

VOL. 5 | MAY 2020

IN THE ERIC LOOP

Monthly updates for ERIC users.



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.



844-304-5452
406-444-3994

TIPS AND TRICKS:



PERS Employer Contribution Rate Increase Is Coming July 1st!

The PERS employer contribution rate increases by 0.1% on July 1, 2020. The increased employer contributions must be submitted on the first payday in July, even if the hours were worked in June. This additional employer contribution rate increases will continue through fiscal year 2024.

Contribution Rates for employees and all other retirement systems do not change for FY 2021.

Changes Coming To ERIC In June

Making And Submitting a Payment

1. After the invoice is created on the Employer Reporting Summary Screen, click on the new Make Payment Button **which is now displayed at the top of the same screen.**
2. Select the payment method, the Bank Account No. Account Type, and invoice(s) to be paid by clicking **the white box to the right** of the invoice under Included in Remittance, which is displayed in the lower panel.
3. Click Save. This will populate today's date. If you wish to move the funds on a future date, you can edit the payment date then save again.
4. At this time the status of the payment is valid but has not been submitted.
5. Click Submit at the top.
6. **NEW! You now authorize payment of funds by clicking OK on the Pop-Up.**
7. Verify the status of the payment is **Submitted**. This confirms that the funds will move on the selected day if submission occurs before 4:00 p.m. or the next business day if the submission occurs after 4:00 p.m.

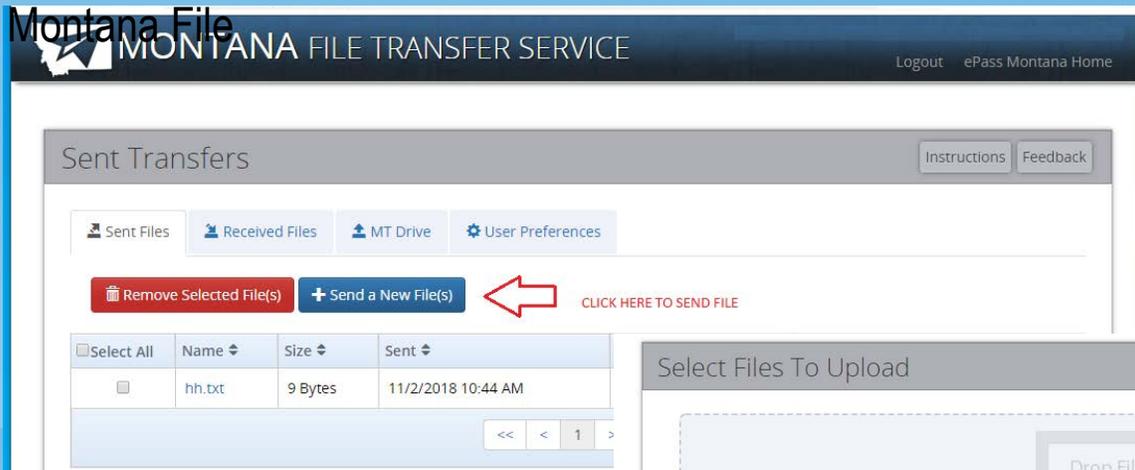


Do you have any ideas to improve ERIC?
We are always working on improving this system. Send a detailed email about the specific issue to: rscow@mt.gov

You Can Now Send Forms to MPERA Electronically!

