

# 1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

This is an annual process by which employers participating in the 1977 Police Officers' & Firefighters' Pension & Disability Fund (1977 Fund) are required, according to statute, to submit salary information to INPRS. This must be done by January 1 of each year.

This process is now available via the Employer Reporting and Management (ERM) application.

You are notified in November and early December about this requirement.

## REMINDERS:

Make sure you update your reported certified salary payroll amount to match any changes from the previous year. This new amount must be reported on the first payroll date.

You must be a Contact in ERM as one of these entities: Authorized Agent-City Controller, Authorized Agent-City

Clerk-Treasurer, or Authorized Agent-Trustees, as applicable, to access the 1977 Fund First Class Officer (FCO) Certified Salary submission screens.

## 1977 FCO Certified Salary Process

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All referenced codes are available online at the Indiana General Assembly website at [IGA | 2024 Indiana Code](#) or Indiana Administrative code at [Indiana Administrative Code – Title 35 Board of Trustees of the Indiana Public Retirement System](#). These sites include House Enrolled Acts/House Bills (HEA/HB) and Senate Enrolled Acts/Senate Bills (SEA/SB).

## 1 Employer Notifications

**NOTE:** For the 2025 submission, the 1977 Fund Certified Salary is entered in ERM under the **Contribution Details** tab in **Manage Submission Unit**. This feature is only available during the open enrollment period for the 1977 Fund Certified Salary which is December 1, 2024 – January 31, 2025.

**Table 1: Employer Notifications**

| Timeframe             | Notice  |
|-----------------------|---|
| First week in October | Announcement of 1977 Fund Certified Salary changes. Sent to all 1977 Fund contacts only.  |
| Last week in October  | Article in the October Employer Newsletter to remind Employers to update contacts in ERM and announce the Open Enrollment Timeframe (December 1 – January 31) |

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| Timeframe                                | Notice   |
|--|--|
| First week in November                   | Reminder of changes and open enrollment period (December 1, 2023 – January 31, 2024).  |
|  | In ERM <i>Notifications</i> in the <i>Home Dashboard</i> of 1977 Employers. Brief explanation of upcoming communications and deadlines for FCO salary submission.        |
| Last week in November                    | Article in the November Employer Newsletter to remind Employers to update contacts in ERM and announce the Open Enrollment Timeframe (December 1 – January 31)           |
| First week in December                   | Email notice to 1977 Fund Trustee, Controller, and Clerk Treasurer with instructions and open enrollment submission dates (December 1 – January 31).                     |
| January 1                                | Email reminder to 1977 Fund Employers  |
| After January 1                          | Employer Advocate (EA) Team sends emails to all Employers who have <b>not submitted</b> the FCO certified salary information to date. This generally occurs in February. |
| Last week in January                     | Article in the January Employer Newsletter to remind Employers of Open Enrollment Timeframe (December 1 – January 31)  |
| After January 31 and after email contact | EA Team calls notifies all Employers who have <b>not responded</b> to the emails to date. This generally occurs in February.   |

## 2 Access ERM

- To access ERM, go to the Indiana Public Retirement System website at <https://www.in.gov/inprs/>.
- Hover over **Employers** to access the menu and click on **Login**. The **Login Information** screen displays.
- Enter your **User Name** and **Password**. You must be on file in ERM as a **Contact**.
- You must be a Contact in ERM as one of these entities:
  - Authorized Agent-City Controller
  - Authorized Agent-City Clerk-Treasurer
  - Authorized Agent-Trustee
to access the 1977 Fund First Class Officer (FCO) Certified Salary submission screens.

Figure 1: Employers > Login

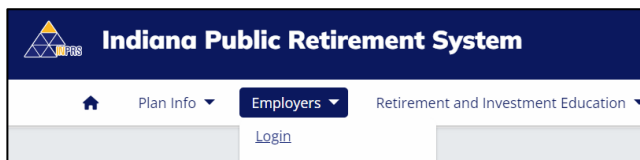
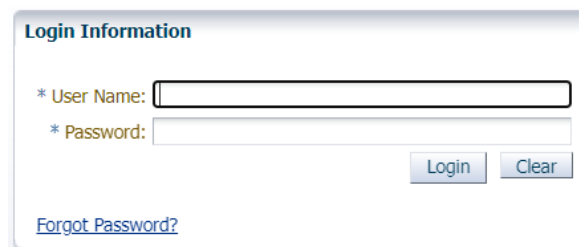


Figure 2: Login Information



- Click **Login** and the **Home** screen displays. Only your **Submission Units** display.

