

OTHER REPORTING INFORMATION

SERVICE PURCHASES

To receive a cost statement and for information about initiating a service purchase contract, advise your employees to contact MPERA in writing.

IRS rules allow employees to purchase service by making additional contributions. The additional contributions needed to purchase service may be made in two methods:

- ◆ After-tax payments made directly to MPERA by the member; or
- ◆ Pre-tax payments through payroll deduction. (This method may only be used by active members.)
 - ◆ A service purchase contract cannot be terminated except by death or termination of employment.
 - ◆ Payment schedules cannot be less than three months or more than 60 months (five years).
 - ◆ Employees and employers need to complete a *Payroll Deduction Form* to authorize the service purchase deductions.

Please do not begin deducting payments without an approved service purchase contract. The completed contract must be received by MPERA prior to reporting.

To Add or Change Service Purchase Data, click on the **Members tab**.

- ◆ Highlight the record of the affected employee.
- ◆ Click on the magnifying glass to the right of the Service Purchase field. The below window pops up.

Service Purchase Type	Amount
1-FOR-5	\$2.07

To add a service purchase:

- ◆ Click on the magnifying glass and highlight the service purchase type being reported. Click OK.
- ◆ Enter the full or half-payment amount withheld for the service purchases. The amount entered must be the same as the contract signed by the employee. Please do not enter service purchase information until you receive an approved contract from MPERA. Click OK.

To add another service purchase, click on the Add a New Record button. Follow previous instructions.

To delete a service purchase:

- ◆ Highlight the service purchase record and click on the DELETE SELECTED RECORD button. A message will pop up: 'Are you sure you want to delete the buyback type of ____.' Click Yes.
- ◆ Do not delete service purchase contracts until you receive notification from MPERA.
- ◆ Once the change is complete, click OK.

To exit this area without saving, click on Cancel.

CORRECTING SOCIAL SECURITY NUMBERS ONLINE

If an incorrect social security number has been reported for an employee, use the following steps to correct the information.

Copy Forward Users

If MPERA is not contacted directly regarding incorrect social security numbers, the employee's payroll information will remain in two separate accounts causing potential problems for the employee at a later date.

Payroll Edit Listing

Employer: UN3513 MSU COLLEGE OF TECHNOLOGY - GREAT FALLS Payroll Status: UNBALANCED

System: 01 PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) CRITICAL ERRORS EXIST

Report Period: 01/2008 (2) No Non-Contributing Employees Date Created: 01/14/2009

Members Member Errors Payroll Summary Payroll Errors

Contributing Members

SSN	Last Name	First Name	MI	Term	Earnings	Contrib.	Hours Earn	Hourly Rate	Service Purchase	Full/Part Time
507-02-0506	JOHNSON	DUANE ROCK			1,279.99	88.32	80.00	16.00		Full Time
030-20-6040	LEAF	BASIL			1,453.40	100.28	84.00	16.90		Full Time
500-01-0800	MAAS	MERRY CHRIS			1,352.00	93.29	80.00	16.90		Full Time
408-07-0505	MENTRY	ELLA			44.71	3.08	2.65	16.87		Full Time
050-30-5090	O'SHAE	RICK			1,172.45	80.90	61.50	19.06		Part-Time
510-00-0033	PIPE	DWAYNE			1,673.60	115.48	80.00	20.92		Full Time
500-00-8901	SOON	RETRING			1,983.16	136.84	80.00	24.79		Full Time
517-00-0086	STONE	ROLLIN			1,640.00	113.16	80.00	20.50		Full Time
350-00-9171	THOMPSON	TRAINING JOEL			20.38	1.41	1.35	15.14		Part-Time
500-03-8300	VERHEER	VISHNU			1,352.00	93.29	30.00	16.90		Full Time

Find SSN Find Last Name

Add Employee Delete Employee Save Validate Payroll Print Payroll Report

Locate and highlight the employee with the incorrect social security number on the Members tab.

Click the ADD button on the bottom left hand side of the screen. This will create a blank line below the highlighted member.

You may need to update enrollment information if that was also submitted wrong.

Type in the correct social security number. Verify entry before tabbing to new field.

Use the above line to verify remaining data that needs to be input for the employee. The hire date will need to be the same. Be sure to use current payroll information for earnings, contributions and hours. If necessary, you may need to update the employee's enrollment information if that was also submitted incorrectly.

Click on Save Data.

Highlight incorrect employee information and click the Delete Selected Member button.

Notify us of the error so we can combine accounts. If we are not notified, the employee's information will remain in two separate accounts. This may cause potential problems for the employee at a later date.

Complete payroll report and submit payment.

Transfer and Load Users

Correct the social security number in your internal system prior to creating your payroll file.

Complete payroll report and submit payment.

Notify us of the error so we can combine accounts. If we are not notified, the employee's information will remain in two separate accounts. This may cause potential problems for the employee at a later date.

Once the corrected payroll is posted, we will combine the accounts under the correct social security number.

Reporting Addresses

Maintaining current employee addresses allows MPERA to provide retirement information to members, and ease the burden on you, the employer. MPERA's Web Reporting allows the input of member addresses which updates our internal database. **Only report address for contributing employees.**

Using MPERA's Web Reporting, you can both transfer and upload an electronic file and edit addresses directly on the website.

