

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.

This is the same process as regular payroll detail. There is one exception, *no need for a job classification*. 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 and payment.

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 for 'Employer Report Summary Lookup'. At the top, there is a header with a 'Welcome!' message and user information: '8289 : Esther's Minions -- Esther Swayzee (EAmes)'. To the right of the header are several navigation icons. Below the header, a blue banner displays 'Msg ID : 5 [Please enter search criteria and press SEARCH.]'. The main area is titled 'Criteria' and contains several search filters: 'Received Date From' and 'Received Date To' (with calendar icons), 'Posted Date From' and 'Posted Date To' (with calendar icons), 'Reporting Source' (dropdown menu), 'Receivable Status' (dropdown menu), 'Create Invoice' (dropdown menu), 'Summary Submitted' (dropdown menu), 'Employer Reporting Summary Status' (dropdown menu), and 'Employer Reporting Summary ID' (text input). A 'Payscale Frequency' dropdown menu is highlighted with a red box and contains the value 'Biweekly'. Below the filters are 'Search', 'Reset', and 'Store Search' buttons. A 'Search Results' section is visible at the bottom, containing 'New', 'Open', 'Export To Excel', and 'Copy Forward' buttons. A table header is partially visible 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 message 'No records to display' is shown below the table. A callout box with a red border and the number '4.' points to the 'New' button, with the text '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**

<input type="checkbox"/>	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**

<input type="checkbox"/>	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. **Please note:** If the entered dates do not exactly match the dates previously set up in your payroll schedule, your Payroll Header Status will not be Valid.

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 Payroll Details By Error/Warning Errors

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 Post-Tax Employee Contribution : \$0.00
Employee Contribution (Sys Calc) : \$145.00 Pre-Tax Employee Contribution : \$145.00 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 and Pay Type (457).

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.

Double check the amount under Total Contributions to ensure it is correct. If the amount is what you are expecting, 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.

Warning: Once you click OK, you will **not** be able to make any further changes to this payroll file, except through adjustments. Always make sure your total contribution amount is correct before clicking **OK**.

Message from webpage

? You are indicating to create invoice. No further updates will be allowed to your report. Are you sure you want to submit for payment?

OK Cancel

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