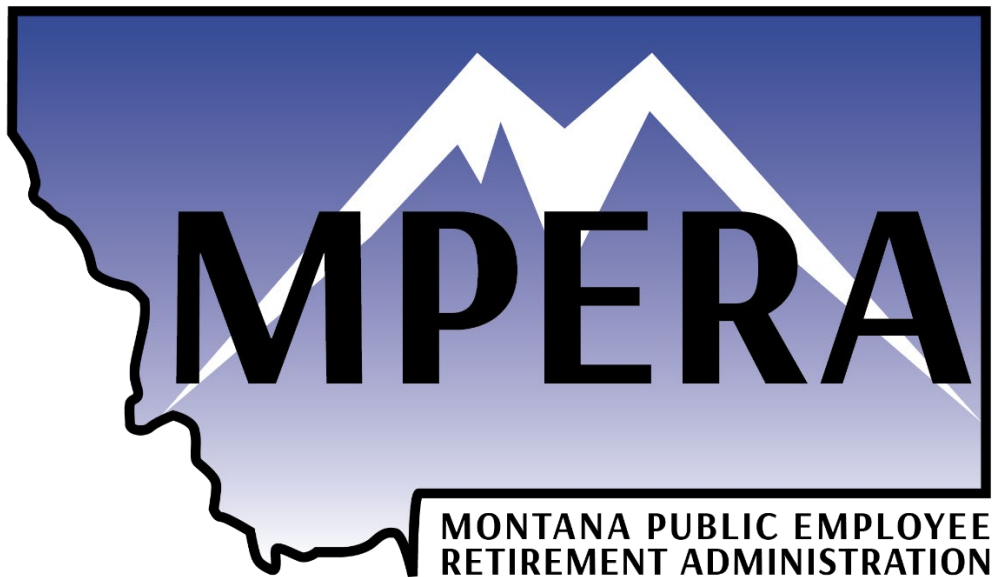


# Employer Reporting Manual



# Table of Contents

Signing up For Okta.....	3
Gaining Access to ERIC .....	5
Welcome to ERIC .....	6
Overview of Employer Reporting .....	7
ERIC Home Screen .....	8
Left-Side Panel Features.....	9
Welcome Menu Features .....	12
Alerts and Messages .....	13
Organization Profile.....	13
Other Details Tabs.....	14
Enrolling a New Employee.....	21
Updating an Employee Address or Name (Demographic Change) .....	25
Reporting Payroll in ERIC.....	26
Resolving Errors in Your Employer Report.....	35
Creating Your Invoice .....	40
Making a Payment in ERIC .....	41
Adjustments .....	44
Terminations.....	49
Death of an Employee.....	52

## Preface

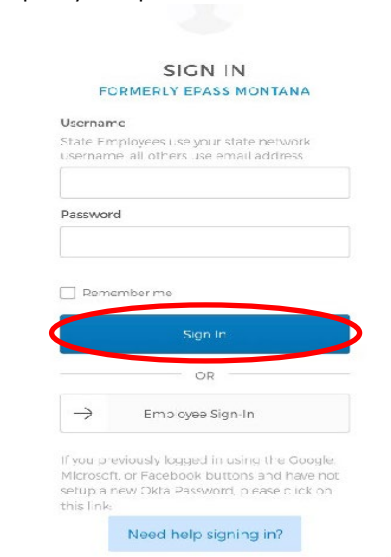
This manual is a general summary of information needed for employer payroll reporting staff to complete MPERA's reporting processes. Every effort has been made to ensure the contents agree with the law and administrative rules, which is not static and can change from time to time. This manual is not 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:

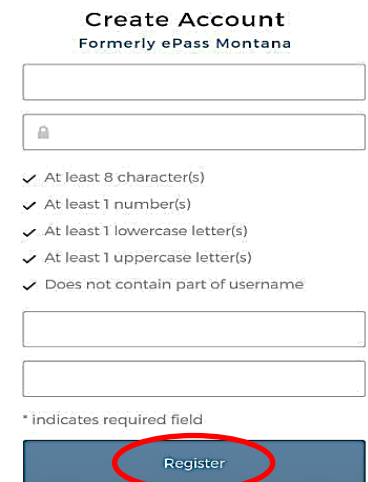
1. Open a web browser and visit <https://login.mt.gov>.
2. On the Okta Sign In page, select **Sign In**.



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

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

4. Click on **Register**.

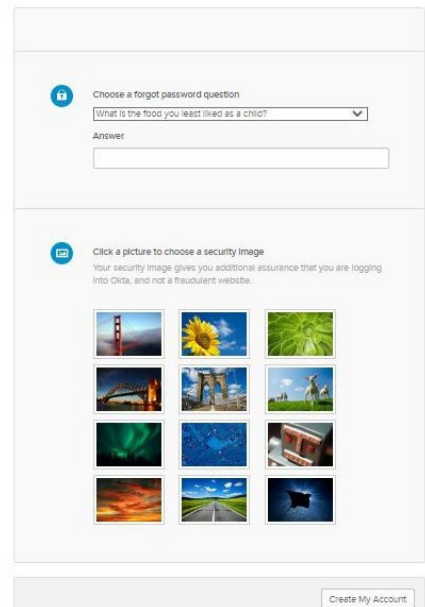


5. Open your email client and select the **Activate Account** link in your email from Okta. This link expires within seven days of receiving it. Now your account is created, and you will be redirected to the Sign In page.

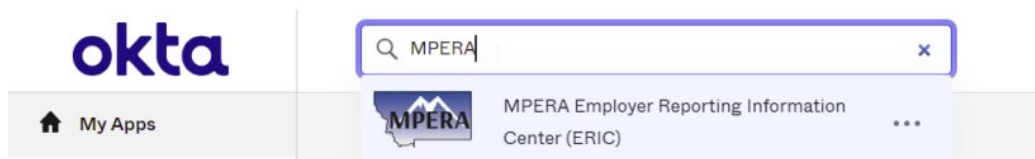


6. Enter your email address/username and password, and click **Sign In**.
7. On the Welcome page, complete these fields:
  - Select a forgotten password question.
  - Select a security image.

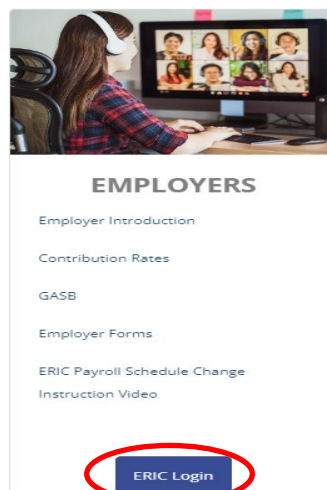
You will then be directed to your User Dashboard.



