



SCHOOL ADJUSTMENT REPORT

Submit through fax and mail ONLY. ["To make an Employee Contribution adjustment older than 12 months, please contact NPERS regarding the procedure."](#)

SCHOOL NAME _____ EMPLOYER NUMBER _____

REPORTING PERIOD		EMPLOYEE NAME	SSN	HOURS REPORTED TO NPERS	CORRECT AMOUNT OF HOURS	HOURS ADJUSTMENT AMOUNT (+/-)	COMPENSATION REPORTED TO NPERS	CORRECT AMOUNT OF COMPENSATION	COMPENSATION ADJUSTMENT AMOUNT (+/-)	EMPLOYEE CONTRIBUTIONS (+/-)
BEGIN	END									

Total Employee Contribution Adjustments (+/-) \$ _____
 Total Employer Contribution (+/-) \$ _____
 Total Adjustments _____

Explanation of Adjustment:

Submitted via the web on the _____ / _____ *Wage and Contribution Report* Check box if this is the result of NPERS audit
 MONTH YEAR

EMPLOYER CONTACT SIGNATURE _____ DATE _____ PREPARED BY _____
 (FOR NPERS OFFICE USE ONLY)