

STARS Employer Training

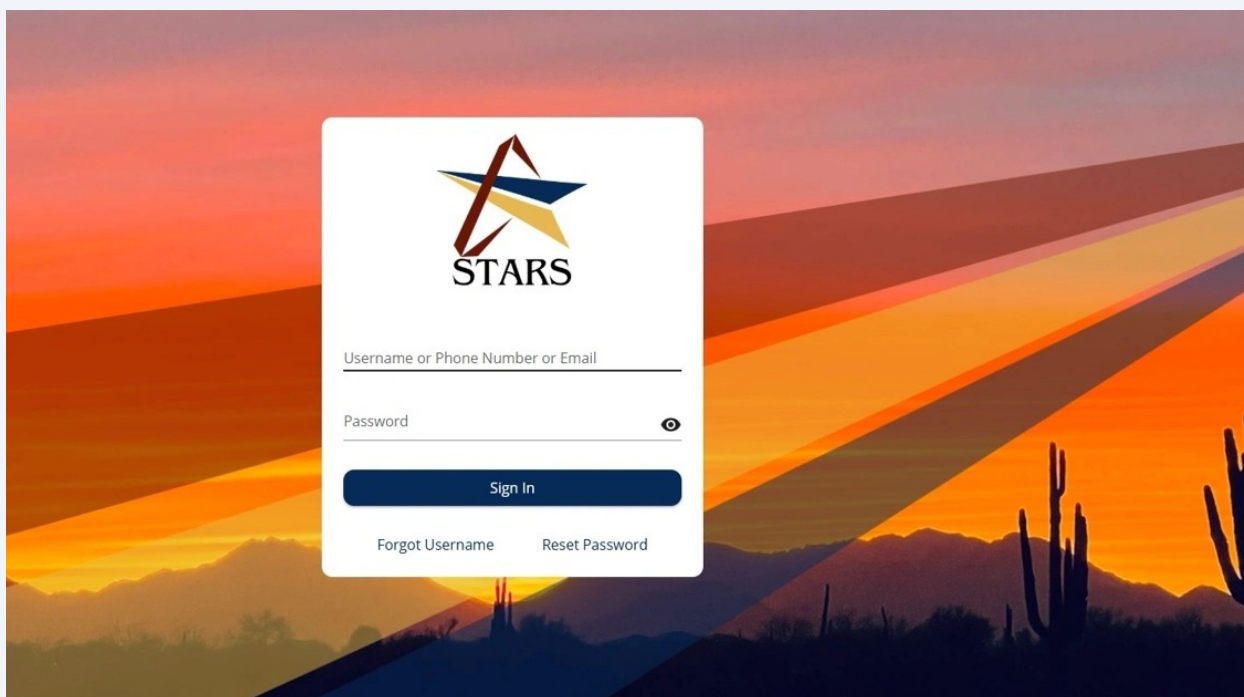
Submitting Contributions - Manual Entries Adjustment



Submitting Contributions - Manual Entries - Adjustment Reporting

This document provides an overview of the process employers must employ to report adjustments to previous pay period contributions submitted into STARS. Through screenshots and step-by-step prompts, users will learn how to make adjustments via the contribution manual process.

1 Enter **Username** and **Password** to login to STARS.



2

From the **Home** page, employer users must start the contribution manual process by clicking the **Work Reports** tab in the left navigation pane.

The screenshot shows the STARS system interface for the Wickenburg Fire Department. The top header includes the STARS logo, the department name "0217 - WICKENBURG FIRE DEPARTMENT", and a user greeting "Welcome RIPEBIPA" with a last login time of "11:20 am yesterday". The left navigation pane lists various system functions, with "Work Reports" highlighted by a red rectangle. The main content area is divided into several sections: "How can we help you today?" which provides quick access to "Process a New Hire" (Add a member to roster), "Make a Payment" (Make payments to open invoices), "Employees" (Roster, new hires, terminations, etc.), and "User Profile" (Update password, security questions or user name); "Important Links" which includes "Nationwide plan sponsor homepage for DC contribution remittance and payment", "Member forms and resource documents", and "Employer forms and resource documents"; and "Faqs" which lists expandable categories: "All", "Life Events", "Password Help", and "Processing".

3

Once clicked, the **Work Reports** tab opens and the page appears as follows. Click **Generate Adj (Adjustment) Report** on the right side of the screen to start the contribution file manual adjustment process.

