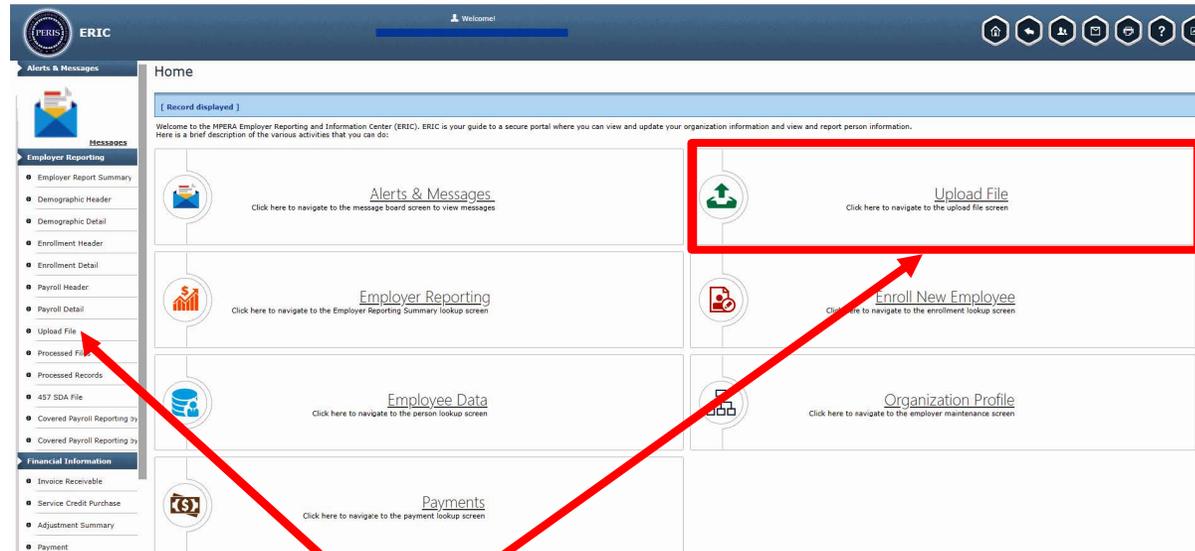


Uploading Your Payroll File

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:

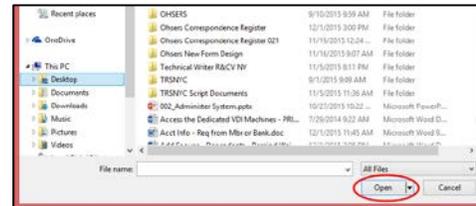
1. Use the "Browse..." button to select your file
2. Click the "Upload File" button
3. Wait for Confirmation

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



2

Select the Processed Files menu item.

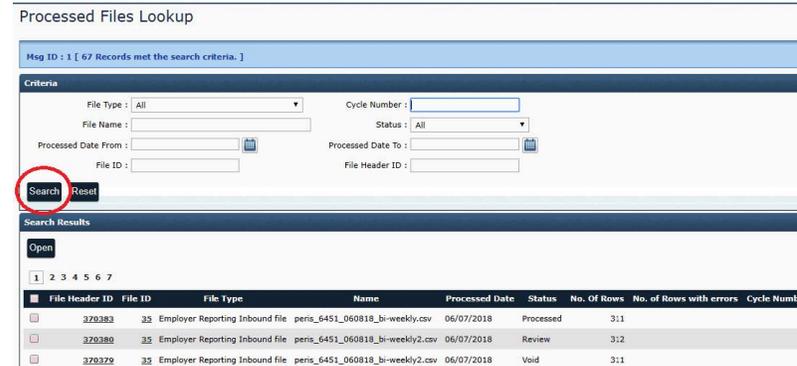


3

ERIC displays the Processed Files Lookup screen.

4

Search for uploaded Employer Reporting Inbound File.



Processed Files Lookup

Msg ID : 1 [67 Records met the search criteria.]

Criteria

File Type : All Cycle Number :

File Name : Status : All

Processed Date From : Processed Date To :

File ID : File Header ID :

Search **Reset**

Search Results

Open

1 2 3 4 5 6 7

File Header ID	File ID	File Type	Name	Processed Date	Status	No. Of Rows	No. of Rows with errors	Cycle Number
<input type="checkbox"/>	370383	33	Employer Reporting Inbound file_peris_6451_060818_bi-weekly.csv	06/07/2018	Processed	311		
<input type="checkbox"/>	370380	33	Employer Reporting Inbound file_peris_6451_060818_bi-weekly2.csv	06/07/2018	Review	312		
<input type="checkbox"/>	370379	33	Employer Reporting Inbound file_peris_6451_060818_bi-weekly2.csv	06/07/2018	Void	311		

5

ERIC displays the search results.