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:

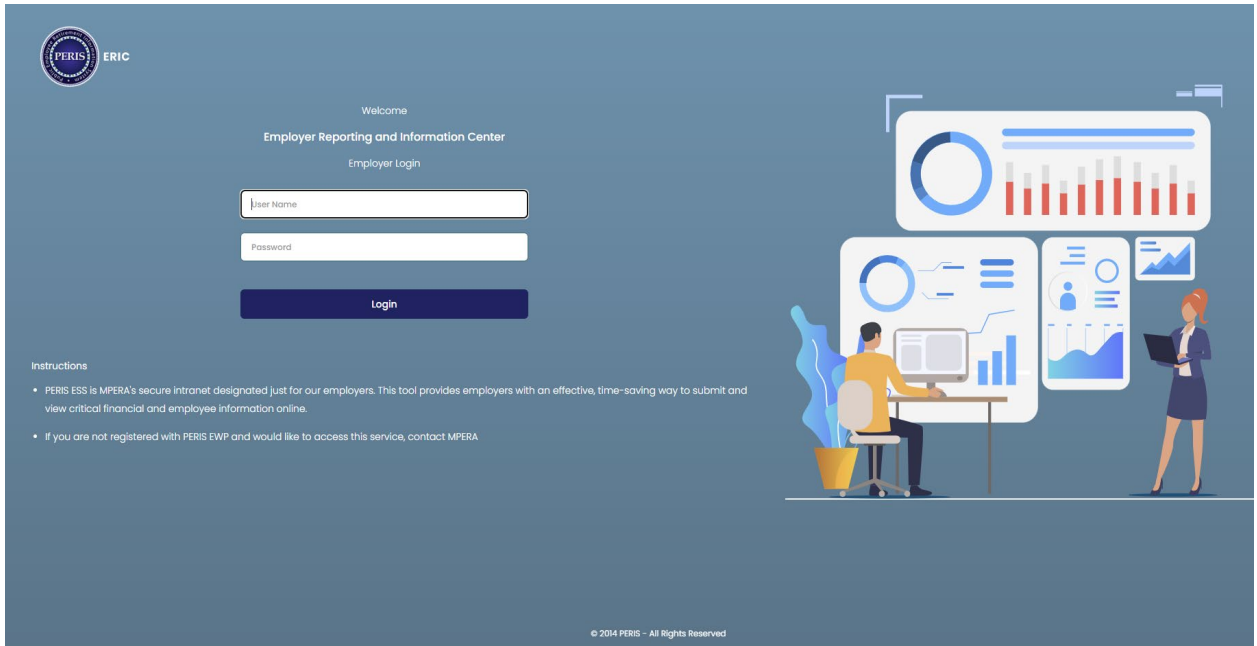
1. On your home screen, go into **Organization Profile** quick link box or the left-side panel and select **Organization**, then go into the **Contact** tab found in Other Details, and **New**.
2. This will bring you to the Organization Contact Maintenance screen. Enter in all the required fields for 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.



The screenshot shows the ERIC login interface. At the top left is the PERIS ERIC logo. The main heading is "Welcome Employer Reporting and Information Center" followed by "Employer Login". There are two input fields: "User Name" and "Password", both with red borders. Below them is a dark blue "Login" button. To the right is an illustration of a person at a desk with various data charts and graphs floating around. At the bottom left, under "Instructions", there are two bullet points: "PERIS ESS is MPERA's secure intranet designated just for our employers. This tool provides employers with an effective, time-saving way to submit and view critical financial and employee information online." and "If you are not registered with PERIS EWP and would like to access this service, contact MPERA". At the bottom center, it says "© 2014 PERIS - All Rights Reserved".

PERIS ERIC

Welcome

Employer Reporting and Information Center

Employer Login

User Name

Password

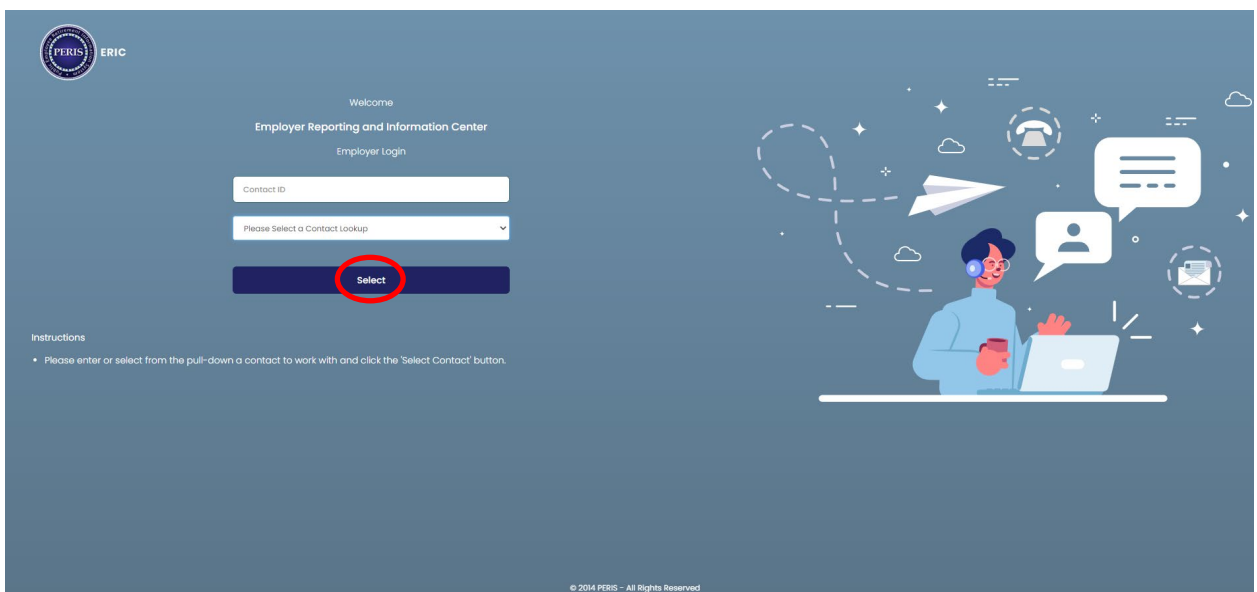
Login

Instructions

- PERIS ESS is MPERA's secure intranet designated just for our employers. This tool provides employers with an effective, time-saving way to submit and view critical financial and employee information online.
- If you are not registered with PERIS EWP and would like to access this service, contact MPERA

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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.**



This screenshot is similar to the first one but shows a different login method. The "Contact ID" field is filled with "123456789". Below it is a dropdown menu labeled "Please Select a Contact Lookup" with a downward arrow. The "Select" button is circled in red. The illustration on the right shows a person at a desk with a laptop, surrounded by icons for communication like a phone, speech bubble, and paper plane. The "Instructions" section now has one bullet point: "Please enter or select from the pull-down a contact to work with and click the 'Select Contact' button." The footer remains "© 2014 PERIS - All Rights Reserved".

PERIS 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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# 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.

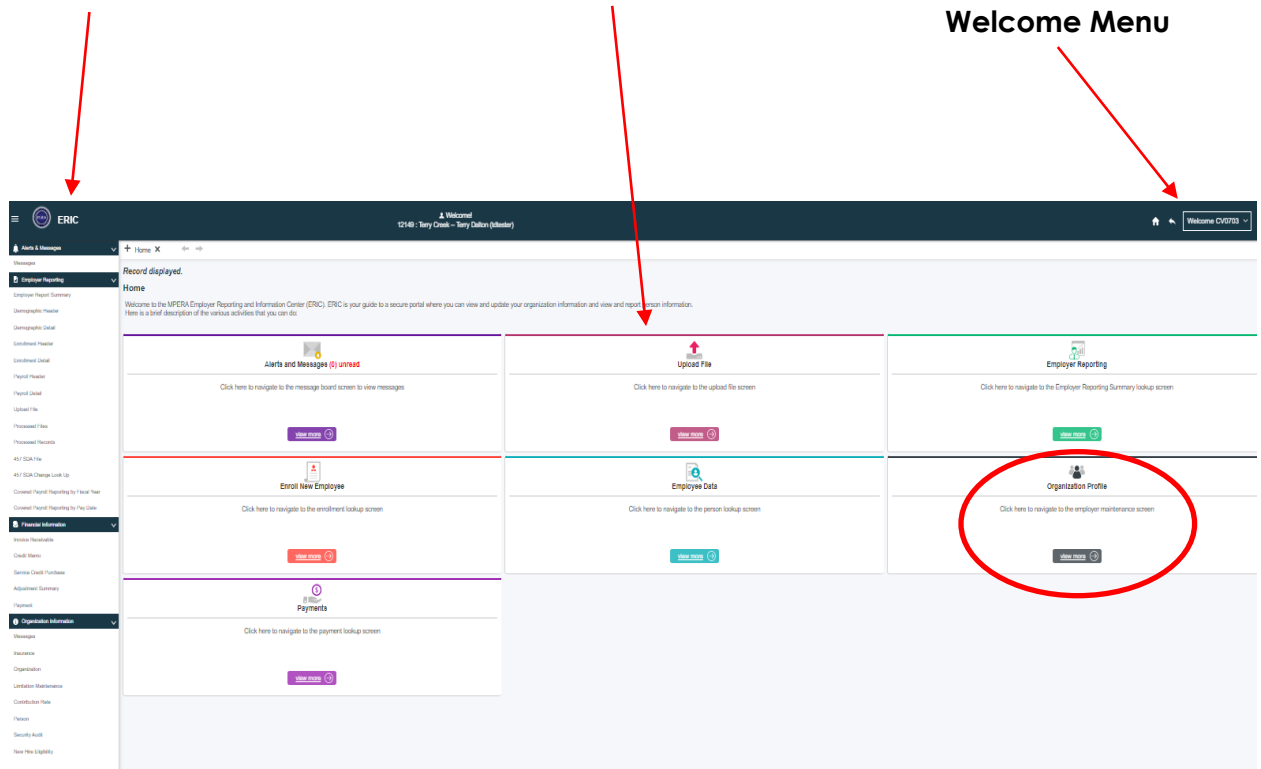
In the upper right corner, you will see the previous back arrow and welcome menu drop down box. **It is best to use the previous back arrow instead of your back browser button as this will often take you out of ERIC.** The Welcome Menu drop down has features that are explained in greater detail after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



