Indiana Public Retirement System (INPRS)
Employer Reporting and Maintenance (ERM)
Wage and Contribution User Manual - Employer

Indiana Public Retirement System (INPRS)
One North Capitol Avenue, Suite 001
Indianapolis, IN 46204

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 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.

NOTE: To ensure that both employers and INPRS staff perform functions in ERM consistently and efficiently, the ERM documents have been written for Employer and Staff. The Employer versions are available from the Employer Reporting & Maintenance page of the INPRS website. (IC 5-10.2-2-12.5)

NOTE: Effective 12/31/2009, employers are to submit contributions, records, and reports electronically in a uniform format through a secure connection over the Internet. Set up of employer, users, wage and contribution submissions and instructions on completing tasks are included in the manuals and QRGs available on the ERM – Manuals page and the ERM – Quick Reference Guides page of the INPRS website.

ERM Glossary

Refer to the *ERM Glossary* document for a complete list and definitions available on the ERM – Manuals page of the INPRS website.

NOTE: In other documents the various funds, systems, and plans may be abbreviated as follows:

- 1977 Fund, 77 Fund, PF77 – 1977 Police Officers' and Firefighters' Pension and Disability Fund
- CE, C&E, CAEP, EG&C - Excise, Gaming, and Conservation Officers' Retirement Plan
- JU, JUDG, JRS – Judges' Retirement System
- PA, PARF – Prosecuting Attorneys' Retirement Fund
- LE, LE DC, LE DB, LRS – Legislators' Retirement System (Defined Contribution or Defined Benefit)

No matter how they are abbreviated, the abbreviations refer to these named funds, systems, and plans and often are referred to as "fund", "plan", or "system".

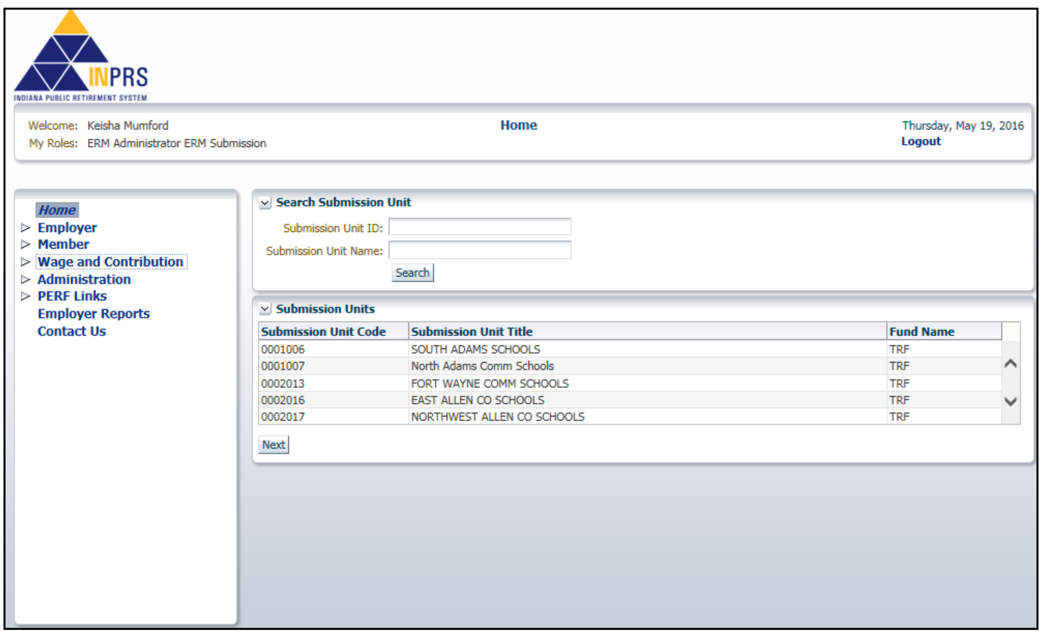
ERM Home Screen

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
- Contact Us

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: Home Dashboard

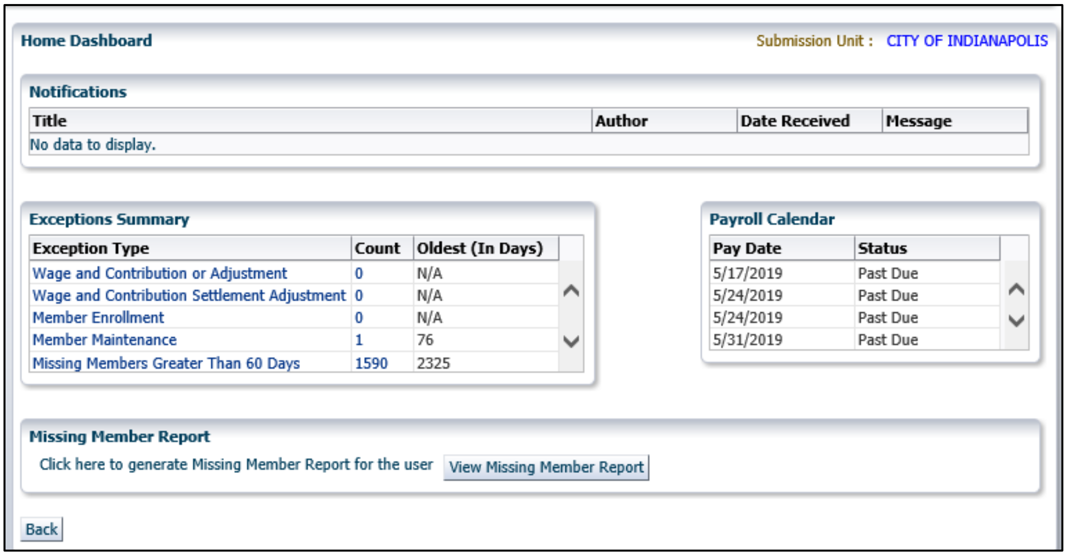


Access the Home Dashboard

To access the *Home Dashboard* for a Submission Unit:

1. Select a Submission Unit from the table on the ERM *Home* screen.
2. Click **Next**. The *Home Dashboard* for the selected Submission Unit opens, as shown in Figure 2.

Figure 2: Home Dashboard



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

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

Notifications

The *Notifications* section lists any active notifications that have been sent to the selected Submission Unit. The columns include:

- Title
- Author
- Date Received
- Message

Payroll Calendar

The *Payroll Calendar* displays payroll submissions for a Submission Unit in a table format with the following columns:

- Payroll Date (MM/DD/YYYY)
- Status

The Payroll Calendar is updated with the previous five and next five payroll submissions.

Exceptions Summary

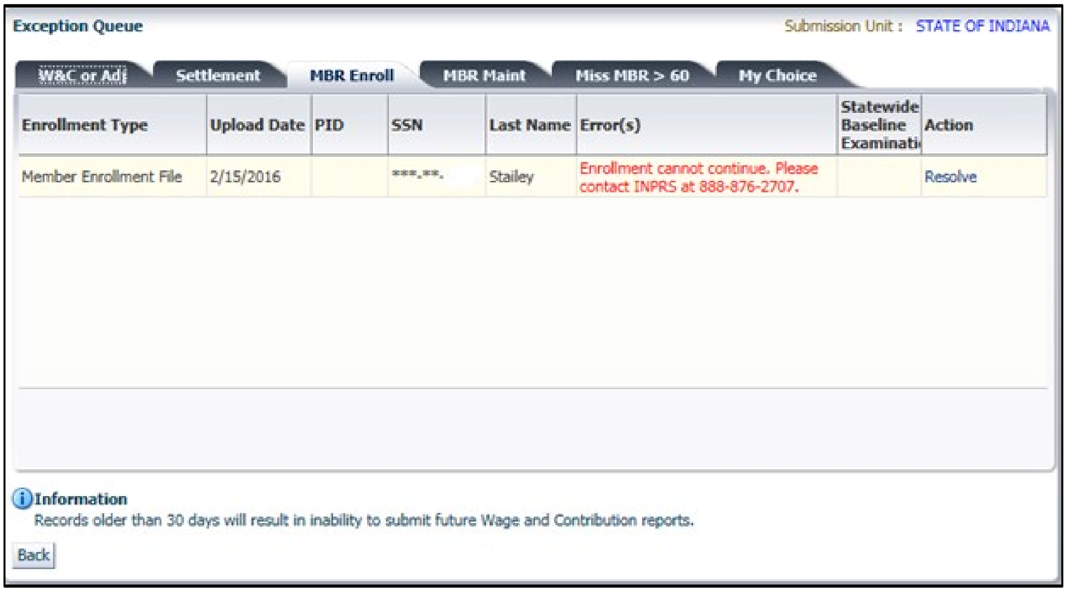
The *Exceptions Summary* lists:

- Exception Type
- Count

- Oldest Record Age (In Days)

To view an *Exception Queue*, click a link in the **Exception Type** column of the *Exception Summary* section. The *Exception Queue* screen displays.

Figure 3: Exception Queue



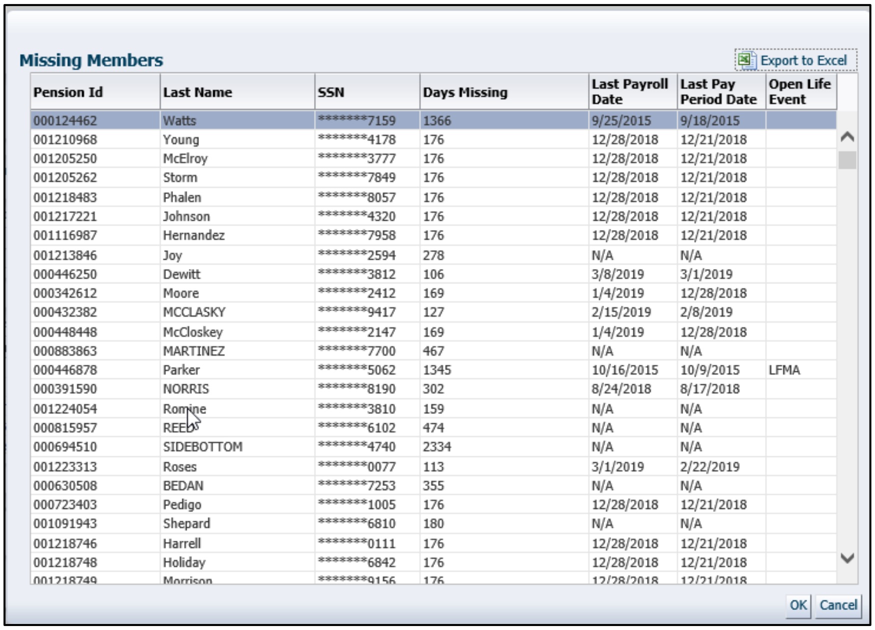
The *Exception Queue* screen displays tabs for four Exception Queues depending on participation of the My Choice Retirement Savings Plan. They are: **Wage and Contribution or Adjustment (W&C or Adj** tab**)**, **Settlement**, **Member Enrollment (MBR Enroll B)**, **Member Maintenance (MBR Maint** tab**)**, and the **My Choice** tab. The screen automatically defaults to the **Exception Queue** tab for the link chosen in the *Exceptions Summary* section on the *Home Dashboard*.

Detailed instructions on resolving exceptions can be found in the *ERM Member Management User Manual* and *ERM Wage & Contribution User Manual*.

Missing Member Report

The *Missing Member Report* section allows viewing those members in the Submission Unit who have not had a wage and contribution transaction submitted for between 30 and 59 days (>30). To view a missing member report, click **View Missing Member Report**, as shown in Figure 4.

Figure 4: Missing Member Report on ERM Home >30



Missing Members

Export to Excel

Pension Id	Last Name	SSN	Days Missing	Last Payroll Date	Last Pay Period Date	Open Life Event
000124462	Watts	*******7159	1366	9/25/2015	9/18/2015	
001210968	Young	*******4178	176	12/28/2018	12/21/2018	
001205250	McElroy	*******3777	176	12/28/2018	12/21/2018	
001205262	Storm	*******7849	176	12/28/2018	12/21/2018	
001218483	Phalen	*******8057	176	12/28/2018	12/21/2018	
001217221	Johnson	*******4320	176	12/28/2018	12/21/2018	
001116987	Hernandez	*******7958	176	12/28/2018	12/21/2018	
001213846	Joy	*******2594	278	N/A	N/A	
000446250	Dewitt	*******3812	106	3/8/2019	3/1/2019	
000342612	Moore	*******2412	169	1/4/2019	12/28/2018	
000432382	MCCLASKY	*******9417	127	2/15/2019	2/8/2019	
000448448	McCloskey	*******2147	169	1/4/2019	12/28/2018	
000883863	MARTINEZ	*******7700	467	N/A	N/A	
000446878	Parker	*******5062	1345	10/16/2015	10/9/2015	LFMA
000391590	NORRIS	*******8190	302	8/24/2018	8/17/2018	
001224054	Romine	*******3810	159	N/A	N/A	
000815957	REED	*******6102	474	N/A	N/A	
000694510	SIDEBOTTOM	*******4740	2334	N/A	N/A	
001223313	Roses	*******0077	113	3/1/2019	2/22/2019	
000630508	BEDAN	*******7253	355	N/A	N/A	
000723403	Pedigo	*******1005	176	12/28/2018	12/21/2018	
001091943	Shepard	*******6810	180	N/A	N/A	
001218746	Harrell	*******0111	176	12/28/2018	12/21/2018	
001218748	Holiday	*******6842	176	12/28/2018	12/21/2018	
001218749	Morrison	*******9156	176	12/28/2018	12/21/2018	

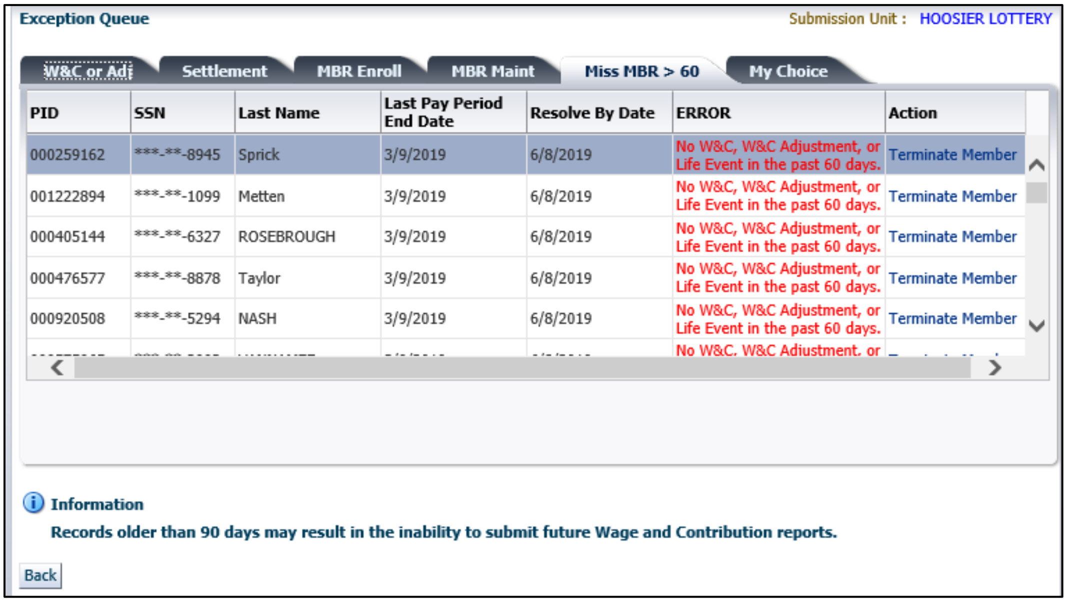
OK Cancel

The *Missing Member Report* displays the following information, as shown in Figure 4:

- Pension ID
- Last Name
- SSN (partial)
- Days Missing
- Last Payroll Date
- Last Pay Posted Date
- Open Life Event

If the **Missing Members Greater Than 60 Days** is selected from the *Exception Summary* section (Figure 4), or by clicking on the **Miss MBR > 60** tab in the *Exception Queue*,

Figure 5: Missing Member Report >60



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 5. Actions associated with each option are described in Table 1.

Figure 6: 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.

Menu Option	Action
Service Credit Adjustment	Enter, submit and approve service credit adjustments (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/JRS Fund, PERF and 1977 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)

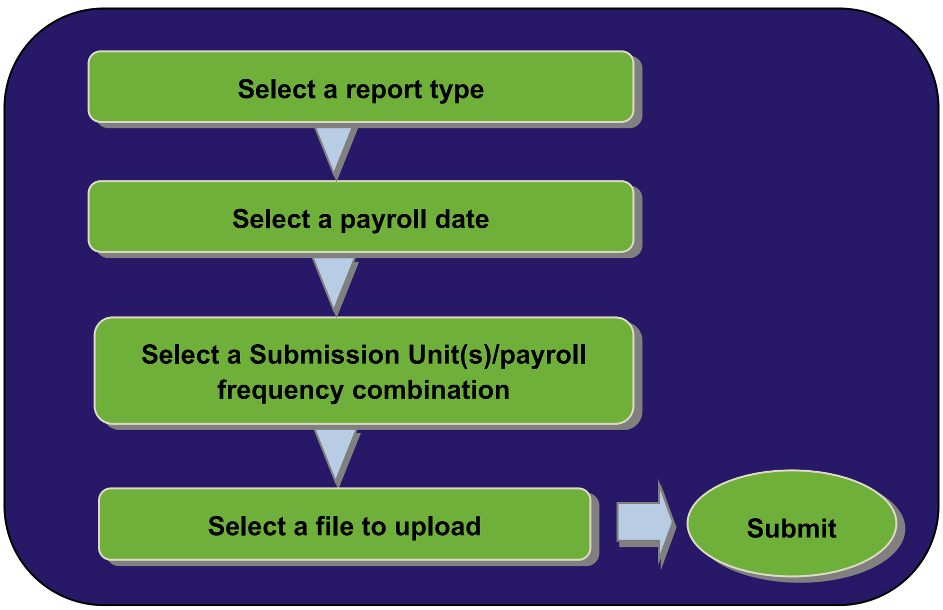
Upload Wage and Contribution, Adjustment, Missed Regular Wage and Contribution, and Settlement Adjustment Files

NOTE: IC 5-10.3-6-5: Employer needs to correct previous or missed wage/contribution reports including an additional payment made to a member as resolution of a legal suit, union grievance or a contract settled retroactively after the fiscal year is complete.

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 7:

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

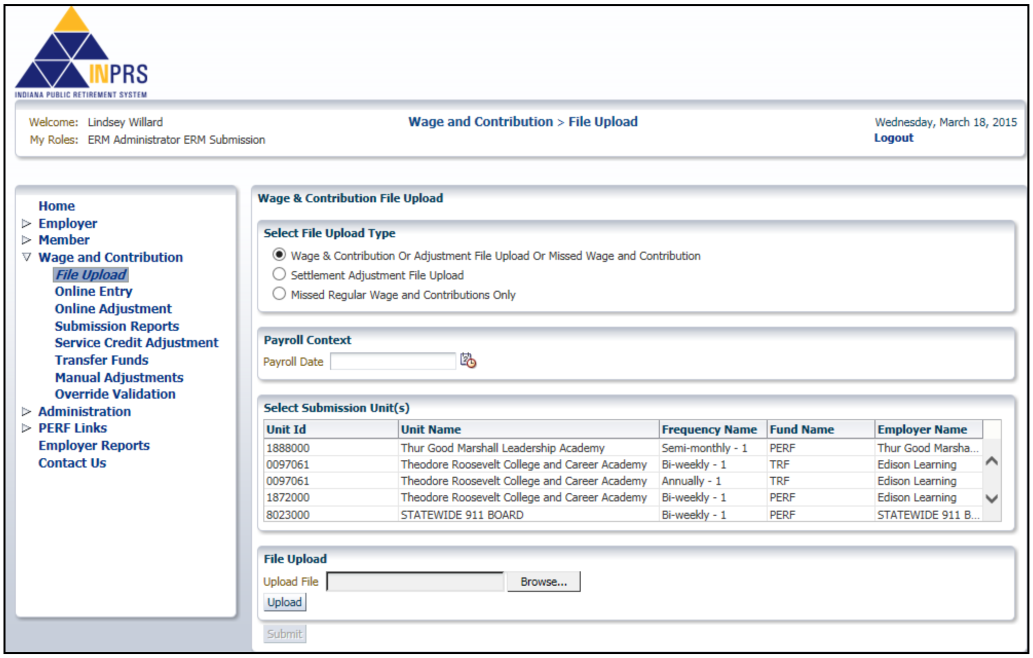


NOTE: Throughout this section, all required fields marked with an asterisk (*) must be completed before the record can be processed.

