WEB REPORTING

To start MPERA Web Reporting, agencies will need access to the internet and Microsoft Internet Explorer (version 5.0 or higher).

The following information addresses:

1. System Startup
2. Login
3. Reporting using the Create Report and Transfer Report methods.

See Electronic Reporting section for file specifications.

Bookmark the MPERA website or add it to your favorites list!

System Startup

Open Microsoft Internet Explorer and go to the MPERA Web Site at *http://mpera.mt.gov.* Click on the WEB REPORTING link located in the EMPLOYERS pod on the home page.

If you are having trouble connecting, you may need to reconfigure your Internet Explorer. To reconfigure, click on the CONTACT AND BROWSER INFORMATION button. Follow the instructions that appear.

Security Warnings

You may or may not get security warning screens depending on your computer configuration. Always accept security warnings from ‘Oracle Corp’.

Login Screen

You will need to change your password the first time you log into the application. To change your password click on the CHANGE PASSWORD button on the Payroll Clerk Main Screen. Three unsuccessful attempts to enter your password will lock you out. Contact MPERA at 406-444-3154 or toll-free 1-877-275-7372 to have your password reset.

Login with the user name and password assigned by MPERA.

Upon successful login, MPERA’s Payroll Clerk Main Screen will be displayed.

PASSWORD CRITERIA

The need for online security and the threat of identity theft is very real. The following criteria should be used when creating/changing passwords used to access our online reporting website.

- Passwords must be changed every 180 days or whenever there is a change in the person utilizing the user name and password.
- Passwords must be at least 6 characters in length.
- Your user name will always stay the same. The user name cannot be part of the password.
- Passwords must begin with a character (A, B, C…)
- Passwords must have at least one character and one number.
- Passwords cannot have any punctuation marks (*,!, $,etc…) or spaces.
- Passwords cannot have any of the following reserved words within the password:

‘ACCOUNT’	‘ALTER’
‘CONNECT’	‘DEFAULT’
‘EXTERNALLY’	‘GLOBALLY’
‘IDENTIFIED’	‘LOCK’
‘PASSWORD’	‘PROFILE’
‘QUOTA’	‘REVOKE’
‘ROLE’	‘TEMPORARY’
‘UNLIMITED’	

- New passwords must be at least 3 characters different than the current password.
- Passwords cannot be reused.

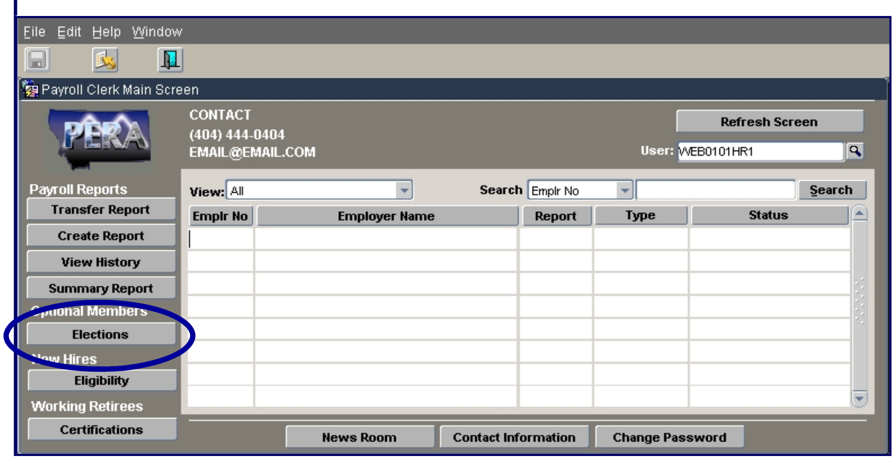
Fill in your new employee's information on their first day of work. It will prevent problems in the future!

NEW HIRE EMPLOYEES

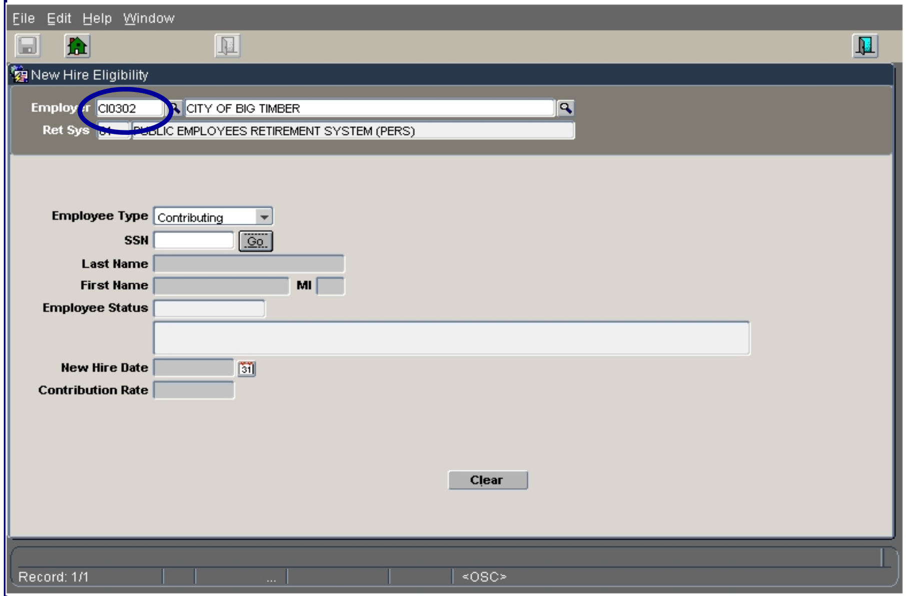
The eligibility screen provides the current status of your new employee with the retirement system. It will assist you in determining if that employee, who may normally be optional, is actually mandatory. Or if the employee is mandatory, it will provide the correct contribution rate. If the new employee is optional, whether or not they are eligible for an new optional member election. You can also tell if your employee is optional and a valid election already exists, what the election was (declined or elected). If your employee is currently a retiree with the retirement system, you must be report them as a working retiree. Or if your employee is a retiree and is not eligible to return to work. Some of the reasons you must do this on the first day are:

- To determine how to set them up correctly in their payroll software (contributing vs noncontributing; correct contribution rate)
- To determine if an optional employee is actually mandatory due to already being a member
- To determine if an optional employee is eligible for a new optional membership election (election forms should not be given to those not eligible)
- If not eligible, what the valid election was (declined or elected) so they know whether to set them up as contributing or non-contributing
- To determine if an employee is a retiree of the retirement system
- To determine whether or not a person is eligible to return to work as a working retiree (has not received first retirement check; has not met the 90 day waiting period)

This screen is retirement system specific. It will tell you whether or not an employee is a member of a specific retirement system, but <u>only</u> that system. From the Main Screen, click on the ELIGIBILITY button.



