Employer Reporting Manual

MONTANA PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION

Welcome Message

Dear Employer,

Welcome to the Montana Public Employee Retirement Administration's Employer Reporting Manual. Whether you are an employer already participating in one of our state-administered retirement plans, or an employer considering providing retirement benefits to your employees, I congratulate you on recognizing the importance of providing retirement benefits to your employees. This manual will provide step-by-step instructions for contracting with MPERA to offer retirement benefits as well as what is required for retirement payroll reporting purposes.

Employers report retirement contributions through our Employer Reporting Information Center (ERIC). ERIC is a comprehensive reporting tool which enables employers to provide MPERA with accurate employment information. MPERA partners with employers to ensure that retirement system members receive all benefits for which they are eligible.

This manual contains important resources about plan information, contribution requirements, and directions for new and terminating employees. MPERA relies on our partnership with participating employers to provide sound retirement benefit administration and the best customer service to employees. Please refer employees with retirement benefit questions to MPERA and consider scheduling an educational activity at least once a year.

The financial future of your employees depends on our relationship and communication. Thank you for partnering with us and please don't hesitate to contact us for information or suggestions.

Sincerely,

Dore Schwinden, Executive Director
Montana Public Employee Retirement Administration

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MPERA Contact Information

If you have questions you can contact our office. Our office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. except on designated state holidays.

Member Call Center
(877) 275-7372
(406) 444-3154

Employer Call Center
(844) 304-5452
(406) 444-3994

Mailing Address
P.O. Box 200131
Helena. MT 59620-0131

Office Address
100 North Park Ave.
Suite 200
Helena, MT 59601

Email – mpera@mt.gov

Website – http://mpera.mt.gov

MPERA Board Information

PUBLIC EMPLOYEES' RETIREMENT BOARD (PERB)

The Public Employees' Retirement Board is an independent, seven-member board, appointed by the Governor to administer eight retirement systems and the State's Deferred Compensation Plan. The Board approves MPERA's operating budget, decides legislative policy and priorities, and hires the executive director. In addition, the Board establishes the policies and procedures that govern operations at MPERA and hear and rule on appeal matters of disabilities, retirees, and members. Board members do not receive compensation for their service to MPERA, but are reimbursed for necessary expenses incurred while serving.

PERB Mission Statement

The Montana Public Employees' Retirement Board, as fiduciaries, administers its retirement plans and trust funds, acting in the best interest of the members and beneficiaries.

Sheena Wilson, President
Helena, PERS Retired Member
PERS Board Representative - BOI
Appointed: 4/1/2013
Term Expires: 4/1/2018
Email: Sheena.Wilson@mt.gov

Mike McGinley, Vice President
Dillon, Member at Large
Appointed: 4/1/2013
Term Expires: 4/1/2018
Email: Mike.McGinley@mt.gov

Timm Twardowski
Member at Large
Appointed:
Term Expires:
Email:

Maggie Peterson
Anaconda, Experience in Investment Management
Appointed: 6/5/2014
Term Expires: 4/1/2019
Email: Maggie.Peterson@mt.gov

Marty Tuttle
Clancy, Active DC Plan Member
Appointed: 7/31/2015
Term Expires: 4/1/2019
Email: Marty.Tuttle@mt.gov

Julie McKenna
Helena, Active Public Employee
Appointed: 7/31/2015
Term Expires: 4/1/2017
Email: Julie.McKenna@mt.gov

Pepper Valdez
Billings, Active Public Employee
Appointed 7/31/2015
Term Expires 4/1/2020
Email: Pepper.Valdez@mt.gov

Forms

Pending information from MPERA.

EMPLOYER PARTICIPATION IN PENSION AND/OR DEFERRED COMPENSATION PLANS

Employer Participation in the Pension Plans
Local governments or political subdivisions can contract with the Montana Public Employees' Retirement Board to participate in any of the MPERA-administered retirement systems. Interested employers can contact MPERA and we will provide you with the appropriate documents and procedures applicable for the system you are interested in.

If you contract to participate in any of the MPERA-administered retirement systems, you must cover all eligible full-time and regular part-time employees as of their employment date. Please be aware you must cover all eligible employees regardless of any probationary period you may have for other benefits.

Employer Participation in the 457 Plan
State and University system employees are eligible to participate in the State of Montana's 457(b) Deferred Compensation Plan administered by MPERA. Other interested employers can enter into a contract with the Montana Public Employees' Retirement Board to allow its employees to be eligible to participate in the plan (§19-50-201, MCA). **There is no cost to an employer to participate in this plan.**

If you do not already offer a 457(b) Deferred Compensation plan to your employees, you may want to consider contracting with us to offer this supplemental retirement option. The process is easy and it provides a valuable benefit for your employees. If you are interested, simply contact MPERA, and we can guide you through the process.

The first step is to have your governing body pass a 'resolution' expressing the desire to enter into an agreement with MPERA to provide the State's deferred compensation option to your employees. After passing a resolution, you would then enter into a contract, which will need to be approved by the MPERA Board. We can provide drafts of the resolution and contract language for you. Information about the contract requirements can be found in §19-50-201, MCA.

Upon entering into the contract, employees can begin participating by completing salary deferral agreements. They will indicate what amount they would like taken from their paycheck each pay period. The deductions will need to be made by the payroll officer (§19-50-202, MCA) and forwarded to MPERA within five (5) business days.

This is a great way for employees to save for retirement because the money comes out of their paycheck through a payroll deduction and their contributions can be either pre-tax, post-tax, or both. Employees can contribute as little as $5 per pay period or $10 per month. MPERA contracts with Empower Retirement to maintain the plan records, process payroll contributions and provide quarterly statements to plan participants. In addition, MPERA and Empower staffs are available to provide training to your employees on retirement planning and investment education.

There is more detailed information available about the 457 plan on our website at: *mpera.mt.gov*

We are also happy to come and talk with your governing body regarding the plan. To schedule an appointment or talk with an Education Staff member for more information, please contact MPERA.

EMPLOYERS' RESPONSIBILITES

Employers' Role with Employee Retirement Benefits
This handbook explains what is required of employers for reporting members of retirement systems administered by MPERA. If you do not find the answers in this handbook, please contact us at *MPERAEmployerCommunications@mt.gov*.

The MPERA Reporting Handbook for Employers is a reference for payroll reports and other information required by the Montana Public Employee Retirement Administration (MPERA). This Handbook also provides additional information that may be useful to payroll clerks when dealing with retirement issues. This Handbook is available on our website at *mpera.mt.gov* for all agencies that report employee information for the following retirement systems:

- Public Employees' Retirement System (PERS)
- Judges' Retirement System (JRS)
- Highway Patrol Officers' Retirement System (HPORS)
- Sheriffs' Retirement System (SRS)
- Game Wardens' and Peace Officers' Retirement System (GWPORS)
- Municipal Police Officers' Retirement System (MPORS)
- Firefighters' Unified Retirement System (FURS)
- Volunteer Firefighters' Compensation Act (VFCA)
- The State of Montana's 457(b) Deferred Compensation Plan

Retirement statutes and rules require your agency to send a payroll report and retirement contributions to us within five working days after each regularly occurring payday. Penalties of 9% or $10.00 a day, whichever is greater, can be assessed for late reporting (§ 19-2-506, MCA):(ARM2.43.2114)

Each Employer (and Volunteer Fire Department) that interacts with MPERA will have access to the Employer Reporting and Information Center (ERIC). This application allows employers to maintain and create records on their employees that can be sent to MPERA for processing.

This handbook goes over uploading employer reporting files containing enrollment or payroll records; as well as, how to process those records manually. It also goes over employment history status, how to correct errors on records, and other processes.

Retirement statutes exclude certain employees from membership and membership may be optional for others.

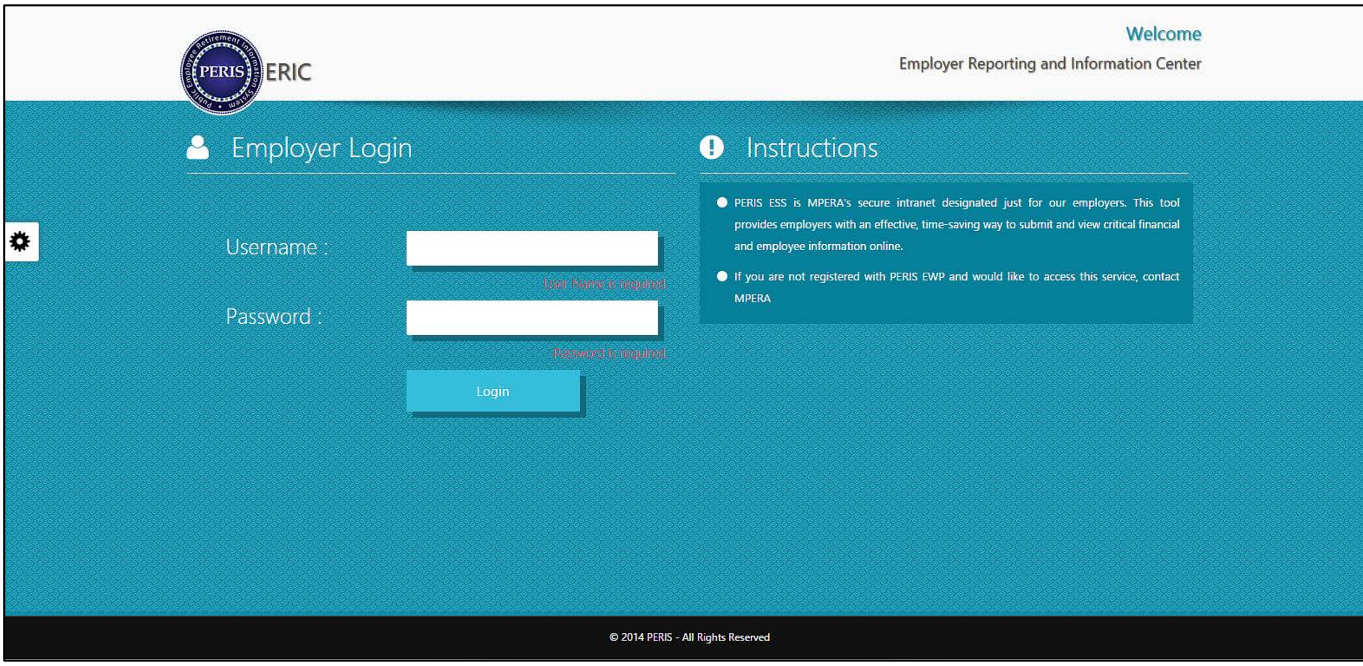
Your report should list every employee in your agency. If a new employee is already receiving a monthly retirement benefit from MPERA, they are considered to be a working retiree.

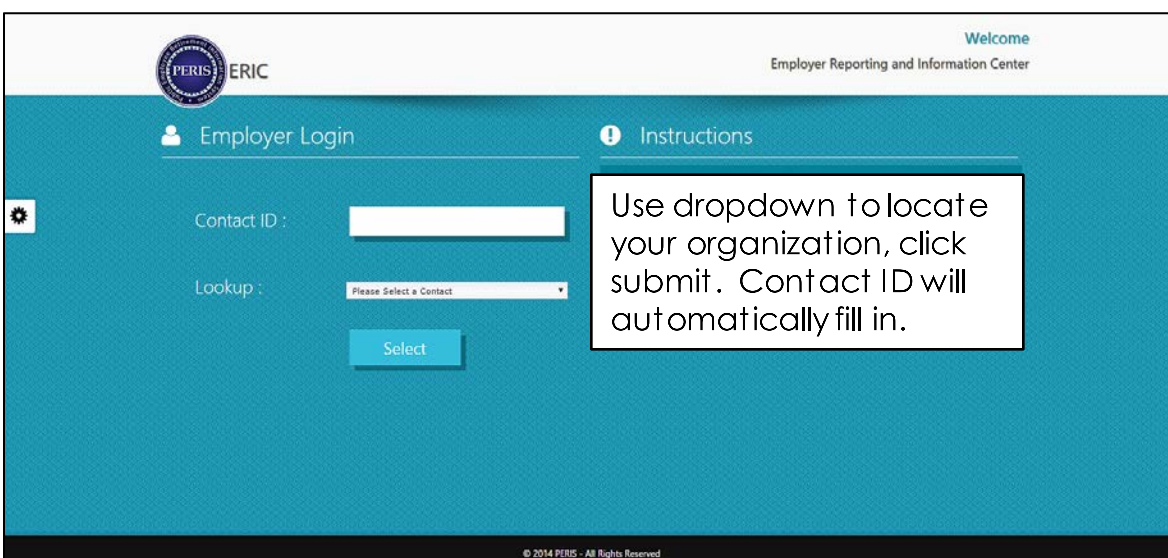
Employer Reporting and Information Center (ERIC)

How to launch 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.

Video- ERIC Login and Home page





Contact MPERA if you forget your password or pin.

Home Screen

This is the Home Screen of ERIC. There are two ways you can access lookup screens either by the quick links on the Home page or the left side menu.

Logout

Opens the online help system.

Print
Upon click a screen shot is taken to print.

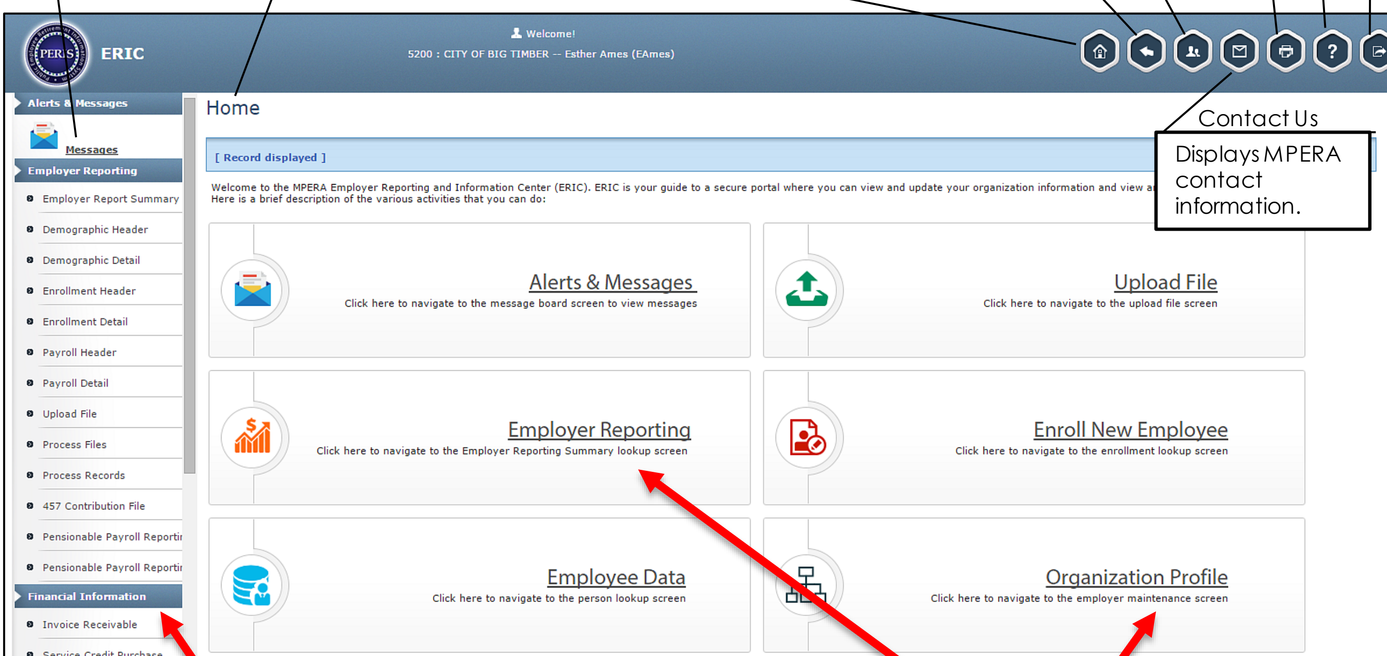
Switches Contact

Home
Displays your home screen.

Previous
Works like the back button in your browser.

Message Bar
MPERA will send you messages via ERIC.

Screen Name
Name of the screen for reference purposes.



Contact Us
Displays MPERA contact information.

Main Menu
The main menu quick links will appear here regardless of what screen you navigate to.

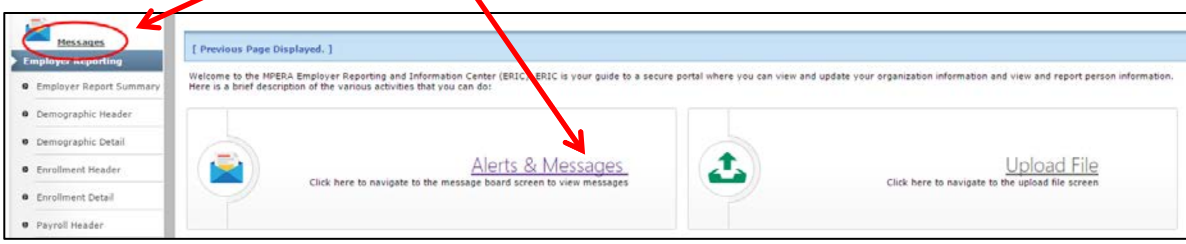
Quick Links
The links on the home screen are common functions used within ERIC. Each of these options are also available on the left side main menu.

Alerts and Messages

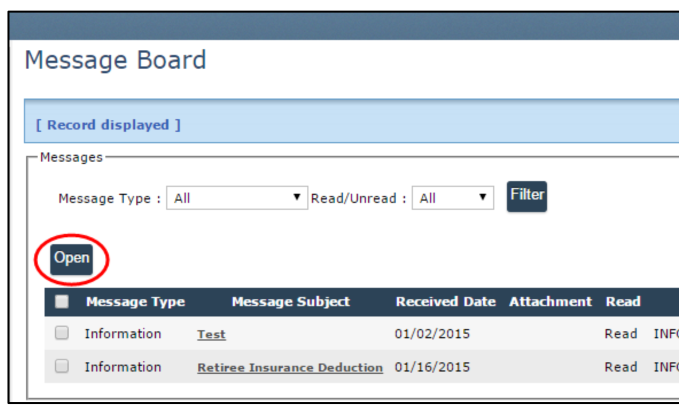
The message board is how MPERA will send messages to you. They can be marked as Correspondence, Information, Urgent, or flagged as an 'Action Required'. Messages are filtered so they appear only to individuals in which the message is relevant to. Messages that are marked "***ACTION REQUIRED***" must be addressed first or you cannot complete other tasks in ERIC.

Video- Alerts and Messages.mp4

1. Click on Messages in the side bar or the Alerts & Messages quick link on the home page.

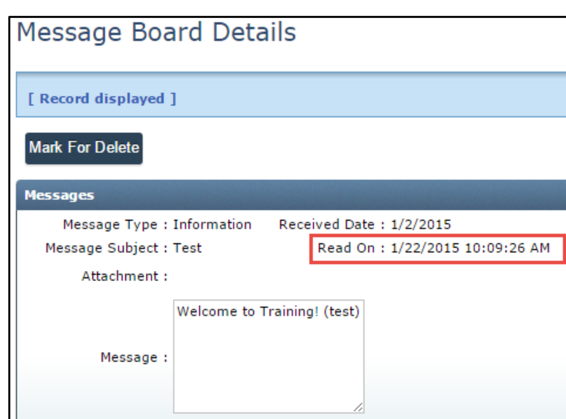


2. ERIC displays the message Board. OPEN the message you wish to view.



3. ERIC displays the message Board Detail screen.

4. ERIC marks the message as read and records date and time stamp.



Setting Up Your Portal Access Manager (PAM)

Each organization needs to assign a **Portal Access Manager (PAM).** The **PAM** is responsible for granting access to ERIC to other employees of their organization.

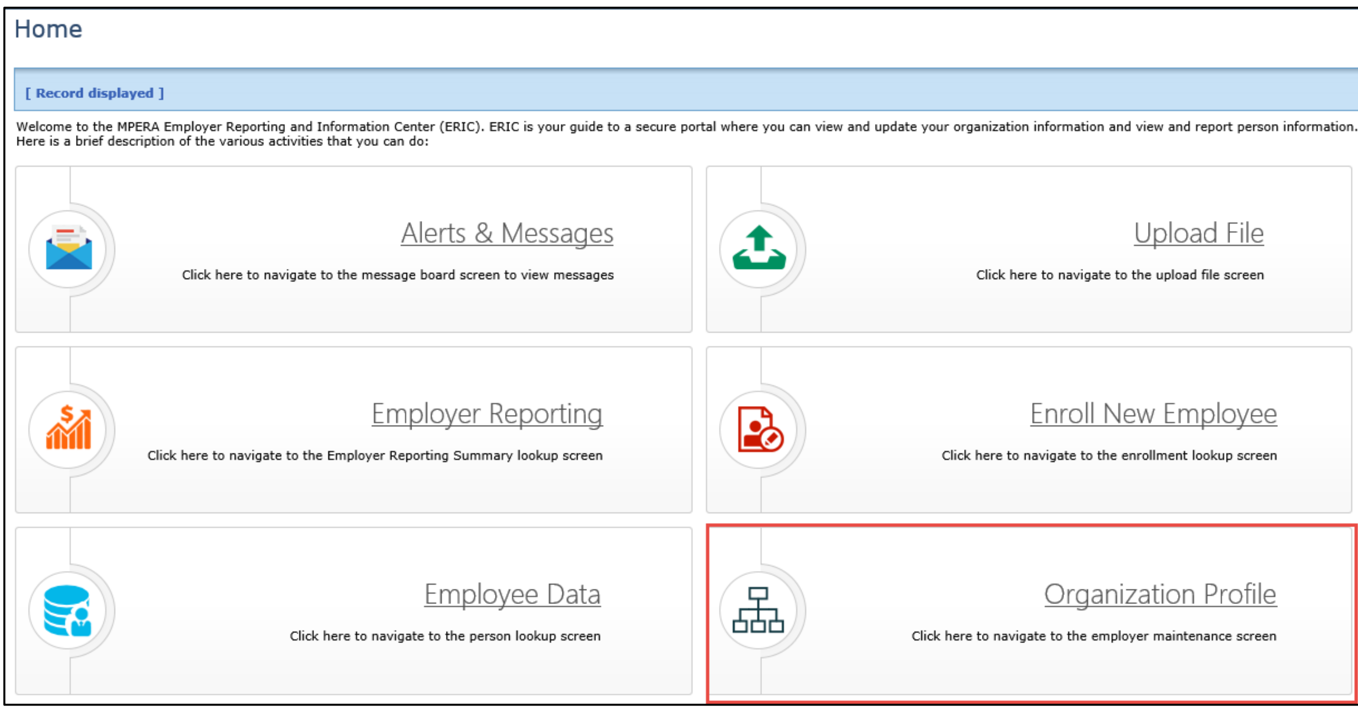
1. Contact MPERA Employer Services at 1-844-304-5452 to begin the process of setting up your Portal Access Manager.
2. MPERA Employer Services grants permission and sends an email to the intended PAM.
3. The PAM follows the instructions in the email to set up their access via ePass.
4. Once the process is complete, the PAM can login to ERIC to set up any subsequent users for their organization.

Portal Access Manager (PAM)

Instructions for granting ERIC access to other employees.

[Video-How to grant ERIC access.]

1. Click on the Organization Profile quick link on the home page.

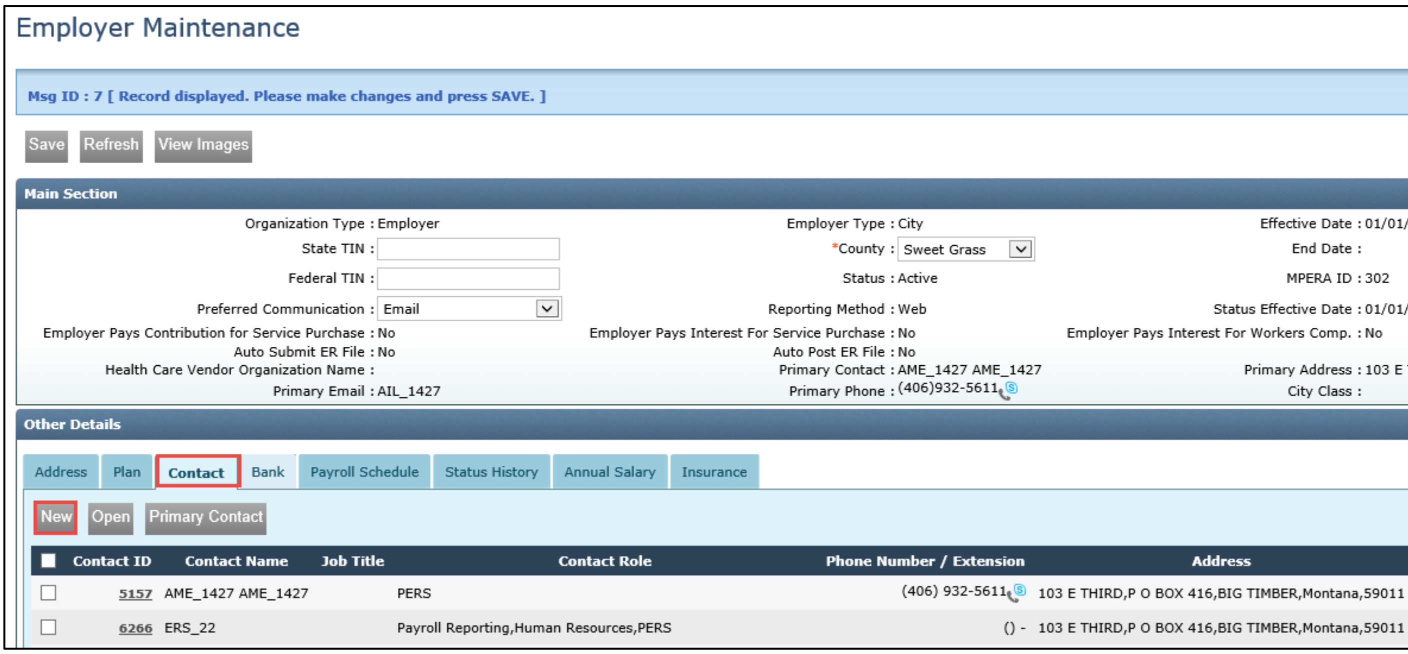


Access is also available by clicking on "***Organization***" under the Organization Information section of the side menu.

Portal Access Manager (PAM)

Granting ERIC access to other employees, cont.

2. ERIC displays the Employer Maintenance screen.



3. Click on the Contacts tab in the Other Details panel.

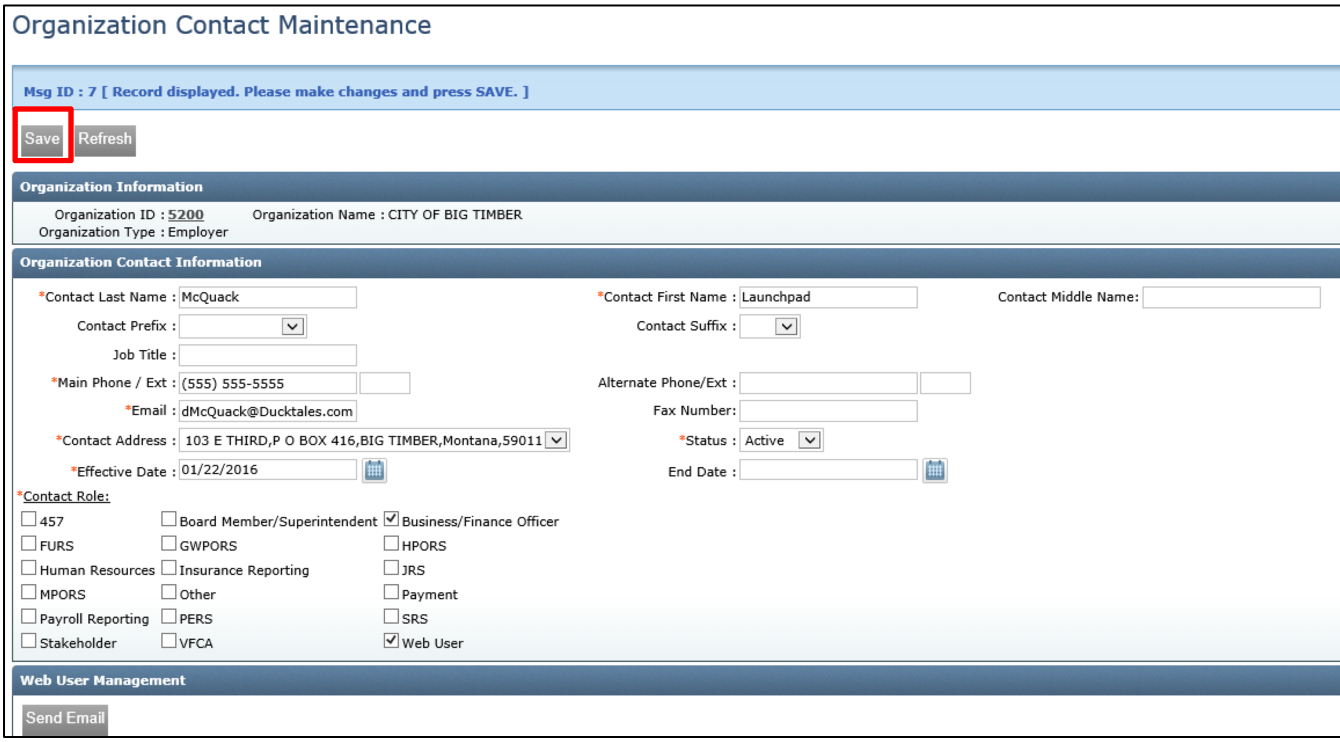
4. To grant an employee access to ERIC, click **NEW**.

**If the employee you wish to grant ERIC access to is already listed as a contact, simply open their record by clicking on the Contact ID hyperlink.*

Portal Access Manager (PAM)

Granting ERIC access to other employees, cont.

5. ERIC displays the Organization Contact Maintenance screen.


Organization Contact Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save Refresh

Organization Information

Organization ID : 5200 Organization Name : CITY OF BIG TIMBER
Organization Type : Employer

Organization Contact Information

*Contact Last Name : McQuack *Contact First Name : Launchpad Contact Middle Name:
Contact Prefix : Contact Suffix :
Job Title :
*Main Phone / Ext : (555) 555-5555 Alternate Phone/Ext :
*Email : dMcQuack@Ducktales.com Fax Number:
*Contact Address : 103 E THIRD,P O BOX 416,BIG TIMBER,Montana,59011 *Status : Active
*Effective Date : 01/22/2016 End Date :

*Contact Role:

457, Board Member/Superintendent, Business/Finance Officer (checked)
FURS, GWPORS, HPORS
Human Resources, Insurance Reporting, JRS
MPORS, Other, Payment
Payroll Reporting, PERS, SRS
Stakeholder, VFCA, Web User (checked)

Web User Management

Send Email

6. Enter in the required information marked by asterisks. (Note: *Contact address will be a drop down of provided address(es) of the organization, not of the user*).

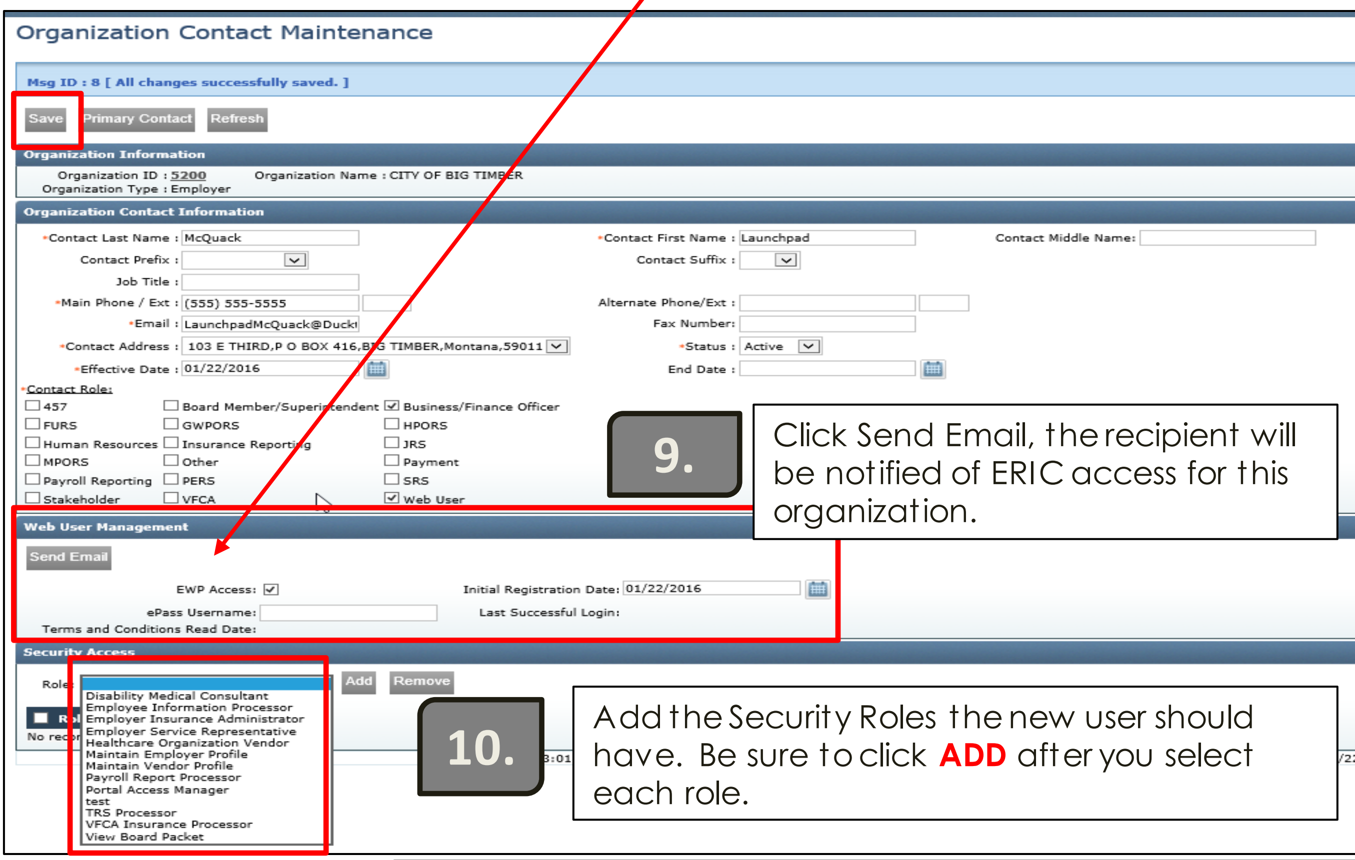
7. Click **SAVE**.

Portal Access Manager (PAM)

Granting ERIC access to other employees, cont.

8. In the *Web User Management* section enter the following:

- Click the (***EWP***) Employer Web Portal Access checkbox.
- Initial Registration Date.
- Employee's ***ePass*** Username.



9. Click Send Email, the recipient will be notified of ERIC access for this organization.

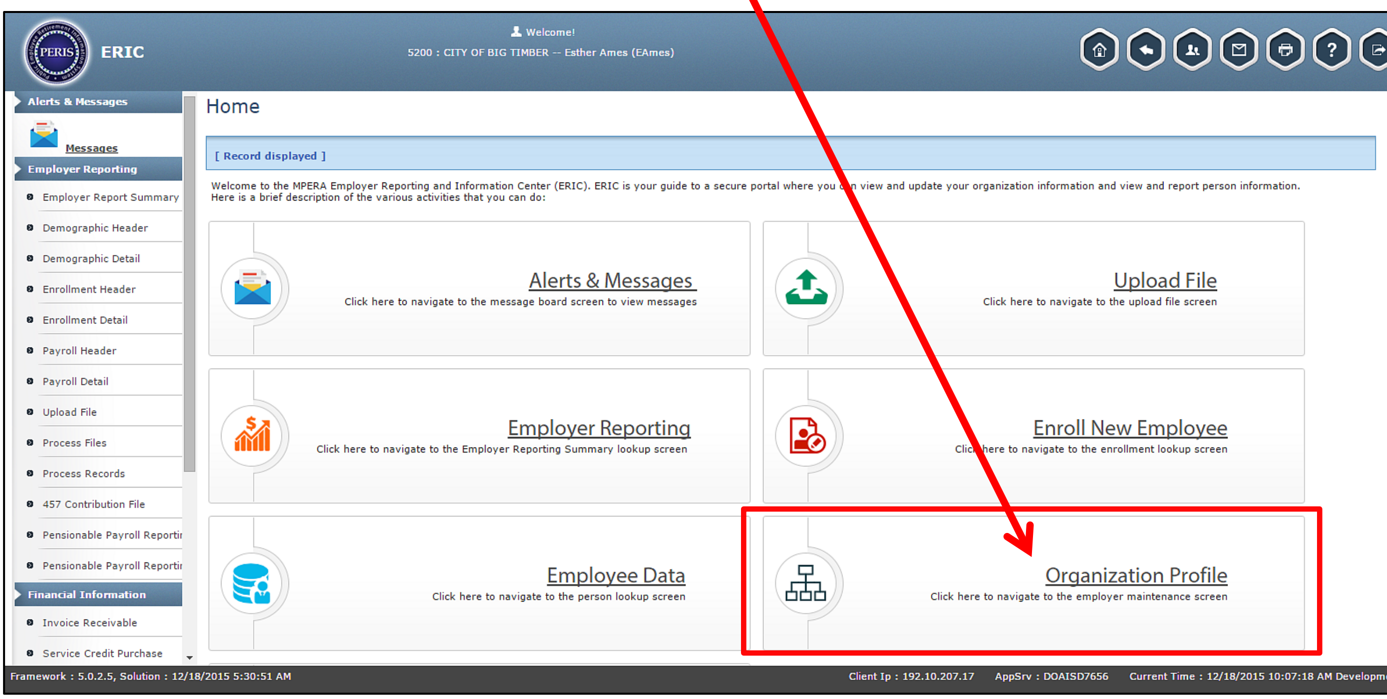
10. Add the Security Roles the new user should have. Be sure to click **ADD** after you select each role.

11. Once roles are added, click **SAVE.**

<u>Portal Access Manager (PAM).</u> The **PAM** is responsible for granting access to ERIC to other employees of their organization.
<u>Maintain Employer Profile-</u> Provides the capability for viewing and updating Employer profile.
<u>Employee Information Processor-</u> Provides the capability for viewing the person account related to enrollment and demographics.
<u>Payroll Report Processor-</u> Provides the capability for viewing, creating, and completing all functions associated with Employer Reporting.
<u>Employer Insurance Admin.-</u> Administers the organizations insurance plans/retiree coverage information to ERIC.

Maintaining Your Organization In ERIC

The Organization Profile link will allow you to add, update, and view information about your organization online.

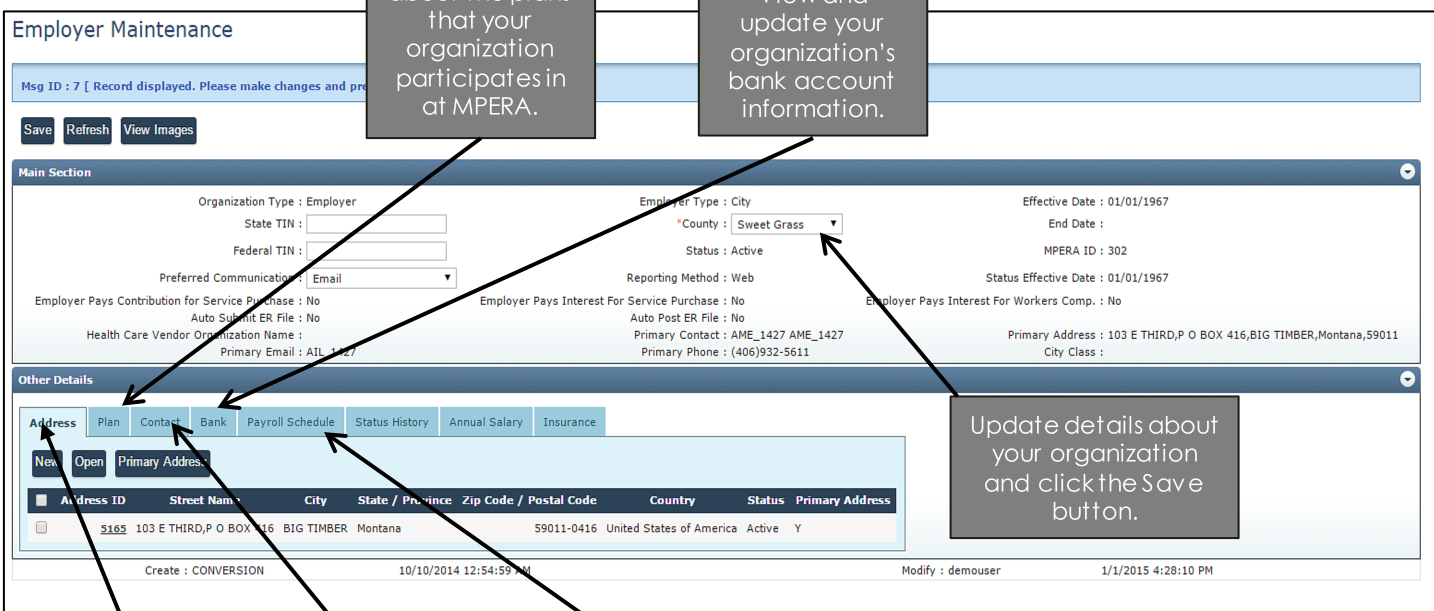


Employer Demographic Information

If your agency address or banking information changes or if you need to update information about a contact you can complete it here.

View information about the plans that your organization participates in at MPERA.

View and update your organization's bank account information.



Update details about your organization and click the Save button.

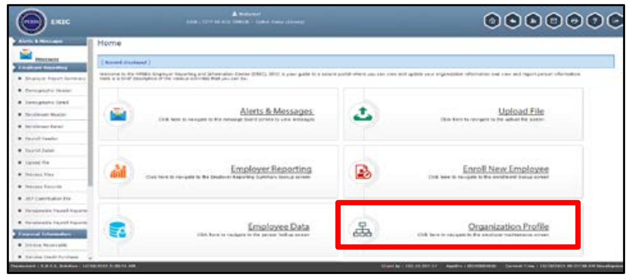
View and update your organization's Address.

View and update contacts in your organization that have access to ERIC.

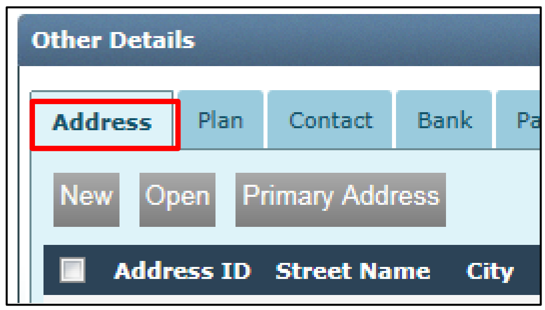
View and update your organization's payroll schedules.

Entering/Updating Agency Address

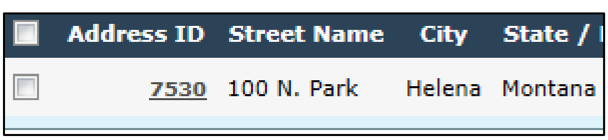
1. On the home page click on Organization Profile.



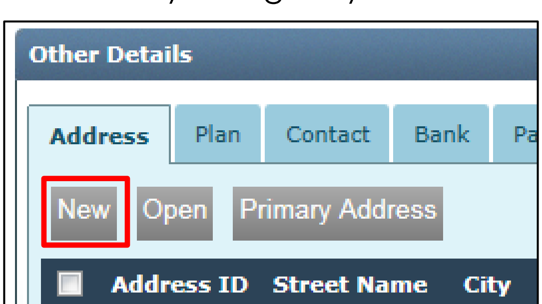
2. ERIC displays the Employer Maintenance screen. Click on the "Address" tab.



3. You can view all agency listed addresses.

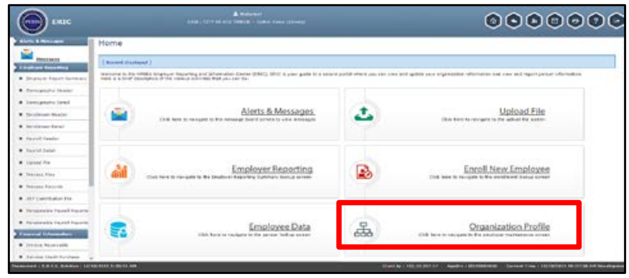


4. To create a new address click **NEW** and then enter all required information and click "**SAVE**". The ***Primary Address*** button indicates this is the main address for your agency.

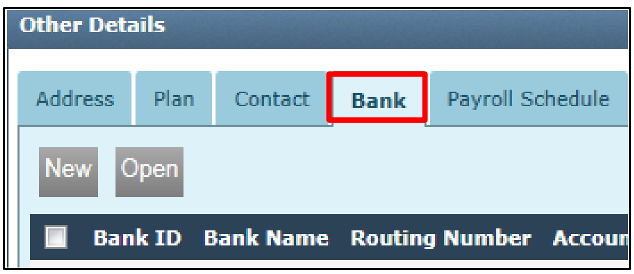


Entering/Updating Bank information

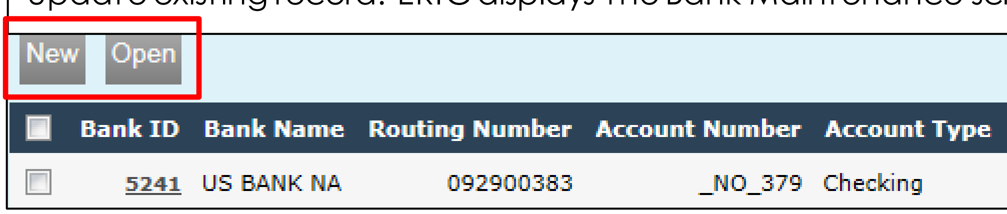
1. On the home page click on Organization Profile.