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
3. Choose the **File Upload** option and the *Wage and Contribution > File Upload* screen displays as shown in Figure 8.

Figure 8: 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:

1. Use the radio buttons in the *Select File Upload Type* section to identify the type of file to be uploaded.
    a. 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.
    b. The **Settlement Adjustment File Upload** radio button allows the Settlement Adjustment file to be uploaded.
    c. The **Missed Regular Wage and Contribution Only** radio button allows the Missed Regular Wage and Contribution file to be uploaded.
2. 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.
3. 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 table.
4. 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 is available from the ERM – File Templates/Testing page of the INPRS website.

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

1. A header containing the following required fields:

- Payroll Date
- Row Count

2. 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 PERF/TRF My Choice: Retirement Savings Plan 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*

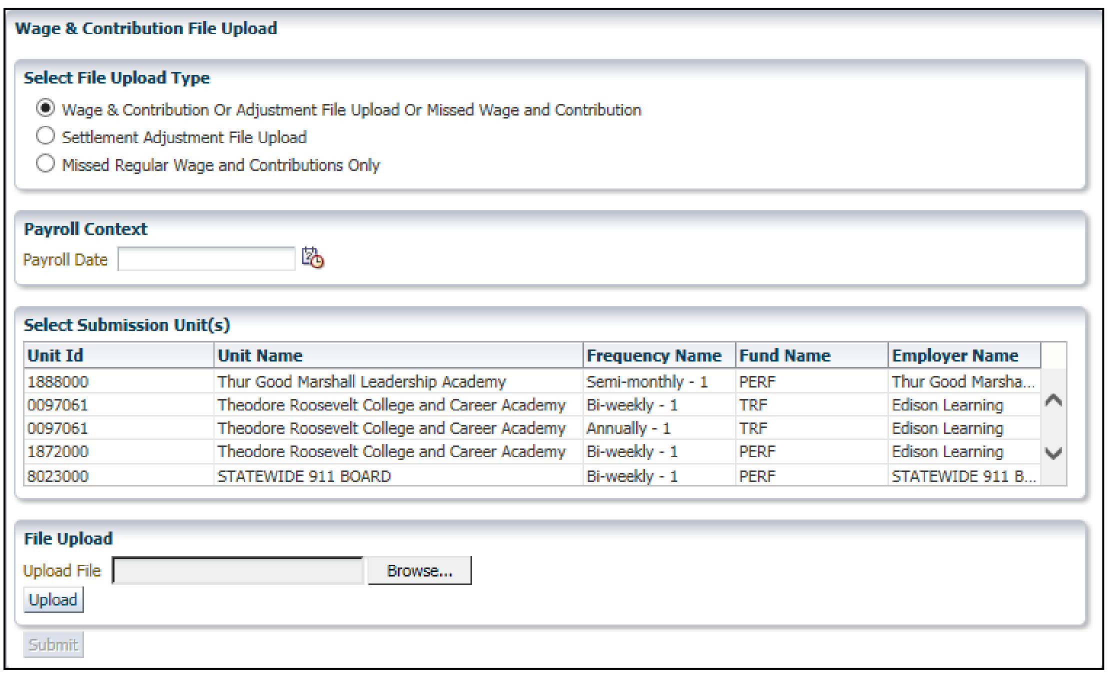
** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable, so members enrolled prior to 1/1/2018, continue with pre-tax contributions as long as they are employed with the same employer 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 or Missing Wage and Contribution

To upload a wage and contribution or adjustment file:

1. Click the **Wage & Contribution or Adjustment File Upload or Missing Wage and Contribution** in the *Select File Upload Type* section of the *Wage & Contribution or Adjustment File Upload* screen, as shown in Figure 9.

Figure 9: Wage & Contribution File Upload Screen

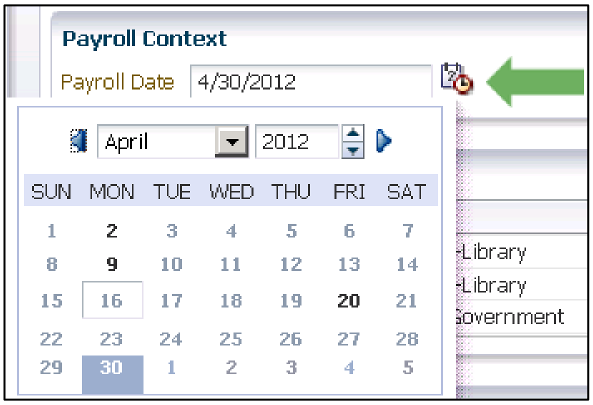


> **NOTE:** If adjustments are included with regular wage and contribution transactions, they must be paid on the same payroll date as the regular wage and contribution transactions. If they are being paid on an off-cycle payroll, they must be entered online using the *Online Adjustment* section of ERM.

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 10. 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.

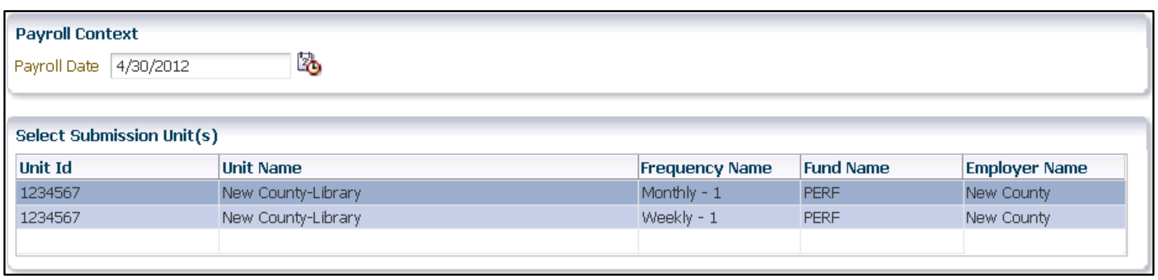
Figure 10: Access the Payroll Calendar



> **NOTE:** When a payroll date is selected, ERM filters the Submission Unit table 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 table in the *Select Submission Unit(s)* section of the screen as shown in Figure 11. To select multiple Submission Units, or multiple payroll frequencies of the same Submission Unit, press the **CTRL** key and make selection(s).

Figure 11: Select Multiple Frequencies for a Submission Unit

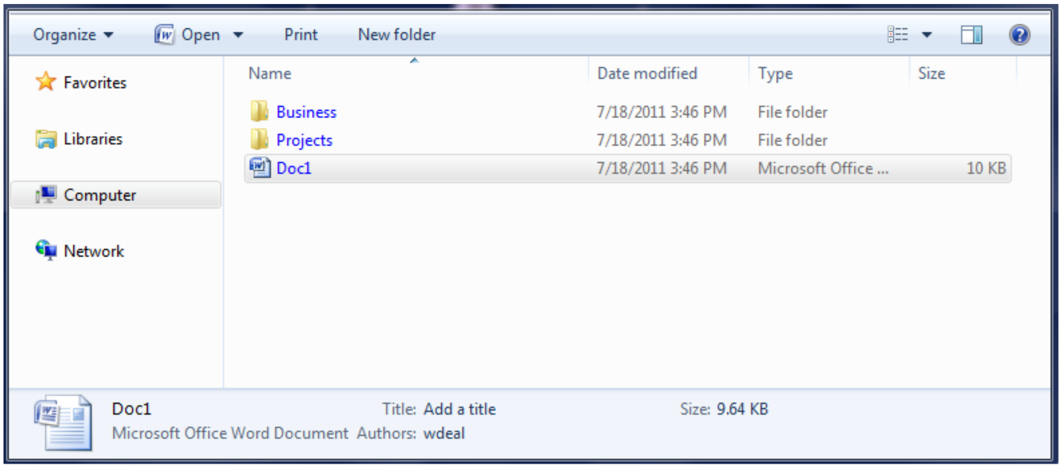


> **NOTE:** For multiple payroll frequencies that pay on the same payroll date, upload a file for each payroll frequency, or upload a single file containing multiple frequencies. Uploading a file containing multiple frequencies, each frequency included in the file must be selected from the table. This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

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

5. An explorer window opens, as shown in Figure 12. 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 12: Explorer Window for Wage & Contribution Or Adjustment File Upload

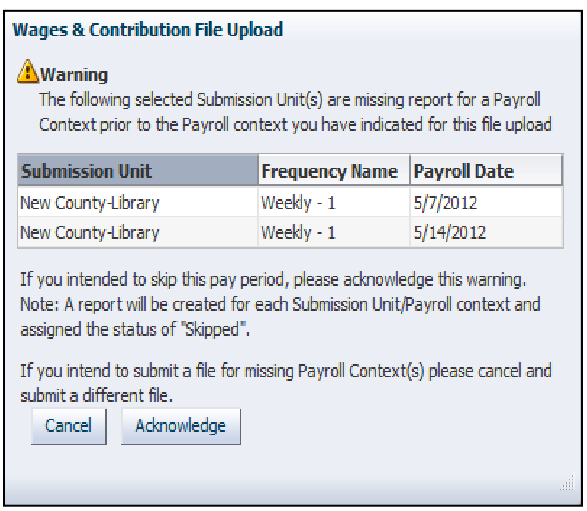


6. Select the file to be uploaded, click **Upload**. This begins a structural validation process that ensures the file meets the file layout specifications provided by INPRS.
7. When the file name displays above the **Upload File** field, click **Submit** to submit the Wage and Contribution or Adjustment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

NOTE: If a payroll date is skipped, the notification screen displays, as shown in Figure 13. 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 13: Skipped Payroll Date Notification



8. Once the file is submitted, the confirmation notification is received, as seen in Figure 14. This confirmation screen states that the file is beginning the validation process and the validation results can be viewed from the *Submission Reports Status* table.

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 14: Wages & Contribution File Upload Confirmation Notification

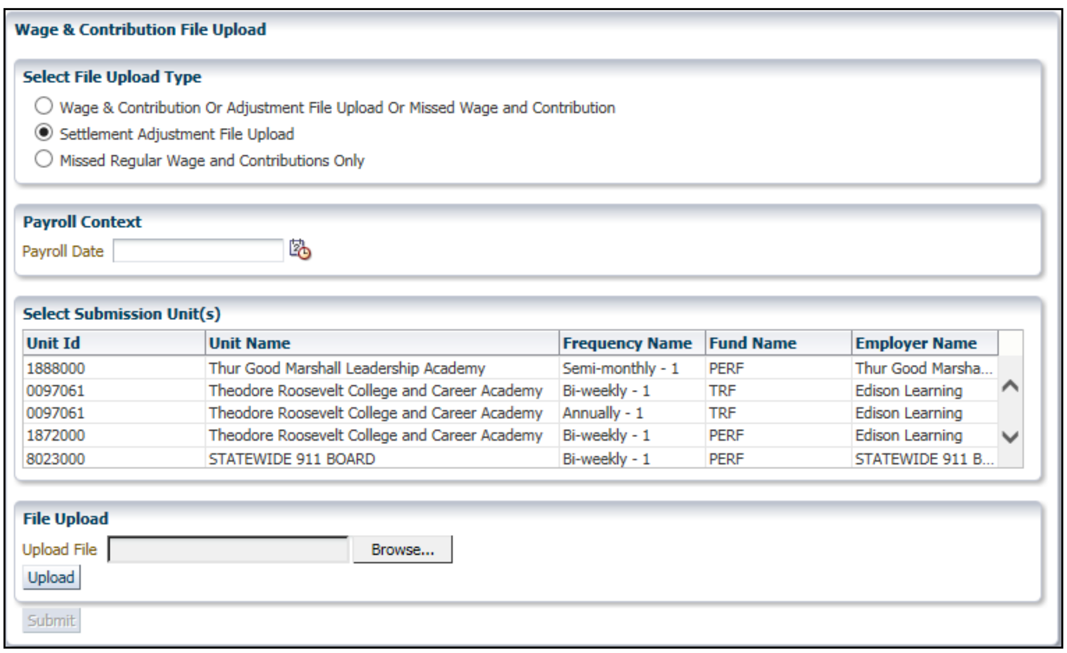
NOTE: Submitting the file to the application does not mean it has been submitted for payment. To submit for payment any wage and contribution or adjustment reports entered via file upload, access the report through the *Submission Reports* section of the ERM application.

Upload a Settlement Adjustment File

To upload a settlement adjustment file:

1. Click **Settlement Adjustment File Upload** , as shown in Figure 15.

Figure 15: 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 dialog bubble displaying the required date format for the field displays.

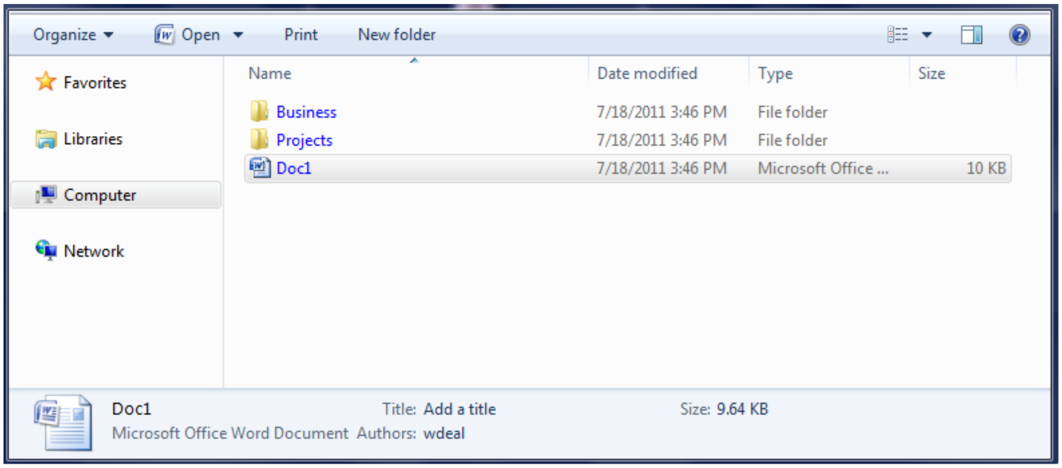
3. Choose the Submission Unit included in the file from the list displayed in the table in the *Select Submission Unit(s)* section of the screen.

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

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 you have access to view display in the table.

Figure 16: 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 is available from the ERM – File Templates/Testing page of the INPRS website. The file type is pipe delimited (|) text file (.txt extension). The file layout includes the following fields:

   a. A header containing the following required fields:

      - Payroll Date
      - Row Count

   b. A body containing the following fields for each member (required fields are marked with an asterisk):

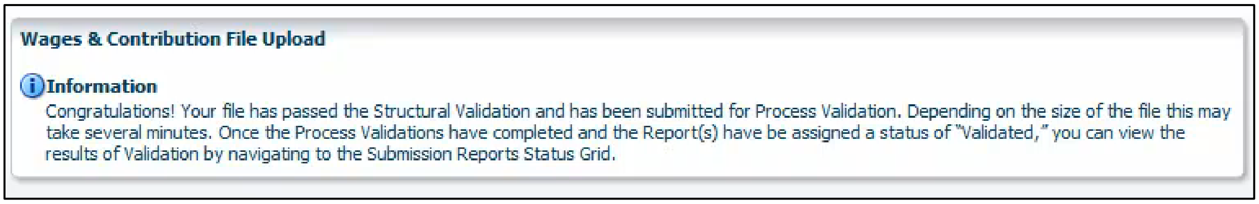
      - Submission Unit Number*
      - Submission Unit Fund*
      - Social Security Number (SSN) (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
      - Pension ID (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
      - Last Name of Member (Require 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 PERF/TRF My Choice: Retirement Savings Plan 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.
- 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*

** 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 **Submit** to submit the Settlement Adjustment file.
8. Once the file is submitted, the confirmation notification shown in Figure 17 is received. This confirmation screen states that the file begins the validation process and can review the validation results from the *Submission Reports Status Table*.

Figure 17: Settlement Adjustment File Upload Confirmation Notification



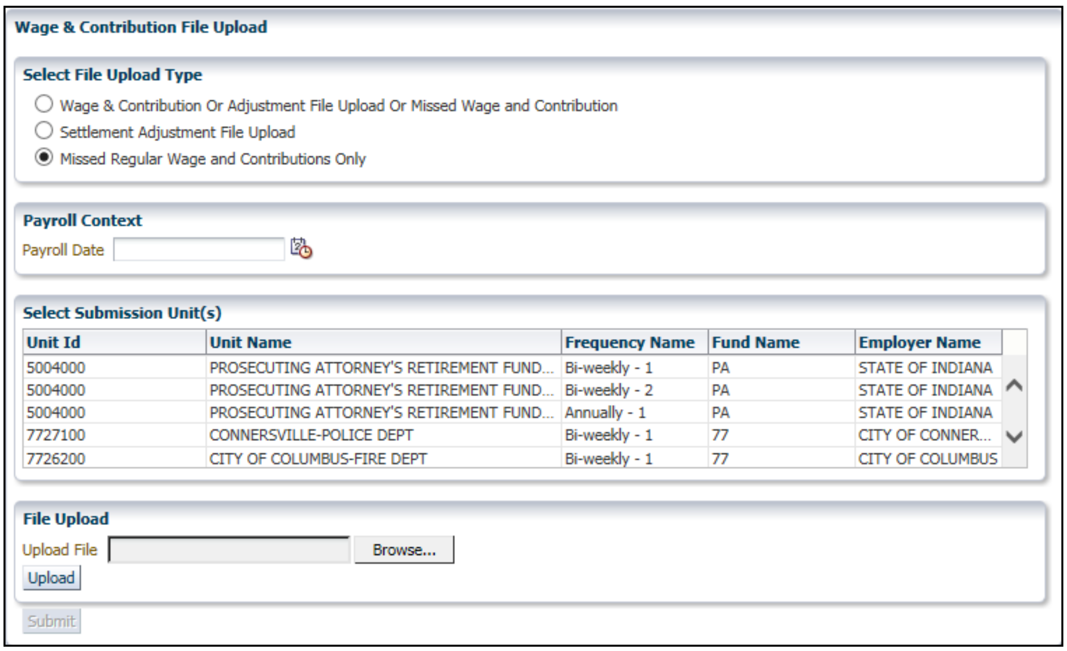
NOTE:	Submitting the file to the application does not mean it has been submitted for payment. Before a settlement adjustment can be submitted for payment, INPRS Staff must review it and release it from settlement hold status.

