Clearing Exceptions

After a file is submitted, the trial process validates the individual member data and posts it to the member's account if no exceptions are found. Exceptions are errors found in a monthly reporting file. If your batch has exceptions, you will receive notification from NHRS via email and in the Employer Communications section of DRS dashboard. Batches with exceptions require correcting, or "clearing," before the file can run a trial process again.

If your batch contains exceptions, there are two ways to view them:

1. Click on the **Exceptions** button in the menu on the left-hand side of the screen.



Or, click on the **Batch Card** on your dashboard.

ecent Bate	ches	/			
	Batch 12175	2 * Ø	Batch 12175	53	*
	Correct Exc	eptions	Sche	duled	
	03/0	3/23	06/0	7/22	
	Report End	09/24/22	Report End		
	Received	03/03/23	Received		
	Due	10/17/22	Due	11/15/2	2

2. Either way, you will be taken to the **Reporting Exceptions** page. The grid displays a record for each member who has one or more exceptions that must be cleared in order for the batch to be accepted (or "post"). From here, you can select exceptions to review and correct.

	Member Name	<u>SSN</u>	Batch Number	Exception Status	<u>Date</u>	<u>Override</u> <u>Warnings</u>	Exception Types
<u>Review Delete</u>		***_**	121752	In Error		No	 Member Warning Member Error Pay Period Warnin Pay Period Error
<u>Review Delete</u>		***_**_	121752	In Error		No	Pay Period Warnin Pay Period Error
<u>Review</u> <u>Delete</u>		***_**	121752	In Error		No	▲ Member Warning ▲ Member Error
Review Delete		***_**_	121752	In Error		No	X Member Error
Review Delete		***_**_	121752	In Error		No	🔔 Member Warning

Note: See the Common Exceptions document for a list and description of specific exceptions.

To work with a single record, select the Review link next to it. This takes you to the Reporting Batch – Member Details screen. Here you will find the exceptions and complete detail reported for that member.

To work with multiple records, select the check box next to each record in the grid that should be reviewed at this time (or select the check box in at the top of grid to select all records), then select the Review Selected link below the grid in the Multiple Record Update Options section. When this option is selected, the detail for the first selected member populates the ERS Batch – Member Details screen. You can then move forward and back through the other selected members using Next Member and Prev Member buttons at the top of the screen. The name of the next member and previous member in the progression is included in parentheses next to each button.

Note: The "Delete" button beside "Review." This link will delete the member's entire pay record from the batch and is rarely used.

3. After clicking review, you will be taken to a screen that shows the specific exception(s) associated with the selected record. These appear in the Exceptions Found section at the top of the screen. Each exception is displayed on a tile with a red or yellow banner. Both red and yellow banner exceptions must be cleared; in some cases, clearing one also clears the other. The exception type is also displayed on each banner, along with the associated pay period, if applicable. The card provides a brief explanation of what the exception is. Clicking on the exception card will take you to fix it.

Note: In this example, it is a "Salary Variance Exceeded" exception, which typically occurs if the wages reported for a member are significantly higher than what had been previously reported for them. This typically occurs as the result of a stipend, balloon check, severance pay, etc.

Pay Period (PP 1945)	Pay Period (PP 1945) 🛛 🗙 🧹	Exception Status: In Error 🗸
he allowable salary variance percentage etween this pay period and the prior ported pay period for the variance ategory of Annual Base Salary has been xeeded. The allowed variance for this mployer and variance category is defined a 5.00%.	Salary variance has been exceeded for Annual Base Salary. The salary must be corrected or a Salary Variance Reason selected.	
121752 Report End Date: 9/24/20	122	Edit Current Originally Reported Last Posted
21752 Report End Date: 9/24/20 per Detail Employee ID: SSN: Gender:)22 Hire Date: Participation Begin Date: Termination Date:	Edit Current Originally Reported Last Posted Member Details First Name: Middle Name:
21752 Report End Date: 9/24/20 eer Detail Employee ID: SSN: Gender: Birth Date: Death Date: Death Type:	122 Hire Date: Participation Begin Date: Termination Date: Termination Reason: New Hire: No Re-hire: No	Edit Current Originally Reported Last Posted Member Details First Name: Last Name: Last Name:

4. This screen shows the details of why the exception occurred. In this example, you'll notice that one of the pay periods is in error. To clear this exception, click on the pay period to open the Pay Period Details screen, choose a reason for the salary variance, then click Update.

Member Detail			Pay Period Details				
Employee ID: SSN: 3	Employee ID: Hire Date: SSN: Participation Begin Date: Gender: Termination Date: Birth Date: Termination Reason: Marital Status: New Hire: No Death Date: Re-hire: No		Pay Per	Pay Period Number:		1945	
Gender: Birth Date:			Pay Period	Begin Date:	8/21/2022		
Marital Status: Death Date:			Pay Peri	od End Date:	0.07.0000		
Death Type.			Pla	Leave of Abs	ence Begin ence End		
Pay Periods (2)		31		Non-Termina	ation Leave Payout		
Pay Period 1949 Record Type: Normal Begin Date: 9/18/2022 End Date: 9/24/2022	Pay Period 1948 Record Type: Normal Begin Date: 9/11/2022 End Date: 9/17/2022	Pay Period 1947 Record Type: Normal Begin Date: 9/4/2022 End Date: 9/10/2022		Other Retro Adjust Salary Contir Settlement Stinend	her tro Adjustment lary Continuance ttlement pand		
Pay Date: 9/30/2022	Pay Date: 9/23/2022	Pay Date: 9/16/2022	Final Reportir	Teacher Sum	mary Wages/Remaining	Contract Payou	
Pay Period 1946 55	Pay Period 1945 The Control of the C		Annua	Term Pay Worker's Co	mp		
Record Type: Normal Begin Date: 8/28/2022	Record Type: Normal Begin Date: 8/21/2022	+	Salary Varia	ance Reason:		~	
Pay Date: 9/9/2022	Pay Date: 9/2/2022	-	Employment Information				
			Emplo	yment Type:	Full Time 12		
Salary 👘	Contributions		<i>_</i>				
Base Pav	Employee Current		U	odate Dele	te Cancel		

5. After correcting the exception, it is not yet "cleared." There are two ways to mark it as cleared. The first is to click on the elongated oval shape underneath the exception card. Clicking on the oval marks the exception cleared and it turns green.

y Period (PP 1945)	Pay Period (PP 1945) X	Exception Status:	In Error 🗸
The allowable salary variance percentage between this pay period and the prior reported pay period for the variance category of Annual Base Salary has been exceeded. The allowed variance for this employer and variance category is defined as 5.00%.	Salary variance has been exceeded for Annual Base Salary. The salary must be corrected or a Salary Variance Reason selected.		

Or, return to the exception screen where all the exceptions are listed, check the box next to the exception, and click **Mark as Corrected** at the bottom of the page.

Exceptions <u>must</u> be cleared or they will not be picked up during the trial process when submitted to NHRS.

	<u>Review</u> <u>Delete</u>				***_**
2	<u>Review</u> <u>Delete</u>				***_**
	<u>Review</u> <u>Delete</u>				***_**
	Review Delete	As ,			***_**
					Total 41
Multip	le Record Updat	te Options:	Review Selected	Mark Corrected	Mark In Error