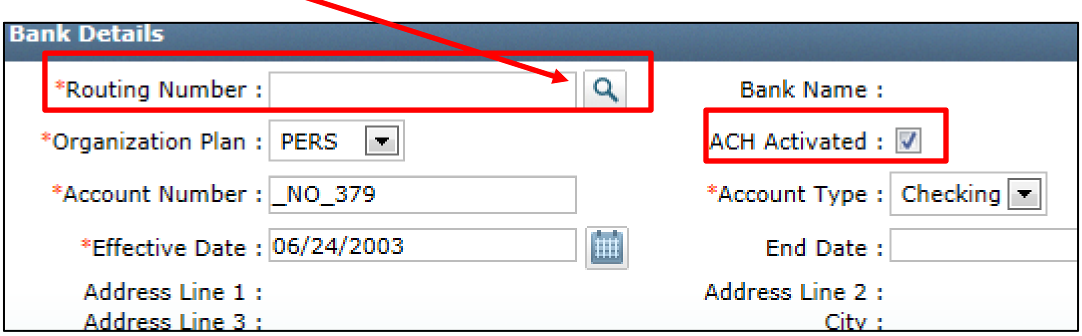
2. ERIC displays the Employer Maintenance screen. Click on the "Bank" tab.



3. Click New button to create **NEW** bank record ***or*** Click Open button to update existing record. ERIC displays the Bank Maintenance screen.



4. Click on "search" button to locate a bank. Once you elect a bank, the routing number will be auto-populated. Select a plan from Organization dropdown. Continue entering required information.



5. Click **SAVE** button

Creating and Updating Your Payroll Schedule(s)

Payroll Schedule: Sum total of all compensation that an agency must pay to its employees for a set period of time or on a given date.

Guide to Payroll Schedules: Employers can create and update payroll schedules in ERIC. Once a payroll schedule is created or updated it will send notification to MPERA. When a payroll is nearing the end date the employer will receive a message via ERIC message box. The PERIS application automatically searches for payroll schedules that are nearing their end date on a monthly basis.

Payroll Schedule Begin Date: The date your payroll schedule begins. Your organization may have the Payroll Schedule set by the Fiscal Year, Calendar Year, or some other specific dates. Generally though the Begin date would be the start of the Fiscal Year, and End on the last day of the Fiscal Year.

Frequency: How often the Pay Periods happen. Depending on what frequency you select, (monthly, biweekly, etc) the system will display options for example, if you select biweekly it will ask what the first pay date is. From there it will automatically create a schedule of the appropriate pay periods and pay dates following that first one upon clicking Populate. If there needs to be a correction made to a pay period users will be able to adjust them prior to saving.

Extending Payroll Schedule: You can open the payroll schedule you would like to extend and enter in a new End Date, click Save, and Populate. This will extend out the Payroll Schedule to the new End Date with new Pay Periods so you do not have to create a new schedule.

Contribution Cycle Code: Anytime a new payroll schedule is created, the system assigns a unique Contribution Cycle Code that is used for reporting. Anytime a contribution cycle is reported by a file upload, this Contribution Cycle Code is embedded in that file for the system to identify.

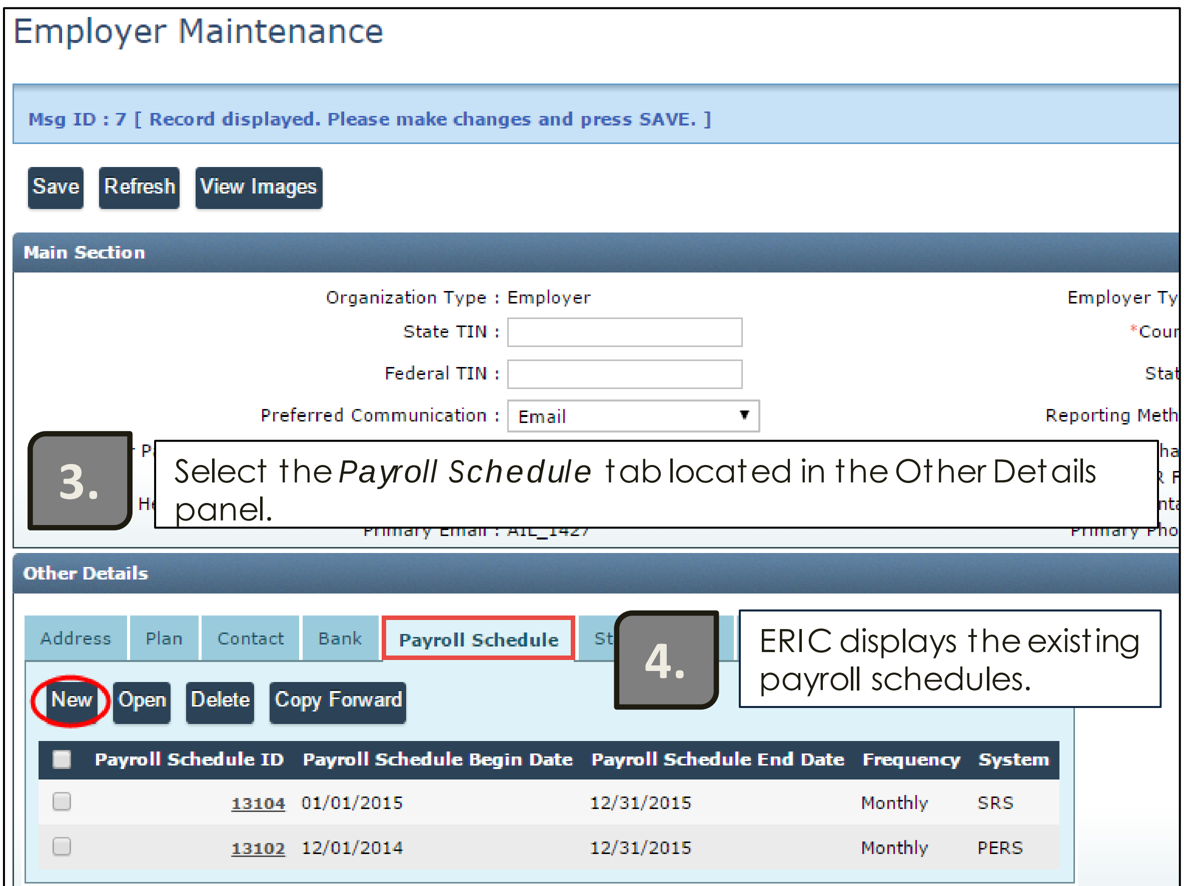
Multiple Payroll Schedules: Employers can have multiple payroll schedules that have overlapping dates with same or different frequencies. This is allowed so that multiple Employer Reports can be submitted for employees, contractors, etc. that may have different payroll schedule needs.

Create and Update Payroll Schedule

[Video-Create/update Payroll Schedule]

1. Click on Organization Profile.

2. ERIC displays the Employer Maintenance screen.



3. Select the *Payroll Schedule* tab located in the Other Details panel.

4. ERIC displays the existing payroll schedules.

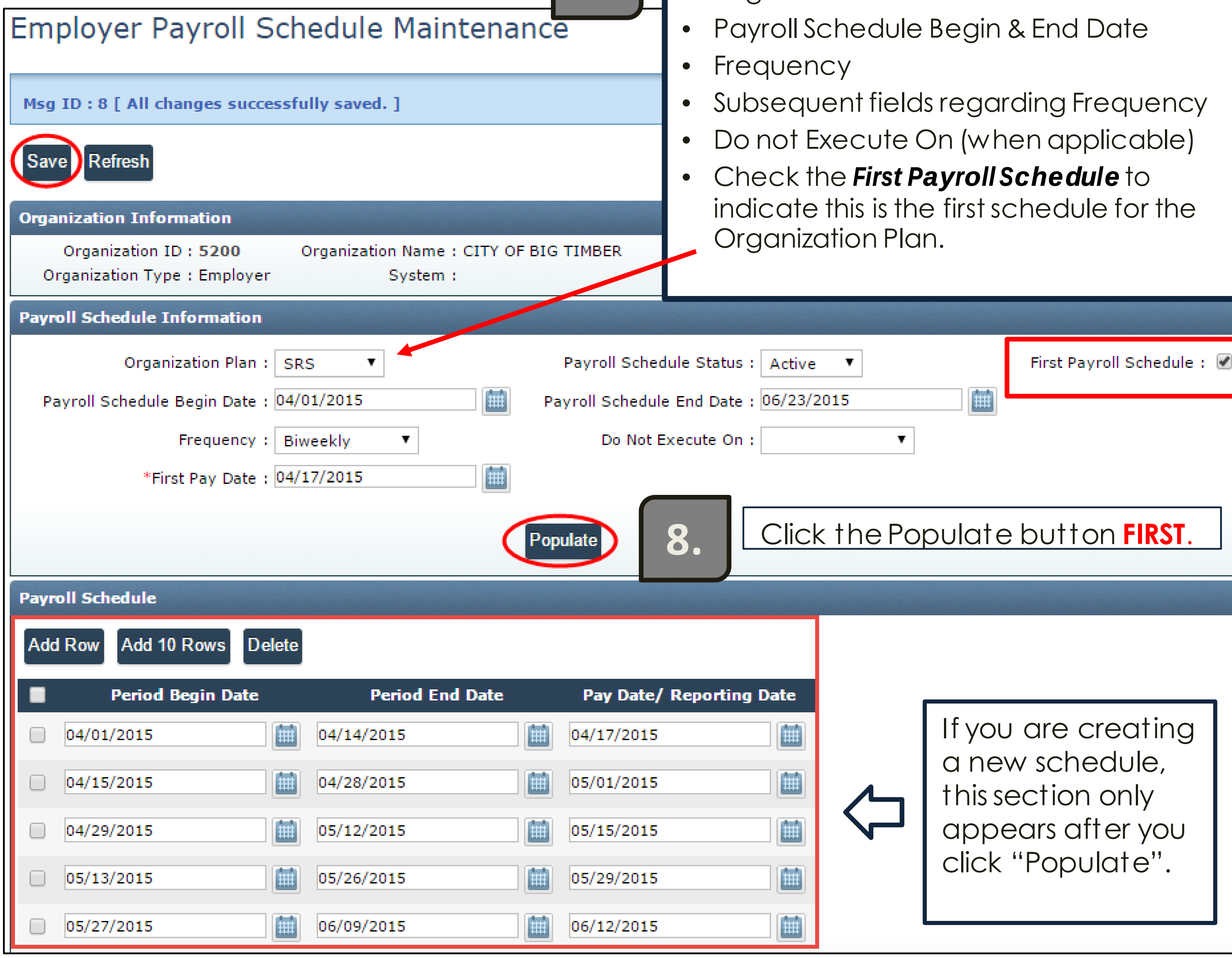
5. Open the Payroll Schedule you wish to update or click **NEW** to create a new payroll schedule.

Create and Update Payroll Schedule, cont.

6. ERIC displays the Payroll Schedule Maintenance screen.

7. Enter in the following information:

- Organization Plan
- Payroll Schedule Begin & End Date
- Frequency
- Subsequent fields regarding Frequency
- Do not Execute On (when applicable)
- Check the ***First Payroll Schedule*** to indicate this is the first schedule for the Organization Plan.



8. Click the Populate button **FIRST**.

If you are creating a new schedule, this section only appears after you click “Populate”.

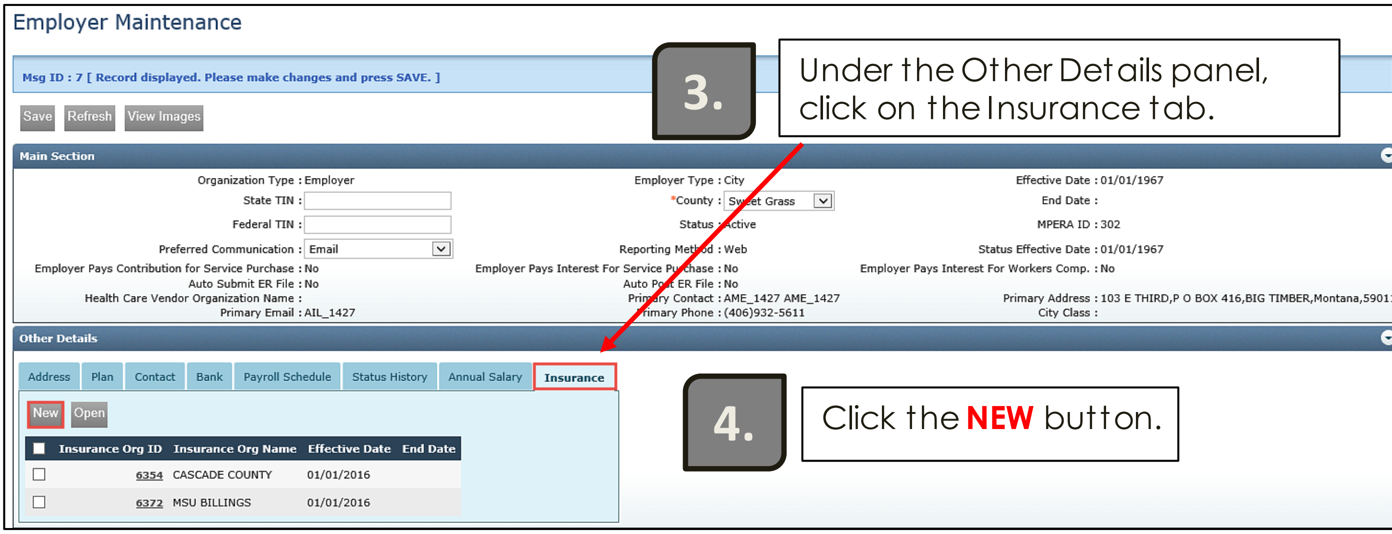
9. Click **SAVE**.

In this example you must enter the First Pay Date; however, if you select a different Frequency option from the drop down, different fields will appear specific to that frequency type.

Employer Insurance Maintenance

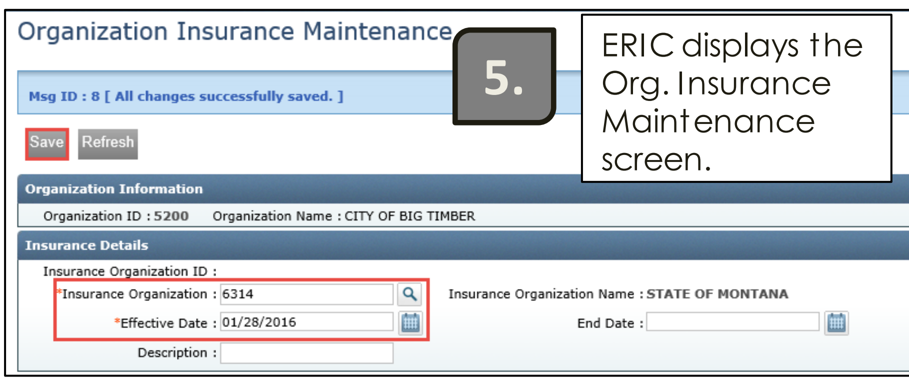
1. On the home page, click on Organization Profile.

2. ERIC displays the Employer Maintenance screen.



3. Under the Other Details panel, click on the Insurance tab.

4. Click the **NEW** button.

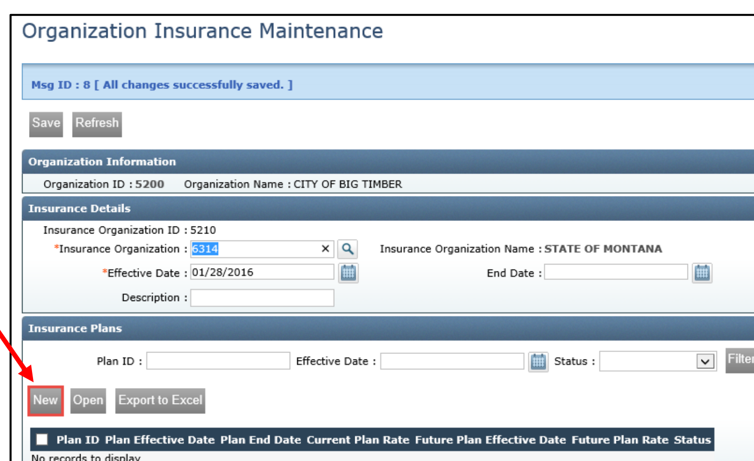


5. ERIC displays the Org. Insurance Maintenance screen.

6. Fill in the Insurance Org. ID and the effective date

7. Click the **SAVE** button.

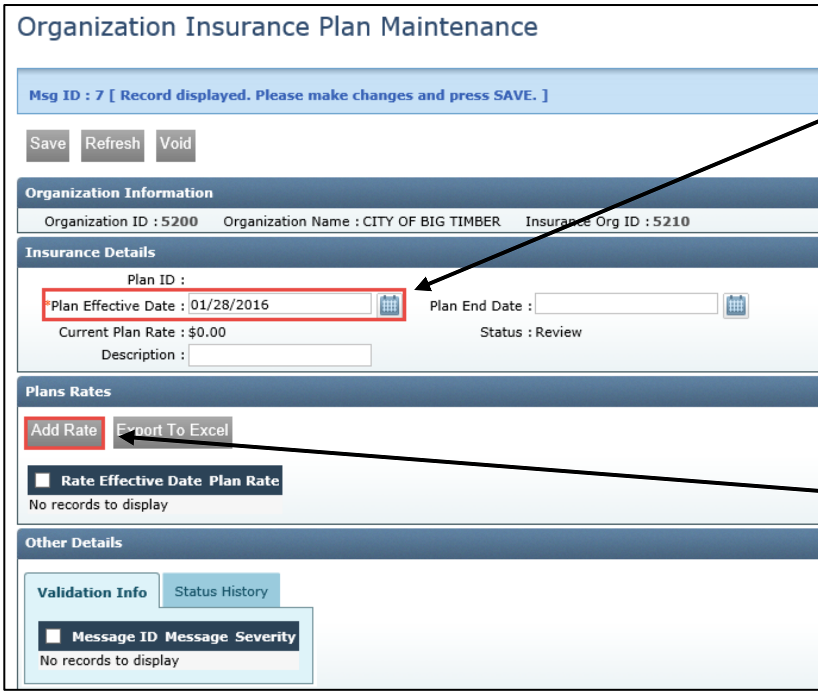
8. Click the **NEW** button.



[Video- Create Org Insurance Plan.mp4]()

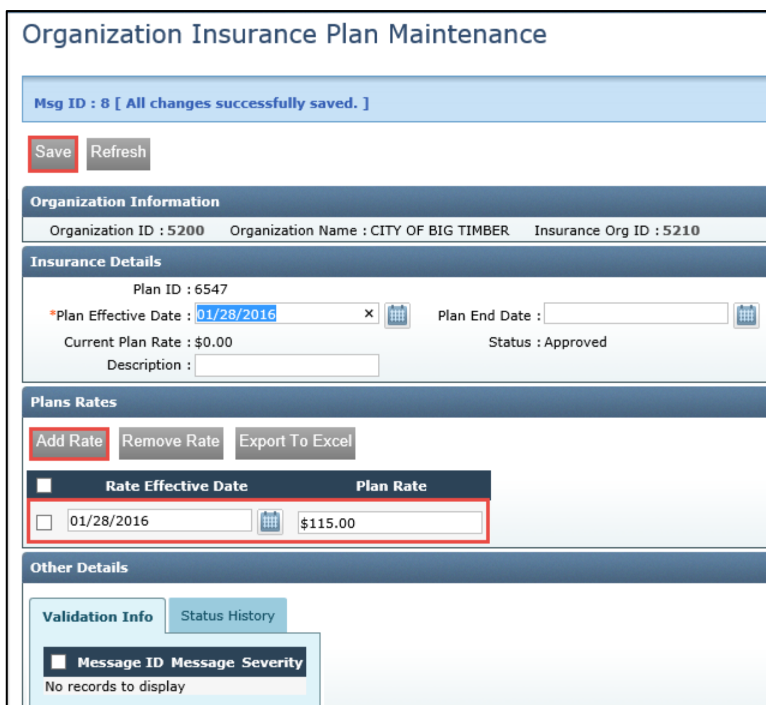
Employer Insurance Maintenance Cont.

9. ERIC displays the Organization Insurance Plan Maintenance screen.



10. Fill in the **Plan Effective Date**

11. Under the Plan Rates panel, click on the **Add Rate** button.



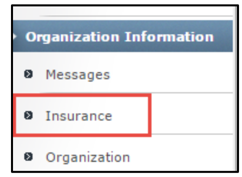
12. Fill in the Rate Effective Date and the Plan Rate.

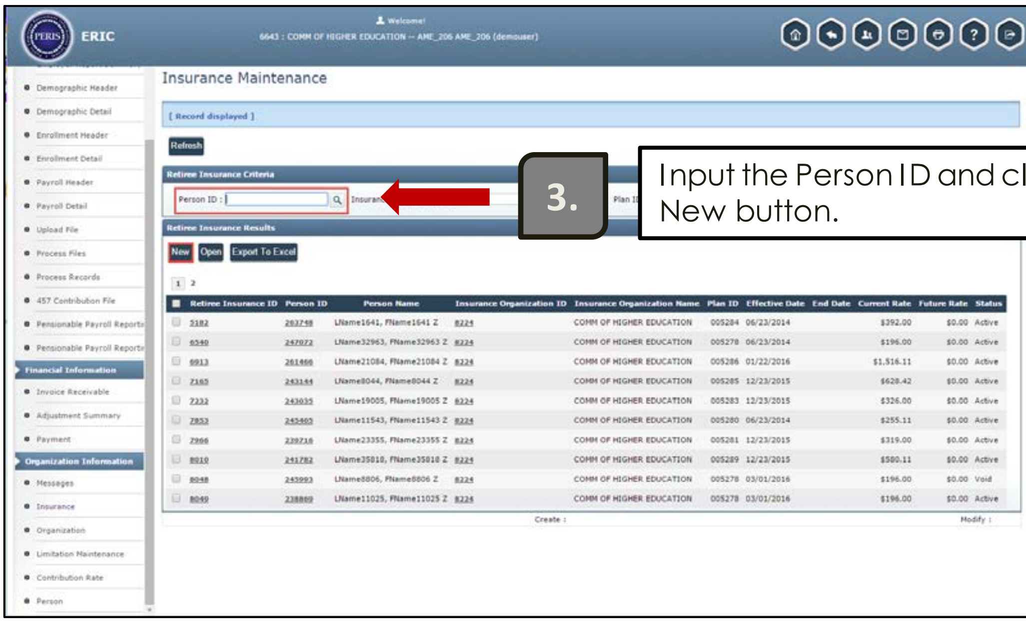
13. Click the **SAVE** button.

Create an Insurance Record for Retirees

1. Navigate to the Organization Information section and click the Insurance sub-menu item.

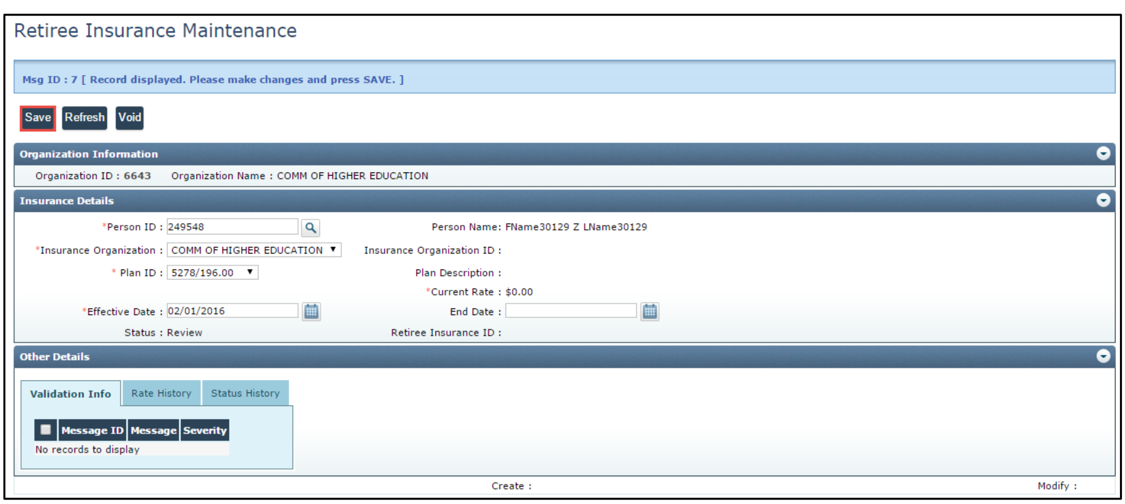
2. ERIC displays the Insurance Maintenance screen.





3. Input the Person ID and click the New button.

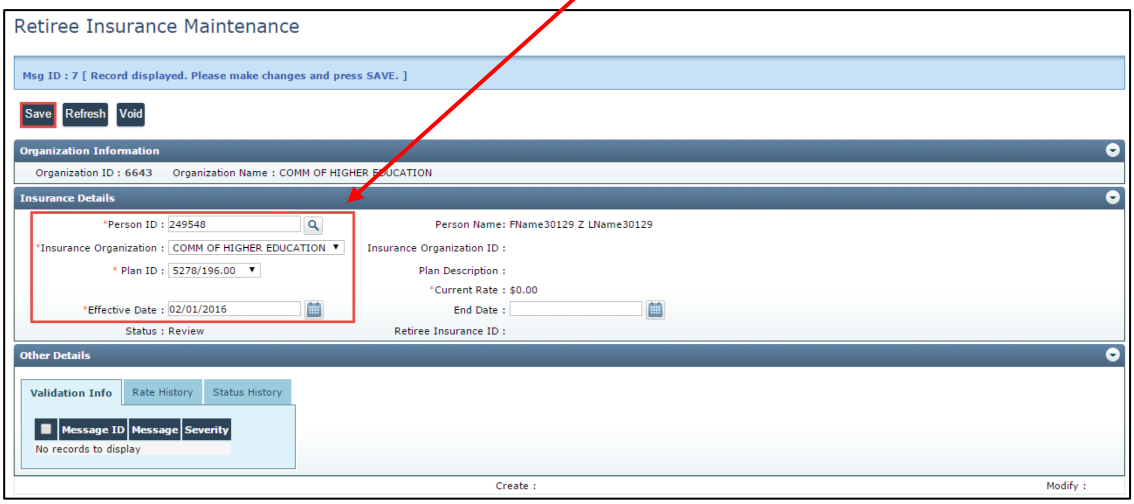
4. ERIC displays the Retiree Insurance Maintenance screen.

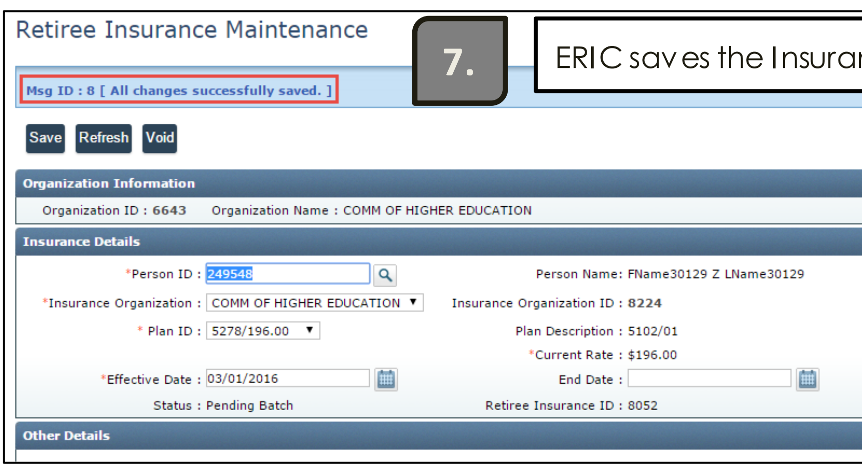


Create an Insurance Record for Retirees Cont.

5. Input the Person ID, Insurance Organization, Plan ID, and Effective Date.

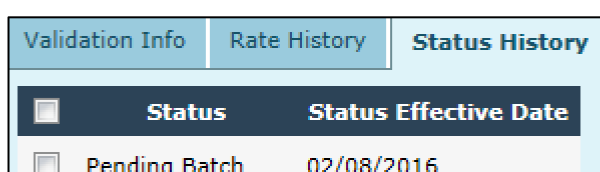
6. Click the **SAVE** button.





7. ERIC saves the Insurance Maintenance record.

What Happens Next?
If you search for the same person on the Insurance Lookup screen, you'll see the status as 'Pending Batch'. That means that MPERA will soon process the record.

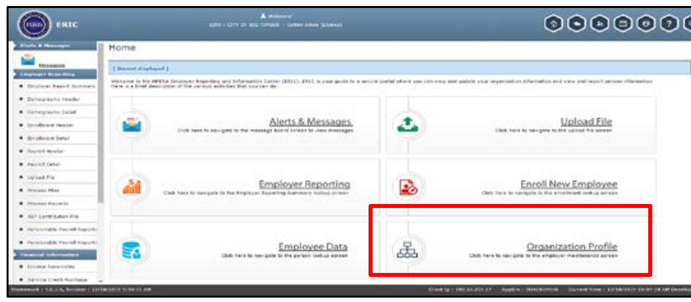


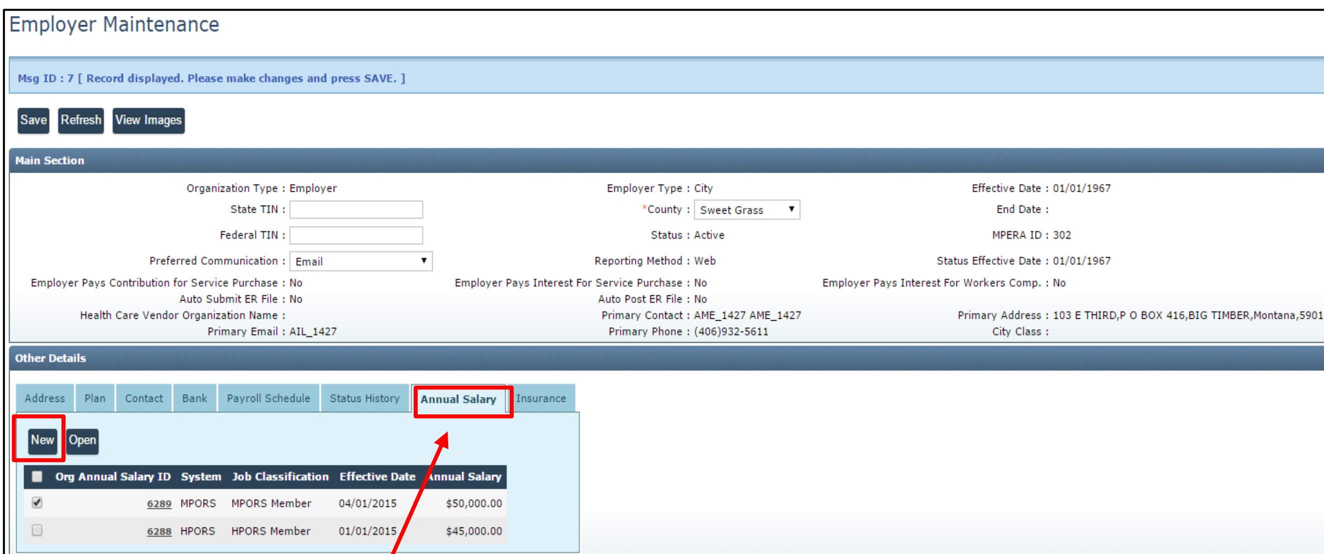
Update Annual Salary

This applies to ***MPORS, HPORS, JRS, FURS and Part-Paid Firefighter*** *positions*. Once an annual salary is entered, you can update it via ERIC. The position will reflect the new salary information for the fiscal year.

1. On the home page click on Organization Profile.

2. ERIC displays the Employer Maintenance screen.





3. Click on the Annual Salary tab.

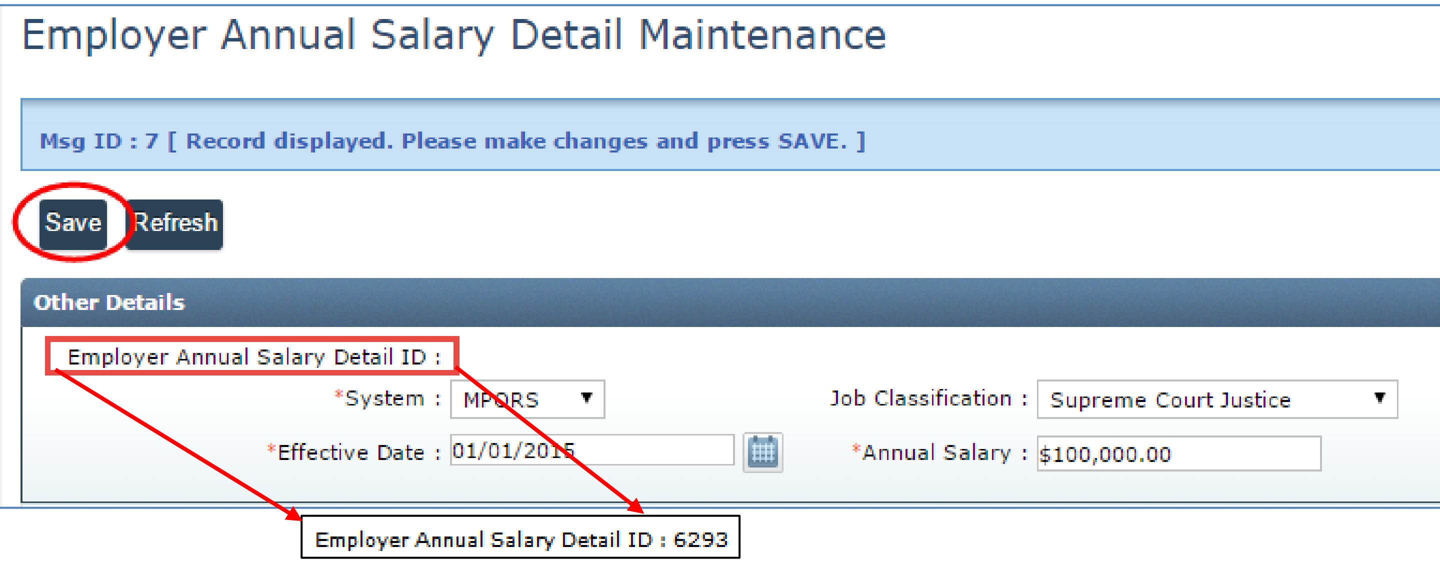
4. Click **NEW**.

Video- Create and Update Annual Salary Information.mp4

Updating Annual Salary, cont.

5. ERIC displays the Employer Annual Salary Detail Maintenance page.

6. Enter System, Job Classification, Annual Salary and Effective Date.



7. Click **SAVE**. Note that after saving an Org Annual Salary ID is generated.

Employee Maintenance

New Employees

New employees need to complete and send to MPERA the Membership Card/Designation of Beneficiary form. This form provides basic information about the employee and gives the employee with an opportunity to designate a beneficiary. If an employee has questions about the beneficiary designation, refer them to the handbook for their pension plan or have them contact MPERA.

Before sending your employee's Membership Card/Designation of Beneficiary form to MPERA, please review it to ensure it is complete with all employee and beneficiary information such as social security numbers.

ELIGIBILITY
Determining the Right Pension Plan for a New Employee

MPERA administers eight different retirement systems including:

- Public Employees' (PERS);
- Game Wardens' and Peace Officers' (GWPORS);
- Judges' (JRS);
- Highway Patrol Officers' (HPORS);
- Sheriffs' (SRS);
- Municipal Police Officers' (MPORS);
- Firefighters' Unified (FURS);
- Volunteer Firefighters' Compensation Act (VFCA)

Employees Eligible to Participate in an MPERA Administered Retirement System
If your organization participates in any of the MPERA-Administered retirement systems, you must cover all eligible full-time and regular part-time employees as of their employment date. Please be aware each of the above retirement systems are governed by their own set of unique rules.

THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS) § 19-3-301, MCA

The Public Employees' Retirement System (PERS) contains the largest number of members from state, city, county, and school district employers.

Who is Eligible for PERS?

- Any employee of the state of Montana, its university system or any of the colleges, schools, components, or units of the university system; *and*
- Any employee of an employer eligible to participate under the contract between the board and the contracting employer under § 19-3-201, MCA.

Who is Not Eligible for PERS?

- Inmates or residents of state institutions or correctional institutions;
- Persons in state institutions principally for the purpose of training but who receive compensation;
- Independent contractors;
- With certain exceptions, persons who are members of any other retirement or pension system supported wholly or in part by funds of the United States government, any state government, or political subdivision of the state and who are receiving credit in the other system for employment.
- Substitute teachers or part-time teacher's aides who may elect to join the Teachers' Retirement System in accordance with § 19-20-302(4), MCA;
- Court commissioners, elected officials, or appointive members of any board or commission who serve the state or any contracting employer intermittently and who are paid on a per diem basis;
- Full-time students employed at and attending the same public elementary school, high school, community college, or unit of the state university system, except that a person excluded from membership as a student of a public community college or a unit of the state university system who later becomes an active member by otherwise becoming an employee may affirmatively exercise the option of purchasing the service credit excluded by this subsection by applying to the board in writing after becoming an active member and become eligible to receive service credit for the excluded service under the provisions of § 19-3-505, MCA.

University System Temporary Employee Exemption § 19-3-111, MCA
For the university system, there is an exemption for temporary employees. "Temporary employee" means an employee of the university system who is hired into a position that is not permanent and who has negotiated an alternative benefits package through a labor organization certified to represent employees of the university system pursuant to Title 39, chapter 31. The employer contribution to the alternative benefits package may not exceed the cost of the benefits that the employee would otherwise be entitled to through employment.

Federally Subsidized Employees Eligible § 19-3-402
A person whose compensation is paid either fully or in part from federal funds but who is not subject to the federal retirement system is considered an employee and is entitled to all benefits and is required to make all employee contributions under the retirement system based upon the full salary received by such employee, including that portion of salary paid from federal funds.

Optional PERS Membership

Membership is optional only for certain new employees:

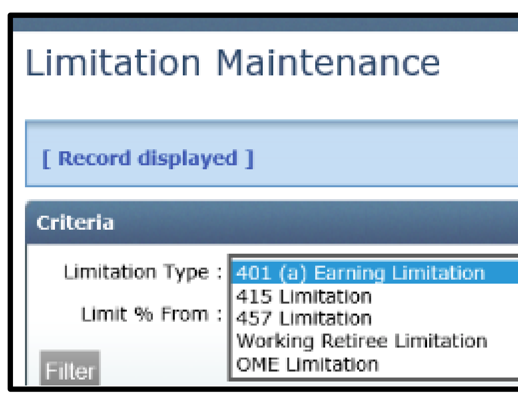
- An employee directly appointed by the Governor.
- A Chief Administrative Officer of a city or county.
- A legislative branch employee working 10 months or less to perform work related to the legislative session.
- A new employee of a county hospital or rest home.
- An Employee working 960 hours or less in PERS-covered positions.

If an employee is already a member of PERS (already have contributions in PERS through any employment), they cannot elect out of PERS. If your employee declines membership, they need to be aware that:

- They will not receive membership service or service credit for employment for which membership was declined;
- They cannot later become a member of PERS while still employed with the same employer but in a different optional position;
- They cannot become a member if they terminate employment, and become employed in another optional position within 30 days of termination;
- They are eligible for another optional membership election if they terminate employment, and become employed in another optional position 30 days or more after termination; and
- If they subsequently accept employment in a position for which retirement is mandatory, they must become a member regardless of their election to decline in their optional position.
- When an employee in an optional position exceeds 960 hours in a fiscal year they become a mandatory member.

When an employee is nearing the 960 hour limitation, the employer will receive an informational message: "*Employee is nearing the 960 hour limitation*". "*Employee has been reported for 'X' hours*".

If an employee is over the 960 hour limitation, the employer will receive an ERROR message indicating; "employee is over 960 hour limitation, membership is mandatory". "*Employee has been reported for "X" hours, contributions are required*". MPERA will send the employer correspondence indicating membership is mandatory for this member.



1 2 3 4 5 6 7 8 9

Fiscal Year	Calendar Year	SSN	Name	Job Classification	Hours Limit	Hours Reported	% of Limit(Hour)
2016	2016	000-00-0736	_NM_3655 55 _NM_3655	OP Employee under 960 hours	960	235.0000	24.4792%
2016	2016	000-00-3496	_NM_2972 72 _NM_2972	OP Employee under 960 hours	960	390.6000	40.6875%
2016	2016	000-00-5527	_NM_48205 05 _NM_48205	OP Employee under 960 hours	960	431.7000	44.9688%

Montana University System Retirement Program (MUS-RP) Elections

Scenarios:

- A newly hired classified position - has 12 months to make a plan choice election between DB, DC and MUS-RP. If they elect MUS-RP report as "Excluded" on the NCE.
- A newly hired classified or contracted position who is already a PERS member - has 30 days to elect to remain in PERS, or join the MUS-RP. If no election is made, they default to PERS.
- A newly hired contracted position that is not a PERS member - is a member of the MUS-RP. Report as "Excluded" on the NCE.
- A person in a classified PERS-covered position who elected MUS-RP that is then hired into a non-university position gets 12 months to make an election for their non-university position between PERS DB and DC.

Examples:

- A person newly hired into a classified position who is a PERS member has 30 days to elect to join the MUS-RP, or remain in PERS. After 30 days they will default to PERS.
- A person in a classified position who elected PERS (DB or DC) who is hired into a contracted position has 30 days to elect to join the MUS-RP, or remain in PERS. After 30 days they will default to PERS.
- A person in a contracted position who is not a member of PERS is hired into a classified position has 12 months to elect between the MUS-RP and PERS DB or DC plans. If no election is made, they will default to the PERS DB plan.
- A person who is hired into a contracted position and is not a PERS member has no election. They are a member of the MUS-RP.

Important! A university system employee who has PERS money on account through their university employment and later elects the MUS-RP and stops contributing to PERS cannot withdraw or take a benefit from their PERS account until they have severed employment with the Montana university system.

<u>THE JUDGES' RETIREMENT SYSTEM (JRS)</u> § 19-5-301, MCA

Who is Eligible for (JRS)?

Except for a judge or justice who elected in writing to remain under the Public Employees' Retirement System on or before October 1, 1985, a judge of a district court, a justice of the Supreme Court, and the chief water judge or associate water judge provided for in § <u>3-7-221, MCA</u> must be members of the Montana judges' retirement system.

Who is Not Eligible for JRS?

A judge pro tempore is not eligible for active membership in the retirement system.

<u>THE HIGHWAY PATROL OFFICERS' RETIREMENT SYSTEM (HPORS)</u> § 19-6-301, MCA

Who is Eligible for (HPORS)?

All members of the Montana highway patrol, including the supervisor and assistant supervisors, must be members of the retirement system.

<u>THE SHERIFFS' RETIREMENT SYSTEM (SRS)</u> § 19-7-301, MCA

Who is Eligible for (SRS)?

Sheriffs, investigators and detention officers are eligible for SRS. However, a member of the Public Employees' Retirement System who begins employment in a position covered by the Sheriffs' Retirement System may remain in the Public Employees' Retirement System or may elect to become a member of the Sheriffs' Retirement System by filing a written election with the board no later than **90** days after beginning the employment.

A sheriff, investigator, or detention officer who elects to become a member of the sheriffs' retirement system must be an active member as long as actively employed in an eligible capacity, except as provided in § <u>19-7-1101(2), MCA</u>.

<u>THE GAME WARDENS' AND PEACE OFFICERS' RETIREMENT SYSTEM (GWPORS)</u> § 19-8-301, MCA

Who is Eligible for (GWPORS)?

The following state peace officers must be covered under the Game Wardens' and Peace Officers' Retirement System and, beginning on the first day of employment, must become and shall remain active members for as long as they are employed as peace officers:

game wardens who are assigned to law enforcement in the department of fish, wildlife, and parks;
motor carrier officers employed by the department of transportation;
campus security officers employed by the university system;
wardens and deputy wardens employed by the department of corrections;
corrections officers employed by the department of corrections;
probation and parole officers employed by the department of corrections;
stock inspectors and detectives employed by the department of livestock; and
drill instructors employed by the department of corrections.

<u>THE MUNICIPAL POLICE OFFICERS' RETIREMENT SYSTEM (MPORS)</u> § **19-9-301, MCA**
Who is Eligible for (MPORS)?
A police officer becomes an active member of the retirement system:
on the date the police officer's service with an employer commences;
on July 1, 1977, if the police officer is employed by an employer on that date; or
in the case of an employer that elects to join the retirement system, as provided in § <u>19-9-207, MCA</u>, on the effective date of the election if the police officer is employed by the employer on that date.

An employee who is a member of the Public Employees' Retirement System on the date of the employer's election may remain in the public employees' retirement system or may elect to become a member of the Municipal Police Officers' Retirement System by filing an irrevocable written election with the board no later than **90** days after the date of the employer's election.

An active member is not eligible to be covered under any other mandatory retirement plan for police service to which an employer is required to contribute on the member's behalf, except the Social Security Act, while the member is eligible to be covered by this plan.

THE FIREFIGHTERS' RETIREMENT SYSTEM (FURS) § **19-13-301, MCA**
Who is Eligible for (FURS)?
A full-paid firefighter becomes an active member of the retirement system:
on the first day of the firefighter's service with an employer;
on July 1, 1981, if the firefighter is employed by an employer on that date; or
in the case of an employer who elects to join the retirement system, as provided in § <u>19-13-211, MCA</u> on the effective date of the election if the firefighter is employed by the employer on that date.

A part-paid firefighter may elect to become a member of the retirement system by filing an irrevocable written election with the board within **90** days of becoming a part-paid firefighter.

When Employees Have Plan Choice Elections

PERS Plan Choice Elections
New members of PERS, or members who refunded their previous account and return to PERS-covered employment after a minimum 24 month break in service have 12 months to choose between the Defined Benefit Retirement Plan (DBRP) or the Defined Contribution Retirement Plan (DCRP).

Note: Montana University System members have a third choice of the Montana University System Retirement Program (MUS-RP).

This is an extremely important decision for PERS members. Once a member makes an election, ***their election is irrevocable.***

MPERA Resources to help new members with their decision:

New Hire Welcome Packet - Employees newly reported to MPERA will receive a welcome packet by either email or hard copy. Please inform your new employees to expect this packet within approximately two months of hire.

PERS New Hire Handbook -The PERS New Hire Handbook is available on our website. This handbook provides an overview of the DBRP and DCRP as well as information on the 457(b) Deferred Compensation Plan.

Educational Services - MPERA offers in-person or online PERS Plan Choice Election education. Schedules are available on MPERA's online Education Calendar. MPERA trainers will also schedule sessions for employers who have groups of new employees. Online classes are held frequently and are offered free of charge.

Videos - If employees are unable to attend a class, our New Member Plan Choice Educational videos are available.

