Indiana Public Retirement System (INPRS)

Employer Reporting and Maintenance (ERM) Wage and Contribution User Manual - Employer

Indiana Public Retirement System (INPRS)
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Table of Contents

Introduction to Wage and Contribution for Employer Users

Employer Users may enter and maintain wage and contribution information in the Employer Reporting and Maintenance (ERM) application. Based their security roles, Employer Users can perform these wage and contribution functions:

- Upload Wage and Contribution, Adjustment and Settlement Adjustment files.
- Enter wage and contribution online.
- Complete an online wage and contribution adjustment.
- View and manage wage and contribution submission reports.
- Process wage and contribution submission reports for payment.
- Resolve wage and contribution errors in the Exception Queue.

This user manual introduces all the features and screens associated with wage and contribution management in the ERM application.

NOTE: Wage and contribution reports must be entered and paid in sequential order, according to payroll dates. A payroll date may be skipped if the Submission Unit does not have any transactions for that period.

NOTE: It is very important to keep the Exception Queue clear and resolve errors in a timely manner. If there are any transactions that have been in the Exception Queue for 30 days or more, wage and contribution reports for payment cannot be submitted until those errors are resolved.

Glossary of Important ERM Terms

See the *Glossary of Important ERM Terms* document for a complete list and definitions.

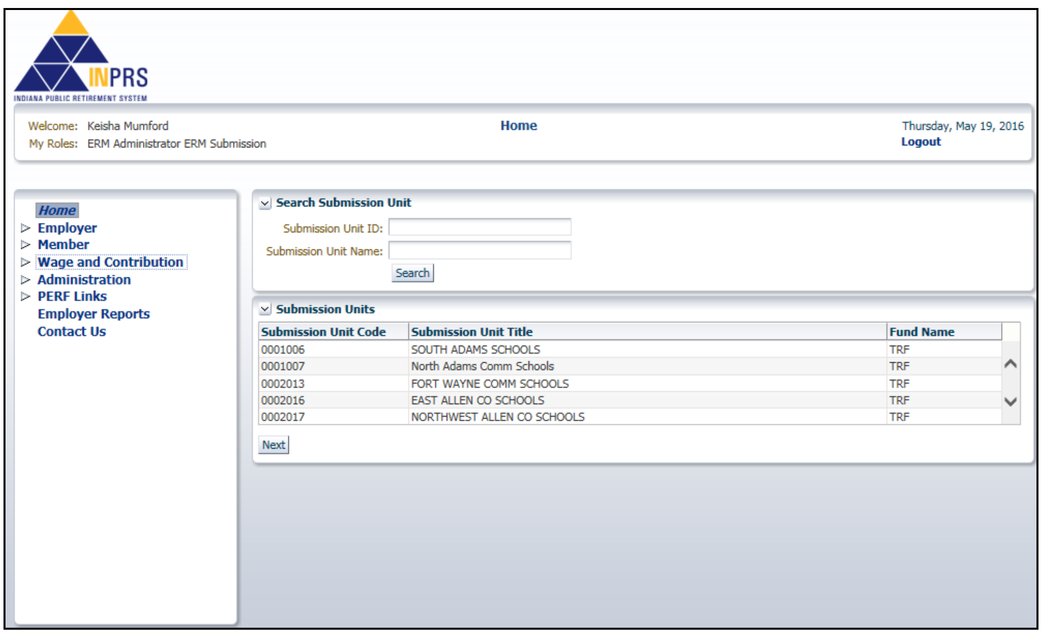
ERM Home Screen

On the left side of the ERM *Home* screen is the *Navigation Menu*, as shown in Figure 1. The selections in the *Navigation Menu* are:

- Home
- Employer
- Member
- Wage and Contribution
- Administration
- PERF Links
- Employer Reports

Several of these selections have drop-down menus. The options available to Employer Users vary by security role. Any options that Employer Users cannot access appear grayed out in the *Navigation Menu*.

Figure 1: ERM Home *Screen*



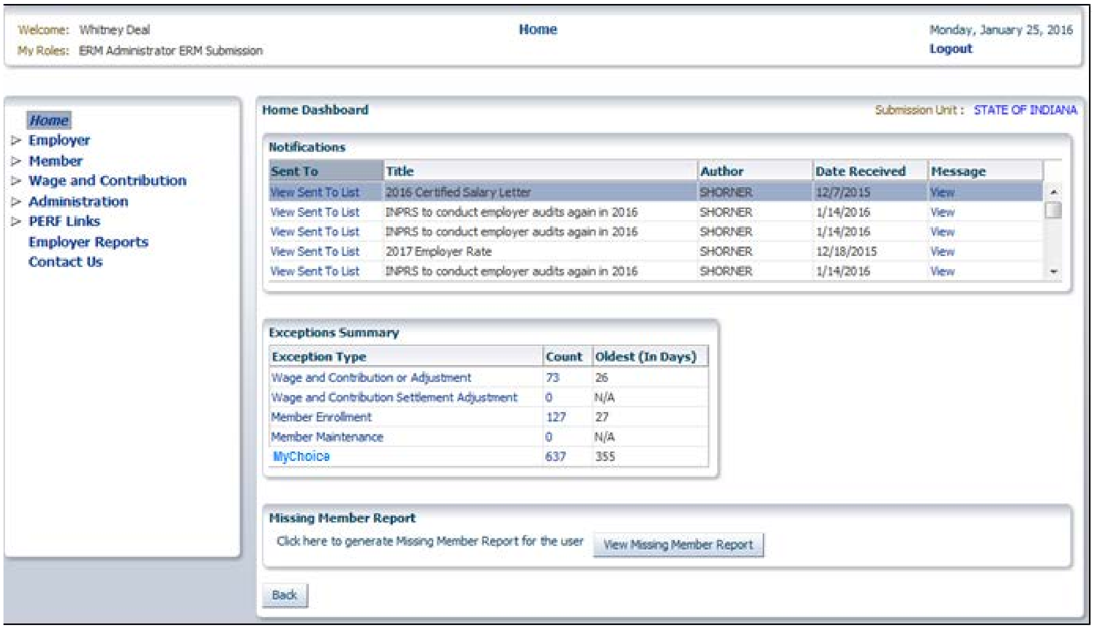
Access the Home Dashboard

To access the Home Dashboard for a Submission Unit:

1. Select a Submission Unit from the grid on the ERM *Home* screen.

2. Click the **Next** button. The Home Dashboard for the selected Submission Unit opens, as shown in Figure 2.

Figure 2: Home Dashboard on the ERM Home *Screen*



The Home Dashboard displays the following for the selected Submission Unit:

- Notifications
- Exceptions Summary
- Payroll Calendar
- Missing Member Report

Access and View Wage and Contribution Options

To view all wage and contribution options, click the arrow to the left of *Wage and Contribution* in the *Navigation Menu* to open a drop-down menu, as shown in Figure 3. Actions associated with each option are described in Table 1.

Figure 3: Wage and Contribution Options Menu

Table 1: Actions Available for Wage and Contribution Options Menu

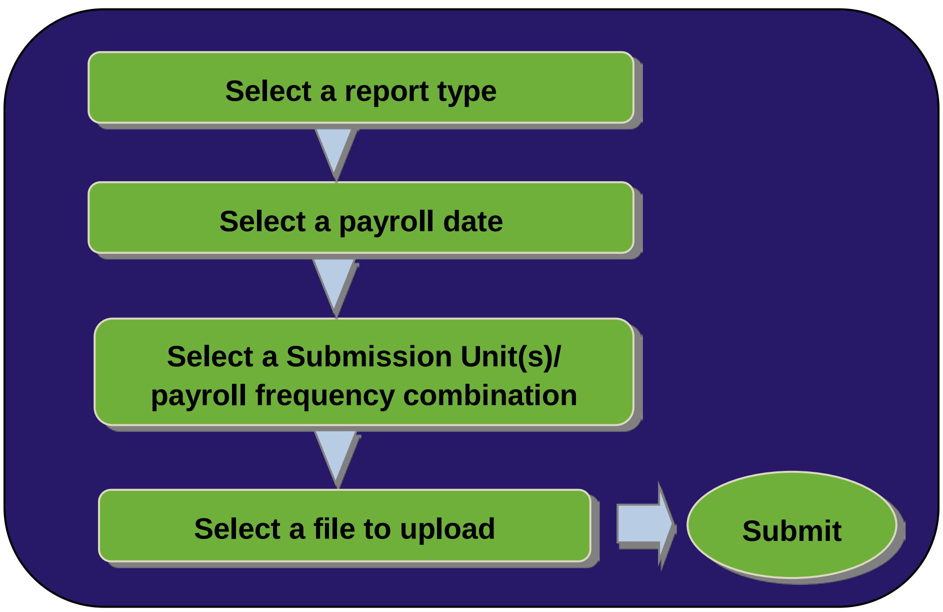
Menu Option	Action
File Upload	Upload Wage and Contribution, Adjustment, Missed Regular Wage and Contributions or Settlement Adjustment files to the ERM application.
Online Entry	Enter wage and contribution information directly into the ERM application.
Online Adjustment	Enter a wage and contribution settlement adjustment, an adjustment by member or an adjustment by report directly into the ERM application.
Submission Reports	View and manage wage and contribution submission reports and process those reports for payment.
Service Credit Adjustment	Enter, submit and approve service credit adjustments (INPRS Staff User-only).
Transfer Funds	Transfer a member’s wage and contribution information from PERF to TRF or from TRF to PERF (INPRS Staff User-only).
Manual Adjustment	Enter, submit and approve adjustments to transactions that were submitted prior to January 1, 1991, for TRF and prior to January 1, 1987, for JU Fund, PERF and ‘77 Fund (INPRS Staff User-only).
Override Validation	Clears errors that should not have been presented during the wage and contribution reporting process for all funds. (INPRS Staff User-only)

Upload Wage and Contribution, Adjustment Missed Regular Wage and Contribution, and Settlement Adjustment Files

Employer Users can upload Wage and Contribution, Adjustment, Missed Regular Wage and Contribution and Settlement Adjustment files. To upload these files, complete the following steps, shown in Figure 4:

1. Select a report type.
2. Select a payroll date.
3. Select a Submission Unit(s)/payroll frequency combination.
4. Select a file to upload.
5. Submit the file.

Figure 4: Upload Wage and Contribution, Adjustment, Missed Regular Wage and Contribution or Settlement Adjustment File Process Flow



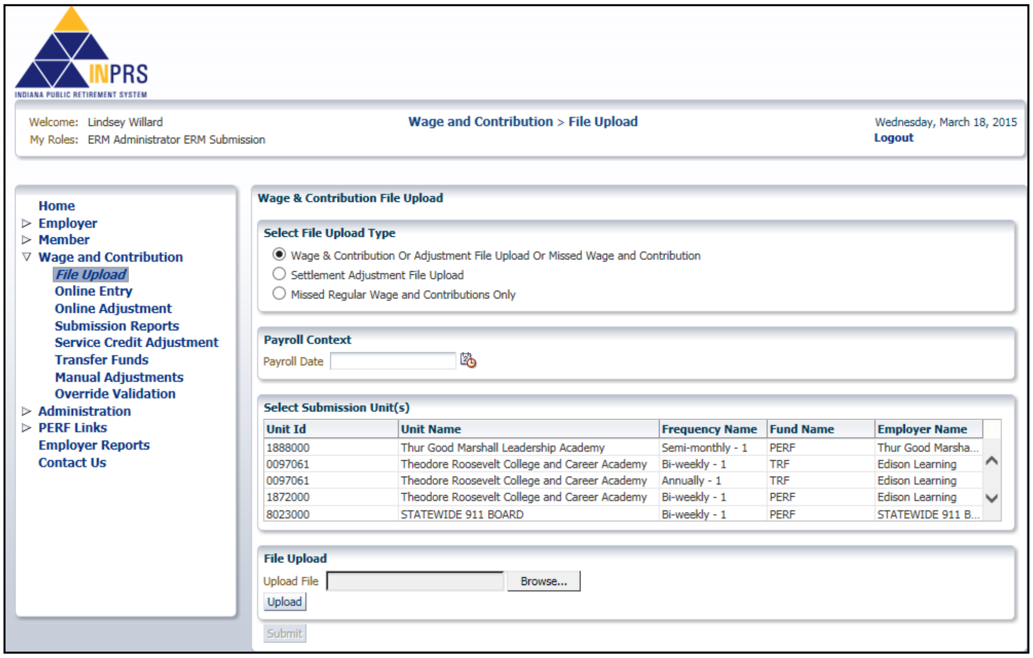
Upload a Wage and Contribution, Adjustment, Missed Regular Wage and Contribution or Settlement Adjustment File

To upload a Wage and Contribution, Adjustment, Missed Regular Wage and Contribution or Settlement Adjustment file:

1. Click the arrow to the left of *Wage and Contribution* in the *Navigation Menu*
2. Choose **File Upload** from the drop-down menu

Choose the **File Upload** option and the *Wage and Contribution > File Upload* screen displays as shown in Figure 5.

Figure 5: Wage and Contribution > File Upload *Screen*



The *Wage and Contribution > File Upload* screen contains four sections that allows uploading of the Wage and Contribution, Adjustment, or Missed Wage and Contribution or Settlement Adjustment file:

- Use the radio buttons in the *Select File Upload Type* section to identify the type of file to be uploaded.
    - The **Wage & Contribution Or Adjustment File Upload Or Missed Wage and Contribution** radio button allows the Wage and Contribution or Adjustment file or Missed Wage and Contribution to be uploaded.
    - The **Settlement Adjustment File Upload** radio button allows the Settlement Adjustment file to be uploaded.
    - The **Missed Regular Wage and Contribution Only** radio button allows the Missed Regular Wage and Contirbution file to be uploaded.
- Use the *Payroll Context* section to identify the payroll date for the Wage and Contribution, Adjustment, Missed Regular Wage and Contribution or Settlement Adjustment file.
- Use the *Select Submission Unit(s)* section to identify the Submission Unit(s)/payroll frequency combinations that are included in the file. Press the **CTRL** key to select more than one Submission Unit/payroll frequency combination from the grid.

Use the *File Upload* section to identify the location of the Wage and Contribution, Adjustment, Missed Regular Wage and Contribution or Settlement Adjustment File and upload it to the ERM application.

NOTE: Certain adjustment transactions may be included on the same file as regular wage and contribution transactions if they are for the same payroll date.

A sample of the required file format can be found at http://www.in.gov/inprs/erm_file_templates.htm.

The file type is a pipe delimited (|) text file (.txt extension). The file layout includes the following fields:

- A header containing the following required fields:
  - Payroll Date
  - Row Count
- A body containing the following fields for each member (required fields are marked with an asterisk):
  - Submission Unit Number*
  - Submission Unit Fund*
  - Social Security Number (SSN) (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
  - Pension ID (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
  - Last Name of Member (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
  - Pensionable Wages
  - Mandatory Post-tax Contributions
  - Mandatory Pre-tax Contributions
  - Employer Share
    - For My Choice Retirement Savings Plan (formerly ASA Only) participating employers, the employer share field includes:
      - Normal Cost
      - Supplemental Cost
      - Matching Contribution Percentage
    - For all other Funds, the employer share field includes only the employer contribution percentage.
  - FSP Wages (TRF only)

- FSP Contributions (TRF only)
- HEP Contributions (TRF only)
- Credited Days (TRF only)
- Member Voluntary Post-tax Contributions
- Member Voluntary Pre-tax Contributions**
- Last Day in Covered Position
- Last Day in Pay
- Last Check Date
- Severance Wages
- Severance – Mandatory Post-tax Contributions
- Severance – Mandatory Pre-tax Contributions
- Severance – Employer Share
- Severance – Member Voluntary Post-tax Contributions
- Severance – Member Voluntary Pre-tax Contributions**
- Pay Period Start Date*
- Pay Period End Date*
- Record Type*

NOTE: All required fields marked with an asterisk (*) must be completed before the record can be processed.

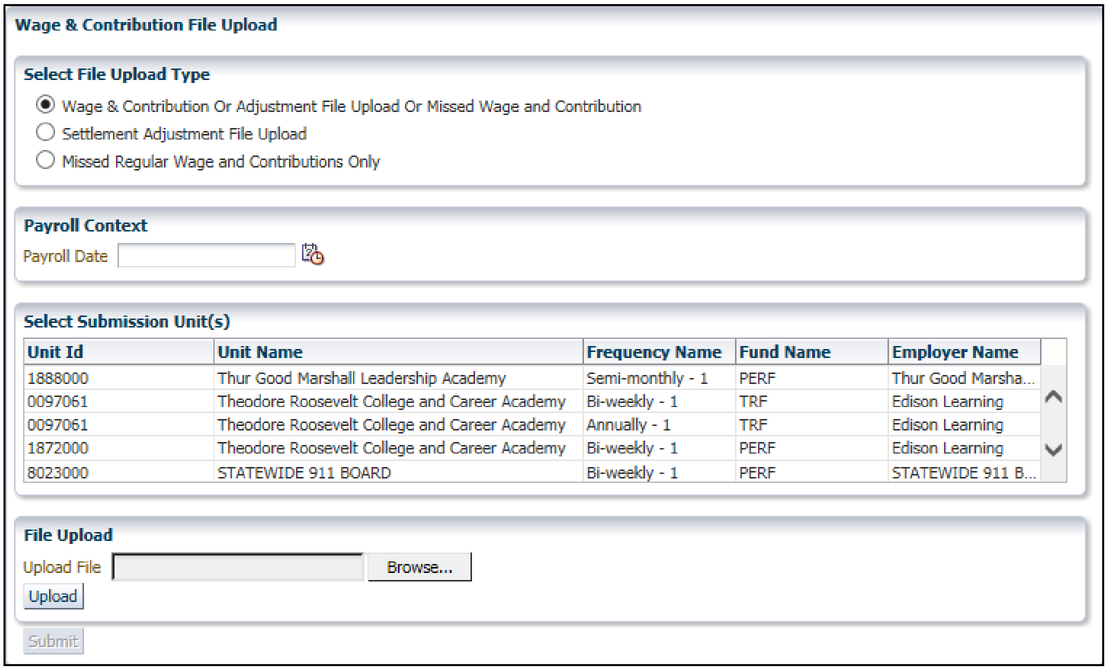
** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

Upload a Wage and Contribution or Adjustment File

To upload a wage and contribution or adjustment file:

1. Click the **Wage & Contribution or Adjustment File Upload or Missing Wage and Contribution** radio button in the Select File Upload Type section of the *Wage & Contribution or Adjustment File Upload* screen, as shown in Figure 6.

Figure 6: Wage & Contribution File Upload Screen


Wage & Contribution File Upload

Select File Upload Type

- (●) Wage & Contribution Or Adjustment File Upload Or Missed Wage and Contribution
- ( ) Settlement Adjustment File Upload
- ( ) Missed Regular Wage and Contributions Only

Payroll Context

Payroll Date

Select Submission Unit(s)

Unit Id	Unit Name	Frequency Name	Fund Name	Employer Name
1888000	Thur Good Marshall Leadership Academy	Semi-monthly - 1	PERF	Thur Good Marsha...
0097061	Theodore Roosevelt College and Career Academy	Bi-weekly - 1	TRF	Edison Learning
0097061	Theodore Roosevelt College and Career Academy	Annually - 1	TRF	Edison Learning
1872000	Theodore Roosevelt College and Career Academy	Bi-weekly - 1	PERF	Edison Learning
8023000	STATEWIDE 911 BOARD	Bi-weekly - 1	PERF	STATEWIDE 911 B...

File Upload

Upload File Browse...

Upload

Submit

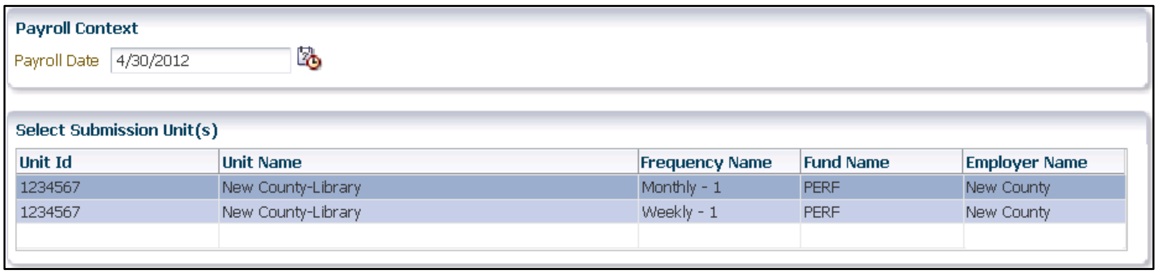
2. Enter the payroll date for the wage and contribution or adjustment in the **Payroll Date** field by typing the date or clicking on the calendar icon as shown in Figure 7. Available payroll dates display in bold font on the calendar. Only payroll dates that are applicable to the Submission Unit(s) the employer has access to are available for entry.

Figure 7: Access the Payroll Calendar

> **NOTE:** When a payroll date is selected, ERM filters the Submission Unit grid for all payroll frequencies that fall on that date. This allows a single file upload to contain payroll data for multiple payroll frequencies. For example, an employer may pay some employees weekly and others bi-weekly. On payroll dates where those two cycles fall on the same date, a single payroll file may be uploaded to ERM containing wage and contribution data for both. However, they may be submitted separately.

3. Choose the Submission Unit(s)/payroll frequency combinations that are included in the file from the list displayed in the grid in the *Select Submission Unit(s)* section of the screen as shown in Figure 8. To select multiple Submission Units, or multiple payroll frequencies of the same Submission Unit, press the **CTRL** key and make selection(s).

Figure 8: Select Multiple Frequencies for a Submission Unit

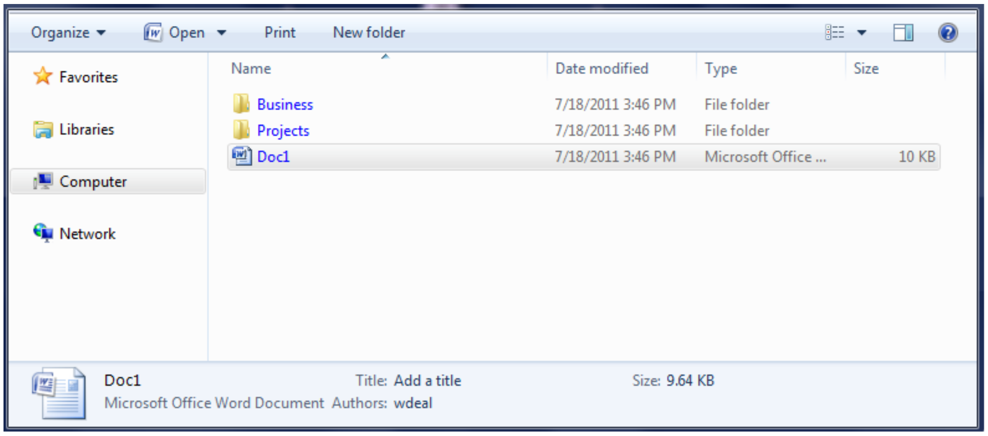


> **NOTE:** For multiple payroll frequencies that pay on the same payroll date, upload a file for each payroll frequency, or upload a single file containing multiple frequencies. Uploading a file containing multiple frequencies, each frequency included in the file must be selected from the grid. This can be done by holding down the CTRL key and clicking on each applicable frequency in the grid.

