



Purpose

- To provide detailed instructions for employers to generate the Member Salary Contribution Report
- To list all salaries and contributions reported by the employer for each employee during a specified month including salary and contributions reported on a Contribution Correction Report (CCR) form
- To allow employers to confirm what was reported has been properly recorded

1. Access Employer/Member information by logging in on [LSERSWeb](#). Refer to [LSERSWeb Employer Access](#) procedures for step-by-step instructions on logging in.
2. Hover your mouse pointer over the word **REPORTS** at the top of the page. When the menu appears, click on **MEMBER SALARY CONTRIBUTION REPORT BY EMPLOYER**



The report parameter or input screen will appear.

Employer Name	<i>Will be prefilled with your Employer</i>
Employer Id	<i>Will be prefilled with your Employer</i>
Month	<i>Pick a single month 01...12, 01 for January, 02 for February, etc.</i>
Year	<i>Prefilled for current or last year</i>

When you are done, click on "**View Report**".

NOTE: For multiple reports in this category, you may select "**Clear**" and re-enter the fields listed above.



The Report will be displayed as shown below:

Employer Name: [REDACTED] PARISH SCHOOL BOAR
 Employer ID: [REDACTED]
 Month: 09 Year: 2012
 View Report Clear

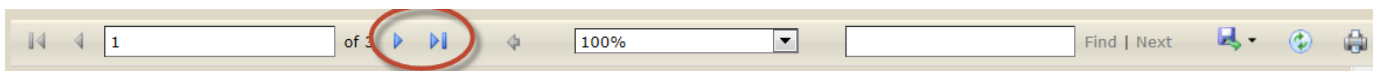
1 of 4 100% Find | Next

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SALARY CONTRIBUTION REPORT BY [REDACTED] PARISH SCHOOL BOARD
 MONTH: 9 YEAR: 2012

#	MBR	NAME	ACTUAL	CONTRIBUTION	FULL	TYPE
1	5		\$1,505.16	\$112.89	\$1,505.16	Sheltered
2	5		\$1,505.16	\$112.89	\$1,505.16	Sheltered
3	2		\$1,243.24	\$93.24	\$1,243.24	Sheltered
4	8		\$1,056.15	\$84.49	\$1,056.15	Sheltered
5	2		\$1,243.24	\$93.24	\$1,243.24	Sheltered
6	6		\$1,243.24	\$93.24	\$1,243.24	Sheltered
7	8		\$2,428.41	\$182.13	\$2,428.41	Sheltered

For reports that are more than one page, use the following icons to advance to the next page on the screen.



Additionally, you may use the following symbols to:

- Export to Excel, PDF or Word
- Refresh for new entries to report
- Print to your local printer