The New Hire Eligibility screen will open.



Enter your employer number in the **Employer** box. The employer name will populate in the **Name** box. The Retirement code and system will populate the boxes below.

Select the Employee Type: Contributing; Excluded; Optional or Working Retiree. Enter the new employee's social security number. Click "Go".

The different types of statuses are:

- Active- Employee is an active member of the associated retirement system. Withhold contributions at the displayed rate.
- Retired - Employee is retired from the associated retirement system. Report as an non-contributing employee (NCE).
- Inactive - Employee is an inactive member of the associated retirement system. Withhold contributions at the displayed rate.
- Non-member - Employee is not a member of the associated retirement system. Enter name and hire date. Withhold contributions at the displayed rate or report as a non-contributing employee (NCE) depending on position type.
- Any other status. Please contact MPERA.

Once all information is complete, click on "Save".

The Change Contact Information screen may be displayed to update contact information. When you have made any necessary updates click OK.

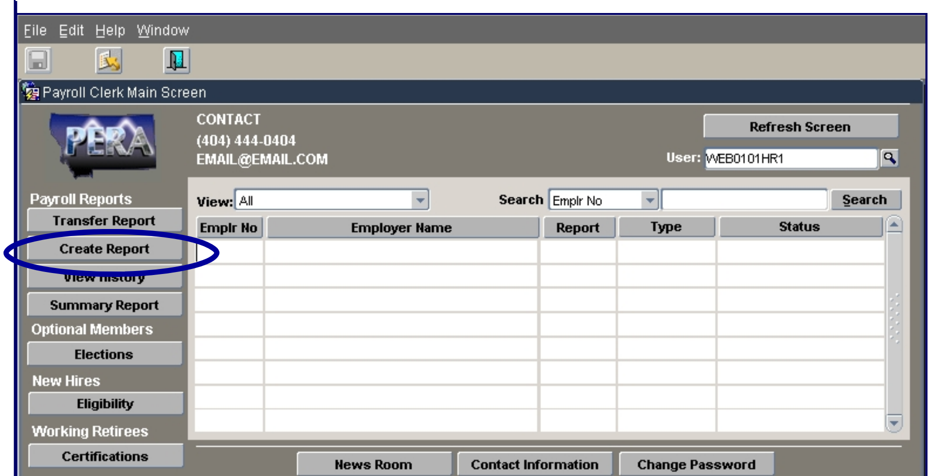
At the MPERA Payroll Clerk Main Screen, choose the method of reporting you wish to use. There are two methods of reporting available on the web; the Transfer Report method and Create Report Method. The following information is the process for the Create Report method. For information regarding the Transfer Report method, see page 19.

New Reporting Agencies

Only agencies new to MPERA should create a new payroll report period. The option to create a new payroll report period can be found in the Payroll box located on the left hand side of the MPERA Web Reporting homepage. Unless a new agency is using the Transfer and Load File method, this option must be used to submit the initial payroll report. All future reports will be reported using the Copy From Previous Report Period method.

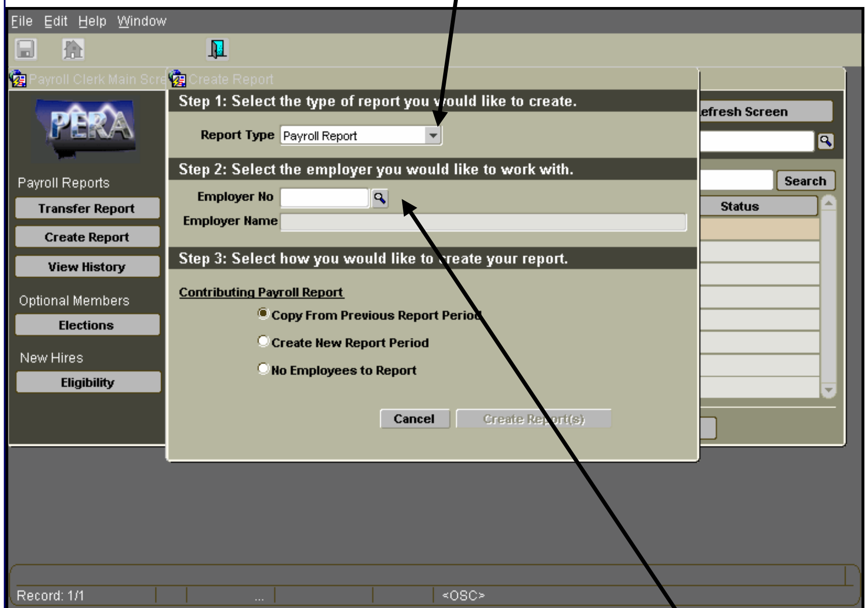
CREATE REPORT METHOD

Click on the CREATE REPORT button on the left hand side of the screen.



The CREATE REPORT box will open.

Step 1: Select the type of report you would like to create by clicking on the drop down menu.



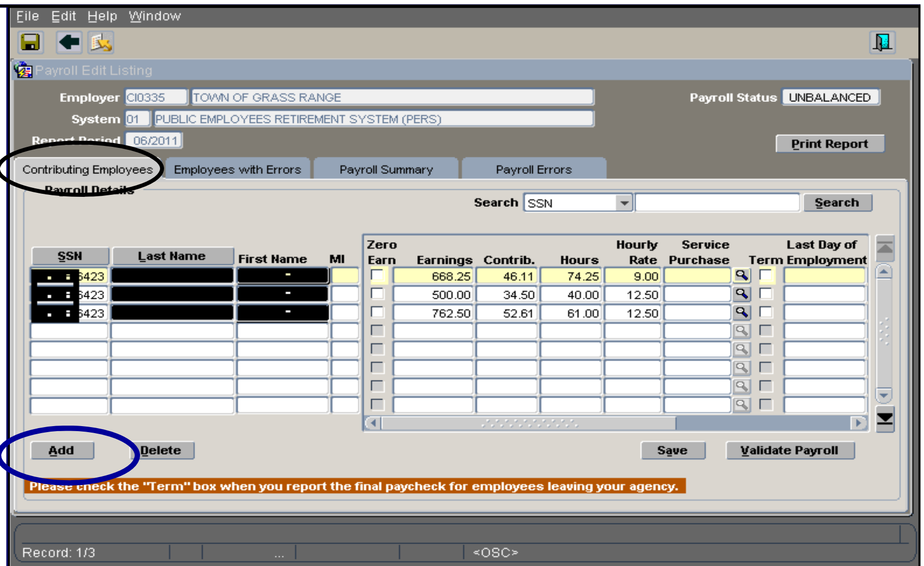
Step 2: Select the employer you would like to work with.

