

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

This is an annual process by which employers participating in the 1977 Police Officers' & Firefighters' Pension & Disability Fund (1977 Fund) are required according to statute to submit salary information to INPRS. This must be done by January 1 of each year.

This process is now available via the Employer Reporting and Management (ERM) application.

You are notified in November and early December about this requirement.

REMINDERS:

Make sure you update your reported certified salary payroll amount to match any changes from the previous year. This new amount should be reported on the first payroll date.

You must be a Contact in ERM as one of these entities: Clerk-Treasurer, City Controller, or Trustee to access the 1977 Fund First Class Officer (FCO) Certified Salary submission screens.

1977 FCO Certified Salary Process

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All referenced codes are available online at the Indiana General Assembly website at [IGA | 2023 Indiana Code](#) or Indiana Administrative code at [Indiana General Assembly - Indiana Register](#). These sites include House Enrolled Acts/House Bills (HEA/HB) and Senate Enrolled Acts/Senate Bills (SEA/SB).

1 Employer Notifications

NOTE: For the 2024 submission, the 1977 Fund Certified Salary is entered in ERM under the **Contribution Details** tab in **Manage Submission Unit**. This new feature is only available during the open enrollment period for the 1977 Fund Certified Salary which is December 1, 2023 – January 31, 2024.

Table 1: Employer Notifications

Timeframe	Notice
First week in October	Announcement of 1977 Fund Certified Salary changes. Sent to all 1977 Fund contacts only. INPRS has done it again and streamlined how you can submit Certified Salary!
Last week in October	Article in the October Employer Newsletter to remind Employers to update contacts in ERM and announce the Open Enrollment Timeframe (December 1 – January 31)
First week in November	Reminder: Submitting 2024 Certified Salary NEW process coming your way! Reminder of changes and open enrollment period (December 1, 2023 – January 31, 2024).

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Timeframe	Notice
	In ERM <i>Notifications</i> in the <i>Home Dashboard</i> of 1977 Employers. Brief explanation of upcoming communications and deadlines for FCO salary submission.
Last week in November	Article in the November Employer Newsletter to remind Employers to update contacts in ERM and announce the Open Enrollment Timeframe (December 1 – January 31)
First week in December	Email notice to 1977 Fund Trustee, Controller, and Clerk Treasurer with instructions and open enrollment submission dates (December 1 – January 31).
January 1	Email reminder to 2977 Fund Employers
After January 1	Employer Advocate (EA) Team sends emails to all Employers who have not submitted the FCO certified salary information to date. This generally occurs in February.
Last week in January	Article in the January Employer Newsletter to remind Employers of Open Enrollment Timeframe (December 1 – January 31)
After January 31 and after email contact	EA Team calls notifies all Employers who have not responded to the emails to date. This generally occurs in February.

2 Access ERM

1. To access ERM, go to the Indiana Public Retirement System website at <https://www.in.gov/inprs/>.
2. Hover over **Employers** to access the menu and click on **Login**. The **Login Information** screen displays.
3. Enter your **User Name** and **Password**. You must be on file in ERM as a **Contact**.

NOTE: You must be a Contact in ERM as one of these entities: Clerk-Treasurer, City Controller, or Trustee to access the 1977 Fund First Class Officer (FCO) Certified Salary submission screens.

Figure 1: Employers > Login

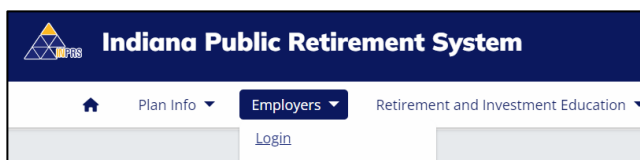


Figure 2: Login Information

4. Click **Login** and the **Home** screen displays. Only your **Submission Units** display.
5. If the submission unit that you need to submit for does not display, use the **Search Submission Unit** feature to locate your unit by **Submission Unit ID** or **Submission Unit Name**.

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Figure 3: Home screen

Welcome: My Roles: Home Wednesday, September 20, 2023 Logout

Home

- Employer
- Member
- Wage and Contribution
- Administration
- PERF Links
- Employer Reports
- Contact Us

Search Submission Unit

Submission Unit ID:

Submission Unit Name:

Search

Submission Units

Submission Unit Code	Submission Unit Title	Fund Name
7759100	INDIANAPOLIS-POLICE DEPT	77

Next

6. Click **Next** and the **Home Dashboard** screen displays. This screen includes **Notifications**.

Figure 4: Home Dashboard

Home Dashboard Submission Unit : INDIANAPOLIS-POLICE DEPT

Notifications

Sent To	Title	Author	Date Received	Message
View Sent To List	2023 New Certified Salary Submission	CHWALKER	11/1/2023	View

Exceptions Summary

Exception Type	Count	Oldest (In Days)
Wage and Contribution or Adjustment	0	N/A
Wage and Contribution Settlement Adjustment	0	N/A
Member Enrollment	12	76
Member Maintenance	0	N/A
Missing Members Greater Than 60 Days	1316	76

Payroll Calendar

Pay Date	Status
7/14/2023	Paid
7/28/2023	Past Due
8/11/2023	Past Due
8/25/2023	Past Due

Missing Member Report

Click here to generate Missing Member Report for the user [View Missing Member Report](#)

Back

7. In the **Notifications** section, click **View** to view the message.

Figure 5: Home Dashboard, Notifications, Message (Sample)

Message

ATTENTION 77 FUND EMPLOYERS: There will be a new process for reporting your Certified Salary directly in the ERM system this year beginning December 1, 2023. This new feature means NO PAPER FORMS or electronic link will be needed nor accepted during the open enrollment period of December 1, 2023 through January 31, 2024. Additional information and instructions will be forthcoming soon.

