



EXAMPLE 4: Removing wages from a prior period

In this example the member was overpaid and the wages and contributions need to be removed from a prior period. The wages and contributions are being removed from January 2016 with the February 2016 reporting. A Form 9 is required to remove the wages and contributions from January.

Only one Form 9 is necessary to remove the wages and contributions. The Form 9 for R or RU members is used in this example.

Enter the **School Name**, **Employee Name**, **Employee SS#**, **Adjustment line**, check the **Overpayment** line and the **R** job category line.

SCHOOL NAME:	ABC School		
EMPLOYEE NAME:	John Johnson	EMPLOYEE SS#:	123-45-6789
TOTAL ADJUSTMENT AMT:	\$ (246.00)	<i>The total must be reported on Line I of the Form 100 in the Under or Over payment Columns</i>	
<small>Total adj. = (2) + (3) below</small>		*Adjustment(s) will appear on electronic file named: ABC022016W1	
PLEASE CHECK ONE:			
<input checked="" type="checkbox"/>	Overpayment	<i>(Amounts must be shown as negative)</i>	<input checked="" type="checkbox"/> R
<input type="checkbox"/>	Underpayment	<i>(Amounts must be shown as positive)</i>	<input type="checkbox"/> RU

Next, enter an explanation for the adjustment:

Explanation of adjustment. Member received an extra paycheck in error, removing overpaid wages and contributions from January 2016.

Then, complete the **Period to be Adjusted**, **Salary**, and **Contribution** sections:

** The period to be adjusted will always be the last day of the month you are adjusting.

EACH PERIOD TO BE ADJUSTED	SALARY	MEMBER CONTRIBUTIONS	EMPLOYER CONTRIBUTIONS
1/31/2016	\$ (1,000.00)	\$ (107.00)	\$ (139.00)
TOTALS:	\$ (1,000.00)	\$ (107.00)	\$ (139.00)
	(1)	(2)	(3)

The **Member** and **Employer Contributions** column totals are added and entered into the **Total Adjustment Amount**:

<p>TOTAL</p> <p>ADJUSTMENT AMT: \$ (246.00)</p> <hr/> <p style="text-align: center;">Total adj. = (2) + (3) below</p>	<p><i>The total must be reported on Line I of the Form 100 in the Under or Over payment Columns</i></p>
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An authorized official must sign and date the form.

For each period listed on the Form 9, an entry must appear on the Work Report as an adjustment. For this Form 9 there is one negative adjustment for January 2016.

The **Total Adjustment Amount** must show on the Form 100 on the **Overpayments** line for the R job category.

Administrative Unit: <u>ABC School</u>			For Period Ending: <u>02/29/2016</u>		
Electronic Report Filename: <u>ABC022016W1</u>			Wire Date: <u>03/14/2016</u>		
Educational Retirement Act Contributions (R) wages greater than \$20,000.00					
\$ 10,000.00	\$ 1,070.00	\$ 1,390.00	\$ (246.00)	-	\$ 2,214.00
<small>Salaries</small>	<small>Employee Contrib. (10.70%)</small>	<small>Employer Contrib. (13.90%)</small>	<small>Overpayments</small>	<small>Underpayments</small>	<small>Total 'R' Contributions</small>

If you need help creating the adjustments on the Work Report, please contact your software provider.

If you have questions, please contact an ERB analyst:

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EXAMPLE 4: Removing wages from a prior period

EDUCATIONAL RETIREMENT BOARD
 701 CAMINO DE LOS MARQUEZ
 P.O. BOX 26129
 SANTA FE, NM 87502-0129
 PHONE: (505) 827-8030 FAX NUMBER: (505) 827-8010



ADJUSTMENTS TO MONTHLY REPORTS
Regular Members "R" and "RU"

This form must be completed, signed and submitted to the Educational Retirement Board when an employee has been over or under paid and the incorrect amount was reported on a **previous** report. To prevent an overpayment of withdrawn (refunded) contributions, fax to this office as soon as the error is discovered and retain the original for your records.

***Remember that the electronic file should include all entries as they appear on this form.**

SCHOOL NAME: ABC School

EMPLOYEE NAME: John Johnson EMPLOYEE SS#: 123-45-6789

TOTAL ADJUSTMENT AMT: \$ <u>(246.00)</u>	<i>The total must be reported on Line 1 of the Form 100 in the Under or Over payment Columns</i>
<small>Total adj. = (2) + (3) below</small>	

*Adjustment(s) will appear on electronic file named: ABC022016W1

PLEASE CHECK ONE:

Overpayment *(Amounts must be shown as negative)* R
 Underpayment *(Amounts must be shown as positive)* RU

NOTE: If this adjustment is due to a Job Category reported in error you might need to complete 2 Form 9's. Refer to instructions.

Explanation of adjustment. Member received an extra paycheck in error, removing overpaid wages and contributions from January 2016.

EACH PERIOD TO BE ADJUSTED	SALARY	MEMBER CONTRIBUTIONS	EMPLOYER CONTRIBUTIONS
<u>1/31/2016</u>	\$ <u>(1,000.00)</u>	\$ <u>(107.00)</u>	\$ <u>(139.00)</u>
TOTALS:	\$ <u>(1,000.00)</u> <small>(1)</small>	\$ <u>(107.00)</u> <small>(2)</small>	\$ <u>(139.00)</u> <small>(3)</small>

SIGNATURE OF AUTHORIZED OFFICIAL: 

DATE: 3/14/16