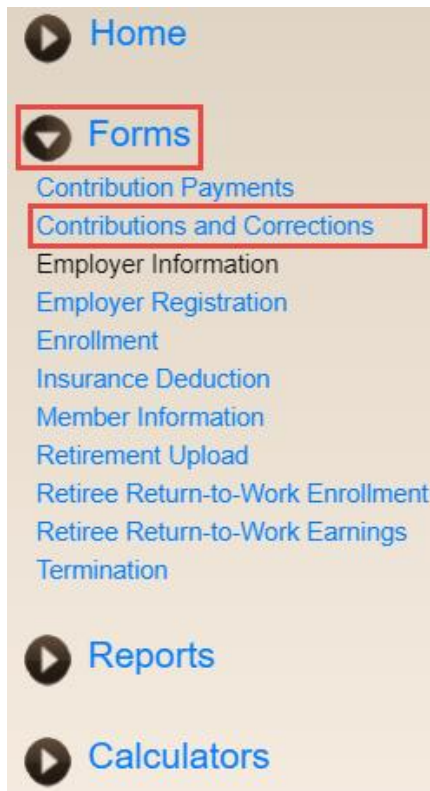


**Purpose:** To provide detailed instructions for reporting monthly salary contributions and making corrections by using the Contributions and Corrections Form. This **new** online form replaces three old forms, Form 4B **Contribution Corrections Form**, **Salary Uploads Form** and the **Salary Contributions Form**. This new form also stops the need for paper reporting of the Salary Contributions Report Form.

1. Log into [www.lasers.net](http://www.lasers.net) and locate Contributions and Corrections form under Forms option.



2. The input screen will appear.

## Contributions and Corrections ?

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

Employer Name

Employer ID

Month

Year

No file chosen To Preview File

|               |   |
|---------------|---|
| Employee ID   | Will be prefilled with your Employer Number                   |
| Employer Name | Will be prefilled with your Employer Name                     |
| Month / Year  | Will be prefilled with previous month, but you can change it. |



# Contributions and Corrections Form

R. 12/2020

LOUISIANA SCHOOL EMPLOYEES' RETIREMENT SYSTEM

- 3. The very first reporting for the month on this form is treated as Salary Contribution Reporting, and any following reporting will be treated as Salary Contribution Corrections.
- 4. There are two methods to report or correct salary contributions.
  - 1) Send file to LSERS (i.e. Replaces Salary Upload Form)
    - A. Use the '**Choose File**' button to find your salary contribution file you want to upload.  
Note: The [data file layout](#) has NOT changed.
    - B. Click '**Preview File**' to review uploaded file content.

Once

**Contributions and Corrections**

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

Employer Name: LA School Employees' Retirement System  
 Employer ID: 0102  
 Month: 11  
 Year: 2020-21

**Choose File** FILE.xlsx **Preview File** **Reset**

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

- C. System will process the upload and all data will display for your review. You can add, delete or make corrections at this point.

**Contributions and Corrections**

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

Employer Name: LA School Employees' Retirement System  
 Employer ID: 0102  
 Month: 11  
 Year: 2020-21

**Reset**

No Error  
 Error Only  
 Rejected  
 All

**Validate** **Submit**

| SSN     | Name | Contribution Type | Earnings | Contributions | Full-time Earnings | Delete for Correction    | Errors | Status |
|---------|------|-------------------|----------|---------------|--------------------|--------------------------|--------|--------|
| Current |      | Sheltered         |          |               |                    | <input type="checkbox"/> |        |        |

**Add** **Remove**

**Total**

|                |        |
|----------------|--------|
| Count          | 1      |
| Earnings       | \$0.00 |
| Contributions  | \$0.00 |
| Full-Time Rate | \$0.00 |
| Errors         | 0      |
| Rejected       | 0      |

Once the employer validates the batch, the system will inform them potential rejected records. Users can fix them before the submission.  
 The reasons for rejection:  
 1. Invalid Contribution Type, such as leave it as blank;  
 2. Duplicate records (only the last record will be imported).

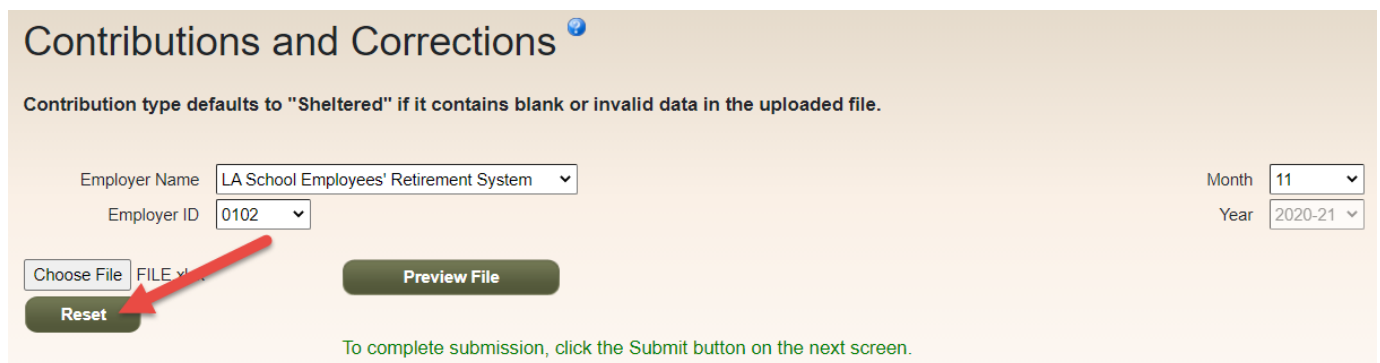
- 2) Manual Update (i.e. Replaces Salary Contribution Form)
  - A. Click the **“Manual Update”** to start the screen.

