Employer Reporting Manual

MPERA

MONTANA PUBLIC EMPLOYEE
RETIREMENT ADMINISTRATION

Rev. 03/2025

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Preface

This manual is a general summary of information needed for employer payroll reporting staff to complete MPERA's reporting processes. Every effort has been made to ensure the contents agree with the law and administrative rules, which is not static and can change from time to time. This manual is not an official source of the law and rules and **should not be taken as final legal authority**. Information in this manual is based on the 2023 Montana Code Annotated. If the context of this manual conflicts with state law or administrative rules, the law or rules will apply.

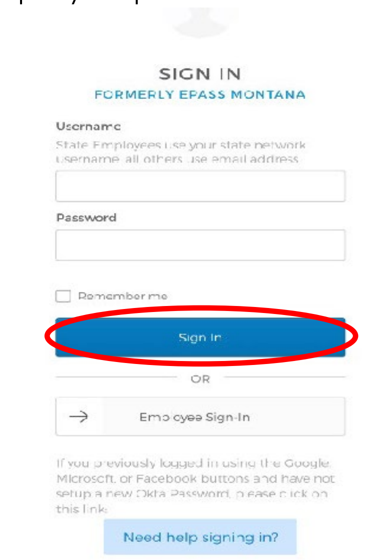
Helpful Tip: All compensation should be reported; even if it's non-pensionable.

Signing Up for Okta

Employers need to use Okta to log into ERIC. Here are the step-by-step instructions:

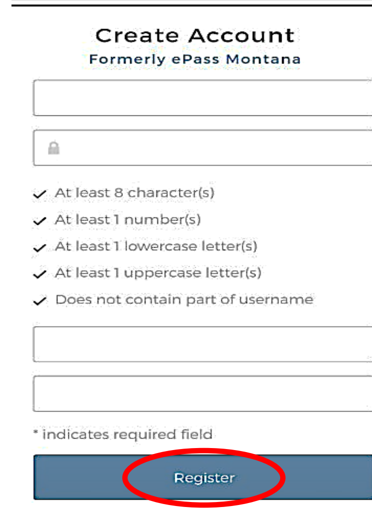
1. Open a web browser and visit https://login.mt.gov.

2. On the Okta Sign In page, select **Sign In.**



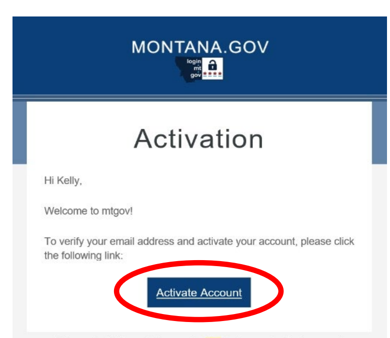
3. On the Create Account page, enter this information:

   - Email
   - Password (follow password requirements guide)
   - First name
   - Last name



4. Click on **Register**.

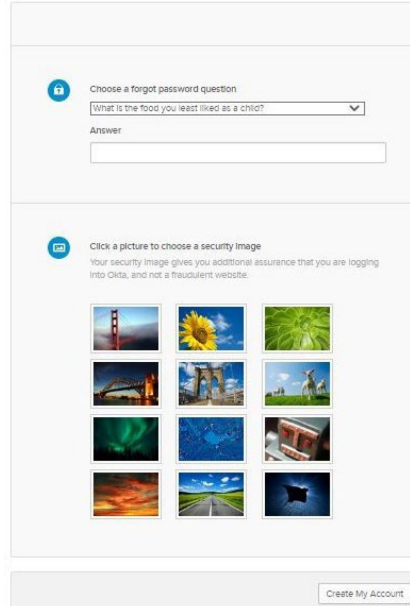
5. Open your email client and select the **Activate Account** link in your email from Okta. This link expires within seven days of receiving it. Now your account is created, and you will be redirected to the Sign In page.



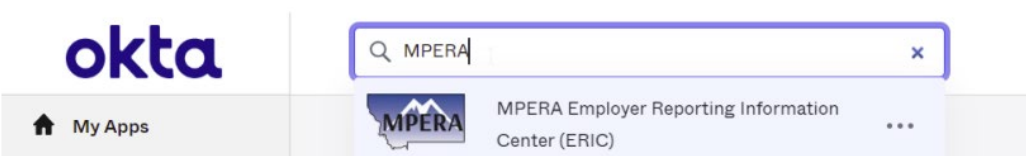
6. Enter your email address/username and password, and click **Sign In**.

7. On the Welcome page, complete these fields:
    - Select a forgotten password question.
    - Select a security image.

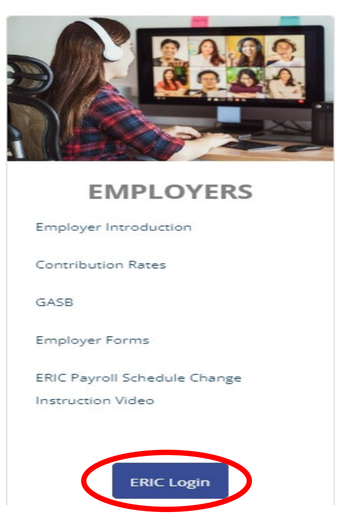
    You will then be directed to your User Dashboard.



8. On the User Dashboard, you can search for apps such as MPERA Employer Reporting and Information (ERIC) and proceed to ERIC for reporting.



9. After the initial registration, you can log in using the ERIC Login link on https://mpera.mt.gov/.



Gaining Access to ERIC

Each organization should have at least one Portal Access Manager (PAM). The PAM is responsible for granting other employees within an organization access to ERIC. If you are new to reporting in ERIC, alert your PAM that you now have an OKTA account. You will need to give them your Okta username. **Do not give them your password.** If you are the PAM, here are the steps you will take in setting up your new employee's access:

1. On your home screen, go into **Organization Profile** quick link box or the left-side panel and select **Organization**, then go into the **Contact** tab found in Other Details, and **New**.

2. This will bring you to the Organization Contact Maintenance screen. Enter in all the required fields for Contact Information. Under Contact Type, check any box topics that you would like to receive correspondence/notifications on.

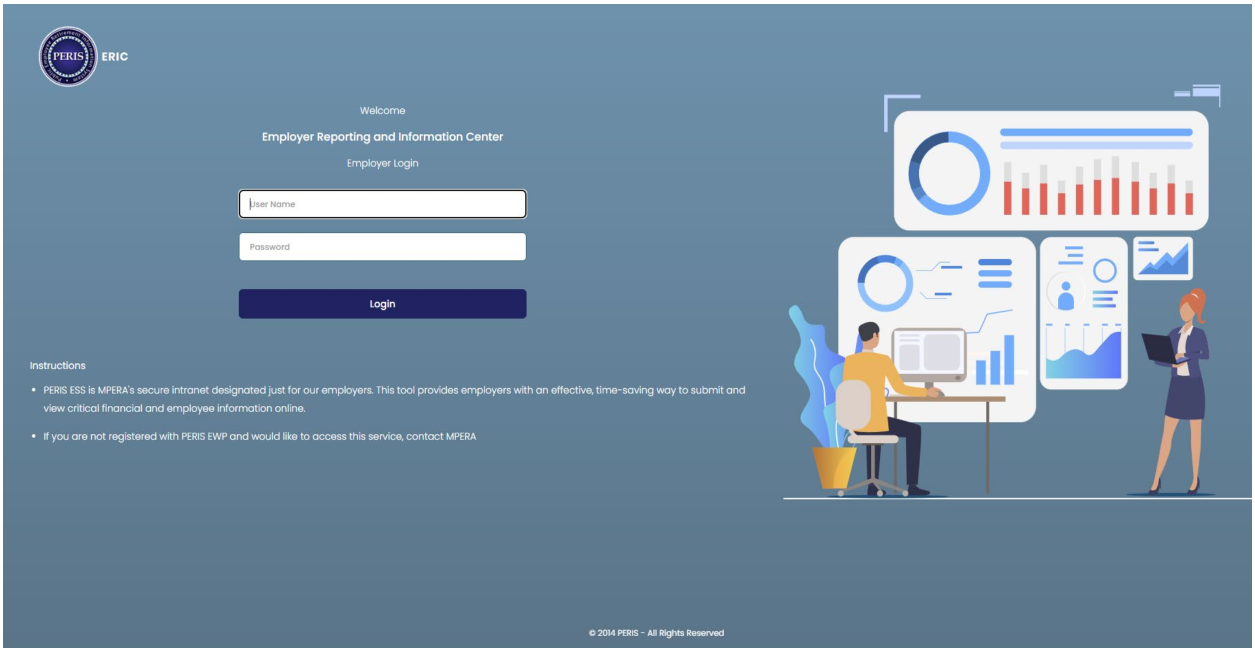
   Helpful Tip: Save often! You can save at the top of your screen before completing the next panel.

3. In the Web User Management panel, check off the EWP Access box, the current date in the Initial Registration Date box, and the contact's OKTA Username. **Do not ask for their password.**

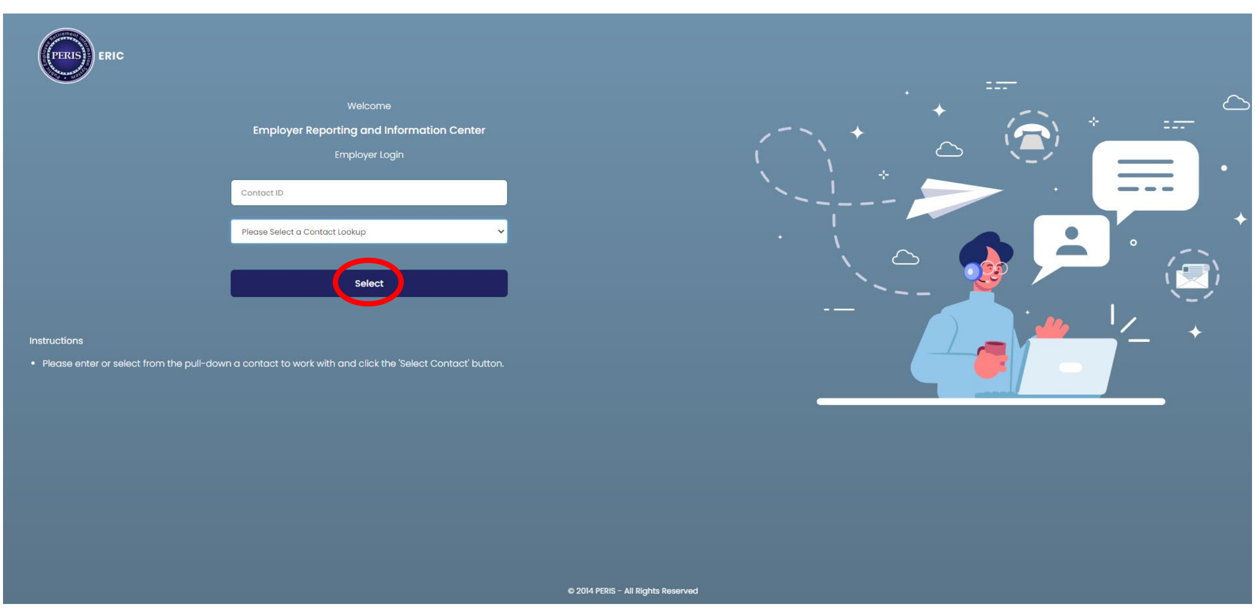
4. In the Security Access panel, use the drop-down menu of the Role to add whatever role(s) you would like to give them. For each role selected, click the **Add** button afterwards. If you want to remove a role, select the role, and click Delete.

Welcome to ERIC

This is the login screen to the Employer Reporting and Information Center (ERIC). Access to ERIC is assigned by a user with the Portal Access Manager role.



Use the dropdown to find your organization and click **Select**. Contact ID will autofill. You can also enter the Org Number and/or Contact ID. **You will need to contact MPERA if you forget your password.**



Overview of Employer Reporting

The Employer Reporting process is used to receive enrollment, payroll, and demographic data from MPERA employers. The employer submits the data via ERIC, which sends that information to MPERA's internal system (PERIS). Employer reports contain headers and detail records.

A header is a record that contains one or multiple detail records and is broken down by retirement system. Headers will be specifically enrollment, payroll, or demographic information. Detail records contained within those headers are the individual information for a member. For example, an enrollment detail record will contain the information to enroll a single individual.

Each employer report can contain one or multiple headers. For example, you may have two payroll headers in the same employer summary report you are submitting - one payroll header containing the individual detail records of members that are part of PERS, and a second payroll header that has the individual records of members that are part of SRS.

The same can be said of enrollment headers or demographic headers. Each header is specific to the system in which you are reporting member data. Additionally, an employer report can contain multiple header types within one report. You may have an enrollment header(s) as well as a payroll or demographic header(s).

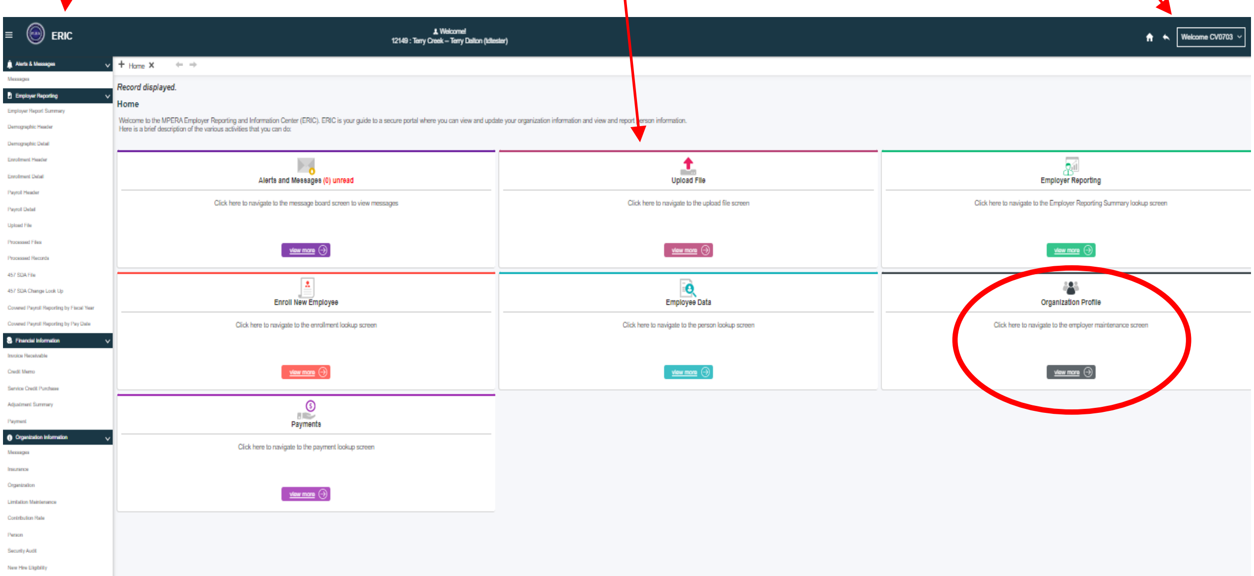
ERIC Home Screen

This is the Home Screen of ERIC. You can access lookup screens by selecting the quick link boxes on the home page, or by the left-side panel menu. Some of the quick link boxes can also be accessed on the left-side panel.

In the upper right corner, you will see the previous back arrow and welcome menu drop down box. **It is best to use the previous back arrow instead of your back browser button as this will often take you out of ERIC.** The Welcome Menu drop down has features that are explained in greater detail after the left-side panel definitions.

Your screen may look different than what is displayed here based on your security access and assigned permissions. To view your security access, go to the Organization Profile quick link box found on the home page.

Left-Side Panel **Quick Link Boxes** **Previous Back Arrow and Welcome Menu**



Left-Side Panel Features:

- **Employer Report Summary** – Where your reports are located. They come through the files from your software vendor, or from you manually reporting in ERIC, using the copy forward feature.

- **Demographic Header** – Location of the retirement system (such as PERS), that houses the demographic details of your employee.

- **Demographic Detail** – Where you update your employee's name or address.

- **Enrollment Header** – Where you enroll your new employee.

- **Payroll Header** – Location of the retirement system (such as PERS), that houses the payroll details for your employee.

- **Payroll Detail** – The individual payroll information for your employee. Payroll details such as regular pay and overtime should be listed separately.

- **Upload File** – Where you upload your file if you have a software vendor that provides a program in which you maintain your payroll and other information for your employees.

- **Processed Files** – Where you may check the status of your uploaded file.

- **Processed Records** – The detailed lines of records within the files you uploaded.

- **457 SDA File** – Where you see the 457 SDA file you upload for employees who participate in the supplemental Deferred Compensation 457(b) plan. This only applies to 457 contracted employers.

- **457 SDA Change Lookup** – Where you check each time before reporting in ERIC, to see if your employee has updated their deferral. This only applies to 457 contracted employers.

- **Covered Payroll Reporting by Fiscal Year** – Where you filter and view a payroll for a specific fiscal year.

- **Covered Payroll Reporting by Pay Date** – Where you filter and view a payroll for a specific pay date, for auditing purposes.

- **Invoice Receivable** – Where you view any invoices you have created from your summary report.

- **Credit Memo** – Where you view any credit due to you, through an adjustment.

- **Service Credit Purchase** – Where you view your employees' service purchases that have been contracted with MPERA.

- **Adjustment Summary** – Where you create and view adjustments to correct reporting errors for your employees.

- **Payment** – Where you create or view a payment from your payroll or adjustments.

- **Messages** – Where you view information that can impact your payroll, or changes in ERIC from MPERA.

- **Insurance** – Where you set up, view, or update continued insurance for your retired employees.

- **Organization** – Where you maintain all information regarding your organization.

- **Limitation Maintenance** – Where you view your PERS Optional Members under 960 hours and Working Retirees' hours.

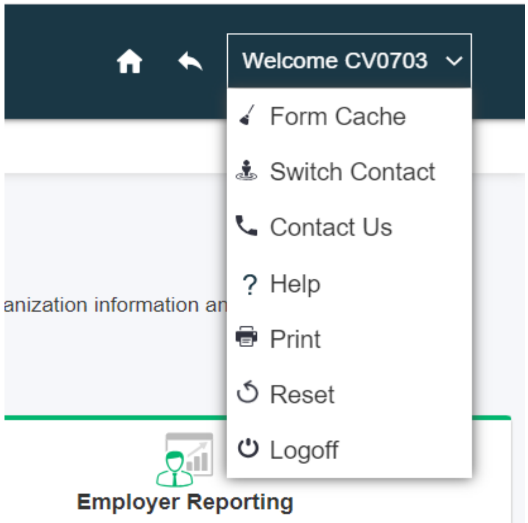
- **Contribution Rate** – Where to locate the employer and member contribution rates by year.

- **Person** – Where you can locate a particular employee's information.

- **Security Audit** – The location of anyone who has security access granted to review information in ERIC.

- **New Hire Eligibility** – Where you screen a new hire to see if they have a current account with MPERA or if they are retired. This assists with the enrollment process.

Welcome Menu Features:



- **Form Cache** – If you find ERIC is responding slow, click this. It is beneficial if you click on it periodically to ensure it clears out cache.

- **Switch Contact** – If you share a computer at your agency and another user wants to sign in.

- **Contact Us** – MPERA's contact information.

- **Help** – Topics to assist you with navigating in ERIC.

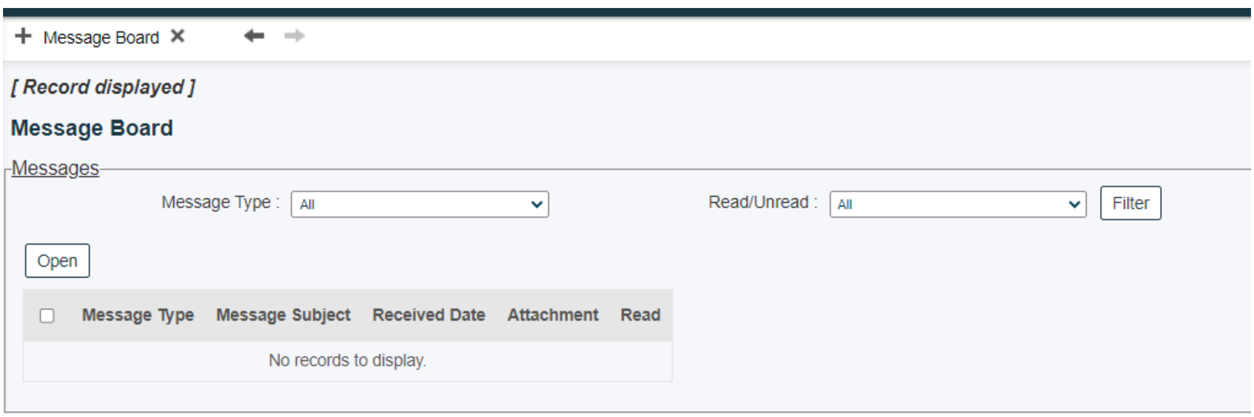
- **Print** – Allows you to print the screen.

- **Reset** – Resets all your preferences, views, etc.

- **Logoff** – Ends your session in ERIC.