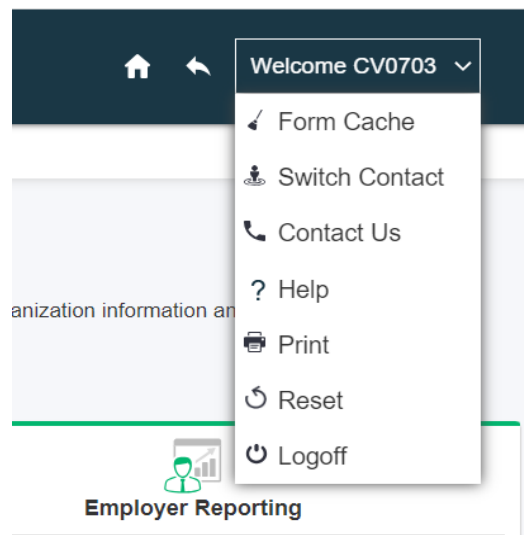


## Left-Side Panel Features:

- **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.**

+ Message Board X

← →

[ Record displayed ]

Message Board

Messages

Message Type : All

Read/Unread : All

Filter

Open

<input type="checkbox"/>	Message Type	Message Subject	Received Date	Attachment	Read
No records to display.					

# 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.

Home / Employer Maintenance X Displaying page 1 of 1. ➡

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

### Employer Maintenance

Save Refresh View Images

Main Section

Organization Type : Employer	Employer Type : Other Local Government	Effective Date :
State TIN : <input type="text"/>	* County : Lewis and Clark	End Date :
Federal TIN : 123456789	Status : Active	MPERA ID :
Preferred Communication : Email	Reporting Method :	Status Effective Date : 02/01/2020
Employer Pays Contribution for Service Purchase :	Employer Pays Interest For Service Purchase :	Employer Pays Interest For Workers Comp. :
Auto Post ER File : No		
Health Care Vendor Organization Name :	Primary Contact : Terry Dalton	Primary Address : 100 N. Park, Helena, Montana, 59602
Primary Email : noemail@bresnan.net	Primary Phone : (406) 555-3131	City Class :

Other Details

Address Plan Contact Bank Payroll Schedule Status History Insurance

New Open Primary Address

<input type="checkbox"/>	Address ID	Street Name	City	State / Province	Zip Code / Postal Code	Country	Status	Primary Address
<input type="checkbox"/>	10465	100 N. Park	Helena	Montana	59602	United State of America	Active	Y

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.

## Other Details

Address	Plan	Contact	Bank	Payroll Schedule	Status History	Insurance												
<div> <div>New</div> <div>Open</div> <div>Primary Address</div> </div> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Address ID</th> <th>Street Name</th> <th>City</th> <th>State / Province</th> <th>Zip Code / Postal Code</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><a href="#">10692</a></td> <td>100 N. Park</td> <td>Helena</td> <td>Montana</td> <td>59602</td> </tr> </tbody> </table>	<input type="checkbox"/>	Address ID	Street Name	City	State / Province	Zip Code / Postal Code	<input type="checkbox"/>	<a href="#">10692</a>	100 N. Park	Helena	Montana	59602						
<input type="checkbox"/>	Address ID	Street Name	City	State / Province	Zip Code / Postal Code													
<input type="checkbox"/>	<a href="#">10692</a>	100 N. Park	Helena	Montana	59602													

**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.

Organization Information

Organization ID : [12149](#)

Organization Name : Terry Creek

Organization Type : Employer

Organization Contact Information

\* Contact Last Name :

Contact Prefix :

Job Title :

\* Main Phone / Ext :

\* Email :

\* Contact Address :

\* Effective Date :

\* Contact First Name :

Contact Suffix :

\* Organization Plan :

Alternate Phone/Ext :

Fax Number :

\* Status :

End Date :

Contact Middle Name :

\* Contact Type:

☐ 457  
☐ FURS  
☐ Human Resources  
☐ MPORS  
☐ Payroll Reporting  
☐ Stakeholder

☐ Board Member/Superintendent  
☐ GWPORS  
☐ Insurance Reporting  
☐ Other  
☐ PERS  
☐ VFCA


☐ Business/Finance Officer  
☐ HPORS  
☐ JRS  
☐ Payment  
☐ SRS  
☐ Web User

- **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.

Web User Management

Send Email

EWP Access: ☐

Initial Registration Date:  


OKTA Username:

Last Successful Login:

Terms and Conditions Read Date:

- **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**.

Security Access

Role:  

<input type="checkbox"/>	Role ID	Role Name
<input type="checkbox"/>	10076	Portal Access Manager
<input type="checkbox"/>	10084	Maintain Employer Profile
<input type="checkbox"/>	10085	Employer Information Processor
<input type="checkbox"/>	10086	Payroll Report Processor
<input type="checkbox"/>	10204	Employee Information Processor
<input type="checkbox"/>	10205	Employer Insurance Administrator
<input type="checkbox"/>	10207	Maintain Vendor Profile
<input type="checkbox"/>	10209	Healthcare Organization Vendor
<input type="checkbox"/>	10231	Employee Enrollment

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

Home / Employer Maintenance / Organization Contact Ma... \* X Display

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

### Organization Contact Maintenance

Save Refresh

Organization Information

Organization ID : [12149](#)

Organization Type : Employer

Organization Contact Information

- **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.

