

L S E R S

LOUISIANA SCHOOL EMPLOYEES'
RETIREMENT SYSTEM

NEW FORM

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Salary Contributions Reporting and Corrections

Mandatory for July 2017 reporting

Reporting same as before – simply
a different form

Highlighted New Features

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- ▶ File data viewable before submission
- ▶ Exceptions viewable before submission
- ▶ Reload file to process corrections
 - Add, replace, delete, or remove
 - Enter individual records
- ▶ Can enter individual records manually
- ▶ Updated in real time to LSERS system

Consolidates 3 forms into 1

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LSERS
LOUISIANA SCHOOL EMPLOYEES'
RETIREMENT SYSTEM

HOME **FORMS** REPORTS CHANGE PASSWORD LOGOUT

ENROLLMENT
RETIREE RETURN-TO-WORK ENROLLMENT
RETIREE RETURN-TO-WORK EARNINGS
CONTRIBUTION PAYMENTS TRANSMITTAL
CONTRIBUTION CORRECTIONS X
TERMINATION
PERSONAL INFORMATION UPDATES
W-4P
EMPLOYER INFORMATION
EMPLOYER ACCESS CHANGE
SALARY, INSURANCE, AND RETIREMENT UPLOADS X
SALARY CONTRIBUTIONS FORM X
INSURANCE DEDUCTION FORM
NEW SALARY CONTRIBUTIONS FORM X **NEW!**

LSERSWeb is an online tool that provides... self services for you to update account information.

[View Personal Information](#)
[Personal Information Update](#)
[Federal Income Tax Withholding](#)

Update federal income tax withholding for those receiving monthly benefits.

Initial Upload

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Click “Browse” to upload the data file on your computer
Click “Manual Update” to upload individual records

Salary Contributions Reporting and Corrections

Employer ID
Employer Name Month / Year
 To send file to LSERS

Reset

Manual Update

Click to upload
data file

Click to enter individual
records

Viewing Data at Upload

Salary Contributions Reporting and Corrections

Employer ID: [] Employer Name: [School Board] Month / Year: [4] [2017]

Reset **Filter data view** No Error Error Only Both Add Validate Submit

SSN	Name	Contribution Type	Actual Earnings	Contributions	Full-time Earnings	Delete for Correction	Errors	
Current: []	[]	Sheltere []	894.56	71.56	894.56	<input type="checkbox"/>		Remove from Submission
Current: []	[]	Sheltere []	2,897.45	231.80	2,897.45	<input type="checkbox"/>		Remove from Submission
Current: []	[]	Sheltere []	3,477.60	260.82	3,723.08	<input type="checkbox"/>		Remove from Submission
Current: []	[]	Sheltere []	916.67	73.33	916.67	<input type="checkbox"/>		Remove from Submission
Current: []	[]	Sheltere []	2,482.61	198.61	2,482.61	<input type="checkbox"/>		Remove from Submission
Current: []	[]	Sheltere []	1,946.18	145.96	1,946.18	<input type="checkbox"/>		Remove from Submission
Current: []	[]	Sheltere []	3,513.26	281.06	3,513.26	<input type="checkbox"/>		Remove from Submission
Current: []	[]	Sheltere []	1,780.51	133.54	1,780.51	<input type="checkbox"/>		Remove from Submission
Current: []	[]	Sheltere []	2,016.50	161.32	2,016.50	<input type="checkbox"/>		Remove from Submission
Current: []	[]	Sheltere []	2,546.68	191.00	2,546.68	<input type="checkbox"/>		Remove from Submission

1 2 3 4 5 6 7 8 9 10 ...

Total		Missing Month(s):	
Count	567		
Actual Earnings	1,003,317.38		
Contribution Amount	76,537.47		
Full Time Rate	1,012,808.13		
Errors	32		

Total Records
Total salary/contributions
Total Errors (exceptions)

Correcting data (CCR function)

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1. Upload the entire file again
2. Replace data in the appropriate field(s), add, delete, remove
3. Click "Validate" to capture the correction before submission