Upload a Missed Regular Wage and Contribution File

To upload a Missed Regular Wage and Contribution file:

1. Click **Missed Regular Wage and Contributions Only**, as shown in Figure 18.

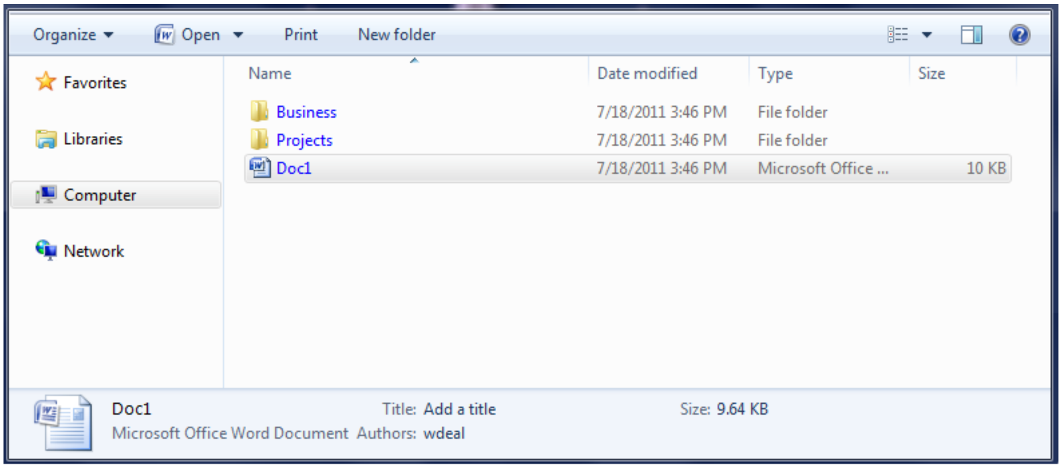
Figure 18: Wage & Contribution File Upload Screen



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 18.
3. Choose the Submission Unit included in the file from the list displayed in the table in the Select Submission Unit(s) section of the screen.
4. Click **Browse** next to the **Upload File** field in the *File Upload* section.
5. An explorer window opens, as shown in Figure 19. 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 table.

Figure 19: Explorer Window for Missed Wage and Contribution Adjustment File Upload



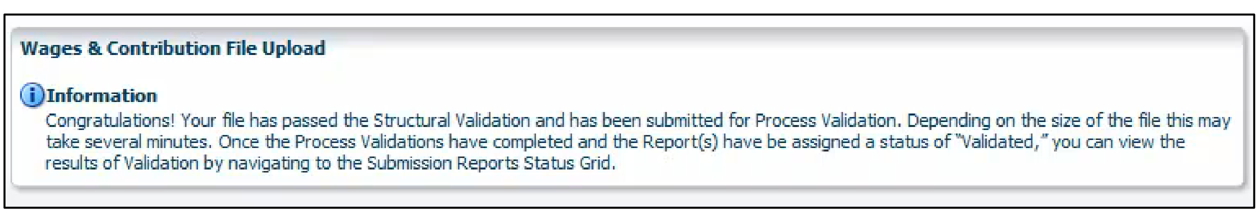
6. Select the file to be uploaded then click **Upload**. This begins a structural validation process that ensures the file meets the file layout specifications provided by INPRS is available from the [ERM – File Templates/Testing] page of the INPRS website. The file type is pipe delimited (|) text file (.txt extension). The file layout includes the following fields:
   1. A header containing these required fields:
      - Payroll Date
      - Row Count
   2. 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 PERF/TRF 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*

** 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 **Submit** to submit the Wage and Contribution or Adjustment file to ERM.
8. Once the file is submitted, the notification screen shown in Figure 20 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* table.

Figure 20: Missing Regular Wage and Contribution File Upload Confirmation Notification



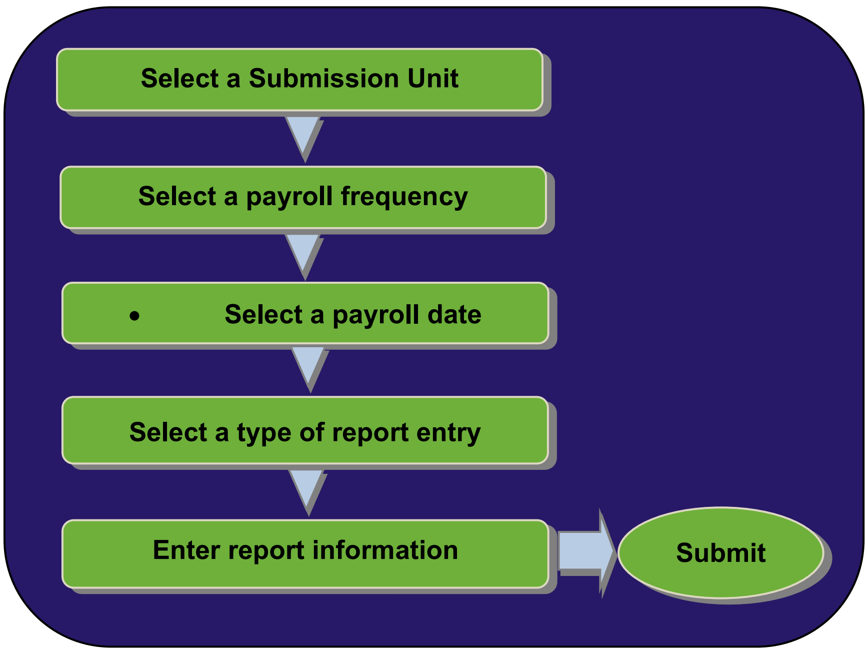
NOTE: Submitting the file to the application does not mean it has been submitted for payment. To submit any wage and contribution or adjustment report(s) entered via file upload for payment, access the report through ERM's *Submission Reports* section.

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 21:

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 21: Enter Wage and Contribution Online Process Flow



Complete an Online Wage and Contribution Entry

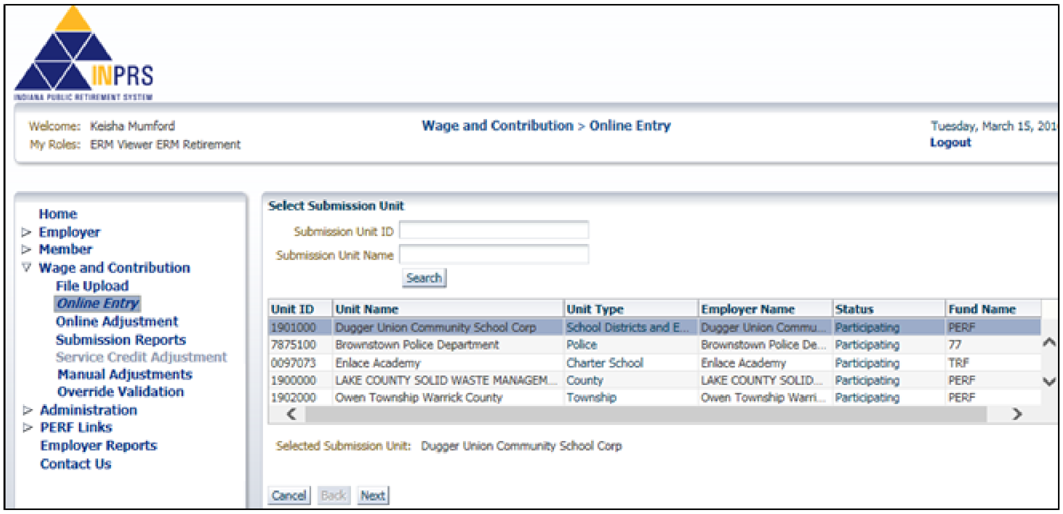
To enter wage and contribution data online, choose *Online Entry* from the drop-down menu below *Wage and Contribution* in the *Navigation Menu*.

> **NOTE:** Throughout this section, all required fields marked with an asterisk (*) must be completed before the record can be processed.

Select a Submission Unit

Choose the **Online Entry** option and the *Select Submission Unit* screen shown in Figure 22 displays. Use this screen to identify the Submission Unit for entering wage and contribution data.

Figure 22: 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. Enter the Submission Unit ID in the **Submission Unit ID** field.
2. Click **Search**.

To search for a Submission Unit by name:

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

To select a Submission Unit from the scrollable table:

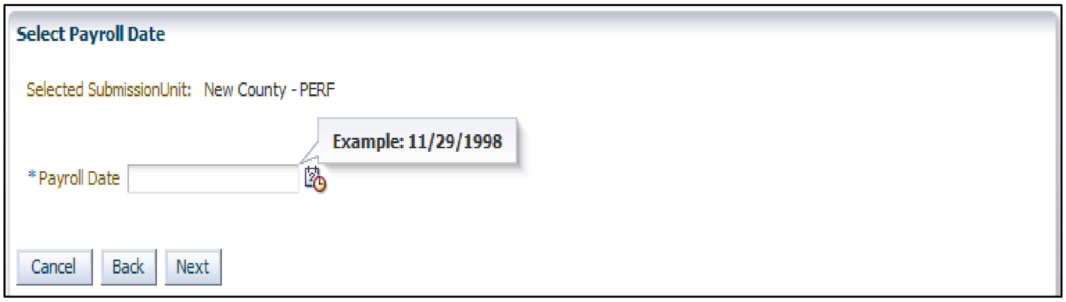
1. Scroll through the table until the correct Submission Unit for wage and contribution information entry is visible.
2. Click the **Submission Unit** name.
3. Click **Next** to continue the online entry.

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

Select a Payroll Frequency and a Payroll Date

Clicking **Next** on the *Select Submission Unit* screen opens the *Select Payroll Date* screen, shown in Figure 23.

Figure 23: Select Payroll Date Screen

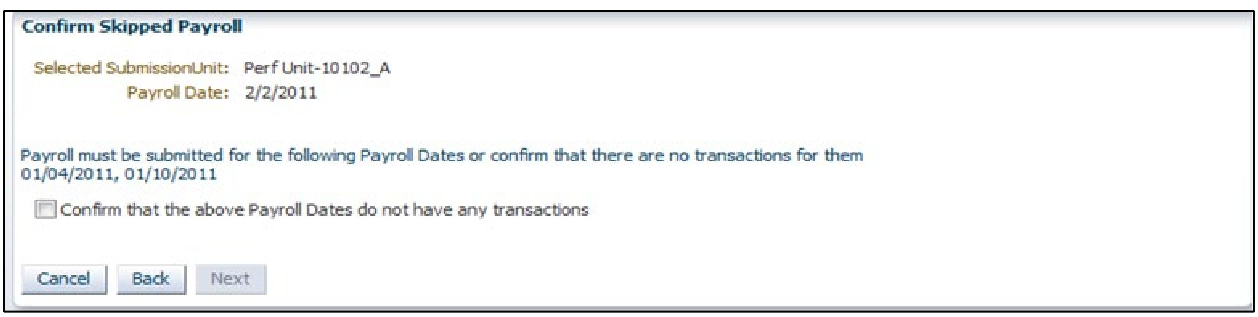


To select a payroll frequency and a payroll date:

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 **Next**.

> **NOTE:** If a payroll date is skipped, the notification screen displays, as shown in Figure 24. 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 24: Confirm Skipped Payroll Notification

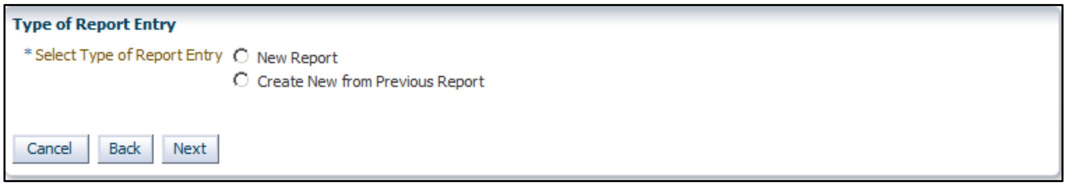


Select a Type of Report Entry

After clicking **Next** 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 25 displays.

Figure 25: 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 26 displays.

Figure 26: 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.

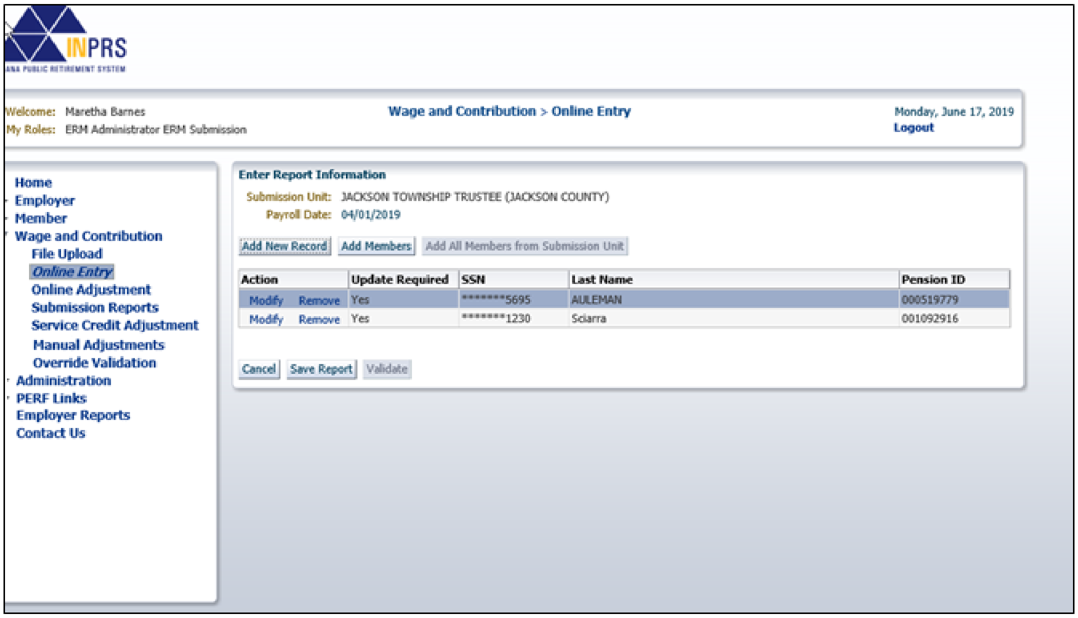
To select a type of report entry:

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

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 27.

Figure 27: Enter Report Information Screen



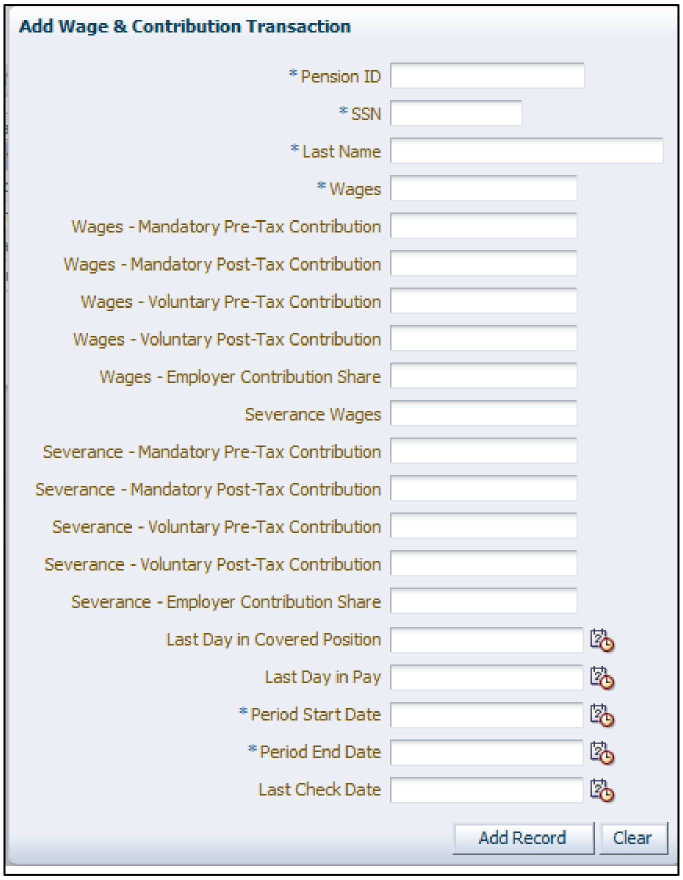
Use this screen to add new records, new members or all active members from a Submission Unit to an online entry report.

Add a New Record to an Online Entry Report

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

1. Click **Add New Record**. This opens the *Add Wage & Contribution Transaction* dialog box, as shown in Figure 28.

Figure 28: Add Wage & Contribution Transaction



2. The *Add Wage & Contribution Transaction* dialog 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 PERF/TRF 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)

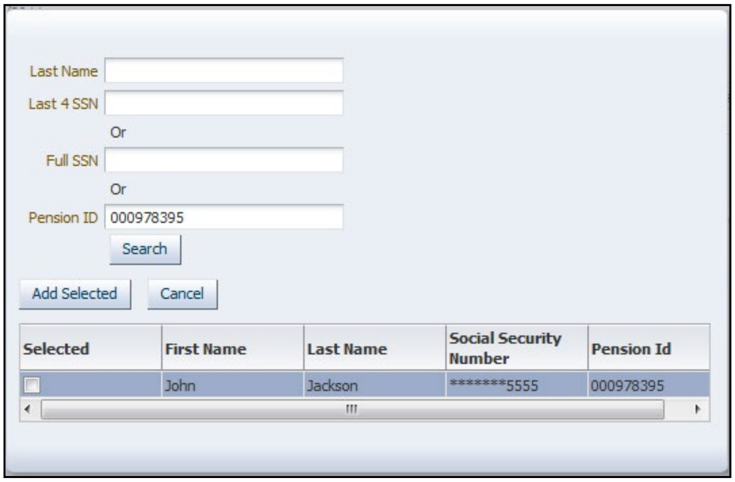
** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable, so members enrolled prior to 1/1/2018, continue with pre-tax contributions as long as they are employed with the same employer 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.

3. Complete all applicable fields in the dialog box.
4. Click **Add Record**.
5. The new record displays in the table on the *Enter Report Information* screen.

Add Members to an Online Entry Report

To add a member to the online entry report, click **Add Members**. This opens the *Add Members* dialog box, as shown in Figure 29.

Figure 29: Add Members



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 **Search**

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 **Search**

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

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

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

To select a member:

1. Click the checkbox next to the member's record in the table
2. Click **Add Selected** to add the member(s) to the report. The *Add Members* dialog 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** dialog 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 **Add All Members from Submission Unit**.

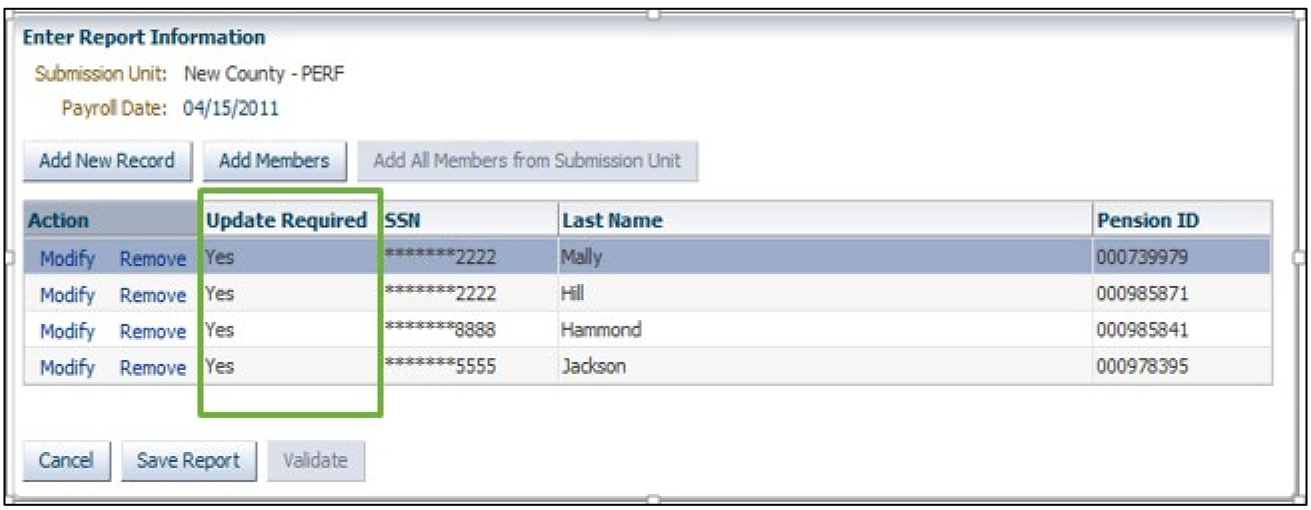
The table populates with member identification information for every active member of the selected Submission Unit.