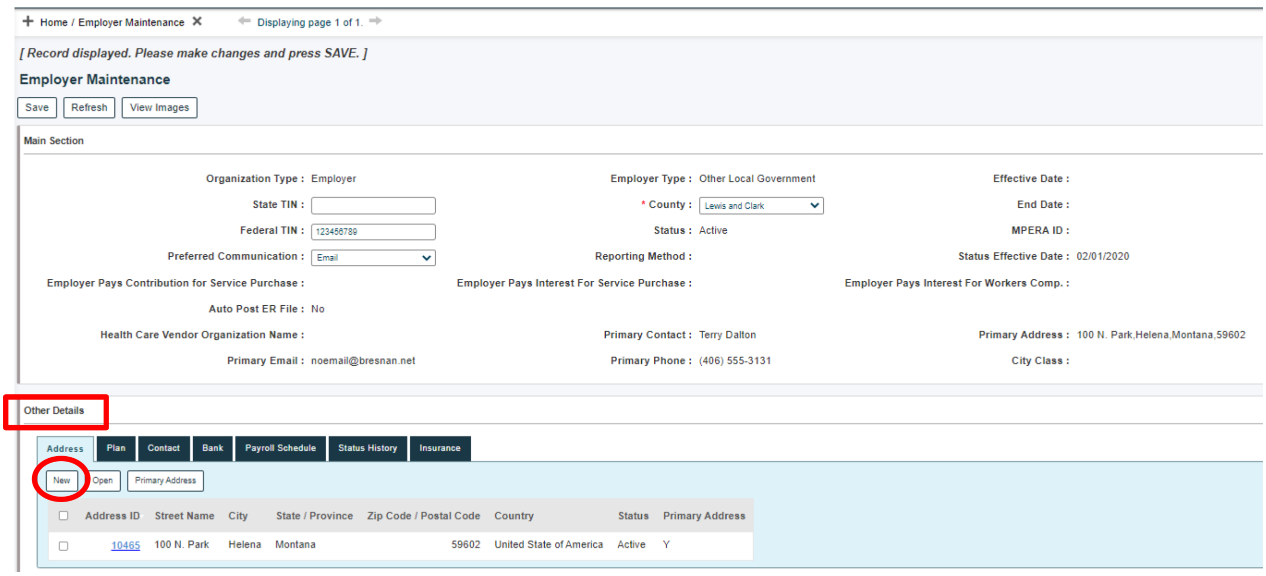
Alerts and Messages

Alerts and Messages are in the shortcut box on your home screen. This is where MPERA sends messages that could impact reporting payroll. By clicking on the View More link within the quick link box, or the Messages in the left-side panel, the message board will display. Under the Message Type, the message will list Action Required, Correspondence, Information or Urgent. Action Required will block you from continuing in ERIC unless you have marked it as **read** in the box on the right. **Pay attention to these messages as this is one way that MPERA informs you of important information.**



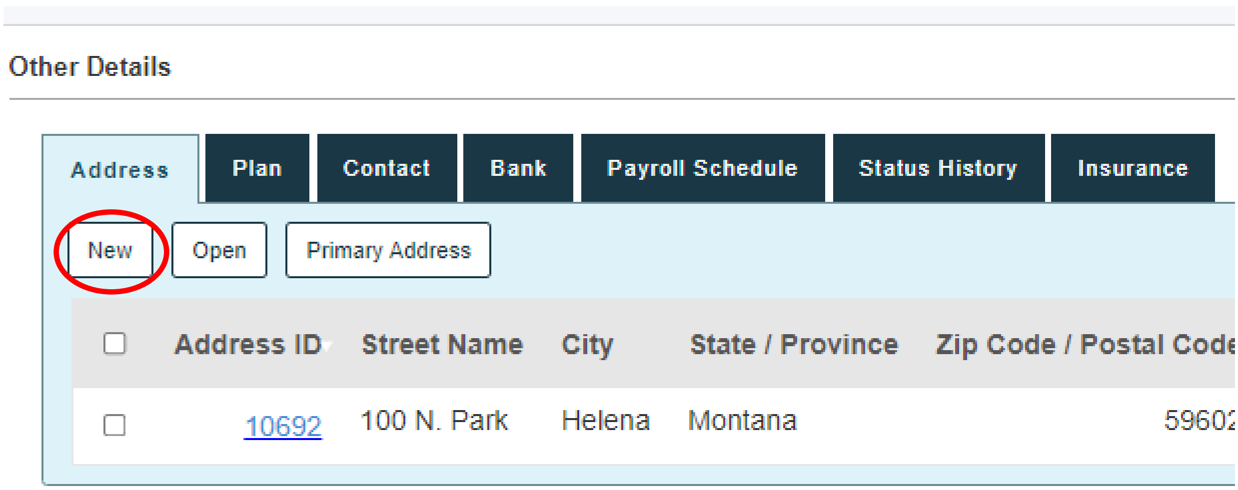
Organization Profile

The Organization Profile box is in the quick link boxes on your home screen. By clicking on the **View More** link within the box, the Employer Maintenance Screen will open. In the Main Section panel, you will see information already populated for your agency such as your federal TIN, your county, email, and primary contact. To view or update information for your agency, you will go to the Other Details panel below.



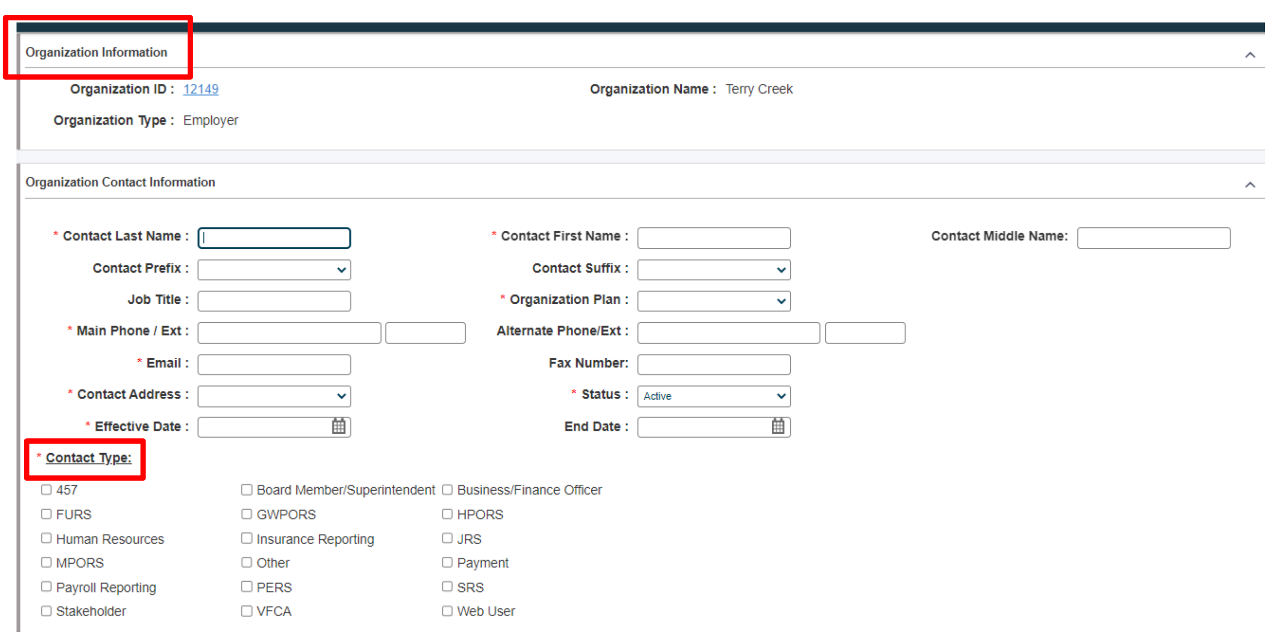
When you are updating information in ERIC such as an address, bank, or a contact for your agency, you will always click **New**. MPERA retains all information for historical purposes.

Address Tab – This is the first tab under the Other Details panel. Here you can view your agency's address that is listed with MPERA. If you want to update your address, you can click **New**, and it will bring up a new screen to enter information.

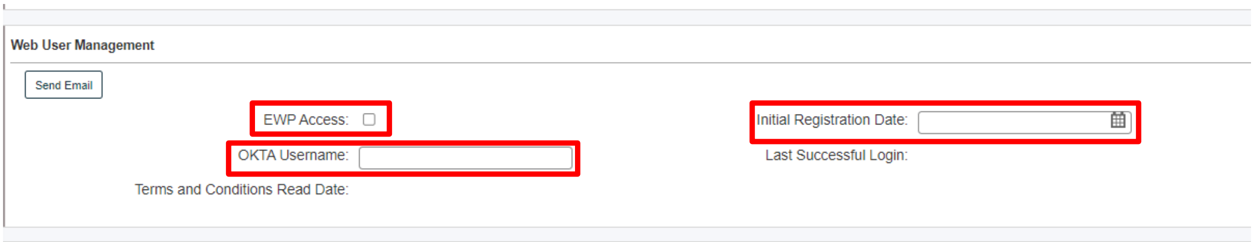


Plan Tab – This is the system(s) your agency provides for the employees. It could be PERS, or other safety systems such as MPORS (Municipal Police Officers') for example.

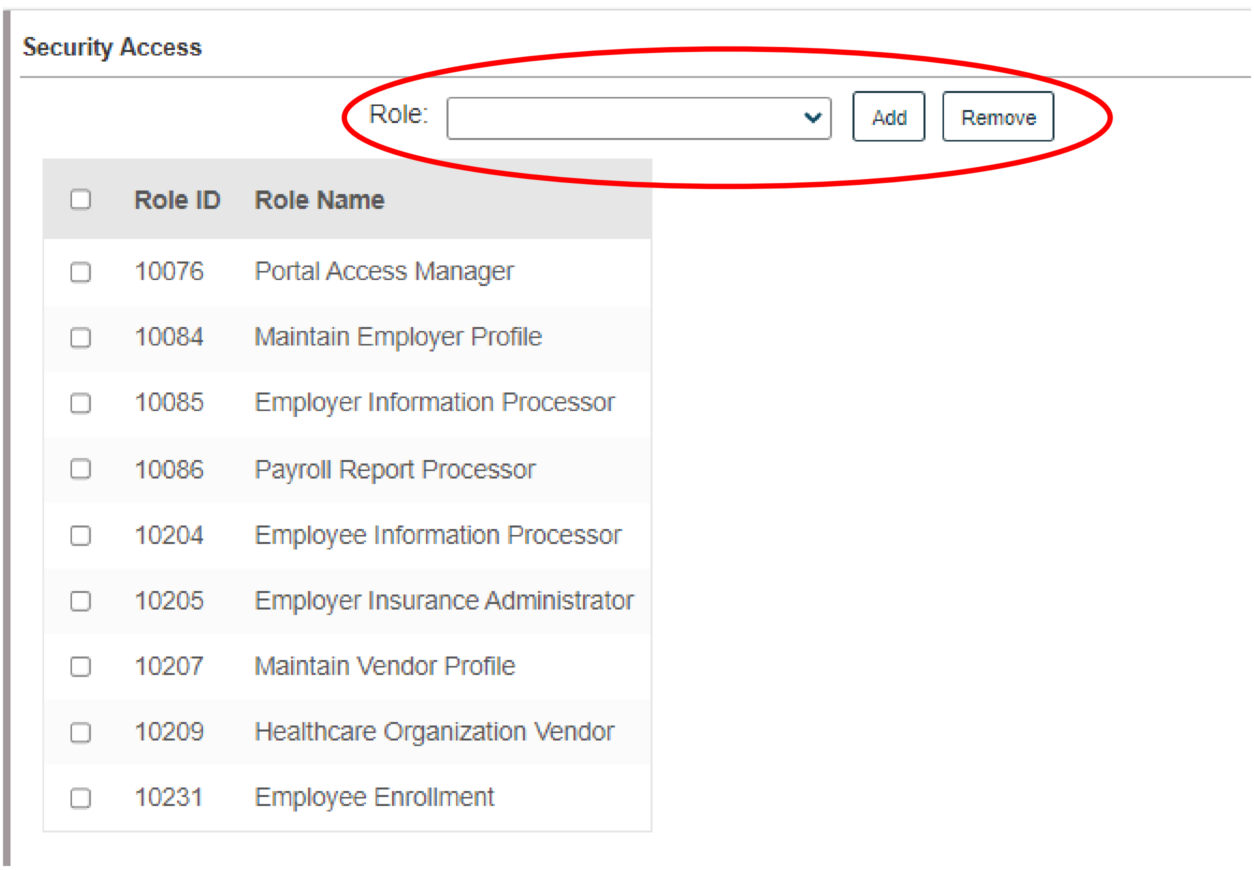
Contact Tab – This is where you maintain the contact(s) for your agency. If you have a new employee who will be working in ERIC, you will click the **New** button and an Organization Information panel will pop up. Anything with a red asterisk is a required field. In the second panel you will see Contact Type and different categories. Check whichever boxes you would like the new contact to get MPERA information on, in relation to that category.



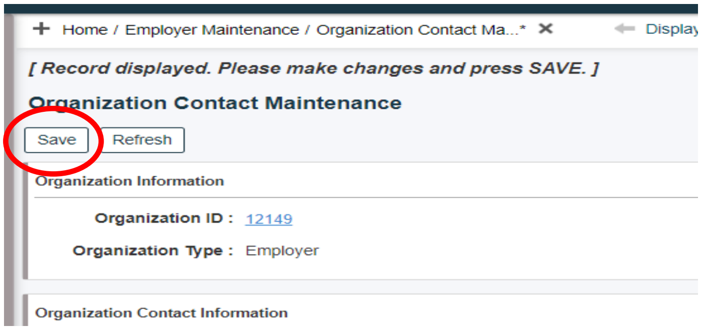
- **The Web User Management Panel** – This is where you enter the new contact's username and the date they signed up. If you are unsure of that date, just enter the current date. Be sure to check the EWP Access box.



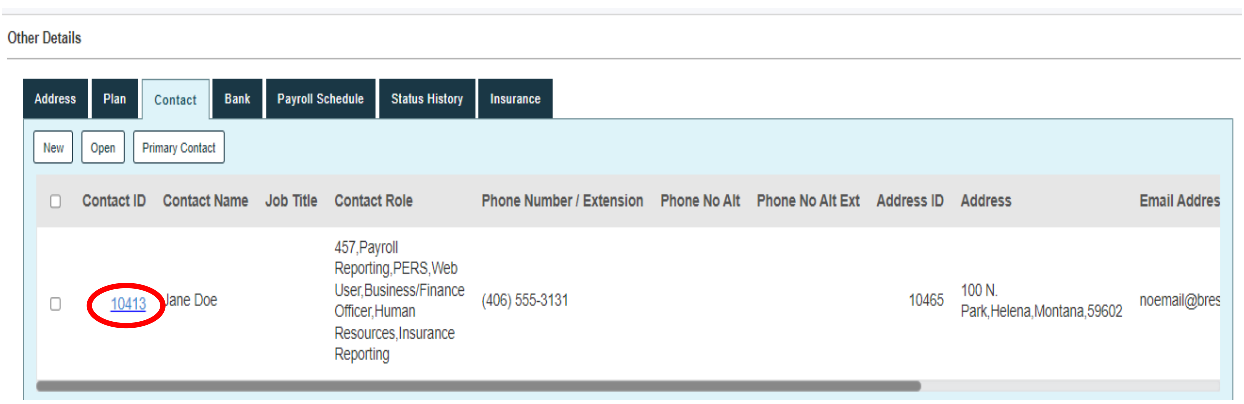
- **The Security Access Panel** – This is where you select the roles that you want the new contact person to have. Selecting the drop down, you will choose a role, and then to the right click the **Add** button. You may then select another and repeat. If you need to go into this record later and take a role away, you can follow the same steps but click **Remove**.



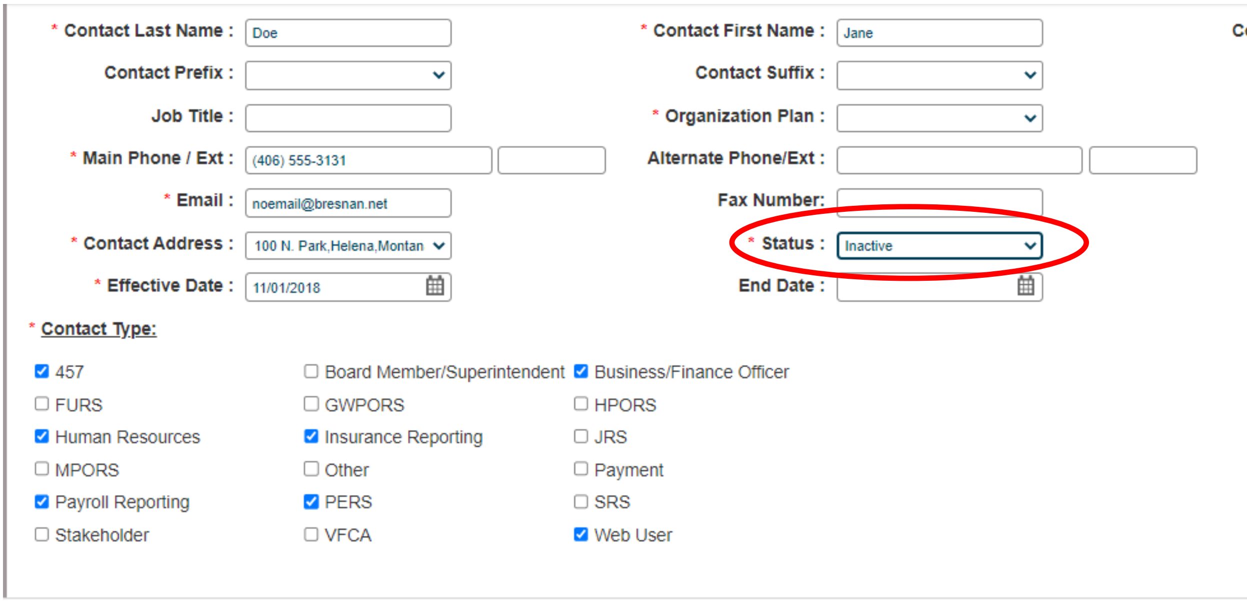
Be sure to click **Save** up at the top left side of the Organization Contact Maintenance Screen:



- **Inactivating a Contact** – If the person listed is no longer employed by your agency, it is important that you inactivate their security access in ERIC. In the Other Details panel in the Employer Maintenance screen, you can click on the contact ID link associated with that person to open their record.



Go to Status and select **Inactive** in the dropdown box. Enter the End Date and be sure to save.


* Contact Last Name : Doe
* Contact First Name : Jane
Contact Prefix :
Contact Suffix :
Job Title :
* Organization Plan :
* Main Phone / Ext : (406) 555-3131
Alternate Phone/Ext :
* Email : noemail@bresnan.net
Fax Number:
* Contact Address : 100 N. Park,Helena,Montan
* Status : Inactive
* Effective Date : 11/01/2018
End Date :
* Contact Type:
☑ 457 ☐ Board Member/Superintendent ☑ Business/Finance Officer
☐ FURS ☐ GWPORS ☐ HPORS
☑ Human Resources ☑ Insurance Reporting ☐ JRS
☐ MPORS ☐ Other ☐ Payment
☑ Payroll Reporting ☑ PERS ☐ SRS
☐ Stakeholder ☐ VFCA ☑ Web User

Bank Tab – This is where you will locate or update your agency's bank information with MPERA. To update, you will click the **New** button, complete the required fields, and select **Save.**

Payroll Schedule Tab – This is where you will locate your agency's payroll schedules. You will see the schedule ID link which allows you to open the details on that schedule. They are listed out by fiscal year, system, frequency, and first employer pay date. Schedules that show **active** are the current schedule while the **completed** ones are previous fiscal year schedules.

As the fiscal year draws to a close, you should be able to view your new payroll schedule for the new year in May. ERIC will populate the new schedule based on the previous fiscal year's schedule. It is important to open the new payroll schedule link for the upcoming year and review the dates that ERIC has in place.

You will need to review, edit, and finalize your payroll schedule each year by June 15.

Online video instructions may be found here: https://mpera.mt.gov/_media/education/ERICPAYROLLSCHEDULECHANGEINSTRUCTIONS.mp4.

Open your upcoming payroll schedule ID link that is currently in a pending status. If you are an employer who has more than one payroll schedule (for example PERS and SRS) you will have to approve each of the pending schedules. Here is an example of an employer who has two upcoming schedules to review and approve:

Other Details

Address | Plan | Contact | Bank | Payroll Schedule | Status History | Insurance

Open

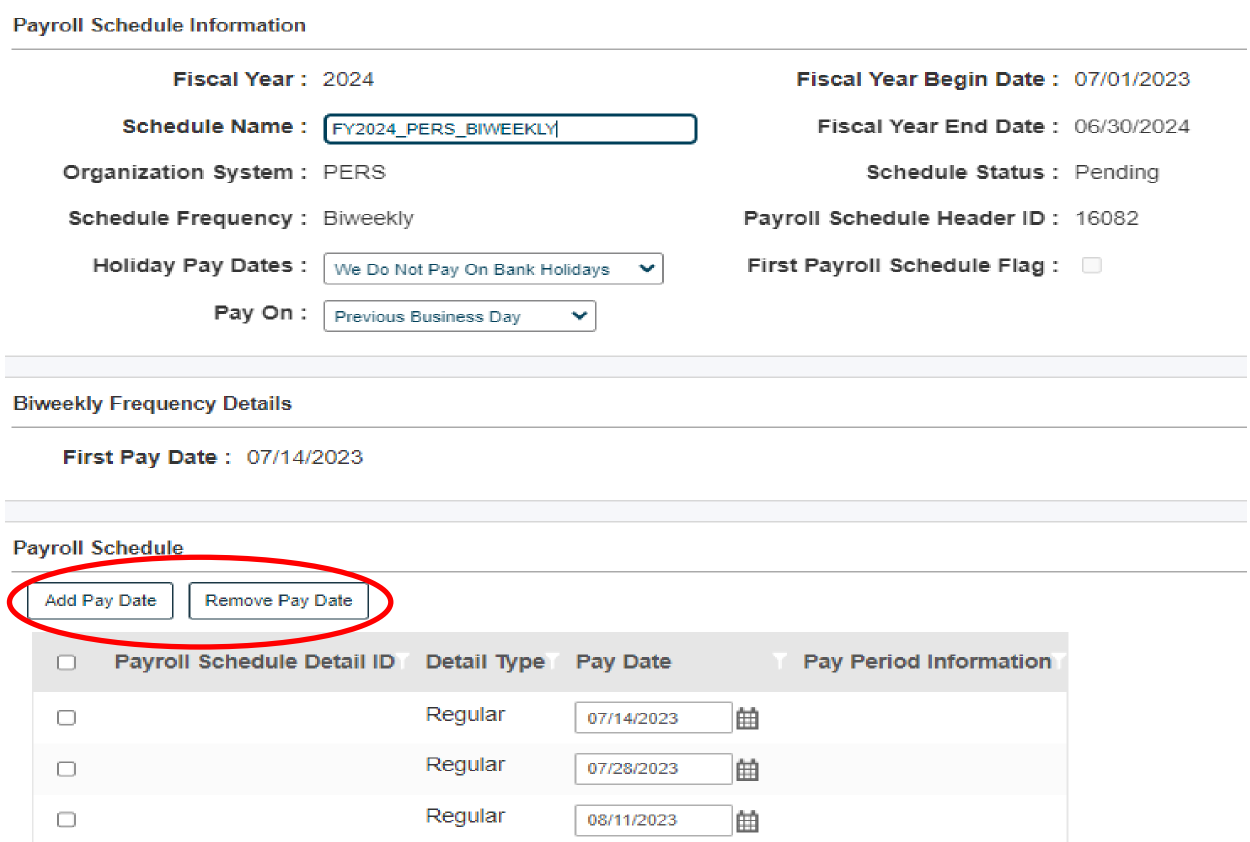
Page 1 Of 2 | Results 1 - 10 of 16

	Schedule ID	Fiscal Year	Schedule Name	System	Frequency	First Employer Pay Date	Status
☐	16082	2024	FY2024_PERS_BIWEEKLY	PERS	Biweekly	07/14/2023	Pending
☐	16083	2024	FY2024_SRS_BIWEEKLY	SRS	Biweekly	07/14/2023	Pending
☐	15288	2023	FY2023-PERS-BIWEEKLY	PERS	Biweekly	07/01/2022	Active
☐	15289	2023	FY2023-SRS-BIWEEKLY	SRS	Biweekly	07/01/2022	Active
☐	14038	2022	FY2022_PERS_BIWEEKLY	PERS	Biweekly	07/02/2021	Completed
☐	14039	2022	FY2022_SRS_BIWEEKLY	SRS	Biweekly	07/02/2021	Completed
☐	12422	2021	FY2021-PERS-Biweekly	PERS	Biweekly	07/02/2020	Completed
☐	12423	2021	FY2021-SRS-Biweekly	SRS	Biweekly	07/02/2020	Completed
☐	10933	2020	FY2020-PERS-Biweekly	PERS	Biweekly	07/05/2019	Completed
☐	10934	2020	FY2020-SRS-Biweekly	SRS	Biweekly	07/05/2019	Completed

Once you have opened one of the Schedule ID links you should see the Payroll Schedule Information screen. You can go into the **Schedule Name** and give each schedule its own unique name to help you identify which schedule should be associated with the group of employees you report for. For example, you may have contractors you pay on a different schedule. Verify that the **Holiday Pay Dates** and **Pay On** fields are correct. If you need to make revisions, use the drop-down menu to adjust. If you adjust one or both fields and click **Save**, the schedule will regenerate, and all the pay dates below will adjust based on your new entry.

