Adjustment Reporting Manual
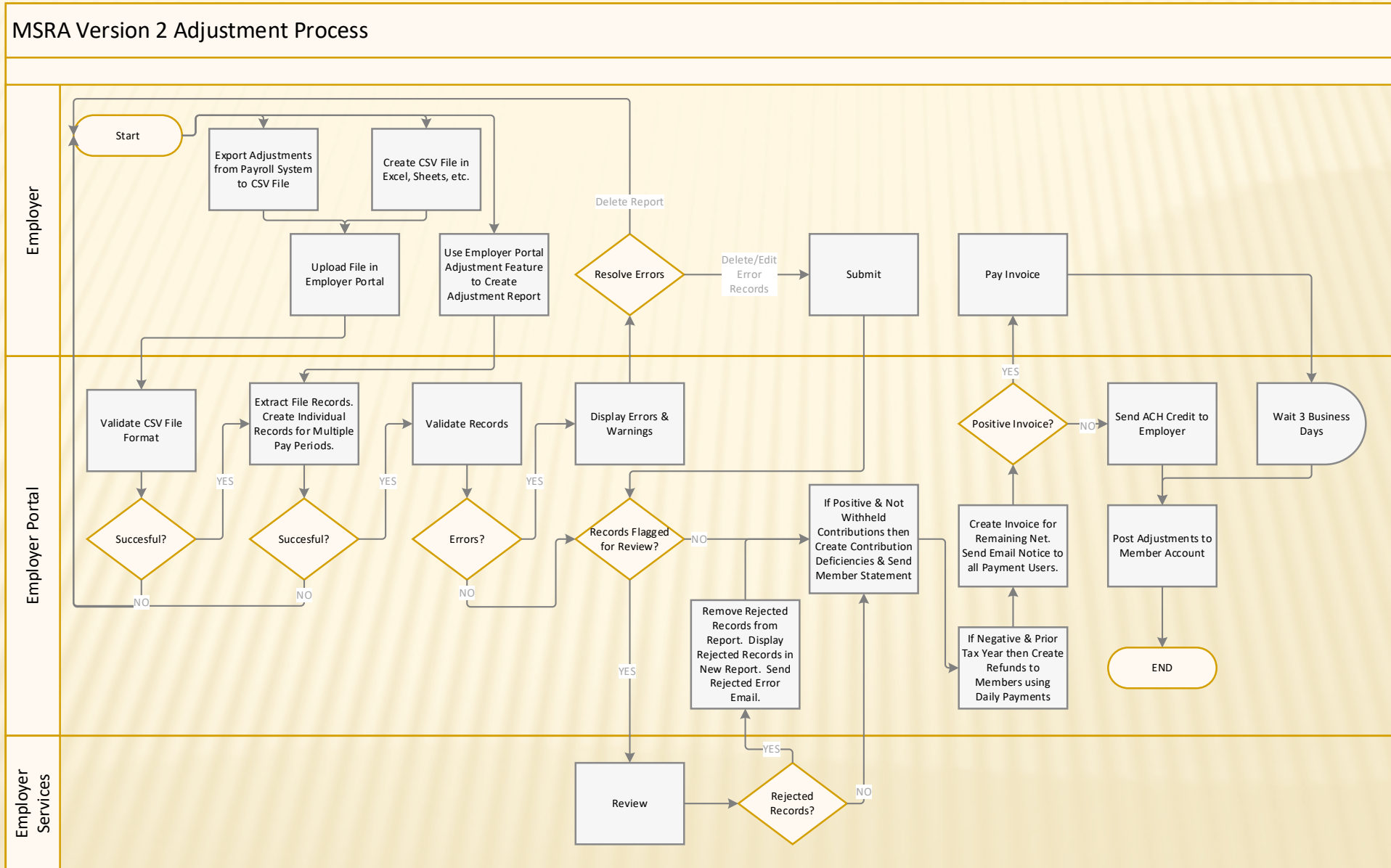# Questions & Answers
June 2022

Agenda

- Manual Overview
- Schedule
- Your Questions
- Next Steps

Adjustment Manual Overview: Goals

1. Completely automate adjustment process
   - Faster
   - Easier
   - Fewer errors
   - Standardize
   - Automate payments
2. Update manual to better describe new process

Adjustment Manual Overview: Process Flow

MSRA Version 2 Adjustment Process

Adjustment Manual Overview: Basics

- The process described in the Manual will replace what's currently on the Employer Portal – we're calling this Employer Portal Version 2

- Like the current Employer Portal adjustment process, all adjustments (i.e., anything reported for a prior payroll period) must be reported on an adjustment report, not on a payroll report.

- No more 714s. No paper. No non-standard Excel file formats.

- The file specification for the new CSV adjustment file is in the Manual

- New file format can be 1 record or thousands of records

- Can be any prior payroll period and can be multiple prior payroll periods

- One record can span multiple payroll periods and we will split into individual payroll periods

Adjustment Manual Overview: Payroll Schedules

- Every adjustment record MUST include a payroll schedule value. This allows us to split a record spanning several payroll periods into individual payroll period records.

- We need you to report the Payroll Period Begin Date for the same reason

- You can use our Payroll Schedule ID or your own. If you want to use your own, you'll need to add your payroll schedule ID in the Employer Portal (we just finished this feature and we'll be launching ASAP).