- B. Click the **‘Add’** button to start a new record line each time a new record is ready to be added.
  - C.
5. To review after uploading or entering Salary Contributions records, click **‘Validate’** to review any error (known as exception messages) before submitting.

| SSN        | Name       | Contribution Type | Earnings   | Contributions | Full-time Earnings | Delete for Correction | Errors                               | Status |
|------------|------------|-------------------|------------|---------------|--------------------|-----------------------|--------------------------------------|--------|
| Current    |            | Sheltered         | \$2,742.40 | \$205.68      | \$2,742.40         |                       | No contribution information reported | Active |
| [Redacted] | [Redacted] | Sheltered         |            |               |                    |                       | No contribution information reported | Active |

- A. Each record has two lines; the top line with the label ‘current’ shows current data in the system and the bottom line labeled with the SSN is the new data for upload and is available to be modified prior to submitting to system. The bottom line is known as “Add” or “Replace” function previously.

- B. If you want to delete the current data, shown as the top line, from LSERS system, please click the box '**Delete for Correction**', and our system will ignore what's in the bottom line and delete the record from database after submission. If making a change (or replace) a record, complete the bottom line and do not click **Delete for Correction**'.
  - C. If you do not want to make any change to one record, please click '**Remove from Submission**' to remove the record from this 'batch' submission.
  - D. The '**Errors**' column shows the exception for the new data reported on the second line.
  - E. Select the option to show records with "**No Error**", "**Error Only**" or "**Both**".
6. Click '**Submit**' to complete the reporting (uploading) or correction. Though not required, errors/exceptions can be cleared before submitting the records. All submitted records with errors will show on your agency's Contribution Exceptions Report.
  7. '**Reset**' button allows you to clear current session and restart the input.



The screenshot shows the 'Contributions and Corrections' form. At the top, it says 'Contribution type defaults to "Sheltered" if it contains blank or invalid data in the uploaded file.' Below this are several input fields: 'Employer Name' (LA School Employees' Retirement System), 'Employer ID' (0102), 'Month' (11), and 'Year' (2020-21). There are three buttons: 'Choose File' (with a red arrow pointing to it), 'Preview File', and 'Reset'. At the bottom, a green note says 'To complete submission, click the Submit button on the next screen.'

**Do not submit paper copies of this online form or paper copies of the salary contributions form as this online process replaces these paper submittals. Form 4A, Contributions Report Transmittal, was previously converted to an online form and therefore, submittal of a paper Form 4A is not necessary.**



## Monthly Reporting – Guidelines

1. **Full-time Earnings**: Base salary plus any additional reportable earnings the employee would have earned had the employee worked the full year. Full-time earnings can be more than actual earnings (see item 2. below) but can never be less than actual earnings.
2. **Actual Earnings**: Base salary plus any additional reportable earnings on which contributions were paid. Can never be more than full-time earnings.
3. **Extra Earnings**: Income from extracurricular activities such as field trips or working overtime. Extra earnings must also be reported as an increase in full-time earnings.
4. **100% accrual**
  - Report Actual and Full-time
  - EMPLOYEE contributions reported only until 100% accrual
    - DO NOT discontinue reporting contributions until verified by LSERS
  - EMPLOYER contributions continue based on Actual Earnings
5. **Worker's Compensation Salary (W/C)**
  - If the EMPLOYEE chooses to pay his/her member contributions for the salary earned monthly, the EMPLOYER contribution is calculated based on this salary figure.
  - Can report both Sheltered and Unsheltered contributions within a single month, but must notify LSERS before W/C salary for unsheltered will be accepted
6. **Extended Sick Leave (ESL)**
  - Members of LSERS have a choice on what salary they would like their retirement contributions based while on ESL. They may choose to contribute on:
    - 100% of their pre-ESL salary or,
    - The applicable percent (typically 65%) of the actual salary received.
  - The EMPLOYER contribution is calculated based on this salary figure.
7. **Due Date**: Reporting for any month must be submitted by the 15<sup>th</sup> of the following month.
8. **Part-time**: Report accurate actual earnings including any extra earnings, and Full-time annual base salary is calculated as if employee were working full time.
9. **Contribution type** should be sheltered unless it's paid by employee through worker's compensation option. RTW1007 are Unsheltered.