In addition to our class offerings, MPERA staff is available to answer any questions your employees may have regarding their retirement. Our office can be reached at: 1-877-275-7372 or 406-444-3154.
To e-mail us, go to: mpera@mt.gov

Enrolling Your New Employee

Overview of Enrollment

If you don't have a file to upload for enrollments there are two ways you can enroll a new employee manually.

- You can create a new enrollment and a new Employer Reporting Summary record; or

- You can add a new enrollment to an existing, (***non posted***) Employer Reporting Summary.

When you enroll someone as a new employee you will enter their basic information such as their name, SSN, and address. You will also enter the system, job classification, and their first day of employment (can be past or future).

As soon as the Enrollment of the member is complete, MPERA will send out all appropriate documentation and forms to the member. This is based on the System and Job Classification reflected in the Enrollment, as well as any other current or prior employment history that would effect their membership options.

MPERA Job Classifications

Job Classifications	System	Plan	Job Code	Comments
PERS Member	PERS	DB/DC	PERS	Contributing
Any retiree returning to work within the same retirement system - PERS	PERS	NCE	PEWR	Working Retiree
Appointed Members of Board paid by per diem	PERS	NCE	EPBM	Excluded
Appointees of Governor	PERS	NCE	OEGV	Optional
Carve outs under Political Subdivision contracts	PERS	NCE	ECPS	Excluded
Chief Administrative Officer of any CO or CI	PERS	NCE	OECA	Optional
County Superintendent of Schools	PERS	NCE	EEEO	Excluded
Court Commissioners paid by per diem	PERS	NCE	EPCC	Excluded
Current active members of other retirement systems	PERS	NCE	ECFD	Excluded
Elected Official-House Legislator	PERS	NCE	OPHO	Optional
Elected Officials for Local Governments	PERS	NCE	OPLE	Optional
Elected Officials paid by per diem	PERS	NCE	EPEO	Excluded
Elected Official-Senate Legislator	PERS	NCE	OPEO	Optional
Election Judge Employee	PERS	NCE	EEJE	Excluded
Employee under 960 hours	PERS	NCE	OEUH	Optional
Employees of School district/University employed in a position not eligible for PERS	PERS	NCE	ETRS	Excluded
Full time students attending and working at the same elementary or high school	PERS	NCE	EFSE	Excluded
Full time students attending and working at the same school of higher education (I.e., University)	PERS	NCE	EFSU	Excluded
Inmates & residents of state institutions	PERS	NCE	EINM	Excluded
Legislative Branch	PERS	NCE	OELB	Optional
MUS-RP elected position	PERS	NCE	EORP	Excluded
Rest home or county hospital employees	PERS	NCE	OERH	Optional
Special Exclusion	PERS	NCE	EOCE	Excluded
Trainer employees in state institutions	PERS	NCE	EITS	Excluded
University Temporary Employees	PERS	NCE	EUTE	Excluded

MPERA Job Classifications cont.

Job Classifications	System	Plan	Job Code	Comments
Sheriff	SRS	DB	SRSS	Contributing
Under Sheriff	SRS	DB	SRUS	Contributing
Deputy Sheriff	SRS	DB	SRDS	Contributing
Detention Officer	SRS	DB	SRDO	Contributing
Gambling or Criminal Investigator	SRS	DB	SRGC	Contributing
Any retiree returning to work within the same retirement system - SRS	SRS	NCE	SRWR	Working Retiree
Game Warden	GWPORS	DB	GWRS	Contributing
Stock Detective	GWPORS	DB	GWSD	Contributing
Motor Detective Inspector	GWPORS	DB	GWMD	Contributing
Stock Inspector	GWPORS	DB	GWSI	Contributing
Motor Carrier Officer	GWPORS	DB	GWMC	Contributing
Campus Security Officer	GWPORS	DB	GWCS	Contributing
Prison Warden or Deputy	GWPORS	DB	GWPW	Contributing
Drill Instructor	GWPORS	DB	GWDI	Contributing
Correction Officer	GWPORS	DB	GWCO	Contributing
Probation Officer	GWPORS	DB	GWPO	Contributing
Parole Officer	GWPORS	DB	GWPA	Contributing
Full Paid Firefighter	FURS	DB	FUFP	Contributing
Part Paid Firefighter	FURS	DB/ NCE	FUPP	Contributing/NCE
Any retiree returning to work within the same retirement system - FURS	FURS	NCE	FUWR	Working Retiree
Volunteer Firefighter	VFCA	VFCA		
JRS Member	JRS	DB	JRSM	Contributing
Associate Water Judge	JRS	DB	AWJ	
Chief Water Judge	JRS	DB	CWJ	
District Judge	JRS	DB	DJ	
Supreme Court Chief Justice	JRS	DB	SCCJ	
Supreme Court Justice	JRS	DB	SCJ	
Any retiree returning to work within the same retirement system - JRS	JRS	NCE	JRWR	Working Retiree
HPORS Member	HPORS	DB	HPOM	Contributing
MPORS Member	MPORS	DB	MPOM	Contributing

Descriptions

Short Description	Long Description	Applicable Employers	Retirement System
Inmates & residents of state institutions	Section 45-2-101(31) defines "inmate" as "a person who is confined in a correctional institution." So "inmates of state institutions" would be persons confined in state correctional institutions. – INMATES ARE NOT CURRENTLY CAPTURED IN SABHRS & NOT REPORTABLE TO MPERA All other residents of state institutions that are performing work for that institution are reportable to MPERA- This has changed and residents of state institutions are also not reportable per management decision.	Corrections ; DPHHS	PERS
Trainer employees in state institutions	Persons in state institutions principally for the purpose of training but who receive compensation	DPHHS; Corrections; School for the Deaf & Blind	PERS
Current active members of other retirement systems (ie. the feds)	Funded by Feds - member cannot be receiving credit in two systems for the same service. Exceptions: If a bargaining unit agreement requires membership in the retirement systems If a person is a retiree of a different retirement plan and receiving a benefit.	All	PERS
Elected Officials paid by per diem	Those who serve the state or any contracting employer intermittently and who are paid on a per diem basis.	All	PERS
Appointed Members of Board paid by per diem	Those who serve the state or any contracting employer intermittently and who are paid on a per diem basis.	All	PERS
Full time students attending and working at the same elementary or high school	Is NOT eligible to purchase service. (A part time student would fall under the categories of optional or mandatory, depending on the circumstances.)	School for the Deaf & Blind; Dept. of Military Affairs	PERS
Employees of a school district/university employed in a position not	Contributing and non-contributing employees working in a TRS position that is not eligible for PERS including TRS contributing employees, employees who are optional under TRS and TRS working	CO, CP, SD, UN, HS, OA	PERS

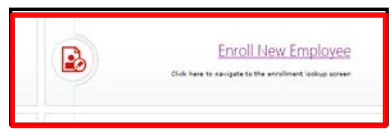
Short Description	Long Description	Applicable Employers	Retirement System
Elected Officials	Legislators	CP1104	PERS
EE under 960 hours	Employees have an election to belong, or not, if it is anticipated that the position is part time working less than 960 hours. At 961 hours it is mandatory for the employee to belong to the retirement plan and start making all required contributions.	All	PERS
Appointees of the Governor	Department heads, administrative staff, etc. The governor has a certain number of exempt positions that serve at the pleasure of the governor.	CP	PERS
Legislative Branch	Legislative staff has an election to belong, or not, if it is anticipated that the position will work for 10 months or less for work related to the legislative session. After 10 months, it is mandatory for the employee to belong to the retirement plan and start making all required contributions.	CP	PERS
Any retiree returning to work within the same retirement system.	Any retiree that returns to a PERS covered position that works under 960 hours. If they retired under the RIF they are limited to 600 hours if they go to work for another retirement system pursuant to 19-3-908(7), MCA.	All	PERS
	Reported as NCE and can work up to a total of 180 days. No pension offset.	Judiciary	JRS
	Any SRS retiree returning to work for up to 480 hours. Earnings limitation - lose $1 for each $3 earned in excess of $5,000.	Dept. of Justice	SRS
	Any FURS retiree returning to work for up to 480 hours. No pension offset.	Military Affairs	FURS

Determining Your Employee's Eligibility/Create an Enrollment Manually

Option #1 Create new enrollment detail for a new employee. ***State agencies*** can enroll working retirees following these steps.

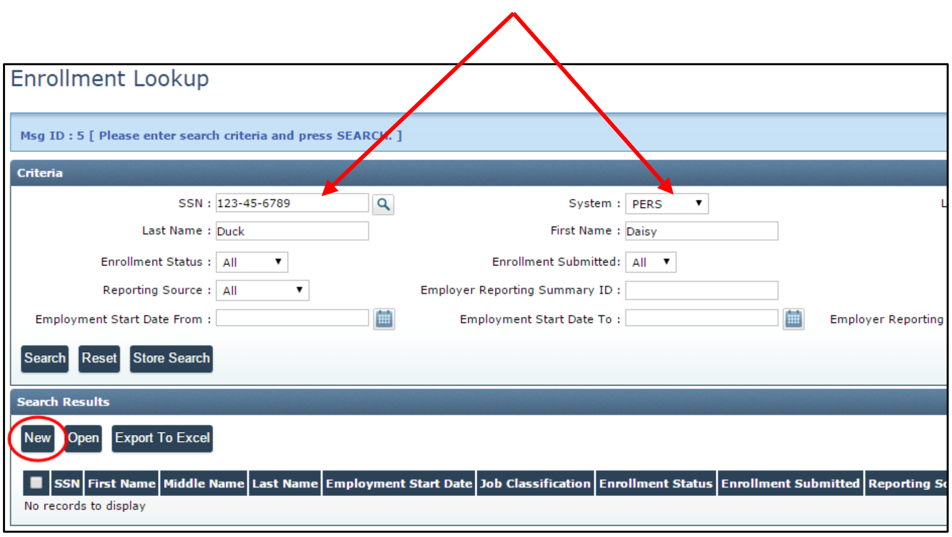
[Video- Manual Enrollment]

1. On the home page click on *Enroll New Employee.*



2. ERIC displays the Enrollment Lookup screen.

3. For a new enrollment, enter **SSN** and choose the retirement system from the dropdown, then click the **NEW** button.



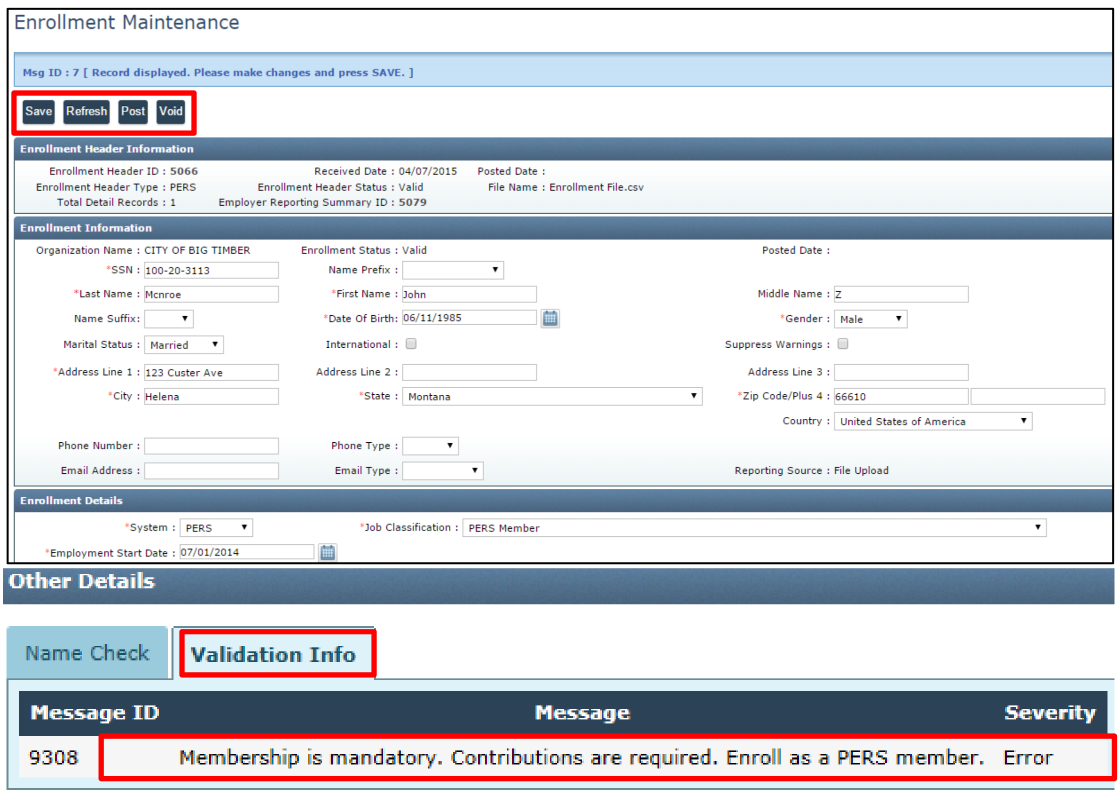
You can also use the search filters to locate a member in ERIC.

Create an Enrollment Manually cont.

4. ERIC displays the Enrollment Maintenance screen.

5. Enter required information as indicated by a red asterisk (*) (next to each box.

6. Click **SAVE** and the **POST** button will appear, click **POST**. If you do not see a POST button, go to the ***VALIDATION*** Info tab and address any errors/warnings.



7. Once you have addressed errors/warnings, click **SAVE** and the **POST** button will appear so you can POST the record.

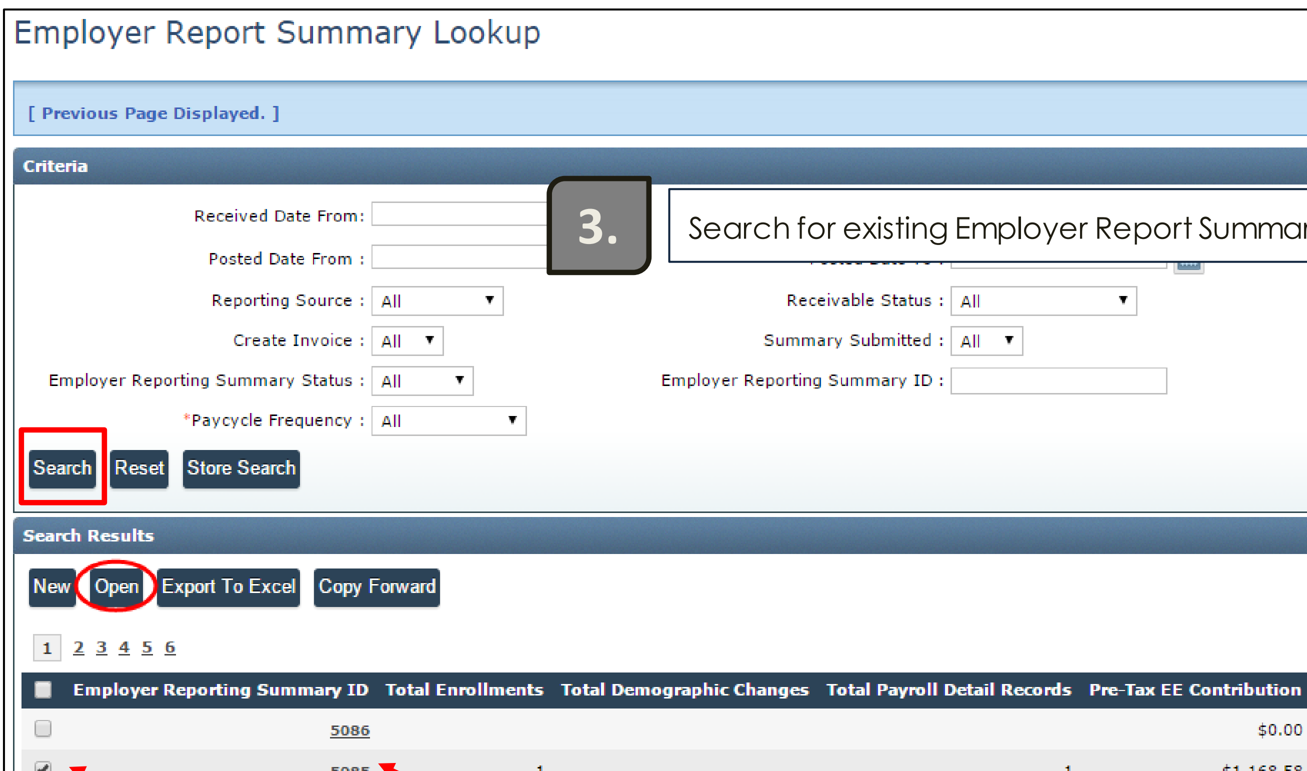
Errors must be addressed to POST the record. An error example may be when an employee declines membership but membership is mandatory. ***Warnings*** can be suppressed however, ensure you read and address the warning if required to do so. A warning example may be, the DOB is under age 16.

Enrollment - Employer Reporting Summary

Option #2 Add a new enrollment to an existing Employer Reporting summary. This will allow you to enroll members and set up the payroll header at a later date with the enrolled members.

1. Navigate to the Employer Reporting link.

2. ERIC displays the Employer Report Summary Lookup screen.

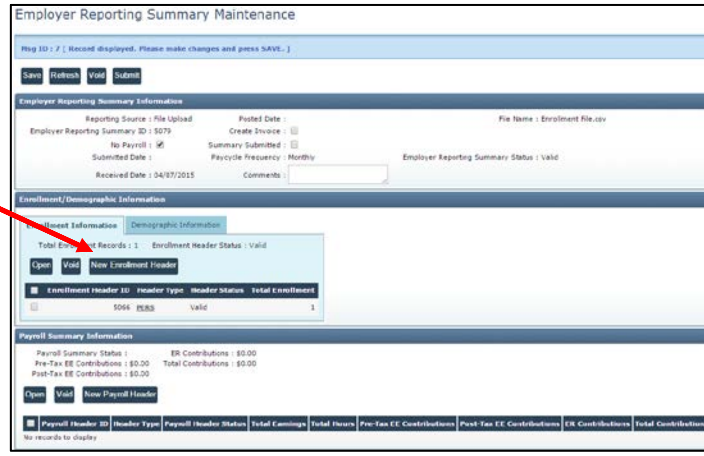


3. Search for existing Employer Report Summary.

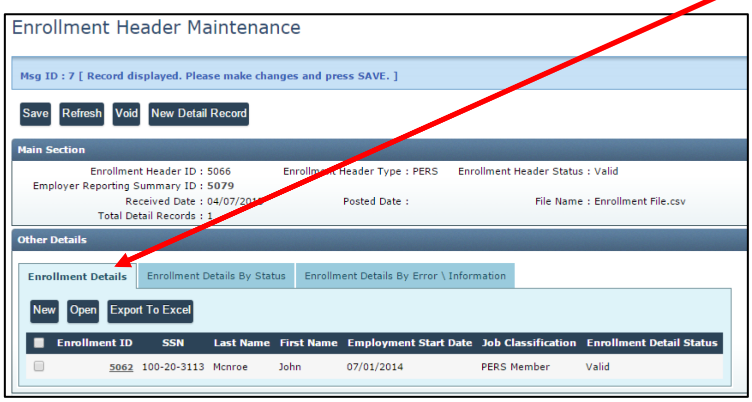
4. ERIC displays the search results, select the desired record and click the Open button or click on the Employer Reporting Summary ID (link).

Enrollment - Employer Reporting Summary cont.

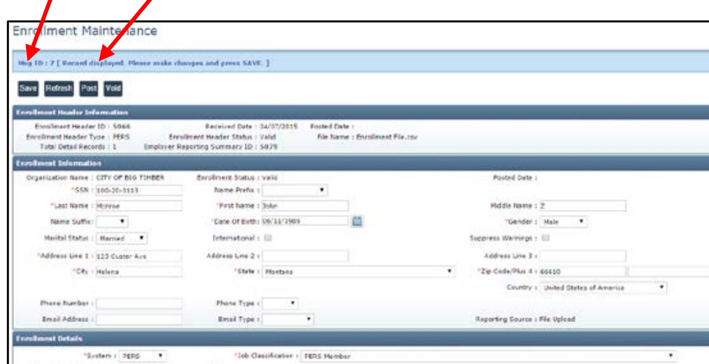
5. Click on the New Enrollment Header tab.



6. ERIC displays the Enrollment Header Maintenance screen click **NEW** in the enrollment details tab to add the enrollment.



7. ERIC displays the Enrollment Maintenance screen, enter enrollment information and click **SAVE**. Once the **POST** button appears, click it.

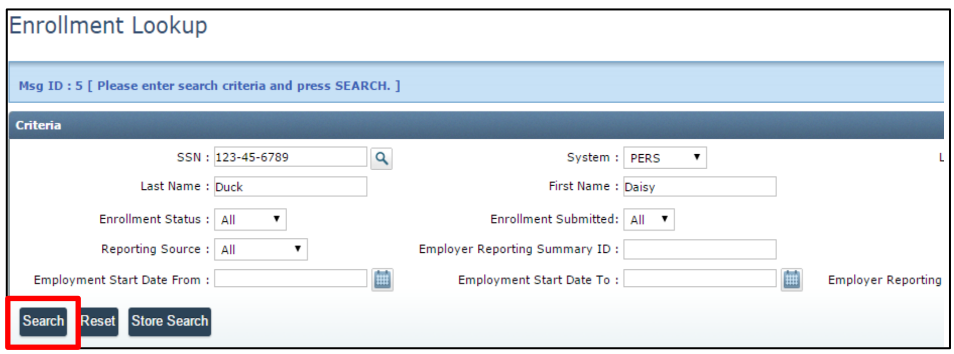


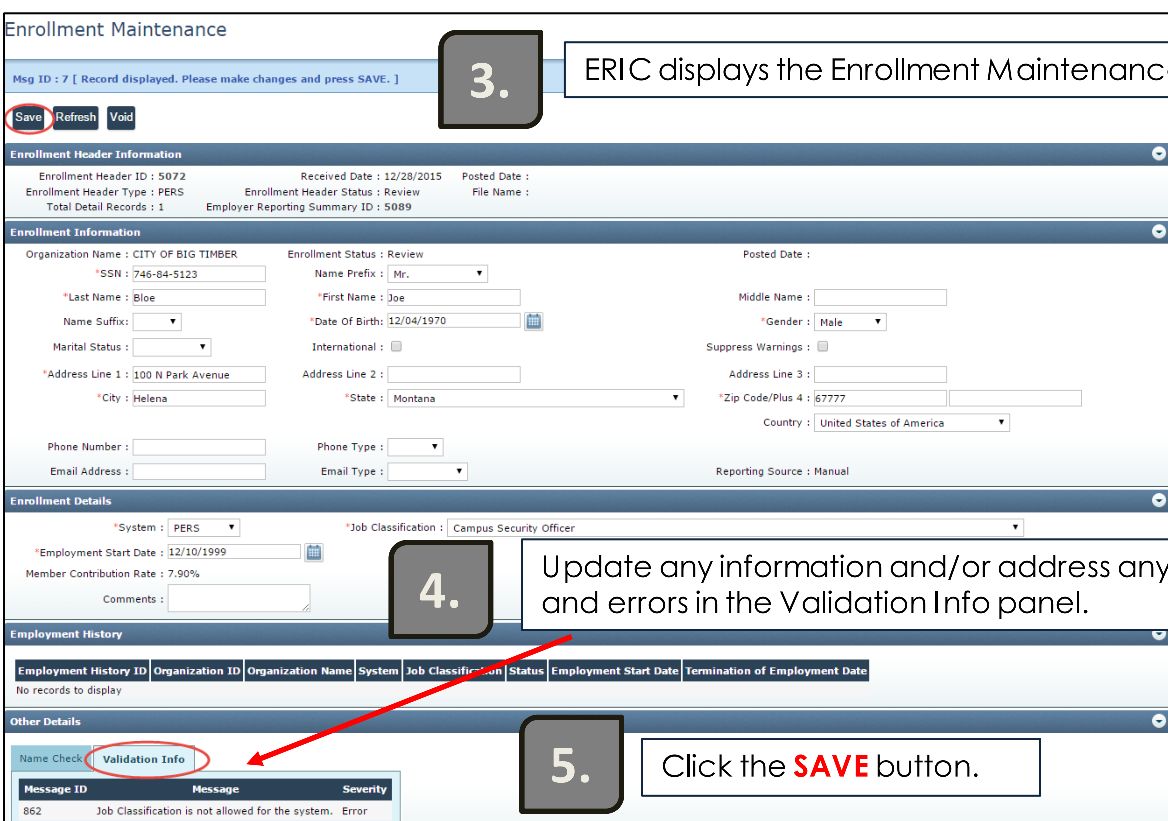
Correcting Enrollment Detail Records

If you need to correct enrollment details about an employee, you can still accomplish this if the record is not in a ***POSTED*** status.

1. Navigate to the Employer Reporting section and click on the Enrollment Detail link.

2. Search for existing Employer Detail Record by entering information then click search.





3. ERIC displays the Enrollment Maintenance screen.

4. Update any information and/or address any warnings and errors in the Validation Info panel.

5. Click the **SAVE** button.

View Employee Information

The Employee Data link on the home page and the Person Link on the left hand side allow you to access an employees' person account and view limited data such as; mailing/email addresses and phone numbers. *This only applies to employees who are enrolled within your agency.*

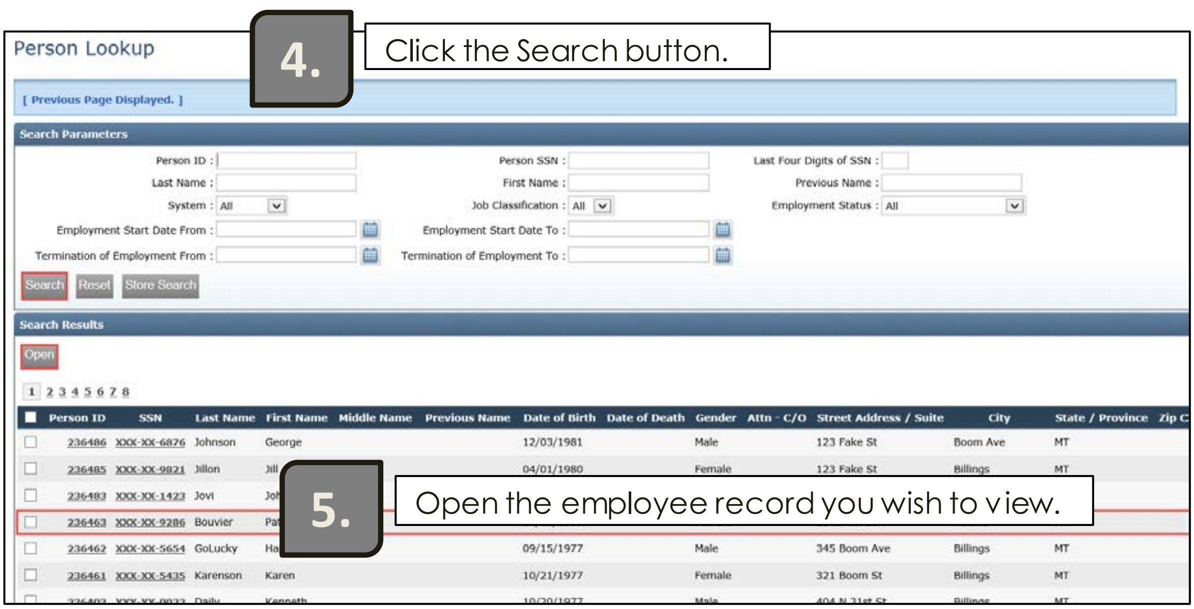
1. Click on the Employee Data link or the PERSON link on the left side menu.

2. ERIC displays the Person Lookup screen.

3. Enter in search criteria for the employee record you wish to view.

4. Click the Search button.

5. Open the employee record you wish to view.



View Employee Information Cont.

6. ERIC displays the Person Maintenance screen.

The person account maintains employment status/history for all members within your agency.

7. Ensure you close the record once you are done with the screen.

*To update any information regarding address, phone number or email you must go to the **Demographic Detail** record.*

Create & Update Demographic Detail

If you need to report a death, update an address or add details to an employee record, this can be accomplished via the ***Demographic Detail*** link. This creates **NEW** Demographic Detail as the employees' active record and prior entries become inactive.

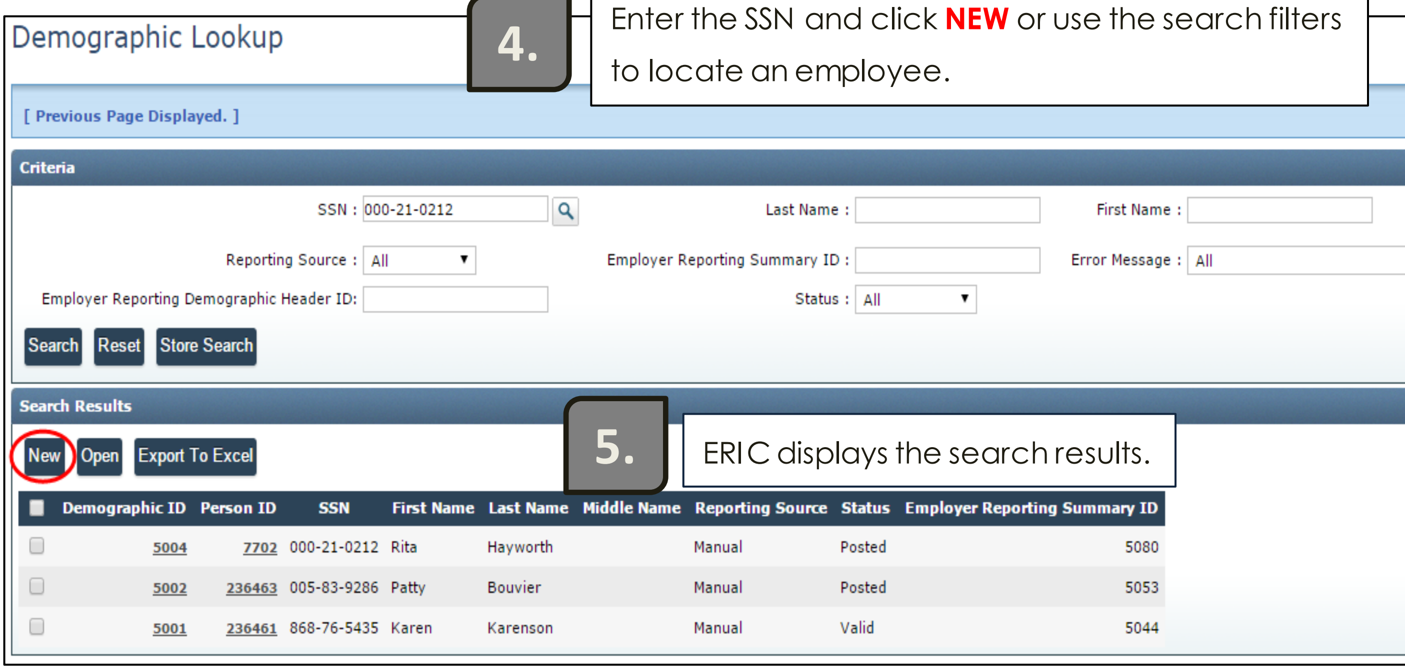
[Video- Demographic Change 2.mp4]

1. Navigate to the Employer Reporting section.

2. Select Demographic Detail.

3. ERIC displays the Demographic Lookup screen.

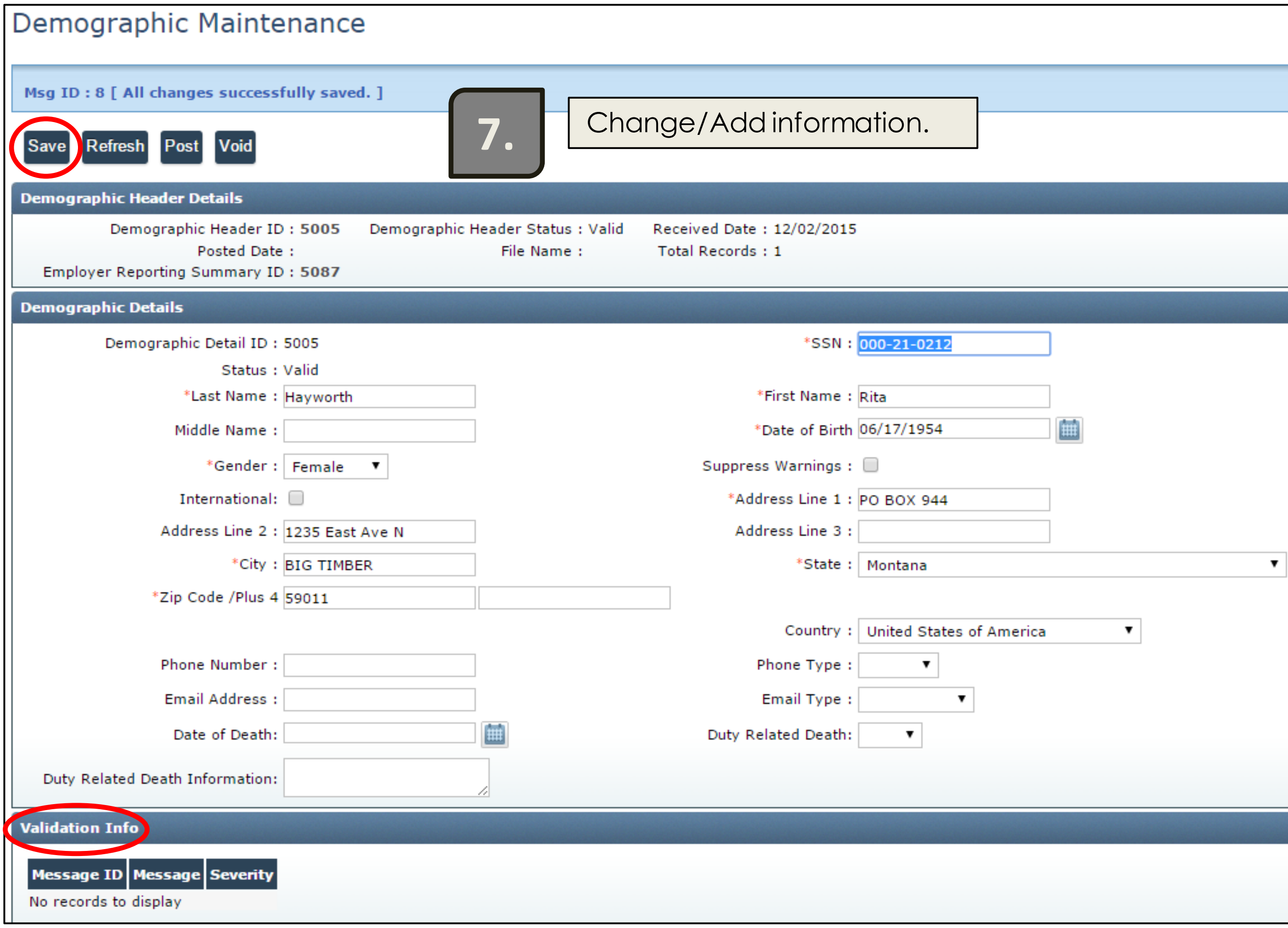
4. Enter the SSN and click **NEW** or use the search filters to locate an employee.



5. ERIC displays the search results.

Create & Update Demographic Detail

6. ERIC displays the Demographic Detail Maintenance screen.



7. Change/Add information.

8. Click the **SAVE** button.

9. Click **POST**. *Note: If Post button does not appear then scroll down to Validation Info and address any warnings or errors.*

Reporting Your Payroll

Overview of Employer Reporting

The Employer Reporting process is used to receive Enrollment, Contribution, 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 system. Headers will be specifically Enrollment, Contribution 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 Contribution Headers in the same Employer Report you are submitting; one Contribution Header containing the individual detail records of members that are part of PERS; then a second Contribution Header that has the individual records of members that are part of SRS.

This same idea is true regarding 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 Contribution or Demographic Header(s).

COMPENSATION FOR PAYROLL REPORTING

For PERS Retirement Contributions
Compensation means payment paid out of funds controlled by an employer in payment for the member's services (§ 19-3-108, MCA). It includes:

- Pay for current services rendered.
- Longevity pay.
- Pay for used administrative, compensatory, annual, sick, vacation, or personal leave.
- Any retroactive compensation payments pursuant to court orders, arbitration awards, or litigation and grievance settlements (These amounts are credited for the time period represented by the order, award or settlement.)

Compensation does not include:

- Lump-sum payments for compensatory leave, sick leave, banked holiday time, or annual leave paid without termination of employment.
- In-kind goods provided by the employer such as uniforms, housing, transportation or meals.
- Contributions to group insurance.
- Bonuses that are one-time, temporary payments in addition to and not considered part of base pay.
- Early retirement incentive pay.

If you have questions regarding what is acceptable compensation, please contact MPERA before sending your contribution payment.

For JRS Retirement Contributions
Compensation means payment, as defined in §§ 2-16-403, 3-5-211, and 3-7-222, MCA paid to a member.

Compensation does not include bonuses provided after July 1, 2013 that are one-time, temporary payments in addition to and not considered part of base pay.

For HPORS, SRS, and GWPORS Retirement Contributions
Compensation means payment from funds controlled by an employer in payment for the member's services or for time during which the member is excused from work because the member has taken:

- compensatory leave
- sick leave
- annual leave
- leave of absence before any pretax deductions allowed by state or federal law are made.

Compensation does not include maintenance, allowances, and expenses; or bonuses that are one-time, temporary payments in addition to and not considered part of base pay.

For MPORS Contributions

Compensation means the payment from funds controlled by an employer in payment for the member's services before any pretax deductions allowed by state or federal law are made.

Compensation does ***not*** include overtime, holiday payments (only the additional amount paid over and above the regular wage for Holidays that are worked), shift differential payments, compensatory time payments, and payments in lieu of sick leave and annual leave, maintenance, allowances and expenses, or bonuses provided after July 1, 2013, that are one-time, temporary payments in addition to and not considered part of base pay.

When reporting earnings for an MPORS member who works on a holiday the regular hours should be reported as Pay Type = Regular Pay (contributions apply) and any additional earnings associated with that work should be reported as Pay Type = Holiday Worked (*contributions do not apply*).

For FURS Contributions

Compensation means:

For a full-paid firefighter - the payment paid from funds controlled by an employer in payment for the member's services before any pretax deductions allowed by state and federal law are made.

For a part-paid firefighter employed by a city of the second class:
15% of the regular payment, excluding overtime, holiday payments, shift differential payments, compensatory time payments, and payments in lieu of sick leave, paid on July 1 of each year to a newly confirmed, full-paid firefighter of the city that employs the part-paid firefighter; or if that city does not employ a full-paid firefighter, 15% of the average regular payment, excluding overtime, holiday payments, shift differential payments, compensatory time payments, and payments in lieu of sick leave, paid on July 1 of each year to all newly confirmed, full-paid firefighters employed by cities of the second class.

Compensation for full-paid and part-paid firefighters does ***not*** include overtime, holiday payments (only the additional amount paid over and above the regular wage for Holidays that are worked), shift differential payments, compensatory time payments, payments in lieu of sick leave, maintenance, allowances and expenses, or bonuses provided after July 1, 2013, that are one-time, temporary payments in addition to and not considered part of base pay.

When reporting earnings for FURS member who works on a holiday the regular hours should be reported as Pay Type = Regular Pay (contributions apply) any additional earnings associated with that work should be reported as Pay Type = Holiday Worked (contributions do not apply).

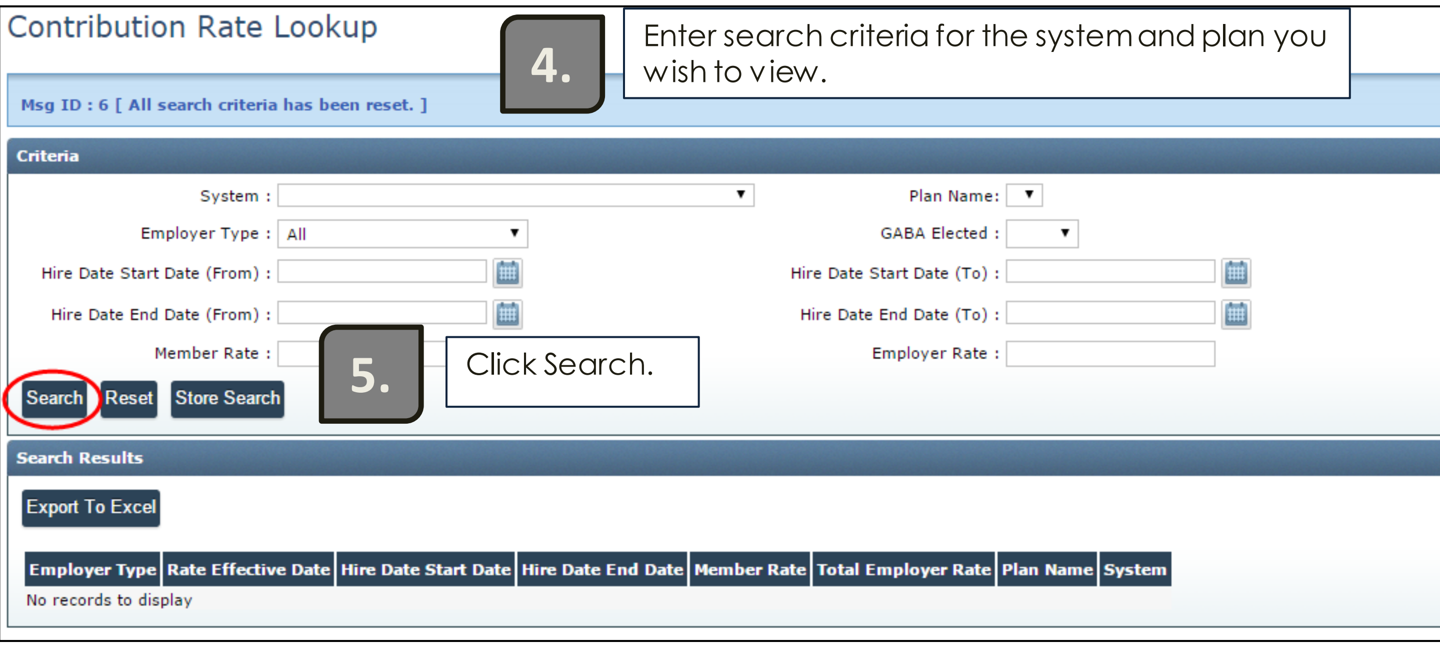
View Employer Plan and Rates

Employers can view all MPERA plans, systems and contribution rates. Any changes will be managed by MPERA.

1. Navigate to the Organization Information section

2. Select Contribution Rate.

3. ERIC displays the Contribution Rate Lookup screen.



4. Enter search criteria for the system and plan you wish to view.

5. Click Search.

6. ERIC displays the plan, system and rates in the search results panel.

Search Results

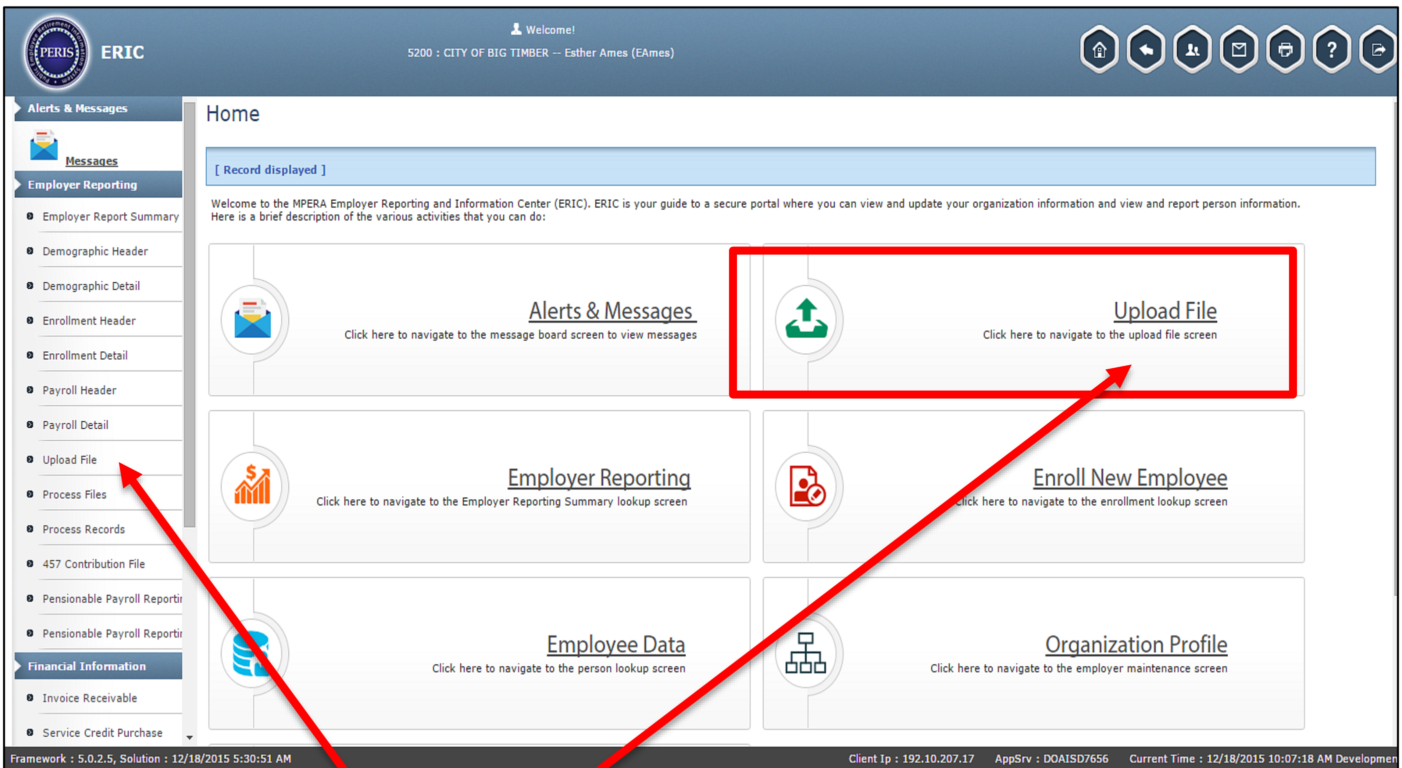
Export To Excel

Employer Type	Rate Effective Date	Hire Date Start Date	Hire Date End Date	Member Rate	Total Employer Rate	Plan Name	System
County	07/01/2005	01/01/1900		7.9000	8.2700	Defined Benefit Retirement Plan	Public Employees' Retirement System
University	07/01/2000	01/01/1900		7.9000	8.2700	Defined Benefit Retirement Plan	Public Employees' Retirement System
School District	01/01/1900	01/01/1900		0.0000	8.0000	Defined Benefit Retirement Plan	Sheriffs' Retirement System
County	01/01/1900	01/01/1900		6.9000	8.0000	Defined Benefit Retirement Plan	Sheriffs' Retirement System
City	01/01/1900	01/01/1900		7.9000	8.2700	Defined Benefit Retirement Plan	Public Employees' Retirement System
City	01/01/1900	01/01/1900		6.9000	7.9000	Defined Benefit Retirement Plan	Sheriffs' Retirement System
School District	01/01/1900	01/01/1900		7.9000	8.2700	Defined Benefit Retirement Plan	Public Employees' Retirement System
State Agency	01/01/1900	01/01/1900		6.9000	7.1700	Defined Benefit Retirement Plan	Public Employees' Retirement System
University	01/01/1900	01/01/1900		7.9000	8.2700	Defined Contribution Retirement Plan	Public Employees' Retirement System

Upload Employer Reporting File

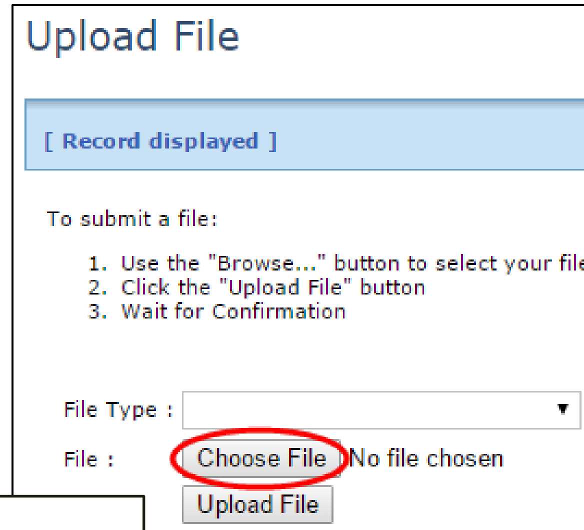
The Employer Reporting file can be uploaded with enrollment, payroll, and demographic information. Once the file is uploaded ERIC will identify any formatting errors that will need to be resolved prior to the Employer Reporting Summary being created.

