STARS Employer Training

Submitting Contributions - Manual Entries

STARS

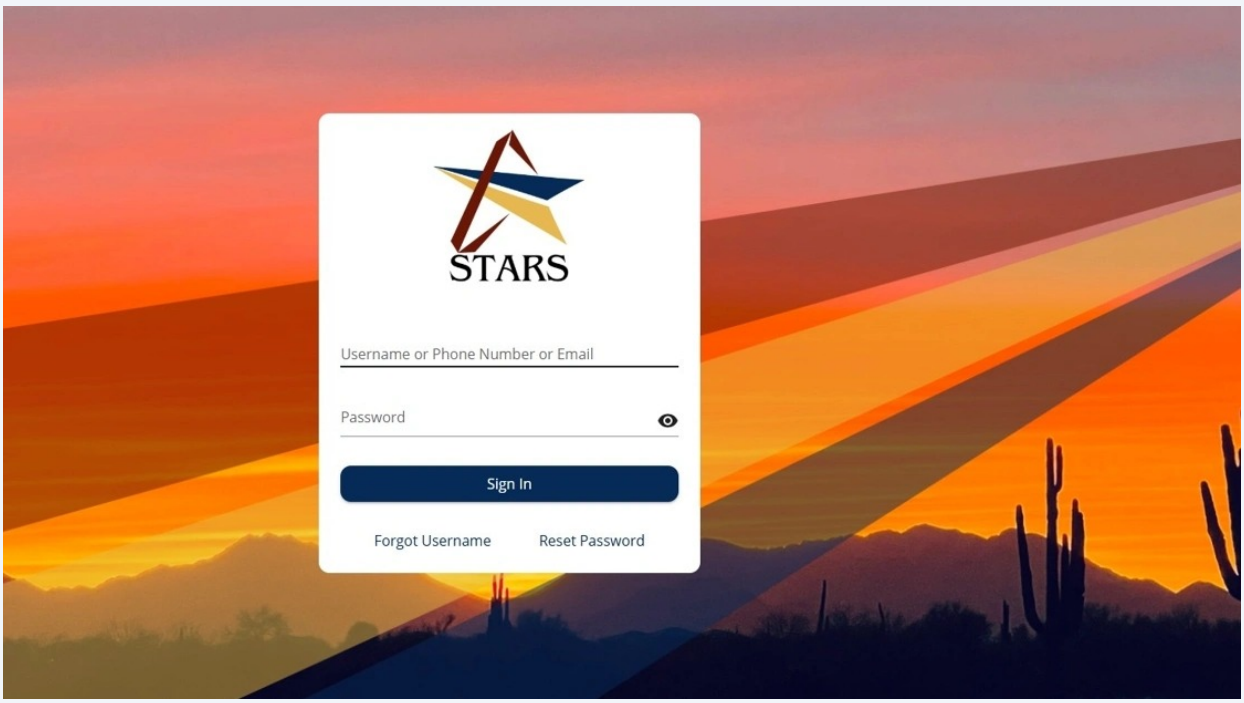
PSPRS

Serving Those Who Serve Others

Submitting Contributions - Manual Entries

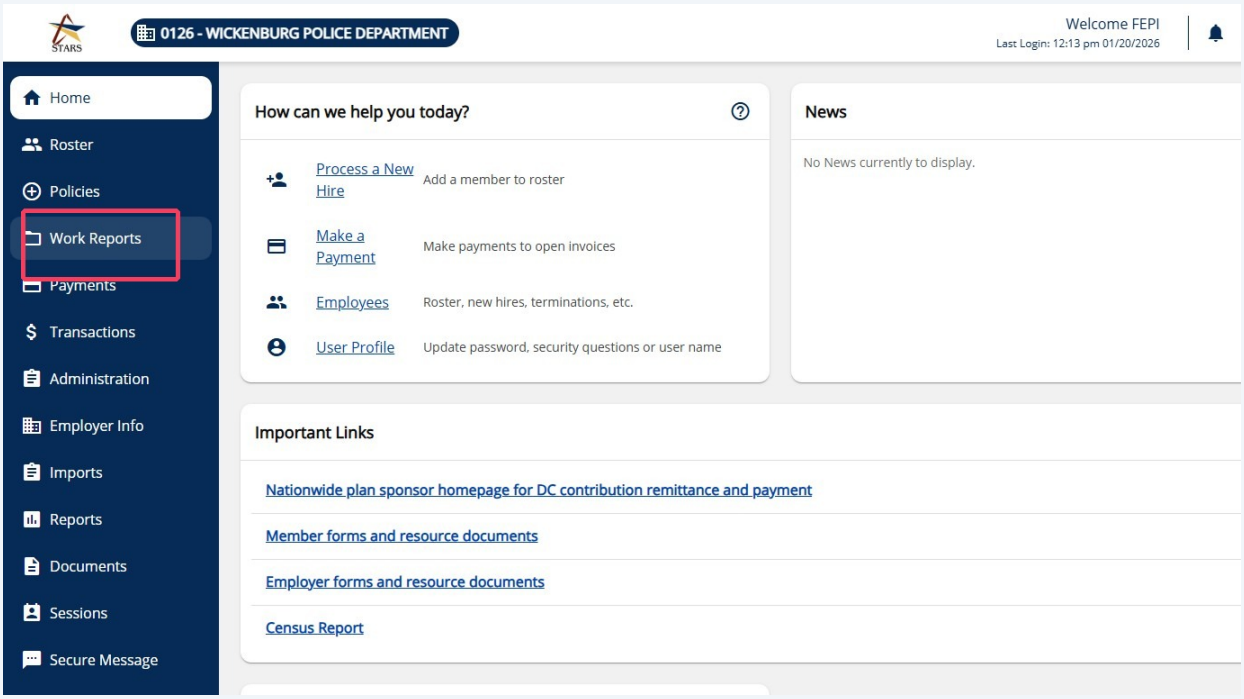
This document provides a guided overview of the process for reporting contributions through manual entries into STARS. Through screenshots and step-by-step prompts, users are introduced to the contribution manual process.

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



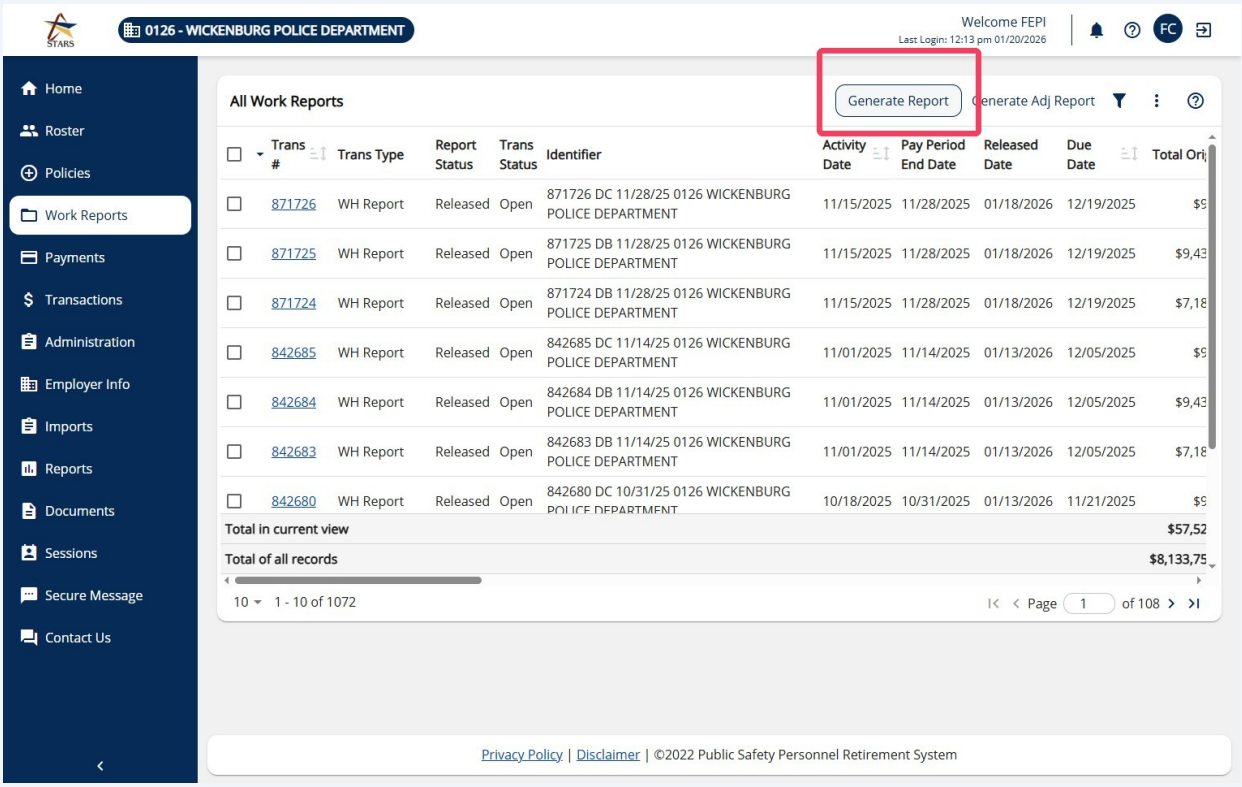
2

From the **Home** page, users must click **Work Reports** tab on the left navigation pane.

