

## Inactivating a Contact in ERIC



ERIC

Welcome

Employer Reporting and Information Center

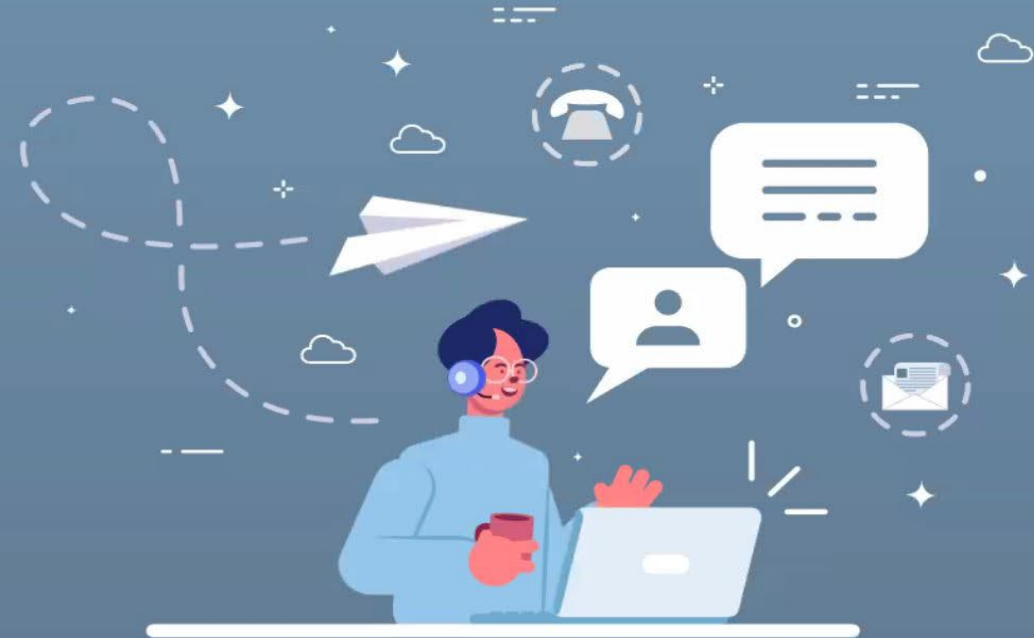
Employer Login

Contact ID :

Lookup :

Please Select a Contact Lookup

Select



Instructions

- Please enter or select from the pull-down a contact to work with and click the 'Select Contact' button.

- Log into ERIC
- In the Lookup Box, enter the ORG number or select them from the drop-down menu.
- Click on Select

ERIC

Welcome!

11728 : Terry Creek – Terry Dalton (ldlester)

Welcome cva073

Home

Record displayed.

Home

Welcome to the MPERA Employer Reporting and Information Center (ERIC). ERIC is your guide to a secure portal where you can view and update your organization information and view and report person information. Here is a brief description of the various activities that you can do:

**Alerts and Messages (0) unread**

Click here to navigate to the message board screen to view messages

[view more](#)

**Upload File**

Click here to navigate to the upload file screen

[view more](#)

**Employer Reporting**

Click here to navigate to the Employer Reporting Summary lookup screen

[view more](#)

**Enroll New Employee**

Click here to navigate to the enrollment lookup screen

[view more](#)

**Employee Data**

Click here to navigate to the person lookup screen

[view more](#)

**Organization Profile**

Click here to navigate to the employer maintenance screen

[view more](#)

**Payments**

Click here to navigate to the payment lookup screen

Financial Information

Invoice Receivable

Credit Memo

Service Credit Purchase

Adjustment Summary

Payment

Organization Information

Messages

Insurance

Organization

Limitation Maintenance

Contribution Rate

Person

Security Audit

Framework : 6.0.13.0.E, Solution : 5/31/2022 6:58:12 AM

Client Ip : 10.223.1.127 AppSrv : DOAPERUAT60 Current Time : 5/31/2022 3:20:55 PM Development

- Once on the ERIC home screen, click on Organization on the left side bar under Organization Information, this will take you to the Employer Maintenance screen.

- Enrollment Detail
- Payroll Header
- Payroll Detail
- Upload File
- Processed Files
- Processed Records
- 457 SDA File
- Covered Payroll Reporting by Fiscal Year
- Covered Payroll Reporting by Pay Date
- Financial Information**
- Invoice Receivable
- Credit Memo
- Service Credit Purchase
- Adjustment Summary
- Payment
- Organization Information**
- Messages
- Insurance
- Organization
- Limitation Maintenance
- Contribution Rate
- Person
- Security Audit
- New Hire Eligibility

### Employer Maintenance

Save Refresh View Images

#### Main Section

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

#### Other Details

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

New Open Primary Contact

<input type="checkbox"/>	Contact ID	Contact Name	Job Title	Contact Role	Phone Number / Extension	Address	Email Address	Status	Effective Date	End Date	Primary Contact
<input type="checkbox"/>	10105	Doug Hays		Payroll Reporting,PERS,Web User,Human Resources	(406) 444-2996	100 N. Park,Helena,Montana,59602	d.hays@mt.gov	Active	05/31/2022		N
<input type="checkbox"/>	10099	Terry Dalton		457,Payroll Reporting,PERS,Web User,Business/Finance Officer,Human Resources,Insurance Reporting	(406) 555-3131	100 N. Park,Helena,Montana,59602	noemail@bresnan.net	Active	11/01/2018		Y

- Once in the Employer Maintenance screen, click on the Contact Tab under Other Details.
- Click on the Contact ID # of the employee you want to inactivate (this will take you to the Organization Contact Maintenance screen).

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Employer Maintenance / Organization Contact Ma... x ← Displaying page 1 of 1. →

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

### Organization Contact Maintenance

Save Refresh

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#### Organization Information

Organization ID : 11728 Organization Name : Terry Creek  
Organization Type : Employer

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#### Organization Contact Information

\* Contact Last Name : Hays \* Contact First Name : Doug Contact Middle Name :  
Contact Prefix : Contact Suffix :  
Job Title : \* Organization Plan : PERS  
\* Main Phone / Ext : (406) 444-2996 Alternate Phone/Ext :  
\* Email : d.hays@mt.gov Fax Number :  
\* Contact Address : 100 N. Park, Helena, Montan. \* Status : Active  
\* Effective Date : 05/31/2022 End Date :  
\* Contact Type:  
 457  Board Member/Superintendent  Business/Finance Officer  
 FURS  GWPORS  HPORS  
 Human Resources  Insurance Reporting  JRS  
 MPORS  Other  Payment  
 Payroll Reporting  PERS  SRS  
 Stakeholder  VFCA  Web User

Under Organization Information, change the Status to Inactive and put in the End Date. Click Save at the top of the screen.