Go to the Payroll Schedule panel and review all the pay dates ERIC has automatically populated for the upcoming fiscal year. Adjust the pay dates accordingly as they may not be correct for the actual dates you are paying on.

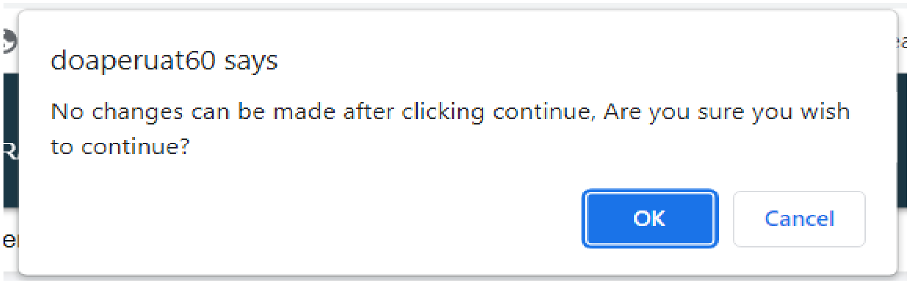
If your pay date is within five business days before or after what is in that field, this should allow you to report with no errors.



- **Adding One Additional Schedule:**
  Some employers (primarily school districts) may need an additional pay date to pay out employees before they leave for the summer. Clicking on the **Add Pay Date** button opens a blank pay date field at the bottom of your schedule, allowing you to add up to three new pay dates. The new date(s) must be later than the last generated payroll detail. If you are trying to enter an earlier date, please contact Employer Support.

- **Deleting a Pay Date:**
  There is a button that allows you to remove a pay date if necessary.

Once you have reviewed and edited your new schedule, go to the top of your screen, and click on **Save** and then **Finalize Schedule**. Once a schedule is finalized, you cannot edit the schedule. You will then receive the following message:



Click **OK**. **Remember, if you are already within that pay period and you are trying to push back a date within five business days, ERIC will not allow this. Contact Employer Support.**

If you have another payroll schedule for the upcoming pay period, go back and review, edit, and finalize. Once your schedules have been finalized, you will see that they will change from **pending** to **active** in the Other Details panel under your Payroll Schedule tab.

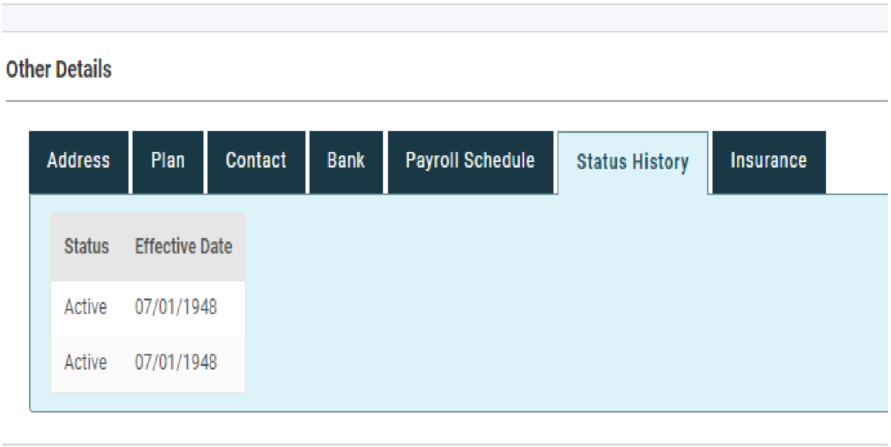
- **Declaring No Payroll:**
  If there is no payroll to report for a pay period, this can be indicated through the payroll schedule.

  Click on the **Schedule ID** from the Payroll Schedule tab to open the Payroll Schedule. Select the box to the left of the Pay Date that has no payroll to report where the Pay Date field is still editable. Click on the **Declare No Payroll** button.

  A "No Payroll" report may only be declared on the pay date immediately following the most recent pay date with an associated payroll header that has been posted. A message will appear saying "You are declaring that you have no payroll to report on behalf of your employees. By clicking on OK, you are confirming you have no payroll to report to MPERA for this pay date." **Be aware that this action cannot be undone.**

  Click **OK** and **Save**. Then click on the Organization ID number under Organization Information or Employer Maintenance on the top bread crumb navigation to exit the screen and return to the Payroll Schedule tab.

Status History Tab – This read-only display will show the status of a retirement system that the member's agency is enrolled in and the effective date.



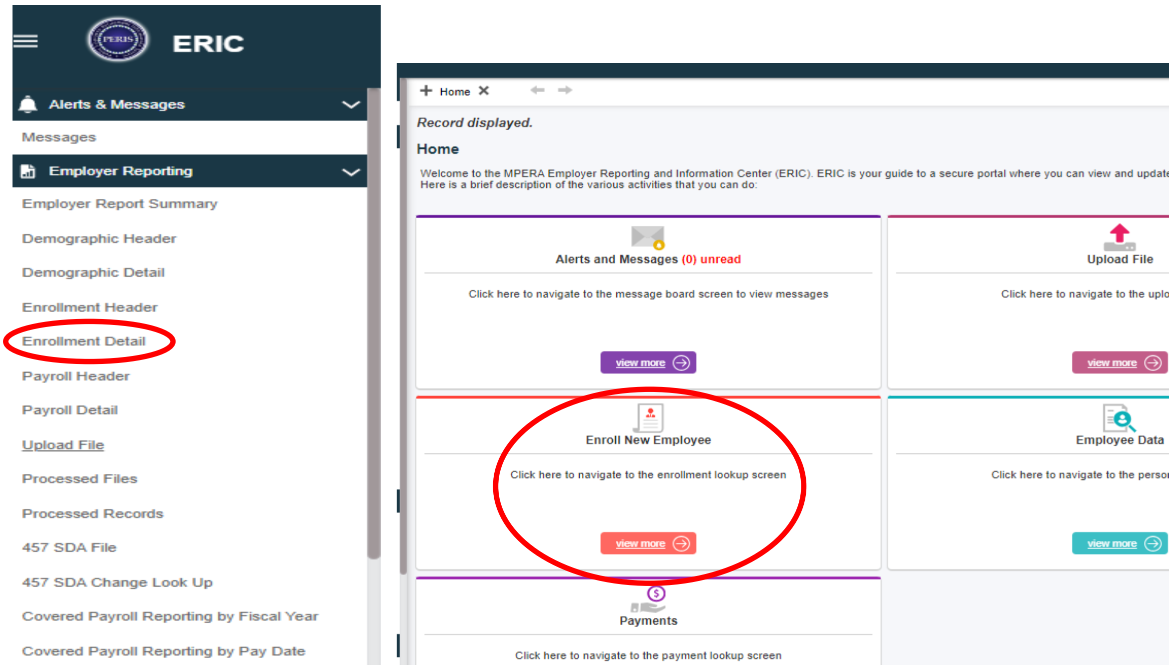
Insurance Tab – This is where employers report health insurance items such as:

- Adding a retiree to insurance
- Adding a new insurance rate
- Changing an existing insurance rate
- Terminating insurance for a retiree

Visit the Insurance section of our website for more information and step-by-step instructions.

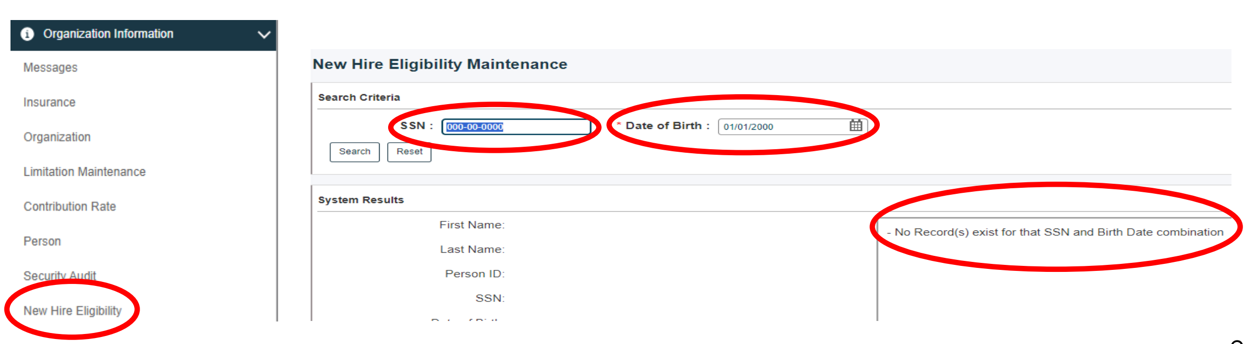
Enrolling a New Employee

Enroll New Employee is in the quick link box on your home screen. This is one of two ways to access the Enrollment Lookup Screen. You can also open the same screen by accessing Enrollment Detail on the left panel.



New Hire Eligibility:

There may come a time when you are hiring a person as an Optional Employee under the 960-hour limit or a PERS Member. If that employee has an existing account that they failed to mention and they currently have contributions on account, or the member is retired, it is good to be aware of that before you enroll or pay them to avoid adjustments and issues later. The **New Hire Eligibility** feature is a way you can screen them beforehand. It is the last item on your home screen located in the left-side panel. After clicking on it, you will be brought to a screen that allows you to enter the employee's social security number and birth date. **This screen will also show if they have an existing account.**



Enrolling a New Employee Separately:

Before enrolling your new employee, check to see if they already have an account with MPERA by checking the **New Hire Eligibility** feature. **Please note that all employees must be reported to MPERA, including teachers and employees who have opted out of retirement.**

For Employers who do not use file upload, or prefer to not enroll within their software, here are the steps to enroll a new employee:

1. On the home page click on **Enroll New Employee**; ERIC displays the Enrollment Lookup Screen.
2. Enter the social security number and the system they are under (for example PERS) and under the second panel in Search Results, click **New**.
3. ERIC will display the Enrollment Maintenance screen. Enter the required information as indicated by each box with a red asterisk.
4. Click **Save** and check that your Enrollment Status is **valid**. If it is under review, scroll to the bottom of the screen to Other Details. Within the Other Details panel, open the Errors tab to see why it is under review. Correct or complete what is needed and then click **Save**.
5. Once it is in a **valid** status, you will see that there is a **Post** button at the top of the **Save** button. Post your enrollment. **Failure to post an enrollment will result in errors when reporting payroll.**

IMPORTANT: If you post an enrollment and realize you had the social security number incorrect, ERIC will not let you open that record to correct it. **Do not create another enrollment for the same person with the correct social security number. Contact MPERA immediately. Our Employer Support will assist you and correct this.**

Enrolling Several Employees at a Time Within One Report:

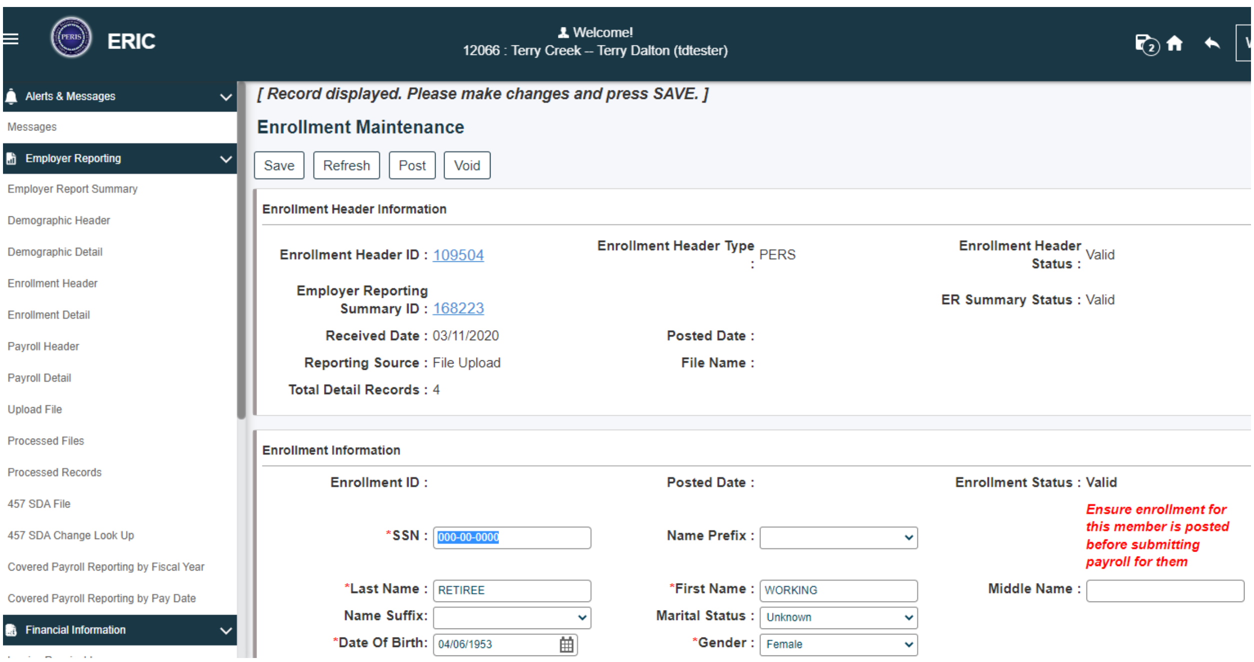
This allows you to have all enrollments within one Employer Report Summary so that you can post all enrollments at one time instead of separately.

1. Follow steps 1 through 4 above.
2. Once your first enrollment is **valid**, click **Save** and **New**.
3. This will bring you to a new Enrollment Maintenance screen. Enter the required information for your second employee. If you are enrolling a third employee, you will click **Save** and **New** again.
4. When you are done entering information on the last employee, click **Save** and then **Post**. If you have more than one enrollment, you can go back to the system header and post multiple enrollments at the header level.

Enrolling New Employee(s) Within Your Software:

Many employers reporting in ERIC utilize their own software before uploading the information into the ERIC system. **If you enroll your new hire within your program ahead of uploading your Employer Report into ERIC, do not enroll a second time into ERIC, as this will generate multiple enrollments.**

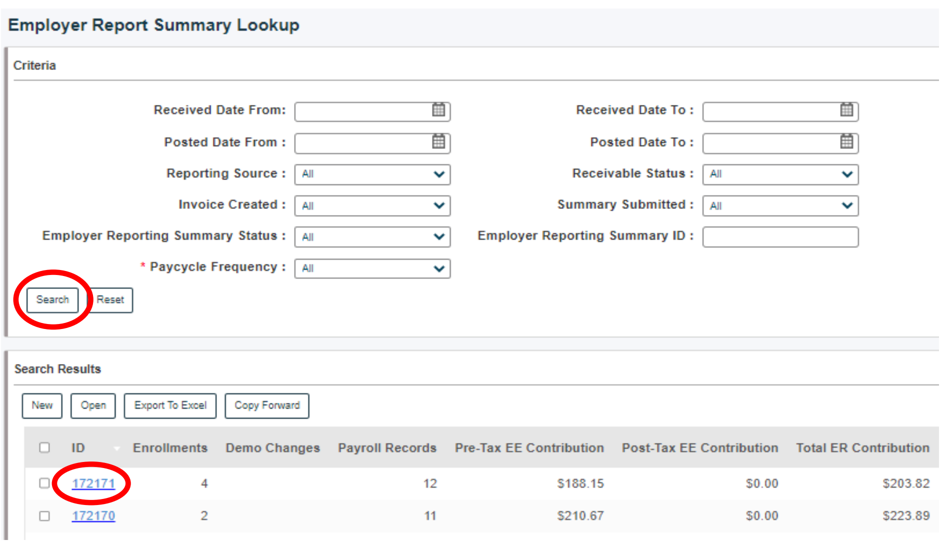
Additionally, when you have your Employer Report Summary loaded, you will want to open your enrollment details. Click on the enrollment header type (in this example, PERS), then open the enrollment details and **post**. If you have more than one enrollment, you can go back to the system header and post multiple at the header level. This will prevent you from receiving messages from ERIC that you need to enroll that person, when in fact you already have.



Adding a New Enrollment to an Existing, Unposted, Employer Reporting Summary

This will allow you to enroll employees and set up the payroll header later with the enrolled employees.

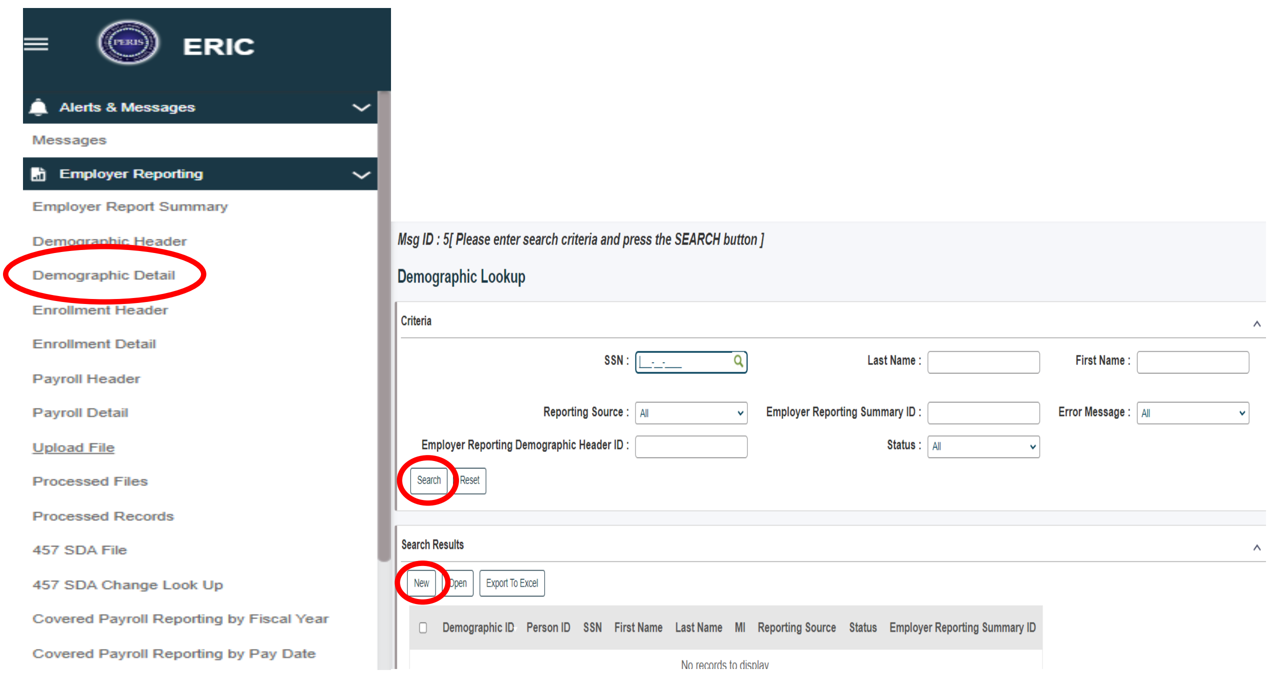
1. Open the **Employer Reporting** link on the left side panel of your home screen; ERIC displays the Employer Report Summary Lookup screen.
2. Click on **Search** in the criteria panel.
3. ERIC will display all summary reports. Select the Employer Reporting Summary ID link you want to add your enrollment(s) to.



Updating an Employee Address or Name (Demographic Change)

For all active employees, address or name changes should go through the employer. MPERA only updates inactive and retirees' addresses.

On the left-side panel, select **Demographic Detail**. This will open the Demographic Lookup screen. Under the Criteria panel, enter the employee's social security number and click **New**. Enter the information, **Save** and **Post**.



If you only want to view the employee's current record and not update their record, click the **Search** button. If the employee you are searching for has been inactive prior to 2016, they may not display due to data conversion. Click the **New** button if you want to update their address or name.

