

IN THE ERIC LOOP

Monthly updates for ERIC users.



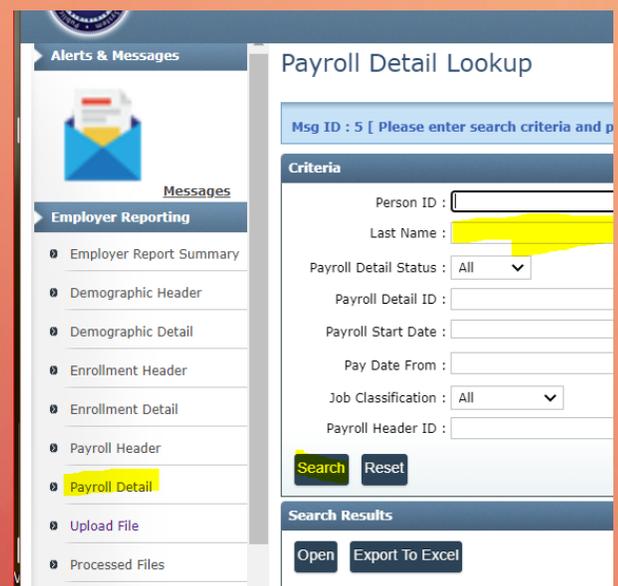
Hello Employers!

We hope this finds you well and you're enjoying the beautiful weather. For many of you, fiscal year-end can be hectic. Remember, if anything in ERIC has you stumped, our Employer Support Staff are on hand to help you out!



TIPS AND TRICKS:

For a quick "look up" on an employee, just go on left side panel to payroll detail and search by name or social.



Training For You!

MPERA staff is proud to offer numerous training opportunities to our employers for every level of ERIC experience.

If you are new to the ERIC reporting system, we have New Clerk training webinars and videos. In addition to our introductory training in ERIC, we create and deliver specialized topics such as finalizing fiscal year payroll schedules, reporting optional employees and system upgrades.

Our popular “Tips and Tricks” training contains helpful hints that help make payroll reporting simpler and more efficient.

Do you have a specific training need or a topic that you would like to learn more about? In addition to webinars and videos, MPERA offers one-on-one assistance with our Employer Call Center experts. Contact us and we will have one of our trainers schedule an individual training with you.



Trainer Terry Dalton

Insurance Change?

Need to report a change in insurance to MPERA? Follow the steps laid out in the manual. You can find it on our website at: <http://mpera.mt.gov/EMPLOYERS/ERIC-Manual>.

Still have questions? Your contacts are:

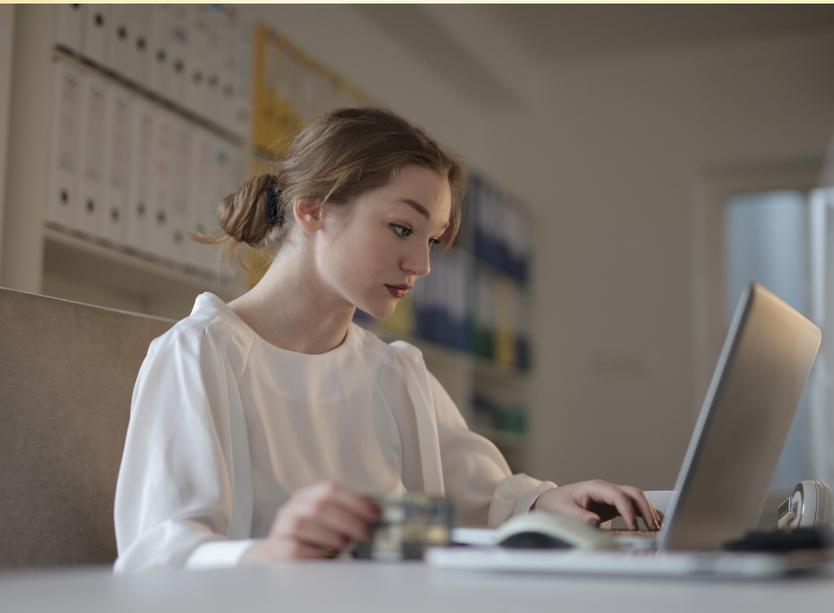
- Ali Rice - AliRice@mt.gov
- Lisi Kho - Lisi.Kho@mt.gov
- Hollie Resler - Hollie.Resler@mt.gov

Send A Message to MPERA Through ERIC About Late Fees

NEW FEATURE!