[Video- file upload.mp4]

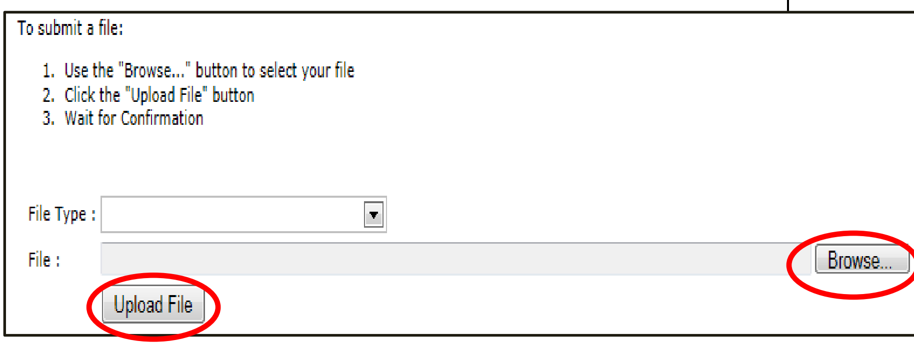


1. Click Upload File from either the Employer Reporting section or the quick link on the Home page.

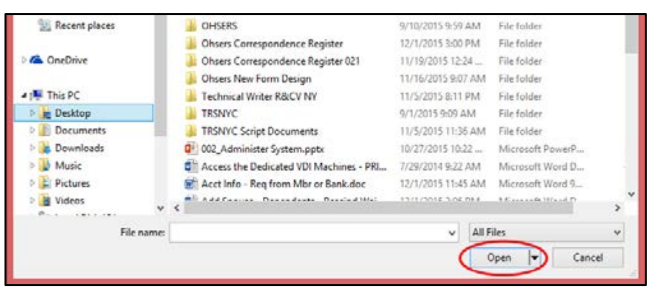
Upload Employer Reporting File cont.



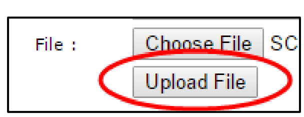
2. ERIC displays the Upload File screen, it may be one of the two displayed, depending on the browser you are utilizing.

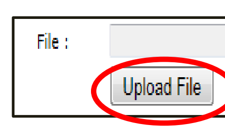


3. Click the Browse or Choose file button and locate the Employer Reporting file you would like to upload. Select the file and click OPEN.



4. Click the Upload File button.





5. Verify the file was successfully uploaded.

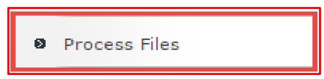
Filename : ER_Inbound_File_Payroll.csv Size : 175 successfully loaded

Addressing upload file errors

Once you upload a file, verify that you have a "***processed***" file, this means it was loaded with no errors/warnings. If you do not have a processed file, follow the steps in this section to clear file formatting issues. If the load was good but there are still issues, then the next section will help you clear any Payroll Header/Detail errors.

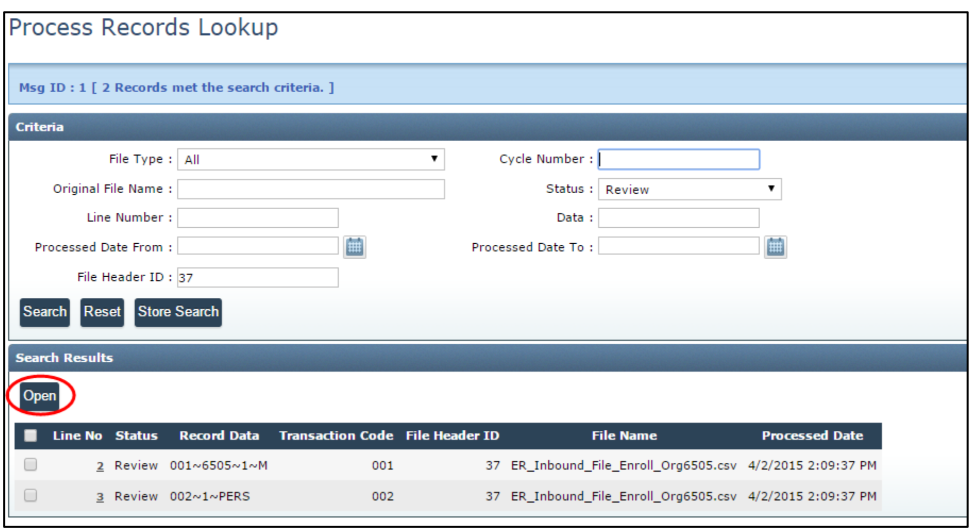
1. Navigate to the Employer Reporting section

2. Select the Process Files menu item.



3. ERIC displays the Process Files Lookup screen.

4. Search for uploaded Employer Reporting Inbound File.

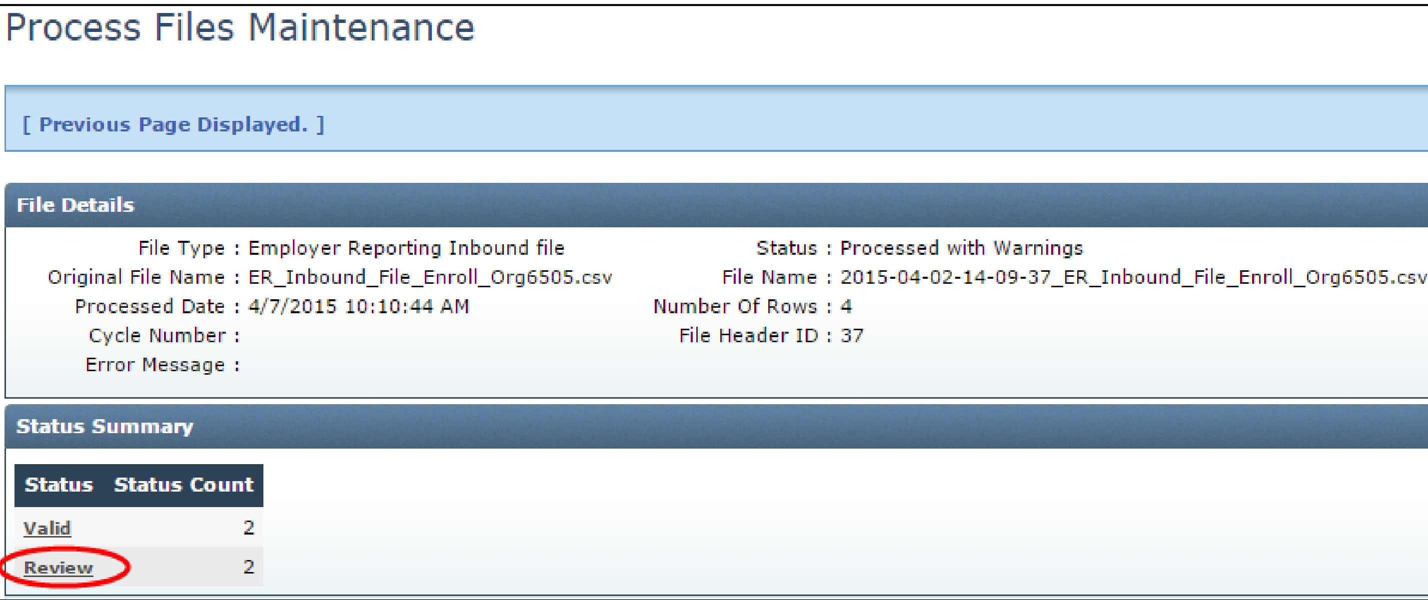


5. ERIC displays the search results.

6. Select the desired file and click the Open button.

Addressing upload file errors cont.

7. ERIC displays the Process Files Maintenance screen.



Process Files Maintenance

[Previous Page Displayed.]

File Details

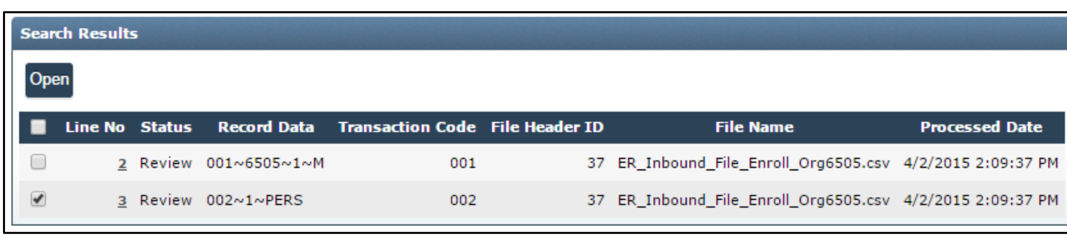
File Type : Employer Reporting Inbound file
Status : Processed with Warnings
Original File Name : ER_Inbound_File_Enroll_Org6505.csv
File Name : 2015-04-02-14-09-37_ER_Inbound_File_Enroll_Org6505.csv
Processed Date : 4/7/2015 10:10:44 AM
Number Of Rows : 4
Cycle Number :
File Header ID : 37
Error Message :

Status Summary

Status	Status Count
Valid	2
Review	2

8. In the Status Summary panel, select the Detail Records that are in Review.

9. ERIC displays the Process Files Lookup screen populated with the records that are in review.



Search Results

Open

	Line No	Status	Record Data	Transaction Code	File Header ID	File Name	Processed Date
☐	2	Review	001~6505~1~M	001	37	ER_Inbound_File_Enroll_Org6505.csv	4/2/2015 2:09:37 PM
☑	3	Review	002~1~PERS	002	37	ER_Inbound_File_Enroll_Org6505.csv	4/2/2015 2:09:37 PM

10. Click on Line No. to display the error detail.

Process Records Maintenance

[Record displayed]

File Details

File Type : Employer Reporting Inbound file
Cycle Number :
Original File Name : ER_Inbound_File_Enroll_Org6505.csv
File Name : 2015-04-02-14-09-37_ER_Inbound_File_Enroll_Org6505.csv
Processed Date : 4/2/2015 2:09:37 PM
Status : Review
Number Of Rows : 4
Line Number : 3
File Hdr ID : 37

Record Data

Enrollment Header ID : 002
Detail Count : 1
System : PERS

Error Details

ID	Error Message
	Skipping Detail Record since Header has errors

11. ERIC displays the Process Records Maintenance screen.

12. In the Error Details panel, the error message is displayed.

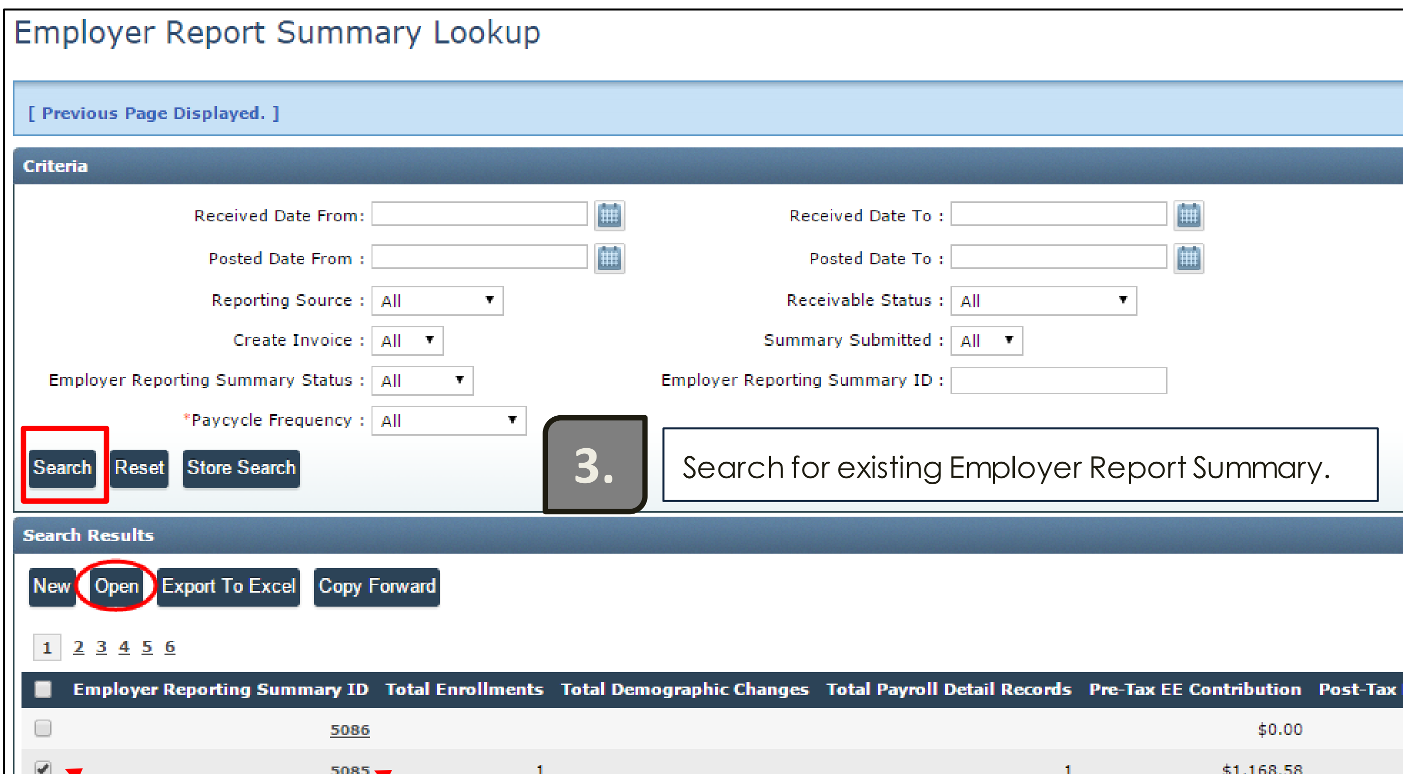
13. ***Correct error and upload file again***.

Payroll Detail Errors – Upload file

Once a file is uploaded, any payroll detail errors/warnings will require attention to achieve a ***VALID*** status. The steps below will guide you on how to address errors/warnings and submit a valid payroll file.

1. Navigate to the Employer Reporting link.

2. ERIC displays the Employer Report Summary Lookup screen.



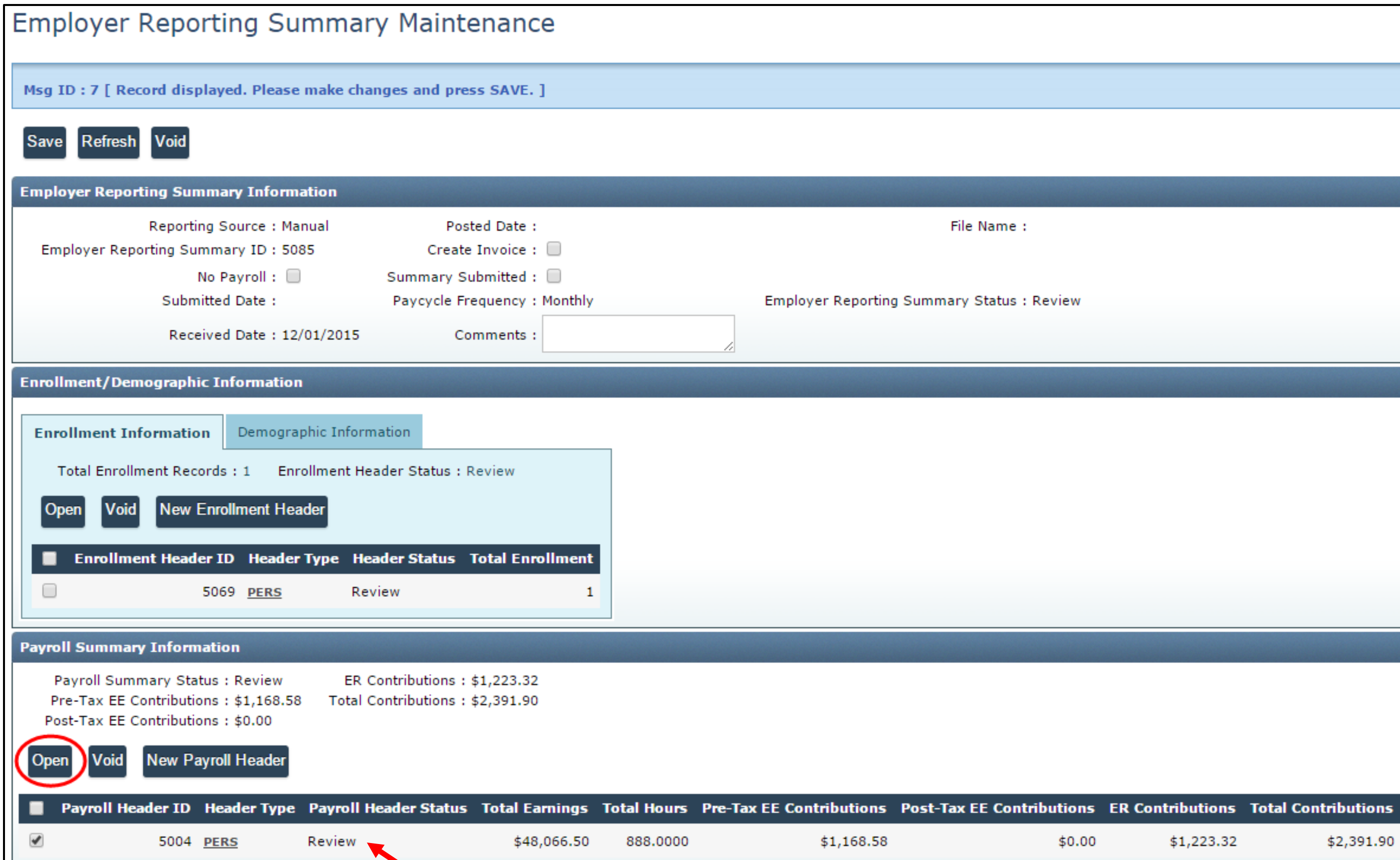
3. Search for existing Employer Report Summary.

4. ERIC displays the search results, select the desired record and click the Open button or click on the Employer Reporting Summary ID (link).

[Video- Process File and Create Invoice.mp4]

Payroll Detail Errors – Upload file cont.

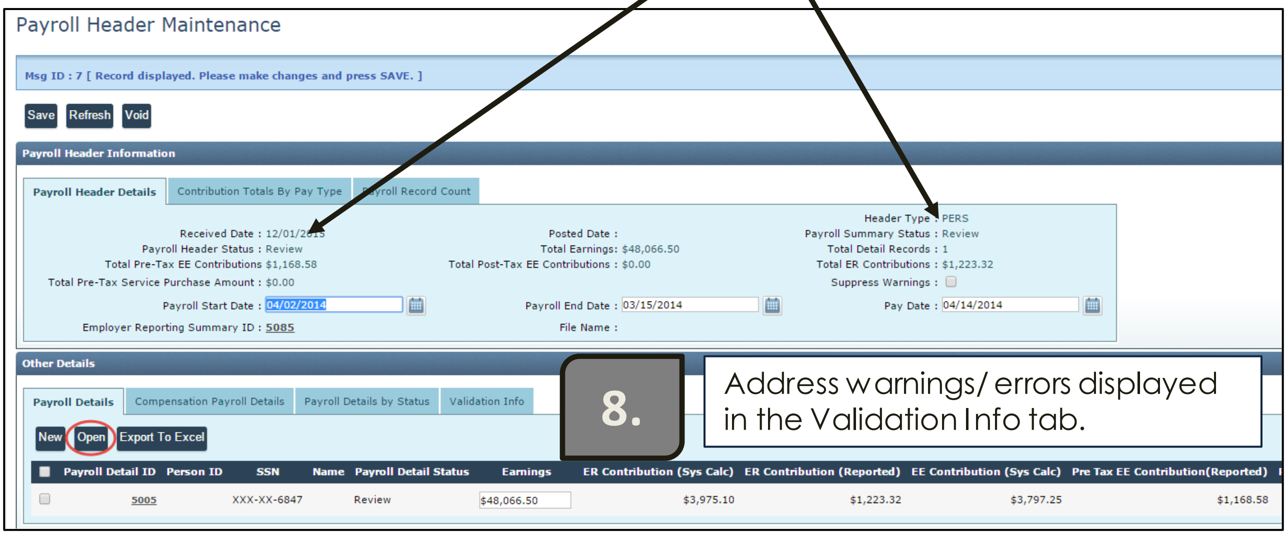
5. ERIC displays the Employer Report Summary Maintenance screen.



6. In the Payroll Summary Information panel, select the desired Payroll Header ID that is in a ***REVIEW*** status and click OPEN.

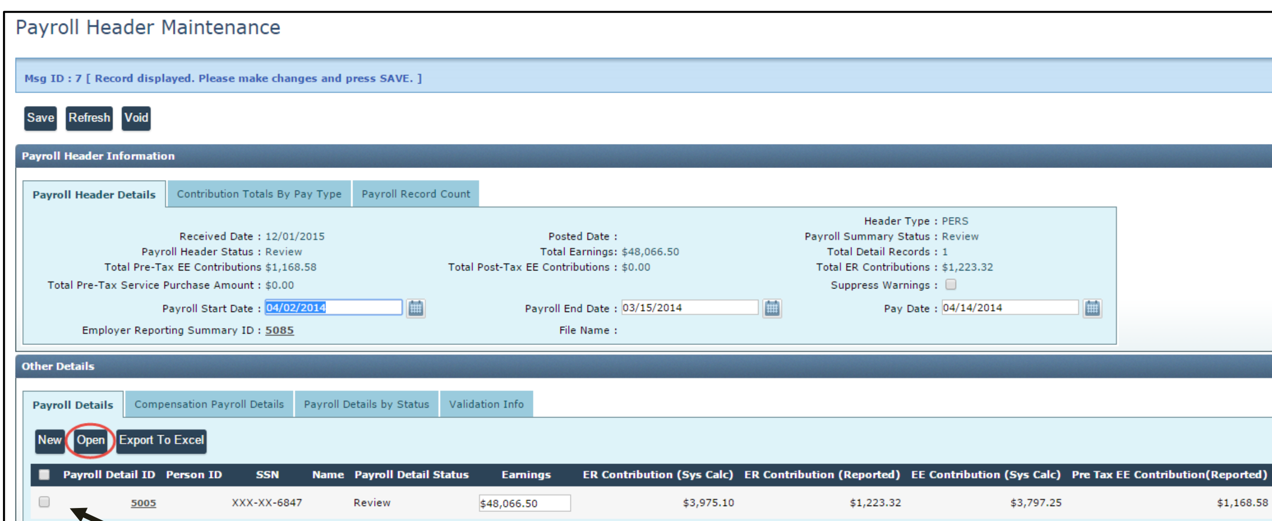
Payroll Detail Errors – Upload file cont.

7. ERIC displays Payroll Header Maintenance screen, ensure you are in a ***VALID*** status. If not check the ***VALIDATION*** info tab.



8. Address warnings/ errors displayed in the Validation Info tab.

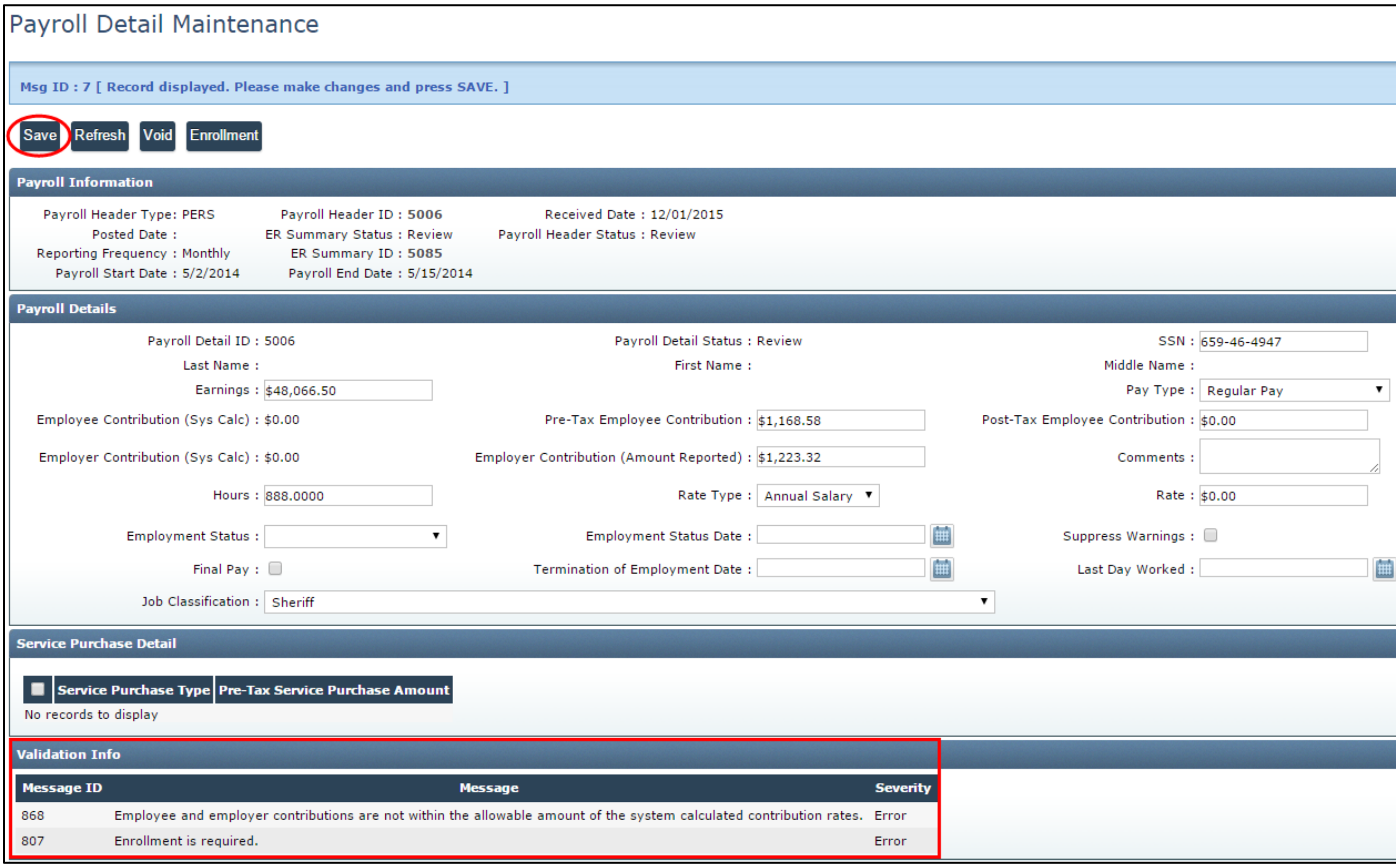
9. Click **SAVE**.



10. Select the Payroll Detail ID in the Other Details panel that is in **REVIEW** and click Open.

Payroll Detail Errors – Upload file cont.

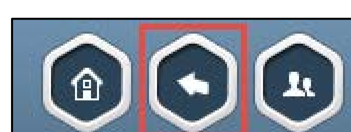
11. ERIC displays Payroll Detail Maintenance screen.



12. Address any warnings/errors displayed in the Validation Info tab.

13 Click **SAVE**.

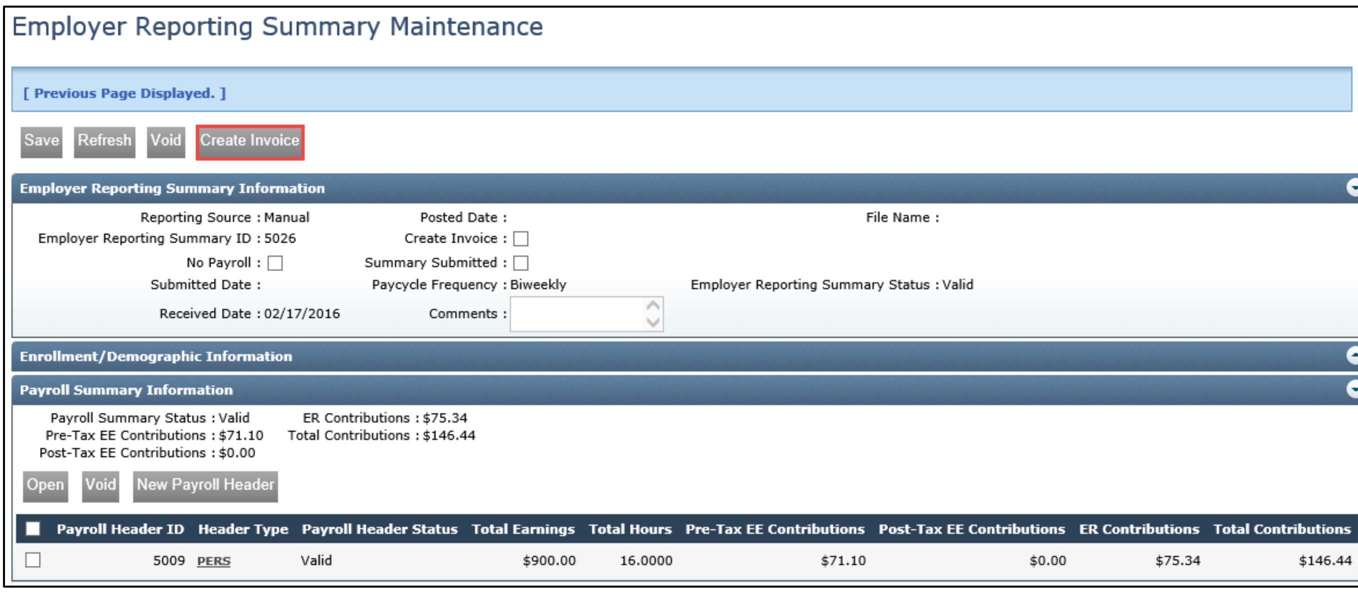
14. Click the previous button and ensure all screens are in a **VALID** status. Return to the Employer Reporting Summary Maintenance screen.



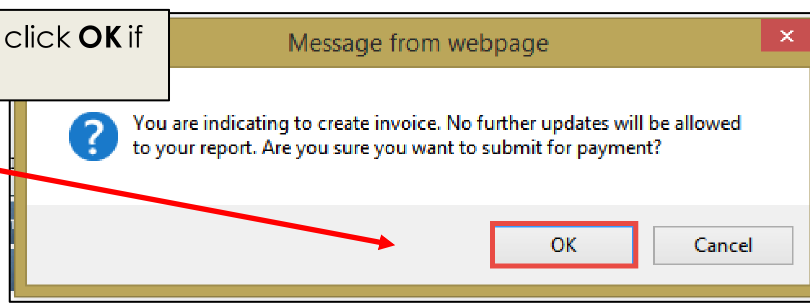
Payroll Detail Errors – Upload file cont.

15. ERIC displays the Employer Reporting Summary Maintenance screen.

16. If all headers are in a **VALID** status, you will see the Create Invoice button, click the button to submit the invoice.



17. Read the message and click **OK** if you agree.



Upon clicking OK, the record is updated to a Read-Only view. The information is sent to MPERA and appropriate records and invoices are created as applicable.

18. Go to the ***Payments link*** to process the invoice.

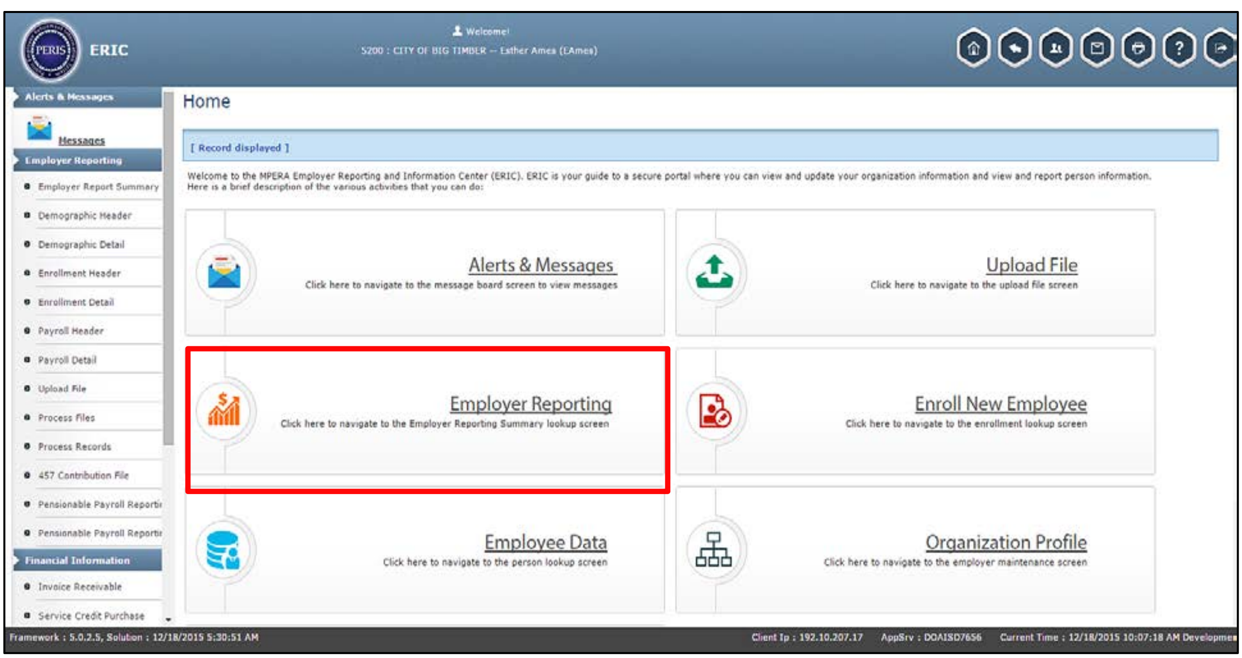
Manual - Employer Payroll Reporting

Processing Employer Payroll Reporting can be done two ways:

- By uploading a file; or
- Manually by entering employee payroll information.

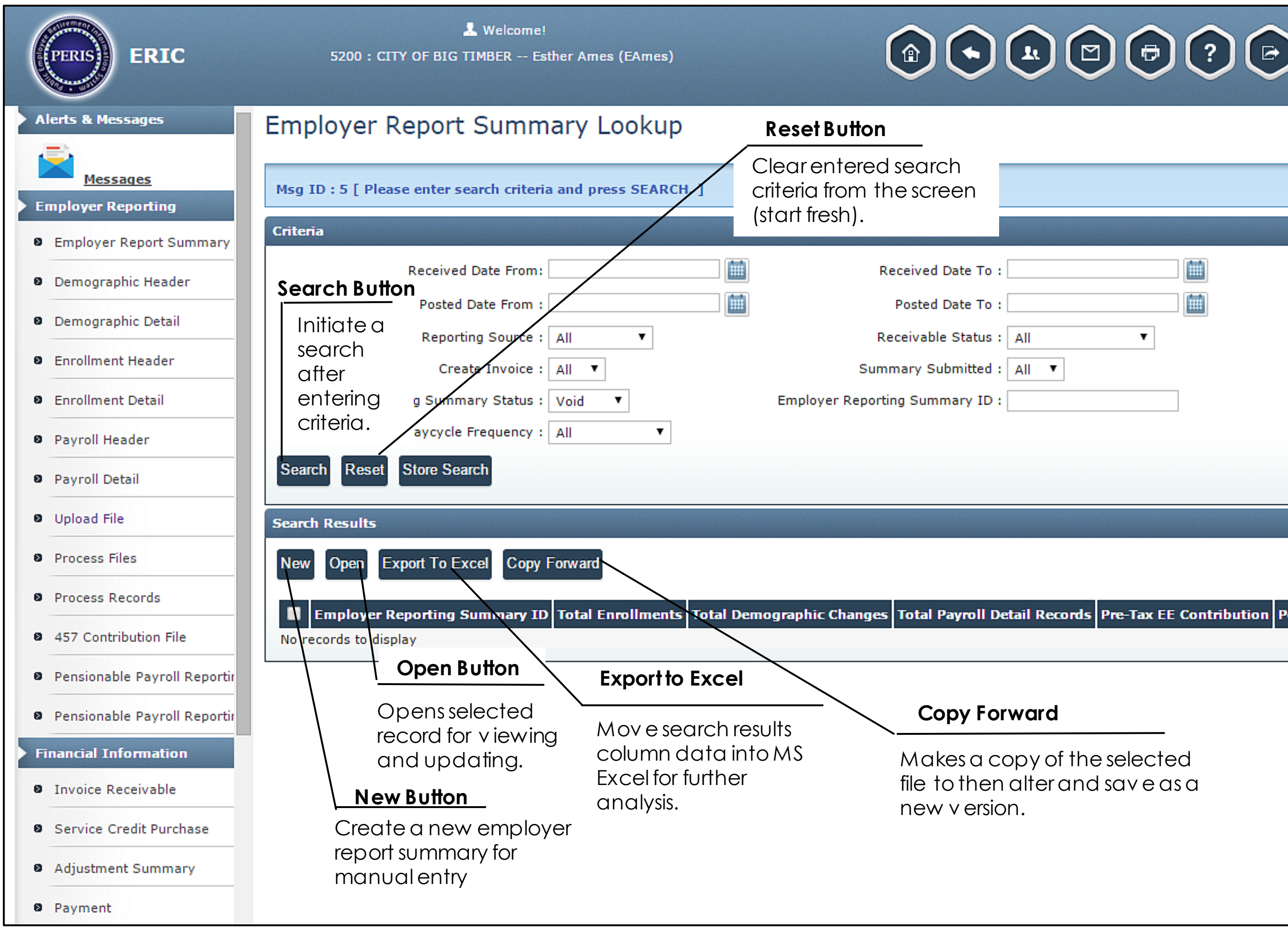
During this process Non-Contributing individuals are reported as well. An example of this would be University Employees that are taking part in the MUS-RP election instead of PERS. Employers are able to make payroll records for those individuals with a $0.00 contribution.

The following pages will take you through the step by step process of manually creating an Employer Payroll Report. Once all detail records are entered and clear of errors and warnings, the Employer Report updates to “Valid” status and the report can be submitted for posting.



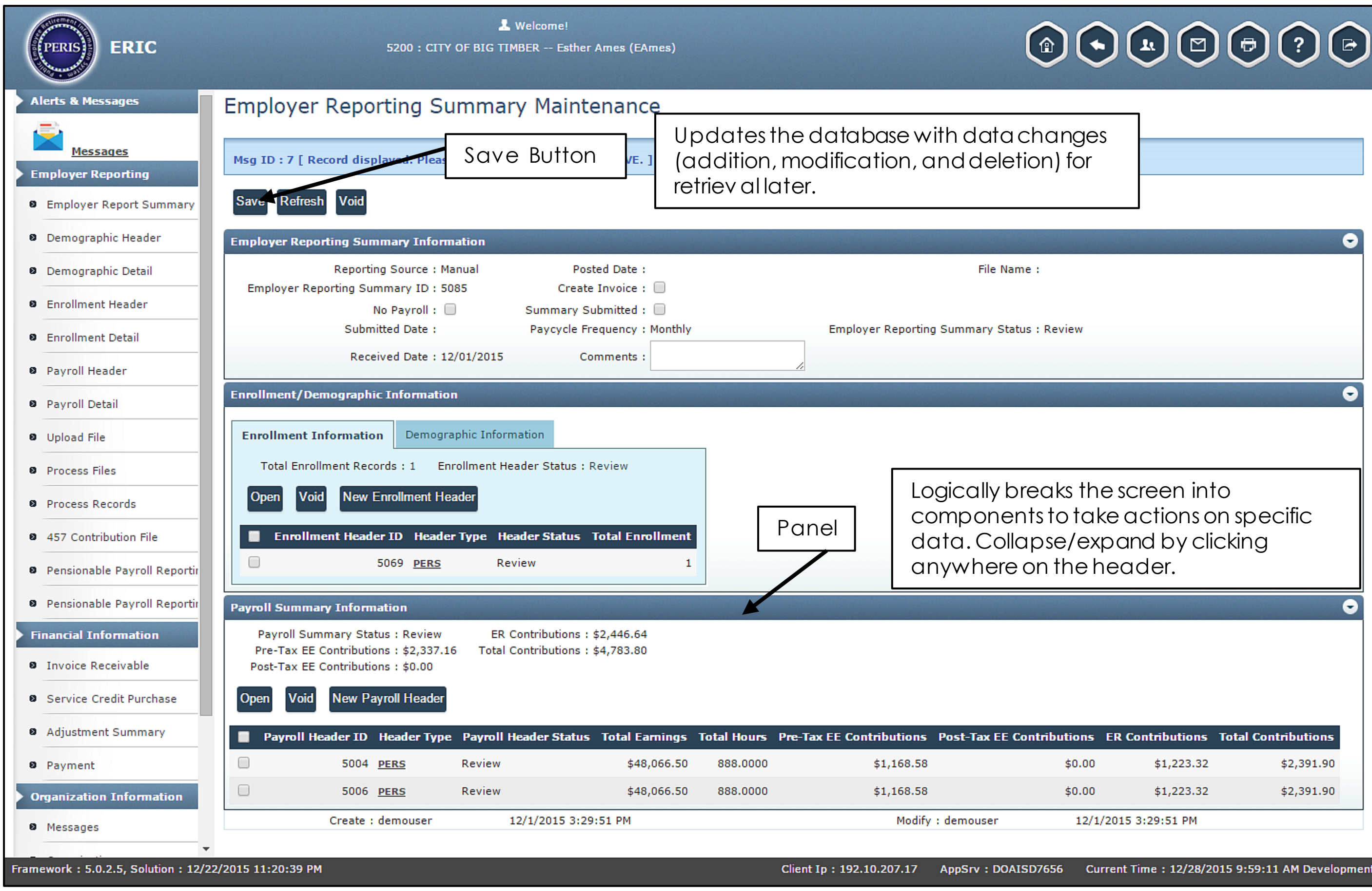
Quick Start

Lookup Screen
- Search for existing records
- Open records for viewing/editing
- Export search results to Excel
- Create New Records



Quick Start

Maintenance Screen
- View Record Data
- Modify and Save Existing Data



Manual - Employer Payroll Reporting

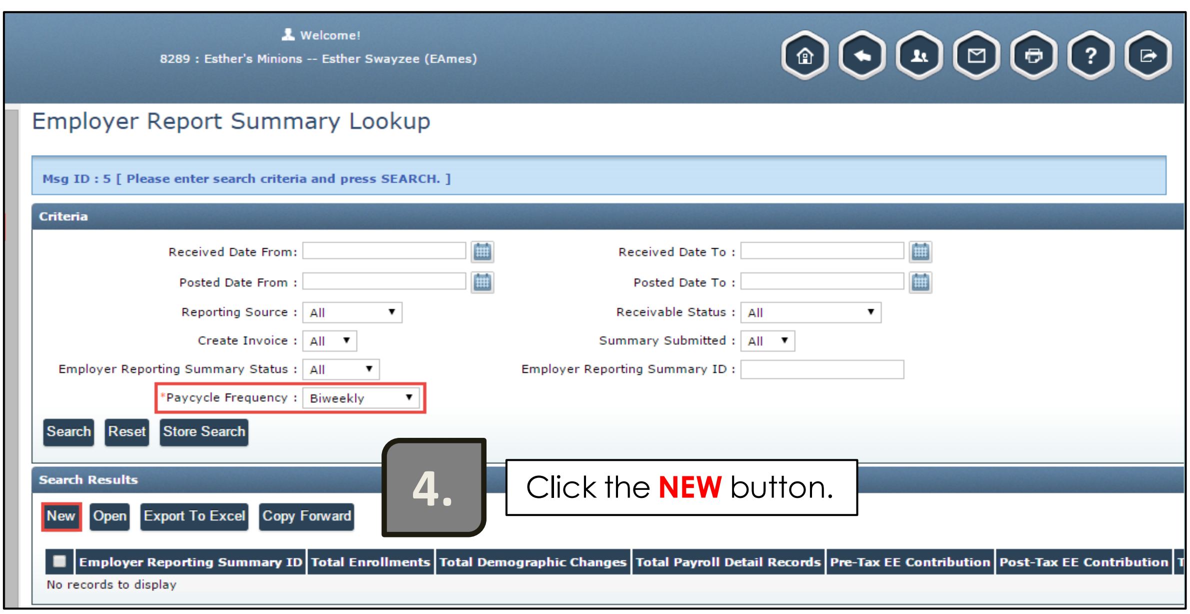
One way to process Employee Payroll is by manually creating a new record within the Employer Report Summary. The steps below will guide you on the payroll process all the way through submitting an invoice, payment and employer report summary.

