

# ERIC Reporting – VFCA Creating The Payroll



ERIC

Welcome  
Employer Reporting and Information Center  
Employer Login

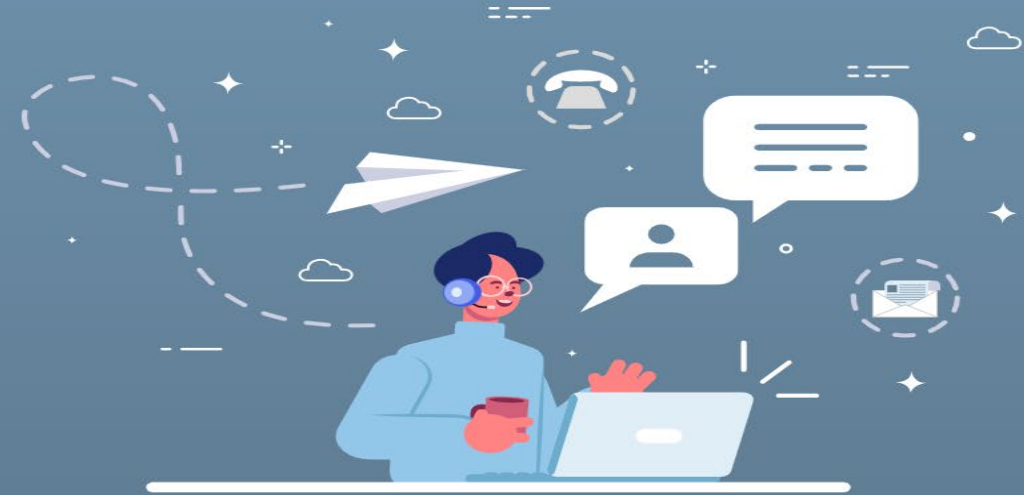
Contact ID

Please Select a Contact Lookup

Select

## Instructions

- Please enter or select from the pull-down a contact to work with and click the 'Select Contact' button.



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- Log into ERIC
- In the Please Select a Contact Lookup, enter the ORG number or select them from the drop-down menu.
- Click on Select, this will take you to your home page.

ERIC

Welcome!

11786 : Terry Creek -- Terry Dalton (tdtester)

Welcome cva073

Alerts & Messages

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Employer Reporting

**Employer Report Summary**

Demographic Header

Demographic Detail

Enrollment Header

Enrollment Detail

Payroll Header

Payroll Detail

Upload File

Processed Files

Processed Records

457 SDA File

Covered Payroll Reporting by Fiscal Year

Covered Payroll Reporting by Pay Date

Financial Information

Invoice Receivable

Credit Memo

Service Credit Purchase

Adjustment Summary

Payment

Organization Information

Messages

Home

Record displayed.

Home

Welcome to the MPERA Employer Reporting and Information Center (ERIC). ERIC is your guide to a secure portal where you can view and update your organization information and view and report person information. Here is a brief description of the various activities that you can do:

**Alerts and Messages (0) unread**

Click here to navigate to the message board screen to view messages

view more

**Upload File**

Click here to navigate to the upload file screen

view more

**Employer Reporting**

Click here to navigate to the Employer Reporting Summary lookup screen

view more

**Enroll New Employee**

Click here to navigate to the enrollment lookup screen

view more

**Employee Data**

Click here to navigate to the person lookup screen

view more

**Organization Profile**

Click here to navigate to the employer maintenance screen

view more

**Payments**

Click here to navigate to the payment lookup screen

Framework : 6.0.13.0.E, Solution : 6/28/2022 11:35:16 AM

Client Ip : 10.223.1.127 AppSrv : DOAPERUAT60 Current Time : 6/30/2022 10:34:43 AM Development

- Click on the Employer Report Summary in the menu on the left side of the screen. This will take you to the Employer Report Summary Lookup screen.

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Msg ID : 5[ Please enter search criteria and press the SEARCH button ]

Employer Report Summary Lookup

Criteria

Received Date From :

Received Date To :

Posted Date From :

Posted Date To :

Reporting Source :

All

Receivable Status :

All

Invoice Created :

All

Summary Submitted :

All

Employer Reporting Summary Status :

All

Employer Reporting Summary ID :

\* Paycycle Frequency :

Yearly

Search

Reset

Search Results

New

Open

Export To Excel

Copy Forward

ID

Enrollments

Demo Changes

Payroll Records

Pre-Tax EE Contribution

Post-Tax EE Contribution

Total ER Contribution

Received Date

Invoice Created

Submitted

Posted Date

Pay Cycle Frequency

Status

No records to display.