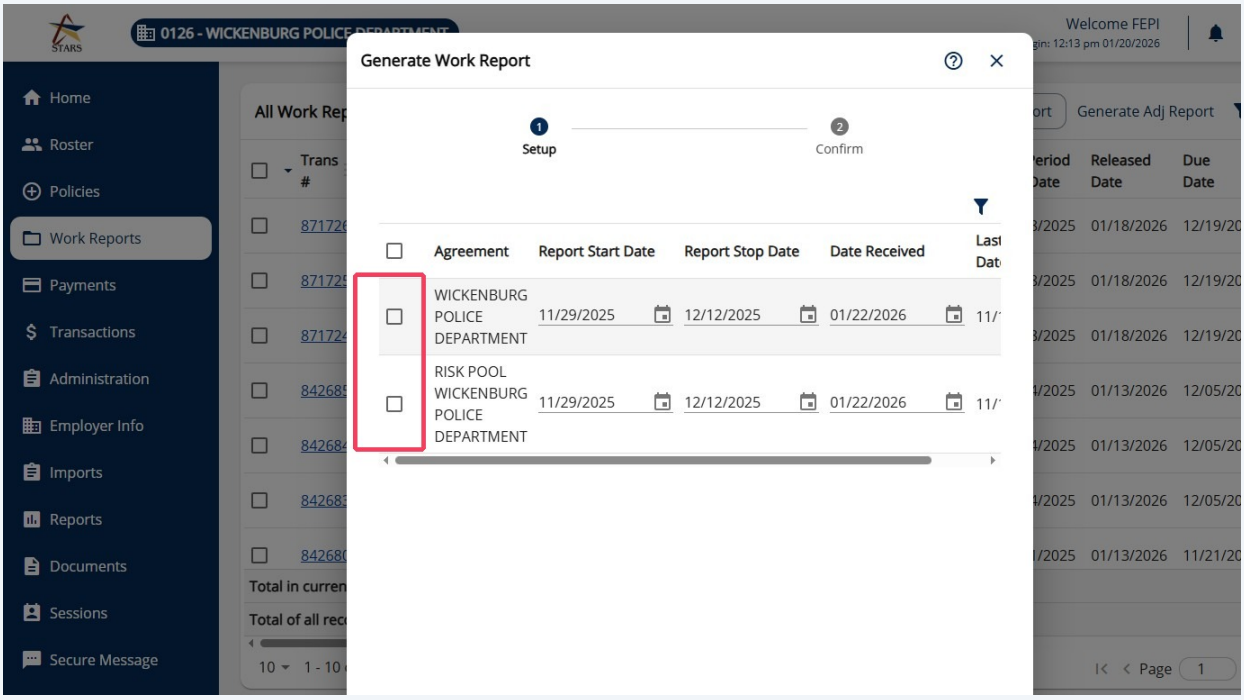


3

From the **Work Reports** page, users must select **Generate Report** or **Generate Adj (Adjustment) Report**.

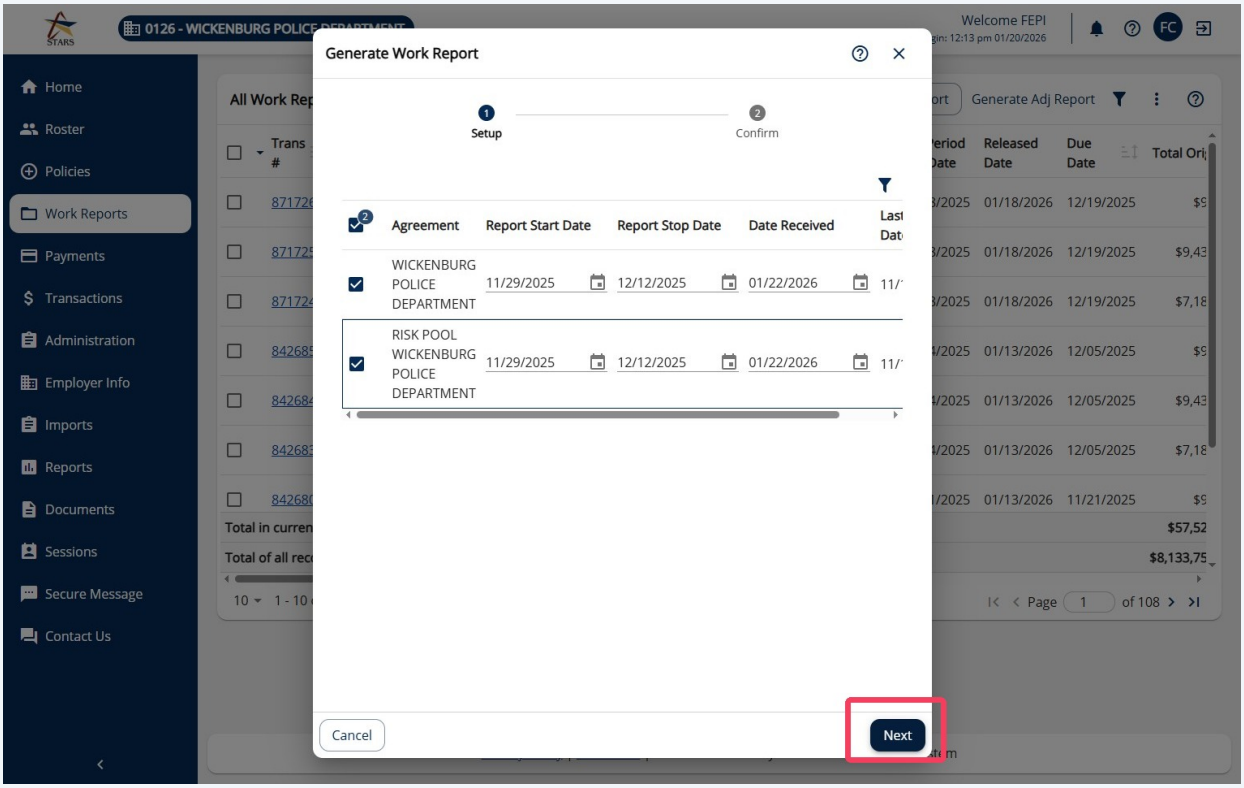


4 Generated reports can provide multiple work reports. In the example below, there are two work reports to cover Tier 1 and 2 members and Tier 3 members. Users will click boxes for all applicable work reports in order to proceed.

