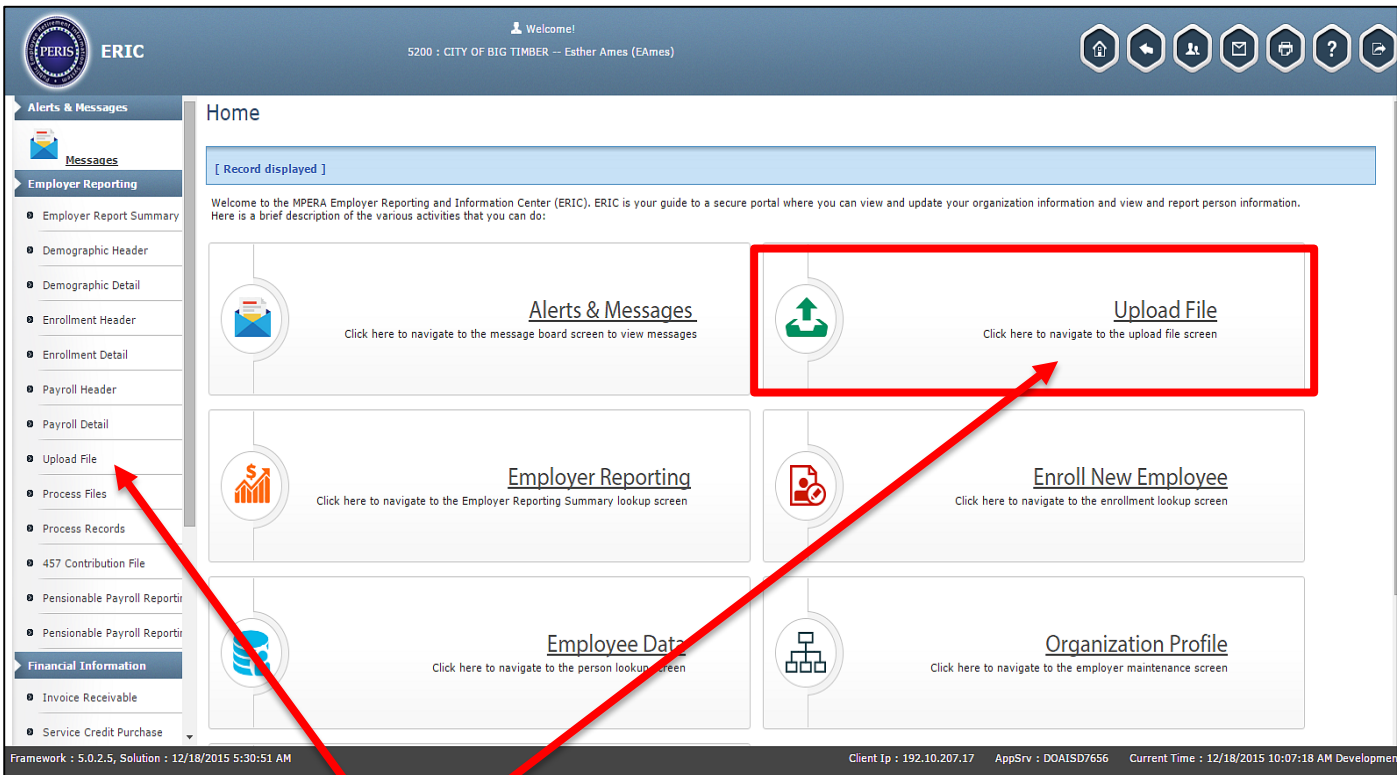


Uploading Your Payroll File

The payroll file can be uploaded with the enrollment, payroll, and demographic information. Once the file is uploaded, ERIC will identify any formatting errors that will need to be resolved.

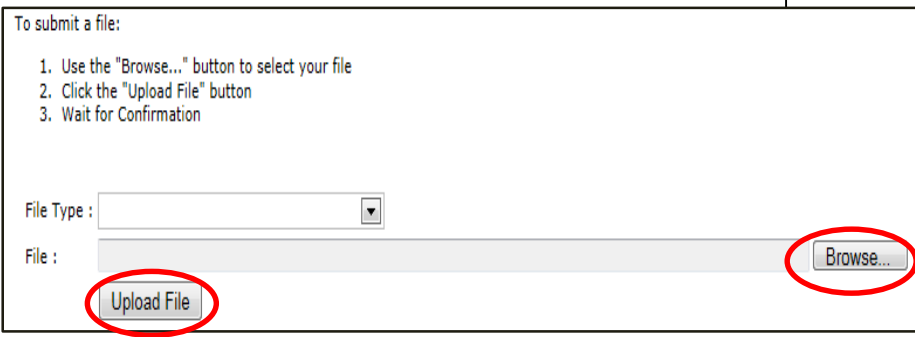
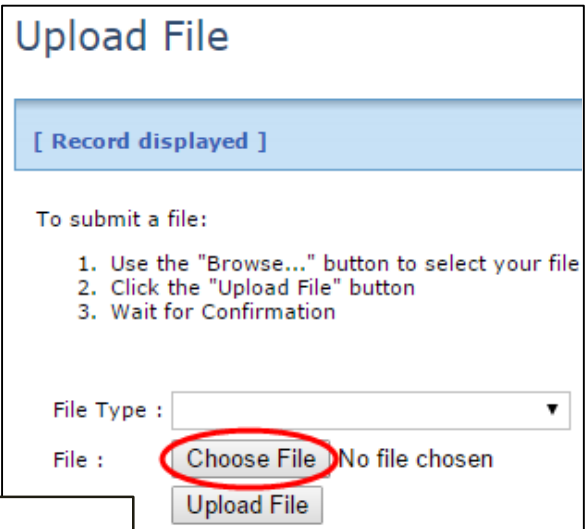


1.

