

ERM Inactive Member Management QRG - Employer

Use this Quick Reference Guide (QRG) to help manage member accounts in the Employer Reporting and Maintenance (ERM) application.

Access the Modify Inactive Member Screen

To access the *Modify Inactive* Member screen to locate and update inactive member accounts in ERM:

Access the ERM application. Choose **Member** from the *Navigation Menu*.

1. Choose **Modify Inactive Member** from the drop-down menu. The *Modify Inactive Member* screen displays.

Locate an Inactive Member's Account

Use the fields in the Search Member section of the *Modify Inactive Member* screen (Figure 1) to locate an inactive member account by:

- Member's last name and the last four digits of the member's Social Security Number (SSN)
- Member's full SSN
- Member's nine-digit Pension ID

To locate an inactive member account:

- Enter search criteria into the correct search field on the *Modify Inactive Member* screen.
- Click **Search**.

Figure 1: Search Fields on the Modify Inactive Member Screen

Search Member

Search for a Member based on Last Name and last four digits of SSN or Full SSN or Pension ID

Last Name

Last 4 SSN

Or

Full SSN

Or

Pension ID

Search Result

View an Inactive Member's Account

Information for the member whose record matches the data entered into the search fields will be displayed at the bottom of the *Modify Inactive Member* screen. This part of the screen contains three or four sections depending on the member's fund affiliation:

1. *Member Demographics* section displays member demographics:
 - First, middle, and last name
 - Gender
 - Marital Status
2. *Member Submission Units* section contains a grid that displays the Submission Unit(s) with which the member is inactive.

Figure 2: Search Results Sections

Member Demographics

First Name: NEW
Middle Name:
Last Name: TRF33
Gender: Male
Marital Status: Married

TRF Fund Pre-1996 Member: No

Member Submission Units

Action	Unit ID	Unit Name	Hire Date	Status	Status Effective Date
Modify	0099000	STATE AUDITOR	3/28/2019	Inactive	5/15/2019

My Choice

Plan Election: My Choice
Effective Date: 3/28/2019
Plan Election Input: My Choice
Input Election Date: 5/24/2019
Vesting Percentage: 0 %

Life Events

Action	Life Event	Last Day in Pay	Last Check Date	Effective Date
Modify	Termination	5/15/2019	6/15/2019	5/15/2019

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NOTE: Member Submission Unit information is view only and cannot be modified.

3. *My Choice* section contains the PERF or TRF My Choice Plan/PERF or TRF Hybrid Fund elections, when the election was made and the vesting percentage in the My Choice plan.
4. *Life Events* section contains life events associated with the member at the specific submission unit selected. For members who are associated with more than one Submission Unit, the information associated with the life events change depending upon the Submission Unit selected in the *Submission Units* section.

NOTE: Member Submission Unit information displayed only include the submission unit(s) the processor has permission to view.

Manage Inactive Member Accounts

Depending on the processor's individualized security role and the Fund associated with the member's Submission Unit, an inactive member's termination-related dates can be modified.

Modify a Member's Account

NOTE: Once Life Event information is entered, the employer cannot make changes and must contact INPRS to make the changes. This only applies to My Choice members.

To modify member termination dates:

1. Click the **Modify** link in the *Life Events* section at the bottom of the *Modify Inactive Member* screen. This opens the *Modify Termination Dates* dialog box.
2. Type the member's updated termination date into the **Last Day in Pay** field. The required format for this field appears in a pop-up bubble when the field is clicked.
3. Type the date of the member's last paycheck into the **Last Check Date** field. Select the date from the drop-down list.
4. Click **Save**.

Figure 3: Modify Termination Dates

The screenshot shows a web-based form titled "Add Member Life Event". It has three main input fields: "Life Event" (a dropdown menu currently showing "Termination"), "Last Day in Pay" (a text input field containing "7/19/2021"), and "Last Check Date" (a dropdown menu with a list of dates from 07/07/2021 to 12/22/2021). To the right of the "Last Check Date" dropdown, there is a message: "Date Employment' Life Event is saved in the system, and will be viewable in the 'Modify Inactive Member' screen." At the bottom right of the form, there are two buttons: "Save" and "Cancel".

NOTE: A Last Day in Pay that is dated in the future cannot be modified until the date has passed.