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- If the submission unit that you need to submit for does not display, use the **Search Submission Unit** feature to locate your unit by **Submission Unit ID** or **Submission Unit Name**.

Figure 3: Home screen

The screenshot shows the Home screen with a navigation menu on the left and a main content area. The main content area includes a 'Search Submission Unit' section with input fields for 'Submission Unit ID' and 'Submission Unit Name', and a 'Submission Units' table. The table has columns for 'Submission Unit Code', 'Submission Unit Title', and 'Fund Name'. A red box highlights the 'Submission Units' table.

| Submission Unit Code | Submission Unit Title    | Fund Name |
|----------------------|--------------------------|-----------|
|                      | INDIANAPOLIS-POLICE DEPT | 77        |

- Click **Next** and the **Home Dashboard** screen displays. This screen includes **Notifications**.

Figure 4: Home Dashboard

The screenshot shows the Home Dashboard with a navigation menu on the left and a main content area. The main content area includes a 'Notifications' section with a table of notifications, an 'Exceptions Summary' table, and a 'Payroll Calendar' table. A red box highlights the 'Notifications' section.

| Sent To                           | Title                                | Author   | Date Received | Message              |
|-----------------------------------|--------------------------------------|----------|---------------|----------------------|
| <a href="#">View Sent To List</a> | 2023 New Certified Salary Submission | CHWALKER | 11/1/2023     | <a href="#">View</a> |

| Exception Type                              | Count | Oldest (In Days) |
|---|-------|------------------|
| Wage and Contribution or Adjustment         | 0     | N/A              |
| Wage and Contribution Settlement Adjustment | 0     | N/A              |
| Member Enrollment                           | 12    | 76               |
| Member Maintenance                          | 0     | N/A              |
| Missing Members Greater Than 60 Days        | 1316  | 76               |

| Pay Date  | Status   |
|-----------|----------|
| 7/14/2023 | Paid     |
| 7/28/2023 | Past Due |
| 8/11/2023 | Past Due |
| 8/25/2023 | Past Due |

- In the **Notifications** section, click **View** to view the message.

Figure 5: Home Dashboard, Notifications, Message (Sample)

The screenshot shows a message notification with the following text:

**Message**

ATTENTION 77 FUND EMPLOYERS: There will be a new process for reporting your Certified Salary directly in the ERM system this year beginning December 1, 2023. This new feature means NO PAPER FORMS or electronic link will be needed nor accepted during the open enrollment period of December 1, 2023 through January 31, 2024. Additional information and instructions will be forthcoming soon.

IMPORTANT: Only the contacts in ERM that are Authorized Agent-Treasurer, Authorized Agent-Controller, or Authorized Agent-Treasurer will have access to submit the Certified Salary in ERM. Make sure your contacts are updated in ERM. After you have updated or confirmed that your contact in ERM are updated and/or correct, email the EA Team at [EPPA@inprs.in.gov](mailto:EPPA@inprs.in.gov) to advise us that your contacts have been updated and/or confirmed so that we may remove you from our audit list.

## 3 Employer Submission Requirements

You must be a Contact in ERM as one of these entities:

- Authorized Agent-City Controller

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- Authorized Agent-City Clerk-Treasurer
- Authorized Agent-Trustee

to access the 1977 Fund First Class Officer (FCO) Certified Salary submission screens.

**NOTE:** The first-class salary is defined by State law as the “salary of a first class patrolman or first class firefighter” means the **highest nonpromoted salary of a patrolman or firefighter plus all longevity increases**, if provided by the employer, for:

- (1) service of not more than twenty (20) years; or
- (2) service of more than twenty (20) years **not more than twenty-five (25) years** if provided as a result of the meet and confer process under IC 36-8-22;

but **does not include** remuneration or allowances for fringe benefits, incentive pay, holiday pay, insurance, clothing, automobiles, firearms, education, overtime, or compensatory time off. (IC 36-8-8-6.5, IC 36-8-8-7, Sections 6.5 and 7 and IC 36-8-1-11)

## 4 1977 Fund First Class Officer Certified Salary Submission in ERM

Follow the instructions in the [Access ERM](#) section in this QRG to begin your submission in ERM. If you have more than one submission unit, i.e., one for Fire and one for Police, you must create a separate submission for each of your submission units.

