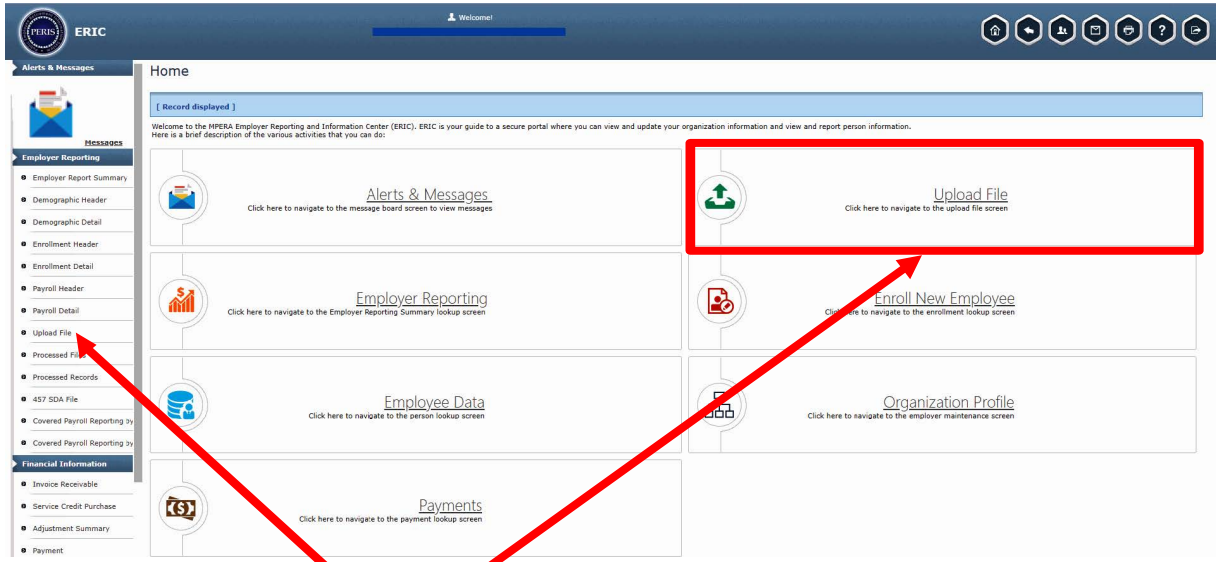
Uploading Your Payroll File

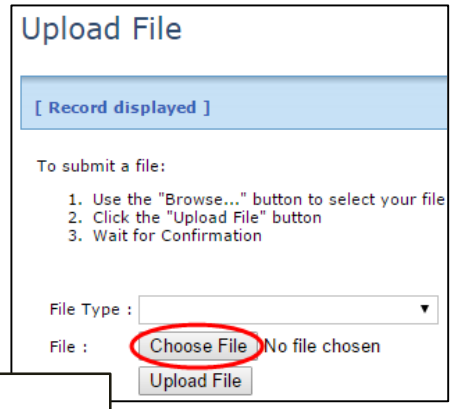
The payroll file can be uploaded with the enrollment, payroll, and demographic information. Once the file is uploaded, ERIC will identify any formatting errors that will need to be resolved.

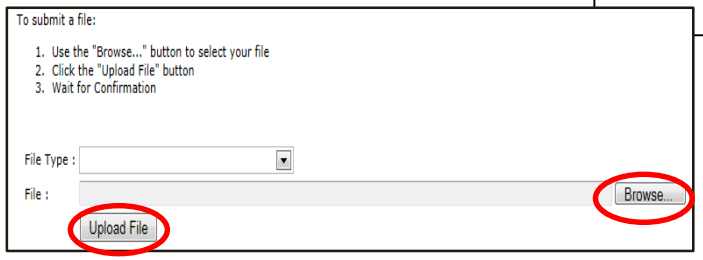


1. Click Upload File from either the Employer Reporting section or the quick link on the Home page.

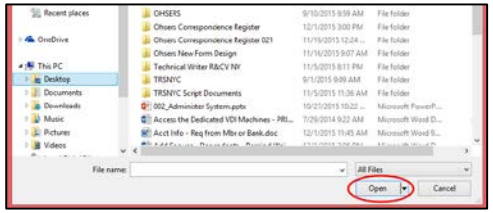
Upload Employer Reporting File cont.