Salary Contributions Reporting and Corrections

Employer ID Employer Name School Board Month / Year 4 2017

No Error Error Only Both

Make corrections by writing over existing data in appropriate fields

SSN	Name	Contribution Type	Actual Earnings	Contributions	Full-time Earnings	Delete for Correction	Errors	
Current: <input type="text"/>	<input type="text"/>	Shelter: <input type="text"/>	<input type="text" value="894.56"/>	<input type="text" value="71.56"/>	<input type="text" value="894.56"/>	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Shelter: <input type="text"/>	<input type="text" value="2,897.45"/>	<input type="text" value="231.80"/>	<input type="text" value="2,897.45"/>	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Shelter: <input type="text"/>	<input type="text" value="3,477.60"/>	<input type="text" value="260.82"/>	<input type="text" value="3,723.08"/>	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Shelter: <input type="text"/>	<input type="text" value="916.67"/>	<input type="text" value="73.33"/>	<input type="text" value="916.67"/>	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Shelter: <input type="text"/>	<input type="text" value="2,482.61"/>	<input type="text" value="198.61"/>	<input type="text" value="2,482.61"/>	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Shelter: <input type="text"/>	<input type="text" value="1,946.18"/>	<input type="text" value="145.96"/>	<input type="text" value="1,946.18"/>	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Shelter: <input type="text"/>	<input type="text" value="3,513.26"/>	<input type="text" value="281.06"/>	<input type="text" value="3,513.26"/>	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Shelter: <input type="text"/>	<input type="text" value="1,780.51"/>	<input type="text" value="133.54"/>	<input type="text" value="1,780.51"/>	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Shelter: <input type="text"/>	<input type="text" value="2,016.50"/>	<input type="text" value="161.32"/>	<input type="text" value="2,016.50"/>	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Shelter: <input type="text"/>	<input type="text" value="2,546.68"/>	<input type="text" value="191.00"/>	<input type="text" value="2,546.68"/>	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>

1 2 3 4 5 6 7 8 9 10 ...

Manual Update

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Salary Contributions Reporting and Corrections

Employer ID Employer Name Month / Year

No Error
 Error Only
 Both

Enter corrected data
Click "Validate"

SSN	Name	Contribution Type	Actual Earnings	Contributions	Full-time Earnings	Delete for Correction	Errors
Current:		Shelterec				<input type="checkbox"/>	Remove from Submission

Total
 Count 1
 Actual Earnings 0.00
 Contribution Amount 0.00
 Full Time Rate 0.00
 Errors 0

Missing Month(s):

Salary Contributions Reporting and Corrections

Employer ID Employer Name Month / Year

No Error
 Error Only
 Both

Data already on record

SSN	Name	Contribution Type	Actual Earnings	Contributions	Full-time Earnings	Delete for Correction	Errors
Current:		Sheltered	\$5,315.20	\$398.64	\$5,315.20	<input type="checkbox"/>	Remove from Submission
		Shelterec	2,000.00	150.00	2,000.00	<input type="checkbox"/>	Remove from Submission

Total
 Count 1
 Actual Earnings 2,000.00
 Contribution Amount 150.00
 Full-Time Rate 2,000.00
 Errors 0

Missing Month(s):

Manual Update

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Salary Contributions Reporting and Corrections

Employer ID Employer Name Month / Year

No Error
 Error Only
 Both

Click "Add" to add another record

SSN	Name	Contribution Type	Actual Earnings	Contributions	Full-time Earnings	Delete for Correction	Errors
Current:		Sheltered				<input type="checkbox"/>	Remove from Submission
Current:		Sheltered	\$5,315.20	\$398.64	\$5,315.20	<input type="checkbox"/>	Remove from Submission
		Sheltered	2,000.00	150.00	2,000.00	<input type="checkbox"/>	

Total
 Count 2
 Actual Earnings 2,000.00
 Contribution Amount 150.00
 Full-Time Rate 2,000.00
 Errors 0

Missing Month(s):

Salary Contributions Reporting and Corrections

Employer ID Employer Name Month / Year

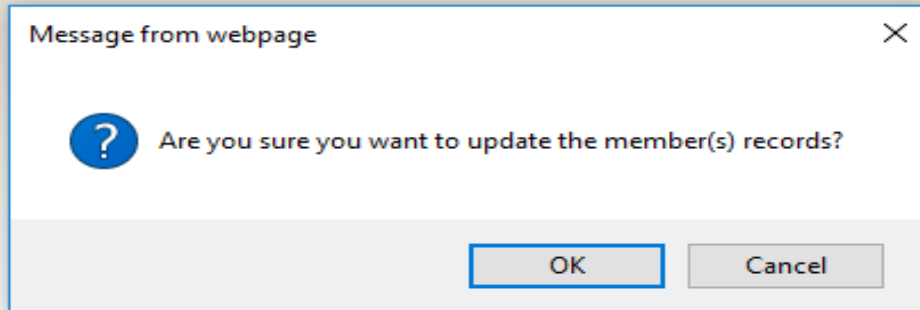
No Error
 Error Only
 Both

Click "Submit" when done

SSN	Name	Contribution Type	Actual Earnings	Contributions	Full-time Earnings	Delete for Correction	Errors
Current:		Sheltered	\$5,315.20	\$398.64	\$5,315.20	<input type="checkbox"/>	Remove from Submission
		Sheltered	2,000.00	150.00	2,000.00	<input type="checkbox"/>	

Manual Update

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* Be sure to re-run any reports, after submission; the data will be current

Enjoy!

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- Paper submittals no longer allowed
- Look forward to your feedback

Questions

- Email: webmaster@lsers.net
- Phone: 225.925.6492