Step 3: Select how you would like to create your report. There are three possible ways you can create a report.

- Copy from Previous Report Period - lists all employee records that were reported on the last report filed.
- Create New Report Period - creates a blank form for entering employee records.
- No Employees to Report - creates a no file report when there are no employees to report for the report period. Only certain types of employers may file a no file for their contributing payroll report.

If a payroll report is created that requires editing, the report will open to the **Contributing Employees tab** of your Contributing Report. A reminder message will appear at the bottom of the screen highlighted in yellow that says 'Remember to check the TERM check box for any employee leaving your agency'. It is critical this box is checked the last time you report earnings for your employee. You will also be required to fill in the last day of employment as well as the final pay date for this employee.

Be sure to check the TERM box for any employee leaving your agency.

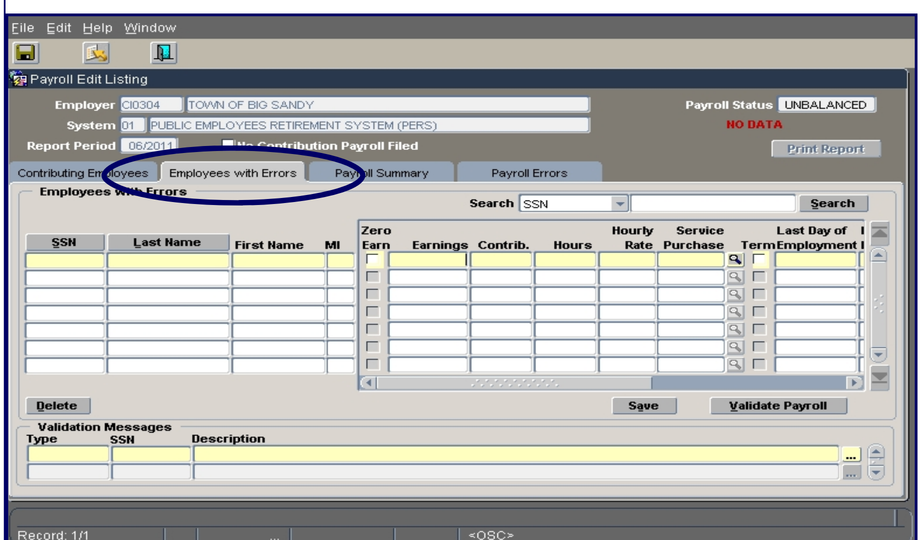


Contributing Employees tab: Provides the ability to view, add, update and delete payroll and contribution information for all contributing employees. You can access additional employee information by sliding the scroll bar at the bottom of the listing. Refer to page 1 of the Payroll Reports chapter for a description of each field.

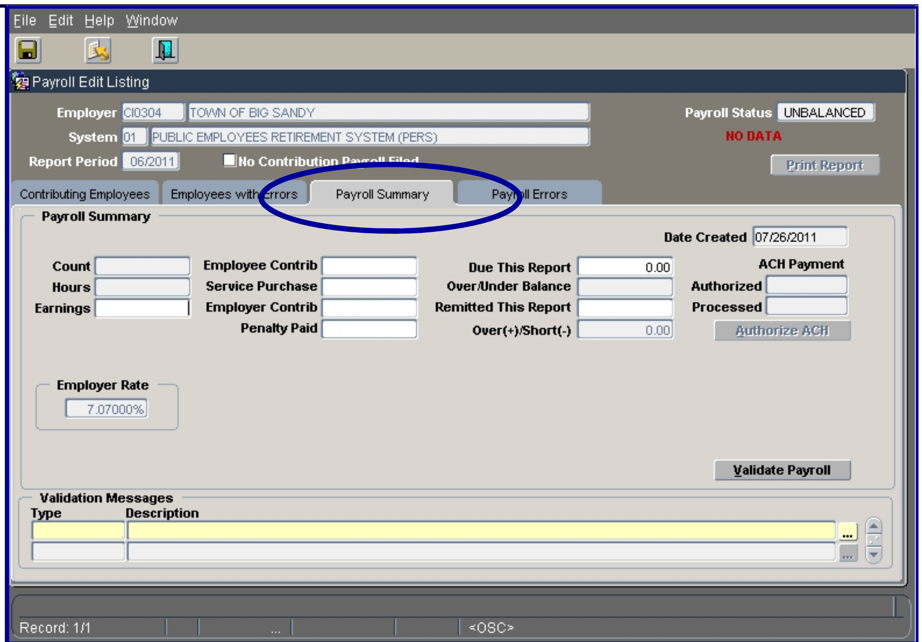
Adding a New Employee

To add new employees, click on the ADD button located on the bottom of the **Contributing Employees tab.** This will create an open line for entry.

- Enter all required information.
- Review the selected entries and click on Save

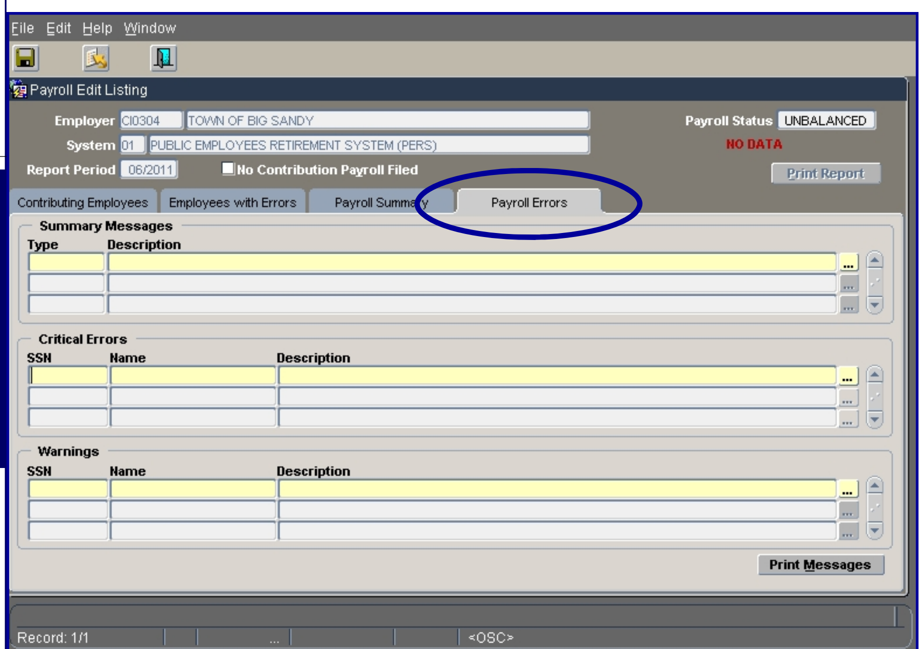


Employees with Errors tab: Lists all contributing employees with errors. Corrections can be made from here or on the **Contributing Employees tab.**



Payroll Summary tab: Allows you to view and update the employer summary information as well as view the error messages, if any, associated with the summary.