IMPORTANT: Only the contacts in ERM that are Authorized Agent-Treasurer, Authorized Agent-Controller, or Authorized Agent-Treasurer will have access to submit the Certified Salary in ERM. Make sure your contacts are updated in ERM. After you have updated or confirmed that your contact in ERM are updated and/or correct, email the EA Team at EPPA@inprs.in.gov to advise us that your contacts have been updated and/or confirmed so that we may remove you from our audit list.

3 Employer Submission Requirements

You must be a Contact in ERM as one of these entities: Clerk-Treasurer, City Controller, or Trustee to access the 1977 Fund First Class Officer (FCO) Certified Salary submission screens.

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NOTE: The first-class salary is defined by State law as the “salary of a first class patrolman or first class firefighter” means the **highest nonpromoted salary of a patrolman or firefighter plus all longevity increases**, if provided by the employer, for:

- (1) service of not more than twenty (20) years; or
- (2) service of more than twenty (20) years **not more than twenty-five (25) years** if provided as a result of the meet and confer process under IC 36-8-22;

but **does not include** remuneration or allowances for fringe benefits, incentive pay, holiday pay, insurance, clothing, automobiles, firearms, education, overtime, or compensatory time off. (IC 36-8-8-6.5, IC 36-8-8-7, Sections 6.5 and 7 and IC 36-8-1-11)

4 1977 Fund First Class Officer Certified Salary Submission in ERM

Follow the instructions in the [Access ERM](#) section in this QRG to begin your submission in ERM. If you have more than one submission unit, i.e., one for Fire and one for Police, you must create a separate submission for each of your submission units.

4.1 Access the Modify 77 Fund Elections and Governing Legislations screens

1. Click the ▾ next to **Employer**.
2. Click the ▾ next to **Submission Unit**.
3. Click on **Manage Submission Unit**.
4. Locate your **Submission Unit**. If you do not see your unit listed in the **Submission Units** section, search for the 1977 Fund Unit by entering the **Submission Unit ID** or **Submission Unit Name** in the appropriate fields of the **Search Submission Unit** section at the top of the screen. Click **Search** and select your **Submission Unit** from the result(s) showing in the **Submission Units** section.

Figure 6: Search for Submission Unit

The screenshot displays the ERM system interface. On the left is a navigation menu with options like Home, Employer, Submission Unit, Member, and Administration. The main area is titled 'Search Submission Unit' and contains two input fields: 'Submission Unit ID' and 'Submission Unit Name', both highlighted in yellow. Below these fields is a 'Search' button. Underneath is a 'Submission Units' section with a table listing units. The table has columns for Unit ID, Unit Name, Unit Type, Employer Name, Status, and Fund Name. One unit is listed: Unit ID 7759200, Unit Name INDIANAPOLIS-FIRE DEPT, Unit Type Fire, Employer Name CITY OF INDIANAPOLIS, Status Participating, and Fund Name 77. Below the table are several tabs: Acc Dets, Add & Ph, Pay Admin, W & C, Contacts, Contribution Type Details, and MME. The 'Add & Ph' tab is active, showing details for the selected unit: Employer Name: CITY OF INDIANAPOLIS, Unit Name: INDIANAPOLIS-FIRE DEPT, Unit Type: Fire, Department of Education No., and Tax ID.

Unit ID	Unit Name	Unit Type	Employer Name	Status	Fund Name
7759200	INDIANAPOLIS-FIRE DEPT	Fire	CITY OF INDIANAPOLIS	Participating	77

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5. Click on the **Contribution Type Details**. This is the new screen for entry of your Certified Salary submission.

Figure 7: Manage Submission Unit > Contribution Type Details

Welcome: **Employer > Submission Unit > Manage Submission Unit** Thursday, September 21, 2023
My Roles: **Logout**

Home
Employer
Create Employer
Manage Employer
Submission Unit Transfer
Submission Unit
Manage Submission Unit
Member Transfer
PERF Employer Enrollment
Member
Wage and Contribution
Administration
PERF Links
Employer Reports
Contact Us

Search Submission Unit
Submission Unit ID:
Submission Unit Name:
Search

Submission Units

Unit ID	Unit Name	Unit Type	Employer Name	Status	Fund Name
7759100	INDIANAPOLIS-POLICE DEPT	Police	CITY OF INDIANAP...	Participating	77

Acc Dets | Add & Ph | Pay Admin | W & C | Contacts | **Contribution Type Details**

Employer: CITY OF INDIANAPOLIS
Submission Unit: INDIANAPOLIS-POLICE DEPT
Fund: 77 Police/Fire
Total Mandatory Contribution (ASA) Percentage: 6%
Total Mandatory Contribution (ASA) Percentage Effective Date:
Employer Contribution (DB) Percentage: 18%
Employer Contribution (DB) Percentage Effective Date : 01/01/2023
DROP Participation:

Mandatory Contribution(ASA) Paid By: Split-Employee/Employer
Mandatory Contribution (ASA) Paid By Effective Date: 1/1/2021
Certified First Class Salary - Base Salary: 73000.00
Highest Non-Promoted Salary - Longevity: 8435.00
Total: 81435.00
Certified First Class Salary Effective Date: 1/1/2024

Modify | Display Current Rates

6. If you want to see your current rates, click **Display Current Rates**.

Figure 8: Current Rates

Current Rates

Total Mandatory Contribution 6%
Employer Contribution (DB) 18%
Voluntary Contribution (ASA Pre-tax) N

Ok

7. Click **OK** to close the **Current Rates** box and return to the **Contribution Type Details** screen.
8. If you are ready to begin the submission, click **Modify** and the **Modify 77 Fund Elections** screen displays.