0217 - WICKENBURG FIRE DEPARTMENT

Welcome RIPEBIPA
Last Login: 11:20 am yesterday

Home
Roster
Policies
Work Reports
Payments
Transactions
Administration
Employer Info
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Reports
Documents
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Sessions
Secure Message
Contact Us

All Work Reports

Generate Report Generate Adj Report

<input type="checkbox"/>	Trans #	Trans Type	Report Status	Trans Status	Identifier	Activity Date	Pay Period End Date	Released Date	Due Date	Total Orig
<input type="checkbox"/>	860715	Billing Adj.	Pending	Open	2025-06 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2026	08/08/2025		03/21/2026	\$15
<input type="checkbox"/>	860709	Billing Adj.	Pending	Open	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2026	10/31/2025		02/11/2026	\$8
<input type="checkbox"/>	860705	Billing Adj.	Pending	Open	2025-08 0217 WICKENBURG FIRE DEPARTMENT	02/19/2026	09/05/2025		09/24/2025	\$3
<input type="checkbox"/>	860704	WH Report	Released	Open	860704 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$11,68
<input type="checkbox"/>	860703	WH Report	Released	Open	860703 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$7,23
<input type="checkbox"/>	860697	WH Report	Released	Open	860697 DB 01/23/26 0217 WICKENBURG FIRE DEPARTMENT	01/10/2026	01/23/2026	02/19/2026	02/13/2026	\$11,75
<input type="checkbox"/>	860696	WH Report	Initial	Open	2026-01 0217 WICKENBURG FIRE DEPARTMENT	01/10/2026	01/23/2026		02/13/2026	\$7,23
Total in current view										\$57,52
Total of all records										\$3,788,12

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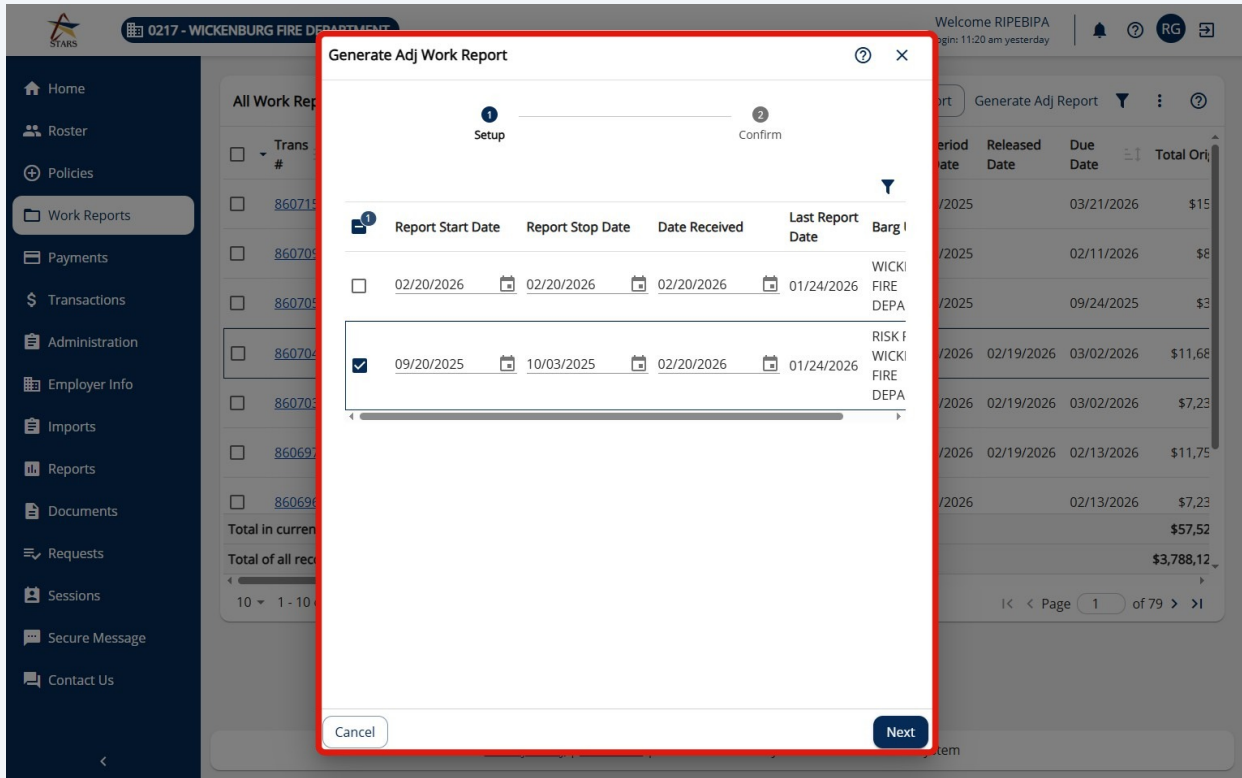
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Tip! If reporting multiple member adjustments for all tiers be sure to check both boxes.