### 4.1 Access the Modify 77 Fund Elections and Governing Legislations screens

1. Click the ▾ next to **Employer**.
2. Click the ▾ next to **Submission Unit**.
3. Click on **Manage Submission Unit**.
4. Locate your **Submission Unit**. If you do not see your unit listed in the **Submission Units** section, search for the 1977 Fund Unit by entering the **Submission Unit ID** or **Submission Unit Name** in the appropriate fields of the **Search Submission Unit** section at the top of the screen. Click **Search** and select your **Submission Unit** from the result(s) showing in the **Submission Units** section.

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Figure 6: Search for Submission Unit

Search Submission Unit

Submission Unit ID:

Submission Unit Name:

Search

Submission Units

| Unit ID | Unit Name              | Unit Type | Employer Name       | Status        | Fund Name |
|---------|------------------------|-----------|---------------------|---------------|-----------|
|         | INDIANAPOLIS-FIRE DEPT | Fire      | CITY OF INDIANAP... | Participating | 77        |

Acc Dets | Add & Ph | Pay Admin | W & C | Contacts | Contribution Type Details | MME

Employer Name: CITY OF INDIANAPOLIS  
 Unit Name: INDIANAPOLIS-FIRE DEPT  
 Unit Type: Fire  
 Department of Education No:  
 Tax ID:

- Click on the **Contribution Type Details**. This is the new screen for entry of your Certified Salary submission.

Figure 7: Manage Submission Unit > Contribution Type Details

Welcome: Employer > Submission Unit > Manage Submission Unit Thursday, September 21, 2023 Logout

My Roles:

Search Submission Unit

Submission Unit ID:

Submission Unit Name:

Search

Submission Units

| Unit ID | Unit Name                | Unit Type | Employer Name       | Status        | Fund Name |
|---------|--------------------------|-----------|---------------------|---------------|-----------|
|         | INDIANAPOLIS-POLICE DEPT | Police    | CITY OF INDIANAP... | Participating | 77        |

Acc Dets | Add & Ph | Pay Admin | W & C | Contacts | Contribution Type Details

Employer: CITY OF INDIANAPOLIS  
 Submission Unit: INDIANAPOLIS-POLICE DEPT  
 Fund: 77 Police/Fire

Total Mandatory Contribution (ASA) Percentage: 6%  
 Total Mandatory Contribution (ASA) Percentage Effective Date:  
 Employer Contribution (DB) Percentage: 18%  
 Employer Contribution (DB) Percentage Effective Date : 01/01/2023  
 DROP Participation:

Mandatory Contribution(ASA) Paid By: Split-Employee/Employer  
 Mandatory Contribution (ASA) Paid By Effective Date: 1/1/2021  
 Certified First Class Salary - Base Salary: 73000.00  
 Highest Non-Promoted Salary - Longevity: 8435.00  
 Total: 81435.00  
 Certified First Class Salary Effective Date: 1/1/2024


Modify | Display Current Rates

**NOTE:** The (ASA) shown with Mandatory Contribution entries on the *Modify 77 Fund Election* screen does not apply to the 1977 Fund. It is standard wording in ERM but does not apply here.

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6. If you want to see your current rates, click **Display Current Rates**.

**Figure 8: Current Rates**



| Current Rates                        |     |
|--------------------------------------|-----|
| Total Mandatory Contribution         | 6%  |
| Employer Contribution (DB)           | 18% |
| Voluntary Contribution (ASA Pre-tax) | N   |

Ok

7. Click **OK** to close the **Current Rates** box and return to the **Contribution Type Details** screen.
8. If you are ready to begin the submission, click **Modify** and the **Modify 77 Fund Elections** screen displays.

## 4.2 Modify 77 Fund Elections

This is the automated submission screen for your 2025 1977 Fund First Class Certified Salary submission to INPRS.

Some of the fields are auto-populated (and grayed out) with information from your 2024 submission including any adjustment made during the 2024 calendar year to date. It is also auto-populated with information taken from your login and your Contact information in ERM. If any of these entries are incorrect, contact INPRS at (888) 876-2707 or by email at [eppa@inprs.in.gov](mailto:eppa@inprs.in.gov). Do not continue until they are corrected or explained.

**NOTE:** For the 2025 submission, it should be noted that the statute links (IC and IAC) included in the *Modify 77 Fund Elections* screen and the *Governing Legislation* section of the ERM submission have not been updated to the 2024 versions.