[Video- Manual Payroll Enroll Payment.mp4]

1. Click on the Employer Report Summary link.

2. ERIC opens the Employer Report Lookup screen.

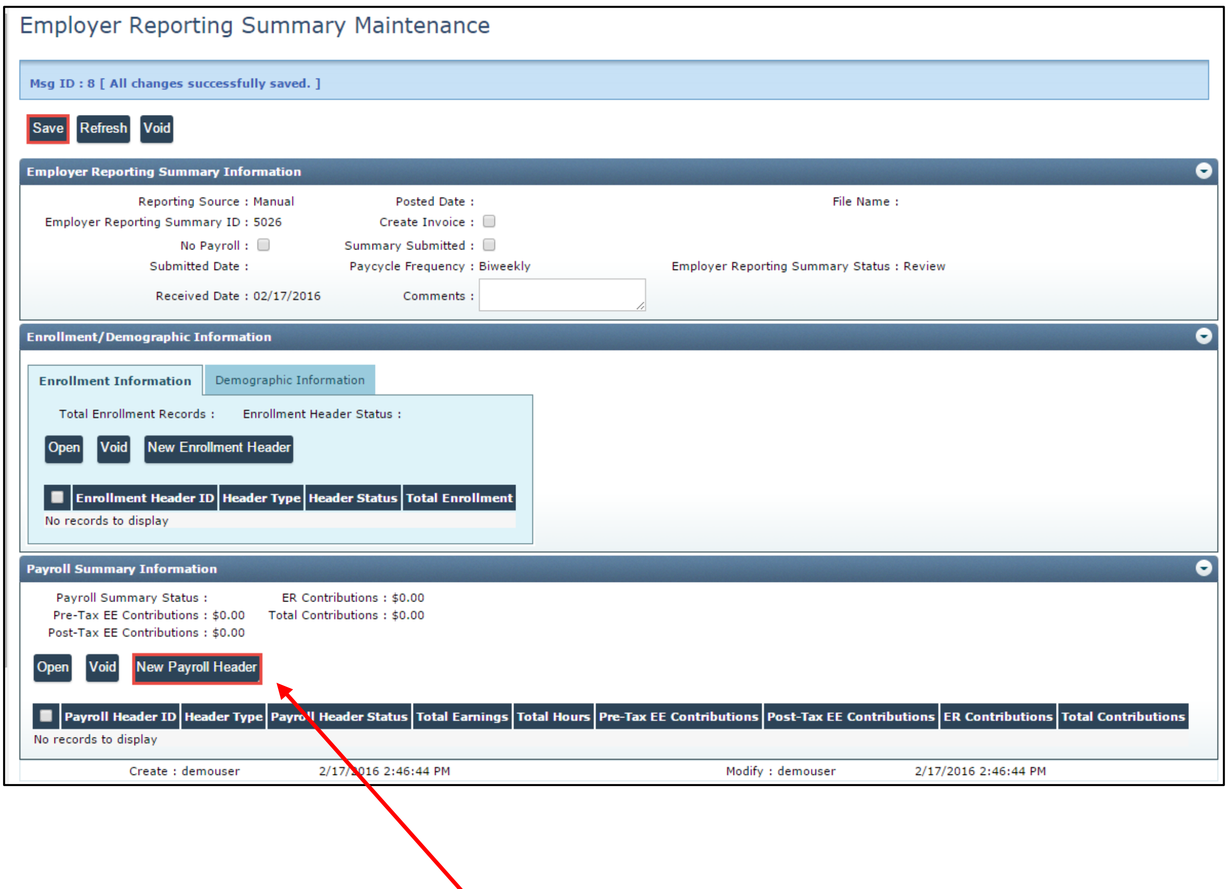
3. Choose the Payroll Frequency from the dropdown menu.



Manual - Employer Payroll Reporting

5. ERIC will display the Employer Reporting Summary maintenance screen.

6. Click the **SAVE** button to create the Employer Reporting Summary ID.

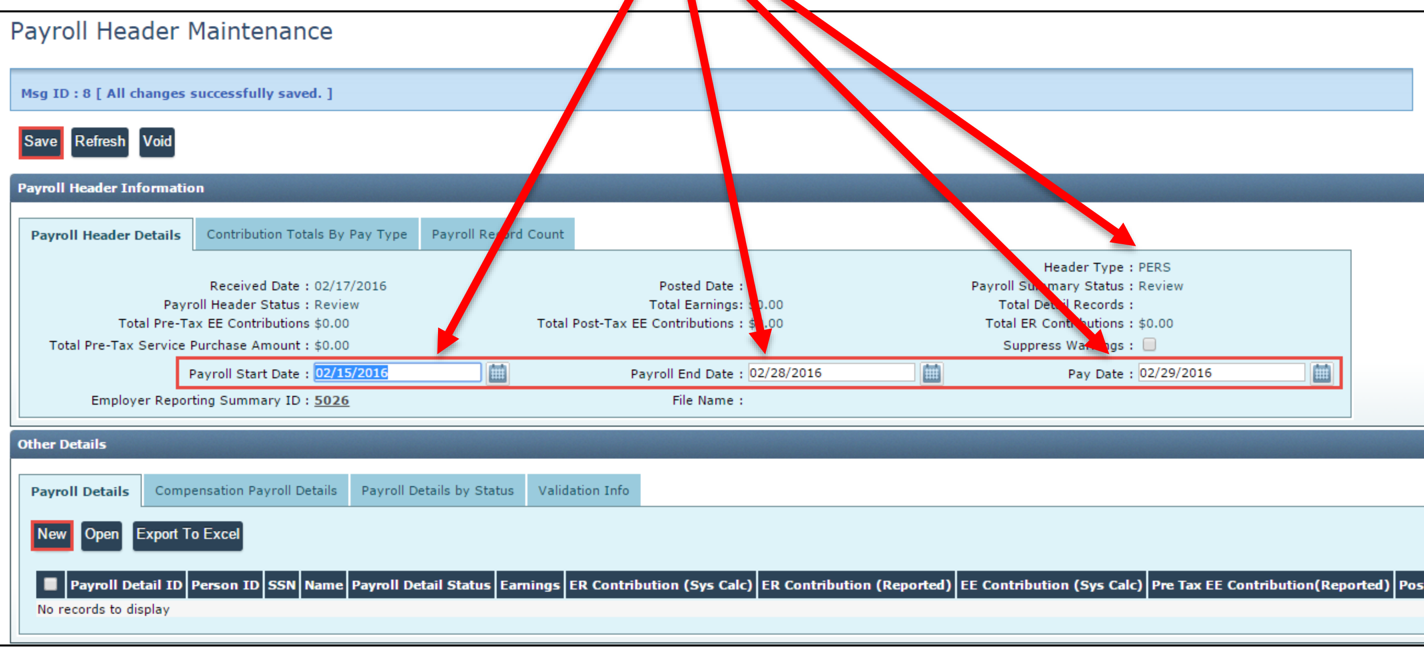


7. Under the Payroll Summary Information panel, click the *New Payroll Header* button.

Manual - Employer Payroll Reporting

8. ERIC displays the Payroll Header Maintenance screen.

9. In the Payroll Header Maintenance screen, enter header type from the dropdown, the Payroll Start Date, Payroll End Date, and Pay Date.



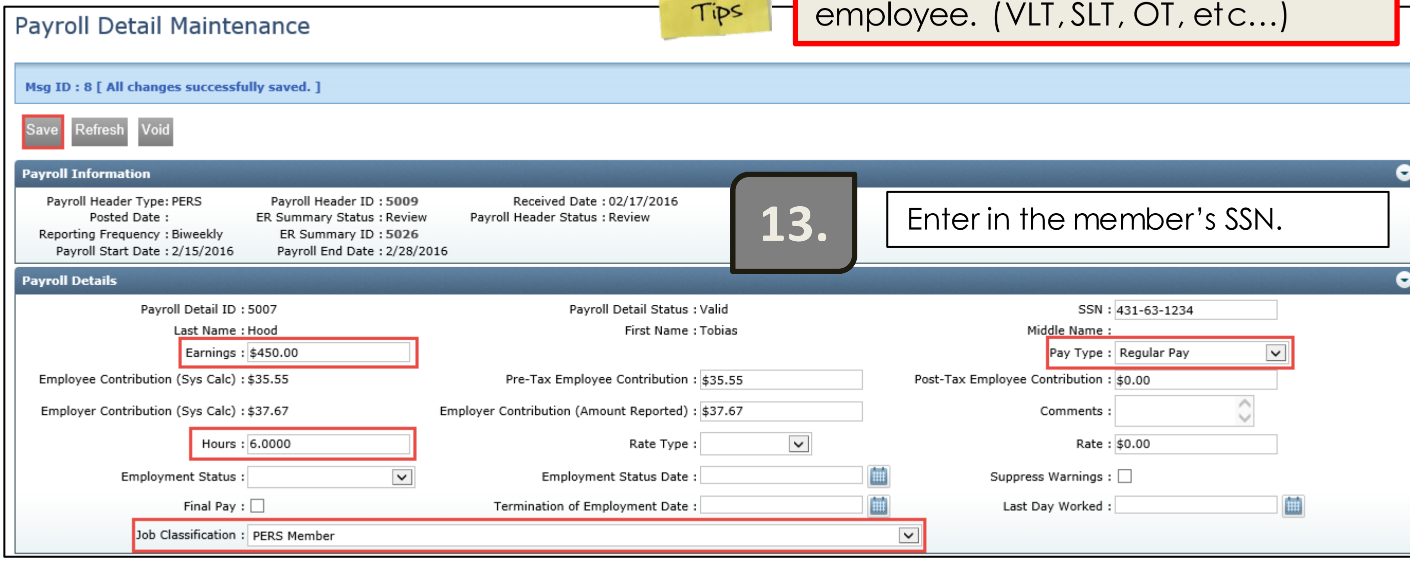
10. Click the **SAVE** button.

11. Under the Other Details panel in the Payroll Details tab, click the **NEW** button.

Manual - Employer Payroll Reporting

12. ERIC displays the Payroll Detail Maintenance screen.

Payroll details for each pay type will need to be added for each employee. (VLT, SLT, OT, etc…)



13. Enter in the member's SSN.

*The Pre-Tax Employee Contribution and Employer Contribution auto-populates based on the earnings.

14. Once the members information is populated, enter in their Earnings, Pay Type, Hours, and Job Classification.*

*Based on the pay type, different fields may be required.

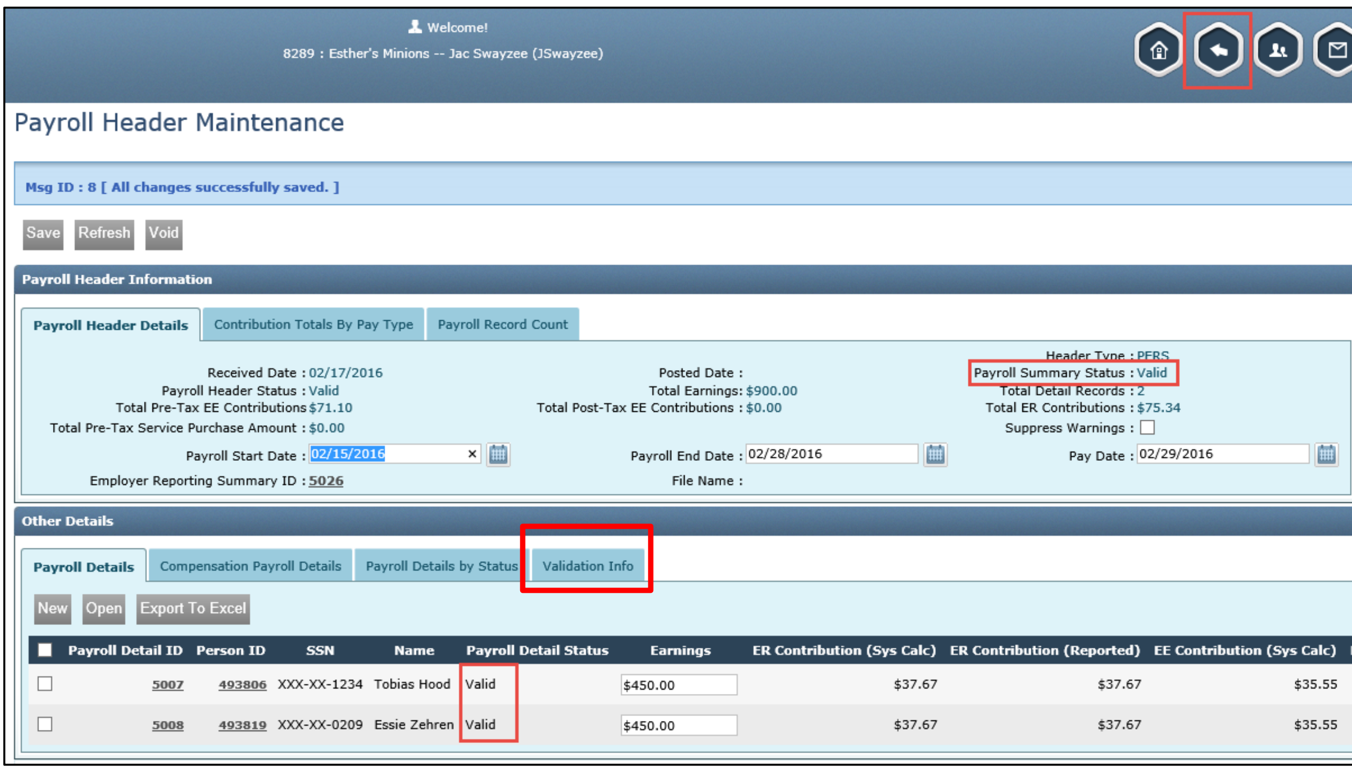
15. Click the **SAVE** button.

16. Click the Previous button.

If the member has not been enrolled, you will receive an ***ENROLLMENT*** button (ERROR). Click on the enrollment button and enter the members information till you POST the record. Once that is completed the record will be ***VALID***, return to the Payroll Header Maintenance screen.

17. ERIC displays the Payroll Header Maintenance. Note that once you have entered all expected Payroll Details for that Pay Period, the Header Status will reflect: ***Valid***.

18. Click the Previous button.

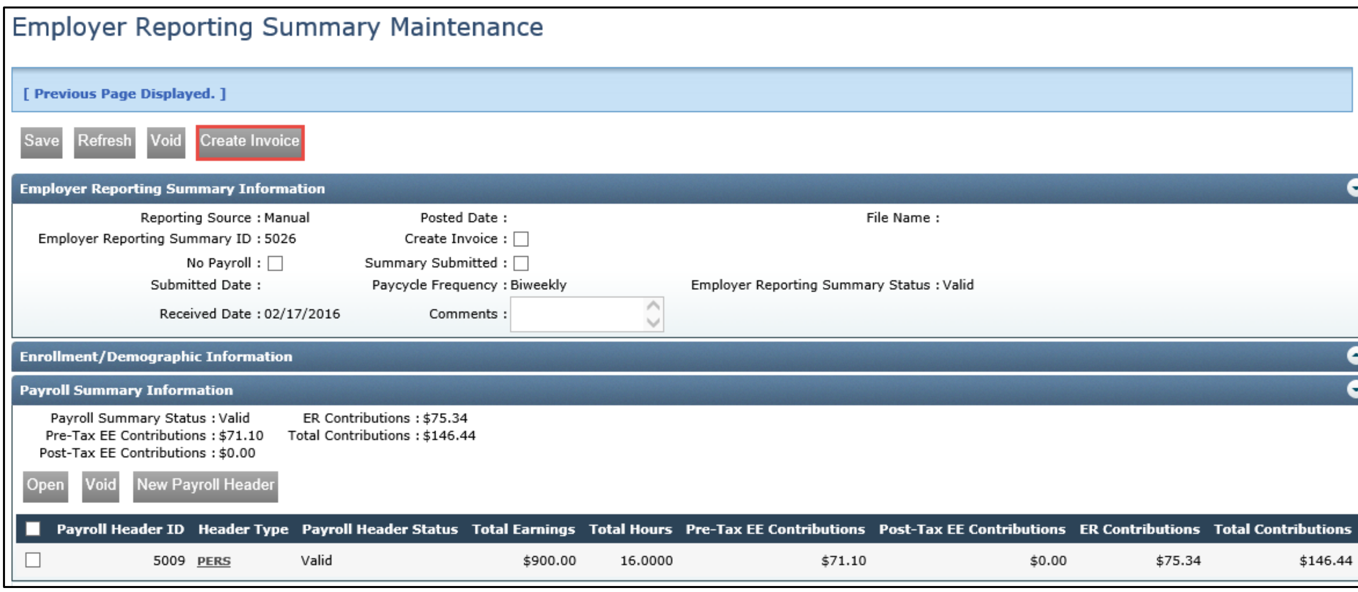


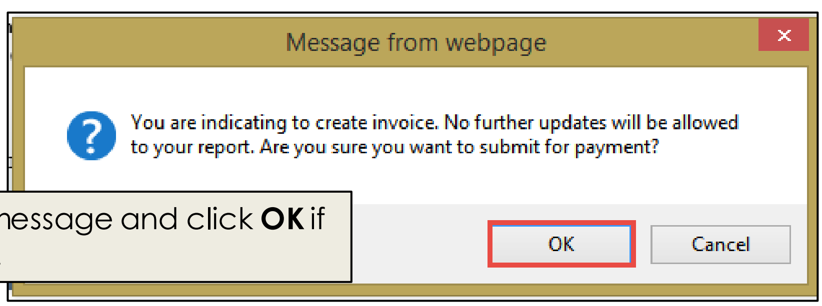
If the payroll detail status is not **VALID,** check the ***VALIDATION INFO*** tab and address any errors/warnings. Once you have cleared any errors/warnings click the **SAVE** button again.

Manual - Employer Payroll Reporting

19. ERIC displays the Employer Reporting Summary Maintenance screen.

20. Click the Create Invoice button.





21. Read the message and click **OK** if you agree.

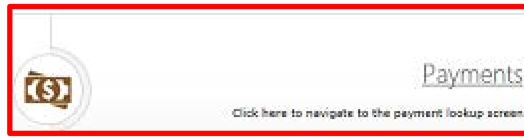
22 Go to the ***Payments link*** to process the invoice

Upon clicking OK, the record is updated to a Read-Only view. The information is sent to MPERA and appropriate records and invoices are created as applicable.

Create and Maintain Payments

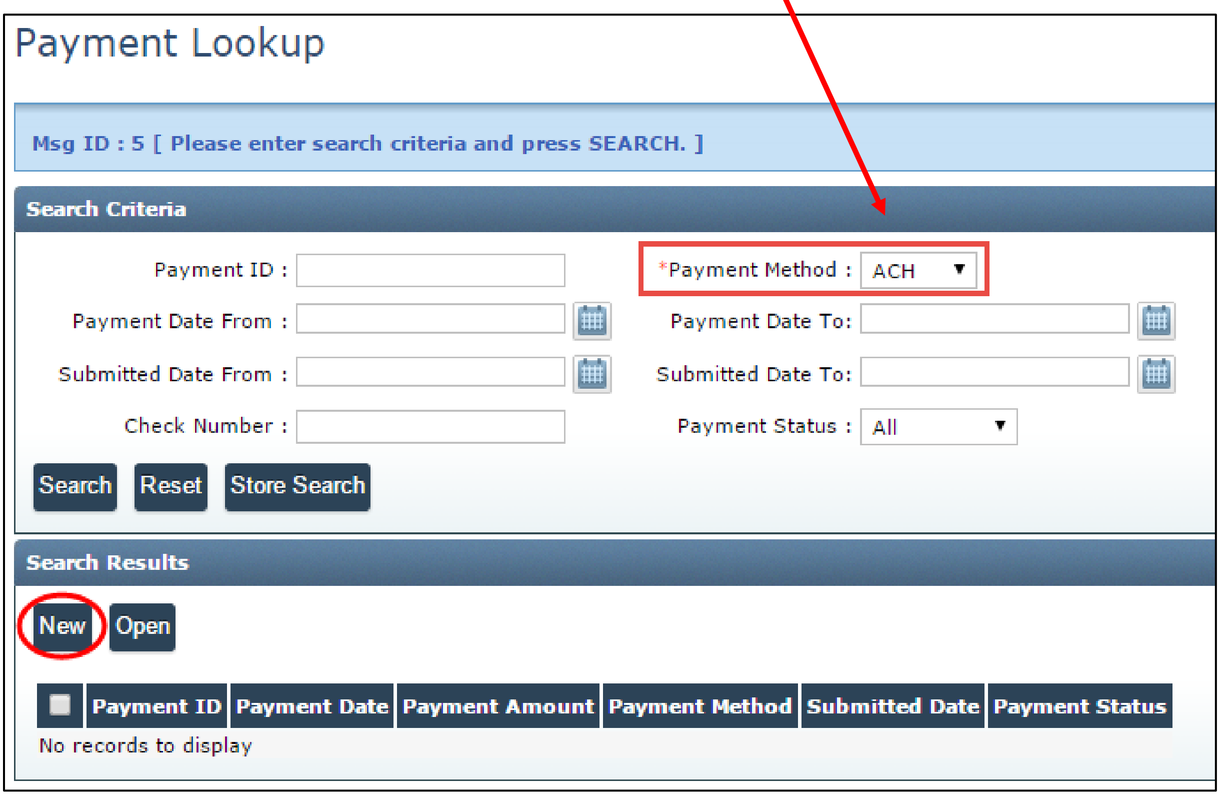
Once you have submitted an invoice, the next step is PAYMENT. The steps below will guide you on this process.

1. Navigate to the Payments link



2. ERIC Displays the Payment Lookup screen.

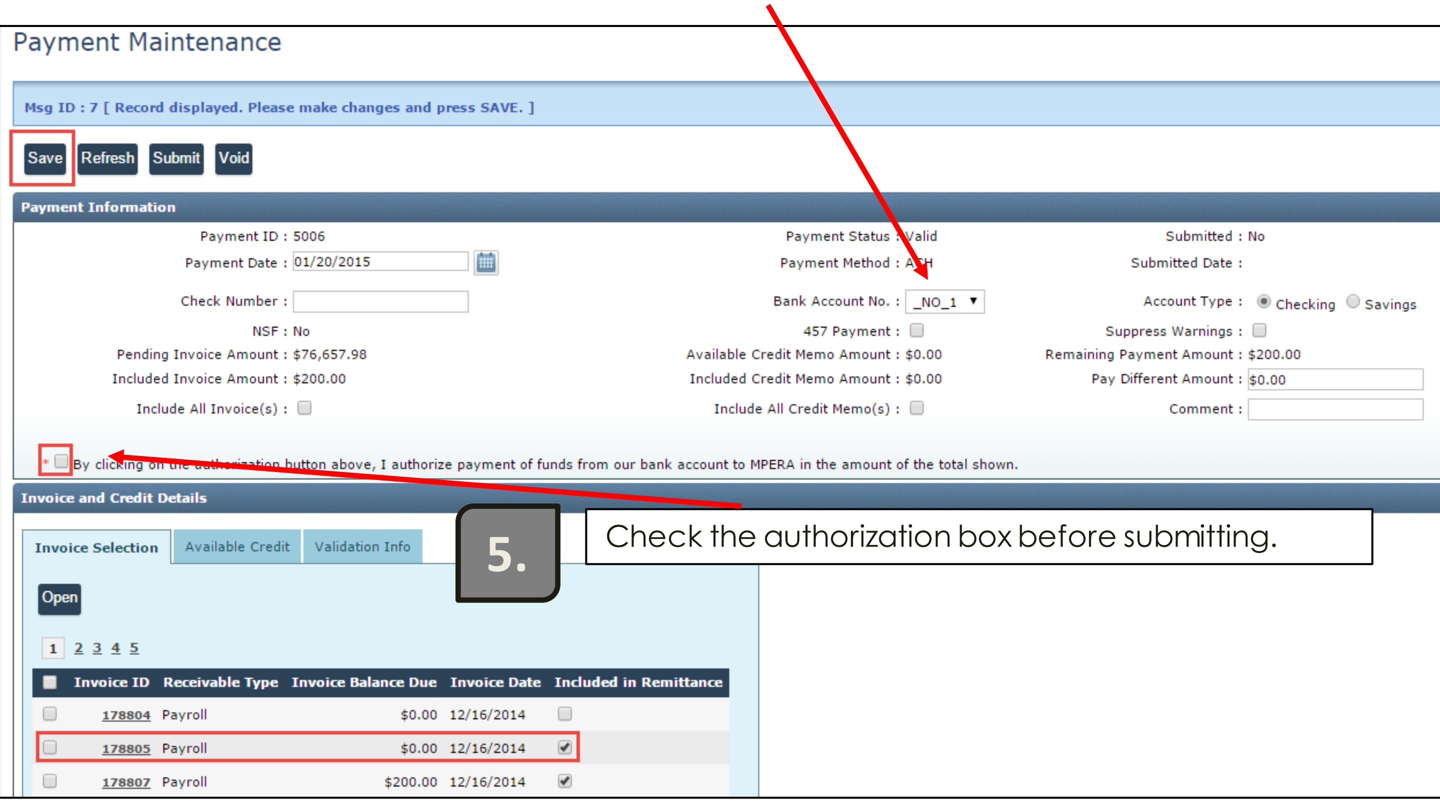
3. Since this is a ***new*** invoice, select the Payment Method and click **NEW**.



[Video- Payment and Employer Summary.mp4]

Create and Maintain Payments, cont.

4. ERIC displays the Payment Maintenance screen, click **SAVE** first to display invoice options. Select bank account.



5. Check the authorization box before submitting.

6. Select the invoice to be included in the remittance and enter/update the payment information.

7. Click **SAVE** then click **SUBMIT**.

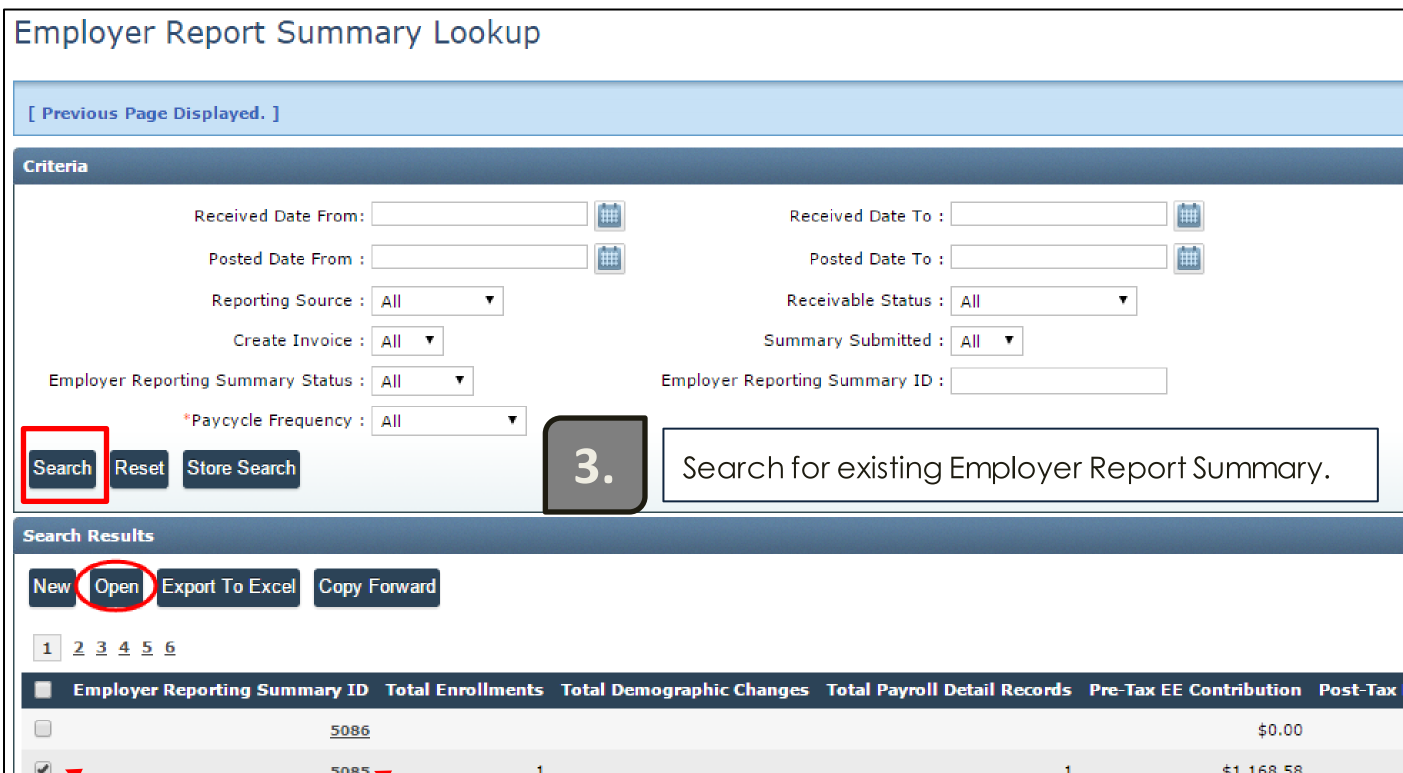
8. Go back to the Home page and click on the Employer Reporting link to ***submit the summary***.

Submitting the summary

Once the invoice has been submitted, the employer report summary must be sent to MPERA. This will provide you with an opportunity to download or save the information submitted for payroll processing.

1. Navigate to the Employer Reporting link.

2. ERIC displays the Employer Report Summary Lookup screen.

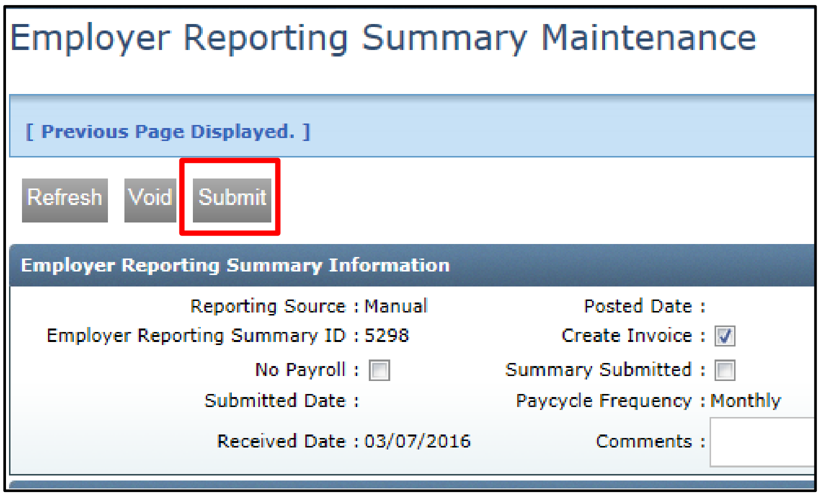


3. Search for existing Employer Report Summary.

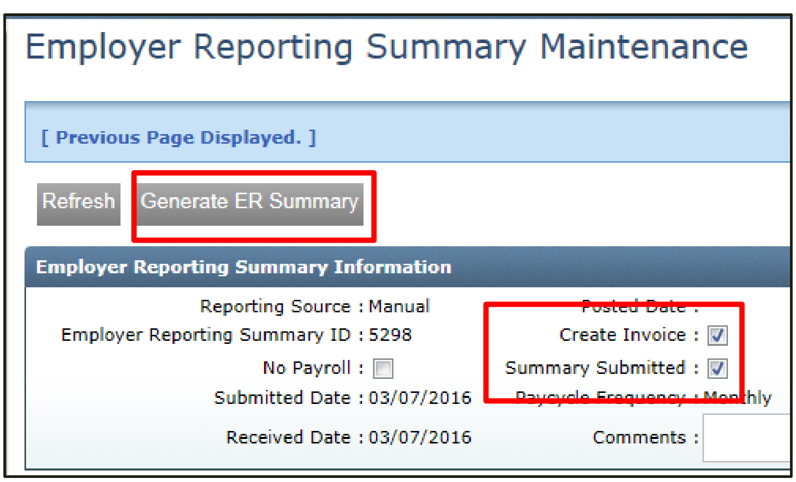
4. ERIC displays the search results, select the desired record and click the Open button or click on the Employer Reporting Summary ID (link).

Submitting the summary cont.

5. Navigate to the Employer Reporting Summary ID screen and click **SUBMIT.**



6. The Create Invoice and Summary Submitted boxes will be checked automatically. Click on the Generate ER Summary button to save the submitted record.



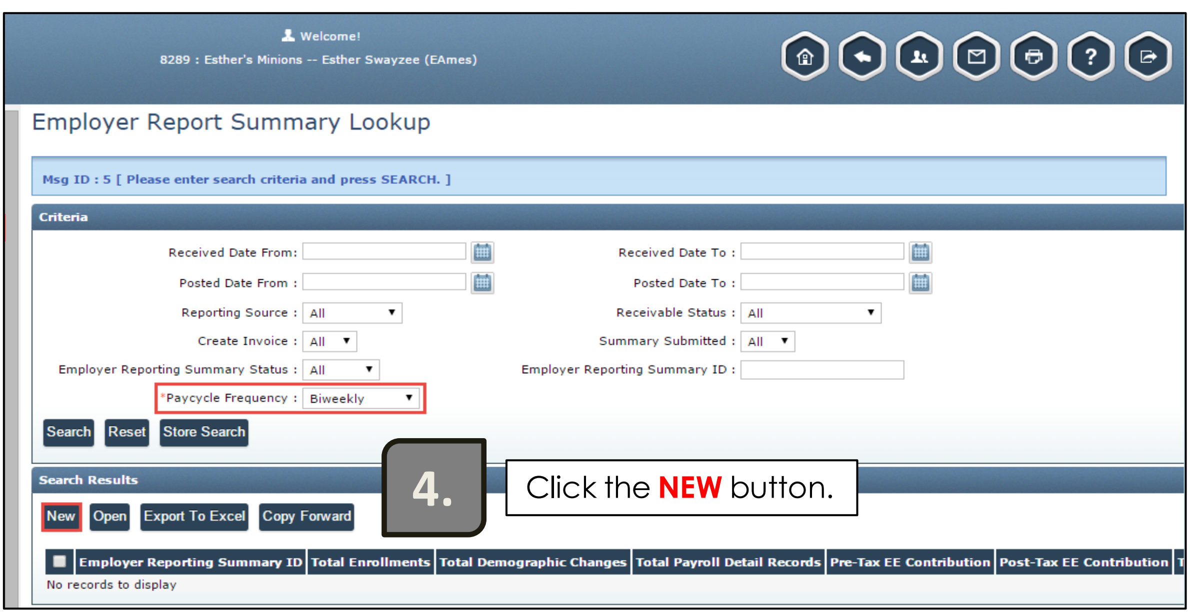
Manual - Employer Payroll Reporting for *State Agencies.*

State agencies can report the "***working retirees***" 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 which is the last step for ***state agencies only***.

1. Click on the Employer Report Summary link.

2. ERIC opens the Employer Report Lookup screen.

3. Choose the Payroll Frequency from the dropdown menu.

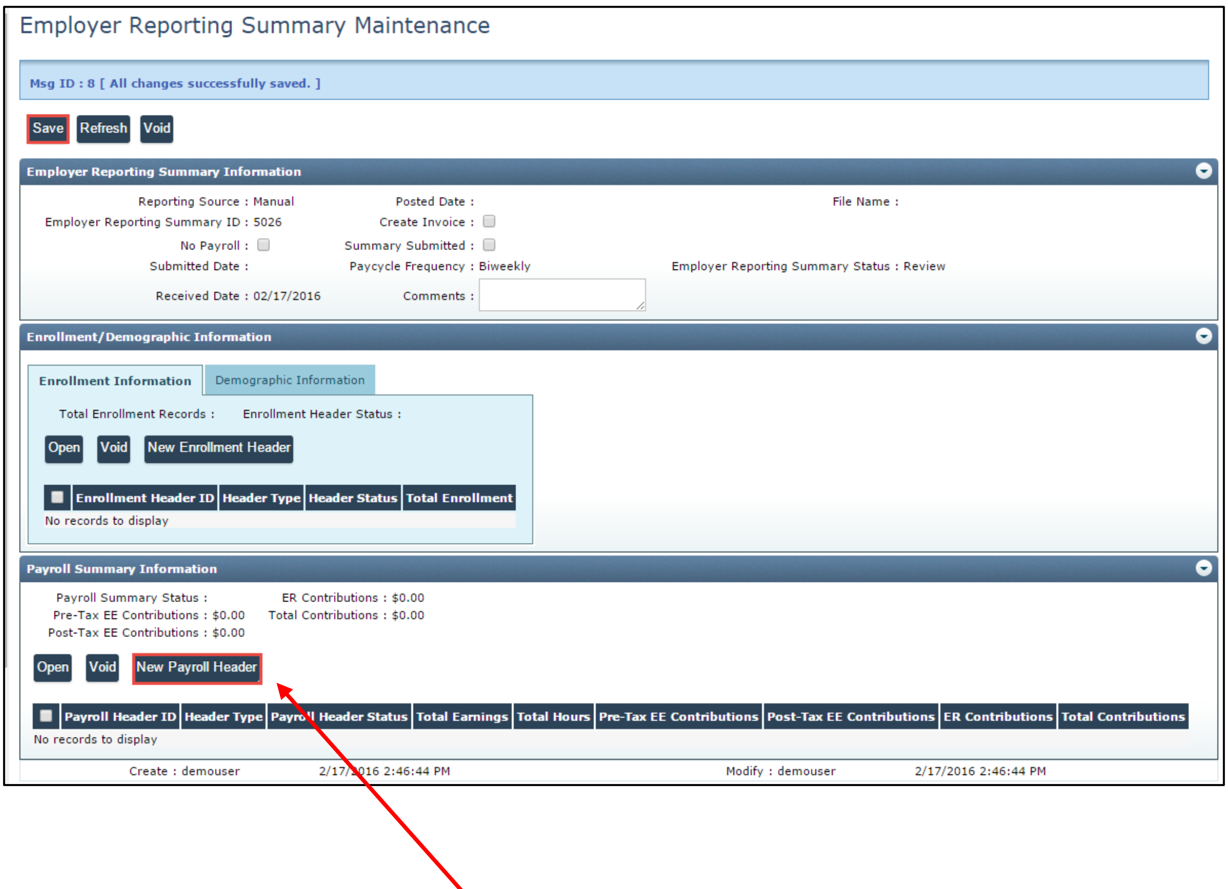


4. Click the **NEW** button.

Manual - Employer Payroll Reporting for state agencies.

5. ERIC will display the Employer Reporting Summary maintenance screen.

6. Click the **SAVE** button to create the Employer Reporting Summary ID.

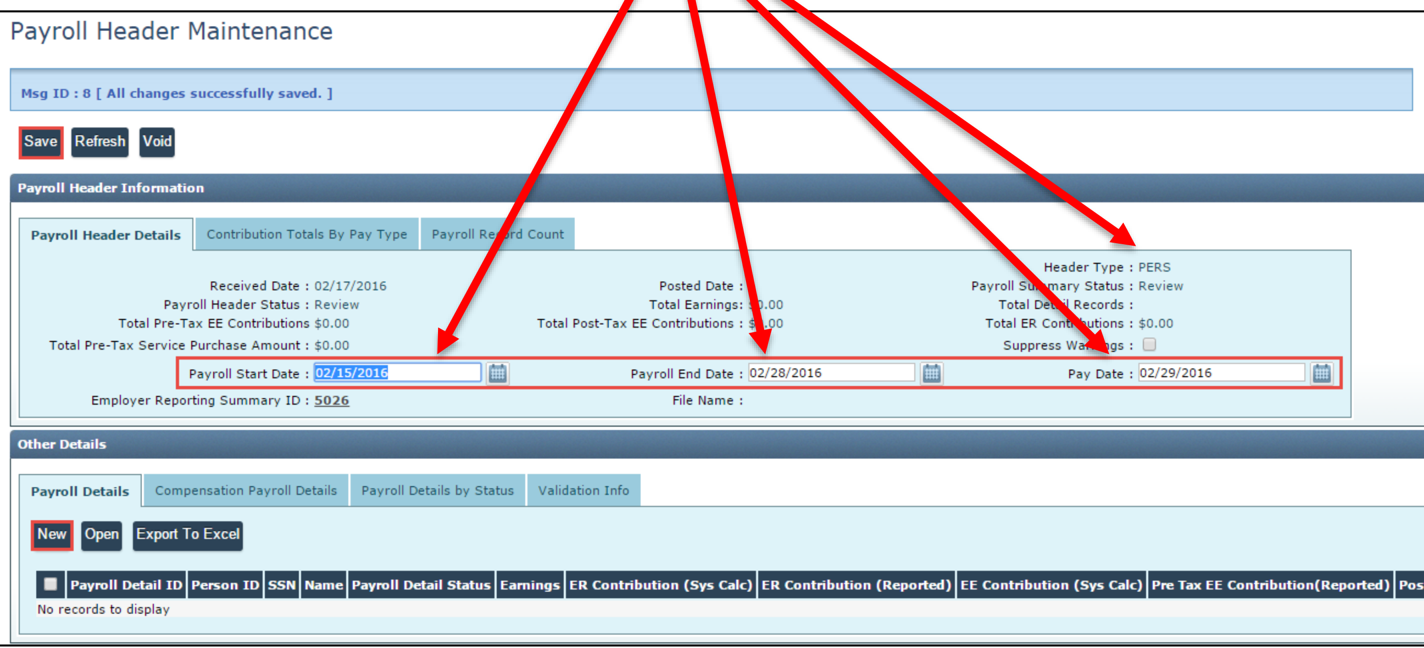


7. Under the Payroll Summary Information panel, click the ***New Payroll Header*** button.

Manual - Employer Payroll Reporting for state agencies.

8. ERIC displays the Payroll Header Maintenance screen.

9. In the Payroll Header Maintenance screen, enter header type from the dropdown, the Payroll Start Date, Payroll End Date, and Pay Date.



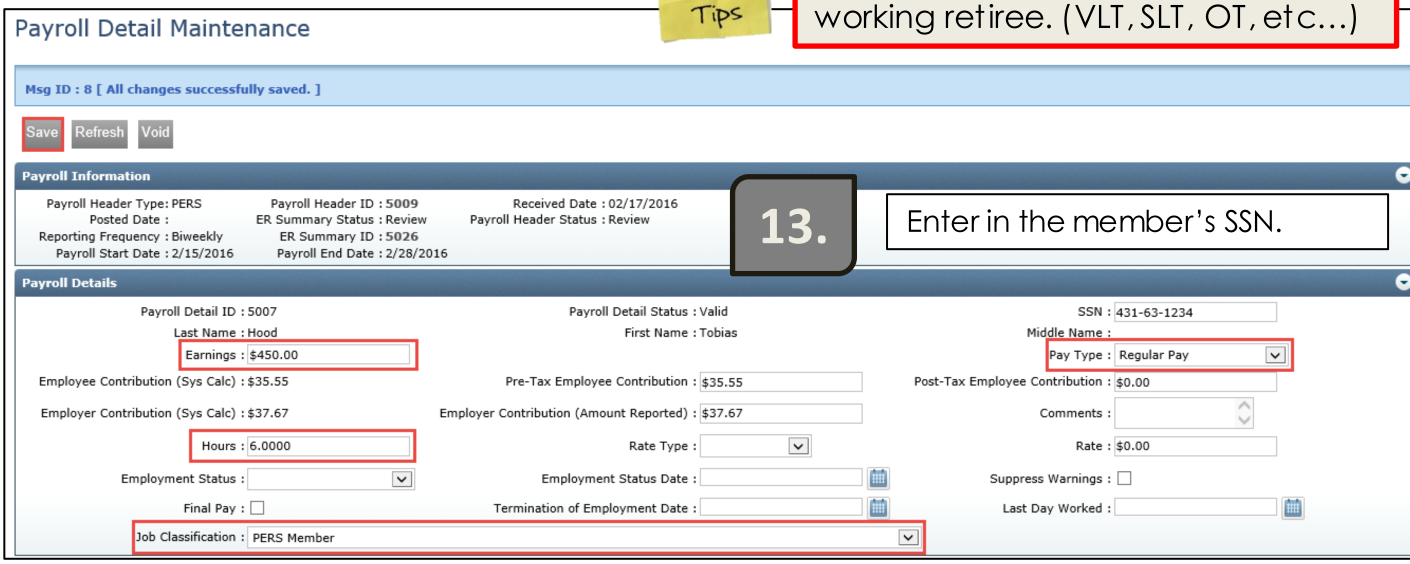
10. Click the **SAVE** button, once saved the **NEW** button will appear below.

11. Under the Other Details panel in the Payroll Details tab, click the **NEW** button.

Manual - Employer Payroll Reporting for state agencies.

12. ERIC displays the Payroll Detail Maintenance screen.

Payroll details for each pay type will need to be added for each working retiree. (VLT, SLT, OT, etc…)



13. Enter in the member's SSN.

*The Pre-Tax Employee Contribution and Employer Contribution auto-populates based on the earnings.

14. Once the members information is populated, enter in their Earnings, Pay Type, Hours, and Job Classification.*

*Based on the pay type, different fields may be required.