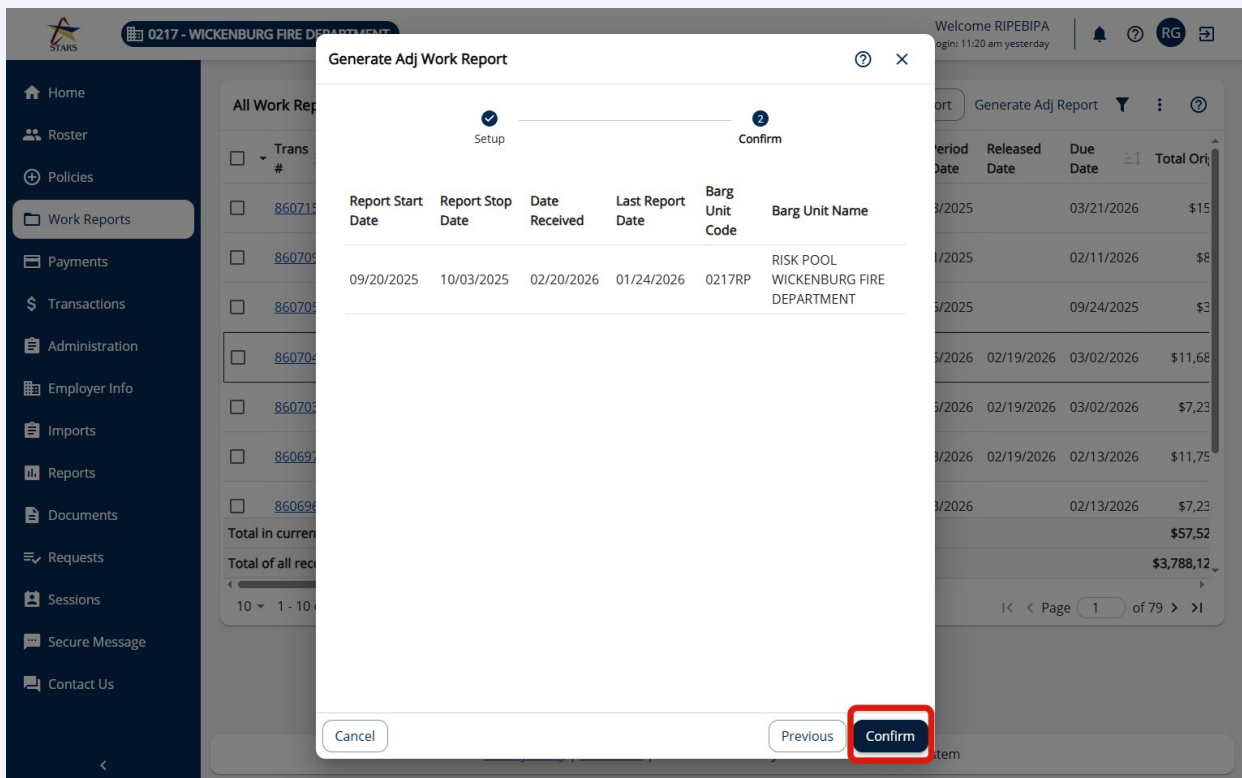
4

Users must check the appropriate work report make adjustments. The example below includes work reports for Tier 1 & Tier 2 and the Tier 3 Risk Pool.



5

Users must click **Confirm** to continue.



6

Users will receive two messages in prominent **green text boxes** confirming the file has been generated.

0217 - WICKENBURG FIRE DEPARTMENT

Welcome RIPEBIPA
Last Login: 11:20 am yesterday

Report(s) have been scheduled for generation.

Generation Process Completed. 1 of 1 reports generated.