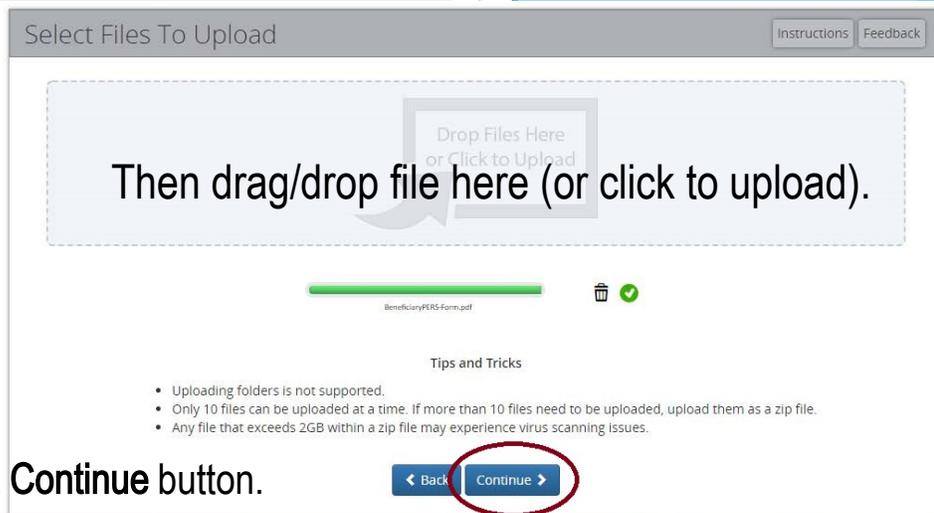
When you need to send a form to MPERA, such as a Change of Beneficiary or Optional Membership form, all you have to do is open your browser and go to the

Montana File



Transfer Service. Log in with your ePass account and select Send A New File.

Important Note: The file must be in pdf format.



After the file has uploaded, click **Continue** button.



Its fast, secure and its easy!

Then click send.

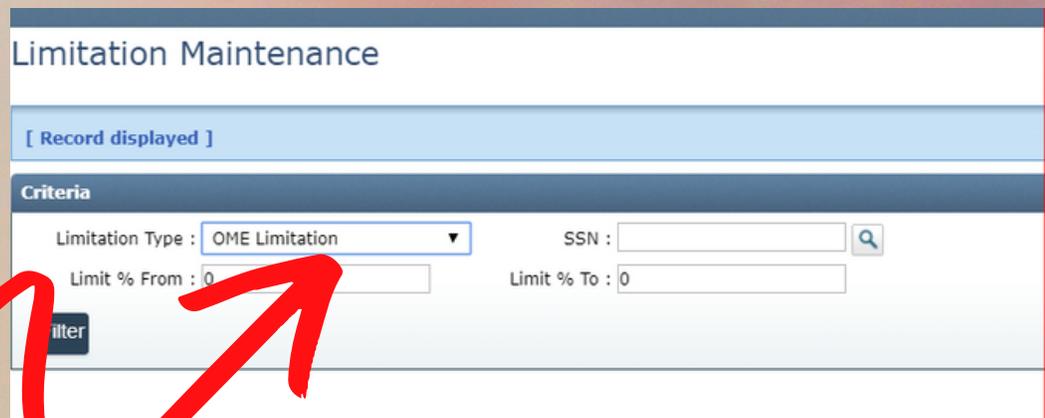
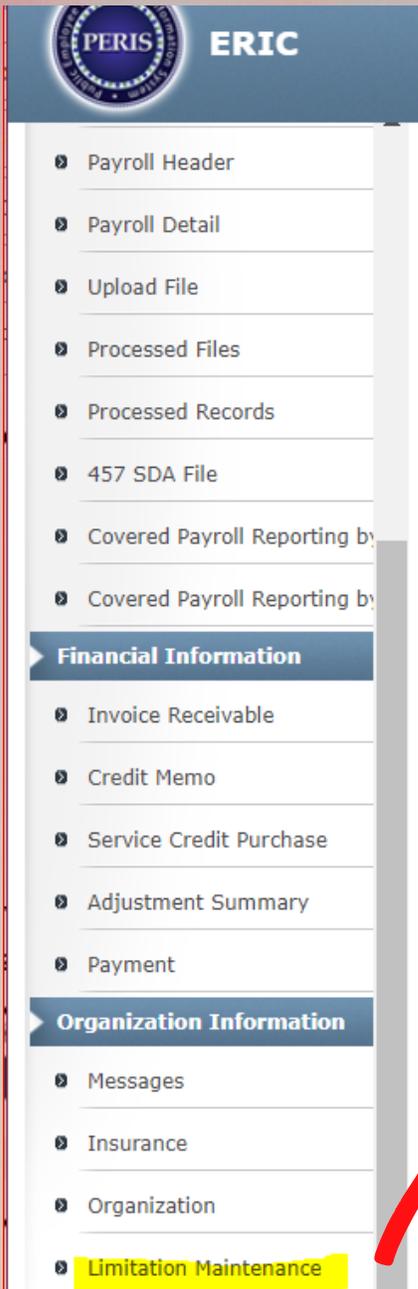
Tracking Optional* Employees' Hours

You can view an optional employee's hours by using ERIC's Limitation Maintenance screen. The link to the screen is located on the left menu under Organization Information.