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**Figure 9: Modify 77 Fund Elections**

**Modify 77 Fund Elections**

Mandatory Contribution(ASA) Paid By:

Mandatory Contribution (ASA) Paid by Employer:

Mandatory Contribution (ASA) Paid By Effective Date:

Before completing this form, you must read the GOVERNING LEGISLATION, included below in the yellow box.

\*  I confirm that I have read and understand this section.

Please make sure to update your reported certified salary payroll amount to match any changes from the previous year. This new amount should be reported on the 1st **Payroll Date** of the year.

\* Certified First Class Salary - Highest Non-Promoted Salary:

\* Longevity:

\* For officers, the maximum longevity pay for (select one):

service of not more than twenty (20) years.

service of more than twenty (20) years but not more than twenty-five (25) years if provided as a result of the meet and confer process under IC 36-8-22.

Highest nonpromoted salary plus longevity pay for an officer, totaling Highest nonpromoted salary plus longevity pay for an officer, **totaling \$81,435.00** will be used as a basis for Employer and Employee contributions remitted to the 1977 Police Officers' and Firefighters' Pension and Disability Fund on a payroll basis to the extent it complies with **IC 36-8-1-11** and **IC 36-8-8-6.5**.

Certified First Class Salary Effective Date:

If the Highest Non-Promoted Salary is increased during one year, the Highest Non-Promoted Salary cannot be reduced during the next year. Also, if longevity is increased during one year, that longevity pay cannot be reduced during the next year.

If you do not understand or are in need of further assistance, please contact INPRS at (888) 876-2707 or by email at [eppa@inprs.in.gov](mailto:eppa@inprs.in.gov) before continuing. Further reference is available in the yellow box.

\*  Yes, I understand.

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**AFFIDAVIT**

By signing and submitting this form to INPRS, I am affirming that the information provided in this form is current and correct. I also affirm that I have read and understand the Indiana Administrative Code (IAC) and Indiana Code (IC) references from the GOVERNING LEGISLATION section of this form.

Date (mm/dd/yyyy)

\* Signature (Must be signed by Clerk - Treasurer, Controller, or Trustee)

\* Title

Printed name

\* Telephone number with area code

City name

E-mail address for submission and confirmation

\*You will receive a confirmation email with the data completed in this form to the email address you have provided.

All entries marked with an asterisk (\*) are required. You will not be able to **Save**, consequently not submit, if these have not all been filled, and all **Error** messages resolved.

**NOTE:** The (ASA) shown with Mandatory Contribution entries on the *Modify 77 Fund Election* screen do not apply to the 1977 Fund. It is standard wording in ERM but does not apply here.

Be sure to read all the items on this screen as they may impact your entries and the acceptance of your submission.

**Table 2: Modify 77 Fund Elections, Entry Field and Description/Explanation**

| Entry Field   | Description/Explanation  |
|---|--|
| 1 Mandatory Contribution (ASA) Paid By  | Auto-populated and grayed out. If this information is not correct contact INPRS at (888) 876-2707 or by email at <a href="mailto:eppa@inprs.in.gov">eppa@inprs.in.gov</a> .<br>The (ASA) shown with Mandatory Contribution entries on the Modify 77 Fund Election screen does not apply to the 1977 Fund. It is standard wording in ERM but does not apply here. |
| 2 Mandatory Contribution (ASA) Paid by Employer   |  |
| 3 Mandatory Contribution (ASA) Paid by Effective Date   |  |
| Before completing this form, you must read the GOVERNING LEGISLATION, included below in the yellow box. |  |
| 4 *I confirm that I have read and understand this section   | Check the box  |



