

## Base Salary is too High or too Low

**Base Salary is too high:** This exception means the wages being reported may be incorrect. This generally occurs due to stipends or balloon checks being reported under Base Salary instead of Comp Over Base Salary.

**Base Salary is too low:** This exception means the Base Salary is likely incorrect, and occurs when the monthly Base Salary is lower than previously reported. This might occur if the employee only worked one day during the month, or if a stipend or balloon check was the only thing reported under Base Salary.

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	<a href="#">Delete</a>	<input type="checkbox"/>	[REDACTED]	25	Invalid Annual Base Salary ?	
82452	<a href="#">Delete</a>	<input type="checkbox"/>		26	Invalid Annual Base Salary ?	
82452	<a href="#">Delete</a>	<input type="checkbox"/>		27	Invalid Annual Base Salary ?	
82452	<a href="#">Delete</a>	<input type="checkbox"/>		27	The Base Salary is too low ?	
82452	<a href="#">Delete</a>	<input type="checkbox"/>		25	Contrib	Contributions are out of balance ?
82452	<a href="#">Delete</a>	<input type="checkbox"/>		26	Contrib	Contributions are out of balance ?
82452	<a href="#">Delete</a>	<input type="checkbox"/>		27	Contrib	Contributions are out of balance ?
82452	<a href="#">Delete</a>	<input type="checkbox"/>		27		The Base Salary is too high ?

**Note:** These instructions apply to both exceptions. In this example, we will clear “Base Salary is too high.”

- Click on the member’s name under **Name/SSN** to check the wages that are being reported.  
**Note:** This screen will show the reported Base Salary and the Expected Value based on previous reports.
- If you agree with the reported wages/Base Salary, click **Exception List** to return to the exception list on the previous screen.

**Member Demographics For** [REDACTED]  
Batch: 82452

Exception	Pay Period	Field Name	Field Value	Expected Value
The Base Salary is too high	27	Base Compensation	\$10,593.76	\$9,196.00

Save [Exception List](#) PayPeriod List

3. 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	<a href="#">Delete</a>	<input type="checkbox"/>		25		Invalid Annual Base Salary <a href="#">?</a>
82452	<a href="#">Delete</a>	<input type="checkbox"/>		26		Invalid Annual Base Salary <a href="#">?</a>
82452	<a href="#">Delete</a>	<input type="checkbox"/>		27		Invalid Annual Base Salary <a href="#">?</a>
82452	<a href="#">Delete</a>	<input type="checkbox"/>		27		The Base Salary is too low <a href="#">?</a>
82452	<a href="#">Delete</a>	<input type="checkbox"/>		25	<a href="#">Contrib</a>	Contributions are out of balance <a href="#">?</a>
82452	<a href="#">Delete</a>	<input type="checkbox"/>		26	<a href="#">Contrib</a>	Contributions are out of balance <a href="#">?</a>
82452	<a href="#">Delete</a>	<input type="checkbox"/>		27	<a href="#">Contrib</a>	Contributions are out of balance <a href="#">?</a>
82452	<a href="#">Delete</a>	<input checked="" type="checkbox"/>		27		The Base Salary is too high <a href="#">?</a>
82452	<a href="#">Delete</a>	<input type="checkbox"/>		25		Invalid Annual Base Salary <a href="#">?</a>
82452	<a href="#">Delete</a>	<input type="checkbox"/>		26		Invalid Annual Base Salary <a href="#">?</a>

1. If you do not agree with the wages/Base Salary, you must go back and fix what was reported to reflect the correct amount.
2. Once corrected, click the **Member Corrected (Mbr Corr'd)** box for the appropriate member in the exception list, as shown in step 3. This exception will clear.