

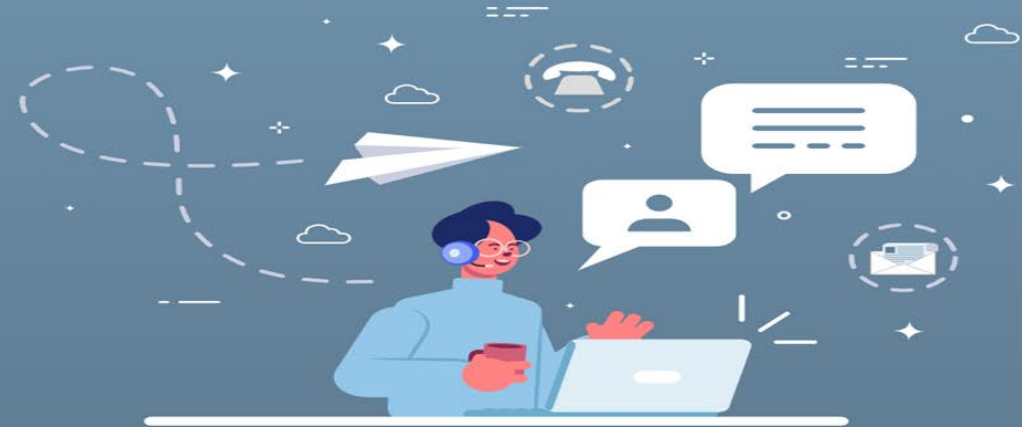
ERIC Reporting – VFCA Copy Forward



Welcome
Employer Reporting and Information Center
Employer Login

Instructions

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



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- Log into ERIC
- In the Please Select a Contact Lookup, enter the ORG number or select them from the drop-down menu.
- Click on Select, this will take you to your home page.

ERIC

Welcome!

Welcome CVA073

Alerts & Messages

Messages

Employer Reporting

Employer Report Summary

Demographic Header

Demographic Detail

Enrollment Header

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

Home

[All changes successfully cancelled.]

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

- Click on the Employer Report Summary in the menu on the left side of the screen. This will take you to the Employer Report Summary Lookup screen.

- Alerts & Messages
- Messages
- Employer Reporting
- Employer Report Summary
- Demographic Header
- Demographic Detail
- Enrollment Header
- Enrollment Detail
- Payroll Header
- Payroll Detail
- Upload File
- Processed Files
- Processed Records
- 477 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

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

Employer Report Summary Lookup

Criteria

Received Date From :

Received Date To :

Posted Date From :

Posted Date To :

Reporting Source :

Receivable Status :

Invoice Created :

Summary Submitted :

Employer Reporting Summary Status :

Employer Reporting Summary ID :

* Paycycle Frequency :

Search

Reset

Search Results

New

Open

Export To Excel

Copy Forward

<input type="checkbox"/>	ID	Enrollments	Demo Changes	Payroll Records	Pre-Tax EE Contribution	Post-Tax EE Contribution	Total ER Contribution	Received Date	Invoice Created	Submitted	Posted Date	Pay Cycle Frequency	Status
No records to display.													

• Click on Search

ERIC

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457 SDA File

Covered Payroll Reporting by Fiscal Year

Covered Payroll Reporting by Pay Date

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[5 Records met the search criteria.]

Employer Report Summary Lookup

Criteria

Received Date From :

Received Date To :

Posted Date From :

Posted Date To :

Reporting Source : All

Receivable Status : All

Invoice Created : All

Summary Submitted : All

Employer Reporting Summary Status : All

Employer Reporting Summary ID :

* Paycycle Frequency : All

Search

Reset

Search Results

New

Open

Export To Excel

Copy Forward

<input type="checkbox"/>	ID	Enrollments	Demo Changes	Payroll Records	Pre-Tax EE Contribution	Post-Tax EE Contribution	Total ER Contribution	Received Date	Invoice Created	Submitted	Posted Date	Pay Cycle Frequency	Status
<input type="checkbox"/>	153474	4		12	\$188.15	\$0.00	\$203.82	03/11/2020	N	N		Semi-Monthly	Review
<input type="checkbox"/>	153473	2		11	\$210.67	\$0.00	\$223.89	03/09/2020	N	N		Semi-Monthly	Void
<input type="checkbox"/>	153472				\$0.00	\$0.00	\$0.00	03/09/2020	N	N		Semi-Monthly	Void
<input checked="" type="checkbox"/>	153471	1			\$0.00	\$0.00	\$0.00	03/03/2020	N	N	03/03/2020	Monthly	Posted
<input type="checkbox"/>	153470	4		11	\$57.33	\$0.00	\$62.92	02/24/2020	Y	Y		Semi-Monthly	Valid

- Click the Box next to the previous years report (Ensure it is in a posted status)
- Click on the Copy Forward box, this takes you to the Employer Report Summary Maintenance screen

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- Covered Payroll Reporting by Pay Date
- Financial Information
- Invoice Receivable
- Credit Memo
- Service Credit Purchase
- Adjustment Summary
- Payment
- Organization Information
- Messages

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

Displaying page 1 of 1.

