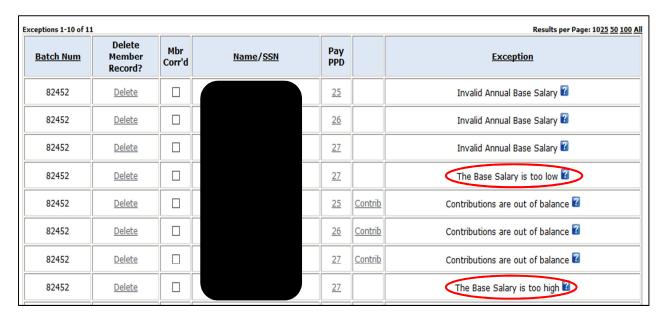
## **Base Salary is too High or too Low**

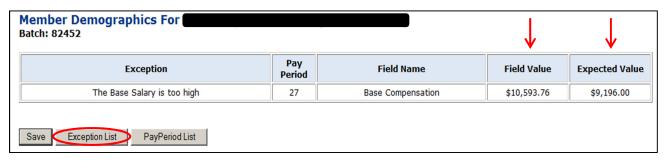
<u>Base Salary is too high</u>: This exception means the wages being reported may be incorrect. This generally occurs due to stipends or balloon checks being reported under Base Salary instead of Comp Over Base Salary.

<u>Base Salary is too low</u>: 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.



**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.
- **2.** If you <u>agree</u> with the reported wages/Base Salary, click **Exception List** to return to the exception list on the previous screen.



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



- 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.