

Salary Verification ➞ required yearly

Employers must verify the salaries of benefit-eligible employees who have basic life insurance coverage through MOSERS.

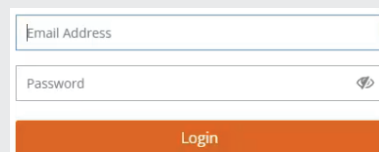
Eligible employees receive basic life insurance equal to one times their annual salary. The amount of coverage adjusts each January, based on the employee's salary in effect on July 31, or on the employee's first day of coverage, if they weren't covered on July 31.

NOTIFICATION: After you submit the payroll report for the pay period ending July 31st, the system automatically generates the salary verification report for your reporting group. Once the report is ready, you will receive a message in your **Phoenix Inbox**.

Login

To begin, log in to Phoenix.

Click **Reporting** from the left-hand menu, then select **Salary Verification**, and choose your **Reporting Group**.



Report Interface

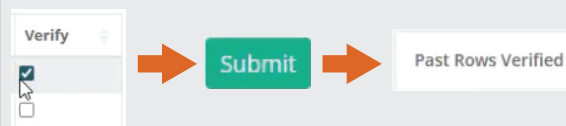
Only employees whose salary information meets certain review criteria will appear in the **Salary Rows to Verify** section. The system automatically verifies all others.

Salary Rows to Verify – Employees whose salaries need review due to specific criteria.

Past Rows Verified – Employees whose salaries you've already reviewed and confirmed.

Verify Salaries

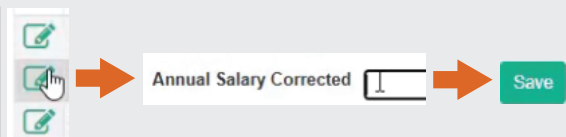
If the **Annual Salary Calculated** is correct, check the **Verify** box. Then, click **Submit** within that section to move the row to **Past Rows Verified**.



Correct a Salary

If the calculated salary is incorrect, click the **Edit** icon, enter the correct annual salary, and click **Save**.

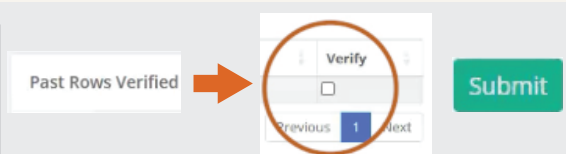
That row will automatically move to the **Past Rows Verified** section.



Make a Change

If you need to revise a row you've previously verified, simply uncheck the **Verify** box in the **Past Rows Verified** section.

Then, click **Submit** to send the row back to the top for further review.



Final Submission

After you've verified all the salaries and they appear in the **Past Rows Verified** section, click **Submit Report** in the upper right corner of the page to finalize your submission.

