Instructions for manually editing employment status in pwe
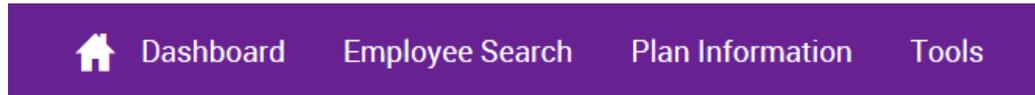
- Hover over Tools
- Click on Data Validation Center

- Click on "Manually enter new employee information"
- Click on "Next"

- Click on "Add Existing"

- Click on "Find name" and enter either first, last, or both names
- When name appears, click on "Add" under "Select EE"
- Click on "Continue"

- Change "Plan Status Code" to "Inactive"
- Change "Plan Status Date" to the person's termination date

Data Validation Center

Overall Progress: **0% Complete**

Edit Data

| Save | Undo | Delete | Refresh | Add All | Add New | Add Existing | Validate Records | Print Errors | Print Grid | Download |

012345678, Doe, Jane

File(s)

[All Files ▾] [CLEAR FILTERS]

Office Phone Extension	Phone - Other	Plan Status Code	Plan Status Sub Code	Plan Status Date (MM/DD/YY...
		Inactive ▾		05/31/2017

- Change Employment Status Code to "Terminated" or "Retired"
- Change "Employment Status Date" to the person's termination date
- Click on "Next" (not shown here)

Edit Data

| Save | Undo | Delete | Refresh | Add All | Add New | Add Existing | Validate Records | Print Error |

012345678, Doe, Jane

File(s)

[All Files ▾] [CLEAR FILTERS]

...	Employment Status Code	Employment Status Sub Code	Employment Status Date (MM...
	Terminated		05/31/2017

- Click on "Submit"
- Done!

Overall Progress: **50% Complete**

Totals

File Import Results

PRINT REPORT

Import Census Report

Job Status:	Successful
Plan ID:	452
Plan name:	Benton Community School District 403(b) Plan
DER name:	Demographic File
Mode:	Validate Only
Transfer processed on:	04/27/2018

Execution Errors
None
Special Instructions

There were no notes assigned to this job.

Existing employees updated:	1
New employees added:	0
Total employees transferred:	1
Total employees NOT transferred:	0
Client import errors:	0
Oracle server import errors:	0

Validation Rules
General Validation Messages

File Submission

◉ Submit for final processing
◯ Process another file

START OVER   BACK   SUBMIT