Soon you will be able to use ERIC to send a message to MPERA stating why you believe your late penalty fees should be waived. Once you submit your message, the correct parties within MPERA who handle these claims will be notified. This new process is more efficient and allows us to notify you with a decision on your claim in a timelier manner.

Instructions and training will be provided once this new feature is up and running. Watch for the email with exact dates and times.



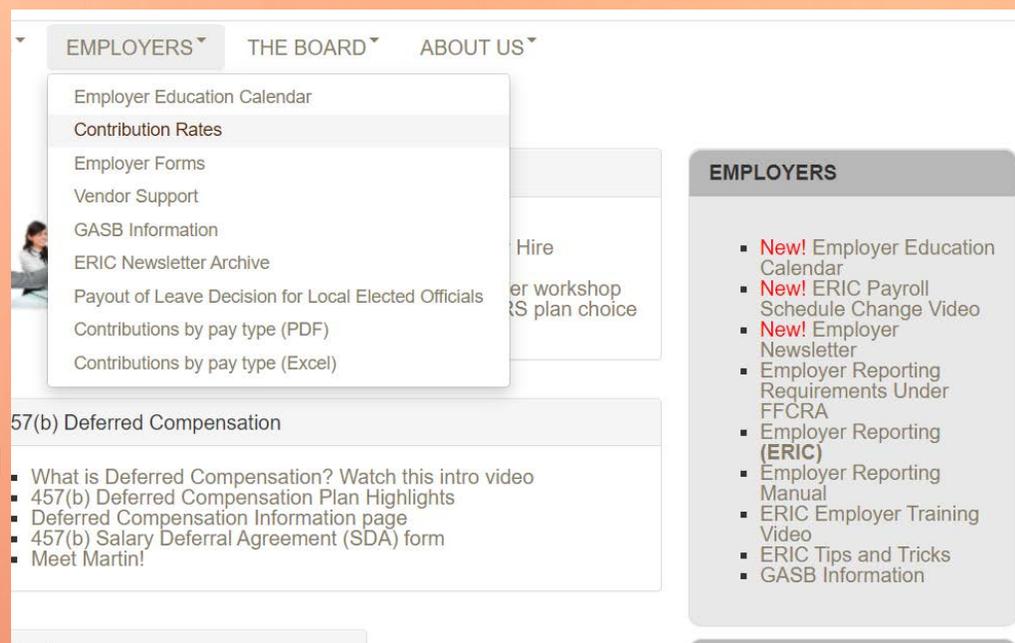
Changing Your Payroll Schedule Frequency?

Be sure to contact us as soon as you make the decision to change your pay frequency. Not only will we help you update your pay schedule in ERIC, we will discuss with you how the change will impact retirement system members.

Give our Employer Call Center a call toll Free at 1-844-304-5452 or in Helena 444-3994. We'll help you through it.

The MPERA Website Has All The Information You Need!

Got a question about a retirement system? Need to find the latest contribution rates? Looking for a form? It's all available at mpera.mt.gov!



Annual Benefit Statements

It's almost that time of year!

In the first part of August, MPERA will send out Annual Benefit Statements to your employees who are members of a Defined Benefit Retirement Plan. The addresses we send them to are the ones you have reported to us. We ask you to make sure that all your employees' addresses are up to date. If you have a message in ERIC with a pdf attachment that lists bad addresses, please take the time to correct them.