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| Entry Field  | Description/Explanation   |
|--|---|
| 5  | *Certified First Class Salary – Highest Non-Promoted Salary   |
| 6  | *Longevity  |
| 7  | *For officers, the maximum longevity pay for (select one)   |
| <p>Enter the dollar amount. No "\$".</p> <p>Click the radio button for the appropriate entry.<br/>           Service of not more than twenty (20) years.<br/>           Service of more than twenty (20) years <b>but not more than twenty-five (25) years</b> if provided as a result of the meet and confer process under <a href="#">IC 36-8-22</a>.<br/>           Refer to the <b>NOTE</b> for additional information.</p>  |   |
| Highest nonpromoted salary plus longevity pay . . . (read this paragraph before continuing your entry.)  |   |
| 8  | Certified First Class Salary Effective Date   |
| <p>Auto-populated and grayed out. The default here is to the 1/1/2025 date that this submission is effective.</p> <p>If the Highest Non-Promoted Salary is increased during one year, the Highest Non-Promoted Salary cannot be reduced during the next year. Also, if longevity is increased during one year, that longevity pay cannot be reduced during the next year.</p> <p>If you do not understand or are in need of further assistance, contact INPRS at (888) 876-2707 or by email at <a href="mailto:eppa@inprs.in.gov">eppa@inprs.in.gov</a> before continuing. Further reference is available in the yellow box.</p> |   |
| 9  | *Yes, I understand.   |
| <p>If you understand the information provided and entered by you, click the check box.</p> <p>If you do not understand this procedure or information provided or entered by you, contact INPRS at (888) 876-2707 or by email at <a href="mailto:eppa@inprs.in.gov">eppa@inprs.in.gov</a>.</p>  |   |
| <b>AFFIDAVIT</b>   |   |
| <p>By signing and submitting this form to INPRS, I am affirming that the information provided in this form is current and correct. I also affirm that I have read and understand the Indiana Administrative Code (IAC) and Indiana Code (IC) references from the GOVERNING LEGISLATION section of this form.</p>   |   |
| 10   | Date (mm/dd/yyyy)   |
| Auto-populates with the date of your entry. It is grayed out.  |   |
| 11   | *Signature (Must be signed by Clerk-Treasurer, Controller, Trustee, or Authorized Agent, as applicable) |
| Typed entry is accepted as the electronic signature of the appropriate individual. Entry must match the <b>Title</b> chosen.   |   |
| 12   | *Title, as applicable   |
| <p>Select one from the picklist. The <b>Title</b> must match the <b>Signature</b> and be on file in ERM as such.</p> <ul style="list-style-type: none"> <li>• Authorized Agent-City Controller</li> <li>• Authorized Agent-City Clerk-Treasurer</li> <li>• Authorized Agent-Trustee</li> </ul>   |   |
| 13   | Printed name  |
| Auto-populates with your name as identified from the Contacts in ERM upon your login.  |   |
| 14   | *Telephone number with area code  |
| <p>When clicking on this entry field, the following displays to show the accepted format for telephone entry. No hyphens, spaces, or parentheses.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;">#####</div>   |   |
| 15   | City name   |
| Auto-populates from the Submission Unit chosen for this submission.  |   |
| 16   | E-mail address for submission and confirmation  |
| Auto-populates your email associated with your name as identified from the Contacts in ERM upon your login.  |   |





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|  | Entry Field    | Description/Explanation   |
|--|----------------|---|
| You will receive a confirmation email with the data completed in this form to the email address you have provided. |                |   |
| 16   | Save or Cancel | Click on <b>Save</b> or <b>Cancel</b> . <ul style="list-style-type: none"> <li>• <b>Cancel</b> clears the form and returns you to the <b>Contribution Type Details</b> screen.</li> <li>• <b>Save</b> submits your entries; however, if there are errors they display and must be remedied before <b>Save</b> submits your submission.</li> </ul> Refer to the <b>Errors</b> section for details about possible error messages. |

## 4.3 Submission Adjustment or Correction

### 4.3.1 Within the Designated Timeframe (December 1, 2024 – January 31, 2025)

If you have submitted your 1977 Fund Certified Salary for the coming year, are within the designated timeframe for submission, and need to make an adjustment or correction, do the following:

1. Return to the **Employer > Submission Unit > Manage Submission Unit** screen, **Contribution Type Details** tab and click **Modify**. (Figure 6)
2. The **Modify 77 Fund Elections** screen displays (Figure 8).
3. Make the necessary changes and click **Save**.

As with the initial entry, all required fields must be completed, and all **Errors** resolved.

ERM retains a record of all submitted changes and the adjustment or correction entered at this time is retained and displays.

### 4.3.2 Outside the Designated Timeframe (After January 31, 2025)

If you have submitted your 1977 Fund Certified Salary for the coming year but it is past the deadline for submission, your changes cannot be made by you in ERM. You must do the following:

1. Contact INPRS at (888) 876-2707 or by email at [eppa@inprs.in.gov](mailto:eppa@inprs.in.gov) for a copy of the [1977 Fund Certification of Salary for First-Class Police Officers and Firefighters \(State Form 53007\)](#). This form is not available online.
2. Complete the form and return it to INPRS. Keep a copy of the completed form for your records.
3. Refer to [1977 Fund Certification of Salary for First-Class Police Officers and Firefighters \(State Form 53007\)](#) section in this QRG for more information.

