Contributions are out of Balance

Note: This exception applies only to member contributions.

When the contribution amount does not equal what the DRS has calculated based on the wages reported, you will receive the following exception.

In most cases, this exception occurs as a result of wages being reported incorrectly, which will throw off the contribution amount that the system has calculated.

Start by clicking **Correct Exceptions** under the Member Reporting section of the menu to view the exception list.

1. Click on the member's name under **Name/SSN**.
2. Verify that the plan being reported is correct for that member (i.e. Employee- State, Employee- P. Subdivision, Police- State, Police- P. Subdivision, etc.)
   a. If the plan is correct, either the wages **or** the contributions are being reported incorrectly.

3. Check the NHRS Earnable Compensation sheet for any pay types in those wages that should not be reported: https://www.nhrs.org/members/plan-details/earnable-compensation
4. Click on the number in the **Pay Period (Pay PPD)** column that corresponds to the exception you are working on. (See screenshot on next page).

Batch Num	Delete Member Record?	Mbr Corr'd	Name/SSN	Pay PPD		Exception
83369	Delete	☐	⬛⬛⬛	⑦	Contrib	Contributions are out of balance ❓

☐ Exclude Corrected Members

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5. Check the wages.

     a. If the wages are incorrect, fix the wages and click **Save**.

     b. If the wages are correct, then it is the contribution amount that needs to be changed. Click the **Contributions** button.

Exception	Pay Period	Field Name	Field Value	Expected Value
Contributions are out of balance	7	Employee Current	$859.45	$869.46

[Save] [Exception List] [PayPeriod List] [Contributions] [Demographics]

Pay Period Information

Pay Period:	7
Reported Plan:	Police - P. Subdivision ▾
Action:	Normal ▾ *
Begin Date:	07/01/2017 *
End Date:	07/31/2017 *
Pay Date:	07/31/2017 *

Salary Information

Units Worked:	1.0000 *
Units Worked Indicator:	Monthly ▾ *
Annual Base Salary:	$ 65000.00 *
Base Salary:	$ 6182.15 *
Comp Over Base Salary:	$ 1185.66
Extra or Special Duty Pay:	$ 160.00

Note: If you have pay types that aren't reportable, such as insurance buyouts, your payroll system may not take contributions even though the wages are still being reported.

6. To figure out what the contributions should be based on the wages:

     a. Add the total wages reported under Base Salary, Comp Over Base Salary, and Extra or Special Duty Pay, if applicable (in this case, $7527.81), then multiply the total wages by the appropriate member contribution rate (in this case, 11.55% for Police).

         i. 7527.81 x .1155 = 869.46

     b. The correct contribution amount is $869.46 (as shown under **Expected Value**).

Exception	Pay Period	Field Name	Field Value	Expected Value
Contributions are out of balance	7	Employee Current	$859.45	$869.46

[Save] [Exception List] [PayPeriod List] [PayPd Info] [Demographics]

	Contribution Type	Pre-Tax Amount	Post-Tax Amount	Offset Amount	Ignore Out of Balance
Delete	Employee Current ▾	$ 0.00	$ 859.45	$ 0.00	☐
	▾	$ 0.00	$ 0.00	$ 0.00	☐

[Save] [Exception List] [PayPeriod List] [PayPd Info] [Demographics]

7. Change the contribution amount to the correct figure in the appropriate tax column. In this example, we will change the contribution amount under **Post-Tax Amount**.

Note: Whether wages are pre-taxed or post-taxed is an election previously made by the employer.

8. Click **Save**, then return to the **Exception List**.

Exception	Pay Period	Field Name	Field Value	Expected Value
Contributions are out of balance	7	Employee Current	$859.45	$869.46

Save Exception List PayPeriod List PayPd Info Demographics

	Contribution Type	Pre-Tax Amount	Post-Tax Amount	Offset Amount	Ignore Out of Balance
Delete	Employee Current	$ 0.00	$ 859.45	$ 0.00	☐
		$ 0.00	$ 0.00	$ 0.00	☐

Save Exception List PayPeriod List PayPd Info Demographics

9. Click the **Member Corrected (Mbr Corr'd)** box for the appropriate member in the exception list. This exception will clear.

☐ Exclude Corrected Members

Exceptions 1-1 of 1   Results per Page: 10 25 50 100 All

Batch Num	Delete Member Record?	Mbr Corr'd	Name/SSN	Pay PPD		Exception
83369	Delete	☑	▮▮▮▮▮▮▮	7	Contrib	Contributions are out of balance ❓

☐ Exclude Corrected Members   Top

Note: Do not click the "Delete" button next to a member's record when finished clearing an exception. This function is used very infrequently. If you click the "Delete" button, you will delete the member's entire pay record.