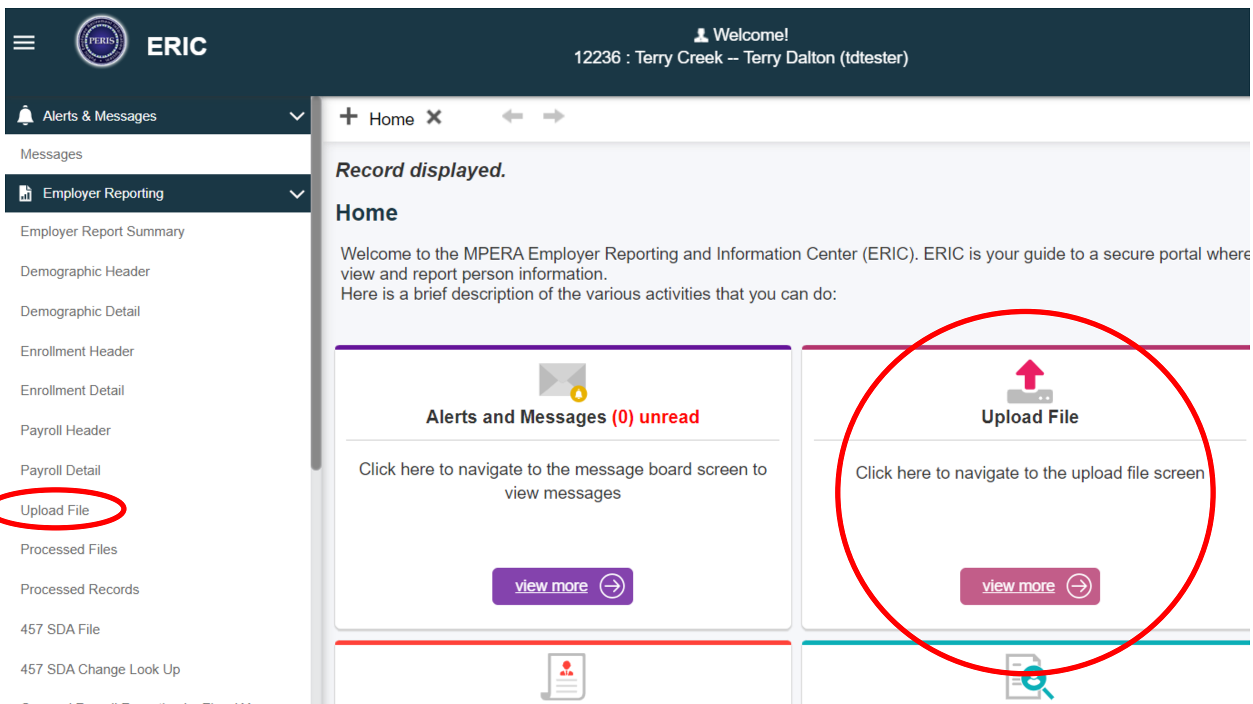
Reporting Payroll in ERIC

Helpful Tip: All compensation should be reported; even if it's non-pensionable.

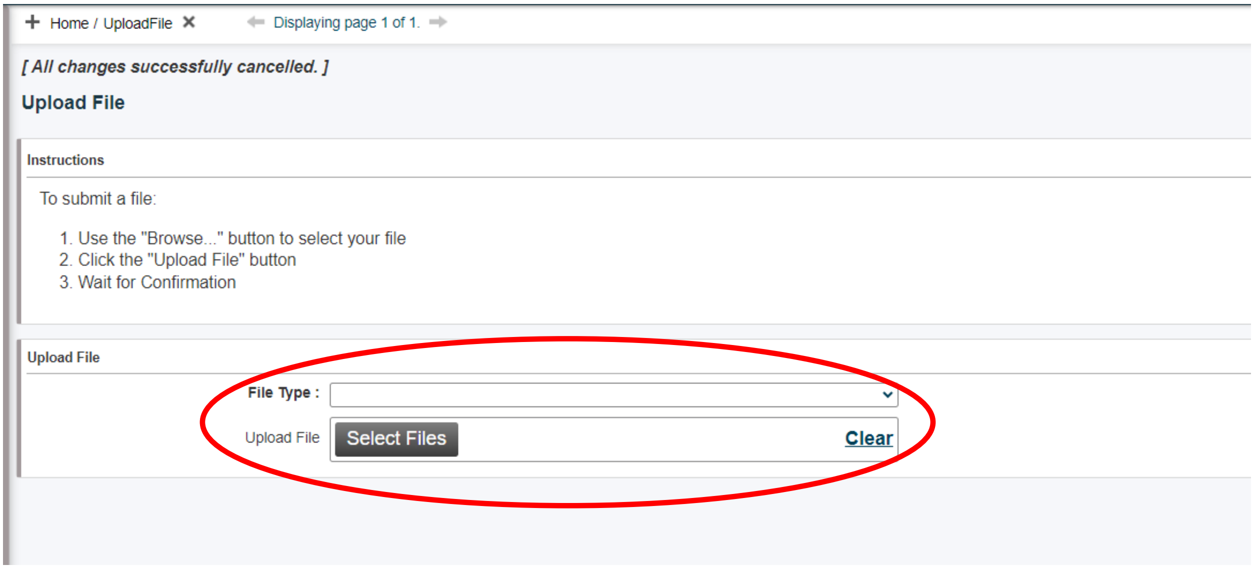
There are three ways you may report your payroll to MPERA:

1. Upload a file that is provided by your software vendor.
2. Manually report.
3. Manually report using the copy forward feature.

Uploading a File That is Provided by Your Software Vendor:
The Upload File is in the quick link boxes on the home screen and left-side panel:

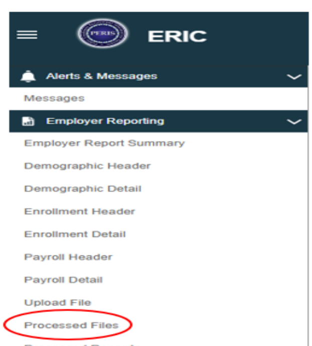


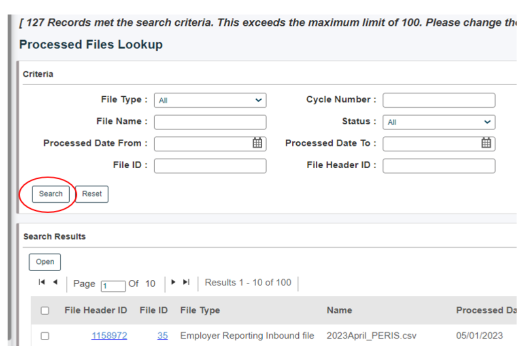
In the first panel, it will instruct you on how to submit a file. The file that you upload should be in a **CSV file format** and provided by your software vendor. The upload file feature has the capability to upload payroll, enrollment, and adjustment files.



- **How to Upload a File:**
  In the Upload File panel, select Employer Reporting Inbound File from the File Type drop-down menu. Then click on **Select Files**. You should see your most recent CSV file provided by your software vendor, that you have reported. Select that file.

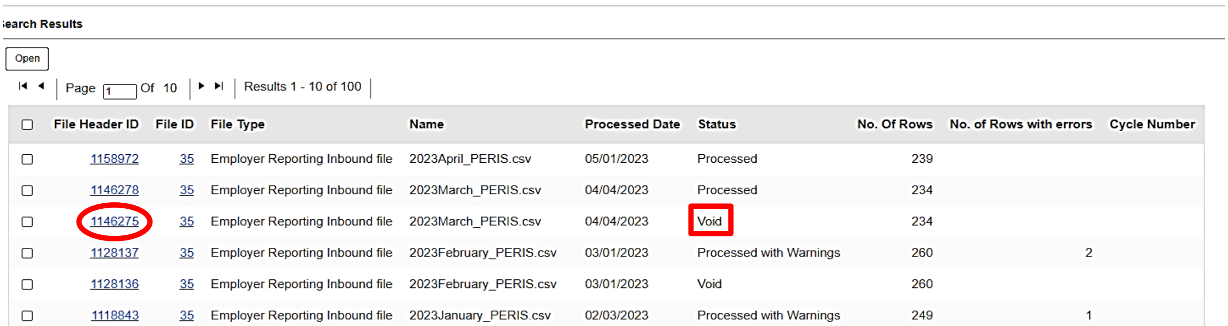
- **Advance to Processed Files on Left-Side Panel:**
  Processed Files is where you will see the status of the file you just uploaded.





In the Processed Files Lookup panel, click **Search** to see the results of your file upload. If your most recent file does not show up, try again in a minute. When you click **Search**, it will show up once uploaded. This is where you can check the status of your file.

- **File Statuses:**
  - **Processed** - This indicates your file has minimal to zero errors and you now have an Employer Summary Report to work with.
  - **Processed with Warnings** - This indicates your file has errors that need to be addressed and you have an Employer Summary Report to work with.
  - **Review** - This indicates that your file has not been uploaded due to missing or invalid information. There is no Employer Summary Report to work with.
  - **Void** - This indicates that your file has been rejected and there are problems to resolve. There is no Employer Summary Report to work with.

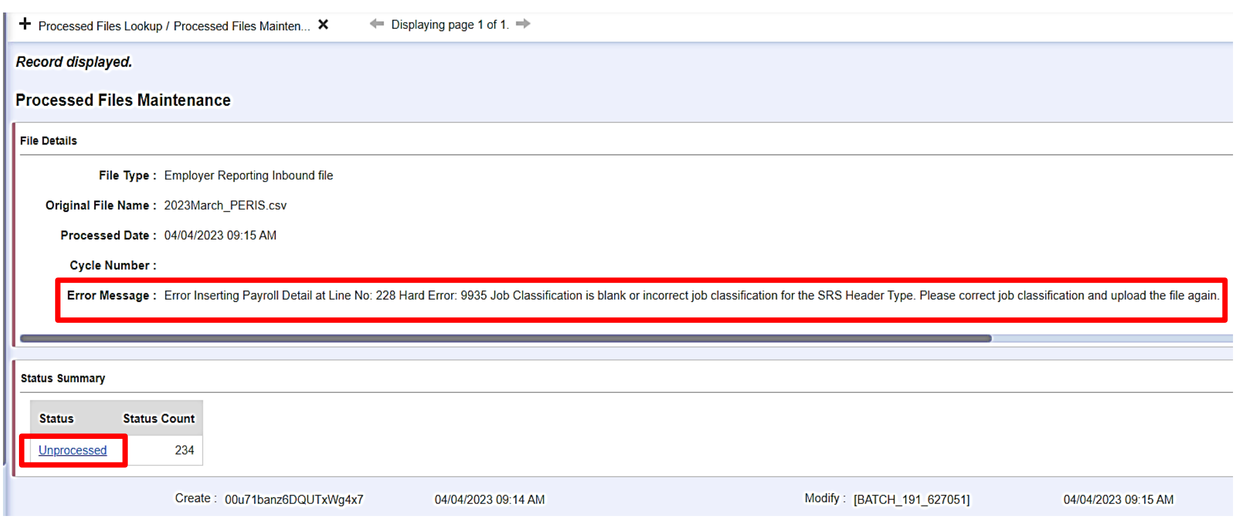

Search Results

Open

Page 1 Of 10 | Results 1 - 10 of 100

File Header ID	File ID	File Type	Name	Processed Date	Status	No. Of Rows	No. of Rows with errors	Cycle Number
1158972	35	Employer Reporting Inbound file	2023April_PERIS.csv	05/01/2023	Processed	239		
1146278	35	Employer Reporting Inbound file	2023March_PERIS.csv	04/04/2023	Processed	234		
1146275	35	Employer Reporting Inbound file	2023March_PERIS.csv	04/04/2023	Void	234		
1128137	35	Employer Reporting Inbound file	2023February_PERIS.csv	03/01/2023	Processed with Warnings	260	2	
1128136	35	Employer Reporting Inbound file	2023February_PERIS.csv	03/01/2023	Void	260		
1118843	35	Employer Reporting Inbound file	2023January_PERIS.csv	02/03/2023	Processed with Warnings	249	1	

If your file status is **Review** or **Void**, you can open the File Header ID and explore why ERIC rejected your file. Below is an example of a voided file. The error message cites there is an incorrect job classification on the file and the status is unprocessed. Clicking on **Unprocessed** opens the file so that you may look at the error(s).


Processed Files Lookup / Processed Files Mainten... Displaying page 1 of 1.

Record displayed.

Processed Files Maintenance

File Details

File Type : Employer Reporting Inbound file
Original File Name : 2023March_PERIS.csv
Processed Date : 04/04/2023 09:15 AM
Cycle Number :
Error Message : Error Inserting Payroll Detail at Line No: 228 Hard Error: 9935 Job Classification is blank or incorrect job classification for the SRS Header Type. Please correct job classification and upload the file again.

Status Summary

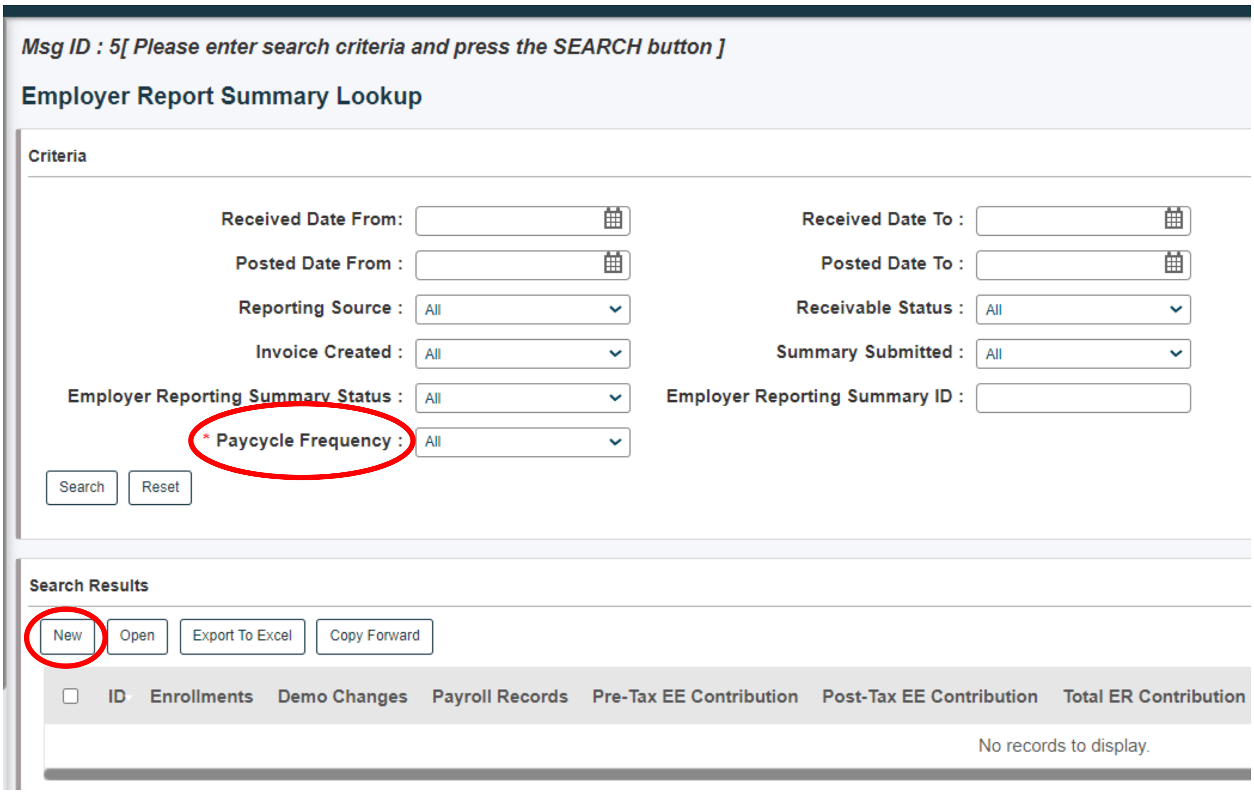
Status	Status Count
Unprocessed	234

Create : 00u71banz6DQUTxWg4x7 04/04/2023 09:14 AM Modify : [BATCH_191_627051] 04/04/2023 09:15 AM

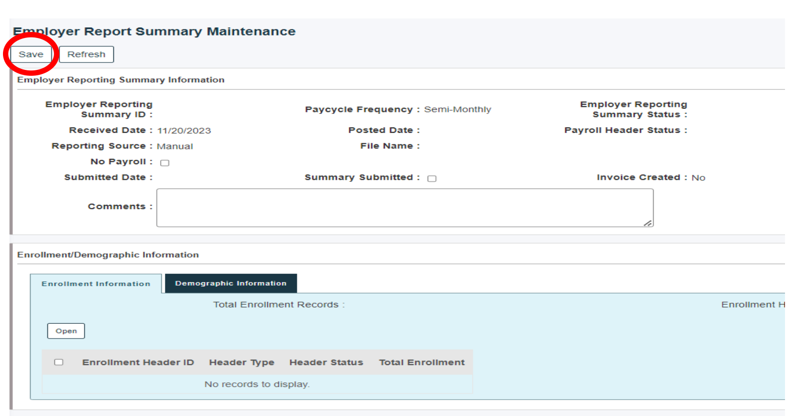
Manually Reporting Payroll:

One way to process Employee Payroll is by manually creating a new record within the Employer Report Summary. The steps below will guide you on the payroll process all the way through submitting an invoice, payment, and employer report summary:

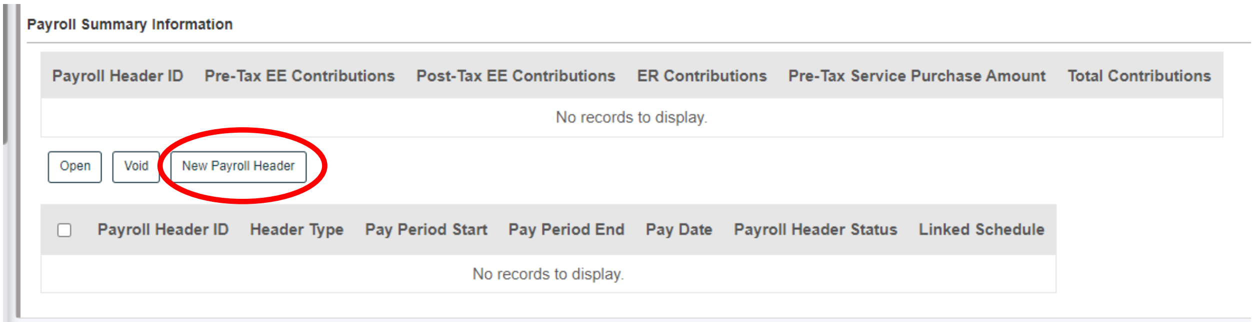
1. Click on the Employer Report Summary link and ERIC opens the Employer Report Summary Lookup screen.
2. Select the Paycycle Frequency from the drop-down menu.



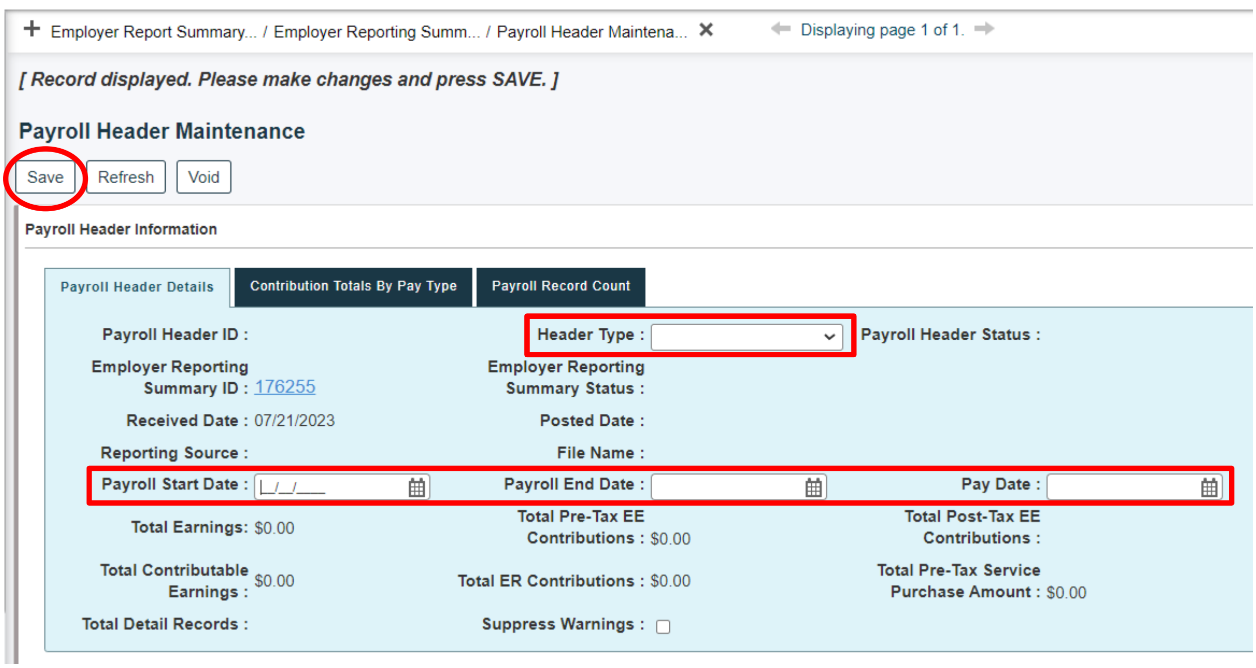
3. Click the **New** button and ERIC will display the Employer Reporting Summary maintenance screen.
4. Click the **Save** button to create the Employer Reporting Summary ID.