4. Click the **Browse** button next to the **Upload File** field in the File Upload section of the screen.

5. An explorer window opens, as shown in Figure 9. Browse for and select the wage and contribution or adjustment file to be uploaded. Click the file name to populate the **Upload File** field.

Figure 9: Explorer Window for Wage & Contribution Or Adjustment File Upload



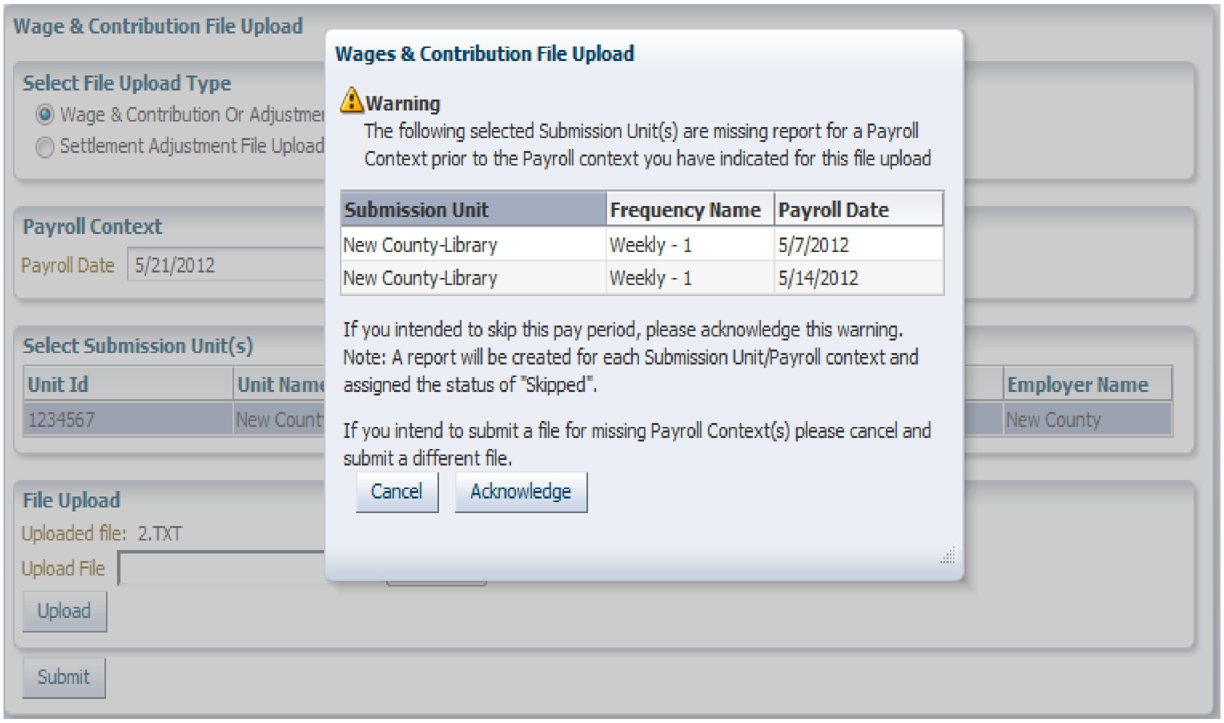
NOTE: If adjustments are included with regular wage and contribution transactions, they must be paid on the same payroll date as the regular wage and contribution transactions. If they are being paid on an off-cycle payroll, they must be entered online using the *Online Adjustment* section of the ERM application.

6. Select the file to be uploaded, click the **Upload** button. This begins a structural validation process that ensures the file meets the file layout specifications provided by INPRS.
7. When the file name displays above the **Upload File** field, click the **Submit** button to submit the Wage and Contribution or Adjustment file.

NOTE: If a payroll date is skipped, the notification screen displays, as shown in Figure 10. This notification asks the Employer User to do one of the following:

- Acknowledge that the Employer User intended to skip a payroll date because there is nothing to report for the payroll date
- Cancel the wage and contribution submission and submit wage and contribution transactions for the skipped payroll date if the Employer User did not intend to skip a payroll date.

Figure 10: Skipped Payroll Date Notification



8. Once the file is submitted, the confirmation notification is received, as seen in Figure 11. This confirmation screen states that the file is beginning the validation process and the validation results can be viewed from the Submission Reports Status grid.

NOTE: If an uploaded file contains both regular wage and contribution and adjustment transactions, separate reports will be created for the wage and contribution transactions and adjustment transactions by Submission Unit.

Figure 11: Wages & Contribution File Upload Confirmation Notification

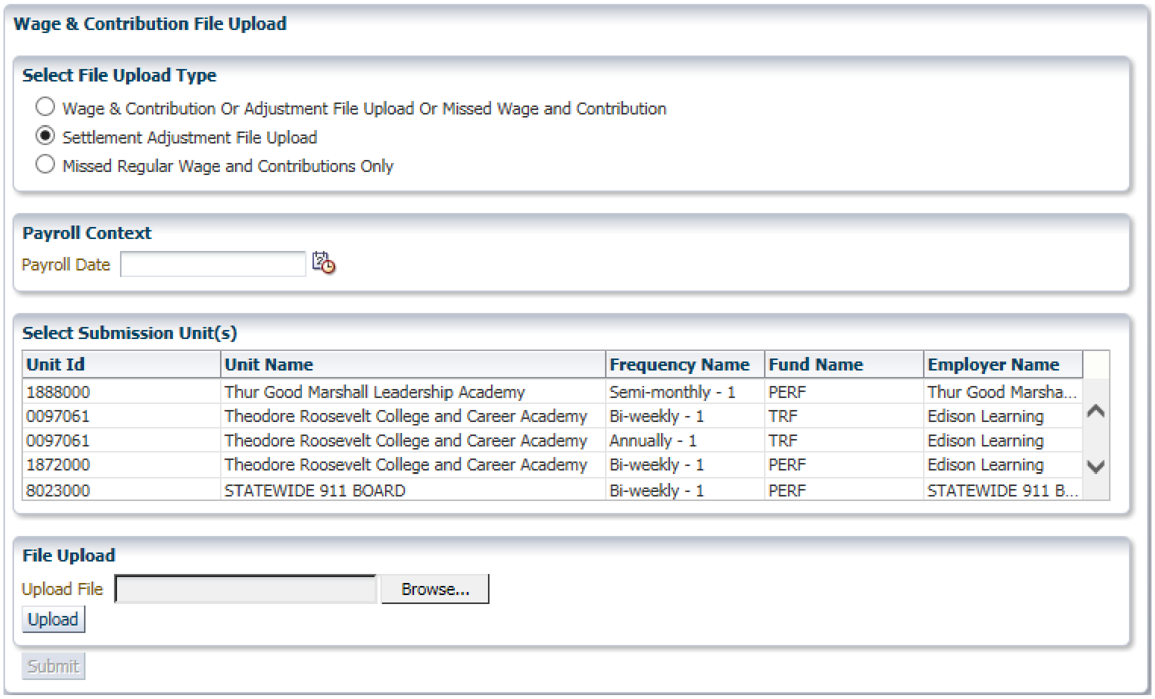
Upload a Settlement Adjustment File

To upload a settlement adjustment file:

1. Click the **Settlement Adjustment File Upload** radio button, as shown in Figure 12.

> **NOTE:** Submitting the file to the application does not mean it has been submitted for payment. To submit for payment any wage and contribution or adjustment reports entered via file upload, access the report through the Submission Reports section of the ERM application.

Figure 12: Settlement Adjustment File Upload *Screen*

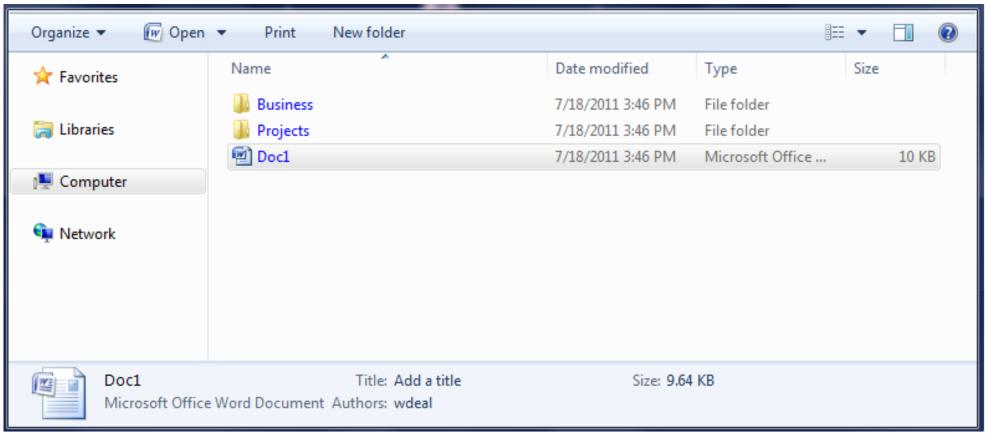


2. Enter the payroll date the settlement adjustment is being paid in the **Payroll Date** field. Click the **Payroll Date** field, a pop-up bubble displaying the required date format for the field displays.
3. Choose the Submission Unit included in the file from the list displayed in the grid in the *Select Submission Unit(s)* section of the screen.

> **NOTE:** Only the Submission Units that you have access to view appear in the grid.

4. Click the **Browse** button next to the **Upload File** field in the *File Upload* section of the screen.
5. An explorer window opens, as shown in Figure 13. Browse for and select the file to be uploaded. Click the file name to populate the **Upload File** field.

Figure 13: Explorer Window for Settlement Adjustment File Upload



NOTE: All transactions included in the settlement adjustment file must be tied to the same settlement (with the same settlement date). Multiple year settlements must be split by fiscal year (TRF only) for each member.

6. Selected the file to be uploaded and click the **Upload** button. This begins a structural validation process that ensures the file meets the file layout specifications provided by INPRS, which can be found at http://www.in.gov/inprs/erm_file_templates.htm. The file type is pipe delimited (|) text file (.txt extension). The file layout includes the following fields:
   - A header containing the following required fields:
     - Payroll Date
     - Row Count
   - A body containing the following fields for each member (required fields are marked with an asterisk):
     - Submission Unit Number*
     - Submission Unit Fund*
     - Social Security Number (SSN) (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
     - Pension ID (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
     - Last Name of Member (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
     - Pensionable Wages
     - Mandatory Post-tax Contributions
     - Mandatory Pre-tax Contributions

- o Employer Share
  - ▪ For My Choice Retirement Savings Plan (formerly ASA Only) participating employers, the employer share fields include:
    - Normal Cost
    - Supplemental Cost
    - Matching Contribution Percentage
  - ▪ For all other Funds, the employer share fields include only the employer contribution percentage.
- o FSP Wages (TRF only)
- o FSP Contributions (TRF only)
- o HEP Contributions (TRF only)
- o Credited Days (TRF only)
- o Member Voluntary Post-tax Contributions
- o Member Voluntary Pre-tax Contributions**
- o Last day in Covered Position
- o Last Day in Pay
- o Last Check Date
- o Severance Wages
- o Severance – Mandatory Post-tax Contributions
- o Severance – Mandatory Pre-tax Contributions
- o Severance – Employer Share
- o Severance – Member Voluntary Post-tax Contributions
- o Severance – Member Voluntary Pre-tax Contributions**
- o Pay Period Start Date*
- o Pay Period End Date*
- o Record Type*

NOTE: All required fields marked with an asterisk (*) must be completed before the record can be processed.

** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

7. When the file name displays above the **Upload File** field, click the **Submit** button to submit the Settlement Adjustment file.
8. Once the file is submitted, the confirmation notification shown in Figure 14 is received. This confirmation screen states that the file begins the validation process and can beview the validation results from the *Submission Reports Status Grid*.

Figure 14: Settlement Adjustment File Upload Confirmation Notification

Wages & Contribution File Upload

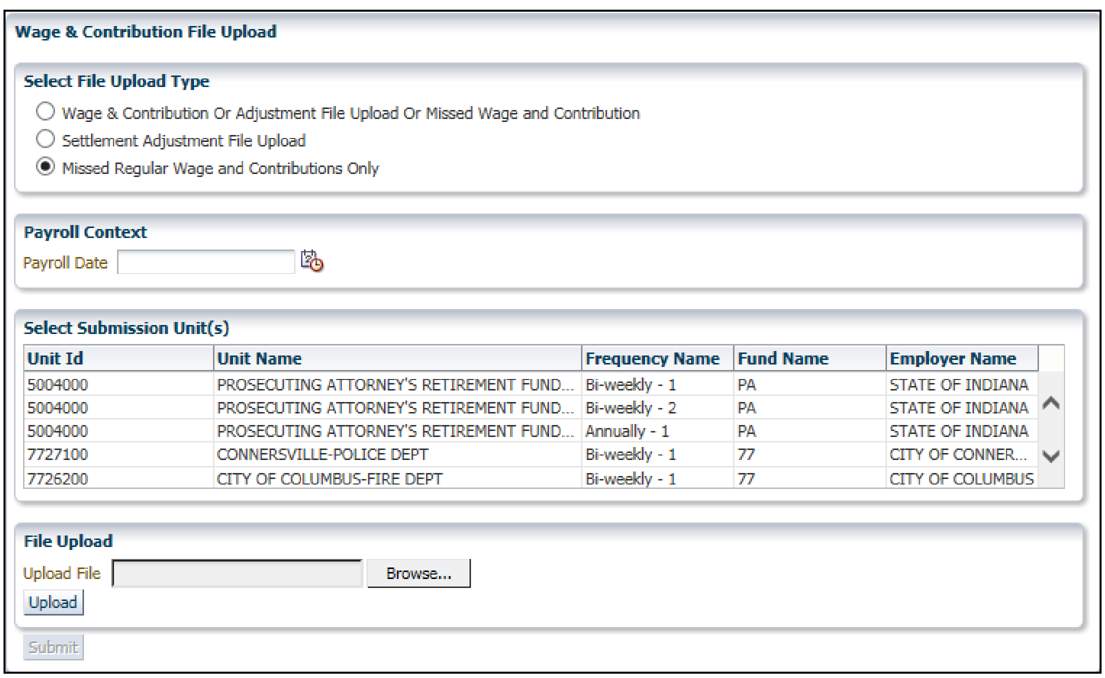
Information
Congratulations! Your file has passed the Structural Validation and has been submitted for Process Validation. Depending on the size of the file this may take several minutes. Once the Process Validations have completed and the Report(s) have be assigned a status of "Validated," you can view the results of Validation by navigating to the Submission Reports Status Grid.

Upload a Missed Regular Wage and Contribution File

To upload a Missed Regular Wage and Contribution file:

1. Click the **Missed Regular Wage and Contributions Only** radio button, as shown in Figure 15.

Figure 15: Wage & Contribution File Upload *Screen*



Wage & Contribution File Upload

Select File Upload Type
- Wage & Contribution Or Adjustment File Upload Or Missed Wage and Contribution
- Settlement Adjustment File Upload
- Missed Regular Wage and Contributions Only

Payroll Context
Payroll Date

Select Submission Unit(s)

Unit Id	Unit Name	Frequency Name	Fund Name	Employer Name
5004000	PROSECUTING ATTORNEY'S RETIREMENT FUND...	Bi-weekly - 1	PA	STATE OF INDIANA
5004000	PROSECUTING ATTORNEY'S RETIREMENT FUND...	Bi-weekly - 2	PA	STATE OF INDIANA
5004000	PROSECUTING ATTORNEY'S RETIREMENT FUND...	Annually - 1	PA	STATE OF INDIANA
7727100	CONNERSVILLE-POLICE DEPT	Bi-weekly - 1	77	CITY OF CONNER...
7726200	CITY OF COLUMBUS-FIRE DEPT	Bi-weekly - 1	77	CITY OF COLUMBUS

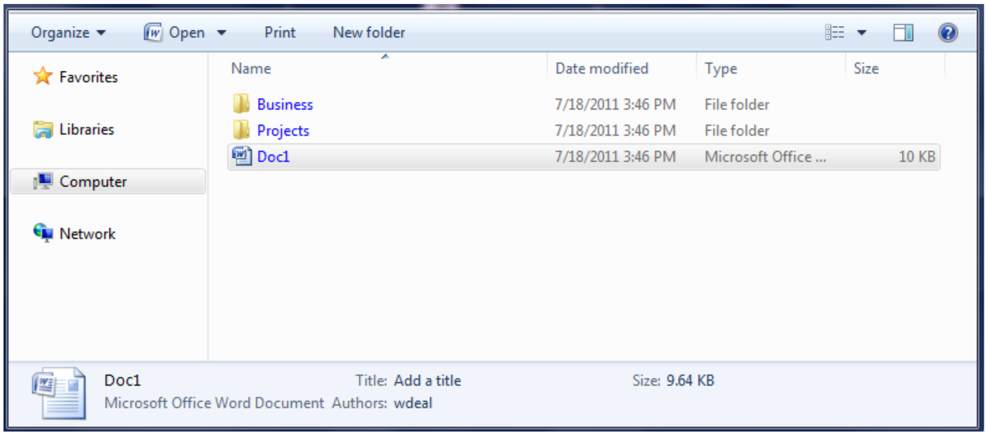
File Upload
Upload File Browse...
Upload
Submit

2. Enter the payroll date the missed wage and contribution file is being paid in the **Payroll Date** field by typing the date or clicking on the Calendar icon, as shown in Figure 8.

3. Choose the Submission Unit included in the file from the list displayed in the grid in the Select Submission Unit(s) section of the screen.
4. Click the **Browse** button next to the **Upload File** field in the File Upload section.
5. An explorer window opens, as shown in Figure 16. Browse for and select the file to be uploaded. Click the file name to populate the **Upload File** field.

NOTE: Only the Submission Units that the Employer User has access to view display in the grid.

Figure 16: Explorer Window for Missed Wage and Contribution Adjustment File Upload



6. Select the file to be uploaded then click the **Upload** button. This begins a structural validation process that ensures the file meets the file layout specifications provided by INPRS, which can be found at http://www.in.gov/inprs/erm_file_templates.htm. The file type is pipe delimited (|) text file (.txt extension). The file layout includes the following fields:
    - A header containing these required fields:
        - Payroll Date
        - Row Count
    - A body containing these fields for each member (required fields are marked with an asterisk):
        - Submission Unit Number*
        - Submission Unit Fund*
        - Social Security Number (SSN) (Require at least two of the following: SSN, Pension ID or Last Name of Member)
        - Pension ID (Require at least two of the following: SSN, Pension ID or Last Name of Member)

- Last Name of Member (Require at least two of the following: SSN, Pension ID or Last Name of Member)
- Pensionable Wages
- Mandatory Post-tax Contributions
- Mandatory Pre-tax Contributions
- Employer Share
  - For My Choice participating employers, the employer share field includes:
    - Normal Cost
    - Supplemental Cost
    - Matching Contribution Percentage
  - For all other Funds, the employer share field includes only the employer contribution percentage.
- FSP Wages (TRF only)
- FSP Contributions (TRF only)
- HEP Contributions (TRF only)
- Credited Days (TRF only)
- Member Voluntary Post-tax Contributions
- Member Voluntary Pre-tax Contributions**
- Last day in Covered Position
- Last Day in Pay
- Last Check Date
- Severance Wages
- Severance – Mandatory Post-tax Contributions
- Severance – Mandatory Pre-tax Contributions
- Severance – Employer Share
- Severance – Member Voluntary Post-tax Contributions
- Severance – Member Voluntary Pre-tax Contributions**
- Pay Period Start Date*
- Pay Period End Date*
- Record Type*

> **NOTE:** All required fields marked with an asterisk (*) must be completed before the record can be processed.

** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

7. When the file name displays above the **Upload File** field, click the **Submit** button to submit the Wage and Contribution or Adjustment file to ERM.
8. Once the file is submitted, the notification screen shown in Figure 17 is received. This confirmation screen states that the file begins the validation process and the validation results can be viewed from the Submission Reports Status grid.

Figure 17: Missing Regular Wage and Contribution File Upload Confirmation Notification

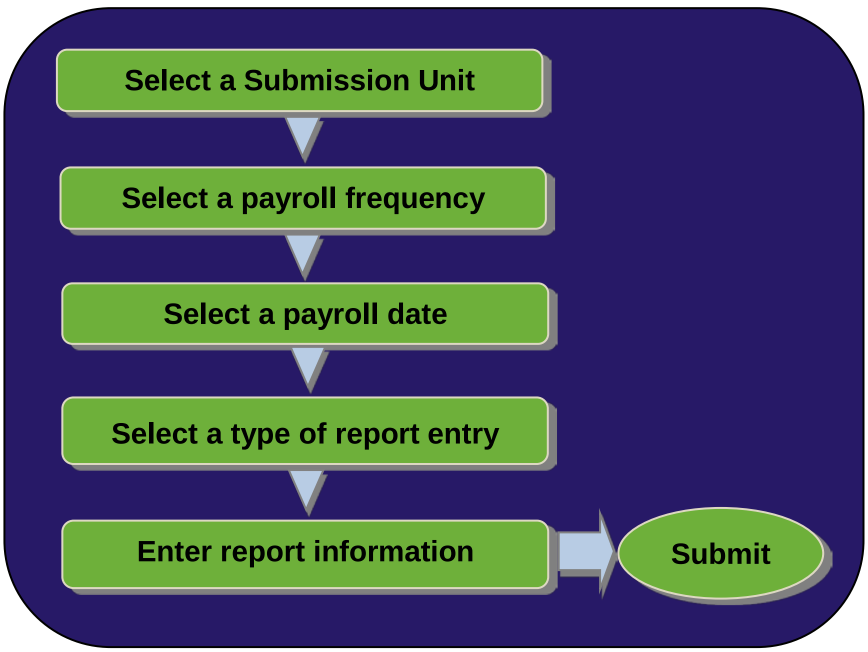
> **NOTE:** Submitting the file to the application does not mean it has been submitted for payment. To submit any wage and contribution or adjustment report(s) entered via file upload for payment, access the report through ERM's Submission Reports section.

