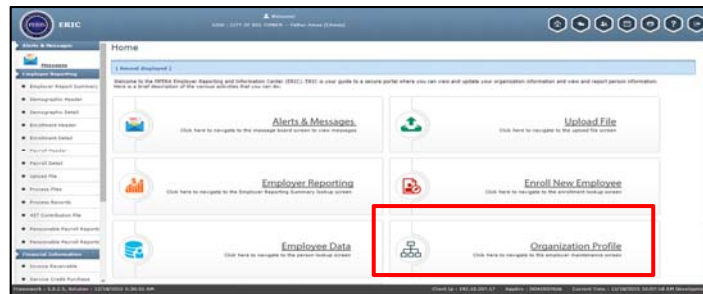


# Update Annual Salary

This applies to *MPORS, HPORS, JRS, FURS and Part-Paid Firefighter positions*. Once an annual salary is entered, you can update it via ERIC. The position will reflect the new salary information for the fiscal year.

1. On the home page click on Organization Profile.
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

Organization Type : Employer  
State TIN :   
Federal TIN :   
Preferred Communication : Email

Employer Type : City  
County : Sweet Grass  
Status : Active  
Reporting Method : Web

Effective Date : 01/01/1967  
End Date :  
MPERA ID : 302  
Status Effective Date : 01/01/1967

Employer Pays Contribution for Service Purchase : No  
Auto Submit ER File : No  
Health Care Vendor Organization Name :  
Primary Email : AIL\_1427

Employer Pays Interest For Service Purchase : No  
Auto Post ER File : No  
Primary Contact : AME\_1427 AME\_1427  
Primary Phone : (406)932-5611

Employer Pays Interest For Workers Comp. : No  
Primary Address : 103 E THIRD,P O BOX 416,BIG TIMBER,MONTANA,59011  
City Class :

Other Details

Address Plan Contact Bank Payroll Schedule Status History Annual Salary Insurance

New Open

Org	Annual Salary ID	System	Job Classification	Effective Date	Annual Salary
<input checked="" type="checkbox"/>	6289	MPORS	MPORS Member	04/01/2015	\$50,000.00
<input type="checkbox"/>	6288	HPORS	HPORS Member	01/01/2015	\$45,000.00

3. Click on the Annual Salary tab.
4. Click **NEW**.

# Updating Annual Salary, cont.

5. ERIC displays the Employer Annual Salary Detail Maintenance page.

6. Enter System, Job Classification, Annual Salary and Effective Date.

Employer Annual Salary Detail Maintenance

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

Save Refresh

Other Details

Employer Annual Salary Detail ID :

\*System : MPORS Job Classification : Supreme Court Justice

\*Effective Date : 01/01/2015 \*Annual Salary : \$100,000.00

Employer Annual Salary Detail ID : 6293

7. Click **SAVE**. Note that after saving an Org Annual Salary ID is generated.