Section 10
Accrued Verification Report

After your annual report and summer payrolls have been processed, you may be asked to verify accrued contributions for certain members. The following instructions explain how to submit an accrued verification report in ESS.

Submitting an Accrued Verification Report

Step 1
On the home page, click on “Employer Reports” in the banner menu or “Accrued Verification” in the Outstanding Reports section. (Screen not shown.)

Step 2
On the Employer Reports page:
1. Verify the Work Report Status field is “Initial.”
2. Click on “Actions” in the row for the accrued verification report and select “Edit” from the drop-down menu.
3. The Work Report Editor screen shown on the next page will appear.
Step 3

The Work Report Editor screen displays individual member accounts with accrued contributions that need to be verified. For each member:

1. Review and compare accrued contributions for payroll and the annual report.
2. Click the drop-down menu in the Verification Indicator field to select the correct amount (payroll, annual or neither).
3. If “Neither” is selected in the Verification Indicator field, enter the correct amount of accrued contributions in the Notes field.
4. Click “Save” when finished verifying accrued contributions for each member listed in the report. You will automatically return to the Employer Reports page to submit the report.

Go to Step 4.
Step 4

Submit the accrued verification report.

After saving the accrued verification report, you will automatically return to the Employer Reports page.

The report status of the accrued verification report will be listed as “Initial.”

To submit the report:

1. Click on “Actions” in the Tools column for the accrued verification report. Then select “Submit” from the drop-down menu.

2. Click “Yes” to confirm you want to submit the report.

3. Then click “OK.”

Tip! Once the report is submitted, it will disappear from your screen. To view submitted reports, change the Work Report Status field to “Submitted.”