

# Creating a Payroll Adjustment Report

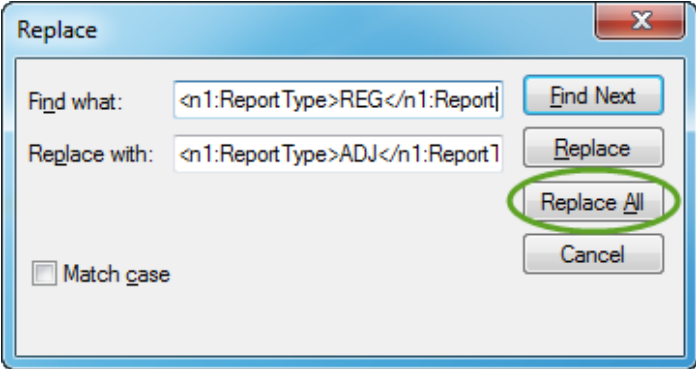
## Introduction

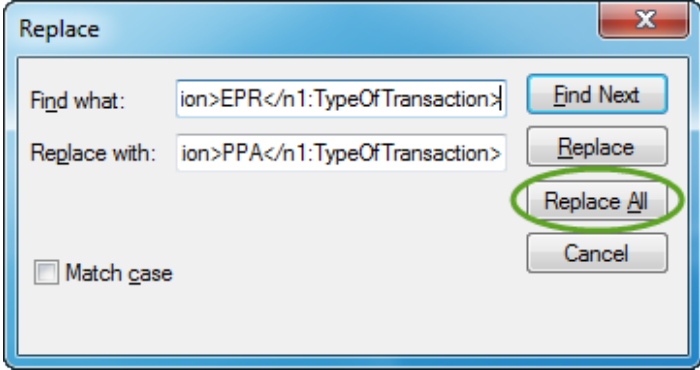
This document describes the steps to create a manual adjustment report from a regular earned period report XML file.

## Scenario

An employer posted their regular earned period report and noticed an entire group of participants were missing. Instead of manually entering the missing transactions online, they are looking to submit an adjustment report via file submission.

## Step-by-Step

Step	Action
1	Using Notepad, open the XML file
2	<p>Use the <i>Replace</i> function (Ctrl+H) to change a regular earned period report type (<b>REG</b>) to an Adjustment report type (<b>ADJ</b>).</p> <p>Find: <code>&lt;n1:ReportType&gt;REG&lt;/n1:ReportType&gt;</code></p> <p>Replace with: <code>&lt;n1:ReportType&gt;ADJ&lt;/n1:ReportType&gt;</code></p> 

Step	Action
<p>3</p>	<p>Use the <i>Replace</i> function (Ctrl+H) to change all <b>Type of Transactions</b> from an Earned Period (EPR) to a Prior Period Adjustment (PPA).</p> <p>Find: <code>&lt;n1:TypeOfTransaction&gt;EPR&lt;/n1:TypeOfTransaction&gt;</code></p> <p>Replace with: <code>&lt;n1:TypeOfTransaction&gt;PPA&lt;/n1:TypeOfTransaction&gt;</code></p>  <p>Note: If reporting Retired Annuitants, adjust all <b>EPN</b> transactions to <b>PPN</b> if included in file.</p> <p>Transaction Types:</p> <ul style="list-style-type: none"> <li>• EPR = Earned Period Record</li> <li>• EPN = Earned Period No Contribution No Service Record</li> <li>• PPA = Prior Period Adjustment Record</li> <li>• PPN = Prior Period No Contribution No Service Record Adjustment</li> </ul>
<p>4</p>	<p>Since 100% error free reports will automatically post, introduce an error to ensure the files processes into a suspended report.</p> <p>For example:</p> <p>Change the <b>Scheduled Full Time Hours Per Week</b> from 40 to 1 for a single record.</p>
<p>5</p>	<p>Save the XML File.</p> <p>Note: myCalPERS does not accept duplicate file names. If you have already attempted an upload with the same file name, you must rename the file without compromising the naming convention. The simplest way to update the filename is to change the middle three numbers.</p> <p>For example:</p> <p>Existing file name: 20150101000000_000_10006.xml</p> <p>Change to: 20150101000000_001_10006.xml</p>