

ERM Wage and Contribution Submission Reports and Payments QRG - Employer

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)

This document was formerly titled, *Managing Wage and Contribution Submission Reports and Payment Processing-Employer User QRG*. This Quick Reference Guide (QRG) is to aid in viewing the *Submission Reports* grid and submitting payments through the Employer Reporting and Maintenance (ERM) application.

W&C Submission Reports and Payments Topics Covered

- **Manage Submission Reports**
 - **View Submission Reports**
- **Process Submission Reports for Payment**
 - **Submit a Report for Payment**
 - **Confirm Payment**

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.

NOTE: Soft-freeze/withdrawal provision - employers are required to notify INPRS of any withdrawal or soft-freeze after 7/1/15.

Manage Submission Reports

Once a wage and contribution report is submitted for validation, access the *Submission Reports* section to view the report summary and validation results and to resolve errors and submit the report for payment.

View Submission Reports

1. Access the ERM application. Choose **Wage and Contribution** from the *Navigation Menu*. Choose **Submission Report** from the drop-down menu.
2. Select the appropriate Submission Unit and click **Next** to access the submission reports for the selected Submission Unit.

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Figure 1: Search Reports Screen

Search Reports

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:

Select Report

Selected Submission Unit: Dugger Union Community School Corp

If you are not able to find a particular report, please limit your search criteria to return more specific reports.

Report Number	Payroll Date	Report Type	Report Status	Status Date	Total Due	Action
4747720	02/19/2016	Regular Wage and...	Paid	02/19/2016	1087.53	View
4722746	02/05/2016	Regular Wage and...	Paid	02/10/2016	1087.53	View
4721920	01/22/2016	Regular Wage and...	Paid	02/10/2016	1087.53	View

Report Summary

Report Number: 4747720 Total Wages: 7658.42 Total Members: 10
 Total Mand Contrib: 229.77 Total Vol Contrib: 0.00 Total Trans Processed: 10
 Total Employer Share: 857.76 Total Due: 1087.53

Figure 2: Report Summary Screen

Report Summary

Report Number: 00000000 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		

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

- The search fields in the top section of the *Search Reports* screen (Figure 1) may be used to locate a specific submission report.
- To view the report, click the **View** link in the **Action** column of the grid. The *Report Summary* screen opens (Figure 2).
- To view any of the transactions in the selected report, click the **View** link in the **View** column of the *Validation Results* table.
- If any transactions have errors, click the **Resolve** link in the **Resolve** column to correct the error(s).

NOTE: Refer to the [ERM Wage & Contribution User Manual](#) to see a detailed description of the process for resolving wage and contribution errors.

Process Submission Reports for Payment

Once the transactions that failed validation have been resolved, submit the wage and contribution report for payment. Transactions with warnings only do not prevent payment but should be viewed. The *Process for Payment* screen displayed may vary depending on fund affiliation.

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Submit a Report for Payment

1. Click **Process for Payment** on the *Report Summary* screen to access the *Process for Payment* screen (Figure 3).
2. In the *Assign Payments* section, select a bank account number from the drop-down menu in the **Account Number** field.
3. Identify the amount to be paid from the chosen account in the **Amount** field.
4. Click **Add** to add the payment to the *Bank Account Number* table in the *Assign Payments* section of the screen.
5. To pay wage and contribution from more than one account, repeat the process described in Steps 1 through 4.
6. When the value in the **Amount Unassigned** field is zero, click **Submit for Payment**.

Figure 3: Process for Payment Screen

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

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: [dropdown]
 Amount: [input]
 Add

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

Cancel Submit For Payment

NOTE: When contributions are not reported at the time the member receives payment for wages, any interest the member lost because of late reporting is due to the member. Interest is due to the Fund for this same late reporting. The calculation of interest in ERM is based on the payroll date. This should be the date the member was actually paid the wages.

Confirm Payment

1. Click the **Confirm** checkbox in the *Confirm INPRS Bank Access* section of the *Confirm Payment* screen (Figure 4).
2. Indicate if the payment is to be made immediately or in the future using the radio buttons in the **Assign Payment Date** section.

Figure 4: Confirm Payment Screen

Confirm Payment
Confirm INPRS Bank Access
 Confirm
 Click to View Terms and Conditions

Assign Payment Date
 Immediate Payment * Set Future Date [input]

Back cancel Submit

NOTE: If you choose a future payment date, the date entered cannot be later than the payroll date. You cannot choose the Future Payment radio button when submitting an adjustment report.

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1. If you choose the **Future Payment** radio button, enter the payment date in the **Set Future Date** field.
2. Click **Submit**. The *Payment Confirmation* screen opens (Figure 5). Review the details on the confirmation screen.
3. Click **Done**.

Figure 5: Payment Confirmation Screen

The screenshot displays the 'Payment Confirmation Page' with the following information:

- 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 Successfully 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