# Medicaid E&E Claiming Job Aid #2: NC-CoReLS Part-I

The DSS-1571 process has changed to provide CMS with the necessary information to claim enhanced Medicaid 75/25 revenue. Please follow the below steps to ensure compliance.

**1  Fill out and Import the new Payroll Import Template**
- Download the new Payroll Import Template from https://www.ncdhhs.gov/payroll-import-template
- Follow Job Aid #1 for instructions on how to fill out the form
- Log in to NC-CoReLS
- Import the Payroll



**2  Locate Errors**
- On the **EFFORT AND PAYROLL** screen, click on the red **ERRORS** box
- Review the errors to see if there are any employees who are missing either a State Job Class or E&E Allowability designation
- You will **NOT** be able to create the Part-I file if any employee is missing either of those two fields
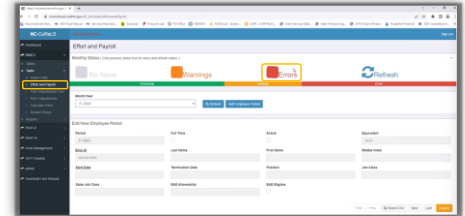


**3  Correct the Errors**
- Errors can be corrected in one of several ways:
    - First, you can correct the errors by updating the Payroll Import Template and re-uploading the file into NC-CoReLS
    - Second, you may click on the employee's name from the Error screen to correct the record for just this period
    - Third, you may correct the employee's data by going to the Employee Master, searching for the employee, and updating the **STATE JOB CLASS** and/or **E&E ALLOWABILITY** fields directly
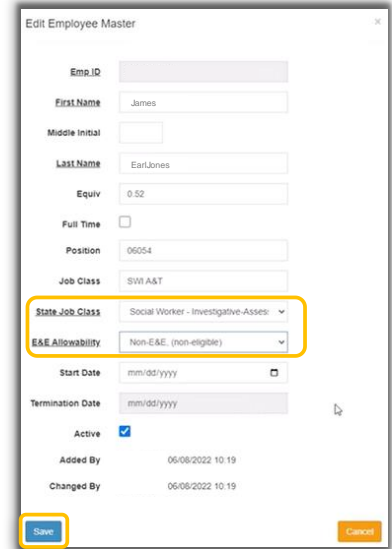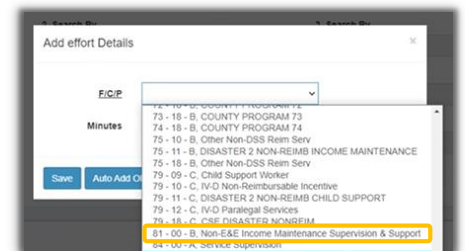


**4  Complete the Part-I File Process**
- Import SIS Data
- Correct any import issues
- Import effort
- Add any Part-I adjustments

**5  Correct Any E&E / Effort Mismatches**
- If any employee is marked as Non-E&E on the Payroll Import Template, but has time or effort that is designated as E&E, you will receive an error
- To correct the error, first determine if the employee conducted E&E allowable activities during the period
- If the employee conducted E&E activities, update the E&E Allowability designation for the period to an allowable option
- If the employee did not conduct any E&E activities, update their time/effort to reflect the correct Non-E&E F/C/P codes
- The two new function codes for Non-E&E personnel are:
    - **81/00/B**: Non-E&E IM Supervision & Clerical Support
    - **96/00/B**: Non-E&E Agency-wide Admin and Support Staff



**6  Calculate Effort and Create the Part-I File**

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