Generate Report Generate Adj Report

Trans #	Trans Type	Report Status	Trans Status	Identifier	Activity Date	Pay Period End Date	Released Date	Due Date	Total Origin
860715	Billing Adj.	Pending	Open	2025-06 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2026	08/08/2025		03/21/2026	\$151.
860709	Billing Adj.	Pending	Open	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2026	10/31/2025		02/11/2026	\$81.
860705	Billing Adj.	Pending	Open	2025-08 0217 WICKENBURG FIRE DEPARTMENT	02/19/2026	09/05/2025		09/24/2025	\$30.
860704	WH Report	Released	Open	860704 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$11,684.
860703	WH Report	Released	Open	860703 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$7,239.
860697	WH Report	Released	Open	860697 DB 01/23/26 0217 WICKENBURG FIRE DEPARTMENT	01/10/2026	01/23/2026	02/19/2026	02/13/2026	\$11,757.
860696	WH Report	Initial	Open	2026-01 0217 WICKENBURG FIRE DEPARTMENT	01/10/2026	01/23/2026		02/13/2026	\$7,239.
Total in current view									\$57,523.
Total of all records									\$3,788,125.

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7

Select **Import Header ID** of the desired report to view the report summary and details.

0217 - WICKENBURG FIRE DEPARTMENT

Welcome RIPEBIPA
Last Login: 11:20 am yesterday

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Secure Message
Contact Us

Generate Report Generate Adj Report

Trans #	Trans Type	Report Status	Trans Status	Identifier	Activity Date	Pay Period End Date	Released Date	Due Date	Total Origin
860761	Billing Adj.	Initial	Open	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/20/2026	10/03/2025		03/22/2026	\$
860715	Billing Adj.	Pending	Open	2025-06 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2026	08/08/2025		03/21/2026	\$151.
860709	Billing Adj.	Pending	Open	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2026	10/31/2025		02/11/2026	\$81.
860705	Billing Adj.	Pending	Open	2025-08 0217 WICKENBURG FIRE DEPARTMENT	02/19/2026	09/05/2025		09/24/2025	\$30.
860704	WH Report	Released	Open	860704 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$11,684.
860703	WH Report	Released	Open	860703 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$7,239.
860697	WH Report	Released	Open	860697 DB 01/23/26 0217 WICKENBURG FIRE DEPARTMENT	01/10/2026	01/23/2026	02/19/2026	02/13/2026	\$11,757.
Total in current view									\$50,28
Total of all records									\$3,788,12

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8

The **Import Summary** and **Import Details** appear as follows.

To edit the data click **Billing Adjustment Editor**.

Work Reports / Work Report Details

Please enter the pay date in the Work Report Summary to validate all records in the Work Report Editor.

Work Report Summary Edit ?

Trans #	Report Status	Report Type	Identifier
860761	Initial	Adjustment	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT
Pay Period Start	Pay Period End	Date Received	Date Released
09/20/2025	10/03/2025	02/20/2026	
Pay Date	Created By	User Released	Report Source
	RGEDPEMO		Employer
Trans Status	Billing Type	EPSL Combine	Report Status Override
Open	Contribution	<input type="checkbox"/>	User Submitted
Agreement	RISK POOL WICKENBURG FIRE DEPARTMENT		

Financial Summary ?

Fund Name	Due Calculated	Amount Paid	Amount Owed
DBCN - EE	\$0.00	\$0.00	\$0.00
DBCN - ER	\$0.00	\$0.00	\$0.00
DBCT - EE	\$0.00	\$0.00	\$0.00
DBCT - ER	\$0.00	\$0.00	\$0.00
DCCN - EE	\$0.00	\$0.00	\$0.00
DCCN - ER	\$0.00	\$0.00	\$0.00

Recon Summary ?

Level	Validation	Type	Count
There are no validations present on this work report.			

Billing Adjustment Editor Submit

9

Select the member to made adjustment to by clicking **Add Member** from the drop down menu.

Work Report - Adjustment Editor

Please Save the Prior records and New Records after adding the member in the Adjustment Editor.

Errors Name SSN Tier Election Type Pay Period Start Pay Period End Work Status Contribution Code Reason Code Pay Date Due Date Member Pensionable Salary Reported Contribution

No data found

- Add Member
- Add New Member
- Delete
- Load All Priors
- Comments
- Validate

Cancel Apply Save

10

Select **Existing Records** if adjusting previously posted contributions or **New Records** if this is prior pay period that was not posted.