Enter Wage and Contribution Online

Employer Users can enter wage and contribution files directly into the ERM application by using the Online Entry section. To complete an online wage and contribution entry, complete these steps, shown in Figure 18:

1. Select a Submission Unit.
2. Select a payroll frequency.
3. Select a payroll date.
4. Select a type of report entry.
5. Enter report information.
6. Submit the report.

Figure 18: Enter Wage and Contribution Online Process Flow



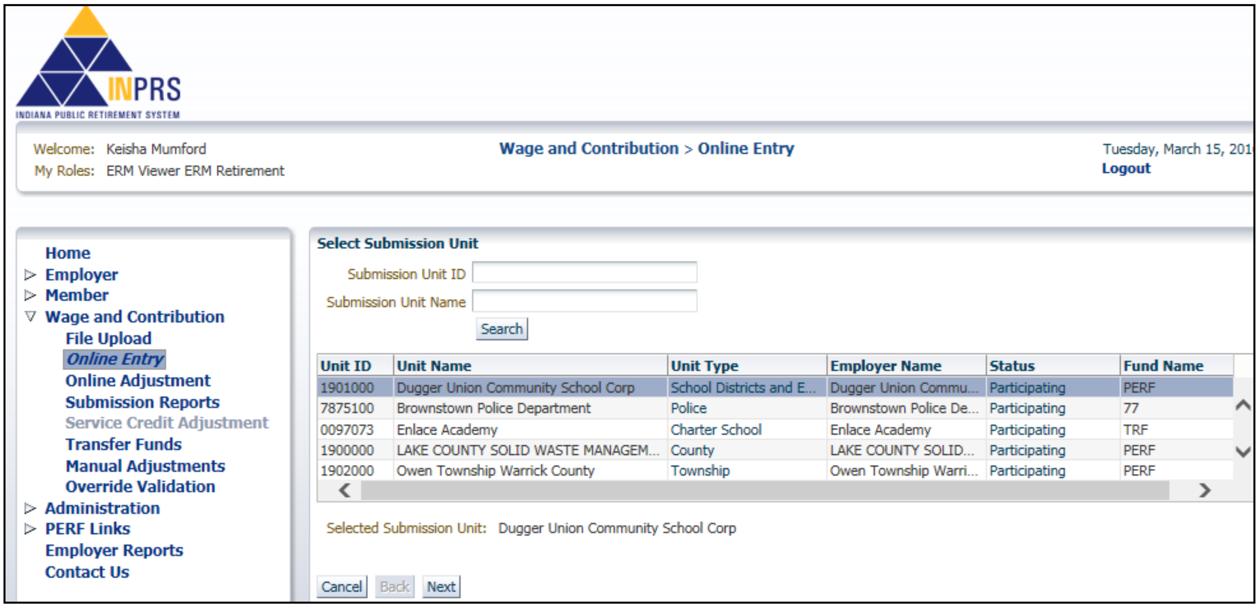
Complete an Online Wage and Contribution Entry

To enter wage and contribution data online, choose *Online Entry* from the drop-down menu below *Wage and Contribution* in the *Navigation Menu*.

Select a Submission Unit

Choose the **Online Entry** option and the *Select Submission Unit* screen shown in Figure 19 displays. Use this screen to identify the Submission Unit for entering wage and contribution data.

Figure 19: Select Submission Unit *Screen for Wage and Contribution Online Entry*



The *Select Submission Unit* screen contains two search fields that locate a Submission Unit by Submission Unit ID or Submission Unit name.

To search for a Submission Unit by ID:

1. Type the Submission Unit ID in the **Submission Unit ID** field.
2. Click the **Search** button.

To search for a Submission Unit by name:

1. Type the name of the Submission Unit in the **Submission Unit Name** field.
2. Click the **Search** button.

To select a Submission Unit from the scrollable grid:

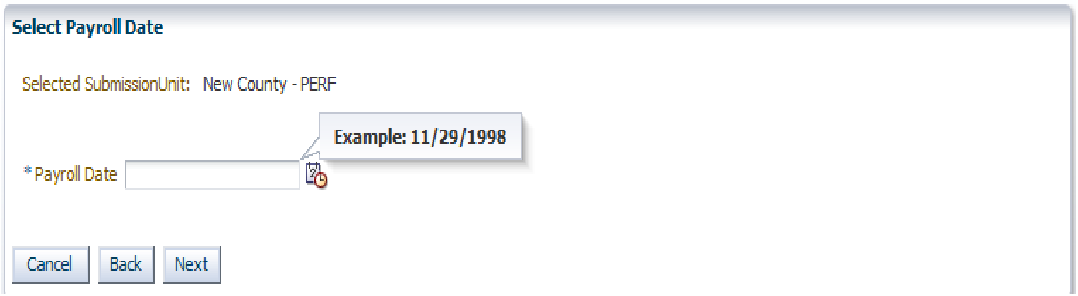
1. Scroll through the grid until the correct Submission Unit for wage and contribution information entry is visible.
2. Click the Submission Unit name.
3. Click the **Next** button to continue the online entry.

NOTE: Only the Submission Unit(s) that the Employer User has access to view displays in the grid. If the Employer User has access to one Submission Unit, it displays in the grid and no search is needed.

Select a Payroll Frequency and a Payroll Date

Clicking the **Next** button on the *Select Submission Unit* screen opens the *Select Payroll Date* screen, shown in Figure 20.

Figure 20: Select Payroll Date *Screen*



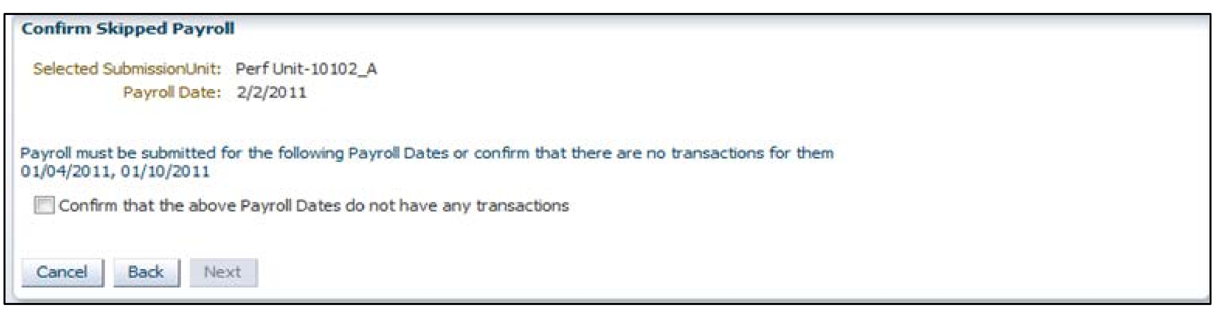
To select a payroll frequency and a payroll date:

1. Click the ▾ to the right of the **Payroll Frequency** field. Choose a payroll frequency from the drop-down menu.
2. Click the ▾ to the right of the **Payroll Date** field. Choose a payroll date from the drop-down menu.
3. Click the **Next** button.

NOTE: If a payroll date is skipped, the notification screen displays, as shown in Figure 21. This notification asks for one of the following:

- Acknowledge, by clicking the checkbox in the notification, that skipping a payroll date is intentional because there is nothing to report for the skipped payroll date.
- Click the **Cancel** button, and then submit wage and contribution transactions for the skipped payroll date because skipping a payroll date was not intended.

Figure 21: Confirm Skipped Payroll Notification

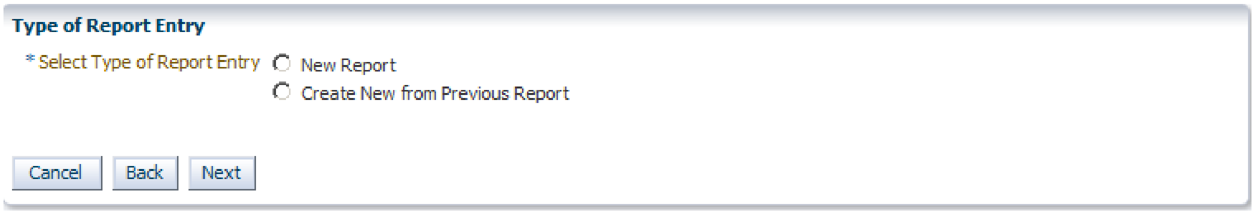


Select a Type of Report Entry

After clicking the **Next** button on the *Select Payroll Date* screen, displays one of the two *Type of Report Entry* screens.

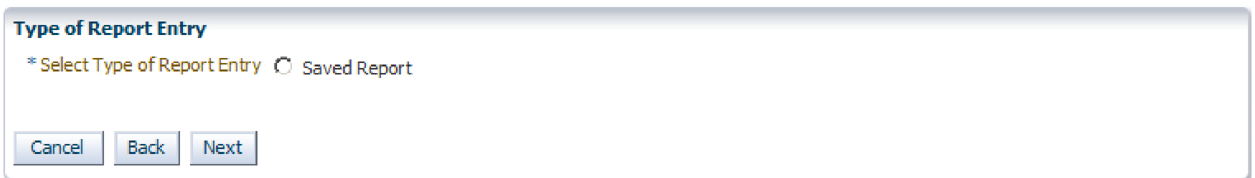
If there are no previous online wage and contribution entry reports for the selected payroll date the screen shown in Figure 22 displays.

Figure 22: Type of Report Entry *Screen: New or Previous Report*



If there are previously saved wage and contribution online entry reports for the selected payroll date the screen shown in Figure 23 displays.

Figure 23: Type of Report Entry *Screen: Saved Report*



The *Type of Report Entry* screens contain radio buttons for selecting a type from these online wage and contribution reports:

- **New Report** – Creates a new report with no information populated.
- **Create New from Previous Report** – Pulls all member ID information from the last report that was submitted for payment. Wage and contribution information must be updated for each member. Any terminated members must be removed from the report, and new members added, if applicable.
- **Saved Report** – If the report was saved instead of submitted for validations, the information previously entered on the report can be accessed.

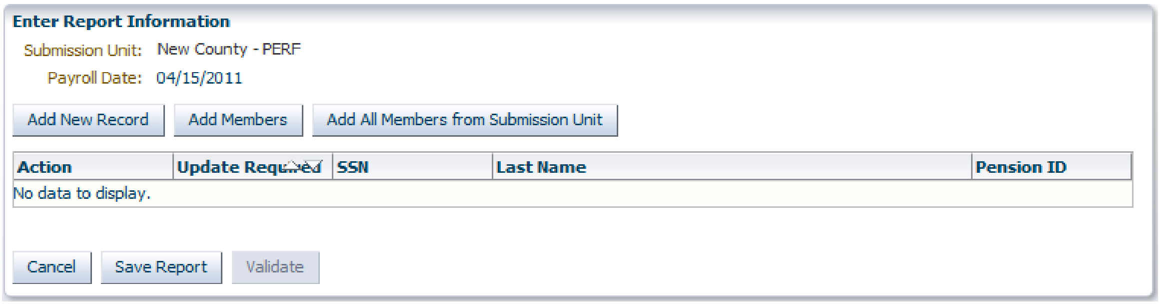
To select a type of report entry:

1. Click the radio button to the left of the desired type of report entry.
2. Click the **Next** button.

Create a Wage and Contribution Online Entry Report

Select a radio button on the *Type of Report Entry* screen. The *Enter Report Information* screen displays as shown in Figure 24.

Figure 24: Enter Report Information *Screen*



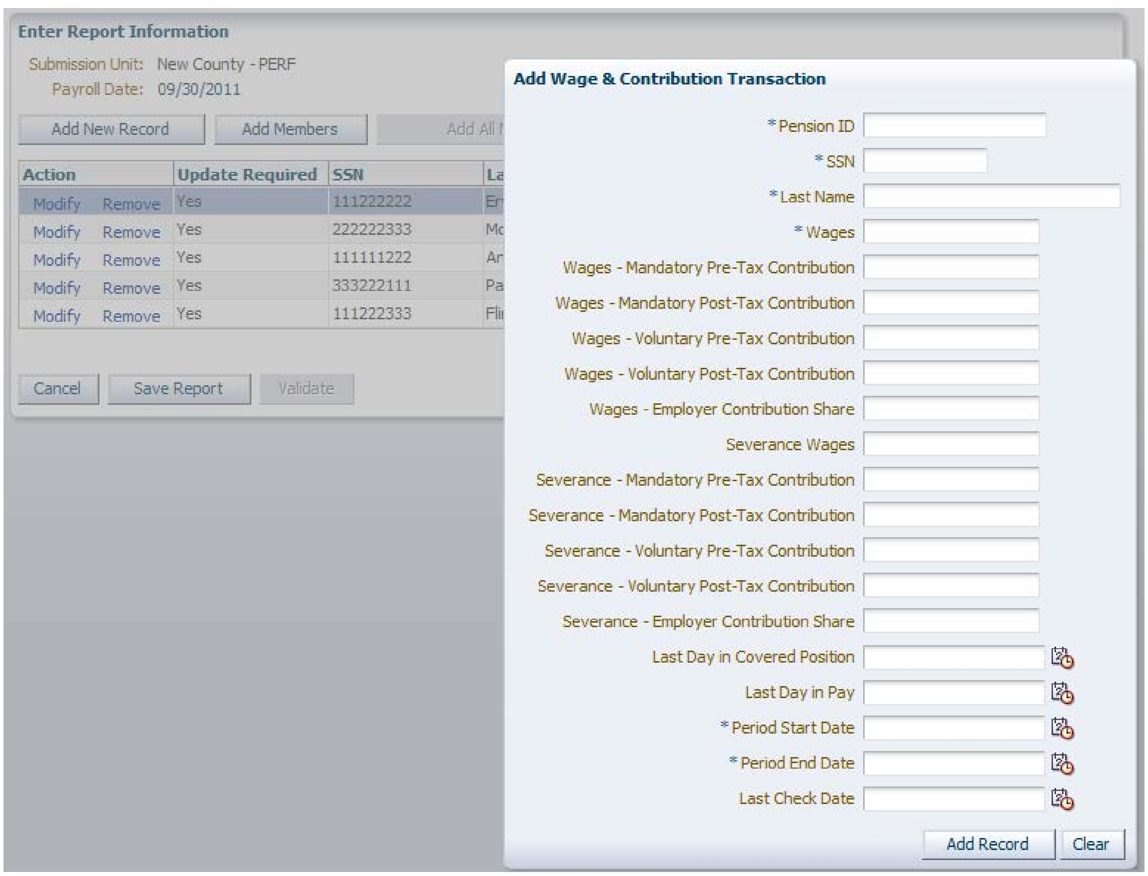
Use this screen to add new records, new members or all active members from a Submission Unit to an online entry report.

Add a New Record to an Online Entry Report

To add a new wage and contribution record to the online entry report:

1. Click the **Add New Record** button. This opens the **Add Wage & Contribution Transaction** pop-up box, as shown in Figure 25.

Figure 25: Add Wage & Contribution Transaction Pop-Up Box



The Add Wage & Contribution Transaction pop-up box contains the following fields:

- Pension ID*
- SSN*
- Last Name*
- Wages*
- Wages - Mandatory Pre-Tax Contribution
- Wages - Mandatory Post-Tax Contribution
- Wages - Voluntary Pre-Tax Contribution**
- Wages - Voluntary Post-Tax Contribution
- Wages - Employer Contribution Share
    - For My Choice participating employers, the employer share field includes:
        - Normal Cost
        - Supplemental Cost
        - Matching Contribution Percentage
    - For all other Funds, the employer share field includes only the employer contribution percentage.
- Severance Wages
- Severance - Mandatory Pre-Tax Contribution
- Severance - Mandatory Post-Tax Contribution
- Severance - Voluntary Pre-Tax Contribution**
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)*
- Last Day in Covered Position
- Last Day in Pay
- Period Start Date*
- Period End Date*
- Last Check Date (required if Last Day in Pay is entered)

NOTE: All required fields marked with an asterisk (*) must be completed before the record can be processed.

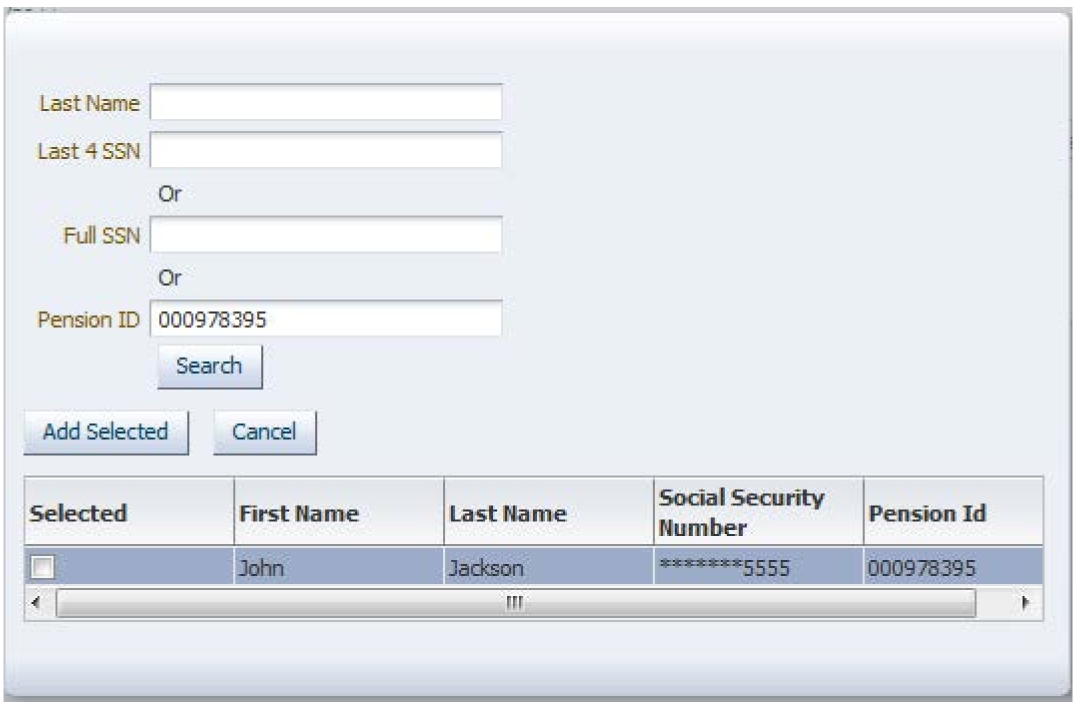
** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

2. Complete all applicable fields in the pop-up box.
3. Click the **Add Record** button.
4. The new record displays in the grid on the *Enter Report Information* screen.

Add Members to an Online Entry Report

To add a member to the online entry report, click the **Add Members** button. This opens the *Add Members* pop-up box, as shown in Figure 26.

Figure 26: Add Members Pop-Up Box



Search for a Member

Use the search fields in the top section of the screen to locate the member whose wage and contribution information is to be entered. Search for a member account using the member's:

- Last name and the last four digits of the member's Social Security number (SSN), or

- Full SSN, or
- Pension ID

To search for a member using the member's last name and partial SSN:

1. Enter the member's last name into the **Last Name** field
2. Enter the last four digits of the member's SSN into the **Last 4 SSN** field
3. Click the **Search** button

To search for a member using the member's full SSN:

1. Enter the member's SSN, without the dashes, into the **Full SSN** field
2. Click the **Search** button

To search for a member using the member's Pension ID:

1. Type the member's nine-digit Pension ID into the **Pension ID** field
2. Click the **Search** button

The member's first and last name, Social Security Number, and nine-digit Pension ID number appear in a grid below the search field.

To select a member:

1. Click the checkbox next to the member's record in the grid
2. Click the **Add Selected** button to add the member(s) to the report. The *Add Members* pop-up box closes and is redirected to the *Enter Report Information* screen to enter wage and contribution information for each member.

To add more members to the report, repeat this process, beginning with entering search criteria into the fields in the **Add Members** pop-up box.

NOTE: Only members with an active membership record display in the search results.

Add All Active Members to an Online Entry Report

To add all active members of a Submission Unit to an online entry report, click the **Add All Members from Submission Unit** button.

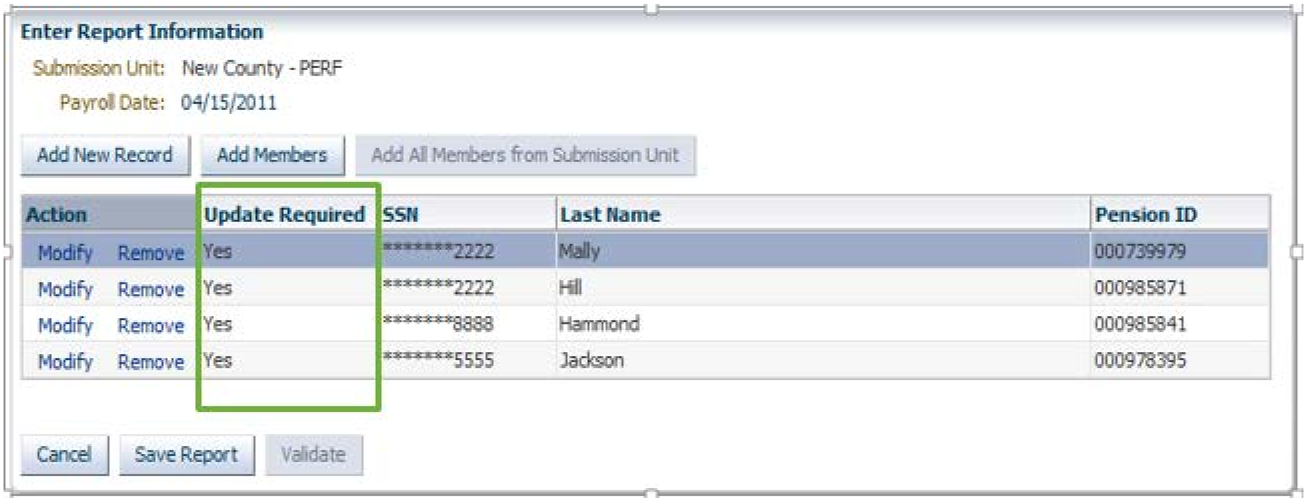
The grid populates with member identification information for every active member of the selected Submission Unit.

Complete the Online Entry Report

Once the required members to the online entry report have been added, the wage and contribution information for each member must be entered.