Other Details

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

New Open Primary Contact

<input type="checkbox"/>	Contact ID	Contact Name	Job Title	Contact Role	Phone Number / Extension	Phone No Alt	Phone No Alt Ext	Address ID	Address	Email Address
<input type="checkbox"/>	<a href="#">10413</a>	Jane Doe		457, Payroll Reporting, PERS, Web User, Business/Finance Officer, Human Resources, Insurance Reporting	(406) 555-3131			10465	100 N. Park, Helena, Montana, 59602	noemail@bres



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

The screenshot shows a contact information form with the following fields and values:

- \* Contact Last Name : Doe
- \* Contact First Name : Jane
- Contact Prefix : [dropdown]
- Contact Suffix : [dropdown]
- Job Title : [text box]
- \* Organization Plan : [dropdown]
- \* Main Phone / Ext : (406) 555-3131
- Alternate Phone/Ext : [text box]
- \* Email : noemail@bresnan.net
- Fax Number : [text box]
- \* Contact Address : 100 N. Park, Helena, Montana
- \* Status : Inactive (highlighted with a red circle)
- \* Effective Date : 11/01/2018
- End Date : [text box]

\* Contact Type:

<input checked="" type="checkbox"/> 457	<input type="checkbox"/> Board Member/Superintendent	<input checked="" type="checkbox"/> Business/Finance Officer
<input type="checkbox"/> FURS	<input type="checkbox"/> GWPORS	<input type="checkbox"/> HPORS
<input checked="" type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Insurance Reporting	<input type="checkbox"/> JRS
<input type="checkbox"/> MPORS	<input type="checkbox"/> Other	<input type="checkbox"/> Payment
<input checked="" type="checkbox"/> Payroll Reporting	<input checked="" type="checkbox"/> PERS	<input type="checkbox"/> SRS
<input type="checkbox"/> Stakeholder	<input type="checkbox"/> VFCA	<input checked="" type="checkbox"/> 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>.



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.**

#### Payroll Schedule Information

<b>Fiscal Year :</b> 2024	<b>Fiscal Year Begin Date :</b> 07/01/2023
<b>Schedule Name :</b> <input type="text" value="FY2024_PERS_BIWEEKLY"/>	<b>Fiscal Year End Date :</b> 06/30/2024
<b>Organization System :</b> PERS	<b>Schedule Status :</b> Pending
<b>Schedule Frequency :</b> Biweekly	<b>Payroll Schedule Header ID :</b> 16082
<b>Holiday Pay Dates :</b> <input type="text" value="We Do Not Pay On Bank Holidays"/>	<b>First Payroll Schedule Flag :</b> <input type="checkbox"/>
<b>Pay On :</b> <input type="text" value="Previous Business Day"/>	

#### Biweekly Frequency Details

**First Pay Date :** 07/14/2023

#### Payroll Schedule

<input type="checkbox"/>	Payroll Schedule Detail ID	Detail Type	Pay Date	Pay Period Information
<input type="checkbox"/>		Regular	<input type="text" value="07/14/2023"/>	
<input type="checkbox"/>		Regular	<input type="text" value="07/28/2023"/>	
<input type="checkbox"/>		Regular	<input type="text" value="08/11/2023"/>	

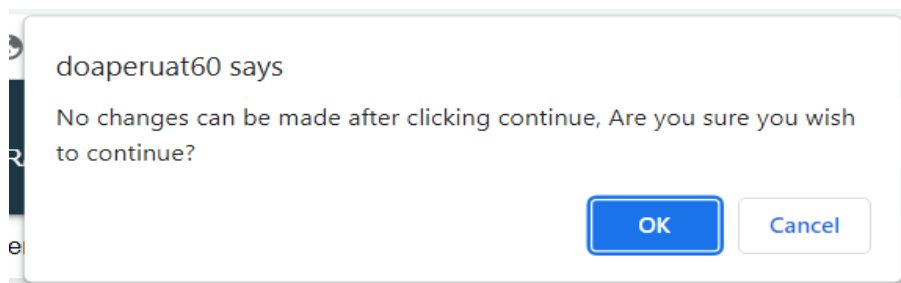
- **Adding One Additional Schedule:**

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.

**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.

Other Details

Address	Plan	Contact	Bank	Payroll Schedule	Status History	Insurance						
<table><tr><th>Status</th><th>Effective Date</th></tr><tr><td>Active</td><td>07/01/1948</td></tr><tr><td>Active</td><td>07/01/1948</td></tr></table>							Status	Effective Date	Active	07/01/1948	Active	07/01/1948
Status	Effective Date											
Active	07/01/1948											
Active	07/01/1948											

**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.

The screenshot shows the ERIC (EMPLOYER REPORTING AND INFORMATION CENTER) home screen. On the left sidebar, the 'Enrollment Detail' link is highlighted with a red circle. The main content area shows a 'Home' dashboard with a red circle around the 'Enroll New Employee' button. The dashboard also includes sections for Alerts and Messages, Upload File, Employee Data, and Payments.

## 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.**

The screenshot shows the 'New Hire Eligibility Maintenance' screen. On the left sidebar, the 'New Hire Eligibility' link is highlighted with a red circle. The main content area shows a search form with 'SSN' and 'Date of Birth' fields highlighted with red circles. The 'System Results' section shows a message: 'No Record(s) exist for that SSN and Birth Date combination'.

## 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.

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.

The screenshot displays the ERIC Enrollment Maintenance interface. The top navigation bar includes the ERIC logo, a welcome message for Terry Dalton, and navigation icons. The left sidebar lists various menu items, with 'Employer Reporting' selected. The main content area shows the 'Enrollment Maintenance' section with a message: '[ Record displayed. Please make changes and press SAVE. ]'. Below this, there are buttons for 'Save', 'Refresh', 'Post', and 'Void'. The 'Enrollment Header Information' section displays details for an enrollment with ID 109504, header type PERS, and status Valid. It also shows the Employer Reporting Summary ID 168223, Received Date 03/11/2020, and Reporting Source File Upload. The 'Enrollment Information' section contains fields for Enrollment ID, Posted Date, Enrollment Status (Valid), SSN (000-00-0000), Name Prefix, Last Name (RETIREE), First Name (WORKING), Middle Name, Name Suffix, Marital Status (Unknown), Date Of Birth (04/06/1953), and Gender (Female). A red note on the right states: 'Ensure enrollment for this member is posted before submitting payroll for them'.

**Enrollment Maintenance**

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

Save Refresh Post Void

**Enrollment Header Information**

Enrollment Header ID : [109504](#) Enrollment Header Type : PERS Enrollment Header Status : Valid

Employer Reporting Summary ID : [168223](#) ER Summary Status : Valid

Received Date : 03/11/2020 Posted Date :

Reporting Source : File Upload File Name :

Total Detail Records : 4

**Enrollment Information**

Enrollment ID : Posted Date : Enrollment Status : Valid

\*SSN :  Name Prefix :

\*Last Name :  \*First Name :  Middle Name :

Name Suffix :  Marital Status :

\*Date Of Birth :  \*Gender :

Ensure enrollment for this member is posted before submitting payroll for them

## 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.

**Employer Report Summary Lookup**

Criteria

Received Date From:

Received Date To:

Posted Date From:

Posted Date To:

Reporting Source:

Receivable Status:

Invoice Created:

Summary Submitted:

Employer Reporting Summary Status:

Employer Reporting Summary ID:

\* Paycycle Frequency:

Search

Reset

Search Results

New

Open

Export To Excel

Copy Forward

<input type="checkbox"/>	ID	Enrollments	Demo Changes	Payroll Records	Pre-Tax EE Contribution	Post-Tax EE Contribution	Total ER Contribution
<input type="checkbox"/>	<a href="#">172171</a>	4		12	\$188.15	\$0.00	\$203.82
<input type="checkbox"/>	<a href="#">172170</a>	2		11	\$210.67	\$0.00	\$223.89



# 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**.

The screenshot displays the ERIC (Employer Reporting Information Center) interface. On the left sidebar, the 'Demographic Detail' option is highlighted with a red circle. The main content area is titled 'Demographic Lookup'. It features a 'Criteria' section with input fields for SSN, Last Name, and First Name. Below these are dropdown menus for Reporting Source, Employer Reporting Summary ID, Error Message, and Status. A 'Search' button is circled in red. Under the 'Search Results' section, there are buttons for 'New', 'Open', and 'Export To Excel'. The 'New' button is also circled in red. Below the buttons is a table header with columns: Demographic ID, Person ID, SSN, First Name, Last Name, MI, Reporting Source, Status, and Employer Reporting Summary ID. At the bottom, a message states 'No records to display'.