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

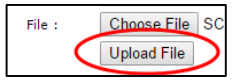


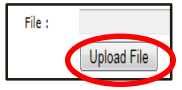


3 Click the Browse or Choose file button and locate the Employer Reporting file you would like to upload. Select the file and click OPEN.



4 Click the Upload File button.





5 Verify the file was successfully uploaded.

Verifying Your File Uploaded

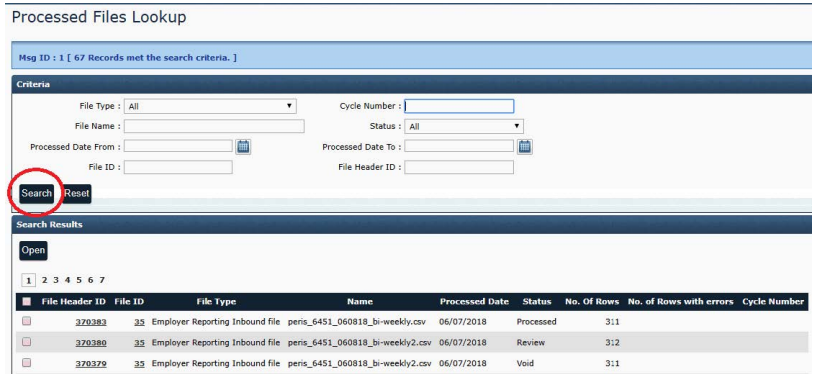
To ensure your file loaded, go to Processed Files and verify your file status *is* ***processed***. If the file status says review or void, it did not upload. If you do not have a processed file, follow the steps to address the errors. Once identified, fix the error(s) in your file and re-upload.

1. Navigate to the Employer Reporting section

2. Select the Processed Files menu item.

3. ERIC displays the Processed Files Lookup screen.

4. Search for uploaded Employer Reporting Inbound File.



5. ERIC displays the search results.

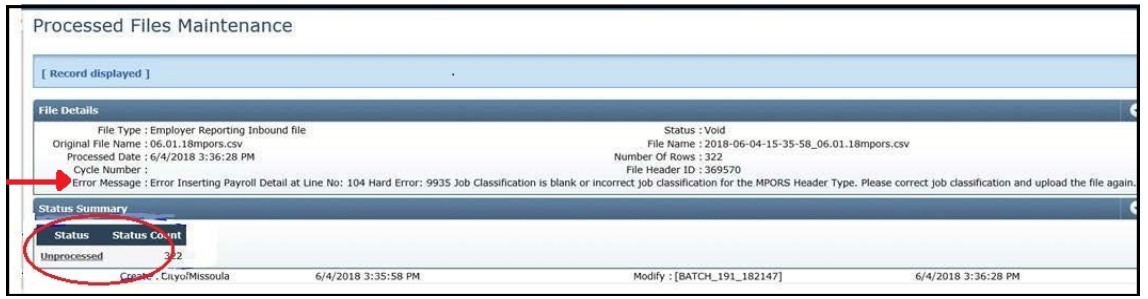
6. Select the desired file by either checking the box next to it and and clicking the OPEN button, or click on the underlined link to open the Process Records Maintenance screen.

Addressing upload file errors

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

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

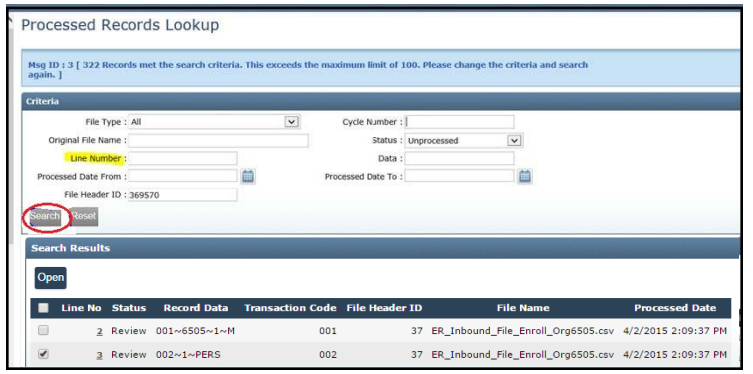
Please note that ERIC will only display one Error Message at a time.



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.



10 Select the link to the record containing the error.

The Process Records Maintenance screen will give you more information about the error.

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