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

Employer Report Summary Maintenance

Save Refresh

Employer Reporting Summary Information

Employer Reporting Summary ID :

Paycycle Frequency :

Employer Reporting Summary Status : Review

Received Date : 07/18/2022

Posted Date :

Payroll Header Status :

Reporting Source : Copy Forward

File Name :

No Payroll : ☐

Submitted Date :

Summary Submitted : ☐

Invoice Created : No

Comments :

Enrollment/Demographic Information

Enrollment Information

Demographic Information

Total Enrollment Records :

Enrollment Header Status :

☐

Enrollment Header ID

Header Type

Header Status

Total Enrollment

No records to display.

Payroll Summary Information

• Click on the Save box

Testing Links | Employer Reporting Summary M | PERIS - Person Lookup | +

Not secure | doaperuat60/PERISInternal#/spa/wfmEWPEmployerReportSummaryMaintenance/153479

SABHRS HR | Wyoming Retirement... | Health Care & Bene... | pdc pdc.mt.gov > Home | mt.gov - Montana's... | New Submission | DocuSign Login - E... | CPI Inflation Calcul... | Empower Retirement... | CPR First Aid eLearn... | Video Conferencing... | Accurant Sign In | Home

ERIC | Welcome!

Alerts & Messages | Messages

Employer Reporting | Employer Report Summary | Demographic Header | Demographic Detail | Enrollment Header | 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

Submitted Date : | Summary Submitted : ☐ | Invoice Created : No

Comments :

Enrollment/Demographic Information

Enrollment Information | Demographic Information

Total Enrollment Records : | Enrollment Header Status :

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

Payroll Summary Information

Payroll Header ID	Pre-Tax EE Contributions	Post-Tax EE Contributions	ER Contributions	Pre-Tax Service Purchase Amount	Total Contributions
108094	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<input type="checkbox"/>	Payroll Header ID	Header Type	Pay Period Start	Pay Period End	Pay Date	Payroll Header Status	Linked Schedule
<input type="checkbox"/>	108094	VFCA			09/01/2022	Review	FY2022_VFCA_YEARLY

Create : CVA073 | 07/18/2022 12:00:11 PM | Modify : CVA073 | 07/18/2022 12:00:14 PM

Staying in the on the Employer Report Summary Maintenance screen:

- Scroll down to the Payroll Summary Information.
- Click on the blue VFCA link, this will take you to the Payroll Header Maintenance screen.

Testing Links | Payroll Header Maintenance | PERIS - Person Lookup | doaperuat60/PERISInternal#/spa/wfmEWPEmployerReportPayrollHeaderMaintenance/108094

SABHRS HR | Wyoming Retirement... | Health Care & Bene... | pdc pdc.mt.gov > Home | mt.gov - Montana's... | New Submission | DocuSign Login - E... | CPI Inflation Calcul... | Empower Retirement... | CPR First Aid eLearn... | Video Conferencing... | Accrunt Sign In | Home

ERIC | Welcome!

Alerts & Messages | Messages | Employer Reporting | Employer Report Summary | Demographic Header | Demographic Detail | Enrollment Header | 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

Employer Report Summary... / Employer Reporting Summ... / Payroll Header Maintena... | Displaying page 1 of 1.

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

Payroll Header Maintenance

Save Refresh Void

Payroll Header Information

Payroll Header Details Contribution Totals By Pay Type Payroll Record Count

Payroll Header ID: 108094 Header Type: VFCA Payroll Header Status: Review

Employer Reporting Summary ID: 153479 Employer Reporting Summary Status: Review

Received Date: 07/18/2022 Posted Date:

Reporting Source: File Name:

Payroll Start Date: 07/01/2021 Payroll End Date: 08/30/2022 Pay Date: 09/01/2022

Total Earnings: \$0.00 Total Pre-Tax EE Contributions: \$0.00 Total Post-Tax EE Contributions: \$0.00

Total Contributable Earnings: \$0.00 Total ER Contributions: \$0.00 Total Pre-Tax Service Purchase Amount: \$0.00

Total Detail Records: Suppress Warnings: ☐

Other Details

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

New Open Export To Excel

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<input type="checkbox"/>	Payroll Detail ID	Person ID	SSN	Last Name	First Name	MI	Payroll Detail Status	Earnings	ER Contribution (Sys Calc)	ER Contribution (Reported)	EE Contribution (Sys Calc)	Pre Tax EE Con
<input type="checkbox"/>						J	Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	