- In the Criteria section, change the Pay cycle Frequency to Yearly.
- Click on the New tab under Search Results, this will take you to the Employer Report Summary Maintenance screen.

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Employer Report Summary... / Employer Reporting Summ... X

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[ Record displayed. Please make changes and press SAVE. ]

Employer Report Summary Maintenance

Save Refresh

Employer Reporting Summary Information

Employer Reporting Summary ID :

Received Date : 06/30/2022

Reporting Source : Manual

No Payroll : ☐

Submitted Date :

Comments :

Paycycle Frequency : Yearly

Posted Date :

File Name :

Summary Submitted : ☐

Invoice Created : No

Employer Reporting Summary Status :

Payroll Header Status :

Enrollment/Demographic Information

Enrollment Information

Demographic Information

Total Enrollment Records :

Enrollment Header Status :

Open

☐ Enrollment Header ID Header Type Header Status Total Enrollment

No records to display.

- Click on the Save box at the top then scroll down to the Payroll Summary Information section (see next slide).

ERIC

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Welcome cva073

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No Payroll : ☐

Submitted Date :

Summary Submitted : ☐

Invoice Created : No

Comments :

Enrollment/Demographic Information

Enrollment Information

Demographic Information

Total Enrollment Records : 

Enrollment Header Status :

Open

Void

New Enrollment Header

☐

Enrollment Header ID

Header Type

Header Status

Total Enrollment

No records to display.

Payroll Summary Information

Payroll Header ID

Pre-Tax EE Contributions

Post-Tax EE Contributions

ER Contributions

Pre-Tax Service Purchase Amount

Total Contributions

No records to display.

Open

Void

New Payroll Header

☐

Payroll Header ID

Header Type

Pay Period Start

Pay Period End

Pay Date

Payroll Header Status

Linked Schedule

No records to display.

Create : cva073

06/30/2022 11:27:34 AM

Modify : cva073

06/30/2022 11:27:34 AM

- 
- Click on the New Payroll Header button. This will take you to the Payroll Header Maintenance screen.

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Displaying page 1 of 1.

[ Record displayed. Please make changes and press SAVE. ]

### Payroll Header Maintenance

Save Refresh Void

#### Payroll Header Information

Payroll Header Details Contribution Totals By Pay Type Payroll Record Count

Payroll Header ID : Header Type : VFCA Payroll Header Status :

Employer Reporting Summary ID : 153475 Employer Reporting Summary Status :

Received Date : 07/06/2022 Posted Date :

Reporting Source : File Name :

Payroll Start Date : 07/01/2021 Payroll End Date : 06/30/2022 Pay Date : 09/01/2022

Total Earnings : \$0.00 Total Pre-Tax EE Contributions : \$0.00 Total Post-Tax EE Contributions :

Total Contributable Earnings : \$0.00 Total ER Contributions : \$0.00 Total Pre-Tax Service Purchase Amount : \$0.00

Total Detail Records : Suppress Warnings : ☐

#### Other Details

Payroll Details Compensation Payroll Details Payroll Details by Status Payroll Details By Error/Warning Errors

Open Export To Excel

<input type="checkbox"/>	Payroll Detail ID	Person ID	SSN	Last Name	First Name	MI	Payroll Detail Status	Earnings	ER Contribution (Sys Calc)	ER Contribution (Reported)	EE Contribution (Sys Calc)	Pre Tax EE Contribution(Reported)	Post Tax EE Contr
No records to display.													

- Make sure you are in the Payroll Header Details Tab.
- Select your payroll header type as VFCA using the drop-down arrow.
- Enter the Payroll Start Date (07/01/2021), Payroll End Date (06/30/2022) and Pay Date (09/01/2022).
- Click on Save at the top.