First, check the **Update Required** column of the grid, as shown in Figure 27. If the value of this column is **Yes** for any member, enter wage and contribution data for that member.

Figure 27: Enter Report Information *Screen's Update Required Column*



Enter Report Data

To enter wage and contribution information for a member:

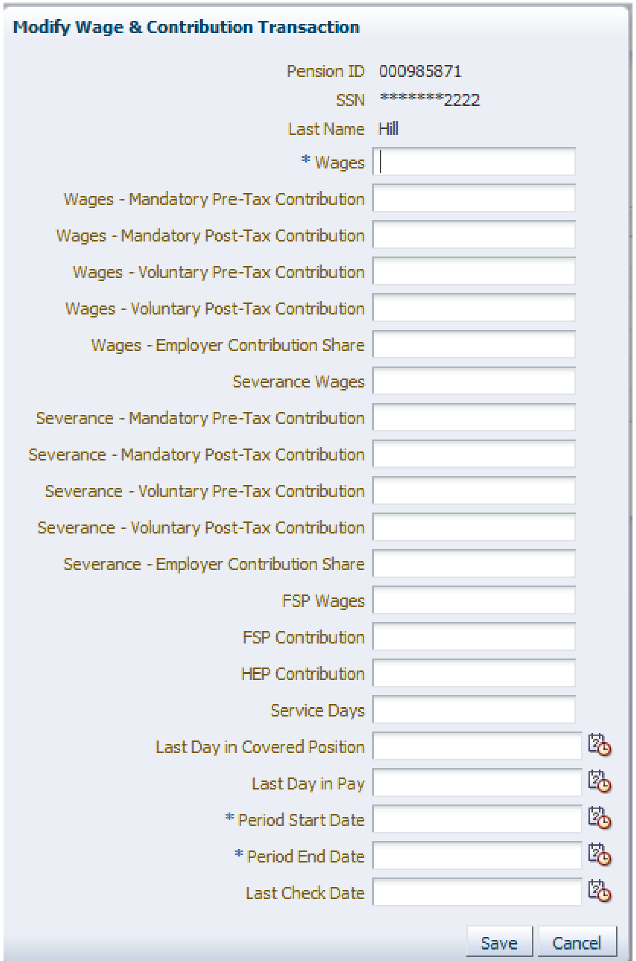
1. Click the **Modify** link in the **Action** column of the grid. This opens the **Modify Wage & Contribution Transaction** pop-up box, as shown in Figure 28. This pop-up box shows the selected member's Pension ID, SSN and last name, and contains the following additional fields:
    - Wages*
    - Wages - Mandatory Pre-Tax Contribution
    - Wages - Mandatory Post-Tax Contribution
    - Wages - Voluntary Pre-Tax Contribution**
    - Wages - Voluntary Post-Tax Contribution
    - Wages - Employer Contribution Share
        - For My Choice participating employers, the employer share field includes:
            - Normal Cost
            - Supplemental Cost
            - Matching Contribution Percentage
        - For all other Funds, the employer share field includes only the employer contribution percentage.
    - Severance Wages
    - Severance - Mandatory Pre-Tax Contribution

- Severance - Mandatory Post-Tax Contribution
- Severance - Voluntary Pre-Tax Contribution**
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)*
- Last Day in Covered Position
- Last Day in Pay
- Period Start Date*
- Period End Date*
- Last Check Date (required if Last Day in Pay is entered)

NOTE: All required fields marked with an asterisk (*) must be completed before the record can be processed.

** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

Figure 28: Modify Wage & Contribution Transaction Pop-Up Box



2. Complete all applicable fields in the pop-up box. All required fields, marked with an asterisk (*), must be completed before the transaction can be added to the report.

NOTE: When entering a transaction with only severance information enter at least a zero into the Wages field.

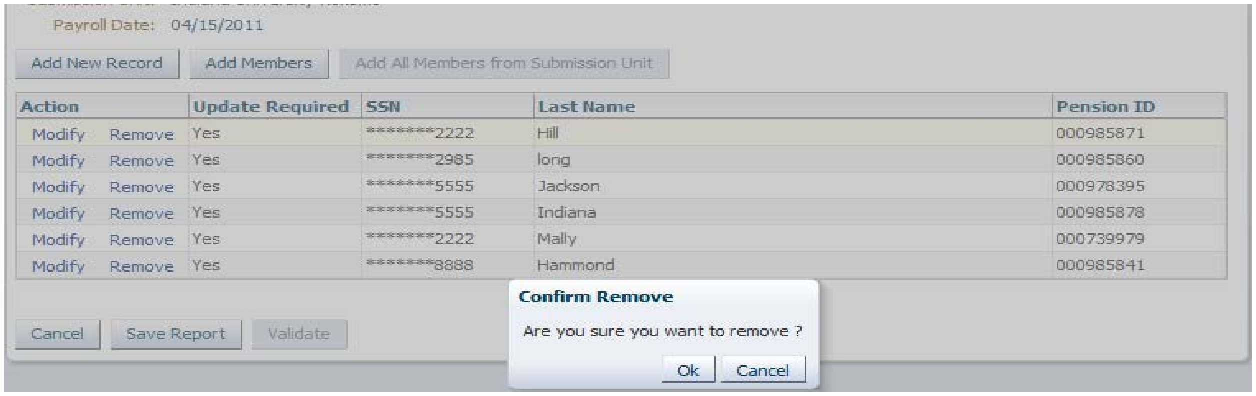
Remove Members from an Online Entry Report

Occasionally, a member who does not belong on a certain report is added to the grid on the *Enter Report Information* screen. Remove this member from the online entry report.

To remove a member:

1. Click the **Remove** link in the **Action** column of the grid. The *Confirm Remove* pop-up box opens, as shown in Figure 29.

Figure 29: Confirm Remove Pop-Up Box



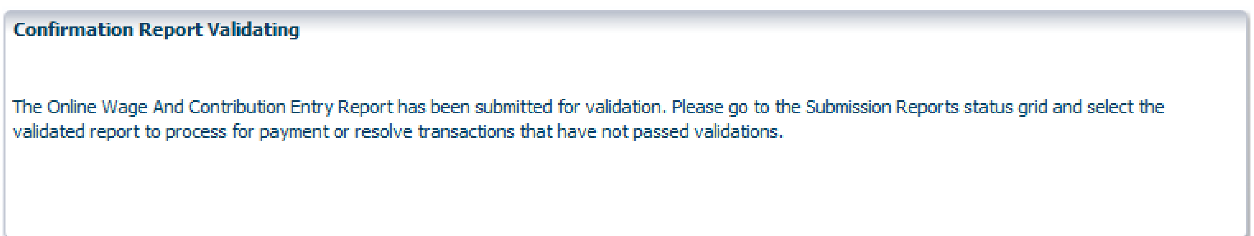
2. Click the **OK** button to remove the member from the report.

Validate an Online Entry Report

Once the wage and contribution information for all member records requiring updates has been entered, and removed any members who needed to be removed from the report, either save the report for later validation or submit the report to the ERM application for validation.

1. To save the report, click the **Save Report** button.
2. To validate the online entry report, click the **Validate** button on the *Enter Report Information* screen. A validation confirmation displays, as shown in Figure 30.

Figure 30: Validation Confirmation Notification



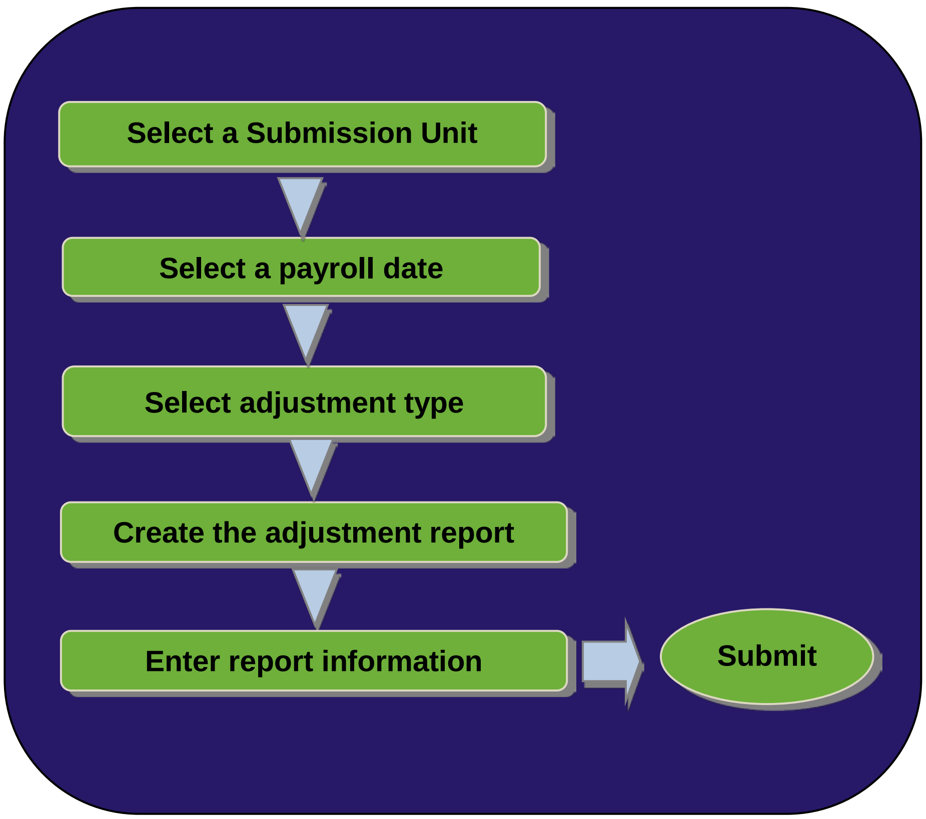
NOTE: Once the report is validated, you can view the validation results and submit the report for payment through the Submission Report section of ERM.

Complete an Online Wage and Contribution Adjustment

Employer Users can complete wage and contribution adjustments online by completing the following steps, as shown in Figure 31:

1. Select a Submission Unit.
2. Select a payroll date.
3. Select adjustment type.
4. Create the adjustment report.
5. Enter report information.
6. Submit the report.

Figure 31: Conduct Online Wage and Contribution Adjustment Process Flow



Complete a Wage and Contribution Adjustment

To adjust wage and contribution data online:

1. Click the arrow to the left of *Wage and Contribution* in the *Navigation Menu*.
2. Choose *Online Adjustment* from the drop-down menu.

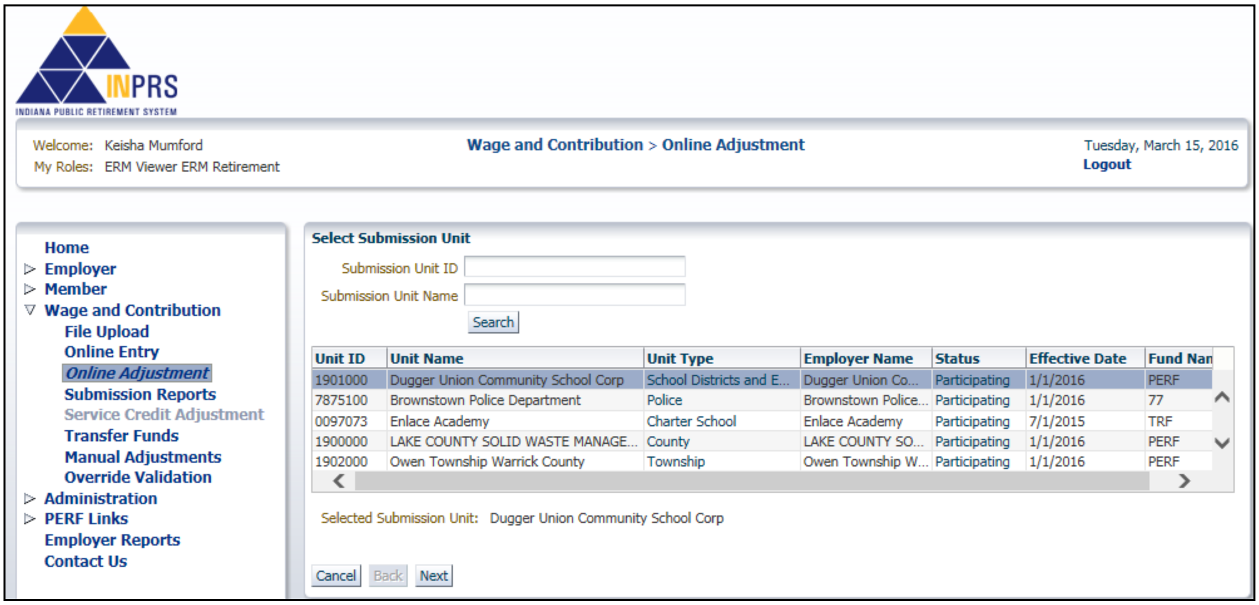
Regardless of the type of wage and contribution adjustment, the first steps are the same:

1. Select a Submission Unit.
2. Select a payroll date.

Select a Submission Unit

Choose **Online Adjustment**, the *Select Submission Unit* screen displays, as shown in Figure 32. Use this screen to identify the Submission Unit for the wage and contribution adjustment entry.

Figure 32:* Select Submission Unit *Screen for Wage and Contribution Online Adjustment



The *Select Submission Unit* screen contains two search fields to locate a Submission Unit by Submission Unit ID or name.

To search for a Submission Unit by ID:

1. Type the Submission Unit ID in the **Submission Unit ID** field
2. Click the **Search** button

To search for a Submission Unit by name:

1. Type the name of the Submission Unit in the **Submission Unit Name** field
2. Click the **Search** button

All Submission Unit records that match the search criteria, and that the Employer User has permission to view, display in the scrollable grid found below the search fields.

NOTE: Only the Submission Unit(s) that the Employer User has access to view are displayed in the grid. If the Employer User has access to one Submission Unit , it displays in the grid. Search is not needed.

To select a Submission Unit from the scrollable grid:

1. Scroll through the grid until the Submission Unit for the wage and contribution adjustment entry is visible.
2. Click the Submission Unit name.
3. Click the **Next** button to continue the online adjustment entry.

Enter a Payroll Date

Clicking the **Next** button on the *Select Submission Unit* screen opens the *Select Payroll Date* screen, shown in Figure 33.

Figure 33: Select Payroll Date *Screen*

To enter a payroll date:

1. Type the payroll date into the **Payroll Date** field. Click the **Payroll Date** field and the required format for the field displays in a pop-up bubble.
2. Click the **Next** button to continue with the online adjustment.

Additional process steps are required once a payroll date is selected, but they vary depending upon the adjustment type selected.

Select an Adjustment Type

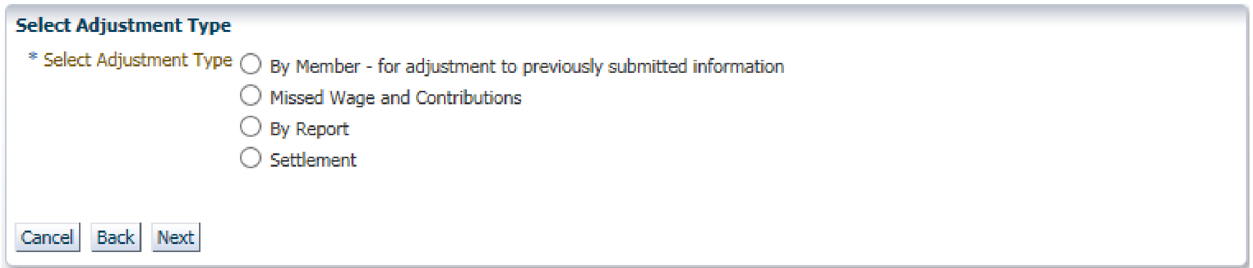
Clicking the **Next** button on the *Select Payroll Date* screen opens the *Select Adjustment Type* screen, shown in Figure 34.

There are four types of wage and contribution online adjustments. They are:

- By Member - for adjustment to previously submitted information
- Missed Wage and Contributions

- By Report (for adjustment to transactions previously submitted on a wage and contribution report)
- Settlement (for an adjustment to wage and contribution information based on a legal decision)

Figure 34: Select Adjustment Type *Screen*



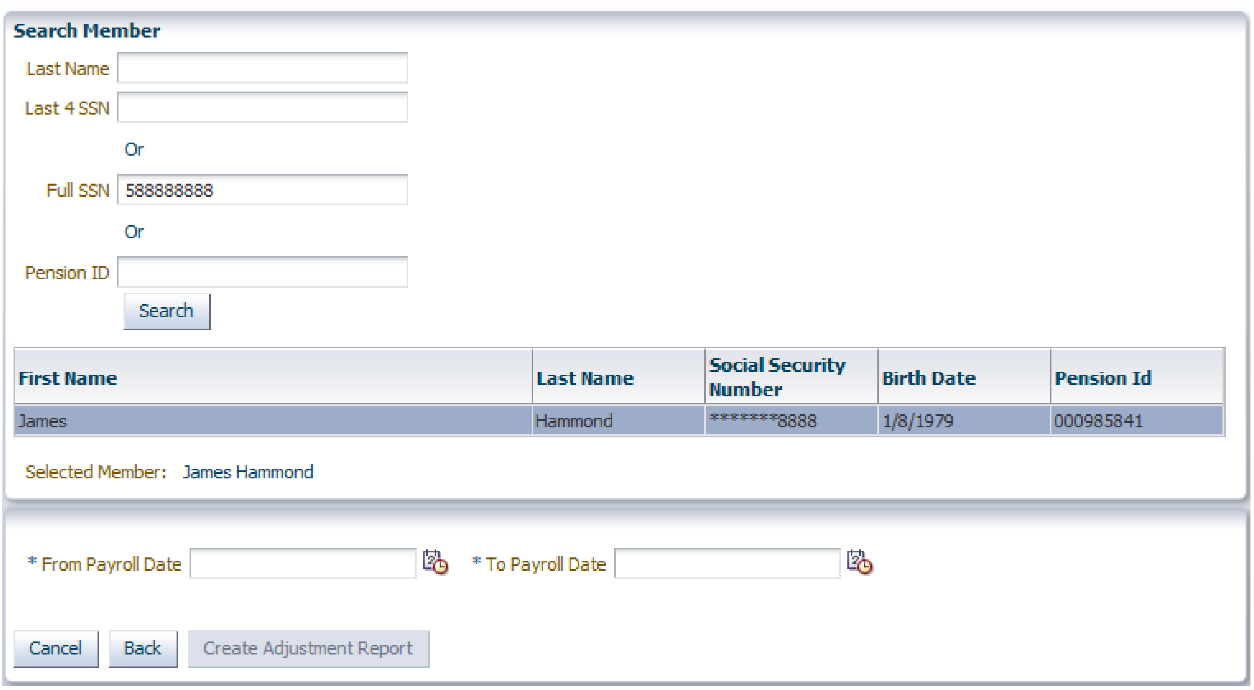
To select an adjustment type:

1. Click the radio button in front of the adjustment type.
2. Click the **Next** button.

Adjustment Type: By Member – For Adjustment to Previously Submitted Information

Select the **By Member - for adjustment to previously submitted information** radio button and the *Search Member* screen opens as shown in Figure 35.

Figure 35: Search Member *Screen*



Search for a Member

Use the search fields in the top section of the screen to locate the member whose wage and contribution information to be adjusted. Search for a member account using the member's:

- Last name and the last four digits of the member's Social Security number (SSN), or
- Full SSN, or
- Pension ID

To search for a member by last name and last four digits of the member's SSN:

1. Enter the member's last name into the **Last Name** field.
2. Enter the last four digits of the member's SSN into the **Last 4 SSN** field.
3. Click the **Search** button.

To search for a member using the member's full nine-digit SSN:

1. Enter the member's SSN into the **Full SSN** field.
2. Click the **Search** button.

To search for a member using the member's Pension ID:

1. Type the member's nine-digit Pension ID into the **Pension ID** field.
2. Click the **Search** button.

The member's first and last name, Social Security Number, and nine-digit Pension ID number displays in a grid below the search field.

To select a member, click the member's name in the grid so that the row is highlighted.

Locate the Transaction to Adjust and Create the Adjustment Report

Identify the member, enter the pay period date range for the transaction to be adjusted.

To enter the date range, as shown in Figure 35:

1. Enter the pay period start date into the **From Payroll Date** field.
2. Enter the pay period end date into the **To Payroll Date** field.
3. When all the required fields are complete, click the **Create Adjustment Report** button. The *Adjustment Report* screen displays, as shown in Figure 36.

Figure 36: Adjustment Report *Screen*

The *Adjustment Report* screen displays a grid containing the following fields for the transactions that were submitted for the member during the specified pay period date range:

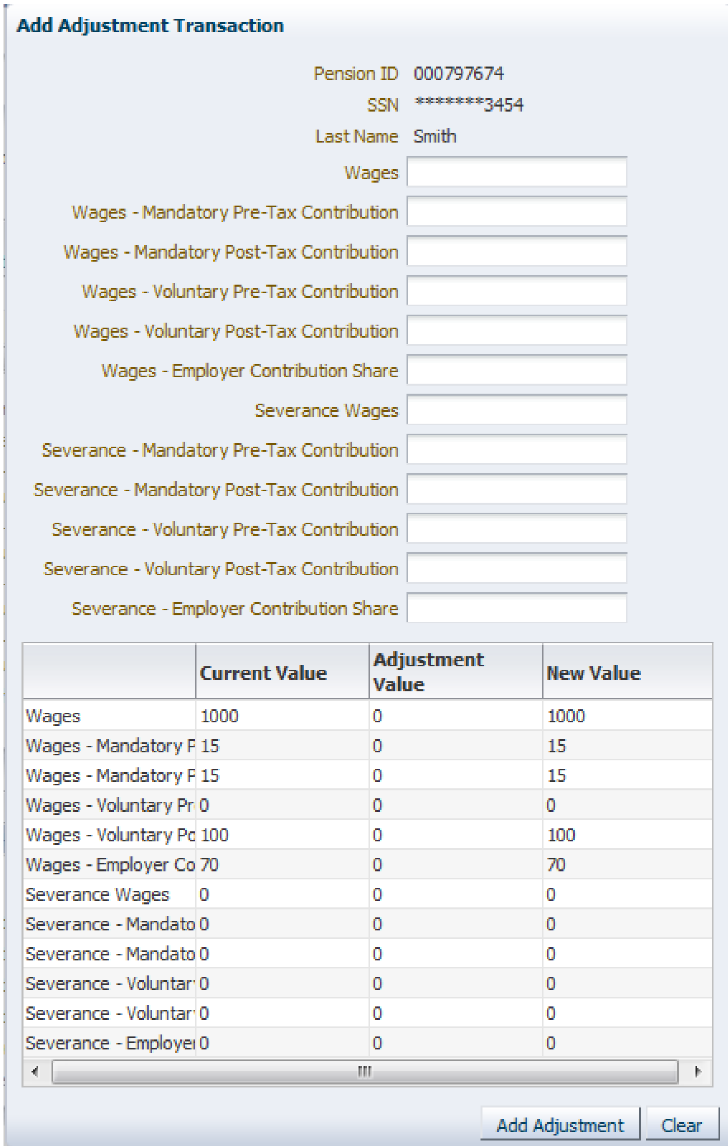
- New Adjustment Transaction
- Prior Adjustments
- Report ID
- Payroll Date
- Last four digits of SSN
- Last Name

Add Wage and Contribution Adjustment Information

Identify the transaction(s) to be adjusted. Next add wage and contribution details to the adjustment report. To add wage and contribution adjustment details:

1. Click the **Add** link in the **New Adjustment Transaction** column of the grid next to the transaction(s) to be adjusted. This opens the *Add Adjustment Transaction* pop-up box, as shown in Figure 37.