If you only want to view the employee's current record and not update their record, click the **Search** button. Click the **New** button if you want to update their address or name.

# Reporting Payroll in ERIC

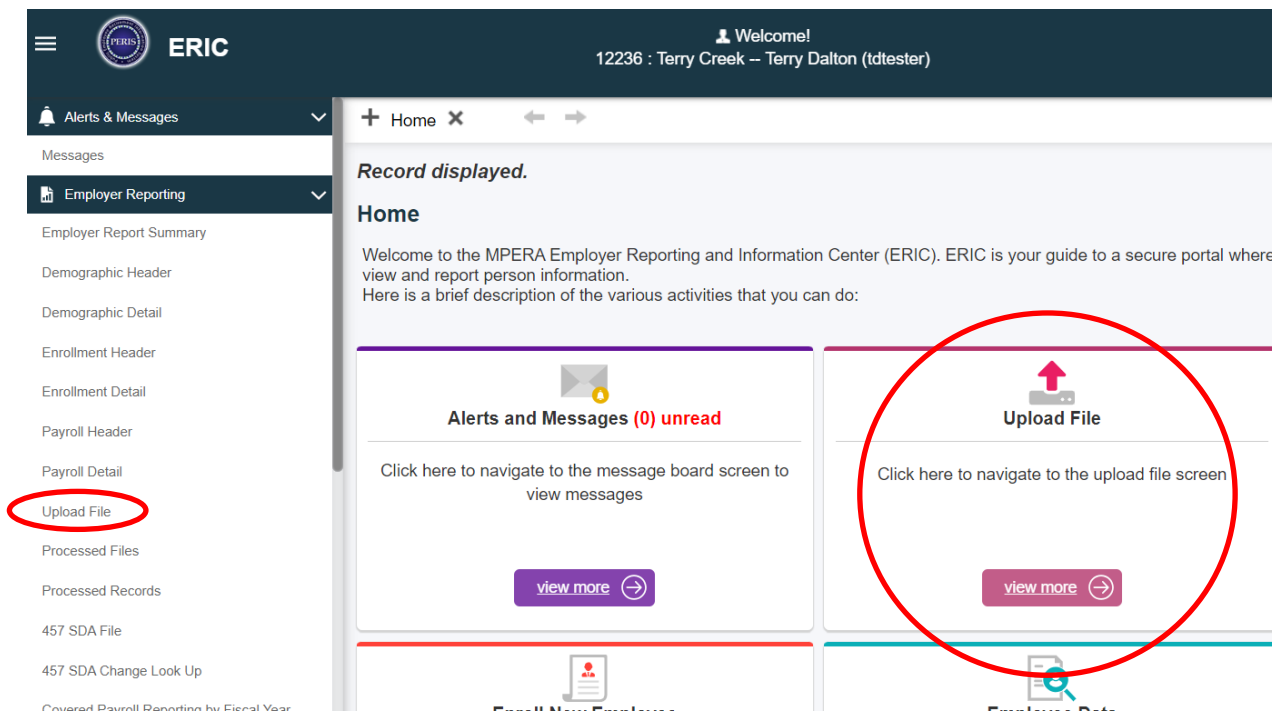
**Helpful Tip:** All compensation should be reported; even if it's non-pensionable.

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.

Home / UploadFile x ← Displaying page 1 of 1. →

[ All changes successfully cancelled. ]

### Upload File

**Instructions**

To submit a file:

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

**Upload File**

File Type :

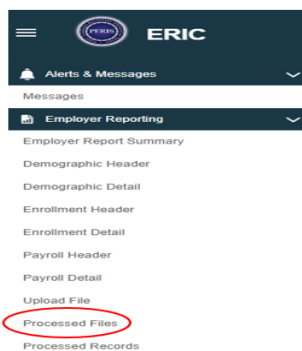
Upload File  [Clear](#)

- **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.



[ 127 Records met the search criteria. This exceeds the maximum limit of 100. Please change the

### Processed Files Lookup

**Criteria**

File Type :  Cycle Number :

File Name :  Status :

Processed Date From :  Processed Date To :

File ID :  File Header ID :

**Search Results**

Page 1 of 10 Results 1 - 10 of 100

<input type="checkbox"/>	File Header ID	File ID	File Type	Name	Processed Date
<input type="checkbox"/>	1158972	35	Employer Reporting Inbound file	2023April_PERIS.csv	05/01/2023

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

<input type="button" value="Open"/>									
Page 1 Of 10   Results 1 - 10 of 100									
<input type="checkbox"/>	File Header ID	File ID	File Type	Name	Processed Date	Status	No. Of Rows	No. of Rows with errors	Cycle Number
<input type="checkbox"/>	<a href="#">1158972</a>	35	Employer Reporting Inbound file	2023April_PERIS.csv	05/01/2023	Processed	239		
<input type="checkbox"/>	<a href="#">1146278</a>	35	Employer Reporting Inbound file	2023March_PERIS.csv	04/04/2023	Processed	234		
<input type="checkbox"/>	<a href="#">1146275</a>	35	Employer Reporting Inbound file	2023March_PERIS.csv	04/04/2023	Void	234		
<input type="checkbox"/>	<a href="#">1128137</a>	35	Employer Reporting Inbound file	2023February_PERIS.csv	03/01/2023	Processed with Warnings	260	2	
<input type="checkbox"/>	<a href="#">1128136</a>	35	Employer Reporting Inbound file	2023February_PERIS.csv	03/01/2023	Void	260		
<input type="checkbox"/>	<a href="#">1118843</a>	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... X
 <=> 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.

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

### Employer Report Summary Lookup

Criteria

Received Date From :	<input type="text"/>	Received Date To :	<input type="text"/>
Posted Date From :	<input type="text"/>	Posted Date To :	<input type="text"/>
Reporting Source :	All	Receivable Status :	All
Invoice Created :	All	Summary Submitted :	All
Employer Reporting Summary Status :	All	Employer Reporting Summary ID :	<input type="text"/>
* Paycycle Frequency :	All		

Search Results

☐ ID ☐ Enrollments ☐ Demo Changes ☐ Payroll Records ☐ Pre-Tax EE Contribution ☐ Post-Tax EE Contribution ☐ Total ER Contribution

No records to display.

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.

### Employer Report Summary Maintenance

Employer Reporting Summary Information

Employer Reporting Summary ID :	Paycycle Frequency : Semi-Monthly	Employer Reporting Summary Status :
Received Date : 11/20/2023	Posted Date :	Payroll Header Status :
Reporting Source : Manual	File Name :	
No Payroll : <input type="checkbox"/>	Summary Submitted : <input type="checkbox"/>	Invoice Created : No
Submitted Date :		
Comments :	<input type="text"/>	

Enrollment/Demographic Information

Enrollment Information **Demographic Information**

Total Enrollment Records :

<input type="checkbox"/> Enrollment Header ID	Header Type	Header Status	Total Enrollment
No records to display.			

Payroll Summary Information

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

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.					

<input type="checkbox"/>	Payroll Header ID	Header Type	Pay Period Start	Pay Period End	Pay Date	Payroll Header Status	Linked Schedule
No records to display.							

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**.