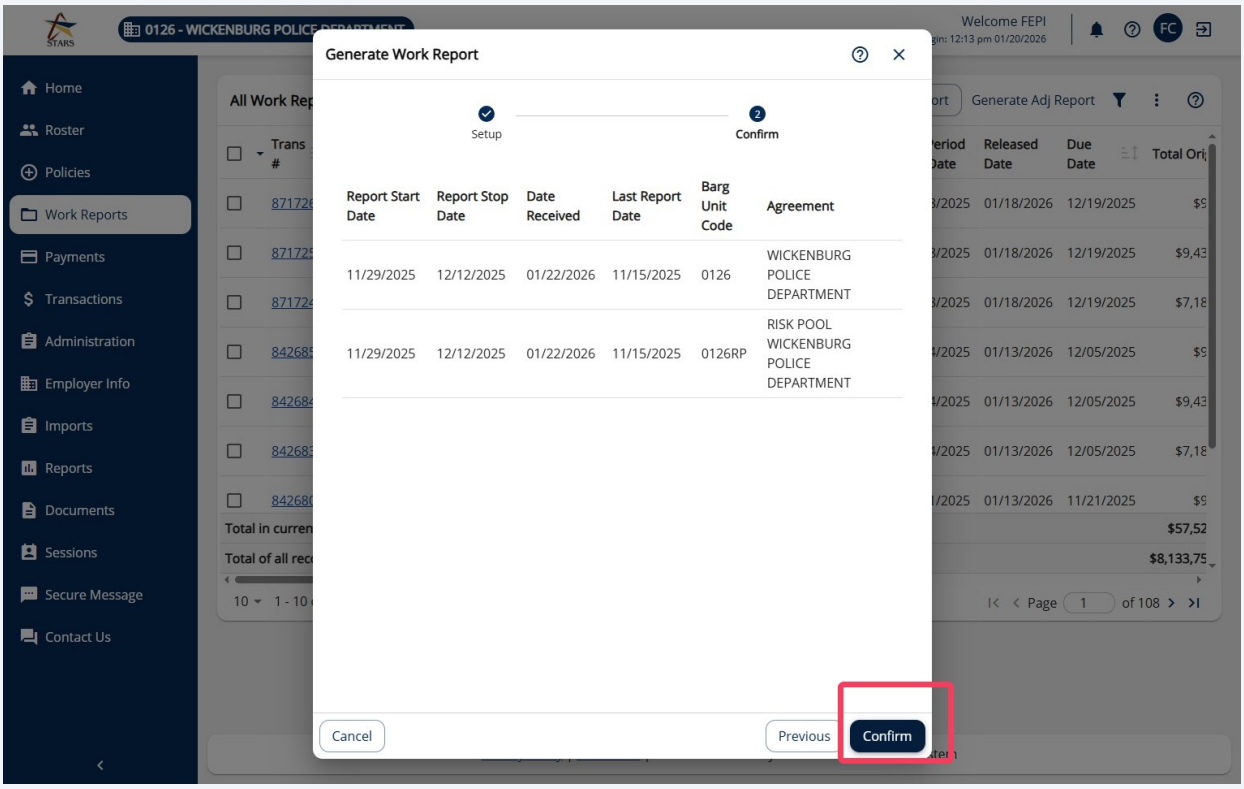


Alert! Risk pool employers need to select both lines for all tiers to be included in the manual contribution report.

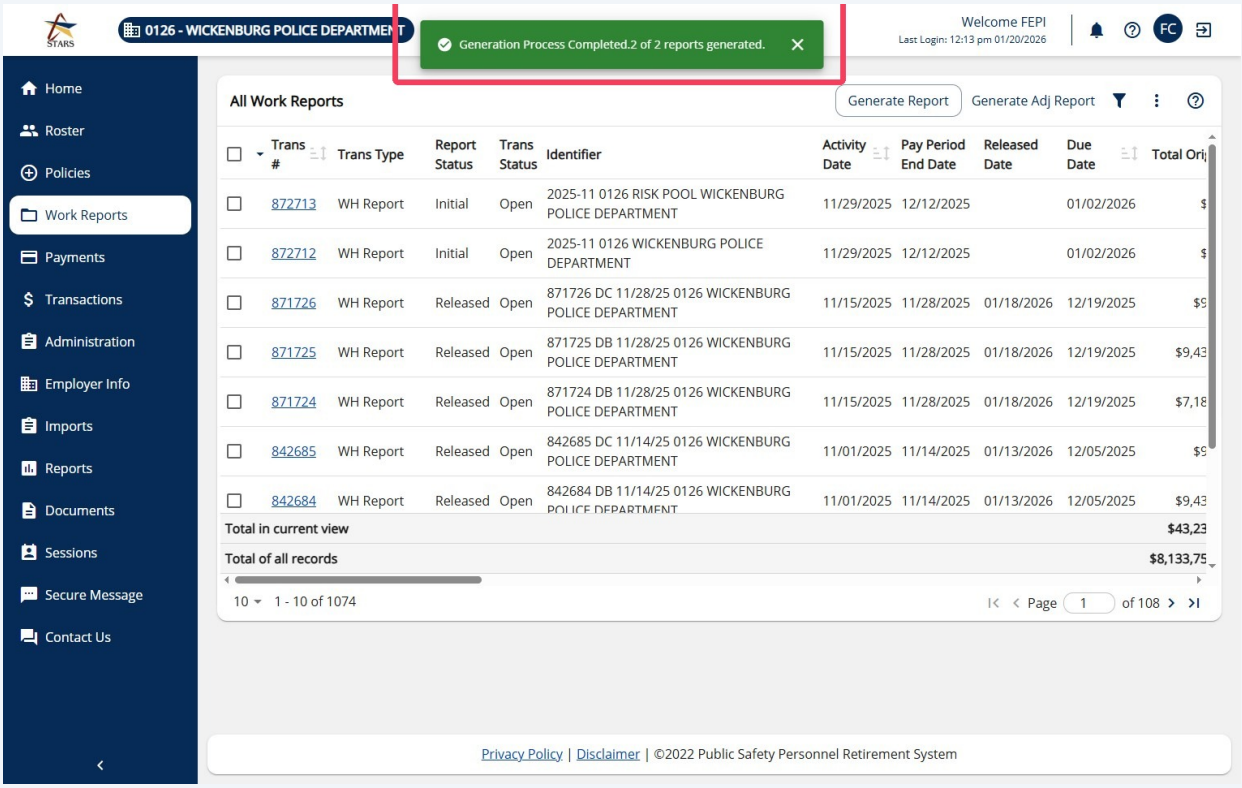
5 Users will click **next** to proceed with the manual contribution entry process.



