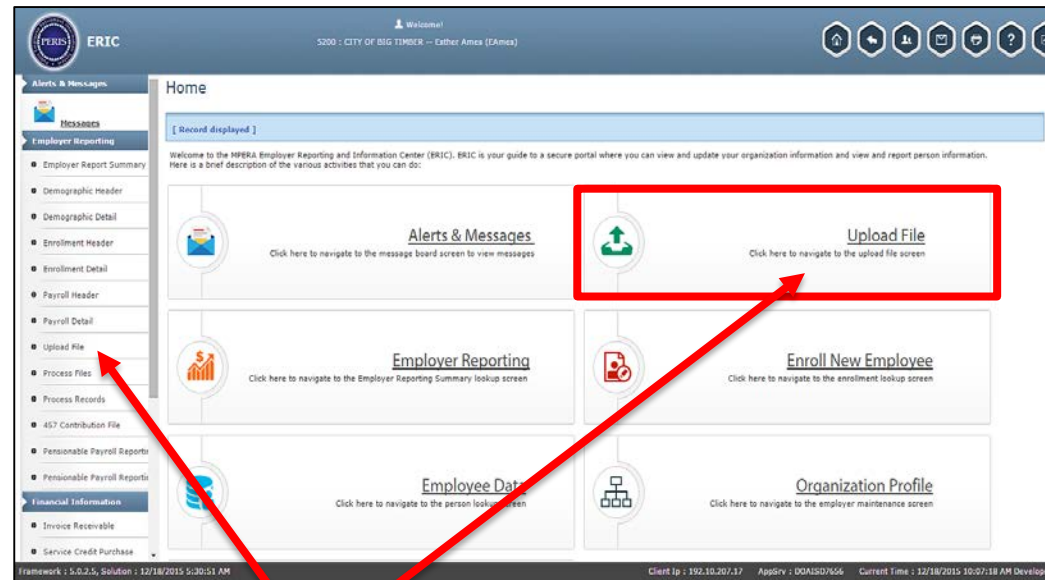


# Uploading Your Payroll File

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.

**Upload File**

[ Record displayed ]

To submit a file:

1. Use the "Browse..." button to select your file
2. Click the "Upload File" button
3. Wait for Confirmation

File Type :

File : **Choose File** No file chosen

To submit a file:

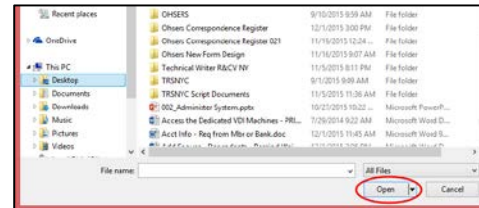
1. Use the "Browse..." button to select your file
2. Click the "Upload File" button
3. Wait for Confirmation

File Type :

File :

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.

File :  SC

File :

5

Verify the file was successfully uploaded.

**Filename : ER\_Inbound\_File\_Payroll.csv Size : 175 successfully loaded**

# 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

Employer Reporting

2

Select the Process Files menu item.

Process Files

3

ERIC displays the Process Files Lookup screen.

4

Search for uploaded Employer Reporting Inbound File.

Process Records Lookup

Msg ID : 1 [ 2 Records met the search criteria. ]

Criteria

File Type : All      Cycle Number :  
Original File Name :      Status : Review  
Line Number :      Data :  
Processed Date From :      Processed Date To :  
File Header ID : 37

Search    Reset    Store Search

Search Results

Open

| Line No | Status | Record Data  | Transaction Code | File Header ID | File Name                          | Processed Date      |
|---------|--------|--------------|------------------|----------------|------------------------------------|---------------------|
| 2       | Review | 001~6505~1~M | 001              | 37             | ER_Inbound_File_Enroll_Org6505.csv | 4/2/2015 2:09:37 PM |
| 3       | Review | 002~1~PERS   | 002              | 37             | ER_Inbound_File_Enroll_Org6505.csv | 4/2/2015 2:09:37 PM |

5

ERIC displays the search results.

6

Select the desired file and click the Open button.

# Addressing upload file errors cont.

7 ERIC displays the Process Files Maintenance screen.

**Process Files Maintenance**

[ Previous Page Displayed. ]

**File Details**

File Type : Employer Reporting Inbound file      Status : Processed with Warnings  
Original File Name : ER\_Inbound\_File\_Enroll\_Org6505.csv      File Name : 2015-04-02-14-09-37\_ER\_Inbound\_File\_Enroll\_Org6505.csv  
Processed Date : 4/7/2015 10:10:44 AM      Number Of Rows : 4  
Cycle Number :      File Header ID : 37  
Error Message :

**Status Summary**

| Status | Status Count |
|--------|--------------|
| Valid  | 2            |
| Review | 2            |

8 In the Status Summary panel, select the Detail Records that are **unprocessed**.

9 ERIC displays the Process Records Lookup screen.

**Search Results**

Open

| Line No | Status | Record Data  | Transaction Code | File Header ID | File Name                          | Processed Date      |
|---------|--------|--------------|------------------|----------------|------------------------------------|---------------------|
| 2       | Review | 001~6505~1~M | 001              | 37             | ER_Inbound_File_Enroll_Org6505.csv | 4/2/2015 2:09:37 PM |
| 3       | Review | 002~1~PERS   | 002              | 37             | ER_Inbound_File_Enroll_Org6505.csv | 4/2/2015 2:09:37 PM |

10 Click on Line No. to display the error detail.

11 ERIC displays the Process Records Maintenance screen.

12 In the Error Details panel, the error message is displayed.

13 Correct error and upload file again.

**Process Records Maintenance**

[ Record Displayed ]

**File Details**

File Type : Employer Reporting Inbound file      Cycle Number :  
Original File Name : ER\_Inbound\_File\_Enroll\_Org6505.csv      File Name : 2015-04-02-14-09-37\_ER\_Inbound\_File\_Enroll\_Org6505.csv  
Processed Date : 4/2/2015 2:09:37 PM      Status : Review  
Number Of Rows : 4      Line Number : 3  
File Header ID : 37

**Record Data**

Enrollment Header ID : 002      Detail Count : 1  
System : PERS

**Error Details**

| ID | Error Message                                  |
|----|--|
|    | Skipping Detail Record since Header has errors |