

Manually Process 457 Payroll Reporting

These steps apply to Employers who participate in the State of Montana's 457 Deferred Compensation plan. MPERA will deploy salary deferral information to applicable employers via ERIC. The employer will report the payroll detail by creating a 457 payroll header or by uploading a file as well. This is the same process as regular payroll detail. There is one exception, no need for a *job classification*.

1.

On the home page click on Organization Profile.

The screenshot shows the ERIC (Employer Reporting and Information Center) home page. The page has a dark blue header with the PERIS logo and the text "ERIC". Below the header, there is a "Welcome!" message and the user's name "5200 - CITY OF BIG TIMBER -- Esther Amea (LAmca)". The main content area is titled "Home" and contains a welcome message: "Welcome to the MPERA Employer Reporting and Information Center (ERIC). ERIC is your guide to a secure portal where you can view and update your organization information and view and report person information. Here is a brief description of the various activities that you can do:". Below this message are six tiles, each with an icon and a title: "Alerts & Messages", "Upload File", "Employer Reporting", "Enroll New Employee", "Employee Data", and "Organization Profile". The "Organization Profile" tile is highlighted with a red box. The left sidebar contains a list of navigation options under "Alerts & Messages", "Employer Reporting", and "Financial Information". The footer of the page contains technical information: "Framework : 5.0.2.5, Solution : 12/18/2015 5:30:51 AM", "Client Ip : 192.10.207.17", "AppSrv : DOA1SD7656", and "Current Time : 12/18/2015 10:07:18 AM Development".

Create/update 457 Payroll Schedule

2. ERIC displays the Employer Maintenance screen.

Employer Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save Refresh View Images

Main Section

3. Select the *Payroll Schedule* tab located in the Other Details panel.

Preferred Communication : Email Reporting Meth
Employer Pays Contribution for Service Purchase : No Employer Pays Interest For Service Purcha
Auto Submit ER File : No Auto Post ER F
Health Care Vendor Organization Name : Primary Cont
Primary Email : AIL_1427 Primary Pho

Other Details

Address Plan Contact Bank **Payroll Schedule** Sta A

4. ERIC displays the existing payroll schedules.

New Open Delete Copy Forward

Payroll Schedule ID	Payroll Schedule Begin Date	Payroll Schedule End Date	Frequency	System
<input type="checkbox"/> 13104	01/01/2015	12/31/2015	Monthly	SRS
<input type="checkbox"/> 13102	12/01/2014	12/31/2015	Monthly	PERS

5. Open the Payroll Schedule you wish to update or click **NEW** to create a new payroll schedule.

Create/Update 457 Payroll Schedule

6.

ERIC displays the Payroll Schedule Maintenance screen.

7.

- Enter in the following information:
- Organization Plan **457**
 - Payroll Schedule Begin & End Date
 - Payroll Schedule End Date
 - Frequency
 - Subsequent Fields regarding Frequency
 - Do not Execute On (when applicable)
 - Check the *First Payroll Schedule checkbox* if applicable

Payroll Schedule Information

Organization Plan : 457 Payroll Schedule Status : Active **First Payroll Schedule :**

Payroll Schedule Begin Date : 01/01/2016 Payroll Schedule End Date : 12/31/2016

Frequency : Monthly Do Not Execute On :

Frequency Subtype : Day

*First Monthly Pay Date : 01/31/2016

8.

Click the Populate button on **FIRST**.

Payroll Schedule

	Period Begin Date	Period End Date	Pay Date/ Reporting Date
<input type="checkbox"/>	01/01/2016	01/31/2016	01/31/2016
<input type="checkbox"/>	02/01/2016	02/29/2016	02/29/2016

If you are creating a new schedule, this section only appears after you click "Populate".

9.

Click **SAVE**.



In this example you must enter the First Pay Date; however, if you select a different Frequency option from the drop down, different fields will appear specific to that frequency type.

457 Payroll Reporting

One way to process Employee 457 Contributions is by manually creating a new record within the Employer Report Summary. The steps below will guide you on the payroll process all the way through submitting an invoice, payment and summary.

1.

Click on the Employer Report Summary link.



2.

ERIC opens the Employer Report Lookup screen.

