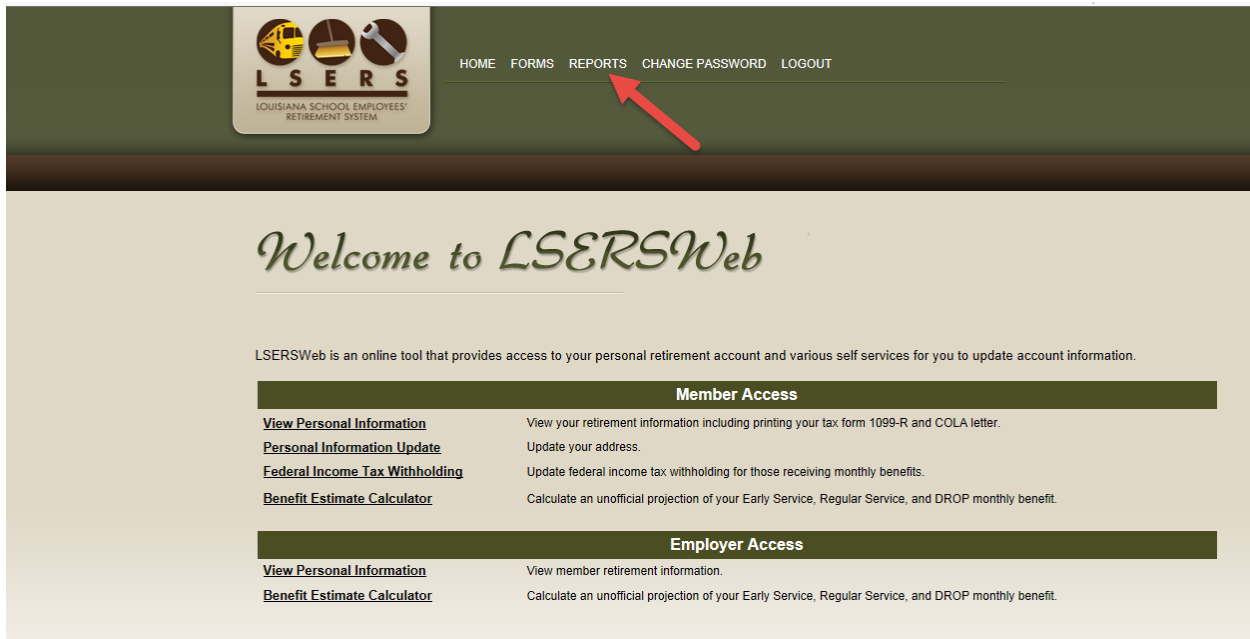


PURPOSE: To provide procedures for employers to view Contribution Exception Reports online and to make appropriate corrections to remove the errors through LSERSWeb.

1. Log into [LSERSWeb](#). Refer to [LSERSWeb Employer Access](#) procedures for step-by-step instructions on logging in.



2. Select Reports.





CONTRIBUTION EXCEPTION REPORT

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LOUISIANA SCHOOL EMPLOYEES' RETIREMENT SYSTEM

3. Select Contribution Exception Report.

HOME FORMS **REPORTS** CHANGE PASSWORD LOGOUT

MEMBER STATUS REPORT BY EMPLOYER
MEMBER SALARY CONTRIBUTION REPORT BY EMPLOYER
CONTRIBUTIONS EXCEPTIONS REPORT

Employer Name: Run Through Month: Year:
 Employer ID:

4. Select Month.

5. Select View Report.

The exceptions report will appear.

Employer Name: Run Through Month: Year:

Employer ID:

1 of 1 100% Find | Next

Contributions Exceptions Report
EMPLOYER ID: RUN THROUGH MONTH: 7 - YEAR: 2014

Name	SSN	Start	End	Period	Type	Actual	Cont.	Full	Error Msg.
D		12/5/2013		07/2014					No contribution information reported
		8/26/1996		07/2014					No contribution information reported
D		8/13/2012	8/7/2014	07/2014					No contribution information reported
		2/3/2003	5/27/2014	07/2014	Sheltered	0.00	0.00	0.00	No matching employment record.
		4/9/2014		07/2014					No contribution information reported
New Hire,		7/1/2013		07/2014					No contribution information reported
New Hire,		8/1/2013		07/2014					No contribution information reported
		11/2/2005	3/18/2014	07/2014	Sheltered	0.00	0.00	0.00	No matching employment record. The status is set to Retired.

Month	Exceptions	Total Members
July	8	8



CONTRIBUTION EXCEPTION REPORT

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RETIREMENT SYSTEM

Use this chart and the linked procedures for correcting errors on the report.

Error Message	Solution
No Matching Employment Record	<ul style="list-style-type: none"> Enroll member using online Enrollment form if the employee has not been enrolled Delete salary using an online Contribution Correction Report (CCR)
No Contribution Information Reported	<ul style="list-style-type: none"> Add salary and contributions with CCR Note: If member has at least 30 years of service and there is a date in the "100% Accrual Date" field on LSERSWeb, report salary earned with 0.00 contributions. Terminate member using online Termination form
Bad Contribution Amount, Expected \$XX.XX	<ul style="list-style-type: none"> Correct contributions using online CCR 7.5% contribution rate if member is enrolled or 1st state service date is prior to 7/1/2010 8.0% contribution rate if member is enrolled and 1st state service date is on/after 7/1/2010
Negative Earnings, Contributions, Full time	<ul style="list-style-type: none"> Correct amounts using online CCR - reporting negative amounts not allowed