Review all errors listed on your report. CRITICAL errors must be corrected for your report to process.

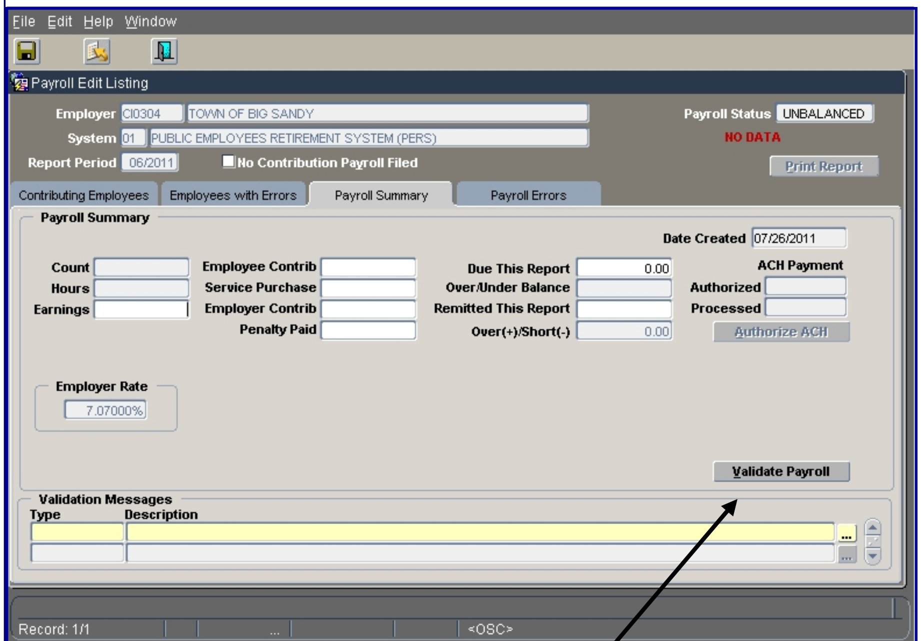


Payroll Errors tab: Lists all employee and employer error messages associated with this report.

Completing Your Payroll Report

Click on the **Payroll Summary tab**. Enter the totals for Earnings and Contributions for contributing employees only. Enter the amount of check/ payment in the 'Remitted This Report' box. This should match the Total Due field unless there is an over/under balance.

Validate Payroll



Click on the VALIDATE PAYROLL button.

A message will pop up that says '**Payroll is error free – authorize ACH payment'** or '**Payroll is error free – awaiting payment to be BALANCED. Next report period is ________.'** Click OK. Any other messages indicate there are errors that still need to be corrected.

NOTE: Payroll reports cannot be printed until payment has been posted by MPERA.

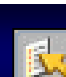
Error Messages

To review error messages, click on **Payroll Errors tab.** The top section refers to errors within the Payroll Summary tab. The middle section refers to critical errors on the **Contributing Employees tab.** The bottom section refers to warnings on the **Contributing Employees.** Correct all critical errors to finalize your payroll report. Revalidate after making the corrections.

The payroll will process if the WARNING error types are not corrected. This does not mean that the warning does not require attention. Review all warning messages to determine if immediate action is necessary.

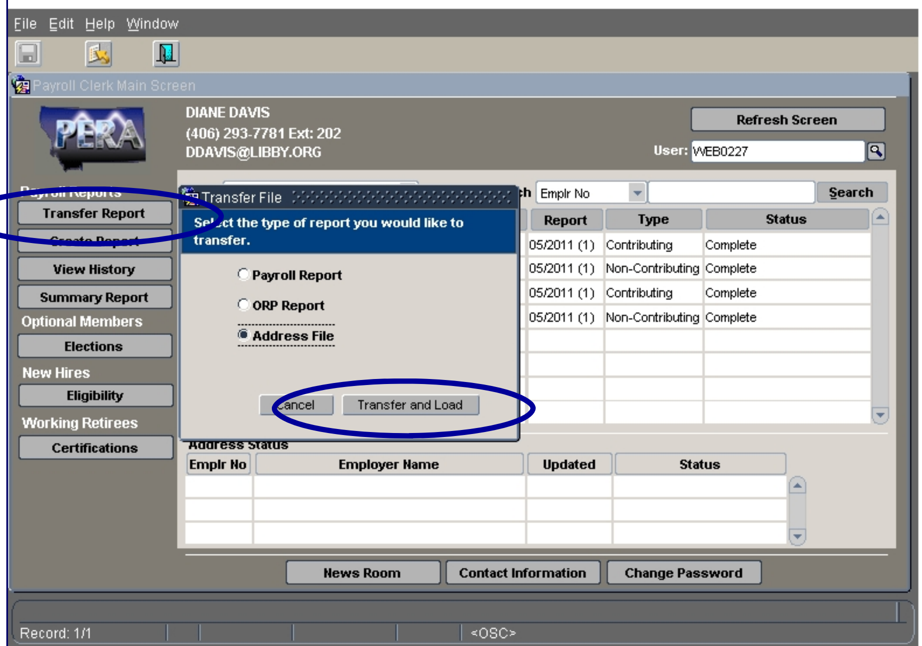
Revalidate after making the corrections. If you need assistance, contact MPERA.

- If you pay by ACH, go to page 24.
- To submit payment by check, go to page 25.



TRANSFER REPORT METHOD

The following information is the process for the Transfer Report method. From MPERA's Payroll Clerk Main Screen, click on the TRANSFER REPORT button on the left hand side of the screen. The following box will be displayed:



You will need to know where your electronic file is located on your PC or network.

Select the type of report to be transferred and click on the TRANSFER AND LOAD button. The following window will be displayed.

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

If you have 500 or more employees to report, the payroll file will take some time to load.

NOTE: If you are reporting more than 500 members, a window will appear requesting an e-mail address. Enter your e-mail address and click SUBMIT to validate your file. You will receive an e-mail from MPERA when the validation is complete. You may then verify your payroll.