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 table, as shown in Figure 30. If the value of this column is **Yes** for any member, enter wage and contribution data for that member.

Figure 30: Enter Report Information Screen's Update Required Column



Enter Report Data

To enter wage and contribution information for a member:

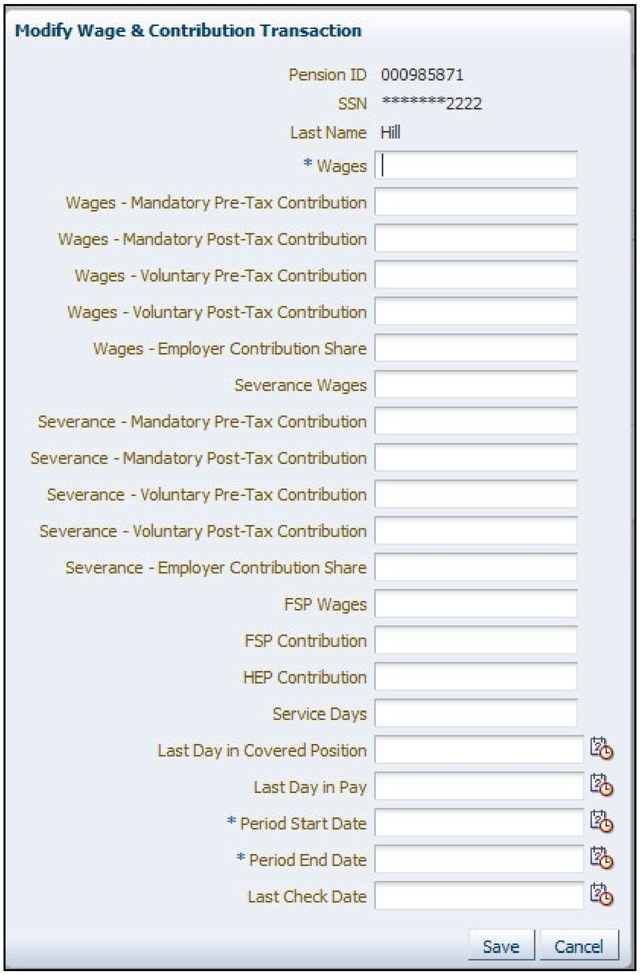
1. Click the **Modify** link in the **Action** column of the table. This opens the *Modify Wage & Contribution Transaction* dialog box, as shown in Figure 31. This dialog box shows the selected member's Pension ID, SSN and last name, and contains the following additional fields:

   - 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 PERF/TRF 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)

** 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 31: Modify Wage & Contribution Transaction



2. Complete all applicable fields in the dialog 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.

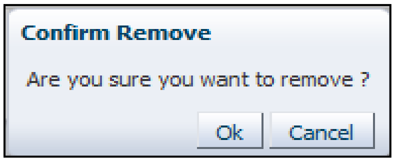
Remove Members from an Online Entry Report

Occasionally, a member who does not belong on a certain report is added to the table 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 table. The *Confirm Remove* dialog box opens, as shown in Figure 32.

Figure 32: Confirm Remove



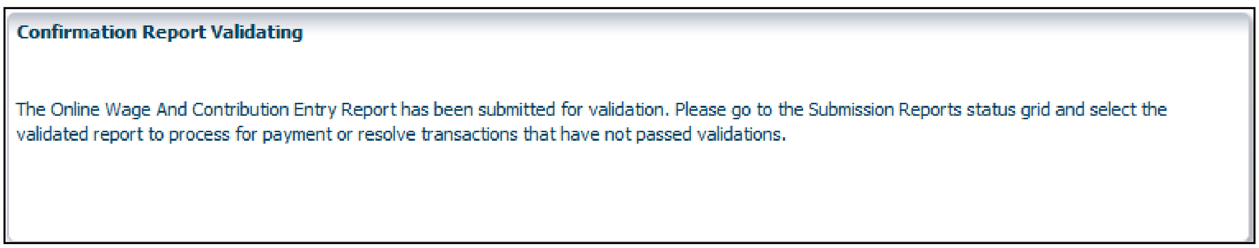
2. Click **OK** to remove the member from the report.

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 **Save Report**.
2. To validate the online entry report, click **Validate** on the *Enter Report Information* screen. A validation confirmation displays, as shown in Figure 33.

Figure 33: 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.

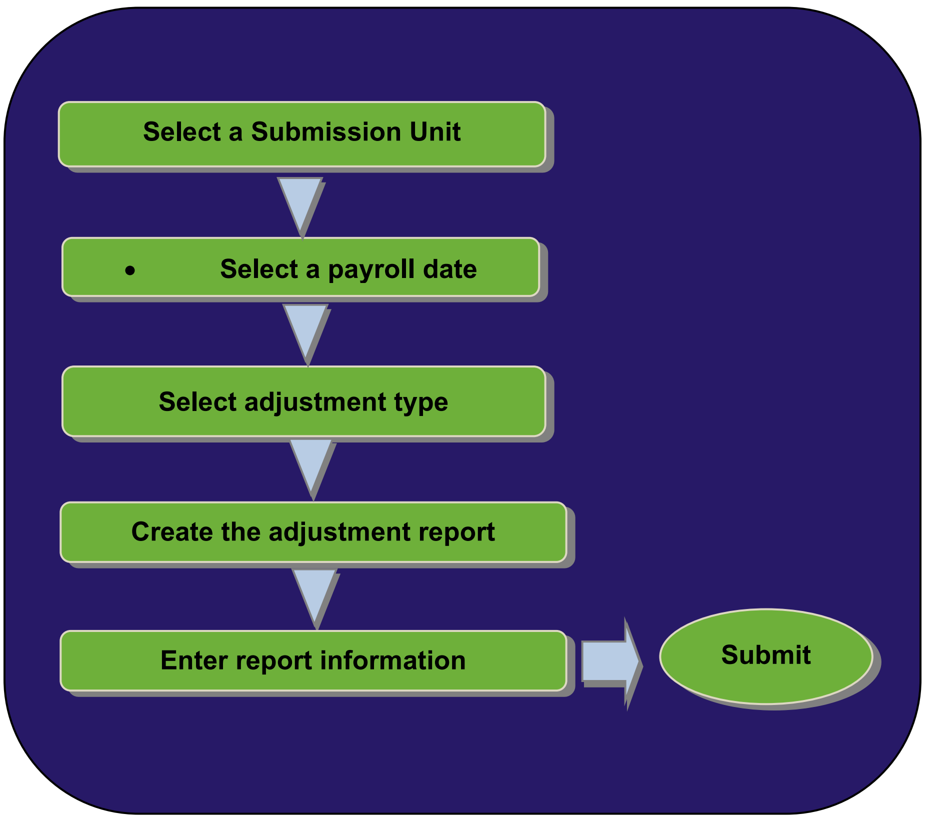
Complete an Online Wage and Contribution Adjustment

NOTE: IC 5-10.3-6-5: **Employer** needs to correct previous or missed wage/contribution reports.

Employer Users can complete wage and contribution adjustments online by completing the following steps, as shown in Figure 34:

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 34: Conduct Online Wage and Contribution Adjustment Process Flow



NOTE: Throughout this section, all required fields, marked with an asterisk (*), must be completed before saving.

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.

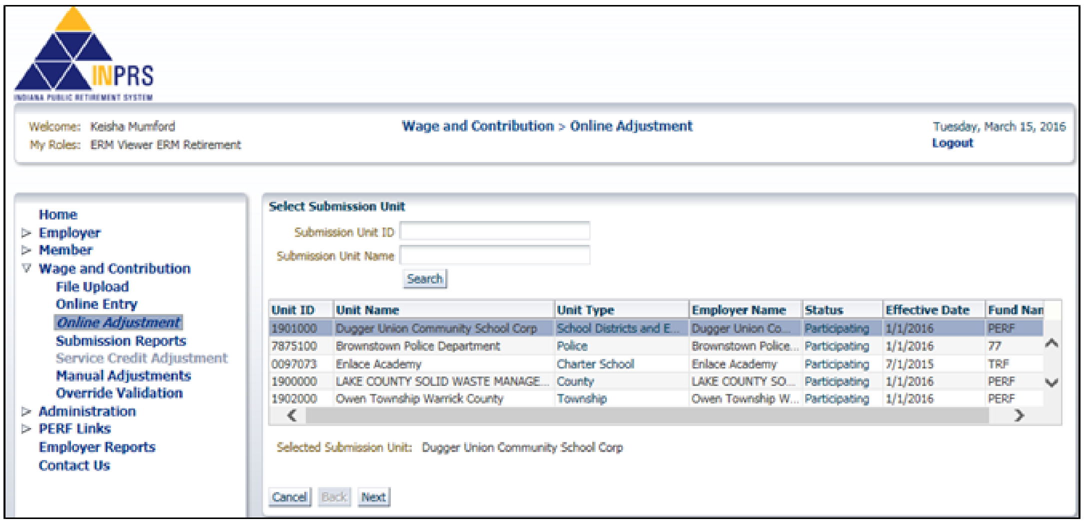
Regardless of the type of wage and contribution adjustment, the first steps are the same:

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 35. Use this screen to identify the Submission Unit for the wage and contribution adjustment entry.

Figure 35: 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. Enter the Submission Unit ID in the **Submission Unit ID** field
2. Click **Search**

To search for a Submission Unit by name:

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

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

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

To select a Submission Unit from the scrollable table:

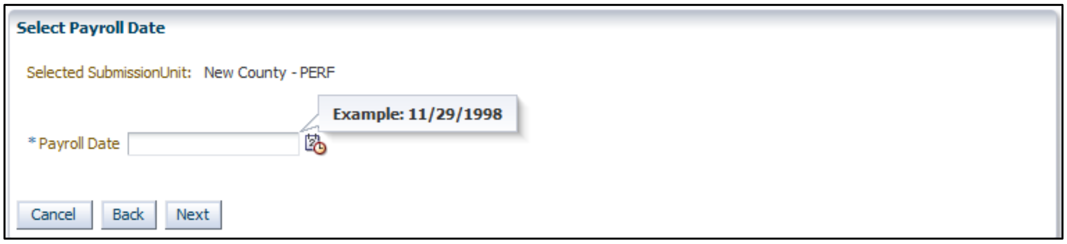
1. Scroll through the table until the Submission Unit for the wage and contribution adjustment entry is visible.
2. Click the Submission Unit name.

3. Click **Next** to continue the online adjustment entry.

Enter a Payroll Date

Clicking **Next** on the *Select Submission Unit* screen opens the *Select Payroll Date* screen, shown in Figure 36.

Figure 36: Select Payroll Date Screen



To enter a payroll date:

1. Enter the payroll date into the **Payroll Date** field. Click the **Payroll Date** field and the required format for the field displays in a dialog bubble.
2. Click **Next** 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.

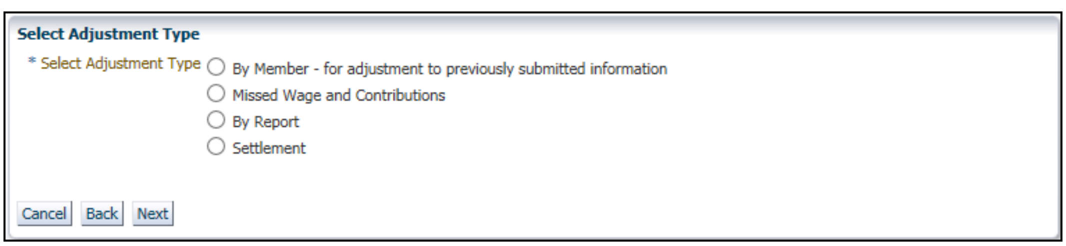
Select an Adjustment Type

Clicking **Next** on the *Select Payroll Date* screen opens the *Select Adjustment Type* screen, shown in Figure 37.

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 37: Select Adjustment Type Screen



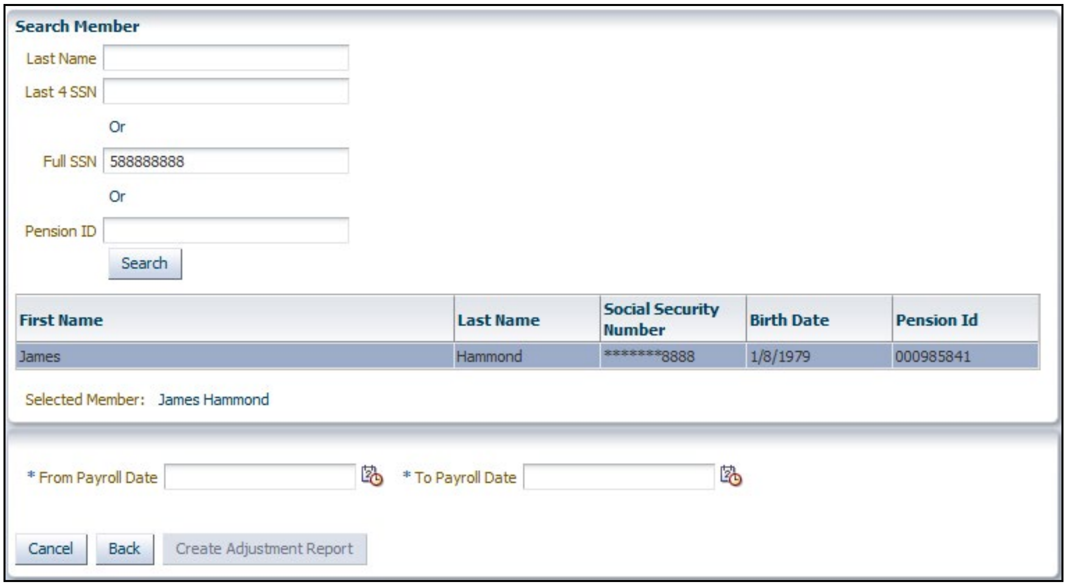
To select an adjustment type:

1. Click the radio button in front of the **Adjustment Type**.
2. Click **Next**.

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 38.

Figure 38: 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 **Search**.

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 **Search**.

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

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

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

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

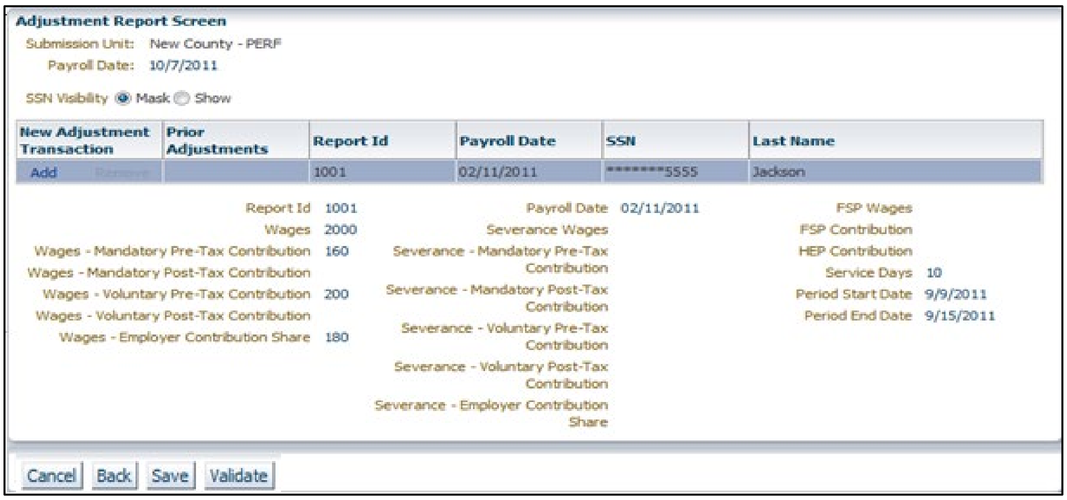
Locate the Transaction to Adjust and Create the Adjustment Report

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

To enter the date range, as shown in Figure 39:

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 **Create Adjustment Report**. The *Adjustment Report* screen displays, as shown in Figure 39.

Figure 39: Adjustment Report Screen



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

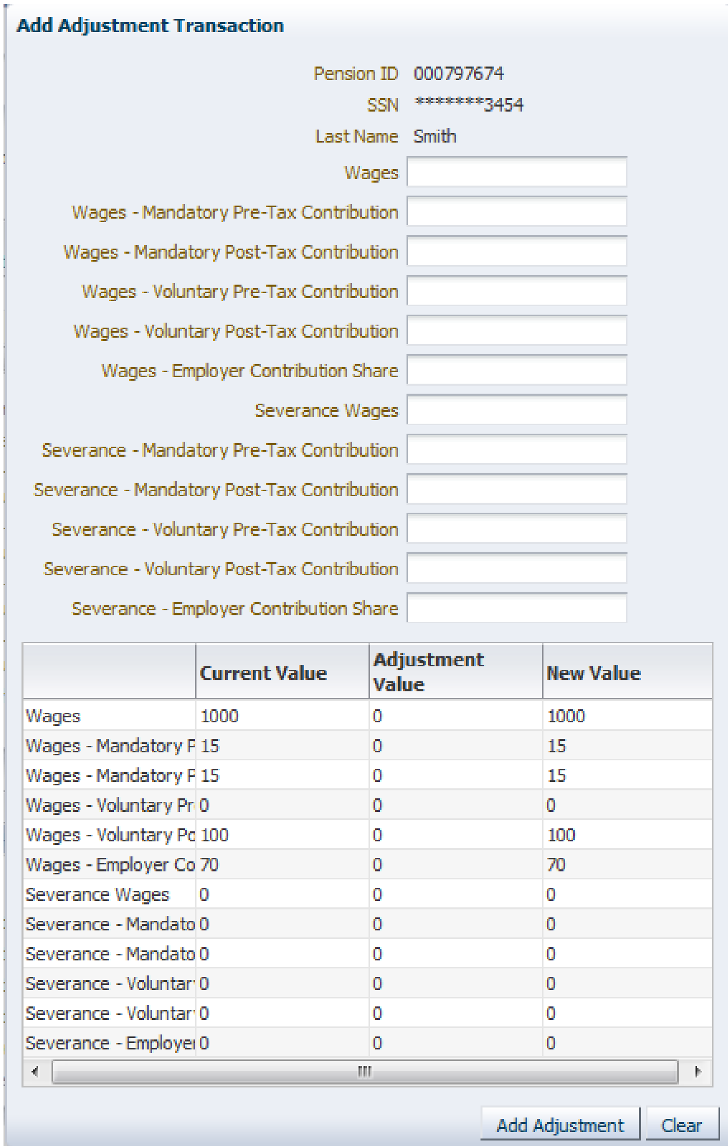
- New Adjustment Transaction
- Prior Adjustments
- Report ID
- Payroll Date
- Last four digits of SSN
- Last Name

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 table next to the transaction(s) to be adjusted. This opens the *Add Adjustment Transaction* dialog box, as shown in Figure 40.

