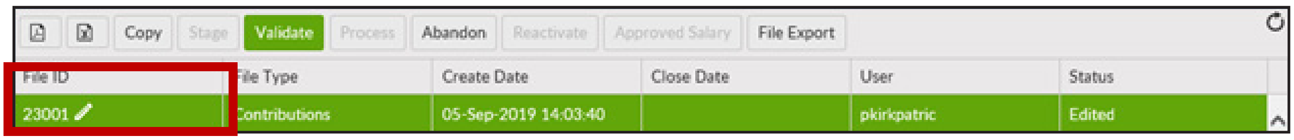
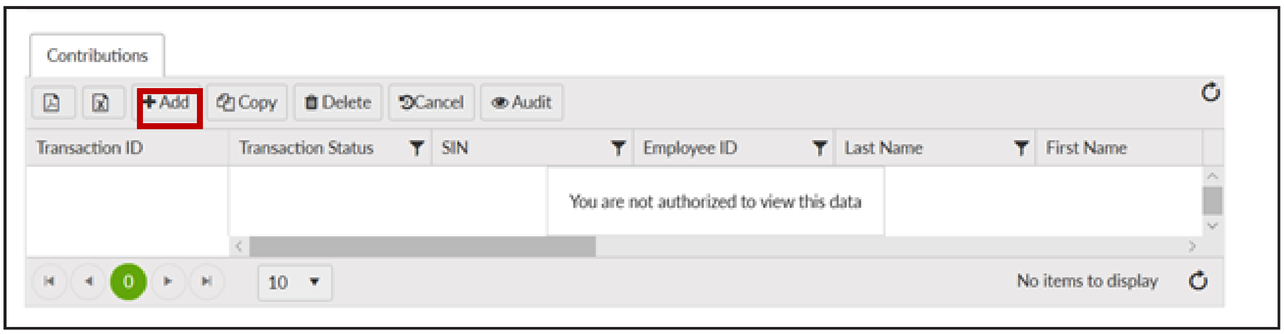
How to do an Adjustment

How to do an Adjustment on a Contribution File

1. From the Dashboard, click **File ID** to open the Contribution File that you created.



2. Click the **Add button** to create a new transaction and the Create Window is displayed. NOTE: An adjustment can only be for a previously processed pay period.



3. The **Create window** will appear. Enter the following:

   a. SIN or Employee ID (only one is required).

   b. Last Name.

   c. First Name.

   d. Contribution Type: A for adjustment.

   e. Contribution Begin: Beginning of the pay period for the adjustment period.

   f. Contribution End: End of the pay period for the adjustment period.

   g. Service Type: NP for New Plan.

   h. Employer Contribution: Enter the amount of the adjustment.

   NOTE: Adjustments can either be negative or positive amounts.

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i. Employee Contribution: Enter the amount of the adjustment.

NOTE: Adjustments can either be negative or positive amounts.

j. Actual Hours: Enter the amount of hours that you are adjusting.

NOTE: Adjustments in hours can either be negative, positive, or there may be no hours. If no hours, you must enter 0 in Actual hours field (you cannot leave the hours field blank).

4. Click **Save**.

5. **If more than one employee requires an adjustment for a previous pay period, repeat steps 2 to 4.**

6. Once all changes and/or additions are complete, click **Validate button** found under File Details.

7. If any file transactions are invalid, edit by clicking on **Transaction ID** for the invalid record(s) and update the fields. When correct, repeat step 6.

8. Once validated, **review and approve** salary and confirm by clicking **Approved Salary**.

9. Click **Process** to send the completed contribution file to MEPP.