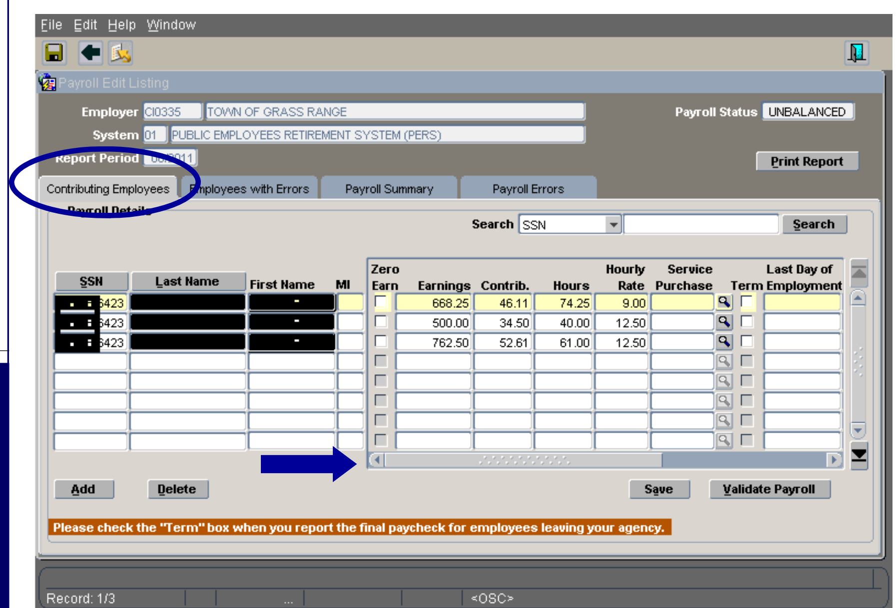
Verify Contributing Payroll Report

To verify the information on the transferred payroll file, click on the REFRESH SCREEN button on the Payroll Clerk Main Screen. Select the report you wish to view by clicking on the blue “Action Required - Click Here”.

Be sure to check the TERM box for any employee leaving your agency.

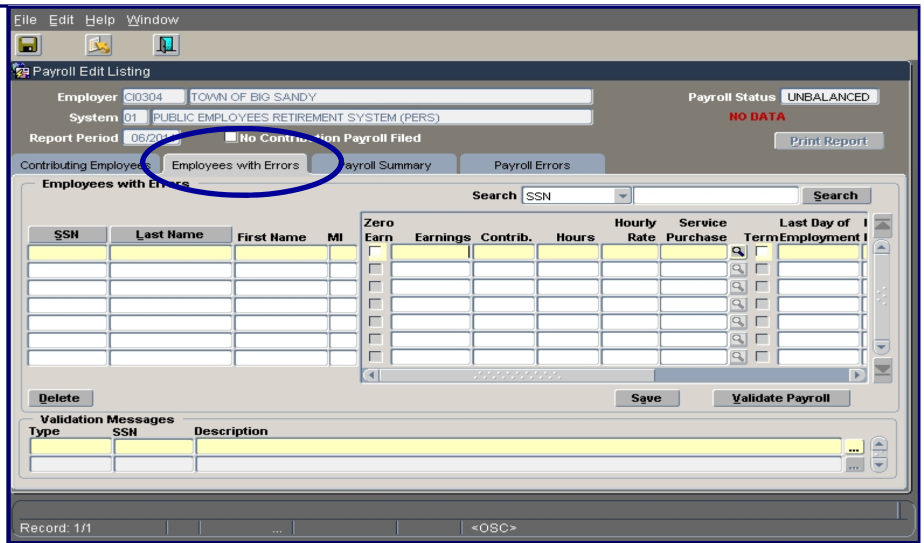
The payroll report will open and a reminder message will appear at the bottom of the screen highlight in yellow that says ‘Remember to check the TERM check box for any employee leaving your agency’. It is critical this box is checked the last time you report earnings for your employee. You will also be required to fill in the last day of employment as well as the final pay date for this employee.

There are four tabs within the contributing payroll report area.

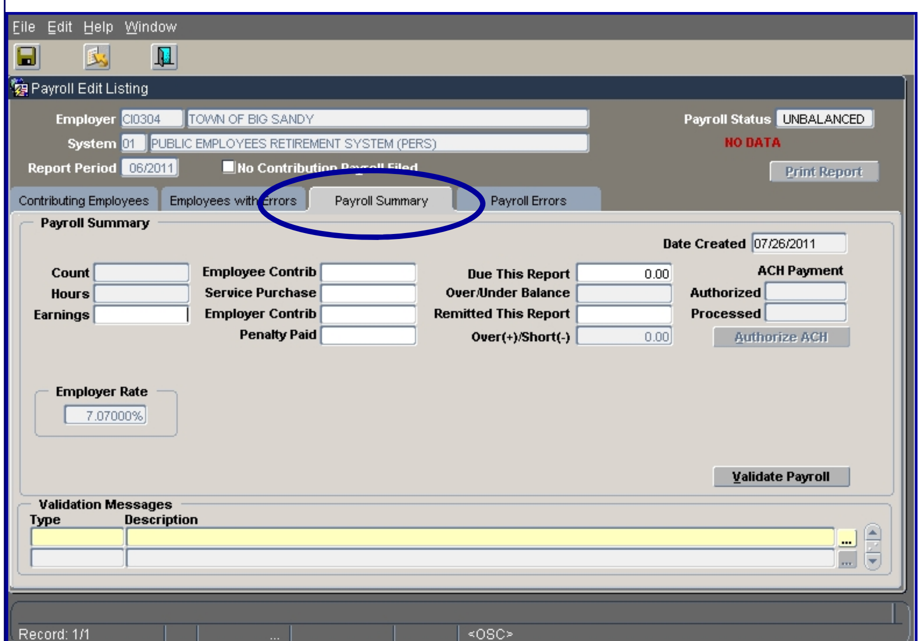


Additional information is accessible by sliding the scroll bar at the bottom of the listing.

Contributing Employees tab: Provides the ability to view, add, update and delete payroll and contribution information for all contributing employees. You can access additional employee information by sliding the scroll bar at the bottom of the listing.