4.2 Modify 77 Fund Elections

This is the automated submission screen for your 2024 1977 Fund First Class Certified Salary submission to INPRS.

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Some of the fields are auto-populated (and grayed out) with information from your 2023 submission including any adjustment made during the 2023 calendar year to date. It is also auto-populated with information taken from your login and your Contact information in ERM. If any of these entries are incorrect, contact INPRS at (888) 876-2707 or by email at eppa@inprs.in.gov. Do not continue until they are corrected or explained.

Figure 9: Modify 77 Fund Elections

Modify 77 Fund Elections

Mandatory Contribution(ASA) Paid By:

Mandatory Contribution (ASA) Paid by Employer:

Mandatory Contribution (ASA) Paid By Effective Date:

Before completing this form, you must read the GOVERNING LEGISLATION, included below in the yellow box.

* I confirm that I have read and understand this section.

Please make sure to update your reported certified salary payroll amount to match any changes from the previous year. This new amount should be reported on the 1st **Payroll Date** of the year.

* Certified First Class Salary - Highest Non-Promoted Salary:

* Longevity:

* For officers, the maximum longevity pay for (select one):
 service of not more than twenty (20) years.
 service of more than twenty (20) years but not more than twenty-five (25) years if provided as a result of the meet and confer process under IC 36-8-22.
 Highest nonpromoted salary plus longevity pay for an officer, totaling Highest nonpromoted salary plus longevity pay for an officer, **totaling \$81,435.00** will be used as a basis for Employer and Employee contributions remitted to the 1977 Police Officers' and Firefighters' Pension and Disability Fund on a payroll basis to the extent it complies with with **IC 36-8-1-11** and **IC 36-8-8-6.5**.

Certified First Class Salary Effective Date:

If the Highest Non-Promoted Salary is increased during one year, the Highest Non-Promoted Salary cannot be reduced during the next year. Also, if longevity is increased during one year, that longevity pay cannot be reduced during the next year.

If you do not understand or are in need of further assistance, please contact INPRS at (888) 876-2707 or by email at eppa@inprs.in.gov before continuing. Further reference is available in the yellow box.

* Yes, I understand.

AFFIDAVIT

By signing and submitting this form to INPRS, I am affirming that the information provided in this form is current and correct. I also affirm that I have read and understand the Indiana Administrative Code (IAC) and Indiana Code (IC) references from the GOVERNING LEGISLATION section of this form.

Date (mm/dd/yyyy)

* Signature (Must be signed by Clerk - Treasurer, Controller, or Trustee)

* Title

* Telephone number with area code

Printed name

E-mail address for submission and confirmation

City name

*You will receive a confirmation email with the data completed in this form to the email address you have provided.

All entries marked with an asterisk (*) are required. You will not be able to **Save**, consequently not submit, if these have not all been filled, and all messages **Error** resolved.

Be sure to read all the items on this screen as they may impact your entries and the acceptance of your submission.

Table 2: Modify 77 Fund Elections, Entry Field and Description/Explanation

Entry Field	Description/Explanation
1	Mandatory Contribution (ASA) Paid By
2	Mandatory Contribution (ASA) Paid by Employer
3	Mandatory Contribution (ASA) Paid by Effective Date
Auto-populated and grayed out. If this information is not correct contact INPRS at (888) 876-2707 or by email at eppa@inprs.in.gov .	
Before completing this form, you must read the GOVERNING LEGISLATION, included below in the yellow box.	
4	*I confirm that I have read and understand this section
Check the box	
5	*Certified First Class Salary – Highest Non-Promoted Salary
Enter the dollar amount. No "\$".	



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Entry Field	Description/Explanation
6	*Longevity
7	*For officers, the maximum longevity pay for (select one) Click the radio button for the appropriate entry. Service of not more than twenty (20) years. Service of more than twenty (20) years but not more than twenty-five (25) years if provided as a result of the meet and confer process under IC 36-8-22. Refer to the NOTE for additional information.
Highest nonpromoted salary plus longevity pay . . . <i>(read this paragraph before continuing your entry.)</i>	
8	Certified First Class Salary Effective Date Auto-populated and grayed out. The default here is to the 1/1/2024 date that this submission is effective.
If the Highest Non-Promoted Salary is increased during one year, the Highest Non-Promoted Salary cannot be reduced during the next year. Also, if longevity is increased during one year, that longevity pay cannot be reduced during the next year.	
If you do not understand or are in need of further assistance, please contact INPRS at (888) 876-2707 or by email at eppa@inprs.in.gov before continuing. Further reference is available in the yellow box.	
9	*Yes, I understand. If you understand the information provided and entered by you, click the check box. If you do not understand this procedure or information provided or entered by you, contact INPRS at (888) 876-2707 or by email at eppa@inprs.in.gov .
AFFIDAVIT	
By signing and submitting this form to INPRS, I am affirming that the information provided in this form is current and correct. I also affirm that I have read and understand the Indiana Administrative Code (IAC) and Indiana Code (IC) references from the GOVERNING LEGISLATION section of this form.	
10	Date (mm/dd/yyyy) Auto-populates with the date of your entry. It is grayed out.
11	*Signature (Must be signed by Clerk-Treasurer, Controller, or Trustee) Typed entry is accepted as the electronic signature of the appropriate individual. Entry must match the Title chosen.
12	*Title Select one from the picklist. The Title must match the Signature and be on file in ERM as such. <ul style="list-style-type: none"> • Treasurer • Controller • Trustee
13	Printed name Auto-populates with your name as identified from the Contacts in ERM upon your login.
14	*Telephone number with area code When clicking on this entry field, the following displays to show the accepted format for telephone entry. No hyphens, spaces, or parentheses. <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 5px;">*****</div>
15	City name Auto-populates from the Submission Unit chosen for this submission.
16	E-mail address for submission and confirmation Auto-populates your email associated with your name as identified from the Contacts in ERM upon your login
You will receive a confirmation email with the data completed in this form to the email address you have provided.	