Figure 40: Add Adjustment Transaction



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 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

2. The *Add Adjustment Transaction* dialog 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.

3. Enter 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 table at the bottom of the screen and displays the field's new value.

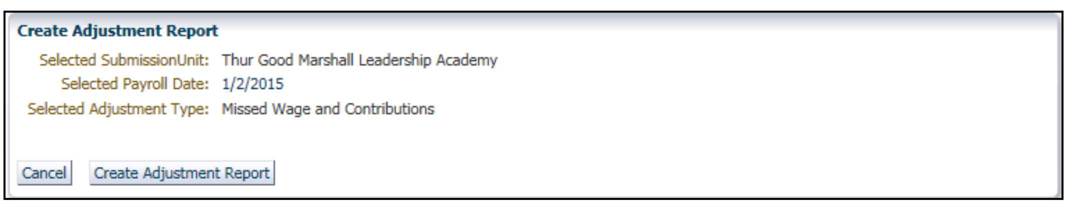
NOTE: To enter a negative adjustment use the negative sign (-) in front of the value.

4. When changes have been entered, click **Add Adjustment**.

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 41.

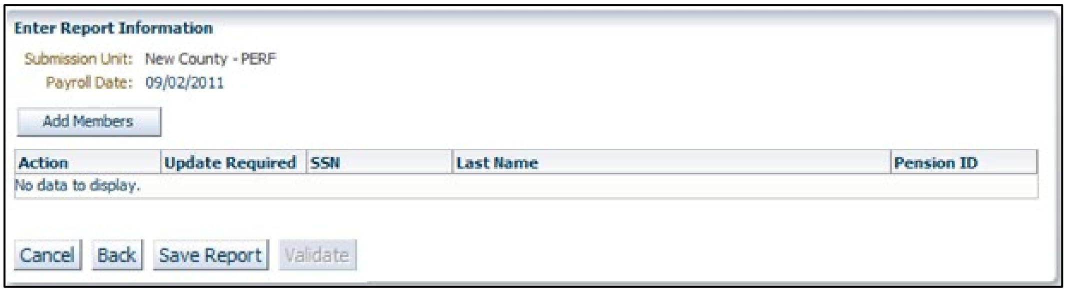
Figure 41: Create Adjustment Report Screen



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

The *Enter Report Information* screen opens, as shown in Figure 42.

Figure 42: Enter Report Information Screen

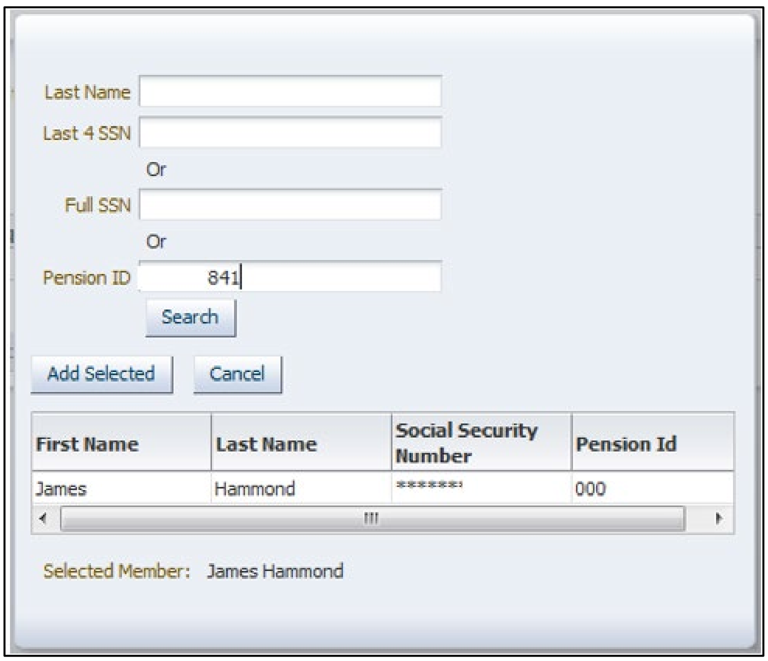


Add Members to the Adjustment Report

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

1. Click **Add Members**. The *Add Member* dialog box opens, as shown in Figure 43.

Figure 43: Add Member



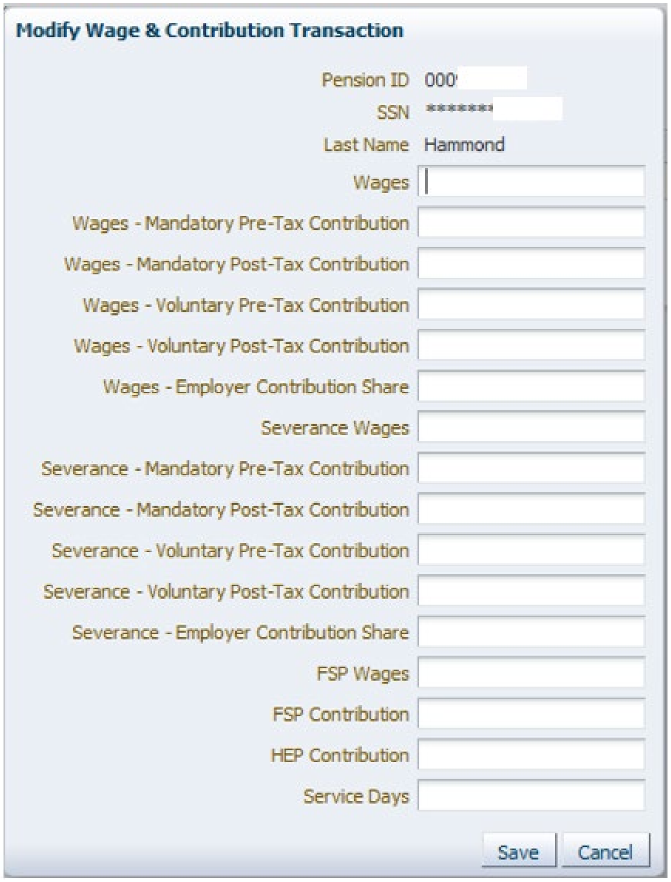
2. Search for the member to be added to the report using the member's:
   - Last name and the last four digits of the member's Social Security number (SSN), or
   - Full SSN, or
   - Pension ID
3. Enter search criteria into the search fields and click **Search**. The member's first and last name, last four digits of SSN and nine-digit Pension ID number appear in a table below the search field.
4. To select a member, click the member's record in the table. Click **Add Selected** to add the member to the adjustment report. The *Add Member* dialog 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 table. This opens the *Modify Wage and Contribution Transaction* dialog box, as shown in Figure 44.

Figure 44: Modify Wage & Contribution Transaction



2. The *Modify Wage and Contribution Transaction* dialog 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)

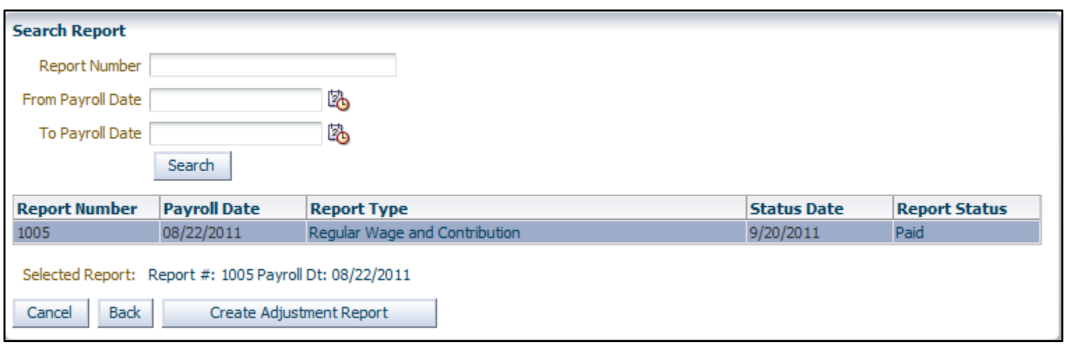
** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable, so members enrolled prior to 1/1/2018, continue with pre-tax contributions as long as they are employed with the same employer 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.

3. Complete all applicable fields in the dialog box and click **Save**.

Adjustment Type: By Report

Select **By Report** and the *Search Report* screen opens as shown in Figure 45.

Figure 45: 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

NOTE: The report number is automatically generated and is found in ERM's *Submission Reports* section.

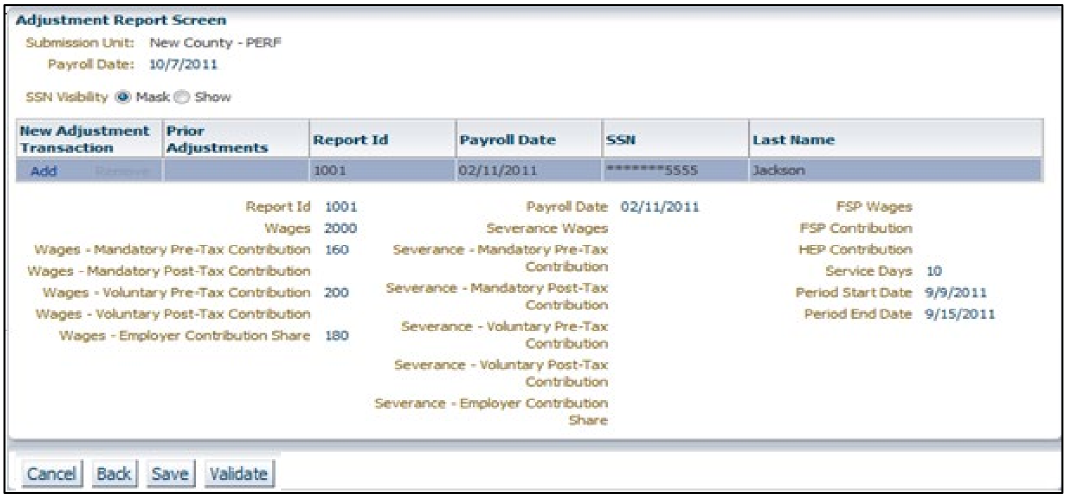
Locate a Report to Adjust

To locate the report to be adjusted:

1. Enter data for the report into the fields and click **Search**. A list of reports that match the criteria entered into the search fields displays in the table below the search fields.

2. Click the record for the report that is needed.
3. Click **Create Adjustment Report**. The *Adjustment Report* screen opens, as shown in Figure 4346

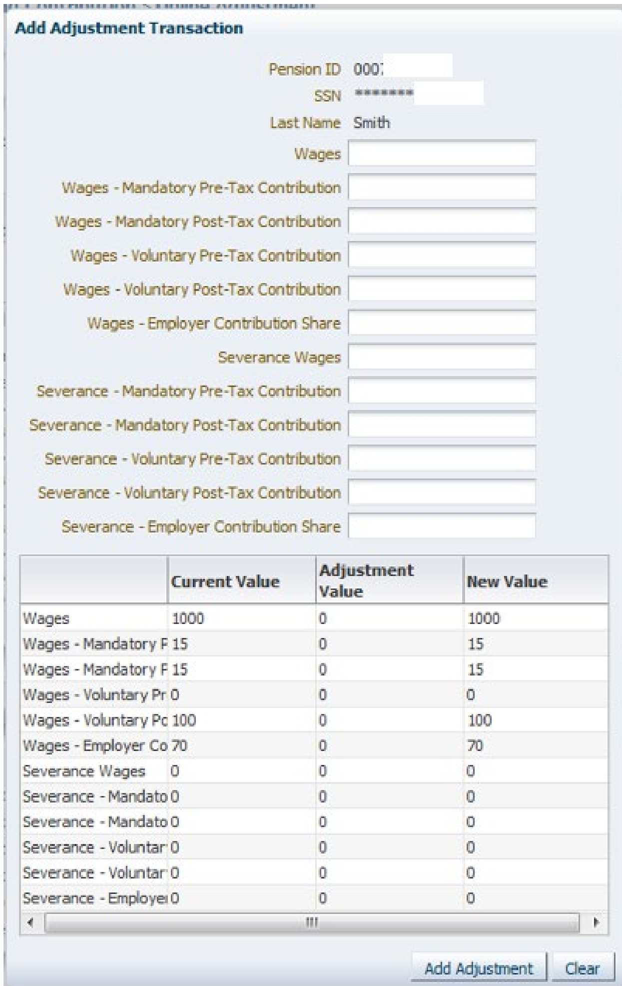
Figure 46: Adjustment Report Screen



Add Adjustment Transaction Details

1. Clicking the **Add** link in the **New Adjustment Transaction** column, next to the transaction to be adjusted, opens the *Add Adjustment Transaction* dialog box, as shown in Figure 47. Use this screen to add the wage and contribution adjustment details to the report.

Figure 47: Add Adjustment Transaction



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

2. The dialog 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)

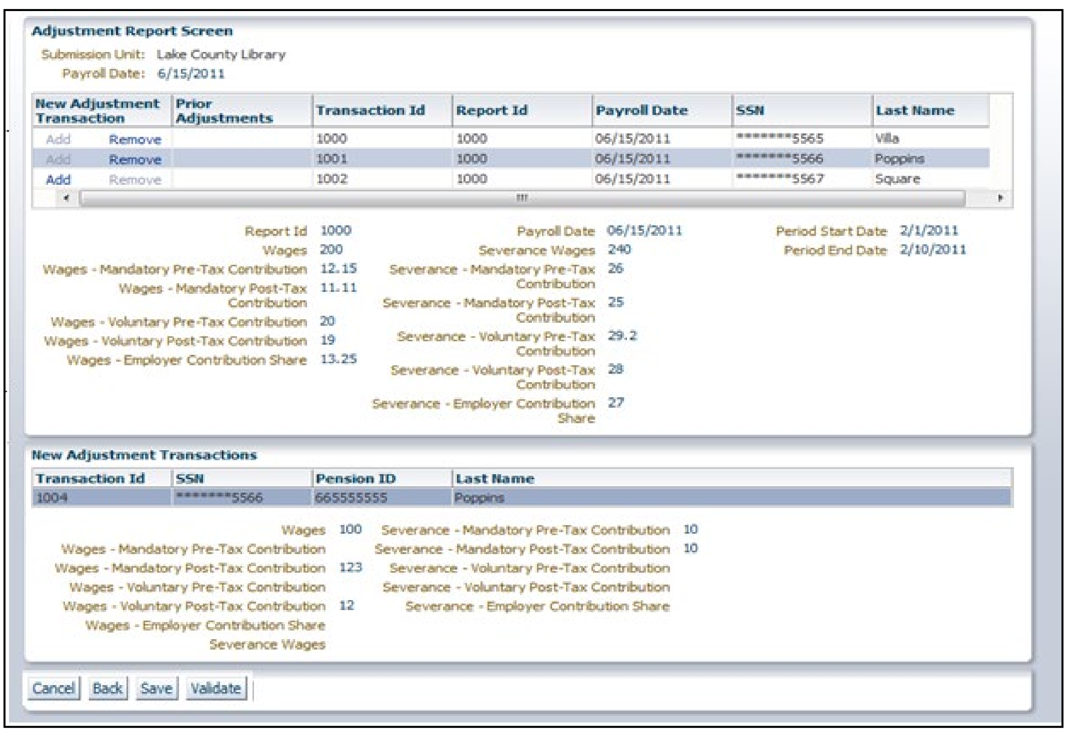
** Voluntary Pre-Tax Contributions continue for members who elected the option before 1/1/2018. As of 1/1/2018, members can no longer elect this option. The election is irrevocable, so members enrolled prior to 1/1/2018, continue with pre-tax contributions as long as they are employed with the same employer 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.

3. To add wage and contribution adjustment details:
   a. Enter 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 table at the bottom of the screen to show the new value.
   b. When the changes are complete, click **Add Adjustment**.

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

4. Clicking **Add Adjustment** returns to the *Adjustment Report* screen. A new section, the *New Adjustment Transactions* section, displays on this screen, as shown in Figure 48. This section contains the details for the adjustments added to the report.

Figure 48: New Adjustment Transaction Section on the Adjustment Report Screen



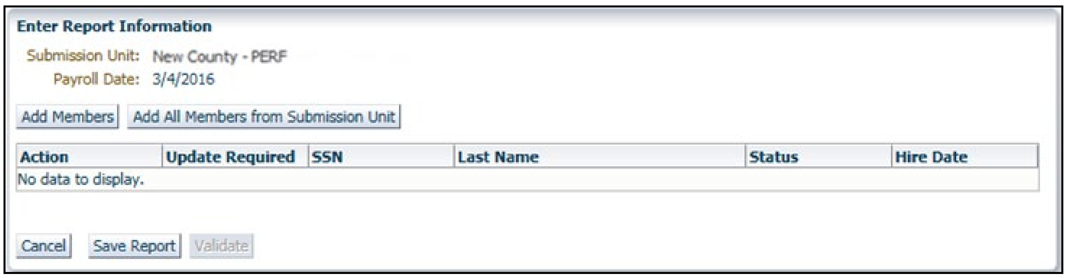
Adjustment Type: Settlement

Select **Settlement** button and the *Create Adjustment Report* screen displays as shown in Figure 49.

Figure 49: Create Adjustment Report Screen

To create the adjustment report, click **Create Adjustment Report**. This opens the *Enter Report Information* screen as shown in Figure 50.

Figure 50: 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 **Add Members**. The **Add Member** dialog 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 **Search**. The member's first and last name, last four digits of Social Security number, and nine-digit Pension ID number appear in a table below the search field.
4. To select the member(s), click the checkbox next to the member's record in the table. Click **Add Selected** to add the member(s) to the adjustment report. The *Add Member* dialog 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 **Add All Members from Submission Unit** 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 table. This opens the *Modify Wage & Contribution Transaction* dialog box.

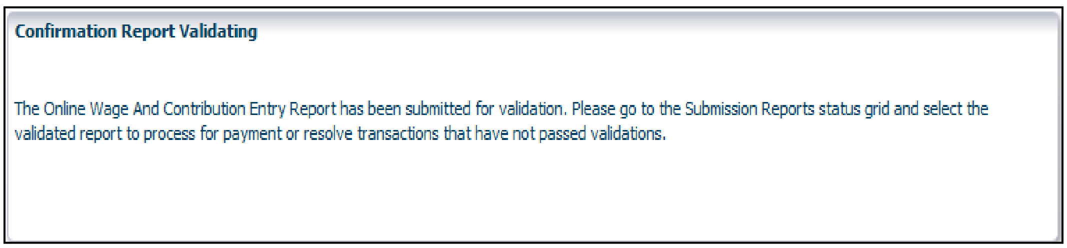
2. Complete all applicable fields in the dialog box and click **Save**. All required fields, marked with an asterisk (*) must be completed before saving.

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 **Cancel** 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 **Back** to return to the previous screen.
3. Click **Save** to save the report to ERM and submit it for processing at a later date.
4. Validate the data in the report by clicking **Validate**. The confirmation notification shown in Figure 51 displays.