6

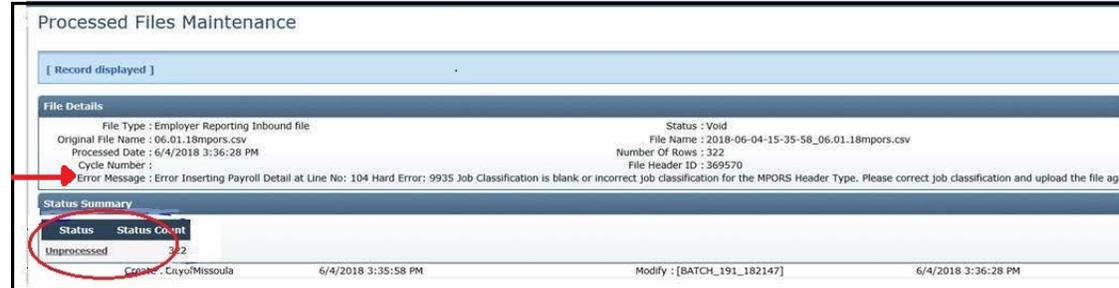
Select the desired file by either checking the box next to it and clicking the OPEN button, or click on the underlined link to open the Process Records Maintenance screen.

Addressing upload file errors

7 ERIC displays the Processed Files Maintenance screen. *Please note that ERIC will only display one Error Message at a time.*

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

Please note that ERIC will only display one Error Message at a time.



Processed Files Maintenance

[Record displayed]

File Details

File Type : Employer Reporting Inbound file Status : Void
Original File Name : 06.01.18mpors.csv File Name : 2018-06-04-15-35-58_06.01.18mpors.csv
Processed Date : 6/4/2018 3:36:28 PM Number Of Rows : 322
Cycle Number : File Header ID : 369570
Error Message : Error Inserting Payroll Detail at Line No: 104 Hard Error: 9935 Job Classification is blank or incorrect job classification for the MPORS Header Type. Please correct job classification and upload the file again.

Status Summary

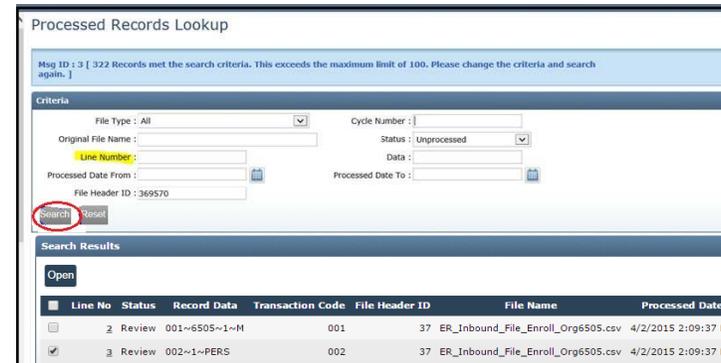
Status	Status Count
Unprocessed	322

Create : Cicyo/Missoula 6/4/2018 3:35:58 PM Modify : [BATCH_191_182147] 6/4/2018 3:36:28 PM

9 Click on the Unprocessed link.

ERIC will display the Processed Records Lookup screen.

You can search for an error in a specific line by typing the Line Number into the field and selecting Search.



Processed Records Lookup

Msg ID : 3 [322 Records met the search criteria. This exceeds the maximum limit of 100. Please change the criteria and search again.]

Criteria

File Type : All Cycle Number :
Original File Name : Status : Unprocessed
Line Number : Data :
Processed Date From : Processed Date To :
File Header ID : 369570

Search 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

10 Select the link to the record containing the error.
The Process Records Maintenance screen will give you more information about the error.



Process Records Maintenance

[Record displayed]

File Details

File Type : Employer Reporting Inbound file Cycle Number :
Original File Name : 58_inbound_file_Error_Org6505.csv File Name : 2015-04-02-14-09-37_ER_inbound_file_Error_Org6505.csv
Processed Date : 4/2/2015 2:09:37 PM Status : Review
Number Of Rows : 4 Line Number : 3
File HDR ID : 37

Record Data

Enrollment Header ID : 003 Detail Count : 1
System : PERS

Error Details

ID	Error Message
	Slipping Detail Record since Header has errors

You must correct the error in your file, then you can re-load the file. These errors cannot be fixed in ERIC.