The adjustment or correction is made by an Employer Advocate. A confirmation of receipt email is sent to you and once the submission is processed the Updated Certified Salary Information (Figure 10) email is sent to you confirming your submission entries.

## 4.4 Governing Legislation

1. You are required to read (and check the box that you understand) the **Governing Legislation**. This must be read and the **“\*Yes, I understand”** check box marked prior to submitting your **Modify 77 Fund Elections** for 2025.

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2. If only the title, **Governing Legislation** displays on the screen, click the  to expand the section.
3. All of the statutes are linked for you to read as appropriate.

**Figure 10: Governing Legislation**

**Governing Legislation**

**IC 36-8-8-6.5** and **35 IAC 2-7-1** require that City Controllers and City Clerk-Treasurers certify annually, on or before January 1 each year, the salary of a first-class patrolman or firefighter for that calendar year. The information will be used in determining member and employer contributions, member retirements, and in auditing and posting accounts. It will also aid in identifying proper withholdings and payments.

This certified salary is defined in **IC 36-8-1-11** (a): "salary of a first-class patrolman or first-class firefighter" means the highest nonpromoted salary of a patrolman or firefighter plus all longevity increases, if provided by the employer, for:

- (1) service of not more than twenty (20) years; or
- (2) service of more than twenty (20) years but less than twenty-five (25) years if provided as a result of the meet and confer process under **IC 36-8-22**;

but does not include remuneration or allowances for fringe benefits, incentive pay, holiday pay, insurance, clothing, automobiles, firearms, education, overtime, or compensatory time off.

(b) This subsection applies if a salary certified under **IC 36-8-8-6.5** is greater than the salary of a first class patrolman or first class firefighter under subsection (a). An employer may not increase the salary certified under **IC 36-8-8-6.5** unless the salary of a first class patrolman or first class firefighter under subsection (a) exceeds the employer most recent salary certified. If an employer certifies a new salary under **IC 36-8-8-6.5**, the new certified salary must be equal to the salary of a first class patrolman or first class firefighter under subsection (a). Subsection (a) does not require an employer to decrease the certified salary of a first class patrolman or first class firefighter in effect on May 14, 2021.

(c) With respect to the 1925, 1937, and 1953 funds, "salary of a first class patrolman or firefighter" may include longevity increases for more than twenty (20) years of service at the option of the employer but only if these longevity increases had taken effect before January 1, 1983."

**IC 36-8-8-3(d)** specifies that if a unit gives longevity increases, the amount of the longevity increases given in one year must be greater than or equal to what was provided in the previous year. **IC 36-8-8-6.5** requires that if the system board requests that an employer submit the salary of a first-class patrolman or first-class firefighter, the employer must submit the requested salary to the system board not more than thirty (30) days after the system board makes the request. Further, if the employer substantially increases the salary of a first-class patrolman or first-class firefighter, the system board may require the employer to at least maintain that salary to avoid a negative fiscal impact.

Further Reference  
[IC 36-8-8-6.5](#)  
[IC 36-8-8-3](#)  
[IC 36-8-8-11](#)  
[35 IAC 2-7-1](#)

**NOTE:** Because this version of the *Governing Legislation* section is hard coded into ERM, the changes which have been submitted to IT are not going to be implemented in time for the 2024-2025 submission.

For the 2025 submission, it should be noted that the statute links (IC and IAC) included in the *Modify 77 Fund Elections* screen and the *Governing Legislation* section of the ERM submission have not been updated to the 2024 versions.

The following should read as follows:

(2) service of more than twenty (20) years but ~~less than~~ not more than twenty-five (25) years if provided as a result of the meet and confer process under IC 36-8-22;

