

Submitting Payroll Backlogs Efficiently



Employers —Follow These Steps to Efficiently Submit Payroll Backlogs

Employers need to be within normal reporting timeframes by April 30, 2025. Entering pending payrolls into eReporting in advance will reduce the amount of time it will take to submit the next payroll.

1. Verify if the last payroll submitted has been processed in eReporting.

- View previously submitted payrolls on the control tab. If the status states posted then the next sequential payroll can be submitted.

Previously Submitted Payrolls
354879: S: 10/31/2024 (posted)
363360: S: 11/15/2024

2. Prepopulate the backlog of payrolls to be submitted.

- Import, clone, or manually input personnel and payroll data for each payroll that needs to be submitted.
- Add events, adjustments, update any gross wages, etc. for each PPE date.

In the example below, this employer is waiting on the 11/15/24 payroll to be processed by DRB and to be marked ‘posted’ in eReporting. The employer has already input the data for the next three subsequential payrolls that follow the 11/15/2024 payroll.

Previously Submitted Payrolls

354879: S: 10/31/2024 (posted)

363360: S: 11/15/2024

Current Payroll Information

Pay Period Ending: 11/30/2024

Issue Date: 12/13/2024

Payroll Cycle: S

Edit Payroll Dates

New Payroll

363368: S: 12/31/2024

363366: S: 12/15/2024

363362: S: 11/30/2024

Delete Payroll

Validate Payroll

3. When the previously submitted payroll file (11/15/2024 in the above example) states “posted”, validate the next sequential payroll file (11/30/2024 in the above example) and resolve any critical errors.

- You must wait for the 11/15/2024 payroll to post before validating. Validating in advance can create additional critical errors since the previous payroll has not posted.

4. Submit Payroll



REMINDER: Payrolls must be submitted and processed in order of PPE Date.

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