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	Entry Field	Description/Explanation
16	Save or Cancel	<p>Click on Save or Cancel.</p> <ul style="list-style-type: none">• Cancel clears the form and returns you to the Contribution Type Details screen.• Save submits your entries; however, if there are errors they display and must be remedied before Save submits your submission. <p>Refer to the Errors section for details about possible error messages.</p>

4.3 Submission Adjustment or Correction

4.3.1 Within the Designated Timeframe (December 1, 2023 – January 31, 2024)

If you have submitted your 1977 Fund Certified Salary for the coming year, are within the designated timeframe for submission, and need to make an adjustment or correction, do the following:

1. Return to the **Employer > Submission Unit > Manage Submission Unit** screen, **Contribution Type Details** tab and click **Modify**. (Figure 6)
2. The **Modify 77 Fund Elections** screen displays (Figure 8).
3. Make the necessary changes and click **Save**.

As with the initial entry, all required fields must be completed, and all **Errors** resolved.

ERM retains a record of all submitted changes and the adjustment or correction entered at this time is retained and displays.

4.3.2 Outside the Designated Timeframe (After January 31, 2024)

If you have submitted your 1977 Fund Certified Salary for the coming year but it is past the deadline for submission, your changes cannot be made by you in ERM. You must do the following:

1. Contact INPRS at (888) 876-2707 or by email at eppa@inprs.in.gov for a copy of the *1977 Fund Certification of Salary for First-Class Police Officers and Firefighters (State Form 53007)*. This form is not available online.
2. Complete the form and return it to INPRS. Keep a copy of the completed form for your records.
3. Refer to *1977 Fund Certification of Salary for First-Class Police Officers and Firefighters (State Form 53007)* section in this QRG for more information.

The adjustment or correction is made by an Employer Advocate. A confirmation of receipt email is sent to you and once the submission is processed the Updated Certified Salary Information (Figure 10) email is sent to you confirming your submission entries.

4.4 Governing Legislation

1. You are required to read (and check the box that you understand) the **Governing Legislation**. This must be read and the “***Yes, I understand**” check box marked prior to submitting your **Modify 77 Fund Elections** for 2024.
2. If only the title, **Governing Legislation** displays on the screen, click the to expand the section.

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3. All of the statutes are linked for you to read as appropriate.

Figure 10: Governing Legislation

Governing Legislation

IC 36-8-8-6.5 and **35 IAC 2-7-1** require that City Controllers and City Clerk-Treasurers certify annually, on or before January 1 each year, the salary of a first-class patrolman or firefighter for that calendar year. The information will be used in determining member and employer contributions, member retirements, and in auditing and posting accounts. It will also aid in identifying proper withholdings and payments.

This certified salary is defined in **IC 36-8-1-11** (a): "salary of a first-class patrolman or first-class firefighter" means the highest nonpromoted salary of a patrolman or firefighter plus all longevity increases, if provided by the employer, for:

- (1) service of not more than twenty (20) years; or
- (2) service of more than twenty (20) years but less than twenty-five (25) years if provided as a result of the meet and confer process under **IC 36-8-22**;

but does not include remuneration or allowances for fringe benefits, incentive pay, holiday pay, insurance, clothing, automobiles, firearms, education, overtime, or compensatory time off.

(b) This subsection applies if a salary certified under **IC 36-8-8-6.5** is greater than the salary of a first class patrolman or first class firefighter under subsection (a). An employer may not increase the salary certified under **IC 36-8-8-6.5** unless the salary of a first class patrolman or first class firefighter under subsection (a) exceeds the employer most recent salary certified. If an employer certifies a new salary under **IC 36-8-8-6.5**, the new certified salary must be equal to the salary of a first class patrolman or first class firefighter under subsection (a). Subsection (a) does not require an employer to decrease the certified salary of a first class patrolman or first class firefighter in effect on May 14, 2021.

(c) With respect to the 1925, 1937, and 1953 funds, "salary of a first class patrolman or firefighter" may include longevity increases for more than twenty (20) years of service at the option of the employer but only if these longevity increases had taken effect before January 1, 1983."