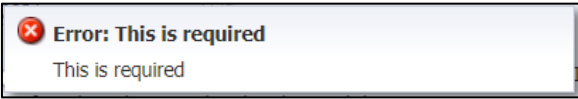
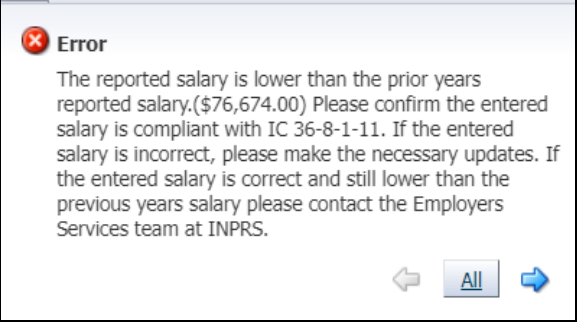
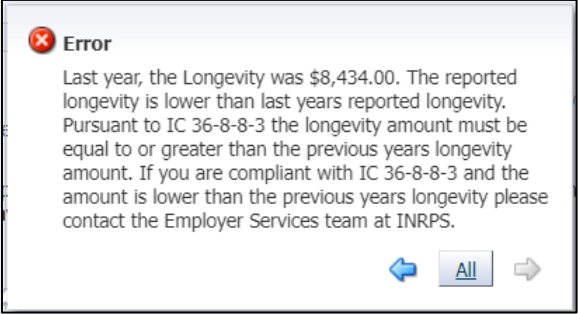
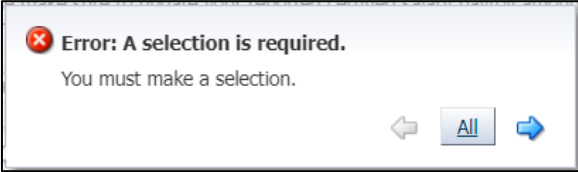
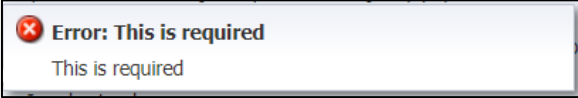
## 4.5 Errors

Entries that are in error either by being missed or by being contrary to your 2024 submission or correction, the entry field becomes outlined in red upon moving from the field by either tab or cursor movement.

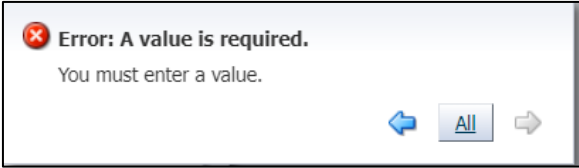
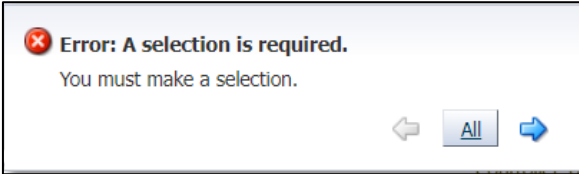

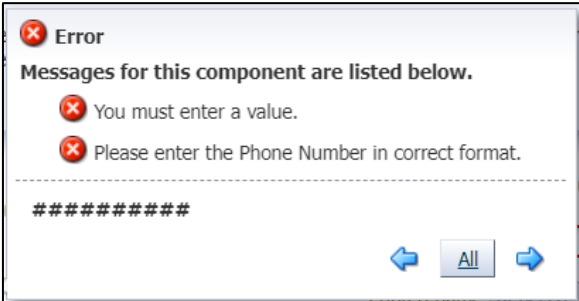
The first column in this table is a number that corresponds with the entry fields listed in [Table 2: Modify 77 Fund Elections, Entry Field and Description/Explanation](#).

# 1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

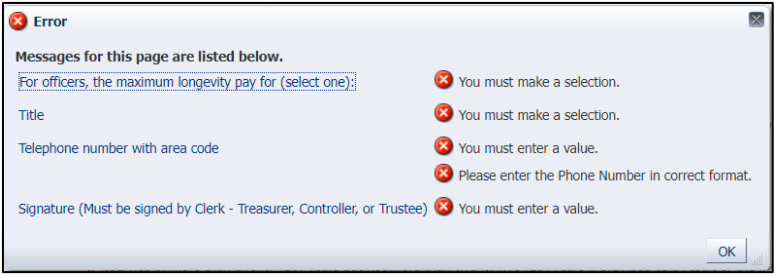
**Table 3: Error Messages**

|   | Modify 77 Fund Elections Entry Field                        | Error Message   |
|---|---|---|
| 4 | *I confirm that I have read and understand this section     |   |
| 5 | *Certified First Class Salary – Highest Non-Promoted Salary |   |
| 6 | *Longevity  |    |
| 7 | *For officers, the maximum longevity pay for (select one)   | <p>No error message displays immediately if this is skipped; however, if <b>Save</b> is clicked the <b>Messages for this page are listed below Error</b> dialog box displays.</p> <p>When you return to this field, the following <b>Error</b> displays prompting you to make a selection.</p>    |
| 9 | *Yes, I understand.   | <p>No error message displays immediately if this is skipped; however, if <b>Save</b> is clicked the <b>Messages for this page are listed below Error</b> dialog box displays.</p> <p>When you return to this field, the following <b>Error</b> displays prompting you to check the check box.</p> <p>If you do not understand this procedure or information provided or entered by you, contact INPRS at (888) 876-2707 or by email at <a href="mailto:eppa@inprs.in.gov">eppa@inprs.in.gov</a>.</p>  |