15. Click the **SAVE** button.

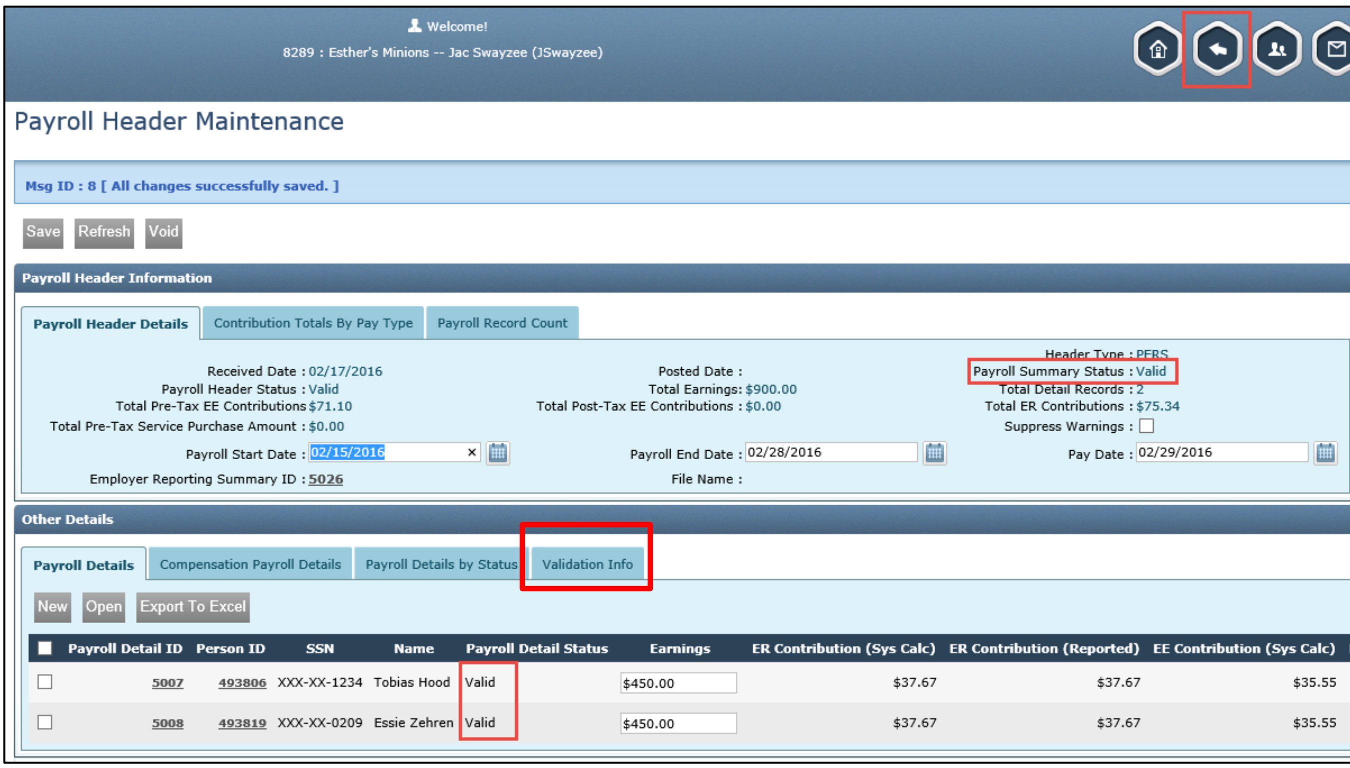
16. Click the Previous button.

If the member has not been enrolled, you will receive an ***ENROLLMENT*** button (ERROR). Click on the enrollment button and enter the members information till you POST the record. Once that is completed the record will be ***VALID***, return to the Payroll Header Maintenance screen.

Manual - Employer Payroll Reporting for state agencies.

17. ERIC displays the Payroll Header Maintenance. Note that once you have entered all expected Payroll Details for that Pay Period, the Header Status will reflect: ***Valid***.

18. Click the Previous button.

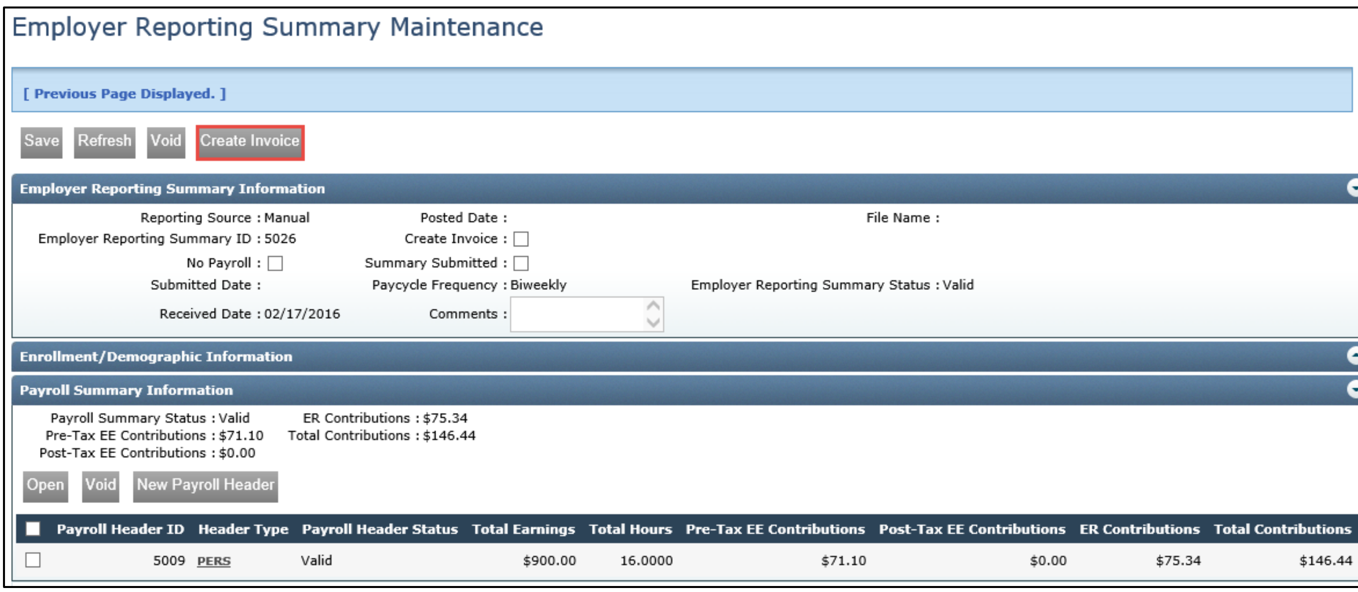


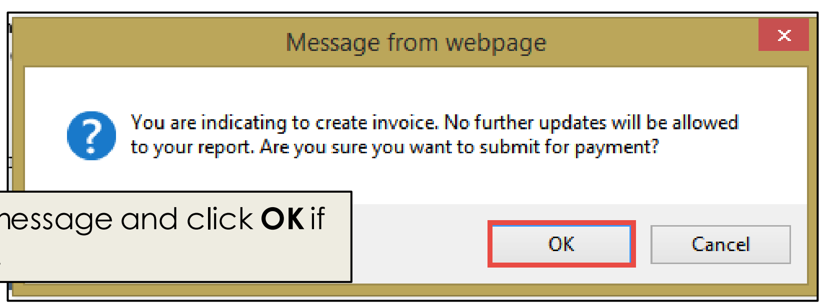
If the payroll detail status is not **VALID,** check the ***VALIDATION INFO*** tab and address any errors/warnings. Once you have cleared any errors/warnings click the **SAVE** button again.

Manual - Employer Payroll Reporting for state agencies.

19. ERIC displays the Employer Reporting Summary Maintenance screen.

20. Click the ***Create Invoice button***.





21. Read the message and click **OK** if you agree.

Upon clicking OK, the record is updated to a Read-Only view. The information is sent to MPERA for processing. This is the last step for state agencies.

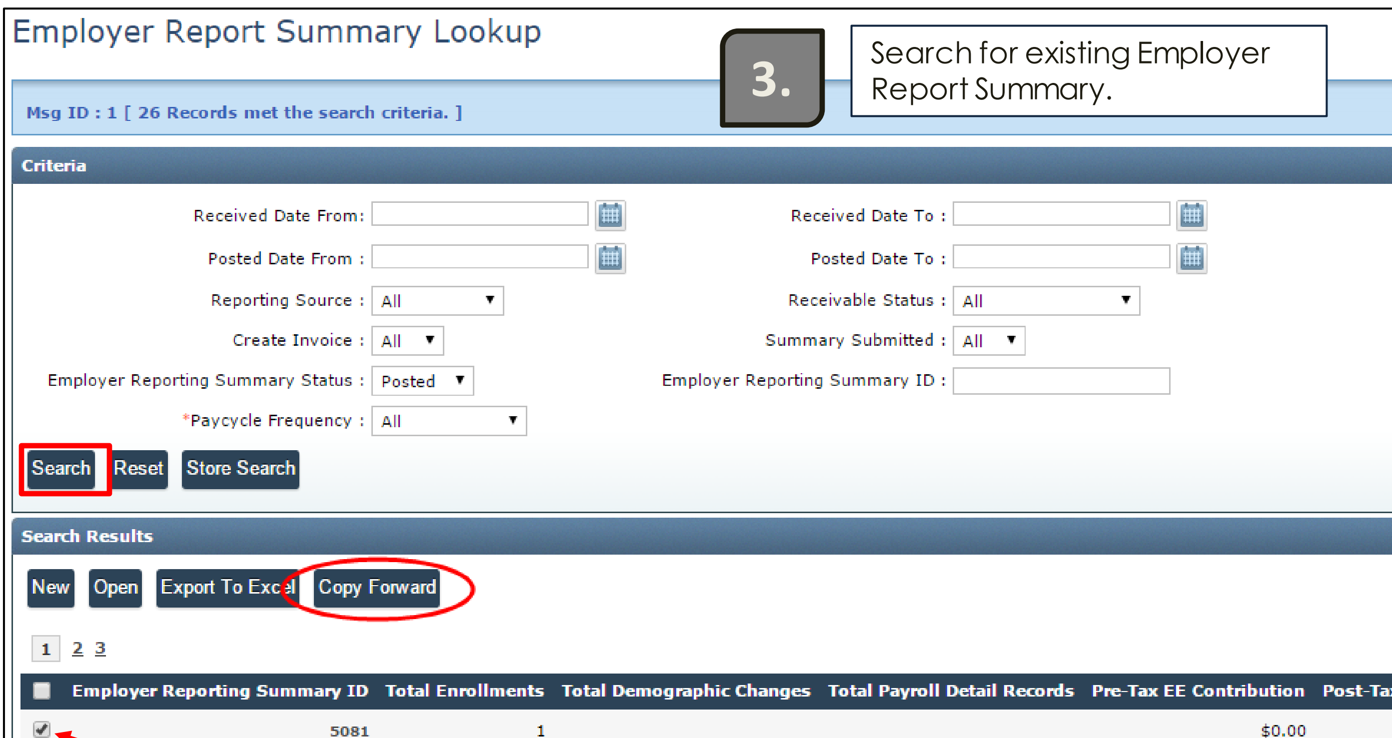
Copy Forward - Employer Payroll Reporting

In these steps, we show you how to take an already posted record, by making a copy of it to alter as needed and submit.

[Video- Payroll Copy Forward2.mp4]

1. Navigate to the Employer Reporting link.

2. ERIC displays the Employer Report Summary Lookup screen.

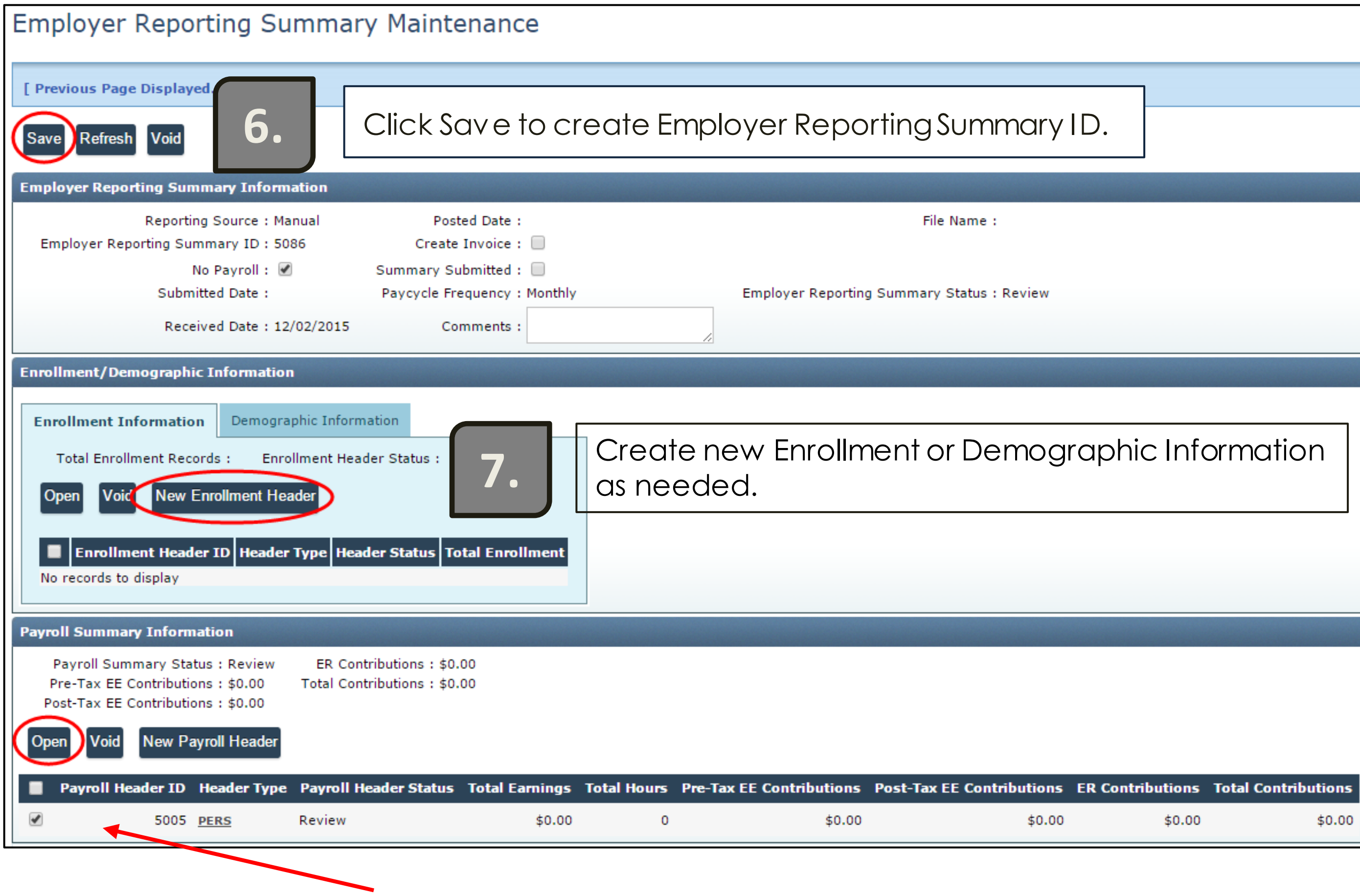


3. Search for existing Employer Report Summary.

4. Select the desired record and click the ***Copy Forward*** button.

Copy Forward - Employer Payroll Reporting

5. ERIC displays the Employer Report Summary Maintenance screen.

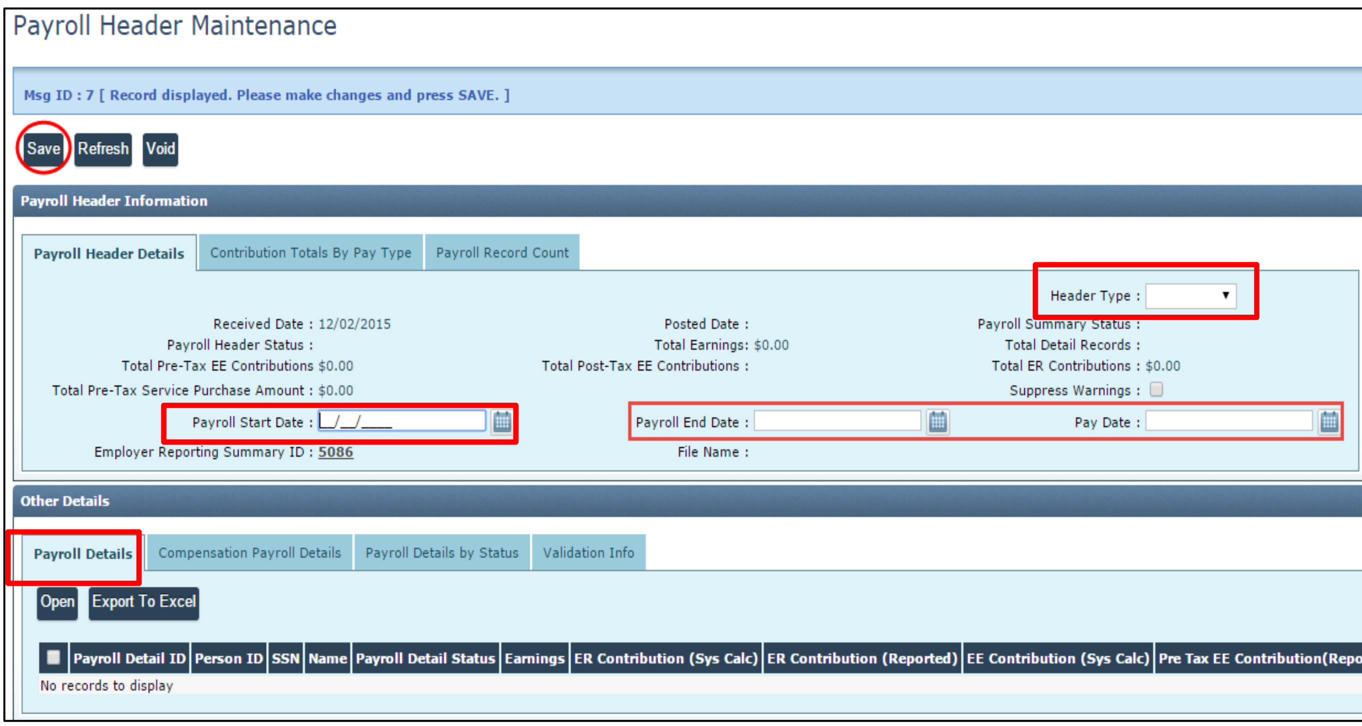


8. Select the Payroll Header ID (if applicable) and click the Open button.

Copy Forward - Employer Payroll Reporting

9. ERIC displays Payroll Header Maintenance screen.

10. Review/update the Header type, Pay Date, Payroll Start and End Date.



11. Review/update wage and status information for each Employee Payroll Detail record(s).

12. Click the **SAVE** button.

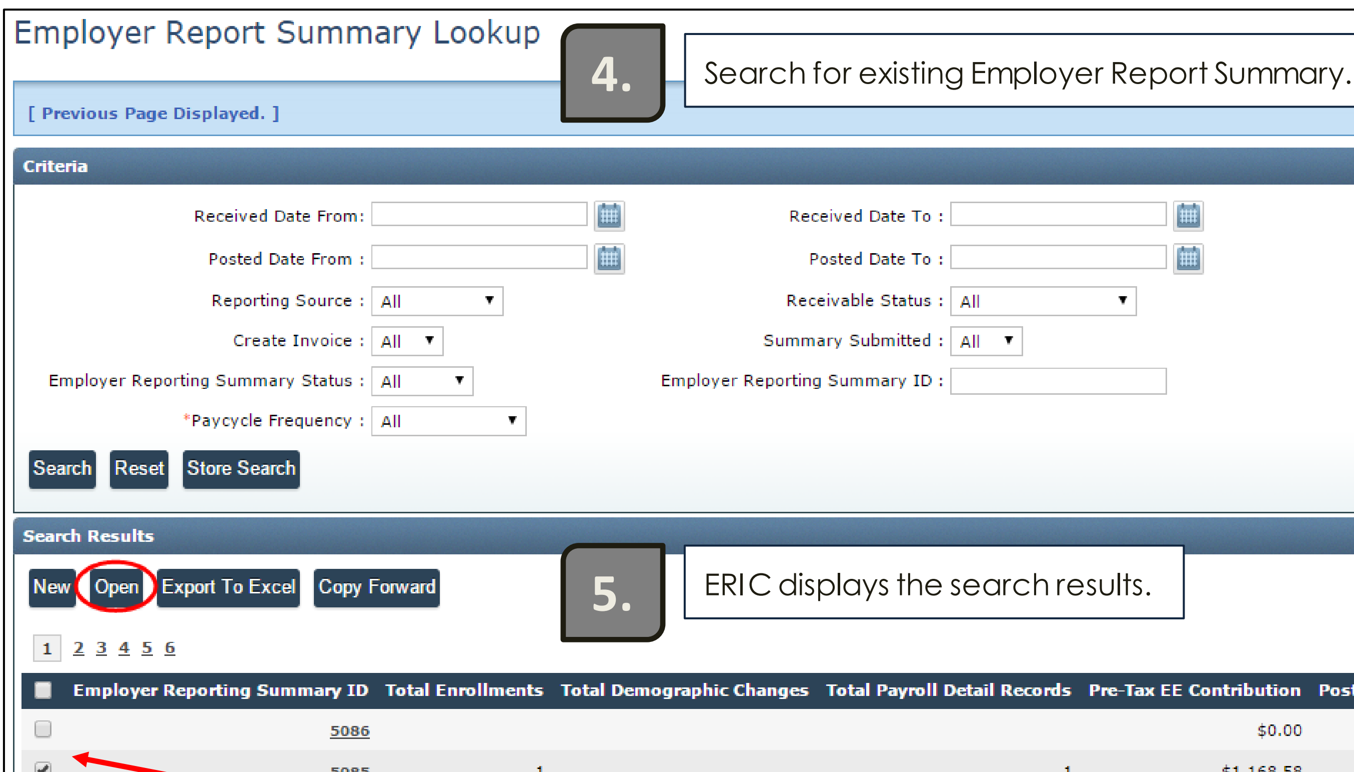
Resolving Payroll Detail Errors

All ***payroll warnings/errors*** must be addressed before the payroll is officially submitted. Errors are identified either because information is missing, its in an incorrect place, or the system is expecting different information other than you have provided.

1. Navigate to the Employer Reporting link.

2. Select Employer Report Summary.

3. ERIC displays the Employer Report Summary Lookup screen.



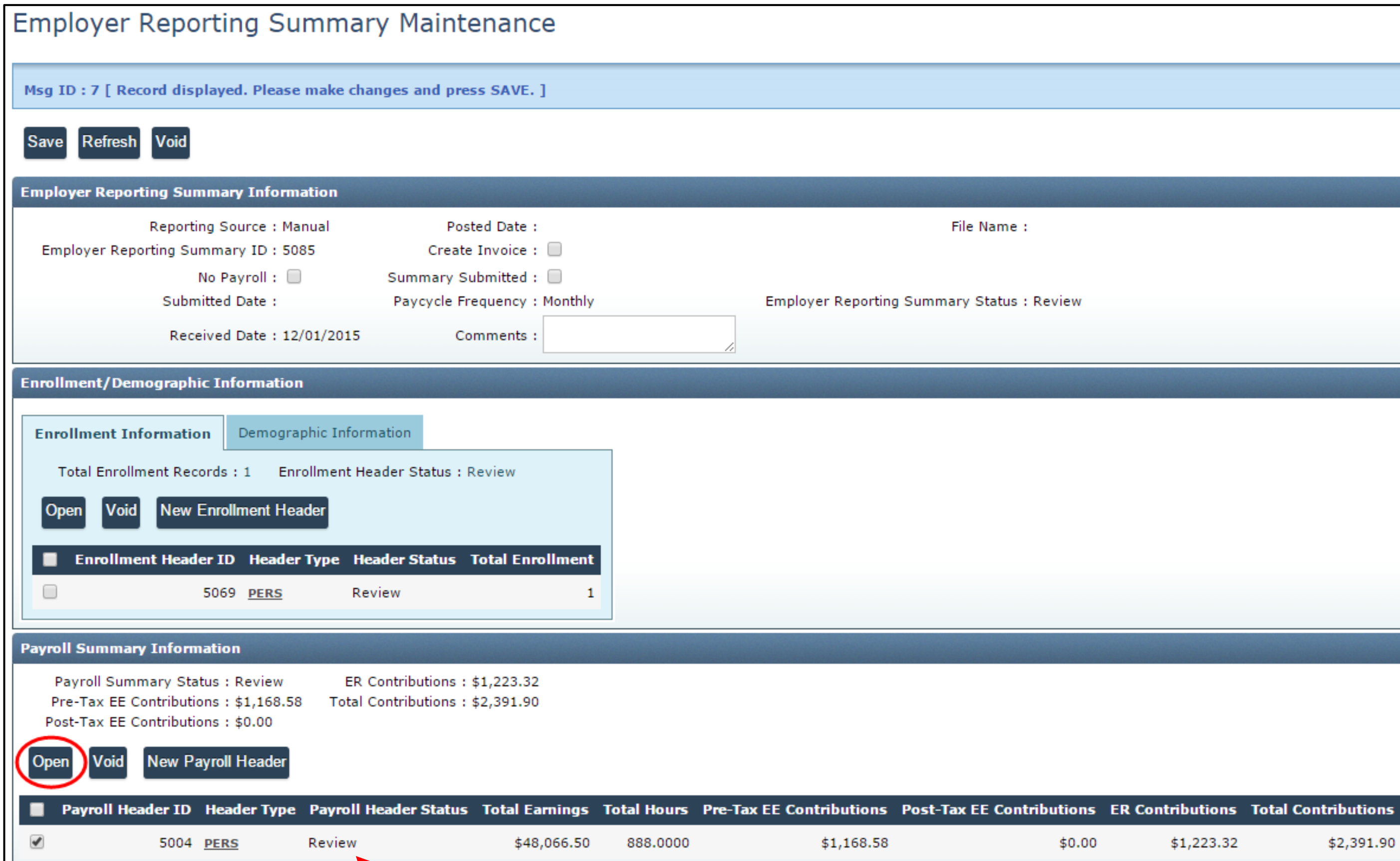
4. Search for existing Employer Report Summary.

5. ERIC displays the search results.

6. Select the desired record and click the Open button.

Resolving Payroll Detail Errors, cont.

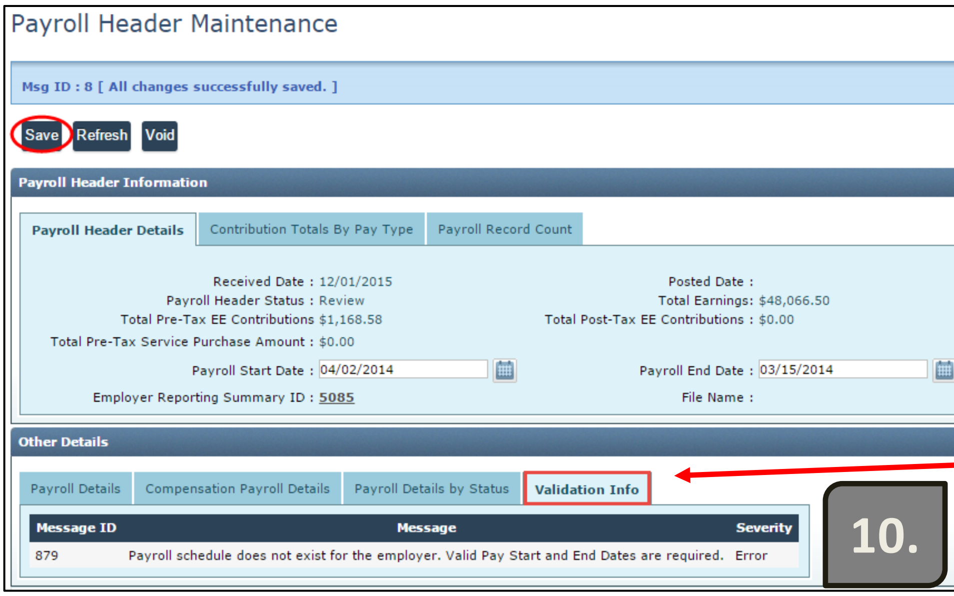
7. ERIC displays the Employer Report Summary Maintenance screen.



8. In the Payroll Summary Information Panel, select the desired Payroll Header ID and click open.

Resolving Payroll Detail Errors, cont.

9. ERIC displays Payroll Header Maintenance screen.



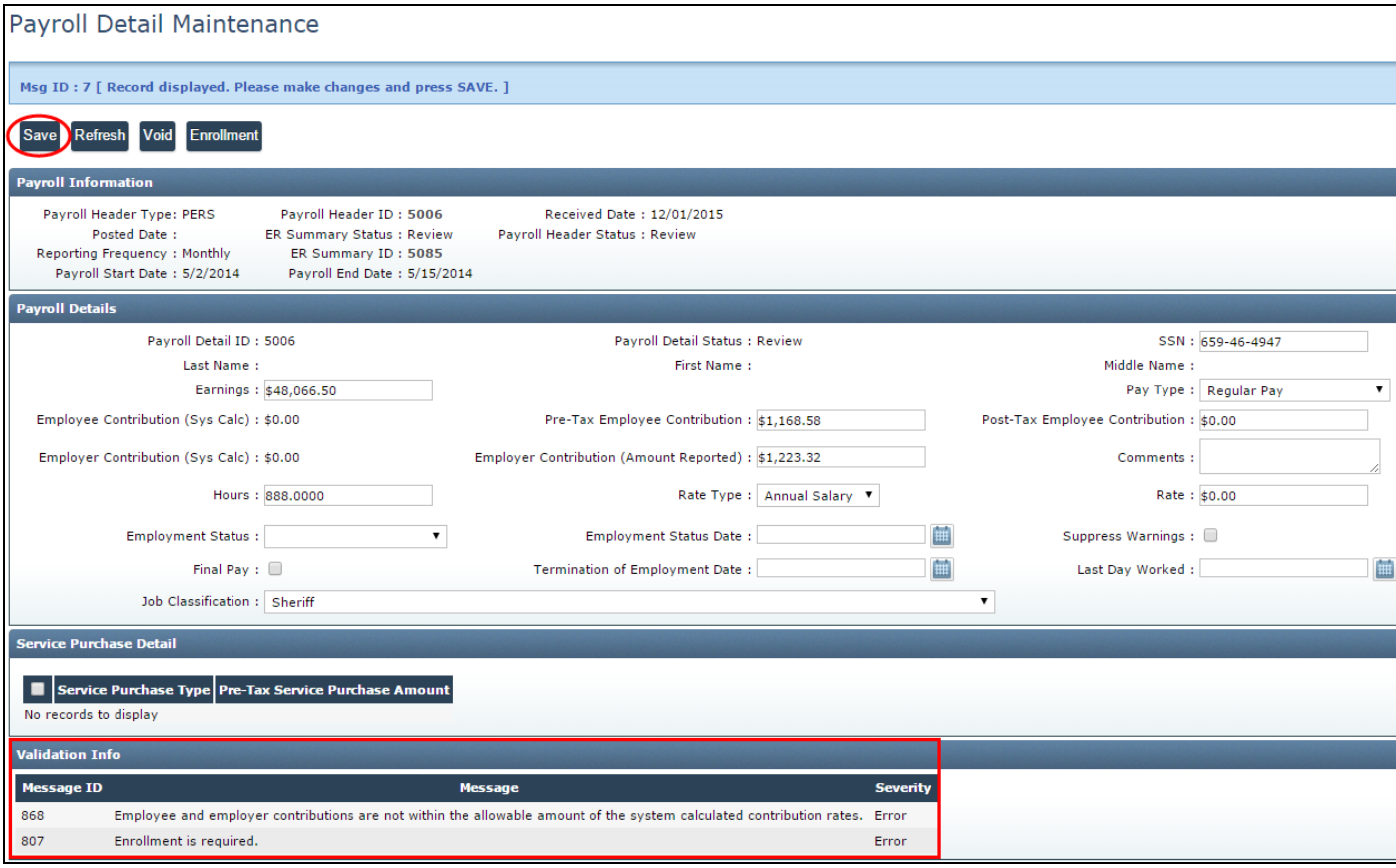
10. Address warnings and errors displayed on Validation Info .

11. Click **SAVE**.

12. Select the Payroll Detail ID in the Other Details panel and click Open.

Resolving Payroll Detail Errors, cont.

13. ERIC displays Payroll Detail Maintenance screen.



14. Address warnings and errors displayed on Validation Info panel.

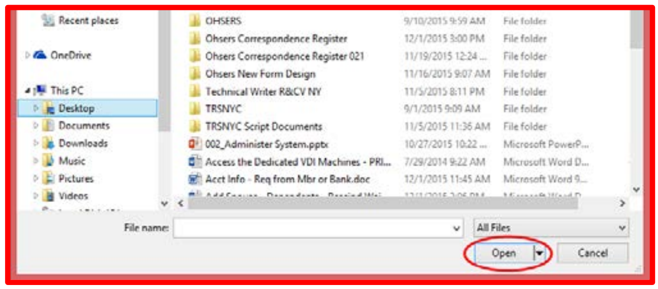
15. Click **SAVE**

Employer Adjustment File Upload

The following steps demonstrate how to upload an adjustment file. ERIC will only upload files in the .csv file format. After the file is successfully uploaded, providing there are no errors/warnings, ERIC will create an Employer Adjustment Summary record.

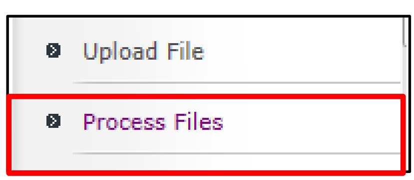
1. Upload the adjustment file.

2. Choose the file to upload.



3. Click the ***Upload File button***.

4. If the file was not uploaded successfully, go to the Process Files link and review the files for any formatting errors that need to be addressed. Once you have taken care of any errors, ***upload the file again.***



After a successful file upload the PERIS application will create an Employer Adjustment Summary record and Adjustment Header for each active system associated with the organization (including non-member).

Manually Create an Adjustment Detail

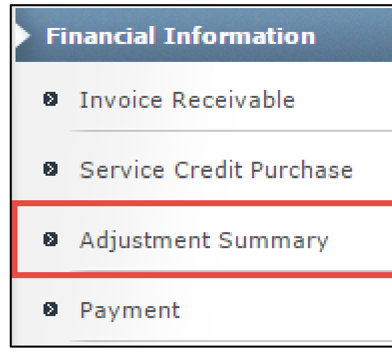
In the event you need to create an Adjustment Detail Record and do not wish to upload a file, you can create them manually in ERIC. Once the record is created you can also add or adjust it prior to it being posted. Once it is ***posted*** you cannot edit the information on it.

1. Navigate to the Financial Information section.

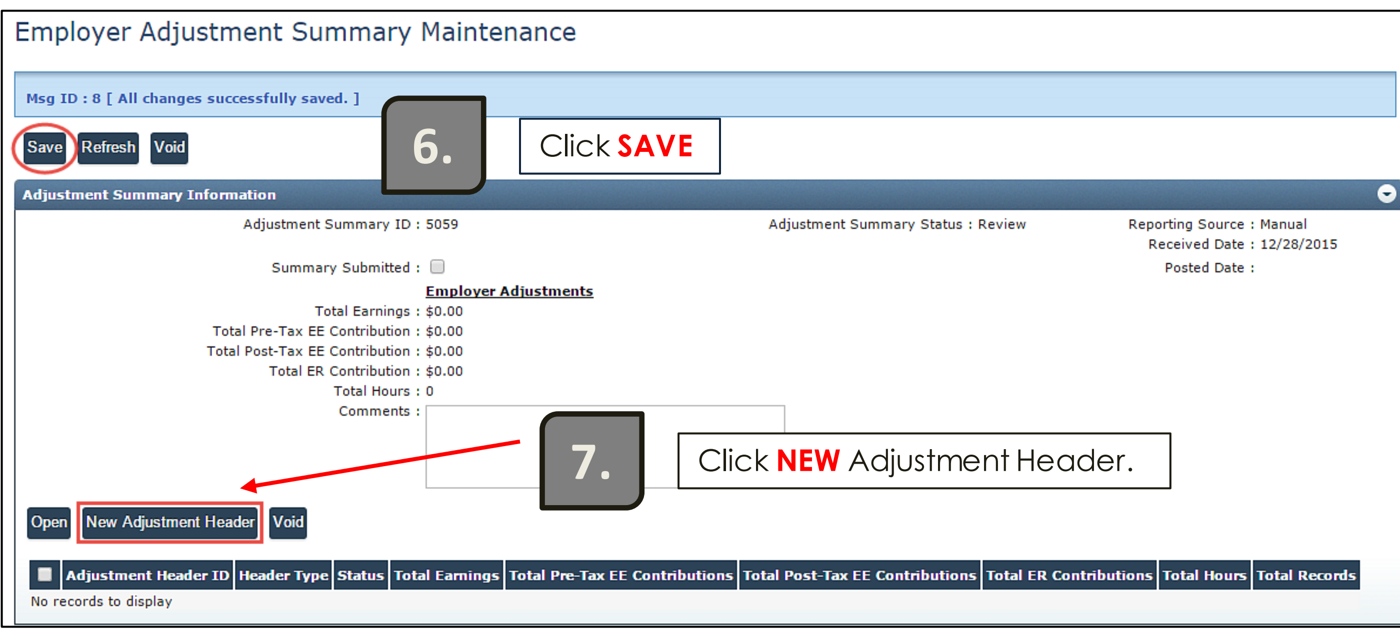
2. Select the Adjustment Summary menu item.

3. ERIC Displays the Employer Adjustment Summary Lookup screen.

4. Click **NEW**.



5. ERIC displays the Employer Adjustment Summary Maintenance screen.



6. Click **SAVE**

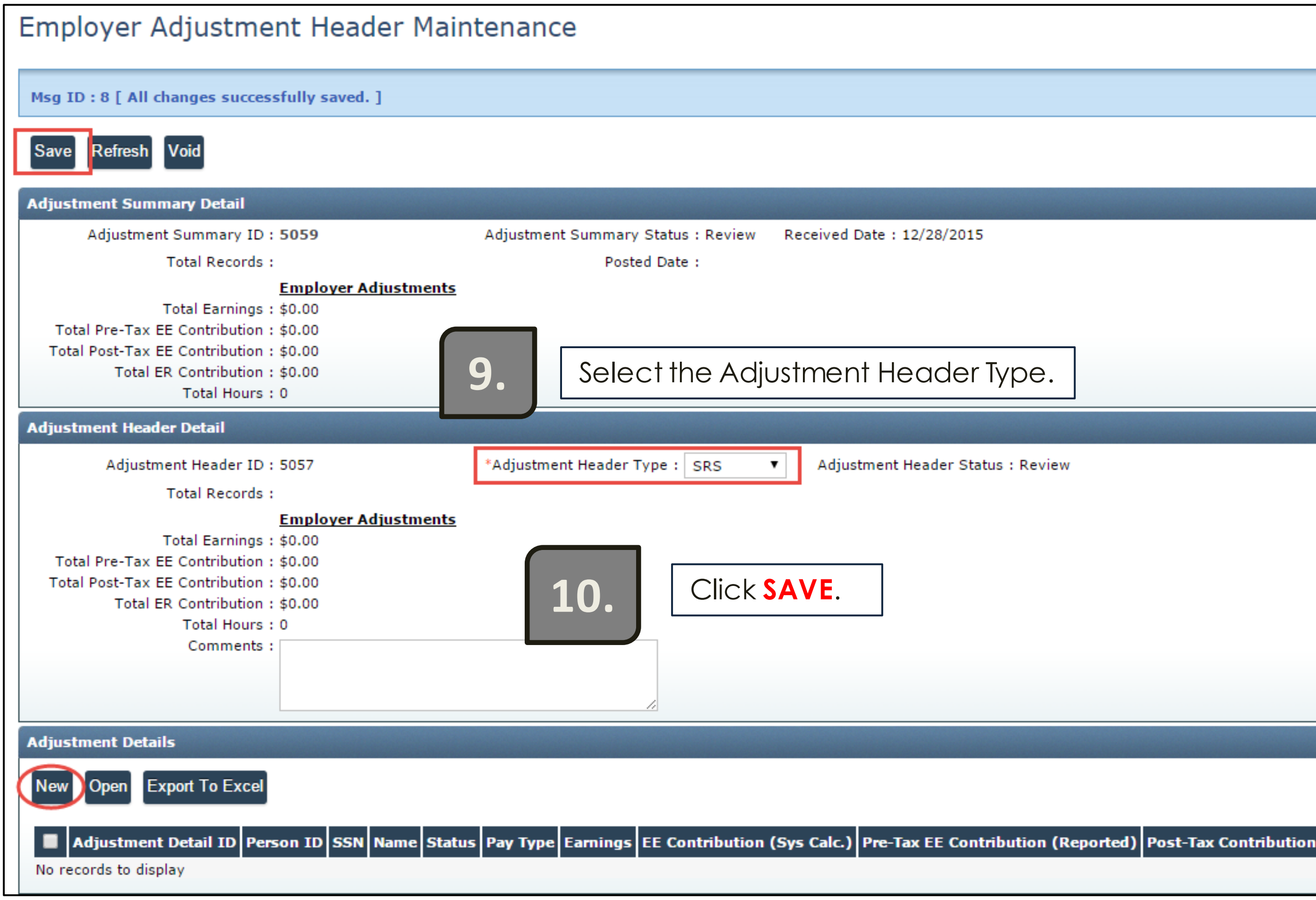
7. Click **NEW** Adjustment Header.

[Video- Adjustment Positive.mp4]

[Video- Adjustment Negative.mp4]

Create Adjustment Detail Record, cont.

8. ERIC Displays the Employer Adjustment Header Maintenance screen.



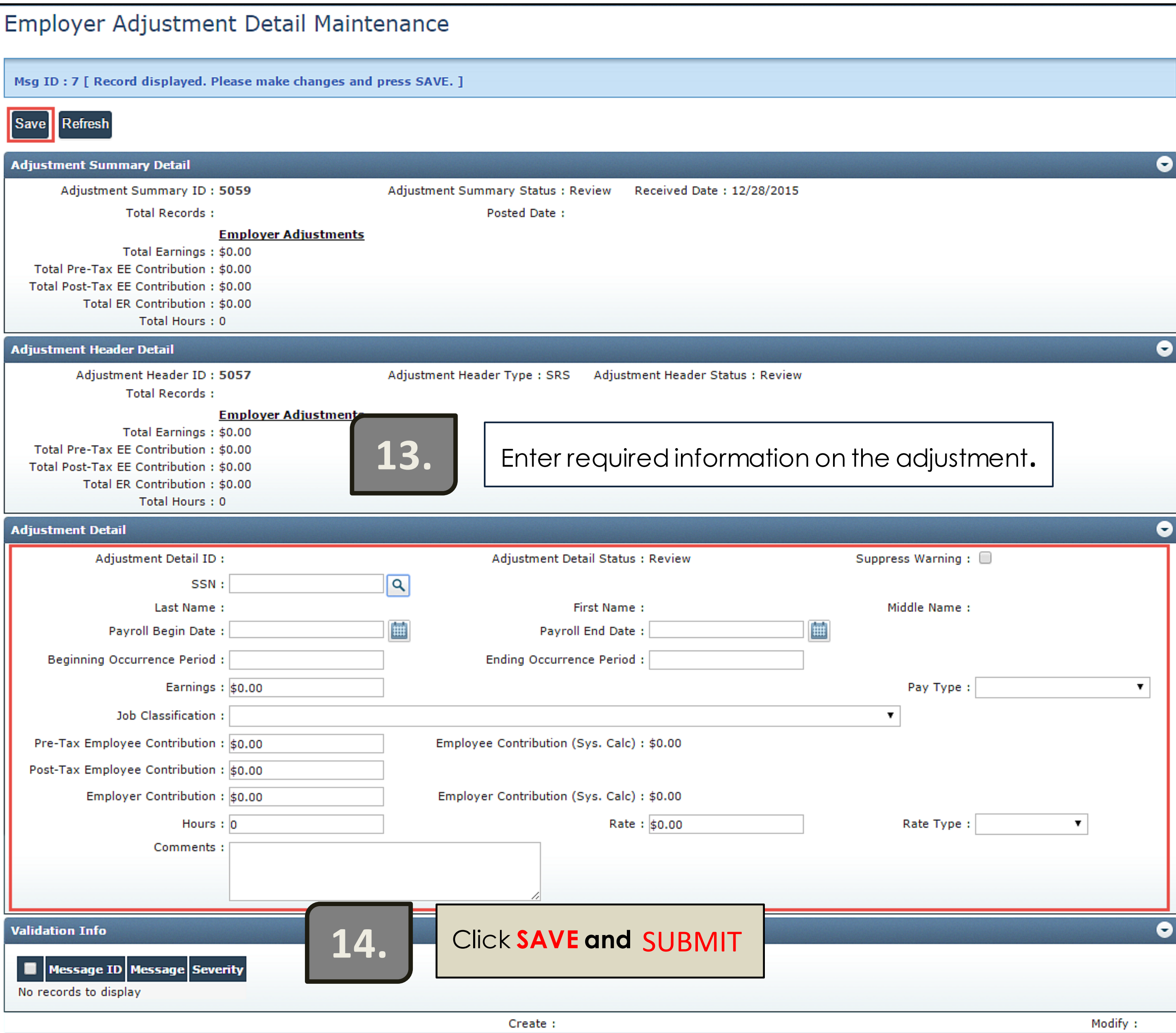
9. Select the Adjustment Header Type.

10. Click **SAVE**.

11. Click **NEW**.

Create Adjustment Detail Record, cont.

12. ERIC displays the Employer Adjustment Detail Maintenance screen.



Employer Adjustment Detail Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save Refresh

Adjustment Summary Detail

Adjustment Summary ID : 5059 Adjustment Summary Status : Review Received Date : 12/28/2015

Total Records : Posted Date :

Employer Adjustments

Total Earnings : $0.00

Total Pre-Tax EE Contribution : $0.00

Total Post-Tax EE Contribution : $0.00

Total ER Contribution : $0.00

Total Hours : 0

Adjustment Header Detail

Adjustment Header ID : 5057 Adjustment Header Type : SRS Adjustment Header Status : Review

Total Records :

Employer Adjustments

Total Earnings : $0.00

Total Pre-Tax EE Contribution : $0.00

Total Post-Tax EE Contribution : $0.00

Total ER Contribution : $0.00

Total Hours : 0

Adjustment Detail

Adjustment Detail ID : Adjustment Detail Status : Review Suppress Warning :

SSN :

Last Name : First Name : Middle Name :

Payroll Begin Date : Payroll End Date :

Beginning Occurrence Period : Ending Occurrence Period :

Earnings : $0.00 Pay Type :

Job Classification :

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

Post-Tax Employee Contribution : $0.00

Employer Contribution : $0.00 Employer Contribution (Sys. Calc) : $0.00

Hours : 0 Rate : $0.00 Rate Type :

Comments :

Validation Info

	Message ID	Message	Severity

No records to display

Create : Modify :

13. Enter required information on the adjustment.

14. Click **SAVE and** SUBMIT

If you have a negative adjustment with payroll or hours etc. You must add a ***negative sign to the adjustment.***

Example: Earnings - $150.00 / *Hours:* – 25 / *Contribution Rate:* - $20.00.

Correct Adjustment Detail Records

Once an Adjustment Detail Record is created, ***but not yet posted***, you can edit and update the record. There may also be times in which an Adjustment Detail Record will not post due to errors/warnings. Here we will show how to open the Adjustment Record to update or correct it as needed so that it can then be posted.