IC 36-8-8-3(d) specifies that if a unit gives longevity increases, the amount of the longevity increases given in one year must be greater than or equal to what was provided in the previous year. **IC 36-8-8-6.5** requires that if the system board requests that an employer submit the salary of a first-class patrolman or first-class firefighter, the employer must submit the requested salary to the system board not more than thirty (30) days after the system board makes the request. Further, if the employer substantially increases the salary of a first-class patrolman or first-class firefighter, the system board may require the employer to at least maintain that salary to avoid a negative fiscal impact.

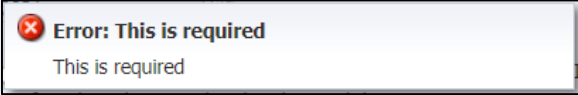
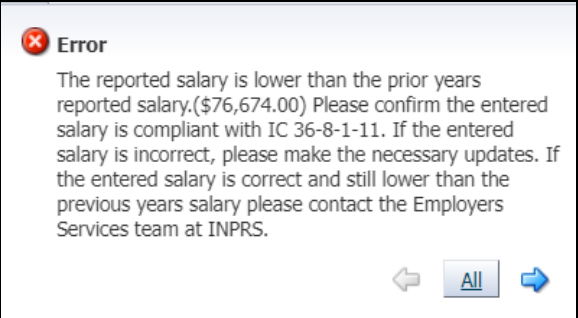
Further Reference
[IC 36-8-8-6.5](#)
[IC 36-8-8-3](#)
[IC 36-8-8-11](#)
[35 IAC 2-7-1](#)

4.5 Errors

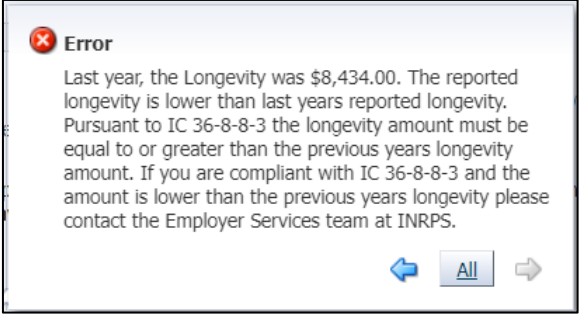
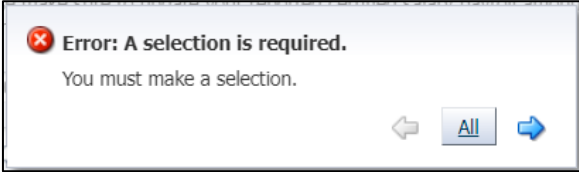
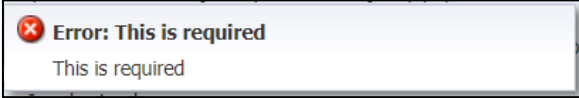
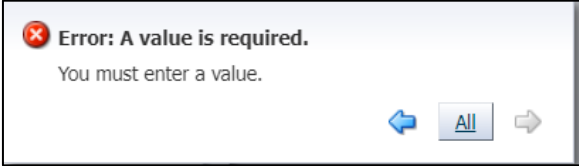
Entries that are in error either by being missed or by being contrary to your 2023 submission or correction, the entry field becomes outlined in red upon moving from the field by either tab or cursor movement.

The first column in this table is a number that corresponds with the entry fields listed in [Table 2: Modify 77 Fund Elections, Entry Field and Description/Explanation](#).

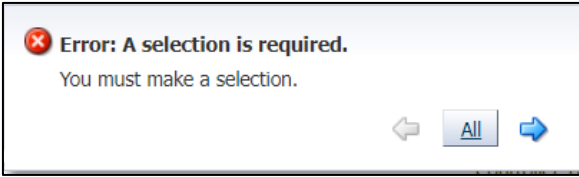
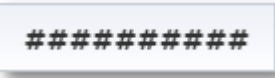
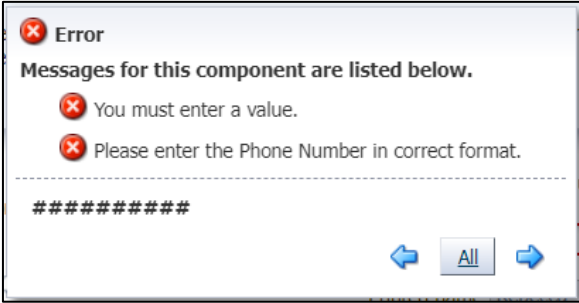

Table 3: Error Messages

	Modify 77 Fund Elections Entry Field	Error Message
4	*I confirm that I have read and understand this section	
5	*Certified First Class Salary – Highest Non-Promoted Salary	

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	Modify 77 Fund Elections Entry Field	Error Message
6	*Longevity	
7	*For officers, the maximum longevity pay for (select one)	<p>No error message displays immediately if this is skipped; however, if Save is clicked the Messages for this page are listed below Error dialog box displays.</p> <p>When you return to this field, the following Error displays prompting you to make a selection.</p> 
9	*Yes, I understand.	<p>No error message displays immediately if this is skipped; however, if Save is clicked the Messages for this page are listed below Error dialog box displays.</p> <p>When you return to this field, the following Error displays prompting you to check the check box.</p> <p>If you do not understand this procedure or information provided or entered by you, contact INPRS at (888) 876-2707 or by email at eppa@inprs.in.gov.</p> 
11	*Signature (Must be signed by Clerk-Treasurer, Controller, or Trustee	<p>No error message displays immediately if this is skipped; however, if Save is clicked the Messages for this page are listed below Error dialog box displays.</p> <p>When you return to this field, the following Error displays prompting you to enter a required (*) value.</p> 
12	*Title	<p>No prompt or Error displays if this entry field is skipped until you click Save. If Save is clicked and no entry has been made, the Messages for this page are listed below Error dialog box displays.</p> <p>When you return to this field, the following Error displays prompting you to provide required (*) entry.</p>