# 1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

|    | Modify 77 Fund Elections Entry Field                                   | Error Message  |
|----|--|--|
| 11 | *Signature (Must be signed by Clerk-Treasurer, Controller, or Trustee) | <p>No error message displays immediately if this is skipped; however, if <b>Save</b> is clicked the <b>Messages for this page are listed below Error</b> dialog box displays.</p> <p>When you return to this field, the following <b>Error</b> displays prompting you to enter a required (*) value.</p>   |
| 12 | *Title   | <p>No prompt or Error displays if this entry field is skipped until you click Save. If <b>Save</b> is clicked and no entry has been made, the <b>Messages for this page are listed below Error</b> dialog box displays.</p> <p>When you return to this field, the following <b>Error</b> displays prompting you to provide required (*) entry.</p>   |
| 14 | *Telephone number with area code                                       | <p>When clicking on this entry field, the following displays to show the accepted format for telephone entry. No hyphens, spaces, or parentheses.</p>  <p>If <b>Save</b> is clicked and no entry has been made, the <b>Messages for this page are listed below Error</b> dialog box displays.</p> <p>When you return to this field, the following <b>Error</b> displays prompting you to provide required (*) entry.</p>  |
|    | Save   | <p>This <b>Messages for this page are listed below, Error</b> message displays and changes to show the fields that have been missed and are required (*).</p>  |

# 1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer


| Modify 77 Fund Elections Entry Field | Error Message  |
|--------------------------------------|--|
|                                      |  |

## 4.6 Confirmation Email


This is the **Confirmation Email** that is sent to the submitter's email address with the updated information entered on the **Modify 77 Fund Elections** screen.

**Figure 11: ERM Employer Submission Confirmation Email**

Updated Certified Salary information



EPPA@inprs.in.gov  
To <Employer Submitter>



Tue 12:35 PM

ⓘ You forwarded this message on 9/21/2023 12:35 PM.

New information has been submitted to INPRS for subunit **INDIANAPOLIS-POLICE DEPT.**  
Please contact us at **(888) 876-2707** if you have any corrections or questions.

**Entered Information**

- Sub Unit number:
- Sub Unit name: **INDIANAPOLIS-POLICE DEPT**
- Effective date: **01/01/2024**
- Data entry date: **09/19/2023 12:33:55**
- Confirmation received that governing legislation has been read and understood: **Y**
- Highest non-promoted salary: **\$76,674.00**
- Longevity: **\$8,434.00**
- The highest non-promoted salary **plus** longevity pay for an officer totaling **\$85,108.00** will be used as a basis for Employer and Employee contributions remitted to the 1977 Police Officers' and Firefighters' Pension and Disability Fund on a payroll basis to the extent it complies with IC 36-8-1-11 and IC 36-8-8-6.5.
- For officers, the maximum longevity pay for **service of not more than twenty (20) years.**

**Affidavit Information**

- Affidavit: Date **09/19/2023**
- Affidavit: Title **Treasurer**
- Affidavit: Telephone Number **3175551212**
- Affidavit: E-mail **<Submitter's email>**
- Affidavit: Signature **<Submitter's e-signature>**
- Affidavit: Printed Name **<Submitter's printed name?>**
- Affidavit: City **INDIANAPOLIS-POLICE DEPT**

# 1977 Fund First-Class Officer (FCO) Certified Salary Process QRG – Employer

## **5 1977 Fund Certification of Salary for First Class Police Officers and Firefighters (State Form 53007)**

If you have submitted your 1977 Fund Certified Salary for the coming year but it is past the deadline for submission (after January 1, 2025), your changes cannot be made by you in ERM. You must contact INPRS at (888) 876-2707 or by email at [eppa@inprs.in.gov](mailto:eppa@inprs.in.gov) for a copy of the [1977 Fund Certification of Salary for First Class Police Officers and Firefighters \(State Form 53007\)](#).

The instructions for completing and submitting the form are included at the end of the form.