6 Click **confirm** to continue.

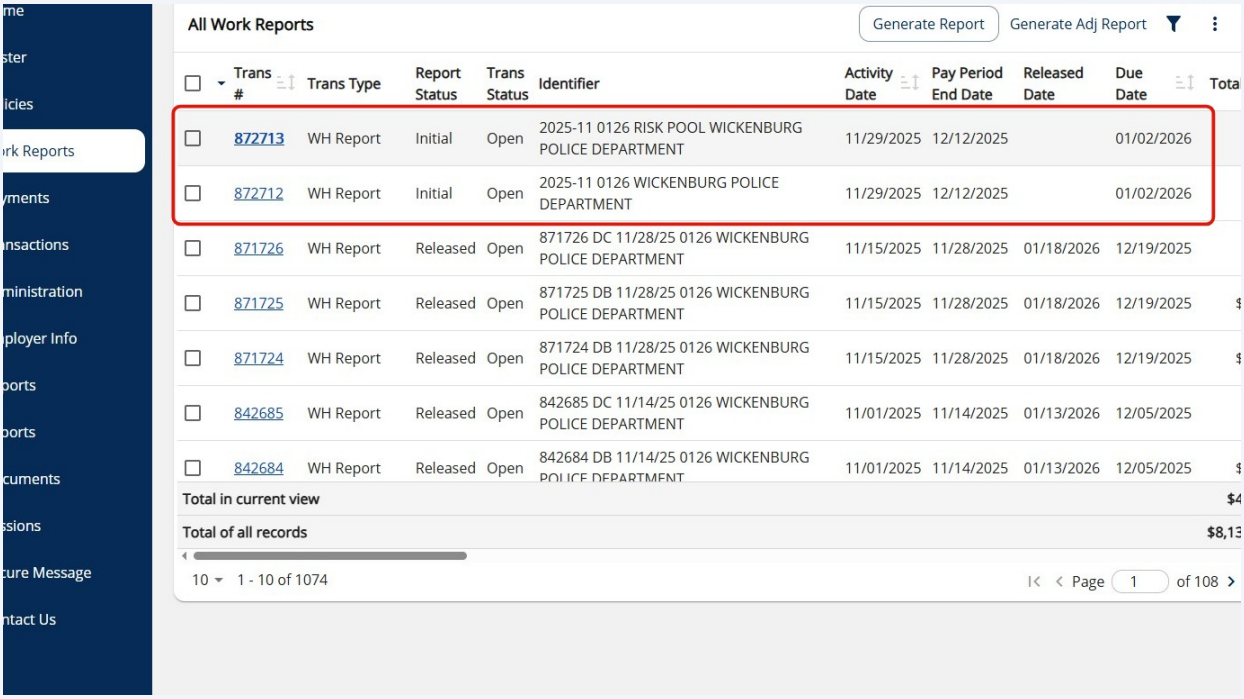


7 The appearance of the **green text box** confirms that work reports have been generated.



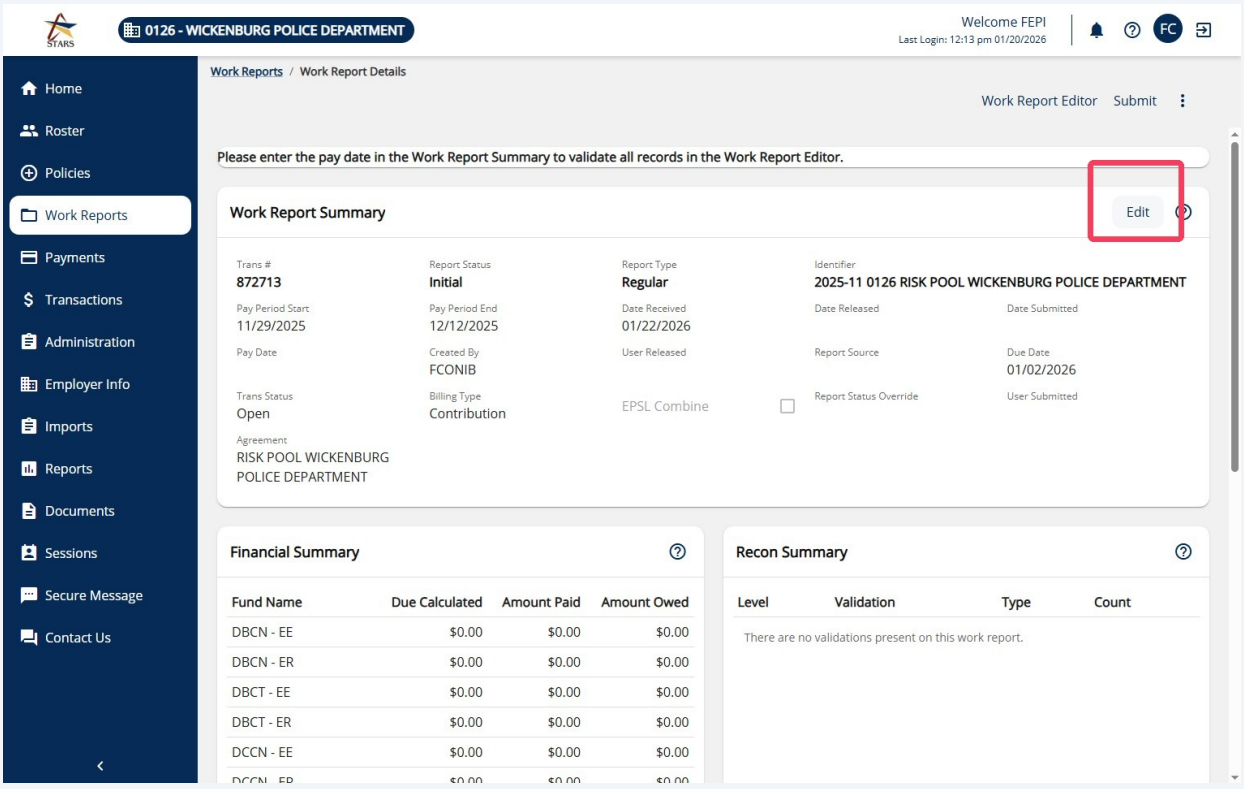
8

Users must click the **Transaction #** to review and update pay dates for both work reports.



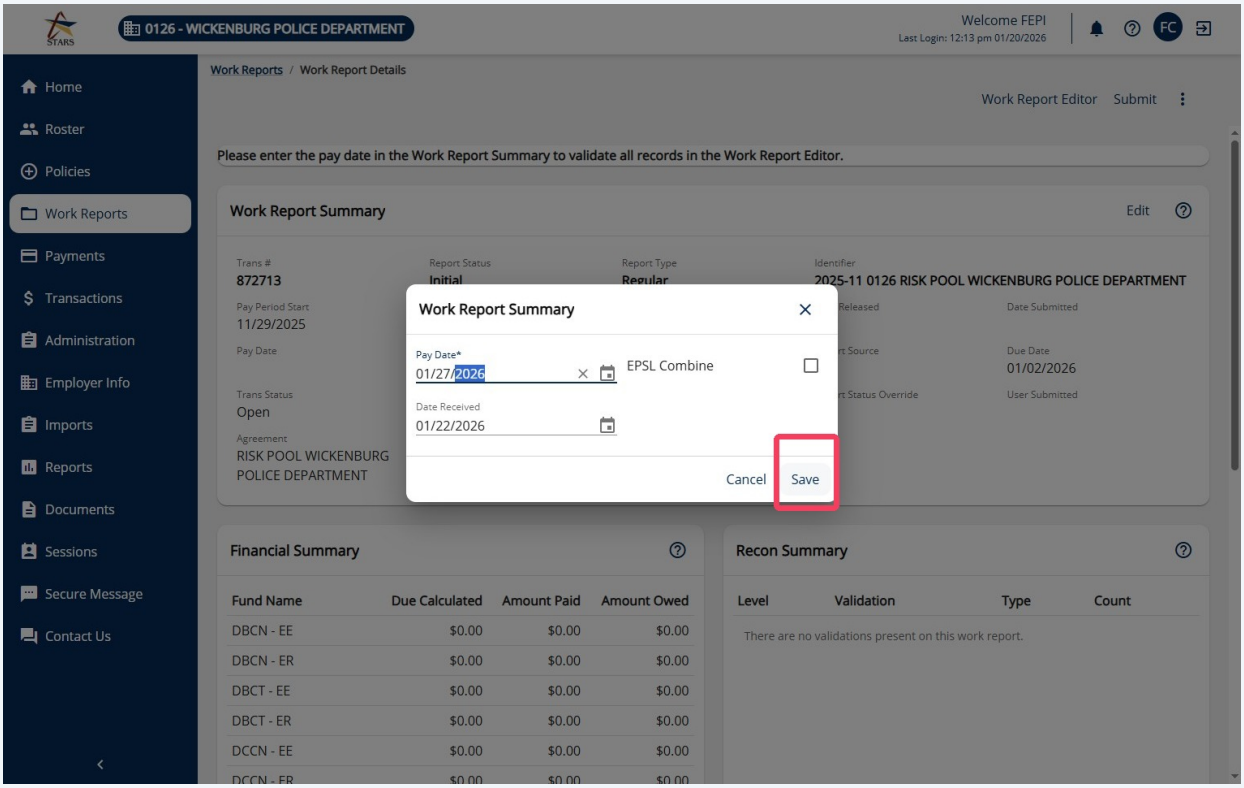
9

Select **Edit** in the **Work Report Summary** section to initiate establishing new pay dates.