Figure 51: 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:

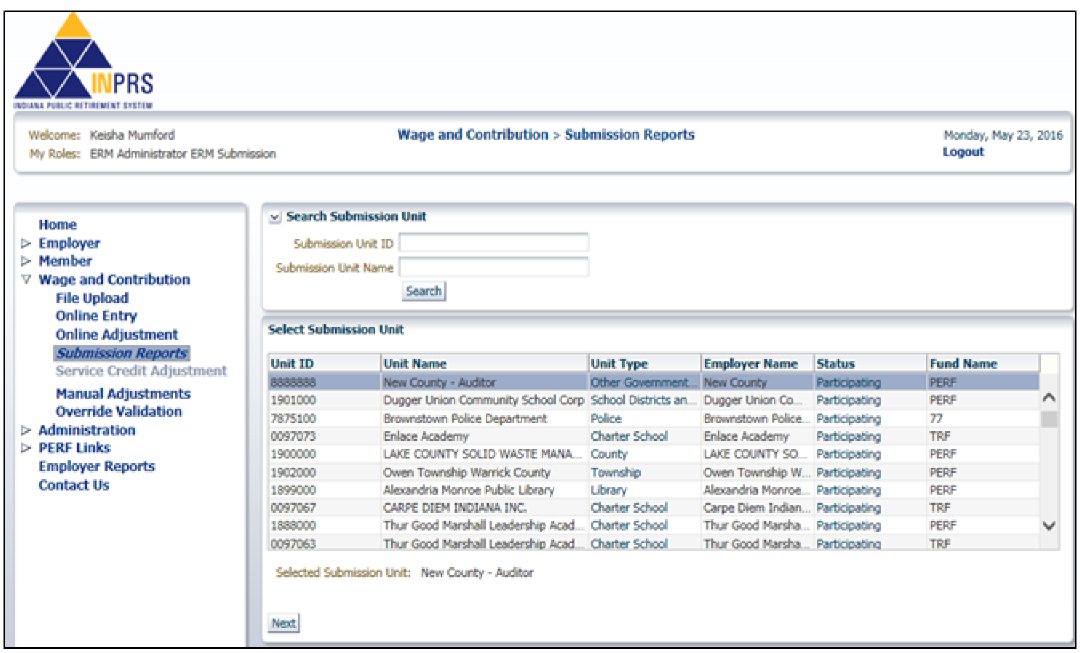
- View wage and contribution reports submitted for validation.
- Resolve errors in wage and contribution reports.
- Process validated wage and contribution reports for payment.
- Edit payment dates for wage and contribution reports in *Future Payment Status*.
- View detailed wage and contribution reports.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

Figure 52: 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. Enter the Submission Unit ID in the **Submission Unit ID** field.
2. Click **Search**.

To search for a Submission Unit by name:

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

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

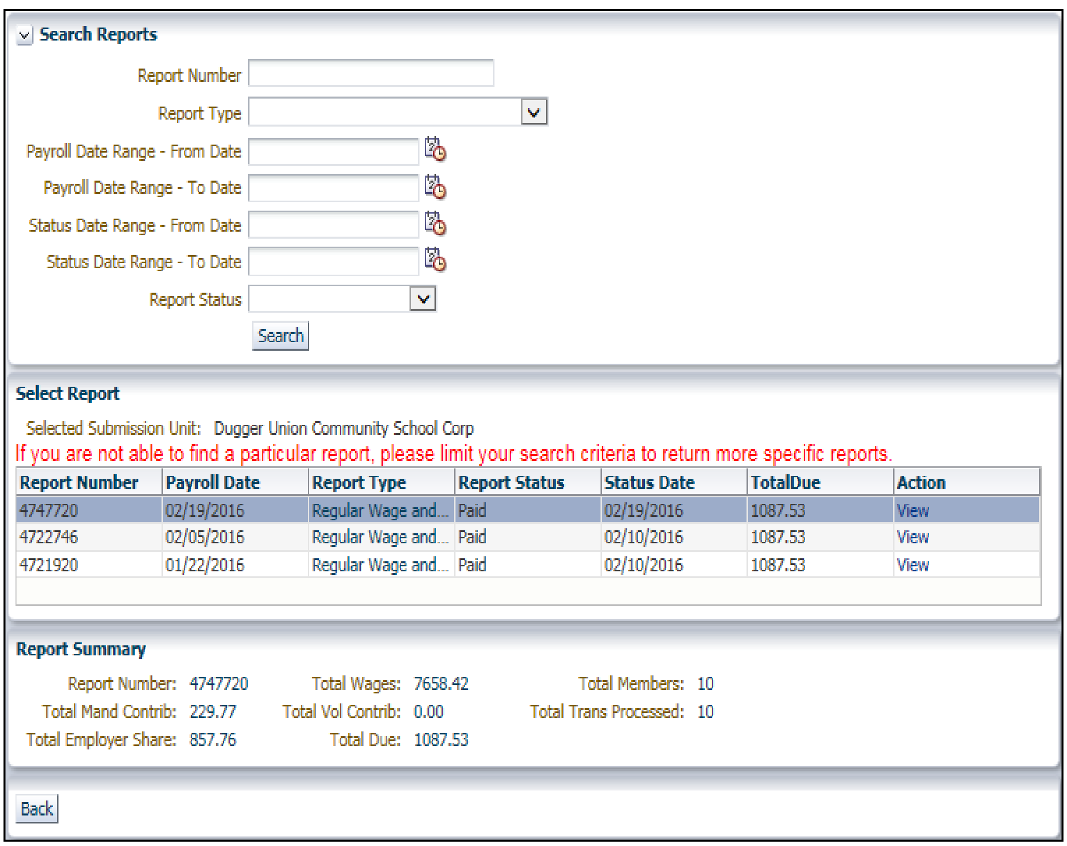
To select a Submission Unit from the scrollable table:

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

Manage Submission Reports

Once you have selected a Submission Unit, the *Search Reports* screen opens, as shown in Figure 53. Use this screen to locate the Submission Report you want to view.

Figure 53: Search Reports Screen



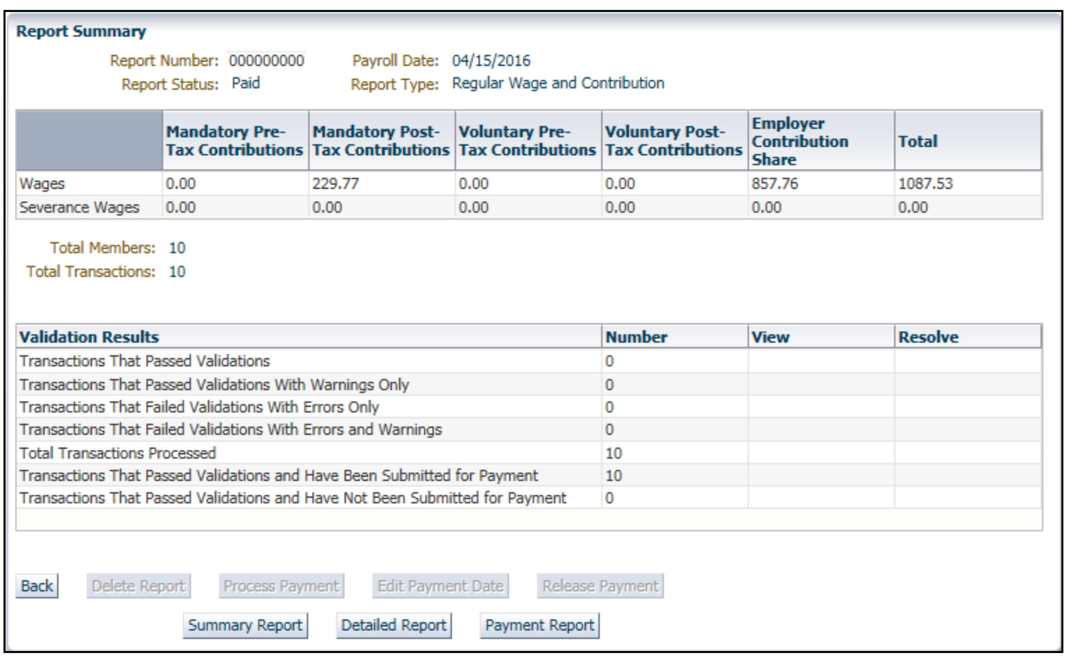
1. The top portion of the *Search Reports* screen contains a group of fields used to locate a submission report. Search for submission reports using:
    - Report Number
    - Report Type
    - Payroll Date Range – From Date
    - Payroll Date Range – To Date
    - Status Date Range – From Date
    - Status Date Range – To Date
    - Report Status
2. Enter search criteria into the appropriate fields and click **Search**.
3. A list of submission reports matching the search criteria appear in the table in the *Select Report* section of the *Search Reports* screen.
4. When a report is selected from the table, a summary displays in the *Report Summary* section below the table.

View Submission Reports

To view a submission report:

1. Locate the report to be viewed in the *Select Report* table.
2. Click the **View** link in the **Action** column. The *Report Summary* screen opens, as shown in Figure 54. The fields displayed on the *Report Summary* screen can differ if an employer participates in the My Choice Plan. Refer to Figures 59 through 63 for additional details on the report summary screen.

Figure 54: 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** table 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, refer to the *ERM Glossary* document for a complete list and definitions. This document is available on the ERM – Manuals page of 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.

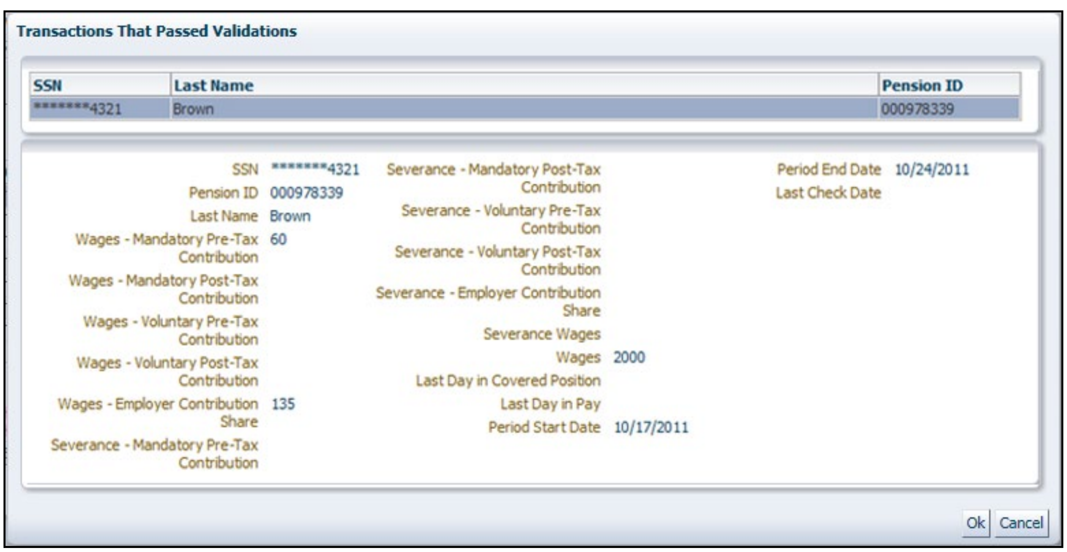
View Transactions in Submission Reports

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 55. A dialog box with transaction information displays on the screen. Refer to Figure 55 for an example of the dialog box for transactions that passed validation.
2. Click **OK** at the bottom of the dialog box to return to the *Report Summary* screen.

Figure 55: Transactions That Passed Validations

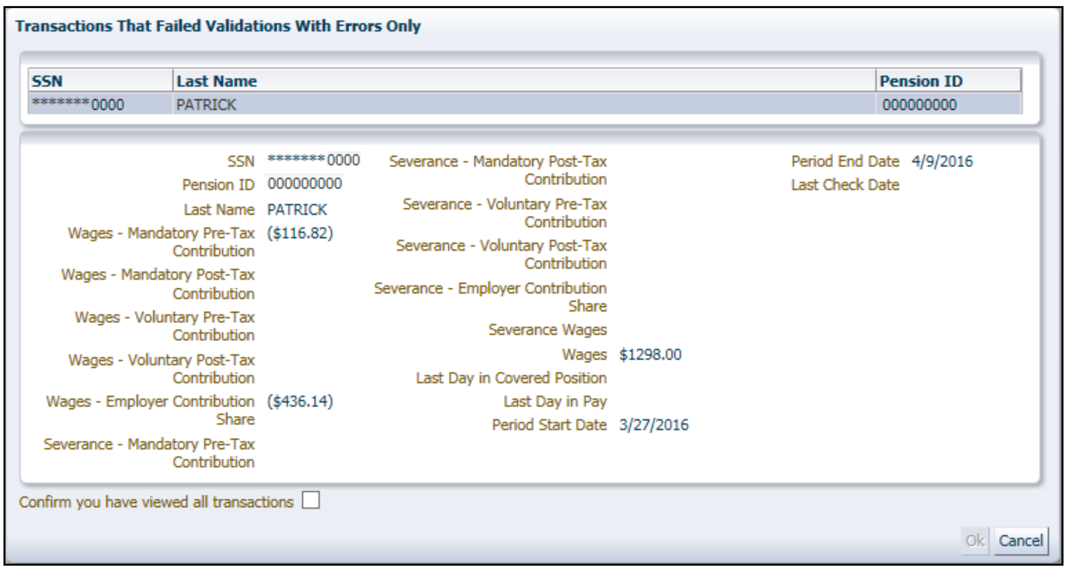


To view transactions that failed validation:

1. Click the **View** link in the **View** column of the **Validation Results** table, as shown in Figure 56. A dialog box containing a list of all the transactions in the chosen report that failed validation displays on the screen, as shown in Figure 56.
2. Choose a transaction from the table at the top of the screen. Data for the chosen transaction displays in the fields below the table.
3. Click the checkbox at the bottom of the screen to confirm that each transaction that failed validation has been reviewed.
4. Click **OK** 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 56: Transactions That Failed Validations



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:

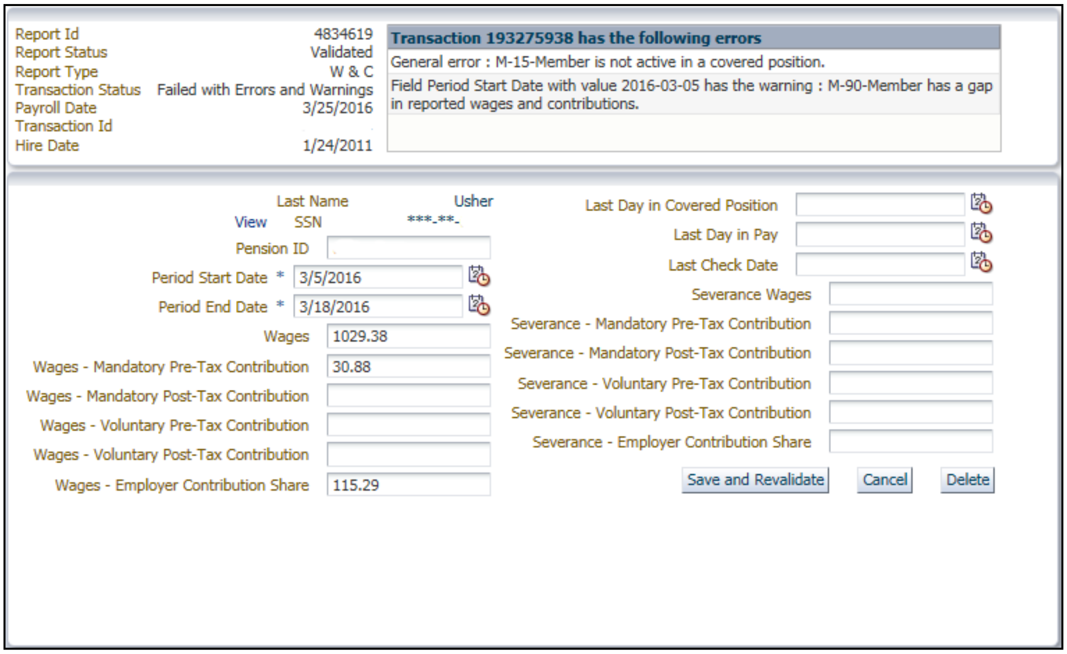
1. Click the **Resolve** link in the **Resolve** column of the *Validation Results* table for *Transactions That Passed Validations With Warnings Only*, *Transactions That Failed Validations with Errors Only* and *Transactions That Failed Validations With Errors and Warnings*, as shown on Figure 57. This opens the *Resolve Transactions* screen, as shown in Figure 57.

Figure 57: Resolve Transactions Screen

2. Click the **Resolve** link in the table. This opens the transaction to modify, as shown in Figure 58.
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. Enter the corrected information into each field that contains an error.
6. Click **Save and Revalidate**. The summary screen closes, and the *Resolve Transactions* screen returns.
7. To delete the transaction because it was entered erroneously, click **Delete**. A dialog box displays confirming that the transaction is to be deleted.

NOTE: For assistance troubleshooting errors in wage and contribution transactions, refer to the *Wage & Contribution Exception Queue Troubleshooting QRG* for a list of error codes and the requirements for resolving the error. This document is available from the ERM – Quick Reference Guides page of the INPRS website.

Figure 58: 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 the *Search Reports* section of the *Search Reports* screen, as shown in Figure 53.
4. Select a report from the table 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 54.

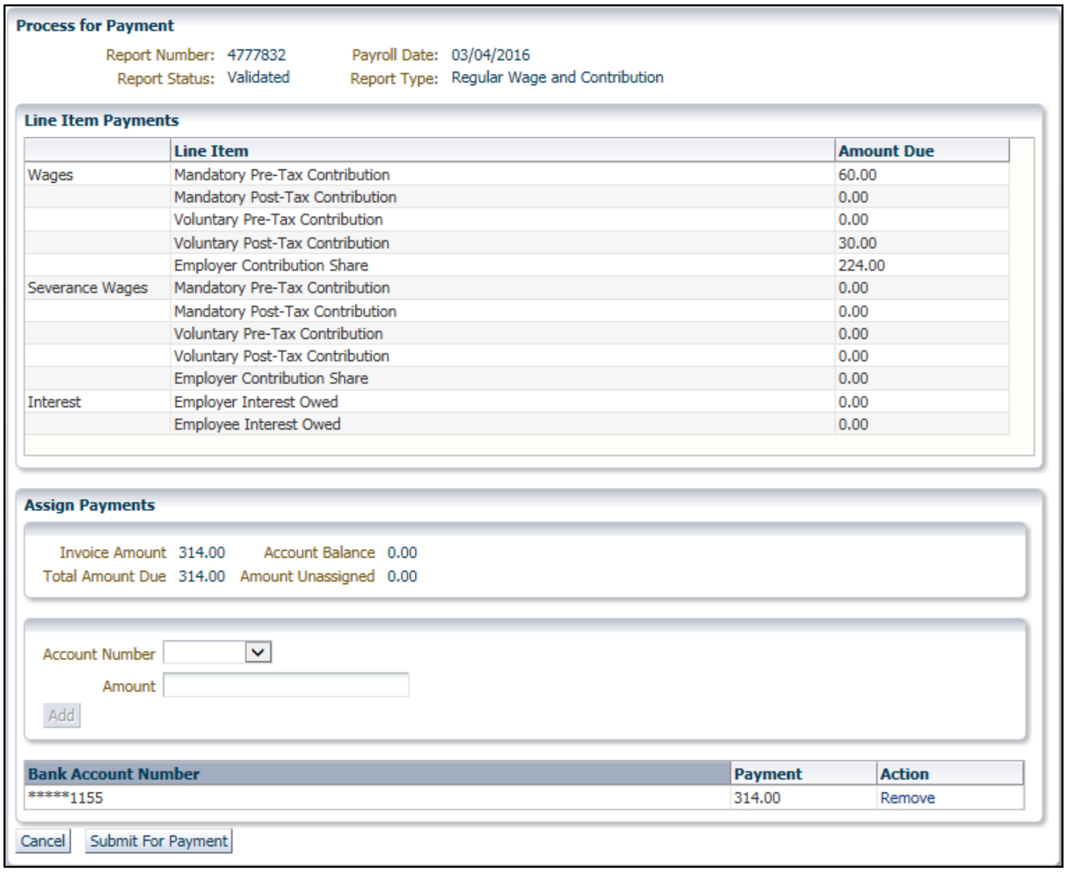
NOTE: If there are transactions that have remained in the Exception Queue for 30 days or more, you will be unable to submit reports for payment until you resolve these errors. It is important to keep the Exception Queue clear and resolve errors in a timely manner.

