



## Review the PMIS Cancelled Record Report before Confirming the Monthly Contribution Snapshot

The PMIS Cancelled Record Report lists cancelled enrollment and maintenance information from data exported from PMIS. You can run this report on demand (as frequently as daily).

Employees assigned the following roles may access the PMIS Cancelled Record Report:

- Employment Processor
- Security Administrator

### Process Background

Each day, VRS extracts data you submit to **PMIS** and imports it into *myVRS Navigator* as a batch file. *myVRS Navigator* reviews the data for information that is inconsistent with existing data or is an error (i.e., cannot be true, such as a birth date in the future). Records with errors or inconsistencies are considered cancelled and are not added to the database or included in monthly contribution calculations.

When *myVRS Navigator* detects an error in the daily upload, it sends you an alert and prompts you to correct the error(s) in PMIS. You log into *myVRS Navigator* to view a report of the cancelled updates. Then, you correct the data in PMIS. The corrected data is imported from PMIS into *myVRS Navigator* the next business day.

For more information about the export of data from PMIS, review the **Summary of Modernization Changes for State Agencies Using PMIS**.

Accessing the Report		
Step	Action	Result
1.	Select the <b>Report</b> menu	
2.	Select <b>Report Repository</b> on the Report menu	The system displays the <b>Report Repository Maintenance</b> screen.
3.	Enter <b>PMIS Cancelled Record</b> in the <b>Report Name</b> field in the <b>Criteria</b> panel	
4.	Select <b>Search</b>	The system displays the report in the <b>Report Repository</b> panel.
5.	Select the hyperlink under the <b>report name column</b>	The system displays the <b>Report Request</b> screen.
6.	Enter <b>Start</b> and <b>End Dates</b> in the <b>Report Parameters</b> panel <i>Example: 11/29/2012-current</i>	
7.	Select <b>Run Report</b>	<p>The system displays the results in the <b>Report Viewer</b> panel. Export the results as a PDF or Excel file by selecting the appropriate link under <b>Requested By</b> in the results.</p> <p>Exporting to Excel will allow you to sort the data by:</p> <ul style="list-style-type: none"> <li>• Date Uploaded</li> <li>• Organization Code</li> <li>• Employee ID</li> <li>• Last Name</li> <li>• First Name</li> <li>• Error Message</li> <li>• Instructions</li> </ul> <p>Tip: Add filters to the header row (row 8) for easy sorting.</p>

Correcting Errors		
Step	Action	Result
1.	Read the <b>Error Message</b> and <b>Instructions</b> columns in the PMIS Cancelled Record Report to determine how to correct cancelled record(s)	
2.	Correct the error(s) in PMIS or <i>myVRS</i> Navigator as appropriate.	VRS imports updated PMIS information to <i>myVRS</i> Navigator the next business day. <i>myVRS</i> Navigator reviews the data for inconsistencies and errors.
3.	Recheck the report the next business day to ensure all errors are resolved.	

### Tips for Correcting Errors

#### “Salary Start Date Overlaps With Previous Salary Record’s Start Date” Errors

Compare the salary amount and effective date in *myVRS* Navigator to the data in PMIS. If the salary is the same in both systems, you do not need to update the date. However, if the salary in PMIS is different than the salary in *myVRS* Navigator, update the incorrect system. When making a change to the PMIS salary, use a date that occurs after the effective date shown in *myVRS* Navigator.

#### Address-related Errors

Address-related errors do not affect a member’s creditable compensation, so you may confirm the contribution snapshot before correcting errors in addresses. However, incorrect addresses will prevent *myVRS* Navigator from sending system-generated correspondence (such as welcome notices) to effected members. Therefore, please correct them as soon as possible.

#### Date of Birth Errors

Check both *myVRS* Navigator and PMIS to determine which system features the wrong date of birth. Correct the error in the system that is incorrect.

You may notice multiple error messages for a member when the birth date is incorrect. This is because birth date errors also cause the cancellation of other data submitted for that member at the same time. Correct the birth date to eliminate these errors. If the errors remain after correcting the birth date, confirm the data for each remaining error.