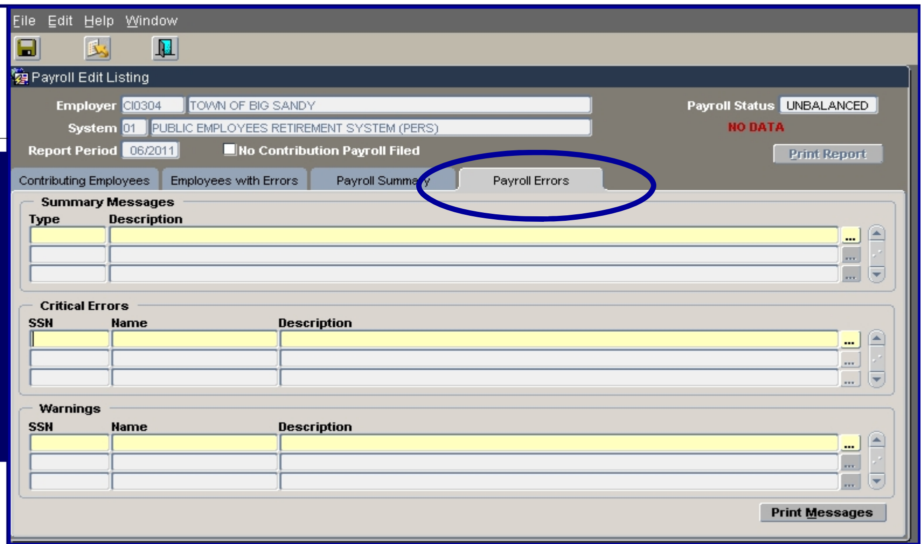


Employees with Error tab: Lists all contributing employees with errors. Corrections can be made from here or on the Contributing Employees tab.



Payroll Summary tab: Allows you to view and update the employer summary information as well as view the error messages, if any, associated with the summary.

Review all errors listed on your report. CRITICAL errors must be corrected for your report to process.



Payroll Errors tab: Lists all employee and employer error messages associated with this report.

Completing Your Contributing Payroll Report

IMPORTANT: Verify that you have transferred the correct payroll file by checking your summary totals. If errors are detected based on editing requirements, a message will appear in the upper right corner that say “Critical Errors Exist”.

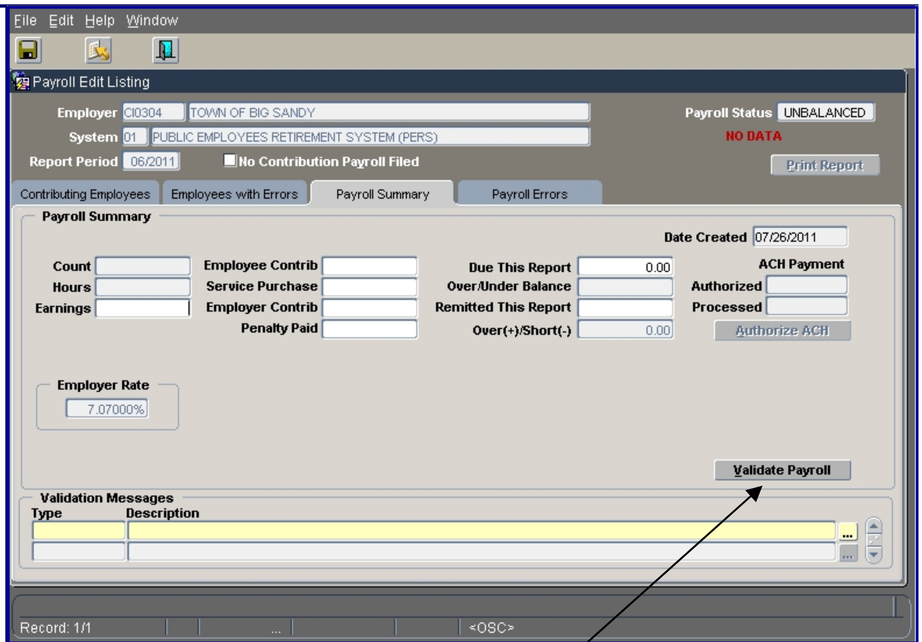
Error Messages

To review error messages, click on **Payroll Errors tab**. The top section refers to errors within the Payroll Summary tab. The middle section refers to critical errors on the **Contributing Employees tab**. The bottom section refers to warnings on the **Contributing Employees**. Correct all critical errors to finalize your payroll report. Revalidate after making the corrections.

The payroll WILL process if the WARNING error types are NOT corrected. This does not mean that the warning does not require attention. Review all warning messages to determine if immediate action is necessary.

Validate Payroll

Once all critical errors have been corrected, click on the **Payroll Summary tab** to verify the totals for Earnings, Contributions and Total Due for contributing employees only. If the totals are correct, enter the amount of check/payment in the ‘REMITTED THIS REPORT” box. This should match the Total Due unless there is an over/under balance.



Click on the VALIDATE PAYROLL button.

A message will pop up that says 'Payroll is error free – authorize ACH payment' or 'Payroll is error free – awaiting payment to be BALANCED. Next report period is ________.' Click OK. Any other messages indicate errors that need to be corrected.

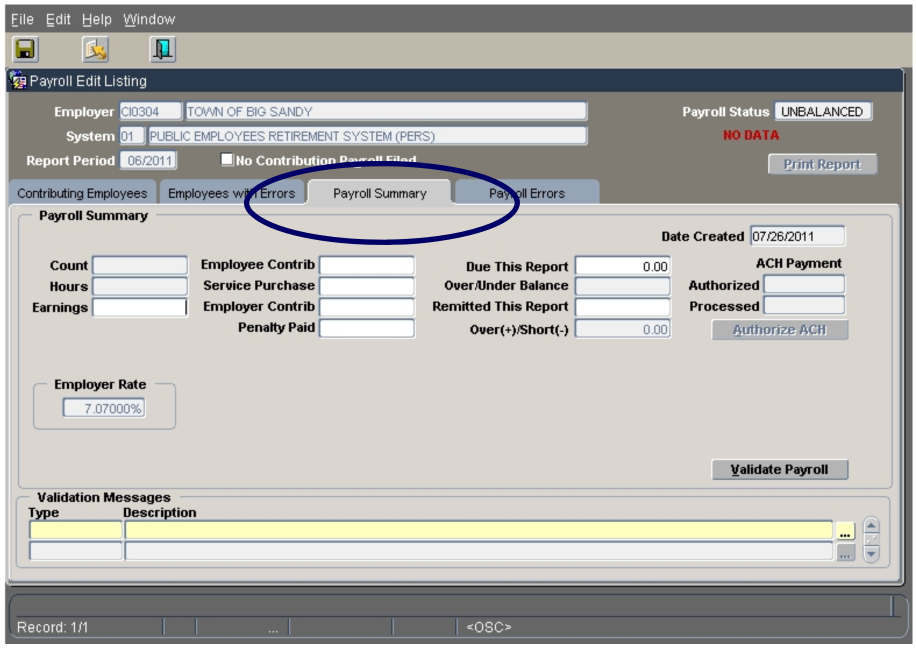
- If you pay by ACH, go to page 24.
- To submit payment by check, go to page 25.