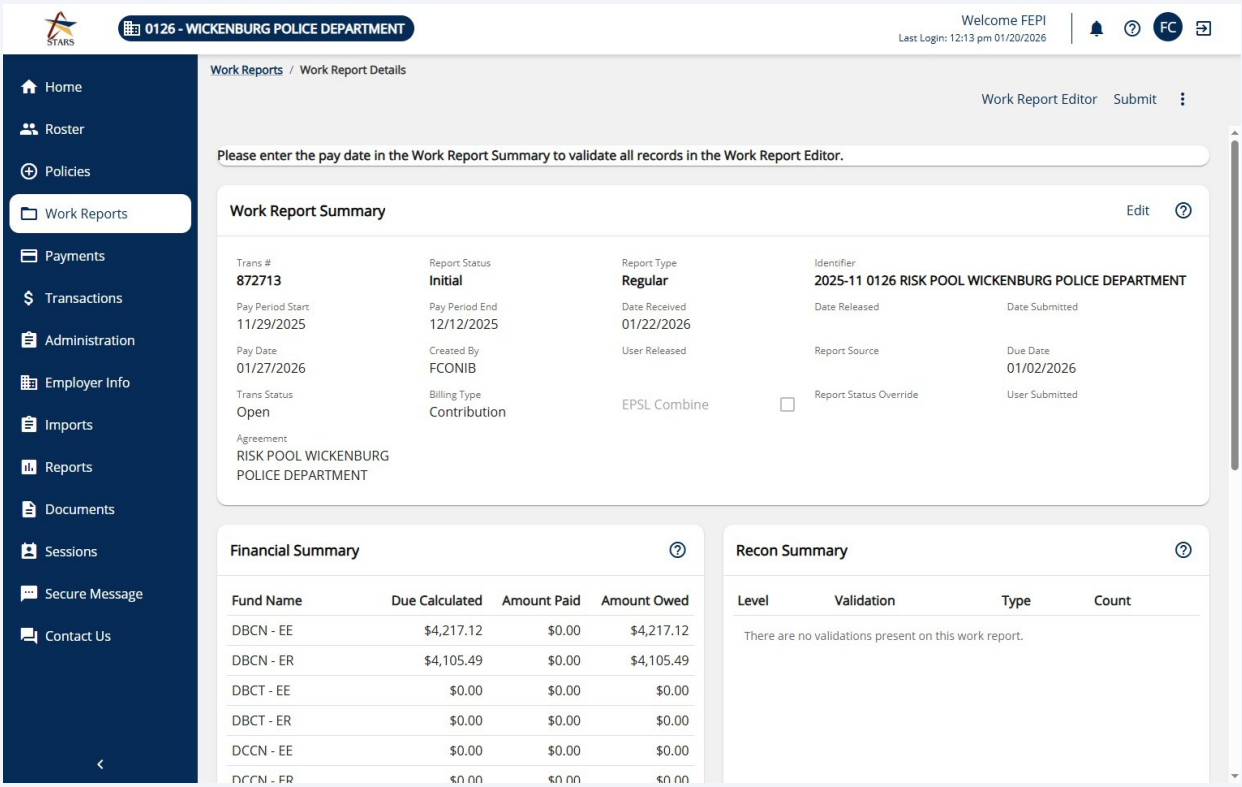


Alert! Must update the **Pay Date** for each transaction to proceed & submit

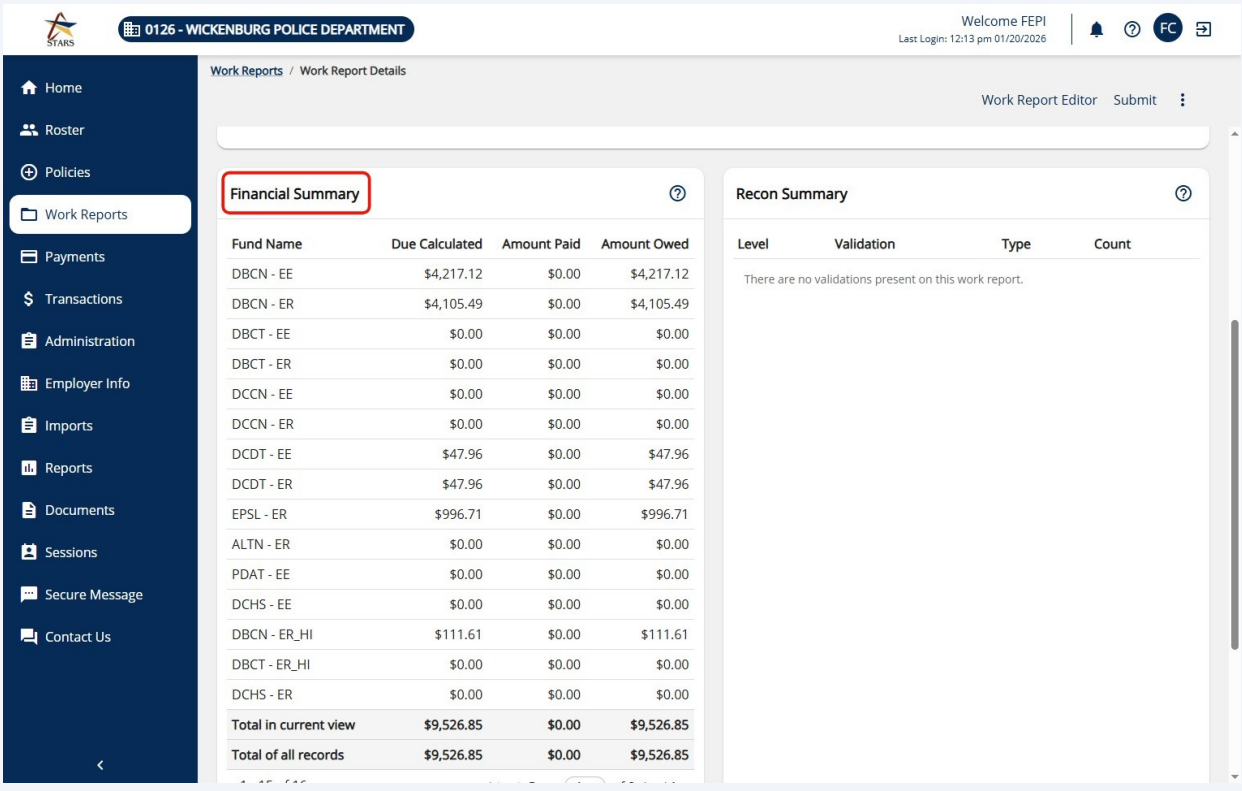
10 The **Edit** function will open a window to allow users to enter a **pay date**.



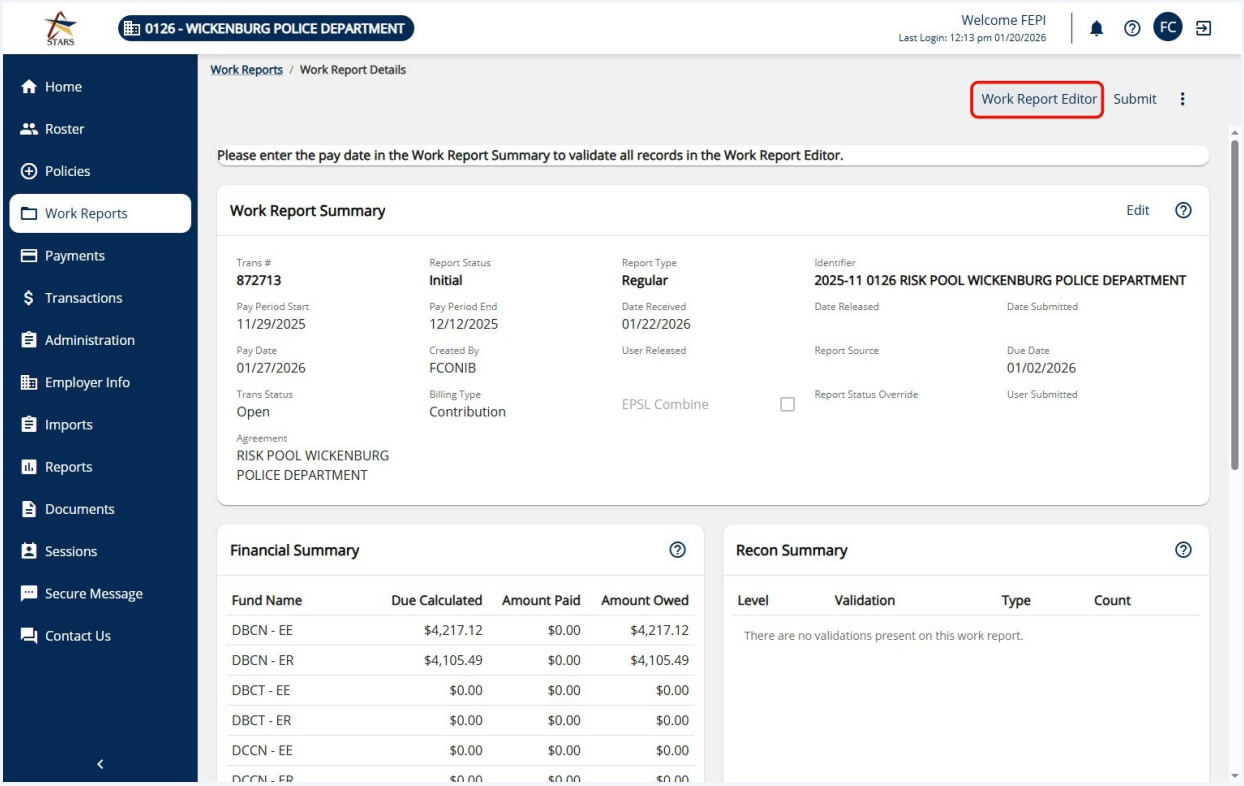
11 With the new pay date established, users can review the **Work Report Summary**.