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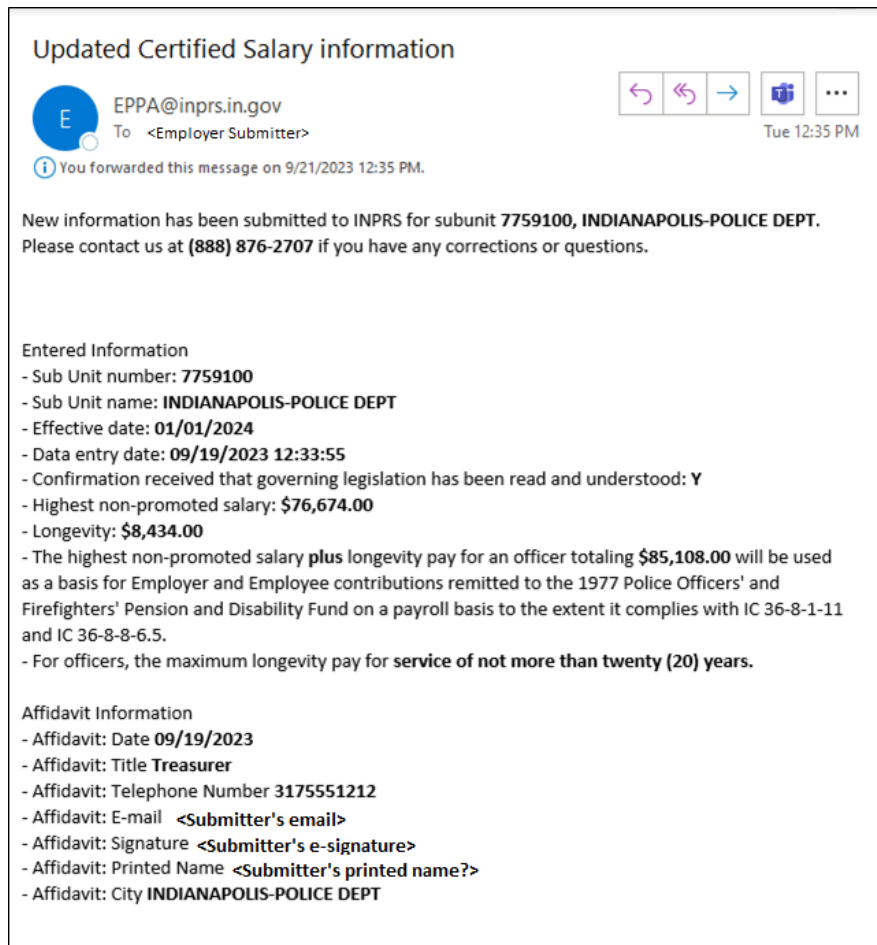
	Modify 77 Fund Elections Entry Field	Error Message
		
14	*Telephone number with area code	<p>When clicking on this entry field, the following displays to show the accepted format for telephone entry. No hyphens, spaces, or parentheses.</p>  <p>If Save is clicked and no entry has been made, the Messages for this page are listed below Error dialog box displays.</p> <p>When you return to this field, the following Error displays prompting you to provide required (*) entry.</p> 
	Save	<p>This Messages for this page are listed below, Error message displays and changes to show the fields that have been missed and are required (*).</p> 

4.6 Confirmation Email

This is the **Confirmation Email** that is sent to the submitter's email address with the updated information entered on the **Modify 77 Fund Elections** screen.

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

Figure 11: ERM Employer Submission Confirmation Email




5 1977 Fund Certification of Salary for First Class Police Officers and Firefighters (State Form 53007)

If you have submitted your 1977 Fund Certified Salary for the coming year but it is past the deadline for submission (after January 1, 2024), your changes cannot be made by you in ERM. You must contact INPRS at (888) 876-2707 or by email at eppa@inprs.in.gov for a copy of this form which is not available online.

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

Figure 12: 1977 Fund Certification of Salary for First-Class Police Officers and Firefighters (State Form 53007), Page 1 of 2

