

Manual - Employer Payroll Reporting

One way to process Employee Payroll 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 employer report summary.

[Video- Manual Payroll Enroll Payment.mp4](#)

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 is the "Employer Report Summary Lookup" section. It features a search criteria form with fields for "Received Date From/To", "Posted Date From/To", "Reporting Source", "Create Invoice", "Employer Reporting Summary Status", "Paycycle Frequency" (highlighted with a red box and a callout), "Receivable Status", "Summary Submitted", and "Employer Reporting Summary ID". Below the form are "Search", "Reset", and "Store Search" buttons. A "Search Results" section at the bottom shows a "New" button highlighted with a red box and a callout, along with "Open", "Export To Excel", and "Copy Forward" buttons. A table header is 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".

4. Click the **NEW** button.

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- 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.

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8. ERIC displays the Payroll Header Maintenance screen.

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

The screenshot shows the 'Payroll Header Maintenance' interface. At the top, a message bar reads 'Msg ID : 8 [All changes successfully saved.]'. Below this are buttons for 'Save', 'Refresh', and 'Void'. The main section is titled 'Payroll Header Information' and contains several tabs: 'Payroll Header Details', 'Contribution Totals By Pay Type', and 'Payroll Record Count'. The 'Payroll Header Details' tab is active, displaying various fields. Three red arrows originate from the top of the page and point to three specific input fields: 'Payroll Start Date' (containing '02/15/2016'), 'Payroll End Date' (containing '02/28/2016'), and 'Pay Date' (containing '02/29/2016'). Other visible fields include 'Received Date : 02/17/2016', 'Posted Date :', 'Header Type : PERS', 'Payroll Summary Status : Review', 'Total Earnings : \$0.00', 'Total Pre-Tax EE Contributions : \$0.00', 'Total Post-Tax EE Contributions : \$0.00', 'Total ER Contributions : \$0.00', and 'Suppress Warnings :'. At the bottom of this section, there are fields for 'Employer Reporting Summary ID : 5026' and 'File Name :'. Below the main section is another section titled 'Other Details' with tabs for 'Payroll Details', 'Compensation Payroll Details', 'Payroll Details by Status', and 'Validation Info'. The 'Payroll Details' tab is active, showing buttons for 'New', 'Open', and 'Export To Excel'. Below these buttons is a table header with columns: '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(Reported)', and 'Post'. The table currently shows 'No records to display'.

10. Click the **SAVE** button.

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

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12.

ERIC displays the Payroll Detail Maintenance screen.

Helpful Tips

Payroll details for each pay type will need to be added for each employee. (VLT, SLT, OT, etc...)

Payroll Detail Maintenance

Msg ID : 8 [All changes successfully saved.]

Save Refresh Void

Payroll Information

Payroll Header Type : PERS Payroll Header ID : 5009 Received Date : 02/17/2016
Posted Date : ER Summary Status : Review Payroll Header Status : Review
Reporting Frequency : Biweekly ER Summary ID : 5026
Payroll Start Date : 2/15/2016 Payroll End Date : 2/28/2016

13.

Enter in the member's SSN.

Payroll Details

Payroll Detail ID : 5007 Payroll Detail Status : Valid SSN : 431-63-1234
Last Name : Hood First Name : Tobias Middle Name :
Earnings : \$450.00 Pay Type : Regular Pay
Employee Contribution (Sys Calc) : \$35.55 Pre-Tax Employee Contribution : \$35.55 Post-Tax Employee Contribution : \$0.00
Employer Contribution (Sys Calc) : \$37.67 Employer Contribution (Amount Reported) : \$37.67 Comments :
Hours : 6.0000 Rate Type :
Employment Status : Employment Status Date :
Final Pay : Termination of Employment Date :
Job Classification : PERS Member

Helpful Tips

*The Pre-Tax Employee Contribution and Employer Contribution auto-populates based on the earnings.

14.

Once the members information is populated, enter in their Earnings, Pay Type, Hours, and Job Classification.*

*Based on the pay type, different fields may be required.

15.

Click the **SAVE** button.

16.

Click the Previous button.



Helpful Tips

If the member has not been enrolled, you will receive an **ENROLLMENT** button (ERROR). Click on the enrollment button and enter the members information till you POST the record. Once that is completed the record will be **VALID**, return to the Payroll Header Maintenance screen.

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17.

ERIC displays the Payroll Header Maintenance. Note that once you have entered all expected Payroll Details for that Pay Period, the Header Status will reflect: **Valid**.

18.

Click the Previous button.

Welcome!
8289 : Esther's Minions -- Jac Swayzee (JSwayzee)

Payroll Header Maintenance

Msg ID : 8 [All changes successfully saved.]

Save Refresh Void

Payroll Header Information

Payroll Header Details Contribution Totals By Pay Type Payroll Record Count

Received Date : 02/17/2016 Posted Date : Header Type : PERS
Payroll Header Status : Valid Total Earnings : \$900.00 Payroll Summary Status : Valid
Total Pre-Tax EE Contributions \$71.10 Total Post-Tax EE Contributions : \$0.00 Total Detail Records : 2
Total Pre-Tax Service Purchase Amount : \$0.00 Total ER Contributions : \$75.34 Suppress Warnings :
Payroll Start Date : 02/15/2016 Payroll End Date : 02/28/2016 Pay Date : 02/29/2016
Employer Reporting Summary ID : 5026 File Name :

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)	P
5007	493806	XXX-XX-1234	Tobias Hood	Valid	\$450.00	\$37.67	\$37.67	\$35.55	
5008	493819	XXX-XX-0209	Essie Zehren	Valid	\$450.00	\$37.67	\$37.67	\$35.55	



If the payroll detail status is not **VALID**, check the **VALIDATION INFO** tab and address any errors/warnings. Once you have cleared any errors/warnings click the **SAVE** button again.

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19.

ERIC displays the Employer Reporting Summary Maintenance screen.

20.

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 :

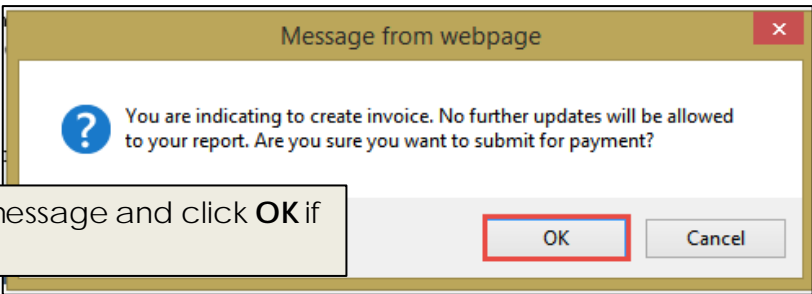
Enrollment/Demographic Information

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



21.

Read the message and click **OK** if you agree.

22

Go to the **Payments link** to process 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.