3.

Choose the Payroll Frequency from the dropdown menu.

A screenshot of a web application interface. At the top, a dark blue header contains a "Welcome!" message, a user ID "8289 : Esther's Minions -- Esther Swayzee (EAmes)", and a row of navigation icons. Below the header, the main content area is titled "Employer Report Summary Lookup". A search bar contains the text "Msg ID : 5 [Please enter search criteria and press SEARCH.]". Underneath is a "Criteria" section with various filters: "Received Date From/To", "Posted Date From/To", "Reporting Source", "Create Invoice", "Employer Reporting Summary Status", "Paycycle Frequency" (highlighted with a red box and containing "Biweekly"), "Receivable Status", "Summary Submitted", and "Employer Reporting Summary ID". Below the filters are "Search", "Reset", and "Store Search" buttons. A "Search Results" section is visible at the bottom, containing a "NEW" button (highlighted with a red box), "Open", "Export To Excel", and "Copy Forward" buttons. A table header is partially visible at the very bottom with columns: "Employer Reporting Summary ID", "Total Enrollments", "Total Demographic Changes", "Total Payroll Detail Records", "Pre-Tax EE Contribution", and "Post-Tax EE Contribution". A "No records to display" message is shown below the table header.

4.

Click the **NEW** button.

457 Payroll Reporting

5. ERIC will display the Employer Reporting Summary maintenance screen.

6. Click the **SAVE** button to create the Employer Reporting Summary ID.

Employer Reporting Summary Maintenance

Msg ID : 8 [All changes successfully saved.]

Save Refresh Void

Employer Reporting Summary Information

Reporting Source : Manual Posted Date : File Name :
Employer Reporting Summary ID : 5026 Create Invoice :
No Payroll : Summary Submitted :
Submitted Date : Paycycle Frequency : Biweekly Employer Reporting Summary Status : Review
Received Date : 02/17/2016 Comments :

Enrollment/Demographic Information

Enrollment Information Demographic Information

Total Enrollment Records : Enrollment Header Status :
Open Void New Enrollment Header

Enrollment Header ID	Header Type	Header Status	Total Enrollment
No records to display			

Payroll Summary Information

Payroll Summary Status : ER Contributions : \$0.00
Pre-Tax EE Contributions : \$0.00 Total Contributions : \$0.00
Post-Tax EE Contributions : \$0.00

Open Void **New Payroll Header**

Payroll Header ID	Header Type	Payroll Header Status	Total Earnings	Total Hours	Pre-Tax EE Contributions	Post-Tax EE Contributions	ER Contributions	Total Contributions
No records to display								

Create : demouser 2/17/2016 2:46:44 PM Modify : demouser 2/17/2016 2:46:44 PM

7. Under the Payroll Summary Information panel, click the **New Payroll Header** button.

457 Payroll Reporting

8. ERIC displays the Payroll Header Maintenance screen.

9. In the Payroll Header Maintenance screen, enter header type (457) from the dropdown, the Payroll Start Date, Payroll End Date, and Pay Date.

Payroll Header Maintenance

[Previous Page Displayed.]

Save Refresh Void

Payroll Header Information

Payroll Header Details Contribution Totals By Pay Type Payroll Record Count

Payroll Header ID : 5049 Header Type : 457 Payroll Header Status : Valid
Employer Reporting Summary ID : 5040 File Name : Employer Reporting Summary Status : Valid
Total Detail Records : 1 Received Date : 05/18/2016 Posted Date :
Payroll Start Date : 04/30/2016 Payroll End Date : 05/13/2016 Pay Date : 05/25/2016
Total Earnings : \$0.00 Total Pre-Tax EE Contributions \$145.00 Total Post-Tax EE Contributions : \$0.00
Total ER Contributions : \$0.00 Total Pre-Tax Service Purchase Amount : \$0.00 Suppress Warnings :

Other Details

Payroll Details Compensation Payroll Details Payroll Details by Status Validation Info

New Open Export To Excel

Payroll Detail ID	Person ID	SSN	Name	Payroll Detail Status	Earnings	ER Contribution (Sys Calc)	ER Contribution (Reported)	EE Contribution (Sys Calc)	Pre T
<input type="checkbox"/>	31481	274474	XXX-XX-7135 FST_7733 LST_7733	Valid	\$0.00	\$0.00	\$0.00	\$145.00	

10. Click **SAVE**

11. Under the Other Details panel in the Payroll Details tab, click the **NEW** button.

457 Payroll Reporting

12.