 <p>INPRS INDIANA PUBLIC RETIREMENT SYSTEM</p>	<p>1977 FUND CERTIFICATION OF SALARY FOR FIRST-CLASS POLICE OFFICERS AND FIREFIGHTERS</p> <p>State Form 53007 (11-23)</p>	<p>1977 POLICE OFFICERS' & FIREFIGHTERS' PENSION & DISABILITY FUND</p> <p>One North Capitol Avenue, Suite 001 Indianapolis, IN 46204-2014 Fax: (317) 234-8682 E-mail: epa@inprs.in.gov Web site: www.inprs.in.gov</p>		
INSTRUCTIONS				
<p>1. Before completing this form, you must read the GOVERNING LEGISLATION section of this form.</p> <p>2. The completed, signed, and dated form may be faxed, emailed, or delivered to the lobby of INPRS at the address shown on this form. The agency is closed on weekends and holidays, including all State-designated holidays.</p> <p>3. Questions? Contact INPRS at (888) 876-2707 or by email at epa@inprs.in.gov.</p> <p>This form cannot be processed without a signature and a completed AFFIDAVIT.</p>				
SUBMISSION DECLARATION (Check one and provide requested date)				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> New Unit initial submission Effective date of the initial submission: _____ <div style="text-align: center; font-size: small;">(mm/dd/yyyy)</div> </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Revised submission Effective date of the revision: _____ <div style="text-align: center; font-size: small;">(mm/dd/yyyy)</div> </td> </tr> </table>			<input type="checkbox"/> New Unit initial submission Effective date of the initial submission: _____ <div style="text-align: center; font-size: small;">(mm/dd/yyyy)</div>	<input type="checkbox"/> Revised submission Effective date of the revision: _____ <div style="text-align: center; font-size: small;">(mm/dd/yyyy)</div>
<input type="checkbox"/> New Unit initial submission Effective date of the initial submission: _____ <div style="text-align: center; font-size: small;">(mm/dd/yyyy)</div>	<input type="checkbox"/> Revised submission Effective date of the revision: _____ <div style="text-align: center; font-size: small;">(mm/dd/yyyy)</div>			
RATIONALE FOR REVISION ONLY				
<p>Provide a brief rationale for the adjustment(s) or correction(s) in this submission.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
GOVERNING LEGISLATION				
<p>IC 36-8-8-6.5 and 35 IAC 2-7-1 require that City Controllers and City Clerk-Treasurers certify annually, on or before January 1 each year, the salary of a first-class patrolman or firefighter for that calendar year. The information will be used in determining member and employer contributions, member retirements, and in auditing and posting accounts. It will also aid in identifying proper withholdings and payments.</p> <p>This certified salary is defined in IC 36-8-1-11 (a): "Salary of a first-class patrolman or first-class firefighter" means the highest non promoted salary of a patrolman or firefighter plus all longevity increases. If provided by the employer for:</p> <p>(1) service of not more than twenty (20) years; or</p> <p>(2) service of more than twenty (20) years but less than twenty-five (25) years if provided as a result of the meet and confer process under IC 36-8-22;</p> <p>but does not include remuneration or allowances for fringe benefits, incentive pay, holiday pay, insurance, clothing, automobiles, firearms, education, overtime, or compensatory time off.</p> <p>(b) This subsection applies if a salary certified under IC 36-8-8-6.5 is greater than the salary of a first class patrolman or first class firefighter under subsection (a). An employer may not increase the salary certified under IC 36-8-8-6.5 unless the salary of a first class patrolman or first class firefighter under subsection (a) exceeds the employer most recent salary certified. If an employer certifies a new salary under IC 36-8-8-6.5, the new certified salary must be equal to the salary of the first class patrolman or first class firefighter under subsection (a). Subsection (a) does not require an employer to decrease the certified salary of a first class patrolman or first class firefighter in effect on May 14, 2021.</p> <p>(c) With respect to the 1925, 1937, and 1953 funds, "salary of a first class patrolman or firefighter" may include longevity increases for more than twenty (20) years of service at the option of the employer but only if these longevity increases had taken effect before January 1, 1983."</p> <p>IC 36-8-8-3 (d) specifies that if a unit gives longevity increases, the amount of longevity increases given in one year must be greater than or equal to what was provided in the previous year. IC 36-8-8-6.5 requires that if the system board requests that an employer submit the salary of a first class patrolman or first class firefighter. The employer must submit the requested salary to the system board nor more than thirty (30) days after the system board makes the request. Further, if the employer substantially increases the salary of a first class patrolman or first class firefighter, the system board may require the employer to at least maintain that salary to avoid a negative fiscal impact.</p> <p>Further Reference</p> <p>IC 36-8-8-6.5</p> <p>IC 36-8-8-3</p> <p>IC 36-8-8-11</p> <p>35 IAC 2-7-1</p>				

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

Figure 13: 1977 Fund Certification of Salary for First-Class Police Officers and Firefighters (State Form 53007), Page 2 of 2

1977 FUND CERTIFICATION OF SALARY FOR FIRST-CLASS POLICE OFFICERS AND FIREFIGHTERS State Form 53007	
CERTIFICATION OF POLICE OFFICER SALARY	
Police sub-unit number [REDACTED]	Police sub-unit name [REDACTED]
For Police Calendar Year 20____.	
The City/Town has established \$ _____ to be the highest nonpromoted salary of a first-class officer.	
For officers, the maximum longevity pay for (select one):	
<input type="checkbox"/> twenty (20) years	
<input type="checkbox"/> service of more than twenty (20) years but not more than twenty-five (25) years if done through the meet and confer process contained within IC 36-8-22 .	
Longevity pay for an officer is provided in the amount of \$ _____.	
Highest nonpromoted salary plus longevity pay for an officer, totaling \$ _____ will be used as a basis for Employer and Employee contributions remitted to the 1977 Police Officers' and Firefighters' Pension and Disability Fund on a payroll basis to the extent it complies with IC 36-8-1-11 and IC 36-8-8-6.5 .	
This form cannot be processed without a completed, signed, and dated AFFIDAVIT.	
CERTIFICATION OF FIREFIGHTER SALARY	
Fire sub-unit number [REDACTED]	Fire sub-unit name [REDACTED]
For Fire Calendar Year 20____.	
The City/Town has established \$ _____ to be the highest nonpromoted salary of a first-class firefighter.	
For firefighters, the maximum longevity pay for (select one):	
<input type="checkbox"/> twenty (20) years	
<input type="checkbox"/> service of more than twenty (20) years but not more than twenty-five (25) years if done through the meet and confer process contained within IC 36-8-22 .	
Longevity pay for a firefighter is provided in the amount of \$ _____.	
Highest nonpromoted salary plus longevity pay for a firefighter, totaling \$ _____ will be used as a basis for Employer and Employee contributions remitted to the 1977 Police Officers' and Firefighters' Pension and Disability Fund on a payroll basis to the extent it complies with IC 36-8-1-11 and IC 36-8-8-6.5 .	
This form cannot be processed without a completed, signed, and dated AFFIDAVIT.	
AFFIDAVIT	
By signing and submitting this form to INPRS, I am affirming that the information provided in this form is current and correct. I also affirm that I have read and understand the Indiana Administrative Code (IAC) and Indiana Code (IC) references from the GOVERNING LEGISLATION section of this form.	
Date (mm/dd/yyyy) [REDACTED]	Signature (Must be signed by Clerk-Treasurer, Controller, or Trustee) [REDACTED]
Title [REDACTED]	Printed name [REDACTED]
Telephone with area code [REDACTED]	City name [REDACTED]
Email address for submission and confirmation [REDACTED]	You will receive a confirmation email with the data completed in this form to the email address you have provided.