Figure 37: Add Adjustment Transaction Pop-Up Box



Add Adjustment Transaction

Pension ID 000797674
SSN ********3454
Last Name Smith
Wages
Wages - Mandatory Pre-Tax Contribution
Wages - Mandatory Post-Tax Contribution
Wages - Voluntary Pre-Tax Contribution
Wages - Voluntary Post-Tax Contribution
Wages - Employer Contribution Share
Severance Wages
Severance - Mandatory Pre-Tax Contribution
Severance - Mandatory Post-Tax Contribution
Severance - Voluntary Pre-Tax Contribution
Severance - Voluntary Post-Tax Contribution
Severance - Employer Contribution Share

	Current Value	Adjustment Value	New Value
Wages	1000	0	1000
Wages - Mandatory P	15	0	15
Wages - Mandatory P	15	0	15
Wages - Voluntary Pr	0	0	0
Wages - Voluntary Pc	100	0	100
Wages - Employer Co	70	0	70
Severance Wages	0	0	0
Severance - Mandato	0	0	0
Severance - Mandato	0	0	0
Severance - Voluntar	0	0	0
Severance - Voluntar	0	0	0
Severance - Employe	0	0	0

Add Adjustment Clear

The **Add Adjustment Transaction** pop-up box shows the selected member's Pension ID, last four digits of SSN and last name, and contains the following additional fields:

- Wages
- Wages - Mandatory Pre-Tax Contribution
- Wages - Mandatory Post-Tax Contribution
- Wages - Voluntary Pre-Tax Contribution**
- Wages - Voluntary Post-Tax Contribution
- Wages - Employer Contribution Share

- Severance Wages
- Severance - Mandatory Pre-Tax Contribution
- Severance - Mandatory Post-Tax Contribution
- Severance - Voluntary Pre-Tax Contribution**
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)

** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

2. Type information only into the fields that need to be adjusted. Upon exiting a field, the value entered is added to the current value in the grid at the bottom of the screen and displays the field's new value.

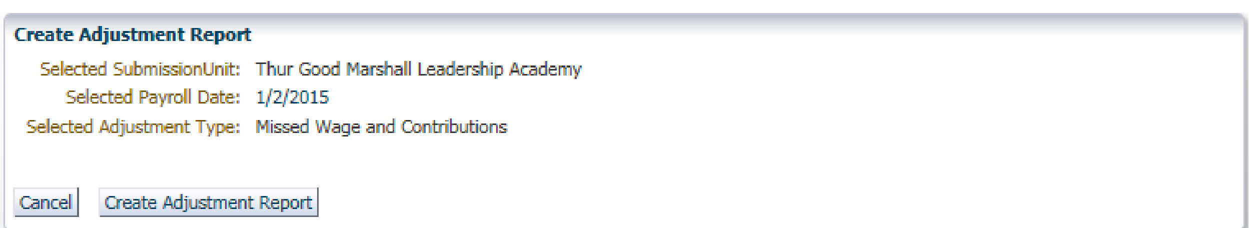
NOTE: To enter a negative adjustment use the negative sign (-) in front of the value.

3. When changes have been entered, click the **Add Adjustment** button.

Adjustment Type: Missed Wage and Contributions

Select the **By Missed Wage and Contributions** radio button, the *Create Adjustment Report* screen displays, as shown in Figure 38.

Figure 38: Create Adjustment Report *Screen*



If the selected Submission Unit, payroll date and adjustment type shown on the screen are correct, click the **Create Adjustment Report** button to continue with the adjustment report.

The *Enter Report Information* screen opens, as shown in Figure 39.

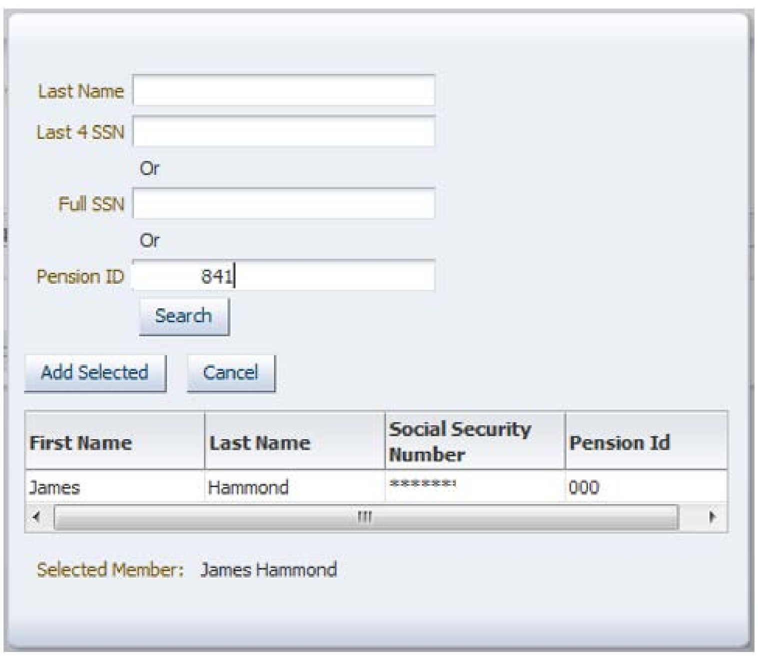
Figure 39: Enter Report Information *Screen*

Add Members to the Adjustment Report

Use the *Enter Report Information* screen to add a member to the adjustment report. To add a member:

1. Click the **Add Members** button. The *Add Member* pop-up box opens, as shown in Figure 40.

Figure 40: Add Member Pop-Up Box



2. Search for the member to be added to the report using the member's:
    - Last name and the last four digits of the member's Social Security number (SSN), or
    - Full SSN, or
    - Pension ID
3. Enter search criteria into the search fields and click the **Search** button. The member's first and last name, last four digits of SSN and nine-digit Pension ID number appear in a grid below the search field.

4. To select a member, click the member's record in the grid. Click the **Add Selected** button to add the member to the adjustment report. The *Add Member* pop-up box closes and the *Enter Report Information* screen displays for entering enter wage and contribution adjustment information for the member.

Enter Wage and Contribution Adjustment Details

To add wage and contribution details to the adjustment report:

1. Click the **Modify** link next to the member's name in the grid. This opens the *Modify Wage and Contribution Transaction* pop-up box, as shown in Figure 41.

Figure 41: Modify Wage & Contribution Transaction Pop-up Box

The *Modify Wage and Contribution Transaction* pop-up box shows the selected member's Pension ID, partial SSN and last name, and contains the following additional fields:

- Wages
- Wages - Mandatory Pre-Tax Contribution
- Wages - Mandatory Post-Tax Contribution
- Wages - Voluntary Pre-Tax Contribution**

- Wages - Voluntary Post-Tax Contribution
- Wages - Employer Contribution Share
- Severance Wages
- Severance - Mandatory Pre-Tax Contribution
- Severance - Mandatory Post-Tax Contribution
- Severance - Voluntary Pre-Tax Contribution**
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)

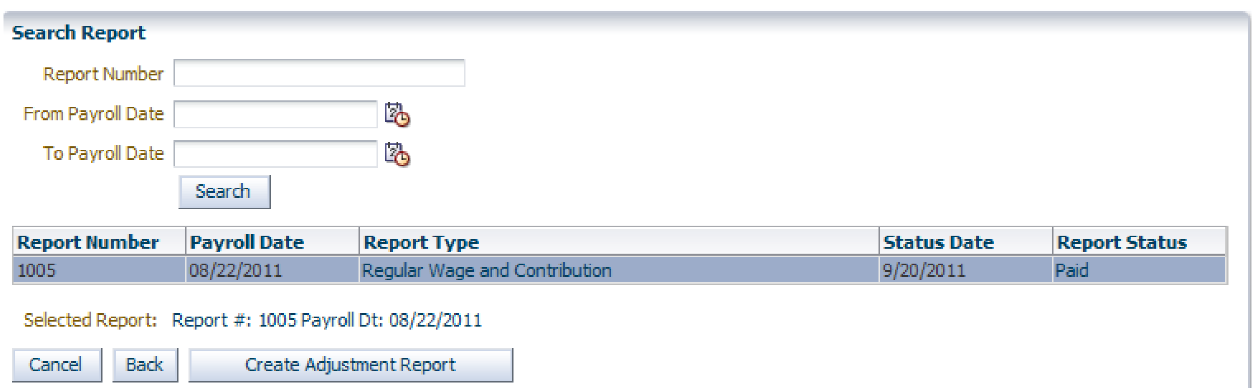
** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

2. Complete all applicable fields in the pop-up box and click the **Save** button.

Adjustment Type: By Report

Select the **By Report** radio button and the *Search Report* screen opens as shown in Figure 42.

Figure 42: Search Report *Screen*



The search fields on the screen can locate a report using:

- Report Number (this number is automatically generated by the application and can be found in the Submission Reports section of ERM)
- From Payroll Date
- To Payroll Date

Locate a Report to Adjust

To locate the report to be adjusted:

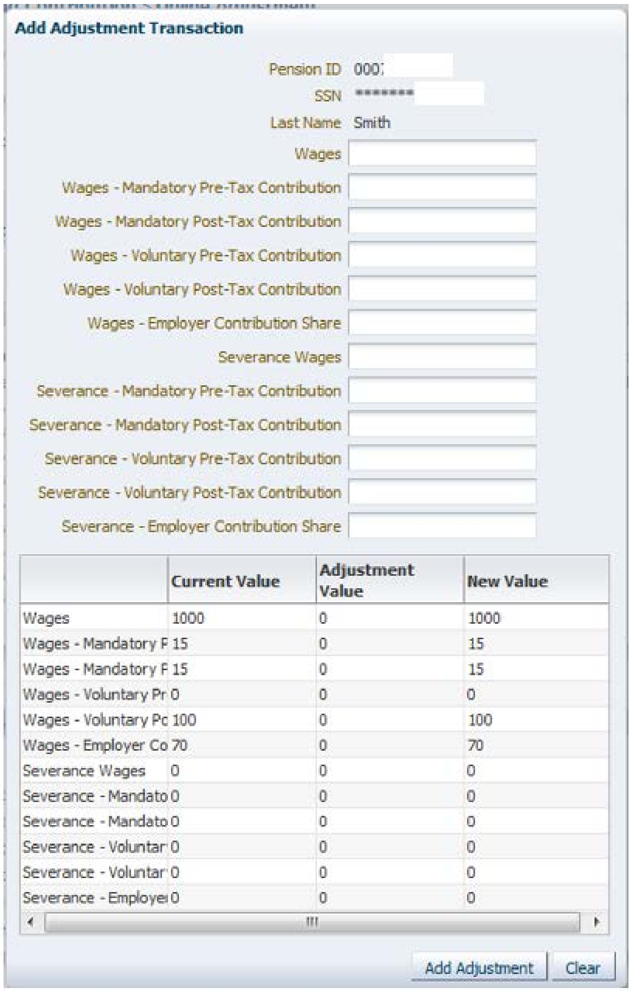
1. Enter data for the report into the fields and click the **Search** button. A list of reports that match the criteria entered into the search fields displays in the grid below the search fields.
2. Click the record for the report that is needed.
3. Click the **Create Adjustment Report** button. The *Adjustment Report* screen opens, as shown in Figure 43.

Figure 43: Adjustment Report *Screen*

Add Adjustment Transaction Details

Clicking the **Add** link in the **New Adjustment Transaction** column, next to the transaction to be adjusted, opens the *Add Adjustment Transaction* pop-up box, as shown in Figure 44. Use this screen to add the wage and contribution adjustment details to the report.

Figure 44: Add Adjustment Transaction Pop-Up Box


Add Adjustment Transaction

Pension ID 000
SSN *******
Last Name Smith
Wages
Wages - Mandatory Pre-Tax Contribution
Wages - Mandatory Post-Tax Contribution
Wages - Voluntary Pre-Tax Contribution
Wages - Voluntary Post-Tax Contribution
Wages - Employer Contribution Share
Severance Wages
Severance - Mandatory Pre-Tax Contribution
Severance - Mandatory Post-Tax Contribution
Severance - Voluntary Pre-Tax Contribution
Severance - Voluntary Post-Tax Contribution
Severance - Employer Contribution Share

	Current Value	Adjustment Value	New Value
Wages	1000	0	1000
Wages - Mandatory F	15	0	15
Wages - Mandatory F	15	0	15
Wages - Voluntary Pr	0	0	0
Wages - Voluntary Pc	100	0	100
Wages - Employer Co	70	0	70
Severance Wages	0	0	0
Severance - Mandato	0	0	0
Severance - Mandato	0	0	0
Severance - Voluntar	0	0	0
Severance - Voluntar	0	0	0
Severance - Employe	0	0	0

Add Adjustment Clear

The pop-up box shows the selected member's Pension ID, last four digits of SSN and last name, and contains the following additional fields:

- Wages
- Wages - Mandatory Pre-Tax Contribution
- Wages - Mandatory Post-Tax Contribution
- Wages - Voluntary Pre-Tax Contribution**
- Wages - Voluntary Post-Tax Contribution
- Wages - Employer Contribution Share
- Severance Wages
- Severance - Mandatory Pre-Tax Contribution
- Severance - Mandatory Post-Tax Contribution

- Severance - Voluntary Pre-Tax Contribution**
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)

** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer are required to continue with voluntary pre-tax contributions because the election is irrevocable.

To add wage and contribution adjustment details:

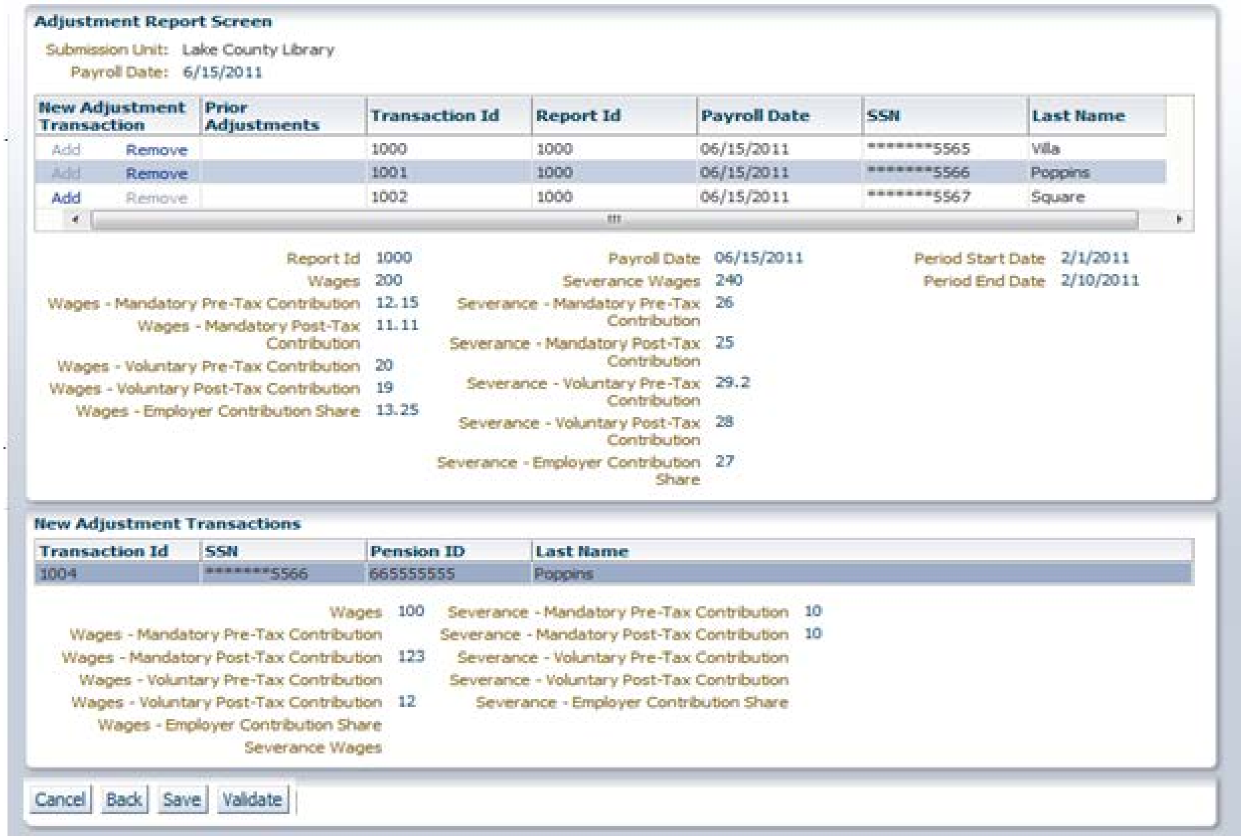
1. Type information only into the fields that need to be adjusted. Enter the information and exit the field. The value is added to the current value in the grid at the bottom of the screen to show the new value.

NOTE: To enter a negative adjustment use the negative sign (-) in front of the value.

2. When the changes are complete, click the **Add Adjustment** button.

Clicking the **Add Adjustment** button returns to the *Adjustment Report* screen. A new section, the *New Adjustment Transactions* section, displays on this screen, as shown in Figure 45. This section contains the details for the adjustments added to the report.

Figure 45: New Adjustment Transaction Section on the Adjustment Report *Screen*



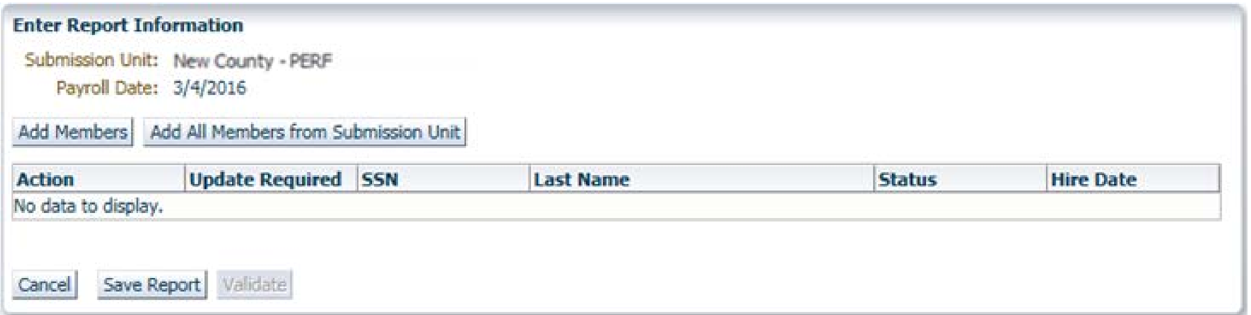
Adjustment Type: Settlement

Select the **Settlement** radio button and the *Create Adjustment Report* screen displays as shown in Figure 46.

Figure 46: Create Adjustment Report *Screen*

To create the adjustment report, click the **Create Adjustment Report** button. This opens the *Enter Report Information* screen as shown in Figure 47.

Figure 47: Enter Report Information *Screen*



Add Members to the Adjustment Report

Use the *Enter Report Information* screen to add members to the adjustment report. To add a member:

1. Click the **Add Members** button. The **Add Member** pop-up box opens.
2. Search for the member(s) to add to the report by using the member's:
   - Last name and the last four digits of the member's Social Security number (SSN), or
   - Full SSN, or
   - Pension ID
3. Click the **Search** button. The member's first and last name, last four digits of Social Security number, and nine-digit Pension ID number appear in a grid below the search field.
4. To select the member(s), click the checkbox next to the member's record in the grid. Click the **Add Selected** button to add the member(s) to the adjustment report. The *Add Member* pop-up box closes and the *Enter Report Information* screen displays. Enter wage and contribution information to the adjustment report.
5. All active members can be added to the report. Click the **Add All Members from Submission Unit** button and all members are added.

Enter Settlement Adjustment Details

To add wage and contribution details to the adjustment report:

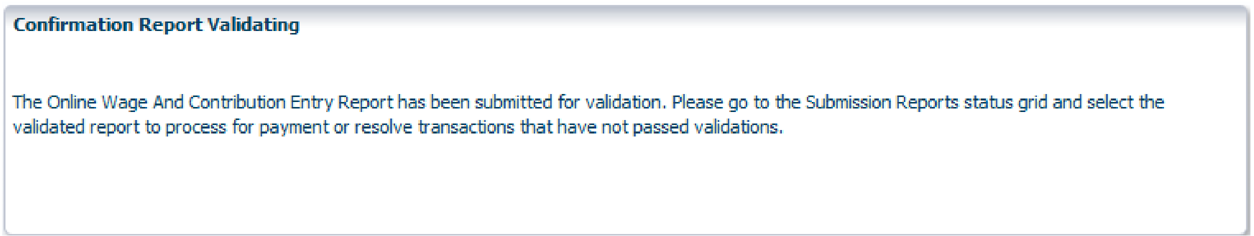
1. Click the **Modify** link next to the member's name in the grid. This opens the *Modify Wage & Contribution Transaction* pop-up box.
2. Complete all applicable fields in the pop-up box and click the **Save** button. All required fields, marked with an asterisk (*) must be completed before saving.

Cancel, Save, or Validate the Wage and Contribution Adjustment

After all the wage and contribution adjustment information for all the members included in the adjustment report have been added, either cancel the report, save it for processing later, or submit the report to the ERM application for validation by completing the following:

1. Click the **Cancel** button to return to the *Main Menu*. Confirm this action. Notification that the online adjustment is cancelled displays. The adjustment report is not saved.
2. Click the **Back** button to return to the previous screen.
3. Click the **Save** button to save the report to ERM and submit it for processing at a later date.
4. Validate the data in the report by clicking the **Validate** button. The confirmation notification shown in Figure 48 displays.