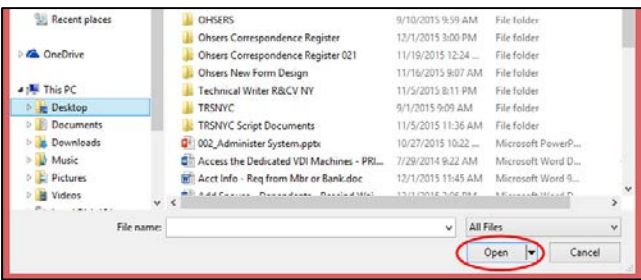
Click Upload File from either the Employer Reporting section or the quick link on the Home page.

Upload Employer Reporting File cont.

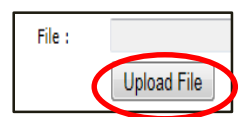
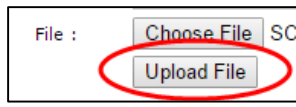
2. ERIC displays the Upload File screen, it may be one of the two displayed, depending on the browser you are utilizing.



3. Click the Browse or Choose file button and locate the Employer Reporting file you would like to upload. Select the file and click OPEN.



4. Click the Upload File button.



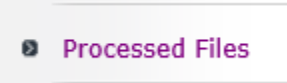
5. Verify the file was successfully uploaded.



Verifying Your File Uploaded

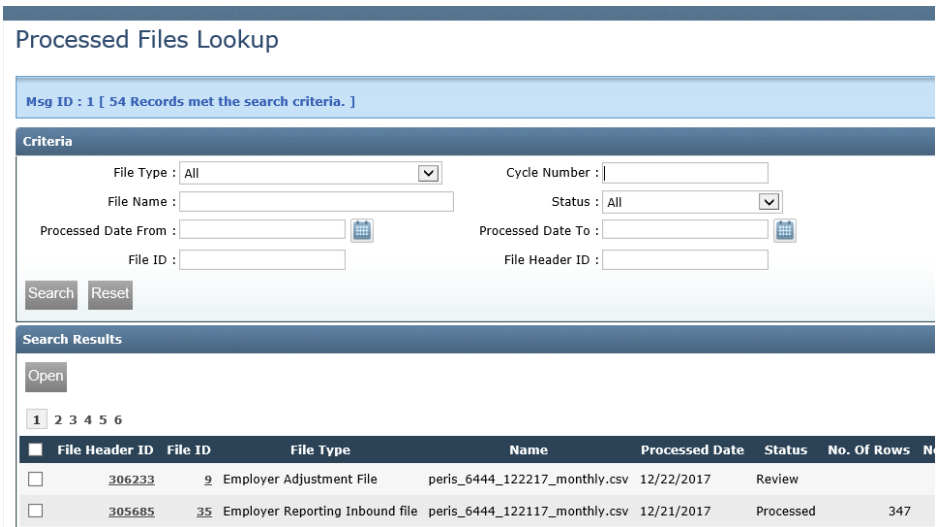
To ensure your file loaded, go to Processed Files and verify your file status is **processed**. If the file status says review or void, it did not upload. If you do not have a processed file, follow the steps to address the errors. Once identified, fix the error(s) in your file and re-upload.

1. Navigate to the Employer Reporting section 

2. Select the Process Files menu item. 

3. ERIC displays the Process Files Lookup screen.

4. Search for uploaded Employer Reporting Inbound File.



The screenshot shows the 'Processed Files Lookup' interface. At the top, a message states 'Msg ID : 1 [54 Records met the search criteria.]'. Below this is a 'Criteria' section with several search filters: File Type (set to 'All'), Cycle Number, File Name, Status (set to 'All'), Processed Date From and To (with calendar icons), and File ID and File Header ID. There are 'Search' and 'Reset' buttons. Below the criteria is a 'Search Results' section with an 'Open' button and a table of results. The table has columns for File Header ID, File ID, File Type, Name, Processed Date, Status, and No. Of Rows. Two rows are visible: one with status 'Review' and one with status 'Processed'.

File Header ID	File ID	File Type	Name	Processed Date	Status	No. Of Rows
306233	9	Employer Adjustment File	peris_6444_122217_monthly.csv	12/22/2017	Review	
305685	35	Employer Reporting Inbound file	peris_6444_122117_monthly.csv	12/21/2017	Processed	347

5. Ensure the loaded file status is **Processed** or **Processed with warnings**. Go to Employer Reporting Summary to complete the payroll process.

6. If the status is **Review**, click on the File Header ID and open the file. The Error Message will display the error blocking the uploaded file. Click on **Unprocessed** to look at the issue within the uploaded file.

Addressing upload file errors cont.

7.

Once you have fixed the error, upload the file again.

Processed Files Maintenance

[Record displayed]

File Details

File Type : Employer Reporting Inbound file	Status : Review
Original File Name : peris_112717_monthly.csv	File Name : 2017-11-27-11-48-35_peris_112717_monthly.csv
Processed Date : 11/27/2017 11:48:47 AM	Number Of Rows : 369
Cycle Number :	File Header ID : 295625
Error Message : Rec. No 3, Valid pay date does not exist for the given period begin date and period end date. Please fix this error and upload the file again.	

Status Summary

Status	Status Count
<u>Unprocessed</u>	369