Work Report - Adjustment Editor

Please Save the Prior records and New Records after adding the member in the Adjustment Editor.

133213 Search

SSN	Name	Birth Date
<input checked="" type="radio"/> ***.**.*46	HAPGORA, REFEFA A.	05/18/1997

Existing Records for HAPGORA, REFEFA A.

<input checked="" type="checkbox"/>	Show Prior	Name	SSN	Agreement	Tier	Election Type	Pay Period Start	Pay Period End	Work Status	Contribution Code	Reason Code
<input checked="" type="checkbox"/>	Show Prior	HAPGORA, REFEFA A.	XXX	0217RP - RISK POOL WICKENBURG FIRE DEPARTMENT	Tier 3	DB	09/20/2025	10/03/2025	Hired	DBCN	
<input checked="" type="checkbox"/>	Show Prior	HAPGORA, REFEFA A.	XXX	0217RP - RISK POOL WICKENBURG FIRE DEPARTMENT	Tier 3	DB	09/20/2025	10/03/2025	Hired	EPSL	

New Records for HAPGORA, REFEFA A.

<input type="checkbox"/>	Show Prior	Name	SSN	Barg Unit	Tier	Election Type	Pay Period Start	Pay period End	Work Status	Contribution Code	Reason Code
<input type="checkbox"/>	Show Prior	HAPGORA, REFEFA A.	XXX	0217RP - RISK POOL WICKENBURG FIRE DEPARTMENT	Tier 3	DB	09/20/2025	10/03/2025	Hired		

Cancel Apply Save



Alert! Please watch and choose **Apply**, to apply the adjustment

11

User will provide the adjusted **member pensionable salary**, **reported employee** and **reported employer** contributions, and also indicate the **Pay Date**.

Work Report - Adjustment Editor

Please Save the Prior records and New Records after adding the member in the Adjustment Editor.

133213 Search

SSN	Name	Birth Date	Contribution Code	Reason Code	Pay Date	Due Date	Member Pensionable Salary	Reported Employee Contribution	Reported Employer Contribution	Calculated EE Contribution
***.**.*46	HAPGORA, REFEFA A.	05/18/1997	DBCN		10/08/2025	MM/DD/YYYY	\$350.00	\$30.42	\$30.42	
			EPSL		10/08/2025	MM/DD/YYYY	\$350.00		\$9.77	

Contribution Code Reason Code Pay Date Due Date Member Pensionable Salary Reported Employee Contribution Reported Employer Contribution Calculated EE Contribution

Cancel **Apply** Save

12 Users will click **Save** at the bottom of the page.

Work Report - Adjustment Editor

Please Save the Prior records and New Records after adding the member in the Adjustment Editor.

<input type="checkbox"/>	Errors	Name	SSN	Tier	Election Type	Pay Period Start	Pay Period End	Work Status	Contribution Code	Reason Code	Pay Date	Due Date
<input type="checkbox"/>	Show Prior	HAPGORA, REFEFA A.	XXX-XX-4672	Tier 3	DB	09/20/2025	10/03/2025	Hired	DBCN		10/08/2025	MM/DD/YYYY
<input type="checkbox"/>	Show Prior	HAPGORA, REFEFA A.	XXX-XX-4672	Tier 3	DB	09/20/2025	10/03/2025	Hired	EPSL		10/08/2025	MM/DD/YYYY

Total of all records

Cancel Apply **Save**

13 Users can validate the data by clicking on **Validate** in the drop-down menu.

Work Report - Adjustment Editor

Please Save the Prior records and New Records after adding the member in the Adjustment Editor.

