



**L S E R S**

LOUISIANA SCHOOL EMPLOYEES'  
RETIREMENT SYSTEM

# Salary Contributions Reporting and Corrections Form Education

# Historical Information

- Consolidated 3 forms into one:
  1. Contributions Correction Form
  2. Salary Upload Form
  3. Salary Contribution Form
- First use for July 2017 reporting
- **Quality Control Enhancements - June 2019**

# Highlighted Features

- 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

# Initial Upload

Click "Browse" to upload the data file from 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

# Initial Upload

Click "Preview File" to review and then submit the selected data file to LSERS' system

***Salary Contributions Reporting and Correction***

Contribution type defaults to "Sheltered" if it contains blank or invalid data in the uploaded file.

Employer ID   Employer Name  Month / Year

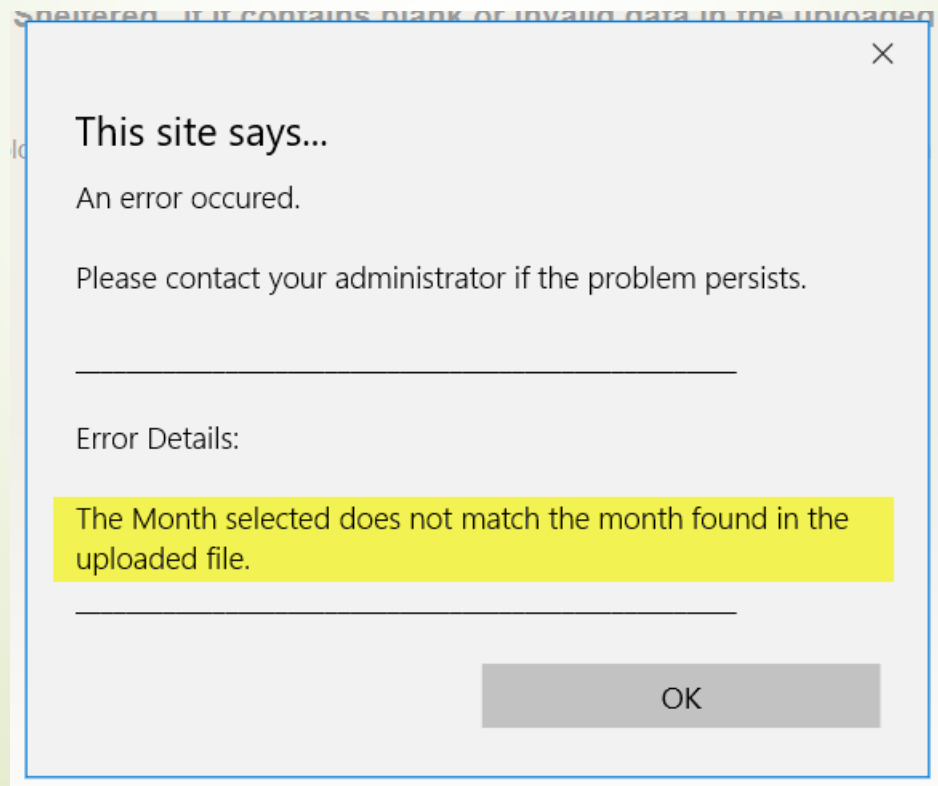


**To complete submission, click the Submit button on the next screen.**

# Enhancements

6

- 1. The uploaded file will be rejected with an alert message if month/year selected on the screen does not match month/year in the file.



# 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

SSN	Name	Contribution Type	Actual Earnings	Contributions	Full-time Earnings	Delete for Correction	Errors	
Current: <input type="text"/>	<input type="text"/>	Sheltere <input type="text"/>	894.56	71.56	894.56	<input type="checkbox"/>		Remove from Submission
Current: <input type="text"/>	<input type="text"/>	Sheltere <input type="text"/>	2,897.45	231.80	2,897.45	<input type="checkbox"/>		Remove from Submission
Current: <input type="text"/>	<input type="text"/>	Sheltere <input type="text"/>	3,477.60	260.82	3,723.08	<input type="checkbox"/>		Remove from Submission
Current: <input type="text"/>	<input type="text"/>	Sheltere <input type="text"/>	916.67	73.33	916.67	<input type="checkbox"/>		Remove from Submission
Current: <input type="text"/>	<input type="text"/>	Sheltere <input type="text"/>	2,482.61	198.61	2,482.61	<input type="checkbox"/>		Remove from Submission
Current: <input type="text"/>	<input type="text"/>	Sheltere <input type="text"/>	1,946.18	145.98	1,946.18	<input type="checkbox"/>		Remove from Submission
Current: <input type="text"/>	<input type="text"/>	Sheltere <input type="text"/>	3,513.26	281.06	3,513.26	<input type="checkbox"/>		Remove from Submission
Current: <input type="text"/>	<input type="text"/>	Sheltere <input type="text"/>	1,780.51	133.54	1,780.51	<input type="checkbox"/>		Remove from Submission
Current: <input type="text"/>	<input type="text"/>	Sheltere <input type="text"/>	2,016.50	161.32	2,016.50	<input type="checkbox"/>		Remove from Submission
Current: <input type="text"/>	<input type="text"/>	Sheltere <input type="text"/>	2,546.68	191.00	2,546.68	<input type="checkbox"/>		Remove from Submission

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

<b>Total</b>								
Count		567						
Actual Earnings		1,003,317.38						
Contribution Amount		76,537.47						
Full Time Rate		1,012,808.13						
Errors		32						

Missing Month(s):

Total Records  
Total salary/contributions  
Total Errors (exceptions)



# Enhancements

- 2. Records with invalid social security numbers will be counted as rejected records and will show on the Salary Contribution Report as a “New Hire” and will not be posted to system.