Figure 48: Validation Confirmation Notification



View Validation Results

Once the report is sent for validation, access the *Submission Reports* section of ERM to view the validation results. In the *Submission Reports* section, review the following information for any report sent for validation:

- The number of transactions that passed validation
- The number of transactions that passed validation with only warnings
- The number of transactions that failed with only errors
- The number of transactions that failed with both warnings and errors
- The total number of transactions processed
- The transactions that passed validation and have been submitted for payment
- The transactions that have not been submitted for payment

Any transaction that fails validation is placed into the *Exception Queue*.

NOTE: All settlement adjustment transactions that are sent to the Exception Queue must be resolved before a settlement adjustment report can be processed for payment. Before a settlement adjustment report can be processed for payment, INPRS Staff must review it and release it from settlement hold status.

Manage Submission Reports

Once wage and contribution, adjustment, or settlement adjustment transactions for validation have been submitted, access the report through the *Submission Reports* section of the ERM application to view the validation results and process the report for payment.

Use the *Submission Reports* section to complete the following:

- View wage and contribution reports submitted for validation.
- Resolve errors in wage and contribution reports.
- Process validated wage and contribution reports for payment.
- Edit payment dates for wage and contribution reports in *Future Payment Status*.
- View detailed wage and contribution reports.
- View wage and contribution summary reports.
- Delete wage and contribution reports.

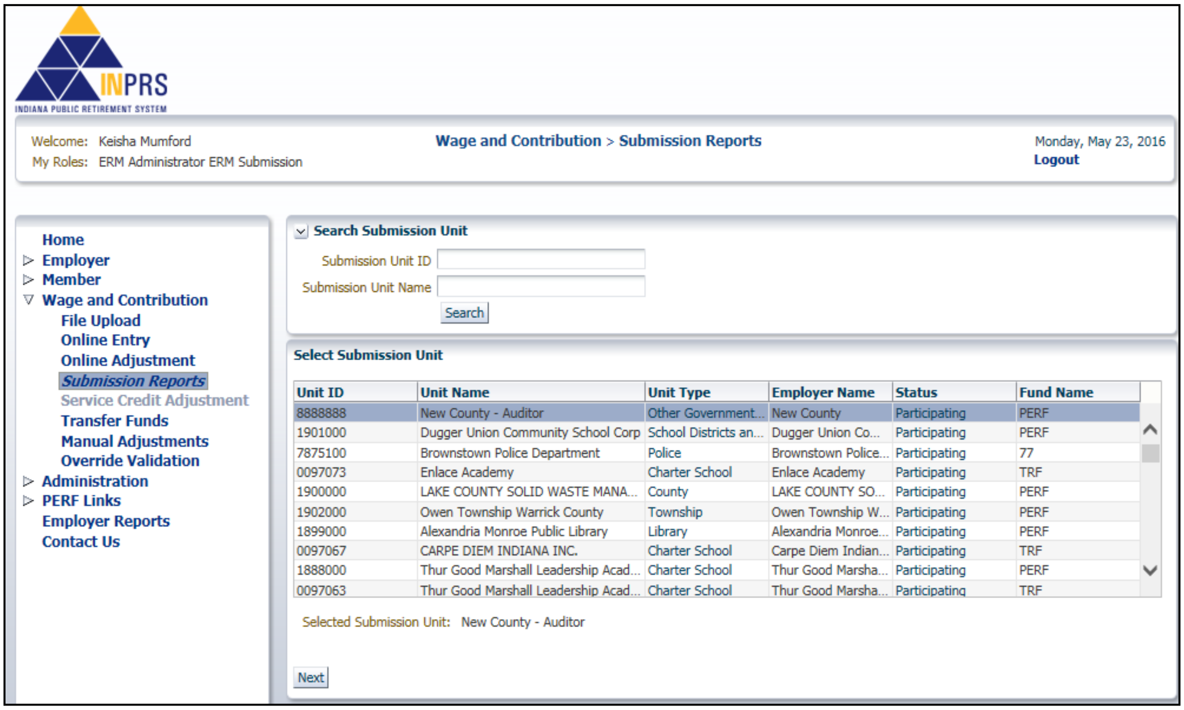
Access Submission Reports

To access submission reports:

1. Click the ▷ to the left of *Wage and Contribution* in the *Navigation Menu*.
2. Choose **Submission Reports** from the drop-down menu.

The *Select Submission Unit* screen, as shown in Figure 49 opens.

Figure 49: Submission Report Select Submission Unit *Screen*



The *Select Submission Unit* screen contains two search fields that allow locating a Submission Unit by Submission Unit ID number or name.

To search for a Submission Unit by ID:

1. Type the Submission Unit ID in the **Submission Unit ID** field.
2. Click the **Search** button.

To search for a Submission Unit by name:

1. Type the name of the Submission Unit in the **Submission Unit Name** field.
2. Click the **Search** button.

NOTE: Only the Submission Units that the Employer User has access to view are those displayed in the grid.

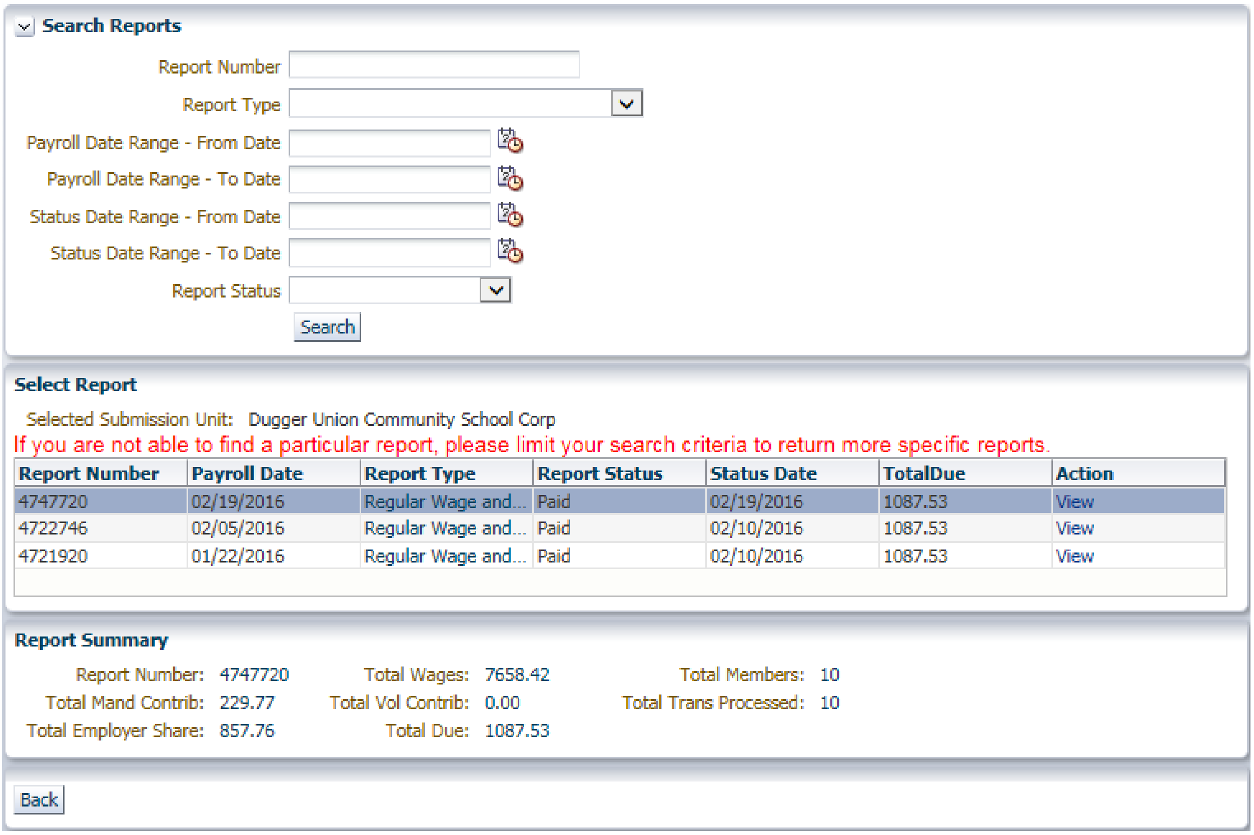
To select a Submission Unit from the scrollable grid:

1. To view wage and contribution submission reports, scroll through the grid until the Submission Unit is visible.
2. Click the **Submission Unit** name.
3. Click the **Next** button.

Manage Submission Reports

Once you have selected a Submission Unit, the *Search Reports* screen opens, as shown in Figure 50. Use this screen to locate the Submission Report you want to view.

Figure 50: Search Reports *Screen*



The top portion of the *Search Reports* screen contains a group of fields used to locate a submission report. Search for submission reports using:

- Report Number
- Report Type
- Payroll Date Range – From Date
- Payroll Date Range – To Date
- Status Date Range – From Date
- Status Date Range – To Date
- Report Status

Enter search criteria into the appropriate fields and click the **Search** button.

A list of submission reports matching the search criteria appear in the grid in the *Select Report* section of the *Search Reports* screen.

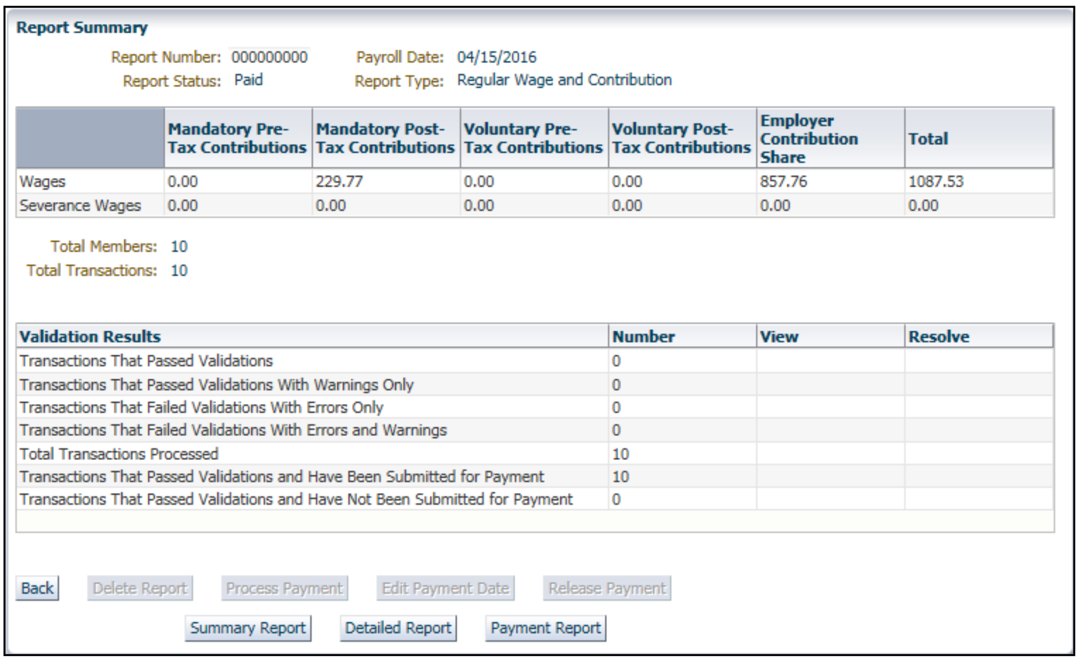
When a report is selected from the grid, a summary displays in the *Report Summary* section below the grid.

View Submission Reports

To view a submission report:

1. Locate the report to be viewed in the Select Report grid.
2. Click the **View** link in the **Action** column. The *Report Summary* screen opens, as shown in Figure 51. The fields displayed on the *Report Summary* screen can differ if an employer participates in the My Choice Plan. See Figures 56 through 60 for additional details on the report summary screen.

Figure 51: Report Summary *Screen*


Report Summary

Report Number: 000000000 Payroll Date: 04/15/2016
Report Status: Paid Report Type: Regular Wage and Contribution

	Mandatory Pre-Tax Contributions	Mandatory Post-Tax Contributions	Voluntary Pre-Tax Contributions	Voluntary Post-Tax Contributions	Employer Contribution Share	Total
Wages	0.00	229.77	0.00	0.00	857.76	1087.53
Severance Wages	0.00	0.00	0.00	0.00	0.00	0.00

Total Members: 10
Total Transactions: 10

Validation Results	Number	View	Resolve
Transactions That Passed Validations	0		
Transactions That Passed Validations With Warnings Only	0		
Transactions That Failed Validations With Errors Only	0		
Transactions That Failed Validations With Errors and Warnings	0		
Total Transactions Processed	10		
Transactions That Passed Validations and Have Been Submitted for Payment	10		
Transactions That Passed Validations and Have Not Been Submitted for Payment	0		

Back | Delete Report | Process Payment | Edit Payment Date | Release Payment
Summary Report | Detailed Report | Payment Report

The *Report Summary* screen provides a detailed overview of the wage and contribution report including report number, report status, payroll date, report type and a summary of the contributions included on the report.

The Validation Results grid on the screen shows the results of the validation process for the selected report, including the number of transactions included in the report, the number of transactions that passed validations, the number of transactions that failed validations, the number of transactions that have been submitted for payment and the number of transactions that have not been submitted for payment.

NOTE: To understand the difference between ERRORS and WARNINGS, see the *Glossary of Important ERM Terms* document for a complete list and definitions. This document is available on the INPRS website.

NOTE: If any transactions in the chosen report failed validation, the **Process for Payment** button at the bottom of the screen is grayed out. Review each failed transaction and confirm that these transactions have been reviewed before the button becomes active and a report can be processed for payment.

View Transactions in Submission Reports

Use the *Report Summary* screen to view any transactions in the selected report. View transactions that passed validation and those that failed.

To view a transaction that passed validation:

1. Click the **View** link in the **View** column of the Validation Results table, as shown in Figure 51. A pop-up box with transaction information displays on the screen. See Figure 52 for an example of the pop-up box for transactions that passed validation.
2. Click the **OK** button at the bottom of the pop-up box to return to the *Report Summary* screen.

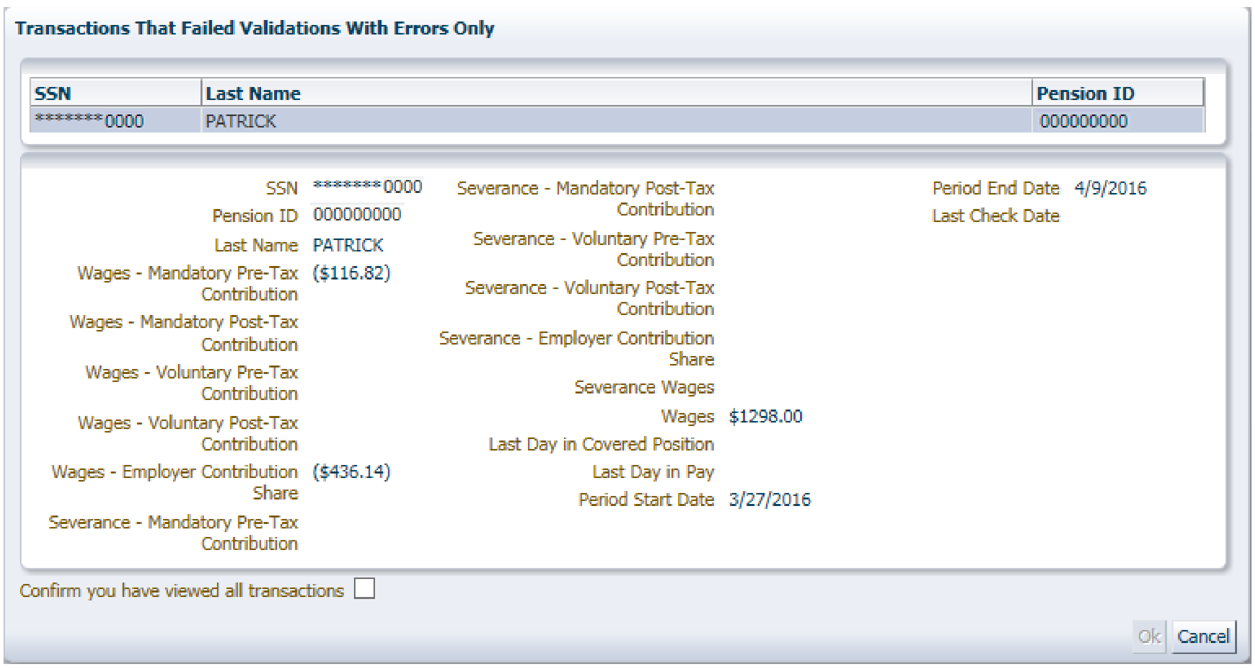
Figure 52: Transactions That Passed Validations Pop-Up Box

To view transactions that failed validation:

1. Click the **View** link in the **View** column of the Validation Results table, as shown in Figure 51. A pop-up box containing a list of all the transactions in the chosen report that failed validation displays on the screen, as shown in Figure 53.
2. Choose a transaction from the grid at the top of the screen. Data for the chosen transaction displays in the fields below the grid.
3. Click the checkbox at the bottom of the screen to confirm that each transaction that failed validation has been reviewed.
4. Click the **OK** button to return to the *Report Summary* screen.

NOTE: Before a report can be processed for payment, each transaction that failed validation must be reviewed.

Figure 53: Transactions That Failed Validations Pop-Up Box



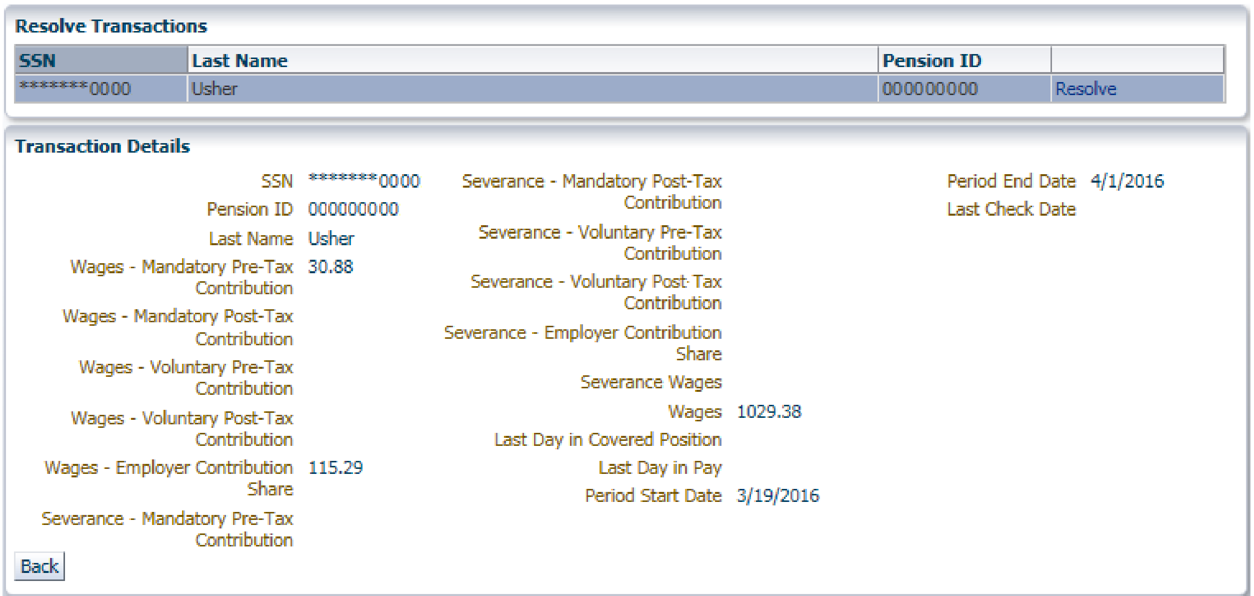
Resolve Errors in Submission Reports

After viewing the transactions in the report, resolve errors for transactions that failed validation.

To resolve errors in submission reports:

1. Click the **Resolve** link in the **Resolve** column of the Validation Results grid for *Transactions That Passed Validations With Warnings Only*, *Transactions That Failed Validations with Errors Only* and *Transactions That Failed Validations With Errors and Warnings*, as shown on Figure 51. This opens the *Resolve Transactions* screen, as shown in Figure 54.

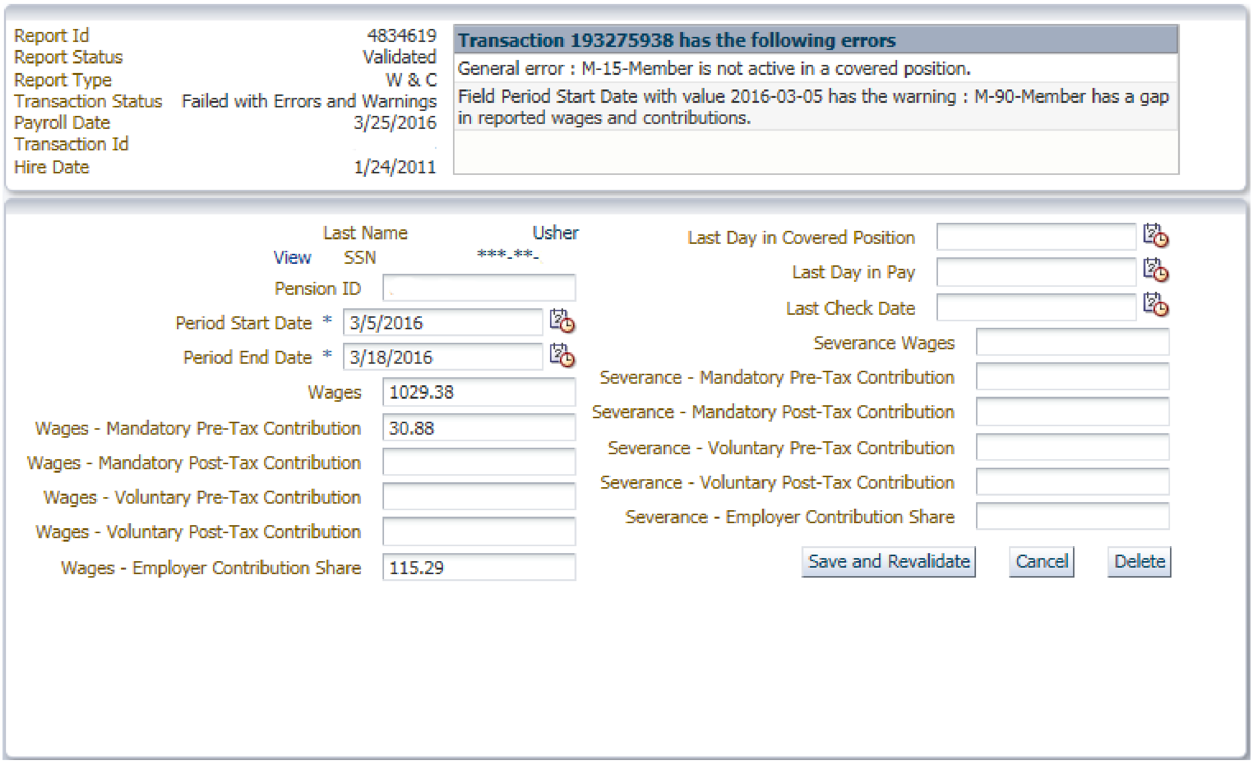
Figure 54: Resolve Transactions *Screen*



2. Click the **Resolve** link in the grid. This opens the transaction to modify, as shown in Figure 55.
3. The error(s) associated with the transaction are listed in a table in the upper right of the *Summary* screen.
4. Locate a data field that contains an error.
5. Type the corrected information into each field that contains an error.
6. Click the **Save and Revalidate** button. The summary screen closes, and the *Resolve Transactions* screen returns.
7. To delete the transaction because it was entered erroneously, click the **Delete** button. A pop-up box displays confirming that the transaction is to be deleted.