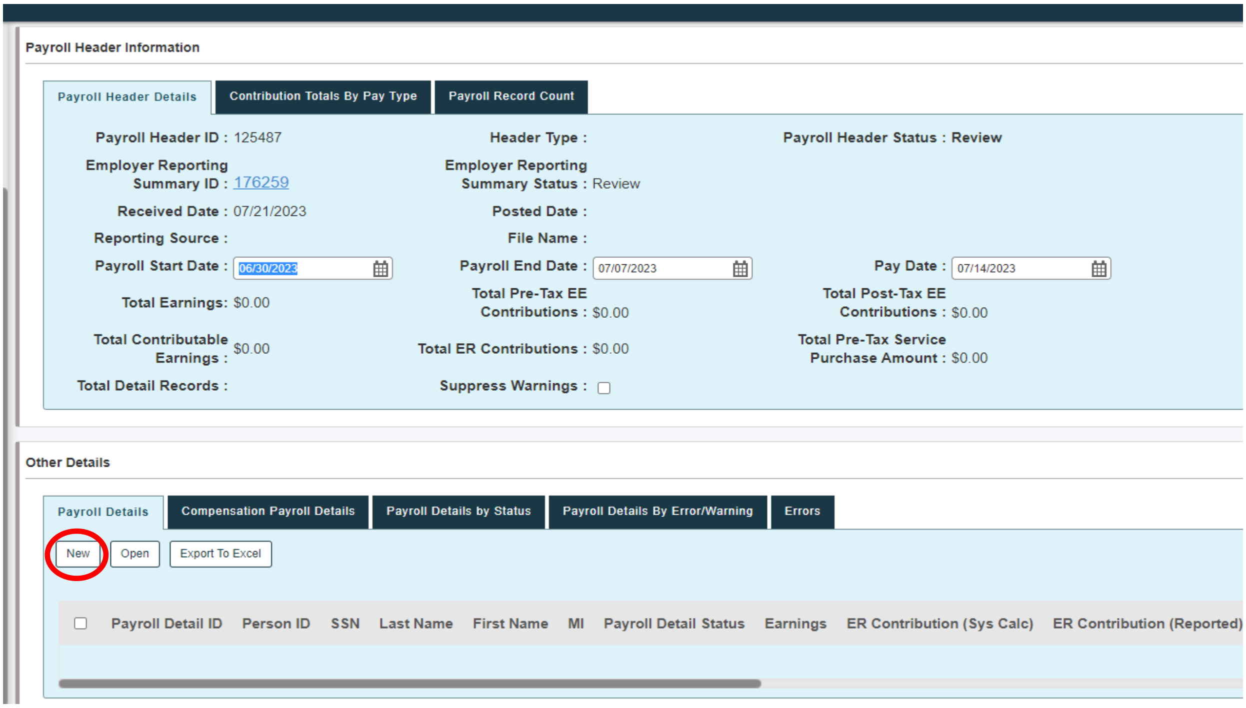
5. Under the Payroll Summary Information panel, click the **New Payroll Header** button.



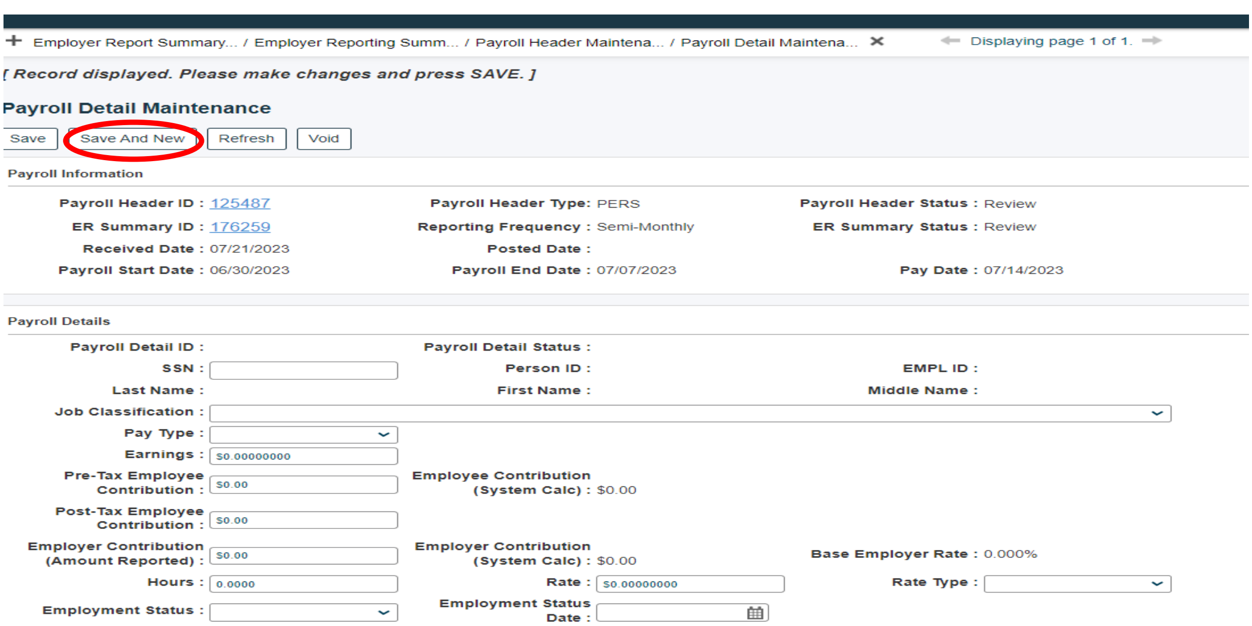
6. ERIC displays the Payroll Header Maintenance screen. Enter Header Type from the drop-down menu, the Payroll Start Date, Payroll End Date and Pay Date.
7. Click **Save**.



8. Under the Other Details panel in the Payroll Header Details tab, click the **New** button.

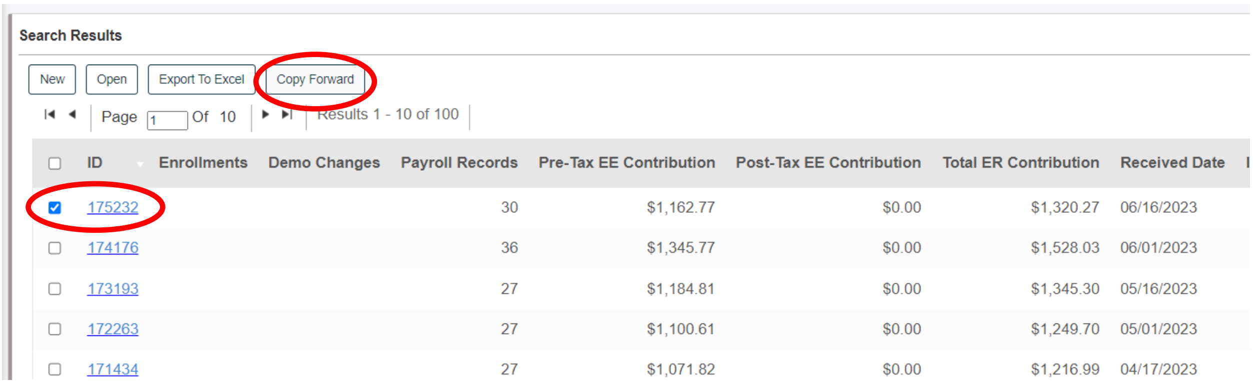


9. ERIC displays the Payroll Detail Maintenance screen. Enter in the required fields for the employee's pay. Remember that each pay type must be kept separate. If you want to go to the next detail maintenance screen without using your back arrow after saving, click **Save And New** and this will bring up the next blank detail for your next entry.



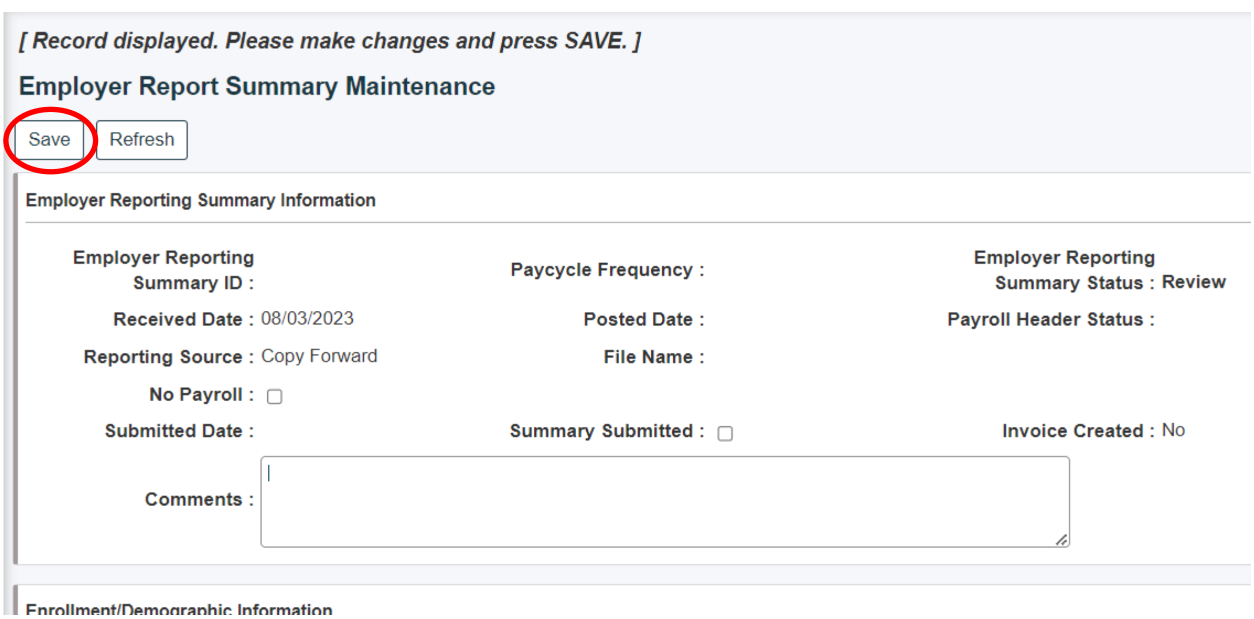
Manually Reporting When Using Copy Forward:

If you want to refrain from entering the same information for each payroll when manually reporting, you can use the **Copy Forward** feature that utilizes your previously posted payroll.

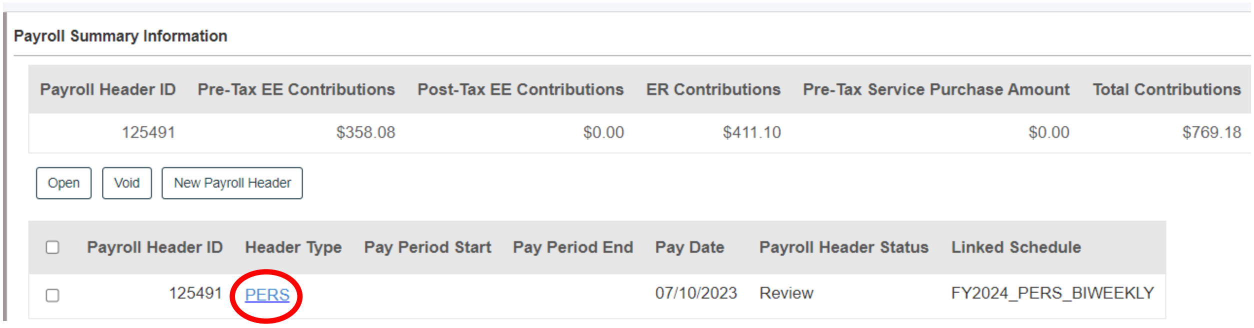


Search for your last posted Employer Report Summary. Check the box in front of the Employer Report Summary ID link and click on **Copy Forward**.

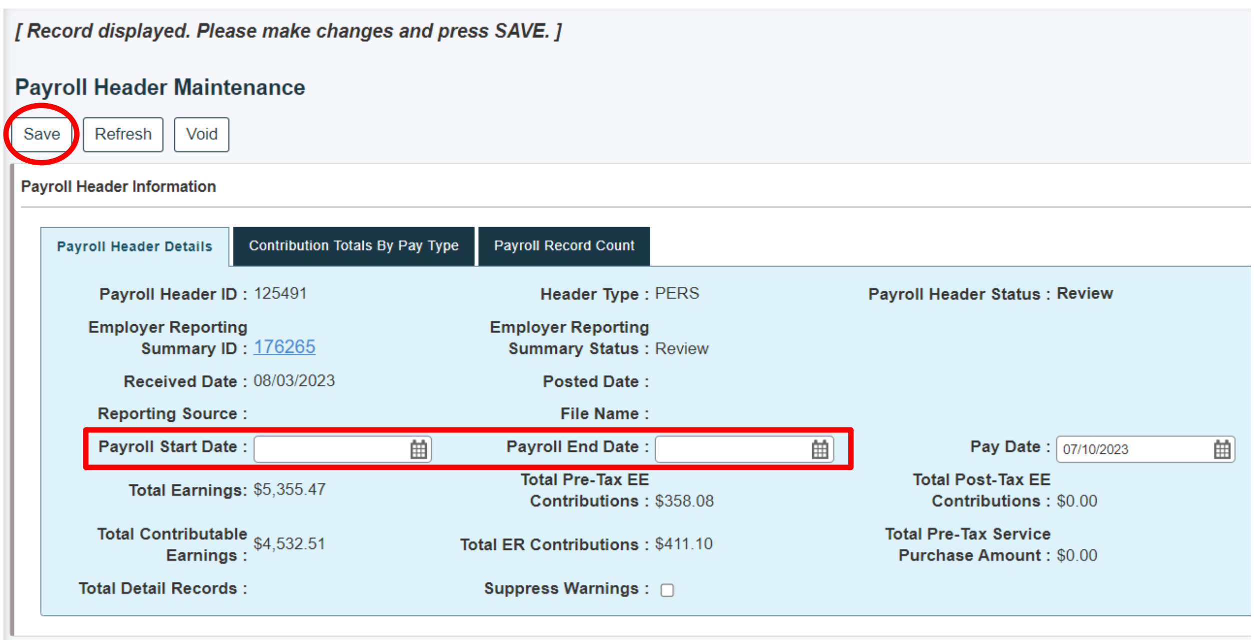
You will now see a blank Employer Reporting Summary Information record. Click **Save** to create a new record with an Employer Reporting Summary ID number.



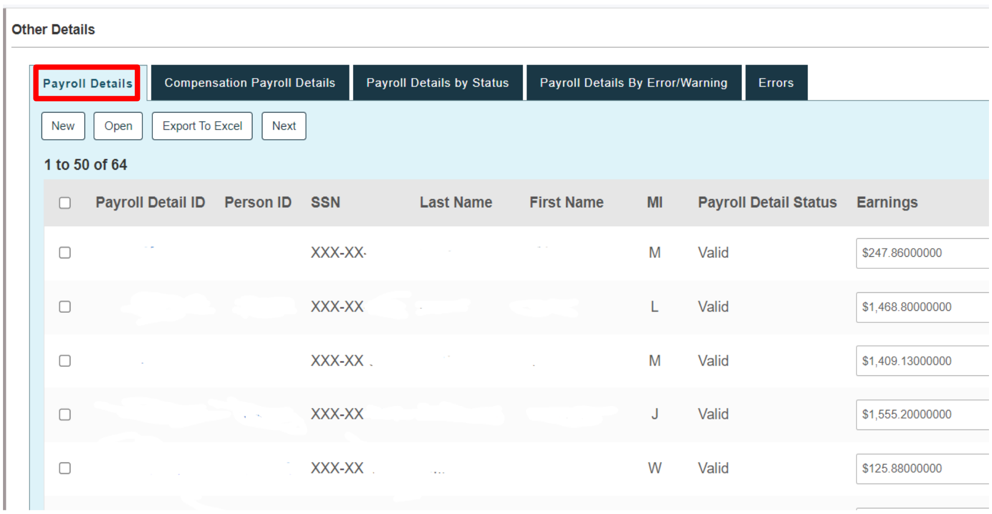
Scroll down to the Payroll Summary Information and open up the **PERS** (or other system) hyperlink you are reporting on.



You will see empty fields in the payroll start and end dates to complete. The new pay date should automatically populate to the date we have on file from when you reported your new payroll schedule for the year. Enter the Payroll Start Date and Payroll End Date and click **Save**.



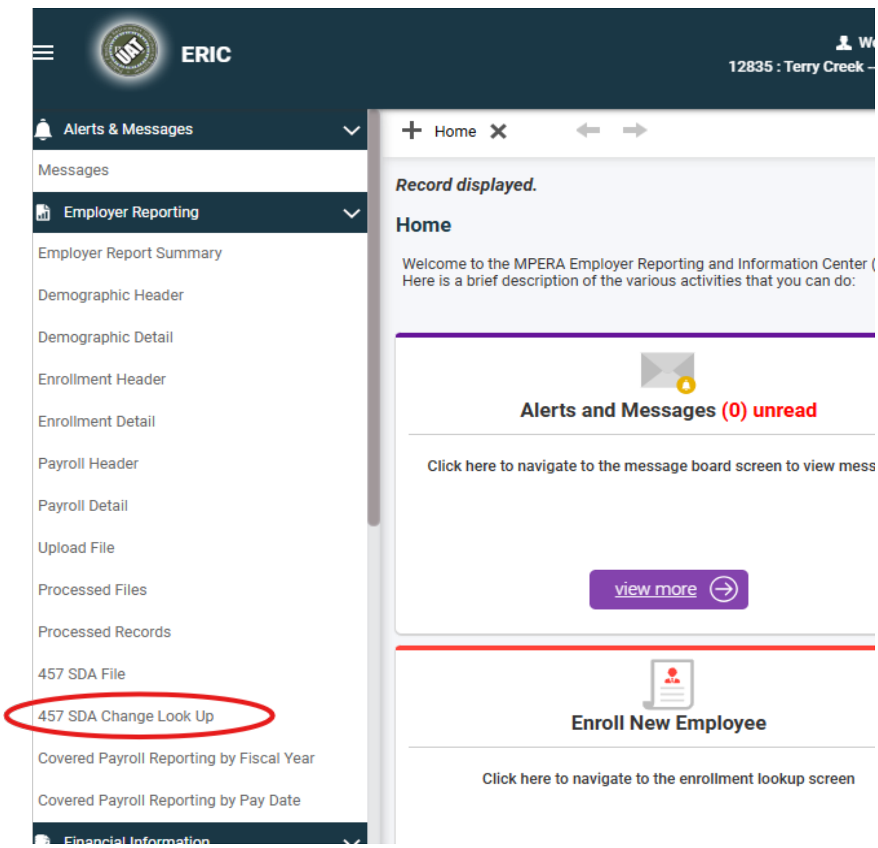
Scroll below to the Other Details panel and open the Payroll Details tab. You should see a listing of all your employees and their individual payroll details. Open each link and adjust the hours and pay information. If you want, you can delete a record or add a new record on the Other Details page. Click **Save** often after your entries so you do not lose your work. Once you have everything entered, back arrow to the Employer Report Summary and check that your summary report is valid and that your contributions look correct. If your report is under review, resolve any errors. Then **Save** and **Post** your new Employer Summary Report.



Viewing and Downloading Your 457(b) Report

If you are an Employer who participates in the state-sponsored 457(b) Deferred Compensation, part of your payroll reporting will include deducting deferrals that your employee has in place. Since the deferrals are continuously updated by the employee, it is important to always check the 457 SDA file to see if they have changed so you are deducting the correct amount each pay period.

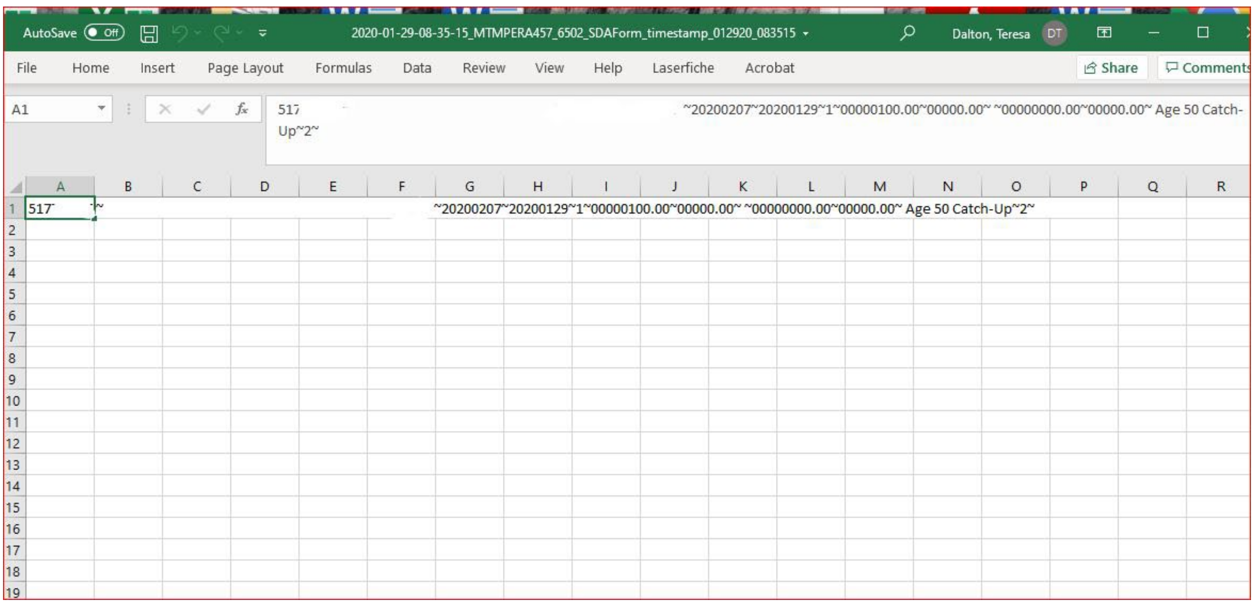
1. On the left panel of your ERIC home screen, click on **457 SDA Change Look Up**:



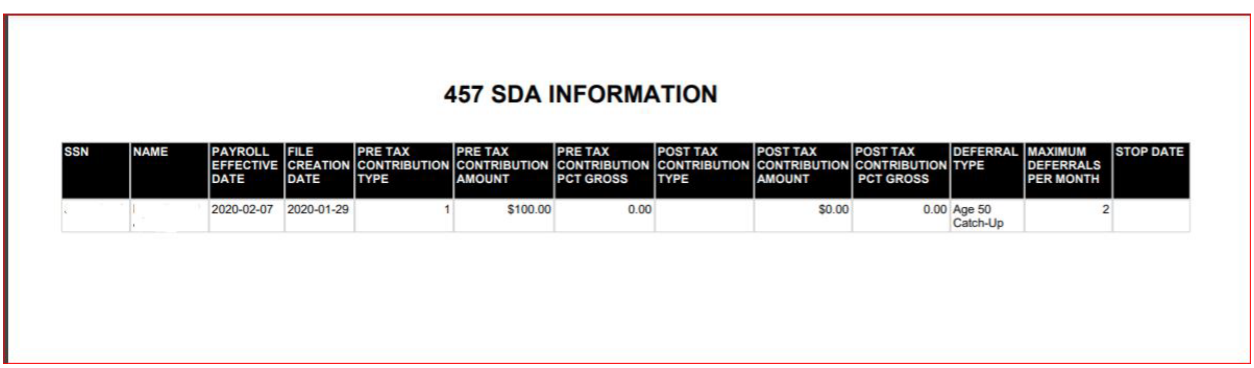
2. Once you have opened the 457 SDA File you will see any recent updates on salary deferrals by your employee(s). You can select the CSV file format which is in an Excel sheet, or the PDF format. Both have the same information, but the PDF version is a bit easier to view. In this file you will see the following information:

- Social Security number
- Name of the employee
- Payroll effective date
- File Creation date
- Pre-tax contribution amount
- Pre-tax percentage contribution amount
- Post-tax contribution amount
- Post-tax percentage contribution amount
- Deferral Type
- Maximum Deferrals a month
- Stop date

Example of an opened CSV SDA file:



Example of an opened PDF SDA file:



457 SDA INFORMATION

SSN	NAME	PAYROLL EFFECTIVE DATE	FILE CREATION DATE	PRE TAX CONTRIBUTION TYPE	PRE TAX CONTRIBUTION AMOUNT	PRE TAX CONTRIBUTION PCT GROSS	POST TAX CONTRIBUTION TYPE	POST TAX CONTRIBUTION AMOUNT	POST TAX CONTRIBUTION PCT GROSS	DEFERRAL TYPE	MAXIMUM DEFERRALS PER MONTH	STOP DATE
		2020-02-07	2020-01-29	1	$100.00	0.00		$0.00	0.00	Age 50 Catch-Up	2	

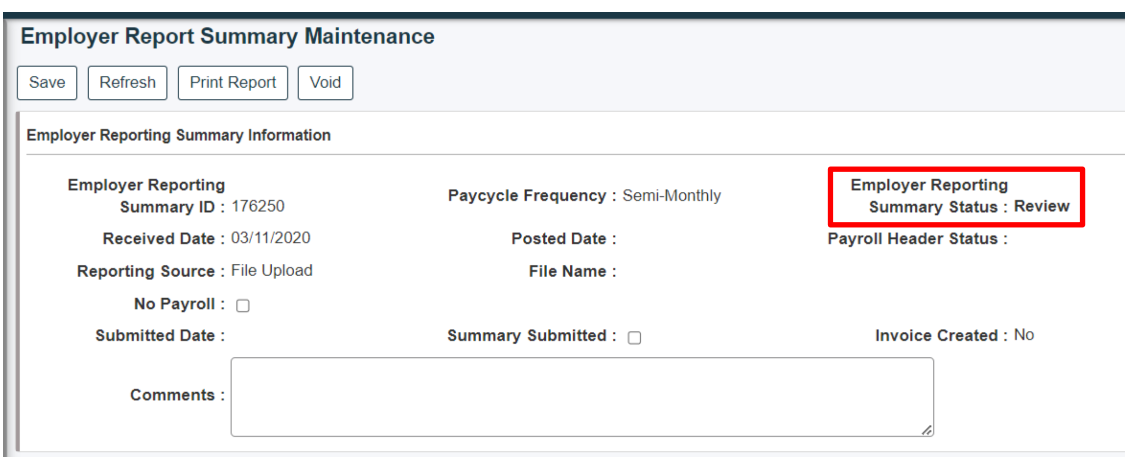
It is recommended to open your SDA File on your left panel daily to ensure you are aware of any updates your employee may have made on their 457(b) account. If you have any 457 or payroll related questions in ERIC, contact Employer Support at MPERA.