+ Employer Report Summary... / Employer Reporting Summ... / Payroll Header Maintena... X    ← Displaying page 1 of 1. →

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

### Payroll Header Maintenance

Payroll Header Information

Payroll Header Details	Contribution Totals By Pay Type	Payroll Record Count
<div>Payroll Header ID : <span style="border: 1px solid red; padding: 2px;">Header Type : <input type="text"/></span> Payroll Header Status :</div> <div>Employer Reporting Summary ID : <a href="#">176255</a>      Employer Reporting Summary Status :</div> <div>Received Date : 07/21/2023      Posted Date :</div> <div>Reporting Source :      File Name :</div> <div style="border: 1px solid red; padding: 2px;"><div>Payroll Start Date : <input type="text"/> <input type="button" value="Calendar"/></div><div>Payroll End Date : <input type="text"/> <input type="button" value="Calendar"/></div><div>Pay Date : <input type="text"/> <input type="button" value="Calendar"/></div></div> <div>Total Earnings: \$0.00      Total Pre-Tax EE Contributions : \$0.00      Total Post-Tax EE Contributions :</div> <div>Total Contributable Earnings : \$0.00      Total ER Contributions : \$0.00      Total Pre-Tax Service Purchase Amount : \$0.00</div> <div>Total Detail Records :      Suppress Warnings : <input type="checkbox"/></div>		

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

Payroll Header Information

Payroll Header Details   Contribution Totals By Pay Type   Payroll Record Count

Payroll Header ID : 125487   Header Type :   Payroll Header Status : Review

Employer Reporting Summary ID : [176259](#)   Employer Reporting Summary Status : Review

Received Date : 07/21/2023   Posted Date :   File Name :   Pay Date : 07/14/2023

Reporting Source :   Payroll Start Date : 06/30/2023   Payroll End Date : 07/07/2023

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

<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)
--------------------------	-------------------	-----------	-----	-----------	------------	----	-----------------------	----------	----------------------------	----------------------------

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.

+ Employer Report Summary... / Employer Reporting Summ... / Payroll Header Maintena... / Payroll Detail Maintena... x   ← Displaying page 1 of 1 →

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

Payroll Detail Maintenance

Save   **Save And New**   Refresh   Void

Payroll Information

Payroll Header ID : [125487](#)   Payroll Header Type : PERS   Payroll Header Status : Review

ER Summary ID : [176259](#)   Reporting Frequency : Semi-Monthly   ER Summary Status : Review

Received Date : 07/21/2023   Posted Date :   Pay Date : 07/14/2023

Payroll Start Date : 06/30/2023   Payroll End Date : 07/07/2023

Payroll Details

Payroll Detail ID :   Payroll Detail Status :   EMPL ID :   Middle Name :

SSN :   Person ID :   First Name :

Last Name :   Job Classification :   Pay Type :   Earnings : \$0.00000000

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 : 0.0000   Rate : \$0.00000000   Rate Type :   Employment Status :   Employment Status Date :

## 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 Results								
<div>NewOpenExport To ExcelCopy Forward</div> <div>Page 1 Of 10Results 1 - 10 of 100</div>								
<input type="checkbox"/>	ID	Enrollments	Demo Changes	Payroll Records	Pre-Tax EE Contribution	Post-Tax EE Contribution	Total ER Contribution	Received Date
<input checked="" type="checkbox"/>	<a href="#">175232</a>			30	\$1,162.77	\$0.00	\$1,320.27	06/16/2023
<input type="checkbox"/>	<a href="#">174176</a>			36	\$1,345.77	\$0.00	\$1,528.03	06/01/2023
<input type="checkbox"/>	<a href="#">173193</a>			27	\$1,184.81	\$0.00	\$1,345.30	05/16/2023
<input type="checkbox"/>	<a href="#">172263</a>			27	\$1,100.61	\$0.00	\$1,249.70	05/01/2023
<input type="checkbox"/>	<a href="#">171434</a>			27	\$1,071.82	\$0.00	\$1,216.99	04/17/2023

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.

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

**Employer Report Summary Maintenance**

SaveRefresh

**Employer Reporting Summary Information**

Employer Reporting  
Summary ID :

Received Date : 08/03/2023

Reporting Source : Copy Forward

No Payroll : ☐

Submitted Date :

Comments :

Paycycle Frequency :

Posted Date :

File Name :

Summary Submitted : ☐

Employer Reporting  
Summary Status : Review

Payroll Header Status :

Invoice Created : No

**Enrollment/Demographic Information**



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

**Payroll Summary Information**

Payroll Header ID	Pre-Tax EE Contributions	Post-Tax EE Contributions	ER Contributions	Pre-Tax Service Purchase Amount	Total Contributions
125491	\$358.08	\$0.00	\$411.10	\$0.00	\$769.18

<input type="checkbox"/>	Payroll Header ID	Header Type	Pay Period Start	Pay Period End	Pay Date	Payroll Header Status	Linked Schedule
<input type="checkbox"/>	125491	<b>PERS</b>			07/10/2023	Review	FY2024_PERS_BIWEEKLY

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**.

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

**Payroll Header Maintenance**

**Payroll Header Information**

**Payroll Header Details**

**Contribution Totals By Pay Type**

**Payroll Record Count**

Payroll Header ID : 125491

Header Type : PERS

Payroll Header Status : Review

Employer Reporting Summary ID : [176265](#)

Employer Reporting Summary Status : Review

Received Date : 08/03/2023

Posted Date :

Reporting Source :

File Name :

Payroll Start Date :

Payroll End Date :

Pay Date : 07/10/2023

Total Earnings: \$5,355.47

Total Pre-Tax EE Contributions : \$358.08

Total Post-Tax EE Contributions : \$0.00

Total Contributable Earnings : \$4,532.51

Total ER Contributions : \$411.10

Total Pre-Tax Service Purchase Amount : \$0.00

Total Detail Records :

Suppress Warnings : ☐

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.

Other Details

Payroll Details

Compensation Payroll Details

Payroll Details by Status

Payroll Details By Error/Warning

Errors

New

Open

Export To Excel

Next

1 to 50 of 64

<input type="checkbox"/>	Payroll Detail ID	Person ID	SSN	Last Name	First Name	MI	Payroll Detail Status	Earnings
<input type="checkbox"/>			XXX-XX-			M	Valid	\$247.86000000
<input type="checkbox"/>			XXX-XX			L	Valid	\$1,468.80000000
<input type="checkbox"/>			XXX-XX			M	Valid	\$1,409.13000000
<input type="checkbox"/>			XXX-XX			J	Valid	\$1,555.20000000
<input type="checkbox"/>			XXX-XX			W	Valid	\$125.88000000

# 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.

### Employer Report Summary Maintenance

SaveRefreshPrint ReportVoid

#### Employer Reporting Summary Information

<b>Employer Reporting</b> Summary ID : 176250	<b>Paycycle Frequency</b> : Semi-Monthly	<b>Employer Reporting</b> Summary Status : Review
<b>Received Date</b> : 03/11/2020	<b>Posted Date</b> :	<b>Payroll Header Status</b> :
<b>Reporting Source</b> : File Upload	<b>File Name</b> :	
<b>No Payroll</b> : <input type="checkbox"/>		
<b>Submitted Date</b> :	<b>Summary Submitted</b> : <input type="checkbox"/>	<b>Invoice Created</b> : No
<b>Comments</b> :	<div></div>	

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.

### Enrollment/Demographic Information

Enrollment Information

Demographic Information

Total Enrollment Records : 4

Open

Void

New Enrollment Header

<input type="checkbox"/>	Enrollment Header ID	Header Type	Header Status	Total Enrollment
<input type="checkbox"/>	115074	<a href="#">PERS</a>	Valid	4

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.