12 Users can scroll down to view the entire **Financial** and **Recon** (**Reconciliation**) **Summaries.**

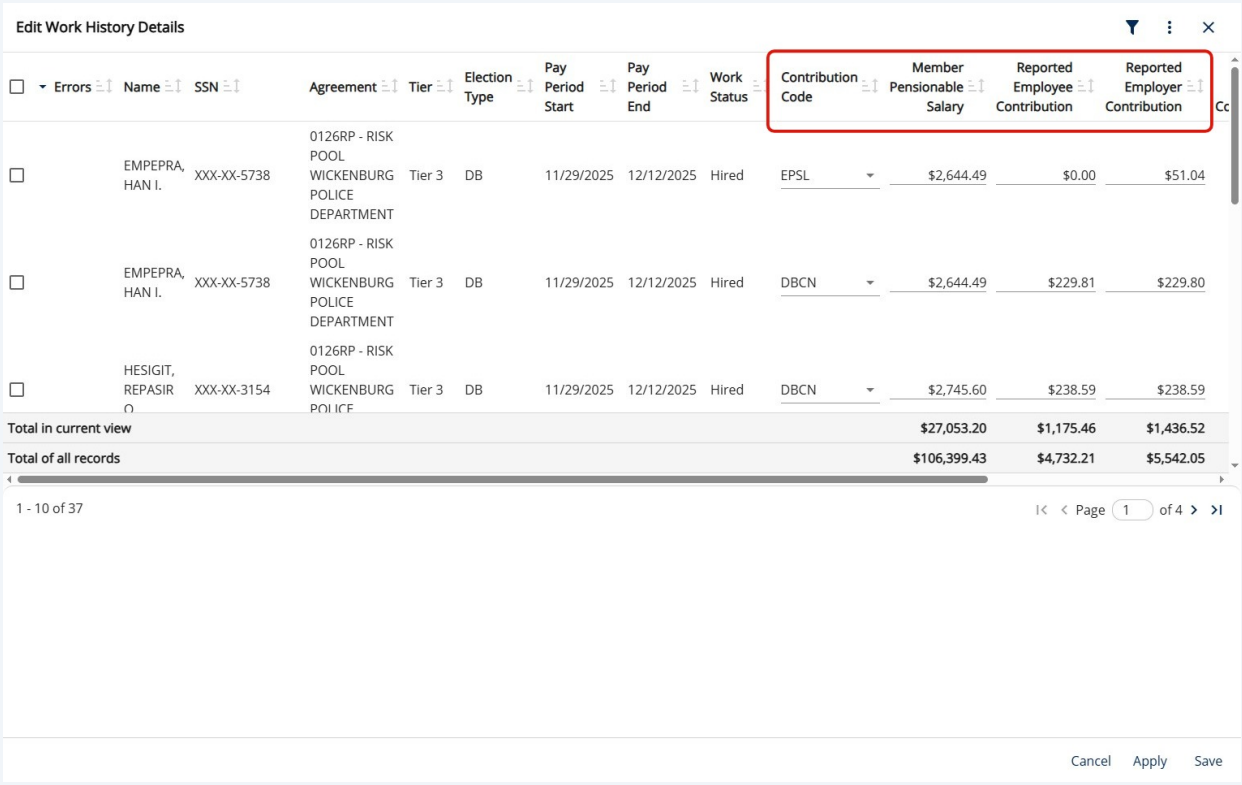


13 Users will click the **Work Report Editor** feature to begin the process of manually reporting contributions.

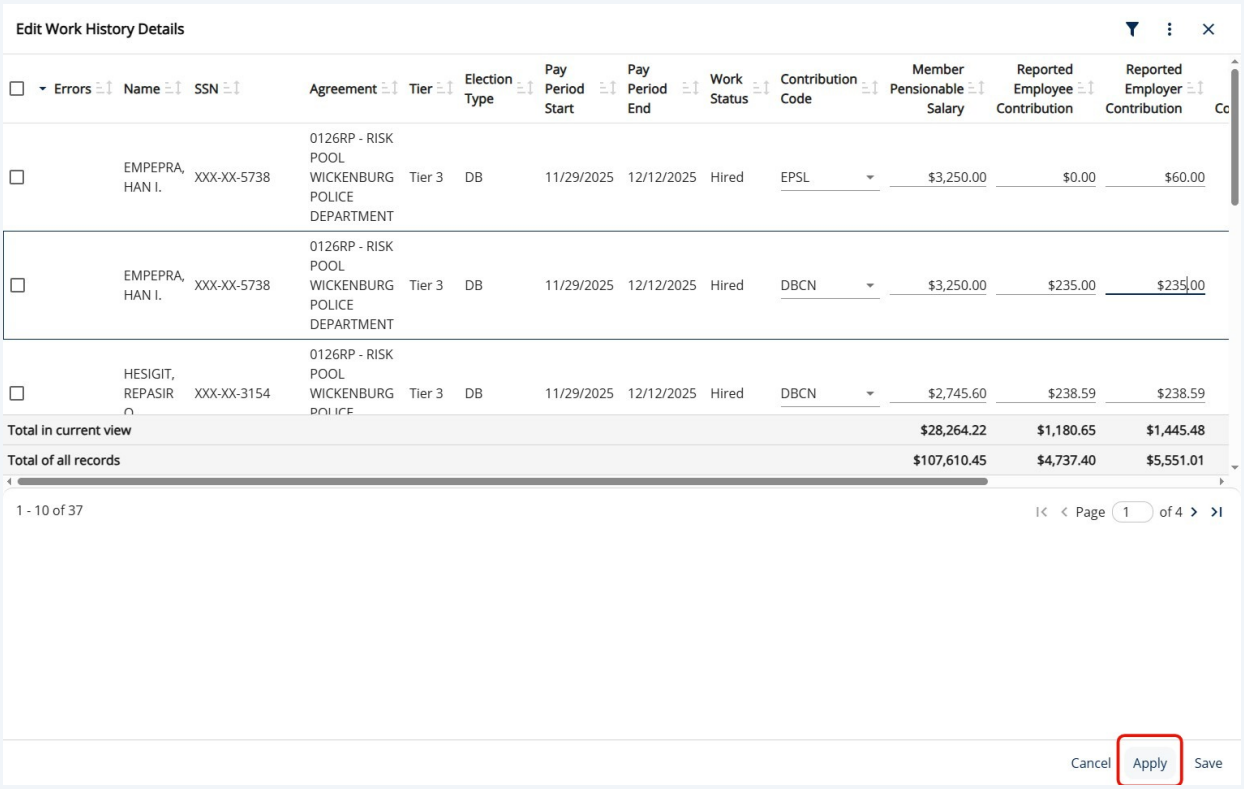


Tip! **Work report editor** is available to make changes/updates to reported contributions

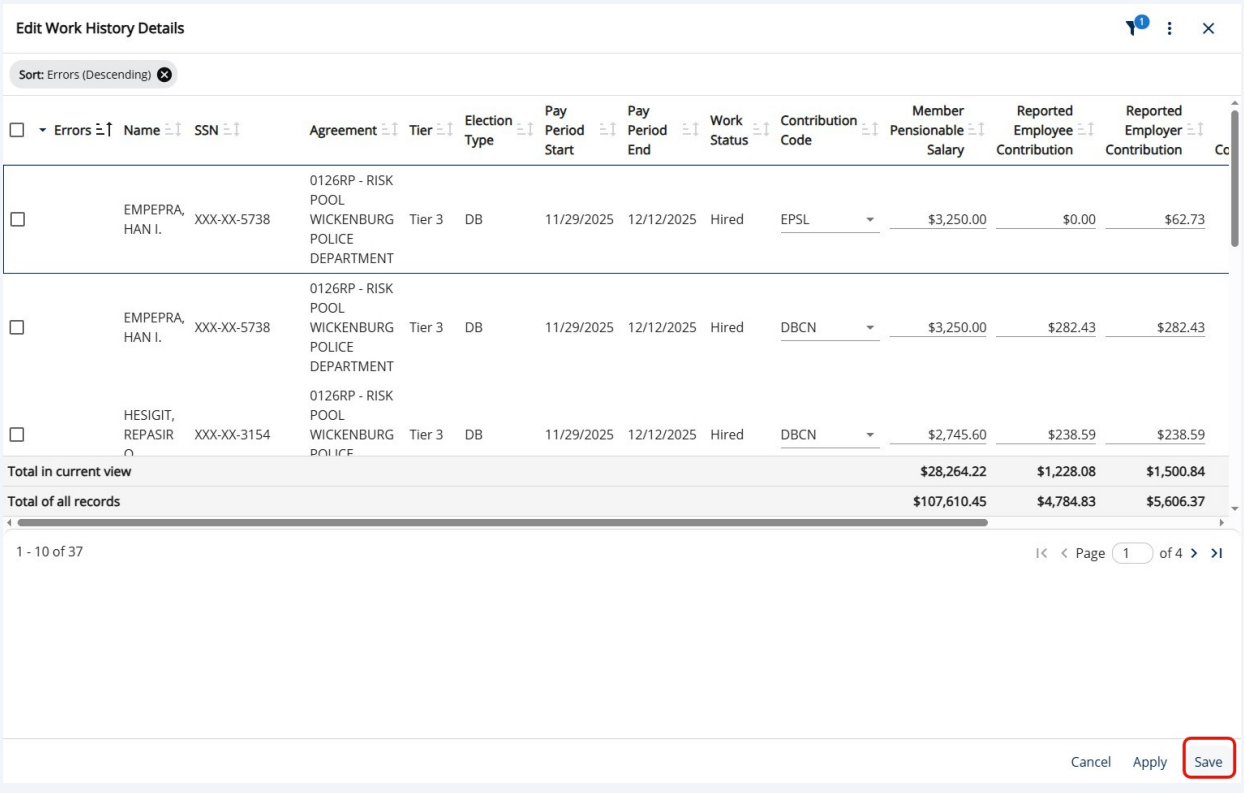
14 The **Work Report Editor** provides member-specific data collected from the employer's most recently reported pay period. These entries, which include **Contribution Code, Member Pensionable Salary, Reported Employee** and **Reported Employer Contributions,** can now be updated by the user.