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.

6. To process a report for payment, click **Process for Payment** to process the transactions that passed validation. The *Process for Payment* screen opens, as shown in Figure 59.

Figure 59: Process for Payment Screen for PERF Hybrid, TRF Hybrid, PAPARF, JU/JRS, CE/EG&C, 1977



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.

Assign Payments

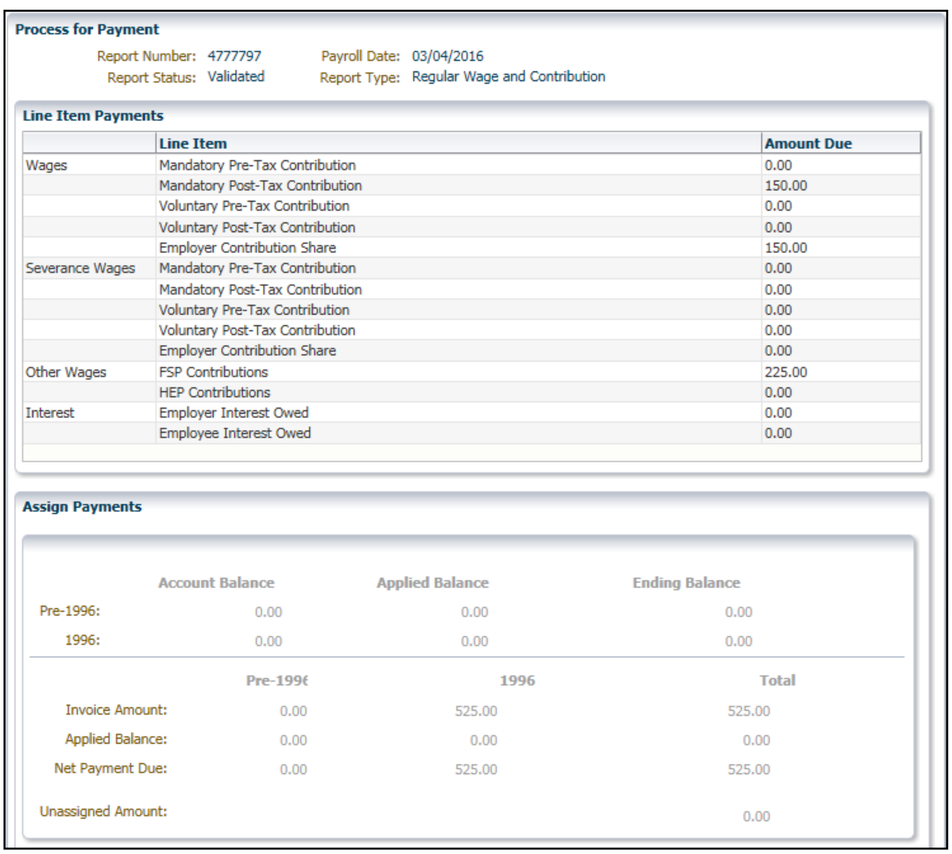
To assign payments:

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 **Add** 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 **Submit For Payment**.

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 PERF/TRF My Choice Plan and the PERF/TRF Hybrid Plan 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 60.

Figure 60: Process for Payment (TRF Hybrid)



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

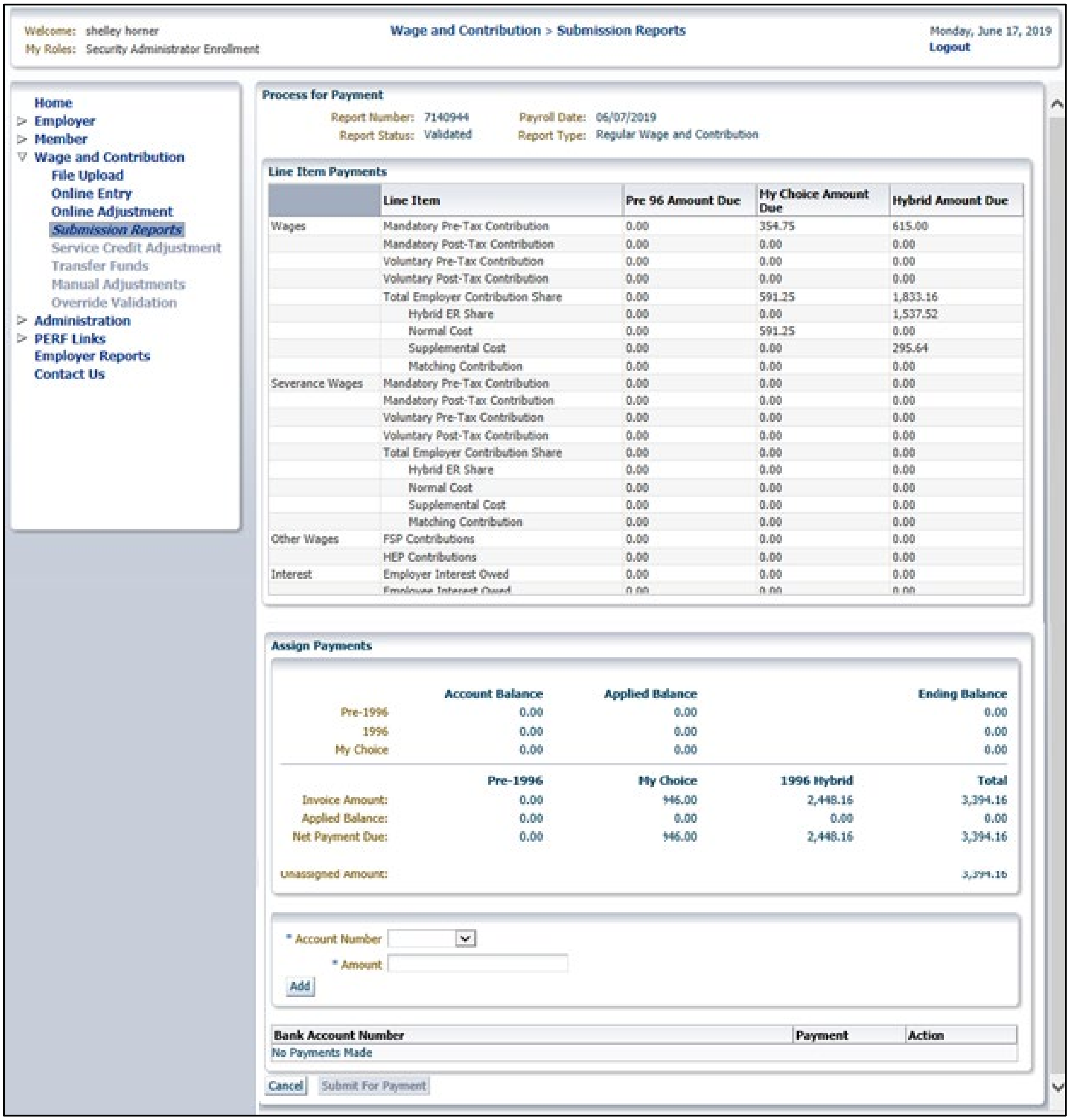
Assign Payments

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

	Pre-199	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/TRF My Choice and PERF/TRF 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 61.

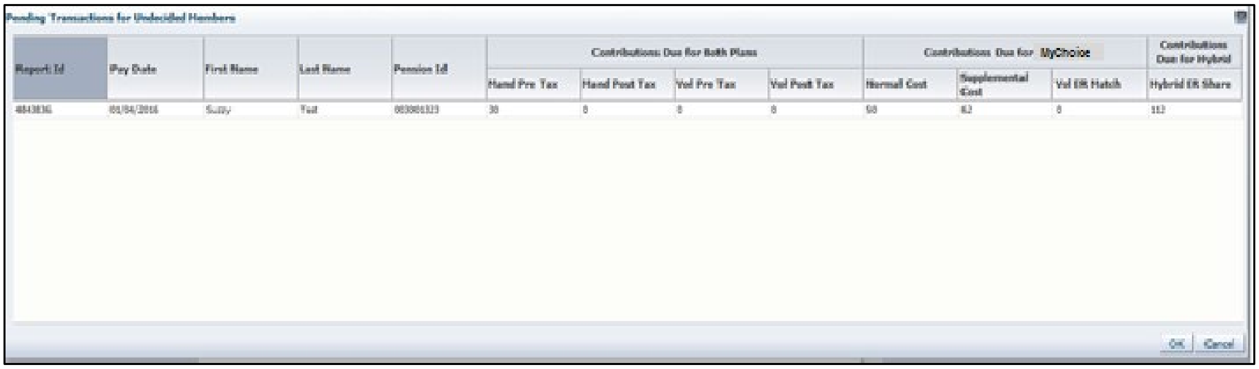
Figure 61: Process for Payment (PERF/TRF My Choice)



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

- **Total Retro Contributions Due for Undecided Members** link
  - 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/TRF Hybrid or PERF/TRF My Choice Plan. The employer cost could differ if the member chooses My Choice, as shown in Figure 62.

Figure 62: Pending Transactions for Undecided Members (PERF/TRF My Choice)



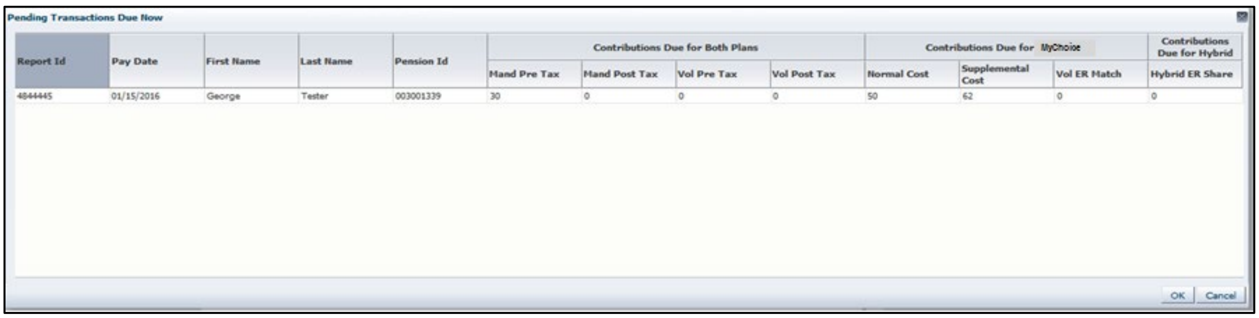
Pending Transactions for Undecided Members

Report Id	Pay Date	First Name	Last Name	Pension Id	Contributions Due for Both Plans				Contributions Due for MyChoice			Contributions Due for Hybrid
					Mand Pre Tax	Mand Post Tax	Vol Pre Tax	Vol Post Tax	Normal Cost	Supplemental Cost	Vol ER Match	Hybrid ER Share
4843836	01/04/2016	Suzy	Test	003001323	30	0	0	0	50	62	0	112

OK Cancel

- **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 63.

Figure 63: Pending Transactions Due Now (PERF/TRF My Choice)



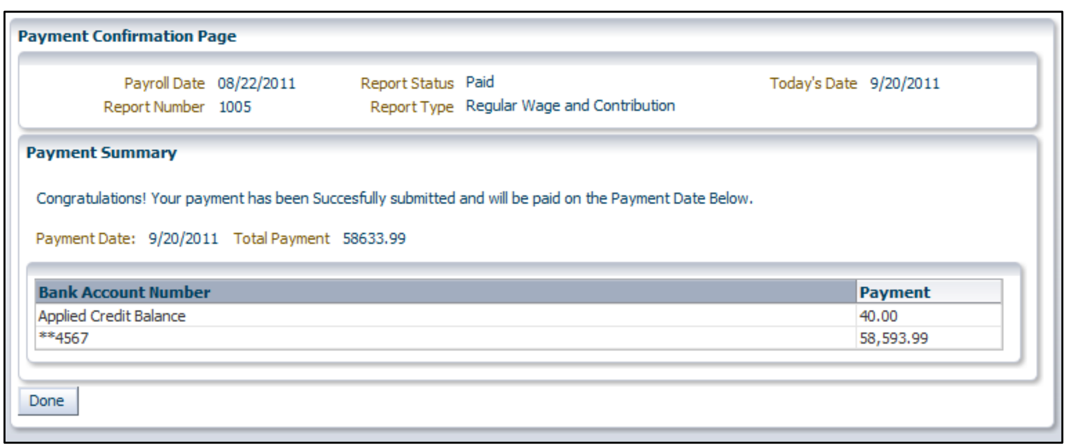
Pending Transactions Due Now

Report Id	Pay Date	First Name	Last Name	Pension Id	Contributions Due for Both Plans				Contributions Due for MyChoice			Contributions Due for Hybrid
					Mand Pre Tax	Mand Post Tax	Vol Pre Tax	Vol Post Tax	Normal Cost	Supplemental Cost	Vol ER Match	Hybrid ER Share
4844445	01/15/2016	George	Tester	003001339	30	0	0	0	50	62	0	0

OK Cancel

Click **Submit For Payment** on the *Process for Payment* screen and the *Confirm Payment* screen displays as shown in Figure 64.

Figure 64: Confirm Payment Screen



Payment Confirmation Page

Payroll Date 08/22/2011 Report Status Paid Today's Date 9/20/2011
Report Number 1005 Report Type Regular Wage and Contribution

Payment Summary

Congratulations! Your payment has been Succesfully submitted and will be paid on the Payment Date Below.

Payment Date: 9/20/2011 Total Payment 58633.99

Bank Account Number	Payment
Applied Credit Balance	40.00
**4567	58,593.99

Done

Confirm Payments

To confirm payment:

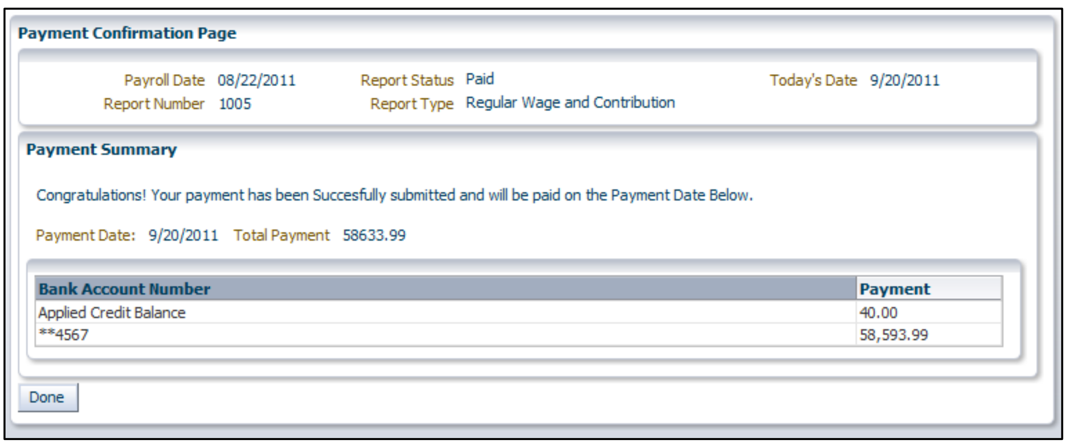
1. Click the **Confirm** checkbox in the *Confirm INPRS Bank Access* section of the screen to allow INPRS to deduct the payment amounts from each bank account specified. To review the Terms and Conditions, click the **Click to View Terms and Conditions** link.
2. Identify the payment date in the **Payment 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 **Submit**. The *Payment Confirmation* screen, as shown in Figure 65, 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* table.
4. Click **Done** 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 65: Payment Confirmation Page



View Summary, Detailed, and Payment Reports

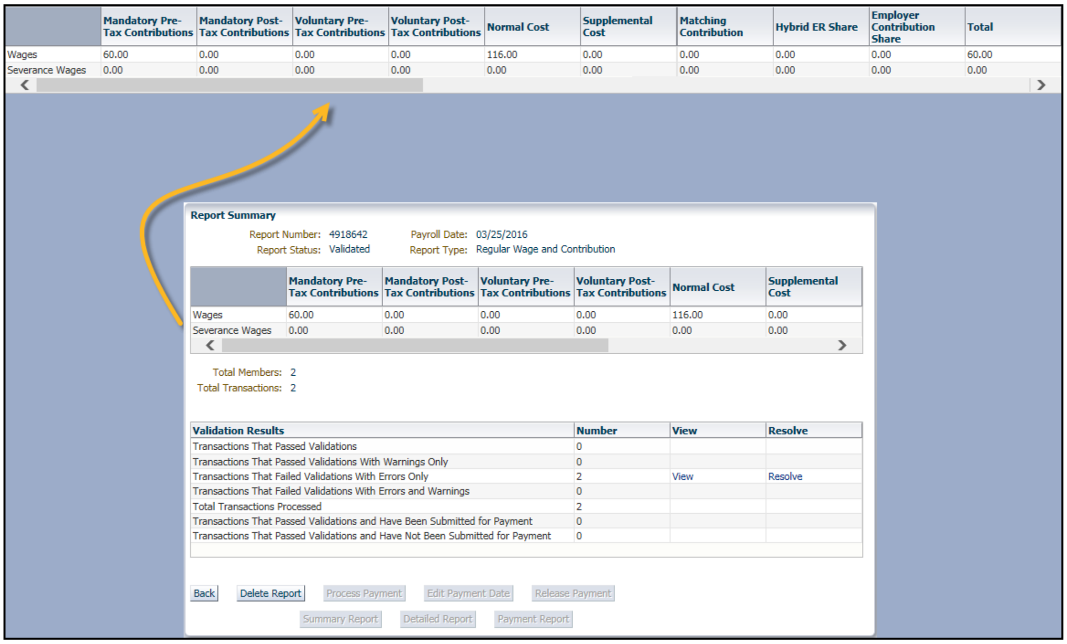
The *Report Summary* screen for PERF/TRF My Choice and PERF/TRF Hybrid employers reflects additional fields in the table. As illustrated in Figure 66, Normal Cost, Supplemental Cost, Matching Contribution, and Hybrid ER Share show in the scrollable table, which are distinct to employers participating in both plans. All employers, including PERF/TRF My Choice and PERF/TRF Hybrid employers, refer to the fields in the table 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 66: Report Summary Screen (for My Choice and Hybrid participants)



	Mandatory Pre-Tax Contributions	Mandatory Post-Tax Contributions	Voluntary Pre-Tax Contributions	Voluntary Post-Tax Contributions	Normal Cost	Supplemental Cost	Matching Contribution	Hybrid ER Share	Employer Contribution Share	Total
Wages	60.00	0.00	0.00	0.00	116.00	0.00	0.00	0.00	0.00	60.00
Severance Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Report Summary

Report Number: 4918642 Payroll Date: 03/25/2016
Report Status: Validated Report Type: Regular Wage and Contribution