Resolving Errors in Your Employer Report

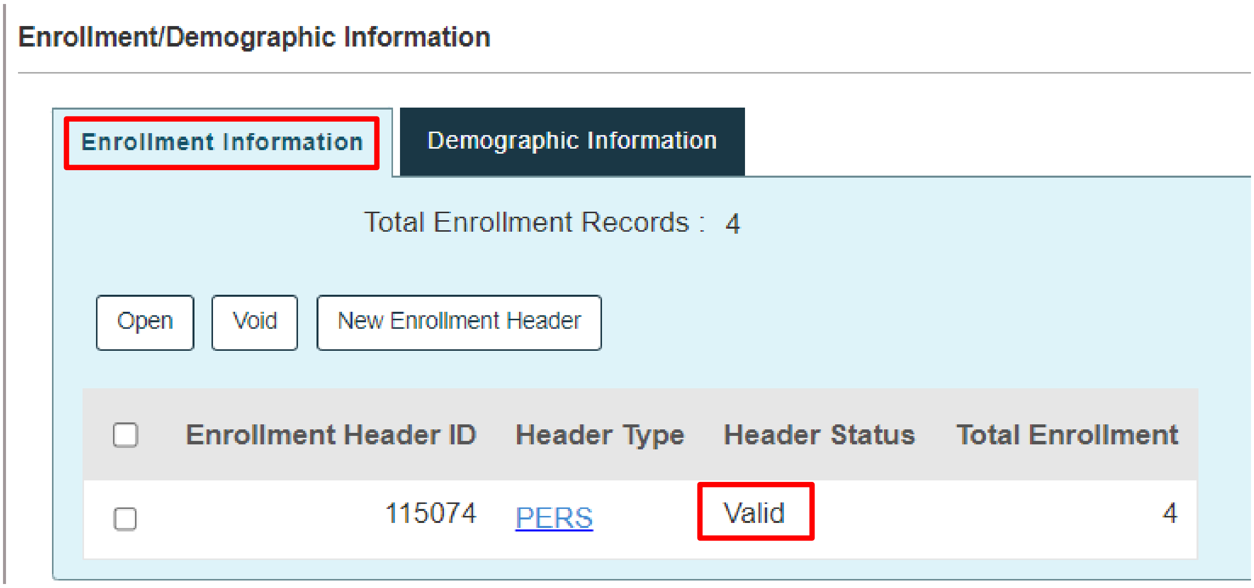
There can be a variety of reasons why your Employer Report Summary may not be in a valid status. If you have errors or warnings in your payroll, enrollment, or demographic headers, you will receive an error message that will block you from creating an invoice.

You will have to explore the details within your enrollment, demographic, and payroll headers to get your report back to a valid status so that you can create your invoice. A warning will still allow you to proceed, but eventually, **unresolved warnings will turn into errors**.

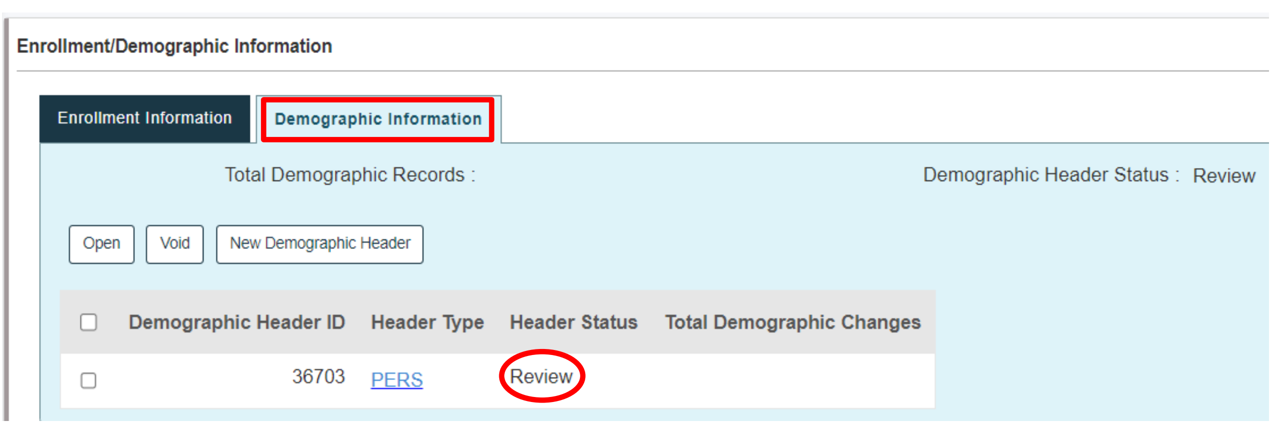
Identifying a Report That is Not Valid:
If your Employer Report Summary is not valid, you will be unable to create an invoice and make a payment. It is important to look at both your enrollment and demographic headers as well as your payroll header(s). If an enrollment or demographic change has an error (even if your payroll is valid), it can cause your entire report to be under review.



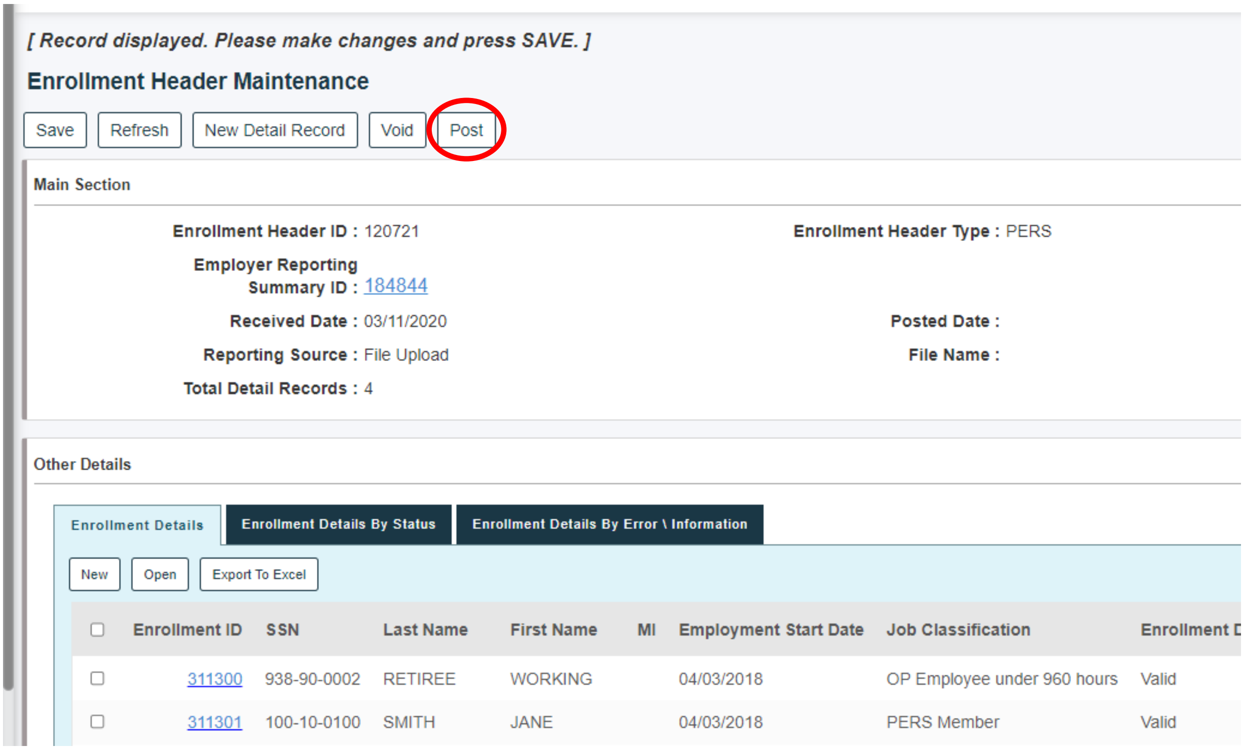
In the example below you will notice that the Enrollment Information tab shows the enrollment header status as being valid. What you do not see is the Demographic Information tab content, and it is important to check that tab as well, to ensure that there are no errors there.



Once we click on the Demographic Information tab, we can see that there is in fact a demographic detail on an employee that is under review. To make the status valid, select the blue PERS hyperlink, resolve the errors in the detail record that is under review, save, and then check to see that the detail record is now showing valid.

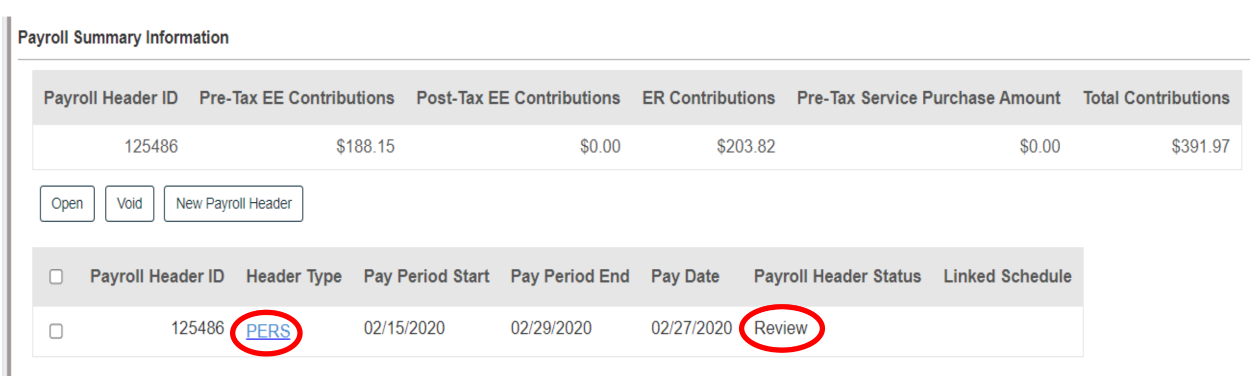


Posting Enrollments:
To avoid error messages in your report telling you to enroll someone you have already enrolled and who is in a valid status, simply select their Enrollment ID record and click **Post** at the top. If you have multiple valid enrollments, you may post at the Enrollment Header level instead of posting them individually.



When working in payroll in ERIC to resolve your errors, if you see payroll for an employee with a social security number and no name, this is a good indication you have not posted their enrollment. **ERIC doesn't recognize this member when they haven't been posted yet.**

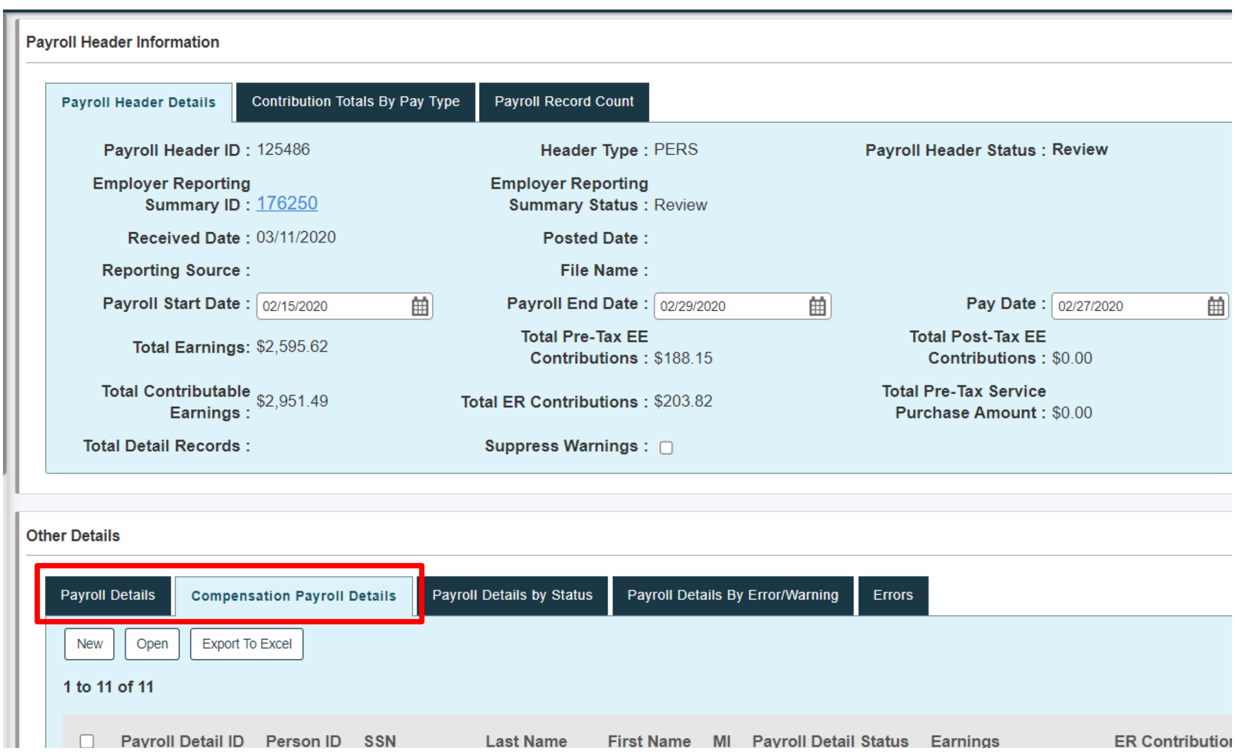
Payroll Errors:
If you find that your enrollment and demographic information is valid, the next thing to explore is your payroll header(s). By opening the system hyperlink, you can go through the details and see which records are under review.



Differences Between the Payroll Details Tab and Compensation Payroll Details Tab:
After opening your system header link to explore what is under review, you will see tabs within the Other Details panel. If you manually report, you should see the listing of your payroll details for your employees under the first tab named Payroll Details. This can also be true if your software vendor has their program set up to reflect the details in this tab.

Some employers have a software vendor that utilizes the Compensation Payroll Details tab. In this tab, you will see an additional detail record for each employee with a compensation record that contains each of the individual pay detail records within it. For example, in a compensation record you may see a regular pay, overtime, and sick leave record. Whatever is considered pensionable will add up to the total amount in the total compensation record. You may have a bonus detailed record within the compensation record, however, that amount would not be added in the total compensation amount since it is not pensionable. **Only pensionable amounts add to the total compensation amount.**

How you report will determine which tab you open to explore the individual payroll details on your employee.

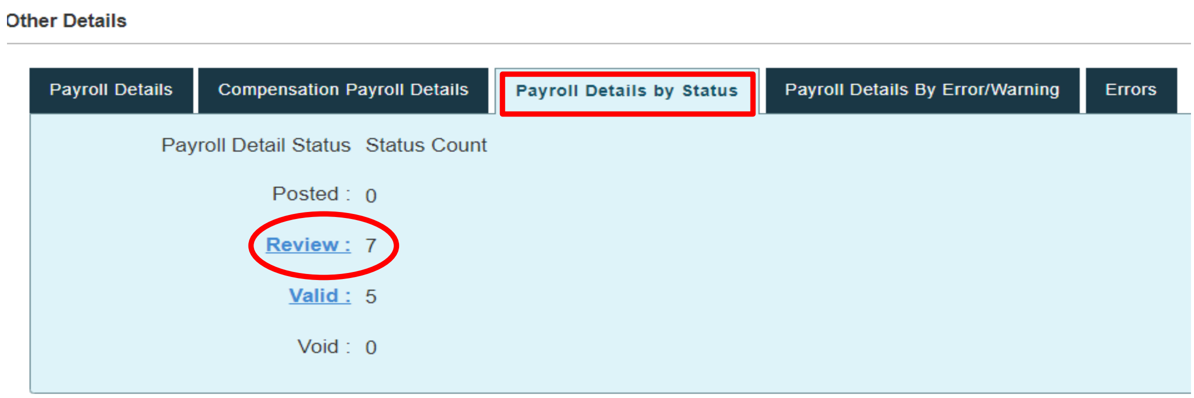


It is important to note that each payroll type should have its own separate record, regardless of which tab you use in reporting.

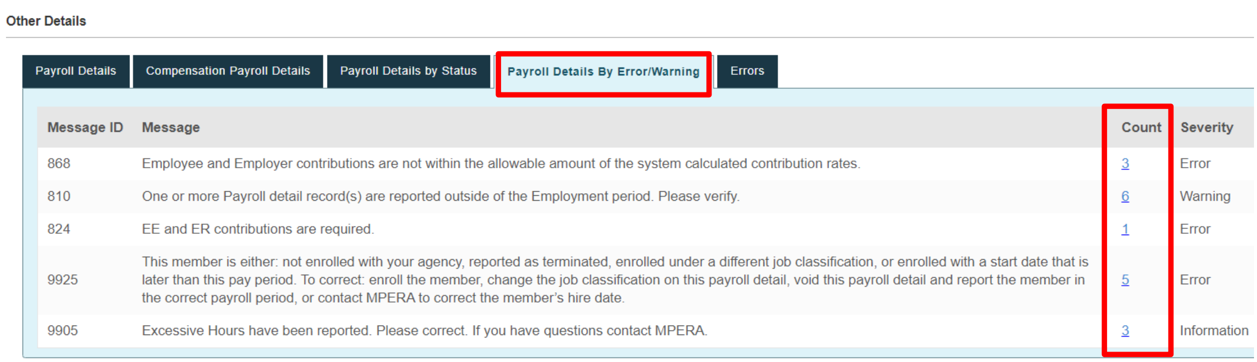
For example, you cannot combine a regular pay amount and an overtime pay amount in one record. This holds true if you have an employee you report for who is under TRS, but who also works in a PERS or optional position. **All pay types must be separate and under the correct job classification.**

Three Ways to View What is Under Review:

1. **Payroll Details by Status tab** – Open the Review hyperlink to see more information on your errors:

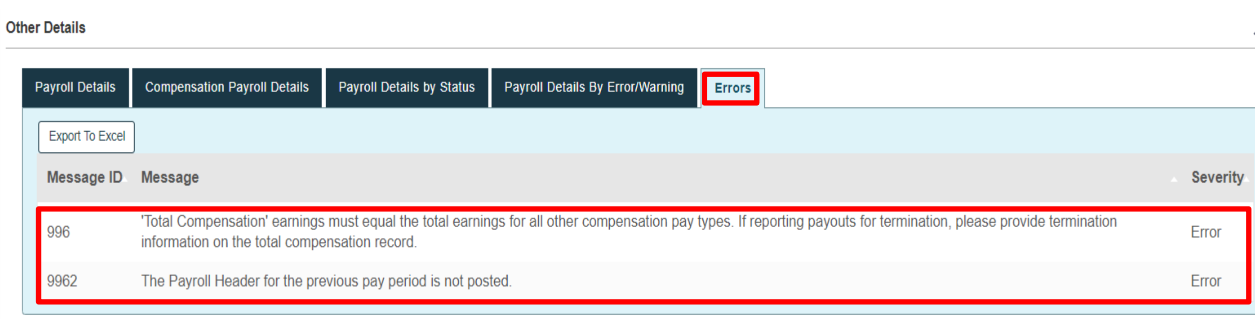


2. **Payroll Details by Error/Warning tab** – The Count hyperlink will give you a more detailed message as to why your report is not valid:



Message ID	Message	Count	Severity
868	Employee and Employer contributions are not within the allowable amount of the system calculated contribution rates.	3	Error
810	One or more Payroll detail record(s) are reported outside of the Employment period. Please verify.	6	Warning
824	EE and ER contributions are required.	1	Error
9925	This member is either: not enrolled with your agency, reported as terminated, enrolled under a different job classification, or enrolled with a start date that is later than this pay period. To correct: enroll the member, change the job classification on this payroll detail, void this payroll detail and report the member in the correct payroll period, or contact MPERA to correct the member's hire date.	5	Error
9905	Excessive Hours have been reported. Please correct. If you have questions contact MPERA.	3	Information

3. **Errors tab** – This example shows two different errors. The first error pertains to a total compensation record for an employer who uses a combination of pay types that do not add up to the correct amount. The second error indicates this payroll is trying to be reported before the previous one has been posted.