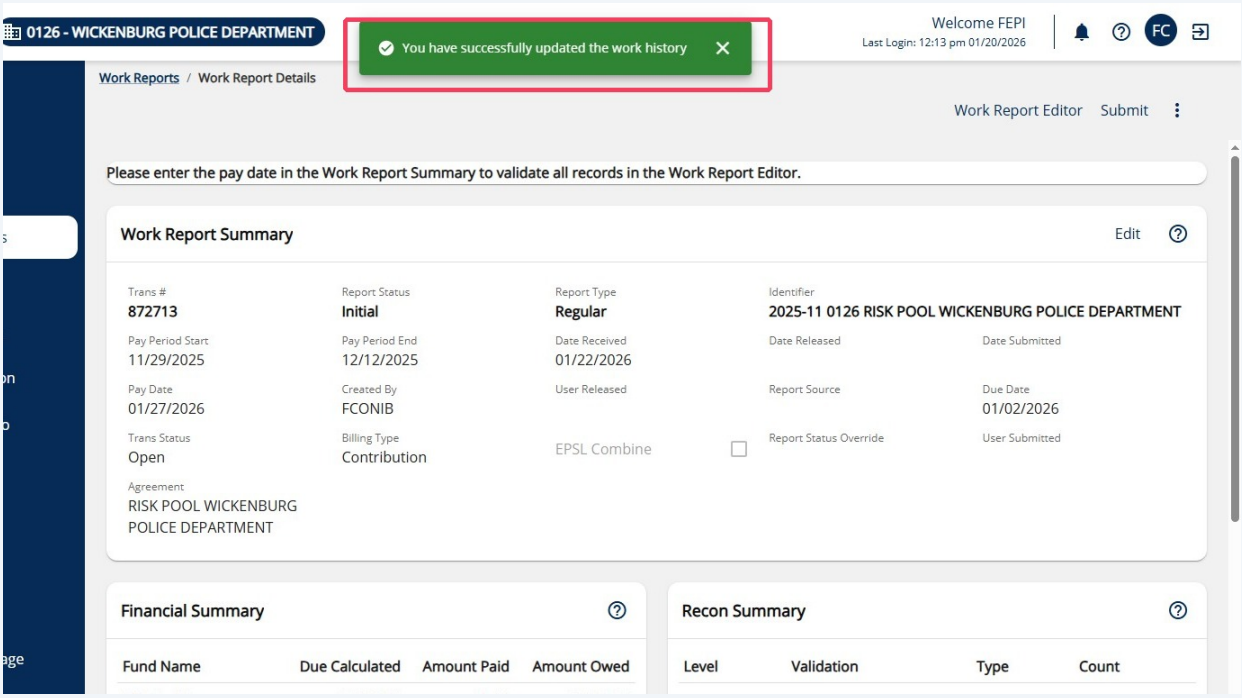
15 Users will click **Apply** when updates are complete.



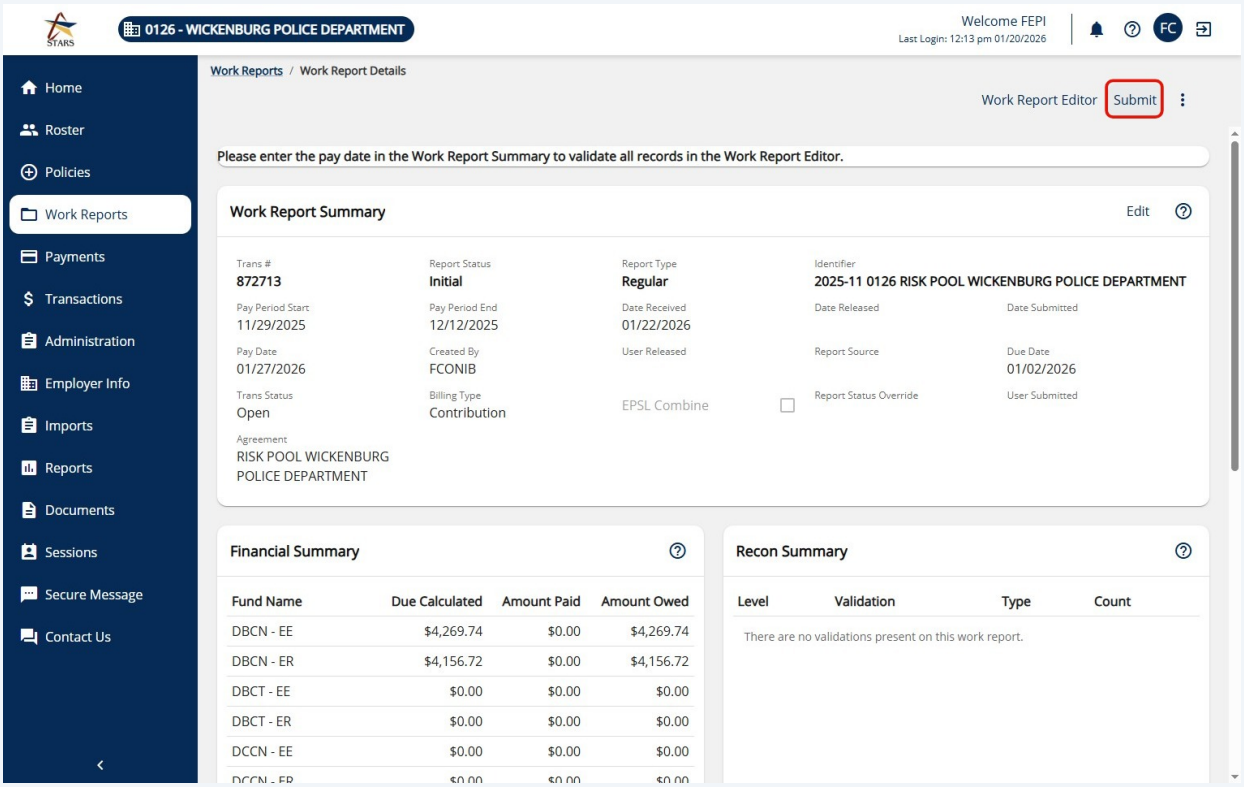
16 Users must click **Save** before exiting the edit screen to ensure all changes are saved.



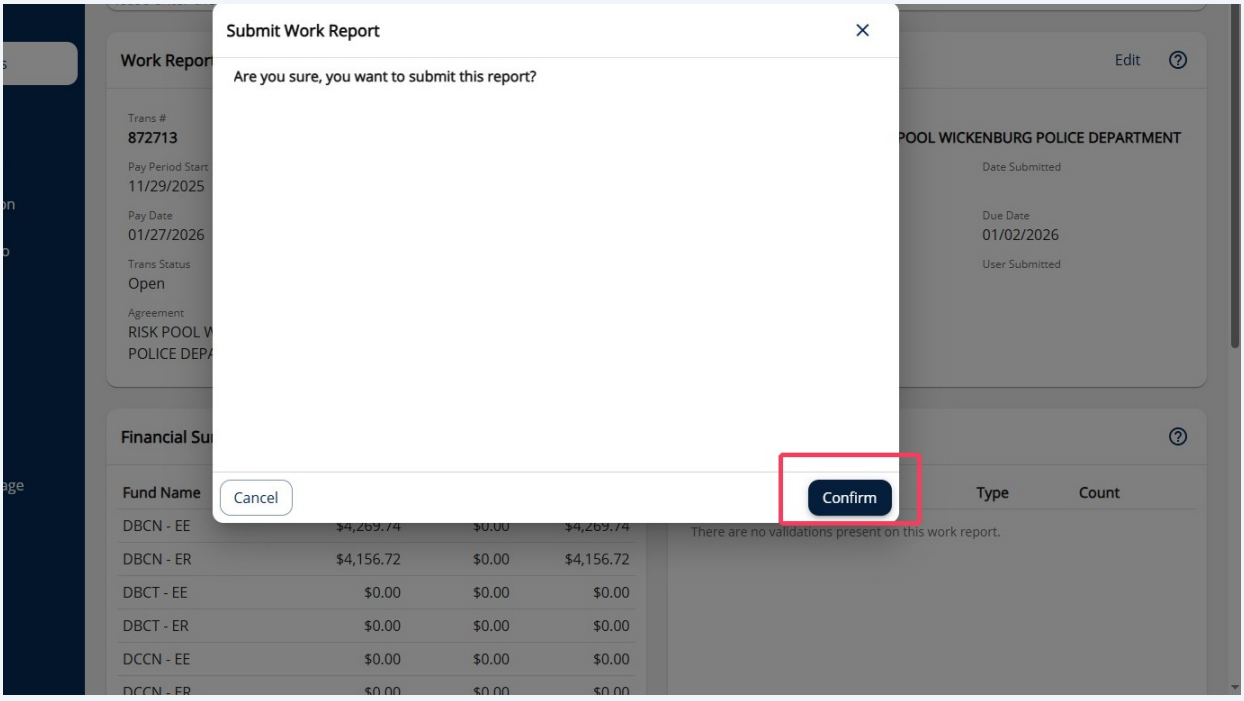
17 The **green text box** will confirm that the manually entered changes were saved successfully.