The screenshot shows the MPERA Payroll Clerk Main Screen. A 'Transfer File' dialog box is open, prompting the user to select the type of report to transfer. The dialog box has three radio button options: 'Payroll Report', 'ORP Report', and 'Address File'. The 'Address File' option is selected. Below the dialog box, there is a table for 'Address Status' with columns for 'Emplr No', 'Employer Name', 'Updated', and 'Status'. The main screen also features a sidebar with navigation options like 'Payroll Reports', 'Optional Members', 'New Hires', 'Working Retirees', and 'Certifications'. A table on the right side of the screen displays a list of reports with columns for 'Report', 'Type', and 'Status'.

Report	Type	Status
05/2011 (1)	Contributing	Complete
05/2011 (1)	Non-Contributing	Complete
05/2011 (1)	Contributing	Complete
05/2011 (1)	Non-Contributing	Complete

To upload an address file, click on GO to the right of the Transfer and Load Address file. The following window will be displayed:

The screenshot shows the 'Employer Web Reporting' page on the Montana Public Employee Retirement Administration website. The page has a header with the 'mt.gov' logo and the text 'Montana's Official State Website' and 'Montana Public Employee Retirement Administration'. The main content area is titled 'Employer Web Reporting' and contains the following text: 'The file transfer and load process is now combined into one step. You are no longer required to "Load Data" through the Employer Web Reporting Application.' Below this text, there is a prompt: 'Please select the file that you would like to upload:' followed by a text input field and a 'Browse...' button. The 'Browse...' button is circled in blue. At the bottom of the form, there is a 'Submit' button.

Select the BROWSE button.

Please do not use membership cards for address changes

Navigate through the directory structure and locate the address file for transfer. Select the file by double clicking on it. The file path will appear in the BROWSE window.

Click on the SUBMIT button and wait for the screen which confirms the file has been successfully transferred, loaded and validated. If your address file loads successfully with no errors, you are done and no further action is required.

If you receive any error messages, you must correct the errors and revalidate your address file. To correct errors, follow the instruction below on editing addresses directly on the web.

Edit Addresses Directly on the Web

From the Payroll Clerk Main screen, click on the blue ["update/view/click here"](#). Click on the Edit button to the left of the members SSN. After you have edited all addresses, click on Validate Addresses. You may view errors by clicking on the Validation Messages by the Member Tab. Correct any errors and validate the address file. Continue until all errors are corrected.

If an employee terminates his or her employment, you will need to delete them from your address file. Highlight the member and click on Delete Selected Member. Once deleted, validate your file.

Addresses have been successfully submitted when the Status box reads "Ready to be Posted".

For agencies who do not report online, send written notification to MPERA of any employee address change.

If you need assistance, contact MPERA.

DELETING MEMBERS FROM REPORTS

To Delete Members from a payroll report, highlight the member to be deleted, and select the Delete Selected Member button at the bottom of the screen on either the **Member** or **Member Errors** tabs.

SUMMER REPORTING

Some agencies, such as School Districts and Special Ed Co-ops, do not have paydays during certain times of the year. Agencies are still required to send notification for those paydays. This can be done by checking the No File for Report Period checkbox after clicking Create Report.

The screenshot shows a 'Create Report' dialog box with the following content:

- Step 1: Select the type of report you would like to create.**
Report Type: Payroll Report
- Step 2: Select the employer you would like to work with.**
Employer No: SD0601
Employer Name: SCHOOL DISTRICT 1 - BUTTE
- Step 3: Select how you would like to create your 08/2011 (1) report.**
 - Contributing Payroll Report**
 - Copy From Previous Report Period: 07/2011 (2)
 - Create New Report Period (Creates a blank form)
 - No Employees to Report
 - Non-Contributing Payroll Report**
 - Copy From Previous Report Period: 07/2011 (2)
 - Create New Report Period (Creates a blank form)
 - No Employees to Report

Buttons: Cancel, Create Report(s)

Paper reporters must notify MPERA of any changes prior to the final report of the fiscal year.

Please DO NOT combine reports or change your payroll reporting period without pre-approval from MPERA

REPORTING OUTSIDE NORMAL SCHEDULE

Agencies **must** report each payroll according to the schedule they initially provide. Changes to this schedule are only allowed for extenuating circumstances and pursuant to pre-approval by MPERA. If your payroll frequency will vary from the normal schedule, contact MPERA for the pre-approval prior to submitting any payrolls.

PAYROLL HISTORY

Previous payroll reports submitted can be accessed using the Payroll History option. All payroll reports from 12/2001 may be accessed from the MPERA Web Reporting site.

- ◆ Highlight the list item Payroll History and click 'Go'.
- ◆ The most current filed payroll report will open. To choose prior months, click the Report Period drop down menu in the upper right hand corner of the window. Using the scroll bar on the right, locate the report period you wish to access and click on it.
- ◆ You may view and print reports from the Payroll History section.
- ◆ These are records of reports submitted and may not include adjustments done at a later date.

SYSTEM EXIT

To exit MPERA Web Reporting, choose one of the following options:

- ◆ Click on the "open door" button on the toolbar.
- ◆ Click on the "X" button in the upper right corner of the screen.
- ◆ Click 'File' on the toolbar and select 'Exit' from the drop down menu.

TO RETURN TO THE MPERA PAYROLL CLERK MAIN SCREEN, CLICK ON THE MAIN MENU ICON.