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

ACH authorization forms may be printed from the Employer Forms web page on the MPERA website. Complete the form and return it to MPERA.

ACH AUTHORIZATION

Once a Payroll is error free, select the AUTHORIZE ACH button on the right side of the **Payroll Summary tab.**



IMPORTANT: Be sure the funds are in the correct account before submitting your ACH payment.

If you are authorizing your payment prior to your due date (five working days after each regularly occurring payday), a message will pop up allowing you to select the date on which your ACH Payment will be authorized. Select the date you wish the payment to be authorized and click on the AUTHORIZE ACH button. If you are processing your payment on the due date or later you will not be given this option.

A message will pop up stating your ACH payment has been successfully authorized and payroll is ready to be posted. Click OK.

If the ACH payment has not been postponed, the status field in the upper right hand corner of the screen will indicate "Balanced". If the ACH has been postponed, the status will read "Unbalanced".

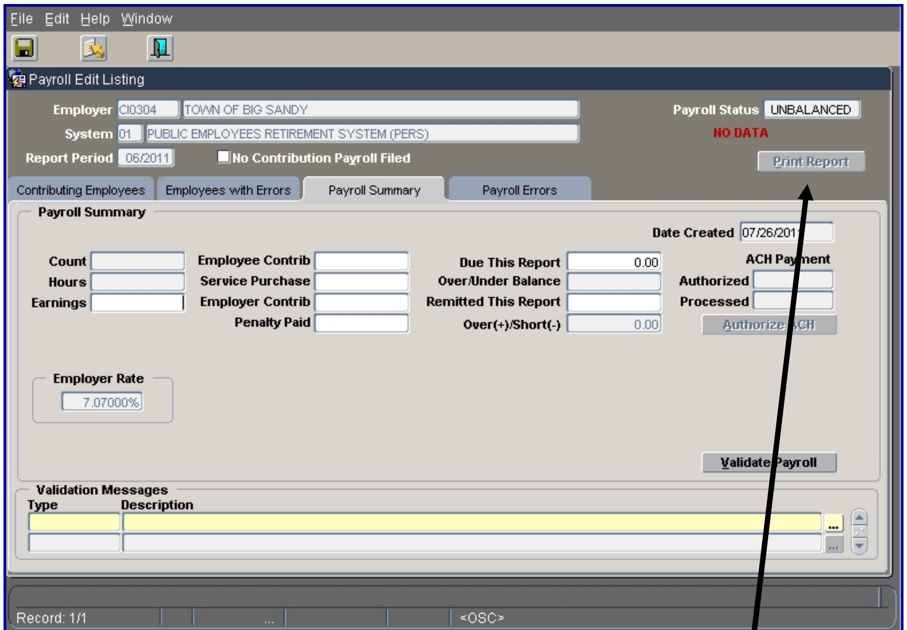
Payroll reports cannot be printed until payment has been posted by MPERA.

Return to the Payroll Clerk Main Screen to complete your Non-Contributing Payroll Report.

Submitting Payment by Check

To submit payment by check, go to the **Payroll Summary tab** and take a screen print of the total page.

Attach check to screen print. Make sure the amount of the check matches the remitted amount indicated on the **Payroll Summary tab**. Mail the check and screen print to MPERA.



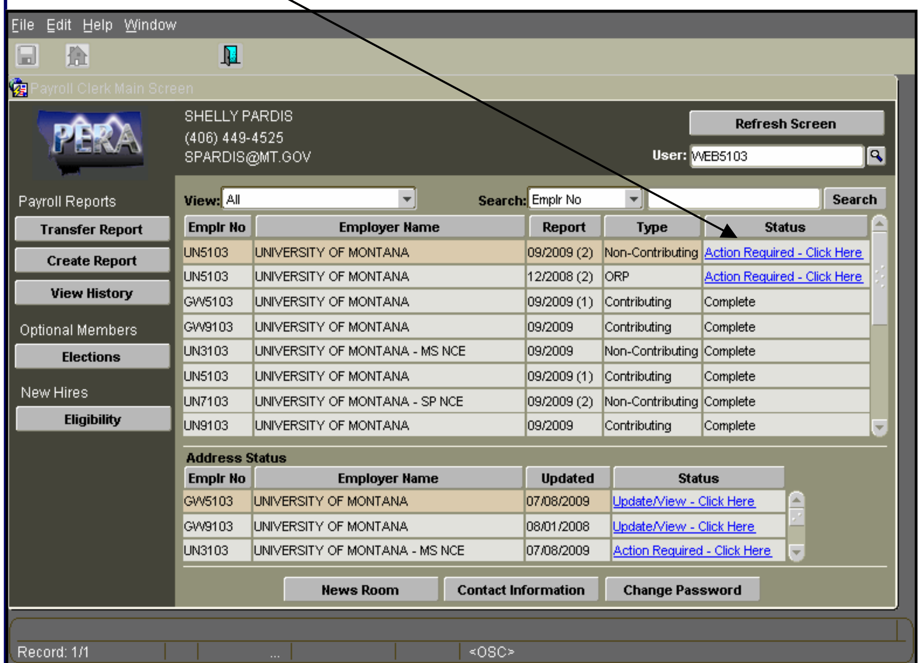
Printing the Payroll Summary Screen

At the **Payroll Summary tab**, press the PRINT REPORT button on the upper right corner of the screen. It will open your report in Adobe Reader and can be printed out from there.

REPORTING NON-CONTRIBUTING EMPLOYEES

NOTE: If your payroll software is not set up to include non-contributing employee payroll information in the file, you will need to manually enter the information the first time you report non-contributing employees. For subsequent payrolls, you will be able to use the Copy Forward feature to copy the non-contributing employee payroll data from the previous report period.

At the Payroll Clerk Main Screen, select the report you wish to complete by clicking on the blue "Action Required-Click Here" next to that report.



