

## **Employer Reporting Portal Instructions Making Corrections (Correct Termination Date)**

### **Correct Employee:**

- To terminate an employee in a month prior to the current monthly payroll report, select “Wage Reporting”, “Correct Employee”.
- Enter information in at least one of the required fields under “Employee Search”.
- Select “Search”.
- Select “Start Correction”.
- Go to “Open Correction”.
- Find the row with the month that needs corrected and select the green edit pencil under “Edit Status”.
- Enter the termination date in “Status Change Date” and select the “Change Reason” as terminated.
- Select “Save”.
- If there are months after the date of termination, select the red “X” to the right of each row after the date of termination.
- Select “Save”.
- Select “Save and Validate”.
- Select “Preview Bill”.
- If you receive a warning message, please select “Preview with warnings” if everything is correct.
- Select “Submit Corrections”.
- When previewing the bill, verify the Billing Summary and Revision Detail for accuracy.
- The amount to be added to the next regular report will be reflected under the Adjustment portion of your next bill.

### **Correct Period:**

- Select “Wage Reporting”, “Correct Period”.
- Select “Start Correction” to the left of the appropriate report start date.
- Verify that the period/month you are correcting (top left-hand corner) is accurate before making corrections.
- Locate the employee on the report and select the green pencil under the “Edit Status” column for the employee.
- Enter a “Status Change Date” and select a “Change Reason” as terminated.
- Select “Save”.
- Select “Save and Validate”, and then “Preview Bill”.
- If you receive a warning message, please select “Preview with warnings” if everything is correct.
- When previewing the bill, verify the Billing Summary and Revision Detail for accuracy.
- The amount to be added to the next regular report will be reflected under the Adjustment portion of your next bill.

- If accurate, select “Submit Corrections”

Please note if you receive an error message stating you cannot make a correction until the pending changes in Correct Employee or Correct Period have been finished or canceled, there is an open correction that must be completed or canceled.