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Covered Payroll Reporting by Pay Date

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Save

Refresh

Void

Payroll Header Information

Payroll Header Details

Contribution Totals By Pay Type

Payroll Record Count

Payroll Header ID : 106793

Header Type : VFCA

Payroll Header Status : Review

Employer Reporting Summary ID : 151419

Employer Reporting Summary Status : Review

Received Date : 06/30/2022

Posted Date :

Reporting Source :

File Name :

Payroll Start Date : 07/01/2022

Payroll End Date : 06/30/2023

Pay Date : 09/01/2022

Total Earnings: \$0.00

Total Pre-Tax EE Contributions : \$0.00

Total Post-Tax EE Contributions : \$0.00

Total Contributable Earnings : \$0.00

Total ER Contributions : \$0.00

Total Pre-Tax Service Purchase Amount : \$0.00

Total Detail Records :

Suppress Warnings : ☐

Other Details

Payroll Details

Compensation Payroll Details

Payroll Details by Status

Payroll Details By Error/Warning

Errors

New

Open

Export To Excel

Payroll Detail ID

Person ID

SSN

Last Name

First Name

MI

Payroll Detail Status

Earnings

ER Contribution (Sys Calc)

ER Contribution (Reported)

EE Contribution (Sys Calc)

Pre Tax EE Contribution(Reported)

Post Tax EE Contri

No records to display.

Create : cva073

06/30/2022 12:05:45 PM

Modify : cva073

06/30/2022 12:05:46 PM

Framework : 6.0.13.0.E, Solution : 6/28/2022 11:35: 6 AM

Client Ip : 10.223.1.127

AppSrv : DOAPERUAT60

Current Time : 6/30/2022 12:02:49 PM

Development

In the same Payroll Header Maintenance Screen:

- Scroll down to Other Details.
- Make sure you are in the Payroll Details Tab, Click on the New box. This will take you to the Payroll Detail Maintenance screen.

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[ Record displayed. Please make changes and press SAVE. ]

## Payroll Detail Maintenance

## Payroll Information

Payroll Header ID : [106793](#)ER Summary ID : [151419](#)

Received Date : 06/30/2022

Payroll Start Date : 07/01/2022

Payroll Header Type: VFCA

Reporting Frequency : Yearly

Posted Date :

Payroll End Date : 06/30/2023

Payroll Header Status : Review

ER Summary Status : Review

Pay Date : 09/01/2022

## Payroll Details

Payroll Detail ID :

SSN : 000-01-2222

Last Name :

Payroll Detail Status :

Person ID :

First Name :

EMPL ID :

Middle Name :

Job Classification : Volunteer Firefighter

Pay Type : Regular Pay

Earnings : \$0.00000000

Pre-Tax Employee Contribution : \$0.00

Post-Tax Employee Contribution : \$0.00

Employer Contribution (Amount Reported) : \$0.00

Hours : 30.0000

Employment Status :

Termination of Employment Date :

Final Pay : ☐

Employee Contribution (System Calc) : \$0.00

Employer Contribution (System Calc) : \$0.00

Rate : \$0.00000000

Employment Status Date :

Last Day Worked :

Suppress Warnings : ☐

Base Employer Rate : 0.000%

Rate Type :

- Enter the members SSN.
- Enter the Job Classification: Volunteer Firefighter.
- Enter the Pay Type: Regular Pay.
- Enter the Hours: 30.
- Click on Save And New at the top of the page (repeat this process until all members are entered).
- Click Save at the top of the page (once you have entered the last member).
- Return to the Employer Report Summary Maintenance screen.



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Framework : 6.0.13.0.E, Solution : 6/28/2022 7:23:22 PM

Client Ip : 10.223.1.127 AppSrv : ENTDOAPER0009 Current Time : 6/30/2022 2:54:04 PM Production

Employer Report Summary... / Employer Reporting Summ... X

Displaying page 1 of 1.

Record displayed.

Employer Report Summary Maintenance

Refresh Print Report Void Finalize Report

Employer Reporting Summary Information

Employer Reporting Summary ID : 153106 Paycycle Frequency : Yearly

Received Date : 06/28/2022 Posted Date :

Reporting Source : Copy Forward File Name :

No Payroll : ☐ Summary Submitted : ☐ Invoice Created : Yes

Submitted Date :

Comments :

Employer Reporting Summary Status : Valid

Payroll Header Status :

Enrollment/Demographic Information

Enrollment Information Demographic Information

Total Enrollment Records : 1 Enrollment Header Status : Posted

Open Void New Enrollment Header

<input type="checkbox"/>	Enrollment Header ID	Header Type	Header Status	Total Enrollment
<input type="checkbox"/>	99987	VECA	Posted	1

Payroll Summary Information

- Check the Summary Status under Employer Reporting to see if your payroll is Valid.
- If the payroll is Valid, click on the Finalize Report box at the top of the screen.