Adjustment Manual Overview: SSN

- The member MUST be enrolled. If we cannot validate the member's SSN the adjustment record will error and cannot be included in the adjustment report.
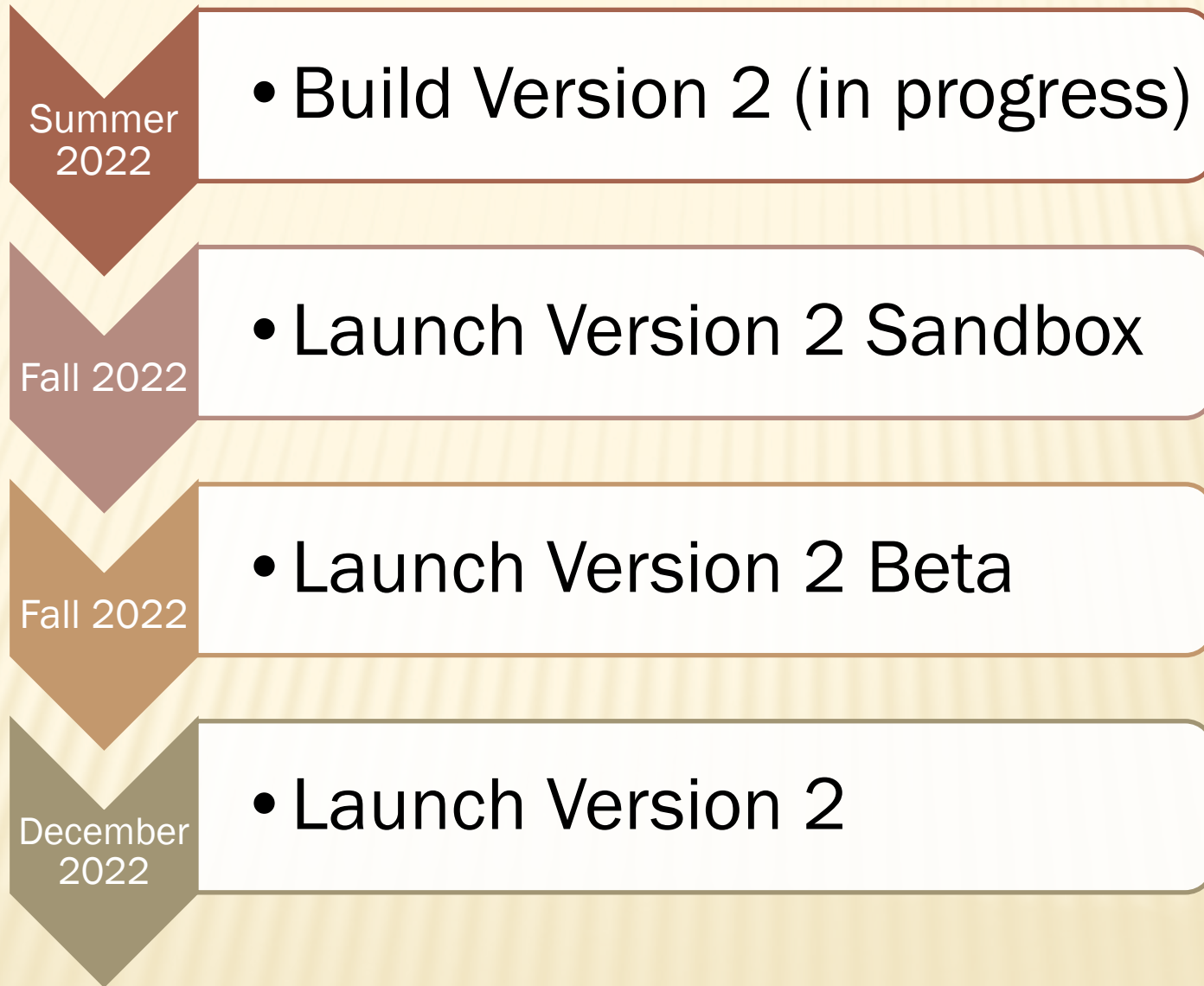
Adjustment Manual Overview: The Rest

- The new file requires most of the values required in the current payroll file. We are not changing these definitions. We will not review them all today, but you can certainly ask questions above any of them.

- The Manual includes many examples. We are not changing how these adjustment should be reported (except the new feature for multiple payroll periods). We will not review them today, but you can certainly ask questions above any of them.

- The Manual describes how to maintain payroll schedules and make payments. This will work like payroll reporting works now, so we're not going into those details today, unless you have questions.

Employer Portal Version 2 Schedule

Summer 2022
- Build Version 2 (in progress)

Fall 2022
- Launch Version 2 Sandbox

Fall 2022
- Launch Version 2 Beta

December 2022
- Launch Version 2

What Questions Do You Have?

Next Steps

- If you want to upload/submit adjustment reports using a file
  - Start developing now
  - Contact Harris Kaplan with questions: hkaplan@sra.state.md.us
  - Test your file in the Sandbox this fall
  - Let us know if you'd like to be in the Beta program
- If you don't want to upload/submit adjustment reports using a file, you don't need to do anything before we launch Version 2 in December
- We'll email these slides and video link

One last thing

- We're going to start working on an online enrollment feature for the Employer Portal this fall (gasp!)
- No more paper form 1s!
- We need your help designing it
- If you'd like to join our Employer Advisory Group, please contact Karen Simpson (ksimpson@sra.state.md.us)
- We'll convene the group in August to share our design concept and ask you if we're on the right track

What Questions Do You Have?

Maryland State Retirement and Pension System