

WAGE AND CONTRIBUTION ONLINE SERVICES SYSTEM

HOW TO PRINT AN ERROR/WARNING REPORT



As you know, when you create or upload a monthly report in the Employer Wage and Contribution Reporting System, you must complete several steps in order to submit your wages and contributions to TRS. One step in that process is to run the Employer Edit Report.

In order to submit your monthly report, you must correct all errors shown in the Edit Report. Correcting the warnings is optional. After making changes, you must run the Edit Report again to recheck your entries. Once the Edit Report displays the status Edited No Errors, you may submit your wage and contribution report to TRS, even if warning messages still are present.

We encourage employers to print or save the final Edit Report so they can resolve the issues that resulted in warning messages before submitting the next month's report. Doing so may result in cleaner reports in the future.

TIPS FOR PRINTING AND SAVING THE EMPLOYER EDIT REPORT (PDF)

1. Be sure to print or save the Edit Report before you have closed the browser window or tab in which it displays. Once you have closed the report window and have submitted your report to TRS, it is not possible to access the list of warnings.
2. If your computer screen does not display a menu or toolbar for printing or saving the PDF report, move your mouse around the lower section of your screen. If you use Adobe Reader to view PDF documents, a gray toolbar with basic PDF functions should appear:



NOTE: The specific functions and features available on your computer may vary, depending on your computer's operating system, web browser, and the PDF viewing tool that you use. The information provided here applies to Microsoft Windows and Adobe Reader, the most common PDF viewing tool.

WHERE CAN I FIND THESE INSTRUCTIONS IN THE TRS EMPLOYER WAGE AND CONTRIBUTION REPORTING SYSTEM?

1. While logged into the Online Wage and Contribution Reporting System, click the Online Manual link in the white bar at the top of the top of the screen – across from MT.GOV. The Online Manual opens in a smaller window.
2. Use the Contents menu on the left to access the Employer Reports section. Then, click on the section called Step-by-Step Procedures.
3. Scroll down to the Process of Submitting a Contribution or Adjustment Report table, click on the appropriate link, and follow the steps to create or upload your monthly employer report and to run the Employer Edit Report, as usual.
4. Before you close the Employer Edit Report window, consider whether you need to print or save it for later reference. This is helpful if you want to investigate and resolve warning messages later.