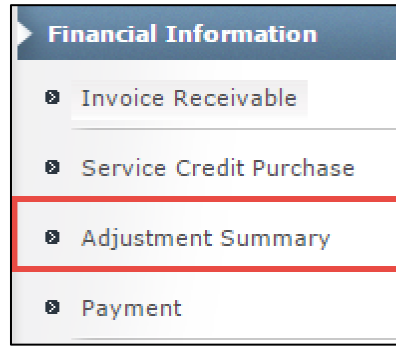
1. Navigate to the Financial Information Section.

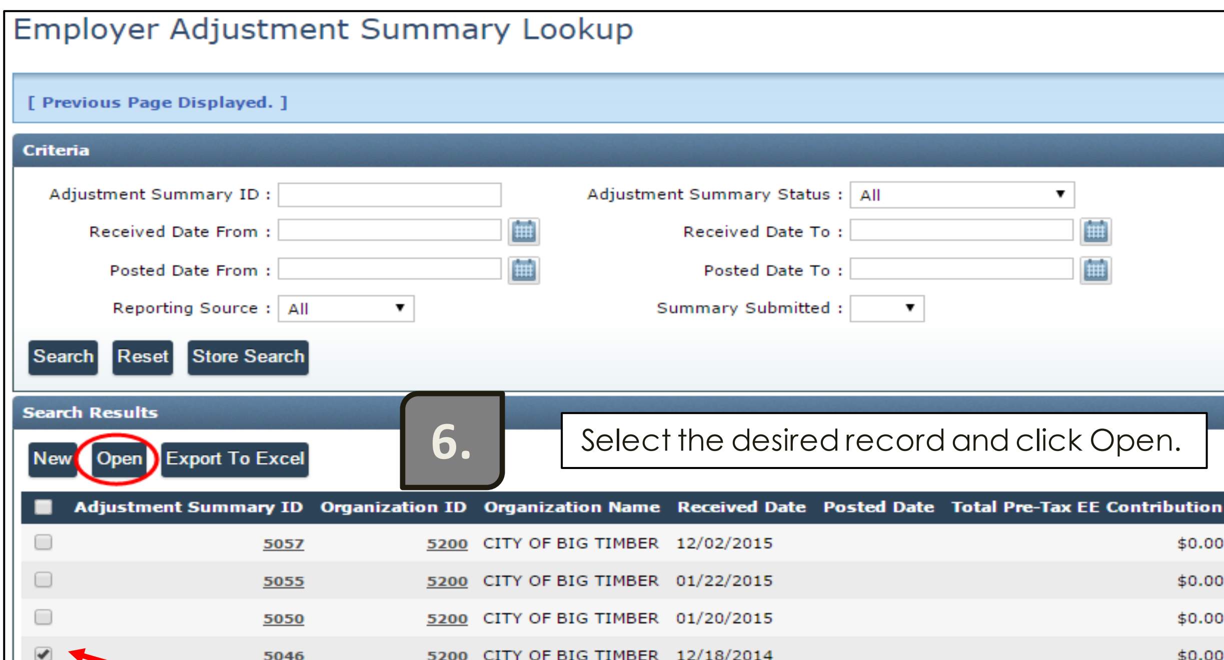
2. Select the Adjustment Summary menu item.

3. ERIC Displays the Employer Adjustment Summary Lookup screen.

4. Search for the desired Adjustment record.

5. ERIC Displays the search results.



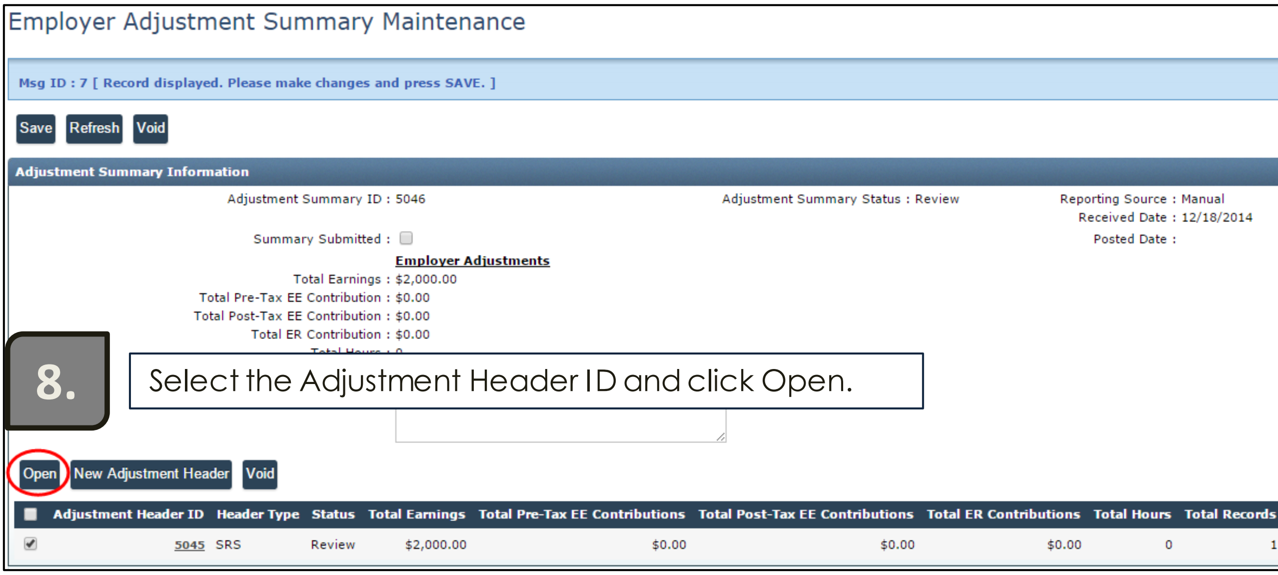


6. Select the desired record and click Open.

If more than one Adjustment Detail ID exists in the '***Review***' status, you can select the checkbox next to each one and click Open. This will allow you to navigate between records from the Maintenance screen instead of having to navigate back to the Lookup screen to open another record.

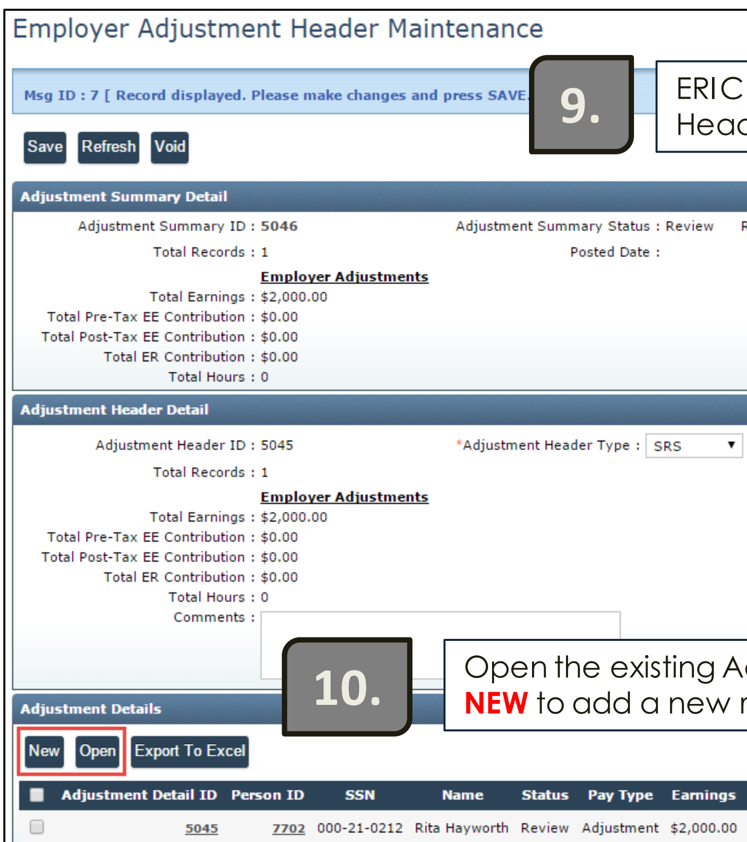
Correct Adjustment Detail Records cont.

7. ERIC displays the Employer Adjustment Summary Maintenance screen.



8. Select the Adjustment Header ID and click Open.

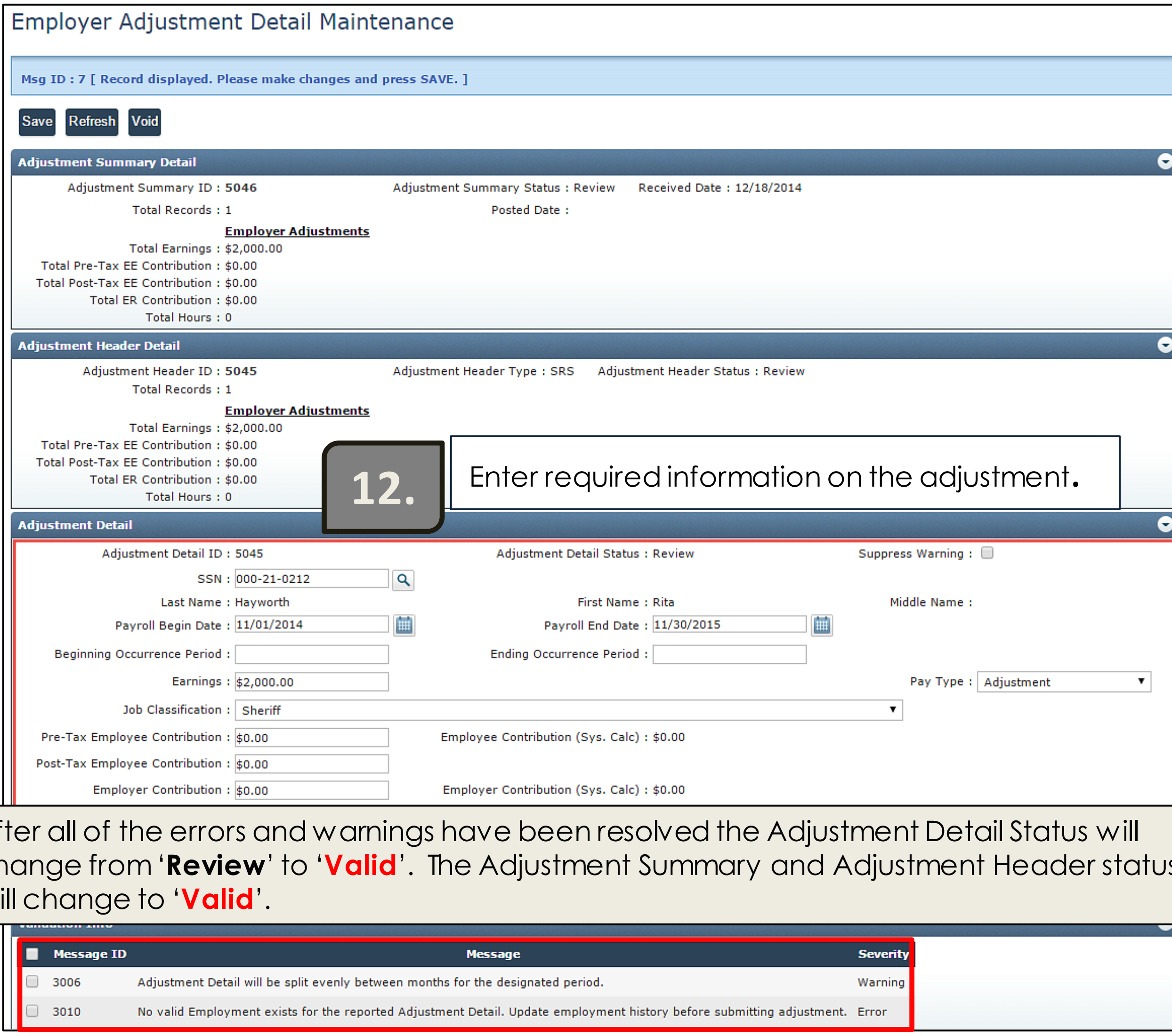
9. ERIC displays the Employer Adjustment Header Maintenance screen.



10. Open the existing Adjustment Detail or click **NEW** to add a new record.

Correct Adjustment Detail Records, cont.

11. ERIC displays the Employer Adjustment Detail Maintenance screen.



12. Enter required information on the adjustment.

After all of the errors and warnings have been resolved the Adjustment Detail Status will change from '**Review**' to '**Valid**'. The Adjustment Summary and Adjustment Header statuses will change to '**Valid**'.

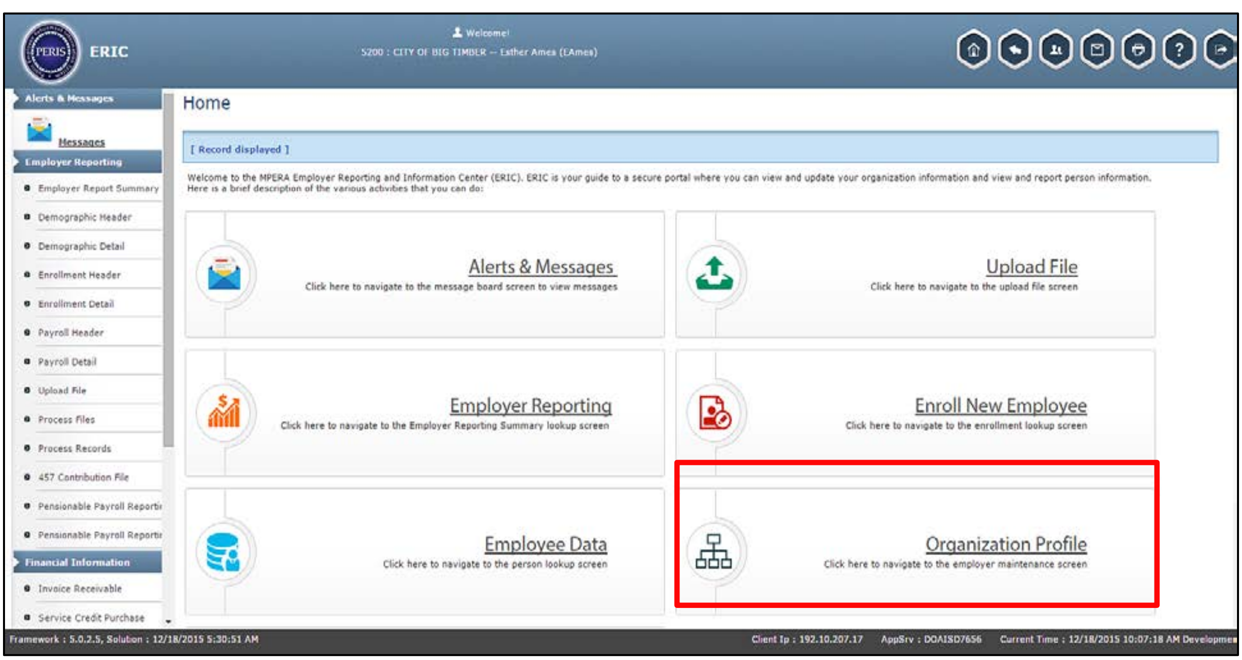
13. Navigate back to the Employer Adjustment Summary Maintenance screen by clicking the Adjustment Summary ID hyperlink at the top of the screen.

14. Click **SUBMIT**

Manually Process 457 Payroll Reporting

These steps apply to Employers who participate in the State of Montana's 457 Deferred Compensation plan. MPERA will deploy salary deferral information to applicable employers via ERIC. The employer will report the payroll detail by creating a 457 payroll header or by uploading a file as well. This is the same process as regular payroll detail. There is one exception, no need for a *job classification.*

1. On the home page click on Organization Profile.

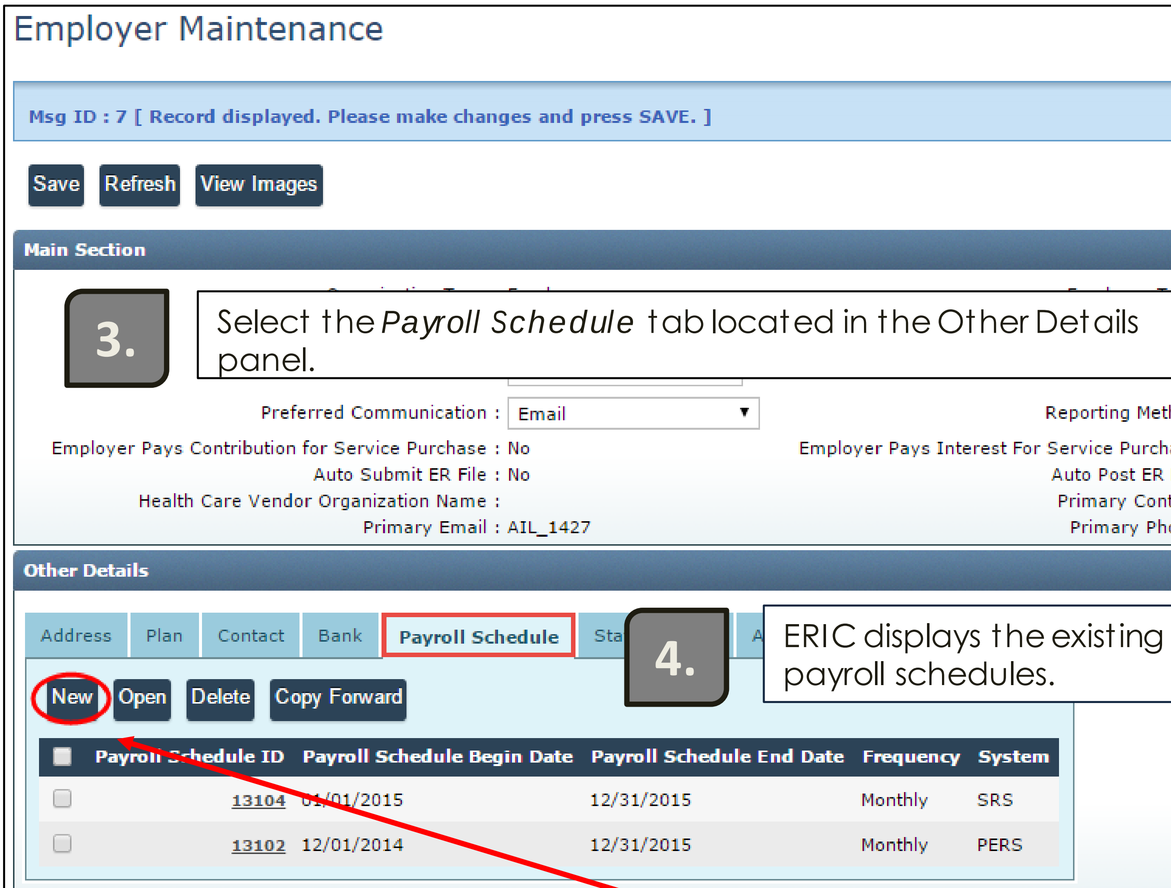


Create/update 457 Payroll Schedule

2. ERIC displays the Employer Maintenance screen.

3. Select the *Payroll Schedule* tab located in the Other Details panel.

4. ERIC displays the existing payroll schedules.



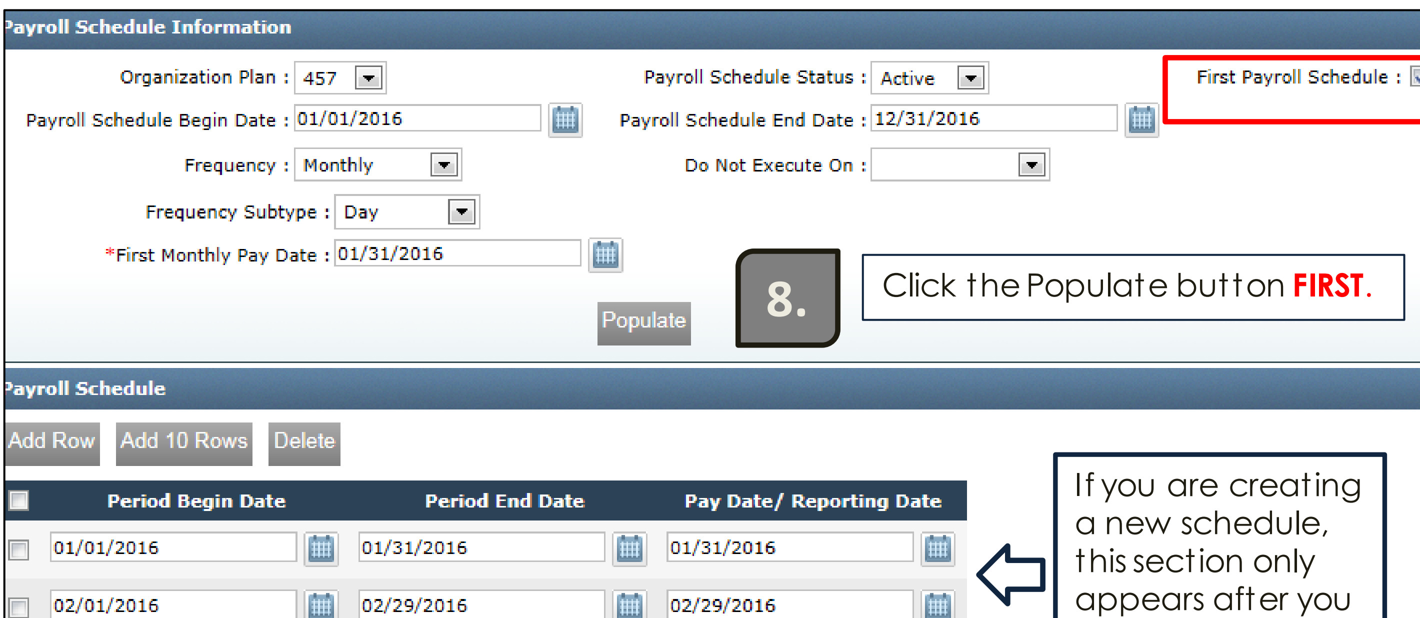
5. Open the Payroll Schedule you wish to update or click **NEW** to create a new payroll schedule.

Create/Update 457 Payroll Schedule

6. ERIC displays the Payroll Schedule Maintenance screen.

7. Enter in the following information:

- Organization Plan **457**
- Payroll Schedule Begin & End Date
- Payroll Schedule End Date
- Frequency
- Subsequent Fields regarding Frequency
- Do not Execute On (when applicable)
- Check the *First Payroll Schedule checkbox* if applicable



8. Click the Populate button **FIRST**.

If you are creating a new schedule, this section only appears after you click "Populate".

9. Click **SAVE**.

In this example you must enter the First Pay Date; however, if you select a different Frequency option from the drop down, different fields will appear specific to that frequency type.

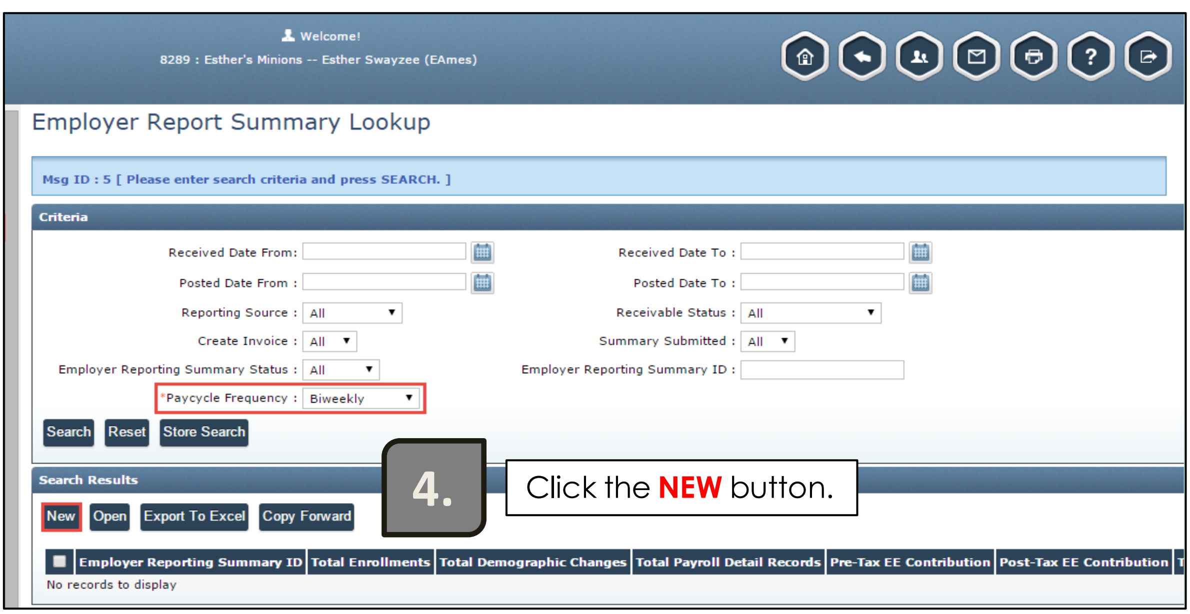
457 Payroll Reporting

One way to process Employee 457 Contributions 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 summary.

1. Click on the Employer Report Summary link.

2. ERIC opens the Employer Report Lookup screen.

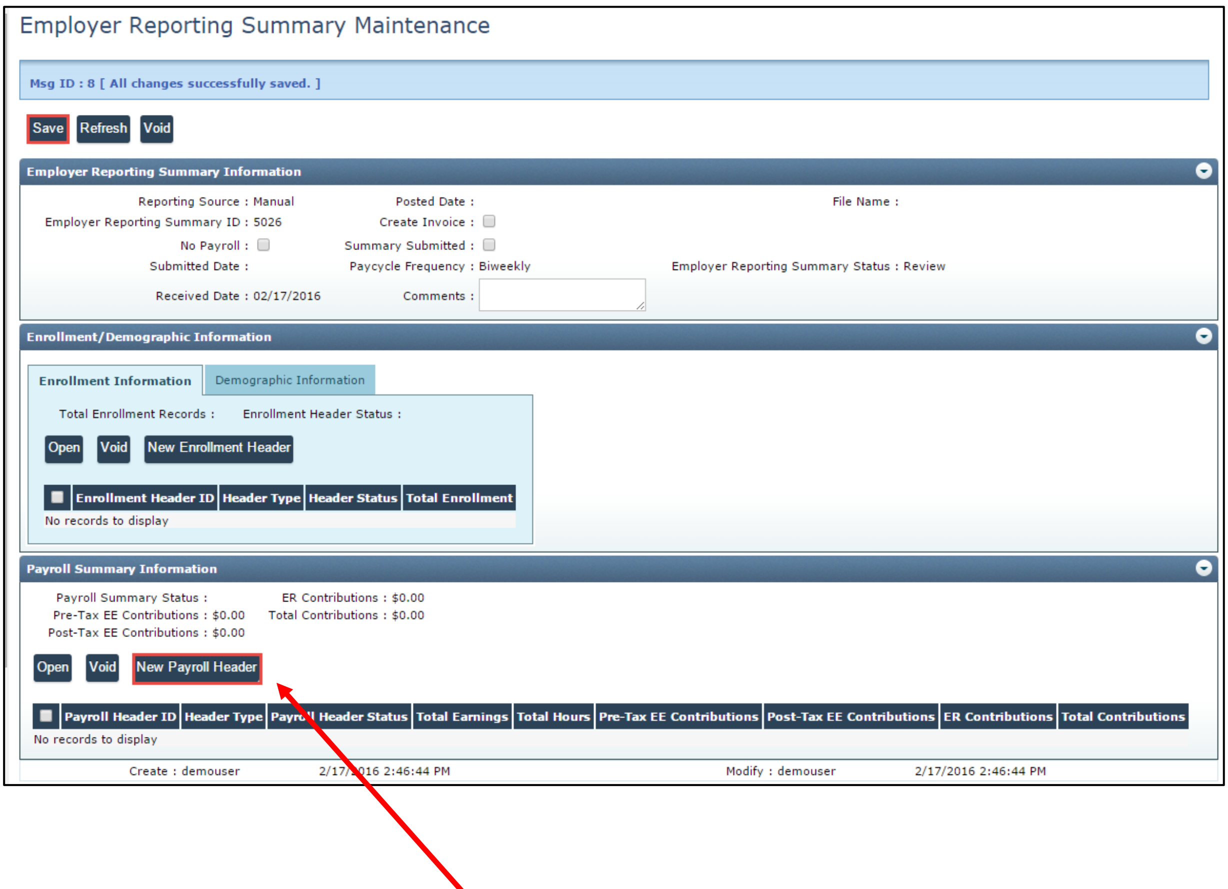
3. Choose the Payroll Frequency from the dropdown menu.



4. Click the **NEW** button.

5. ERIC will display the Employer Reporting Summary maintenance screen.

6. Click the **SAVE** button to create the Employer Reporting Summary ID.

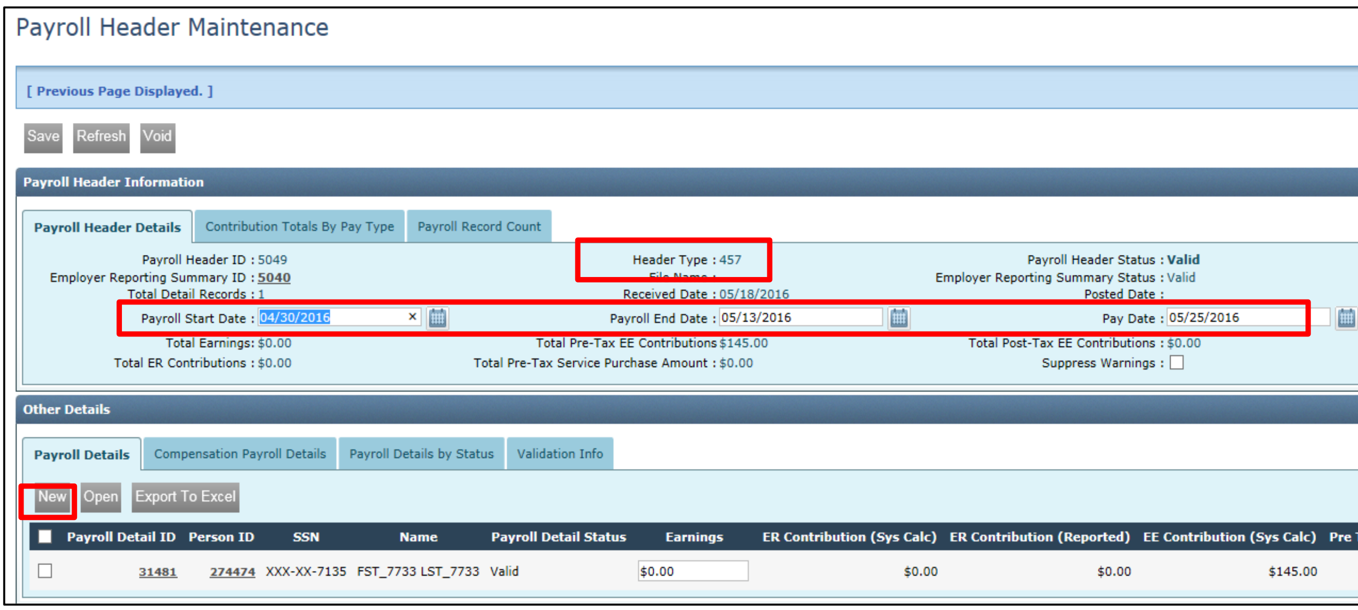


7. Under the Payroll Summary Information panel, click the ***New Payroll Header*** button.

457 Payroll Reporting

8. ERIC displays the Payroll Header Maintenance screen.

9. In the Payroll Header Maintenance screen, enter header type (**457**) from the dropdown, the Payroll Start Date, Payroll End Date, and Pay Date.

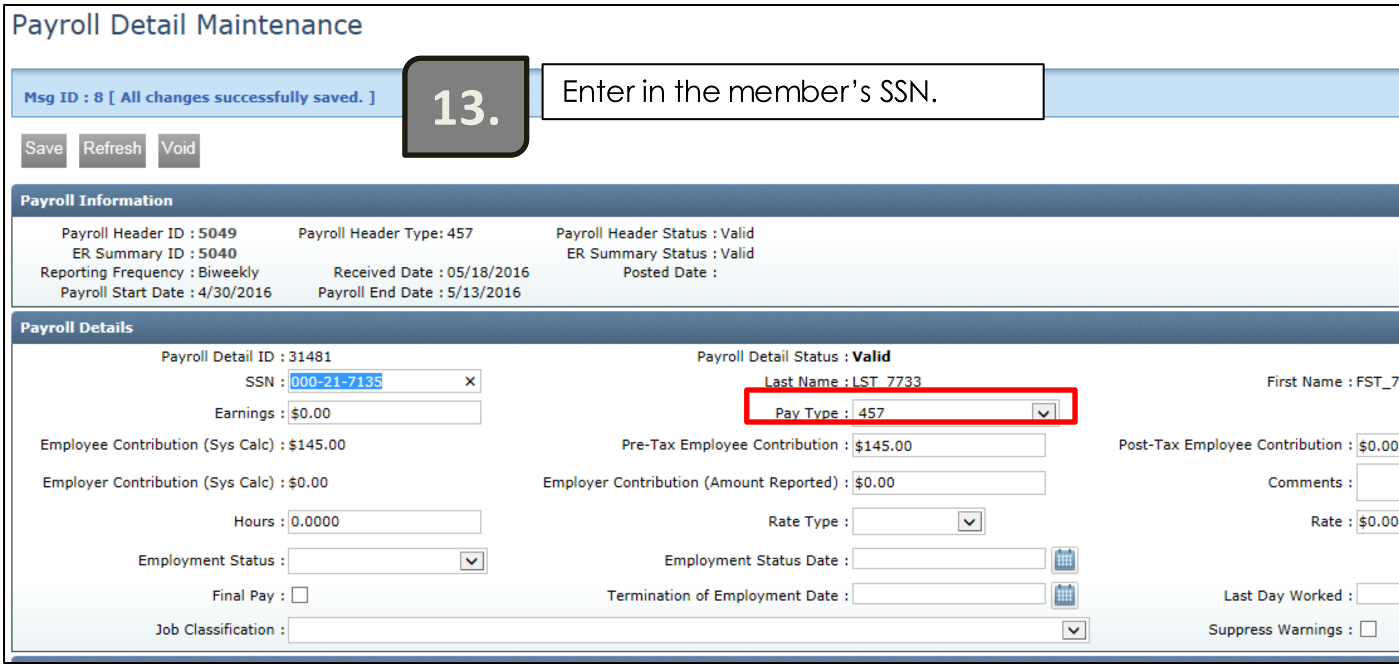


10. Click **SAVE**

11. Under the Other Details panel in the Payroll Details tab, click the **NEW** button.

457 Payroll Reporting

12. ERIC displays the Payroll Detail Maintenance screen.



13. Enter in the member's SSN.

14. Once the members information is populated, enter in their Earnings, Pay Type (457), and Job Classification.

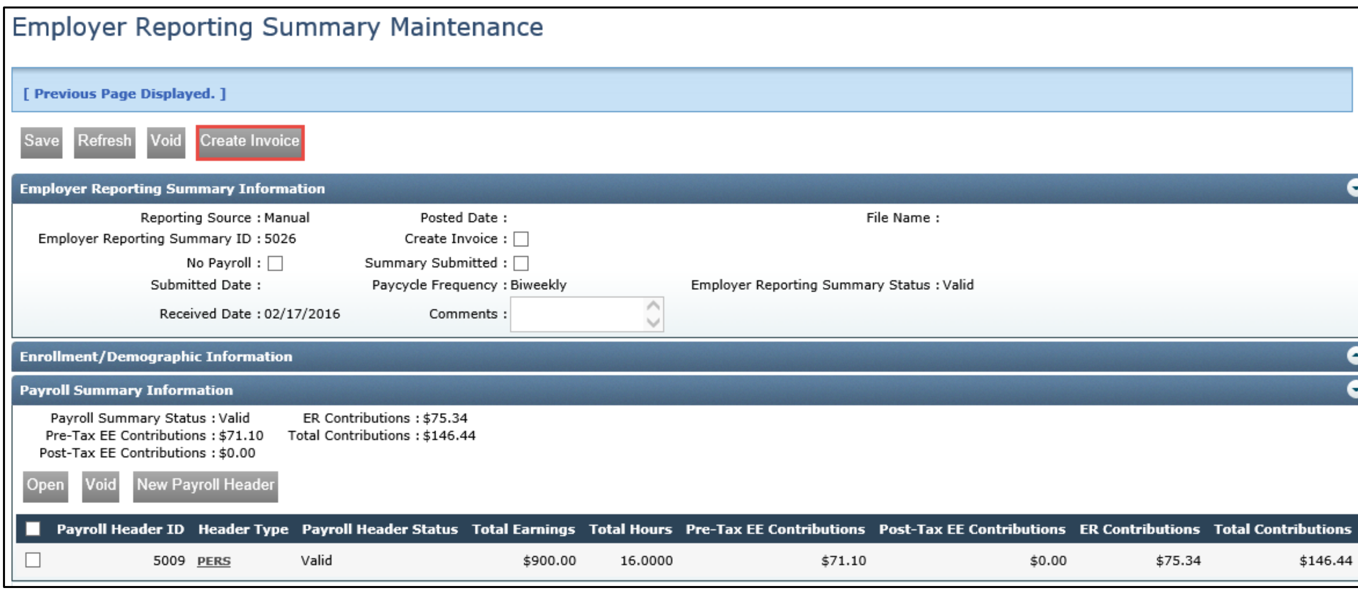
15. Click the **SAVE** button and the screen is in a **VALID** status.

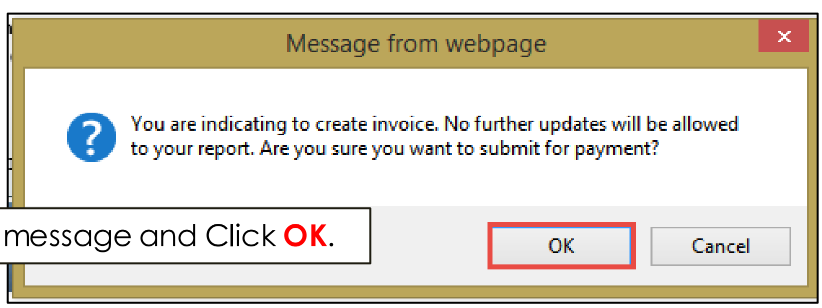
16. Click the Previous button and go back to the Employer Reporting Summary Maintenance screen.

457 Payroll Reporting

17. ERIC displays the Employer Reporting Summary Maintenance screen.

18. Click the Create Invoice button.





19. Read the message and Click **OK**.

20. Once you have created an invoice, go to the Payments link to submit the invoice.

Upon clicking OK, the record is updated to a Read-Only view. The information is sent to MPERA and appropriate records and invoices are created as applicable.

When the status of an employee changes

TERMINATED EMPLOYEES

Employees leaving employment, have several choices regarding their retirement funds:

Choice 1 – Leave money on account*
Generally, members can leave their assets in the plan administered by the Montana Public Employees' Retirement Administration (MPERA) to grow tax deferred until they reach age 70 ½.

Vested members of the Defined Benefit Retirement Plans can begin taking a retirement benefit when they reach either early retirement or normal retirement age. DB members can estimate their retirement benefit using MPERA's online calculators at *mpera.mt.gov*.

**By law, we are required to refund account balances of less than $1000 to members who have terminated employment in a covered system.*

Choice 2 – Direct rollover into another eligible plan
Members can choose to roll funds of $200 or more into another eligible plan.

Choice 3 – Take a distribution
Members can choose to take a full distribution of their account. Federal law requires us to withhold 20% of the distribution for federal income tax purposes. State tax withholding may also apply.

Once a member takes a distribution, they have 60 days to roll it over into an IRA or an eligible employer plan. Amounts not rolled over within the 60 day time frame will be subject to ordinary income tax in the year received.

Members under age 59 ½ years old may also have to pay a 10% additional income tax for early distributions. We encourage all members considering a distribution to contact a tax professional before making a final decision.

Members who choose a direct rollover or distribution (choice 2 or 3) will need to have been paid out all compensatory, annual and sick leave, *and* have severed employment for at least 30 days.

Defined Benefit Plan members who take a distribution will receive a full distribution of their contributions plus interest. DB members who refund forfeit the employer portion of the contributions.

Vested Defined Contribution Plan members who take distributions will receive their employer's contributions and earnings from their individual account. Non-vested members will forfeit the employer portion of the contributions and earnings.

Retiring Employees

Members who are ready to retire must terminate all covered employment for at least 30 days, be paid out all sick and annual leave, and have no written or verbal agreement to return to work to be eligible to begin receiving a monthly retirement benefit.

Members of a Defined Benefit Retirement Plan that are ready to retire, follow these simple steps:

STEP 1
5 years before retirement, the member should attend MPERA's "***Ready to Retire***" interactive webinar associated with the appropriate retirement system. This will give the member a detailed look at the retirement process and their options. The webinar schedule is available on our website.

Members also have the option to watch a pre-recorded video on the "**Steps to Retirement**".
Other videos available include:
- Managing HealthCare/VEBA
- Estate Planning

STEP 2
3 months before retirement, contact MPERA for an official Defined Benefit Estimate Request. The estimate will give members an approximate amount of their monthly benefit.

STEP 3
30 days before retirement members must complete the retirement forms that accompanied their benefit estimate.
- Application for Service Retirement
- Direct Deposit Agreement
- Withholding Certificate

Retirees Returning to Work
- PERS DB members, SRS, FURS, or JRS retirees can return to work in a limited capacity in a position covered by the same retirement system without affecting their retirement benefit if they have:
- Severed employment and have been paid all compensation; *and*
- Received at least one month of retirement benefits; *and*
- Have no prior verbal or written agreement that they will be returning to work.
- Employer contributions are required for PERS retirees returning to work.

PERS Working Retiree Limitations - You must terminate service for **at least 90 days** before returning to work under covered employment.

For PERS members less than age 65, and work in PERS covered employment in excess of 960 hours, your benefit will be reduced $1.00 for each $1.00 earned from PERS covered employment and any other concurrent non-PERS covered employment with the same employer. The limit applies to each calendar year. MPERA reduces benefits only if you exceed the limit.

For PERS members who are age 65 to 70 1/2 years of age - the limit is either 960 hours or an earning limitation, whichever is higher. The earning limitation is equal to your HAC adjusted for inflation. The sum of your retirement benefit and all PERS-associated earnings must be less than the earnings limitations (HAC adjusted for inflation). Earnings from other sources will not apply to the limit. Both limits apply to a single calendar year and we only reduce benefits for those years that your hours or earnings exceed the limit. Your benefit will be reduced $1.00 for each $1.00 earned from employment exceeding the limit.

For PERS members over the age of 70 1/2 - there are no limits restricting the earnings of retired members.

The above limits apply only to PERS retirees working in PERS-covered employment. PERS-covered employment includes most positions with the state, university system, local governments, and school districts. If you are a PERS retiree, ask potential employers if the position you are considering would be covered by PERS. **Covered positions include work performed for a PERS participating employer by a PERS retiree through a professional employer arrangement, an employee leasing arrangement, a temporary service contractor or as an independent contractor.** Any retiree working in a PERS covered job may at any time choose to stop retirement and become an active member of PERS again. You may re-retire again later and we will recalculate the retirement benefit based on the additional service.

If a Working Retiree is within 75 - 99% of their hour or earning limit the employer will receive an informational message indicating the employee is nearing their calendar year end limitation and to let them know.

If the Working Retiree reaches the limitation the employer will receive a warning message that the employee has exceeded their calendar year limitation and to let them know. When the WR crosses the limitation if they also reach the age of 65 or 70 ½ within that pay period the employer will be asked to break out the earnings between the cut off dates.

Contributions do not apply for any earnings past 70 ½.

Limitation Tracking- The limitation tracking is available on ERIC for employers to monitor working retiree, optional membership and IRC limitations. The employer can view a specific individual or all employees where the limit applies.

Reports used by MPERA staff- Monthly reports are generated through a batch that indicate if a working retiree has exceeded their limitation and what the penalties are.

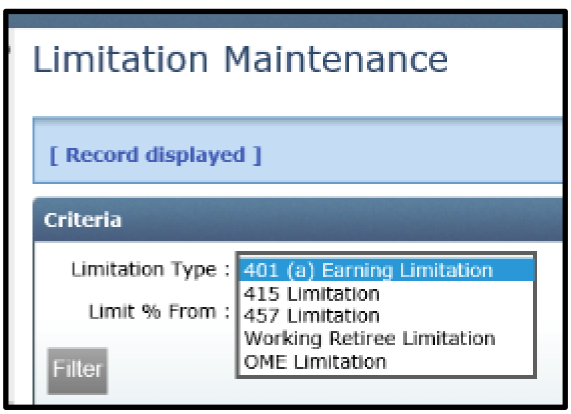
IMPORTANT: *PERS Defined Contribution (DC) members **cannot** return to work and continue to receive a distribution. DC members returning to PERS-covered employment must contribute to PERS and stop receiving distributions.*

SRS Working Retiree Limitations
An SRS retiree working for an SRS employer has two limits. The retiree may earn up to $5,000.00 without penalty. The retiree's retirement benefit will be reduced $1.00 for each $3.00 earned in excess of the $5,000.00 limit from covered employment.

An SRS retiree may work up to 480 hours. If they exceed 480 hours, they must stop their retirement benefit payments and become an active member.

FURS Working Retiree Limitations
A FURS retiree may work up to 480 hours during any calendar year in a FURS-covered position. If they exceed 480 hours, they must stop their retirement benefit payments and become an active member.

JRS Working Retiree Limitations
A retired judge is entitled to receive compensation in an amount equal to the daily salary then applicable to the position up to a total of 180 days in a calendar year. This amount will be limited after 180 days.



Deceased Employees

Deceased
Please provide MPERA with the employee's date of death and any contact information that will assist us in processing the death benefit.