NOTE: For assistance troubleshooting errors in wage and contribution transactions, see the User Manual Appendix for a list of error codes and the requirements for resolving the error.

Figure 55: Modify Transaction for Wage and Contribution Transactions with Errors



Process Submission Reports for Payment

Once a wage and contribution or adjustment report is validated and confirmed that each transaction that failed validation has been reviewed, process the wage and contribution report for payment.

To process a Submission Report for payment, first locate the report to be processed.

To locate a Submission Report:

1. Click the ▷ to the left of *Wage and Contribution* in the *Navigation Menu*.
2. Choose **Submission Reports** from the drop-down menu.
3. Search for a report using Section 1 of the *Search Reports* screen, as shown in Figure 50.
4. Select a report from the grid on the *Search Reports* screen.
5. Click the **View** link in the **Action** column next to the report to be viewed. The *Report Summary* screen opens, as shown in Figure 51.

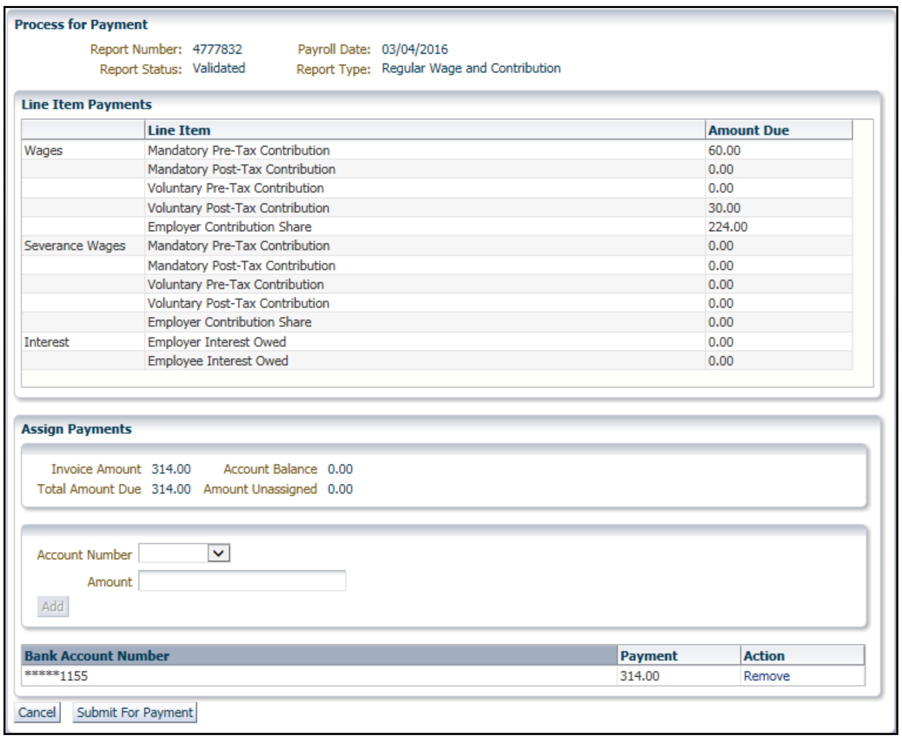
NOTE: If there are transactions that have remained in the Exception Queue for 30 days or more, you will be unable to submit reports for payment until you resolve these errors. It is very important to keep the Exception Queue clear and resolve errors in a timely manner.

Before a report can be processed for payment, confirm that all transactions that failed validation have been reviewed.

If the report is a settlement adjustment, all transactions that failed validations must be resolved before the report can be submitted for payment.

To process a report for payment, click the **Process for Payment** button to process the transactions that passed validation. The *Process for Payment* screen opens, as shown in Figure 56.

Figure 56: Process for Payment *Screen for PERF Hybrid, PA, JU, CE, 77*



Process for Payment

Report Number: 4777832 Payroll Date: 03/04/2016
Report Status: Validated Report Type: Regular Wage and Contribution

Line Item Payments

	Line Item	Amount Due
Wages	Mandatory Pre-Tax Contribution	60.00
	Mandatory Post-Tax Contribution	0.00
	Voluntary Pre-Tax Contribution	0.00
	Voluntary Post-Tax Contribution	30.00
	Employer Contribution Share	224.00
Severance Wages	Mandatory Pre-Tax Contribution	0.00
	Mandatory Post-Tax Contribution	0.00
	Voluntary Pre-Tax Contribution	0.00
	Voluntary Post-Tax Contribution	0.00
	Employer Contribution Share	0.00
Interest	Employer Interest Owed	0.00
	Employee Interest Owed	0.00

Assign Payments

Invoice Amount 314.00 Account Balance 0.00
Total Amount Due 314.00 Amount Unassigned 0.00

Account Number
Amount
Add

Bank Account Number	Payment	Action
*****1155	314.00	Remove

Cancel Submit For Payment

NOTE: If the report is being submitted late for payment, interest may be added to the report.

The *Process for Payment* screen has two sections:

- The top section displays the report number, report status, payroll date and report type. It also contains a line item breakdown of the total payments contained in the report.

- The bottom section contains four fields that display detailed information about the report being submitted for payment:
  - The **Invoice Amount** field shows the total amount due for the selected report.
  - The **Account Balance** field shows the credit or debit balance of the Submission Unit's account.
    - If the amount shown in this field displays in red, the amount is a credit and automatically applies toward the payment being made.
    - If the amount shown in this field is in black, the amount is a debit. Debits are added to the amount due on the report being submitted for payment.
  - The **Total Amount Due** field shows the invoice amount plus any debit balance or minus any credit balance.
  - The **Amount Unassigned** field shows any remaining balance that has not yet been assigned for payment.

This section also contains fields used to assign payment amounts for each bank account (if applicable).

NOTE: If there is a credit on the Submission Unit account, it is automatically applied to the submitted report, reducing the total amount owed.

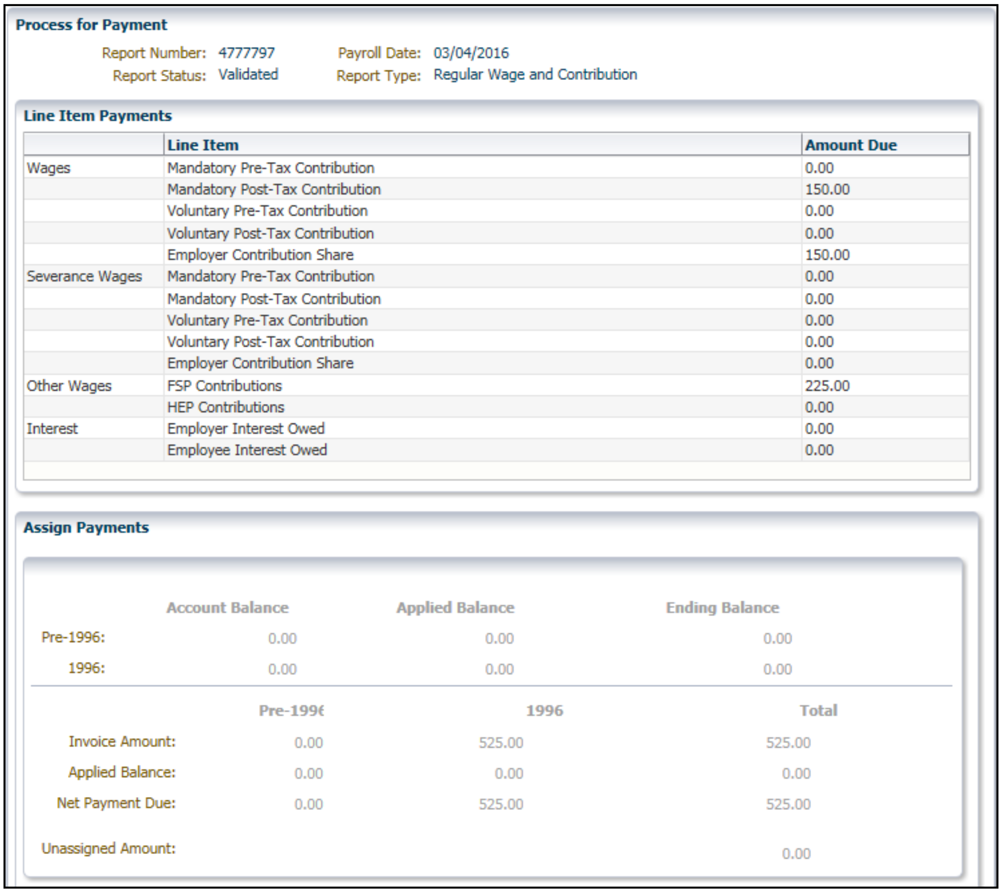
To assign payments:

1. Select an account number from the drop-down menu in the **Account Number** field.
2. Identify the amount to be paid from the chosen account in the **Amount** field.
3. Click the **add** button to add the payment to the Bank Account Number table in the *Assign Payments* section of the screen.
4. To make payments from more than one account, identify another bank account using the **Account Number** field, then identify the amount to be paid in the **Amount** field.
5. When the value in the **Amount Unassigned** field is zero, click the **Submit For Payment** button.

NOTE: Credits created in the TRF 1996 and Pre-1996 accounts can only be used towards payments in the same fund. Credits created in the My Choice Plan and the PERF Hybrid fund can only be used towards payments in the same fund.

In the process for payment screen, the assign payments section for TRF submission units detail pre-1996 and 1996 amounts, as shown in Figure 57.

Figure 57: Process for Payment Screen (TRF Only)



Process for Payment

Report Number: 4777797 Payroll Date: 03/04/2016
Report Status: Validated Report Type: Regular Wage and Contribution

Line Item Payments

	Line Item	Amount Due
Wages	Mandatory Pre-Tax Contribution	0.00
	Mandatory Post-Tax Contribution	150.00
	Voluntary Pre-Tax Contribution	0.00
	Voluntary Post-Tax Contribution	0.00
	Employer Contribution Share	150.00
Severance Wages	Mandatory Pre-Tax Contribution	0.00
	Mandatory Post-Tax Contribution	0.00
	Voluntary Pre-Tax Contribution	0.00
	Voluntary Post-Tax Contribution	0.00
	Employer Contribution Share	0.00
Other Wages	FSP Contributions	225.00
	HEP Contributions	0.00
Interest	Employer Interest Owed	0.00
	Employee Interest Owed	0.00

Assign Payments

	Account Balance	Applied Balance	Ending Balance
Pre-1996:	0.00	0.00	0.00
1996:	0.00	0.00	0.00

	Pre-1996	1996	Total
Invoice Amount:	0.00	525.00	525.00
Applied Balance:	0.00	0.00	0.00
Net Payment Due:	0.00	525.00	525.00
Unassigned Amount:			0.00

In the process for payment screen for PERF My Choice and PERF Hybrid participating submission units, the *Assign Payments* section details the invoice amount, applied balance, and net payment due for both the Hybrid and My Choice Plan, as shown in Figure 58.

Figure 58: Process for Payment Screen (My Choice)

Process for Payment

Report Number: 4844483 Payroll Date: 01/29/2016

Report Status: Validated Report Type: Regular Wage and Contribution

Line Item Payments

	Line Item	ASA Only Amount Due	Hybrid Amount Due
Wages	Mandatory Pre-Tax Contribution	30.00	0.00
	Mandatory Post-Tax Contribution	0.00	0.00
	Voluntary Pre-Tax Contribution	0.00	0.00
	Mandatory Post-Tax Contribution	0.00	0.00
	Total Employer Contribution Share	50.00	62.00
	Hybrid ER Share	0.00	0.00
	Normal Cost	50.00	0.00
	Supplemental Cost	0.00	62.00
	Matching Contribution	0.00	0.00
Severance Wages	Mandatory Pre-Tax Contribution	0.00	0.00
	Mandatory Post-Tax Contribution	0.00	0.00
	Voluntary Pre-Tax Contribution	0.00	0.00
	Voluntary Post-Tax Contribution	0.00	0.00
	Total Employer Contribution Share	0.00	0.00
	Hybrid ER Share	0.00	0.00
	Normal Cost	0.00	0.00
	Supplemental Cost	0.00	0.00
	Matching Contribution	0.00	0.00
Interest	Employer Interest Owed	0.00	0.00
	Employee Interest Owed	0.00	0.00
Retro Contributions	Total Retro Contributions Due for Undecided Members	142.00	142.00
	Total Retro Contributions Due Now	80.00	62.00

Assign Payments

	Account Balance	Applied Balance	Ending Balance
MyChoice	0.00	0.00	0.00
Hybrid	0.00	0.00	0.00

	MyChoice	Hybrid	Total
Invoice Amount:	160.00	124.00	284.00
Applied Balance:	0.00	0.00	0.00
Net Payment Due:	160.00	124.00	284.00
Unassigned Amount:			284.00

* Account Number

* Amount

Add

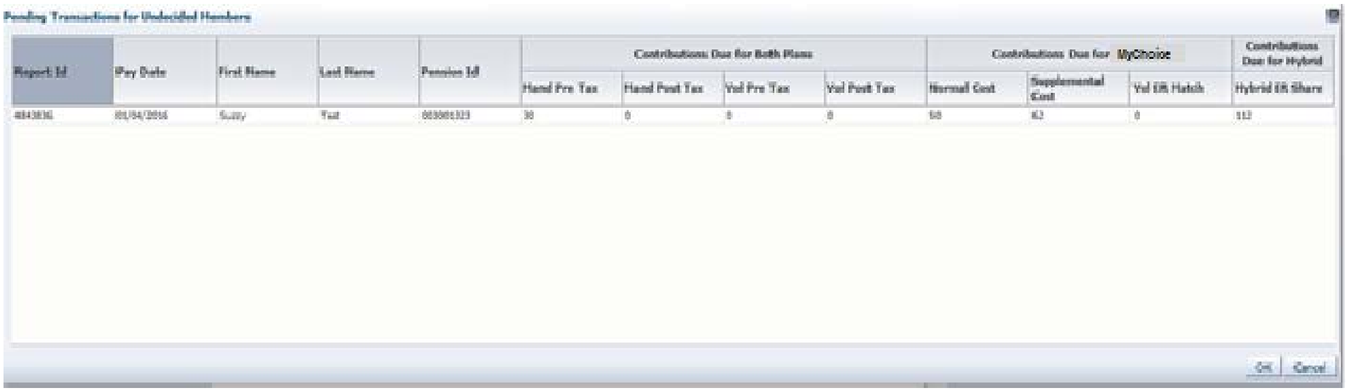
Bank Account Number	Payment	Action
No Payments Made		

Cancel Submit For Payment

Line items for Retro Contributions include links to reflect the breakdown of cost per member:

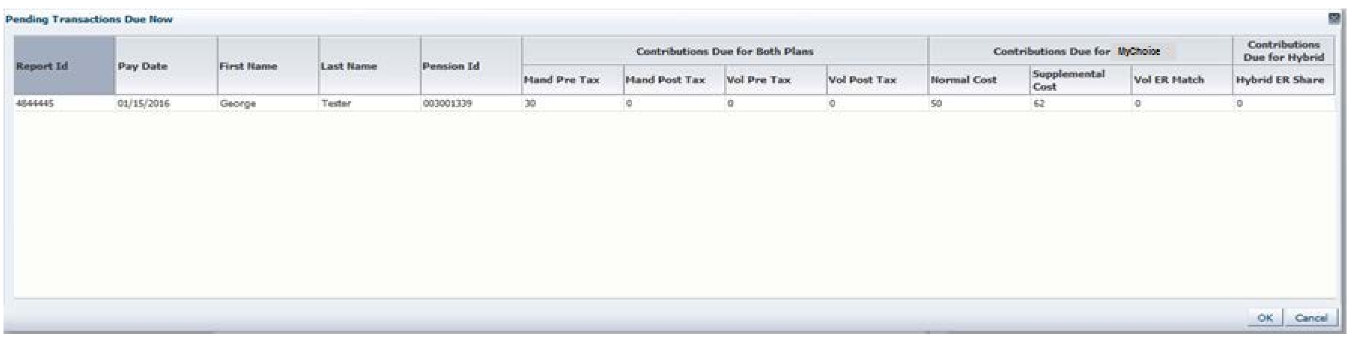
- **Total Retro Contributions Due for Undecided Members** link
  - o The cost detail is shown per member, per plan to reflect what would be owed depending on the member’s choice, since the member has yet to make an election to participate in the PERF Hybrid Fund or PERF My Choice Plan. The employer cost could differ if the member chooses the Fund or Plan, as shown in Figure 59.

Figure 59: Pending Transactions for Undecided Members *Pop Up Screen (My Choice)*



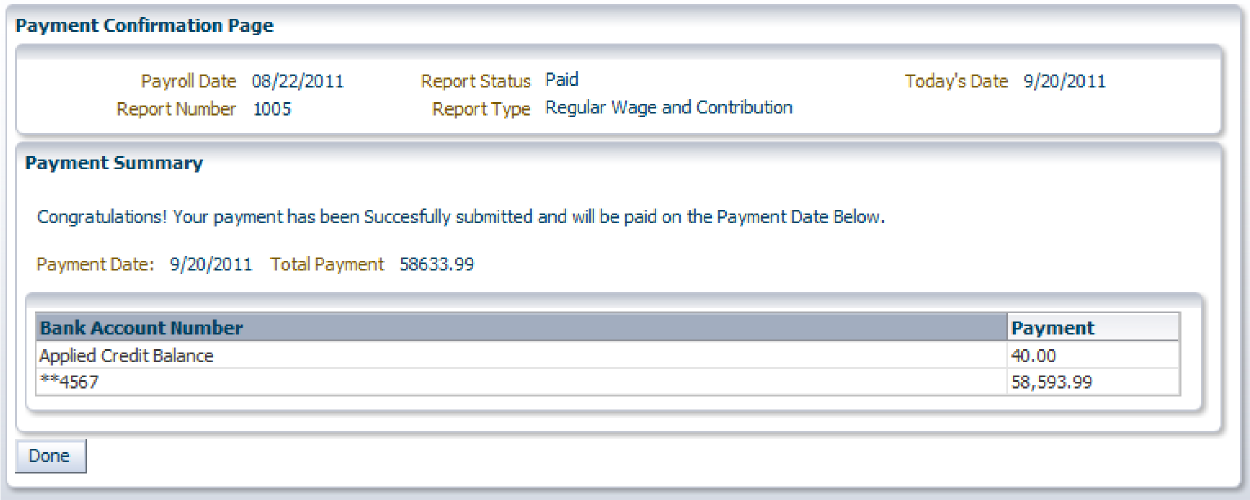
- **Total Retro Contributions Due Now**
    - The cost detail is shown per member according to the election that has been made since the last report was submitted. This link provides cost details reflecting only what is owed now, since the election has been made, as shown in Figure 60.

Figure 60: Pending Transactions Due Now *Pop Up Screen* (My Choice)



Click the **Submit For Payment** button on the *Process for Payment* screen and the *Confirm Payment* screen displays as shown in Figure 61.

Figure 61: Confirm Payment *Screen*



To confirm payment:

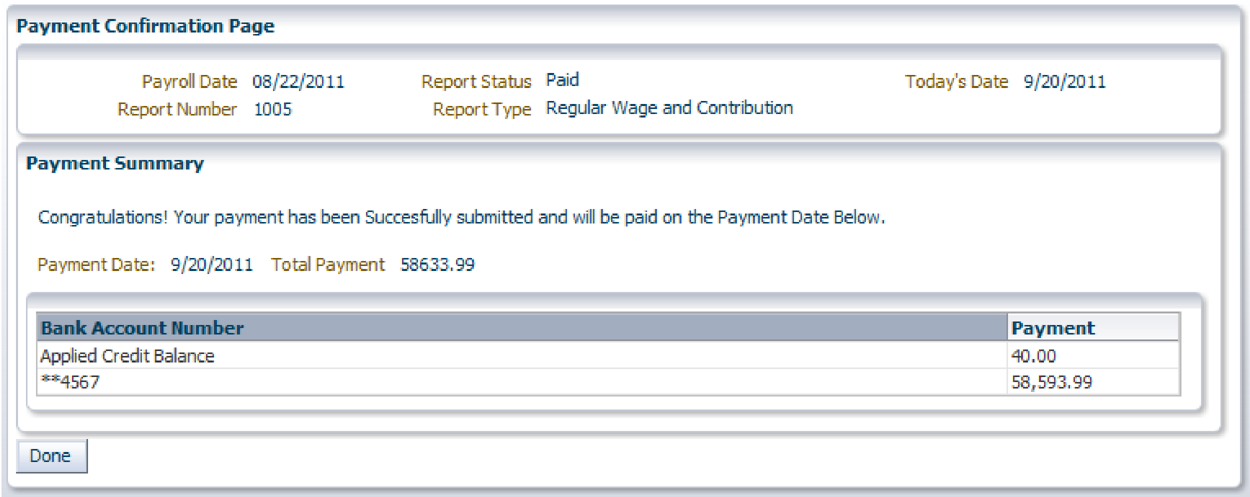
1. Click the **Confirm** checkbox in the *Confirm INPRS Bank Access* section of the screen to allow INPRS to deduct the payment amounts from each bank account specified. To review the Terms and Conditions, click the **Click to View Terms and Conditions** link.
2. Identify the payment date in the **Payment Date** field found in the *Assign Payment Date* section of the screen. Choose from the following options:
   - Immediate Payment
   - Future Payment Date

NOTE: For **Future Payment** the date entered cannot be after the Payroll Date. **Future Payment** cannot be chosen when submitting an adjustment report.

