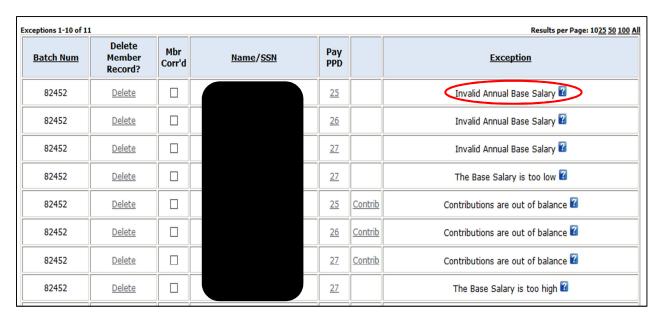
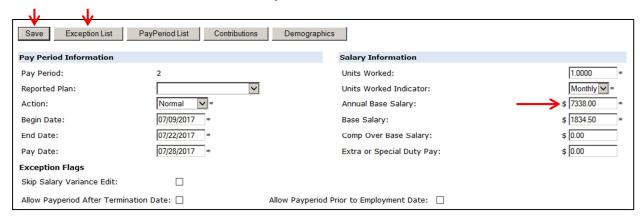
Invalid Annual Base Salary

This exception generally occurs if the Annual Base Salary is reported incorrectly, if an SAU changes their payroll accounts during the summer months, or as the result of a payroll system error.



- 1. Click on the number in the Pay Period (Pay PPD) column that corresponds to the exception you are working on.
- 2. Take a look at the Annual Base Salary.



- **a.** In this example, the Annual Base Salary is less than what it should be.
 - i. The Base Salary amount must equal the Annual Base Salary amount when multiplied by the number of pay periods in a year.

Note: Anything at or below \$9,500.00 is considered part-time wages and will not be accepted by the DRS.

- **b.** To fix this, the **Annual Base Salary** must be changed to the member's yearly contracted salary amount.
 - **Note to <u>school districts</u>:** If a teacher or employee is being compensated for short-term summer work with their regular employer, continue to report the <u>school year</u> contract salary as the base amount. Do not report the projected summer wages as the base salary.
- 3. Click Save, then return to the Exception List.
- **4.** Once the Annual Base Salary is correct, click the **Member Corrected (Mbr Corr'd)** box for the appropriate member in the exception list. This exception will clear.