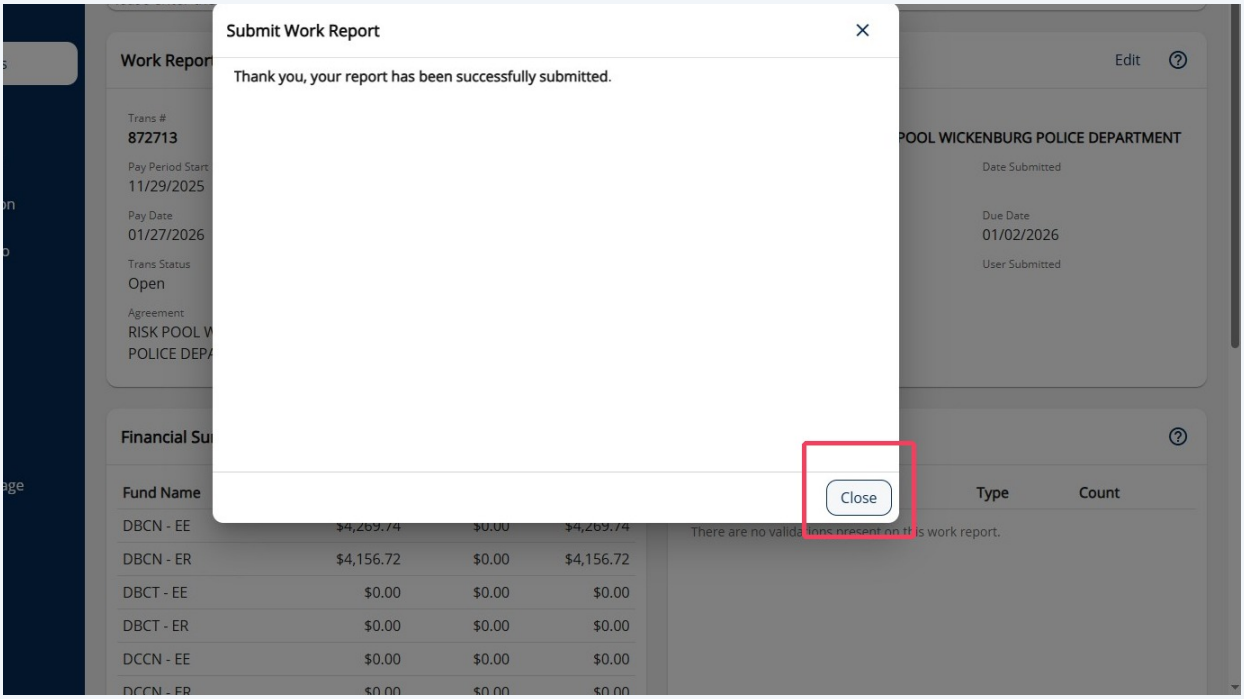
18 Users will click **submit**.



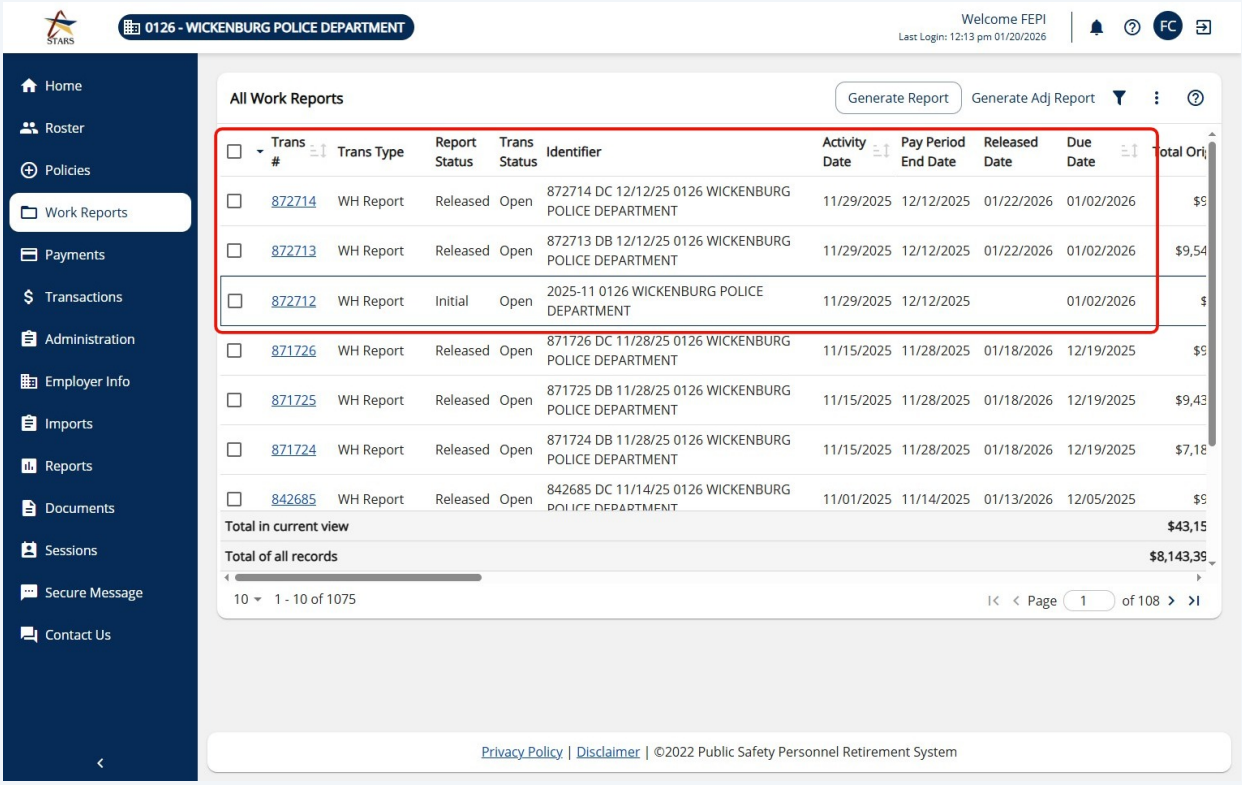
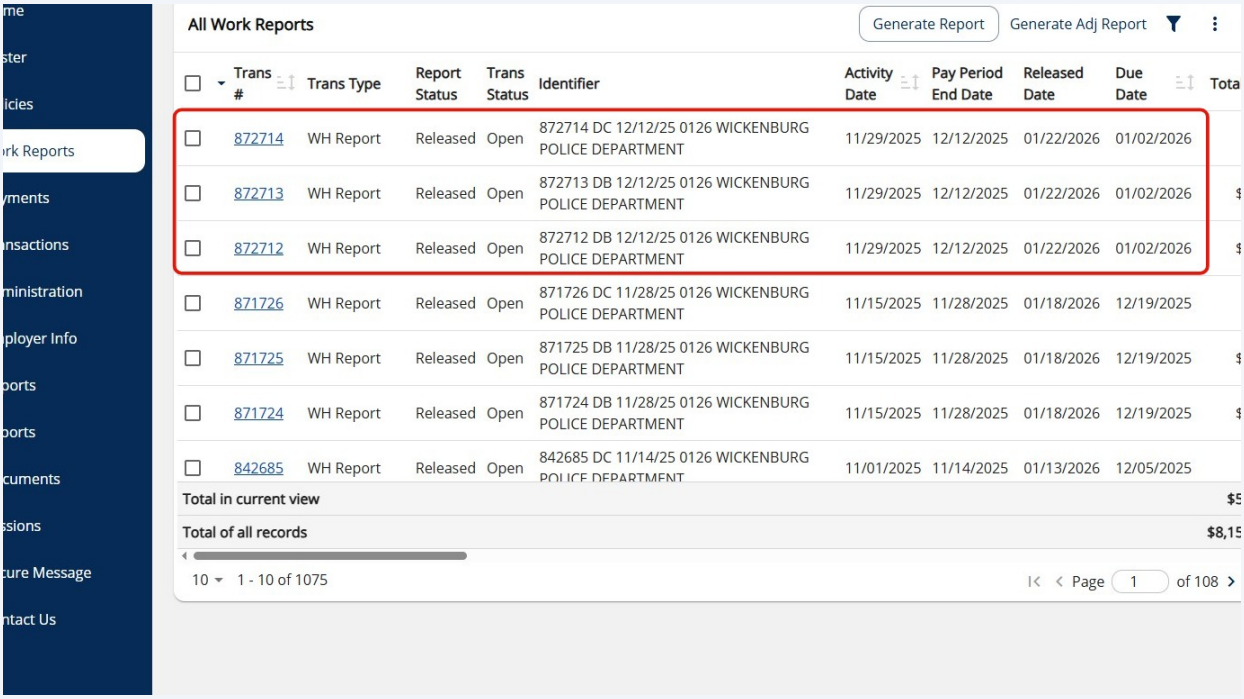
19 Users will click **Confirm** to complete the process.



20 Users will click **Close** to return to the **Work Reports** landing page.



21 Users will note that Tier 3 Risk Pool work reports are split by STARS into two work reports at this stage to account for the Tier 3 Defined Contribution and Defined Benefit contributions.
Repeat the process to update the transaction with the **pay date** for the Tier 1 & Tier 2 contributions.



22 **STARS** will indicate that the work reports are released and ready for payment.