3. Click the **Submit** button. The *Payment Confirmation* screen, as shown in Figure 62, opens. Review the details on the screen, including the payment summary and the bank account(s) and payment(s) shown in the Bank Account Number grid.
4. Click the **Done** button to return to the *Report Summary* screen.

NOTE: If a wage and contribution payment is overdue, the **Payment Date** field does not appear in the *Assign Payment Date* section of the screen. Instead, a notification that the payment due date has been exceeded displays and the payment is processed on the date the report is submitted.

Figure 62: Payment Confirmation Page

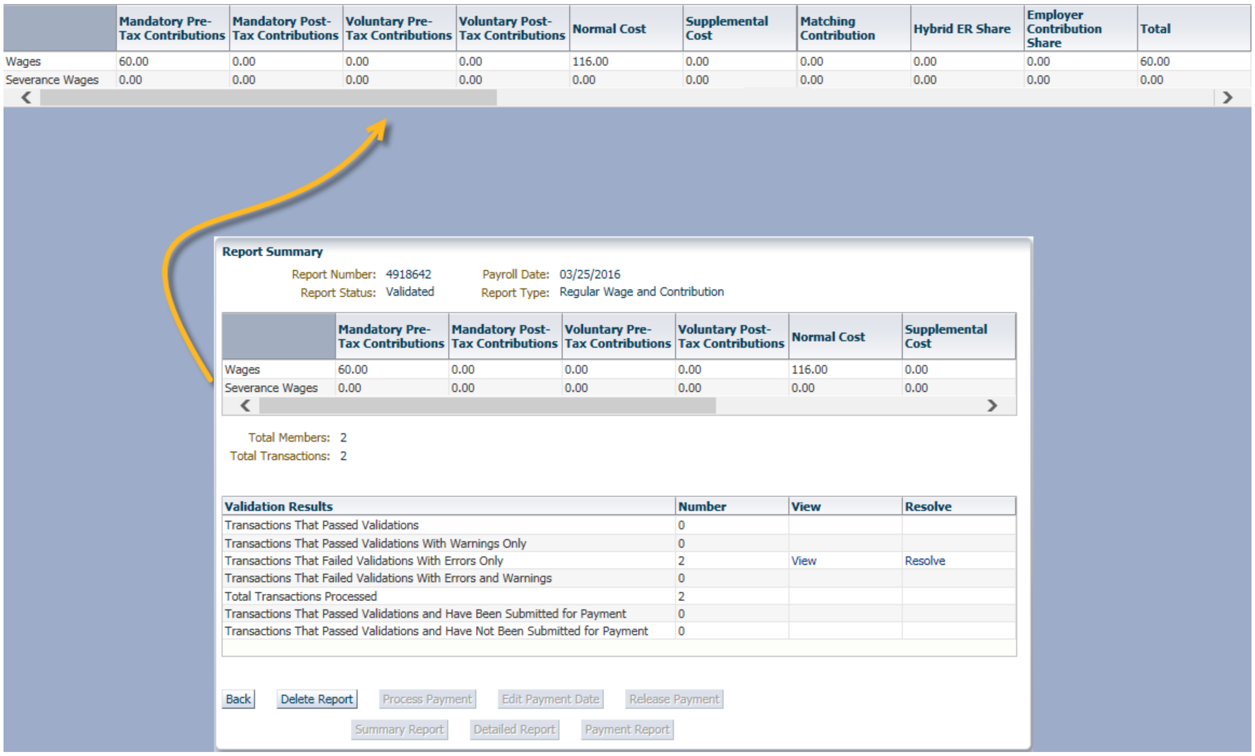


The *Report Summary* screen for PERF My Choice and PERF Hybrid employers reflects additional fields in the table. As illistrated in Figure 63, Normal Cost, Supplemental Cost, Matching Contribution, and Hybrid ER Share show in the scrollable grid, which are distinct to employers participating in both plans. All employers, including PERF My Choice and Hybrid employers, see fields in the grid summarize Wage and Severance Wage amounts in the following categories:

- Mandatory Pre-Tax Contributions
- Mandatory Post-Tax Contributions
- Voluntary Pre-tax Contributions**
- Voluntary Post-Tax Contributions
- Employer Contribution Share
- Total

** Voluntary Pre-Tax Contributions will continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable so members enrolled prior to 1/1/2018 will continue with pre-tax contributions as long as they are employed with the same employer in an INPRS-covered position. Members who elected the Voluntary Pre-Tax Contribution option, who leave employment and return to the same employer will be required to continue with voluntary pre-tax contributions because the election is irrevocable.

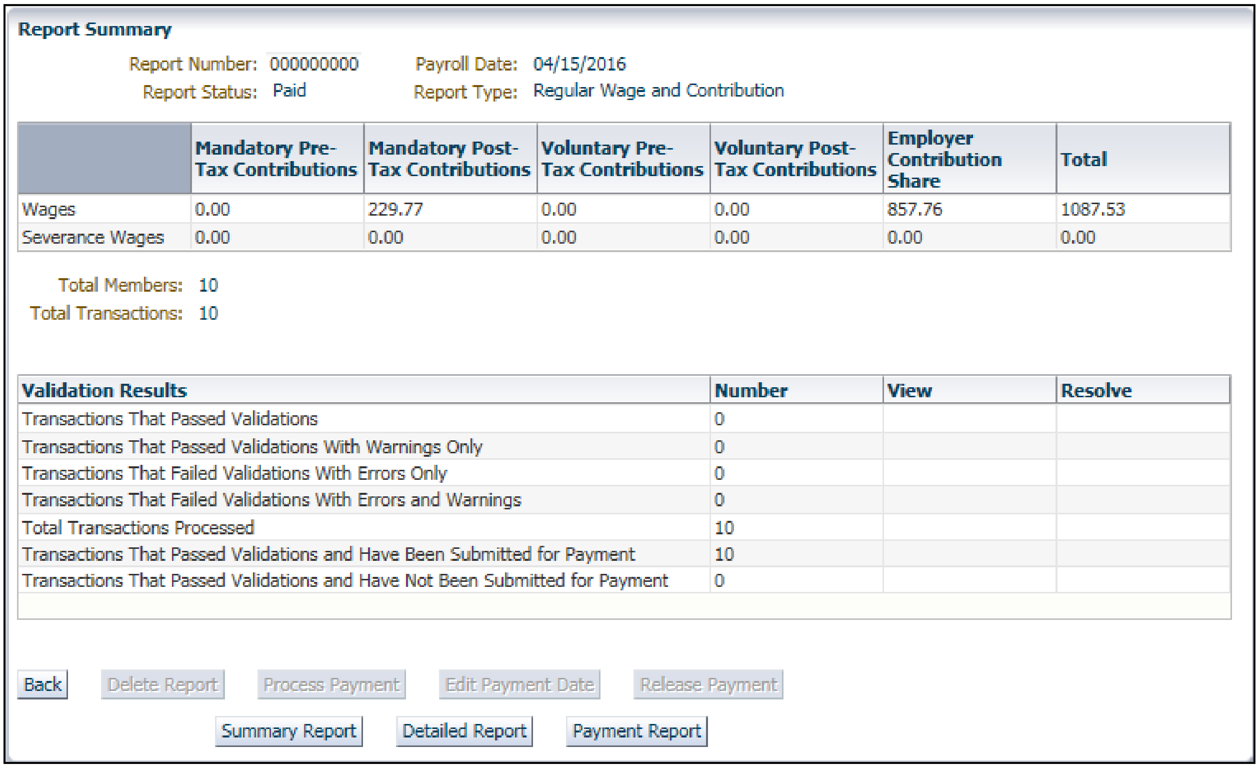
Figure 63: Report Summary Screen (for PERF My Choice and PERF Hybrid participants only)



Access Report Summary Screen Buttons

Use the additional buttons at the bottom of the *Report Summary* screen as shown in Figure 64, to carry out additional activities on wage and contribution reports.

Figure 644: Report Summary *Screen*



Report Summary

Report Number: 000000000 Payroll Date: 04/15/2016

Report Status: Paid Report Type: Regular Wage and Contribution

	Mandatory Pre-Tax Contributions	Mandatory Post-Tax Contributions	Voluntary Pre-Tax Contributions	Voluntary Post-Tax Contributions	Employer Contribution Share	Total
Wages	0.00	229.77	0.00	0.00	857.76	1087.53
Severance Wages	0.00	0.00	0.00	0.00	0.00	0.00

Total Members: 10

Total Transactions: 10

Validation Results	Number	View	Resolve
Transactions That Passed Validations	0		
Transactions That Passed Validations With Warnings Only	0		
Transactions That Failed Validations With Errors Only	0		
Transactions That Failed Validations With Errors and Warnings	0		
Total Transactions Processed	10		
Transactions That Passed Validations and Have Been Submitted for Payment	10		
Transactions That Passed Validations and Have Not Been Submitted for Payment	0		

Back | Delete Report | Process Payment | Edit Payment Date | Release Payment

Summary Report | Detailed Report | Payment Report

Delete Submission Reports

Any reports that have not been submitted for payment can be removed from the ERM application.

To delete a Submission Report:

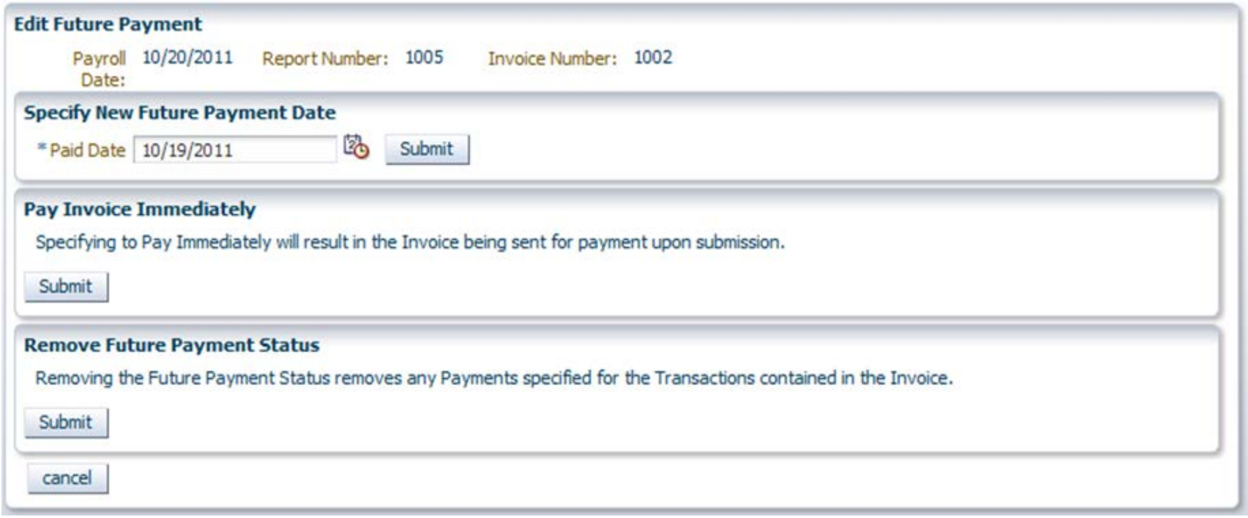
1. Click the **Delete Report** button as shown in Figure 64. A *Confirm Delete* pop-up box opens.
2. Click the **OK** button to delete the report.

Edit Payment Dates

For reports with a **Future Payment** status, meaning a wage and contribution payment is set for a future date, the payment date can be changed.

Click the **Edit Payment Date** button, as shown in Figure 64, to open the *Edit Future Payment* screen, as shown in Figure 65.

Figure 65: Edit Future Payment *Screen*



Complete any of the following using the sections on the *Edit Future Payment* screen:

1. Change the future payment date to a new future date (not past the payroll date).
2. Remove the future payment date and send the payment immediately.
3. Remove the future payment date, which would return the report to a **Validated** status. All payment information is removed from the report. At this point, the Employer User can edit the report as they would any **Validated** status report and then process it for payment.

Release Payments

The **Release Payment** button is used by INPRS Staff Users to release settlement adjustments for payment by Employer Users. The button becomes active when a Submission Unit has submitted a settlement adjustment report.

Once an INPRS Staff User has reviewed the settlement information and the settlement report, they release the settlement adjustment for payment by the Submission Unit.

> **NOTE:** All settlement adjustments submitted by Employer Users automatically go into a settlement hold status until an INPRS Staff User reviews and approves the settlement information and releases the settlement adjustment for payment. Only then can the Employer User submit the settlement adjustment for payment.

View Summary, Detailed, and Payment Reports

Additional reports can be viewed by pressing the buttons at the bottom of the *Report Summary* screen, as shown in Figure 64.

- Click the **Summary Report** button to view a summary of the wage and contribution transactions submitted for payment.

- Click the **Detailed Report** button to view a detailed report of the wage and contribution transactions submitted for payment.
- Click the **Payment Report** button to view an invoice-like report of the line items you have submitted for payment.

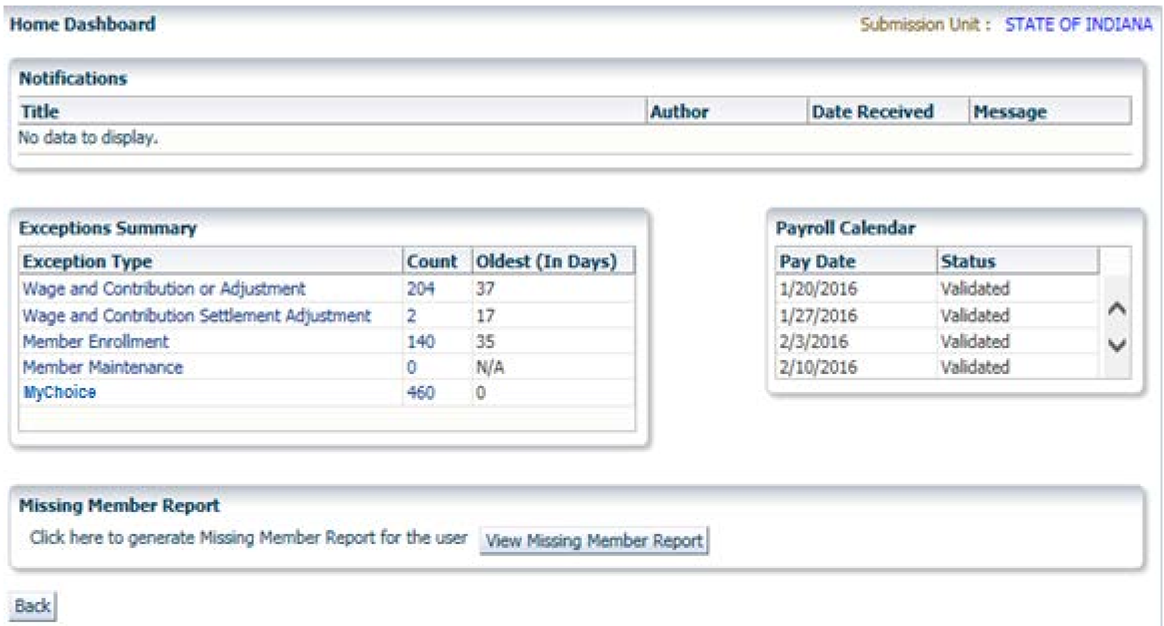
Manage the Wage and Contribution Exception Queues

For any wage and contribution transaction that fails validation, the error must be resolved before the transaction is accepted and can be processed for payment.

To access the *Exception Queue*:

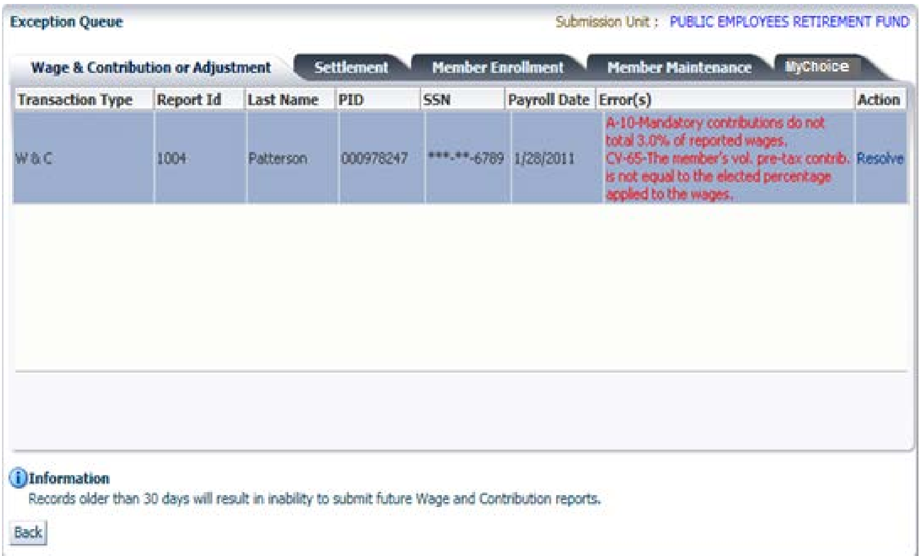
1. Select the applicable Submission Unit on the ERM *Home* screen.
2. Click the **Next** button. The *Home Dashboard* screen for the Submission Unit opens, as shown in Figure 66.

Figure 66: Home Dashboard Screen



3. To view one of the Wage and Contribution Exception Queues, click a **Wage and Contribution or Adjustment** or **Wage and Contribution Settlement Adjustment** link in the **Exception Type** column of the *Exceptions Summary* section of the *Home Dashboard*.
4. The wage and contribution exceptions appear in the table, as shown in Figure 67.

Figure 67: Wage and Contribution or Adjustment Exception Queue



To view the exceptions:

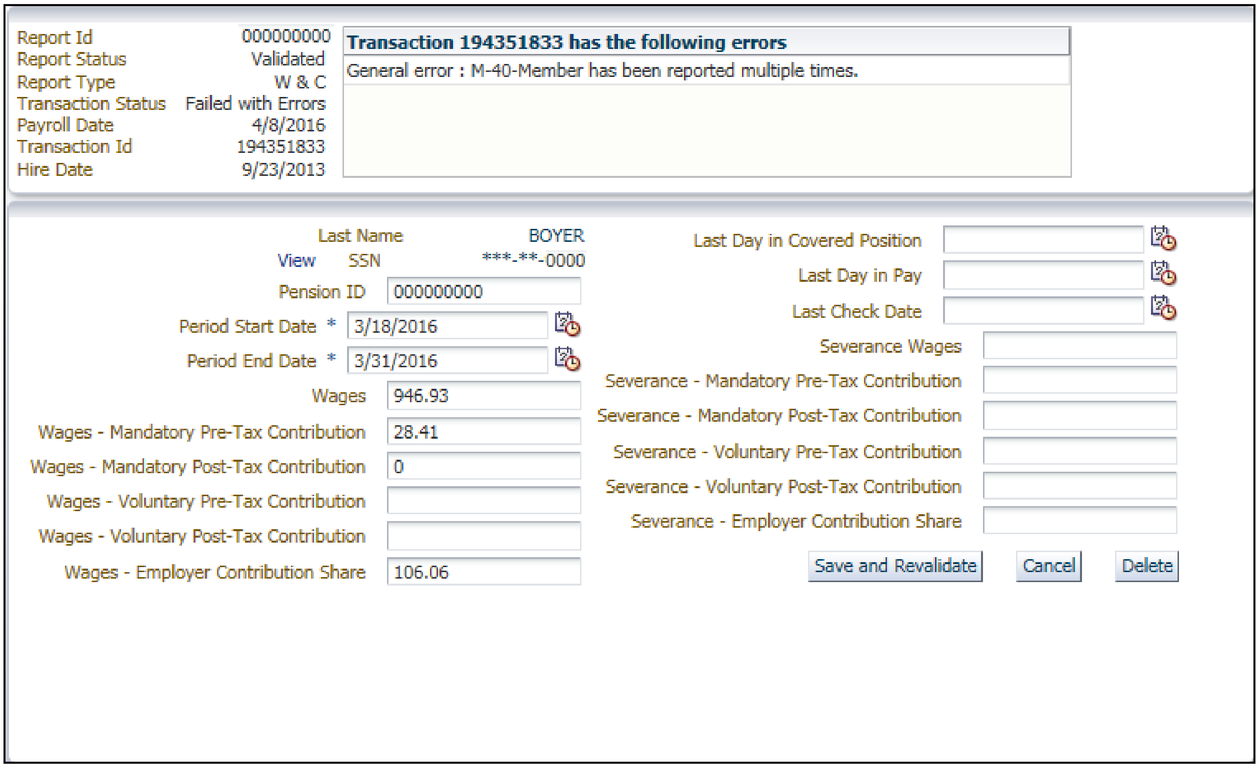
1. Click the **Resolve** link in the **Action** column of the table to open a summary screen for the chosen transaction. The error(s) that caused the transaction to appear in the *Exception Queue* are listed in the upper right of the summary screen.
2. Review the error(s).
3. Click the **Back** button to return to the *Exception Queue* summary.
4. When you are finished reviewing the *Exception Queue* summary, click the **Back** button to return to the ERM *Home* screen.

NOTE: It is very important to keep the Exception Queue clear and resolve errors in a timely manner. If there are any transactions that have been in the Exception Queue for 30 days or more, wage and contribution reports for payment cannot be submitted until those errors are resolved.

To resolve the errors listed in the *Exception Queue* summary:

1. Click the **Resolve** link in the **Action** column of the table (Figure 67) to open a summary screen for the transaction, as shown in Figure 68.

Figure 68: Transaction Summary Screen



2. Type the corrected information into each field that contains an error.
3. Click the **Save and Revalidate** button. The *Transaction Summary* screen closes, and the *Exception Queue* summary screen returns.
4. To delete the transaction because it was entered erroneously, click the **Delete** button. A pop-up box displays to confirm that the transaction is to be deleted.

Appendix: Wage and Contribution Exception Queue Troubleshooting

See the *ERM Application Wage and Contribution Exception Queue Troubleshooting QRG – Employer* for the complete list of Error Codes, Messages, and Actions.