1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

Table 4: 1977 Fund Certification of Salary for First-Class Police Officers and Firefighters (State Form 53007)

Entry Field	Description/Explanation
SUBMISSION DECLARATION	
<i>Select one option and provide appropriate date.</i>	
1	New Unit initial submission Select the checkbox if this submission is for a new unit not currently in ERM.
2	Effective date of the initial submission Enter the effective date of the initial submission. Format = mm/dd/yyyy.
3	Revised submission Select checkbox if this is a revision, i.e., correction or adjustment, for an existing unit in ERM.
4	Effective date of the revision Enter the effective date of the revision. Format = mm/dd/yyyy.
RATIONALE FOR REVISION ONLY	
5	Provide a brief rationale for the adjustment(s) or correction(s) in this submission. Only complete this if the Revision submission checkbox is selected.
GOVERNING LEGISLATION	
This section must be read and affirmed by the signatures in the AFFIDAVIT section.	
CERTIFICATION OF POLICE OFFICER SALARY	
Complete this section if submitting for police officer salary. This can be submitted for both police officer and firefighter by completing both sections.	
6	Police sub-unit number Enter the sub-unit number from ERM
7	Police sub-unit name Enter the sub-unit name from ERM
8	For Police Calendar Year 20____ Enter the calendar year (YY) for this submission.
9	The City/Town established \$_____ to be the highest nonpromoted salary of a first class officer. Enter the dollar amount for the highest nonpromoted salary of a first class officer.
10	*For officers, the maximum longevity pay for (select one) Select the checkbox for one of the following: <input type="checkbox"/> twenty (20) years. <input type="checkbox"/> service of more than twenty (20) years but not more than twenty-five (25) years if provided as a result of the meet and confer process under IC 36-8-22.
11	Longevity pay for an officer is provided in the amount of Enter the dollar amount for officer longevity pay
12	Highest nonpromoted salary plus longevity pay . . . <i>(read this paragraph before continuing your entry.)</i> Enter the total of the highest nonpromoted salary + longevity pay for an officer.
CERTIFICATION OF FIREFIGHTER SALARY	
Complete this section if submitting for firefighter salary. This can be submitted for both police officer and firefighter by completing both sections.	
13	Fire sub-unit number Enter the sub-unit number from ERM
14	Fire sub-unit name Enter the sub-unit name from ERM
15	For Fire Calendar Year 20____ Enter the calendar year (YY) for this submission.
16	The City/Town established \$_____ to be the highest nonpromoted salary of a first class firefighter. Enter the dollar amount for the highest nonpromoted salary of a first class firefighter.



1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

Entry Field	Description/Explanation
17 *For firefighters, the maximum longevity pay for (select one)	Select the checkbox for one of the following: <input type="checkbox"/> twenty (20) years. <input type="checkbox"/> service of more than twenty (20) years but not more than twenty-five (25) years if provided as a result of the meet and confer process under IC 36-8-22.
18 Longevity pay for a firefighter is provided in the amount of	Enter the dollar amount for officer longevity pay
19 Highest nonpromoted salary plus longevity pay . . . (read this paragraph before continuing your entry.)	Enter the total of the highest nonpromoted salary + longevity pay for a firefighter.
AFFIDAVIT	
By signing and submitting this form to INPRS, I am affirming that the information provided in this form is current and correct. I also affirm that I have read and understand the Indiana Administrative Code (IAC) and Indiana Code (IC) references from the GOVERNING LEGISLATION section of this form.	
20 Date (mm/dd/yyyy)	Enter the date of your entry. Format = mm/dd/yyyy
21 Signature (Must be signed by Clerk-Treasurer, Controller, or Trustee)	Electronic signature is available; otherwise, a hand-written signature.
22 Title	The signatory to this form must be one of the following and the Title must match the Signature and be on file in ERM as such. <ul style="list-style-type: none"> • Treasurer • Controller • Trustee
23 Printed name	Printed name on file in ERM
24 Telephone number with area code	Enter the contact telephone number with area code.
25 City name	Enter the city name associated with the sub-unit.
26 E-mail address for submission and confirmation	Enter the email associated with the contact which is on file in ERM.