ERIC displays the Payroll Detail Maintenance screen.

Payroll Detail Maintenance

Msg ID : 8 [All changes successfully saved.]

13.

Enter in the member's SSN.

Save Refresh Void

Payroll Information

Payroll Header ID : 5049 Payroll Header Type: 457 Payroll Header Status : Valid
ER Summary ID : 5040 ER Summary Status : Valid
Reporting Frequency : Biweekly Received Date : 05/18/2016 Posted Date :
Payroll Start Date : 4/30/2016 Payroll End Date : 5/13/2016

Payroll Details

Payroll Detail ID : 31481 Payroll Detail Status : **Valid** First Name : FST_77
SSN : 000-21-7135 Last Name : LST_7733
Earnings : \$0.00 Pay Type : 457
Employee Contribution (Sys Calc) : \$145.00 Pre-Tax Employee Contribution : \$145.00 Post-Tax Employee Contribution : \$0.00
Employer Contribution (Sys Calc) : \$0.00 Employer Contribution (Amount Reported) : \$0.00 Comments :
Hours : 0.0000 Rate Type : Rate : \$0.00
Employment Status : Employment Status Date :
Final Pay : Termination of Employment Date : Last Day Worked :
Job Classification : Suppress Warnings :

14.

Once the members information is populated, enter in their Earnings, Pay Type (457), and Job Classification.

15.

Click the **SAVE** button and the screen is in a **VALID** status.

16.

Click the Previous button and go back to the Employer Reporting Summary Maintenance screen.



457 Payroll Reporting

17.

ERIC displays the Employer Reporting Summary Maintenance screen.

18.

Click the Create Invoice button.

Employer Reporting Summary Maintenance

[Previous Page Displayed.]

Save Refresh Void **Create Invoice**

Employer Reporting Summary Information

Reporting Source : Manual Posted Date : File Name :
Employer Reporting Summary ID : 5026 Create Invoice :
No Payroll : Summary Submitted :
Submitted Date : Paycycle Frequency : Biweekly Employer Reporting Summary Status : Valid
Received Date : 02/17/2016 Comments :

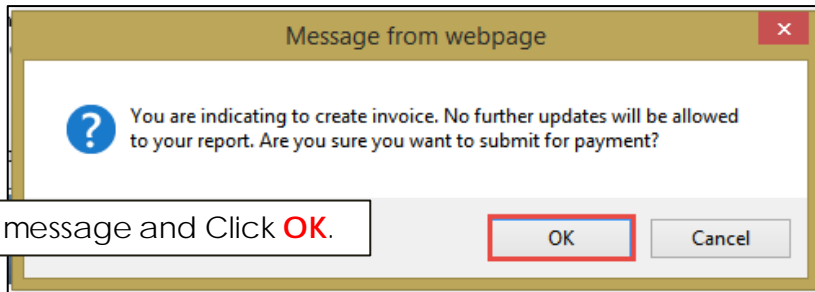
Enrollment/Demographic Information

Payroll Summary Information

Payroll Summary Status : Valid ER Contributions : \$75.34
Pre-Tax EE Contributions : \$71.10 Total Contributions : \$146.44
Post-Tax EE Contributions : \$0.00

Open Void **New Payroll Header**

Payroll Header ID	Header Type	Payroll Header Status	Total Earnings	Total Hours	Pre-Tax EE Contributions	Post-Tax EE Contributions	ER Contributions	Total Contributions
<input type="checkbox"/>	5009 PERS	Valid	\$900.00	16.0000	\$71.10	\$0.00	\$75.34	\$146.44



19.

Read the message and Click **OK**.

20.

Once you have created an invoice, go to the Payments link to submit the invoice.

Upon clicking OK, the record is updated to a Read-Only view. The information is sent to MPERA and appropriate records and invoices are created as applicable.