Under the Payroll Header Details Tab:

- Make sure your Header Type is VFCA
- Enter the payroll start date (beginning of the fiscal year)
- Enter the payroll end date (end of the fiscal year)
- Enter the pay date (will always be September first of the current year)
- Click on Save at the top, then scroll down to Other Details (make sure you are on the Payroll Details Tab)

Testing Links | Payroll Header Maintenance | PERIS - Person Lookup | +

Not secure | doaperuat60/PERISInternal#/spa/wfmEWPEmployerReportPayrollHeaderMaintenance/108094

SABHRS HR | Wyoming Retirement... | Health Care & Bene... | pdc | pdc.mt.gov > Home | mt.gov - Montana's... | New Submission | DocuSign Login - E... | CPI Inflation Calcul... | Empower Retirement... | CPR First Aid eLearn... | Video Conferencing... | Accurant Sign In | Home

ERIC | Welcome! | Welcome CVA073

Alerts & Messages | Messages | Employer Reporting | Employer Report Summary | Demographic Header | Demographic Detail | Enrollment Header | 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

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

New | Open | Export To Excel

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	Payroll Detail ID	Person ID	SSN	Last Name	First Name	MI	Payroll Detail Status	Earnings	ER Contribution (Sys Calc)	ER Contribution (Reported)	EE Contribution (Sys Calc)	Pre Tax EE Con
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>							Valid	\$0.00000000	\$0.00	\$0.00	\$0.00	

- In the Payroll Details Tab, Click on the Export to Excel box.
 - This will move all your information to an excel document. Compare that document to your materials and mark the members that will need to be changed and / or added or terminated.

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Upload File

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Processed Records

57 SDA File

Covered Payroll Reporting by Fiscal Year

Covered Payroll Reporting by Pay Date

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Organization

Total Detail Records : Suppress Warnings : ☐

Other Details

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

New Open Export To Excel

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<input type="checkbox"/>	Payroll Detail ID	Person ID	SSN	Last Name	First Name	MI	Payroll Detail Status	Earnings	ER Contribution (Sys Calc)	ER Contribution (Reported)	EE Contribution (Sys Calc)	Pre Tax EE Contribution
<input type="checkbox"/>	29254627	315083					Valid	<input type="text" value="\$0.00000000"/>	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	29254626	321308					Valid	<input type="text" value="\$0.00000000"/>	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	29254625	294311					Valid	<input type="text" value="\$0.00000000"/>	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	29254624	323072					Valid	<input type="text" value="\$0.00000000"/>	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	29254623	486798					Valid	<input type="text" value="\$0.00000000"/>	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	29254622	326028					Valid	<input type="text" value="\$0.00000000"/>	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	29254621	507788					Valid	<input type="text" value="\$0.00000000"/>	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	29254620	469654					Valid	<input type="text" value="\$0.00000000"/>	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	29254619	507789					Valid	<input type="text" value="\$0.00000000"/>	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	29254618	516909					Valid	<input type="text" value="\$0.00000000"/>	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	29254617	266457					Valid	<input type="text" value="\$0.00000000"/>	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	29254616	518368					Valid	<input type="text" value="\$0.00000000"/>	\$0.00	\$0.00	\$0.00	

- To make changes or terminate, click on the Payroll Detail ID of the member needing changes or terminated.
- To add a new member, click on the new button.
- Once all changes and additions have been completed, click on save at the top of the screen (will need to scroll up to the top).
- Click the export to excel box again and verify the certificate will now be correct with the changes you've made.

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57 SDA File

Covered Payroll Reporting by Fiscal Year

Covered Payroll Reporting by Pay Date

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

← Displaying page 1 of 1. →

[All changes successfully cancelled.]

Employer Report Summary Maintenance

Refresh Print Report Void **Finalize Report**

Employer Reporting Summary Information

Employer Reporting Summary ID : 153485 Paycycle Frequency : Yearly Employer Reporting Summary Status : Valid

Received Date : 07/21/2022 Posted Date : Payroll Header Status :

Reporting Source : Copy Forward File Name :

No Payroll : ☐

Submitted Date : Summary Submitted : ☐ Invoice Created : Yes

Comments :

Enrollment/Demographic Information

Enrollment Information Demographic Information

Total Enrollment Records : Enrollment Header Status :

Open Void New Enrollment Header

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

Payroll Summary Information

- Navigate back to the Employer Report Summary Maintenance screen utilizing the previous screen button.
- If everything on your report is correct, click on the Finalize Report button.