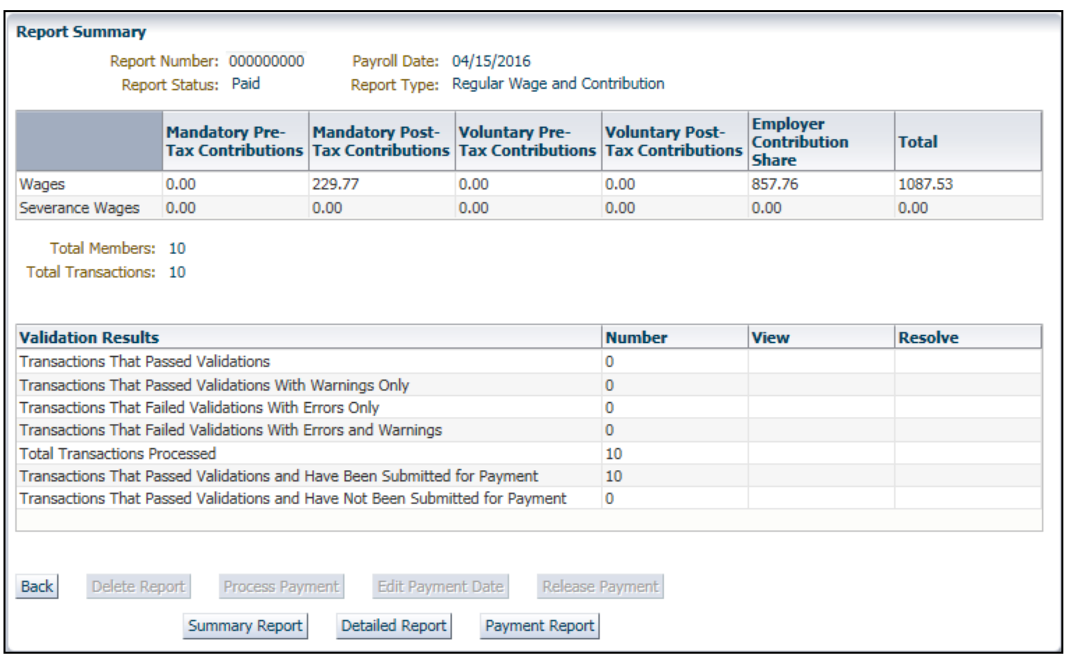
	Mandatory Pre-Tax Contributions	Mandatory Post-Tax Contributions	Voluntary Pre-Tax Contributions	Voluntary Post-Tax Contributions	Normal Cost	Supplemental Cost
Wages	60.00	0.00	0.00	0.00	116.00	0.00
Severance Wages	0.00	0.00	0.00	0.00	0.00	0.00

Total Members: 2
Total Transactions: 2

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	2	View	Resolve
Transactions That Failed Validations With Errors and Warnings	0		
Total Transactions Processed	2		
Transactions That Passed Validations and Have Been Submitted for Payment	0		
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

Figure 67: 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		

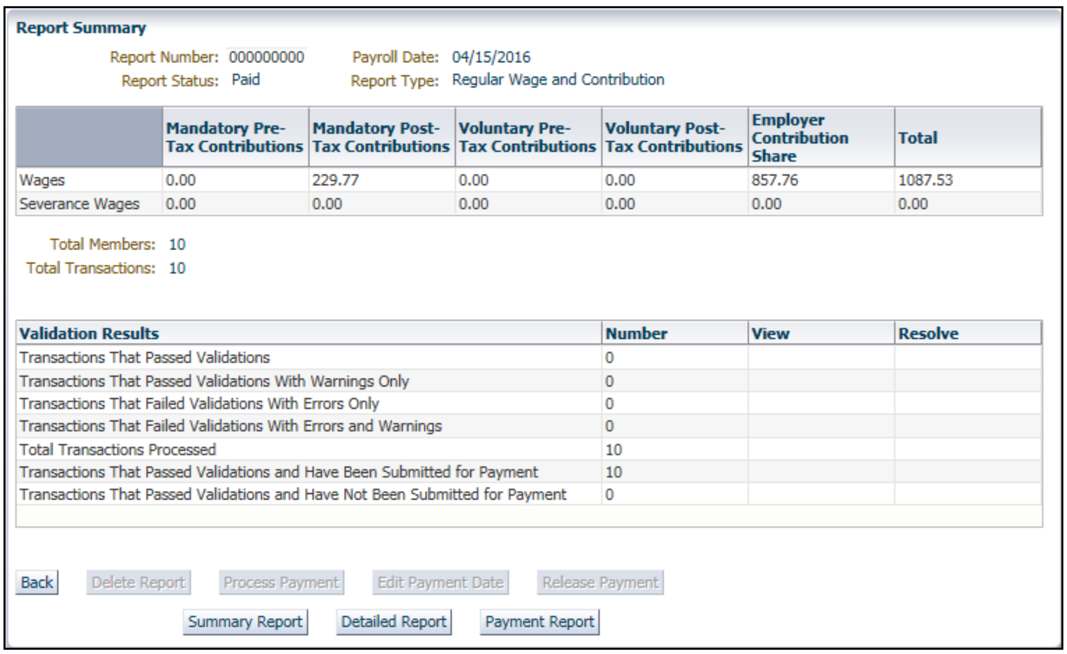
Back Delete Report Process Payment Edit Payment Date Release Payment
Summary Report Detailed Report Payment Report

- Click **Summary Report** to view a summary of the wage and contribution transactions submitted for payment.
- Click **Detailed Report** to view a detailed report of the wage and contribution transactions submitted for payment.
- Click **Edit Payment Date** to change the payment date for the wage and contribution transactions contained in the report.
- Click **Payment Report** to view a report detailing the payment information of the transactions submitted for payment.

Access Report Summary Screen Buttons

Use the additional buttons at the bottom of the *Report Summary* screen as shown in Figure 68, to conduct additional activities on wage and contribution reports.

Figure 68: 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		

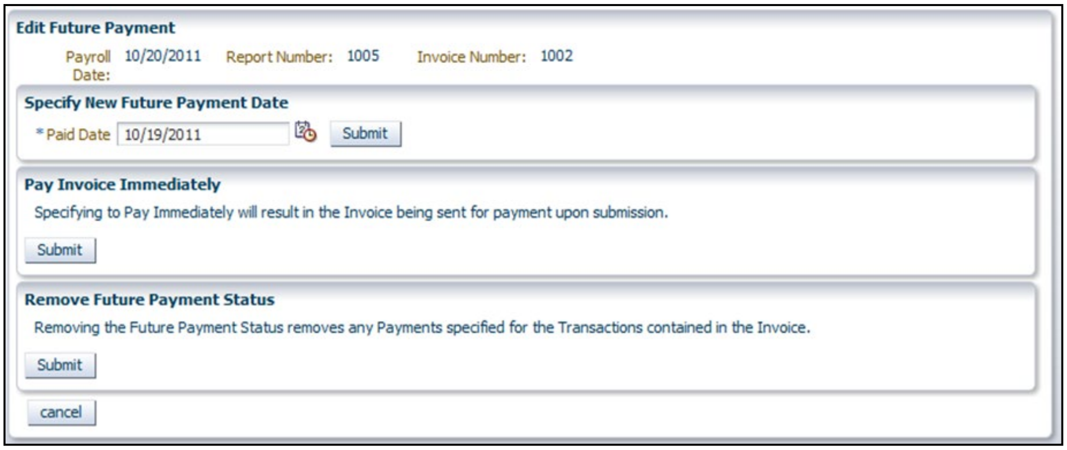
Back | Delete Report | Process Payment | Edit Payment Date | Release Payment
Summary Report | Detailed Report | Payment Report

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 **Edit Payment Date**, as shown in Figure 70, to open the *Edit Future Payment* screen, as shown in Figure 69.

Figure 69: 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.

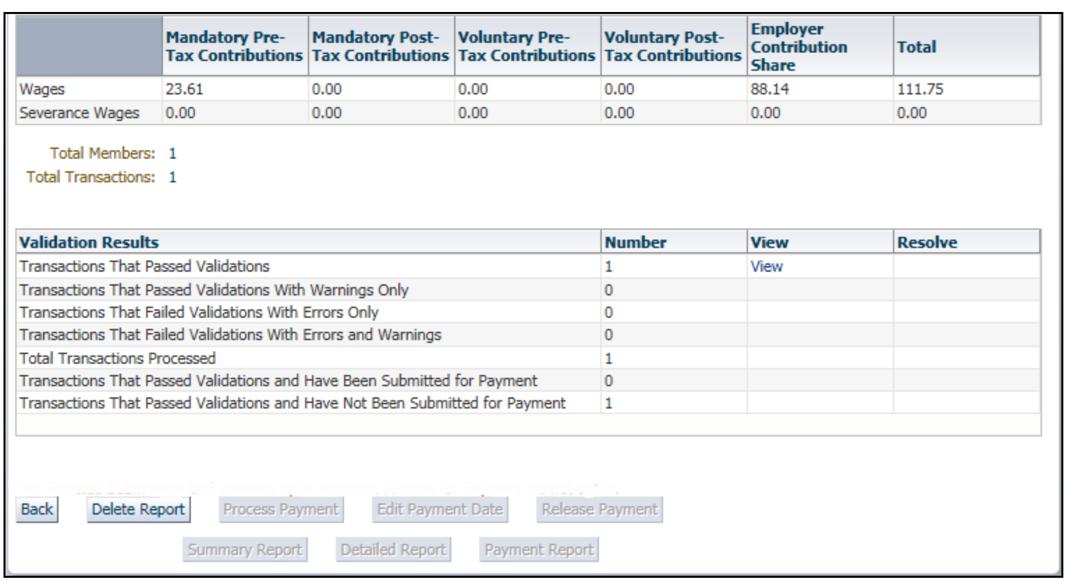
Delete Submission Reports

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

To delete a Submission Report:

1. Click **Delete Report** as shown in Figure 70. A *Confirm Delete* dialog box opens.
2. Click **OK** to delete the report.

Figure 70: Delete Report Screen



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.

Service Credit Adjustments

Employers cannot do service credit adjustments. Contact the Employer Advocate (EA) Team about service credit adjustments.

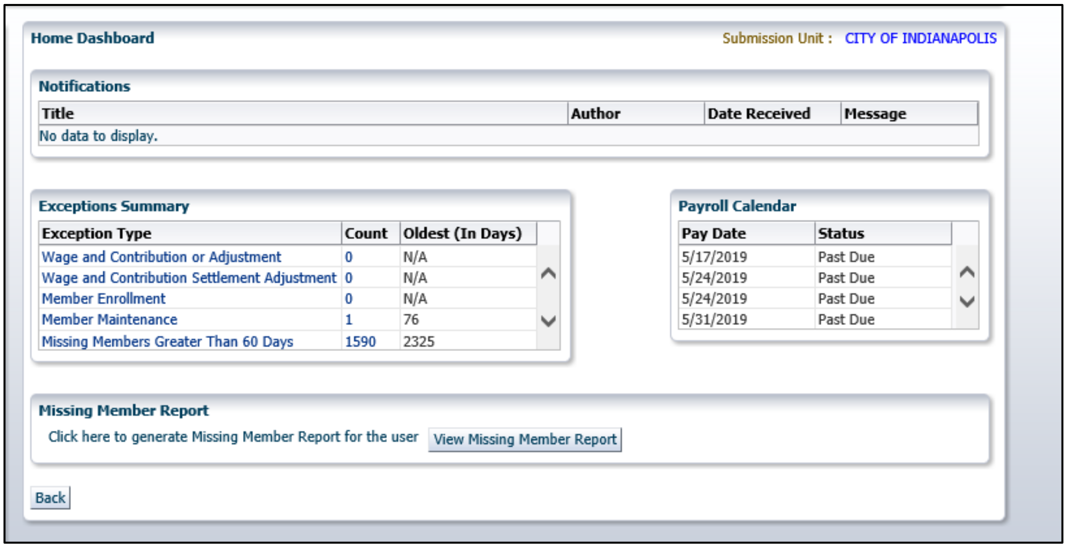
Manage the Wage and Contribution Exception Queues

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*:

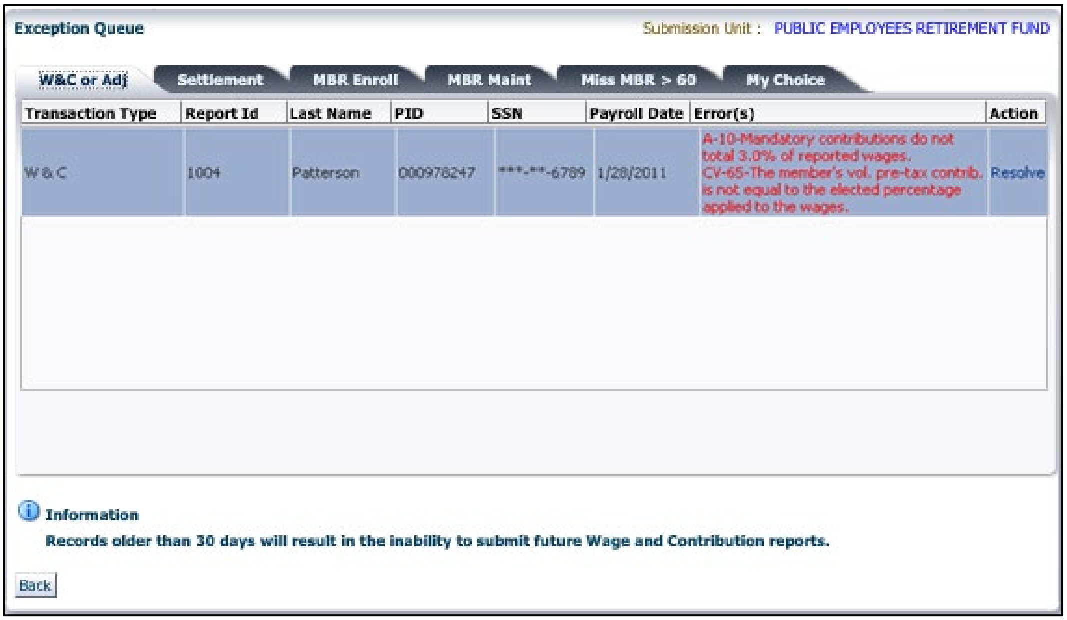
1. Select the applicable Submission Unit on the ERM *Home* screen.
2. Click **Next**. The *Home Dashboard* screen for the Submission Unit opens, as shown in Figure 71.

Figure 71: Home Dashboard



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 72.

Figure 72: 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 **Back** to return to the *Exception Queue* summary.
4. When you are finished reviewing the *Exception Queue* summary, click **Back** to return to the ERM *Home* screen.

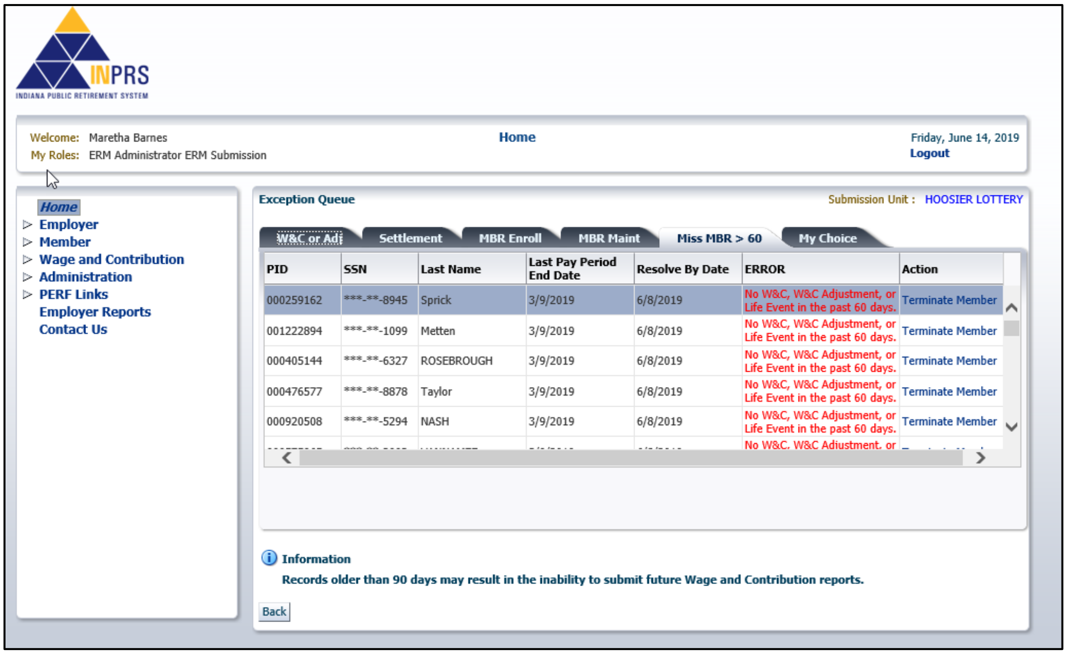
> **NOTE:** It is important to keep the Exception Queue clear and resolve errors in a timely manner. If there are any transactions that have been in the Exception Queue for 30 days or more, wage and contribution reports for payment cannot be submitted until those errors are resolved.

Resolve Errors through the Exception Queue

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

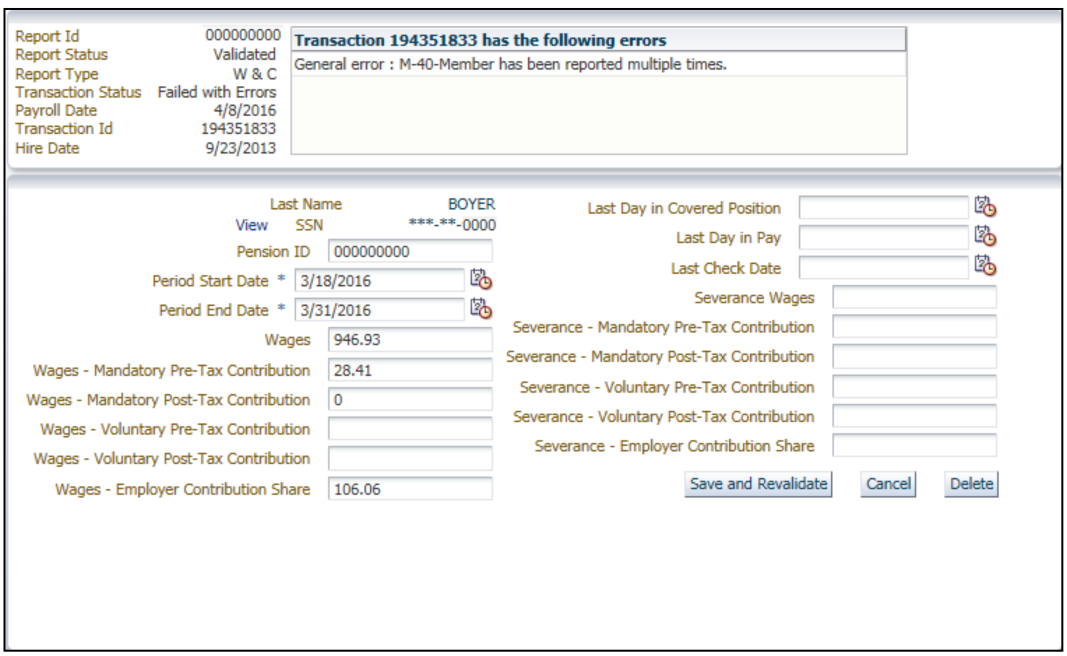
1. Click the **Resolve** link in the **Action** column of the table (Figure 73) to open a summary screen for the transaction, as shown in Figure 74.

Figure 73: Wage and Contribution or Adjustment Exception Queue



2. The error(s) that caused the transaction to display in the Exception Queue are listed in the upper right of the summary screen, as shown in Figure 74.

Figure 74: Transaction Summary Screen



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

NOTE: If there are transactions that have remained in the *Exception Queue* for 30 days or more, the Submission Unit cannot submit reports for payment until they have resolved these errors.