

SUBJECT: Incorrect Reporting of Contributions

Employer,

1. If it is discovered that an employee has been **underpaid, do not** submit the corrected salary and contributions for that employee as a lumpsum payment. The corrections should be reported through the PTG portal for the month applicable to that salary.
2. If it is discovered that an employee has been **overpaid, do not** submit the corrected salary and contributions for that employee as a lump-sum payment. The corrections should be reported through the PTG portal for the month applicable to that salary.

Underpaid Example: Jane Doe’s reported salary for January 2024 – March 2024 was \$3,000.00 for each month, but it was discovered that Jane’s reported salary should have been \$5,000.00 for each month. Therefore, Jane should be paid an additional \$2,000.00 for each month.

Overpaid Example: John Doe’s reported salary for January 2024 - March 2024 was \$5,000.00 for each month, but it was discovered that John’s reported salary should have been \$4,000.00 for each month. Therefore, John should be paid a negative -\$1,000.00 for each month.

See the chart below as to how this correction should be reported to FRS within the PTG portal.

On the next monthly report you submit in the portal, (for this example we will use August 2024), enter the following:

Social	Name	Earnable Comp	Employee Contribs	Employer Contribs	Payroll date
SSN	Jane Doe	\$5,000.00	\$500.00	\$1,662.50	08/31/2024
SSN	Jane Doe	\$2,000.00	\$200.00	\$665.50	01/31/2024
SSN	Jane Doe	\$2,000.00	\$200.00	\$665.50	02/29/2024
SSN	Jane Doe	\$2,000.00	\$200.00	\$665.50	03/31/2024
SSN	John Doe	\$4,000.00	\$400.00	\$1,330.00	08/31/2024
SSN	John Doe	-\$1,000.00	-\$100.00	-\$332.50	01/31/2024
SSN	John Doe	-\$1,000.00	-\$100.00	-\$332.50	02/29/2024
SSN	John Doe	-\$1,000.00	-\$100.00	-\$332.50	03/31/2024
SSN	Larry Smith	\$3,000.00	\$300.00	\$997.50	08/31/2024
SSN	Robert Bell	\$3,000.00	\$300.00	\$997.50	08/31/2024

Jane and John will have numerous rows in your file, because one row is for the current month and the others are for each applicable month where corrections are needed. Once the report

and funds are received by FRS through the portal, FRS will determine the interest due for any delinquent contributions. Interest will be due to FRS at the same time of submission of the current month's file.

If you have any questions regarding this process, please contact our office at 225-925-4060 or frs@lafrs.org .

Thanks,
FRS