

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.

Exceptions 1-10 of 11 Results per Page: 1025 50 100 All

Batch Num	Delete Member Record?	Mbr Corr'd	Name/SSN	Pay PPD	Exception	
82452	Delete	<input type="checkbox"/>	[REDACTED]	25	Invalid Annual Base Salary ?	
82452	Delete	<input type="checkbox"/>		26	Invalid Annual Base Salary ?	
82452	Delete	<input type="checkbox"/>		27	Invalid Annual Base Salary ?	
82452	Delete	<input type="checkbox"/>		27	The Base Salary is too low ?	
82452	Delete	<input type="checkbox"/>		25	Contrib	Contributions are out of balance ?
82452	Delete	<input type="checkbox"/>		26	Contrib	Contributions are out of balance ?
82452	Delete	<input type="checkbox"/>		27	Contrib	Contributions are out of balance ?
82452	Delete	<input type="checkbox"/>		27		The Base Salary is too high ?

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**.

Save
Exception List
PayPeriod List
Contributions
Demographics

Pay Period Information

Pay Period: 2

Reported Plan:

Action: Normal *

Begin Date: 07/09/2017 *

End Date: 07/22/2017 *

Pay Date: 07/28/2017 *

Exception Flags

Skip Salary Variance Edit:

Allow Payperiod After Termination Date:

Salary Information

Units Worked: 1.0000 *

Units Worked Indicator: Monthly *

Annual Base Salary: \$ 7338.00 *

Base Salary: \$ 1834.50 *

Comp Over Base Salary: \$ 0.00

Extra or Special Duty Pay: \$ 0.00

- 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 school districts: If a teacher or employee is being compensated for short-term summer work with their regular employer, continue to report the school year 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.

1-10 of 11		Results per Page: 1025 50 100 All				
Batch Num	Delete Member Record?	Mbr Corr'd	Name/SSN	Pay PPD	Exception	
82452	Delete	<input checked="" type="checkbox"/>		25	Invalid Annual Base Salary ? ←	
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82452	Delete	<input type="checkbox"/>		27	The Base Salary is too low ?	
82452	Delete	<input type="checkbox"/>		25	Contrib Contributions are out of balance ?	
82452	Delete	<input type="checkbox"/>		26	Contrib Contributions are out of balance ?	
82452	Delete	<input type="checkbox"/>		27	Contrib Contributions are out of balance ?	
82452	Delete	<input type="checkbox"/>		27	The Base Salary is too high ?	
82452	Delete	<input type="checkbox"/>		25	Invalid Annual Base Salary ?	
82452	Delete	<input type="checkbox"/>		26	Invalid Annual Base Salary ?	