Message ID	Message	Severity
996	'Total Compensation' earnings must equal the total earnings for all other compensation pay types. If reporting payouts for termination, please provide termination information on the total compensation record.	Error
9962	The Payroll Header for the previous pay period is not posted.	Error

Creating Your Invoice

Once your employer report summary is valid, you should see a Create Invoice button at the top of your page. Before clicking that, be sure to look below in your payroll header and verify that your employer and employee contributions match with what you intend to pay to MPERA. MPERA allows you to round up to five cents, so if you need to go into a detail record and adjust a penny so that what ERIC calculated matches what you took out in the employer contributions, you can do that and click **Save**.

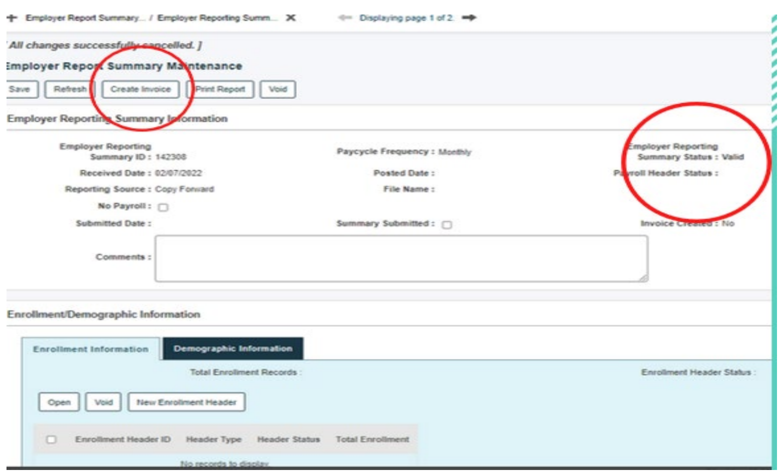
Payroll Summary Information

Payroll Header ID	Pre-Tax EE Contributions	Post-Tax EE Contributions	ER Contributions	Pre-Tax Service Purchase Amount	Total Contributions
124699	$372.67	$0.00	$423.15	$0.00	$795.82

Open

☐	Payroll Header ID	Header Type	Pay Period Start	Pay Period End	Pay Date	Payroll Header Status	Linked Schedule
☐	124699	PERS	06/01/2023	06/15/2023	06/15/2023	Posted	FY2023-PERS-SEMI-MONTHLY

Now you are ready to create your invoice by clicking the **Create Invoice** button.



You will get the following confirmation message to create the invoice:

doaperuat60 says

You are indicating to create invoice. No further updates will be allowed to your report. Are you sure you want to submit for payment?

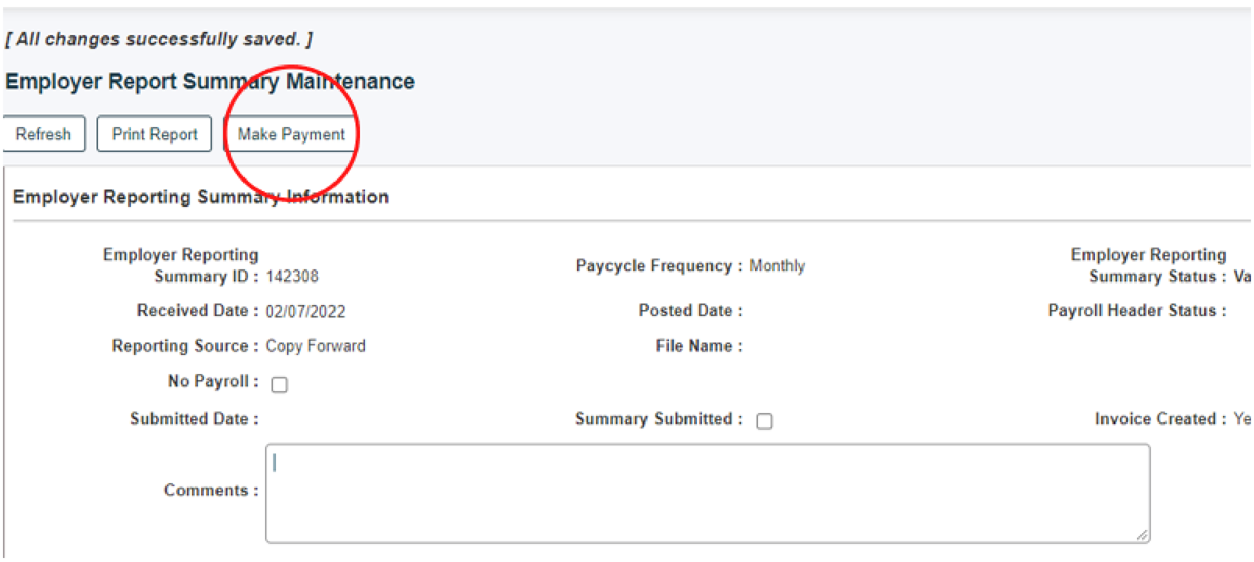
OK Cancel

Click **OK**. You are now ready to make a payment to MPERA.

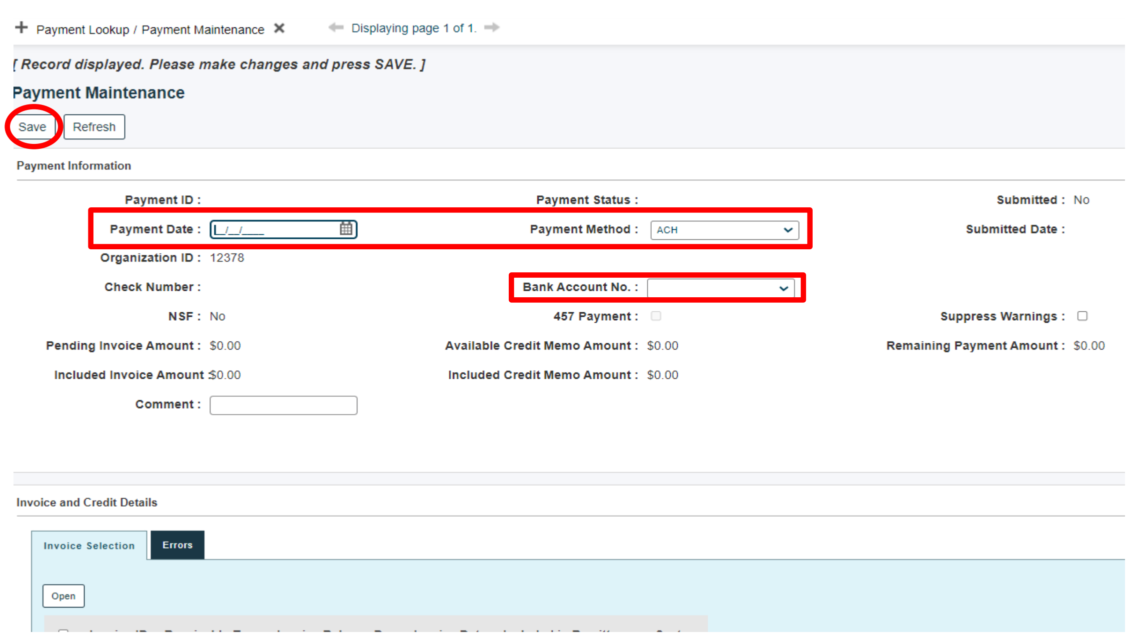
Making a Payment in ERIC

There are two ways to make a payment in ERIC:

1. Select the Make Payment button that automatically appears as soon as you create your invoice on your Employer Report Summary.
2. Go to the left-side panel and select Make Payment.

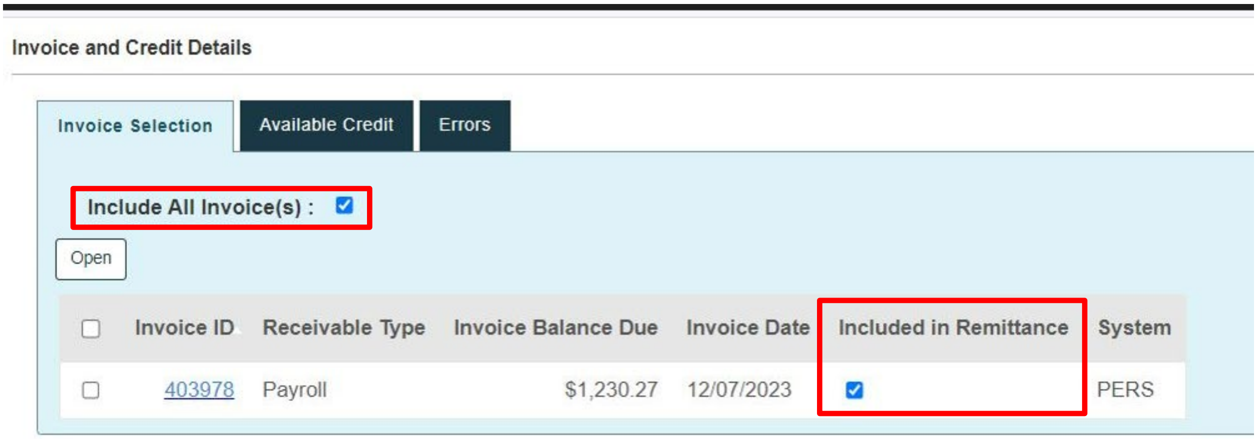


When you select the **Make Payment** button, a blank record that has no information yet will open:

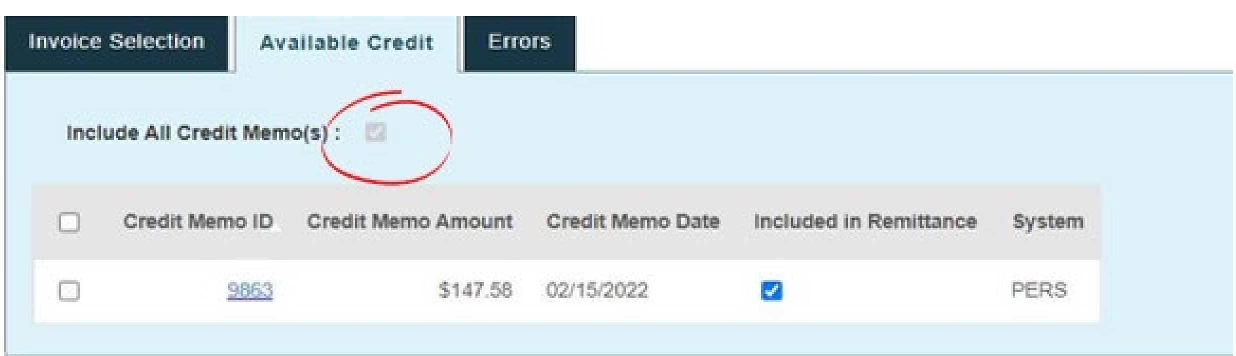


Click **Save** and your invoice information will populate along with a payment ID number. Complete the payment date that you want to pay MPERA. If you are doing payroll ahead of time because you are going to be out of the office and want to put in a future date, you can do that.

In the Payment Method drop down box, select the way you want to pay us (ACH or CHECK). The Bank Account No. drop down box should already have your bank account number. Scroll down to the bottom of your payment screen and view your invoice amount. You can check off **Include All Invoice(s)** which will check off more than one invoice listed or go to **Included in Remittance** to pay individual invoices.



If you have an available credit coming your way from an adjustment, for example, you can open that tab to see it. If you want that deducted from what you are paying MPERA, simply click on **Include All Credit Memos**. Credits can only be applied to the same retirement systems, i.e. SRS to SRS.



Once you have checked off what you wish to pay MPERA, click **Save** at the top left of your page. Once you save and if your payment screen is valid, then you should see a **Submit** button. You can now submit your payment to MPERA. **Your payment will not be processed by MPERA unless you select the submit button.**

If for whatever reason, you don't agree with a penalty or amount showing, please reach out to your MPERA Employer Support Team.

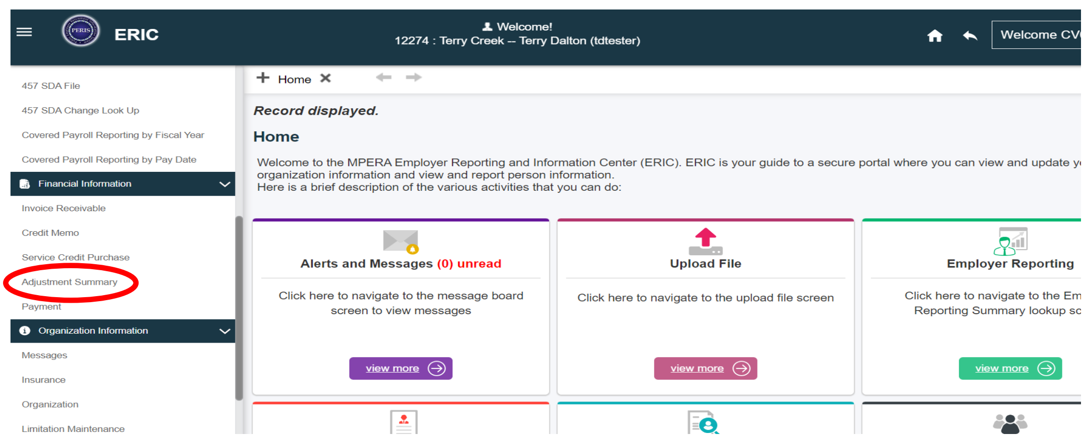
Check your Employer Report Summary Status:
It is advisable to check your Employer Summary Status to ensure that MPERA has received your payment. Click **Employer Report Summary** at the top of your left-side panel and then click **Search** to bring up your reports. We recommend you check back in 24 hours to verify there is a posted date. If there isn't, please contact Employer Support.

Adjustments

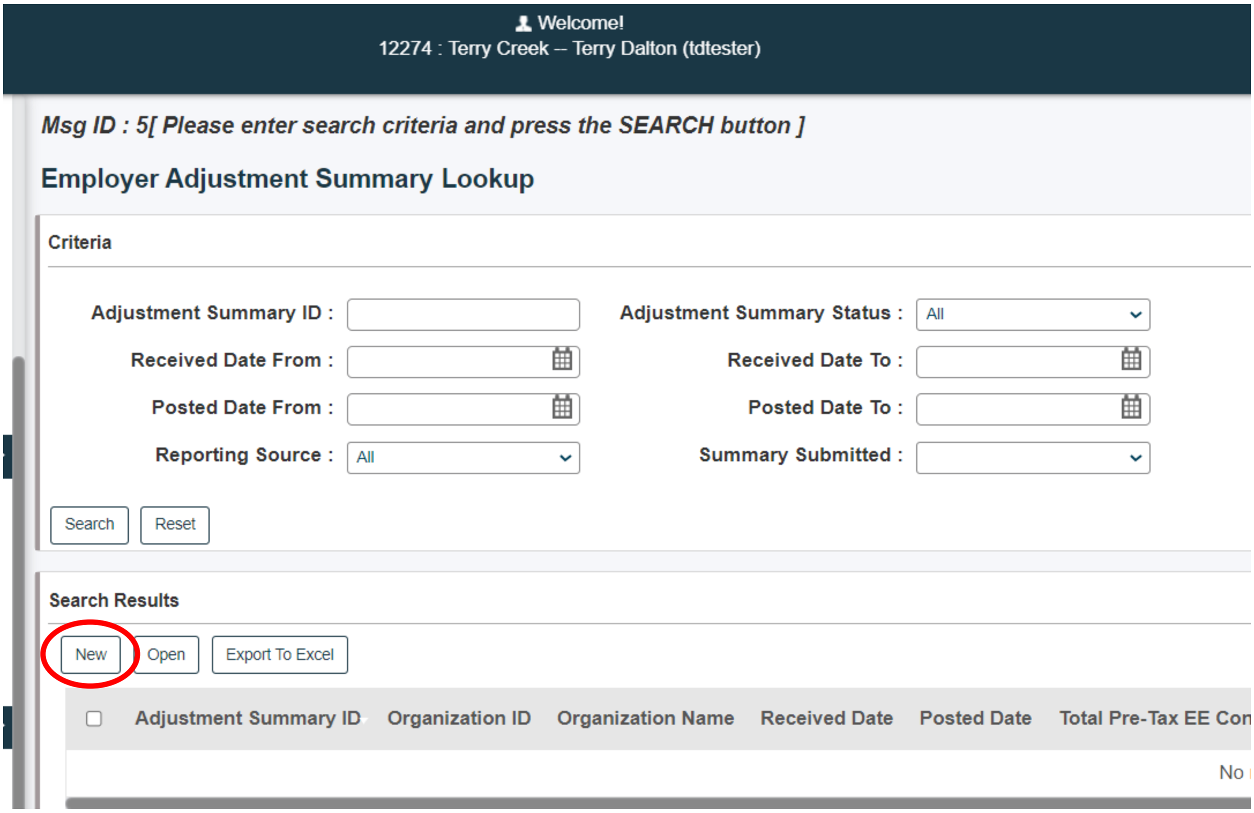
There will be circumstances when you will have to make an adjustment for an employee in ERIC. After you post an Employer Report Summary, you will be unable to open that report and make changes. One key thing to remember before creating an adjustment is this: **When reporting contributions such as a retroactive pay adjustment, you must report separate detail records for each pay date the contribution was to come out.**

This is important because when an employee retires, this can alter correct calculations for their highest average compensation, which can have a negative impact on their retirement.

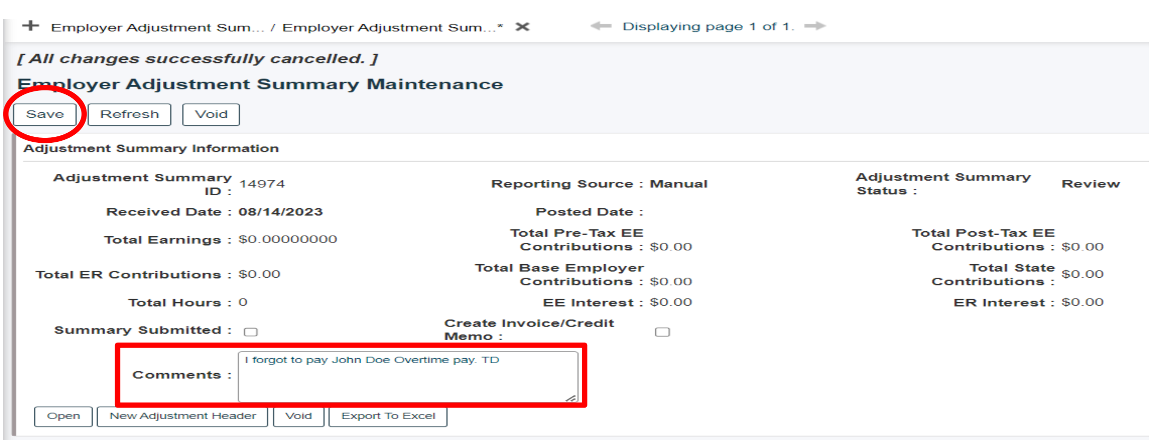
On your home screen, navigate to the left side panel and select Adjustment Summary:



This will bring you to the Employer Adjustment Summary Lookup screen. In the second panel under Search Results, click **New**. Remember, we are not searching for a previous adjustment, we are creating a **new** record.

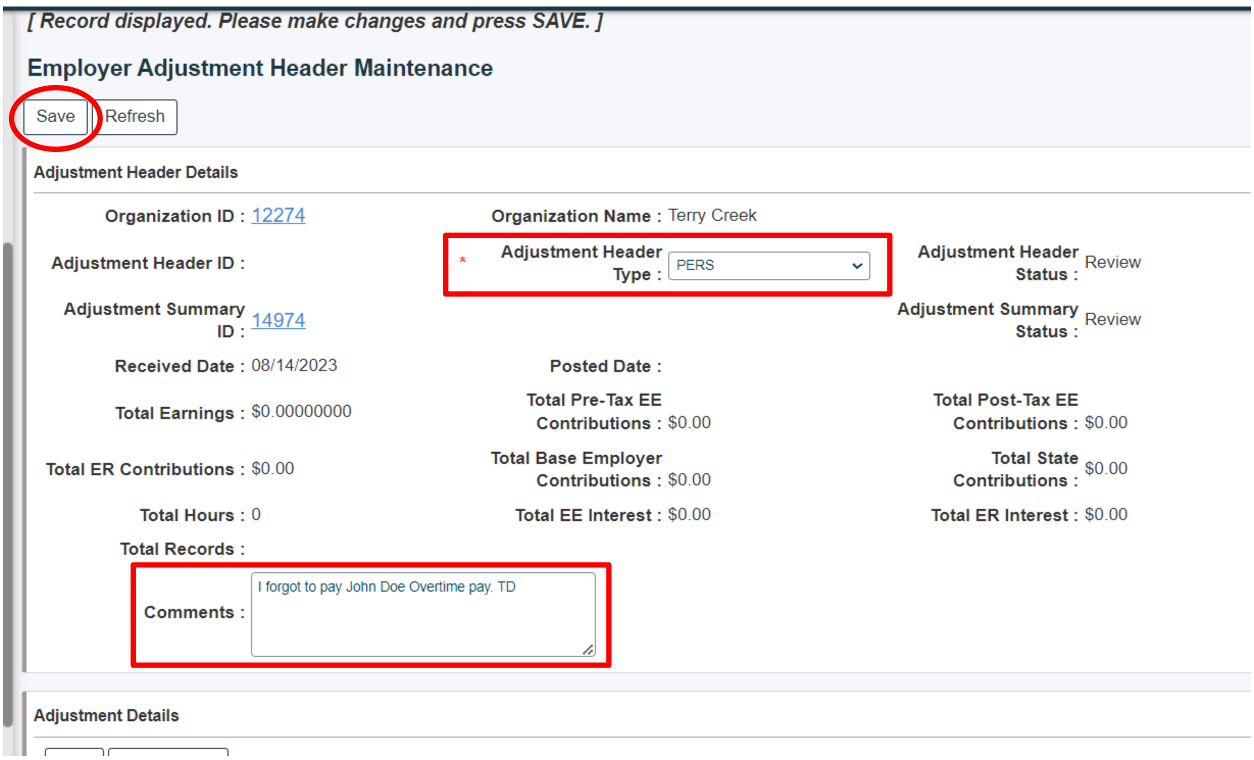


Now you are in the Employer Adjustment Summary Maintenance screen. There is no information or summary ID, so enter the reason why you are doing the adjustment in the comment box along with the full name of who you are doing the adjustment for and click the **Save** button to create a new Adjustment Summary Report. After you save, there will be a New Adjustment Header button that appears next to the excel button.