For the Limitation type, select OME (optional member) Limitation from the drop-down menu. ERIC will identify your optional employees and display their current number of hours worked against their limit. The hourly limit starts July 1st and ends June 30th of each year.

If the optional employee's hours come within 160 hours of their limit, you will also get an informational message displayed in their payroll detail on your next payroll report.

If the optional employee exceeds the hours limitation, you will receive an error on your payroll along with a message that membership and contributions are now mandatory for that employee.



***Optional** in this instance refers to an employee who works in a part-time position covered by PERS, but did not choose to participate.

Job Classification Confusion?

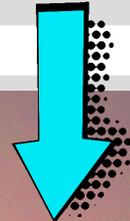
Choosing the correct job classification to report your new employees can be very confusing. However, MPERA offers you resources to help you avoid having to make adjustments later. **Go to our website's home page under the Employers section:**

- EMPLOYERS**
- **New!** Employer Education Calendar
 - **New!** ERIC Payroll Schedule Change Video
 - **New!** Employer Newsletter
 - Employer Reporting Requirements Under FFCRA
 - Employer Reporting (ERIC)
 - **Employer Reporting Manual**
 - ERIC Employer Training Video
 - ERIC Tips and Tricks
 - GASB Information



ERIC Manual

TOPIC	DESCRIPTION
New Employee Eligibility	Information to help employee.
MPERA Job Classifications	A list of Job Classification and Other Comments applicable employer
Enrolling New Employees	How to enroll new employees



All the job classifications for each retirement system are listed there for your convenience!



QUESTIONS?

Contact MPERA Support at:

844-304-5452
406-444-3994

MPERA Job Classifications

Job Classifications	System	Plan	Job Code	Comments
PERS Member	PERS	DB/DC	PERS	Contributing
Any retiree returning to work within the same retirement system - PERS	PERS	NCE	PEWR	Working Retiree
Appointed Members of Board paid by per diem	PERS	NCE	EPBM	Excluded
Appointees of Governor	PERS	NCE	GEGV	Optional
Carve outs under Political Subdivision contracts	PERS	NCE	ECPS	Excluded
Chief Administrative Officer of any CD or CI	PERS	NCE	CECA	Optional
County Superintendent of Schools	PERS	NCE	EEEO	Excluded
Court Commissioners paid by per diem	PERS	NCE	EPCC	Excluded
Current active members of other retirement systems	PERS	NCE	ECFO	Excluded
Elected Official-House Legislator	PERS	NCE	OPHD	Optional
Elected Officials for Local Governments	PERS	NCE	OPLE	Optional
Elected Officials paid by per diem	PERS	NCE	EPED	Excluded
Elected Official-Senate Legislator	PERS	NCE	OPED	Optional
Election Judge Employee	PERS	NCE	EEJE	Excluded
Employee under 960 hours	PERS	NCE	OEUH	Optional
Employees of School district/University employed in a position not eligible for PERS	PERS	NCE	ETRS	Excluded
Full time students attending and working at the same elementary or high school	PERS	NCE	EFSE	Excluded
Full time students attending and working at the same school of higher education (i.e., University)	PERS	NCE	EFUJ	Excluded
Inmates & residents of state institutions	PERS	NCE	ENIM	Excluded
Legislative Branch	PERS	NCE	DELB	Optional
MUS-AP elected position	PERS	NCE	EDRP	Excluded
Nest home or county hospital employees	PERS	NCE	GERH	Optional
Special Exclusion	PERS	NCE	EDCE	Excluded
Trainer employees in state institutions	PERS	NCE	EITS	Excluded
University Temporary Employees	PERS	NCE	ELTE	Excluded

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MPERA Job Classifications cont.

Job Classifications	System	Plan	Job Code	Comments
Sheriff	SRS	DB	SRSS	Contributing
Under Sheriff	SRS	DB	SRUS	Contributing
Deputy Sheriff	SRS	DB	SRDS	Contributing