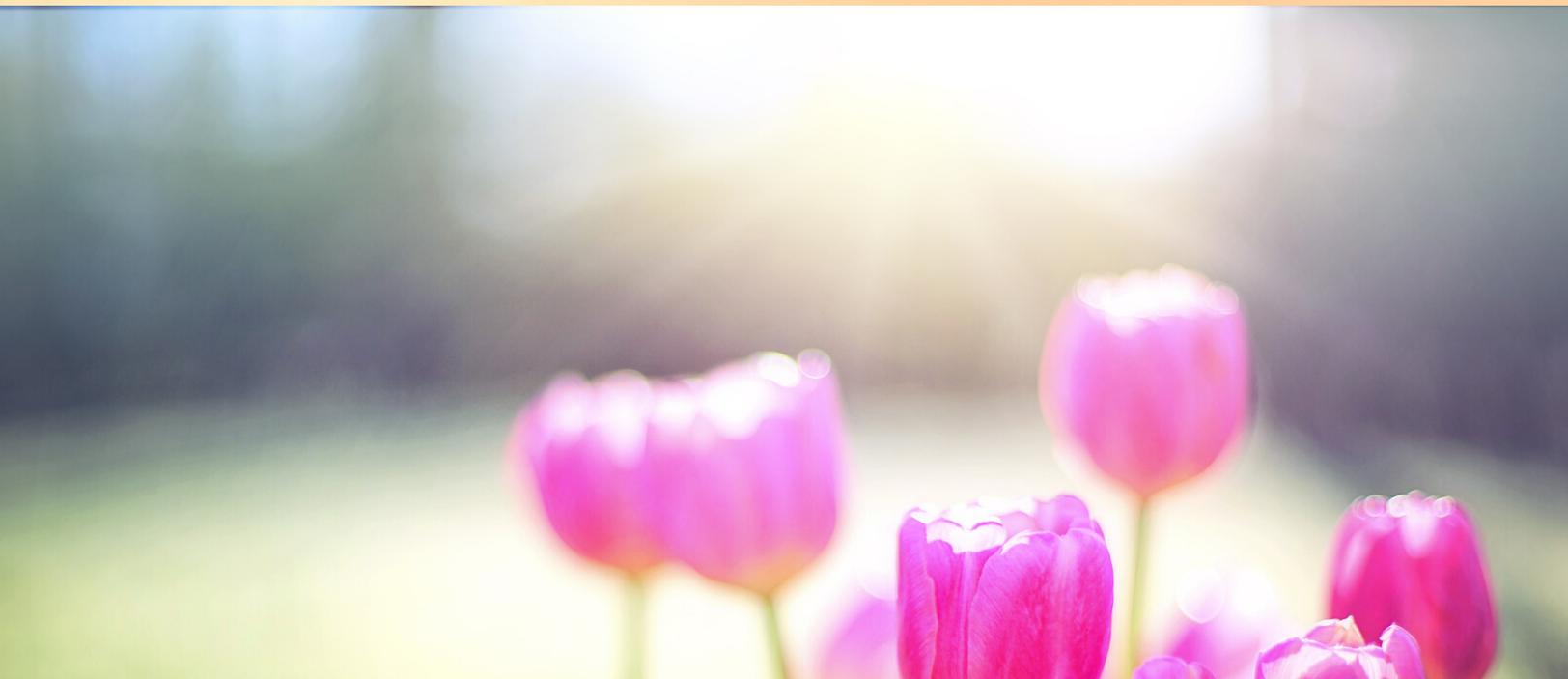


IN THE ERIC LOOP

Monthly updates for ERIC users.



Happy Spring!

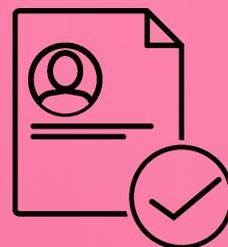
Hello to our Employers! We hope this finds you well and you are staying safe during this tough time. MPERA is sending out well wishes and that you can take time to stop and smell the tulips.

Stay positive!

MPERA

PERS • MPORS • HPORS • GWPORS
SRS • FURS • JRS • 457(b)

TIPS AND TRICKS:



Avoid future adjustments! Enroll new hires right away in ERIC. This will help identify if they are already a member in the system (especially if you are hiring an (Optional member under 960 hours)

Questions? Contact Employer Support:

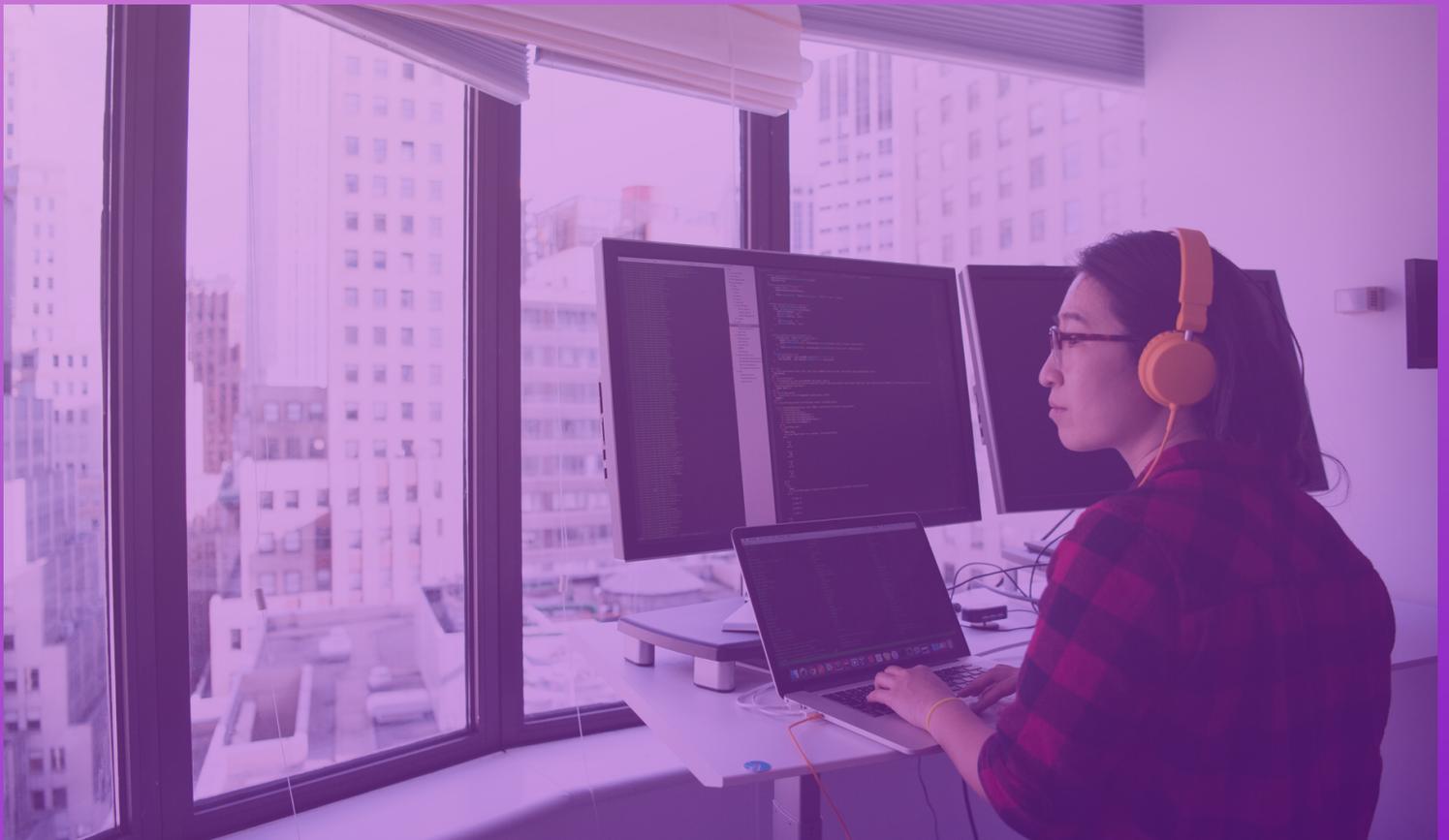
844-304-5452

406-444-3994

Payroll Schedule Changes

We recently sent out information to you about the new process for setting up your new payroll schedules. You are now in control of the pay dates. For assistance on how to do this, please go out and view our tutorial on our website, or join in to one of our "how to" webinars off our new Employer Education Calendar. Here are the dates and times!

April 28-10:00 April 30-3:30 May 4-10:00 May 6-3:30
May 8-10:00 May 15-10:00



MPERA's website is undergoing revisions!

We are continually updating our website at mpera.mt.gov. We have added a new Employer Education Calendar link and updated information about payroll schedule changes and reporting requirements. If something in your Employer box on the front page "disappears", check the Employer drop-down menu. They are now there.

The screenshot shows the Montana State Website (MONTANA.GOV) with the following elements:

- Navigation: HOME, MEMBERS, RETIREES, EMPLOYERS, THE BOARD, ABOUT US
- Content Boxes:
 - EVENTS:** Educational Webinars; Board and Committee meetings are postponed until further notice. Board and Committee Meetings
 - New PERS Members:** View the PERS New Hire handbook; Attend a New Member workshop; Learn about my PERS plan choice
 - EMPLOYERS:** New! Employer Education Calendar; New! ERIC Payroll Schedule Change Video; Important! Employer Reporting Requirements Under FFCRA; Employer Reporting (ERIC); Employer Reporting
 - 457(b) Deferred Compensation:** What is Deferred Compensation? Watch this intro video; 457(b) Deferred Compensation Plan

We Depend on You!

The addresses that you have for your employees in ERIC can impact the way they receive information from MPERA. We will be sending out annual membership statements to our members in August so be sure to have current addresses for your employees.

- **To update an address manually:**
- Go to the demographics detail tab
- Enter the employee's social security number
- Click "NEW"
- Enter the new address, click **"SAVE" then "POST"**

If you are an Employer that does "File Upload" the file that contains your employees will bring across your updated addresses and show up in demographics detail. You can also upload an address file. This is helpful if you have mass changes. Click on your side panel "Upload File". If you have further questions about this, contact us, and we will help get you started.

Notification of Incorrect Member Addresses

Starting in May, when you log into ERIC you may get an Urgent Message notification in your **Alerts and Messages** panel with the message subject "Incorrect Member Address". There will be an attached pdf to download, containing the names of your employees with an address we have tried to send correspondence to and was returned.

We are asking you to verify with the employee that the address is correct. If it is not, please correct it using one of the methods described above. If it is correct, contact us as soon as possible.

QUESTIONS?

Contact MPERA Support at:
844-304-5452
406-444-3994