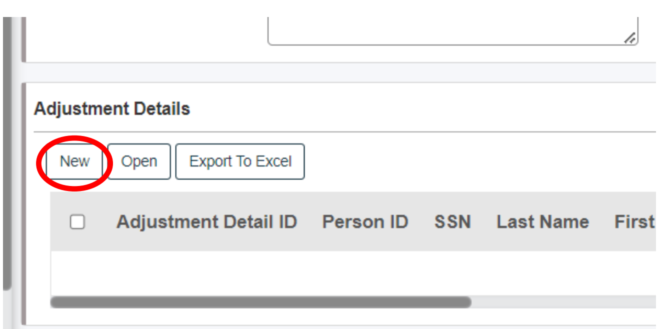


The Comment Box:
After you enter your comment in the comment box, we recommend you copy this text so that you can paste it into your adjustment header comment box and your adjustment detail comment box. It is important to enter a comment so that when this is posted to MPERA, we may understand why this is being reported.

Creating your Adjustment Header:
After saving your new summary report, click the New Adjustment Header box and paste your comment into the comment box. Select the system that this header represents from the Adjustment Header Type drop-down menu; the example below is **PERS**. Click **Save**.

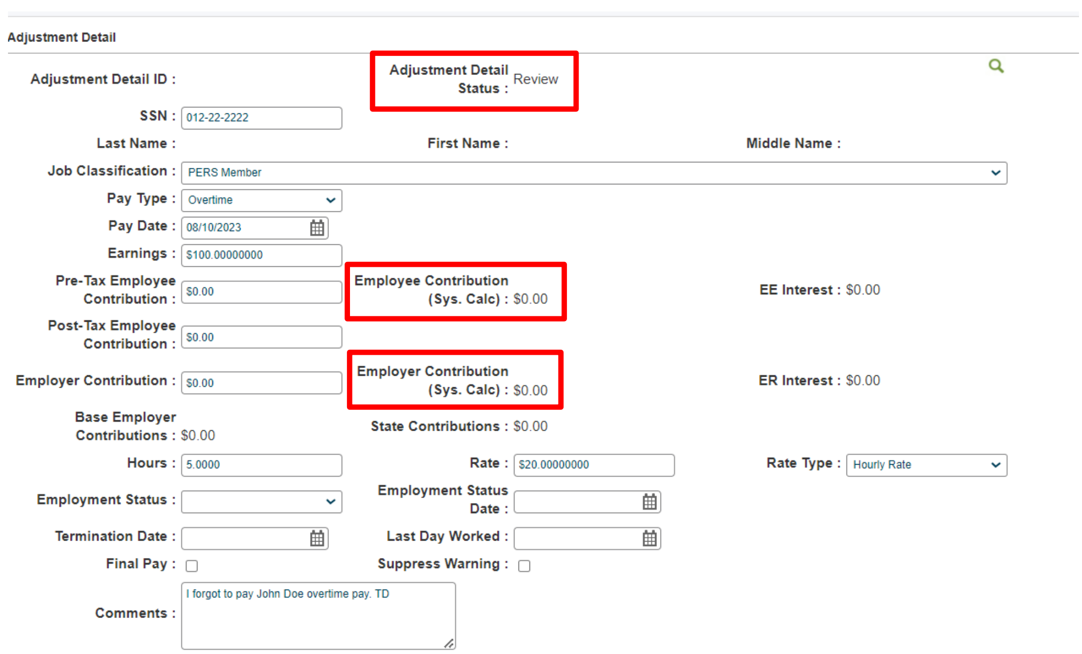


Once you click **Save**, you will notice a **New** button that appears. Click the **New** button.



This will open the Adjustment Detail record, allowing you to input the information for the employee you are making the adjustment for. In the example below, you will enter the social security number and job classification of your employee; their name will populate after you save. You will also enter the pay type, pay date they should have been paid that amount, the hours, rate, and rate type. Paste your comments from the previous screens' comment boxes or enter why you are doing the adjustment. Click the **Save** button after entering this information.

Look at your errors tab below. ERIC will remind you about the Employee and Employer Contributions and even calculate what should come out in the Employee and Employer Sys Calc. If you have a penny difference in your own calculations, you can still enter that amount in contributions as ERIC allows rounding of up to five cents. Click **Save** again to see if it is in a valid status. Resolve any errors that show in the errors tab below:



If you have more than one adjustment to make and it is for the same system header, you can arrow back and click **New** to make another entry. When you are done with all your entries and they are valid, you can arrow back to your summary report, check what you entered for accuracy, and submit and create your invoice.

If a credit is coming your way, it will show in your payment screen along with the payment for your payroll. It may also show as a credit memo in your payment screen, and you can have it deducted from what you are paying MPERA by checking **include credit memo**. If you want to pay it separately, go to the payment screen and pay it immediately so it won't be included in your usual payroll. **Please note that you cannot submit an adjustment and get the credit the same day; it must process through.**

Terminating an Employee in Your Adjustments:
If you failed to report termination information for an employee in a previously submitted summary report and you have already paid them out, you can report a termination date in a subsequent payroll. However, if you failed to pay them out sick leave and vacation (for example), you will have to report that in adjustments.

Another key thing to be aware of, is if you terminated them in a previous payroll and now you are doing an adjustment to report sick leave payout (for example), you will need to send MPERA an email explaining this so that we can clear out the previous termination dates for you in advance. **Please do not re-enroll this employee.** When entering the information in the adjustment, you will be able to enter the termination date.

In a normal payroll, you would report final pay and termination date in either your Payroll Details tab within your summary report or your Compensation Details tab, depending on who your vendor is. At that time, it would only be necessary to report all this information in one record; **not in an adjustment**.

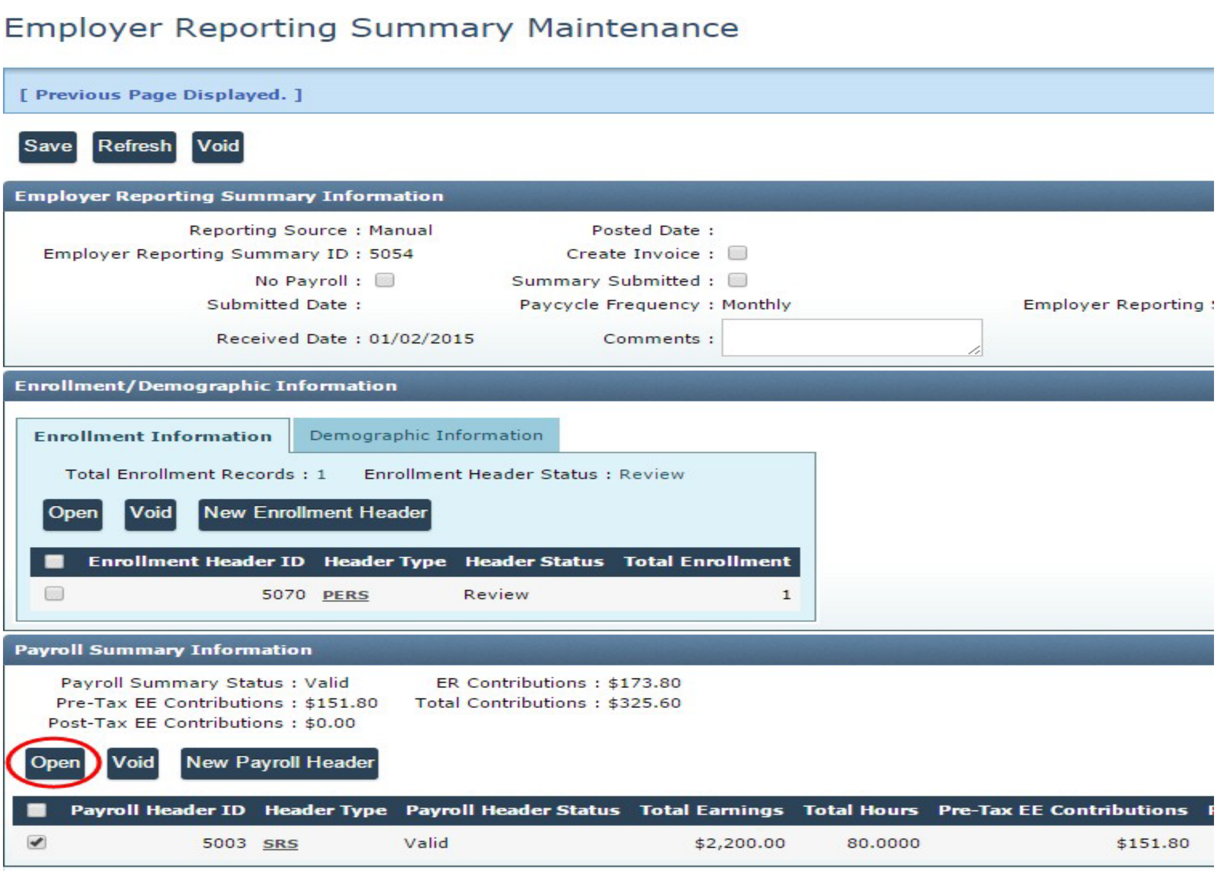
If reporting for an employee who has regular pay, overtime, sick leave, and/or any other payout records, you must report termination dates and check off final pay box in every single record when reporting as an adjustment.

Terminations

There may be circumstances when you will have to terminate an employee. Some reasons for termination may include:

- The employee is leaving employment
- A PERS Optional Member under 960 becomes a PERS Member
- Death

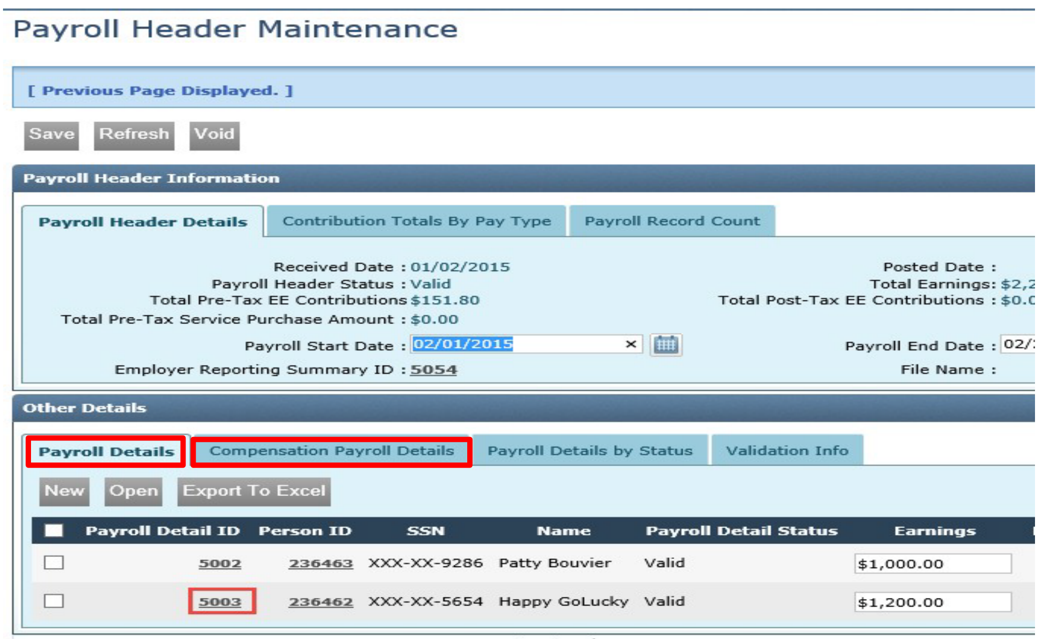
Once an employee terminates and the current payroll has not been reported, you may still add the status change to the payroll report by opening the Employer Report Summary and navigating to the Payroll Summary Information at the bottom and opening the system header that the person is in:



Helpful Tip: If you are unable to find an employee's record, you may look them up in **Payroll Detail** on the left-side panel.

From the Payroll Header Maintenance screen, you will navigate to the Other Details panel at the bottom of the report and open the tab where your employees are listed.

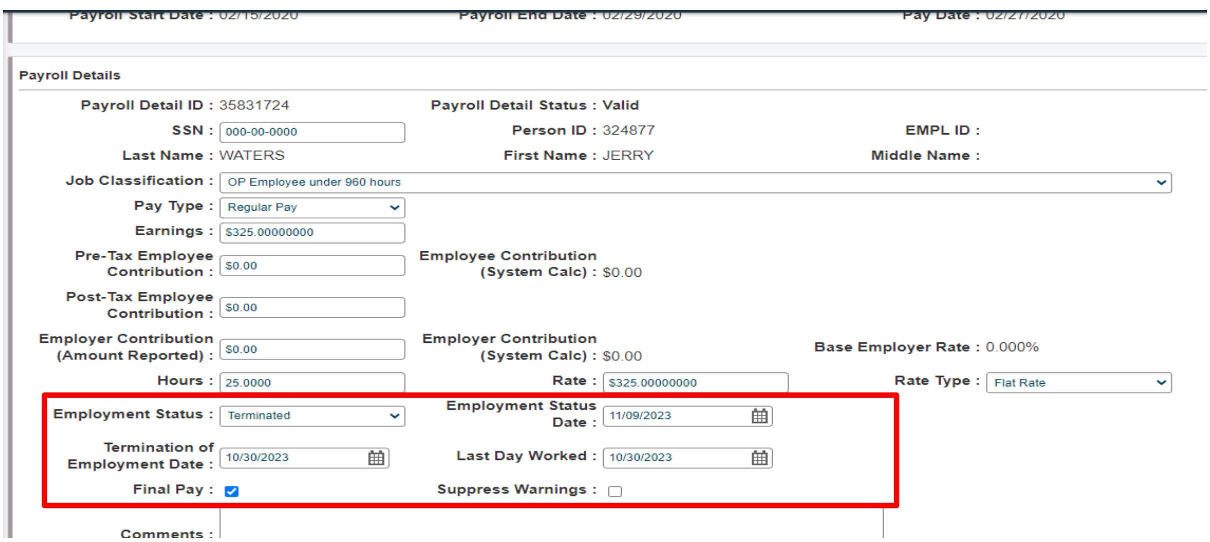
If you are an employer whose vendor uses the Compensation Payroll Details, you will open the compensation record of that terminated employee to enter information. If you are an employer whose vendor uses the Payroll Details tab, you will locate the terminated employee's regular pay record to enter information.



In the example above, the employee is listed in the Payroll Details tab. Click on the Payroll ID link by their name, Remember, since this employee is in the Payroll Details tab, you will be updating their regular pay record.

Required Fields:
The information that is required in either the regular pay record or the compensation record of the employee you are attempting to terminate will be:

- **Employment Status** – The reason that they are leaving (in the drop-down box).
- **Employment Status Date** – The actual date you are changing the status and reporting the final payouts.
- **Final Pay** – (in the box to be checked off)
- **Termination of Employment Date** – The date the employee severs all employment with the employer.
- **Last Day Worked** – The actual date the employee physically works or uses leave.



Payroll Start Date : 02/15/2020 Payroll End Date : 02/29/2020 Pay Date : 02/27/2020

Payroll Details

Payroll Detail ID : 35831724 Payroll Detail Status : Valid
SSN : 000-00-0000 Person ID : 324877 EMPL ID :
Last Name : WATERS First Name : JERRY Middle Name :
Job Classification : OP Employee under 960 hours
Pay Type : Regular Pay
Earnings : $325.00000000
Pre-Tax Employee Contribution : $0.00 Employee Contribution (System Calc) : $0.00
Post-Tax Employee Contribution : $0.00
Employer Contribution (Amount Reported) : $0.00 Employer Contribution (System Calc) : $0.00 Base Employer Rate : 0.000%
Hours : 25.0000 Rate : $325.00000000 Rate Type : Flat Rate
Employment Status : Terminated Employment Status Date : 11/09/2023
Termination of Employment Date : 10/30/2023 Last Day Worked : 10/30/2023
Final Pay : Suppress Warnings :
Comments :

If you do not have a payroll record to update for your employee who is terminating, you will have to create a new one. In the Payroll Header Maintenance screen in the Other Details Panel, you will click on the tab where you have your employees listed (either Payroll Detail or Compensation Payroll Details) and then click **New**. You will then enter the following information:

- SSN
- Earnings
- Job Classification
- Pre-Tax Employee Contribution
- Employer Contribution
- Employment Status: Terminated
- Termination of Employment Date
- Last Day of Work
- Final Pay Checkbox

After Completing Your Termination Entries:
Make sure your payroll detail record is in a **valid** status. If not, check the errors tab below the record and address the messages. Once valid, you can go back to your header (if you have other issues to resolve) or your now valid Employer Report Summary.

Timely Termination Reporting Results in:

- Timely refunds and rollovers
- Prompt and accurate retirement benefits
- Access to the 457(b) funds (if they participate)
- New employment and retirement eligibility
- Accurate retirement records

When a Payroll Detail is Expected for an Employee:
When working on your employer report summary, you may see a message that shows (for example) "*960 Payroll expected for John Doe OP Employee under 960 hours in PERS*." You may wonder why this message appears for an employee you might not recognize or who worked some time ago.

- When an employee has not been reported within 610 days of the last payroll, ERIC will administer a warning. If you suppress the warning, it will not prevent you from submitting your payroll.

- When an employee has not been reported within 730 days of the last payroll, ERIC will administer an error. This will prevent you from submitting your employer report until you enter information for that employee.

If you receive the expected payroll detail error for a member, it's due to ERIC anticipating a payroll detail record for an employee. it is recommended that you resolve the issue right away to avoid seeing it in the future. To do this, select **New** on the payroll details tab to make a new payroll detail, and enter zero earnings with a pay type of "Other P (IE: Reimbursements)."

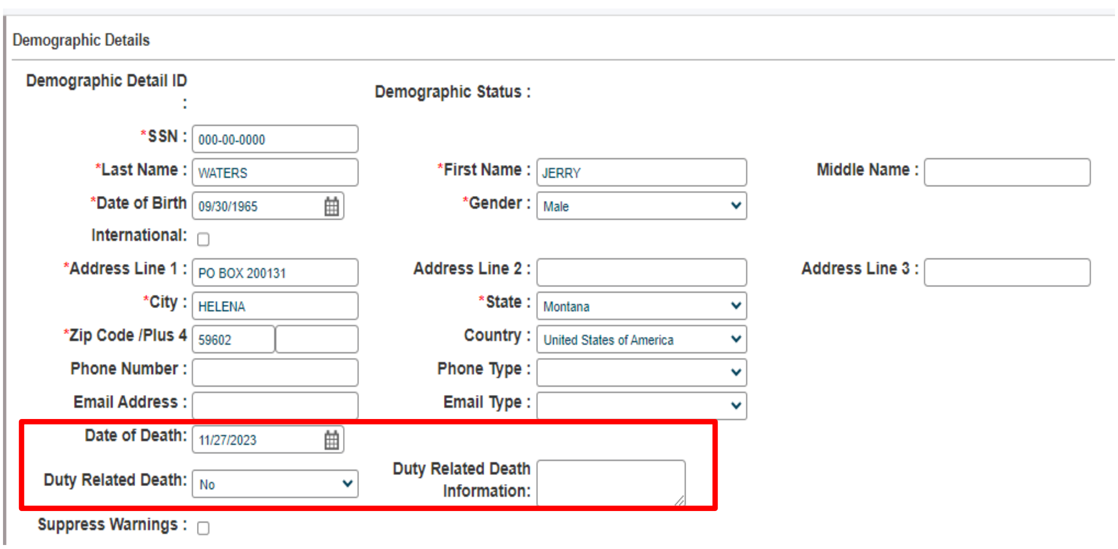
- If the employee is no longer employed, terminate the employee and enter their termination date.

- If they are still employed, place the employee on a leave status with the current date as the employment Status Date.

After saving, you will receive a warning indicating this information is outside of the normal payroll period because you are reporting a previous time frame for that termination. Click on **Suppress Warnings** and this will allow your detail record to go into a valid status.

Death of an Employee:
If you receive word that your employee has passed away and they are still being paid, you can open their payroll details record and enter in termination information as you would for an employee who has retired or left.

Once you make that entry and save it, open the Demographic Detail on your left-side panel, which will bring you to the Demographic Lookup screen. Enter your employee's social security number and click **New** under the Search results panel. It will bring you to the Demographic Details screen (see below), where you can enter in the date of death and if it was duty related (more common for safety officers). Click **Save**.



Reminders:

- If you are paying out sick or vacation to an employee who is returning in the fall (such as a PERS school district employee), do not put in a termination date or check off the **final pay** box. PERS contributions do not come out of those payouts if they are returning.
- When reporting final pay, do not check the **final pay** box on every payroll detail record for the employee. Adhere to the Regular Pay record or if you use Total Compensation, use that record.
- If your employee is working intermittently, use the employment status drop down and select **Intermittent Leave** or **Seasonal Leave** so that ERIC stops generating warnings and errors for that person. If they return, select **Returned from Leave**, and enter the current date as Employment Status date.
- For additional employer questions, visit our Employer Reporting FAQs.
- All compensation should be reported; even if it's non-pensionable.
- All employees must be reported to MPERA, including teachers and employees who have opted out of retirement.