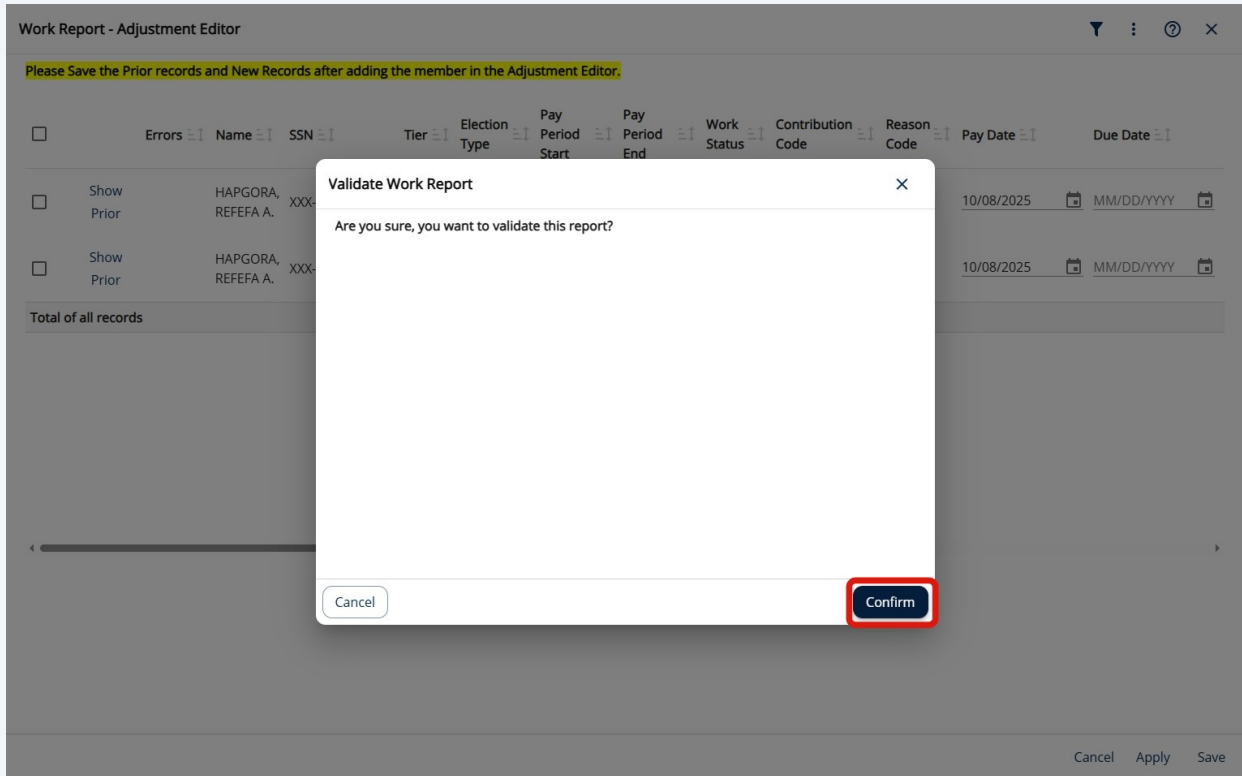
<input type="checkbox"/>	Errors	Name	SSN	Tier	Election Type	Pay Period Start	Pay Period End	Work Status	Contribution Code	Reason Code	Pay Date	Due Date
<input type="checkbox"/>	Show Prior	HAPGORA, REFEFA A.	XXX-XX-4672	Tier 3	DB	09/20/2025	10/03/2025	Hired	DBCN		10/08/2025	MM/DD/YYYY
<input type="checkbox"/>	Show Prior	HAPGORA, REFEFA A.	XXX-XX-4672	Tier 3	DB	09/20/2025	10/03/2025	Hired	EPSL		10/08/2025	MM/DD/YYYY

Total of all records

Cancel Apply Save

- Add Member
- Add New Member
- Delete
- Load All Priors
- Comments
- Validate**

14 The validation happens when the user clicks **Confirm**.



15

Users will receive the message in prominent **green text boxes** confirming the file has been validated. Close the **Work Report - Adjustment Editor** by clicking the **X** icon in the top right of the window.

The screenshot shows a window titled "Work Report - Adjustment Editor". At the top, there is a green notification box with a checkmark icon and the text "Report validated successfully" and a close button (X). Below this, a yellow banner contains the text "Please Save the Prior records and New Records after adding the member in the Adjustment Editor:". The main area of the window is a table with the following columns: Errors, Name, SSN, Tier, Election Type, Pay Period Start, Pay Period End, Work Status, Contribution Code, Reason Code, Pay Date, and Due Date. There are two rows of data, each with a "Show Prior" checkbox. The first row shows a record for HAPGORA, REFEFA A. with SSN XXX-XX-4672, Tier 3, DB election type, pay period from 09/20/2025 to 10/03/2025, Work Status Hired, Contribution Code DBCN, Reason Code (dropdown), Pay Date 10/08/2025, and Due Date MM/DD/YYYY. The second row shows a similar record with Contribution Code EPSL. Below the table is a section labeled "Total of all records". At the bottom right of the window, there are buttons for "Cancel", "Apply", and "Save".

