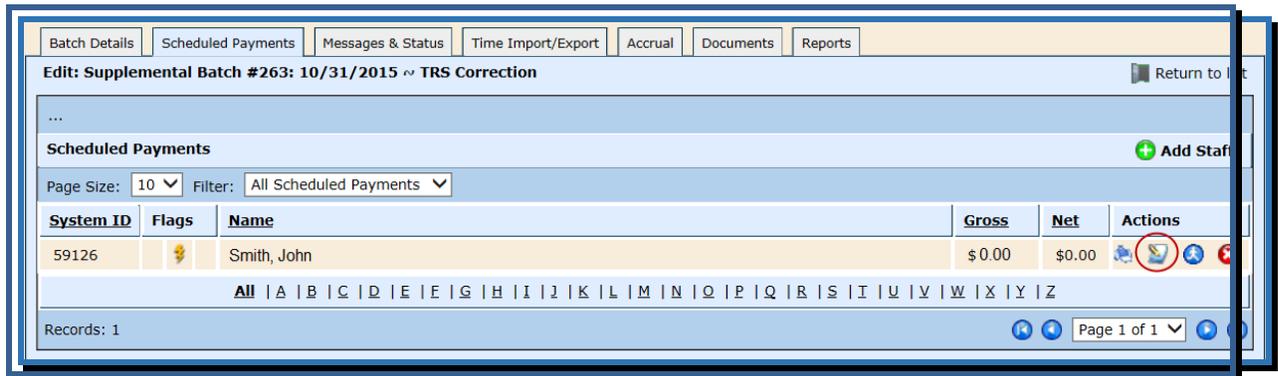
The screenshot shows the 'New Payroll Batch' form. It includes the following fields:

- Identifier**
- Payroll Period***: Supplemental Payroll (dropdown)
- Instructional Period***: 2015-2016 School Year (dropdown)
- Period Begin***: 09/30/2015 (calendar icon)
- Period End***: 09/30/2001 (calendar icon)
- Comments***: TRS Correction (text input)
- Advance Salaried Wages?**: No - This batch is purely supplemental (dropdown)
- Adj. Load Options***: None (dropdown)
- Create** and **Cancel** buttons at the bottom.

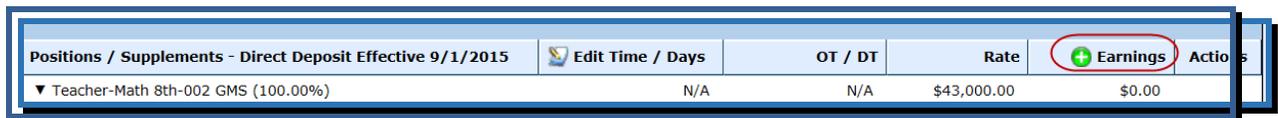
- Select the Scheduled Payments tab
- Select Add Staff to add the appropriate staff to the batch for correction. This can also be done in a regular batch.



- Select to  edit the employee



- Select  Earnings



- Add Earnings - Exempt from Withholding, FICA, MEDI, STATE
 PAC = 78, Workers Comp = None, Distribution = NOT State Retirement System Qualified
 Enter amount and leave ??? in expense code

Positions / Supplements : Manual Supplement

Allowance* One-Time

Name* TRS Correction - September TRS Qualified

Payroll Tax Treatment* Exempt from Withholding, FICA, Medicare, State

Payroll Activity Code* 78 - Non-salary

Workers Comp* None

Performance Pay* Does NOT represent performance pay

Distribution* Supplemental is State Retirement System qualified

Amount* 1,688.55

Expense Mask* ??? - ?? - ??? - ?? - ??? - ? - ?? - ? - ??

Positions / Supplements : Manual Supplement

Allowance* One-Time

Name* TRS REG ADJ

Payroll Tax Treatment* Exempt from Withholding, FICA, Medicare, State

Payroll Activity Code* 78 - Non-salary

Workers Comp* None

Performance Pay* Does NOT represent performance pay

Distribution* Supplemental is NOT State Retirement System qualified

Amount*

Expense Mask* ?? - ?? - ??? - ?? - ??? - ? - ?? - ? - ??

Add Deduction for TRS Standard: TRS Regular

Non-Statutory Adjustments : Manual Deduction

Deduction Type* TRS Standard : TRS Regular

Amount* 13.07

- Submit Batch
- Create Check Run and post
- Go to Compliance and delete existing September and recreate. Amounts should now be correct and should be correct on reports. Verify all before submitting.
- Make Payments. Send Extra TEXNET payment if you have already paid the other portions.

- OCTOBER PAY DEDUCTION FOR TRS REG DIFFERENCE
- Locate employee and add a NEGATIVE EARNING. Identify as TRS Sept Adj.
Exempt from FICA, PAC=78, WC=none, Distribution = NOT State Retirement
Enter NEGATIVE amount - leave ?????

Positions / Supplements : Manual Supplement

Allowance* One-Time ▾

Name* TRS Sep Adj

Payroll Tax Treatment* Exempt from FICA ▾

Payroll Activity Code* 78 - Non-salary ▾

Workers Comp* None ▾

Performance Pay* Does NOT represent performance pay ▾

Distribution* Supplemental is NOT State Retirement System qualified ▾

Amount* -13.07

Expense Mask* ??? ▾ - ?? ▾ - ???? ▾ . ?? ▾ - ??? ▾ - ? ▾ - ?? ▾ - ? ▾ - ?? ▾

- Process payroll as usual - Your October reporting should be correct.