24	1281	New Hire,		6,787.20	509.04	6,787.20	Sheltered	6	2019
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- 3. Contribution type defaults to “Sheltered” if it contains blank or invalid data in the uploaded file.



## Enhancements Cont.

- 4. A new confirmation window after clicking "Submit":
  - A. Provides a summary information of uploaded records,
  - B. Reminds you if this is an initial upload for reporting month/year, (additional submission for the same month/year would be processed as corrections), and
  - C. Allows opportunity to cancel submission and return to fix errors/rejects.

# Enhancements Cont.

Employer ID  Employer Name

Reported Month/Year

Total Records in the file

Total Records will be submitted  **A**

Actual Earnings reported

Contribution Amount reported

Full-Time Earnings Reported

\* Errors: 0  
\* Rejected: 0

**B** \*This is the initial reporting file submitted for selected month and year. Additional submissions after this submission will be entered as contribution corrections.

**C**

# Enhancements Cont.

- 5. A message with quick links to member's "Personal Information" page and "Member Salary Contributions Report by Employer" reminds you to verify updates after each submission.

## *Salary Contributions Reporting and Corrections*

Contribution type defaults to "Sheltered" if it contains blank or invalid data in the uploaded file.

Please verify updates by visiting member's [Personal Information page](#) or [Member Salary Contribution Report by Employer report](#).

Employer ID   Employer Name  Month / Year

To Preview File

# Correcting data (Old CCR function)

12

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"/>	Sheltere: <input type="text"/>	<input type="text"/> 894.56	<input type="text"/> 71.56	<input type="text"/> 894.56	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Sheltere: <input type="text"/>	<input type="text"/> 2,897.45	<input type="text"/> 231.80	<input type="text"/> 2,897.45	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Sheltere: <input type="text"/>	<input type="text"/> 3,477.60	<input type="text"/> 260.82	<input type="text"/> 3,723.08	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Sheltere: <input type="text"/>	<input type="text"/> 916.67	<input type="text"/> 73.33	<input type="text"/> 916.67	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Sheltere: <input type="text"/>	<input type="text"/> 2,482.61	<input type="text"/> 198.61	<input type="text"/> 2,482.61	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Sheltere: <input type="text"/>	<input type="text"/> 1,946.18	<input type="text"/> 145.96	<input type="text"/> 1,946.18	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Sheltere: <input type="text"/>	<input type="text"/> 3,513.26	<input type="text"/> 281.06	<input type="text"/> 3,513.26	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Sheltere: <input type="text"/>	<input type="text"/> 1,780.51	<input type="text"/> 133.54	<input type="text"/> 1,780.51	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Sheltere: <input type="text"/>	<input type="text"/> 2,016.50	<input type="text"/> 161.32	<input type="text"/> 2,016.50	<input type="checkbox"/>		<input type="button" value="Remove from Submission"/>
Current: <input type="text"/>	<input type="text"/>	Sheltere: <input type="text"/>	<input type="text"/> 2,546.68	<input type="text"/> 191.00	<input type="text"/> 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

## Salary Contributions Reporting and Corrections

Employer ID  Employer Name  Month / Year 5 2017

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 5 2017

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"/>	

**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

**Salary Contributions Reporting and Corrections**

Employer ID  Employer Name  Month / Year  5  2017

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"/>	Remove from Submission

**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  5  2017

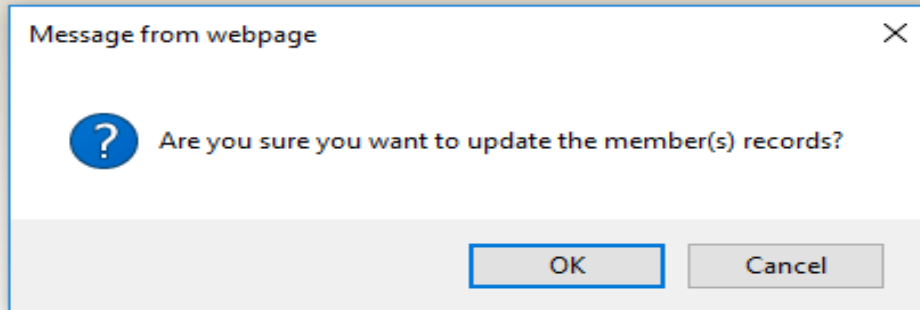
No Error  Error Only  Both

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"/>	Remove from Submission

# Manual Update

15



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



# Enjoy!

16

- Paper submittals no longer allowed
- We look forward to your feedback

## Questions

- Email: [webmaster@lsers.net](mailto:webmaster@lsers.net)
- Phone: 225.925.6492