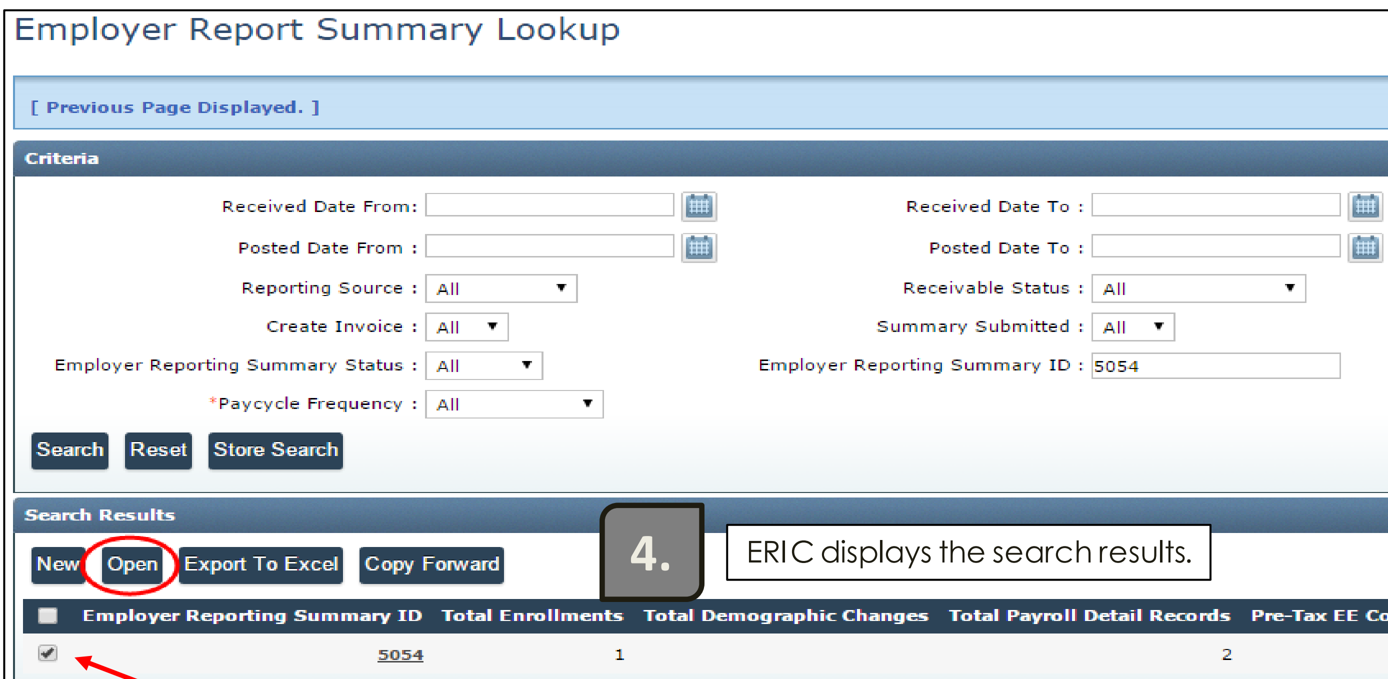
Updating an Employee's Employment Status

If you have ***not*** submitted payroll and an employee has a reporting change such as; *termination, vacation, comp time payout, seasonal leave, military deployment,* etc. you can still add the status change to the payroll report. The following steps will guide you on changing the employment status and reporting it to MPERA. As a reminder - *once the Employer Summary is in the '**Posted**' Status it cannot be altered.*

1. Click on Employer Reporting link.

2. ERIC displays the Employer Report Summary Lookup screen.

3. Search for existing Employer Report Summary.

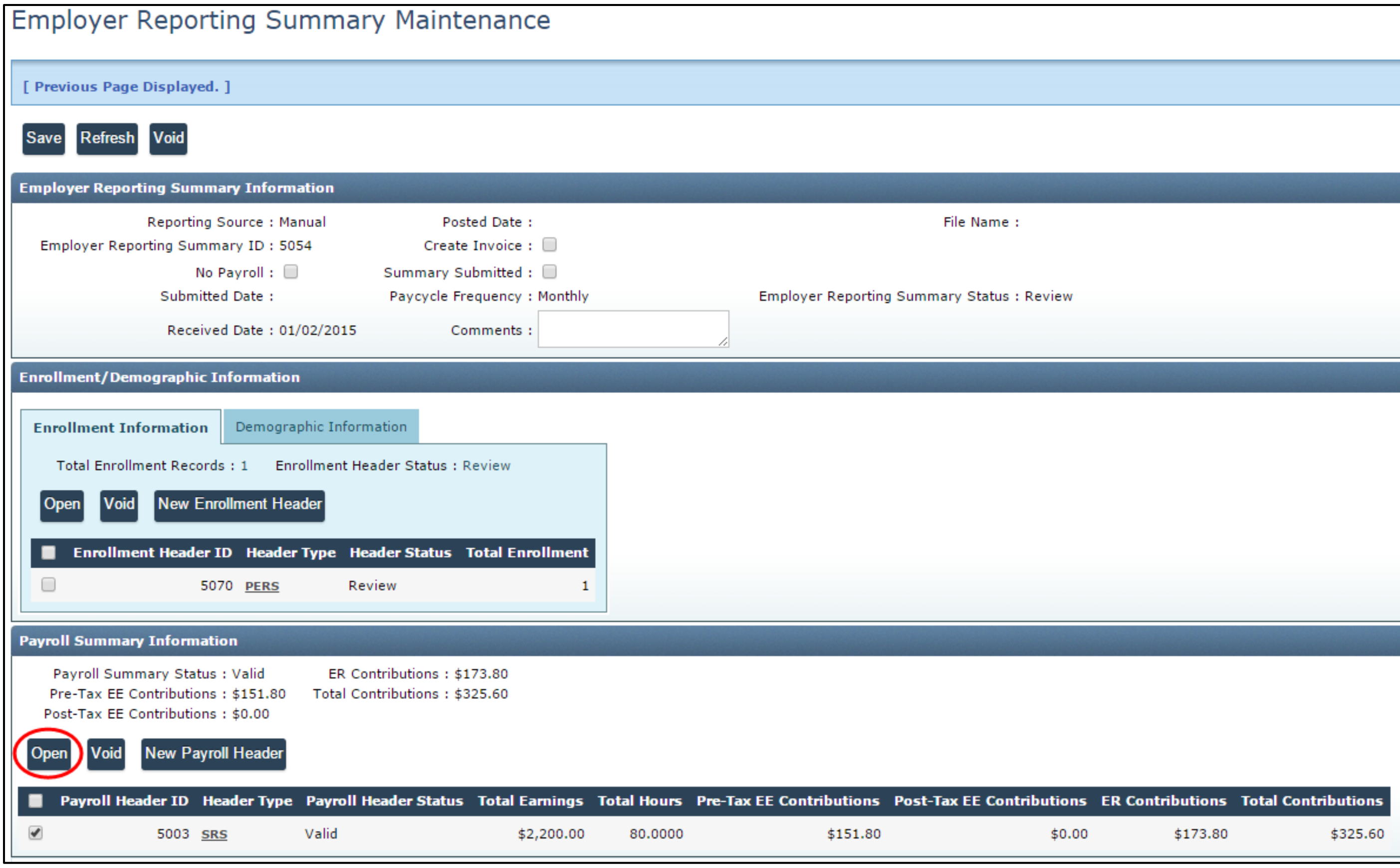


4. ERIC displays the search results.

5. Select the desired record and click Open

Updating an Employees' Employment Status cont.

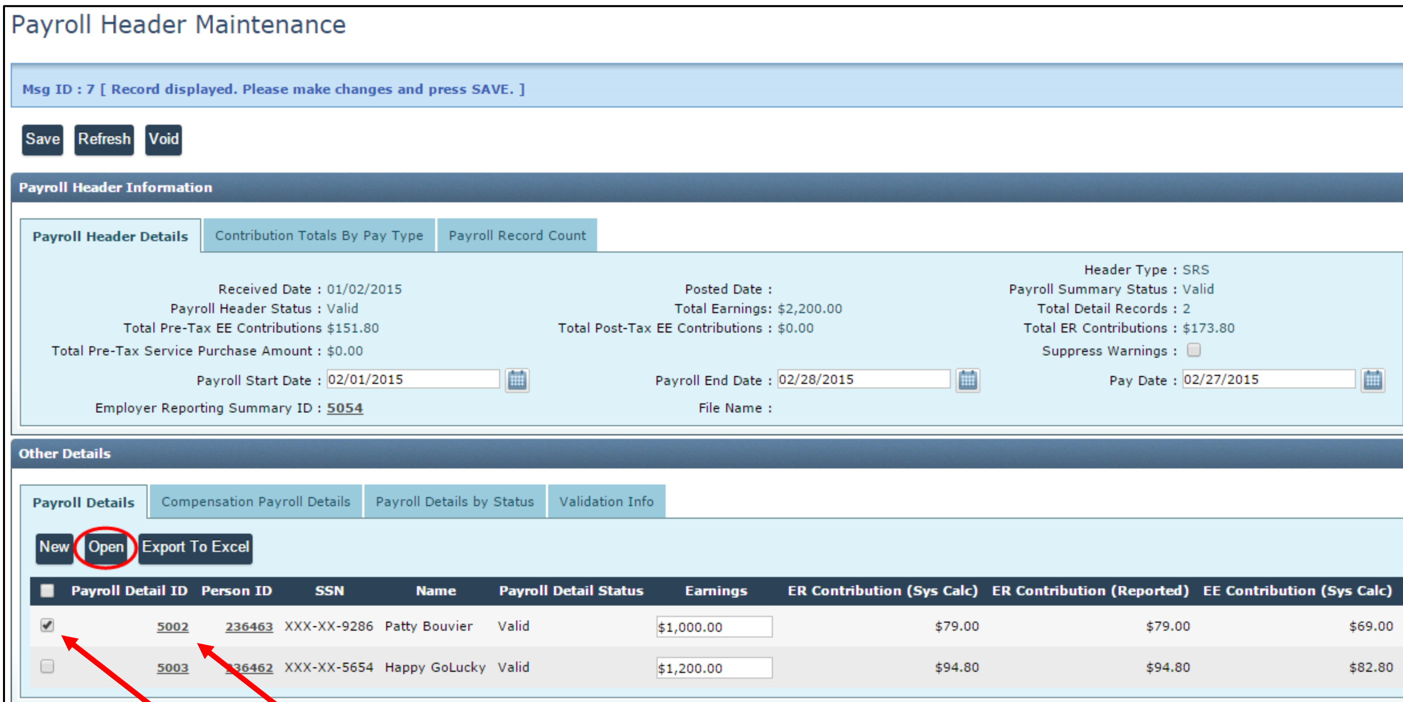
6. ERIC displays the Employer Reporting Summary Maintenance screen.



7. Select the Payroll Header ID in the Payroll Summary Information panel and click Open.

Updating an Employees' Employment Status cont.

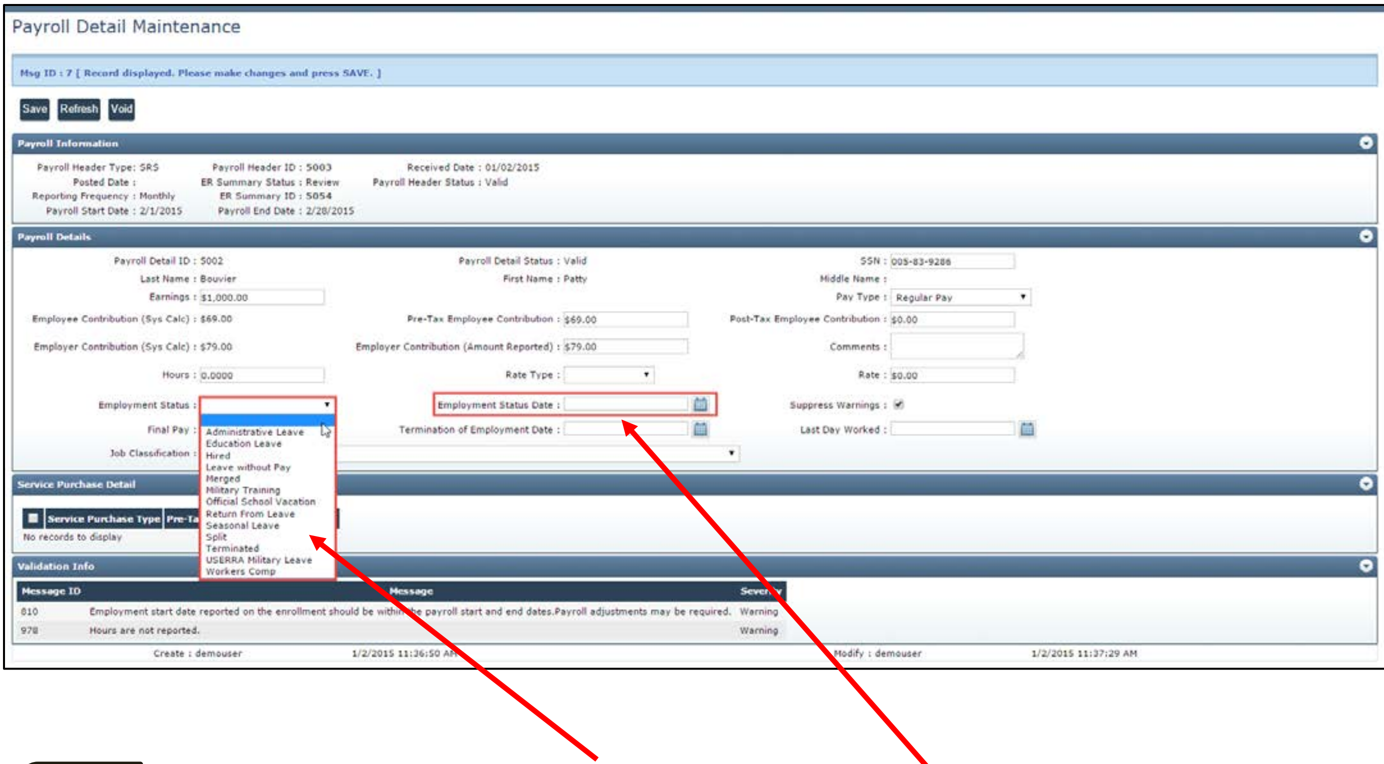
8. ERIC displays the Payroll Header Maintenance screen.



9. Click the Payroll Detail ID link or check the box and click Open.

Updating an Employees' Employment Status cont.

10. ERIC displays the Payroll Detail Maintenance screen.



11. Update the Employment Status and the Employment Status Date.

12. Click **SAVE**

This can be done during the creation of this Payroll Detail Record or at any point prior to Posting this Employer Report. When a person is coming back to work after a leave than you would go to the Employment Status dropdown menu and select "***Return from Leave***" and enter the date of their return in the Employment Status Date field.

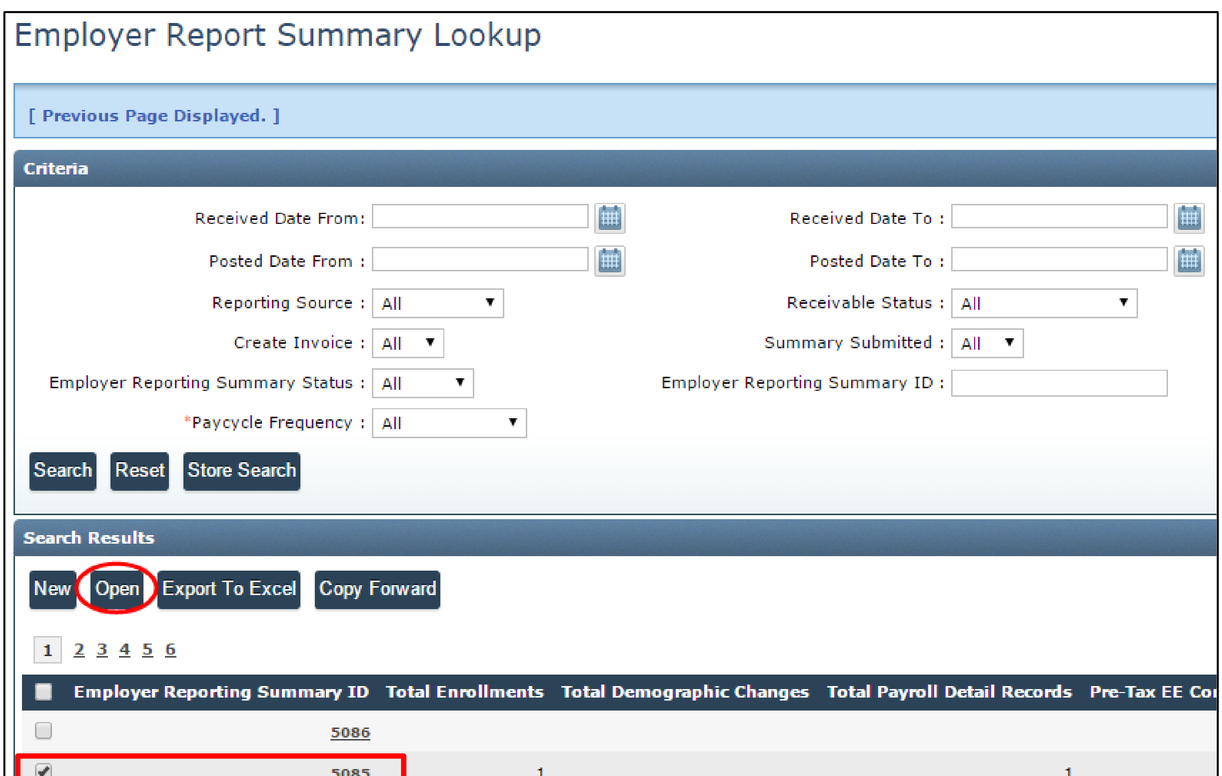
Employee status- reporting termination

Once an employee terminates and the current payroll has not been reported, you can still add the status change to the payroll report. If payroll has been reported, then you must create a new employer report. This applies to all of the following: ***retired, been terminated, or have otherwise left employment.***

Video-Reporting Status Change Via Payroll.mp4

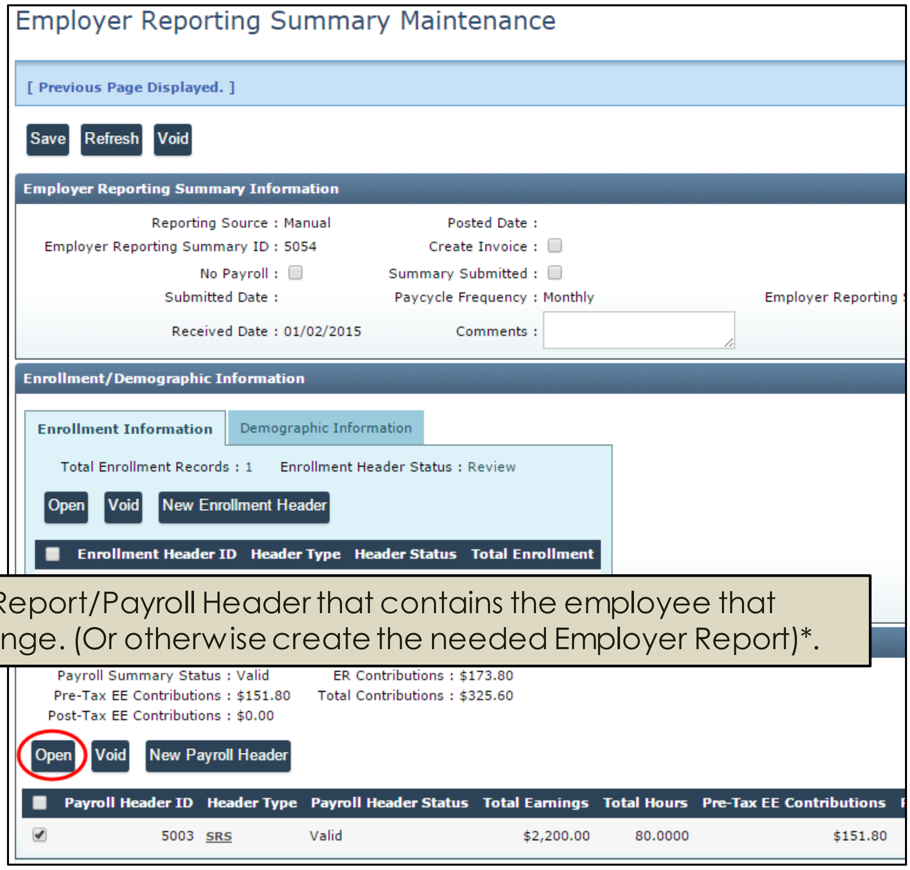
1. Navigate to the Employer Reporting link.

2. Search for the Employer Report Summary you wish to open.



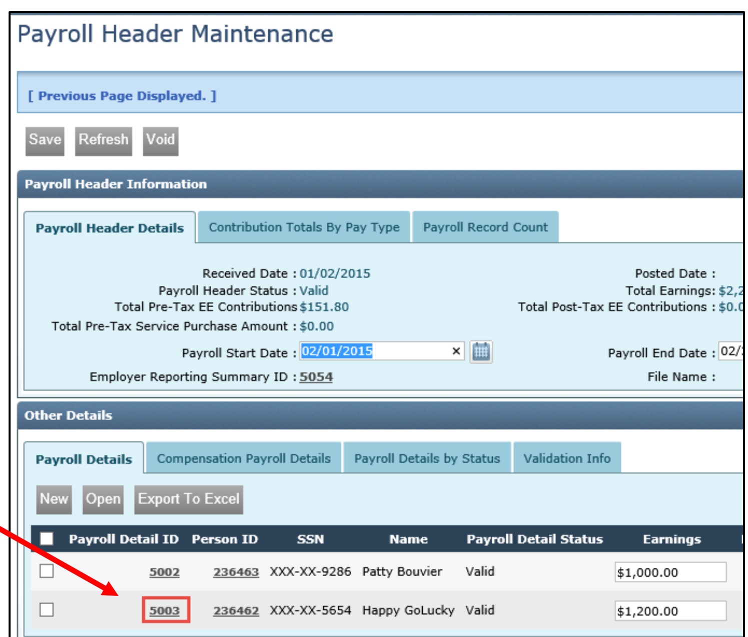
Employee status- reporting termination

3. ERIC displays the Employer Reporting Summary Maintenance screen.



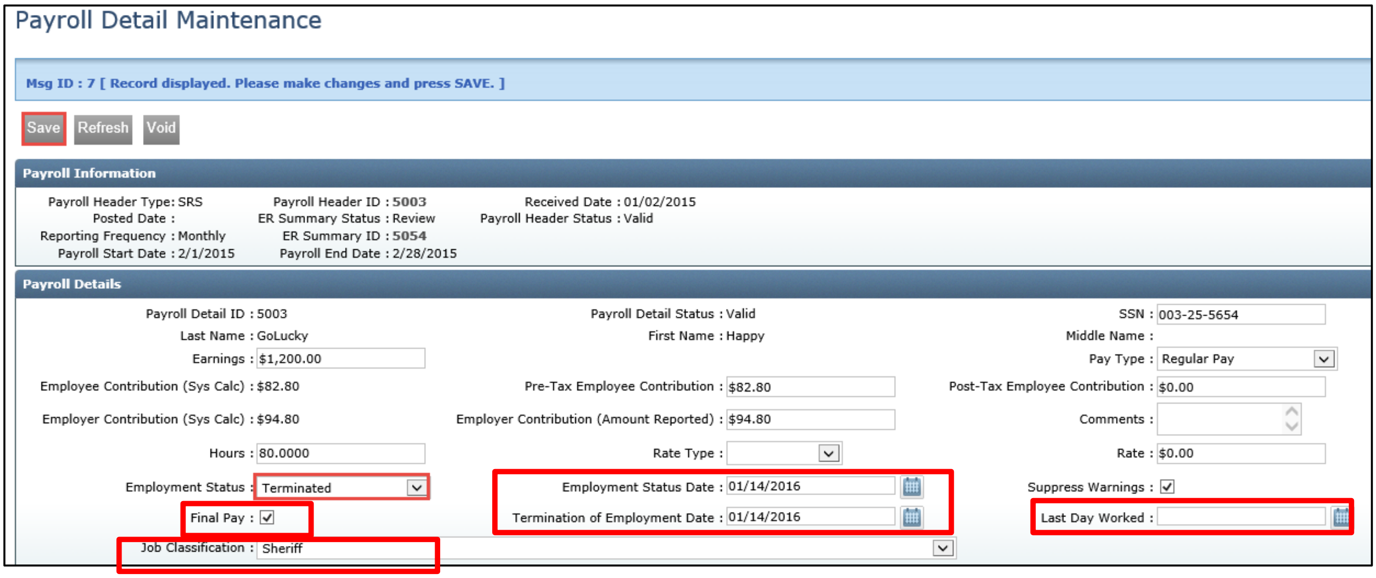
4. Open the Employer Report/Payroll Header that contains the employee that needs the status change. (Or otherwise create the needed Employer Report)*.

5. ERIC displays the Payroll Header Maintenance screen. Click on the Payroll ID link you wish to change.



Employee status- reporting termination

6. ERIC displays the Payroll Detail Maintenance screen.



7. Enter the following information:

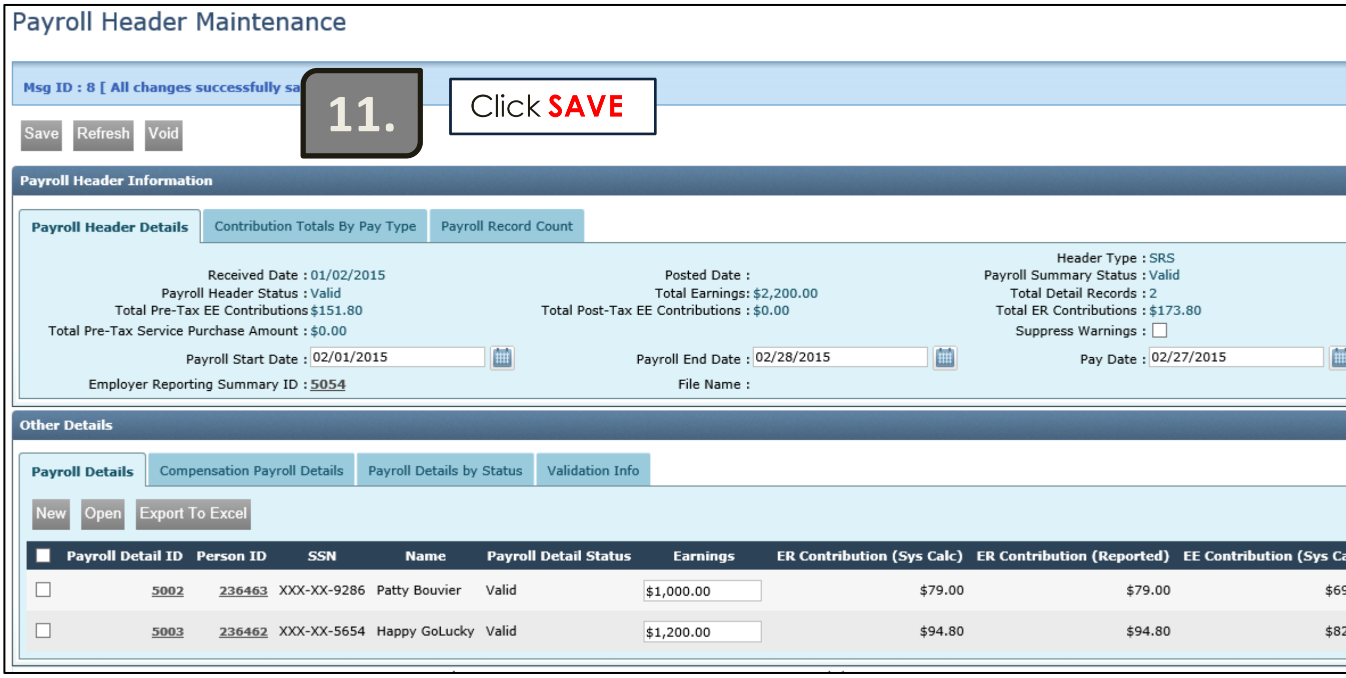
- SSN
- Earnings
- Pre-Tax Employee Contribution
- Employer Contribution
- Employment Status: Terminated
- Termination of Employment Date
- Last day of Work
- Final Pay Checkbox
- Job Classification

8. Click **SAVE**

9. Navigate back to the Payroll Header Maintenance screen.

Employee status- reporting termination

10. ERIC displays the Payroll Header Maintenance screen.



12. Navigate back to the Employer Reporting Summary Maintenance screen to submit the payroll or make changes before submitting.

Reporting a Death – Demographic Detail

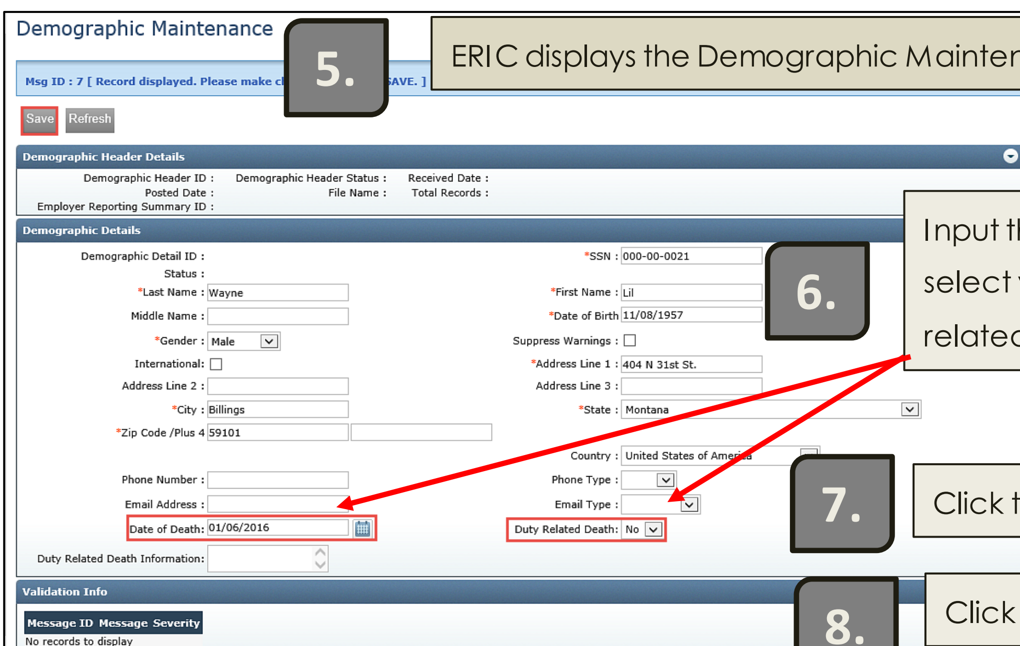
In the case that an employee dies, an employer can notify MPERA of the death by creating a ***demographic detail record*** by following the steps below.

1. Navigate to the Employer Reporting section and select the Demographic Detail menu item.

2. ERIC displays the Demographic Lookup screen.

3. Enter in the Person's SSN

4. Click the **NEW** button



5. ERIC displays the Demographic Maintenance screen.

6. Input the date of death and select yes or no from the duty related death dropdown.

7. Click the **SAVE** button.

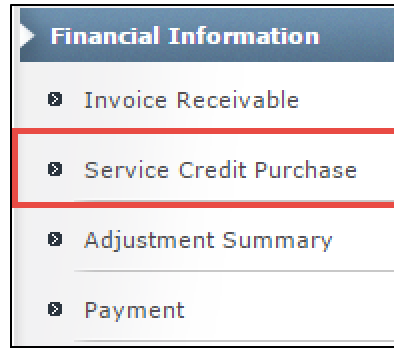
8. Click the **POST** button.

[Video- Reporting a Death.mp4]

View Service Purchase Agreement

To view a service purchase agreement record, follow the steps below.

1. Navigate to Financial Information section.

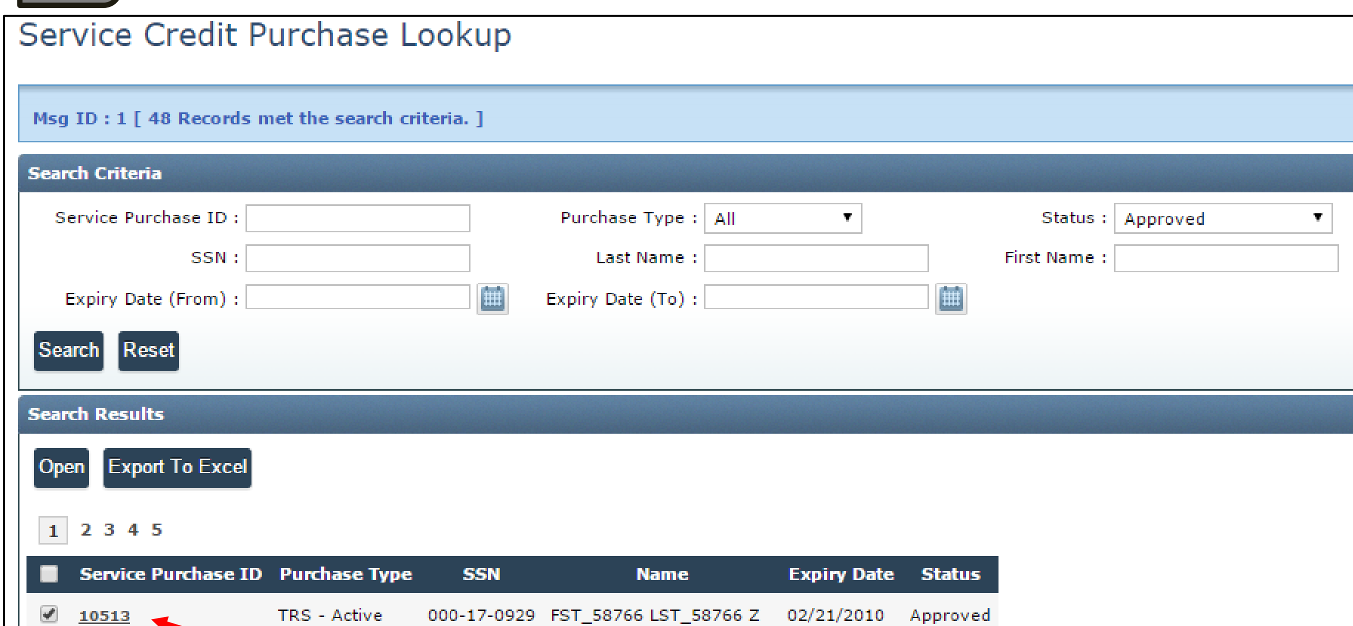


2. Select the Service Credit Purchase menu item.

3. ERIC Displays the Service Credit Purchase Lookup screen.

4. Search for the desired Service Purchase record.

5. ERIC Displays the search results.

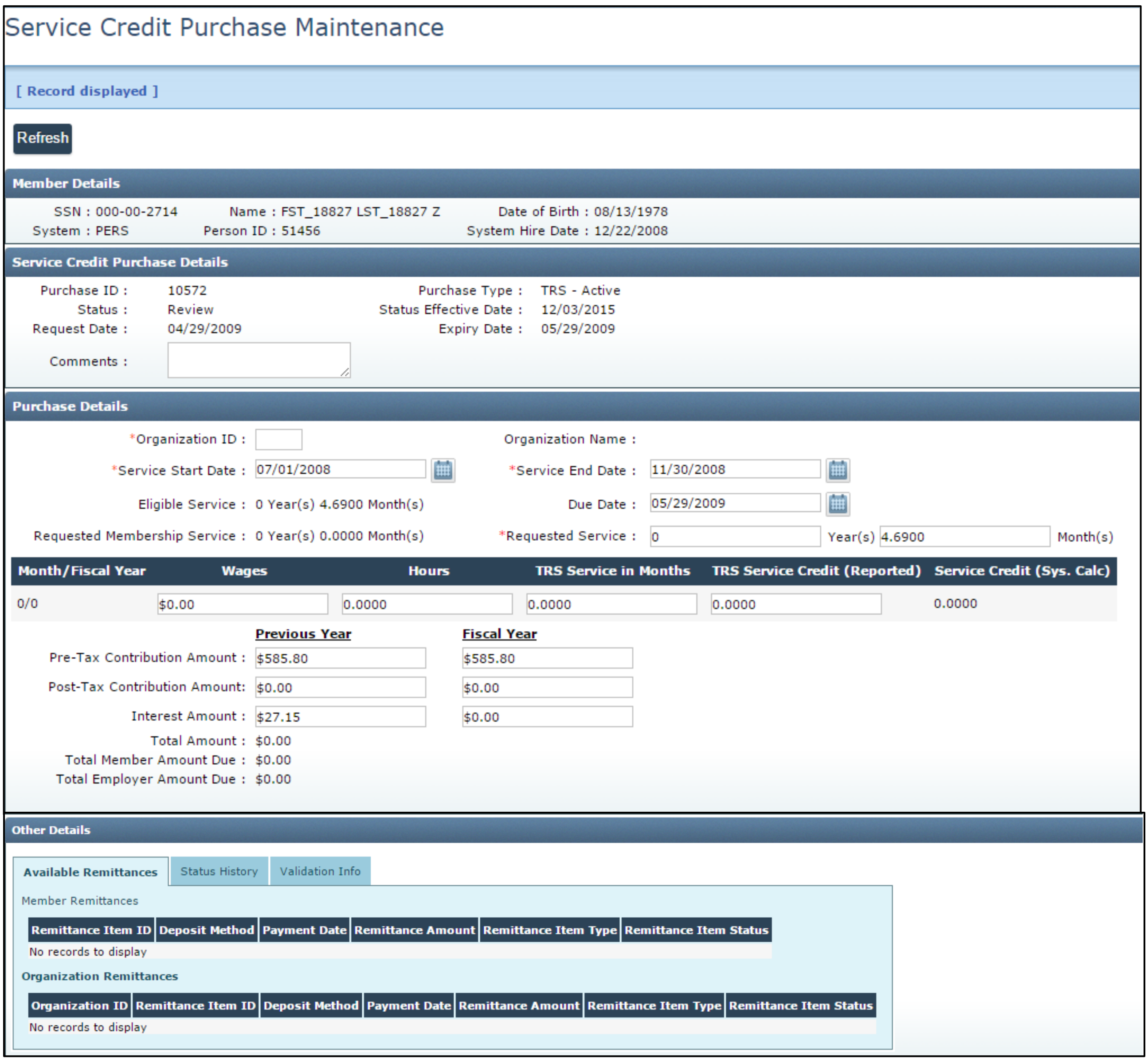


6. Select the desired record and click Open.

Service Purchase Agreement cont.

7. ERIC displays the Service Credit Purchase Maintenance screen.

8. Review data as needed.



Service Credit Purchase Maintenance

[Record displayed]

Refresh

Member Details

SSN : 000-00-2714 Name : FST_18827 LST_18827 Z Date of Birth : 08/13/1978
System : PERS Person ID : 51456 System Hire Date : 12/22/2008

Service Credit Purchase Details

Purchase ID : 10572 Purchase Type : TRS - Active
Status : Review Status Effective Date : 12/03/2015
Request Date : 04/29/2009 Expiry Date : 05/29/2009
Comments :

Purchase Details

*Organization ID : Organization Name :
*Service Start Date : 07/01/2008 *Service End Date : 11/30/2008
Eligible Service : 0 Year(s) 4.6900 Month(s) Due Date : 05/29/2009
Requested Membership Service : 0 Year(s) 0.0000 Month(s) *Requested Service : 0 Year(s) 4.6900 Month(s)

Month/Fiscal Year	Wages	Hours	TRS Service in Months	TRS Service Credit (Reported)	Service Credit (Sys. Calc)
0/0	$0.00	0.0000	0.0000	0.0000	0.0000

	Previous Year	Fiscal Year
Pre-Tax Contribution Amount :	$585.80	$585.80
Post-Tax Contribution Amount:	$0.00	$0.00
Interest Amount :	$27.15	$0.00

Total Amount : $0.00
Total Member Amount Due : $0.00
Total Employer Amount Due : $0.00

Other Details

Available Remittances | Status History | Validation Info

Member Remittances

Remittance Item ID	Deposit Method	Payment Date	Remittance Amount	Remittance Item Type	Remittance Item Status
No records to display					

Organization Remittances

Organization ID	Remittance Item ID	Deposit Method	Payment Date	Remittance Amount	Remittance Item Type	Remittance Item Status
No records to display						

Limitation tracking in ERIC.

ERIC will track and maintain hours, earnings and contributions for ***working retirees, optional members, 457 members*** etc. The steps below will guide you on how to view these members and their associated reports.

1. Navigate to the Organization Information section and click on Limitation Maintenance.

2. ERIC Displays Limitation Maintenance screen.

3. Enter in search criteria and click **FILTER**.

4. ERIC Displays the search results for review.

1 2 3 4 5 6 7 8 9

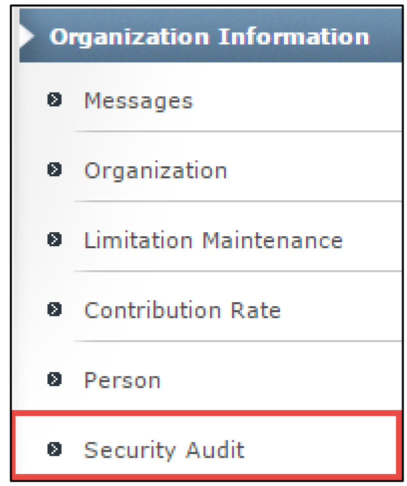
Fiscal Year	Calendar Year	SSN	Name	Job Classification	Hours Limit	Hours Reported	% of Limit(Hour)
2016	2016	000-00-0736	_NM_3655 55 _NM_3655	OP Employee under 960 hours	960	235.0000	24.4792%
2016	2016	000-00-3496	_NM_2972 72 _NM_2972	OP Employee under 960 hours	960	390.6000	40.6875%
2016	2016	000-00-5527	_NM_48205 05 _NM_48205	OP Employee under 960 hours	960	431.7000	44.9688%

When an employee is nearing the 960 hour limitation, the employer will receive an informational message: "*Employee is nearing the 960 hour limitation". "Employee has been reported for 'X' hours".*

If an employee is over the 960 hour limitation, the employer will receive an ERROR message indicating; "employee is over 960 hour limitation, membership is mandatory". "*Employee has been reported for "X" hours, contributions are required".* MPERA will send the employer correspondence indicating membership is mandatory for this member.

View Security Audit

A Portal Access Manager (PAM) can view what changes or updates those with ERIC access have completed.

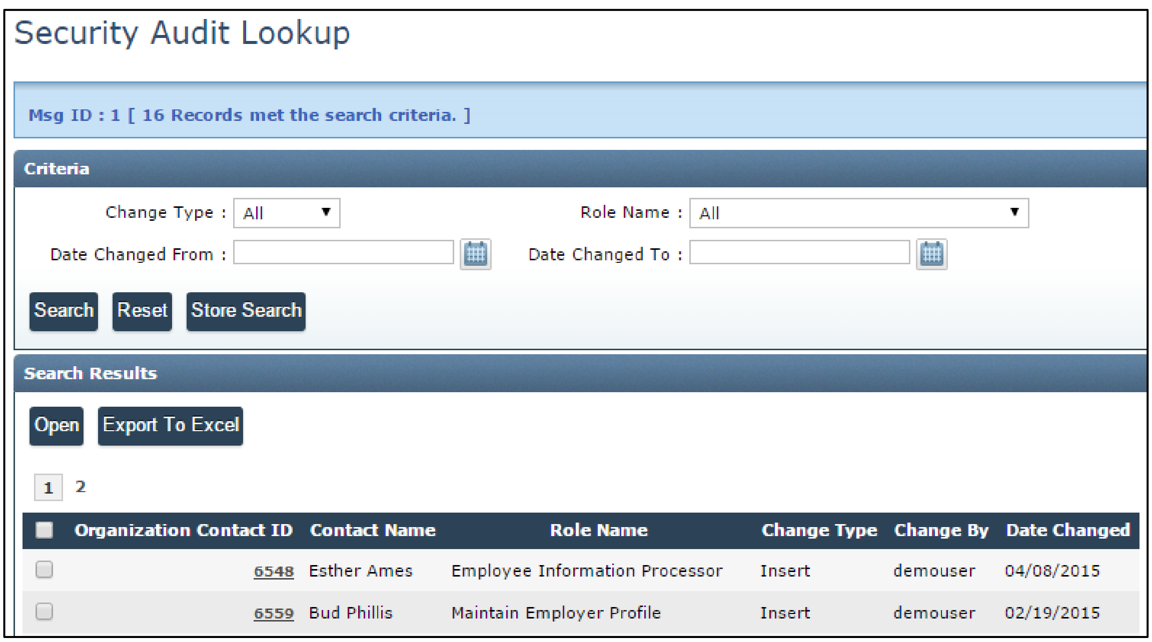


1. Navigate to the Organization Information section and click the Security Audit link.

2. ERIC displays the Security Audit Lookup screen.

3. Enter in search criteria.

4. Click Search.



5. Results display the Role Name, Change type, who changed it and on what date.

Selecting a record and opening it will bring you to the Organization Contact Information screen where Security access can be altered.

Employer Self Service - Definitions

- **Demographic Header Record**: The Demographic Header record is a summary of all member / non-member demographic transactions received via the Employer Reporting File. The Demographic Header includes the Demographic Detail Records.
- **Demographic Record**: The Demographic record contains the member / non-member demographic information from the uploaded or entered Demographic record.
- **Employer Reporting File**: The Employer Reporting File is a file provided by employers that contains all transactions (Payroll, Enrollments, and Demographics) for the employer.
- **Employer Reporting Summary Record**: The Employer Reporting Summary record is the summary of all transactions (Payroll, Enrollments, and Demographics) at the employer level. The Employer Reporting Summary contains the Payroll Header for each Plan, Enrollment record, and Demographic record.
- **Employer Reporting and Information Center (ERIC):** A secure website where organization contacts log in to access PERIS.
- **Enrollment Header Record**: The Enrollment Header record is a summary of all member / non-member enrollments received via the Employer Reporting File. The enrollment header includes the enrollment detail records.
- **Enrollment Record**: The Enrollment record contains the new hire/job member / non-member information from the uploaded or entered Enrollment record
- **ERIC access:** A true or false flag associated with each organization contact. When set to true, the flag indicates the contact has access to PERIS using ERIC.
- **ERIC actor:** An organization contact that has ERIC access.

Employer Self Service - Definitions

- **Home Page**: The landing screen that is displayed when a actor, with ERIC access, logs into ERIC. From the Home Page the actor can navigate throughout the application.

- **Message Board**: Screen where a bulletin can be created and published by the PERIS actor and distributed to one or many ERIC actor/roles for viewing. These include alerts, reminders, and informational type messages. A static link that refers any commonly published reports, document, and/or PDF files can be included in the message.

- **Navigate:** The action of moving within a screen.

- **Organization Contact:** An individual identified by an MPERA-approved organization as responsible for performing work for the organization using ERIC.

- **Payroll Header Record**: The Payroll Header record is a summary of the payroll transactions for an employer. The Payroll Header contains the Payroll Detail records.

- **Payroll Detail Record**: The Payroll Detail record contains the individual member or non-member salary and service information from the uploaded or entered Payroll record per pay period. A person may have multiple payroll details within a payroll header.