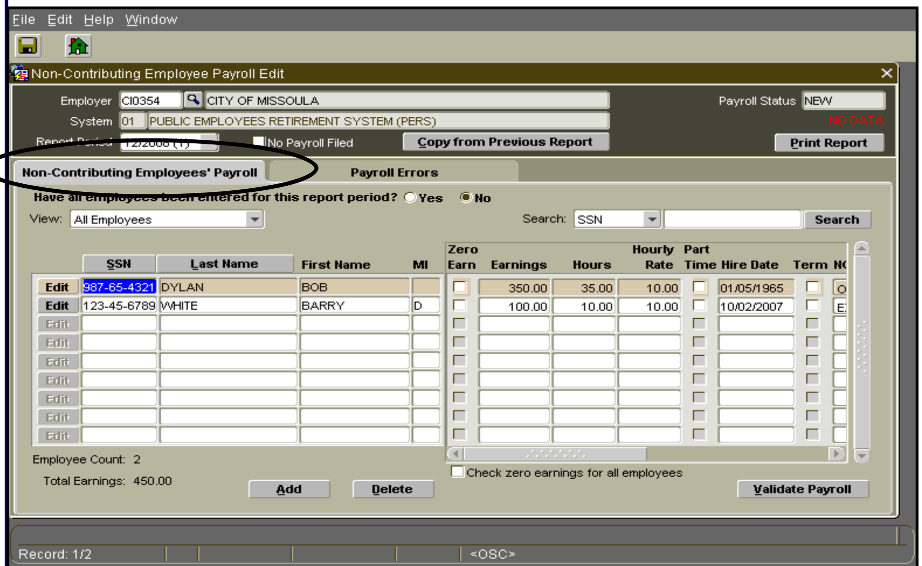
When the report opens, a reminder message will appear at the bottom of the screen highlighted in yellow that says 'Remember to check the TERM check box for any employee leaving your agency'. It is critical this box is checked the last time you report earnings for your employee. You will also be required to fill in the last day of employment as well as the final pay date for this employee.

- When you load a payroll file that **does not** include non-contributing employees or select Create New Report, a blank form will be created.

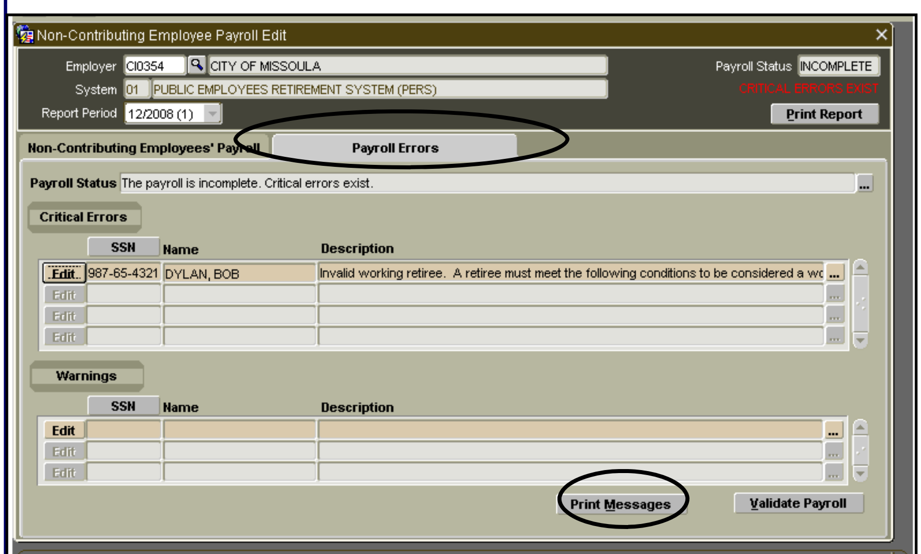
- When you load a payroll file that **includes** non-contributing employees, the information will appear in the form.

- If you do not have non-contributing employees to report that report period, check the “No Payroll Filed” checkbox.

- If you select Copy From Previous Report Period, information from your previous report will be populated into the new report.



Non-Contributing Employees’ Payroll tab: Provides the ability to view, add, update and delete payroll information for all non-contributing employees. You can access additional employee information by sliding the scroll bar at the bottom of the listing.

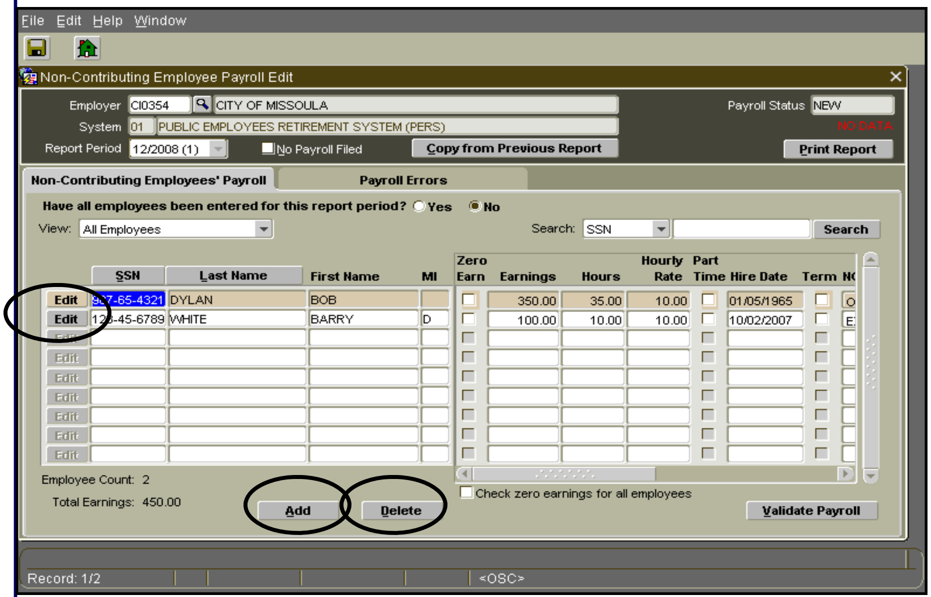


Payroll Errors tab: Lists the first few employee error messages associated with this report. To view all errors, click on the Print Messages button.

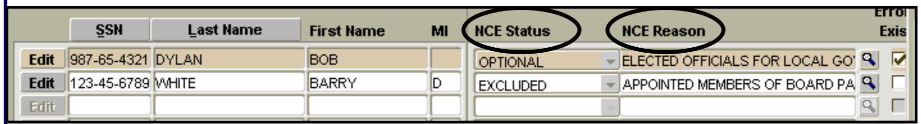
Completing Your Non-Contributing Payroll Report

To update information on the **Non-Contributing Payroll tab**:

- Click on the EDIT button to edit an existing employees information.
- Click on the ADD button to add a new employee.
- Click on the DELETE button to delete an existing employee.



Use the appropriate NCE Status and Reason for all of your non-contributing employees. The non-contributing value chart is available on our website at http://mpera.mt.gov/docs/NCNTRBValues.pdf.



Once all updates are complete click on the VALIDATE PAYROLL button. View errors on the **Payroll Errors tab.** All **critical** errors must be corrected.

When all corrections and updates are complete, click on the YES radio button to answer the question “Have all employees been entered for this report period?”. The status in the right hand corner will say “Complete when all critical errors are resolved.

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