### Enrollment/Demographic Information

Enrollment Information

Demographic Information

Total Demographic Records : Demographic Header Status : Review

Open

Void

New Demographic Header

<input type="checkbox"/>	Demographic Header ID	Header Type	Header Status	Total Demographic Changes
<input type="checkbox"/>	36703	<a href="#">PERS</a>	Review	

## 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.

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

### Enrollment Header Maintenance

Save Refresh New Detail Record Void **Post**

Main Section

Enrollment Header ID : 120721 Enrollment Header Type : PERS

Employer Reporting  
Summary ID : [184844](#)

Received Date : 03/11/2020 Posted Date :

Reporting Source : File Upload File Name :

Total Detail Records : 4

Other Details

Enrollment Details Enrollment Details By Status Enrollment Details By Error \ Information

New Open Export To Excel

<input type="checkbox"/>	Enrollment ID	SSN	Last Name	First Name	MI	Employment Start Date	Job Classification	Enrollment C
<input type="checkbox"/>	<a href="#">311300</a>	938-90-0002	RETIREE	WORKING		04/03/2018	OP Employee under 960 hours	Valid
<input type="checkbox"/>	<a href="#">311301</a>	100-10-0100	SMITH	JANE		04/03/2018	PERS Member	Valid

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.

Payroll Summary Information

Payroll Header ID	Pre-Tax EE Contributions	Post-Tax EE Contributions	ER Contributions	Pre-Tax Service Purchase Amount	Total Contributions
125486	\$188.15	\$0.00	\$203.82	\$0.00	\$391.97

Open Void New Payroll Header

<input type="checkbox"/>	Payroll Header ID	Header Type	Pay Period Start	Pay Period End	Pay Date	Payroll Header Status	Linked Schedule
<input type="checkbox"/>	125486	<b>PERS</b>	02/15/2020	02/29/2020	02/27/2020	<b>Review</b>	

## 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.

The screenshot displays two sections of a software interface. The top section, titled "Payroll Header Information", contains a form with various fields and summary statistics. The bottom section, titled "Other Details", contains a tabbed interface with "Payroll Details" and "Compensation Payroll Details" tabs, and a list of records below.

**Payroll Header Information**

Payroll Header Details | Contribution Totals By Pay Type | Payroll Record Count

Payroll Header ID : 125486      Header Type : PERS      Payroll Header Status : Review

Employer Reporting Summary ID : [176250](#)      Employer Reporting Summary Status : Review

Received Date : 03/11/2020      Posted Date :

Reporting Source :      File Name :

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

Total Earnings : \$2,595.62      Total Pre-Tax EE Contributions : \$188.15      Total Post-Tax EE Contributions : \$0.00

Total Contributable Earnings : \$2,951.49      Total ER Contributions : \$203.82      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

1 to 11 of 11

<input type="checkbox"/>	Payroll Detail ID	Person ID	SSN	Last Name	First Name	MI	Payroll Detail Status	Earnings	ER Contribution
--------------------------	-------------------	-----------	-----	-----------	------------	----	-----------------------	----------	-----------------

**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:

Other Details

Payroll Details	Compensation Payroll Details	Payroll Details by Status	Payroll Details By Error/Warning	Errors
Payroll Detail Status   Status Count				
Posted : 0				
<a href="#">Review</a> : 7				
<a href="#">Valid</a> : 5				
Void : 0				

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:

Other Details

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

Other Details

Payroll Details	Compensation Payroll Details	Payroll Details by Status	Payroll Details By Error/Warning	Errors
<div>Export To Excel</div>				
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

<input type="checkbox"/>	Payroll Header ID	Header Type	Pay Period Start	Pay Period End	Pay Date	Payroll Header Status	Linked Schedule
<input type="checkbox"/>	124699	<a href="#">PERS</a>	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.

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

Displaying page 1 of 2

All changes successfully cancelled.

### Employer Report Summary Maintenance

Save Refresh **Create Invoice** Print Report Void

#### Employer Reporting Summary Information

Employer Reporting Summary ID : 142308  
Received Date : 02/07/2022  
Reporting Source : Copy Forward  
No Payroll : ☐  
Submitted Date :  
Comments :

Paycycle Frequency : Monthly  
Posted Date :  
File Name :  
Summary Submitted : ☐  
Invoice Created : No

Employer Reporting Summary Status : Valid  
Payroll Header Status :

#### Enrollment/Demographic Information

Enrollment Information Demographic Information

Total Enrollment Records :  
Enrollment Header Status :

Open Void New Enrollment Header

<input type="checkbox"/>	Enrollment Header ID	Header Type	Header Status	Total Enrollment
No records to display.				

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.

[ All changes successfully saved. ]

### Employer Report Summary Maintenance

Refresh Print Report **Make Payment**

#### Employer Reporting Summary Information

Employer Reporting Summary ID : 142308	Paycycle Frequency : Monthly	Employer Reporting Summary Status : Va
Received Date : 02/07/2022	Posted Date :	Payroll Header Status :
Reporting Source : Copy Forward	File Name :	
No Payroll : <input type="checkbox"/>		
Submitted Date :	Summary Submitted : <input type="checkbox"/>	Invoice Created : Ye
Comments : <input type="text"/>		

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

+ Payment Lookup / Payment Maintenance ✕    <← Displaying page 1 of 1. →>

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

### Payment Maintenance

**Save** Refresh

#### Payment Information

Payment ID :	Payment Status :	Submitted : No
Payment Date : <input type="text"/>	Payment Method : ACH	Submitted Date :
Organization ID : 12378	Bank Account No. : <input type="text"/>	
Check Number :	457 Payment : <input type="checkbox"/>	Suppress Warnings : <input type="checkbox"/>
NSF : No		
Pending Invoice Amount : \$0.00	Available Credit Memo Amount : \$0.00	Remaining Payment Amount : \$0.00
Included Invoice Amount : \$0.00	Included Credit Memo Amount : \$0.00	
Comment : <input type="text"/>		

#### Invoice and Credit Details

Invoice Selection **Errors**

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.

#### Invoice and Credit Details

Invoice Selection

Available Credit

Errors

Include All Invoice(s) : ☒

Open

<input type="checkbox"/>	Invoice ID	Receivable Type	Invoice Balance Due	Invoice Date	Included in Remittance	System
<input type="checkbox"/>	<a href="#">403978</a>	Payroll	\$1,230.27	12/07/2023	<input checked="" type="checkbox"/>	PERS

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.

Invoice Selection

Available Credit

Errors

Include All Credit Memo(s) : ☒

<input type="checkbox"/>	Credit Memo ID	Credit Memo Amount	Credit Memo Date	Included in Remittance	System
<input type="checkbox"/>	<a href="#">9863</a>	\$147.58	02/15/2022	<input checked="" type="checkbox"/>	PERS

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.

Search Results

rw Open Export To Excel Copy Forward

Page 1 Of 10 Results 1 - 10 of 92

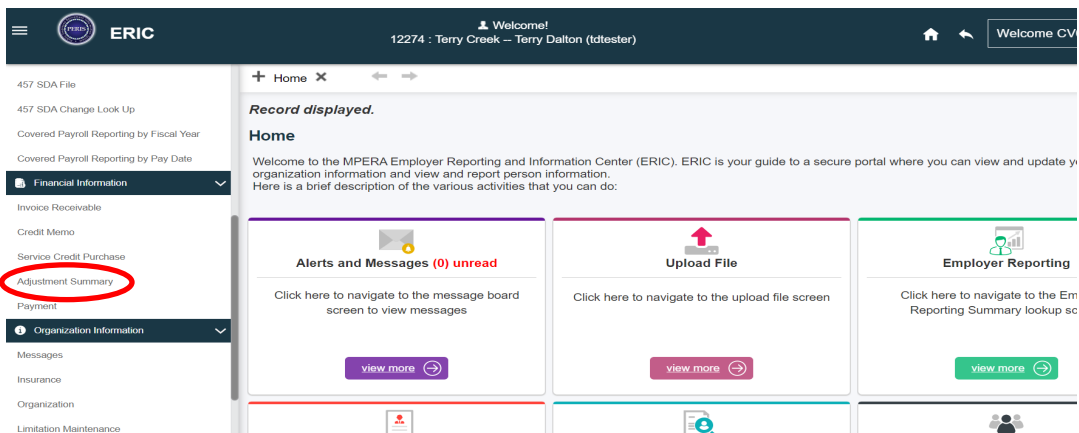
ID	Enrollments	Demo Changes	Payroll Records	Pre-Tax EE Contribution	Post-Tax EE Contribution	Total ER Contribution	Received Date	Invoice Created	Submitted	Posted Date	Pay Cycle Frequency
<a href="#">142309</a>			20	\$2,052.75	\$0.00	\$2,304.83	02/07/2022	Y	Y		Monthly
<a href="#">142100</a>		1	20	\$2,052.75	\$0.00	\$2,304.83	12/29/2021	Y	Y	01/07/2022	Monthly
<a href="#">140393</a>			25	\$2,378.43	\$0.00	\$2,670.46	11/29/2021	Y	Y	11/30/2021	Monthly
<a href="#">138638</a>			24	\$2,409.69	\$0.00	\$2,705.55	11/01/2021	Y	Y	11/01/2021	Monthly

