

# Copy Forward - Employer Payroll Reporting

In these steps, we show you how to take an already posted record, by making a copy of it to alter as needed and submit.

[Video- Payroll Copy Forward2.mp4](#)

1. Navigate to the Employer Reporting link.



2. ERIC displays the Employer Report Summary Lookup screen.

Employer Report Summary Lookup

Msg ID : 1 [ 26 Records met the search criteria. ]

3. Search for existing Employer Report Summary.

Criteria

Received Date From: [ ] [ ] Received Date To: [ ] [ ]  
Posted Date From: [ ] [ ] Posted Date To: [ ] [ ]  
Reporting Source: All [v] Receivable Status: All [v]  
Create Invoice: All [v] Summary Submitted: All [v]  
Employer Reporting Summary Status: Posted [v] Employer Reporting Summary ID: [ ]  
\*Paycycle Frequency: All [v]

Search Reset Store Search

Search Results

New Open Export To Excel Copy Forward

1 2 3

<input type="checkbox"/>	Employer Reporting Summary ID	Total Enrollments	Total Demographic Changes	Total Payroll Detail Records	Pre-Tax EE Contribution	Post-Tax
<input checked="" type="checkbox"/>	5081	1				\$0.00

4. Select the desired record and click the **Copy Forward** button.

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5.

ERIC displays the Employer Report Summary Maintenance screen.

**Employer Reporting Summary Maintenance**

[ Previous Page Displayed ]

**6.** Click Save to create Employer Reporting Summary ID.

**Save** **Refresh** **Void**

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**Employer Reporting Summary Information**

Reporting Source : Manual      Posted Date :      File Name :  
Employer Reporting Summary ID : 5086      Create Invoice :   
No Payroll :       Summary Submitted :   
Submitted Date :      Paycycle Frequency : Monthly      Employer Reporting Summary Status : Review  
Received Date : 12/02/2015      Comments :

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**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

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**Payroll Summary Information**

Payroll Summary Status : Review      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
<input checked="" type="checkbox"/>	5005	PERS	Review	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00

7.

Create new Enrollment or Demographic Information as needed.

8.

Select the Payroll Header ID (if applicable) and click the Open button.

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9.

ERIC displays Payroll Header Maintenance screen.

10.

Review/update the Header type, Pay Date, Payroll Start and End Date.

**Payroll Header Maintenance**

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

**Save** **Refresh** **Void**

**Payroll Header Information**

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

Received Date : 12/02/2015      Posted Date :      Payroll Summary Status :  
Payroll Header Status :      Total Earnings : \$0.00      Total Detail Records :  
Total Pre-Tax EE Contributions \$0.00      Total Post-Tax EE Contributions :      Total ER Contributions : \$0.00  
Total Pre-Tax Service Purchase Amount : \$0.00      Suppress Warnings :

Payroll Start Date :       Payroll End Date :       Pay Date :

Employer Reporting Summary ID : 5086      File Name :

**Other Details**

**Payroll Details** | Compensation Payroll Details | Payroll Details by Status | Validation Info

**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 Tax EE Contribution(Report
No records to display									

11.

Review/update wage and status information for each Employee Payroll Detail record(s).

12.

Click the **SAVE** button.