REPORTING EMPLOYERS

Deleted Records Verification in the RE Portal



Deleted Records Functionality in RE Portal

Step 1: Select the record or records to be deleted by clicking the box next to the member's SSN



Step 2: Scroll to the bottom of the page and click the button 'Delete Selected Records'

Step 3: A new screen will display showing the records that were marked for deletion in the previous step. For each record, the RE will choose a reason for deletion from the drop down, or they may choose "Other". If the reason selected is "other" an explanation must be typed into the "Other Reason" field.

ſ	View De	elete Member Record Details	5						
	Select	Delete Reason	Other Reason	Record Status	Record Type Code	Employee Identification Number	Date of Birth	Gender Code	La Na
		×		Valid	RP20			F	DA
	•								•
	Confirm	n Delete Return							

HOME WAGE & CONTRIBUTION REPOR			ADMINISTRATION EMPLOYER CO
Messages for Reporting Entity: • 5 new messages	View Del	Record was combined Record created in error Duplicate record TRS maintenance or defect	ls
Employer Home Create and Maintain Reports <u>View RE Ledger</u> <u>View Employee Information</u>	Select	No Longer Employed Retiree reported on RP Non-Retiree reported on ER Other, explain in comments	Other Reason
	Confirm	Delete Return	

Step 4: Once the Delete Reason has been selected, the RE will check the 'Select' box, then click 'Confirm Delete'.

View De	elete Member Record Details	;
_		
Select	Delete Reason	Other Reason
	Duplicate record ~	
4		
Confirm	n Delete Return	

An 'Information Saved' box will display, confirming that the record has successfully been marked for deletion. Then, click the 'Return' button to return to the Edit screen for the report.

CONFIRM	Information Saved.		
View De	elete Member Rec	ord Details)
Select	Delete Reason		Other Reason
	Duplicate record	~	
✓ Update	Delete Reasons	Return	

Step 5: Prior to submitting the report signature, an RE Contact with Signature or Administration authority clicks on the 'My Worklist' tab and selects 'Deleted Records Verification'

TING EMPLOYEES MY WORKLIST ADMINISTRATION EMPLOYER CONTACTS RESOURCES	<u>Help</u>
Create and Main Maintain Semester Dates	
Skip error messages Certifications	
Deleted Records Verification For regular payroll report period October 2020; no records found f please submit ED90. If the employee has terminal	ied,
RP - Regular Payroll — October 2020	
Option 1 — Add or Edit a Record	
You may add a new record or edit an existing record. Enter a SSN or TRS Temporary ID to view, add or edit a record for an employee.	
SSN or TRS Temporary ID	
Add Search	
Option 2 — Submit Report	
Click the "Submit All Depende" button leasted at the bettom of the series to submit added reports	

A link to the report(s) with records marked for deletion will display. RE clicks on the link.

Deleted Records Ready for Verification	
RP Reports	
	<u>Oct 2020</u>

Step 6: If the deletion reason of the marked records is correct, RE contact will click 'Verify Delete Reasons' and an 'Information Saved' message will appear.

View Delete Member Reco	ord Details	
Delete Reason	Other Reason	
Duplicate record V		
4		
Verify Delete Reasons	Return	
CONFIRM Information Saved.		
Deleted Pecords Peady for V	<i>lerification</i>	
Deleted Records Ready for V	enneation	

Note: Prior to completing the 'My Worklist' task of verifying the deleted records, the Report Summary screen will display a status of 'Pending' in the 'Deleted Records' column on the far right.

Reports									
November 2020	Octo	ber 2020							
Report Type		Status	Delete	Edit	History	Details	Total	Signature	Deleted Records
RP - Regular Payroll		Pending	Delete	Edit	<u>History</u>	<u>Details</u>	Totals		Pending

After the 'My Worklist' item is completed, the Report Summary screen will display 'Verified' in the 'Deleted Records' column.

Reports								
November 2020	October 2020							
Report Type	Status	Delete	Edit	History	Details	Total	Signature	Deleted Records
RP - Regular Payroll	Pending	Delete	<u>Edit</u>	<u>History</u>	<u>Details</u>	Totals		Verified