

VOL. 1 | JANUARY 2020

IN THE ERIC LOOP

Monthly updates for ERIC users.



Well, hello, employers.

Hello from the Montana Public Employee Retirement Administration (MPERA). This newsletter and those that will follow are intended to fill you in on the ongoing updates to ERIC, as well as to share some news about our agency and some tips and tricks to help you report payroll more efficiently.

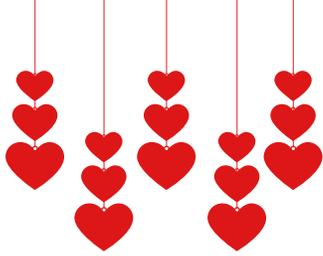
TIPS AND TRICKS:

If you enroll an employee with the wrong SSN, classification or other type of wrong information, please contact MPERA to make corrections. Do not complete a second enrollment, it will not override the errors in the original enrollment.

844-304-5452

or

406-444-3994



Fall in Love with Retirement

It is almost 457 February! Every year we run a *Fall in Love with Retirement* campaign. In that spirit, we ask, do your employees know how to save supplementally for retirement? Help them fall in love with building assets for retirement! If you are a participating employer, encourage your employees to enroll in the State of Montana 457(b) Deferred Compensation Plan or increase their contributions. They can find out more by calling Empower Retirement at 406-449-2408 or toll free at 800-981-2786.

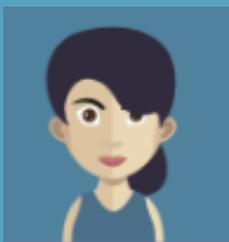
If your organization does not participate in the State of Montana 457(b) Deferred Compensation Plan but is interested in becoming a part of the large community of organizations that do, contact Joel Thompson at MPERA for information on how to get started. His email is jthompson3@mt.gov and his number is 406-444-0199.



Check out this video for a refresher on the 457(b) Deferred Compensation Plan and how it works. Just click the "play" button.



Meet Our Staff



Diana Stitt, 406-444-9171, has been with MPERA the longest, with 18 years under her belt. Diana has a green thumb and cares for quite a few plants at her workstation. When not at her desk, she is hard at work on her family's ranch.



Cathy Grose, 406-444-1860, is the newest member of the team, with a little over 5 years at MPERA. When not brightening up the office, Cathy is busy as a volunteer firefighter and with her grandchildren and the family ranch.



Roberta Scow, 406-444-5452, known as Berta to many of you, has been with MPERA for 15 years. She is also a plant lady, and when not at work she loves to garden, ski, golf and just get outside.

Changes Coming in ERIC

New ERIC functionality is coming all spring! Each month we will send out new changes. These are the updates to ERIC happening this month that we think you should be aware of.



MESSAGES: Previously you could only see a new message if it was labeled urgent. You will now see a notification for **all new messages**, not just urgent messages.

Welcome! 6472 : LIBERTY COUNTY -- FIRST_NAME_7476 LAST_NAME_7476 (EWP_ACCESS_USERNAME_7476)

Alerts & Messages

Home

[Record displayed]

Welcome to the MPERA Employer Reporting and Information Center (ERIC). ERIC is your guide to a secure portal where you can view and manage your employer reporting information. Here is a brief description of the various activities that you can do:

An urgent message has been posted to the message board. You must access and read the message before proceeding.

(2) unread [Alerts & Messages](#)

Click here to navigate to the message board screen to view messages



EMPLOYMENT START DATE WARNING: When reporting an employee for the first time, you get this warning message if the enrollment is outside of the current pay period. We have corrected this warning to display the enrollment start date. **If you have multiple warnings**, you will see the enrollment start dates when you open the individual payroll details for those employees.

Payroll Header Information

Payroll Header Details | Contribution Totals By Pay Type | Payroll Record Count

Payroll Header ID : 61596
Employer Reporting Summary ID : **89721**
Total Detail Records :
Payroll Start Date : 09/22/2019
Total Earnings : \$59,620.37
Total Contributable Earnings : \$58,930.32
Suppress Warnings :

Header Type : PERS
File Name : peris_6477_101119_bi-weekly.csv
Received Date : 10/10/2019
Payroll End Date : 10/05/2019
Total Pre-Tax EE Contributions : \$4,655.52
Total Pre-Tax Service Purchase Amount : \$0.00
Total ER Contributions : \$5,109.22

Payroll Header Status : Review
Employer Reporting Summary Status : Review
Posted Date :
Pay Date : 10/11/2019
Total Post-Tax EE Contributions : \$0.00

Other Details

Payroll Details | Compensation Payroll Details | Payroll Details by Status | **Payroll Details By Error/Warning** | Errors

Message ID	Message	Count	Severity
810	You are reporting payroll for this employee for the first time. The Employment start date of {0} reported on the enrollment is outside of the current pay period of this payroll. Payroll adjustments may be required.	1	Warning

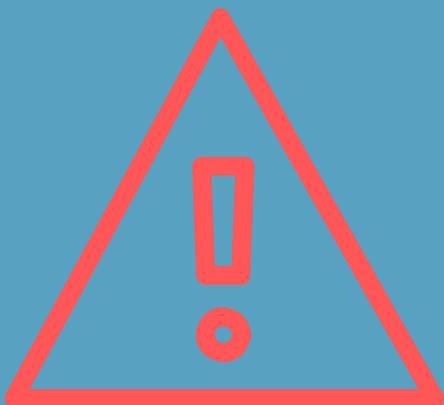
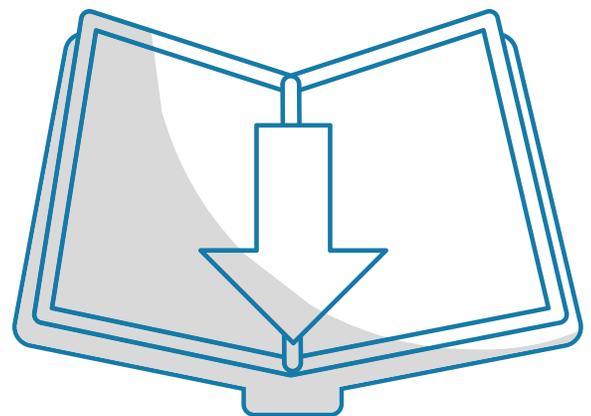
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PAYROLL SCHEDULES: A few big ones here!

- Prior to finalizing your Schedule, you will have an opportunity to adjust your Pay Dates within a few days of the Original Pay Date for all your Pay Dates in that schedule. Once you have completed this, always "**Finalize Schedule**". If you don't you won't be able to report your payroll.
- After Finalizing your Schedule, you will still have an opportunity to **modify a Pay Date during the Fiscal Year**. However, this window of time is limited. If the window of time passes, the Pay Date will not be modifiable and you will need to contact MPERA for assistance in adjusting that Pay Date.
- You will be able to **add rows** to the end of your Pay Date schedule. When the Schedule is in Pending Status, you will be able to add up to **3 additional Pay Dates** to address any extra payrolls you have at fiscal year end.
- During the process of finalizing your schedule (pending status), you will be able to **rename your Schedule** to something meaningful to you. For example, employers with multiple Schedules could name them "PERS Bi-Weekly" or "TRS Monthly".

Training for these payroll schedule updates is coming! We will be in touch.

Access the Employer Handbook by clicking this icon.



Are you having a problem with something in ERIC? We are always working on improving this system. Send a detailed email about the specific issue to: rscow@mt.gov