<input type="checkbox"/>	Errors	Name	SSN	Tier	Election Type	Pay Period Start	Pay Period End	Work Status	Contribution Code	Reason Code	Pay Date	Due Date
<input type="checkbox"/>	Show Prior	HAPGORA, REFEFA A.	XXX-XX-4672	Tier 3	DB	09/20/2025	10/03/2025	Hired	DBCN		10/08/2025	MM/DD/YYYY
<input type="checkbox"/>	Show Prior	HAPGORA, REFEFA A.	XXX-XX-4672	Tier 3	DB	09/20/2025	10/03/2025	Hired	EPSL		10/08/2025	MM/DD/YYYY

Total of all records

Cancel Apply Save

16

The action returns the user to the **Work Report Summary** page, allowing the user to click **Submit** to record the revision.

0217 - WICKENBURG FIRE DEPARTMENT

Welcome RIPEBIPA
Last Login: 11:20 am yesterday

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Contact Us

Work Reports / Work Report Details

Billing Adjustment Editor **Submit**

Please enter the pay date in the Work Report Summary to validate all records in the Work Report Editor.

Work Report Summary

Trans # **860763** Report Status **Initial** Report Type **Adjustment** Identifier **2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT**

Pay Period Start **09/20/2025** Pay Period End **10/03/2025** Date Received **02/20/2026** Date Released Date Submitted

Pay Date Created By **RGEDPEMO** User Released Report Source **Employer**

Trans Status **Open** Billing Type **Contribution** EPSL Combine Report Status Override User Submitted

Agreement **RISK POOL WICKENBURG FIRE DEPARTMENT**

Fund Name	Due Calculated	Amount Paid	Amount Owed
DBCN - EE	\$30.42	\$0.00	\$30.42
DBCN - ER	\$29.61	\$0.00	\$29.61
DBCT - EE	\$0.00	\$0.00	\$0.00
DBCT - ER	\$0.00	\$0.00	\$0.00
DCCN - EE	\$0.00	\$0.00	\$0.00

Level	Validation	Type	Count
There are no validations present on this work report.			

17

The change is applied to the work report by clicking **Confirm**.

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Billing Adjustment Editor **Submit**

Please enter the pay date in the Work Report Summary to validate all records in the Work Report Editor.

Work Report

Trans # **860763** Report Status **Initial** Report Type **Adjustment** Identifier **2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT**

Pay Period Start **09/20/2025** Pay Period End **10/03/2025** Date Received **02/20/2026** Date Released Date Submitted

Pay Date Created By **RGEDPEMO** User Released Report Source **Employer**

Trans Status **Open** Billing Type **Contribution** EPSL Combine Report Status Override User Submitted

Agreement **RISK POOL WICKENBURG FIRE DEPARTMENT**

Fund Name	Due Calculated	Amount Paid	Amount Owed
DBCN - EE	\$30.42	\$0.00	\$30.42
DBCN - ER	\$29.61	\$0.00	\$29.61
DBCT - EE	\$0.00	\$0.00	\$0.00

Level	Validation	Type	Count
There are no validations present on this work report.			

Submit Work Report

Are you sure, you want to submit this report?

Cancel **Confirm**

18 The report has been successfully submitted. Select **Close**

The screenshot shows a web application interface for '0217 - WICKENBURG FIRE DEPARTMENT'. A modal dialog box titled 'Submit Work Report' is centered on the screen, displaying the message: 'Thank you, your report has been successfully submitted.' The dialog has a close button (X) in the top right corner and a 'Close' button in the bottom right corner, which is highlighted with a red square. The background shows a sidebar with navigation options like Home, Roster, Policies, Work Reports, Payments, Transactions, Administration, Employer Info, Imports, Reports, Documents, Requests, Sessions, Secure Message, and Contact Us. The main content area displays 'Work Report Details' for Trans # 860763, with fields for Pay Period Start (09/20/2025), Pay Date, Trans Status (Open), and Agreement (RISK POOL WICKENBURG FIRE DEPARTMENT). Below this is a 'Financial Summary' table with columns for Fund Name, Type, and Count. The table lists several fund entries with their respective values.

Fund Name	Type	Count
DBCN - EE		
DBCN - ER		
DBCT - EE		
DBCT - ER		
DCCN - EE		