# 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.

Welcome!  
12274 : Terry Creek – Terry Dalton (tdtester)

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

Employer Adjustment Summary Lookup

Criteria

Adjustment Summary ID :

Adjustment Summary Status : All

Received Date From :

Received Date To :

Posted Date From :

Posted Date To :

Reporting Source : All

Summary Submitted :

Search

Reset

Search Results

New

Open

Export To Excel

<input type="checkbox"/>	Adjustment Summary ID	Organization ID	Organization Name	Received Date	Posted Date	Total Pre-Tax EE Con
No						

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.

Employer Adjustment Sum... / Employer Adjustment Sum...  
[ All changes successfully cancelled. ]  
Employer Adjustment Summary Maintenance

Save

Refresh

Void

Adjustment Summary Information

Adjustment Summary ID : 14974

Received Date : 08/14/2023

Total Earnings : \$0.00000000

Total ER Contributions : \$0.00

Total Hours : 0

Summary Submitted : ☐

Reporting Source : Manual

Posted Date :

Total Pre-Tax EE Contributions : \$0.00

Total Base Employer Contributions : \$0.00

EE Interest : \$0.00

Create Invoice/Credit Memo : ☐

Adjustment Summary Status :

Review

Total Post-Tax EE Contributions : \$0.00

Total State Contributions : \$0.00

ER Interest : \$0.00

Comments :

Open

New Adjustment Header

Void

Export To Excel

45

## 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**.

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

### Employer Adjustment Header Maintenance

---

#### Adjustment Header Details

Organization ID : <a href="#">12274</a>	Organization Name : Terry Creek	
Adjustment Header ID :	<div><div>*</div><div>Adjustment Header Type : <span>PERS</span></div></div>	Adjustment Header Status : Review
Adjustment Summary ID : <a href="#">14974</a>		Adjustment Summary Status : Review
Received Date : 08/14/2023	Posted Date :	
Total Earnings : \$0.00000000	Total Pre-Tax EE Contributions : \$0.00	Total Post-Tax EE Contributions : \$0.00
Total ER Contributions : \$0.00	Total Base Employer Contributions : \$0.00	Total State Contributions : \$0.00
Total Hours : 0	Total EE Interest : \$0.00	Total ER Interest : \$0.00
Total Records :		
Comments :	<div>I forgot to pay John Doe Overtime pay. TD</div>	

---

#### Adjustment Details

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


Adjustment Details

<input type="checkbox"/>	Adjustment Detail ID	Person ID	SSN	Last Name	First

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:

Adjustment Detail

Adjustment Detail ID : Adjustment Detail Status : Review 

SSN :

Last Name :  First Name :  Middle Name :

Job Classification :

Pay Type :

Pay Date :

Earnings :

Pre-Tax Employee Contribution :  Employee Contribution (Sys. Calc) : \$0.00 EE Interest : \$0.00

Post-Tax Employee Contribution :

Employer Contribution :  Employer Contribution (Sys. Calc) : \$0.00 ER Interest : \$0.00

Base Employer Contributions : \$0.00 State Contributions : \$0.00

Hours :  Rate :  Rate Type :

Employment Status :  Employment Status Date :

Termination Date :  Last Day Worked :

Final Pay : ☐ Suppress Warning : ☐

Comments :

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:

## Employer Reporting Summary Maintenance

[ Previous Page Displayed. ]

Save Refresh Void

**Employer Reporting Summary Information**  
Reporting Source : Manual      Posted Date :  
Employer Reporting Summary ID : 5054      Create Invoice : ☐  
No Payroll : ☐      Summary Submitted : ☐  
Submitted Date :      Paycycle Frequency : Monthly      Employer Reporting :  
Received Date : 01/02/2015      Comments :

**Enrollment/Demographic Information**  
**Enrollment Information**      **Demographic Information**  
Total Enrollment Records : 1      Enrollment Header Status : Review  
Open Void New Enrollment Header  

<input type="checkbox"/>	Enrollment Header ID	Header Type	Header Status	Total Enrollment
<input type="checkbox"/>	5070	PERS	Review	1

**Payroll Summary Information**  
Payroll Summary Status : Valid      ER Contributions : \$173.80  
Pre-Tax EE Contributions : \$151.80      Total Contributions : \$325.60  
Post-Tax EE Contributions : \$0.00  
Open Void New Payroll Header  

<input type="checkbox"/>	Payroll Header ID	Header Type	Payroll Header Status	Total Earnings	Total Hours	Pre-Tax EE Contributions
<input checked="" type="checkbox"/>	5003	SRS	Valid	\$2,200.00	80.0000	\$151.80

**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.**

### Payroll Header Maintenance

[\[ Previous Page Displayed. \]](#)

[Save](#)
[Refresh](#)
[Void](#)

#### Payroll Header Information

Payroll Header Details

Contribution Totals By Pay Type

Payroll Record Count

Received Date : 01/02/2015  
Payroll Header Status : Valid  
Total Pre-Tax EE Contributions \$151.80  
Total Pre-Tax Service Purchase Amount : \$0.00  
Payroll Start Date : 02/01/2015  
Employer Reporting Summary ID : 5054

Posted Date :  
Total Earnings: \$2,2  
Total Post-Tax EE Contributions : \$0.0  
Payroll End Date : 02/01/2015  
File Name :

#### Other Details

Payroll Details

Compensation Payroll Details

Payroll Details by Status

Validation Info

[New](#)
[Open](#)
[Export To Excel](#)

	Payroll Detail ID	Person ID	SSN	Name	Payroll Detail Status	Earnings
<input type="checkbox"/>	<a href="#">5002</a>	<a href="#">236463</a>	XXX-XX-9286	Patty Bouvier	Valid	\$1,000.00
<input type="checkbox"/>	<a href="#">5003</a>	<a href="#">236462</a>	XXX-XX-5654	Happy GoLucky	Valid	\$1,200.00

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 : <input checked="" type="checkbox"/>	Suppress Warnings : <input type="checkbox"/>		

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

## 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**.

Demographic Details

Demographic Detail ID :

Demographic Status :

\* SSN : 000-00-0000

\* Last Name : WATERS

\* Date of Birth : 09/30/1965

International: ☐

\* Address Line 1 : PO BOX 200131

\* City : HELENA

\* Zip Code / Plus 4 : 59602

Phone Number :

Email Address :

\* First Name : JERRY

\* Gender : Male

Address Line 2 :

\* State : Montana

Country : United States of America

Phone Type :

Email Type :

Middle Name :

Address Line 3 :

Date of Death : 11/27/2023

Duty Related Death : No

Duty Related Death Information :

Suppress Warnings : ☐

## 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.