MARIS Contribution Report and Export:
Converted this report to the Export to Grid format

APTAWEB-10338

Introduction

The Massachusetts MARIS Contribution Report has been converted to an Export to Grid format.

Reports Menu — MARIS Contribution Report and Export

From the My AptaFund tab, select Reports and search for the **MARIS Contribution Report and Export**.

Fill in the screen with the Cycle, Payroll Period, Current Register (multiple registers can be selected), Adjustment Register (if needed), Payroll Period to Adjust (if needed), Vacation Leave Type and Paid Sick Leave Type and then click on **Report to Grid** to create the report. If the report was already created, the **Continue with Previous Editing** button can be selected.

Figure 1: MARIS Contribution and Export Prompt Screen

If Report to Grid was selected and the report had already been created, a message like the one shown below will be displayed. Either select **Continue with Previous Editing** or select **Delete and Generate New Data**.
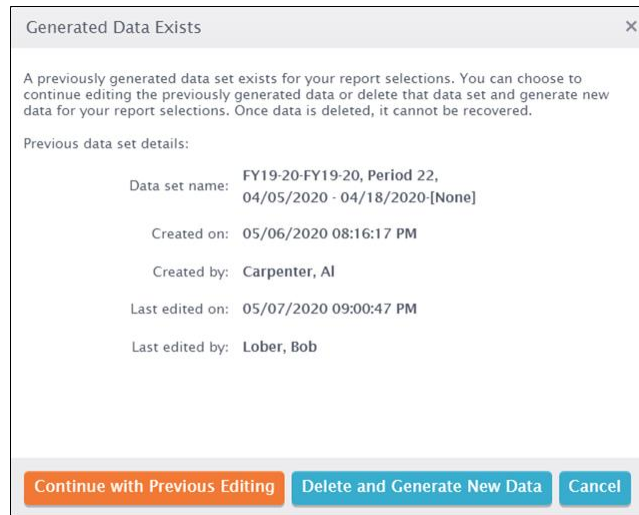

Figure 2: Generated Data Exists

Create MARIS Report

If the report was not generated previously, then the report will be shown on the screen. The report has three tabs: **Employee Information**, **Contributions** and **Unpaid Leaves**. Employee Information contains a detailed transaction of the employee's demographic data and employment position information. Agencies must submit one Employee Information Record for each employee. Contribution records should be submitted for each employee (if applicable). Unpaid Leave records should only be reported if the member is on a leave of absence.

Figure 3: MARIS Report

Validation Errors

If there are any validation errors on the report, they will be listed under the appropriate tab in the Validation Errors column.

Figure 4: Example of the Employee Information Validation Error

Figure 5: Example of Contribution Validation Error

Change Employee Information, Contributions or Unpaid Leaves

Changes can be made to the **Employee Information, Contribution Information** or **Unpaid Leave Information**. Click on the appropriate tab, select the employee and then click on the **Edit** button.
Clicking on the **Edit All** button will bring up one employee at a time so their information can be changed.
For the Edit All button, no employee selection is required.

Figure 6: Edit or Edit All

Figure 7: Sample Edit Screen for Employee Information

When **Edit All** is selected, all of the records are listed one at a time, and changes can be made on the screen, then click on **Save and Next** to move to the next record. Continue these steps until all records have been completed. In the top right hand corner the current record number is displayed in reference to the total number of records. The **Save** button is also available, but this will Save the current record and return to the MARIS Report screen. It will not advance to the next record.

Figure 1: Sample of Edit All for Employee Information

Figure 9: Sample of Edit Screen for Contribution Information

After changes are made to Employee Information or Contributions, the changes are highlighted in yellow.

Figure 10: Changes Highlighted in Yellow

Add Employee Information, Contributions or Unpaid Leave

Employee information, Contributions or Unpaid Leave can be added to the file also. Click on the appropriate tab, and then click the Add button.

Figure 2: Add Records to the File

Sample Screen to Add Employee Information

Figure 3: Add Employee Information

Sample Screen to Add Contribution Information

Figure 4: Add Contribution Information

Sample Screen to Add an Unpaid Leave Record

Figure 5: Add Unpaid Leave Information

Save All Modifications

When changes are made to the records, these changes must be saved by clicking on **Save All Modifications**. A message stating "All modifications to the report have been saved successfully" will be displayed if the changes were saved.

Figure 15: Save Changes to the Report

Other Options

By clicking on the down arrow next to the cog, you can **Regenerate the Report**, **Return to the Report Selection Screen**, or **Delete the Result Set**.

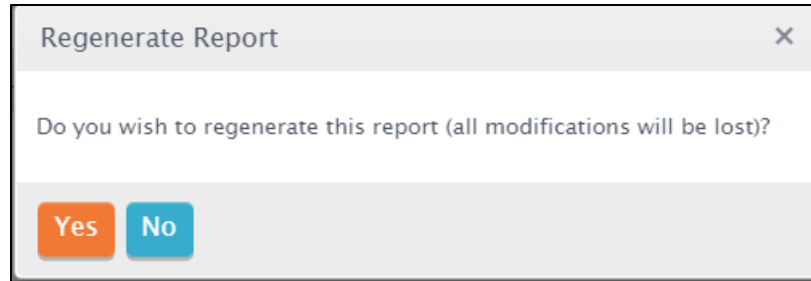*Figure 66: Options Under the Cog Setting*
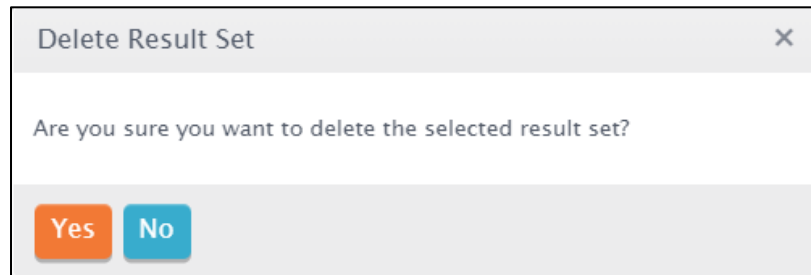
Figure 17: Regenerate Report Validation

*Figure 18: Delete Result Set Validation*

Export to Grid

When all changes have been completed, click on Export to Grid to create the export file.

Figure 19: Export to Grid

If Validation Errors exist, a message will be displayed. Select Yes to continue and build the export file or select No and go back, fix the validation errors and then select Export to File again. If Yes is selected, the erroneous records will be included in the export file.
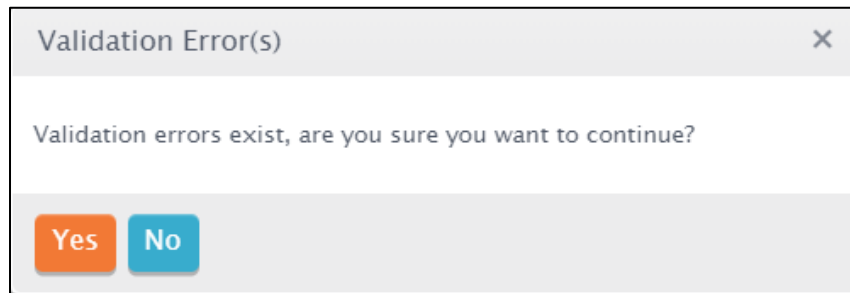
Figure 20: Validation Errors Exist